
MOS 4405F Airport Planning and Management Course Outline

Course Outline: Section – 001 Fall 2017

1. Course Information:

1.1 Class Location and Time: SSC 3010; Mondays--6:30 – 9:30 pm

1.2 Contact Information:

Instructor: Graham Casson, MBA

Office Hours: By appointment

Phone: 519.488.1486

Email: gcasson@uwo.ca

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

2. Calendar Description

2.1 Course Description:

A study of airport planning and successful airport operation. Topics include the duties and responsibilities of the airport manager, regulations governing the operation of commercial and public airports in Canada and internationally, fiscal management of airports, forecasting methods, environmental issues and requirements, terminal building concepts, current and emerging public airport issues.

3 lecture hours, 0.5 course

Antirequisite(s): None

Prerequisite(s): Enrollment in 4th year of the Commercial Aviation Management module of BMOS or Geography and Commercial Aviation Management module

2.2 Senate Regulations

Senate Regulations state, "unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

3. Textbook

- Airport Planning and Management; Seth B. Young, Alexander T. Wells, 6th edition, McGraw Hill, ISBN # 978-0-07-175024-0
- Case Book—M11068; Airport Planning and Management. Case book is mandatory.

4. Course Objectives and Format

4.1 Course objectives

In this course, the major components of planning and managing airports will be taught with the objective of providing the student with a broad understanding of airports and their role in aviation transportation.

4.2 Course format

Lecture, Case Study, Discussions, Mid Term and Final Exam

5. Evaluation

Grade Breakdown	Percentage of Course Grade
Class Participation	10%
Case Study and Presentation	30%
Mid Term Exam	30%
Final Exam	30%

Exam will be multiple choice questions, and short answer / essay format with case study. Each exam, in total, will be scheduled for 2 hours, consist of multiple choice and short answer questions, and are closed book examinations (other than the case). Only non-programmable calculators will be allowed into the exams.

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades will NOT be allowed. Exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating. It is important to monitor your performance in the course. Remember: You are responsible for your grades in this course.

Case Study Details

Students will be required to write a written report based on a Case Study Analysis. The students will work in small groups and will be given two weeks to complete the analysis and submit a written report. The groups will then be required to make a short presentation on the findings to the class. The written report will be a minimum of 5 typed pages. The students will be evaluated on their analysis of the problems and opportunities in the case, the strategies and tactics that they have developed to address the issues and their effectiveness in presenting the material.

6. Lecture and Examination Schedule

Class 1-- September 11, 2017

- **Introductions**
- **Course Description**
- **Review—Case Studies and Presentations**

Class 2-- September 18, 2017

- **Airport History**
 - Airport modernization in the early jet age
 - Airport legislation after airline deregulation
- **Introduction to Airport Planning and Management**
 - Overview of aviation and airport development in Canada
 - Airport Commercialization and the National Airport Policy
 - Airport Authorities...intent, results, future
 - Airport Ownership and Operations
- **The Airport System**
 - Canadian classification of airports
 - Role of the FAA in the United States
- **The Impact of Airports on the Community**
 - The economic role of airports
 - Environmental impact and social responsibilities of airports
- **Airport Master Planning, System Planning and Designing**
- **Airport Requirements and Site Selection**

Required Reading: Airport Planning & Management, Syme/Wells – Chapters 1, 2,3, 10 and 11

Class 3-- September 25, 2017

- **Financial Management of Airports**
 - Budgeting,
 - Revenue Generation,
 - Expenditures
 - Accounting

Required Reading: Airport Planning & Management, Syme/Wells – Chapters 9

Class 4-- October 2, 2017

- **Airspace and Air Traffic Management**
 - Air traffic control management and operating infrastructure
 - Current and future enhancements to air traffic management
- **Airport Operations Management**

Required Reading: Airport Planning & Management, Syme/Wells – Chapters 5,6

October 9th, 2017--- no class, Thanksgiving and Fall Reading Week

Class 5— October 16, 2017

- **Terminal Area and Access Plans**
- **Airport Layout and Land Use Plans**
 - Airport terminals, ground access and security
 - SMS—safety management systems for airports
- **Airport Security**

Required Reading: Airport Planning & Management, Syme/Wells – Chapters 7,8

Class 6— October 23, 2017

- **Organizations, Administration, and Management Support**
- **Airport Marketing and Business Development**
- **Mid Term exam review**
- **Case study Assignment / Overview**

Required Reading: Lecture and review only

Mid Term Exam— October 30, 2017

- **Mid Term Exam**
 - Western student ID with picture is mandatory

Class 7— November 6, 2017

- **Airport Capacity and Delay**
- **Airport Operations**
 - Infrastructure
 - Airside Maintenance
 - Safety
 - Security

Required Reading: Airport Planning & Management, Syme/Wells – Chapters 4,12

Class 8— November 13, 2017

- **Airport Operations II**
 - AOM
 - Runway Lighting Systems
 - Security Regulations
 - Environmental Management
 - Ongoing Maintenance

Required Reading: Airport Planning & Management, Syme/Wells – Chapters 4,12

Class 9— November 20, 2017

- **Case Study Presentations**

Required Reading: all case studies

Class 10— November 27, 2017

- **Case Study Presentations**

Required Reading: all case studies

Class 11— December 4, 2017

- **Case Study Presentations**

Required Reading: all case studies

Final Exam—date TBA

- **Final Term Exam**
 - Western student ID with picture is mandatory

7. University Policy Regarding Illness

7.1 Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy

http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

7.2 Make Up Examinations

The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counseling office).

7.3 Attendance

It is expected that students will attend all classes. The professor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

8. University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses.

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. **Students found cheating will receive a zero (0%) on that exam.** A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>). Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere.

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

9. Procedures For Appealing Academic Evaluations

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office located in Room 3135, WSS.

10. Student Responsibilities

Material covered in lectures will not always be the same as material covered in the textbook. Both these two sources consist as the core curriculum, for which testing and grading will be based upon. As such, students who want to do well in this course are strongly encouraged to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

Additional student expectations....

- ✓ **As 4th year students, act as an aviation professional—arrive to class on time, well prepared in advance.**
- ✓ **When the Instructor is speaking, you are not.**
- ✓ **Comply with cell phone and laptop policies outlined herein.**

Failure to conduct yourself professionally and maturely in the classroom, and/or violation of any of the rules of conduct outline herein will result in removal from the Lecture, or permanent removal from the class.

11. Support Services

11.1 Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca>
Student Support Services (***including the services provided by the USC listed here***) can be reached at: <http://westernusc.ca/services/>
Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Mental Health@Western
http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

12. Other Issues

12.1 Grade Policy

The DAN Program has a grade policy which states that for courses in the **x000-y000** range, the class average must fall between **x%** and **y%** for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

12.2 Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

12.3 Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

12.4 Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

12.5 Important Dates:

September 7: Classes Begin

September 15: Last day to add a full course (E or no-suffix), first term half course (A or F), full-year half course (Y)

October 9: Thanksgiving Holiday (All offices closed)

October 9 – 13: Fall Reading Week (No Classes; All offices open Oct 10 - 13)

November 12: Last day to drop a first term half course without academic penalty

November 30: Last day to drop a full course without academic penalty

December 8: Classes end

December 9: Study Day

December 10 – 21: Mid-year Examination Period (Check your Exams Carefully!)

December 22 – January 7: Winter break (All offices closed December 22 – January 1)

Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at:

http://www.uwo.ca/univsec/academic_policies/index.html

13. E-mail & Technology Policies

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Non-acceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

13.1 UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

13.2 Subject Line Must Include Course and Section Number

The subject line of emails must contain Student's name, course and number.

13.3 Acceptable Emails

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

13.4 *Unacceptable* Emails

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components

14. Laptops & Cell Phones during Lectures

- Cell phones on vibrate/ silent only
- Laptops– only to be used for class notes, internet access permitted for directly relevant lecture material only
- NO Facebook, Youtube, movies, IM or any other use of laptop; *violation results in removal from lecture*
- NO music/ipods/headphones; *violation results in removal from lecture*
- Lectures may be recorded, for your personal education use only; all lectures and materials are copyright protected and may not be distributed or placed in the public domain (ie. internet)

15. FREQUENTLY ASKED QUESTIONS

Question	Answer
How can I succeed in this course?	Do all the assigned readings, attend class, focus on understanding the legal principles in a way that lets you apply them to new fact situations.
I missed the quiz because my computer didn't work, my internet connection was lost, I was preparing my Biz 2257 project, I was out of town, I lost my phone, I forgot ...	A missed quiz will result in a mark of zero. You are responsible for calendaring the quizzes and having reliable internet access to write them. There are no "make up" assignments available.
I missed a quiz or exam because I was sick or there was a death in my family.	See the section of the course outline on ILLNESS AND SPECIAL CIRCUMSTANCES
I have a lot of mid-terms or projects at once. Can I write the make-up exam?	Make-up exams for exam conflicts are not available unless you have three exams within a 24 hour period.
When will the exam grades be posted?	Mid-term grades are posted on OWL when they become available. Final exam grades and final course grades are not posted on OWL.
Can I come and see my exam?	You can review your exam during office hours or at any other mutually convenient time.
Can I use a different textbook?	You can use a different textbook, but it is your responsibility to ensure that you are learning all of the assigned material. Be aware that different textbooks may be organized differently and may cover different material.
There is so much material. How can I possibly remember everything?	You do not need to remember everything in the book. You need to understand the fundamental legal principles and how to apply them.
This mark is going to prevent me from getting accepted at Ivey/graduate school/NASA.	Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available.
I need a certain mark to get or maintain a scholarship or my AEO status at Ivey.	
I tried really hard but I still got a poor mark.	
This is the lowest mark I have ever received.	