

Request for Quote**Subject: Airport Classroom Training** in Thunder Bay for the following subjects:

- Airport Operations #101
- NOTAM's # 101
- Airport Winter Maintenance #103
- Runway Condition Reporting #103

Dates: To be determined – Between February - April 2020.**Approximate number of participants:** 15-20 people (local headquarter staff)**No of Pages:** 1 - 8**Please provide a per person rate plus transportation cost quote (hard and soft copy) for the Airport Operations Training.**

Our staff operate 29 remote northern community airports. Most of our runways are gravel and we require a course tailored to the size and complexity of our airports.

Please review the following syllabuses for course content.

Trainer must have either have train-the-trainer certification, adult education certification utilizing adult learning methodologies or at least 3 years teaching experience.

Trainer must also have at least 5 years Airport Operations and Management related experience.

Contractor will submit with the quote a resume of the instructor showing qualifications to provide instruction as described on this quote request. The Ministry, acting reasonably will have the right to refuse any individual who is deemed to be not qualified as an instructor.

Contractor will submit with the quote a course syllabus, a description of the training materials i.e. books, videos, training aids and identify what training materials will be given to the trainees. The training material given to the trainee cost will be an extra cost if approved by the Ministry.

Please provide the number of days required for delivery of this training on page 3 of this RFQ.

GENERAL

1. Contractor will arrange and pay all transportation costs for contractor trainer, including food and baggage, etc. This cost will be included in the quoted "cost of transportation".
2. Instructor must have demonstrated ability and knowledge concerning Airport Operations, NOTAM's, Airport Winter Maintenance & Runway Condition Reporting.
3. Upon completion of the work the Contractor will submit a certificate for each employee and include an electronic copy of the presentation in PowerPoint format and learning materials in Word format with the submission of the invoice.
4. The work will be awarded to the successful bidder, based on best value to the Ministry of Transportation. The lowest or any quote may not necessarily be accepted.
5. Complete information required on page 3 before the deadline and submit the additional information required. It will be the bidder's responsibility to verify that the quote was received.

Contact Vickie Nielsen if there are any questions.

Vickie Nielsen
Training Coordinator
Ministry of Transportation
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Quote Deadline: 12:00 PM (noon) EST ... February 5, 2020

TO: Vickie Nielsen, MTO THUNDER BAY – FAX 807 473-2123 – Email: vickie.nielsen@ontario.ca

QUOTATION: Airport Operations – _____ (All taxes excluded)

- 1) Quote per person rate \$ _____

- 2) Cost of Transportation \$ _____

- 3) Name of Instructor _____

- 4) Cost of training material given to trainees \$ _____

- 5) Number of days required for training _____

The Ministry reserves the right to reject any or all submissions for any reason whatsoever and to accept only submissions considered best for its interest and to waive formalities as the interests of the Ministry may require without stating reasons, therefore, the lowest or any submission may not necessarily be accepted.

By:

Name of Firm or Individual

Address (Phone) (Fax)

Name of Person Signing for Firm

Email Address

Name: Airport Operations and NOTAM**Qualifications Code: #101****Program Area: Airport Operations and Regulatory****Description:**

A general introduction to Airport Operations and the regulatory environment governing airports, the content of this course covers a large facet of topics including overview of:

- Airport Operational environment specific to airports.
- Roles of regulatory and air navigation providers.
- Canadian Aviation Regulations, applicable standards, advisory circulars.
- Airport safety programs (Vehicle Operations, Apron Safety, Inspection Program)
- Aircraft characteristics / performance limitations and identification.
- Airport circuit and instrument approach procedures.
- Summer / winter operations.
- Construction operations.
- NOTAMs.

Mode of Delivery: Classroom, E-learning**Knowledge, Skill and Ability - Course Learning Objectives:**

Knowledge of:

- The roles of Transport Canada, NAV Canada, Transportation Safety Board and Airport Operator and notification requirements.
- Applicable Canadian Aviation Regulations, standards and advisory circulars.
- Airport characteristics and airport classifications, codes / AGN
- Aircraft operations and performance limitations.
- Airport Circuit and instrument approach procedures.
- NAV Canada NOTAM Procedure Manual and application of various sections to airport operations.
- Elements that make up Airport Safety Programs including – Vehicle Operations, apron safety and inspection programs.
- Runway, Taxiway and Apron strips and obstacle setbacks.
- Aircraft parking and marshalling operations.
- Overview of summer / winter operations.
- Overview of Airport Plan of Construction Operations and key content
- Hazards relevant to airport and aircraft operations.
- Types of aviation fuels and associated hazards.
- Cost of aircraft operations and damage from incidents and accidents.

Ability to:

- Navigate, identify and apply regulations / standards to specific airport classifications.
- Identify airfield hazards and deficiencies against appropriate standards.

- Identify conditions when construction or safety planning is required.
- Identify conditions that require NOTAM and the process for issuance.
- Identify circumstances that require notification to Transport Canada, Transportation Safety Board and NAV Canada.

Skills:

- Critical thinking through application of policy, procedure and standards to airport operations.

Recurrence Requirement: No

Competency: Multiple Choice Test – Reviewed in Class

Pre-Requisites: N/A

Required Materials: Presentation, Hand-outs, Practical Case Studies

Notes: This qualification will serve as a general introduction to airport operations

Name: Airport Winter Maintenance and Runway Condition Reporting

Qualifications Code: #103

Program Area: Airport Operations and Regulatory

Description:

The objective of the Winter Maintenance Plan and Runway Condition Reporting is to maintain safe and efficient maneuvering surfaces exist in accordance with stated level of service and standards. The level of service directly impacts safety of aircraft operations by setting the standard for usability of the runway.

The objective of Runway Conditions is to accurately identify and report conditions in a timely manner. Training to fulfil this qualification must include overview of the Winter Maintenance Plan, standards as per CARS **Division IV — Airport Winter Maintenance** and Runway Condition Reporting in accordance with NAV Canada and Transport Canada requirements; and where applicable, overview and practical demonstration of runway friction measurement and reporting.

Mode of Delivery: Classroom, Examples and Case Studies, Practical Experience

Knowledge, Skill and Ability - Course Learning Objectives:

Knowledge of:

- Regulations and standards as they relate the Airport Winter Maintenance and Runway Condition Reporting (Canadian Aviation Regulations and Standards, Advisory Circulars, NAV Canada NOTAM Manual-NOTAMJ, TP312 4th and 5th Editions).
 - Definitions – 302.401
 - Winter Maintenance Measures 302.404
 - Ice Control Chemicals and Sand 302.407 / 302.415
 - Removal of Contaminants from Priority Areas 302.412
 - Snow Accumulation Adjacent to Operational surfaces 322.413 / 322.414
 - Friction Measurement 302.416
 - Movement Area Inspection Reports 302.417
 - Training Requirements 302.418
- Components Within the Winter Maintenance Plan and Associated Regulations including:
 - CAR 302.410 / 302.411
 - Priority areas and associated winter maintenance operations 302.403(a)
 - Timelines associated with priority areas
 - Communication Procedures 302.403 (b)
 - Issuance of NOTAM during hazardous conditions

- Inspection and Reporting of Airside Movement Surfaces – NOTAM J and Surface Friction Measurement 302.403 (c)
- Safety Procedures for controlling flow of ground vehicles during winter maintenance operations 302.403 (d)
- Procedures to minimize the risk of ice control chemicals 302.403 (e)
- Lines of Authority, organizational relationships and communications 302.403 (f)
- Coordination of winter maintenance 302.403 (g)
- Arrangements for snow clearance 302.403 (h)
- Administrative Procedures (i) (j)
- Relative Operational Agreements between the airport operator and Aeronautical Information Service provider respecting the provision of winter maintenance for navigational aids 302.403 (k)
- Safe use of vehicles and equipment
- Radio communication protocols
- Airport Layout
- Inspection Storage and application of ice control chemicals and sand
- Snow and ice control for airside visual aids (lighting, markers and signs)
- AMSCR procedures including
 - Observing
 - Recording
 - Procedures for forwarding reports to the aeronautical information services provider; and
 - Friction Testing

Ability to:

- Apply the procedures and processes within the Airport Winter Maintenance Plan to respective airports.
- Conduct snow removal in a safe and efficient manner in compliance with required regulation and standards.
- Accurately identify and report surface contaminants.
- Conduct friction measurement in accordance with procedures.

Skills:

- Runway Condition Reporting and identification of contaminants
- Using equipment for snow removal and ice control
- Utilizing tools for snow removal around airside visual aids

Recurrence Requirement: Annual – prior to start of Airport Winter Operations

Competency: Written or Practical Examination

Pre-Requisites: N/A

Required Materials: Presentation, Hand-outs, Examples of Runway Condition Reports, Practical Case Studies, Airport Winter Maintenance Plan, Associated Regulations and Standards

Notes:

Training

CAR 302.418

(1) The operator of an airport shall not assign duties in respect of its airport winter maintenance plan to a person unless that person has received training from the operator on those duties and on the matters set out in section 322.418 of the *Airport Standards — Airport Winter Maintenance*.

(2) The operator of the airport shall not assign supervisory duties in respect of its airport winter maintenance plan to a person unless that person has received training on those duties and on the content of the plan.

(3) Each year, before the start of winter maintenance operations, the operator of the airport shall provide persons who will be assigned duties in respect of its airport winter maintenance plan with training on any amendments that have been made to the plan since the previous winter.

(4) Training provided under this section shall be competency-based with an emphasis on performance, and shall include written or practical examinations.