



SLAVE LAKE AIRPORT SERVICES COMMISSION

AIRPORT OPERATIONS POLICY

Version 1.0 | Amendment No. 5

APPROVED

Original approval	October 28, 2002
Approved baseline	Amendment No. 4 - July 2, 2015
Approval date	September 21, 2026
Effective date	September 21, 2026
Prepared following	Annual review conducted September 3, 2026
Document owner	Slave Lake Airport Services Commission

This controlled policy supersedes Amendment No. 4 and is effective September 21, 2026.

DOCUMENT CONTROL AND APPROVAL

Control field	Current entry
Document	Airport Operations Policy
Version	1.0
Current amendment	No. 5
Approved baseline	Amendment No. 4 - July 2, 2015
Prepared following	Annual review conducted September 3, 2026
Commission Motion	35-2026
Approval date	September 21, 2026
Effective date	September 21, 2026
Next review due	September 21, 2027, or earlier following a material change

RECORD OF AMENDMENTS AND REVIEWS

Amendment record

Amendment	Date	Approved by	Summary	Entered by / date
Original	Oct. 28, 2002	Commission	Initial issue	Legacy record
1	March 8, 2016	Not recorded	Annual review completed; no amendments required.	Legacy review record
2	March 31, 2017	Pierre G.	Annual review completed; no amendments required. Old bylaw removed and replaced with new bylaw.	Legacy review record
3	April 2, 2025	Pierre G.	Amendments required. Bylaw number and aircraft tiedown permit changed; manual holders, bylaw and map updated.	Legacy review record
4	July 2, 2015	Commission	Current approved baseline	Legacy record
5	September 21, 2026	Commission	Consolidated modernization and lease alignment following the Sept. 3, 2026 annual review; added Mitti Issues QR reporting and Attachment 10.06; clarified TDG spill and release reporting thresholds, notifications and follow-up requirements.	Airport Manager / September 21, 2026

Annual review record

Review date	Reviewer	Result	Actions / reference
March 8, 2016	Legacy record	Reviewed	See legacy file
April 2, 2025	Airport Manager	Amendment required	Carried forward into 2026 review
September 3, 2026	Airport Manager	Amendment required	Completed through Amendment No. 5, approved September 21, 2026

Controlled copy and distribution record

The Airport Manager maintains the current holder list and distribution acknowledgements as a separate controlled record so personnel changes do not require a policy amendment.

Copy no.	Holder / organization	Issue date	Acknowledged / initials

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SECTION 1 - ABOUT THIS POLICY

Plain-language purpose: This Policy explains the everyday operating and safety rules for tenants, operators, contractors, visitors and other Airport users.

Topic	Rule
Who it applies to	Everyone who enters or uses Slave Lake Airport.
Tenant responsibility	Tenants must ensure their employees, contractors, customers and visitors follow this Policy.
Who administers it	The Commission owns the Airport. The Airport Manager administers this Policy and may give reasonable safety, access and operational directions.
Other requirements	Users must also follow applicable laws, bylaws, the Airport Certificate, Airport manuals and regulatory directions.

How to read this Policy

Look for	What it means
MUST / DO NOT	A requirement or prohibition.
BEFORE	Complete the stated step <i>before continuing</i> .
IMMEDIATELY	Act or report the matter <i>without delay</i> .
CONTACT THE MANAGER	Approval, coordination or direction is required.

1.1 Relationship to a lease or licence

Ref.	What you need to do
1.1.1	This Policy covers safety, security, access and Airport operations .
1.1.2	Your lease or licence controls rent, taxes, renewals, property rights, default and termination.
1.1.3	If documents conflict, the stricter safety or regulatory rule applies . <i>Financial and property matters remain governed by the agreement.</i>
1.1.4	An immediate safety or access restriction is not automatically a lease termination . <i>Lease remedies must follow the lease.</i>

Important: This Policy does not replace your lease. Read and comply with both documents.

SECTION 2 - KEY DEFINITIONS

Quick reference: Defined terms have the same meaning everywhere they appear in this Policy.

AIRPORT Slave Lake Airport and all Commission-controlled lands, buildings, roads and facilities.	MANEUVERING AREA Runways and taxiways used for aircraft take-off, landing and movement; aprons are excluded.
AIRPORT MANAGER The Airport Manager or a person formally designated to act for the Manager.	OCCUPANT A tenant, licensee, operator or other authorized user of Airport space.
AIRSIDE Restricted areas used for aircraft operations.	PREMISES Land, a building or an area occupied under a lease, licence or other authorization.
AVOP Authorization issued or recognized by the Airport Manager to operate a vehicle in designated Airside areas.	RESTRICTED AREA An area the public may not enter without authorization.
COMMISSION Slave Lake Airport Services Commission.	TENANT An occupant with a current lease from the Commission.
HANGAR A building used mainly for aircraft storage and related aviation purposes.	VEHICLE A car, truck, bicycle, ATV or other land vehicle; it does not include an aircraft.
HAZARDOUS SUBSTANCE Fuel, oil, chemicals, waste or another material that may create a safety, fire, health or environmental hazard.	WORK Construction, excavation, installation, alteration, repair or demolition.

SECTION 3 - TENANT AND OCCUPANT RESPONSIBILITIES

3.1 Everyday responsibilities

Tenant quick checklist: Complete each applicable item before proceeding.

- **Use the property only** for the purpose allowed by your lease or written approval.
- **Keep the premises** clean, safe, orderly and presentable.
- **Remove garbage** and control wildlife attractants.
- **Mow grass, remove snow and complete** required maintenance.
- **Keep access, drainage and sightlines clear.**
- **Maintain required insurance** and provide updated proof *every year*.
- **Report immediately:** accidents, damage, spills, hazards and security concerns.
- **Pay when due:** rent, taxes, fees and charges.
- **Keep contact and business information current** with the Airport Manager.

Ref.	What you need to do
3.1.1	You are responsible for damage caused by you or people connected with your operation, except normal wear and tear.
3.1.2	Do not create a hazard, nuisance, offensive condition or unreasonable disturbance.
3.1.3	Allow reasonable access for inspection, maintenance, repair and compliance checks. Emergency access may occur without notice.
3.1.4	The Commission may complete urgent or required corrective work and recover costs when allowed by the lease or law.
3.1.5	Airport users remain responsible for their own aircraft, vehicles, equipment and property. Commission liability is subject to applicable law and the user's agreement.

3.2 Storage, waste and snow

Do	Do not
Use wildlife-resistant waste containers.	Leave mud, rocks, debris or waste on paved Airside surfaces.
Store fuel, oil and chemicals in approved locations and containment.	Store hazardous substances outdoors unless the location and containment are approved.
Place snow on your premises or where the Airport Manager directs.	Block drainage, access, sightlines or aircraft operations with snow.

3.3 Lease administration

When	Tenant must
Every year	Provide current proof of insurance and update contact information.
Before each five-year term ends	Request renewal in writing within the time required by the lease. The current master lease requires <i>at least 60 days' notice</i> . The Commission is not required to remind you.
Before advertising or listing a hangar	Contact the Airport Manager first and provide the information required by the lease.
Before a sale or transfer closes	Obtain approval of the new tenant and complete all required assignment, surrender, new lease, insurance and closing documents.
Before financing or registering a caveat	Contact the Airport Manager first and obtain written consent when required by the lease.
At all times	Keep the leasehold interest, premises and Commission title free of unauthorized mortgages, liens, caveats, writs and other registrations.

Selling a hangar?: Contact the Airport Manager before you advertise, sign a sale agreement, transfer possession or allow a purchaser to occupy the hangar.

3.4 Disputes between Airport users

Ref.	What you need to do
3.4.1	A disagreement between tenants or Airport users is normally a private matter. The parties must try to resolve it themselves and at their own cost.
3.4.2	The Commission is not required to mediate or decide private disputes.
3.4.3	Notify the Airport Manager immediately if the dispute affects safety, security, access, Airport operations, Commission property or compliance.
3.4.4	The Commission may act where needed to protect the Airport or enforce a lease, licence, law or this Policy.

3.5 Reporting Airport Issues and Safety Concerns

Tenants, pilots, contractors and other Airport users are encouraged to promptly report observed safety concerns, operational issues, maintenance deficiencies, wildlife activity, foreign object debris, damage, security or access concerns and other Airport-related issues.

Non-emergency issues may be submitted through the Slave Lake Airport Mitti Issues QR code posted in the terminal building and reproduced as Attachment 10.06 to this Policy.

Submissions are received by Airport management and reviewed, assigned and tracked through the Airport's Safety Management System and Mitti issue-management processes. The SMS Manual governs the internal review, hazard assessment, assignment and corrective-action process.

The QR reporting form is not an emergency-notification method. Emergencies and hazards requiring immediate action must be reported by calling 911 and notifying Airport staff directly.

Submitting an issue through the QR code does not replace any immediate action reasonably required to protect people, aircraft or Airport property.

SECTION 4 - SECURITY AND RESTRICTED-AREA ACCESS

You must	You must not
Use only approved gates, doors and routes.	Do not enter or allow entry without authorization.
Close and secure each gate or door <i>immediately</i> .	Do not allow tailgating unless the person or vehicle is authorized.
Protect keys, cards, codes and access devices.	Do not loan, copy or share access credentials without permission.
Escort visitors when required.	Do not leave visitors unattended in a Restricted Area.
Report immediately: lost credentials, damaged gates and suspicious activity.	Do not interfere with fences, gates, signs or security equipment.

Premises with direct Airside access: The occupant must control that access and prevent unauthorized entry.

4.1 Airport Manager authority

- The **Airport Manager** may **issue, suspend or cancel** access privileges for safety, security or non-compliance.
- Access may be **temporarily restricted** for emergencies, construction, maintenance, weather or operations.
- Reasonable alternate access will be provided *where practicable*, subject to operational priorities and the applicable lease.

SECTION 5 - AIRCRAFT OPERATIONS

5.1 General rules

Ref.	What you need to do
5.1.1	Operate aircraft safely and follow applicable aviation law, NOTAMs, published procedures and Airport Manager directions.
5.1.2	Do not operate in a way that endangers people, property or other aircraft.
5.1.3	Park only in an approved area and do not block aircraft, emergency, maintenance or snow-removal access.
5.1.4	Secure unattended aircraft. <i>The owner or operator remains responsible for it.</i>
5.1.5	Pay applicable fees under the current Fees and Charges Bylaw.

5.2 Engine run-ups

- **Keep propeller wash, rotor wash, jet blast and noise away** from people, aircraft and property.
- **Contact the Airport Manager first** for maintenance, prolonged or high-power run-ups.
- **Use only the approved** location, direction, time and conditions.
- **Taxiway B is not a standing run-up location** under this Policy.

5.3 Disabled aircraft or occurrence sites

Stage	Required action
Before release	Do not disturb the aircraft, contents or site unless authorized, or unless needed to rescue someone, prevent fire or avoid immediate danger.
If movement is necessary	Photograph and document the condition and location where practicable.
After release	The owner or operator must remove the aircraft without delay. The Commission may arrange removal at the owner's cost where permitted by law.

SECTION 6 - VEHICLES AND AIRSIDE DRIVING

PRIOR PERMISSION REQUIRED: No person may operate a vehicle on a maneuvering area unless prior permission has been received from the Airport Manager.

If the Airport Manager approves access: Complete each applicable item before proceeding.

- **Hold** a valid driver's licence and any AVOP, training or authorization required by the Airport Manager.
- **Use** a safe, properly equipped and lawfully registered vehicle.
- **Display** an operating flashing amber beacon *unless the Airport Manager authorizes another arrangement.*
- **Maintain** two-way radio communication on the current published aerodrome traffic frequency and follow required radio procedures.
- **Follow** all routes, times, limitations and other conditions specified by the Airport Manager.

Airport escort option: Instead of authorizing independent access, the Airport Manager may arrange for the person to operate under direct escort by Airport staff using an Airport vehicle. The person must remain with the escort and follow all staff directions.

6.1 While driving Airside

- **Yield** to aircraft and emergency vehicles.
- **Watch** for aircraft, people, equipment and wildlife.
- **Use only** authorized routes and parking locations.
- **Do not interfere** with aircraft operations, emergency access, maintenance or snow removal.
- **Follow** Airport procedures and Airport Manager directions.

6.2 Vehicle insurance

Ref.	What you need to do
6.2.1	Maintain at least \$2,000,000 combined single-limit liability coverage for every vehicle used Airside, or a higher amount required by the lease or Commission.
6.2.2	Tell the insurer the vehicle will operate Airside. Obtain aviation liability coverage if ordinary automobile insurance excludes Airside use.
6.2.3	Provide proof before Airside use, every year and whenever reasonably requested.

Report immediately: Notify the Airport Manager of any accident, injury, damage, spill, utility defect, security concern or other condition that may affect safe operations. Call emergency services or regulators when required.

SECTION 7 - CONSTRUCTION AND ALTERATIONS

Do not start work: No construction, excavation, installation, alteration, repair or demolition may begin without written Commission approval and all other required permits.

7.1 Before submitting a proposal

Proposal checklist: Complete each applicable item before proceeding.

- **Describe the work** and intended use in a letter.
- **Attach plans:** site, building location, elevations and specifications.
- **Identify** construction type, materials and contractor.
- **Include**, where applicable: drainage, grading, landscaping, access, parking and utilities.
- **Provide** the work schedule, expected completion date and work hours.
- **Obtain** Town of Slave Lake permits and land-use confirmation.
- **Obtain**, where applicable: NAV CANADA, Transport Canada, utility or environmental approvals.
- **Provide insurance**, including builder's risk where required.
- **Provide other requested information** for safety, security, excavation, fuel systems, restoration and close-out.

Review timing: Only complete proposals will be scheduled for Commission review. They will normally be considered at the next scheduled meeting, but approval and a fixed response time are not guaranteed.

7.2 During and after the work

When	Required action
Before mobilizing	Notify the Airport Manager and confirm access, escort, NOTAM, debris-control and operating requirements.
During work	Follow approved plans, permits, codes and Airport conditions. Obtain approval before changing the plans.
At completion	Notify the Airport Manager and provide required inspections, permits, clearances, as-built drawings, restoration and close-out records before occupancy or use.

SECTION 8 - SAFETY, FIRE, FUEL AND ENVIRONMENT

8.1 Fire prevention

Required	Prohibited
Follow the fire code, applicable laws and Airport fire-safety directions.	No smoking, vaping, open flames or spark-producing work in prohibited or posted areas.
Keep clear: fire lanes, hydrants, extinguishers, exits and emergency access.	No hot work without an approved procedure.
Maintain suitable fire protection for the activity.	Do not create an ignition source near fuel or flammable materials.

8.2 Fuel

Ref.	What you need to do
8.2.1	Obtain written Commission approval and required permits before storing, handling, transferring, selling or dispensing fuel.
8.2.2	Follow CSA B836, the fire code, environmental and dangerous-goods requirements, the lease and Airport directions.
8.2.3	Use approved containment. Keep spill-control materials and fire protection immediately available.
8.2.4	Submit fuel-delivery records and pay fuel-flowage fees when required.

8.2.5 Airside fuel resale

- **Authorized location and seller:** Fuel may be sold or supplied on Airside only by the tenant holding the current lease for Lot F2 and only from the dedicated fuel site on Lot F2 at the east end of the main apron. *Exception: a fuel provider awarded a Forestry fuel contract may supply fuel at the HAC Base for the duration of that contract.*
- **Monthly fuel-flowage fee:** Pay the Commission at the rate established in the current Fees and Charges Bylaw. Calculate the fee on the total fuel delivered to the site, not the amount sold, and submit third-party delivery or load tickets with the monthly payment.

8.3 Spill or release response

Step	Action
1	STOP THE SOURCE <i>if it is safe to do so.</i>
2	PROTECT PEOPLE AND PROPERTY.
3	NOTIFY THE AIRPORT MANAGER IMMEDIATELY.
4	CONTACT EMERGENCY SERVICES AND REGULATORS when required.
5	CONTAIN, CLEAN UP AND DOCUMENT the release; lawfully dispose of contaminated material.
6	PROVIDE RESPONSE AND DISPOSAL RECORDS when requested.

8.3.1 TDG emergency reporting thresholds

Airport rule: Every spill, leak or anticipated release must be reported to the Airport Manager immediately, regardless of quantity. The thresholds below determine when an additional emergency report is required under Part 8 of the federal Transportation of Dangerous Goods Regulations for dangerous goods being offered for transport, handled or transported by road, rail or vessel.

Class	Packing group or category	Emergency-report quantity
1 — Explosives	Not applicable	Any quantity
2 — Gases	Not applicable	Any quantity
3, 4, 5, 6.1 or 8	Packing Group I or II	Any quantity
3, 4, 5, 6.1 or 8	Packing Group III or no packing group	More than 30 L or 30 kg
6.2 — Infectious substances	Category A or B	Any quantity
7 — Radioactive materials	Not applicable	Above the regulatory limit in section 39 of the Packaging and Transport of Nuclear Substances Regulations, 2015
9 — Miscellaneous	Packing Group II or III, or no packing group	More than 30 L or 30 kg

8.3.2 Airport fuel quick reference

Product	Typical TDG classification	Emergency-report quantity
Aviation gasoline (Avgas)	UN1203, Class 3, Packing Group II	Any quantity
Jet A or aviation turbine fuel	UN1863, Class 3, Packing Group III	More than 30 L
Diesel fuel	UN1202, Class 3, Packing Group III	More than 30 L

Verify the product classification and packing group on the shipping document or safety data sheet. If uncertain, treat the incident as reportable and contact Alberta EDGE. These thresholds do not replace any duty to report a release that causes or may cause an adverse environmental effect.

8.3.3 Required notifications and records

When	Required notification or action
Immediate danger to life, fire, explosion or urgent public-safety risk	Call 911, then notify the Airport Manager.
TDG threshold is exceeded or could be exceeded during road transport or handling	As soon as possible, report to the local emergency authority and Alberta EDGE at 1-800-272-9600.
Death, injury requiring immediate medical treatment, evacuation or shelter-in-place, closure of a loading/unloading facility or road, or compromised means of containment	After the emergency report, make the release or anticipated release report required by TDG section 8.4, including notification to CANUTEC at 1-888-226-8832 and the consignor.
Release causes or may cause an adverse environmental effect	Report through Alberta's 24-hour Energy and Environmental Response Line at 1-800-222-6514 and comply with any direction given.
Report made under TDG section 8.4	Submit the written 30-day follow-up report required by TDG sections 8.6 to 8.8 and retain the report as required.
Every spill or release at the Airport	Record the product, UN number and packing group if known; date, time and location; amount present and released; cause; persons notified; response actions; affected area; cleanup; disposal; photographs; and follow-up actions. Provide the record to the Airport Manager on request.

The person who has charge, management or control of the means of containment at the time of the incident is responsible for the TDG report. Airport notification does not transfer that legal duty. Dangerous-goods accidents or incidents involving air transport are subject to the air-reporting requirements in the TDG Regulations and the ICAO Technical Instructions.

Cost responsibility: The responsible person may be charged the reasonable cost of emergency or corrective work where allowed by law and the applicable agreement.

8.4 Passenger safety

- The **aircraft operator is responsible** for its passengers.
- Escort passengers** where required.
- Keep passengers clear** of aircraft, vehicles, equipment, fuel activities and restricted operating areas.

SECTION 9 - COMPLIANCE AND POLICY ADMINISTRATION

9.1 How concerns are handled

Situation	Possible response
Immediate safety, security or operational concern	The Airport Manager may stop the activity, remove the hazard or immediately restrict access or use.
Concern that is not urgent	Written notice should identify the concern and provide a reasonable opportunity to correct it.
Lease or licence default	Default, cure, termination, re-entry and other contractual remedies must follow the agreement.
Serious or continuing matter	The Commission may recover costs or damages, seek a court order, notify an authority or use another remedy available by law or agreement.

9.2 Policy changes and temporary directions

- The **Commission may amend this Policy by motion** and will give reasonable notice to affected users.
- An amendment **does not change financial or property rights** in a lease *unless the lease is amended in writing*.
- The **Airport Manager may issue an urgent temporary direction** for safety, security, access or operations.
- Anyone may **request a policy amendment in writing** and explain the reason and expected impact.

9.3 Annual review and distribution

- The Airport Manager will **review the Policy at least annually** and after material regulatory, operational, lease, facility or organizational changes.
- The review will **check** the Policy, attachments, fee-bylaw reference, operational sources, holder list and acknowledgements.
- After approval, **distribute the current controlled version** and mark or remove superseded controlled copies.
- Tenants are encouraged to display the Mitti Issues QR Code notice in an accessible location within their leased premises.

SECTION 10 - CONTROLLED REFERENCES

Control rule: Use the current approved version of each item below. Replacing a drawing or form does not amend this Policy unless the policy rule itself changes.

Ref.	Controlled item	Current identification	Status
10.01	Fees and Charges Bylaw	Signed Bylaw No. 03-2025 - effective January 1, 2025	Verified
10.02	Restricted Area and Access Drawing	Attachment 10.2 - Restricted Areas; original drawing; never revised	Current
10.03	Aircraft Parking Plan	Aircraft Parking and Tiedown Plan - Approved Version 0.9	Approved
10.04	Aircraft Tiedown Permit	Aircraft Tiedown Permit - Version 1.2	Approved
10.05	Policy Holder List	Current list maintained in the Commission's Zoho database	Current
10.06	Mitti Issues QR Code - Public Reporting Notice	Slave Lake Airport Mitti Issue Reporting Poster - Version 1.0	Current

10.1 Where to find current operational information

- Canada Flight Supplement and current NAV CANADA publications
- NOTAMs
- Airport Operations Manual and other controlled Airport manuals
- Current Commission bylaws, leases, licences, permits and approvals
- Airport Manager directions

Why some details are not printed here: Radio frequencies, NOTAM procedures and other changing operational details must come from their current official source so this Policy does not become outdated.

**SLAVE LAKE AIRPORT SERVICES COMMISSION
BYLAW #03-2025**

**BEING A BYLAW OF THE BOARD OF DIRECTORS OF THE SLAVE LAKE AIRPORT
SERVICES COMMISSION TO GOVERN THE FEES TO BE CHARGED BY THE COMMISSION
FOR SERVICES PROVIDED.**

1

WHEREAS the Slave Lake Airport Services Commission has been established by the Lieutenant Governor in Council by Alberta Regulations 267/98 and made pursuant to the Municipal Government Act; and

WHEREAS the Board of Directors of the Slave Lake Airport Services Commission wishes to make a Bylaw pursuant to section 602.07(3) of the Municipal Government Act, governing the fees to be charged by the Commission for services provided to its customers or to any class of its customers;

NOW THEREFORE BE IT ENACTED, as a Bylaw of the Board of Directors of the Slave Lake Airport Services Commission as follows:

1. DEFINITIONS

- a) "Act" shall mean the Municipal Government Act, R.S.A. 2000, c. M-26 as amended from time to time.
- b) "Board" shall mean the Board of Directors of the Slave Lake Airport Services Commission as appointed from time to time.
- c) "Commission" shall mean the Slave Lake Airport Services Commission.
- d) "Director" shall mean the directors of the Slave Lake Airport Services Commission as appointed from time to time.
- e) "Member" or "Members" means the member municipal authorities as set out in the Regulation; and
- f) "Regulation" means Alberta Regulation No. 267/98.

2. FEES AND CHARGES

The fees charged by the Commission for Airport services shall be determined by the Board from time to time and the fees charged by the Commission to members and non-members shall not be less than the amount necessary to cover the estimated expenditures and expenses of the Commission less any grants, transfers from accumulated surplus funds or reserves or any other revenues.

Equipment Rental Rates, Service Charges Lease Rates, and Landing Fees shall be as set out in attached Schedule "A".

This bylaw shall come into force and effect on January 1st, 2025

AND FURTHER THAT any resolution previously passed pertaining to the aforementioned rates be rescinded. Bylaw # 03-20 20 is hereby rescinded.

READ A FIRST TIME THIS 25TH DAY OF November, 2024

READ A SECOND TIME THIS 25TH DAY OF November, 2024

READ A THIRD TIME THIS 25TH DAY OF November, 2024

 _____ CHAIRPERSON	 _____ MANAGER
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Equipment Rental Rates

Description	Hourly Rate W/O Operator
Agricultural Tractor	60.00
15' Bat Wing Mower	50.00
72" Ride On Lawn Mower	45.00
16' Runway Sweeper	150.00
Plow Truck with blade or broom	100.00
9' Runway Sweeper	65.00
¾ Ton 4x4 c/w plow	70.00
Liquid Chemical Spreader	50.00
Granular Chemical Spreader	50.00
3.5 yd Loader includes bucket or forks With Snow Blade Add With Snow Blower Add	120.00 20.00 70.00

Operator Rates

Operator shall be charged in addition to the equipment rates and be charged at the actual cost incurred by the commission.

Equipment is to be operated by employees of the Airport Commission, Town of Slave Lake or Municipal District of Lesser Slave River.

Service Charges and Rental Rates

Description of Service	Rate	Notes
Land Lease - Aviation Rate includes both Private and Commercial - Land Lease to be paid annually - Town of Slave Lake Property Taxes are not included in the lease rate.	\$2.25 per sq. meter Aviation Rate \$4.95 per sq. meter for non-aviation use	Minimum annual fee of \$650 Areas over 10,000 square meters may be subject to negotiation at the discretion of the Commission Areas deemed not suitable for aviation use or tenants using lease land for non-aviation use
Aircraft Parking on General Aviation Apron	\$15.00 per day	Electrical plug in charges are in addition to parking charges. First 1hr parking included with landing fee

Description of Service	Rate	Notes
Aircraft Parking other than on General Aviation Apron or on leased lot (Grass Parking Areas)	\$10.00 per Day \$110.00 per month \$440.00 per year	Yearly fees must be paid in advance
Terminal Building Floor Space	\$150.00 per square meter per year.	Includes electricity, water and sewer.
Terminal Advertising Space	\$200/yr per sq/m	Wall space
Aircraft or Automobile Plug In	\$450.00 per year \$15.00 per day for each heater or device used.	Yearly fees are to be paid in advance
Aircraft Fueling Site	\$2.25 per sq. meter per year minimum charge 1500.00	Applies to areas used for the retail sale of aviation fuel.
Aviation Fuel Dispensing Fee (Fuel Flowage Fee)	\$0.065 per liter	- Fuel dispensing fees apply to all fuel dispensed on the airport from public fuel systems, private fuel systems, tankers, or drums. - Local helicopter operators are exempt from fees on their base. Fees for selling fuel are not exempt. - This fee applies to fuel dispensed into all aircraft except those given a written exemption by the Commission
After Hours Runway Condition Report	\$250.00	Applies to Call Outs for Runway Condition Reports Requested by Aircraft Operator
After Hours Snow Removal Requested by Aircraft Operator	\$250.00 per hour Minimum 4 Hours (\$1,000)	After Hours level of maintenance will be at the discretion of the airport manager or designate. Once maintenance operations have commenced, they will continue until the airport is in a condition that will not compromise the safety of aircraft using the runway, taxiways, or apron.
Aircraft Landing Fees	See Schedule "A" Page 3	- Landing fees apply to all fixed wing and rotary wing aircraft which are registered to a business, company, corporation or flight school. - Aircraft under 5,000 kg registered to an individual person are considered private use and exempt from landing fees - Landing fees apply to all rotary wing flights except <i>on airport</i> hover taxi relocation flights. - Landing fees do not apply to Touch and Go Landings. - Maintenance and training flights are not exempt from landing fees.
Hangar/Shop Rental	\$25.00/hr Minimum Charge \$100	Rental of our maintenance shop for emergency aircraft repair.

Aircraft Landing Fees Rates

Fixed Wing Aircraft		Rate
Minimum Fees Per Landing	Fixed Wing Aircraft	\$ 24.00
Aircraft with MTOW** Less than 18,000 kg	Applies To All Fixed Wing Aircraft within This Weight Range	\$6.15 per 1000 kg of Maximum Take Off Weight
Aircraft with MTOW** 18,00 kg. up to 35,000 kg	Applies To All Fixed Wing Aircraft within This Weight Range	\$7.05 per 1000 kg of Maximum Take Off Weight
Aircraft with MTOW** Greater Than 35,000 kg	Applies To All Fixed Wing Aircraft within This Weight Range	\$8.00 per 1000 kg of Maximum Take Off Weight
Rotary Wing (Helicopter)		Rate
Minimum Fees Per Landing	Rotary Wing Aircraft	\$15.00
Aircraft with MTOW** less than 18,000kg	Applies to all Rotary Wing Aircraft within this Weight Range	\$5.25 per 1000kg of Maximum Take Off Weight
Aircraft with MTOW** Greater than 18,000kg	Applies to all Rotary Wing Aircraft within this Weight Range	\$5.85 per 1000kg of Maximum Take Off Weight

Exclusions:

- Privately registered aircraft with MTOW's less than 2000kg
- Rotary wing aircraft hover taxiing within airfield to reposition
- Touch and Go's
- Commission may waive fees at its discretion for aircraft operating for charitable purposes and for major events
- Commission may negotiate modified fees for based Flight Training Units

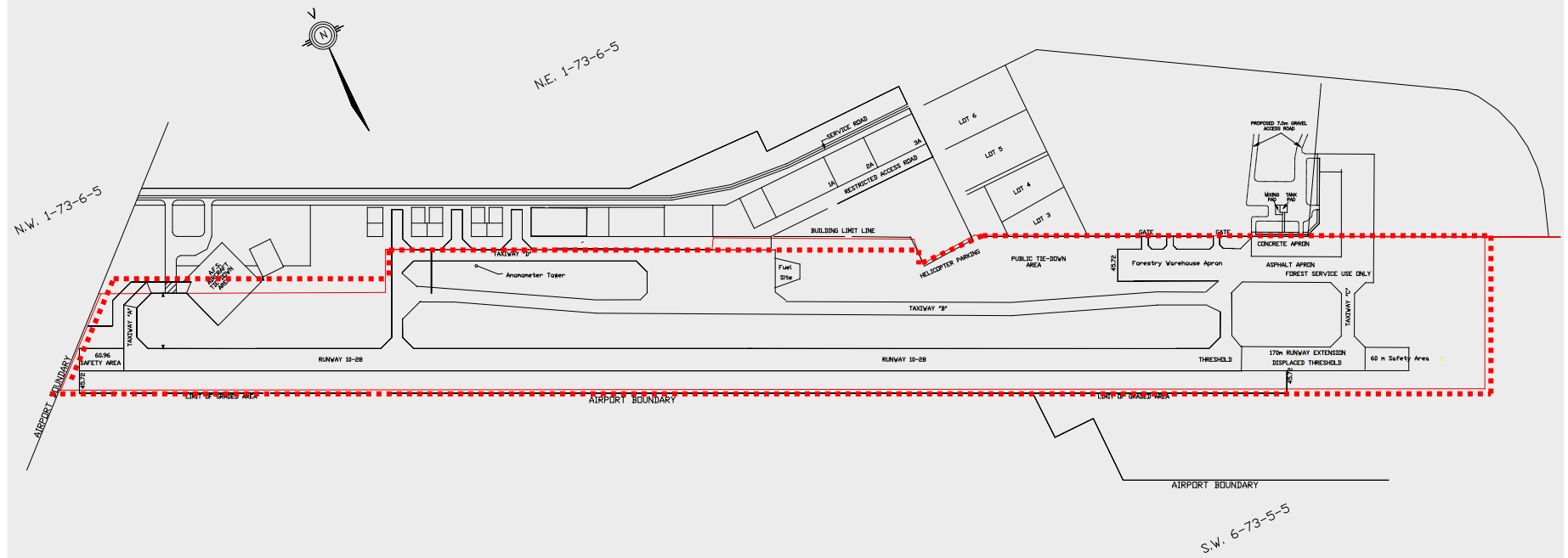
*Private Aircraft are those registered to an individual as opposed to a company or other business entity.

**MTOW - Maximum Take Off Weight as published in Transport Canada Aircraft Registration Database.

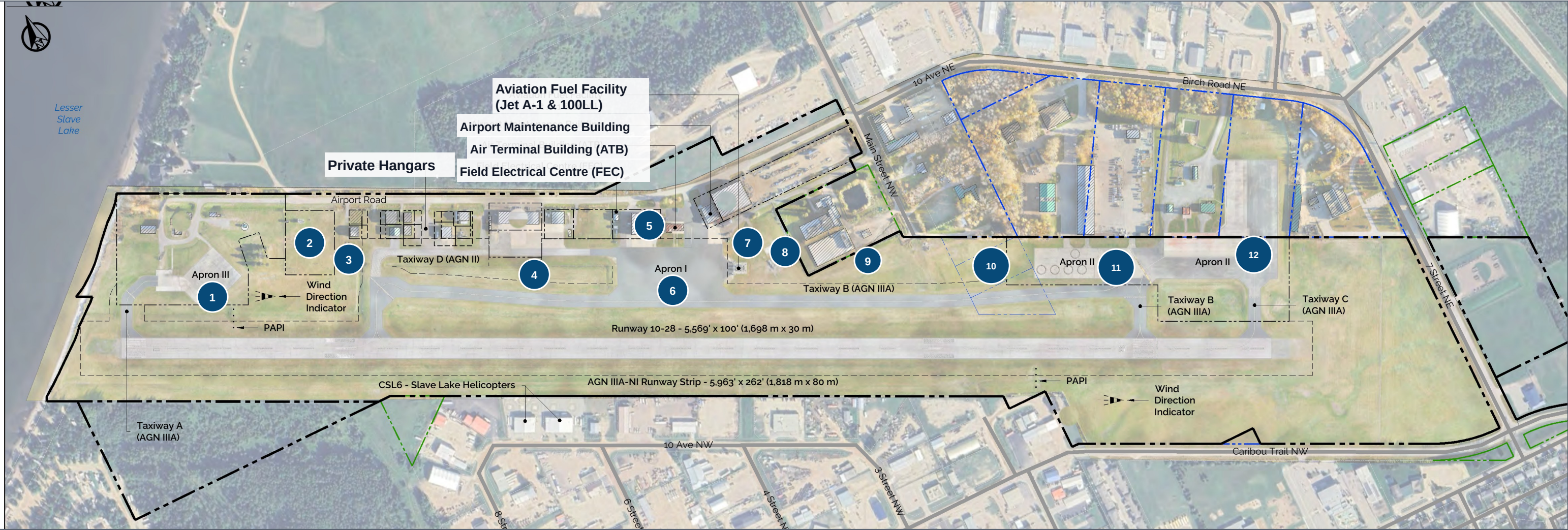
***Charges are based on each 1000 kg of MTOW or a portion thereof. (Ex: 5367 kg = 6000 kg = 6)

Attachment 10.2

Restricted Areas



AIRCRAFT PARKING AND TIEDOWN PLAN



LOCATION IDENTIFICATION — WEST TO EAST

- | | | |
|---|--|---|
| 1 Forestry HAC Base – No Public Parking | 5 CanWest – Air Ambulance | 9 Leased/Itinerant – Fixed-Wing Tiedown Area |
| 2 NAV CANADA AWOS | 6 Fixed-Wing and Helicopter Parking | 10 Forestry Spec Helicopter Parking |
| 3 Leased – Fixed-Wing Tiedown Area | 7 Helicopter Parking – West | 11 Forestry Helicopter Parking Only – No Public Parking |
| 4 Helicopter Overflow Parking | 8 Leased/Itinerant – Fixed-Wing Tiedown Area | 12 Forestry Tanker Base – No Public Parking |



REPORT AN AIRPORT ISSUE

Help us keep Slave Lake Airport safe, secure and operational.

Scan the QR code to send an issue directly to airport management through Mitti.

HOW TO REPORT

1. Open the camera on your phone or tablet.
2. Point it at the QR code.
3. Tap the link that appears.
4. Describe the issue and its exact location.
5. Add a photo, if available, and submit.

YOU CAN REPORT

- Airfield or facility hazards
- Damaged lights, signs, gates or equipment
- Wildlife activity or foreign object debris
- Security, access, parking or tenant concerns
- Spills, damage, maintenance needs or other issues

SCAN HERE



One report per issue, please.

Your submission creates a record for airport staff to review, assign, follow up and track to completion.

NOT FOR EMERGENCIES OR IMMEDIATE HAZARDS

Call 911 and notify airport staff directly when immediate action is required.

THANK YOU FOR HELPING US KEEP SLAVE LAKE AIRPORT SAFE.