



# **Irregular Operations Emergency Contingency Plan**

**for**

**Bob Hope Airport (BUR)**

**commonly known as**

**Hollywood Burbank Airport**

**Pursuant to §42301 of the FAA Modernization and Reform Act of 2012**

Bob Hope Airport (BUR)  
Department Of Transportation  
Irregular Operations Emergency Contingency Plan



This Irregular Operations Emergency Contingency Plan is prepared by the Burbank-Glendale-Pasadena Airport Authority (“Airport Authority”), owner and operator of the Bob Hope Airport, commonly known as Hollywood Burbank Airport, pursuant to §42301 of the FAA Modernization and Reform Act of 2012. Questions regarding this plan can be directed to Director of Operations Thomas Henderson at [thenderson@bur.org](mailto:thenderson@bur.org).

Bob Hope Airport is filing this plan with the Department of Transportation because:

- (1) It is a commercial airport, or
- (2) This airport may be used by an air carrier described in USC 42301(a)(1) for diversions.

This plan describes how, following excessive tarmac delays and to the extent practicable, the Bob Hope Airport will:

- Provide for the deplanement of passengers;
- Provide for the sharing of facilities and make gates available at the airport; and
- Provide a sterile area following excessive tarmac delays for passengers who have not yet cleared United States Customs and Border Protection (CBP).

Bob Hope Airport has facility constraints that limit its ability to accommodate diverted flights. Therefore, it is recommended that aircraft operators contact the Airport Communication Center at (818) 840-9536 for prior coordination of diverted flights, except in the case of a declared in-flight emergency. Specific facility constraints include the following:

- Bob Hope Airport does not have international passenger processing facilities.
- Development Agreement between the City of Burbank and the Burbank-Glendale-Pasadena Airport Authority regarding remote aircraft parking positions.
- Limited number of terminal gates and aircraft parking positions for certain aircraft types.
- Inability to accommodate large aircraft due to runway weight bearing capacities and wingspan restrictions on taxiways.

These constraints are noted in Chart Supplement and Airport Master Record for BUR. During diversion events, Bob Hope Airport issues Notices to Air Missions (NOTAMs) regarding its inability to accommodate diverted flights to ensure the safe and efficient operation of the airport and its ability to serve the civil aviation needs of the public during irregular operations events.



## **Airport Information**

Name of Airport: Bob Hope Airport

Name and title of person preparing the plan: Michael Crane, Operations Manager

Preparer contact number: (818) 565-1348

Preparer contact e-mail: mcrane@bur.org

Date of submission of plan: June 22, 2022

Airport Category: Medium Hub

## **Contact Information**

In the event of diversion or other irregular operations events, aircraft operators should contact the Airport Communication Center at (818) 840-9536.

## **Plan to Provide for the Deplanement of Passengers Following Excessive Tarmac Delays**

Bob Hope Airport does not own or operate equipment needed to safely deplane passengers from air carrier aircraft and is therefore, unable to provide for the deplanement of passengers without the assistance of additional resources. Additionally, Airport Authority personnel are not trained to assist in the deplanement of passengers using equipment owned or operated by air carriers or contract service providers. However, we have requested that each airline, ground handler and FBO operation on the airport provide us with a list of the equipment and resources they have for deplaning passengers and contact information. We will provide a list of airlines, ground handlers, fixed-base operators and others who may have the necessary equipment and personnel to safely deplane passengers to airlines as soon as practicable after receiving requests from such airlines experiencing excessive tarmac delays at the contact number listed above.

## **Plan to Provide for the Sharing of Facilities and Make Gates Available in an Emergency**

The gates at Bob Hope Airport are under common use gate leases, permits, or agreements to air carriers and are controlled by the Airport Authority. We direct our common use air carrier users to make gates and other facilities available to an air carrier seeking to deplane at a gate to the extent practicable.

Also, it is important that aircraft operators are aware of the constraints put on the Bob Hope Airport by the Development Agreement between the City of Burbank and the Burbank-Glendale-Pasadena Airport



Authority regarding number of passenger gates and remote aircraft parking. As specified in the Development Agreement, the Airport Authority is precluded from explaining or deplaning scheduled commercial airline passengers beyond the fourteen (14) gates that exist in the current terminal.

The Bob Hope Airport has declared constraints in the Chart Supplement (formerly known as the Airport/Facility Directory) and Airport Master Record regarding runway weight bearing capacities.

The Bob Hope Airport has determined in accordance to its airport layout plan that it can accommodate aircraft up to airplane design group D-IV.

### **Plan to Provide a Sterile Area for Passengers Who Have Not Cleared United States Customs and Border Protection**

The Bob Hope Airport does not have international passenger processing facilities or CBP on-site. The Airport Authority contacted United States Customs and Border Protection (CBP) Chief Judy Goo on May 7, 2012 to discuss establishing a temporary sterile area to provide for the deplanement of passengers on diverted aircraft who have not yet cleared customs; CBP is unable to designate a temporary sterile area at the Bob Hope Airport and do not have the staff to mobilize in the event that this occurs. Special requests for international passenger processing can be made to LAX CBP Operations at (310) 642-1425.

### **Public Access to the Emergency Contingency Plan**

Bob Hope Airport will provide public access to its Irregular Operations Emergency Contingency Plan through one or more of the following means:

- Posting in a conspicuous location on the airport website ([www.hollywoodburbankairport.com](http://www.hollywoodburbankairport.com))
- Providing notice of the availability of the plan on the airport's social media accounts.