



WINTER MAINTENANCE & PLANNING

Updated October 2025

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INTRODUCTION

Winter operations procedures outlined in this document are published to provide guidance and direction in dealing with winter conditions by establishing priorities, responsibilities and procedures for snow removal and ice control on operational surfaces, and for management of aircraft de-icing activities. The winter operations procedures are generally in effect from November 1 to March 31.

Prior to the beginning of the Winter Season, the Director Operations shall convene a meeting with all affected stakeholders for the purpose of explaining provisions in the Winter Maintenance and Planning document, discussing and obtaining comment and feedback from the stakeholders. The manual is updated annually before being re-issued.

The Grande Prairie Airport Commission, as an Airport operator has an obligation to keep the airport safe, operational to the maximum extent practical and to preserve its capital investment with effective maintenance.

OBJECTIVES

The objectives of the Winter Maintenance and Planning document is to ensure the Grande Prairie Airport Commission, that all Airport Maintenance Technicians are familiar with Winter Operating Standards. The plan also identifies maintenance of all service roads, public car park areas, and pedestrian walkways to ensure safe public and employee access to airport facilities.

DEFINITIONS

Aircraft Movement Surface - An aircraft movement area is any portion of the apron, taxiway or runway designated by the airport specifically for and restricted to the movement of aircraft along the ground.

AMSCR – Aircraft Movement Surface Condition Report

CRFI - Canadian Runway Friction Index

ERD – Electronic Recording Decelerometer – device used to provide CRFI

FSS – Flight Service Station (Nav Canada)

GRF – Global Reporting Format

NOTAM J – NOTAM issued by Nav Canada notifying the presence of hazardous conditions due to contaminants on runways by means of a specific format.

ONM – Observable not measureable – Damp surface but does not show water when touched by the hand

SNOWTAM – NOTAM issued by Nav Canada notifying the presence or removal of hazardous conditions due to snow, ice, slush or standing water associated with snow, slush, and ice on the movement area, by means of specific format.

NES – NOTAM Entry System, An internet application for the direct entry of a runway surface condition by an accountable source, the output being both a NOTAMJ and a SNOWTAM. The NES web application is for fixed, airport office use. NES is also an internet interface that allows dialog between automated reporting systems and the NAV CANADA database.

TALPA – Takeoff And Landing Performance Assessment

DOCUMENT REVIEW/AMENDMENT

The Director of Operation will review this document on an annual basis and amend as required.

COORDINATION OF ACTIVITIES

The Grande Prairie Airport has established airside priorities for winter maintenance activities. The procedures for the maintenance activity is established by the Director Operations in a meeting to establish procedures and are supervised by the Manager Operations and Maintenance as required. The Manager Operations and Maintenance is responsible for assigning personnel and equipment to various work areas in accordance with established priorities, existing or forecast conditions or changing operational requirements. In the event snow removal resources are limited, the Manager Operations and Maintenance may make alternate arrangements for snow and ice control. Additional personnel may be called in on an overtime basis to maintain Priority 1 areas to acceptable and safe standards. Airfield Maintenance Technicians are trained and responsible for obtaining and disseminating CRFI and AMSCR information in accordance with current Transport Canada regulations.

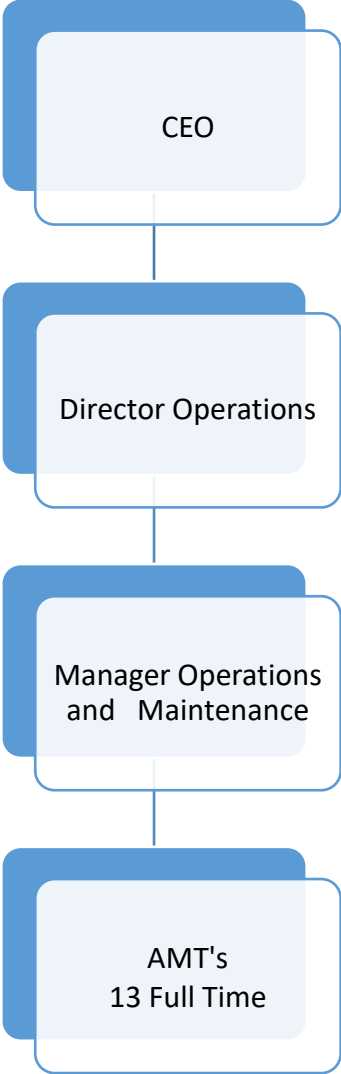
Flight training is not recommended and may be suspended during winter maintenance activities. The Airport Operator may restrict flight training via NOTAM in order to ensure winter maintenance activities are not interrupted.

FACILITY CLOSURES FOR MAINTENANCE

During any event that it becomes necessary to close maneuvering surface by voice advisory or NOTAM due to existing conditions, the Airport Maintenance Technician/Lead Hand will advise the Manager Operations and Maintenance of the requirement. A runway or taxiway closure may be made for a short time during a weather event to permit snow removal or ice control operations to take place without interruption.

Closure of Air Navigation facilities is the responsibility of Nav Canada. Snow removal within the Glide Path or Localizer critical areas is to be pre-arranged through the local Nav Canada Team Supervisor.

ORGANIZATIONAL CHART



RESPONSIBILITIES

Director of Operations

The Director of Operations oversees all aspects of the operations Department at the Grande Prairie Airport and provides direct supervision to the Manager of Operations and Maintenance.

Manager of Operations and Maintenance

The Manager Operations and Maintenance has responsibility for winter operations and to direct the daily activities.

Airfield Maintenance

Airfield Maintenance Technicians are responsible for ensuring the safe and continuous operation of airside activities during the winter season. This includes the regular monitoring and reporting of runway conditions, snow removal and ice control.

Airlines and Ground Handlers

Airlines and Ground Handlers are responsible for the preparation of their work areas prior to snow or ice conditions becoming prevalent. Airlines and Ground Handlers are also responsible for regularly inspecting all airside areas utilized by airline passengers to ensure safety during the loading or unloading of aircraft. When necessary, airline and ground handler personnel should apply sand or chemical to the pedestrian walkways using the materials supplied by the Grande Prairie Airport.

Airlines and Ground Handlers must ensure they are aware of current and forecasted conditions and ensure they maintain their work areas in such a manner to expedite snow and ice control by Airfield Maintenance. Airlines and Ground Handlers must also maintain a clear line of communication with the Manager Operations and Maintenance.

CLOSURE OF AIRCRAFT MOVEMENT SURFACES

The CEO has delegated the authority for the closure of any portion of the aircraft movement surfaces to the Director Operations. An aircraft movement surface is closed when unsafe conditions exist or to allow snow and ice removal operations to take place safely without interruption. Closures must be made in accordance with Transport Canada publication TP312E. FSS will be consulted to determine operational impacts before a decision is made to close any facility.

The Criteria used for deciding to close an aircraft movement surface is as follows:

Safety of Operations	When the condition of the runway or taxiway (e.g.: CRFI reading of 0.2 or less) is considered to be a safety risk, the surface will be closed until mitigation can be completed.
Aircraft Movements	When unnecessary aircraft movements (e.g.: training circuits) are being conducted that interfere with snow and ice removal operations the surface will be closed.
Personnel	When sufficient personnel and equipment are unavailable to ensure snow and ice control can be conducted in a safe and efficient manner.
Air Carrier Operations	Air Carrier schedules will not be seriously disrupted
Consultation	FSS Operations personnel have been consulted to determine operational impact on existing operations.
Length of closure	Closure is to be in effect only until aircraft operations can safely resume.

NOTIFICATION BY NAV CANADA FLIGHT SERVICE STATION

Outside of scheduled maintenance hours, the FSS shall notify the Manager Operations and Maintenance of the following conditions:

- Any major change in weather condition
- The onset of freezing rain

AIRCRAFT DEICING / GLYCOL CLEANUP

Aircraft De-Icing or Anti-Icing chemical is a material which must be handled with appropriate care. When an aircraft that has remained overnight is to be de-iced, the aircraft shall be positioned back from the operational stand to the approved de-icing area.

Each aircraft operator or ground agent de-icing aircraft at the Grande Prairie Airport must report the total and type of de-icing chemical used annually.

SNOW AND ICE REMOVAL ON LEASED AREAS

Tenants are fully responsible for snow and ice control on their leased areas. Tenants may however, arrange with the Grande Prairie Airport to have their areas cleared on a cost recovery basis. In these cases, Tenant areas are normally treated as Priority 3 areas and cleared after all other airside work has been completed. Airport staff must record times spent and the equipment and materials used to clear tenant areas. Tenants shall be invoiced for all work done by the airport on leased areas.

Tenants are required to sign the work request form prior to any work beginning.

WINTER MAINTENANCE PRIORITIES

Airside Priority 1

- The full length of the primary runway
- the width of the primary runway required to support the operational requirement of the aircraft movements at the airport during a storm
- taxiways, including entrance and exit access areas, to accommodate traffic to and from the primary runway
- de-icing pads or areas, including entrance and exit access to accommodate traffic to the primary runway and from the apron
- apron areas necessary to accommodate aircraft traffic, passengers and cargo
- access roads, groundside and airside, to accommodate the movement of emergency vehicles to the runway, taxiways and apron areas referred to in this paragraph
- visibility of lights installed as visual aids associated with the primary runway
- visibility and legibility of mandatory signs on taxiways(s);
- access road to the FSS Tower on airside

Airside Priority 2

- the full length of one or more secondary runway
- the width of one or more secondary runways required to support the aircraft operations at the airport during inclement weather
- taxiways, including entrance and exit access areas, to accommodate traffic to and from a secondary runway
- visibility of lights installed as visual aids associated with the secondary runways and taxiways
- visibility and legibility of mandatory signs on the additional taxiways
- remaining taxiways not covered in Priority 1

Airside Priority 3

- pre-threshold areas
- navigational aid sites
- glide path sites
- service roads
- crash roads
- catch basins during a quick thaw
- the areas adjacent to the approach aids, including glide path site, that require the removal of snow in order to maintain the signal integrity of the approach aid and as agreed to by the airport operator and owner/operator of the approach aid
- remaining aircraft parking areas

WINTER MAINTENANCE STANDARDS, CLEARANCE OF PRIORITY AREAS

When conducting winter maintenance operations (i.e. snow clearing, runway sweeping, etc...) the winter maintenance plan should be followed.

Priority areas should be cleared in order of priority:

- priority 1 area – first
- followed by priority 2 area
- finally, priority 3 area

Successive hours or days of snow fall may result in significant delays in performing winter maintenance on a priority 3 area – as the equipment may be busy clearing priority 1 & 2 areas. This is acceptable as long as it is in accordance with the winter maintenance plan.

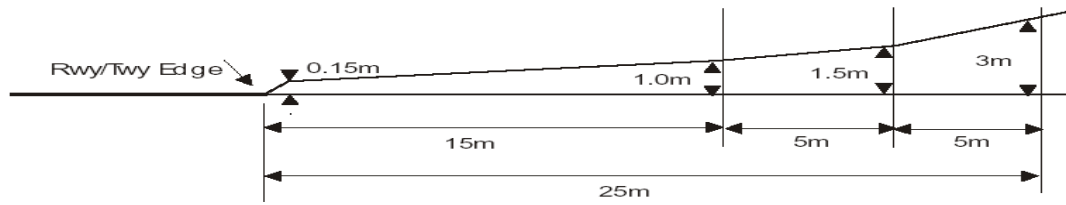
Where ground conditions in a priority 3 area (i.e.: unfrozen ground) prevent equipment from operating and this results in the snow bank slope limits being exceeded, then the airport operator should indicate this through NOTAM. If and when the ground will support snow removal equipment, then the airport operator should clear the remaining priority 3 area in accordance with the winter maintenance plan.

Airside Maintenance

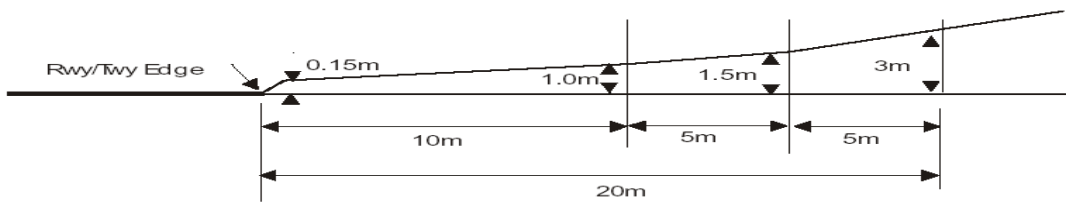
Runways, taxiways and aprons must be cleared so that aircraft can land, taxi and park safely. This means that the pavement is cleared of lumps of snow, chunks of ice and other foreign objects. The airside must also be kept free of high windrows, with all slopes maintained at the appropriate angles. Paved areas are to be kept in a safe and operable condition as to the maximum extent possible. At the Grande Prairie Airport we maintain a minimum 100 feet of the priority one runway at all times. The Apron shall be maintained to full width and length at all times. Apron lead in lines and passenger walkways must be sanded or de-iced as required. The intent is to have that area bare and dry to the highest level possible.

Snow should be removed from behind the runway and taxiway edge lights after each storm to ensure adequate clearance for aircraft operation. The minimum clearance outside of runway lights maintained at this airport is approximately 3 passes with the grader and 1 pass with the blower.

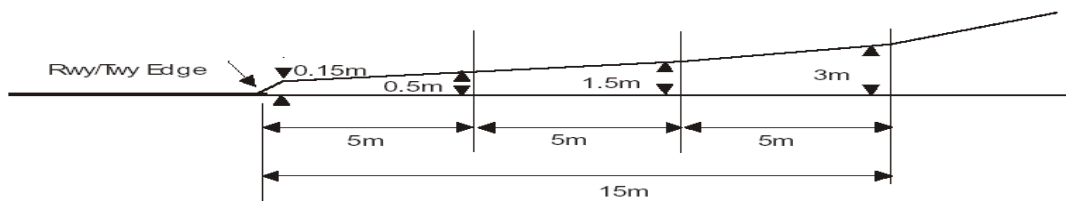
Snow should be removed from the pre threshold areas at the end of the runways. The minimum length that must be cleared is 60 m. (200ft.) the permissible slope of snow accumulation is 1.25%.



Codes E and F

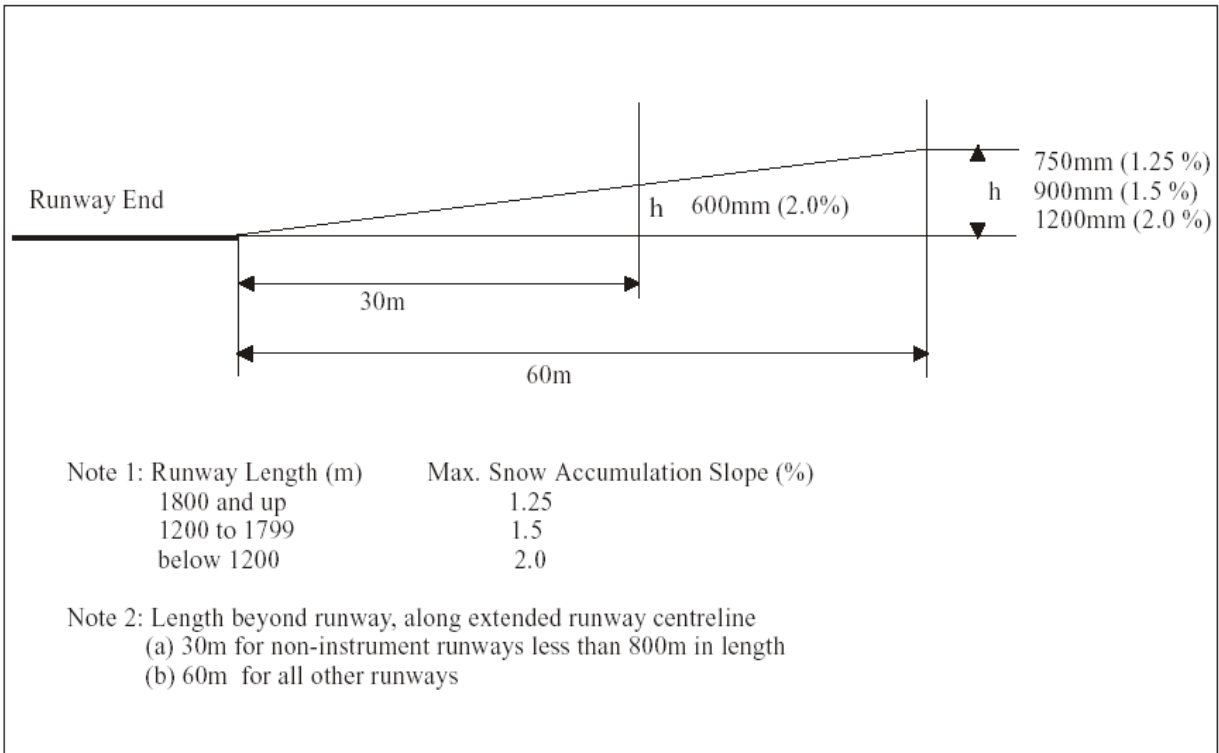


Codes C and D



Codes A and B

-MINIMUM WIDTH : 7.5 m. (25 ft.) - 0% slope
 : in excess of 7.5 m. - 10% slope



AIRCRAFT MOVEMENT SURFACE CONDITION REPORTING

Airport Maintenance Technician's shall record AMSCR and CRFI data. The AMSCR report is issued following an inspection of the runway and includes a CRFI when conditions warrant. The report remains valid for eight hours or until conditions change and a new report is filed to reflect the current surface condition.

During the winter season, the aircraft movement surfaces are to be inspected and an aircraft movement surface condition report provided with a minimum frequency as follows:

- at the commencement of runway reporting hours
- every time there is a significant change in runway surface conditions
- at least once every 8 hours following the initial report
- following every aircraft incident or accident on a runway
- whenever the runway falls below full width
- As determined by the Manager of Operations or the AMT conducting the inspection

It is important to note that Taxiways and Aprons will no longer have all conditions reported. Only conditions which are deemed a significant safety concern will be included in an AMSCR.

Percentage of Coverage

When using GRF percentage of contaminates on a movement surface shall be in 10% increments with the inclusion of 25% and 75% as shown in the table below.

% of Coverage	Reported Coverage
0%	0%
1% - 10%	10%
11% - 20%	20%
21% - 25%	25%
26% - 30%	30%
31% - 40%	40%
41% - 50%	50%
51% - 60%	60%
61% - 70%	70%
71% - 75%	75%
76% - 80%	80%
81% - 90%	90%
91% - 100%	100%

Depth of Contaminants

Depths of contaminants are measured with inches. Below 2 inches depths should be rounded as per the table below. Above 2 inches, whole values at 1-inch increments are used as demonstrated in the table below.

Any amount to and including 1/8 inch	1/8 IN
Over 1/8 inch up to and including 1/4 inch	1/4 IN
Over 1/4 inch up to and including 1/2 inch	1/2 IN
Over 1/2 inch up to and including 3/4 inch	3/4 IN
Over 3/4 inch up to and including 1 inch	1 IN
Over 1 inch up to and including 1 ½ inch	1 1/2 IN
Over 1 ½ inch up to and including 2 inch	2 IN
Over 2 inch up to and including 3 inch	3 IN
Over 3 inch up to and including 4 inch	4 IN
Over 4 inch up to and including 5 inch	5 IN
Over 5 inch up to and including 6 inch	6 IN
Etc.	Etc.

Designation of Runway Thirds

The runway thirds are defined by the runway thresholds and middle third of the runway. For example: for runway 12/30, CFRI readings would be reported for the threshold of runway 12, the middle of runway 12/30, and for the threshold of runway 30.

Conditions for which a NOTAM is applicable

A NOTAM (Notice to Airmen) provides information to pilots on deviations from published Aviation information involving facility conditions at any aviation facility. Procedures and Authorities for issuing NOTAM's are contained in Transport Canada Canadian Class 1 NOTAM Procedures, TP973E.

Winter Operation conditions are made known to pilots by way of a SNOWTAM/NOTAM J, which is published by Nav Canada and contains information from the AMSCR. This information will allow a pilot to make an informed decision on whether or not it is safe to use the airport's facilities.

AMSCR's shall be electronically filed with Nav Canada. Verbal information may be passed by radio to the FSS specialist for dissemination to inbound aircraft.

Although there is no requirement to identify expected completion times of snow removal operations, such information is useful for flight planning purposes. If snow or ice removal is required and the start of the work is going to be delayed more than 30 minutes from the time the AMSCR was taken, the expected start time will be indicate as a comment in the AMSCR report.

ICE CONTROL MATERIALS

Winter conditions often leave pavement surfaces dangerously icy. The intent is to keep Priority one airside surfaces cleaned to the bare pavement. Sand is used to improve traction on icy surfaces. Sand does not eliminate ice, it only lessens its effects. Winter materials are spread by a hopper mounted in the box of a gravel truck, propelling the material from the rear of the machine.

MATERIAL	USE	LIMITATIONS	APPLICATION	REMOVAL
Sand	Provides traction on ice	Below -10 C	Rotary Spreader	Swept as soon as surface is acceptable
Liquid	De-icer Anti-icer	Effective to -30 C	Liquid Sprayer	Swept when ice is melting
Sodium Formate	De-icer Anti-icer	Effective to -20 C	Rotary Spreader	Swept when ice is melting

Ice Control Chemicals

On movement areas, only use ice control chemicals (fluids or compounds) that have properties meeting the most current applicable Society of Automotive Engineers (SAE) Aerospace Material Specification (AMS) or are included in Airport Winter Maintenance and Planning 2015-07-10 8 of 18 AC 302-013 - Issue 03 or consist of the product commonly known as Urea.

Sand

Only sand that meets the following criteria should be used on movement areas:

- be an abrasive material for airside ice control consisting of either crushed angular mineral aggregated or natural sand
- be free from chlorides and corrosive materials, clays, debris, cementation, organic matter and other non-friction material
- the pH of the water solution containing the material should be approximately neutral (pH 7)
- have a stable physical and chemical structure that is unaffected by water or the elements
- not be softer than and including 3.5 up to and including 7 on the MOHS hardness scale
- be of a granular size that falls within the following parameters in the table below.

Minimum specification: Sieve Size (U.S. Standard)	Percent Passing by Weight
No. 4 (4.75 millimetres)	100 %
No. 80 (0.180 millimetres)	0 % to 2 %

CANADIAN RUNWAY FRICTION INDEX

An Electronic Recording Decelerometer (ERD) is the instrument used at the Grande Prairie Airport for taking CRFI readings. A calibration of the ERD is performed prior to the start of winter operations (annually).

CRFI should be provided when the area within 10 meters of either side of centerline of the runway, has more than 25% of its surface contaminated with any of the following:

- Ice
- Frost
- Wet ice consisting of a thin film of water on ice
- Slush (thin layer) on ice
- Ice control chemicals or sand on ice (low CRFI)
- Compact snow
- Loose (dry) Snow not exceeding 2.5 centimeters (1 inch) in depth
- Wet Snow that is Not too wet not exceeding 2.5 centimeters (1 inch) in depth

No friction readings with decelerometers are to be included in the aircraft movement surface condition report when the following conditions exist:

- Less than 25% of the test area is contaminated
- Bare & Wet (due to risk of Hydroplaning)
- Slush directly on a runway surface (with no other type of contaminate present)
- Dry (Loose) snow exceeding a depth of 2.5cm (1 inch)
- Wet snow, that is too wet

Immediately forward Canadian Runway Friction Index (CRFI) readings of 0.40 or less to FSS.

At this airport the electronic decelerometer is our primary and backup friction measuring device. Staff 21 and Staff 20 are both equipped to do a CRFI. Staff 21 is our primary vehicle for CRFI's. Both vehicles are stored inside the maintenance garage.

MAINTENANCE EQUIPMENT

TRUCK 81 - SAND TRUCK (IHC) - This vehicle is used specifically for the purpose of ice control, either in spreading sand, urea or a combination of both on ice covered surfaces. It is also used to apply liquid de-icing chemicals. It is parked in the maintenance garage. This vehicle is always to be parked inside in the winter with a load of sand and liquid de-icing chemical on it.

TRUCK 82 - PLOW TRUCK (IHC) - This is a plow truck with a front attachment of a 19-foot poly plow and may be used with or without a rear attachment of a towed runway sweeper. Its main purpose is snow removal from the runways and taxiways. It is parked indoors during the winter in the drive through bay at the maintenance garage.

TRUCK 83 - PLOW TRUCK (Mercedes Benz) This is a plow truck with a front attachment of a 28-foot steel plow and is used with a rear attachment of a towed runway sweeper. Its main purpose is snow removal from the runways and taxiways. It is parked indoors during the winter in the drive through bay at the maintenance garage.

TRUCK 85 - PLOW TRUCK (IHC) This is a plow truck with a front attachment of a 19-foot poly plow and may be used with or without a rear attachment of a towed runway sweeper. Its main purpose is snow removal from the runways and taxiways. It is parked indoors during the winter in the drive through bay at the maintenance garage.

BLOWER 121/122 - SNOWBLOWER (LARUE/FRESIA) - This vehicle is the primary snow blower and is used in removing windrows from runways, taxiways and outside the runway lights. It is to be used on paved surfaces ONLY, except outside the runway edge lights and on the approaches. It is parked inside the maintenance garage in the winter.

GRADER 152 - MOTOR GRADER (JOHN DEERE) - This vehicle is used to maintain the proper slope along runway edges and pre-threshold areas, all public roads, service roads and site entrances and to keep them clear of snow. The grader is also used to back cut the runway lights. It is parked in the pole shed and plugged in during the winter. This grader is equipped with a snow wing and caution must be taken when operating this machine.

LOADER 154 - LOADER (CASE) - This vehicle is used for snow removal purposes in many areas such as parking lots, gate entrances, close to buildings and in an emergency can be used to tow a runway sweeper. This vehicle is parked inside the maintenance garage during the winter.

LOADER MOUNT SNOWBLOWER (LARUE) - This unit is used for blowing snow from around signs and in hard to get at areas and is front mounted on Loader 154. Used mainly for areas that require directional chute; PAPI's, airfield signs. It is parked inside the pole shed and plugged in during the winter months.

TOWED RUNWAY SWEEPER - (MB) - This unit is towed behind a plow truck to remove snow, frost, sand or water from paved runways and taxiways. It is parked inside, attached to a plow truck in the drive through bay of the maintenance garage.

TOWED RUNWAY SWEEPER - (Overassen) - This unit is towed behind a plow truck to remove snow, frost, sand or water from paved runways and taxiways. It is parked inside, attached to a plow truck in the drive through bay of the maintenance garage.

COMMUNICATION

During winter maintenance activities all persons involved shall follow the proper radio procedure for airside operations and communicate directly with their immediate supervisor. The use of cell phones or other electronic devices during the operation of any vehicle airside without a hands-free interface is prohibited. All staff are to use the Airport Maintenance Radio for communication. The TRACR is exempt.

AIRSIDE VEHICLE SAFETY PROCEDURE

The Grande Prairie Airport has established an Airport Traffic Directives for the operation of vehicles on airport movement areas and a Reduced Visibility Operations Plan (RVOP). All persons operating vehicles or equipment must hold a valid AVOP and have annual review of the RVOP.

TRACKING ICE CONTROL CHEMICALS

The Grande Prairie Airport airside is completely fenced and only vehicles clean of any dirt or other chemicals are allowed to proceed airside. In addition, The Grande Prairie Airport only uses approved airside ice control materials on the groundside area in an attempt to control the possible tracking of other materials onto airside.

NOTAM PROCEDURES

All NOTAMs are processed through the Edmonton Flight Information Center (FIC). The information for NOTAMs may be submitted via any of the means shown in the chart below.

Means of Communication	Communication Info
Edmonton FIC Phone	1-866-541-4102
Edmonton FIC Fax	
Edmonton FIC Email (Notam in body of email)	EGNOTAM@navcanada.ca
NES	https://nes.navcanada.ca/Account/Login
TRACR-NG	https://tng.tradewindapps.com/

WINTER MAINTENANCE TIPS

- When back cutting, edge lights with plow truck the plow must remain on the hard surface at all times. If you damage any lights make sure you report it to your supervisor or the electrician as soon as possible.
- When plowing a windrow for the snow blower, maintain a distance of three feet from the runway edge on the paved surface.
- When blowing windrows on airside or groundside make sure to avoid damaging signs, trees buildings and other structures.
- When clearing snow from non-paved surfaces keep your blade a few inches off the ground to avoid turf damage. As the winter goes on a hard-packed snow base will form.
- Always check your wind direction before beginning snow removal in order to determine your priority 1 areas airside.
- When called out on ***overtime*** for snow removal only priority 1 areas are to be maintained to a bare surface. Priority 2 areas are to be maintained to plowed condition.
- Do not leave equipment idling outside. It must be parked inside. When left running outside the engine accumulates usage on the hour meter that is non-accountable.
- All windrows ***MUST*** be removed from the ***active runway*** before departing at night.
- All vehicles must be inspected according to your daily inspection list before operating and ***MUST*** be refuelled at the end of your shift or when operation is complete. Do not leave a piece of equipment for someone else to fuel up.
- If there is any damage or equipment problems, especially when on night shift, make sure it is written on the white board in the lunchroom so the morning shift is aware of it. Contact the Supervisor on duty and advise them of any critical situations. This is very important if a vehicle is unserviceable.

DISTRIBUTION

This document will be distributed to stakeholders and users as required. Any amendments made to this document will be distributed at the time the amendment is made.

A copy of this document is stored electronically on the Grande Prairie Airport server.

Distribution List

CEO, Grande Prairie Airport

Director Operations, Grande Prairie Airport

Manager Operations and Maintenance, Grande Prairie Airport

All Airfield Maintenance Technicians, Grande Prairie Airport

Air Canada Express

Westjet Encore

GAT

Happy Gas

Canwest

Highland Helicopters

Gemini Helicopters

Chandelle Aviation

Bressler Hangars (Troy Bessy)

Adventure Aviation

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