Adverse Weather Operations at Keflavik Airport

15th edition
September 2022

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1. INTRODUCTION

Keflavik Airport issues rules for action to respond to adverse weather conditions for ensuring the safety of passengers, staff and equipment. This document encompasses the rules and procedures which go into effect during adverse weather conditions

The rules do not free air carriers or ground handling companies from the responsibility to always ensure safe operations at the airport.

Operating on behalf of the Chief Service & Operations Officer at Keflavik Airport are:

a) Keflavik Airport Weather Safety Committee (Veðuröryggisnefnd, VÖN), which oversees these rules of procedure,
and
b) Keflavik Airport Weather Response Team (Veðuraðgerðastjórn, VAST), appointed by the Weather Safety Committee, responsible for managing operations.

Keflavik Airport, 28. September 2022
Anna Björk Bjarnadóttir
Chief Service & Operations Officer at Keflavik Airport

2. GOVERNANCE STRUCTURE

2.1. Weather Safety Committee (VÖN)

Role

- Issues and updates rules for weather conditions
- Notifies via e-mail if an average wind exceeding 40 knots[1] or wind gust exceeding 50 knots is predicted
- Decides on reduced services due to weather
- Consults with stakeholders if exemptions from operational restrictions are requested

The Weather Safety Committee issues rules for weather conditions that may affect daily airport operations. The Committee also monitors how the rules are executed.

It is the responsibility of the Weather Safety Committee to decide whether weather conditions will affect airport services. The committee is responsible for updating the rules. They are reviewed in the beginning of winter season each year and updated as necessary. The rules are published on Keflavik Airport's website and sent to appropriate parties.

Real-time weather for Keflavik Airport can be found at: http://awos.kefairport.is.
Additional weather information and forecasts;
https://www.isavia.is/fyrirtaekid/c-forflugsupplysingar/flugvedur/keflavikurflugvollur-bikf

Members of Keflavik Airport Weather Safety Committee:

1. Guðjón Arngrímsson, Director of Airport Operations, Chairman
   E-mail: gudjon.arngrimsson@isavia.is

2. Bjarni F. Borgarsson, APOC Department Manager, Vice-Chairman
   E-mail: bjarni.borgarsson@isavia.is

3. Skúli Þórðarson, Specialist - Airport Operations
   E-mail: skuli.thordarson@isavia.is

4. Sævar Garðarsson, Director of Traffic & Services
   E-mail: saevar.gardarsson@isavia.is

[1] One knot equals 0,514 m/s

2.2. Weather Response Team (VAST)

The Weather Response Team convenes in the meeting room *Hóp*, situated at Airport Operations Centre (APOC). The meeting is also accessible remotely via Teams.

Role

- Activated by the weather safety committee
- Convenes coordination meetings if necessary
- Chairs coordination meetings
- Prepares an action plan in consultation with stakeholders
- Directs and coordinates weather response at the airport

The Weather Response Team coordinates weather response at the airport. The Response Team takes measures per these rules in consultation with stakeholders.

The Weather Safety Committee notifies stakeholders via e-mail if an average wind of over 40 knots and /or wind gusts over 50 knots is predicted; see Table 1 in Appendix 1.

The coordinator will convene the Weather Response Team if deemed necessary. The response manager chairs the meeting, and the coordinator manages the response plan during the course of action.

If deemed necessary by the weather forecast, the coordinator convenes a meeting with external stakeholders by e-mail. The purpose of the meeting is to coordinate actions and set up a response plan if it is likely that weather will significantly impact operations.

The coordinator will also compile a final report following the response and submit it to the Weather Safety Committee.

Members of Keflavik Weather Response Team

Response manager, Airport Operations shift manager
E-mail: kef.vaktstjori@isavia.is
Telephone number: 425 6110

Coordinator, APOC shift manager
E-mail: apoc@kefairport.is
Telephone number: 425 6200

Security shift supervisor, Surveillance Department
E-mail: apoc@kefairport.is
Telephone number: 425 6200

Head supervisor, KEF Tower
E-mail: vardstjori.kef@isavia.is
Telephone number: 425 6062

Coordinator

- Receives a notification of a bad weather forecast from the Weather Safety Committee
- Convenes the Weather Response Team if necessary
- Convenes a meeting with stakeholders/contacts if necessary
- Oversees the action plan
- Prepares a final report submitted to the Weather Safety Committee

Response Manager

- Chairs the meetings of the Weather Response Team
- Directs the actions of the Weather Response Team

3. STAKEHOLDERS

Stakeholders are parties, or representatives of parties, affected by the event, e.g. service providers, airlines operating in Iceland, contractors, police and customs; see Table 1.

Role

- Nominate a contact for the Weather Response Team
- Work on collaborative planning
- Informing employees
- Prepare own procedures for bad weather conditions
- Inform pilots or air carriers about conditions
- Inform the Weather Response Team about relevant operational information

Stakeholders nominate a contact for the Response Team as soon as the response plan is initiated. The role of the contact is to work on planning, in consultation with the Response Team, on how to arrange safe ground handling of aircraft when circumstances so require. It is important that VAST participants possess a technical expertise and mandate for decision making.

Contacts are also responsible for informing their staff and parties they represent on how to arrange ground handling of aircraft at each time.

3.1. Airlines and Ground Service Providers

Airlines and ground service providers should prepare their own procedures for bad weather conditions. The procedures should be reviewed as necessary and shared with The Weather Safety Committee.

Airlines and/or ground service providers shall pass information to their pilots or, as appropriate, the pilots of the aircraft operators that they service regarding conditions that may limit the ground handling of aircraft. If circumstances so require, stakeholders must notify the Response Team if aircraft will be diverted to an alternate airport rather than landing at Keflavik Airport.

4. RESTRICTIONS DUE TO WEATHER

4.1. Passenger Boarding Bridges (PBB)

When wind gusts exceed 40 knots, the passenger boarding bridge on parking stand **12** is taken out of use (see Table 2 in Appendix 2).

When wind gusts exceed 50 knots, all passenger boarding bridges are taken out of use (see Table 3 in Appendix 2).

If aircraft has landed during wind-induced PBB closure, the aircraft must wait in a spot at the airfield determined by Airport Operations Centre each time. It must wait there until the wind reaches a level that permits the use of PBBs.

If an aircraft is situated by a PBB when the wind exceeds the specified levels per paragraphs 1 and 2, the responsible ground handling agent must move the PBB away from the aircraft and put it in a parked position per *VR640 14 - Strong Wind Procedure for PBB*.

4.2. Ground Handling

If an air carrier or ground handling company decides on de-boarding an aircraft using aircraft steps during adverse weather conditions, it shall be performed in consultation with the weather response team. De-boarding should take place on those stands least affected by wind, assessment shall be based on real-time wind measurements and weather prognosis.

The handling of aircraft on a parking stand is the responsibility of the air carrier or ground handling company in question.

The airport operator recommends that all ground handling agents at Keflavik Airport abort ground handling services in adverse weather conditions where wind gusts exceed 50 knots. This does not affect the completion of service which has started or service aiming at avoiding damage.

4.3. Bussing Operation

If the wind exceeds 50 knots, the weather response team manager & coordinator will assess if any restrictions on bussing operations will be made. Assessment will always be based on real-time wind measurements, weather prognosis and surface conditions.

5. EXEMPTION FROM RESTRICTIONS

5.1. Passenger Boarding Bridges

The use of PBBs during adverse weather conditions can only be authorized by the weather safety committee if deemed necessary to ensure safety. Authorization will always be based on real-time wind measurements at the airport and weather prognosis.

5.2. Alternative Aircraft Positioning

Alternative aircraft positioning during adverse weather conditions can be authorized by the weather response team manager & coordinator. It is the responsibility of the air carrier or ground handling company to request alternative aircraft positioning for each aircraft and work per procedures (*VR700 15 – Alternative aircraft positioning during ADW)*.

5.3. Bussing Operation

The use of Isavia passenger busses during adverse weather conditions can be authorized by the weather response team manager and coordinator in consultation with stakeholders.

References:

a) Strong Wind Procedure for PBB (VR650 14)
b) Alternative aircraft positioning during ADW

6. APPENDIX 1 – STAKEHOLDERS

Table 1: Stakeholders

Name	Company
Chief Service & Operations Officer at Keflavik Airport	Isavia
Chief Commercial & Airport Development Officer at Keflavik Airport	Isavia
Weather Safety Committee	Isavia
Head supervisor in tower (Response Team)	Isavia
Department Manager, Surveillance	Isavia
Rescue Manager	Isavia
Project Manager Safety and Quality	Isavia
Aviation Security Director, Keflavik Airport	Isavia
Team leader, bus department	Isavia
Shift leader, bus department	Isavia
Facility Custodians	Isavia
Airport Parking	Isavia
Snow clearing	Isavia
Manager of Fuel Systems	Isavia
Press Officer	Isavia
Operators, APOC	Isavia
Shift manager, Passenger Services	Isavia
Shift manager, Airport Operations (response manager)	Isavia
Shift manager, APOC (coordinator)	Isavia
Security shift supervisor, Surveillance Department (Response Team)	Isavia
Station Manager	ICE
Safety Manager	ICE
Ground Operations Centre	ICE
Director of ground handling	ICE
Apron foreman	ICE
Service directors, passenger services	ICE
Aircraft maintenance engineers	ICE
GMT aircraft maintenance engineers	GMT
Bluebird Nordic	BBD
SouthAir	SUD
Managing Director	APA
Safety Manager	APA
Load control	APA
Ramp coordinator	APA
Apron foreman	APA

Service directors, passenger services	APA
Ace Handling / FBO	ACE
Shift leaders	EAK
Station Manager	EBK
KEF Border Police	
Customs	
Icelandic Coast Guard	
Airport Direct	
Flybus	

7. APPENDIX 2 – RESTRICTIONS DUE TO WEATHER

The figures in the following pages show examples of restrictions entering effect at each time at different wind levels and how responsibilities are divided between parties.

Actions by stakeholders shall be in accordance with these safety rules and their own safety roles and are the sole responsibility of the stakeholders.

Table 2: Restrictions during wind gust of 40–49 knots

Means that...	Response Team	Handling agent
Each department takes decisions regarding safety measures and risk assessment The PBB at parking stand 12 may not be used if **wind gusts** exceed 40 knots	When an average wind speed of 40 knots is predicted, the coordinator will send out a weather warning The response manager and coordinator assess whether the Response Team should be activated The Weather Safety Committee or Response Team shall assess whether special measures are needed to ensure the safety of people and/or equipment regarding weather and conditions	If the weather forecast predicts an average wind speed of 40 knots, all handling equipment and other loose items not essential for ground handling must be moved indoors or where the wind will not reach them When the average wind speed has reached 40 knots, stakeholders must inform their staff of the conditions and how to arrange handling with a minimum of risk

Table 3: Restrictions during wind gust exceeding 50 knots

Means that...	Response Team	Handling agent
No PBBs may be used if **wind gusts** exceed 50 knots If wind gusts exceed 50 knots, or if wind gusts in excess of 50 knots are predicted, PBBs must be kept in a storage position per the applicable rules on operation and handling of PBBs at KEF airport terminal	When an average wind speed of 50 knots is predicted, the Response Team must be activated The Weather Safety Committee or Response Team shall assess whether special measures are needed to ensure the safety of people and/or equipment regarding weather and conditions	If an air carrier and/or handling agent decides to park aircraft in a parking stand per wind direction, the Response Team must always be informed of such action Variations on ground handling of aircraft may be applied per agreement with the Weather Safety Committee when the aircraft is by the PBB and the wind is close to 50 knots (see *restrictions due to weather)*

8. APPENDIX 3 – VAST MEETING AGENDA

VAST Meeting Template

Following is a draft template of the VAST meeting agenda. Please note that this template may be adjusted depending on the situation.

Weather forecast review

- TAF
- Custom Weather Alert
- Harmonie Wind Maps
- Live Wind Meters
- Report from MET office (if available)
- Road conditions to/from airport

Airport Conditions

- Runways
- Taxiways
- Apron

Schedule

- Total aircraft movements expected during affected period
    - Per ground handling company
    - Expected delays / cancellations
- Total passengers expected during affected period
    - Arriving
    - Departing
    - Local
    - Transfer

Staff location and roles

- Isavia
    - Airport Operations
    - Security
    - Passenger Services
    - Bus Department
    - PRM services
- Ground Handling Companies
    - Airlines
    - Shops
    - Border Police

Response plan

- Safety Matters
- Airline / ground handling companies
    - Expected aircraft services
- Runway in use
- Flight priorities
- Aircraft Holding Positions
- Passenger Services
    - Rerouting
        - Terminal preparedness due to prolonged passenger stay
    - Drinking water
    - Baggage (arriving / departing)
    - Check-in desk allocations
    - Staffing
- Feasible aircraft stands for use if aircraft de-boarding takes place (based on weather data)
- Information coordination
    - Media / Social Media
        - Isavia
        - Airlines
    - Airport
        - In aircrafts
        - FIDS (Flight Information Display Systems)
        - Service Desks
        - Check-in hall
        - Baggage reclaim area