AIRFIELD OPERATIONAL INSTRUCTION 26

GENERAL AVIATION OPERATIONS

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GENERAL AVIATION OPERATIONS

1) LEAD TENANT

The Airport has appointed Ravenair as Lead Tenant at the Business and General Aviation (GA) Area. The role of the Lead Tenant involves the general management of the GA site to include the organisation and monitoring of the site on behalf of the Airport Authority. The Lead Tenant has no obligations in respect of areas which are leased to third parties or which conflict with rights granted to other tenants. The Lead Tenant also provides a central focus for the airport and GA operators to disseminate their ideas, proposals and concerns.

The Lead Tenant will organise and facilitate a General Aviation Flight Safety / Tenants meeting every six months.

An FBO agreement is in place with Ravenair/LAS. All visiting aircraft must arrange handling with a nominated handling agent. Nominated handling agents are listed in the UK AIP CAP32 in the EGGP Aerodrome Section.

Each GA Tenant holds a General Aviation Operations License (GAOL) which lists the types of activities and operations they are approved to conduct by the Airport Company.

Based operators are permitted to deal with based and visiting aircraft that are operating in connection with the based operators (tenants), normal (bona-fide) business and falls within the scope of the GAOL, e.g. aircraft for storage in their hangar, pilots visiting for training with the tenant using their own aircraft, engineering within the scope of the tenants approvals. The tenant shall ensure that they have competent staff, training, skills, equipment and insurance in place to deal with the needs of such traffic or sub contract the service to another company acceptable to the Airport Company and that holds GAOL. Any Non-Based Visiting aircraft using the GA Apron shall have a PPR Reference Number allocated by the Lead Tenant. The Lead Tenant will inform the Airport Operations Centre and ATC on a regular basis throughout the day of any changes.

PPR for the GA is managed by the Lead Tenant. Tenants requiring PPR shall check the activities and operations they are approved to conduct in their GAOL Agreement. Tenants can apply to the Lead Tenant for a PPR. The Lead Tenant will check the relevant GAOL and issue PPR if the request falls within the scope of the activities and operations contained in the Tenants GAOL.

GA PPR shall be applied for by telephone or email to Ravenair-LAS Operations. Tenants shall give as much notice as possible.

Tel Switchboard:	+ 44 151 486 6161 Option 2 or Internal Line 8650.
DDI via	+44 151 728 4721/2/3/4.
Email	ops@ravenair.co.uk

If PPR is granted Ravenair-LAS Ops will issue the tenant with a PPR Reference number which should be passed to the pilot of the aircraft.

The GA PPR will be prefixed GA/DD/No/Initial:

GA =	Allocation at the GA Apron
DD =	Date of Month for the arrival of aircraft.
No =	Sequence Number of GA PPR for that day
Initial =	Initial of the person allocating PPR

The Airport Company will audit based operators to ensure compliance, as stated in Airfield Operational Instruction 07.

All based aircraft must be owned, leased or affiliated to a tenant, who will maintain a register and keys of the aircraft and hold the relevant permissions and insurance to move/relocate the aircraft when required. Any fleet additions, changes of registration and changes of affiliation must receive prior approval from the Lead Tenant.

The organisation and management of aircraft parking ensures the safe use of the apron by all based and visiting users. Aircraft parking management includes ensuring that based operators park their aircraft within their own defined parking area, where applicable. The parking location of based and non-based aircraft (issued with PPR) shall be agreed with the Lead Tenant to enable them to fulfil their obligations. Aircraft shall be moved when requested to do so by the Lead Tenant via Ravenair / LAS Ops. Any long term basis should be discussed with the lead tenant.

2) LEAD TENANT AREAS OF OBLIGATION

2.1 Access and Security

Control and maintenance of a register of keys to all access gates to the GA area and ensuring all other tenants follow the instructions issued by the Airport to ensure the security of the GA area. Oversight of GA Passes in conjunction with the airport and airport security patrols. All users of the GA Apron must have authorisation to operate. The Airport have approved several means of compliance.

- GA Airside Security Pass
- Pilots Licence
- Company Approved Pass
- GA Visitors Pass for each visitor

- Passengers do not require an authorisation, they operate under the control of the Pilot in Command and/or the handling agent or tenant providing the service for the PIC.
- Driving (Summary of Rules)

It is the responsibility of each tenant to control access via pedestrian gates (and vehicle gate in the case of the Lead Tenant). This responsibility extends to area of the Tenants property in addition to the apron area.

2.3 General

Control, monitor and / or manage, where appropriate, fuel, GA wash bay, Apron condition, all general waste, special waste and hazardous substances.

As the GA Lead Tenant, Ravenair are responsible and must ensure that all GA waste is managed correctly and disposed of as per regulatory requirements.

Further details can be found in the Airport Waste Management Policy and the Surface Water Protection Manual.

All GA users must adhere to the Airside Safety & Security Scheme.

3) SUMMARY OF RULES

All requirements as laid down in the aerodrome manual apply to the GA Apron. The following is a brief summary of the main operating procedures.

- All users must observe the Control Authority requirements for the arrival and departure of passengers, crew and goods from the Common Travel Area and Non-UK points of departure and/or destination. This includes presentation of such persons and goods to HMRC Border Force and/or Counter Terrorist Branch Officers. Presentation at the Control Point in the Main Terminal Building can only be accessed via an airside route using the taxiway and entering the Security Critical Part in agreement with the Airport Company. Passengers, crew or goods shall not leave the airport or be transferred via the public highway until cleared as this would mean a breach of the UK Border.

- Pedestrians on the Apron must wear hi-viz jackets / vests.

- Ear defenders must be carried on the Apron and worn where appropriate.

- GA Security passes must be displayed at all times.

- Tenants must authorise staff and affiliated members for the issue of GA Security Pass which allows access to the tenants area and the H24 Access Gate. Terms and Conditions apply.

- Tenants shall not make/change any infrastructure. All contractors requiring access to the GA apron must hold authorisation to work from the Airport.

- Vehicles on the GA Apron must have a valid AVP, appropriate company livery and be fitted with an obstruction light. Vehicles must have appropriate aviation/airside insurance.

- Visitor vehicles must be escorted by a vehicle with a valid AVP, appropriate company livery and obstruction light and have a Temporary AVP issued by the Lead Tenant, charges apply. Fees & Charges available on request from the Lead Tenant.

- Drivers of vehicles must have a valid Airside Driving Permit.

- Vehicular access to the GA Apron is via an access gate owned and controlled by the Lead Tenant.

- Pedestrian access to the apron must be controlled. Only people on official business shall be on the apron. The apron must not be used as a pedestrian or vehicle short cut.

- Tenants are responsible for the safety and security of their staff and visitors.

- Cars must only be parked in approved areas.

- Cars must not park on grassed areas.

- All chocks and tie-down materials are to be removed from the apron when not in use on an aircraft. Tie down storage bays are available and shall be used for all Tie Down materials that are not in use or stored within leased areas. Any Tie Down material not in use and not stored correctly will be removed and disposed of by the Lead Tenant or the Airport Company at the owners cost. It is not acceptable to store chocks or tie-down material under parts of other aircraft on the apron for any period of time.

- Smoking is not permitted on any apron or external area on airside. This includes e-cigarettes.

- All users of the GA Apron must remove FOD and are not permitted to store bins or any other materials on the Apron. FOD bin is available adjacent to Ravenair Hangar 2.

- Use the Emergency Telephone located in the front of Ravenair hangar 2 to initiate an emergency response.

- All fuel hoses and bonding cables shall be stowed when not in use.

- Any signage shall be approved by the Airport Company, any un-approved signage will be removed and disposed of at the cost of the owner.

- Single Engine (SEP) Aircraft shall perform engine power checks on the GA Apron prior to calling for Taxi with ATC.

- Multi Engine (MEP) Aircraft shall perform engine power checks at the Holding Point as directed by ATC.

The entry and exit to Kilo shall not be blocked with aircraft performing power checks, areas to each side of taxilway Kilo (which are not marked) are available to perform Power Checks. During busy periods the areas each side of taxiway Kilo may be used for visiting aircraft parking and as such these may not be available for power checks.

The Western Side of the apron is reserved for parking of larger helicopters and fixed wing turbo prop and jet aircraft. The positioning of such aircraft can sometimes affect the space available for Power Checks of SEP aircraft each side of taxiway Kilo. Operators/Pilots shall assess which other areas are available, avoiding other aircraft, vehicles, refuelling activity etc. remembering to take into account wash from the propeller.

4) ENGINE GROUND RUNS PRE-FLIGHT AND FOR ENGINEERING ACTIVITY

Engine Running / Power checks are required for light aircraft prior to flight. Power checks are generally carried out into wind. Permission shall be requested for Engineering Ground Runs from the Airport Operations Centre (AOC).

If Engineering Ground Runs are required Operators/Pilots shall assess which other areas are available, avoiding other aircraft, vehicles, refuelling activity etc. remembering to take into account wash from the propellers.

Turbo jet or turbo prop aircraft requiring high power engine runs must follow the procedure stated in AOI 12.

5) HELICOPTER HOVERING AREA

Helicopter hovering is permitted on mornings only when the fire training rig is not in use by the RFFS. The RFFS will notify ATC at the start of each shift whether any training will be carried out that day at the training rig.

If there is no conflict with the RFFS then hovering will be approved. The Helicentre will book out with ATC as per existing arrangements and must also report complete to allow ATC to fully monitor the activity.

Hovering is at the discretion of ATC and can be cancelled by ATC without any prior notice.

6) FINAL APPROACH & TAKE-OFF AREA FOR HELICOPTERS (FATO)

The FATO is situated to the west of holding point Z8 adjacent to the perimeter track.

The dimensions are 30m square, this includes the safeguarded area. The latitude and longitude of the centre point of the FATO is 53°19'56'86" N 2°51'00'80"W.

The FATO is outside of the cleared and graded area of the main runway and is only to be used during the hours of daylight only and will be unavailable during Low Visibility Operations.

All helicopter activity must remain within the delineated FATO area and only one helicopter may use the FATO at any one time. Only Liverpool based helicopter companies are permitted to use the FATO.

Based helicopter operators will contact ATC in advance to book circuit training ensuring that they include any requirements to use the FATO.

6.1 Inspection

Prior to the first use of the FATO each time, ATC shall request an inspection via Falcon 7. Further inspections should be at the discretion of the ASO or not more than 4 hours from the time of the last inspection. Inspections shall be made on foot.

Surface condition reports will be reported in the same way as runway surface condition reports – dry, damp, wet or flooded. ATC will pass the inspection report to the pilot who will then decide whether the surface is suitable for landing or not.

6.2 Incursion Prevention

The area is a licensed part of the airfield and therefore shall be protected from incursions in the same manner as the runway when in use; incursions of a FATO are reportable. Vehicle drivers must request permission to enter the FATO at all times, irrespective of use.

All helicopter pilots operating to/from the FATO shall request specific permission to cross the main runway at all times.

6.3 Perimeter Track

When a helicopter makes an approach to the FATO, although the safeguarded area is north of the perimeter track, vehicles will not be permitted to access the track alongside the area. Free ranging of the perimeter track will be suspended from Z8 to Z5 while the area is in use and vehicles must ask for permission from ATC before proceeding past these points. It is the responsibility of ATC to ensure vehicles free ranging are notified of the restriction in free ranging during the period of use of the FATO.

6.4 Grass Maintenance

The FATO area will be marked by cutting the grass to a shorter length than other areas of the airfield. The FATO will be unavailable whenever grass cutting is taking place south of the main runway, prior to grass cutting the operations department will liaise with ATC to ensure that the area is not booked for use. Grass cutting vehicles will ask permission from ATC prior to commencing the cut.