

FAQs

Frequently Asked Questions Mine Flight Transportation:

If you have any questions or concerns that are not addressed in this document, please contact our main office at 1.866.636.9121 for assistance.

1. Q. **What time should I check in for my flight? What is the cut-off time for checking in?**

- A. • Check in time is at least 45 minutes prior to scheduled departure time.
• Cut-off time is 30 minutes prior to the scheduled departure time
• Boarding is 20 minutes prior to departure time.

If you miss the cut-off time for your flight, you must contact your supervisor to make arrangements to get on the flight or to move to a different flight.

2. Q. **What restrictions are there on the use of electronics?**

- A. Cell phones: Before leaving the terminal building, you must turn your phone to airplane mode or turn it off. Cell phones cannot be used in the vicinity of the plane. This includes on the ramp and at any point while you are on the plane, whether in the air or on the ground. This is because it interferes with the Aircraft Navigation and Communications Equipment, and it is a distraction in case of emergency.

Headphones / Ear Buds: You may use your headphones or ear buds once the fasten seatbelt sign has been turned off. For safety reasons, we ask that you do not wear them during taxiing, takeoff, landing, or anytime an announcement is being made.

Laptops: You may use your laptop when the seatbelt sign is off.

3. Q. **How many bags are allowed?**

- A. The number of checked bags is not limited as long as the total combined weight does not exceed 20lbs.

Two pieces of carry-on baggage are permitted per traveler. Please note that bags can be no larger than 23cm x 41cm x 57cm. The maximum combined weight for carry-on baggage is 13lbs.

4. Q. **What if I have more than the allowed baggage weight?**

- A. Prior approval needs to be obtained for excess baggage. Requests should be made to your supervisor or whoever booked your flight. This is then reviewed and approved by Cameco or AREVA's Corporate flight office and arrangements made at that time.

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5. Q. **Am I allowed to use any tobacco products during the flight?**
A. No. It is against government regulations to smoke cigarettes or chew tobacco on-board the aircraft.

6. Q. **Which facility do I depart from?**
A. Saskatoon: West Wind Aviation, Hangar 3A
Prince Albert: Main Airport Terminal
La Ronge: Main Airport Terminal
Stony Rapids: Pronto Airways Building
Wollaston Lake: Pronto Airways Building
Fond du Lac: Main Terminal Building
Uranium City: Pronto Airways Building
Buffalo Narrows: Courtesy Air Facility

7. Q. **What documentation is required to travel?**
A. Please bring one (1) piece of government or company issued photo ID.

8. Q. **Are there washroom facilities on-board the aircraft?**
A. Our ATR 42's are equipped with a washroom on-board. Smaller aircraft are not equipped with onboard facilities.

9. Q. **Do you provide on-board refreshments?**
A. Yes. Soft drinks, coffee, tea, and light snacks are provided while on-board.

10. Q. **Are televisions allowed as baggage on my flight? Are they allowed as cargo?**
A. Televisions as baggage or cargo are not permitted as they contain magnets that interfere with aircraft instruments. Prior arrangements can be made to have your television transported to site. This should be done at least a day or two in advance so it will be at site by the time you arrive.
 - Cameco passengers may take their televisions to the Warehouse at 2910 Cleveland Avenue in Saskatoon.
 - AREVA passengers may take their televisions to the Marshalling Yard at 817A – 45th St. West in Saskatoon.
 - For non-Saskatoon locations, please contact your site supervisor.

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11. Q. **What are the Cameco Warehouse and AREVA Marshalling Yard hours?**

A. The Cameco Warehouse is open on Monday to Friday from 9:00-3:00, and closed over lunch from 12:00-12:30. They can be reached at 1.306.956.6548.

The AREVA Marshalling Yard is open on Monday to Friday from 7:00-4:00, and can be reached at 1.306.343.4597.

12. Q. **Is there anything else that I'm not allowed to bring as baggage or cargo?**

A. No dangerous goods are allowed on our aircraft (e.g., WD-40). For a full list of dangerous goods, please visit the Transport Canada website.

13. Q. **Are there special instructions for any other types of baggage?**

A. Tool boxes and televisions should go to the appropriate drop-off location prior to flight.

- For Cameco passengers, this is at 2910 Cleveland Avenue, in Saskatoon.
- For AREVA passengers, this is at 817A – 45th St. West, in Saskatoon.
- For non-Saskatoon locations, please contact your site supervisor. If you are unsure whether your baggage will be allowed, please contact your site supervisor or West Wind Aviation at 1.866.636.9121.

Items such as laptops, cameras and other electronics should be treated as carry-on baggage. West Wind Aviation assumes no liability for damages to such articles when sent as checked baggage.

14. Q. **Can I drop off a package to be sent to a family member, friend, or colleague at site?**

A. Cameco: Packages may be taken to the Cameco Warehouse at 2910 Cleveland Avenue, to be shipped as freight via truck. For urgent items, please contact the Corporate Flight Office at 306.956.6502. If an item is approved to be shipped by Cameco via aircraft, all packages will be fully inspected for approval at the West Wind departure point.

AREVA: Please call the AREVA Warehouse at 1.306.343.4597 for assistance for any extra packages. These may then be brought to the AREVA Marshalling Yard at 817A - 45th St. West.

15. Q. **What time do you open?**

A. Saskatoon: The Hangar 3A passenger lounge is open 90 minutes prior to first flight of the day. (Please see current flight schedule)

All other bases are open 1 hour prior to the earliest flight departure.

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16. Q. **Where can I park?**
A. Changes have recently been made to the parking procedures for both Cameco & AREVA. Please refer to the appropriate section at the end of this document to verify your parking procedures.
17. Q. **How do I find out if my name is on the manifest?**
A. To respect the privacy of all travelers, West Wind Aviation is not authorized to provide passenger information at any time. Please contact your supervisor or the person responsible for booking your flight. For more information, please see the Canadian Privacy Act.
18. Q. **How can I tell if my flight is on time?**
A. Flight schedules and up to date information can be viewed online at www.westwindaviation.ca under Scheduled Flights. If you need additional information, please call 306.652.9121 or toll-free at 1.866.636.9121.
19. Q. **What is the winter clothing policy?**
A. Common sense is recommended in winter weather, so please pack or dress appropriately.
20. Q. **What do I do if I forget something in one of the passenger lounges or on the plane?**
A. If you have forgotten something, please call West Wind Aviation at 306.668.0202. We do have a lost and found that can check for any items that have been found in the lounge or on aircraft.

Frequently Asked Questions Mine Flight Transportation:

CAMECO PARKING Q&A

1. Q. **Who is making the change to the parking lot currently being used at the WestWind hangar?**
A. The Saskatoon Airport Authority (SAA) is the owner of the parking lot and is making changes to the lot that is used by Cameco & AREVA staff and contractors when flying to northern sites.
2. Q. **Why is the change happening?**
A. Cameco's lease of the current parking lot has expired and the SAA has decided not to renew it. The SAA will continue to provide parking to Cameco & AREVA under a different arrangement.
3. Q. **What is Cameco doing to minimize the impact of this change?**
A. Cameco is ensuring there is parking available for Cameco site staff as well as for long term site contractors.
4. Q. **What will this change look like?**
A. A parking pass system will be put in place in order to enter and exit the lot. Each site employee will be issued an RFID parking pass which is to hang on their rear view mirror. The system at the gate will automatically read the parking pass and the control arm will be activated in order to enter and exit the lot. The location of the lot entrance will also be changing to 47th street (south side of the lot). A pedestrian access will remain at the north end of the lot. This change in entrance is mainly for safety reasons as there will be less vehicular traffic in front of the terminal and it will allow for safer access to and from Avenue C.
5. Q. **Will the lot be monitored?**
A. Yes. The lot will be will monitored by the Saskatoon Airport Authority and the parking pass must be on display otherwise a ticket will be issued. As well, Cameco commissionaires will remain at the lot, during the day, for assistance.
6. Q. **What if, during peak air travel times, the lot is temporarily full?**
A. There is an overflow lot east of the main lot that can be used. This lot does not have a control arm nor is it gated. Your parking pass will still need to be displayed as the airport authority monitors this lot as well and will issue tickets.
7. Q. **How will I receive my pass?**
A. Each employee will receive an authorization form at site that they must sign in order to receive a pass. Distribution of passes will then be done during check-ins at WestWind once they are available from the SAA.

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8. Q. **What if I forget my pass (ie. if it is in another vehicle)?**
A. There will be a help button at the gate which will connect you to the 24 hour airport security. They will assist with temporary entrance to the lot if required.
9. Q. **What if I lose my pass, can I get a replacement?**
A. Yes. In order to do this you will have to go directly to the Saskatoon Airport Authority for a replacement. They will cancel your lost pass and issue you a new one. They are located in the main airport terminal building:
Location: 2nd Floor, Terminal Building (above the baggage claim area)
2625 Airport Drive
Saskatoon, SK
Canada S7L 7L1
E-mail: passoffice@yxe.ca
- Hours of Operation:
8:30 AM – 3:30 PM Monday, Tuesday, Thursday, Friday
8:30 AM – 2:30 PM Wednesday
**Closed each day from 12:00 – 12:30 for lunch*
Phone: PASS APPOINTMENTS/INQUIRIES ONLY 306.975.6463
10. Q. **Is my parking pass a taxable benefit?**
A. No, this is not a taxable benefit.
11. Q. **I am a corporate employee that travels to site, do I get a parking pass?**
A. No. Each department will be issued a set amount of parking passes depending on the typical amount of travel to sites. Department administrative assistants will administer these passes. It is up to the employee to obtain a pass in order to park in the lot turn it in upon their return. If a pass is not available, the normal travel expense process is to be followed.
12. Q. **Will the lot usage be monitored?**
A. Yes. Monthly reports on lot usage will be run in order to manage trends and to determine if their needs to be any adjustments made



AREVA PARKING Q&A

- Hanger 3A Parking:** Saskatoon Airport Authority (SAA) is the owner of the parking lot and has made changes to this lot that is used by AREVA and Cameco personnel when they are flying to northern sites. A RFID parking pass which is to hang on the rear-view mirror will be required to enter and exit the parking lot. Each site employee and long-term contractor is issued a parking permit which is included in the "New Employee" package or may be issued separately from the HR department. Vehicle access to this parking lot is from 47th Street only. Pedestrian access remains at the north end of the lot.
- Guests Traveling to Site:** Guests (organized from Saskatoon) who fly to site with an AREVA employee will be able to use one of the floater cards (available for sign out from the Administrative Assistant at the Koyl Avenue Office). In the event a floater card is not available, guests will be able to park without a permit in the main gated parking lot if space is available; however a credit card will be required for entry and will be charged a rate of \$7.00 per day.
- Short-Term Contractors:** Due to limited parking in the SAA parking lot, all short-term contractors who fly out of Hanger 3A will be required to park at the Koyl Avenue office in designated areas only (signs are posted). A parking permit for this lot is also required and can be picked up from the Administrative Assistant in the Koyl Avenue office. A name and license plate number is required prior to receiving the parking permit. These permits must be returned when the contractors services are complete at site.
- Over-flow Parking:** The over-flow parking is to be used for permit holders only. You MUST have a permit to park in this lot. If there is no permit showing in the vehicle, a parking ticket will be issued and will not be the responsibility of AREVA. The stalls in the overflow parking lot are equipped with electrical plug-ins but this lot is not fenced or gated.
- Assistance & Security:** Assistance from SAA will be 24/7 via intercom located on the kiosk when you end the parking lot. Security cameras are in place and the commissionaire is stationed at the lot during the day for added security and assistance.
- Lost/misplaced/stolen Cards:** AREVA will cover the initial cost of the parking permit. If an employee/contractor requires a replacement permit, the employee/contractor will be responsible for the cost of that permit. AREVA will not reimburse the replacement cost for lost or stolen permits. The fee of \$50.00 must be paid prior to activation of the replacement permit. SAA will not activate the replacement card unless payment is made in full. It will be the individual's responsibility to pick-up the replacement permit at the SAA office located in the Saskatoon Diefenbaker Airport. SAA office hours for pick-up are Mon-Fri 8:30 am to 12:00 pm and 1:00 pm to 3:00 pm. Please phone 306-975-6463 in advance to make arrangements for a replacement card. Photo I.D. will be required for SAA to issue a replacement permit.

If a permit is lost, please advise:

McClellan Lake Human Resources for site based employees or
Saskatoon Logistics Admin Assistant (Sherri Reynolds) for Saskatoon employees

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- 7. Motorcycles:** The employee/contractor that rides his/her motorcycle will use the same permit they use for their vehicle. The employee/contractor will need to go directly to Saskatoon Airport Authority prior to parking with the motorcycle to register their plate number. When a motorcycle is parked in the lot, SAA will confirm registration; if the motorcycle is not registered a ticket will be issued even if the employee/contractor holds a vehicle permit.
- 8. New Employees:** New employees and long-term contractors will receive a "Parking Lot C" form to be completed prior to a parking permit being issued. AREVA will do its best to make sure the new employee/contractor receives their permit prior to their first flight date
- 9. Departed Employees:** Terminated employees/contractors are required to turn in their parking permits at time of termination to either McClean Lake HR department or to the Saskatoon HR department.

Prince Albert Facility Parking Map

