



**KEFLAVIK AIRPORT**

# **Rules for action due to bad weather at Keflavik International Airport**



2. Version  
September 2009

Rules for action due to bad weather are set forth by the Airport Authority to ensure the safety of passengers, employees and equipment as possible.

Appointed to work on behalf of the Airport Director:

- a) Keflavik Airport Weather Safety Committee, in control of enclosed operational rules, and
- b) Keflavik Airport Weather Action Control Team, whom assumes control of actions.

Keflavik Airport June 2009



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Björn Óli Hauksson  
Airport Director

### **Appointed Keflavik Airport Weather Safety Committee members:**

Trausti Tómasson, Slot Coordinator, Committee Chairman  
Einar Már Jóhannesson, Operations Manager, Leif Eiriksson Air Terminal  
Haraldur Ólafsson, Director, Air Navigation Service  
Tómas B. Ólafsson, Quality Manager for Keflavikairport

### **Keflavik Airport Weather Safety Committee objectives:**

Rules for action due to bad weather at KEF are set forth by the Keflavik Airport Weather Safety Committee; the committee also keeps track of the rules implementation and makes adjustments for solutions as needed.

Keflavik Airport Weather Safety Committee Chairman is responsible for updates on these rules.

The rules shall be updated as needed and at least in August annually and sent to all parties concerned.

## **Keflavik Airport (KEF) Weather Action Control Team:**

Team Leader during normal work hours from 0800 to 1600 Monday through Friday:  
Trausti Tómasson, Team Leader for KEF Airport Authority  
Email: [traustito@kefairport.is](mailto:traustito@kefairport.is) . Cell Phone: +354 664 0391, Tel.: +354 425 6060.

Team Leader during other hours:  
Air Traffic Control Captain on duty.  
Email: [atc@kefairport.is](mailto:atc@kefairport.is) . Tel.: +354 425 6062

Einar Már Jóhannesson, Action Leader for Leif Eiriksson Air Terminal.  
Email: [ainar.mar@kefairport.is](mailto:ainar.mar@kefairport.is) . Cell Phone: +354 863 0176, Tel.: +354 425 6401.

Snow King, Action Leader for the Airfield Services Division.  
Email: [snowking@kefairport.is](mailto:snowking@kefairport.is) . Tel.: +354 425 6127, Cell Phone: +354 664 0379

## **KEF Weather Action Control Team Objectives:**

KEF Weather Action Control Team leads actions due to bad weather conditions at the Airport. The team follows these rules for action in cooperation with other concerned parties. Enclosures along with these action rules shall be used as guidelines when decisions are made.

KEF Weather Action Control Team Leader notifies airport service dealers by email, cell phone message or phone conference if the weather forecast predicts 40 Knots average wind or more. The Team Leaders notifications shall be sent to those listed in enclosed table. Following that process he requests the KEF Weather Action Control Team to gather. Team Leader shall keep records on work performed by KEF Weather Action Control Team and informs KEF Weather Safety Committee about progress.  
Wind velocity is measured by ASOS instruments at the airport runway intersection (At 10 minutes average intervals)

It is the responsibility of KEF Weather Action Control Team to decide whether or not it is possible to use the Leifur Eiriksson Air Terminal for aircraft service, when wind velocity exceeds set benchmarks as noted in action plans. All aircraft parked by the air terminal when this occurs, are the responsibility of the concerned airline company or service agent.

## **Other concerned parties objectives:**

### **Handling Agents (FBO):**

Each Handling Agent shall appoint to the KEF Action Control Team a Team Leader as a coordinator on the agent's behalf and the airliner's served, the rules for action are activated. His objective shall be to make decisions in cooperation with the Action Control Team, regarding how to handle needed service to aircraft on the airport considering the weather conditions.

This service agent's Team Leader shall also inform his coworkers how service to aircraft is to be rendered in relation to weather conditions. If wind velocity is expected to exceed 50 knots, he shall ensure the information is forwarded to expected customers for aircraft service at KEF.

All aircraft service agents at KEF shall establish private rules for action in case of bad weather.

Reference:

- a) Action Plan IGS.

### **Flight planning divisions, service agents or pilots:**

Flight planning divisions for concerned airlines shall relay information regarding circumstances at the airport when it is not possible to service aircraft at Leifur Eiriksson Air Terminal due to bad weather.

If weather forecast expects 50 knots wind velocity or more, flight planning division for airlines concerned must evaluate, in cooperation with pilots flying to KEF, the option to divert flights to an alternate airport rather than land at KEF

### **Leifur Eiriksson Air Terminal:**

It is not possible to use the passenger boarding bridges (PBB) when wind velocity reaches 50 knots limit or more, (25 meters per second). If aircraft do land during circumstances of this nature, they are to wait at a taxiway or a designated spot on the airport, issued by Air Traffic Control, until wind velocity decreases below the above noted limit for allowable use of the PBBs.

If aircraft is parked by a PBB when the wind velocity reaches this noted limit, the PBB shall be removed from the aircraft until wind decreases.

It shall be noted that the above noted maximum wind velocity limit 50 knots (25 m/s), is set for best conditions regarding dry surface and good braking action.

Reference:

- a) Leifur Eiriksson Air Terminal rules on control and handling PBBs.
- b) Leifur Eiriksson Air Terminal rules for action due to bad weather.

**Weather Action Control Team Leader shall notify the following regarding actions:**

Name:	Agency:	Position:
Björn Óli Hauksson	*A A	Airport Director
ATC Duty Captain	*A A	ATC Duty Captain
Fire Captain	*A A	Fire Captain
Assistant Fire Chief	*A A	Assistant Fire Chief
Airport Security Guards	*A A	Airport Security Guards
Snow King	*A A	Snow King
Stefán Thordersen	*A A	Manager Safety & Security Division
Friðþór Eydal	*A A	Public Relations Officer
Grétar Hermannsson	*A A	Captain Airport Security Guard
Haraldur Ólafsson	*A A	Director, Air Navigation Service
Helgi Haraldsson	*A A	Airport security
Hjörtur Hannesson	*A A	Airport Operation
Lúðvík Rúnarsson	*A A	Captain Airport Security Guard
Ólafur Ásmundsson	*A A	Fire Chief
Ómar Sveinsson	*A A	Manager Airport Division
Sigurður H. Ólafsson	*A A	Planning & Development Division
Tómas B. Ólafsson	*A A	Quality Manager
Trausti Tómasson	*A A	Weather Action Control Team Leader
Einar Már Jóhannesson	**LEAT	Director of Operations
Halldór Rúnar Þorkelsson	**LEAT	Safety & Service Agent
Kristján Karlsson	**LEAT	Service Agent
A. Óskarsson ehf.	**LEAT	Electrician
Ástþór Ingason	ICEAIR	Mgr Stations
Ops Control	ICEAIR	Ops Control
Flight Control	ICEAIR	Flight Control Duty Supervisor
Gunnar Olsen	IGS	Manager
Cargo Surveillance/Flight Control	IGS	Cargo Surveillance/Flight Control
Supervisors on Aprons	IGS	Supervisors on Aprons
Einar Hannesson	IGS	Director of Operations
Guðjón Skúlason	IGS	Quality Manager
Aircraft Mechanic	ITS	Aircraft Mechanic
Aircraft Mechanic LEAT	ITS	Aircraft Mechanic at LEAT
Theodór Brynjólfsson	ITS	Manager Production
Þorvarður Jónsson	ITS	Supervisor Base / Line
Bluebird Flight Control	Bluebird	Flight Control
South Air (FBO)	South Air	Flight Control
Airport Associate (FBO)	Airport Asso	Flight Control
Duty Supervisors	Fuel Service	
Vilberg Karlsson	Fuel Depot	Depot Manager
Egill Ólafsson	Police	Captain Security Guard LEAT
Border Control Police KEF	Police	Border Control Police KEF

\*AA = Airport Authority \*\*LEAT = Leifur Eiriksson Air Terminal

### Action Plan in case of high winds.

The table on next two pages shows instructional definitions on limitations that take place during different wind velocity steps as well as how responsibility is defined between agencies. Service Agent's actions shall be in compliance with their established responsible safety rules. Wind velocity is the 10 minutes average wind measured with ASOS weather instruments at Keflavik Airport.

Measured Wind velocity:	Means that...	Weather Action Control Team	Handling Agents
40 – 49 Knots	<p>Each division makes their own decisions considering safety precautions and risk assessment.</p> <p>During these circumstances, de-/anti-icing operations are almost impossible.</p>	<p>Weather Action Control Team shall activate action plans and send out notifications regarding same when the weather forecast expects 40 to 49 knots wind velocity.</p>	<p>All service equipment, units not needed and all other potential FOD, shall be taken to a safe shelter when the weather forecast expects 40 to 49 knots wind velocity.</p> <p>When wind velocity reaches 40 knots or more, service agent's team leader as coordinator with the action control team, shall inform his coworkers how service is to be rendered in order to mitigate risk.</p>

Measured Wind velocity:	Means that...	Weather Action Control Team	Handling Agents
<p><i>50 knots or more.</i></p>	<p>Passenger boarding bridges (PBB) are not to be used.</p> <p>When aircraft is parked by a PBB and the apron is slippery, the area under aircraft wheels shall be deiced as well as the work area by aircraft cargo doors.</p> <p>If wind velocity exceeds 50 knots, or if weather forecast predicts 50 knots gusts or more, PBBs shall be lowered into their parking position in accordance with Leif Eiriksson Air terminal rules for control and use of PBBs.</p>	<p>If wind velocity exceeds 50 knots, or if weather forecast predicts 50 knots average wind velocity, the weather action control team shall assess whether it is safe for passengers or service personnel to walk on the apron, considering wind velocity and icy conditions, make arrangements to mitigate risk factors.</p>	<p>If wind velocity exceeds defined levels, Aircraft shall be parked pointing in accordance with the airline's/service agent's special check list for actions in case of high winds, in order to mitigate risk.</p> <p>Electrical power cannot be used from the PBBs since it is prohibited to use PBBs during these circumstances.</p> <p>When aircraft is parked by a PBB and wind velocity is close to 50 knots, variations in service may be used in coordination with weather action control team.</p>