

 Airside Operational Instruction	Reference	Date	Owner
	AOI 10/2021	1 June 2021	Airport Operations Manager

Subject: Operation of Carousel 5 for Domestic Flights

It is the responsibility of all employers to ensure that relevant AOIs are brought to the attention of ALL their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

1. INTRODUCTION

1.1 This AOI is to inform all airport users of the requirements and general rules of operation to ensure a safe airside environment at Owen Roberts International Airport for both airside drivers, staff and passengers.

2. BACKGROUND

2.1 Due to the current Covid-19 protocols it is a requirement that International and domestic passengers do not mix. CIAA Operations enforce a slot system that ensure flights are separated by 2 hours, however aviation operations can be very fluid, and flights are sometimes delayed by technical, adverse weather or other reasons. This has led to dynamic decision making at various times with aircraft diverted to the General aviation terminal or indeed passengers held on board. As a result of these events, carousel 5 has now been made operational which gives the domestic operation a better-defined process for arrivals when conflicts of flights occur and until such times the operation returns to normal.

3. PURPOSE

3.1 To facilitate and improve the operation of domestic flights this AOI annotates the activation process for domestic flights and the use of carousel 5 when required. Carousel 5 will only be activated when a conflict in flights arise.

4. OPERATION AND ACTIVATION

4.1 The AOCC will allocate stands 7,8 and 9 wherever possible for domestic flights. Stand 9 will only be used when there is no British Airways operation on Stand 10.

4.2 The AOCC will keep Customer Services informed of any change to the schedule that may result in a conflict.

4.3 CIAA Customer Services only will inform the AOCC of the requirement to “activate” Carousel 5 based on the current circumstances in arrivals. The AOCC will take the following action.

Call CBC	649-4912 or (649-4955/8483/8442)
Call Security	926-1943
Call Cayman Airways Ramp Control	743-8351
Call Cayman Airways Duty Managers	925-7977

Note : If there is no response from Cayman Airways, then a call must be made in the following order until contact is made.

Michael Anderson-Manager Ramp Operations	923-7211
Kermith Chung-Manager Gate Operations	326-1724
Jaison Whittaker-Station Manager	925-9618
Derrick Tibbetts-Acting Airside Director Operations System Wide	526-2734
Ivan Forbes-Vice President Airport Operations	925-7211

- Follow up confirmation with an email to the “carousel 5 activation group)
- 4.4 If In the event that CBC or Security, Cayman Airways do not have the available manpower a decision will be made by the AOCC or AOM to either divert the aircraft to the General aviation Terminal (subject to the GAT operation) or keep the passengers on board until the arrivals area is available.
- 4.5 CBC will be solely responsible for activation of the shutter door. Security will be solely responsible for manning the entrances Customer Services will be solely responsible for demarcation of the meet and greet area.
- 4.6 Based on flight loads, Cayman Airways must have enough staff on duty to escort and be responsible for the passengers (AOI 02-21 refers) on the defined route marked by high level cones. (figure 1) failure to provide enough staff may result in passengers remaining on board.
- 4.7 In the event flights are using the East apron a decision will be made by the AOCC or AOM ensuring adequate separation of passengers is adhered to should either flight be in the process of deplaning.

Figure 1



4.7 On completion of all domestic passenger processing security will inform AOCC.

4.8 All timings associated with the activation will be logged by the AOCC on the daily report.

5. ENQUIRIES

Any questions concerning this instruction should be addressed to the Airport Operations Manager +1 345 925 2033

***Current Valid Airside Operations Instructions
01-21, 02-21, 03-21 06-21, 07-21, 08-21, 09-21, 10-21***