



Adverse Weather Operations at Keflavik Airport



12th edition
November 2019



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INTRODUCTION

Keflavík 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 conditions¹.

The rules do not free air carriers or ground handling companies from the responsibility to ensure safety due to adverse weather conditions at the airport.

Operating on behalf of the Director of Airport Operations at Keflavík Airport are:

- a) Keflavík Airport Weather Safety Committee, which oversees these rules of procedure
and
- b) Keflavík Airport Weather Response Team, appointed by the Weather Safety Committee, responsible for managing operations.

¹ This document replaces the 11th edition of *Rules for Action due to bad weather at KEF airport*

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WEATHER SAFETY COMMITTEE (VÖN)

Role

- Issues and updates rules for weather conditions
- Notifies via e-mail if an average wind exceeding 40 knots² 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 updated in the beginning of winter season each year and as necessary. The rules are published on Keflavík Airport's website and sent to appropriate parties.

Real-time weather for Keflavík Airport can be found at: <http://awos.kefairport.is>.

Members of Keflavík Airport Weather Safety Committee:

1. Guðjón Arngrímsson, Service Manager Keflavík Airport, Chairman
E-mail: gudjon.arngrimsson@isavia.is – Telephone: 425 6123
2. Bjarni F. Borgarsson, Terminal Operations Control Centre, Vice-Chairman
E-mail: bjarni.borgarsson@isavia.is – Telephone: 425 6060
3. Skúli Þórðarson, Specialist Keflavík Airport Operations
E-mail: skuli.thordarson@isavia.is – Telephone: 425 6513
4. Sævar Garðarsson, Facility Manager
E-mail: saevar.gardarsson@isavia.is – Telephone: 425 6430

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² One knot equals 0,514 m/s

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WEATHER RESPONSE TEAM (VAST)

The Weather Response Team convenes in the meeting room Eiríksstaðir in the airport terminal.

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 then convene the Weather Response Team if deemed necessary. The response director 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 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.

Staffing of the Weather Response Team

Response manager, shift leader Airport Services

E-mail: kef.vaktstjori@isavia.is

Telephone number: 425 6110

Coordinator, shift leader Terminal Operations Control Centre

E-mail: terminal.ops@kefairport.is

Telephone number: 425 6100

Head supervisor / Supervisor, Security Control Centre

E-mail: stjornstod@kefairport.is

Telephone number: 425 6210

Head supervisor / Supervisor, KEF Tower

E-mail: vardstjori.kef@isavia.is

Telephone number: 425 6062

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Coordinator

Role

- 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

Role

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

STAKEHOLDERS

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

Role

- Nominate a contact for the Weather Response Team
- Work on planning
- Informing employees
- Prepare own procedures for bad weather conditions
- Inform pilots or air carriers about conditions
- Inform the Weather Response Team about aircraft diverted to other airports

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 that they represent on how to arrange ground handling of aircraft at each time.

Stakeholders should prepare their own procedures for bad weather conditions.

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

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RESTRICTIONS DUE TO WEATHER

Passenger Boarding Bridges (PBB)

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

If the wind exceeds 50 knots, all passenger boarding bridges are taken out of use (see Table 3 in Appendix 2).

If aircraft lands during wind speeds that do not allow the use of PBBs, the aircraft must wait in a spot at the airfield determined by Terminal Operations Control 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 paragraph 1, the responsible ground handling agent must move the PBB away from the aircraft and put it in a parked position per *VR650 14 - Strong Wind Procedure for PBB*.

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.

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.

EXEMPTION FROM RESTRICTIONS

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.

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*).

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Bussing Operation

The use of 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

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APPENDIX 1 STAKEHOLDERS

Table 1: Stakeholders

Name	Company
Director of Airport Operations at Keflavík Airport	Isavia
Deputy Director of Airport Operations at Keflavík Airport	Isavia
Technical and Infrastructure Director for Keflavík Airport	Isavia
Director of Keflavík Airport Commercial Operations	Isavia
Weather Safety Committee	Isavia
Head supervisor in tower	Isavia
Head supervisor in flight tower (Response Team)	Isavia
Head supervisor in security search	Isavia
Supervisor, Security Control Centre (Response Team)	Isavia
Rescue Manager	Isavia
Project Manager Safety and Quality	Isavia
Aviation Security Director, Keflavík Airport	Isavia
Team leader, bus department	Isavia
Shift leader, bus department	
Facility Custodians	Isavia
Airport Parking	Isavia
Snow clearing	Isavia
Manager of Fuel Systems	Isavia
Press Officer	Isavia
Operator, Operations Control Centre	Isavia
Shift leader, Passenger Services	Isavia
Shift leader, Airport Services (response manager)	Isavia
Shift leader, Operations Control Centre (coordinator)	Isavia
Shift leader, Airport Aviation Security	Isavia
Service Director of Passenger Services	Isavia
Maintenance contractor	AÓ
Station Manager	ICE
Safety Manager	ICE
Ground Operations Centre	ICE
Director of ground handling	ICE
Foreman at the apron	ICE
Service Directors, Passenger Services	ICE
Aircraft maintenance engineers	ICE
GMT aircraft maintenance engineers	GMT
Bluebird Nordic	BBD
Suðurflug	SUD

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Managing Director	APA
Safety Manager	APA
Load control	APA
Foreman at the apron	APA
Service Directors, Passenger Services	APA
Ace Handling / FBO	ACE
Shift leaders	EAK
Station Manager	EBK
KEF Border Police	
Customs	
Airport Direct	
Flybus	

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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
<p>Each department takes decisions regarding safety measures and risk assessment</p> <p>The PBB at parking stand 12 may not be used if wind gusts exceed 40 knots</p>	<p>When an average wind speed of 40 knots is predicted, the coordinator will send out a weather warning</p> <p>The response manager and coordinator assess whether the Response Team should be activated</p> <p>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</p>	<p>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</p> <p>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</p>

Table 3: Restrictions during wind gust exceeding 50 knots

Means that...	Response Team	Handling agent
<p>No PBBs may be used if wind gusts exceed 50 knots</p> <p>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</p>	<p>When an average wind speed of 50 knots is predicted, the Response Team must be activated</p> <p>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</p>	<p>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</p> <p>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 <i>restrictions due to weather</i>)</p>

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APPENDIX 3 MEETING TEMPLATE

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

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- Rerouting
 - Terminal preparedness due to prolonged passenger stay
- 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
 - Service Desks
 - Check-in hall
 - Baggage reclaim area

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