

An aerial photograph of the Bella Coola Airport. A long, straight asphalt runway runs diagonally from the upper left towards the lower right. To the right of the runway, a light blue river flows through a dense forest. The surrounding area is a mix of green fields, forest, and some airport infrastructure like buildings and parking lots visible in the lower right corner.

Airfield Pavement Rehabilitation Plan of Construction Operations (PCO)

**Bella Coola Airport
Central Coast Regional District
August 14, 2026**

Bella Coola Airport (CYBD)
Airfield Pavement Rehabilitation

Plan of Construction Operations (PCO)

Central Coast Regional District
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August 14, 2026

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1 INTRODUCTION

1.1 Project Background and Purpose

1. Bella Coola Airport (the 'Airport') is owned and operated by Central Coast Regional District (the 'Owner' or the 'District'). The Airport is located approximately 450 km west of Williams Lake.
2. The Airfield Pavement Rehabilitation Project (the 'Work' or the 'Project') involves the overall pavement reconstruction with grading to be compliant with Aircraft Group Number (AGN) IIIA Non-Instrument (NI) requirements, per TP312 – Aerodrome Standards and Recommended Practices (5th Edition). Specific scopes of work for each asset are described as follows:
 1. Airfield Pavement Rehabilitation:
 1. PROVISIONAL – Supply and Install Geosynthetic Reinforcement Layer on existing asphalt surface.
 2. Placement of 75 mm of asphalt overlay (surface course)
 3. Restore all work areas with topsoil and hydroseeding

1.2 Airport Environment

1. The airport operational environment is extremely dynamic and involves various stakeholders including the Regional District, Transport Canada, NAV CANADA, airport users, tenants, airport staff, etc. In addition, the Airport environment is highly regulated in the interest of public safety. As such, any deviations from standard operating procedures are carefully considered and subject to detailed review and input from the stakeholders and regulators.
2. This proposed construction project is considered very important to the Regional District to improve service to users while ensuring the continued viability and safe operation of the facility. It is recognized that while construction activities will occur, the airport will be closed. Cooperation between all parties will be paramount in successfully carrying out the Work.

1.3 Objectives of the Plan of Construction Operations (PCO)

1. The primary purpose of the Plan of Construction Operations (PCO) is to provide a notification of changes to the standard operating procedures that are reflected in the Airport Operations Manual (AOM) and its associated plans maintained for the Airport. The PCO is a statement of the approved temporary operational procedures during implementation of the Work.
2. The secondary purpose of the PCO is to formulate in advance the coordination required to implement the Works with minimal interruptions and/or conflicts with airport operations and ensure aviation safety is not compromised by the Work.
3. The third purpose of the PCO is to inform all airport users, tenants, Transport Canada, and NAV CANADA of the Project, so all may plan for and mitigate any potential implications that the project may have on their respective operations. Additionally, the

PCO is an important document to summarize the information and requirements gathered through consultations with the stakeholders of the Airport.

1.4 Safety Management Considerations

1. All project personnel are required to attend an Airport Safety Orientation prior to the commencement of construction led by the Regional District and the Resident Engineer.
2. Contractors will be made aware of the proactive and reactive reporting procedures and the non-punitive reporting policy during the Airport Safety Orientation.
3. The worksite shall be inspected at a minimum of once per day by the Regional District and Resident Engineer to ensure that all safety policies and procedures set forth in Canadian Aviation Regulations and the PCO are adhered to.
4. All Contractor employees or consultants who work on the Project shall be required to attend the Airport Safety Orientation before being granted access to the worksite.
5. All employees, including Regional District employees, who work on or near the worksite, are obligated to report any accidents, incidents or hazards immediately. Reports may be submitted to the employee's direct supervisor and ultimately the Director of Operations.
6. Plans and specifications describing duct bank and pull pit installations, and overall connections to the existing power kiosk shall be submitted to the Electrical Safety Authority by the Contractor for an electrical permit.

2 CONSTRUCTION PLAN AND SCHEDULE

2.1 General Staging Overview

1. The Project will be sequenced in one (1) phase.
2. Refer to the Construction Operations Plan drawings enclosed as **Appendix A** for additional details.
3. Additional work may be required outside the work areas during construction. Work outside of the area indicated above will be undertaken through coordination between the Director of Operations, Resident Engineer, and Contractor's Superintendent. Activities outside of the designated work areas may include survey activities, isolation of airfield electrical circuits, temporary pavement line markings, protection and maintenance of airfield drainage facilities and other minor works. Activities outside of the work area must be approved by the Director of Operations and Resident Engineer prior to implementation.
4. The following sections provide additional details for the proposed stages noted above.

2.2 Construction Phasing and Work Areas

1. Civil work includes surface course asphalt, pavement line markings, and restoration of all work areas with topsoil and hydroseed.
2. Provisional civil work includes the supply and installation of a geosynthetic reinforcement layer prior to paving.
3. All asphalt millings and waste materials are to be directed to onsite/offsite locations to be confirmed by the Regional District at the onset of construction.
4. Commencement of the Work in each Phase shall be approved the week prior by the Director of Operations.
5. Maximum Work Height above ground: 6.0 m unless otherwise noted on Contract Drawings.
6. The following outlines the restrictions associated with Phase 1. The construction duration of Phase 1 will be dependent on the approved construction schedule.

2.2.1 Project Scope – Runway 05-23, Taxiway A, and Apron I

1. The project Scope work area includes the majority Runway 05-23, Taxiway A, and Apron I, excluding Taxiway B. Per Figure 2-1, the proposed work area is shown in red, and the Contractor Yard is shown in blue.



Figure 2-1 – Project Work Area

2. The Contractor Yard is designated in the northwest infield of the Apron.
3. Work during Phase 1 includes a provisional supply and install of a geosynthetic reinforcement layer, prior to apply 75 mm surface course of asphalt, pavement line markings, and restoration of all work areas with topsoil and hydroseed.
4. Duration (Estimated): 4 weeks
5. During Scope A the following will be in effect:
 1. Construction access to Contractor Yard is to be provided through the access gate adjacent to the Forest, Lands, Natural Resources Facility.
 2. The Airport will be closed to all fixed-wing aircraft operations for the duration of The Project. Rotary-wing aircraft operations will continue outside the work area.
6. The Construction Operations Plan drawing located in **Appendix A** provides a comprehensive breakdown outlining the procedures required to advance the project.

2.3 Project Schedule

Refer to Figure 2-2 below:

Figure 2-2 Preliminary Construction Schedule

TO BE DETERMINED FOLLOWING TENDERING

2.4 Air Traffic Types and Frequency

1. The airport serves fixed-wing and rotary-wing general aviation, corporate, Pacific Coastal Airlines, Fire Services, Emergency Medical Services, Enforcement Services, and Royal Canadian Mounted Police, and is available on a daytime basis.
2. Unscheduled flights could be impacted during construction and will be addressed on a case-by-case basis by the Director of Operations or Resident Engineer to ensure compliance with regulations and the PCO.
3. The Construction Operations Plan will be communicated to stakeholders prior to construction.

2.5 Aerodrome Standards and Recommended Practices

1. The Airport is a certified airport. The Regional District seeks to achieve compliance with TP312 – Aerodrome Standards and Recommended Practices (5th Edition), the Canadian Aviation Regulations, and all other applicable regulations. This PCO has been prepared based on recommended practices to accommodate temporary deviations to these standards to permit the proposed construction activity.
2. The following summarizes the aeronautical safety measures implemented:
 1. All construction equipment and storage areas will be located to remain clear of any airport obstacle limitation surfaces.
 2. Notices to Air Missions (NOTAMs) will be issued by the Resident Engineer indicating the status of the airfield including any operational impacts/facility closures.
 3. Barricades will be positioned to delineate the limits of unescorted operation of construction equipment.

2.6 Safety Barricades, Markers, and Hazard Lighting

1. Low Profile Barricades will be required at various locations as indicated on the Contract Drawings or otherwise directed by the Resident Engineer. Refer to the Construction Operations Plan attached as **Appendix A**.
2. Barricades shall be coloured international orange/white. All barricades shall be securely fastened with sandbags or other temporary means of fastening that will not result in FOD. Nails or any other fasteners driven into the pavement surface shall not be permitted.
3. Barricades may be required at various locations along the on-site access routes and at the perimeter of the various stages of construction, as outlined on the Contract Drawings, or as indicated by the Resident Engineer.
4. The Contractor shall supply barricades throughout construction in the number required to facilitate their work and to properly cordon off work areas. Maximum spacing between barricades is 6.0 meters on aprons.

2.7 Declared Distances

1. During Project Scope:
 1. Runway 05-23, Taxiway A, and Apron I are closed for all fixed-wing aircraft operations. Rotary-wing operations will continue outside the work area.

2.8 Security and Escorting Requirements

1. It will be the responsibility of the Contractor to coordinate with the Resident Engineer with sufficient advance notice (minimum 24 hours) where airside access is required.
2. The project phasing plan has been prepared to minimize the requirement for airside access to support construction activities.
3. Prior to construction, the roles and responsibilities of each party shall be discussed, documented and communicated to all project stakeholders.

2.9 Construction Access Routes

1. Construction traffic shall be restricted to the areas indicated on the Construction Operations Plan. Access to the project area shall be as indicated on the Construction Operations Plan enclosed as **Appendix A**.
2. The Contractor will be required to routinely monitor and maintain the airside facilities, ensuring all pavements are kept free of any FOD, mud, dirt or dust that may be tracked onto the pavements by construction traffic.
3. Controlled access points as shown on the Construction Operations Plan shall be monitored by the Regional District staff and the Contractor's Superintendent.

2.10 Construction Equipment and Materials

1. The proposed Contractor Yards and material stockpile areas have been assessed for suitability based on Obstacle Limitation Surface requirements. There shall be no deviation from the approved locations without prior approval from the Regional District.
2. The location of the Contractor's Yard is illustrated on the Construction Operations Plan enclosed as **Appendix A**.

2.11 Underground Utility Locations

1. There may be high voltage and communications cables located throughout the work area. These cables can pose a serious safety hazard and cause major disruption to airport operations if damaged.
2. The Contractor will be required to protect any electrical and communications cables in the intended work area. Under no circumstances should work begin unless cable identification markers are in place.
3. The Contractor will be required to protect underground electrical and communications facilities on the access routes and other locations within project limits and outside scope of work.
4. Specific details of the Isolation and Location Procedures will be reviewed with all concerned parties before the construction start date.
5. All locates on the airfield shall be coordinated and conducted by qualified locators.

2.12 Foreign Object Debris (FOD) Control Program

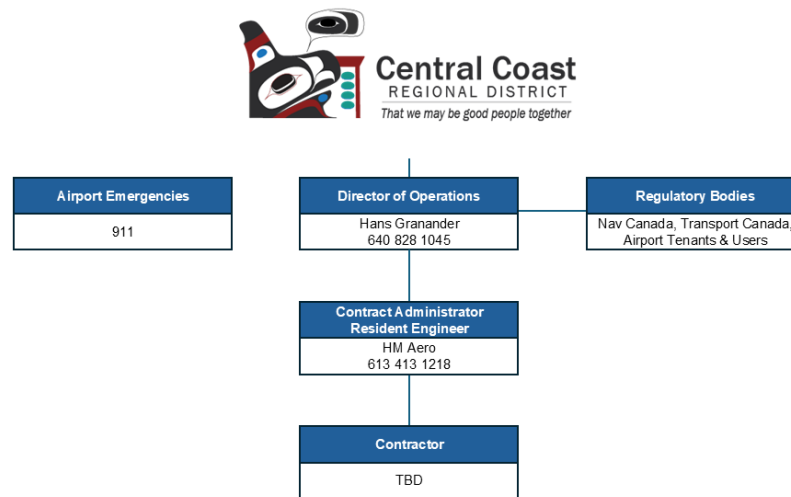
1. Stringent Foreign Object Debris (FOD) control measures will be required for the duration of the Works.
2. Initial training on FOD control measures will be provided at all Airport Safety Orientations.
3. FOD will be monitored by the Contractor and Resident Engineer. Any FOD observed must be removed immediately in accordance with the FOD control measures. The Contractor will be required to maintain a sweeper onsite at all times during construction. Details of the FOD control measures shall be reviewed with the Regional District prior to the commencement of Work.

3 AIRPORT OPERATIONS AND PROCEDURES

3.1 Communication Protocols and Responsibilities

1. During the Work, communication protocols and responsibilities must be clearly understood, practiced, and enforced. Figure 3-1 shows the general communication flow during the Project. The following provides additional details as to the responsibilities of the major project participants.
2. In all emergency situations, call 911.
3. The Resident Engineer is responsible for coordination with Transport Canada and NAV CANADA.

Figure 3-1 – Organizational Chart



3.1.1 Central Coast Regional District (Owner)

1. The Director of Operations (or designate) will be required to make all major decisions regarding scope and funding throughout the duration of the Project.
2. The Director of Operations (or designate) will coordinate with the Resident Engineer and Contractor to control airside access for the duration of the Project.
3. The Director of Operations (or designate) will meet as required with the Resident Engineer to obtain updates on construction progress.

3.1.2 Contract Administrator/Resident Engineer (HM Aero)

1. The Contract Administrator will be responsible for coordination with Transport Canada, NAV CANADA, and the Airport Users. This includes the issuance of NOTAMs.
2. The Contract Administrator will monitor the progress of the work and provide a full-time Resident Engineer during construction. The Resident Engineer will communicate with the Contractor and provide updates/queries to the Owner.
3. The Resident Engineer will interact with the Owner and the Contractor as required to ensure the safe and efficient execution of the Work.
4. The Contract Administrator will coordinate all technical issues during construction with the Owner and the Contractor.

5. The Contract Administrator will be responsible for communicating construction updates to tenants and regular users of the Airport facility.

3.1.3 Contractor

1. The Contractor shall be responsible for the construction of the approved Works. The Contractor shall designate a site Superintendent to be responsible for the overall coordination of Contractor site activities.
2. If the Superintendent leaves the site during construction operations, an alternate person shall be responsible for ensuring proper procedures are followed in their absence.
3. The Contractor's Project Manager, Superintendent, and Construction Foreman shall communicate through the Contract Administrator / Resident Engineer.
4. The Construction Foreman or their alternate must take full responsibility for construction equipment and personnel operating within the approved construction areas.

3.1.4 Transport Canada

1. Transport Canada is interested in ensuring the continued safe operation of the Airport and that all applicable regulations, standards and recommended practices are complied with.
2. Only the Owner or Contract Administrator shall communicate with Transport Canada.

3.1.5 NAV CANADA

1. Only the Owner or Contract Administrator shall communicate with NAV CANADA.

3.1.6 Stakeholders

1. Through information provided during meetings with the Regional District and the Contract Administrator / Resident Engineer, the Contract Administrator shall be responsible for the communication of the project details with Airport stakeholders.
2. During the construction period, communications with the Airport tenants and stakeholders shall be the responsibility of the Contract Administrator.

3.2 General Site Procedures

3.2.1 General

1. The Contractor's Superintendent / Construction Foreman shall be responsible for ensuring that all construction personnel at the Airport operate construction equipment and service vehicles in a safe manner in accordance with the procedures outlined in this document and the Contract Drawings.
2. During the pre-construction meeting, the Construction Foreman and Superintendent in conjunction with the Owner and the Contract Administrator shall brief all key project/construction personnel on:
 1. The procedures for the movement of equipment and personnel working on the aircraft maneuvering areas (runway, taxiway, and apron);
 2. Other applicable Airport directives;
 3. All workers to receive briefing prior to being permitted onsite; and
 4. Safety orientation.
3. The Construction Foreman shall ensure that all new personnel receive a safety orientation briefing led by the Contract Administrator.
4. Notwithstanding any of the above, all equipment shall depart all, or portions of, the construction areas for operational reasons if requested to do so by the Regional District (or designates) or the Contract Administrator.

3.2.2 NOTAMS

1. NOTAMS will be issued as required throughout each of the work phases, as documented in Appendix B. The Airport Manager and Contract Administrator will be responsible for requesting NOTAMS from NAV CANADA.

3.2.3 Airside Vehicle Safety and Security Requirements

1. All vehicles that will be operated or driven on the aircraft maneuvering areas of the Airport (open or closed) will be equipped with an orange warning beacon that will be turned on while the vehicle is on these areas. If equipped with headlights, these will also be turned on. If an orange warning beacon is not in service, vehicles shall operate with hazard lights on.
2. Personally owned vehicles or equipment are not authorized airside unless prior approval is arranged from the Owner or Contract Administrator.

3.2.4 Alcohol and Drugs

1. No person working as part of the Project shall be under the influence of any substance, including alcohol, cannabis, illicit drugs or medications that have the potential to adversely affect their performance in any way.

3.2.5 Smoking

1. Smoking is prohibited airside. No person shall smoke, carry or deposit lighted cigars, cigarettes, pipes or matches, or carry an open flame on airside. This also applies to any other airside areas such as shelters, inside and outside vehicles, equipment and airside buildings.

3.2.6 Personal Audio Equipment/Cell Phones

1. No person shall carry or use personal audio/visual equipment including, but not limited to, portable CD players, MP3 players, iPods, portable DVD players, tablets, or cassette players while working airside.
2. Cellular telephones and portable communication devices are authorized for **OPERATIONAL PURPOSES ONLY**. The portable communication devices shall **not** be used while driving a vehicle/equipment unless (i) the vehicle is pulled over and brought to a complete stop in a safe location or (ii) it is used with hands-free technology approved by law for such purpose (such as "Bluetooth" or hands-free speakers).

3.2.7 Reporting Hazardous Conditions and Accidents

1. A person encountering a hazardous condition at the Airport shall cease work and report its nature and location immediately to their supervisor in order that corrective action may be taken.
2. Emergency responders are to be activated by anyone with awareness of an accident or incident by calling 911.
3. In the event of an accident or incident, priority will be given to mounting the appropriate emergency response effort and the following hierarchy: 1) Preserving life; 2) Protecting property; 3) Maintaining the emergency scene and associated evidence; and 4) Ensuring continued operations. Reporting to the Regional District and Contract Administrator will be completed as soon as practical.
4. All personnel involved in the accident and witnesses must remain at the scene until the accident investigation is completed. All other personnel shall remain clear of an accident scene unless authorized by the Regional District or responsible agency.

3.2.8 Phase Start-Up and Shut-Down Procedures

1. As the designated Contractor's Yard is located airside, gate access shall be coordinated in an onsite meeting between the Regional District, Contract Administrator, and the Contractor. Only once confirmed, will the Contractor be granted access to mobilize equipment and personnel in the airside Contractor Yard.
2. The following initial start-up procedure shall be followed:
 1. At the start of construction, construction personnel and equipment, including the Construction Site Foreman, the Resident Engineer, and security personnel shall gather in the designated Contractor's Yard.
 2. The Regional District and Contract Administrator shall advise that personnel and equipment will be proceeding to the designated construction areas. Only once the Regional District and Contract Administrator have determined that proceeding to the site will not interfere with air traffic will the construction traffic be escorted to the site.
 3. The Contract Administrator will monitor construction and aviation radio frequencies during construction.

4. After the initial set-up of the construction barricades under airside escort following the start-up procedures outlined above, the Contractor may proceed directly to the designated work areas without an initial meeting.
3. Construction Shut-Down:
 1. The following shut-down procedure shall be followed:
 1. At the interfaces between all construction work areas and active airfield surfaces, the Contractor shall prepare all areas within the construction zone to be level with no significant high or low areas and no wind-rows of materials higher than 75 mm by the end of each day. All pavement areas must be swept clean of all loose materials by the Contractor. All trenches must be properly backfilled. Barricades shall be placed upright and in proper locations and all hazard lighting is to be in place and operational.
 2. Construction personnel and equipment shall remain clear of active airfield facilities at all times.
 3. The Resident Engineer and Construction Site Foreman shall conduct an inspection of the work area and adjacent airfield facilities at the end of each construction shift. Any items observed which are deemed by the Resident Engineer to be a hazard to aviation safety shall be corrected immediately by the Contractor.

3.3 Weekly Construction Progress Meetings

1. Weekly construction meetings are proposed throughout the construction period. The purpose of the meetings will be to review progress and construction issues. Safety shall be discussed at each construction meeting.
2. Participants shall include the key representatives from the Regional District, Contract Administrator, and the Contractor.
3. Meeting invitations and meeting minutes are to be generated and distributed by the Resident Engineer.

4 AERONAUTICAL NOTIFICATIONS AND PUBLICATION UPDATES

4.1 Notification

1. The Contract Administrator shall be responsible for the communication of the proposed project with NAV CANADA and Transport Canada.
2. The Contract Administrator will collaborate with the Regional District to assemble all relevant project information that may be required by NAV CANADA and Transport Canada.

5 OWNER – ENGINEER ATTESTATION

Upon completion of the project and rectification of any outstanding deficiencies by the Contractor, the Owner and the Contract Administrator shall conduct a final acceptance and compliance inspection. Upon satisfactory results of the inspection, an Owner-Engineer Attestation will be prepared and signed by the Owner and the Contract Administrator which will attest that the works have been completed in compliance with Part 3 of the Canadian Aviation Regulations, Transport Canada Document TP312 – Aerodrome Standards and Recommended Practices 5th Edition, and the design drawings and specifications. This attestation will be incorporated into the project closeout documents.

Appendix A - Construction Operations Plan



	WORK AREA
	CONSTRUCTION ACCESS ROUTE
	CONSTRUCTION ACCESS GATE
	LAYDOWN & STOCKPILE AREA
	OPT 1 - LIGHTED CLOSURE MARKER
	OPT 2 - WHITE-TARP CLOSURE MARKER
	LOW-PROFILE AIRPORT BARRICADE

Review	DSW	Project No.	26-298
Design	SLG	Drawing No.	C011

Appendix B - Draft NOTAMS

Apron II Draft NOTAMS

1. Airport Closure

CYBD

CYBD CLSD

YYMMDDHHMM TIL YYMMDDHHMM