

# **SALISBURY REGIONAL AIRPORT (SBY)**

## **EMERGENCY CONTINGENCY PLAN FOLLOWING EXCESSIVE TARMAC DELAYS**

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Salisbury Regional Airport (SBY Airport), located in Salisbury, Maryland, has prepared this Emergency Contingency Plan pursuant to 49 USC §42301 and the FAA Modernization and Reform Act of 2012 (Pub. L. 112-95). The Airport filed this plan, by June 24, 2022, with the U.S. Department of Transportation, because it is (1) the operator of a commercial airport, and (2) it may be used for diversions by air carriers described in 49 USC 42301 (a)(1).

This plan describes how—following excessive tarmac delays—Salisbury Regional Airport will, and to the extent practicable, provide for: (1) for the deplanement of passengers; (2) the sharing of facilities and gates; and (3) a sterile area for passengers who have not yet cleared U.S. Customs & Border Protection. Questions regarding this contingency plan should be forwarded to the SBY Airport Director of Aviation, Tony Rudy <[sbyair@wicomocounty.org](mailto:sbyair@wicomocounty.org)>.

Salisbury Regional Airport has facility constraints that limit its ability to accommodate diverted flights and aircraft experiencing excessive tarmac delays, all while maintaining safe operations. These constraints include:

- Limited area of common use Sterile Area Facilities (1,520 sq ft)
- Limited area of common use non-Sterile Area Facilities (4,976 sq ft)
- Lack of International Passenger Processing Facilities
- Limited aircraft parking positions (5 regional jets or 2 narrow-body jets)
- One passenger boarding ramp, serving aircraft with door sill heights up to 11.25-feet (KCI BAR30).
- One passenger boarding ramp, serving smaller regional airliner jets or turboprops (KCI Turboway)

During excessive delay events, SBY Airport may issue NOTAMs when ground support resources are limited or exhausted to ensure aircraft operators have crucial planning and flight management information. *SBY Airport requests aircraft operators to use the following Contact Information in coordinating resource use for excessively delayed flights.*

## **Contact Information**

Aircraft Operators should contact the offices or persons below in the following order during excessive tarmac delays:

1. Airport Administration (410-548-4827, Monday through Friday 8a-4p)
2. Airport Operations Duty Officer (443-523-9503, daily 4:30a-12:30a)
3. Adam Gardner, Deputy Director of Aviation (410-713-8215, 24-hour)

## **Airport Information**

Facility Name: Salisbury Regional Airport (SBY)  
Airport Category: Non-Hub  
Preparer Name and title: Tony Rudy, Director of Aviation  
Phone: 410-548-4827  
E-mail: arudy@wicomicocounty.org  
Date of submission: August 15, 2025 (revision)

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

*NOTE: SBY-based airlines will deplane their own aircraft. Piedmont Airlines will service flights for American Airlines.*

SBY Airport does not have jetways or covered passenger boarding equipment. All passengers are ground-loaded, regardless of delay status, weather, or time-of-year. Ground loading requires additional ground service agents be present to monitor deplaning, and to guide passengers to aircraft, indoor holding areas or exits.

SBY Airport has limited personnel to safely deplane passengers from excessively delayed aircraft. Airport staff will assist deplaning from excessively delayed airliners, as soon as practicable, following requests to the Contacts listed in this plan. The Airport can also provide lists of airlines, ground handlers, the Fixed Base Operator, and other entities having aircraft resources to deplane passengers from excessively delayed flights.

SBY Airport staff can deplane passengers using the equipment listed below.

- (1) KCI BAR30 passenger boarding ramp, serving aircraft with door sill heights up to 10.5-feet (e.g. B737, MD80, A220, E190, A321)
- (1) KCI Industries Turboway passenger boarding ramp, serving small regional airliner jets or turboprops (e.g. E145, CRJ, Dash8)

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

The passenger boarding gates at SBY Airport are common-use, and are not leased exclusively to any one airline. All based air carriers are directed, by the Airport Administration, to make boarding gates, and all other common-use equipment, available to other airlines, to the extent possible, during excessive tarmac delays or any other diversions.

The location and size of the common use/airport gates and parking position are shown in Exhibit 1 *Air Carrier Terminal* and Exhibit -2 *Air Carrier Apron*.

### **Air Carrier Terminal**

The SBY Airport Air Carrier Terminal has the following common use facilities:

- Sterile Area/secured facilities (1 ,520 sq ft) including:
  - Men's and Women's restroom facilities.
  - Drink and snack vending machines.

- Non-Sterile Area/public facilities (4,976 sq ft) including:
  - Men's and Women's restroom facilities.
  - Drink and snack vending machines.
  - (1) Pay telephone.

### **Air Carrier Apron**

The SBY Airport Air Carrier Apron is located adjacent to the Air Carrier Terminal and includes the following:

- (5) parking positions for regional airliner jets or turbo props (e.g. E145, CRJ, Dash8)
- Sufficient apron space for (2) narrow body airliners (e.g. B737, MD80, A220, E190, A321)

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

The SBY Airport does not have international passenger processing facilities. If needed for excessively delayed international flights, Airport Administration will consult the nearest CBP office, or other law enforcement officials, to identify procedures, and properly establish a temporary holding area for passengers, awaiting transport to their final destination, not yet cleared by U.S. Customs.

The Airport's Sterile Area (1,520 sq ft) is available to hold uncleared passengers from excessively delayed international flights.

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

SBY Regional Airport publishes this *Emergency Contingency Plan Following Excessive Tarmac Delays* on its website at <flsbyairport.com>.



**Exhibit -2 Air Carrier Apron**

