



## AIRPORT TARMAC DELAY CONTINGENCY PLAN

**A. General.** McAllen International Airport (MFE) has prepared this Emergency Contingency Plan pursuant to §42301 of the Federal Aviation Administration (FAA) Modernization and reform Act of 2012. Questions regarding this plan can be directed to Yasmina Gutierrez, Airport Operations Manager at 956-681-1511. MFE is filing this plan with the Department of Transportation because it is a commercial airport and may be used by an air carrier described in USC 42301(a) (1) for diversions.

This plan describes how, following excessive tarmac delays and to the extent practicable, MFE will:

- Provide for the deplanement of passengers;
- Provide for the sharing of facilities and make gates available at the airport; and
- Processing of international arriving passengers by United States Customs and Border Protection (CBP).

MFE has facility constraints that limit the airport's ability to accommodate diverted flights and strongly encourages aircraft operators to contact Airport Operations Center (AOC) at 956-681-1515 for prior coordination of diverted flight, except in the case of a declared in-flight emergency. Specific facility constraints include:

1. Limited number of aircraft parking and passenger boarding bridge gate positions;
2. Limited number of airport personnel that are trained on the use of passenger boarding bridges as these are typically operated by the air carrier personnel;
3. Limited jet fuel storage capacity. At maximum capacity, MFE generally has approximately, 72,000 gallons available. However, the amount useable in any given day is approximately 40,000 gallons. To order and receive transport, delivery takes 24 hours

During diversion events, the MFE Airport Operations Center issues NOTAMs (Notice to Airmen) regarding its ability to accommodate diverted flights to ensure the safe and efficient operation of the airport and its ability to serve the civil aviation needs of the public during irregular operation events.

## **B. Airport Information**

Name of Airport: McAllen International Airport (MFE)

Name and title of person preparing the plan: Yasmina Gutierrez, Airport Operations Manager

Preparer contact number: 956-681-1511

Preparer contact email: [ygutierrez@mcallen.net](mailto:ygutierrez@mcallen.net)

Date of submission of plan: 29 June 2012

Date of plan resubmission: 12 June 2017

Airport Category: Small Non-Hub

**C. Contact Information.** MFE operates an AOC that is manned 24 hours a day, 7 days a week. In the event of diversion or other irregular flight operations events, aircraft operators should contact the AOC at 956-681-1515 for assistance.

**D. Deplanement of Passengers Following Excessive Tarmac Delays.** MFE has limited equipment (on/off loading ramps and jet bridge spots) and personnel necessary to safely deplane passengers from air carrier aircraft. Airline personnel will be responsible for the deplanement of passengers with the assistance of MFE Operations Personnel (dependent upon request and staff on hand). The airport will utilize all available equipment to deplane passengers as soon as practicable after receiving requests from airlines at the contact number listed above. Coordinating the deplanement of passengers by airlines and Airport Operations personnel will be completed as soon as practicable after receiving requests from airlines approaching excessive tarmac delay times.

**E. Sharing of Facilities and Gate Availability.** MFE has a total of six passenger boarding bridge gates. A Common Use Passenger Processing System allows all of our scheduled air carriers to use any of our gates. The airport will direct our common-use gate users to make gates available to an air carrier seeking to deplane at a gate, to the maximum extent possible. If additional gates are needed, the airport will direct tenant air carriers to make preferential use gates and other equipment and facilities available to an air carrier seeking to deplane at a gate, during those time periods when the tenant airline is not using, or not scheduled to use, the gate, to the maximum extent practicable.

**F. Processing of International Arriving Passengers.** MFE has an operational Federal Inspection Station (FIS) for processing international passengers. Additionally, this area is capable of accommodating limited numbers of international passengers. MFE will coordinate with Customs and Border Protection (CBP) officials to develop procedures

that will allow international passengers to deplane into these sterile areas to the extent practicable.

### **G. Maintenance of this Contingency Plan**

1. Currency. The Director of Aviation will keep this Contingency Plan current at all times and will submit proposed revisions to the FAA Airports Division for approval no less than 30 days prior to the proposed effective date, unless a shorter filing period is allowed by the FAA. After FAA approval, the Airport Operations Manager will print and distribute.

2. Availability and Distribution. One complete and current copy of this Contingency Plan will be maintained on file in the Airport Operations Manager's Office and will be available for inspection by the FAA on request. MFE will provide public access to its emergency contingency plan through the airports website; <http://www.mcallenairport.com/>. All airport personnel with responsibilities under this plan will be furnished with current copies or applicable portions.

### **Distribution of Contingency Plan**

Director of Aviation  
Deputy Director of Aviation  
Airport Operations Manager (original)  
Properties & Compliance Manager  
Customer Service Coordinator  
Airport Operations Specialists  
Airport Terminal Services – (Allegiant Air, American Airlines, Aeromar Airlines, United Airlines)  
Sergeant-Airport Police  
McAllen Police Department  
ARFF Coordinator  
McAllen Fire Chief  
FAA Airport Division  
Airport Traffic Control Tower  
McCreery Aviation  
Federal Security Director  
Assistant Federal Security Director – McAllen  
TSA Manager