



TOBERMORY MUNICIPAL AIRPORT AERODROME OPERATIONS MANUAL

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GENERAL SECTION

THE AOM FOREWORD

Introduction

The Tobermory Municipal Airport (CNR4) is a “Registered Aerodrome” as defined in Part III, Subpart 1 of the Canadian Aviation Regulations (CAR’s). As such, the regulatory burden for Tobermory Airport is significantly less than that of a certified airport. Due to its status as a registered field, CNR4 is required to be in compliance with sections 301.05 to 301.09 of the CAR’s.

This Aerodrome Operations Manual (AOM) has been prepared to identify the standards that are met and the services that are provided by the Municipality of Northern Bruce Peninsula in the operation of the Tobermory Airport.

The document is intended to provide:

- (a) a legal reference, between the Airport Operator and the Minister of Transport for Canada, with respect to the standards, conditions, and levels of service to be maintained,
- (b) a reference document for airport inspections,
- (c) a reference document for airport users and,
- (d) a legal instrument to record any changes to conditions, or levels of service affecting airside operations.

Standards

Facilities, Services, and Information specified in this manual are published in accordance with the Standards and Recommended Practices contained within TP 312E, 4th edition.

As established above, registered aerodromes are not required by regulation to be compliant with many of the standards contained within TP312. Where applicable, Tobermory Airport Management have elected to voluntarily comply with the standards in order to provide a safe operating environment for pilots and users of the airport.

Additionally, the Tobermory Airport is operated in accordance with all other applicable laws, regulations, and statutes.

AMENDMENT CONTROL SECTION

Amendment Procedures

The Manager of Parks and Facilities is responsible for the development, issuance, and control of amendments to this manual. The AOM will be reviewed and updated whenever significant operational, organizational, or physical changes occur that warrant a change or amendment. When no such significant changes occur, the AOM will be reviewed on an annual basis.

All changes and amendments will be inserted into the document and recorded in the following amendment control record.

RECORD OF AMENDMENTS

No.	Date of Issue	Date Entered	Entered By

LIST OF MANUAL HOLDERS

No.	Title	Address	Telephone

TABLE OF CONTENTS

GENERAL SECTION	i
THE AOM FOREWORD	i
Introduction	i
Standards	i
AMENDMENT CONTROL SECTION	ii
Amendment Procedures	ii
RECORD OF AMENDMENTS	ii
LIST OF MANUAL HOLDERS	iii
TABLE OF CONTENTS	iv
DEFINITIONS	vi
 PART I - ADMINISTRATION	 1
1.1 INTRODUCTION	2
1.1.1 Airport Owner and Operator	2
1.1.2 Airport Operating Conditions	2
1.1.3 Critical Aircraft	2
1.1.4 Airport Operations	2
1.2 OPERATIONS: GENERAL PROCEDURES, DESCRIPTION OF DUTIES	3
1.2.1 General Operating Procedures	3
1.2.2 Organizational Chart	3
1.2.3 Duties and Responsibilities	3
PARKS AND FACILITIES MANAGER	3
PARKS AND FACILITIES SUPERVISOR	3
TOBERMORY HARBOUR MASTER	3
TOBERMORY HARBOUR STAFF	3
PARKS AND FACILITIES ATTENDANTS	3
1.3 AIRPORT OPERATIONAL POLICY	4
1.3.1 General Requirements	4
1.3.2 NOTAM Requirements	4
1.3.3 Hazard Removal on Airport	5
1.3.4 Undertaking In Respect Of Published Aeronautical Information	5
1.4 TECHNICAL DOCUMENTS AND DRAWINGS	6
1.4.1 List of Publications	6
1.4.2 Location of Drawings	6
1.5 COMMITTEES	6
1.6 LONDON AIRPORT ZONING REGULATIONS	6
 PART II - AIRPORT SPECIFICATIONS	 7
INTRODUCTION	8
Units of Measurement	8
2.1 AERODROME DATA	8
Reference Point	8
Geometric Centre	8
Aerodrome Elevation	8
Aerodrome Magnetic Variation	8
Aerodrome Reference Temperature	8
Windsock Locations	8
Electronic Navigation Aids	9
Significant Obstacles in the Vicinity of the Aerodrome	9
2.2 AERODROME LIGHTING	9
2.3 AIRSIDE GUIDANCE SIGNS	9
2.4 AERODROME MARKINGS	9

2.5	RUNWAY DATA	10
2.5.1	Runway Data 15 / 33	10
2.6	TAXIWAY DATA	13
2.7	APRON DATA	14
	Aircraft Stand Positions	14
2.8	STRENGTH OF PAVEMENT	15
2.9	HELICOPTER OPERATIONS	15
3.0	AIRSIDE TEMPORARY ROADS	15
PART III - AIRSIDE FACILITIES & SERVICES		16
3.1	AIRSIDE SERVICES	17
3.1.1	Airside Maintenance Service	17
3.1.2	Aircraft Fuelling	18
3.1.3	Airport Emergency Response Service	18
3.1.4	Air Navigation Services	19
3.1.5	Air Navigation Facilities	19
PART IV - AIRSIDE OPERATIONAL PLANS & PROCEDURES		20
4.1	EMERGENCY RESPONSE PLAN	21
4.2	AIRPORT SAFETY PROGRAM	21

APPENDIX SECTION

APPENDIX A - NOTAM PROCEDURES
 APPENDIX B - ORGANIZATION CHART
 APPENDIX C - AIRPORT SITE LAYOUT
 APPENDIX D - AIRSIDE INSPECTION CHECKLIST
 APPENDIX E - ANNUAL ASPHALT SURFACE INSPECTION FORM
 APPENDIX F - FUEL SYSTEM INSPECTRION CHECKLISTS

DEFINITIONS

The following are the primary Regulatory Documents that govern operations at Tobermory Airport.

Canadian Aviation Regulations – The Canadian Aviation Regulations (CAR's) are a comprehensive set of rules governing all aspects of Aviation in Canada. The CAR's are established under the authority of the Aeronautics Act and are enforced by Transport Canada. The CAR's are divided into nine distinct parts, with CAR's Part III dealing specifically with Airports and Aerodromes.
[Canadian Aviation Regulations](#)

TP312 Aerodrome Standards and Recommended Practices – TP 312 is the regulatory document that outlines the physical standards required for Certified Airports within Canada. The document describes the physical attributes (i.e. lights, signs, markings, etc), and layout required for all Canadian Airports. A copy of the most current edition of the document is available at:
[TP312 Aerodrome Standards and Recommended Practices, 5th Edition](#)

In this Manual, the following words and Acronyms will be defined as follows:

Abbreviated Precision Approach Path Indicators - APAPI's are a simplified visual system of two light units on the left side of a runway that provide pilots with guidance on their approach path to landing. APAPI's display a combination of white and red lights to guide pilots to the desired approach slope.

Aerodrome Traffic Frequency - The ATF is a designated common VHF radio frequency at an uncontrolled airport that all radio-equipped aircraft must monitor. The purpose of an ATF is to ensure all aircraft, whether operating on the ground or in the air near the aerodrome, are listening to the same frequency to facilitate communication and traffic advisories.

Aircraft Group Number – The Aircraft Group Number (AGN) is a method of classification applied to aircraft based on their size and wingspan. Generally speaking, the larger an aircraft is, the more operationally demanding it is expected to be in an airport environment. This AGN is used to determine the size and placement of airport infrastructure.

Canadian Flight Supplement – The Canada Flight Supplement (CFS) is Canada's official airport directory. It contains operational information on all Registered and Certified Airports in Canada and is published/updated by Nav Canada once every 56 days.

Certification:

Registered Aerodrome – Any surface in Canada that is used for the landing and taking off of aircraft is classified as an aerodrome. A Registered Aerodrome is any site that has been voluntarily registered with Transport Canada and meets the basic safety requirements of Subpart 301 of the CAR's. All Registered Aerodromes are listed in the Canadian Flight Supplement.

Certified Airport - A Certified Airport is an aerodrome that has been issued an Airport Certificate by Transport Canada, confirming that it meets the safety standards outlined in Subpart 302 of the CAR's, and all relevant sections of TP312.

In order to qualify for Certification an aerodrome must:

- be within the built-up area of a city or town;
- receive scheduled passenger service; or
- In the opinion of the Minister, be in the public interest to further the safe operation of the airport.

Clearway/Stopway: Defined areas off the end of a runway that provide additional space for an aircraft to take off or land. There are no Stopways or Clearways at Tobermory Airport.

Critical Aircraft – The Critical Aircraft is the most operationally demanding aircraft that is expected to use the airport on a regular basis. This is not necessarily the largest aircraft to use the airport but rather one that can be reasonably expected to frequently use the airport. The operational characteristics of the Critical Aircraft will determine airport facilities and physical layout.

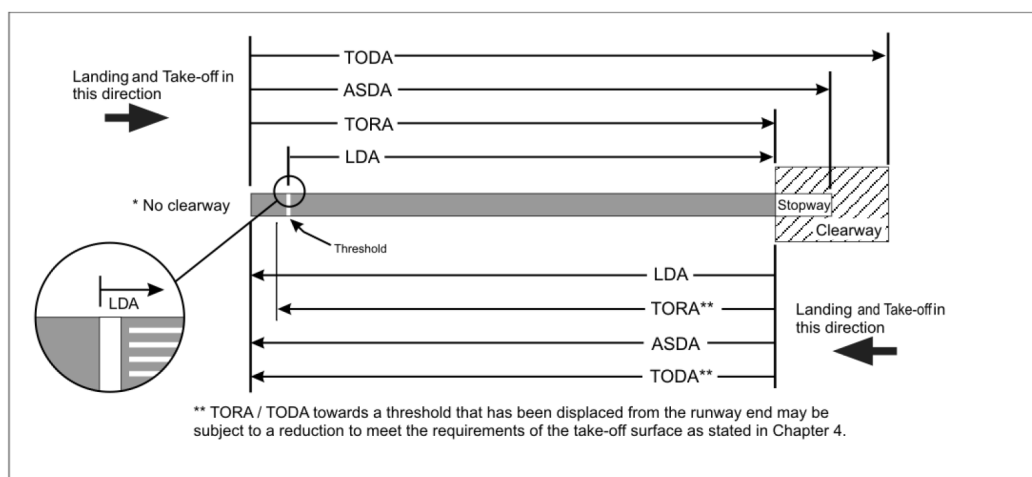
Declared Distances:

TORA – Take Off Run Available is defined as the total length of the runway that can be used for the taking off of an aircraft before the aircraft wheels lift off of the ground.

TODA – Take Off Distance Available is the total length of the runway, including the full TORA and any available clearway. The TODA is used for the ground run and the initial climb during a takeoff before the aircraft becomes safely airborne.

ASDA – Accelerate Stop Distance Available is the length of runway that is required for an aircraft to accelerate to a decision speed (the point at which the aircraft begins flight) and then safely stop on the runway. The ASDA is designed to ensure that if a pilot decides to abort a takeoff at the decision speed due to an engine failure or other emergency, there is sufficient runway length remaining to bring the aircraft to a safe stop.

LDA – Landing Distance Available is the total length of the runway available for the safe landing of an aircraft.



Displaced Threshold – A Displaced Threshold is a runway threshold that has been artificially relocated along the runway strip, usually due to a hazard or obstacle located on or in the approach to the runway.

Final Approach/Take Off Area (FATO) – A FATO is a defined landing and take-off area for use by helicopters that meets all engineering standards and regulatory requirements.

Foreign Object Debris/Damage – FOD is the broad term that is used to describe any object or debris (natural or man-made) that is located on the operational area of an airport that has the potential to cause damage or injury to aircraft, personnel, or equipment through ingestion or propulsion.

Instrument Flight Rules (IFR) - These are the regulations and procedures that govern aircraft operations in conditions where pilots cannot see well enough to navigate visually, relying instead on flight instruments and navigation equipment. These rules are used for flights under Instrument Meteorological Conditions (IMC), ensuring safety and maintaining separation between aircraft by using electronic signals for navigation and communication with Air Traffic Control.

Measurements:

Determined – Measurements in the manual that have been calculated or otherwise measured are listed as being "Determined".

Surveyed – Measurements in the manual that have been validated by an engineer or qualified Ontario Land Surveyor are listed as "Surveyed".

Nav Canada - Is the private, not-for-profit corporation responsible for providing civil air navigation services in Canadian airspace. Their mandate includes provision of air traffic control, flight information services, and aeronautical information publication.

NOTAM – A Notice to Air Missions (NOTAM) is a time-sensitive notice that contains essential information about the status of an aeronautical facility, service, procedure, or hazard. It's issued to pilots and other users by Nav Canada upon notice from the airport or aerodrome operator. NOTAM's are designed to notify pilots of temporary changes or potential dangers at the airport that could impact flight safety or efficiency.

Obstacle Limitation Surfaces:

OLS: Obstacle Limitation Surfaces (OLS) are a set of imaginary three-dimensional boundaries around an aerodrome that must be kept clear of obstacles to ensure the safe and efficient operation of aircraft during takeoff and landing. These surfaces are designed with the Critical Aircraft in mind, and the specific slopes and dimensions are defined in TP 312. Any objects such as trees, buildings, or towers that project through these boundaries are considered to be obstacles that can jeopardize air safety and must be removed or mitigated.

Approach Surface – An approach Surface is that portion of the OLS that extends from the runway threshold out toward the approach or departure path of an aircraft using the runway.

Transitional Surface – The Transitional Surface is the protected airspace along the sides of a runway.

Outer Surface – The outer surface is a common circular plane established 45 m above the elevation of the airport, and extending out to a distance of 4,000m.

Inner Edge – The distance from the runway threshold to the beginning of the approach surface is referred to as the Inner Edge.

Divergence – As an approach surface moves out away from the runway, the sides of the surface are continually widening. This angle or rate of change that is measured along the length of the approach surface is referred to as Divergence.

Operational Surfaces:

Runway – A runway is the surface used for the taking-off and landing of aircraft in Canada.

Taxiway – A taxiway is a surface on an airport or aerodrome that connects a Runway to an Apron.

Apron – An Apron is the surface that is used for parking, fuelling and servicing of aircraft.

Manoeuvring Area – That portion of an airport's surface intended for an aircraft's take-off, landing, and taxiing activities, but specifically excludes aprons.

Threshold – The Threshold is defined by TP 312 as being the beginning of that portion of the runway that is declared usable for landing by the aerodrome operator.

Runway Strip – The portion of ground around the physical runway that is kept clear of obstacles and hazards is referred to as the Runway Strip. The dimensions of the strip are calculated using the Critical Aircraft as a reference and are further defined in TP 312.

VHF Omnidirectional Range – A VHF Omnidirectional Range facility (VOR), is a ground-based short-range radio navigation system for aircraft. It provides pilots with a directional course reference, known as a radial, by broadcasting VHF radio signals that allow the aircraft's receiver to determine its position and maintain a desired heading relative to the station.

Visual Flight Rules (VFR) – These are the set of regulations for aircraft operating under Visual Meteorological Conditions (VMC), meaning the pilot navigates and maintains separation using visual references to the ground, water, and other aircraft. VFR flying requires sufficient clear weather, visibility, and a pilot's ability to see and avoid obstacles and other aircraft.

AIRPORT OPERATIONS MANUAL

PART I

ADMINISTRATION

PART I - ADMINISTRATION

1.1 INTRODUCTION

The Tobermory Airport is located entirely in the Municipality of Northern Bruce Peninsula, 4.5km south of the Town of Tobermory. The airport occupies a land area of approximately 103.6 hectares, (256 acres).

The airport serves private and light general aviation aircraft and connects the Bruce Peninsula to the greater Central and South-West Ontario regions.

1.1.1 Airport Owner and Operator

The airport lands and all airport facilities are owned and operated by the Municipality of Northern Bruce Peninsula.

The physical address of the airport is:

73 Warner Bay Road
Tobermory, ON
N0H 2R0

The address for all correspondence is:

Municipality of Northern Bruce Peninsula
56 Lindsay Road 5
Lion's Head ON
N0H 1W0

Telephone: (519)-596-2898
(833-793-3537)

1.1.2 Airport Operating Conditions

The Tobermory Airport is a non-staffed airport that is available for operational use between the months of May to October. During that time, the field is accessible 24 hours per day, 7 days per week; and supports VFR operations. There are no approved IFR approaches associated with Tobermory Airport.

1.1.3 Critical Aircraft

The critical aircraft for Tobermory is the C-206 (category code A under TP312 4th Edition, AGN I under 5th Edition).

1.1.4 Airport Operations

The manoeuvring area consists of one runway, an adjoining taxiway system, and one public apron. The runway (12-30) is 3,180' feet long by 60 feet wide asphalt. The threshold of Runway 30 is displaced by 450'. See Part II Airport Specifications for additional detail.

1.2 OPERATIONS: GENERAL PROCEDURES, DESCRIPTION OF DUTIES

1.2.1 General Operating Procedures

The Tobermory Airport is a non-staffed aerodrome. Regular checks of airfield facilities are carried out by the Parks and Facilities Supervisor or Parks and Facilities Manager. Maintenance of facilities is carried out by Municipality of Northern Bruce Peninsula staff or contracted services as required. Field inspections and maintenance is generally carried out during normal working hours Mon-Fri (excluding statutory holidays).

There is no winter maintenance available at Tobermory Airport, and the airport is closed from November to April.

Call-out procedures for airport personnel have been established for the delivery of fuel to aircraft. The Tobermory Harbour Staff or Tobermory Community Centre Staff will respond to all callouts fueling.

1.2.2 Organizational Chart

The organization chart for Tobermory Airport is provided in Appendix B.

1.2.3 Duties and Responsibilities

PARKS AND FACILITIES MANAGER

The Parks and Facilities Manager reports directly to the Chief Administrative Officer and is responsible for all aspects of the operation at Tobermory Airport.

PARKS AND FACILITIES SUPERVISOR

The Parks and Facilities Supervisor reports to the Parks and Facilities Manager. This position is responsible for ensuring that all airport facility inspections are carried out and that any associated airfield maintenance is carried out in a timely manner. The Parks and Facilities Supervisor is also responsible for the oversight of Tobermory Harbour and Community Center Staff.

TOBERMORY HARBOUR MASTER

Reporting directly to the Parks and Facilities Supervisor, the Tobermory Harbour Master is responsible for the oversight of staff providing delivery of aircraft fuel. This service is provided on an as needed, call-out basis.

TOBERMORY HARBOUR STAFF

Responsible for conducting aircraft fuelling, regular fuel system checks, simple maintenance and related duties.

PARKS AND FACILITIES ATTENDANTS

Responsible for conducting regular checks of the Airport and facilities to ensure the airport remains within the standards set by the Municipality. Duties include basic maintenance and upkeep on an as-needed basis.

1.3 AIRPORT OPERATIONAL POLICY

1.3.1 General Requirements

- (a) Due to its status as a registered field the Tobermory Airport is operated in compliance with the [Canadian Aviation Regulations, Subpart 1 — Aerodromes](#).
- (b) Tobermory Airport management have elected to voluntarily comply with relevant sections of the standards set out in **Aerodrome Standards and Recommended Practices (TP 312E, 4th Edition)**. Further information on compliance with TP312 is available in Part II Airport Specifications.
- (c) Tobermory airport will, without charge, at the request of a Department of Transport inspector, allow the inspector access to aerodrome facilities and provide the equipment necessary to conduct an inspection of the aerodrome.
- (d) The airport shall be inspected, as the circumstances require for the purpose of ensuring aviation safety:
 - (i) as soon as practicable after any aviation occurrence, within the meaning of that term as defined in section 2 of the **Canadian Transportation Accident Investigation and Safety Board Act**,
 - (ii) during any period of construction or repair of the airport or of airport facilities that have the potential to impact aviation safety or published levels of service, and
 - (iii) at any other time when there are conditions at the airport that could affect aviation safety; and

1.3.2 NOTAM Requirements

The Minister, (Transport Canada), NAV CANADA, (London Flight Information Centre) shall be given immediate notice of any of the following circumstances as soon as they become apparent:

- (a) Any projection by an object (i.e., trees or cranes) through an obstacle limitation surface relating to the airport,
- (b) The existence of any obstruction or hazardous condition affecting aviation safety at or near the airport,
- (c) Any reduction in the level of services at the airport that are set out in relevant aeronautical information publications,
- (d) The closure of any part of the manoeuvring area of the airport and,
- (e) Any other conditions that could affect aviation safety at the airport and against which precautions are warranted.

1.3.3 Hazard Removal on Airport

Any vehicle or other obstruction located on the surface of Tobermory Airport that is likely

to be a hazard to aviation at or near the airport shall be removed. A NOTAM shall be issued for all hazards to aviation until they can be safely removed.

1.3.4 Undertaking in Respect of Published Aeronautical Information

On behalf of the Tobermory Municipal Airport, I will undertake to ensure that:

- (a) A review of each issue of each aeronautical information publication is conducted upon receipt thereof and, immediately after such review, a notification is made to the Minister (Transport Canada) of any inaccurate information contained therein that pertains to the airport and,
- (b) A notification is made to the Minister (Transport Canada) in writing at least 14 days before any change to the airport, the airport facilities, or the level of service at the airport that has been planned in advance and that is likely to affect the accuracy of the information contained in the aeronautical information publication.

Signed: _____ Date: _____

Mark Coleman
Parks and Facilities Manager
Municipality of Northern Bruce Peninsula

1.4 TECHNICAL DOCUMENTS AND DRAWINGS

1.4.1 List of Publications and Documents

The following reference documents are maintained in the office of the Parks and Facilities Manager, on behalf of Tobermory Airport.

- (a) TP312E, 4th Edition, March 1993 – Aerodrome Standards and Recommended Practices
- (b) Canada Flight Supplement
- (c) Canadian Aviation Regulations (CARS) – Part III
- (d) Tobermory Municipal Airport Aerodrome Operations Manual - Master Copy

1.4.2 Location of Drawings

Copies of drawings and digital files pertaining to the Airport and related facilities are maintained in the municipal offices of the Municipality of Northern Bruce Peninsula by the Manager of Parks and Facilities. Drawings and technical manuals for all airfield installations and support buildings are maintained in the Airport Terminal Building.

1.5 COMMITTEES

There are currently no operationally related committees established and active at the Tobermory Municipal Airport.

1.6 AIRPORT ZONING REGULATIONS

There are no Federal Zoning Regulations in place for Tobermory Municipal Airport.

AIRPORT OPERATIONS MANUAL

PART II

AIRPORT SPECIFICATIONS

PART II - AIRPORT SPECIFICATIONS

INTRODUCTION

The services and facilities at the Tobermory Municipal Airport have been developed in concert with the guidelines as prescribed in TP 312E, Aerodrome Standards and Recommended Practices.

This part is an inventory of the specifications for the Tobermory Airport. Unless otherwise annotated these specifications are in compliance with the TP 312E 4th Edition.

Units of Measurement

- (i) *Elevation* given to the nearest foot (above sea level, unless otherwise noted)
- (ii) *Linear Dimensions* given to the nearest one-half metre, and in feet if published in the Canada Flight Supplement
- (iii) *Geographic Co-ordinates* latitude and longitude given to the nearest second and measured in accordance with NAD 83 reference datum
- (iv) *Bearings* given to the nearest degree
- (v) Measurements and co-ordinates marked with an Asterix (*) have been determined, not surveyed.

2.1 AERODROME DATA

Reference Point

Co-ordinates: N 45° 13' 20.18" - W 81° 37' 47.23" *

Elevation: 686' (209m) ASL*.

Geometric Centre

Co-ordinates: N 45° 13' 20.18" - W 81° 37' 47.23" *

Aerodrome Elevation

Location Mid-point of Runway 12-30.

Elevation 682' (208m) * above sea level

Aerodrome Magnetic Variation

9° (8.91°) West and increases by an annual declination of approximately 3.6'.

Aerodrome Reference Temperature

23.2°C (Based on 18-year historic weather data from Environment Canada)

Windsock Locations

There is a lighted Windsock located 251' (76.5m) north of the threshold of Runway 12.

Electronic Navigation Aids

Refer to Section 3.1.5

Significant Obstacles in the Vicinity of the Aerodrome

Refer to Canada Flight Supplement (CFS).

2.2 AERODROME LIGHTING				
Aerodrome Beacon	Type:	Rotating Beacon CGE - 110v - 1ph - 2 lamp reflector		
	Location:	Top of pole adjacent to the Airport Terminal Building		
Flight Manoeuvring Area Hazard Beacons	Type:	N/A		
	Location:	N/A		
Windsocks	Quantity:	1	Lighted:	Yes
Aircraft Radio Control of Aerodrome Lighting (ARCAL)	Frequency:	122.8		
	Type:	K VHF #RDL 854-1A		
	Special Operating Instructions:	Nil		

2.3 AIRSIDE GUIDANCE SIGNS

There are no airside guidance signs installed at Tobermory.

There are two noise abatement signs located in the manoeuvring area. One is located along the north side of Twy A, the other is adjacent to the Threshold of Rwy 30.

2.4 AERODROME MARKINGS

Aerodrome markings are installed to TP312E 4th Edition standard unless otherwise noted.

2.5 RUNWAY DATA

2.5.1 RUNWAY DATA - 15/33			
RUNWAY		12	30
Lowest Landing Minima		500'	500'
Lowest Authorized Take-Off Minima		VFR Minima	VFR Minima
PHYSICAL CHARACTERISTICS			
Reference Code		2A (5 th Edition AGN I) Non-Instrument	2A (5 th Edition AGN I) Non-Instrument
True / Magnetic Bearings		117M°/108T°	297°M/288T°
Runway Dimensions		3,180' x 60' (969.2m x 18.2m) Note 1	
Runway Slope		-0.4% (overall avg. from TH 12 to TH 30) *	
Runway Surface Type		Asphalt	
Touchdown Zone Elevation		689' ASL (210m) *	679' ASL (207m) *
Threshold	Coordinates	N45°13'23.82" * W81°38'04.45" *	N 45°13'13.54""* W 81° 37'23.19""*
	Elevation	689' ASL (210m) *	676' ASL (206m) *
Displaced Threshold	Length	N/A	450' (137.2m)
	Coordinates	N/A	N 45°13'14.84""* W 81° 37'28.74""*
	Elevation	N/A	679' ASL (207m) *
Runway Strip	Dimensions	3,574' X 197' (1,089m x 60m)	
	Surface Type	Grass	
	Graded Area Width	3,574' x 150' (1,089m x 23m)	
Stopway	Dimensions	N / A	N / A
	Surface Type	N / A	N / A
Clearway	Dimensions	N / A	N / A
	Ground Profile	N / A	N / A
Runway End Safety Area	Dimensions	N / A	N / A
	Surface Type	N / A	N / A
DECLARED DISTANCES	TORA	3,180'	3,180'
	TODA	3,180'	3,180'
	ASDA	3,180'	3,180'
	LDA	3,180'	2,730'

OBSTACLE LIMITATION SURFACES		12	30
Approach Surface	Length of Inner Edge	98.4' (30m)	98.4' (30m)
	Distance from Threshold	197' (60m)	197' (60)
	Divergence	10%	10%
	Length	8,202' (2,500m)	8,202' (2,500m)
	Slope	4 % (1:25)	4 % (1:25)
Transitional Surface Slope		20% (1:5)	20 % (1:5)
Outer Surface	Elevation	833' (254m) ASL*	833' (254m) ASL*
	Dimensions	13,123' (4000m)	13,123' (4000m)
LIGHTING		15	33
Runway Edge Lights		Single Circuit - LO	Single Circuit - LO
Approach Lights		N / A	N / A
Abbreviated Precision Approach Path Indicators (APAPI's)		A _P - Left	A _P - Left
Lead-in Lighting Systems		N / A	N / A
Runway Identification Lights (RILS)		N / A	N / A
Runway Threshold Lights		6 (LO)	6 (LO) Note 2
Displaced Threshold Wing Bar Lights		N / A	N / A Note 2
Runway End Lights		6 (LO) Note 2	6 (LO)
Centre Line Lights		N / A	N / A
Touchdown Zone Lights		N / A	N / A
Runway Exit Lights		N / A	N / A
Stopway Lights		N / A	N / A

NOTES:

1. Runway 12-30 is 60' wide. TP312 4th Edition recommends a minimum runway width of 23m (75 feet) for all Code 2 Runways. TP312 5th Edition allows 18m (59 feet) wide runways for AGN I aircraft operations.
2. The Threshold of Runway 30 has been displaced by 450 feet. The Runway 30 threshold lights do not reflect this displacement, and there are no wing bar lights installed at the displaced threshold. This is a non-standard threshold lighting configuration.

MARKERS AND MARKINGS			12	30
Markers	Threshold		N/A	N/A
	Edge		N/A	N/A
	Distance - To - Go		N/A	N/A
Markings	Runway Designation		12	30
	Threshold		Yes	Yes Note 1
	Pre-Threshold	Transverse Stripe	No	No Note 1
		Chevrons	No	No Note 1
	Runway Centre Line		Yes	Yes
	Aiming Point		No	No
	Touchdown Zone		No	No
	Runway Side Stripe		No	No
	Taxi-Holding Position		Yes (Pattern A	Yes (Pattern A

NOTES:

1. The Threshold of Runway 30 has been displaced by 450 feet. The Runway 30 threshold markings do not reflect this displacement. There is no Transverse Stripe located at the displaced threshold, and no Chevrons prior to the displaced threshold. This is a non-standard displaced threshold marking configuration.

2.6 TAXIWAY DATA			
TAXIWAY		ALPHA	BRAVO
PHYSICAL CHARACTERISTICS			
Surface Type		Asphalt	Asphalt
Taxiway Code		A (AGN I)	A (AGN I)
Taxiway Width		35' (10.7m)	35' (10.7m)
Strip Width		106.6' (32.5m) Note 1	106.6' (32.5m)
Graded Area Width		72'(22m) Note 1	72'(22m)
LIGHTING			
Taxiway Edge		LO	LO
Taxiway/Runway Intersection		Yes	Yes
Taxiway/Taxiway Intersection		No	No
Taxiway/Apron Intersection		Yes	N/A
Taxiway Centre Line		No	No
Stop Bar		No	No
Runway Guard Lights		No	No
MARKERS AND MARKINGS			
Markers	Edge	No	No
Markings	Taxiway Centre Line	Yes	Yes
	Runway Exit	Yes	Yes
	Taxi-Holding Position	Yes	Yes
	Taxiway Intersection	No	No

NOTES:

1. A large (non-frangible) sign regarding noise abatement procedures for Runway 30 departures installed 15.25m from the centerline of Taxiway Alpha.

2.7 APRON DATA			
APRON		I	
PHYSICAL CHARACTERISTICS			
Apron Dimensions		223'(68m) x 147.5'(45m) Irregular	
Surface Type		Asphalt	
Apron Strip (distance unobstructed from edge)		NA	
LIGHTING			
Apron Edge Lights		Yes	
Flood Lights		Yes	
MARKERS AND MARKINGS			
Markers	Edge	No	
Markings	Apron Taxiway		No
	Aircraft Stand Taxi lane		No
	Aircraft Stand		No
	Apron Safety Lines	Vehicle Corridor	No
		Equipment Restraint	No
		Passenger Path Lines	No
	Helicopter T/D Pad(s)		No

Aircraft Stand Positions

There are no designated aircraft stands at Tobermory Airport.

2.8 STRENGTH OF PAVEMENT

The strength of the pavements at Tobermory Airport have not been assessed. Aircraft usage history had demonstrated that the asphalt structure is sufficient to handle aircraft with continuous operating loads of up to 4,000lbs.

2.9 HELICOPTER OPERATIONS

There is no designated Final Approach/Take Off Area (FATO) at Tobermory Airport.

(a) Arrivals

Pilots are to plan their approach direct to the Apron or planned landing area at a safe altitude and proceed with landing when it is safe to do so. Landing approached should be conducted in such a way as to not cause undue rotor downwash onto buildings, aircraft, people, or other objects on the ground.

(b) Departures

Pilots are to depart from the landing area when safe to do so. Climb to a safe altitude as soon as practicable. Departures should be conducted in such a way as to not cause undue rotor downwash onto buildings, aircraft, people, or other objects on the ground.

NOTE: Hover taxiing of helicopters is not permitted over congested areas, parked aircraft, or over any other areas where rotor downwash could create a hazard.

3.0 AIRSIDE TEMPORARY ROADS

There are no temporary airside roads at Tobermory Airport.

AIRPORT OPERATIONS MANUAL

PART III

AIRSIDE FACILITIES AND SERVICES

PART III - AIRSIDE FACILITIES & SERVICES

The Tobermory Municipal Airport provides airside services as indicated below. Details and scheduling are determined by airport maintenance plans, or as required and instructed by the Parks and Facilities Manager or Supervisor.

3.1 AIRSIDE SERVICES

3.1.1 Airside Maintenance Service

Preventative Maintenance Program (Facilities/Airside) includes the following:

- Grass Cutting/Weed Control
- Regular Surface Inspections and F.O.D. Program
- Pavement Marking Renewal Program
- Pavement Repair
- Drainage Maintenance
- Airfield Electrical Maintenance
- Minor Works Construction

Grass Cutting

Grass cutting is carried out in the spring, summer, and fall. Weed / pest control operations are carried out seasonally as conditions dictate. Grass cutting and weed control is completed by staff from the Parks and Facilities Department

Regular Airfield Inspections and FOD Control Program

Regular visual inspections of the airport are made to assess the airport operational area. The inspections include regular checks of:

- Asphalt damage, ponding, sunken areas, or edge erosion,
- Asphalt cracking and turf growth,
- Foreign Object Debris (FOD on the manoeuvring area),
- Airport Terminal Building,
- Airport Fencing
- General Field Condition

Any unserviceable areas are marked as required and the appropriate NOTAMS are issued. Should the deterioration or issue be significant, restorative maintenance will be planned and/or conducted.

Inspections are recorded in checklist format, and a copy of all checklists is sent to the Parks and Facilities Manager for signoff and storage. See Appendix D for additional information on the Airside Inspection Checklist.

Pavement and Pavement Marking Condition

In addition to regular inspections, the condition of all airside surfaces is analysed and recorded every spring. These annual inspections are designed to provide a high-level assessment of airside pavement conditions. During this inspection, the pavement markings are also inspected for completeness, readability, and accuracy.

Asphalt surface repairs, and repairs to faded, damaged, or incorrect markings are completed as required by Municipal staff or qualified contractors.

See Appendix E for a copy of the Annual Asphalt Surface Inspection Form.

Drainage Maintenance

Annual spring drainage maintenance program includes cleaning storm drain outlets, manhole and catch basin cleaning and removal of deposits from drainage ditches. Drainage system inspections will inform scheduling of repairs to drainage structures as required.

Airfield Electrical Maintenance

Regular visual inspections of the airfield lighting systems are conducted by staff from the Parks and Facilities Department. Any lighting failures are reported to the Parks and Facilities Manager or Supervisor so that the appropriate NOTAM's can be issued until the affected system is repaired. All electrical repairs are conducted by a qualified third-party contractor.

Lighting system inspections are recorded in checklist format, on the Airside Inspection Checklist. See Appendix D for additional information.

Minor Works Construction

Minor construction or airside repairs are conducted on an as required basis by Municipal Staff or qualified contractor. If a surface closure is required, the surface is marked as unserviceable, and a notification is sent to the Parks and Facilities Manager or Supervisor so that the appropriate NOTAM's can be issued until the affected area is repaired.

For major construction projects, a Plan of Construction Operations is completed, and a copy is attached to this AOM for the duration of the construction project.

3.1.2 Aircraft Fuelling

The aircraft fuelling facility is checked on a regular basis. The system is checked for proper operation, signs of wear, potential leaks, signs of tampering, and quantity of fuel in storage. Fuel quality is checked on a regular basis to ensure clean, uncontaminated fuel is delivered to all customers.

Fuel system checks are conducted by Parks and Facilities Staff members. All inspections are recorded on a checklist, and a copy of the completed checklist is forwarded to the Parks and Facilities Manager for signoff and storage.

See Appendix F for a copy of the Fuel System Inspection Checklists

3.1.3 Airport Emergency Response Service

Airport Emergency Response Services are provided by the Municipality of Northern Bruce Peninsula Fire & Emergency Services Department. Primary response will be from Fire Station Number 10, which is located less than 5 minutes drive from the airport.

3.1.4 Air Navigation Services

(a) Communication Service

There is an Aerodrome Traffic Frequency in place at Tobermory. Aircraft operating within 5 Nautical Miles of the airport are required to broadcast their intentions on 122.8MHz prior to using the airport or transitioning through the zone.

Aircraft and vehicles operating on/or intending to operate on manoeuvring areas at Tobermory Airport should monitor and broadcast their positions and intentions prior to entering the manoeuvring area.

(b) Automated Weather Observation System

There is an AWOS facility installed adjacent to the airport terminal building. The AWOS is owned and operated by Environment Canada. Weather information is collected and provided to Nav Canada for dissemination to pilots and users.

(c) Aviation Weather Services

Aviation Weather Briefings Services for Tobermory Airport are provided by the London Flight Information Centre (FIC) on a 24-hour basis by telephone at 519-452-4040 or 1-866-541-4104.

3.1.5 Air Navigation Facilities

There are no Nav Canada or other third party owned and operated navigational aids at Tobermory Airport. The closest ground based navigational aid is the Wiarton VOR, located 67km Southeast of Tobermory Airport. Details of the Wiarton VOR are as follows:

VOR – VHF Omni-directional Range (VOR)/Distance Measuring Equipment (DME)

YVV, 117.7 MHz, Channel 124, N44° 44' 41", W81° 06' 18", 748'ASL

AIRPORT OPERATIONS MANUAL

PART IV

AIRSIDE OPERATIONAL PLANS AND PROCEDURES

PART IV - AIRSIDE OPERATIONAL PLANS & PROCEDURES

Tobermory Municipal Airport has the following plans in place. Master copies of these plans are maintained by the Parks and Facilities Manager.

- (1) Emergency Response Plan
- (2) Airport Safety Program

4.1 EMERGENCY NOTIFICATION PLAN

Primary responsibility for all emergencies rests with Municipality of Northern Bruce Peninsula Fire and Emergency Services. The Airport Emergency Notification Plan is designed to address the Administrative, and Public Relations components of an airport emergency, and is not intended to supersede any existing operational emergency response plans or procedures currently in place.

The objective of the Emergency Notification Plan is to:

- a) identify those resources that are available to respond to an emergency occurring on and off the aerodrome,
- b) address how Municipality of Northern Bruce Peninsula staff will be notified of an emergency event at the airport, and what staff members are required to attend any incident scene,
- c) to outline how Municipality of Northern Bruce Peninsula staff will respond to the incident, and what staff members have the authority to communicate with the media.

This plan encompasses both the procedures to be taken during business hours, and the procedures to be followed after-hours. It provides procedures to be followed when dealing with all aspects of emergency incidents including crashes both on and off the airport, fires, and medical emergencies. The plan also outlines procedures to be followed in the event of Fuel spills or related emergencies.

Note that all aviation emergencies and aircraft accidents must be reported to both Transport Canada and the Transportation Safety Board (TSB). Except to save a life or to preserve evidence, no part of an accident scene may be tampered with or removed without express consent from the TSB and Transport Canada. Contact information for these agencies is provided here below:

Transport Canada, [Aviation Operations Centre](#) – 1-877-992-6853
[Transportation Safety Board](#) - 1-800-387-3557

4.2 AIRPORT SAFETY PROGRAM

The Airport Safety Program is essentially a self-inspection program that routinely audits and inspects other plans, procedures, services, facilities, and programs. The purpose of this program is to ensure that the facilities and services provided at the airport continue to meet the standards set out by the Municipality of Northern Bruce Peninsula. The inspections conducted under this program also ensure the airport is operated safely and stays within the scope of its operational mandate.

The following elements are operations carried out in support of the Tobermory Airport

Safety Program:

(a) Airside Inspections

Inspecting items such as pavement markings, signage and visual aids, unpaved areas, airfield drainage, navigational aids interference, aircraft parking safety inspections, foreign object control etc. Inspections are conducted as per the Airside Inspection Checklist found in Appendix D.

(b) FOD Control Program

Foreign Object Debris (FOD) control is an important element of the Airport Safety Program. FOD control inspections are included as part of the Airside Inspection Checklist found in Appendix D.

(c) Construction Management and Airport in Use Plan

Tobermory Airport Construction Management Plans are developed on an as needed basis to provide contractors, sub-Contractors or consultants engaged in construction or related activities at the airport with a set of procedures to assist in expediting the assessment and approval of construction projects. These plans also serve to minimize delays during construction, ensure that airport and general safety regulations are adhered to and minimize disruption of airport operations. For any new construction, expansion to existing facilities, or projects that are expected to cause a significant service disruption, a formal Plan of Construction Operations will be completed by the Parks and Facilities Manager.

(d) Aviation Fuel Safety Plan

The Aircraft Fuel Safety program is designed to ensure the safe handling, storage, and dispensing of aviation fuel at Tobermory Airport, and has three sections as follows:

- a) Quality Control and Fuel Testing Procedures,
- b) Qualifications and Training Requirements,
- c) Fuel Handling System Operations.

The plan has been developed in accordance with the standards and recommendations contained in *CSA B836-14 Storage, Handling and Dispensing of Aviation Fuels at Aerodromes*.

Regular checks of the aviation fuel handling system are conducted in accordance with the Fuel System Inspection Checklist located in Appendix F.

AIRPORT OPERATIONS MANUAL

APPENDIX SECTION

APPENDIX A - NOTAM PROCEDURES

Introduction

NOTAMs are issued in accordance with Canadian NOTAM Procedures Manual. This section is intended to provide an overview of the process described in that manual.

A NOTAM is a means to disseminate information about changes to facilities, services, procedures, hazards, etc., and of which timely knowledge is essential to personnel concerned with flight operations. NOTAM distribution is through the Nav Canada data network to provide current information to flight crews.

London Flight Information Centre is the focal point for issuing NOTAMs, using standardized format and language.

General Criteria

A NOTAM should be issued immediately upon finding any significant safety concerns on the operational area. For any planned maintenance work where a NOTAM will be required a reasonable notice period will be provided. A guideline to determine if the notice period is reasonable is to match the notice period with the expected closure (i.e., one hour notice for a one-hour closure, one day notice for a day's closure, etc.). NOTAM's for regular maintenance can only be issued a maximum of 48 hours before the NOTAM takes effect. Except for immediate closures due to safety concerns, a minimum notice period of 30 minutes will always be provided.

A NOTAM is required for any change in the published information about the airport and/or its operating capabilities, such as:

- significant changes in the serviceability of runways or runway lighting systems that could restrict aircraft operations,
- the presence or removal of obstructions which are considered to be hazardous to aircraft navigation. Hazardous obstructions are defined in CARs standard 621.19, Obstruction Markings, Chapter 2, General Criteria,
- military exercises or manoeuvres and airspace reservations and,
- inaccuracies or omissions in publications that might endanger aircraft operations.

NOTAM, How to Issue?

When a NOTAM is required, or if there is any uncertainty about the need for a NOTAM, contact the London Flight Information Centre at (519) 452-1472.

The Flight Service Station Specialist will require the following precise information:

- the name of the airport,
- the facility or service to be affected,
- the nature of the change,
- the time at which the change will occur,
- the time at which the change will return to normal.

Nav Canada's Aeronautical Information Services (AIS) Office is also available to assist in the issuance of a NOTAM. AIS contact information is listed in the CFS and Canadian NOTAM Procedures Manual.

Persons Authorized

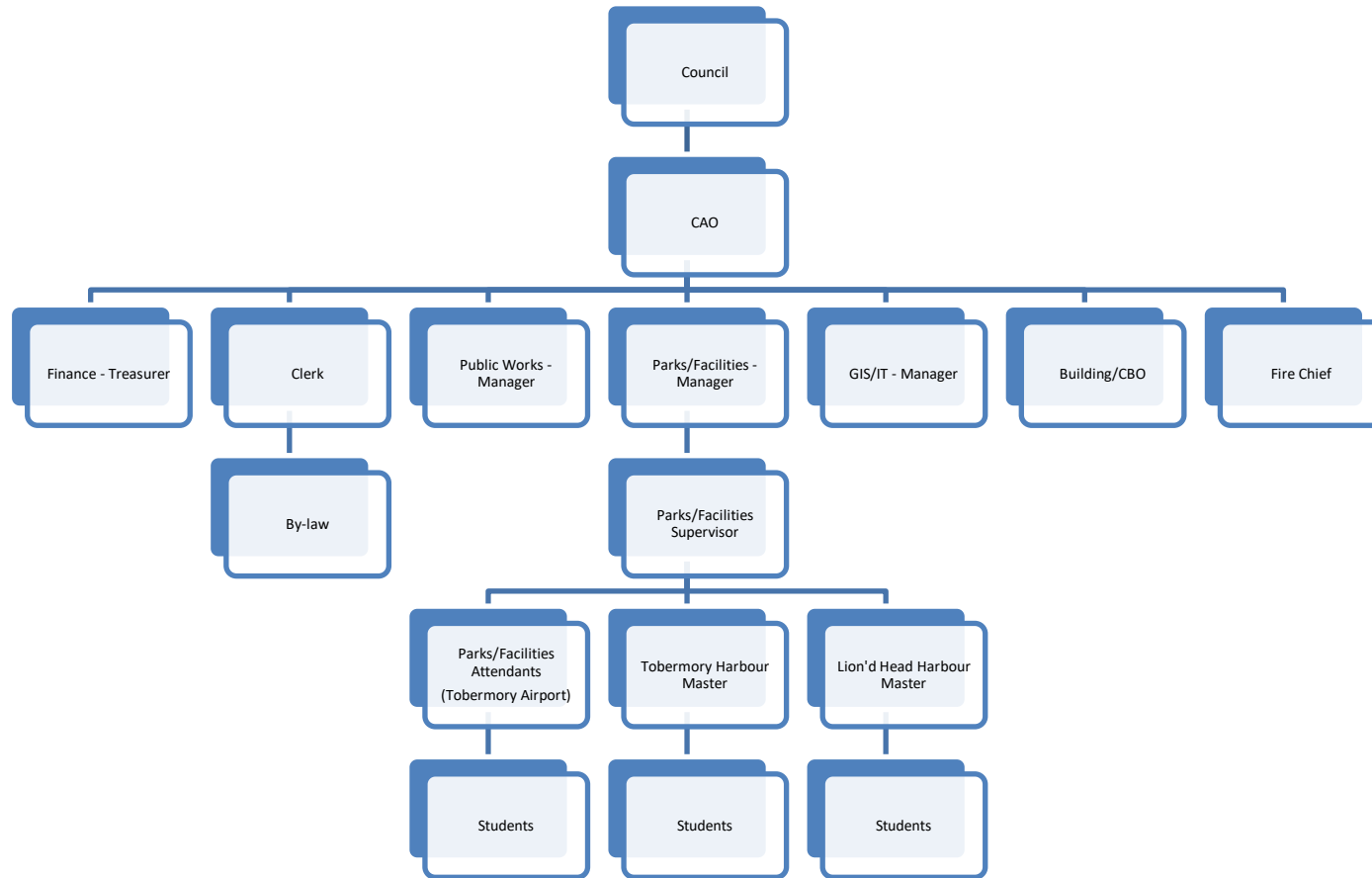
Only the following persons are authorized to issue written NOTAM's on behalf of the Tobermory Municipal Airport:

- Parks and Facilities Manager
- Parks and Facilities Supervisor
- Tobermory Harbour Master

NOTAM Status

The current status of all NOTAM's can be verified on Nav Canada's Weather and NOTAM information page at <https://plan.navcanada.ca/wxrecall/>.

APPENDIX B - ORGANIZATION CHART



APPENDIX C - AIRPORT SITE LAYOUT

9/16/25, 9:33 AM

Bruce County Maps



Assessment Parcel - 4109680003...

Description

Civic Address: 73 WARNER BAY RD
Municipality: Northern Bruce Peninsula (Township of St. Edmunds)
Roll Number: 410968000301701
Legal Description: CON 1 WBR PT LOTS 42 TO 45; CON 2 WBR PT LOT 45 RP3R; 2867 PARTS 5 6 & 7
No. of Structures:
Assessed Value: \$820,000
Property Tax 2025: \$1,706.90
Frontage: m
Depth: m
Area: 103.6 ha
Detail Current to: 20250715

Civic Address(es)

73 WARNER BAY RD



<https://maps.brucecounty.on.ca/Geocortex/Html5Viewer/index.html?viewer=BruceMaps>

1/1

October 31, 2025



Layers

All Available Layers

Filter Layers... Filter

☒ Operational Layers

☒ General Map Labels

☒ Transportation

☒ Parcels and Road Allowances

☐ Hydrology

☐ Elevation

☒ Buildings

☐ Forests, Parks, and Recreation

☐ Land Use Planning

☐ Source Water Protection

☒ Base Maps



Home

Layers

Assessment ...

2020 Air ...

Scale 1: 8,000

Go

APPENDIX D - AIRSIDE INSPECTION CHECKLIST

Regular airport inspections form the backbone of the Tobermory Municipality Airport Safety Program. These inspections are carried out on a scheduled basis by members of the Parks and Facilities Department.

The regular inspections include a visual check of all airport buildings, asphalts, airport lighting, and general field conditions. The aim of the inspections is to ensure a clean and safe airport operating environment. Staff members are trained on how to conduct these inspections, what to look for when inspecting the field, and how to record their observations.

Inspection results are recorded either electronically or by pen-and-ink on the attached inspection form, and the completed forms are forwarded to the Parks and Facilities Manager for review and signoff. The Manager will schedule corrective maintenance to correct any noted issues. Maintenance or corrective actions will be conducted by Municipal Staff, or (where necessary) qualified third party contractors.

There are several line items on the checklist that are marked with an Asterix (*). These items are considered to be safety critical items. If any of these line items are marked as "Maintenance Required", the Parks and Facilities Supervisor or Manager shall be notified so that the appropriate NOTAM can be issued.

Completed forms are retained by the Parks and Facilities Manager for a period of five (5) years.



TOBERMORY MUNICIPAL AIRPORT AIRSIDE INSPECTION CHECKLIST

Inspector Name: _____

Reviewed By: _____

Inspection Date: _____

Date: _____

Airport Buildings	Condition				Maintenance Required		Comments
	N/A	Poor	Fair	Good	Yes	No	
ATB Secure and Presentable	☐	☐	☐	☐	☐	☐	
Litter and Trash Receptacles	☐	☐	☐	☐	☐	☐	
Fuelling Area Safe and Operational	☐	☐	☐	☐	☐	☐	
Airside Pavements							
* - Pavement Damage (Cracks/Bumps/Holes, etc.)	☐	☐	☐	☐	☐	☐	
* - Foreign Objects Debris (Gravel, etc)	☐	☐	☐	☐	☐	☐	
Apron, Taxiway(s) and Emergency Routes Clear	☐	☐	☐	☐	☐	☐	
Field Condition							
Grass Length and Condition	☐	☐	☐	☐	☐	☐	
Ruts, Humps or Signs of Erosion	☐	☐	☐	☐	☐	☐	
Drainage Clear	☐	☐	☐	☐	☐	☐	
Visual Aids							
* - Windsock	☐	☐	☐	☐	☐	☐	
* - Aerodrome Beacon	☐	☐	☐	☐	☐	☐	
☐ ARCAL Lighting Control System	☐	☐	☐	☐	☐	☐	
* - Taxiway Lights	☐	☐	☐	☐	☐	☐	
* - Runway Edge & Threshold Lights	☐	☐	☐	☐	☐	☐	
* - Runway 12 APAPI	☐	☐	☐	☐	☐	☐	
* - Runway 30 APAPI	☐	☐	☐	☐	☐	☐	
Airside Safety and Security							
Evidence of Birds/Wildlife	☐	☐	☐	☐	☐	☐	
Fencing, Security Signs	☐	☐	☐	☐	☐	☐	
Unattended Gates Open (close and report)	☐	☐	☐	☐	☐	☐	
* - Obstructions Within Rwy-Twy Strips, and OLS (trees, towers, cranes, etc)	☐	☐	☐	☐	☐	☐	

APPENDIX E - ANNUAL ASPHALT SURFACE INSPECTION FORM

On an annual basis Municipal staff conduct a visual check of all asphalt surfaces and airfield markings at Tobermory Municipal Airport. The results of these inspections are recorded on the attached Annual Asphalt Inspection Form.

The form is designed to be a high-level record of the overall condition of the airside asphalt surfaces and associated paint markings at the airport and is intended to be used to assist management in the scheduling of restorative maintenance and capital planning.

Inspection results are recorded either electronically or by pen-and-ink on the attached inspection form, and the completed forms are forwarded to the Parks and Facilities Manager for review and signoff. For any operational maintenance issues (i.e. line painting) the Manager will schedule corrective maintenance to be completed by Municipal Staff, or (where necessary) qualified third party contractors.

Year over year tracking and recording the overall pavement condition on an annual basis will provide a verifiable record of the actual surface conditions and will allow management to better plan for large scale capital repairs or restorations.

Completed forms are retained by the Parks and Facilities Manager for a period of five (5) years.



TOBERMORY MUNICIPAL AIRPORT ANNUAL ASPHALT SURFACE INSPECTION FORM

Inspector Name: _____

Reviewed By: _____

Inspection Date: _____

Date: _____

Surface	Condition				Maintenance Required		Comments
	N/A	Poor	Fair	Good	Yes	No	
Apron	☐	☐	☐	☐	☐	☐	
Taxiway A	☐	☐	☐	☐	☐	☐	
Taxiway B	☐	☐	☐	☐	☐	☐	
Runway 12-30 (North 1/3)	☐	☐	☐	☐	☐	☐	
Runway 12-30 (Center 1/3)	☐	☐	☐	☐	☐	☐	
Runway 12-30 (South 1/3)	☐	☐	☐	☐	☐	☐	
Marking							
Twy A Centerline	☐	☐	☐	☐	☐	☐	
Twy A Hold Line	☐	☐	☐	☐	☐	☐	
Twy B Centerline	☐	☐	☐	☐	☐	☐	
Twy B Hold Line	☐	☐	☐	☐	☐	☐	
Rwy 12 Thld Mkgs	☐	☐	☐	☐	☐	☐	
Rwy 12 Identifier Mkgs	☐	☐	☐	☐	☐	☐	
Rwy 12-30 Centerline Mkgs	☐	☐	☐	☐	☐	☐	
Rwy 30 Identifier Mkgs	☐	☐	☐	☐	☐	☐	
Rwy 30 Thld Mkgs	☐	☐	☐	☐	☐	☐	
Rwy 30 Thld Bar	☐	☐	☐	☐	☐	☐	
Rwy 30 Chevrons	☐	☐	☐	☐	☐	☐	
Rwy 30 Turn Bay Centerline Mkg	☐	☐	☐	☐	☐	☐	

APPENDIX F – FUEL SYSTEM INSPECTION CHECKLISTS

To ensure safe and reliable fuel supply at Tobermory Municipal Airport, the Aviation Fuel Storage and Delivery system is inspected on a regular basis. Tobermory Harbour Staff conduct the Routine, Periodic, Monthly, and Quarterly system checks, and the Annual checks are conducted by a qualified third-party contractor.

Inspection results are recorded either electronically or by pen-and-ink on the attached inspection form, and the completed forms are forwarded to the Parks and Facilities Manager for review and signoff. The Manager will schedule corrective maintenance to correct any noted issues. Maintenance or corrective actions will be conducted by Municipal Staff, or (where necessary) qualified third party contractors.

The routine fuel system inspections are typically carried out on a Monday to Friday basis, however at a minimum the inspections are completed on days when the fuel system is in operation. The primary purpose of these inspections is to ensure that fuel being delivered into aircraft is clean, on specification, and contains no water or other contamination.

In addition to the quality and safety checks the fuel level inventory is regularly verified and recorded on the Inspection Form. Regular tracking of fuel level inventories will ensure that the airport does not experience any fuel shortages or system outages.

Completed forms are retained by the Parks and Facilities Manager for a period of five (5) years.



TOBERMORY MUNICIPAL AIRPORT DAILY/WEEKLY FUEL SYSTEM INSPECTION CHECKLIST

Inspector Name: _____

Reviewed By: _____

Inspection Date: _____

Date: _____

System Checks	Condition				Maintenance Required		Comments
	N/A	Poor	Fair	Good	Yes	No	
Routine							
Check system for signs of tampering	☐	☐	☐	☐	☐	☐	
Check Fire extinguisher placement and readiness	☐	☐	☐	☐	☐	☐	
Perform sump Clear and Bright Test, drain until fuel is clear and bright	☐	☐	☐	☐	☐	☐	
Perform Nozzle clear and bright test	☐	☐	☐	☐	☐	☐	
Check filter differential pressure gauges	☐	☐	☐	☐	☐	☐	
Check static bonding cables and clamps	☐	☐	☐	☐	☐	☐	
Check Condition of all hoses, swivels and nozzles for leaks, wear or damage	☐	☐	☐	☐	☐	☐	
Check all above ground piping, pumps, etc for signs of leakage	☐	☐	☐	☐	☐	☐	
Check signage (fuel type, "FLAMMABLE", "NO SMOKING")	☐	☐	☐	☐	☐	☐	
Check meters and gauges to ensure accurate operation and meter seals are intact	☐	☐	☐	☐	☐	☐	
Conduct fuel tank inventory check with water detection paste.	☐	☐	☐	☐	☐	☐	
Periodic							
All daily checks plus:	☐	☐	☐	☐	☐	☐	
Check and record differential pressure across all operational filters, with readings corrected to maximum flow rates through the vessel in accordance with the manufacturers' instructions. If required, filters should be changed.	☐	☐	☐	☐	☐	☐	
Check the operation of all safety interlocks.	☐	☐	☐	☐	☐	☐	



TOBERMORY MUNICIPAL AIRPORT MONTHLY/QUARTERLY FUEL SYSTEM INSPECTION CHECKLIST

Inspector Name: _____

Reviewed By: _____

Inspection Date: _____

Date: _____

System Checks	Condition				Maintenance Required		Comments	
	N/A	Poor	Fair	Good	Yes	No		
Monthly								
All daily checks plus:	☐	☐	☐	☐	☐	☐		
Perform an electrical continuity check on grounding or bonding cables and clamps	☐	☐	☐	☐	☐	☐		
Check for the proper operation of the working tank floating suction.	☐	☐	☐	☐	☐	☐		
Examine nozzle screens for particles. Clean screens and replace them if damaged.	☐	☐	☐	☐	☐	☐		
Inspect labelling to ensure that it is correct and legible. Relabel if needed.	☐	☐	☐	☐	☐	☐		
Inspect "NO SMOKING", "FLAMMABLE", and other signs to ensure they are legible. Relabel if necessary.	☐	☐	☐	☐	☐	☐		
Check the operation of the fuel system emergency shut-off.	☐	☐	☐	☐	☐	☐		
Quarterly								
	Jan-Mar	☐	Apr-Jun	☐	Jul-Sep	☐	Oct-Dec	☐
Perform an operational check of the emergency shut-off system.	☐	☐	☐	☐	☐	☐		
Inspect gaskets, pressure vacuum vent seats, and screens and check proper operation (e.g., opening and closing) of all tank vents.	☐	☐	☐	☐	☐	☐		



TOBERMORY MUNICIPAL AIRPORT ANNUAL FUEL SYSTEM INSPECTION CHECKLIST

Inspector Name: _____

Reviewed By: _____

Inspection Date: _____

Date: _____

System Checks	Condition				Maintenance Required		Comments
	N/A	Poor	Fair	Good	Yes	No	
Annual							
Conduct a system leak test.	☐	☐	☐	☐	☐	☐	
Check the accuracy of pressure gauges monitoring fuel pressure at filter vessels. Recalibrate or replace them if they are found defective.	☐	☐	☐	☐	☐	☐	
Inspect line strainers for cleanliness and damage. Clean or replace them as required.	☐	☐	☐	☐	☐	☐	
Check the hose date of manufacture. Remove hoses from service ten years after the date of manufacture.	☐	☐	☐	☐	☐	☐	
Evaluate the performance of filter coalescer elements.	☐	☐	☐	☐	☐	☐	
Inspect and clean the oil-water separator and remove any accumulated sludge at a maximum depth of 150 mm (6 in) or at the maximum depth allowed by an automatic removal device.	☐	☐	☐	☐	☐	☐	
Perform a test of the cathodic protection systems.	☐	☐	☐	☐	☐	☐	
Calibrate the pressure gauges monitoring fuel pressure at filter vessels. Recalibrate or replace if found defective.	☐	☐	☐	☐	☐	☐	