

AUCKLAND INTERNATIONAL AIRPORT LIMITED

[OPERATOR]

OPERATIONAL PROCEDURES



Operational Procedures

1.0 INTRODUCTION

1.1 Except as otherwise specifically provided, the following definitions apply to these procedures and all annexures to them:

“Aerodrome”:

- (a) means that part of the Airport which is a defined area of land or water intended or designed to be used either wholly or partly for the landing, departure, and surface movement of aircraft; and
- (b) includes any buildings, installations, and equipment on or adjacent to any such area used in connection with the aerodrome or its administration.

“Designated Airlines” means the airlines specified in the N.Z.A.I.P Flight Guide as providing an aircraft stand allocation service in respect of the Domestic Apron.

“Domestic Apron” means the area set aside and used for the loading and unloading, servicing and refuelling of aircraft employed for the movement of domestic passengers, as shown on drawing D2474-3 (Airfield Road Safety Guideline, 3 of 4).

“International Apron” means the area set aside and used for the loading and unloading, servicing and refuelling of aircraft employed for the movement of international passengers, as shown on drawing D2474-2 (Airfield Road Safety Guideline, 2 of 4).

“Licensed Ground Handler” means an entity licensed by Auckland Airport to operate apron baggage and freight services and other airside assistance to airlines operating at the Airport.

2.0 GENERAL OPERATOR OBLIGATIONS

2.1 The Operator shall:

- (a) report to Auckland Airport any observed inadvertent or unauthorised airside entry by any person or any hazard to persons or property from aircraft blast observed by its employees;
- (b) take reasonable precautions to prevent injury to persons and property damage from the Operator’s operations and blast from its aircraft;
- (c) ensure that noise levels are at all times within the levels prescribed by law, and implement those procedures specified in its Operations Manual for the control of ground noise in accordance with legal requirements.

2.2 Auckland Airport will consult the Operator with regard to operational procedures to be followed at the Aerodrome. The Operator shall conduct its operations in line with the relevant operational procedure requirements promulgated by Auckland Airport from time to time.

2.3 Auckland Airport and the Operator shall maintain sufficient and accurate records to enable the accurate tracking of operations and procedures carried out in accordance with this agreement.

3.0 APRON MANAGEMENT PROCEDURES

- 3.1 Auckland Airport shall provide an apron management service for the International Apron and the Domestic Apron. Auckland Airport shall provide direct instructions through Auckland Airport's Apron Operations Tower with regard to the International Apron and indirect service on the Domestic Apron through the Domestic Apron Operational Procedures and Auckland Airport's monitoring of the co-operative activity of Domestic Apron operators.
- 3.2 The Operator will comply with all apron management procedures including the clear apron policy and such other requirements as may from time to time be introduced.
- 3.3 Without limiting the effect of clause 3.2 of these procedures, any stay on a contact stand in excess of 3 hours may require a tow to a layover, and the operator shall comply with any request to tow the aircraft in those circumstances to allow other aircraft the use of the contact stand.

4.0 TRAINING RESTRICTIONS

- 4.1 Only the following flying training may be performed at the Aerodrome:

- Operator Training
- RNZAF Training
- Instrument training practice for the issue or extension of an instrument rating
- Multi-engine general aviation aircraft training

- 4.2 No flying training shall be conducted between 2300 hours on any day and 0600 hours the following day. All flying training is subject to prior clearance from Airways Corporation of New Zealand Limited.

5.0 ENGINE RUN RESTRICTIONS

- 5.1 Engine run procedures shall be developed in consultation with the Operator. Specific engine runs are only permitted with the prior approval of Auckland Airport. Auckland Airport approval may be obtained by telephoning the Auckland Airport's Apron Operations Tower on Extension 98991 (direct dial 256-8991) or by calling "Auckland Apron" on frequency 123.0 Mhz.
- 5.2 During any engine run, the Operator's Personnel supervising the engine run shall maintain contact with "Auckland Ground" on 121.9 Mhz and comply with the instructions of the Auckland Airport representative.

6.0 GROUND HANDLING, RE-FUELLING AND SPILLS

- 6.1 Ground handling shall only be undertaken by the relevant airline itself or by a Licence Ground Handler. For the avoidance of doubt, an airline may not ground handle for other airlines unless it is a Licensed Ground Handler.
- 6.2 All ground handling equipment, when not in use, must be parked in areas designated by the red safety limit lines between the aircraft stand and the terminal buildings or associated structures. Vehicles must be parked in such manner as not to endanger manoeuvring aircraft, impede the movement of passengers to and from aircraft or disadvantage other users of the Domestic Apron.
- 6.3 Only routine servicing of aircraft shall be permitted on the aircraft stands.
- 6.4 Fuelling of aircraft must be carried out by a licensed refueller, being one of the fuel companies licensed by Auckland Airport to operate at the Aerodrome.

- 6.5 Fuelling or fuel sampling must be carried out in such a manner as to avoid spillages. Fuel samples must be contained, and disposed of through an approved outlet off-Airport.
- 6.6 Any fuel spills must be notified immediately to the Airport Emergency Service by the Operator if it becomes aware of such an incident, on Extension 98777 (direct dial 256-8777). Adequate stocks of fuel absorbent material must be held by the Operator for use in preventing contaminants spreading.
- 6.7 The Operator shall be responsible for containing and removing any spillages of fuel or other hazardous substances where such spillages are caused by that Operator or its agents, including all costs relating to the same.
- 6.8 Washing down of aircraft is only permitted at designated aircraft wash facilities.
- 6.9 The Operator must keep fire extinguishers of an appropriate capacity for all aircraft types for which it is responsible. These extinguishers must be placed in positions where they are available for immediate use by that Operator and its agents at all times.
- 6.10 The Operator shall ensure that the areas in which it operates at the Aerodrome are kept in a clean and tidy condition at all times. Auckland Airport shall in its sole discretion determine what condition satisfies the standard of “clean and tidy”. The Operator shall not be required to remedy any damage caused by third parties or any other event or circumstance beyond its control.

7.0 FOREIGN OBJECT DEBRIS (FOD)

- 7.1 The Operator and its Personnel have a responsibility to prevent, during their activities, the creation of foreign object debris (FOD). In addition, they have a responsibility to collect and safely dispose of any FOD that they observe on the airfield as they go about their business.

8.0 DOMESTIC APRON PROCEDURES

- 8.1 Taxiway Bravo, with centreline markings and flush mounted green lights, extends along the south side of the Domestic Apron parallel to runway 23R/05L. Nose-wheel guidance markings lead from the Taxiway Bravo to aircraft stands identified by numbers painted on the Domestic Apron.
- 8.2 In addition to nose-wheel guidance, stop block markings are provided. Aircraft stands are located adjacent to the domestic terminals, pier extensions and walkways.
- 8.3 Red wing tip clearance safety lines on the Domestic Apron identify areas adjacent to the terminals, pier extensions, walkways and other structures, which are used for equipment and service vehicle parking.
- 8.4 Limited parking is available for light aircraft on the east side of Taxiway C5. Procedures governing use of Taxiway C5 are covered more fully in section 10 below. Additional parking is available west of Taxiway C4 in the area shown on drawing D2474-4 (Airfield Road Safety Guideline, 4 of 4).
- 8.5 Auckland Airport provides an apron management service for the Domestic Apron as outlined in Auckland Airport’s Certification Exposition. The apron management arrangements have been approved by the Civil Aviation Authority. Management of Domestic Apron operations is to be achieved by the co-operative activity of Operators according to these procedures. Compliance with these procedures and the safety of the Operator’s co-operative activity shall be monitored by Auckland Airport.

- 8.6 Designated Airlines provide an aircraft stand allocation service with the authority of Auckland Airport. The Operator shall comply with this allocation service when using the Domestic Apron.
- 8.7 From their Aerodrome control tower, Airways Corporation of New Zealand Limited provides an advisory service to aircraft operating on the Domestic Apron. Control responsibility for aircraft operation shall be allocated in terms of clause 8.5 and clause 9.4 of these Procedures.

9.0 DOMESTIC APRON AIRCRAFT OPERATING REQUIREMENTS

- 9.1 Aircraft operating on the Domestic Apron are required to follow taxiway centrelines and shall approach all aircraft stands along the nose-wheel guidance markings provided. Aircraft manoeuvring on the aircraft stands and on departure are also required to follow the nose-wheel guidance markings.
- 9.2 If the Operator wishes to park more aircraft than the nose wheel guidance markings provide for (eg, 3 aircraft on 2 stands), the Operator shall:
- (a) first obtain the approval of the Auckland Airport Airfield Operations Manager; and
 - (b) if such approval is given, hand marshal those aircraft on and off their chosen parking positions and shall be responsible for meeting all safe operating requirements.
- 9.3 The Operator, if intending to use aircraft stands, shall make a prior request to the relevant Designated Airlines, in accordance with AUCKLAND GROUND MOVEMENTS (Domestic) published in the N.Z.A.I.P. Flight Guide.
- 9.4 The N.Z.A.I.P. Flight Guide details gate numbers, locations and the Designated Airlines. Auckland Airport Airfield Operations have direct jurisdiction over allocating gates 20, 21, 22 and 24.
- 9.5 The Operator shall comply with the wingspan and aircraft type limitations for each aircraft stand. Details of wingspan and aircraft type limitations are published in the N.Z.A.I.P. Flight Guide or are available from Auckland Airport.
- 9.6 Safe operation of aircraft and avoidance of collision shall be the responsibility of each pilot in command.
- 9.7 When circular aircraft stands are provided, all parts of the parked aircraft using the aircraft stand must remain within the area marked by wingtip clearance safety lines to ensure safe clearance from adjacent parked or manoeuvring aircraft, vehicles and equipment.

10.0 TAXIWAY C5

- 10.1 Taxiway C5 provides access between the Domestic Apron and the other domestic hangars, leased areas adjacent to Taxiway C5 and to Operator common use areas.
- 10.2 Operations north of the line between Stands 49 and 52 on Taxiway C5, are restricted to Operators who have made prior arrangements with the Operators licensed to control use of that area.
- 10.3 Taxiway C5 has centreline markings and flush mounted centreline lights. Self manoeuvring off the Taxiway C5 centreline is at the pilot's risk and such manoeuvring should not be permitted during the hours of darkness without the assistance of a qualified aircraft marshaller.

- 10.4 Wingtip safety clearance lines are painted on both sides of the taxiway, in areas used for aircraft parking or loading. These lines provide for a 4.5 metre clearance from the wingtip of aircraft with a 32.1 metre wingspan. When parked, all parts of an aircraft must be behind the wingtip clearance line. Aircraft with a wingspan greater than 18 metres should be positioned behind the wingtip clearance line with the assistance of an aircraft tug.
- 10.5 Aircraft with a wingspan greater than 32.1 metres are not permitted to taxi on Taxiway C5 under their own power. These aircraft must stop at the southern entrance to Taxiway C5 and be towed. The Ground Handler or Operator towing the aircraft is responsible for providing wing walkers to ensure safe clearance from other aircraft or obstructions while under tow or during any parking manoeuvre.

11.0 AMENDMENTS

- 11.1 Auckland Airport may amend and replace these Operational Procedures from time to time and shall give the Operator reasonable notice of any such amendment or replacement.