



APRON MANAGEMENT & SAFETY PLAN

**YELLOWKNIFE AIRPORT
(CYZF)**

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RECORD OF AMENDMENTS

No.	Date of Issue	Date Entered	Entered By
1	June 3, 2013	June 3, 2013	LMS
2	Sept 12, 2013	Sept 12, 2013	LMS: New Section 6
3	November 12, 2014	November 12, 2014	LMS various
4	August 11, 2015	August 11, 2015	SB/LMS Section 9 Lightning
5	August 14, 2017	August 16, 2017	RS/FC Section 7
6	September 10, 2018	September 10, 2018	LMS Section 7
7	June 14, 2019	June 14, 2019	RS Sections: 2, 3, 4, 7.6, 9.6, 9.8, 10
8	June 15, 2020	June 15, 2020	RS Sections 4, 5, 6, 7, 9
9	December 24, 2021	December 24, 2021	RS Sections 2,3,5,7,9
10	August 30, 2022	August 30, 2022	RS Sections 3,4,5,7,8,9
11	May 01, 2023	April 28, 2023	RS Sections 3,7
12	July 29, 2024	June 10, 2024	RS Sections 5.1, 7.2, 7.3, 7.10, Appendix A, B, C
13		Aug 16, 2024	SH Formatting & Branding
14	November 07, 2025	November 18, 2025	RS Sections 7.1, 7.2, 7.8, 7.10, 7.11, 7.12, 11.2, Appendix B, C, D

CORRIGENDA

No.	Date of Issue	Date Entered	Entered By
1	December 07, 2023	December 7, 2023	RS Section 7.4.1

1. APRON DIRECTIVES

- 1.1. This directive establishes the apron management & safety procedures for Yellowknife Airport (YZF) and is to be used in conjunction and compliance with any current agreements, licenses, leases, airport operational procedures, Air Carrier Operating Certificate and Operational Manuals.

2. GENERAL

- 2.1. The Airport Management team with input from air carriers develops and directs the apron traffic procedures, designates and assigns aircraft stall positions, designates aircraft lead-in lines, pedestrian walkways, vehicle and aircraft parking.
- 2.2. Deviations from any of the procedures contained in this Plan are permitted only with the prior approval of the Airport Manager.
- 2.3. Air Carriers and agents shall provide schedule information via email to YZF_Schedule@gov.nt.ca in sufficient time, before each schedule change, to make any operational or maintenance adjustments necessary.
- 2.4. Air Carriers and agents shall provide information to YZF_Schedule@gov.nt.ca, concerning revisions and deviations from schedules as well as unscheduled flights, in advance to ensure gate availability. **Same day schedule changes are to be relayed to the YZF Duty Manager at 867-445-5518** for gate confirmation or re-assignment.
- 2.5. Air carriers or agents shall immediately report any hazardous conditions on the apron, to the Airport Duty Manager.
- 2.6. All non-passengers must wear a Class II vest, while working on or transiting through the apron.

3. AIRCRAFT PARKING STALL ASSIGNMENT

- 3.1. Air Carriers shall comply with the established maximum time allowed on designated aircraft stalls. Airlines may occupy the stall commencing **forty (40) minutes** prior to the posted boarding time, or sixty **(60) minutes** prior to posted departure time. Stalls are to be vacated within **30 minutes** of the arrival of a terminating flight.
- 3.2. During winter operations, awareness of snow removal activities are to be taken into consideration prior to staging GSE. Allowances for snow removal equipment and activities will ensure safe surfaces for both staff and passengers.
- 3.3. Ramp Staff capable of moving GSE must be present on the ramp or inside the baggage room anytime equipment is staged in a parking stall.
- 3.4. Itinerant and charter aircraft will be parked in a designated area so as not to interfere with scheduled aircraft parking stalls.
- 3.5. Air carriers or agents of late arriving or departing aircraft will ensure orderly parking on the apron is maintained by **providing timely information of all same day schedule changes to the Airport Duty Manager** and/or removing aircraft from the apron.
- 3.6. Air Carriers shall relocate aircraft upon the request of YZF.

4. PARKING

- 4.1. Air Carriers and agents shall ensure that aircraft are parked in their designated parking stall, unless otherwise directed or authorized by YZF.
- 4.2. Reverse direction parking on the apron can be done at the discretion of the pilot when the wind speed and direction will cause starting back pressure or fan free-wheeling problems. Reverse direction parking is limited to the turbo propeller designated parking stalls (Gate 6-10) this may only be done under the direction of a marshal.
- 4.3. Vehicle and aircraft servicing equipment will only be parked in areas designated by the airport manager as an operational zone. At no time will these units be parked so that they interfere with or obstruct pedestrian walkways, or other operator's operations. Operators must use caution at ATB baggage injection locations. Ground servicing equipment (GSE) is to be removed from aircraft stalls immediately following the departure of the aircraft.
- 4.4. Serviceable GSE is permitted to be staged within the designated area north of the Air Terminal Building (ATB) only. GSE is to be removed from the designated area upon request by YZF, as may be required, for maintenance, safety, or security requirements.
- 4.5. Overnight parking of aircraft on the main apron will be permitted year-round, provided it does not impact gate requirements, upon Regional Airport Manager approval. During winter operations stands will not be cleared while occupied by an aircraft. Multi day parking on the apron will not be permitted.

5. APRON PROCEDURES

- 5.1. Air Carriers and agents shall ensure that:
 - (a) Aircraft are correctly marshaled and positioned into designated aircraft parking stall by qualified personnel.
 - (b) Aircraft are positioned on the apron to avoid hazardous conditions and to ensure other aircraft, passengers and other apron users are not exposed to hazards from their aircraft's operations.
 - (c) Aircraft wing-walkers are **required** while aircraft are being pushed backwards by GSE in addition to anytime aircraft are in forward movement and have a potential danger of striking something with their wings.
 - (d) Air carriers, their agents, contractors and employees must prevent the discharge, spill or deposit of any debris, substance or liquid onto any apron surface, and;
 - (e) Any spill or accidental discharge of debris, substance or liquid that cannot be immediately picked up, be reported to the Airport Duty Manager who will initiate clean-up on a cost recovery basis.
 - (f) Passengers are enplaned and deplaned under safe conditions and are escorted, by qualified personnel, along the marked passenger walkway between the aircraft and the terminal building or other approved routes.
 - (g) Pedestrian walkways must be clear of all obstructions or hazards.
 - (h) Passengers must not be permitted to transit any area of the apron unless safe to do so. To achieve this, the air carrier must provide an appropriate number of agents on the apron to safely move passengers between terminal and aircraft.

- (i) Appropriate cautionary announcements concerning current apron conditions and hazards, if any, that will be encountered are to be issued to enplaning and deplaning passengers by the air carrier prior to them accessing the apron.
- (j) For activity during potential lightning events, please refer to section 9.8.

5.2. The Air Carrier and agents shall ensure that all vehicles and equipment:

- (a) Are operated on the apron in accordance with the terms and conditions of all current YZF Local Directives concerning vehicle movement on applicable aprons, taxiways and runways.
- (b) Drivers/operators on the apron area **must give right-of-way to enplaning and deplaning passengers and other apron pedestrians**. Vehicles may not operate in the area between parked aircraft and the terminal building except to deliver baggage to the bag injection locations.

Note: Emergency and maintenance vehicles while engaged in their operations are exempt from this.

5.3. The Air Carrier and agent shall ensure that use of an aircraft ground power cord:

- (a) Is in accordance with the terms and conditions of current ground power unit licenses.
- (b) Will not cross any designated or approved pedestrian walkway or create a hazard to apron users. If a hazard point is created, it shall be adequately marked with safety devices to prevent other apron users from driving over or brought to the attention of apron users by personnel stationed at the hazard point.
- (c) Will not cause enplaning or deplaning passengers of another carrier to cross cords without the prior knowledge and consent of the other carrier.

5.4. The Air Carrier and agent shall ensure that, when an aircraft engine is running during loading/unloading operation:

- (a) The aircraft is at a parking stall authorized for that purpose.
- (b) The running engine is on the side of the aircraft opposite the designated or other approved pedestrian walkways.
- (c) A qualified crew member remains at the controls of the aircraft and a safety observer is properly stationed to ensure that passengers and other apron users do not proceed to the side of the aircraft with the engine running.
- (d) The Air Carrier and agent shall ensure that only proper safety approved ear protection devices are worn by their personnel, on the apron.

6. FOREIGN OBJECT DEBRIS (FOD)

- 6.1. FOD can be any object found on an airport, which could create damage to aircraft and could cause personal injuries and possible death.
- 6.2. FOD is the direct responsibility of all personnel working anywhere on the airport. Everyone is responsible for prevention and collection of FOD.
- 6.3. If FOD is observed, and if it is safe to do so, it is to be collected and removed for disposal. FOD barrels have been placed in various locations airside and groundside.

6.4. Commissary/Carrier trash is to be removed from the apron and disposed of appropriately. FOD bins are not to be used for disposal of this trash.

6.5. See also FOD section of AVOP manual.

7. DE-ICING PROCEDURES

All air carriers with flights originating from the main apron are required to comply with the YZF Glycol Mitigation Plan:

7.1. YZF directly and through contracted services, provides glycol collection services and conducts treatment of the resulting glycol contaminated effluent.

(a) Apron Glycol Recovery for 2025/26 will be provided by Air Tindi.

(b) Off apron recovery can be provided by a service provider who has preapproval to discharge into YZFs recovery and treatment pond. Approved service providers:

- a. Air Tindi: 867-669-8201
- b. GAT: 236-970-5560 John Cooper / 438-356-5870 Hritik Kaushal

(c) De-Icing Season

Start Date	September 01
End Date	May 31

(d) 2024-2025 volumes of de-icing fluid reported:

Type 1	260671L
Type 4	46,623L

7.2. Site Specifications:

(a) All de-icing of scheduled passenger aircraft on the main apron will be performed within the designated aircraft de-icing zone. The area is described as adjacent to and parallels the south most section of the main apron between Parking Stall 2 and Parking Stall 6. Operational awareness is critical when positioning aircraft for spraying to ensure efficiency for all operators. See apron drawing (Appendix A).

(b) Companies de-icing cargo and passenger aircraft on leased aprons are responsible for clean-up and disposal of spent de-icing fluids. This material will be accepted into YZF Glycol Management Facility for processing and disposal, only with prior approval from YZF.

(c) Aircraft Parking Stall surfaces are asphalt.

(d) Detailed Site Plan: See Appendix A

7.3. Glycol Storage and Handling:

(a) De-Icing Supplier:

Company Name:	Strategic Aviation
Address:	1595 Innovation Drive, Kelowna B.C. V1V 2Y8
De-ice Coordinator:	(867) 688-9133 / (867) 446-0600

- (b) Glycol Recovery Service Provider (Contracted for ATB Apron):
Air Tindi

- (c) Accidents or Spills:

For all accidents or spills, contact:

YZF Fire Department
867-873-2191; or
YZF 24hour Duty Manager
867-445-5518

The YZF Fire Department maintains a spill kit (trailer). It is stocked with spill containment and collection materials and can be made available for use in the clean up or containment of a spill, on a cost recovery basis. Contact the Airport Fire Department to access these materials.

7.5 Glycol Application:

- (a) See attached drawings of airport de-icing location

7.6 Miscellaneous:

- (a) De-Icing vehicles must be equipped with adjustable flow nozzles, enabling control of the amount of de-icing fluid dispensed
- (b) All aircraft will push back from the parking gate and position in the de-icing area, (See 7.3.1 above) for de-icing.
- (c) De-icing crews are instructed to use only the amount of glycol required to ensure that CARS 602.11 is met in full - clean critical flight control surfaces.

7.7 Containment of Effluent:

- (a) One in-ground catch basin is located adjacent to the de-icing area. The lined area is provided to catch effluent that exit the paved surface and any overspray that results from the de-icing process.
- (b) Apron drainage is sheet surface flow to the apron catchment pond.
- (c) Apron surfaces in the approved application area are hot mix asphalt.

7.8 Collection and Storage of Effluent:

- (a) The key glycol mitigation measure is to pick up the glycol as soon as possible especially when there is precipitation. This results in a high concentration, low volume of waste glycol to be stored and reduces the chances of glycol exiting the paved surface.
- (b) Recovery of de-icing effluent from the apron de-icing area is performed by a contracted service provider immediately following each de-icing series. The contracted service provider supplies glycol recovery in support of air carriers utilizing YZF De-icing facility

- (c) Collected effluent is transported by the Licensed Service Provider to the holding and treatment ponds located at YZF.
- (d) In the event of equipment failure where the Licensed Service Provider is unable to immediately collect spent glycol with the vacuum truck, YZF maintenance personnel will sweep liquids, snow and slush into the apron collection pond for later transport.

7.9 Disposal of De-Icing Effluent:

- (a) Effluent discharged into the large glycol holding and treatment pond will be managed to ensure strict compliance with the YZF Water License pursuant to the Mackenzie Valley Resource Management Act and Regulations.
- (b) Contingency Spill Plans: Spill response will be conducted as established in the YZF Emergency Plan: HazMat Event.

7.10 Reporting Plan

- (a) All Glycol Service Providers on the main apron will report to YZF, the total volume and type of glycol sprayed in a monthly summary within 07 days of the last day of the month. See Form, Appendix B.
- (b) All glycol sprayed and recovered on private aprons for the purpose of disposal in YZFs treatment will report to YZF, the total volume and type of glycol recovered in a monthly summary within 7 days of the last day of the month. See Form, Appendix C.
- (c) All glycol sprayed and recovered on private aprons, utilizing their own methods / equipment must also report volumes sprayed. Disposal methods must be documented to YZF to comply with Mackenzie Valley Water Board License. See Form, Appendix D.

7.11 Service Schedule & Priority Plan:

- (a) De-icing priority should be to support the on-time departure of scheduled passenger aircraft.
- (b) Awareness of other operations are to be considered when position aircraft in the de-ice bay to ensure 2 bays are available for deand aircraft are not unnecessarily blocked in a parking stall.
- (c) Third priority will be to provide de-icing schedule information to departing non-passenger and charter flights

7.12 Cost Recovery:

- (a) YZF will recover the cost of glycol recovery and mitigation based on the volume of discharge Type 1 and Type 4 de-icing fluids discharged on the main apron. A cost per litre will be established annually to reflect the actual cost of laboratory testing, glycol mitigation and disposal costs, surface collection pond maintenance and the service provider contract for glycol recovery. Glycol volumes will be averaged from the previous 2 years.

(b) Glycol Recovery, where applicable, is included in the 2025/26 rates.

(c) Rates:

- | | |
|---------------------------------|----------------------|
| a. Main Apron: | \$2.25/Litre sprayed |
| b. Private Apron (YZF Treated): | \$0.45* |
| c. Private Apron (Untreated): | \$0.00** |

*Approved recovery service provider will bill operator directly for recovery services, YZF will invoice for treatment only.

**Operator still reports usage including disposal method. Operator is responsible for removal of contaminated snow from site.

8 SPILLS AND RELEASE OF OTHER DANGEROUS SUBSTANCES

8.1 The Air Carrier and agent will immediately **notify** the Airport Duty Manager and initiate the proper action.

8.2 To clean up fuel spills, escape of dangerous material, and/or other pollution.

8.3 To ensure the safety of all apron users until the apron is returned to a safe operating condition.

8.4 The Air Carrier and agent will ensure that any debris (FOD), resulting from their operation and activity on the apron, is immediately picked up and removed to an appropriate disposal container.

8.5 The Air Carrier is responsible for all communications of spills to the NWT spill line (1-867-920-8130).

9 AIRCRAFT REFUELING

9.1 The fuel supplier will be responsible for fuel spilled by them (while attached to the aircraft) or for those for whom they are responsible through over-filling, venting during delivery or other personnel/truck failures during the delivery process. Spills resulting from aircraft system failure or venting due to fuel expansion is the responsibility of the carrier. All cost including materials, labour and overheads associated with the cleanup if performed by the airport operator will be recovered from the responsible party. It shall be prima facie evidence of the fuel supplier's responsibility for any spillage of aviation fuel(s) should it connect to an aircraft's refueling point or begin to deliver fuel to an aircraft's tanks.

9.2 The term fueling used throughout this section means the transferring of fuel into or out of an aircraft fuel tank.

9.3 All vehicles used for the fueling of aircraft shall meet the applicable industry and/or Territorial and federal standards and must be registered by the GNWT Department of Infrastructure.

9.4 All companies that handle fuel on the airport, whether the fuel is going into aircraft or into dispensing vehicles, shall ensure that employees are trained and shall, at all times, be prepared to provide the training record of any employee, engaged in the handling of fuel or fuel vehicles or equipment, to the Airport Manager or his representative, upon request.

9.5 Aircraft shall be fueled in accordance with specific procedures and instructions issued by the aircraft operator, air carrier or aircraft manufacturer for each type of aircraft.

9.6 Fuel servicing shall not be performed on an aircraft unless all its engines are shut down.

Note: Provision 9.6 may be waived for certain carriers provided that specific procedures identified in 9.7 are implemented. Any deviations must be approved by the Airport Manager.

9.7 Hot Fueling (One Engine Running) at YZF:

- (a) All passengers and non-essential crew members are to be removed from the aircraft.
- (b) The aircraft is to be moved away from the terminal building to an area designated by the Airport Manager.
- (c) Emergency Response Services are to be advised and will respond and position, so as to protect remaining crew members and the fuel truck operator.
- (d) Air stairs shall be positioned at the front door to provide a means of escape for crew members.
- (e) An air carrier employee shall be in position to observe the fueling and be visible to the remaining on-board crew members, to advise them of any occurrences.
- (f) Proper bonding connections shall be made prior to fuel being loaded onto the aircraft.
- (g) All vehicles and personnel not involved in the fueling shall be removed from the immediate area. No aircraft service vehicle will be permitted in the area.

9.8 Fueling and Servicing of Aircraft during predicted lightening warning:

- (a) YZF utilizes Thor Guard Lightning Prediction and Warning System. This system is designed to detect the potential for lightning within an 8km range of YZF. Notification of the potential for lightening within this range will be sent via email. Carriers/Fuelers/Ground Handlers wishing to receive notifications should provide the Security Administrator (867-767-9091) with any additions, deletions, or changes to their notification email addresses.
- (b) The Thor Guard Prediction and Warning System will automatically notify those on the email list of the potential for lightning activity within 8 kilometres of YZF.
- (c) Once the notification has been received it is the responsibility of each refueling company to notify their employees that refueling operations on the aerodrome must be suspended immediately and not resume until an email notification of “all clear” is received.
- (d) All aircraft refueling vehicles and equipment must vacate aircraft aprons and return to their operational base.
- (e) All other companies operating and servicing aircraft on the airfield are advised to activate their safe work procedures for operations during periods of potential lightning activity.
- (f) Users may view the mobile version (ThorMobile) on their devices by navigating to <http://cyzf.thormobile7.net/>.

9.9 Operation of Automobile Engines:

During a fueling operation, the operation of other automotive engines should not be permitted within:

- 50 feet (15 metres) of the fueling zone
- 10 feet (3 metres) of fuel vent opening, or
- Under the trailing edge of the wing

9.10 Fuel Spills:

In the event of a fuel spill that spreads at least 1.5 meters in any direction or exceeds 12mm in depth. A fire guard should be immediately posted to establish and maintain a restricted area around the spill, and Airport Aircraft Rescue and Fire Fighting (ARFF) advised.

9.11 Fuel Spill Procedures:

- (a) If fuel is observed to be leaking or spilling from the fueling equipment or the aircraft, fueling must be stopped immediately. The flight crew and/or flight attendant shall be advised immediately.
- (b) The operator's supervisor shall be notified at once. The operation shall not be continued until the supervisor has determined it is safe to do so.
- (c) Evacuation of the aircraft shall be ordered.
- (d) YZF Fire Department shall be notified of all fuel and hazardous material spills.
- (e) A fire guard, equipped with an extinguisher, shall be posted by the aircraft operator.
- (f) All equipment, in the spill area and within 15 meters of the spill, shall be shut down.
- (g) A spill report shall be prepared and forwarded to authorities.

10 AIRCRAFT ENGINE RUN-UPS

- 10.1 Aircraft engine run-ups will only be done on the ramp when it is detrimental to airport traffic capacity management for the run-up to be done on a taxiway or on the threshold of a runway prior to departure. Run-ups shall be done in areas on the apron that maximize safety, minimize erosion, and consider noise abatement. Prior approval is required from the Duty Manager.

11 APRON ACCESS

- 11.1 YZF Main Apron is designated as a secure restricted area and all persons working on the apron must have their security pass visible, at all times.
- 11.2 All vehicles operating on the apron must meet the requirements listed in the AVOP manual.
- 11.3 All vehicular traffic requiring access to the apron without required clearances, safety devices, and operators will be escorted and must be under the control of an AVOP holder with a Restricted Area Identification Card (RAIC).
- 11.4 See also, AVOP manual.

12 WINTER OPERATIONS

- 12.1 Winter operations will be conducted as defined in the YZF Winter Maintenance Plan.

13 REFERENCE AND AUTHORITY

13.1 This section lists the Acts and Regulations that give the Airport Manager the authority to maintain order on the apron.

- Aeronautics Act
- Canadian Aviation Regulations
- Commissioner's Airport Land Regulations
- Canadian Environmental Protection Act (CEPA)
- Public Airports Act
- Airside Vehicle Operator Manual (AVOP)

APPENDIX A





APPENDIX B

YELLOWKNIFE AIRPORT

Monthly Glycol Reporting Form

Recovery & Treatment

ATB - Apron

Monthly Reporting Period (Month/Year):

Total Litres Sprayed - Type 1	
Total Litres Sprayed - Type 4	
Fee at 2.25 per Litre	\$ -
Amount to be invoiced	\$ -
GST @ 5%	\$ -
Total Payable to Yellowknife Airport	\$ -

Yellowknife Airport recovers \$2.25 / litre for all Glycol Sprayed at the ATB Apron for recovery and treatment. De-icing providers are required to submit report of total litres sprayed on a monthly basis. Invoice for payment will be

Notes: Submit a copy of this report no later than the 7th day of each and every month to the following:

Yellowknife Airport at YZFAR@gov.nt.ca

I hereby declare that the above amounts represent the total amount of Glycol Sprayed.

Signature of Manager:

Date: _____

Yellowknife Airport reserves the right to audit the above information.



APPENDIX C

YELLOWKNIFE AIRPORT

Monthly Glycol Reporting Form

Disposal @ YZF Facility

Leased Apron (Treated)

Monthly Reporting Period (Month/Year):	
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Total Litres Sprayed - Type 1	
Total Litres Sprayed - Type 4	
Fee at \$0.45 per Litre	\$ -
Amount to be invoiced	\$ -
GST @ 5%	\$ -
Total Payable to Yellowknife Airport	\$ -

Yellowknife Airport recovers \$0.45/ litre for all Glycol Sprayed at leased aprons which are collected and disposed in YZFs glycol facility. Carriers are responsible for recovery and transportation costs charged by a preapproved recovery

Notes: Submit a copy of this report no later than the 7th day of each and every month to the following:

Yellowknife Airport at YZFAR@gov.nt.ca

I hereby declare that the above amounts represent the total amount of Glycol Sprayed.

Signature of Manager:

Date: _____

Yellowknife Airport reserves the right to audit the above information.



APPENDIX D

YELLOWKNIFE AIRPORT

Monthly Glycol Reporting Form

Self Recovery & Disposal

Leased Apron

Monthly Reporting Period (Month/Year):	
Company Name:	

Total Litres Sprayed - Type 1	
Total Litres Sprayed - Type 4	
Recovery Method	
Disposal Method	
Disposed By:	

For purposes of complying with YZF's Water Board License, all operators discharging glycol on the Airport and disposing on their own, must report monthly amounts of Glycol used and note the recovery and disposal method.

Please submit a copy of this report no later than the 7th day of each and every month to the following:

Yellowknife Airport at YZFAR@gov.nt.ca

I hereby declare that the above amounts represent the total amount of Glycol Sprayed.

Signature of Manager:

Date: _____

Yellowknife Airport reserves the right to audit the above information.