



Central Airways Ltd Accessibility Plan





General Information

Central Airways is a small business that provides ground handling services at the Kingston Airport and we currently employ 8 Line Service Staff 1 Maintenance Engineer and 4 Admin Staff. The average number of hours per week worked about 400 hours amongst the 13 employees which is the equivalent of about 10 full time employees. We are considered just in the range of 10 – 100 employees. Other government programs calculate the number of employees by calculating the total hours and dividing by a standard number of hours per week to gauge the size of the companies since some companies have only part-time employees thus eliminating the bias of companies that employ a larger percentage of part-time staff such as students or semi-retired people. If we were calculated in this manner, we may not fall in this category eliminating requirement to submit a plan.

Contact information

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Executive Summary

At Central Airways we strive to improve our accessibility by identifying barriers and developing a plan to remove those barriers. In the past we have found solutions to previously identified barriers but would like to improve by removing newly identified barriers which have been identified by this plan. Some of the existing solutions in use include employee training, specialized equipment used for transfers to and from aircraft.

Consultations

Consultations included surveying the passengers of the companies that we service as well as the coordinators that are responsible for their travel. We also consulted our staff, service providers and customers who are directly working with the travelling public who may identify barriers in the course of their employment.

Accessibility Statement

The major Barriers that were identified were as follows:

- The washrooms had some accessibility features but needed more space for effective transfers to the toilets.
- The door knobs on the washrooms were not able to be opened easily as they are the older style round knobs.
- The ramp at the entry of the building is too steep for individuals in wheelchairs to ascend effectively.

The steps that we will take to remove those barriers are

- Obtain engineered drawings for conforming built environment changes to remove barriers (Completion expected by July 31)
- Obtain quotes for accessibility upgrades (Completion expected by August 31 pending engineered drawings)
- Obtain funding through federal funding programs (Completion expected by September 30 pending quotes for submission)
- Procure contractor for reconstruction projects (Construction to begin by October 31 pending availability of contractor)



Summary of Consultations

Employment

Barriers Identified – Central Airways is a small company that does not have any staff that have disabilities but we would expect that the same barriers would be expected for those customers that we provide service to. No Barriers are identified

Actions – Same action as per other sections

Timelines -

Roles and Responsibilities – Michael Moore is responsible for surveys

Determining and tracking intended outcomes

Built Environment

Barrier 1 Identified – Front entrance ramp is not conforming to the accessibility standard

Actions – Plan for reconstruction of the front of our building to remove or alter the existing entryway to conform to the accessibility standards

Timelines – We are obtaining quotes from multiple contractors for and work is estimated to begin in the fall of 2024 and be completed by the end of 2024 pending funding

Roles and Responsibilities – Michael Moore will be responsible for acquiring the estimates and Tim Kraft will be responsible for the financing of the project along with any grants or subsidies

Determining and tracking intended outcomes - Tim Kraft will maintain communication regarding the progress of the plan.



Barrier 2 Identified – Bathroom needs more space for effective transfers to and from wheelchairs

Actions – Plan for converting an office space into an accessible bathroom

Timelines – We are obtaining quotes from multiple contractors for and work is estimated to begin in the fall of 2024 and be completed by the end of 2024 pending funding and construction timelines

Roles and Responsibilities – Michael Moore will be responsible for acquiring the estimates and Tim Kraft will be responsible for the financing of the project along with any grants or subsidies

Determining and tracking intended outcomes – Tim Kraft will maintain communication regarding the progress of the plan.

Information and Communication Technologies

Barriers Identified – Central Airways has a website and communicates using e-mail but no barriers were identified in this area

Actions - N/A

Timelines – N/A

Roles and Responsibilities - N/A

Determining and tracking intended outcomes – Continue to monitor for barriers

Communication other than ICT

Barriers – No barriers identified for this topic

Actions – N/A

Timelines – N/A

Roles and Responsibilities – N/A

Determining and tracking intended outcomes – Continue to monitor for barriers



Procurement of Goods and services and facilities

Barriers Identified – Central Airways considers accessibility barriers when procuring goods and services but there were no identified barriers for this topic.

Actions – N/A

Timelines – N/A

Roles and Responsibilities – N/A

Determining and tracking intended outcomes – Continue to monitor for barriers

Programs and Services

Central Airways completes training programs that are relevant to accessibility and working with persons with disabilities but there were no barriers identified in this topic

Barriers Identified - N/A

Actions - N/A

Timelines - N/A

Roles and Responsibilities – N/A

Determining and tracking intended outcomes – Continue to monitor for barriers

Transportation

Barriers Identified - – Central Airways provides limited transportation for people with disabilities and is mainly related to provision of a wheelchair and specialized chairs for transporting to and from the aircraft and our building. No barriers were identified for this topic

Actions – N/A

Timelines – N/A

Roles and Responsibilities – N/A

Determining and tracking intended outcomes – continue to monitor for barriers



Sample Accessibility Survey

Contact Information (optional if you wish to receive feedback about your survey)

Name(Optional) : _____

Email address (Optional) : _____

Phone Number (Optional) : _____

During your visit to Central Airways did you encounter any barrier(s) related to persons with disabilities in the areas of service, built environment, communication, etc

Yes/no

If yes please describe the barrier _____

What types of solutions would eliminate or mitigate the barrier _____
