



Advisory # 2019-A-012

Subject: General/Business Aviation –Airport Reservation Office Reservation Trial Procedures

From: Aviation Services

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Date: 2019-02-15, effective 2019-02-18 1000 UTC

Expected Action: Participate with Airport Reservation Office procedures for General Aviation and Business Aviation Aircraft.

Background and Impact:

In order to support the most efficient use of Toronto Pearson runway capacity and the future implementation of Airport Collaborative Decision Making (A-CDM), General and Business Aviation aircraft will be subject to the following departure and arrival reservation process during the normal operating hours of 0630-0029 local YYZ. All flights scheduled to operate after February 18, 2019 from 1000 UTC must file a reservation through the on-line coordination system (OCS).

Guidance for Obtaining Reservations for General Aviation / Business Aviation Flights operating to/from Toronto Pearson Airport – YYZ

1. All Users must complete the Online Coordination (OCS) Application Form as soon as possible to avoid delay on obtaining access to the reservation system. Application forms are available at <http://torontop Pearson.com/ARO>.

All completed forms must be emailed to aro@gtaa.com. Any questions about the Application Form must be forwarded to aro@gtaa.com or 416-776-3579. We recommend a minimum of 7 days for the application form to be processed.

2. Guidance to book a Reservations can be obtained by going to the Airport Reservation Office Webpage at <http://torontop Pearson.com/aro>.

If you have an issue booking a reservation, visit <http://torontop Pearson.com/aro> and download the User Guide or contact the ARO at (416) 776-7568 (all callers) or 1-800-267-7568 (Canada, USA only).

3. The ARO must be advised whenever reservation information changes. Changes and cancellations should be made via the OCS on-line tool. If there is a requirement or change to your existing reservation as per the above parameters, log into the system and

review your reservation and amend accordingly. If you require a date / time change cancel existing reservation and obtain a new reservation and number.

If weather and capacity conditions are not favorable, the ARO may coordinate with the appropriate Operator to amend or cancel their reservation due to unforeseen conditions. This will be done via email or phone number provided by the Operator on the Application Form. The ARO reserves the right to approve or deny a request considering the circumstances and the impact.

Exempt from Airport Reservations are Firefighting, Flights with Head of State status, Flight on an actual medical mission, Flights operated for life critical medical emergency evacuation, Flights engaged in a search and rescue mission, Flight engaged in military, customs or police services, Aircraft actually performing NAVAID flight check.

4. There are no changes to the Night Flight Restriction Program. Operators operating from 0030-0629 local time will be required to follow the Night Flight Program published in the Canada Air Pilot or Canada Flight Supplement.

Medevac operations of any priority are permitted during the restricted hours. Contact the Airport Operations Control (AOC) at 416-776-7568. All aircraft will be monitored for compliance.