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**Approved:** CEO  
**Owner/Author:** General Manager Unicom

## Airport Operations Manual ( AOM )



**Ardmore Airport Limited ( NZAR )**

# AIRPORT OPERATIONS MANUAL ( AOM )



**ARDMORE AIRPORT LIMITED (AAL)**

**OR, AIPNZ DESIGNATION (NZAR)**



# 1. PREFACE

## 1.1. Introduction

This Ardmore Airport Operations Manual (AOM) is produced under the auspices of the Ardmore Airport Authority and is intended as a guide to pilots and operators who use Ardmore Airport. It brings together information and practices that have evolved over the years or appeared in a variety of publications, and is the result of extensive consultation with local operators.

The high traffic density at Ardmore makes it a unique aerodrome and calls for the utmost co-operation between pilots and Unicom operators to enable a safe, orderly and expeditious flow of traffic.

This manual and documents referenced within, are unless otherwise stated; freely available to any person requiring access to the information contained herein, on the Ardmore Airport Ltd website:

<http://www.ardmoreairport.co.nz>

### **PLEASE NOTE:**

Time references throughout this document are in local time not UTC.

**Disclaimer:** While every effort has been made to ensure the accuracy of all information in this document, the changing nature of aviation requirements could result in sections of this publication becoming outdated. In the event of conflict, CAANZ rules and the AIPNZ take precedence.

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Chief Executive  
Ardmore Airport Limited



## 1.2. About Ardmore Airport

Also refer Ardmore Management Manual (AMM), and Ardmore *Á*erodrome Operating Certificate (AOC) AD45503

Ardmore Airport Ltd (AAL) is the entity which operates Ardmore Airport and is an "Airport Authority" in terms of Section 2 of the Airport Authorities Act 1966.

AAL is a network utility operator within the definition of that term in Section 166 of the Resource Management Act 1991 and has gazetted approval as a Requiring Authority under this Act.

An Order in Council dated 8 May 1995 consented to the exercise by AAL of the powers confirmed on Local Authorities by Section 3 of the Airport Authorities Act 1966.

The above enable Ardmore Airport Ltd to:

- Establish and carry on, maintain or manage the Ardmore Airport Activities,
- Improve, add to, alter or reconstruct the Airport or any part thereof,
- Operate and manage the Airport as a commercial undertaking,
- Enter into and carry out any agreement or arrangement, necessary for the exercise of any power or function as conferred by the Act,
- Make By-laws effective within the Airport boundaries, and
- To change and or set such fees, charges and dues, after consultation with the defined users of the Airport, for the use and operation of the Airport, its services or associated facilities.

Use of Operational Areas

- Ardmore Airport, being privately owned and operated controls aircraft, flight activity, landings and take offs, all of which are at the discretion of Ardmore Airport Limited and prior permission to conduct such activity is necessary.

NOTE:- Permission is generally available but can be withdrawn at any time.



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## 1.4. Record of Revisions

Amend. No	PAGES CHANGED	EFFECTIVE DATE	DATE ENTERED	ENTERED BY (SIGNATURE)
New Manual	<b>All</b>			
1	Version -013C	8 <sup>th</sup> August 2019		
2	Version -013D	25 <sup>th</sup> February 2021	25/02/2021	M C G
3	Version – 013E	24 <sup>th</sup> March 2022	01/04/2022	M N
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## 1.5. List of Effective Pages

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23	25/02/2021	46	24/03/2022	69	25/02/2021		



## **1.6. Manual Distribution List**

Ardmore Management Offices.

Ardmore UNICOM Services (Tower).

Civil Aviation Authority of NZ (CAANZ).

Ardmore Airport website, [www.ardmoreairport.co.nz](http://www.ardmoreairport.co.nz)



## 2. AIRPORT REGULATORY & ADMINISTRATION

### 2.1. Abbreviations

Refer the Airport Management Manual (AMM), Sc. 3, and the AAL website [www.ardmoreairport.co.nz](http://www.ardmoreairport.co.nz)

Also refer, NZCAR Part 1 and 139.

### 2.2. Definitions

Refer the Airport Management Manual (AMM), Sc. 4, and the AAL website [www.ardmoreairport.co.nz](http://www.ardmoreairport.co.nz)

Also refer, NZCAR Part 1 and 139.

### 2.3. Compliance with Standards

Refer the Airport Management Manual (AMM), Sc. 5)

#### **The over-arching Safety Goal at Ardmore is "Safest GA Airport in NZ"**

All users using the aerodrome shall comply with standards endorsed by AAL management. These include:

- Applicable legislation (including all statutes, rules and regulations),
- Civil Aviation Act, Rules and other supporting documents,
- HSWA 2015, and
- Ardmore Airport Limited Exposition (and supporting manuals and documents). Also see 'safety principles' below.

The success of the Ardmore Airport SMS is dependent upon the following ideals:

- Senior management (and personnel) committing to a 'safety always' environment within Ardmore Airport,
- Continual practical use of SMS which ensures employees and tenants/users are actively reducing risk and immersed within the process,
- Clear safety goals, processes, metrics and guidelines implemented airport wide, and
- Continual monitoring and improvement of the system of safety (SMS) in conjunction AAL management and tenants/users.
- Every person's opinion is valued and often very pertinent to the topic.



The 'Problem/Incident/Action & QA Form' (PIAQ Form or FORM-128) is used for reporting of problems, issues, breaches, non compliance/conformance. These forms are logged in the database 'AAL Actions Register', REGISTER-129 and can be located on the AAL website [www.ardmoreairport.co.nz](http://www.ardmoreairport.co.nz).

## Safety Principles

Adherence to 'safety principles' contributes to enhancing safety standards and performance:-

- That the system of safety (SMS) is naturally embedded and integrated into the other business systems of AAL,
- To always operate in the safest reasonably practicable manner,
- To a culture of open reporting of all hazards in which management shall not initiate disciplinary action against any person, who, in good faith, due to unintentional conduct, discloses a hazard or safety occurrence,
- To never take unnecessary risks,
- To understand that safety does not mean risk free,
- That everyone is responsible for the identification of hazards and actively managing risk to reduce the outcome Understands that prolonged exposure without a mishap leads to reduced appreciation of risk, and
- To a continuous improvement and enhancing operational (and safety) performance.

## 2.4. Exemptions

Refer the Airport Management Manual (AMM), Sc. 6

Ardmore has one Exemption:

- 20 / EXE / 04 Real-time Runway Condition Reporting, NZCAR Part 139.103 (b)(3)

Progress: The exemption was submitted to CAANZ, 20<sup>th</sup> March 2019. Acknowledged by CAANZ, 2<sup>nd</sup> August 2019. Work –in-Progress.

## 2.5. Deviations

Refer the Airport Management Manual (AMM), Sc. 7

Ardmore has no current Deviations against the AOC.

## 2.6. Limitations

Refer the Airport Management Manual (AMM), Sc. 8



Ardmore has no current Limitations against the AOC. However refer to the AOC Schedule of Conditions for 'Scope of Operations'.

## 2.7. Safety Policy

Refer the Airport Management Manual (AMM), Sc 9. The Safety Policy is also published on the Ardmore Airport website ( [www.ardmoreairport.co.nz](http://www.ardmoreairport.co.nz) ) and is also displayed in plaques located around the airport.

ALL staff and users (ie. tenants, operators, contractors etc.) shall adhere to the requirements stated in the Safety Policy – and other manuals, documents, forms, memos and letters as issued by the Ardmore Airport Group.

Each tenant/operator will also administer their own NZCAR certificated requirements.

**The over-arching Safety Goal at Ardmore is “Safest GA Airport in NZ”**

## 2.8. Personnel and Legislative Requirements

Senior Nominated Persons (CAANZ) and HSWA Roles are documented in the Airport Management Manual (AMM), Sc 10.

Chief Executive Officer (CEO)	Dave Marcellus
GM Unicom (Operations)	Allan Bostock
Facilities Manager (and SMS)	Mike Gibson

ALL staff and users (ie. tenants, operators, contractors etc.) shall adhere to the requirements of government legislation (ie. of note, but not just limited to is the: HSWA 2015, CAANZ Rules and Requirements, Building Act, Environmental Acts etc.).

Each tenant/operator will also administer their own NZCAR certificated requirements.

## 2.9. Role Responsibilities and Expectations/Requirements

Job Descriptions and accountabilities are documented in the Airport Management Manual (AMM), Sc 11 and 12. Refer:

- Chief Executive Officer (CEO),
- GM Unicom,
- Ardmore Facilities Manager (AFM). Includes the responsibilities of SMS,
- Airport Operations Supervisor (AOS),
- Work Safety Officer (WSO).

Each tenant/operator will also administer their own NZCAR certificated requirements.



See AOM Appendix for 'Contact Details' and the website.

## 2.10. Meetings

Meeting specifications (ie. including users, frequency, agenda, records etc) are documented in the Airport Management Manual (AMM), Sc 13. Refer:

- AAL management meetings,
- User Group Meeting (AFOG),
- Airport Risk Committee (ARC).

Each tenant/operator will also administer their own NZCAR certificated requirements.

## 2.11. NZCAR Part 91.127 Use of Aerodromes:

**CAR 91.127(b) states** "No person may operate an aircraft at an aerodrome unless (1), that person complies with any limitations and operational conditions on the use of the aerodrome notified by the aerodrome operator; and (other requirements etc.)"

## 2.12. AAL Operator/User and AAL Management Systems

AAL's management systems are described in the Airport Management Manual (AMM), Sc 13. Refer:

Management System	Management Manual (AMM and Other)	Operations Manual (AOM)
<b>Asset</b> Management (including maintenance), refer Section ++, Page ++	Management – Sc.26 Personnel Ops – Sc.27 Specs – Sc.21	Sc 2.13 Maintenance – Sc 13
<b>Contractor</b> Management (including overhaul, repair and servicing),	Sc.40	Sc 2.14
<b>Document</b> Management (including manuals, forms, SOPs, instructions),	Sc.16	Sc 2.15
<b>Emergency</b> Management (including plan, preparedness, response and returning to 'normal' operations),	Sc.17, and AEP	Sc 2.16 Sc 12
<b>Environmental</b> Management (including wildlife, birds, fauna, weather etc)	Sc.20	Sc 2.17 Sc 10
<b>Event</b> Management, ie. non-standard		Sc 2.18 Sc 8.7





<b>Management System</b>	<b>Management Manual (AMM and Other)</b>	<b>Operations Manual (AOM)</b>
operations, displays, demonstrations, functions,		
<b>Information</b> Management (including all disseminated info (eg. AIP NZ),	Sc.25 UNICO – Sc.23	
<b>Just &amp; Fair Safety Culture</b> Management	Safety Policy – Sc.9 Staff – Sc.10 to Sc. 12 Meetings – Sc.13 Safety Culture – Sc.14	Sc 2.19
<b>Operational</b> Management (of the Airport/Aerodrome/Airspace).	AAL Job Resp – Sc.12 Assets – Sc.26 Aerodrome Ops – Sc.24	Safety Policy - Sc 2.7 SMS - Sc 2.24 SeMS - Sc 2.25 Operations – Sc 3 Arrivals – Sc 4 Departures – Sc 5 Helicopters – Sc 6 Communications – Sc 7 Miscellaneous Ops – Sc 8 Meteorology – Sc 9 Environmental – Sc 10 Emergency – Sc 12
<b>Regulatory</b> Standards (ie. including SMS and SeMS) Management, NZCAR and Part 12). Rules pertaining to tenants, operators and users.	Safety Policy – Sc.9 Legislative – Sc.10 SMS – Sc.18 SeMS – Sc.19 SMS elements – Sc.28 to Sc.39	Safety Policy - Sc 2.7 SMS - Sc 2.24 SeMS - Sc 2.25
<b>Safety Performance Management</b> , also see SMS and SeMS under 'Regulatory'	Sc.32	
<b>Tenancy</b> Management.	++	Sc 2.27

Each tenant/operator will also administer and adhere to their own aviation (and non-aviation) legislative requirements.

### 2.13. Asset Management Systems

AAL users shall design, select/purchase, install, operate and maintain assets (including, but not limited to aircraft) 'fit for purpose' – and ensure reliability and the safety of others. Each user shall plan, establish/implement and administer an approved preventive (and corrective) maintenance programme for maintaining their facilities, aircraft and equipment. For an aircraft this will include the: Aircraft Flight Manual (AFM), Maintenance



Programme, Configuration Spec and Training Programme. Assets will be maintained in a serviceable condition - so their condition that does not impair the safety, security, regularity, or efficiency of aircraft operations and any personnel.

AAL users shall ensure:

- That, during aircraft operations (and whilst maintenance is being performed) all assets and paved surfaces are kept clear of any loose objects or debris (FOD) that might endanger aircraft operations,

NOTE: The Works Safety Officer (WSO) will usually be the person on-hand (during `works`) to monitor conditions and advise the AOS accordingly.

- The surface of paved runways is not damaged,
- All incidents and emerging risk are reported (refer FORM-128),

The AAL Facilities Manager shall coordinate/perform infrastructure/asset checks (and inspections) to the prescribed asset management schedule as a preventive measure to ensure serviceability. The AAL Facilities Manager shall ensure that defects, incidents and likely contributors are documented, analysed and remedial action taken to improve reliability and serviceability etc.

AAL users shall maintain their assets to government and industry standards.

AAL users shall remain current and adhere to all NOTAMS raised and memos from AAL management.

## **2.14. Contractor Management**

Refer the Airport Management Manual (AMM), Sc 40. The Contractor management processes (including MOWP) are published on the Ardmore Airport website ( [www.ardmoreairport.co.nz](http://www.ardmoreairport.co.nz) ).

ALL staff and users (ie. tenants, operators, contractors etc.) shall adhere to the CAANZ and HSWA requirements. Tenants and Operators shall ensure that contractors:

- Are thoroughly briefed and monitored for the scope of services being delivered,
- Are briefed/trained in the local hazards of an aviation environment – and the specific hazards near the area of work,
- Are checked and monitored by the tenant/Operator to ensure their services do not endanger others in the vicinity or who are involved in flying operations, eg. by erecting/using a crane for which special permission must be sought (and probably a NOTAM raised),



- Are clear (and have resources/equipment) to report hazards, incidents, harm and emerging risk to themselves and others,
- Shall not pose a threat or unnecessary risk to themselves or others,
- Shall have the equipment and skills to maintain contact with the UNICOM Tower (and the tenant/operator contracting),
- Shall wear the correct PPE and position their equipment and vehicles prescribed and stated in the Safety Policy – and other manuals, documents, forms, memos and letters as issued by the Ardmore Airport Group,
- Shall adhere to AAL Induction Requirements and stay in the red/yellow/other driving zones as instructed.

Each tenant/operator will also administer their own NZCAR certificated requirements, advise those in the vicinity and advise (and seek permission) from AAL management.

The over-arching Safety Goal at Ardmore is **“Safest GA Airport in NZ”**

## 2.15. Document Management

### General

This Ardmore Airport Management Manual (AMM) and suite of other manuals and documents make up the integrated management system and constitute the Ardmore Airport exposition.

The exposition has been developed to direct all personnel who have any interaction with the organisation in safe operations of the aerodrome, from a workplace, aviation and environmental perspective.

The main manuals which make up the exposition are:

- Ardmore Airport Management Manual ( AMM ),      MANUAL-115
- Ardmore Airport Operations Manual ( AOM )      MANUAL-013
- Airport UNICOM Operations Manual ( AUOM )      MANUAL-081
- Facilities & Infrastructure Manual ( FIM )      MANUAL-037
- Airport Emergency Plan ( AEP )      PLAN-012
- Infrastructure Emergency Response Plan ( IERP )      PLAN-109

Other documents that make up the exposition include: schedules, checklists, forms, drawings, specifications, maps, charts, contracts, MOUs, agreements, register(s) and records.

The exposition and its referenced manuals define the way in which Ardmore Airport Limited operates and maintains the Aerodrome to ensure ongoing compliance with various regulatory and safety requirements including



- Civil Aviation Act,
- Civil Aviation Rules Parts 139, 100 and 12 ( and any other applicable CAANZ requirement),
- Health and Safety at Work Act 2015 (HSWA 2015) and subset Regulations,
- Resource Management Act (RMA),
- Hazardous Substances and New Organisms Act (HSNO).

Ardmore Airport staff liaise (as required) with authorised representatives from the various regulatory agencies to maintain compliance and facilitate/promote safe flying operations at (or around) the aerodrome precincts.

**NOTE:** ALL aerodrome users (ie. owners, tenants, operators, and contractors) shall comply with applicable legislative requirements and with the AAL exposition at all times. Any differences and inconsistencies shall be brought to the attention of the AAL management (in writing) - for discussion, work-shopping, risk review and decision in a timely manner.

### **2.15.1. Aeronautical Information Publication of NZ (AIP NZ)**

The Aeronautical Information Management (AIM) Unit at Airways Corporation of New Zealand Limited is responsible for the publication and distribution of the AIPNZ and associated charts.

All users (ie. tenants, operators, trainers, pilots etc.) shall be familiar and adhere to the processes described in the AIPNZ. Operators shall ensure their trainers, staff and students are familiar and trained in the use of (and information) prescribed in the AIP NZ. Records shall be maintained of courses, briefings and dates (per Certificate Holder requirements).

All pilot briefings should contain and make reference to AIP NZ requirements prior to departure, in-flight, joining, on approach and after landing.

Aircraft involved in flying operations shall carry an AIP NZ on-board during each sector.

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The AIP NZ can be viewed on-line at:- [www.aip.net.nz](http://www.aip.net.nz)

Contents of the AIPNZ (but not limited to):-

- Communication frequencies and contact numbers,
- Pre-flight requirements and communications,
- In-flight and joining instructions,
- Fixed wing operations, Helicopter operations (including TLOF),
- VFR and IFR,
- Runway characteristics/specifications and their use,
- Noise abatement rules,
- Clearances,
- RNAV (GNSS) approaches,
- Preferred departure and arrival routes for the various runways,
- Training and training areas,
- Itinerant use,
- Surrounding areas, ie. including high tension lines,
- Facilities, aprons and taxi-ways,
- Lighting.

### **2.15.2. NOTAMS**

Airways Internet Flight Information Service (IFIS) is a pre-flight information and flight planning service for operations within the New Zealand Flight Information Region. For complete access to services provided by this site, ref:- <https://ifis.airways.co.nz/>

Information provided by IFIS is retrieved directly from the New Zealand AIS database in "real time". MET information provided by Airways is detailed in the AIP NZ.

Refer, Terms & Conditions:-

[https://ifis.airways.co.nz/script/site/terms\\_and\\_conditions.asp](https://ifis.airways.co.nz/script/site/terms_and_conditions.asp) for website policy statements, conditions of use, and information.

Meteorological information supplied is strictly not for use by Commercial Operators conducting flights at or below 10,000ft, commercial flight training organisations, or flying/aero clubs providing commercial flight training.

Pre-flight weather information is available also from the MetFlight website.



## 2.16. Emergency Preparedness and Response Management

AAL management have documented an aerodrome emergency plan.

ALL users (ie. including tenants, operators, contractors, visitors etc.) will adhere to the AAL Emergency Plan (AEP).

User documented emergency response plans must:

- adhere to government, HSWA and their own regulatory requirements,
- And be consistent with the AAL Airport Emergency Response Plan – see website.

**NOTE:** Agencies and services which assist in the event of an emergency must be able to work within standardised requirements at the aerodrome, ie. follow instructions of the Incident Controller, follow instructions from the UNICOM Tower etc. (see AAL AEP)

The CEO will periodically hold planning and evaluation meetings with service providers (and some users) to maintain a good cooperating relationship in order to optimise the delivery of services.

Emergency drills or simulated emergencies shall be conducted at least annually to ensure employees (and users) are coordinated and are competent.

Each tenants/Operator's Emergency Plan will be designed to minimise the possibility and extent of personal injury and property damage at/or in the vicinity of, the aerodrome.

The tenant/Operator emergency plans/manuals shall be periodically reviewed (and tested) in accordance with their legislative and regulatory requirements.

The Tenant/Operator AEP shall have processes to respond to an:

- Aircraft operations event,
- Security related event, ie. sabotage, seizure, bomb, suspicious articles,
- Natural disaster event, ie. water, wind, earthquake,
- Hazardous substances event, ie. petroleum products, chemicals,
- Medical event, ie. personal, or
- Review of: equipment, skills, communication protocols, support systems, documentation/plans/maps etc.

## 2.17. Environmental Management

AAL management and all users (ie. tenants, operators, contractors) shall operate, maintain and develop all land owned or used by AAL in accordance with the environmental requirements of the Resource Management Act 1991.





AAL and its tenants, owners/contractors must be aware of government legislation and requirements and must have an Environmental Management Programme (EMP) which is complied with, and . Environmental requirements are documented in: manuals, contracts, letters of agreement, training/briefing materials. Sign-off by the tenant, owners, contractor may be sought on occasions.

### **2.17.1. EMP Inclusions**

Some inclusions in an Environmental Management Plan (EMP) include:

- A schedule of all relevant legislation, regulations and bylaws resource consents, policy requirements and codes of practice (as applicable to activities being performed),
- Designated responsibilities for documenting (and training) in environmentally responsible practices and conducting awareness sessions. This includes responsibility for internal inspections of this EMP compliance and monitoring programme,
- A plan to identify areas where remedial action might be at risk, or is required to ensure that the appropriate corrective activity is carried out,
- A spill response plan that is capable of dealing with incidents that have a potential impact on the environment,
- A plan to ensure that environmental impacts of any new development or activity (ie. project) comply with all relevant legislation, resource consents, policy requirements and codes of practice. This must involve the planning and management of contracted services.

#### **Content of the EMP**

AAL management administers an overall environmental management programme (EMP) which includes: birds, wildlife, weather and other hazardous conditions. However, AAL users shall also have their own EMP systems/processes, ie. to minimise rubbish and other things which attract animals/birds, control toxic substances, remedial/emergency actions, notifications after heavy weather, special gear (ie. extinguishers, masks, breathing apparatus etc... and also have processes to report incidents and emerging risk. Categories of risk are:

- Birds,
- Animals,
- Extreme Weather,
- Smoke,
- Hazardous Substances,



- See Asset Management & Maintenance (AMM, Section 26) for the control of obstacles and grass etc.

**NOTE:** The EMP is an integral part of the system of safety and uses the same principles of: hazard identification, risk management, audit and incident reporting. The EMP uses SMS documentation and staff/contractor training to minimise risk, control populations and implement remedial action.

Compliance auditing of EMP will be included in the Audit Programmes.

### 2.17.2. Land Management Units

For your information (FYI):- in lieu of a grid overlay of the aerodrome - AAL manages the aerodrome by drawing-in internal site focus boundaries, called Land Management Units (LMUs), eg.

Runway is split into three LMU parts:-	R1, R2 and R3',
Tower is sited on LMU:-	T1',
Harvard Lane (south-side) has LMUs:	S1, S2 and S3',
Maize field is LMU:	A1', and
Corsair Lane is LMU:	W1'

Each LMU will have its own inspection requirements, intervals/characteristics, data analysis and remedial strategies.

### 2.17.3. Bird Control Programme (BCP)

The GM Unicom shall establish and control the bird control programme (BCP) with assistance from tenants/operators and users as well as (occasionally) specialists, ie. DOC, ornithologists etc. and maybe bird cull. The BCP seeks through: knowledge, habitat control, deterrents to minimise the risk of bird strikes.

## 2.18. Events and non-standard Operations Management

**Scope:** Includes any event, display, demonstration, fundraiser, function (and/or similar) event/meeting on the aerodrome and/or in local (MBZ) airspace.

ALL personnel who have any interaction with AAL (and other aerodrome users, ie. tenants, owners, operators, and contractors) shall always ensure safe operations at the aerodrome - from a workplace, aviation and environmental perspective.

At times users may plan, execute and/or take part in 'an Event' (ie. flying and ground operations) which are a:

- Airshow,



- Demonstration, display and/or flying (or ground) event,
- Special Function and/or special flying condition,
- A proving and/or test flight,
- A function or flying operation which may involve fundraising,
- An airspace trial.

### **Event Organisers**

Event Organisers and key managers involved shall/must:

- a) Perform (and record in writing) a full Risk Review:
  - Retain a copy of the Risk Review Report (and mitigating strategies/treatments/actions) as an auditable record, and
  - Notify users within the Ardmore Aerodrome vicinity who may or could be significantly involved or at risk.

**NOTE:** It is mandatory that the Risk Review has a category for potential harm and/or damage to others (or their assets), ie "Assess the possible effect and/or risk to others",

Record "Mitigating Strategies/Treatments/Actions",

And record some administrative details relating to the "Event" and contacting the relevant users with details, ie. who contacted, when contacted, and what action is recommended, and

- b) Notify the Director (CAANZ) as applicable and as required, and
- c) Advise Ardmore management via email in sufficient time so that AAL can perform its own Risk Review. In some cases – permission may be required from AAL management. In some cases AAL management may be aware of a concurrent (perhaps) conflicting event.

**NOTE:** Event Organisers, those taking part in the Event and ALL aerodrome users (ie. owners, tenants, operators, and contractors) shall comply with their (applicable) legislative requirements and with the AAL exposition at all times.

### **2.19. Just & Fair Safety Culture**

Management shall foster an open just and fair safety culture where open reporting of all safety hazards (and incidents) in which management shall not initiate disciplinary action against any personnel who, in good faith, disclose a hazard or safety occurrence due to unintentional conduct. The Just & Fair Safety Culture (system/processes) require the honest, up-building and diligent cooperation/collaboration of ALL users for it to be worthwhile and successful.



Just & Fair Safety Culture system and context are described in the Airport Management Manual (AMM), Sc 14. Each tenant/operator will also administer their own Just & Fair Safety Culture System per their own CAANZ requirements.

### **2.19.1 Code of Conduct**

Ardmore Airport is one of the busiest aerodromes in the country. Many people flying at Ardmore do not hold full pilot licences as they are under training. The contribution of users will assist in achieving maximum safety and efficiency but requires all parties to exhibit tolerance, a co-operative attitude and the highest standards of airmanship.

**To this end we ask those using Ardmore to adhere to the following ethics:**

- Show patience and tolerance towards other operators and pilots,
- Clearly explain intentions and clarify if requested,
- Be considerate to all other users and local residents by exhibiting a professional attitude and a high level of airmanship,
- Do not direct insults or unkind words to other operators and pilots,
- Listen out before transmitting, and
- Be considerate of local residents and practice 'Fly Friendly'.

### **2.19.2 Fly Friendly Programme**

***"QUIET FLYING IS GOOD BUSINESS"***

#### **Aim**

The aim of the Fly Friendly programme is to promote a harmonious relationship between aviation activities and the environmental interests of the airport's neighbours.

#### **Purpose**

The purpose of this programme is to limit the impact of flying activities on the community and neighbours living in the vicinity of Ardmore Airport and the Ardmore General Aviation Area.

It has been formulated with the assistance of Ardmore flying organisations, the Civil Aviation Authority, Papakura District Council, and representatives of the local community.

The full programme is outlined in a separate brochure and incorporated herein for the general information of all concerned.



### 2.19.3 Repeat Offender Policy:

Ardmore Flight Operations Group (AFOG) procedure for handling pilot/s or aircraft which the group believes are operating in a manner which is unsafe or may be a risk to the pilot, other airport users, and members of the public or other third parties.

The purpose of this procedure is to have a formal process to encourage repeat offenders to operate their aircraft in a safe manner in compliance with Civil Aviation Authority rules and Ardmore Airport Authority rules and procedures and to operate in accordance with accepted standards of airmanship and consideration to other pilots, airport users, and local residents.

Perceived transgression of rules and procedures or cases of poor airmanship is to be reported to the Ardmore Airport Authority. If following an investigation the Airport Authority has a safety concern the Authority will consult with AFOG or designated sub-committee of not less than four AFOG members to determine if it is necessary to implement this policy.

In the first instance the pilot/operator will then be sent a letter detailing the specific safety concerns of the AFOG group or AFOG sub-committee. The letter will request an explanation and an assurance that steps will be taken to prevent a reoccurrence.

A second occurrence by the pilot/operator will result in further investigation and consultation with AFOG or AFOG sub-committee. A warning letter will then be sent to the pilot/operator indicating that a third transgression will result in the pilot/operator being banned from operating at Ardmore Airport and Civil Aviation Authority (CAA) will be notified of the reasons for such a ban.

A third occurrence by the pilot operator will be investigated by the Airport Authority followed by consultation with AFOG or AFOG sub-committee. If the AFOG group or AFOG sub-committee is in agreement a third and final letter will be sent to the pilot/operator banning the pilot or aircraft from operating at Ardmore Airport. The Civil Aviation Authority will be notified accordingly.

**NOTE:** breaches of Civil Aviation Rules by a pilot/operator at any stage will be reported to CAANZ in accordance with NZCAR Part 12. It is the responsibility of the Pilot in Command to report such occurrences to CAANZ via a CA 005 Form.

Reference Section 2.12 - Use of Operational Areas (above).



## **2.20. Public and Personnel Protection**

Management is committed to providing safe, healthy, secure work conditions for the public (and including users, ie. staff, tenants, operators, and contractors etc. To achieve this AAL:

- Provides structures, ie. barriers, fencing, buildings, gates, doors and signage etc,
- Has-systems/processes (ie. tenant guidelines, training, access restrictions/briefings accountabilities to escort visitors),
- Requires a diligent and collaborative approach by ALL users (ie. staff, tenants, operators, and contractors) to ensure safety (for ALL) and reduce risk for ALL.

AAL does not have a high security threat, nor does AAL have a high threat of an incursion (ie. of animals or public). Hence, AAL uses barriers, signage and fencing to keep out people, animals and vehicles.

Continuing surveillance to ensure protective structures are in place, functional and are assessed in the AAL's Inspection Programme. (PLAN-030).

## **2.21. Firearm Policy**

A 'Firearm Policy' has been formulated for the aerodrome and this will be reviewed for currency periodically (ie. about biennially).

## **2.22. Complaints**

Perceived transgressions of the 'Fly Friendly' policy may be reported to the Ardmore Airport Authority using (FORM—070) and due investigation will ensue to encourage pilots to comply. Refer Noise Management Plan (PLAN-053) Part 3.10.

Infringements of CAANZ Rules will be referred to the Civil Aviation Authority for appropriate action. Refer Noise Management Plan (PLAN-053) Part 4.1-4.4.

## **2.23. Public Relations**

In the event of an accident or incident at Ardmore Airport all media requests for information or comment should be referred to the affected organisation or NZ Police, without further comment.

NOTE: For aerodrome matters - The Ardmore CEO is the single point of contact with the Media. No other personnel are authorised to comment on behalf of AAL or AUSL without authorisations. Refer Airport management Manual Sc. 17.



## 2.24. Safety & Performance Goals at Ardmore Airport

**Safety Goals** – Are high level statements that provide overall context for what the SMS is aiming to achieve.

AAL over-arching Safety Goal is "**Safest GA (General Aviation) Airport in NZ**"

**Safety Objectives** - reflect an organisation's commitment to maintain and continually improve the overall performance of its SMS. AAL has three main objectives which contribute to the Safety Goal (see AMM, Table 32.4):

- Operational/Safety Objective,
- Environmental Safety Objective,
- Business/SMS Objective.

**Safety Performance Indicators** are measures and metrics of actual performance. Indicators are usually graphed against the safety targets,

**Safety Performance Targets** are targets to achieve operational and safety outcomes.

**NOTE:** Each tenant/operator will administer their own NZCAR certificated requirements. User goals, targets and performance indicators shall be complimentary/collaborative and contribute to the collective objectives of all users to achieve the over-arching goal at Ardmore Aerodrome, ie

**"Safest GA (General Aviation) Airport in NZ"**

## 2.25. System of Safety Management (SMS)

AAL's system of safety (SMS) is tabled in Sc. 18 of the Airport Management Manual (AMM), and described in AMM Sc. 28 to Sc. 39.

Refer NZCAR 139.75 and NZCAR Part 100.3 and associated Advisory Circulars (as applicable). Ref Aerodrome Operating Certificate, AOC AD45503.

Each tenant/operator will also administer their own system of safety management (SMS), per CAANZ Requirements, and also actively contribute to the goals and requirements of a safer working space within the Ardmore operating environment.

## 2.26. Security Management System (SeSMS)

AAL's system of security (SeSMS) is described in in Sc. 19 of the Airport Management Manual (AMM). The AAL Airside Driving & Security System' (ADSS) is the basis for aerodrome: processes, behaviours/protocols and training/awareness.

Refer NZCAR Subpart D, NZCAR Part 100 and associated Advisory Circulars (as applicable). Ref Aerodrome Operating Certificate, AOC AD45503.





Each tenant/operator will also administer their own system of security management (SeMS), per CAANZ Requirements, and also actively contribute to the goals and requirements of a safer working space within the Ardmore operating environment.

## **2.27. Incident Reporting**

Regulatory non-compliance shall be reported in accordance with NZCAR Part 12.

Initial investigation will be carried out by Ardmore Airport Limited or an authorised agent, (the Ardmore UNICOM General Manager is an authorised agent) using the following procedure:

- The UNICOM operator on watch should complete an Ardmore Airport Operational Occurrence Report (OOR), (FORM-066) form listing all of the required information,
- The UNICOM General Manager will conduct an investigation into the incident by contacting the parties involved and complete the OOR form where appropriate,
- The OOR form is to be forwarded to the Airport Operations Supervisor who in conjunction with the Ardmore Airport CEO and the Ardmore UNICOM General Manager will decide on the appropriate action to be taken,
- If appropriate a CAA005 form is to be completed by Ardmore Airport Ltd and submitted to CAANZ, and
- The Ardmore UNICOM General Manager is to raise the issue at the Ardmore Flight Operations Group (AFOG) to discuss options for preventative action if required.

All other non CAANZ regulatory incidents pertaining to safety or security on the airport should be notified using PIAQ Form, (FORM-128) and submitted to the Airport Facilities Manager or the General Manager Unicom.

## **2.28. Tenancy Management**

Contractors/suppliers, tenants and owners shall maintain risk and hazard registers under Workplace HSWA and other applicable legislation.

Users shall report errors, hazards, emerging risk and near misses using 'Problem/Incident/Action & QA' Form (PIAQ Form or FORM-128). Hazards may also be reported through meetings, toolbox team gatherings, briefings and/or training courses. These reports may be raised proactively (ie. for an anticipated or emerging issue) or reactively (ie. due to an event or near miss).



## 3. OPERATIONS

### 3.1. Specific Operational Considerations

#### 3.1.1 Fixed Wing Aircraft - Pilots are to observe the following:

- Circuit training is subject to night curfew restrictions. Please refer to AIPNZ – NZAR AD2 for details,
- Houses and Farm buildings should not be used as reference points for training or other manoeuvres,
- On simulated forced landings, glide approaches and simulated engine failure after take-off manoeuvres; keep the flight path away from buildings,
- Power settings and flight profiles should be planned for minimum noise levels consistent with safety and the noise abatement procedures promulgated in the Civil Aviation Rules Part 93G (Ardmore Aerodrome) and AIPNZ are to be used,
- Aircraft with noisy characteristics are to use full runway length for takeoff and reduce to climb power as soon as safety permits,
- Engine run-up and propeller checks at night are to be conducted away from airfield boundaries where possible,
- Maximum number of aircraft remaining in the fixed-wing circuit at night is 6 not including aircraft arriving or departing the circuit. Operators intending to conduct extensive night training should liaise with the other training schools,
- Night cross-country flight routes, particularly over Auckland City, should be varied, and
- All mobile engine test bed operations shall be conducted in the Sound Shell adjacent to the Unicom Tower between 0730 and 2000 hours weekdays, or 0800 and 1700 hours weekends and public holidays, unless specific dispensation has been given by Ardmore Airport Ltd.

#### 3.1.2 Helicopters - Pilots are to observe the following:

- Circuit training is subject to night curfew restrictions. Please refer to AIPNZ – NZAR AD2 for details,



- Houses and Farm buildings should not be used as reference points for training or other manoeuvres,
- Helicopters arriving or departing the airfield are to remain within the Northern and/or Southern lanes designated for that purpose, avoiding residences and buildings. Helicopters arriving and departing via the Northern Sector must conform to TLOF Circuit procedures when in use,
- Power settings and flight profiles should be in accordance with the manufacturer's specifications for minimum noise levels consistent with safety,
- All helicopters should use take off techniques consistent with safety to achieve 300 feet AMSL prior to crossing the airport boundary,
- Hover training is only permitted in those areas designated for that purpose, and
- Sling load training is to be contained within the confines of the Airport boundary.



### 3.2. Ardmore Mandatory Broadcast Zone - NZB274

The Ardmore Mandatory Broadcast Zone (MBZ NZB274) is described as:

All that airspace bounded by a line joining  
S 36 59 29.2, E 175 02 14.7 (Clevedon VRP); a line following Monument Road from  
S 36 59 29.2, E 175 02 14.7; to  
S 37 00 53.6, E 175 02 50.5 (Intersection of Monument and Tourist Roads);  
S 37 03 30.0, E 175 04 01.2 (intersection of HT lines and Sky High Road); a line joining  
S 37 03 30.0, E 175 04 01.2;  
S 37 03 33.5, E 175 00 35.7 (spot height 900 ft);  
S 37 04 37.5, E 174 55 41.7 (Karakā);  
S 37 03 41.1, E 174 55 20.1;  
S 37 02 35.5, E 174 55 48.4; Kuaka Drive and Arion Road roundabout  
S 37 00 56.7, E 174 56 28.9 (Alfriston School); a line following Alfriston and Brookby Roads from  
S 37 00 56.7, E 174 56 28.9 to  
S 37 00 02.8, E 174 57 44.2; a line joining  
S 37 00 02.8, E 174 57 44.2;  
S 36 59 50.2, E 174 58 40.2 (intersection of Brookby and Fitzpatrick Roads); a line joining  
S 36 59 50.2, E 174 58 40.2;  
S 36 59 29.2, E 175 02 14.7.

Upper limit: LL CA  
Lower limit: Surface.  
Active: Permanently active.  
Frequency: 118.1 MHz (maximum reporting intervals of 5 minutes) "Ardmore traffic".

**Effective from 1611091100.**

**Note: Aircraft equipped with anti-collision and/or landing lights are required to switch on either or both within the MBZ. To aid visibility, it is requested to switch on landing lights by day (night optional).**



### **3.3. Noise Abatement Procedures**

All aircraft departing from any runway at Ardmore (including overshoot or touch & go manoeuvres) are required to track runway heading until at or above 600 feet AMSL prior to commencing a turn in any direction; and, reduce power to the minimum required for climb out as soon as safely practical,

All aircraft arriving at Ardmore with the intention of using any runway are required to establish on the final approach track at or above 600 feet AMSL regardless of the type of approach being conducted,

Aircraft are not permitted to orbit within the aerodrome circuit except in an emergency. If there is insufficient spacing to continue the approach or land safely aircraft are expected to execute a full 'Go Round'. Aircraft experiencing emergency situations are to be given priority for the runway,

Full runway length is to be used for take-off whenever practicable. All aircraft are to reduce to climb power as soon as soon as possible, consistent with safe operation. Pilots of all aircraft are to use their best endeavours to achieve a minimum height of 600ft AMSL at the airfield boundary,

The above requirements apply to all aircraft using the runways, whether they are conducting normal circuits, glide approaches, asymmetric training or simulated engine failure after take-off, and

Simulated engine failure after take-off below 400ft AMSL is not permitted unless the aircraft remains above the runway throughout the exercise.

### **3.4. Equipment Requirements**

All aircraft must have a serviceable VHF radio capable of transmitting on 118.1 MHz, and where equipped, shall activate their landing lights in addition to anti-collision lights,

In case of radio failure refer 6.1.7 and 6.1.8, (++)

Refer 6.2.2 for specific procedure for NORDO departure,

Pilots should set their transponder to mode C (ALT) and set squawk code in accordance with AIPNZ Table ENR 1.6-1 when operating in the Ardmore MBZ, G275 and G276 GAA airspace, and class G airspace.

### **3.5. Airside Driving & Security System (ADSS)**

An Airside Driving and Security System (ADSS) has being adopted and implemented in accordance with the aerodrome CAA part 139 certification. The purpose of the ADSSS is to limit and control the numbers of motor vehicles within the operational area,



The ADSS allows limited access to hangars and tenants facilities predominantly located on the periphery of the movement area while ensuring only critical vehicles entering the movement area Yellow Zone,

Only approved drivers having completed ADSS training will be permitted to drive within the operational area Red Zone. A Red Zone permit sticker must be displayed on the vehicle at all times. Reference: Airside Driving and Security System Procedure (AAL-MS-PROCEDURE-019),

Unauthorised persons are not permitted within the aerodrome operational area. Authorised persons are to have received hazard training and wear Hi-Vis vests at all times. Flight Crew may enter the operational area to access their aircraft only and must directly supervise their passengers,

Drivers operating motor vehicles within aircraft operational areas must monitor VHF radio frequency 118.1MHz at all times. Mandatory radio calls are required when driving across active runways or TLOF areas. Vehicles must give way to all aircraft,

Motor vehicles must have their orange flashing beacon and/or hazard lights switched on within aircraft operational areas,

Flight crew wishing to walk across an active runway, i.e. after sending a student solo, must radio their intent to Ardmore UNICOM prior to vacating their aircraft. Ardmore UNICOM will make radio calls on their behalf advising traffic when the pilot/instructor crosses the runway,

Aircraft under tow and or aircraft engineer/maintenance vehicles must make mandatory radio calls prior to crossing an active runway. It is recommended to request a radio check from Ardmore UNICOM (or circuit traffic if after hours) to verify radio serviceability. If the radio is unserviceable, telephone Ardmore UNICOM from the holding point to enable Ardmore UNICOM to make radio calls on behalf.

**NOTE: CAA rules do not permit aircraft or vehicles to cross an active runway without mandatory radio calls being made.**

### **3.6. Taxiing**

Aircraft with low propeller clearance are advised to exercise extreme caution when transiting between grass and sealed areas,

When taxiing on the South East Apron keep to the right at all times and be aware of the possibility of oncoming taxiing aircraft,

Engine run ups should be conducted on the downwind side of a taxiway or on grass run up areas clear of the holding point so that prop blast does not affect other aircraft and the aircraft is not blocking access to or from the runway. With the exception of Ardmore Flying School aircraft, run-ups should not be conducted at the RWY 03 holding point Echo. The preferred



run-up area for RWY 21 departures is the eastern end of taxiway Juliet (to minimise noise and ensure health and safety in hangars, NO run ups or engine testing shall be carried out within 75 meters of any hanger),

Taxiing aircraft are to give way to aircraft vacating the runway,

The western end of taxiway Juliet, west of taxiway Hotel, is permanently closed; aircraft, including helicopters are not permitted within this area. Access to taxiway Juliet from Taxiway Golf is not available, use taxiway Hotel,

Taxiway hotel is closed to all heavy vehicles, and

Aircraft taxiing on taxiway Sierra should stop and give way to aircraft on final approach grass runway 25, or taking off grass runway 07.

### **3.7. Jet Operations**

Taxiing jet aircraft are reminded that holding on sealed taxiways may melt the tarmac and holding on, or adjacent to grass areas in summer, may cause fires,

Jet aircraft should call "ready and holding" when at the holding point to prompt circuit traffic to make spacing and facilitate take-off without undue delay.

### **3.8. Circuit and Runway Operations**

Each pilot in command shall ascertain the runway in use prior to entering any runway (as promulgated on the AWIB during UNICOM hours of watch),

Only the runway direction and circuit currently in use by other aerodrome traffic shall be used for take-off, landing or joining the circuit,

Fixed wing and helicopter TLOF circuits should conform to the same runway direction: i.e. if runway 21 is in use, both helicopters and fixed wing should use the runway 21 circuit direction (fixed wing left-hand, helicopters right-hand). Helicopters wishing to use an opposite circuit direction in light and variable wind conditions are to liaise with UNICOM first and also give way to joining helicopters. All helicopters in the TLOF circuit must be either dual or licenced pilots i.e. no solo students. UNICOM will broadcast on the AWIB "left hand TLOF circuit in use" when runway 21 in use (i.e. helicopters using 03 direction) or "right hand TLOF circuit in use" when runway 03 in use (i.e. helicopters using 21 direction),

If there is no aerodrome traffic, i.e. no circuit or joining traffic, the pilot in command is responsible for selecting the most suitable runway. Even in 'no traffic' situations, '**dumb-bell**' manoeuvres are not permitted,

Fixed wing circuit minimum altitude is 1100ft AMSL by day. Low level circuits and low level crosswind turns are not permitted due to helicopter





south-east and south-west sectors located below the fixed wing circuit; and for noise abatement reasons. Note: There is no provision in CAA rule 93G for low level circuits due weather,

Aircraft operating in the grass runway circuit must give way to aircraft operating on the sealed runway,

Use of grass runway 07/25; this vector is mainly used to facilitate arrivals and departures when strong crosswind conditions exist on the main 03/21 runway:

- Grass runway 07/25 is located in the Helicopter TLOF area, fixed wing aircraft must give way to helicopters; helicopters have priority.
- Fixed wing aircraft wishing to use grass runway 07/25 are to liaise with Ardmore UNICOM (during hours of operation).
- Only one circuit direction may be used at one time; aircraft in the 03/21 circuit are encouraged to accommodate pilots who wish to arrive/depart on 07/25 grass in strong crosswind conditions; pilots should either re-circuit and conform to 07/25 circuit or remain clear of the circuit.
- Ongoing circuit training (touch and goes) runway 07/25 grass is not available if other pilots wish to conduct crosswind circuit training runway 03/21. Pilots are encouraged to co-operate and negotiate the runway in use.
- Operations on runway 07/25 grass should be temporarily suspended to facilitate twin engine, or high performance aircraft operation on runway 03/21; either conform to the 03/21 circuit or remain clear of the circuit.
- Helicopter TLOF pads 1, 2, and 3, are not available when fixed wing aircraft are using grass runway 07/25. Helicopter traffic should conform to the 07/25 circuit in use or remain clear of circuit.
- Aircraft downwind runway 07 grass to land: avoid extending downwind due proximity of Auckland Control Zone boundary, located approx. 1.4 nm west runway 07 grass threshold. and
- Aircraft airborne runway 25 grass should turn left crosswind at 600 ft AMSL to remain clear of Auckland Control Zone boundary, located approx. 1.4 nm west runway 07 grass threshold.

Taxiway Juliet (former sealed runway 07/25) is restricted to aircraft ground operations (taxiing/towing) only.



### 3.9. Go Around Procedures

Ardmore has complex traffic patterns involving parallel runways, helicopter training and differing circuit directions. A standardised go around procedure has been implemented to ensure common understanding and minimise potential conflict with other circuit traffic,

Where practicable the go around decision should be made prior to 300ft AMSL,

#### Go Around Procedure Sealed Runways 03/21:

- On go around from a bailed landing, track runway heading to 600ft AMSL until well past the upwind end of the runway before turning crosswind to avoid aircraft joining downwind from the non-traffic side and helicopter in the southern arrival/departure low level sectors,
- On go around due to conflicting traffic ahead or on the runway, drift slightly to the south of, and then parallel to the runway in order to observe traffic departing from the seal,

**Do not drift to the north – this may conflict with parallel grass runway traffic or the helicopter TLOF circuit**

- Maintain awareness of the position of all potentially conflicting traffic,
- Lookout for helicopters operating on the southern side of the runway, south east apron area, and helicopter SE/SW arrival/departure sectors, and
- Remember to continue to comply with the noise abatement requirements.

#### Go Around Procedure Grass Runways 03/21

- On go around, climb straight ahead maintaining runway heading. Turn crosswind when at or above 600 ft AMSL and when certain there is no conflict with traffic from the sealed runway.

**Do not drift to the north - this may conflict with the helicopter TLOF circuit**

- On go around from a bailed landing, track runway heading to 600ft AMSL before turning crosswind
- Maintain awareness of the position of all potentially conflicting traffic
- Remember to continue to comply with the noise abatement requirements
- Give way to aircraft airborne off the seal



**NOTE: If necessary climb runway heading to 1600 ft AMSL and execute a standard circuit rejoin.**

#### Go Around Procedure Grass Runways 07/25

- On go around, climb straight ahead maintaining runway heading. Turn crosswind when at or above 600 ft AMSL
- Maintain awareness of the position of all potentially conflicting traffic
- Remember to continue to comply with the noise abatement requirements
- Give way to helicopters operating in the TLOF

### 3.10. Circuit Prioritisation

All joining aircraft including IFR aircraft are to give priority to aircraft already established in the circuit. Reference AIP NZ NZAR AD 2-31.1

**NOTE: Ardmore is the busiest training airport in New Zealand, inexperienced solo students where English is a second language may be operating in the circuit at any time.**

However where possible, experienced pilots or flight instructors are encouraged to accommodate and make spacing for the following traffic:

- Air Ambulance flights
- IFR/GPS traffic on approach, particularly in low visibility
- Jet aircraft
- Air Transport aircraft, particularly high speed
- High Speed aircraft (defined as aircraft with a stall speed exceeding 70 kts with a typical approach speed above 100kts), high performance twins such as Piper Navajo, C421, King Air etc.
- High performance Warbirds aircraft such as P51 Mustang, P40 Kittyhawk, Spitfire, Strikemaster, Albatross Jets, etc.

**Important Note for VFR pilots:** Runway 21 Romeo RNAV (GNSS) IFR approach is 20° offset (east) of runway 21 extended centreline and tracks 235° from Orere Point 14nm from runway 21 threshold to GOGON (Final Approach Fix) at 6 mile (approx.) final then 226° to the missed approach point 0.8nm from the threshold. The RNAV GNSS approach track therefore crosses midway through the normal base leg flown by VFR aircraft. VFR aircraft must lookout and are encouraged to give



way. Report your position and intentions if you do not have the inbound IFR aircraft in sight - if necessary go around.

Runway 03 RNAV (GNSS) IFR approach tracks 026<sup>o</sup> from Kings (Kingseat) 9nm from runway 03 threshold and tracks straight-in long final via Karaka.

IFR aircraft may at times conduct a circling approach when the runway direction in use at Auckland International Airport is opposite to that in use at Ardmore, e.g. Runway 23 in use at Auckland with runway 03 in use at Ardmore, an IFR aircraft would normally conduct a Runway 21 GPS approach; once visual with Ardmore continue downwind runway 03 to land. IFR pilots should make a position report turning final at Orere Point or Kings on 118.1MHz advising their intent to conduct a circling approach. Important note: Refer to the latest published RNAV charts in the AIPNZ document for accurate RNAV approach data.

Joining long final is not recommended due to high traffic density at Ardmore. If there are aircraft downwind or early base leg joining aircraft should join via the non-traffic side (or if appropriate reposition for the grass runway, simultaneous parallel ops permitting i.e. as per NOTAM if not permitted),

Pilots are reminded of the requirement not to exceed 120 knots or minimum safe manoeuvring speed if greater than 120 knots,

Pilots must follow the aircraft ahead in sequence; slow down if following a slower aircraft. Overtaking another aircraft is not recommended. However, high speed aircraft may overtake slow traffic on the outside, unless the pilot of the slower aircraft approves being overtaken on the inside. Aircraft overtaking slower traffic should broadcast their intentions to overtake accordingly,

Aircraft joining/departing downwind should maintain 1100ft AMSL. Caution: high speed jets may arrive/depart downwind at 1500ft AMSL or above to avoid slower circuit traffic, and

Give way to aircraft conducting a banner pickup or banner drop from the centre grass or area between the grass vector and sealed runway.

### **3.11. Wake Turbulence**

Pilots should be aware of wake turbulence from all aircraft but in particular the DC3, Catalina and Business Jets.



### 3.12. Runway Changes

Any pilot can initiate a runway change when required by wind changes or sun-strike. Pilots should liaise with Unicom prior to initiating any runway change, to ascertain local and circuit traffic,

Airborne aircraft have priority in any runway selection decision,

Unicom will advise preferred runway and assist with coordinating a runway change when appropriate, and

Student pilots below PPL standard should not attempt an airborne runway change but land and taxi to the holding point of the new runway.

### 3.13. Night Flying Traffic Management

Circuit training is subject to night curfew restrictions. Please refer to AIPNZ – NZAR AD2 for details. Note: Night Circuit training maximum of 6 aircraft remaining in the circuit at night refer section 1.4.1 (7th bullet point) above,

Organisations tasking multiple night cross-country flights, particularly over Auckland city, are asked to vary routings for noise abatement,

Night Circuit altitude is 1300ft AMSL. Turns are only to be made above 800ft AMSL and overhead join height is 1800ft AMSL,

Maximum number of aircraft remaining in the fixed-wing circuit at night is 6 not including aircraft arriving or departing the circuit,

Single engine simulated engine failure after take-off during the hours of darkness is not permitted (ECT to MCT,

Operators intending to conduct extensive night training should liaise with the other training schools.

**WARNING: RWY 21 APAPI use is prohibited unless established on runway centreline due to obstacle clearance infringement.**

The Ardmore (NZG275) and Hunua (NZG276) General Aviation Areas are not operative during the hours of darkness.

Helicopter night circuit training must comply with paragraph 2.11.1 above and is required to conform to fixed wing circuit procedures or to operate within a suitably lit TLOF. The lights will be Omni directional white in the shape of a 'T' pointing into wind.

(Fixed Wing Circuit Use: Helicopters utilising the fixed wind circuit must conform to all fixed wing circuit procedures. Autorotation on to the runway is not permitted when other traffic is in the circuit unless:

- There are no more than 3 other aircraft in the circuit, and
- All other circuit traffic approves).



### **3.14. Formation Rejoin Procedures**

The formation is to enter the traffic pattern in conformity with the circuit direction on the non-traffic side of the runway at or above 1100ft AMSL. Normal MBZ speed restrictions are to apply,

The leader is responsible for maintaining visual separation between the formation and other circuit traffic and, when traffic permits, commencing the sequenced and timed left or right turn crosswind. Sequence to be not less than 3 second intervals,

Subsequent aircraft in the formation are then required to ensure that their own crosswind turn and join into the downwind does not conflict with other traffic in the circuit, and

If there are more than six prior aircraft in the circuit at the time of the re-join, the formation leader should consider breaking the formation into separate aircraft outside the zone and have them all join overhead as individuals.

### **3.15. Asymetric Training**

All Asymmetric training is to be conducted using standard circuit height (1100ft AMSL) and profiles, and

Pilots of twins extending upwind in the circuit while simulating asymmetric should give way to other circuit traffic when re-joining the circuit crosswind or early downwind.

### **3.16. Glide Approaches**

Pilots conducting non-standard approaches, including glide approaches, should give way. Check Clear ahead before commencing

### **3.17. Prohibited Aircraft and Activities**

No person shall operate the following aircraft in the Ardmore MBZ unless prior approval in writing has been obtained from the Ardmore Airport Authority:

- Gliders,
- Hot air balloons,
- Model aircraft,
- Gyroplanes, and
- Remotely Piloted Aircraft Systems (RPAS) aka UAV or Drones

No person shall perform the following activities in the Ardmore MBZ:

- Aerobatics (without the permission of the airport company),



- Parachuting,
- Sling Load Training outside the boundaries of the airport, unless the prior permission of the land owner over whose property the exercise is to be conducted has been obtained,
- Banner towing - except for banner towing operations which have been authorised by the Airport Authority for the purpose of arriving at, or departing from Ardmore Aerodrome and adjacent airspace,
- Single engine simulated engine failure after take-off during the hours of darkness (ECT to MCT),
- Simulated engine failure after take-off below 400ft AMSL unless the aircraft remains above the runway throughout the exercise, and
- Ex-military warbird jet aircraft operations between the hours of 2000 and 0700 NZLT.

### **3.18. Parachute Landing Area NZP212**

Parachute Landing Area NZP232 is described as all that airspace bounded by a circle of 3 NM radius centred on S 37 15 27.0, E 175 06 54.0 (Mercer Airstrip),

This area is contained within the Mercer MBZ and is permanently active, however parachuting will only take place when the parachuting drop signal is displayed at either threshold. Parachuting activity consist mainly of tandem drops free falling from 10,000ft to 4,500ft, then descent to land,

An automated ATIS provides computer generated surface wind, QNH and whether the parachute landing area is active. Check visually for drop signal on Mercer Airstrip and call Mercer Traffic on frequency 133.05, and

To activate the Mercer ATIS select 133.05 and give 4 clicks within 3 seconds.

### **3.19. Low Flying Zone LFZ NZL267**

The controlling agency for LFZ NZL267 (Wairoa River) is the Auckland Aero Club. Use by other operators is with prior permission of AAC. Note: at time of printing, the current Ardmore airport operators have permission from AAC to use NZL267 providing the procedures listed in 2.16 are followed,

Aircraft must contact Ardmore Unicom on frequency 118.1 (during UNICOM hours of operation) prior to entering the LFZ and when exiting. On entry pilots are to state expected duration and POB. Aircraft shall remain on 118.1 at all times while within the LFZ,





The coastal boundary is generally 100m seaward of the mean high water mark, except that east of the Wairoa river mouth the boundary is a straight line from Potu Point to Kahuru Point i.e.; across the mouth of Kauri Bay,

**NOTE:** Potu Point is on the east side of the river mouth, Kahuru Point is the most easterly point of the LFZ,

No landings by helicopters are permitted. Note: the coastline includes a DOC bird sanctuary,

A maximum of two aircraft are permitted in the LFZ at any one time – if and only if both aircraft are under dual instruction. In all other circumstances only one aircraft is permitted in the LFZ. When two aircraft are in the LFZ one will operate to the west of the AA 15nm DME line represented on the VNC chart and the other aircraft to the east. Refer paragraph 2.16.7 below,

Instructor trainee pilots/CPL holders or higher wishing to operate solo in the LFZ require a specific briefing and authorization by their Flight Instructor immediately prior to the flight. Instructor trainee pilots/CPL pilots intending to operate in the LFZ should notify UNICOM that they are solo. Student pilots with less experience are not authorised to utilise NZL267 solo,

Aircraft formations such as "Warbirds Formation" may conduct exercises in L267 provided other aircraft remain clear of the area and the procedures listed in section 2.16 are followed,

Pilots using the LFZ are to respect the rights of local residents and are not to cause any disturbance or annoyance to residents, stock or wildlife,

Helicopters conducting auto-rotation practise into L267 from an altitude above 500ft AMSL are reminded that the portion of their flight above 500ft AMSL is outside the confines of L267 The pilot must therefore ensure a good lookout for aircraft transiting overhead L267 is maintained at all times,

Important Note: UNICOM will log your entry and duration into L267 on receipt of this information from the pilot. This does not constitute flight following and is solely for the benefit of other pilots when they ask if L267 is occupied. Pilots who require flight following should file a flight plan, and

Once clear of L267 the pilot should notify Ardmore UNICOM.

### **3.20. Helicopter Operations Whitford Forest**

Helicopters wishing to operate low level within the Whitford Forest must have permission from the land owner. Pilots operating in the forest without express authorisation will be liable for any damage caused i.e. forest fires etc. For further information regarding authorisation contact Ardmore Airport Ltd Ph 09 298 9544,





Helicopters operating within Whitford Forest are to advise Ardmore UNICOM (during UNICOM hours of operation) prior to entry and request if any other "traffic" reported in the area. Pilots should advise Ardmore UNICOM of their POB and intended duration. Note as per section 2.16.9 above this does not constitute flight following. Pilots requiring flight following should file a flight plan, and

Once clear of the area the pilot should notify Ardmore UNICOM.

### **3.21. Low Level Operations Hunua Ranges**

All aircraft operating low level in the Hunua Ranges east of Ardmore should (as agreed by the Ardmore Flight Operation and CFI groups) notify Ardmore UNICOM of their intent to operate in the area and request if any other aircraft are reported in the area. Pilots should state their POB and expected duration in the area. Note as per section 2.16.9 above this does not constitute flight following. Pilots requiring flight following should file a flight plan,

Once clear of the area the pilot should notify Ardmore UNICOM. Due to distance from Ardmore and low terrain it may be necessary to relay this message via another aircraft,

**Important Note: the Hunua Ranges are not a designated low flying zone; therefore pilots must comply with minimum height restrictions as per CAA rule 91.311.**

### **3.22. Maintenance Flights**

The term Maintenance Flight refers to a brief test flight following aircraft maintenance. The Airport Authority will waive the normal facility fee providing the following conditions are met:

- Ardmore UNICOM is notified by telephone prior to the flight of the nature of the flight, the name of the engineering organisation, the engineer's name and preferably LAME number. Passing this information to UNICOM via the radio ties up the frequency unnecessarily. Pilots should call "Maintenance" on departure and again on final landing.
- Outside UNICOM hours of operation, the pilot/engineer contacts the Airport Authority within 24 hours following the flight.
- Failure to comply with the maintenance procedure described above will result in normal landing fees being charged.



### 3.23. Aircraft removal

To ensure the operational area is available with the least possible disruption and in accordance with the Fly Friendly programme a procedure for the removal of aircraft that has suffered an occurrence rendering the aircraft immovable on the runway or within the operational area.

The primary responsibility remains with the aircraft owner/operator. Users of the airport, including visitors must have a breakdown plan in place when using the airport.

**These occurrences include but not limited to:**

***Flat tyre/s.***                      ***Locked brakes***                      ***Propeller strike.***                      ***Engine failure.***

**NOTE:** This procedure does NOT include an aircraft accident on the ground or airborne. These occurrences are covered under the Ardmore Aerodrome Emergency Plan.

The following contacts are preferred suppliers of Airside Recovery Services for Ardmore Airport Limited.

**Aero Technology Ltd Kevin Paulsen M.** 0274471543 **E.** [K.paulsen@actrix.co.nz](mailto:K.paulsen@actrix.co.nz)

**Ardmore Aircraft Services Anton Rutkowski M.** 0275058129 **E.** [anton@aircraftservices.nz](mailto:anton@aircraftservices.nz)

**Heliflite All Corporate Jet Related Incidents Brett Sanders M.** 021748984 **E.** [brett@heliflite.nz](mailto:brett@heliflite.nz)

**The Aircraft Removal Procedure is as follows:**

- Pilot advises UNICOM on 118.1 MHz that the aircraft has suffered a malfunction and cannot be moved from ..... Location.
- The pilot shall ensure scene safety by:
  - Maintaining the aircraft collision lights ON, (If fitted)
  - Maintaining a listening watch on 118.1 MHz and requesting assistance from a ground-based operator to assist in maintaining scene safety.
  - Regular RT advisory messages shall be transmitted to warn other pilots.
- The pilot or aircraft operator shall notify UNICOM as soon as practical of the aircraft being stationary within the operational area and provide an update on the removal time.
- If AAL or UNICOM Operator is not contacted within 15 minutes the airport may have the aircraft removed with all costs charged to the aircraft operator.
- Charges will apply should third party personnel be required to make safe, remove or assist to remove the aircraft. These costs will be charged to the aircraft operator.

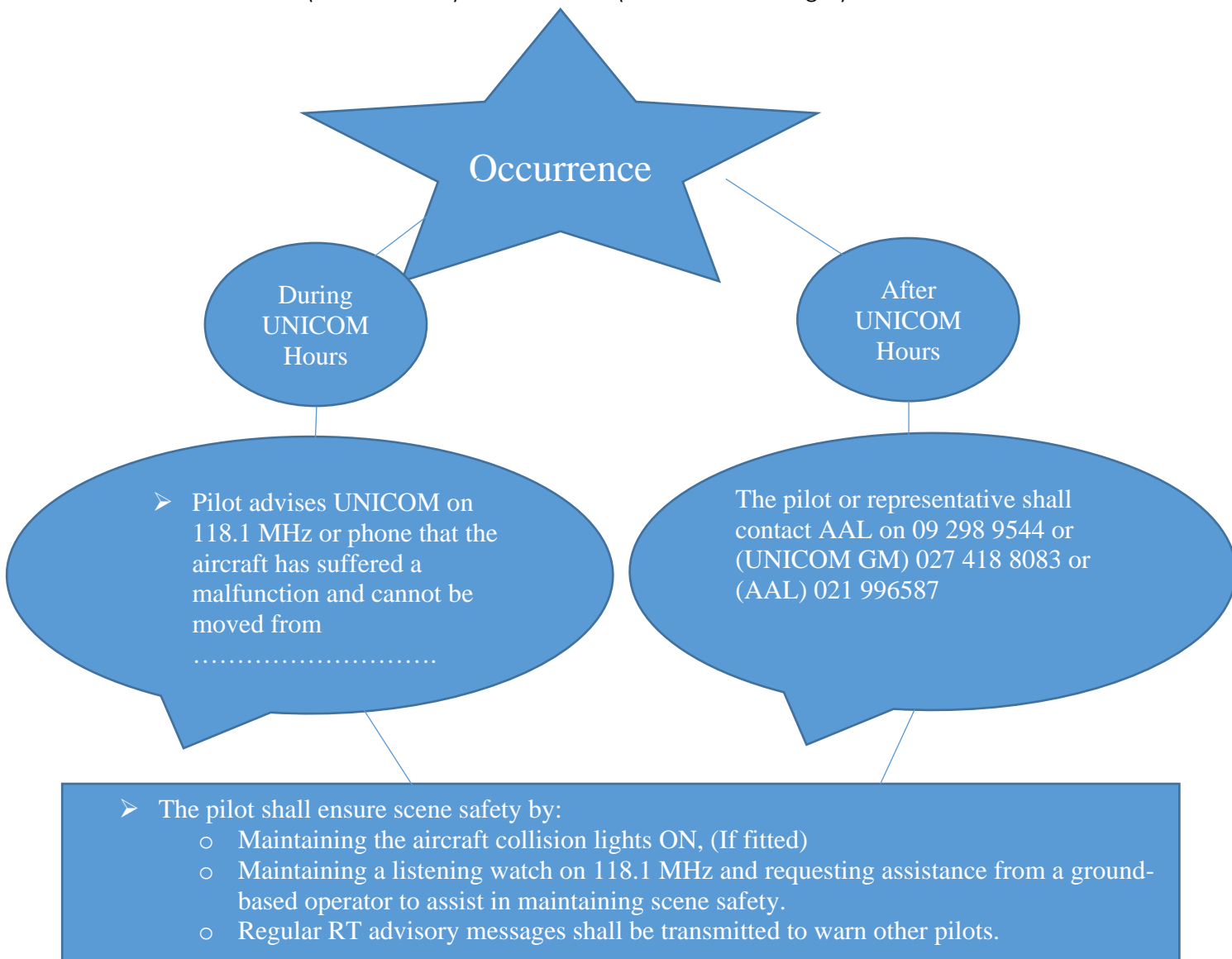


- AAL can assist by seeking the use of experienced personnel to remove the aircraft.
- Runway obstructions require a NOTAM/AWIB be issued. Upon notification of an occurrence UNICOM/AAL may contact Airways National Briefing Office (Flight Planning) and request NOTAM issue. Ph 03 358 1509.
- Once aircraft is clear of the runway and inspection for FOD can be completed. UNICOM or AAL may request the NOTAM/AWIB be cancelled.

**Recovery Hours:** Where possible assistance will be available 24/7. If staff are unavailable the recovery remains the responsibility of the aircraft pilot or Registered Operator.

**Consent** and waiver must be sought by UNICOM operator from the aircraft Pilot/Operator to recover the aircraft. UNICOM to record details of persons providing consent.

**After Unicom Operational Hours** the pilot or representative shall contact AAL on 09 298 9544 or 027 418 8083 (UNICOM GM) or 021 996587 (AAL, Asset Manager)





## 4. COMMUNICATIONS

### 4.1. General

**LISTEN OUT** before transmitting! Listen not just for a gap in transmissions but also to the nature of the previous transmission, so as not to interrupt a pilot's conversation relating to an aircraft's current position etc.,

Circuit radio calls Downwind and on Final approach are mandatory. Downwind calls should be made when passing abeam the upwind threshold. A final radio call should be made as soon as possible when established on final approach, preferably when on base leg about to turn final call "Ardmore Traffic XYZ turning final runway XX to land (or touch and go)" **In the interests of safety an early final call is of paramount importance as it alerts other circuit traffic to your position and intentions,**

If two stations inadvertently transmit simultaneously, UNICOM or another pilot will respond with the phrase "two at once"; airborne traffic have priority and should reply first. Pilots requesting a radio check should standby and allow the other pilot to repeat first. Note: to avoid a second crossed transmission, UNICOM will often suggest to a particular station to "say again first",

Pilots should speak clearly using standard RTF phraseology; a mumbled or rapidly spoken transmission will frequently tie up the frequency longer due to requests from other pilots or UNICOM seeking clarification of what was said. Many foreign pilots with English as a second language fly at Ardmore; Kiwi pilots often tend to speak very quickly making their transmissions difficult to understand,

**Listen for the AFRU (beep-back) response** on 118.1MHz after initial line up and initial joining call to verify that your radio is in fact transmitting on 118.1. A transmission of at least 4 seconds is required to trigger a beep response,

The AFRU helps to verify that you are transmitting on the correct Ardmore frequency. Refer CAA Rule 91.135 operation in Mandatory Broadcast Zones,

Position reports need to be accurate, giving your position relative to a visual reporting point. e.g. Stating your position as "abeam the Waterworks" means you could be anywhere; reporting "2 miles north-east Waterworks" tells other pilots where you are,

Stating "Ardmore Traffic" at both the beginning and end of a transmission is not recommended. Broadcasting the aerodrome designation twice applies to unattended aerodromes using the 119.1MHz frequency,



Aircraft which have a **radio failure** should squawk **7600** if transponder equipped and join overhead. Transmit blind. If already in the circuit, remain in the circuit and land full-stop. Re-select transponder code to 1200, or designated code, promptly once clear of the runway, and

A radio call prior to crossing a runway or rolling for take off or in the case of a helicopter lifting must be made. Calling as you cross a runway or roll for take off is unacceptable.

## **4.2. Communication Requirements**









No person shall operate an aircraft in the Ardmore MBZ without the aircraft being equipped with an operating two-way radio that is capable of communication on 118.1 MHz, except that a pilot experiencing radio failure in flight may proceed to Ardmore for landing for that flight only,

Nordo aircraft wishing to depart the Ardmore MBZ may do so if they arrange, prior to take-off, for the appropriate radio calls to be made on their behalf by another aircraft and advise UNICOM by telephone of their intentions, and

Aircraft joining via the overhead should report overhead the aerodrome and make a radio call to advise traffic when "descending non-traffic side" this is to alert helicopters operating in the TLOF circuit on the non-traffic side not above 800ft of your presence. Due to the Helicopter TLOF circuit ensure you level off not below 1100ft on the non-traffic side.

## **4.3. Unattended Operations**

### **4.3.1. Prior to take off:**

-  Ascertain the runway in use prior to commencement of taxiing,
-  Radio check on base frequency where possible,
-  Listen out before transmitting at all times,
-  Do not call taxiing unless there is a possible conflict,
-  Broadcast call-sign and intentions prior to entering active runway,
-  Do not line up until ready for immediate take off,
-  Allow sufficient time for landing aircraft to vacate the runway,
-  Broadcast call-sign and "taking off" immediately prior to take off. Listen for 'Beep Back' to confirm transmission sent,



- **Do not call airborne** unless there is a possible conflict,
- Ensure that take off and climb does not conflict with aircraft crossing upwind threshold from an overhead rejoin at 1100ft AMSL,
- Aircraft not conforming to circuit direction must track runway heading to 1,100 ft AMSL prior to commencing turn to effect separation from TLOF or other joining traffic, and
- Broadcast call-sign and intentions when vacating the circuit via the downwind leg.

#### 4.3.2. In the circuit:

- Broadcast call-sign, position, altitude and intentions when arriving overhead,
- Aircraft joining overhead are to cross the upwind threshold of the active runway or join the crosswind leg for sequencing. **If circuit is congested, turn back onto non-traffic side and re-sequence,**
- Broadcast call-sign, position, altitude (unless at 1100ft) and intentions when commencing the **downwind leg** prior to the upwind threshold. "Late downwind" should be called if the call is made past the upwind threshold,
- **Do not call base leg** unless there is a possible conflict,
- Broadcast call-sign, position, and intentions establishing on **final approach** for the seal or grass runway, and
- Broadcast call-sign and intentions **after landing**, if not vacating the runway at the first available exit.

#### 4.3.3. Joining the circuit:

- Ascertain the runway in use (use AWIB when UNICOM is on watch),
- Broadcast call-sign, position relative to a visual reporting point, altitude and intentions prior to entering Ardmore airspace,
- Right base join for Rwy 21 only east of Clevedon,
- Helicopters from the North to join via the Northern Sector for the Northern Aiming Point, and
- Joining long final is not recommend, refer section 2.8.2 above.



## 4.4. UNICOM Operations

### 4.4.1. The following services are available from Ardmore Unicom 118.1 MHz between the hours of 0800 and 1800:

- Aerodrome and Weather Information Broadcast (AWIB) which is updated every 60 seconds. Note AWIB also broadcasts general information such as runway in use, airport serviceability and airspace use e.g.: G276 – Hunua General Aviation Area,
- General weather information and advice of significant changes in airport weather conditions,
- General information on aerodrome traffic when requested,
- Automatic or manual confirmation of radio frequency and equipment serviceability by Aerodrome Frequency Response Unit (AFRU or 'Beep Back'), or voice response,
- Positive and timely activation of emergency services,
- Guidance for pilots who are unfamiliar with the airport, and
- Arranging for refuelling on request.

#### **IMPORTANT NOTE:**

**It remains the pilot's responsibility for any actions taken as a result of the information provided by Unicom Operators.**



## 5. DEPARTURES

### 5.1. VFR Preferred Departure Routes

Refer preferred VFR arrival/departure routes published in the AIPNZ NZAR AD2,

#### **AUCKLAND INTERNATIONAL AIRPORT**

Aircraft wishing to land at or overfly Auckland International Airport are to track to Karaka VRP remaining clear of controlled airspace, squawking 1200 or their assigned code. When clear of Ardmore MBZ contact Auckland Tower 118.7 MHz for clearance to enter the zone.

### 5.2. IFR Departures

Refer procedures in the AIPNZ NZAR-AD2 for Standard Route Clearances and SIDs. IFR Departures on the Runway 21 Surrey One Romeo departure should be via the crosswind leg. Avoid departing downwind runway 21 and turning right at the Waterworks to inbound VFR traffic,

An IFR clearance request (with a clearance expiry time) may be made by telephone or to Auckland Control on 120.1 MHz, or

On departure maintain VFR and remain clear of controlled airspace.

**Contact**            Auckland Control on 124.3 MHz clear of Ardmore airspace.





## 6. ARRIVALS

### 6.1. VFR Preferred Arrival Routes

Refer preferred VFR arrival/departure routes published in the AIPNZ NZAR AD2,

#### **AUCKLAND INTERNATIONAL AIRPORT**

When clear of Auckland CTR/C or when advised by Auckland Tower, make a joining call for Ardmore airspace on 118.1 MHz prior to entering the Ardmore MBZ. If the Ardmore circuit is busy, join via the non-traffic side, and

Aircraft departing runway 03 crosswind and arriving runway 21 left base via east of the Waterworks VRP: caution the Transmission line transiting the Clevedon and Hunua Valleys from Brookby to Hunua and onwards south. Caution the Transmission Tower at 861ft AMSL 2nm East of the Waterworks VRP (Co-ordinates for the Transmission Tower 37° 03' 06.84"S 175° 03' 47.20"E). Maintain a good lookout for Helicopters inbound/outbound via the Waterworks climbing to avoid the tower.

### 6.2. IFR Arrivals

IFR RNAV (GNSS) arrival procedures for Ardmore RWY 03 and RWY 21 are promulgated in the AIPNZ,

Non-GPS equipped aircraft - either cancel IFR prior to arrival Auckland and proceed VFR to Ardmore, or conduct an instrument approach to Auckland and transit VFR or SVFR to Ardmore, and

GPS equipped aircraft - follow arrival procedures in AIPNZ - NZAR AD2



## 7. HELICOPTER OPERATIONS

### 7.1. Arrival/Departures Sectors

Helicopters arriving or departing Ardmore Aerodrome are to enter or depart Ardmore airspace via either the '**Northern Sector**' or either of the '**Southern Sectors**', not above 800ft AMSL or below 600ft AMSL. (Refer AIPNZ – NZAR AD2),

Maintain **not below 600ft AMSL** to the airport boundary; or, if within a designated **descent segment** (within 250 metres of the boundary), not below 300ft AMSL to the boundary. In addition, fly not below 600ft AMSL over **any buildings** as a courtesy to occupants,

Operation within the Arrival/Departure Lanes or a descent segment **does not mean** pilots can fly below the minimum heights for built up or populous areas,

Lookout for fixed wing aircraft carrying out a go around off runway 03/21 seal, as they normally drift to the southern side of the runway in the climb out,

Simultaneous parallel Helicopter arrival/departure on south-eastern side of runway 03/21 when fixed wing aircraft are landing or taking off on sealed runway 03/21 is not permitted. Helicopters must give way to fixed wing aircraft, i.e. slot in behind. Alternatively, hover taxi to/from a designated helicopter aiming point to depart/arrive directly via helicopter low level sectors,

Helicopter arrival/departure parallel to the main 03/21 runway must conform to the circuit direction already in use,

Right base join for runway 21 seal/grass or left base join for runway 03 seal/grass is not permitted. Use low level arrival/departure sectors or join via TLOF circuit.

For Helicopter Arrival/Departure sector chart see AIPNZ – NZARAD 2-35.5 Helicopters departing and arriving via the Waterworks and Southern Sectors caution Transmission line transiting the Clevedon and Hunua Valleys from Brookby to Hunua and onwards south. Caution the Transmission Tower at 861ft AMSL 2nm East of the Waterworks VRP (Co-ordinates for the Transmission Tower 37° 03' 06.84"S 175° 03' 47.20"E). Helicopters climbing to avoid the tower caution fixed wing aircraft joining left base runway 21 via Hunua and East of the Waterworks.



## 7.2. Training Operations

### 7.2.1. Training Areas

As far as possible, quick stop training is to be carried out in the Helicopter Area centred on grass runway 07 (south of sealed taxiway Juliet) remaining West of taxiway Kilo (to Christian Aviation), not above 100ft disc height AGL.

**Caution: Possible aircraft movements on northern taxiways.**

Hover training may be carried out in the area designated for that purpose, not above 50ft disc height AGL. Call Traffic/Unicom entering and vacating only.

**Caution: Grass area from North of Taxiway Juliet to West of Taxiway Kilo is not available for hover training.**

### 7.2.2. Helicopter Circuit Areas

■ **TLOF** (Touchdown and Lift-off) Areas,

TLOF Pads 1, 2, & 3 have been established to facilitate training and provide helicopter aiming and touchdown reference points. Refer AIPNZ – NZAR AD2.

■ **Fixed Wing Circuit Direction**      **Tower TLOF Circuit Direction**

- RWY 03 right hand      TLOF left hand
- RWY 21 left hand      TLOF right hand

■ Circuit Altitude: To provide separation from fixed wing traffic, helicopter circuit heights are restricted to not above 800ft AMSL by day or 1000ft AMSL at night,

■ Helicopter pilots on final approach in the TLOF circuit should use an approach descent profile to cross the airport boundary not below 300ft AMSL, consistent with safe operation,

■ Helicopter pilots lifting from the TLOF should cross the airport boundary not below 300ft AMSL and use a climb profile to achieve 600ft AMSL as soon as possible, consistent with safe operation,

■ Where an operator requirement exists to perform autorotation training from 1100ft AMSL, this must be carried out as part of a circuit joining procedure. Contact Unicom prior to commencement to advise intentions,

■ Fixed Wing Circuit Use: Helicopters utilising the fixed wing circuit must conform to all fixed wing circuit procedures.



Autorotation on to the runway is not permitted when other traffic is in the circuit unless:

- There are no more than 3 other aircraft in the circuit, and
- All other circuit traffic approves.

- Within the TLOF circuit, Hover Areas and Helicopter Low Level Area, helicopters are to provide their own separation from other helicopters.
- Helicopter run-on landings runway 03/21 grass are not permitted at any time.
- TLOF pads 1, 2, & 3 are not available when fixed wing aircraft are using runway 07/25 grass. Refer Para. 2.6.7, Runway 07/25 operations.
- Helicopters wishing to cross an active runway should hold short of the runway in a stationary hover, once a good lookout for aircraft landing or taking off has been completed and giving way to such aircraft, call crossing the runway before infringing the runway.
- Crossing both seal and grass runways together without holding between the runways is not recommended.

### **7.2.3. TLOF Circuit Communications**

- Pilots are to call prior to entering and vacating the TLOF circuit area, and prior to each take off, with the phrase “**lifting**”.
- Once established in the TLOF circuit area a helicopter should make the same calls as those required of aircraft in the normal circuit. At all times a listening watch shall be maintained on 118.1 MHz.

### **7.2.4. Centre Grass Area.**

- Fixed wing aircraft taxiing, holding and carrying out pre-flight and run-up checks in the centre grass area are to exercise extra caution if the TLOF is in use.

### **7.2.5. Helicopters Operating Whitford Forest**

- Helicopters operating in the Whitford forest area. Refer Section 3.20 above.

### **7.2.6. Helicopter Night Operations – refer Section 3.13.**



## 8. MISCELLANEOUS OPERATIONS

### 8.1. Hunua General Aviation Area NZG276

The Hunua General Aviation Area is dynamic use airspace from 3500-4500ft above the northern sector of the Ardmore General Aviation Area from the southern edge of the Ardmore MBZ to an approximate line joining: Wairoa Reservoir; a point 1nm south of Bombay and Buckland. It is **not available** when Runway 05 is in use at Auckland International or Ardmore is unattended,

Requests to **open the area** should be made to **Christchurch Information** on 118.5 MHz; or, by telephone to the National Briefing Office. Once activation is approved by Auckland Centre they will advise AR Unicom for promulgation on the AWIB,

The cloud base as observed by AR Unicom and reported to AA Centre must be equal to or better than 6 ocktas at or above 4000ft AMSL, and

Aircraft using the area **must** listen out on, and **make entry and exit reports to, Christchurch Information on 118.5 MHz**. Note that gliders using the area will be on frequency 134.45 MHz.

### 8.2. General Aviation Training Area NZG275

Pilots operating in the General Training Area NZG275 to the south and east of Ardmore are normally monitoring the Ardmore frequency 118.1 MHz except for operations within the Mercer MBZ Frequency 133.05 MHz, Drury Glider Airstrip Frequency 134.45 and Pukekohe East Airstrip Frequency 119.1 MHz,

Pilots intending to conduct aerobatics within General Training Area NZG275 should in addition to normal HASELL checks broadcast their position, altitude and intentions to conduct aerobatics (on frequency 118.1 MHz) for the benefit of other airspace users so they can remain clear, and

Unless conducting aerobatics, general position reports and or ops normal calls are not required when operating within General Training Area NZG275 so as to reduce radio traffic congestion on the frequency. However a listening watch on 118.1, or Mercer 133.05 (when south of the Bombay hills) should be maintained.

### 8.3. Sterile Dispersal Area

There is a sterile dispersal area for the isolation of aircraft, either subject to unlawful interference or considered to be a danger. It is located at the mid-point of taxiway Juliet, between taxiways Kilo and Lima.



## **8.4. Holding Distances – Mandatory Holding Points**

7.4.1 ICAO standard painted lines and Mandatory Hold signs are located at runway entry Holding Points on the sealed taxiways 45m from the centreline of the sealed runway. These holding points provide side clearance by day and night for aircraft with a wingspan of less than 24m.

**NOTE: This does not provide separation during DC3 operations as this aircraft has a wingspan of 29m. Pilots are responsible for providing their own lateral clearance.**

**All aircraft are required to hold, lookout and make a mandatory radio call prior to crossing or entering the runway.**

## **8.5. Runway Lighting**

RWY 03/21 is lit full length either side by omni-directional white lights with an average spacing of 55m, except that the lights between the beginning of the runway and the displaced threshold at each end are bi-directional red/white showing red in the direction of approach,

There are eight runway end lights. The outer pair coincide with the runway edge lights in the displaced threshold area and are therefore omni-directional red. The remaining reds are unidirectional red towards an aircraft taking off,

Displaced threshold lights are located at each end of the runway consisting of a wingbar of three uni-directional green lights on each side of the runway facing the direction of approach,

Taxiway holding points at 'A' and 'G' are marked by unidirectional orange lights each side of the taxiway showing away from the runway,

The runway centreline is marked by bi-directional white reflectors. Taxiway centreline green reflectors are at 'A', the Southern TWY entrances, and lead-in to taxiway 'G' from RWY 21 and also to 'K',

RWY 03/21 is equipped with a standard APAPI system. Both ends operate when it is active, and

A portable lighting system may be used for night flying in TLOFs. It should consist of Omni directional white lights in a 'T' shape pointing into wind.

## **8.6. Aircraft Parking**

Overnight parking is available for itinerant aircraft in the area designated in the AIP Ardmore Ground Movements chart. Contact Ardmore Airport Ltd (Ph: 09-298-9544 or Website: [www.ardmoreairport.co.nz](http://www.ardmoreairport.co.nz)) for fee structure.



**Note: fees are applied to any aircraft parked on aprons, airport operational areas and non-leased sites.**

**Note: The Tying down of aircraft is at the owner's responsibility and liability. Ardmore Airport Limited will not accept any responsibility or liability for damage incurred to aircraft**

Taxiways are to be kept clear at all times - **no parking permitted.**

All apron areas and access ways to hangars and fuel installations are to be kept clear at all times.

## **8.7. Aviation Events & Displays**

Aviation Events are as defined in Civil Aviation Rule Part 1, are subject to the approval of the Ardmore Airport Authority, and shall comply with Civil Aviation Rule Part 91.703; or be conducted under the auspices of a specifically certificated organisation, and

Club competitions, dawn raids, fly-ins or Warbirds "Open Day" flying activities etc. are to be coordinated with the Ardmore Airport Authority and in consultation with all other airfield operational users.

## **8.8. Mercer Mandatory Broadcast Zone (NZB269)**

The Mercer MBZ (NZB269) is described as:

All that airspace bounded by a line joining  
S 37 13 06.7, E 175 06 56.1 (Mangatawhiri);  
S 37 16 36.5, E 175 10 03.1 (cableway road end);  
S 37 18 42.1, E 175 10 02.5 (Island Block Road and Coalfields Road intersection);  
S 37 20 06.7, E 175 07 07.7;  
a line following the Whangamarino River from  
S 37 20 06.7, E 175 07 07.7 to  
S 37 18 20.8, E 175 05 12.6 (cableway road bridge);  
a line joining  
S 37 18 20.8, E 175 05 12.6;  
S 37 13 27.4, E 175 02 20.8;  
a line following Mangatangi Road from  
S 37 13 27.4, E 175 02 20.8 to  
S 37 13 06.7, E 175 06 56.1.

**Upper limit:** 4,500 ft AMSL.





<b>Lower limit:</b>	Surface.
<b>Active:</b>	Active daylight hours
<b>Frequency:</b>	133.05 MHz (maximum reporting intervals of 10 minutes) "Mercer traffic".
<b>Effective:</b>	from 0511231100.

Mercer MBZ was established following consultation with Ardmore and Mercer operators due to extensive aircraft training activities in the area including:

- Extensive aerobatic operations; including high performance competition aerobatic aircraft, particularly in the area commonly known as Pokeno paddocks through to Mangatawhiri, between 500ft to 4500ft AMSL,
- Extensive Warbirds aerobatic operations; including formation aerobatics, between 500ft to 4500ft AMSL, particularly in the southern section of the MBZ over the Meremere swamp area in the vicinity of the cableway,
- General training including practice forced landing exercise particularly in the Pokeno paddocks area,
- Extensive aircraft operating in/out of Mercer airfield,
- Danger area D222 centred on Mercer airfield; extensive parachute drop exercises; PLA P232 refer section 2.15, and
- Aircraft operating in and out of Kelly Field airfield, located at S 37 15 30.0, E 175 04 20.0 (approx 2nm west of Mercer airfield).

Kelly Field is a private airfield not currently shown on the chart and is not recommended for general use due to significant terrain obstacles on the approach and take off flight paths.

Kelly Field is not recommended for simulated forced landing practice.

Pilots tracking north/south in the vicinity of State Highway 1 west of Mercer should maintain a lookout for aircraft operating in the Kelly Field traffic circuit, which may extend slightly west of the Mercer MBZ western boundary.

## **8.9. Military Restricted Area M201 Papakura**

Military Operational Area (MOA) M201 is located within the Ardmore MBZ on just to the south of the downwind leg within 1.5nm of the runway centreline and is permanently active, surface up to 2300ft AMSL. Refer Auckland Visual Navigation Chart D1.





## 8.10. VFR General Operations

Aircraft wishing to fly a scenic route over Auckland city and intending to enter the AA CTR are encouraged to use a circular route as follows:

- RWY 03 in use at Ardmore - track north via east of Brookby, remaining clear of the AA CTR and then south via overhead Auckland airport (requires an ATC clearance from AA TWR freq. 118.7 MHz), and
- RWY 21 in use at Ardmore - track to Karaka VRP remaining clear of controlled airspace, track north via the AA CTR and overhead Auckland airport (requires a clearance from AA TWR freq. 118.7 MHz), and south via east of Brookby remaining clear of the AA CTR.

All VFR flights between Ardmore and Auckland shall squawk 1200 or their assigned code.

## 8.11. Refuelling

Refuelling of aircraft and helicopters is to conform to CAA requirements.

### 8.11.1. Helicopter Refuelling

- Pilots are reminded that refuelling with the engine running is only permitted when using AVTUR and all passengers are disembarked, or as otherwise permitted in the Operator's Operations Manual, and
- Helicopters operating to and from refuelling points are to exercise caution by not hovering over fuel pumps or within the vicinity of fixed wing aircraft.

### 8.11.2. Into Plane (Tanker) Refuelling.

- Into Plane refuelling may only be carried out by an into plane refueller, licensed by Ardmore Airport Limited,
- Refuelling tankers are categorised by weight:
  - Type A: TARE weight less than 4200kgs
  - Type B: TARE weight greater than 4200kgs and less than 6600kgs.
- As per appendix document (AAL-MS-APPENDIX-015), access for fuel tankers is by colour code as follows:
  - Green      Permissible                      Tanker access,
  - Red        No Access                                      No tanker access.

Fuel trucks must not exceed 5mphr on all taxiway/runway corners. This is to prevent damage been done to the asphalt seal.



Access to area adjacent to Unicom Tower is restricted to servicing the DC3. Permission must be sought from Ardmore Airport Ltd for fuelling of any other aircraft.

Fuel can be obtained for aircraft from areas shown in appendix document (AAL-MS-APPENDIX-082)

- Access to Airfield Road sites will be either from Airfield Road or via a marked route along taxiway Juliet. This route will exit on Corsair Lane and transit the area leased by Shell (Part Lot 300) through automated access gates, and
- Requirement for dispensation for occasional access by Type B refuelling tankers onto the restricted area is acknowledged, and approval will not unreasonably be withheld, provided requests are made in a timely manner.

All operators are reminded that they are required to properly dispose of waste oil or fuel in an approved manner, and not cause any discharge of these or other environmentally damaging products into the subsoil.



## 9. METEOROLOGY

### 9.1. Aerodrome and Weather Information Broadcast

Ardmore AWIB transmits on 121.0 MHz, and

The information currently transmitted consists of the following:

- Preferred runway during Unicom hours of operation,
- Surface wind (speed and direction) including gusts,
- Cross wind component when Unicom is on watch (above 15kts),
- QNH,
- Temperature,
- Dew point, and
- Operational information when Unicom is on watch.

### 9.2. Local Weather Tendencies

The Ardmore/Clevedon valley is prone to fog during autumn and winter months which can be persistent at times,

Cooling of sinking air from surrounding valleys will produce cooler still air temperatures than other parts of coastal Auckland. Quite severe frosts and some icing can occur during winter,

Winds are predominantly easterly or westerly along the valley. On warmer days a significant easterly sea breeze effect can occur which, when coupled with a light to moderate westerly gradient wind, can create quite strong changeable winds requiring a number of runway changes during the course of the day as temperatures rise and fall,

Strong winds from any direction across the valley will often produce significant turbulence off the surrounding hills,

Westerly frontal weather will often produce sudden and frequent wind squalls associated with CB and line front activity which are sometimes intensified by the valley effect,

Moist northerly and south easterly weather will generally produce the most persistent lowest cloud and visibility conditions as weather piles up on the surrounding higher ground,

Pilots should be aware of afternoon 'sun-strike' when joining from the east and on final for RWYs 21 and grass 25:



- In afternoons, avoid Left Base join for RWYs 21 and grass 25 when sun-strike exists – join overhead, and
- In mornings, RWY 21 is preferred to runway to avoid sun-strike in light wind conditions.

IFR aircraft established on the GPS approach must give priority to aircraft already established in the circuit. Keep an active listening watch for IFR traffic on approach during bad weather. Refer 2.8.1 GPS approach procedure and NZAR AD 2-31.1,

Common routes exist in bad weather conditions:

- Clevedon Valley when the cloud is down on the Whitford hills and Hunua ranges,
- When the direct route south from Ardmore is closed, aircraft can transit to and from the West Coast via the Waikato Heads and Drury (See AIPNZ - NZAR AD2), or via the Manukau Heads, Auckland CTR and McLaughlans Mountain,
- A reasonable bad weather route exists from Mangatawhiri via Paparimu and Hunua.



## **10. ENVIRONMENTAL MANAGEMENT & BIRD HAZARDS**

### **10.1. Preamble**

AAL and its tenants, owners/contractors comply with government legislation and requirements and must have an Environmental Management Programme (EMP). Environmental requirements will be documented in: manuals, contracts, letters of agreement, training/briefing materials and controlled on forms. Some inclusions in an Environmental Management Plan (EMP) include:

- A schedule of all relevant legislation, regulations and bylaws resource consents, policy requirements and codes of practice (as applicable to activities being performed),
- Designated responsibility for ensuring (applicable) staff and third parties are aware of this EMP, their potential liability under the Act and promote environmentally responsible practices and conduct awareness sessions.
- Designated responsibility for internal inspections of this compliance and monitoring programme,
- A plan to identify areas where remedial action might be at risk, or is required to ensure that the appropriate preventive/corrective activity is carried out,
- A spill response plan (in the tenants/operator's facility) that is capable of dealing with incidents that have a potential impact on the environment,
- An up-to-date site drainage plan showing the location of stormwater systems and spill response equipment, and
- A plan to ensure that environmental impacts of any new development or activity (ie. project) comply withal relevant legislation, resource consents, policy requirements and codes of practice.

### **10.2. Content of the EMP**

Each environmental management programme (EMP) would normally include: birds, wildlife, weather and other hazardous conditions - to minimise and eliminate any hazard that poses a threat to aircraft operations at the aerodrome.

The EMP will be an integral part of the system of safety (ie. tenant/operator/user SMS) and uses the same principles of: hazard identification, risk management, audit and incident reporting. The EMP uses SMS documentation and staff/contractor training to minimise risk, control populations and implement remedial action.



### **10.3. Land Management Units (LMUs)**

In lieu of a grid overlay of the AAL Site Plans to manage (by focus area) the inspection and control of animals and birds AAL uses a land management unit (LMU) approach. LMU's are designated areas (per a site diagram) which have boundaries and names – some may be large and others small. Each LMU will have its own inspection requirements, intervals/characteristics, data analysis and remedial strategies.

Refer the AAL IMS Schedule for the scope/periodicity of activity in each LMU.

### **10.4. Bird Types**

The presence of birds on the runways at Ardmore is a constant problem, particularly at certain times of the year. The Spur-Winged Plover is the biggest problem and is becoming increasingly difficult to minimise at most airports throughout the country. Ducks are present for most of the year but are more prevalent during May. Large sea birds such as Gulls can also be a problem during periods of particularly windy or stormy weather.

### **10.5. Bird Programme**

The Airport Company conducts a regular program of Wildlife Hazard Management, which involves the scaring and shooting of any nuisance species of bird under a certificate of authorisation from the Department of Conservation. (AAL-MS-APPENDIX-092),

Any bird or wildlife hazards should be reported to the Airport Operations Supervisor who will initiate appropriate action,

The Airport Operations Supervisor will file a bird hazard report to CAA where appropriate, and

Pilot reports of a bird strike or near miss will be completed on a CA 005 and submitted to the CAANZ (per the pilot/operator NZCAR Part 12 requirements). AAL management would appreciate a cc. Copy. A runway inspection is required if the bird strike occurred on or over the runway

Pilots should report bird/wildlife hazards to the AFM (Facilities Manager), cc GM Unicom on PIAQ Form (Problem/Hazard Form, FORM-128) for review/action.

### **10.6. Pilot Responsibility**

A bird hazard cautionary note is published in AIPNZ - NZAR AD2 (ARDMORE Aerodrome (2)). While Ardmore Airport Company makes every endeavour to minimise the bird hazard through the program above, it remains a pilot responsibility to decide whether to take-off or land with birds present,

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**Approved:** CEO  
**Owner/Author:** General Manager Unicom

## Airport Operations Manual ( AOM )



At the pilot's request the Airport Company will attempt to remove a specific bird hazard prior to the aircraft movement. Such request is to be made via Unicom during their hours of watch.

**NOTE: Ardmore Airport Limited does not accept liability for any damage incurred to an aircraft, or any consequential effect as a result of a bird strike.**

Pilot reports of a bird strike or near miss will be completed on a CA 005 and submitted to the CAANZ (per the pilot/operator NZCAR Part 12 requirements). AAL management would appreciate a cc. Copy.

A runway inspection is required if the bird strike occurred on or over the runway.

Pilots should report bird/wildlife hazards to the AFM (Facilities Manager), cc GM Unicom on PIAQ Form (Problem/Hazard Form, FORM-128) for review/action.



## 11. AERODROME INSPECTIONS

### 11.1. Daily and Annual Inspection Checklists

Daily and annual inspections shall be carried out by Ardmore Airport in accordance with the checklist in documents AAL-MS-FORM-016 and AAL-MS-FORM-017. Faults are to be reported immediately to the Airport Operations Supervisor and Ardmore UNICOM duty operator who will issue a NOTAM if required or submit a request to the Airport Facilities Manager for works to be undertaken using AAL-MS-FORM-008 (i.e. if a published airport facility is unserviceable) Reference should be made to the following CAA Advisory Circulars:

- AC 139-03A: Aerodrome inspection programme and condition reporting,
- AC 139-07: Aerodrome Design – Aeroplanes at or below 5700kg MCTOW,
- AC 139-08: Aerodrome Design – Heliports,
- AC 139-09A: Notification of Aerodrome Data and Information, and
- AC 139-10 Control of Obstacles.

The Airport Operations Supervisor will oversee the daily inspection sheets and liaise with Airport Facilities Manager to ensure outstanding items have been completed and signed off,

If at any stage more than 10% of the runway lighting is found to be out of order, the runway lights are to be disabled (via the master switch under the UNICOM Tower). A NOTAM is to be issued immediately using AAL-MS-FORM-069 to notify pilots that the runway lighting system is unserviceable due maintenance, and

The checklist section on Obstacle Surfaces shall only be checked off following a gradient check carried out by a registered surveyor in accordance with the following publications:

- AC 139-07: Aerodrome Design – Aeroplanes at or below 5700kg MCTOW,
- AC 139-09A: Notification of Aerodrome Data and Information, and
- The District Plan (Designation 222 - Ardmore Aerodrome).





## 12. AERODROME EMERGENCY PROCEDURES

### 12.1. Introduction

Refer NZCAR Part 139.57 to .67; 139.109, Rule 100 and Advisory Circulars 139-04, 139-14 and 100. Also refer the Ardmore Management Manual (AMM), this AAL Operations Manual (AOM) and AAL Unicom Operations Manual (AUOM) and AAL Response Plan, [AAL-MS-PLAN-012](#) (refer website login).

The emergency documentation contains 'Coordinated Incident Management System' (CIMS) '4R' elements:- Risk Reduction, Readiness, Response, (refer AEP), and Recovery,

**Mandatory:** All aerodrome users (ie. owners, tenants, operators, contractors) shall be familiar with CAANZ, government, manufacturer (AFM and/or QRH) requirements, together with their own Company exposition and Ardmore Airports Emergency Procedures. Emergency procedures shall be part of the training programme/syllabus and the refresher training syllabus.

11.2.13 Flight Instructors should ensure pre-solo students are appropriately briefed regarding airport procedures and considerations should an emergency occur. In particular, students should be briefed on the options available should the airport be closed for an extended period of time.

### 12.2. Declaration of an Emergency

In the event of a likely emergency pilots shall follow their Standard Operating Procedures, the aircraft type approved processes, their company manuals and AAL's operating requirements.

In the event of an airborne aircraft declaring an emergency or requesting a priority landing, traffic should give way and/or go around if necessary.

### 12.3. Aircraft major incident, accident and/or emergency

Unicom Tower Services (during operating hours) or first/early witnesses (if outside Unicom operating hours – also see AOM Sc 12.6 below) shall:

- Contact Emergency Services by AES or 111 phone lines to FENZ,
- Advise airport staff who will undertake key coordination roles until the arrival of the emergency services,

**Provide details of the incident**, ie. type of aircraft, time of arrival/incident, persons on board (and



others who may be involved/injured), nature of the problem, location description.

- Whilst keeping themselves (and others) safe there may be an opportunity to render some assistance, eg. discharge a fire extinguisher,
- Unicom Services will continue to function and assist aircraft which are in the circuit,
- Where an accident has occurred, all appliances are to proceed directly to that location, whilst aware of aircraft movements both in the air and on the ground.

**VERY IMPORTANT:** Under no circumstances are fire appliances (and other vehicles/equipment) **permitted to cross the runway** without the express **permission/confirmation** from the **Incident Controller and/or UNICOM Tower**

**“THAT IT IS SAFE TO PROCEED”.**

The Incident Controller Officer (ie. Interim Controller and/or the Senior Officer in Charge) shall periodically update/transmit a clear message regarding the action required for other responding appliances eg.

- Rescue operations,
- Direct fire fighting attack using water or foam deliveries,
- Ambulance and medical needs, and
- Establish foam tender.

The CEO is the single point of contact with the Media for aerodrome matters. No other personnel are authorised to comment on behalf of AAL or AUSL without authorisations.

## 12.4. System Overview

The Ardmore Airport AEP is administered by AAL management, with **membership** of fire, police and medical services and stakeholders from various organisations (agencies) within the airport. The AEP outlines multi-agency responses to emergency events.

Routine emergencies such as a medical event (non-accident) are handled by the relevant agency. Eg. St Johns Ambulance.

**Emergency contact numbers** shall be kept current and promulgated to stakeholders and agencies involved with the Ardmore Airport, Emergency Response Plan (AEP), see website [www.ardmoreairport.co.nz](http://www.ardmoreairport.co.nz) (Login).

AAL will provide an **emergency response trailer** with: blankets, mobile shelter, medical kits and stretchers – see the AAL Website [www.ardmoreairport.co.nz](http://www.ardmoreairport.co.nz) and IMS Schedule for a list on inventory.



The AEP is reviewed on a regular basis as part of the AEP committee's function, the **AEP committee is chaired by the GM Unicom**. The AEP committee also facilitates emergency exercises based which are held no less than bi-annually with tabletop exercises being conducted during the intervening period.

Full scale **emergency exercises** are reviewed then amendments to the AEP are implemented accordingly and further reviewed at tabletop exercises or following practical exercises.

Ardmore Airport falls within the Fire Emergency New Zealand (**FENZ**) fire region which has jurisdiction for fire, hazardous substance emergencies and aircraft accidents.

Emergencies are advised by AES or **111** phone lines to FENZ with on airport staff undertaking key coordination roles until the arrival of the emergency services.

Detailed Ardmore Airport emergency procedures are contained in the Ardmore Airport Emergency Plan document (AAL-MS-PLAN-012). Copies maybe requested from the General Manager Unicom if required, and

The Ardmore Airport Emergency Plan contains emergency response plans for:

- Ardmore Airport Authority,
- Ardmore UNICOM,
- Fire and Emergency NZ (FENZ),
- NZ Police, and
- St Johns Ambulance Service.

## **12.5. Airport Emergency Procedures Summary**

**The following is a summary of the Airport emergency procedures**

Ardmore **UNICOM is responsible for activating** the Ardmore Airport Emergency Plan during UNICOM hours of watch,

Emergencies are advised by AES or **111** phone lines to FENZ.

In the event of an emergency UNICOM will advise traffic, and will very likely close the airport (temporarily) if an incident has occurred within the airport boundary,

**Aircraft on finals** should go around and remain in the circuit, aircraft at the holding point should hold. Avoid landing or taxiing in the vicinity of an incident scene and remain clear of taxiways & runways which may be used by emergency vehicles for access, and shut down,

**Caution:** a number of vehicles and persons on foot will enter operational areas and runways to attend to an incident. Pilots need to exercise extreme care when taxiing; if in doubt, stop and shut your aircraft engine/s down and maintain a listening watch on 118.1MHz,



**Ardmore does not have standby Rescue Fire**, therefore UNICOM will activate the crash alarm indicating that they need emergency assistance. A minimum of two Flight Instructors should proceed to the tower and report to UNICOM for a briefing. Instructors from Ardmore Flying School will normally fill this role,

**UNICOM will promptly notify Fire and Emergency NZ (FENZ)** - emergencies are advised by AES or **111** phone lines to FENZ. Under normal circumstances FENZ will take approximately 8 -10 minutes to arrive,

The base of the **tower is the official rendezvous point** for Emergency Services. The UNICOM Operator will brief two Instructors and keep in contact.

**One Instructor will:-**

- don a day-glo orange vest,
- collect a hand-held radio provided by UNICOM,
- take position at the base of the tower acting as "Liaison Officer",
- place the two Fire extinguishers (located inside the tower at the bottom of the stairs) outside ready for use,
- call UNICOM and confirm the operational area is closed prior to directing emergency service vehicles, via sealed taxiways/runways, to the incident scene as they arrive.

**Note: the radio must remain at the base of the tower throughout the emergency.**

**Airport Operations Controller (Interim Incident Controller)**

The second (preferably senior) Instructor:

- assumes the role of Airport Operations Controller (or) 'Interim Incident Controller',
- collects a hand-held radio,
- UNICOM mobile cellphone,
- dons the Airport Operations Controller (Incident Controller) vest provided by UNICOM,
- if possible, uplifts one of the fire extinguishers, and
- proceeds to the incident scene, preferably by motor vehicle,

The Interim Incident Controller's role is primarily to:-

- provide a communications link between UNICOM and personnel at the scene,
- delegate persons arriving to look after passengers and crew, administer First Aid, and



- secure the scene until the arrival of Emergency Services (who will then take over).

**Senior Fire or Police Officer (ie. Senior Officer in Charge):-**

- will be briefed and have a handover from the Airport Operations Controller (Interim Incident Controller),
- the removable 'Incident Controller label' should be removed from the vest and given to the Senior Officer in Charge (or hand the labelled vest over to person taking control),
- the Senior Officer in Charge becomes the authority and takes control, sets up systems/processes/protocols, assigns responsibilities/tasks to assisting personnel and manages the emergency,

**The Airport Operations Controller** (Interim Incident Controller) will support:-

- and stay with the Senior Officer in Charge and continue to provide a communications link with UNICOM,
- ensure emergency personnel are kept well clear of any operational areas which may be in use, e.g. aircraft may be landing on an adjacent grass runway,

**Additional Fire Extinguishers** are located outside the Tower, under the stairs,

**Prior to reopening a runway following an incident:-**

The Senior Officer in Charge, the Interim Incident Controller and GM Unicom (or delegate) will:-

- debrief and record some learning's from the emergency (while fresh). A formal debrief will be arranged at a later date,
- meet and document a plan (with tasks) to transition from the 'emergency' phase to returning to standard aerodrome operations',
- draft notes for reporting to the authorities (ie. CAANZ, HSWA etc.)

An inspection of the affected runway and operational area shall be conducted by the Airport Authority and will be recorded using AAL-MS-FORM-016,

## **12.6. Unattended Emergency Procedures**

**(Outside UNICOM hours of watch)**

First person to become aware of an incident or accident:

**Phone 111** and ask for the **Fire Service**.

State:

- a) Ardmore Airport,
- b) Accident location,



- c) Accident details, and
- d) Contact the Ardmore Airport Authority 298 9544.

**If/where possible:**

- monitor 118.1MHz and advise circuit traffic of any runway obstruction/hazard, and if necessary close the runway,
- assume the role of Interim Incident Controller (until a Unicom Operator arrives and/or emergency services arrive). All emergency services will come to the base of the tower. Ensure there is an appropriately briefed person there to direct them,
- keep the accident site clear of unauthorised persons until emergency services arrive,
- If the runway is to remain closed overnight, arrange with the Airport Authority for the Pilot Activated Lighting (PAL) system to be de-activated, and
- With the exception of doing what is necessary to preserve life, responsibility for removing the aircraft lies with the owner/operator.

**NOTE:**

**Prior to any aircraft or debris being moved or removed from the crash site, permission will be sought from the CAA (Ph 0508-222433).**

## **12.7. Aircraft Undercarriage Emergencies**

Ardmore Airport does not have standby Rescue Fire, therefore it is the Airport Authority's policy that an aircraft with an unsafe undercarriage indication, i.e. does not have three greens, should not land until Emergency Services are in position on the airfield; with the exception that low fuel endurance, deteriorating weather or other factors may force the pilot to land without delay. The pilot should advise UNICOM of the nature of the problem and their intentions. If the pilot wishes to land at Ardmore, UNICOM will declare a Full Emergency phase to Fire and Emergency NZ. The pilot is encouraged to hold overhead the airfield until Fire Service gives the go ahead to land. Alternatively, the pilot may consider diverting to Auckland International Airport, or Whenuapai if they are on watch.

## **12.8. Aircraft Emergencies**

### **Diverging to Auckland International Airport**

To minimise disruption to commercial operations at Auckland Airport, in the event of a declared emergency in an aircraft smaller than a Beech 1900, ATC are likely to offer the standby runway to the pilot during daylight hours. Each pilot should have the appropriate information to use this runway. It is also important that as

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much advance knowledge as possible be given to Auckland of a declared emergency.

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### **13. AERODROME MAINTENANCE**

Maintenance on the Ardmore Aerodrome is undertaken as per the Aerodrome Maintenance Manual (AAL-MS-MANUAL-037) and the Integrated Management schedule (AAL-MS-PLAN-030). Both these documents may be obtained by contacting the Airport Facilities Manager if required.





## 14. APPENDICIES

### 14.1. AAL Contact Details

Name: Ardmore Airport Limited  
Address: 511 Harvard Lane  
Papakura  
Auckland 2582

Contact Numbers:

**During normal working hours:**

Administration:	(64) 9 298 9544
AAL Chief Executive Officer (CEO):	(64) 9 298 9544
AAL Facilities Manager (AFM):	(64) 9 298 9544
AAL GM Unicom:	(64) 9 296 4513
Facsimile (H24):	(64) 9 298 6213

**During and after working hours:**

AAL Facilities Manager (AFM):	(64) 21 996 587
AAL GM Unicom:	(64) 27 418 8083
AAL Operations Supervisor (AOS)	(64) 21 022 20654
Unicom Tower:	(64) 9 296 4512
Maintenance Contractor:	(64) 27 2932549
Chief Executive Officer (CEO):	(64) 21 229 9893