

Apron Management

Air Nelson will perform the apron management on behalf of KCAHL, including ensuring that all operators abide by the rules for use of the western apron (below).

Any significant or repeated deviation from the rules is to be reported to the Airport Manager.

A list of aircraft parked on the stands overnight on the western apron will be provided to the Airport Manager weekly.

Operators are required to make prior arrangements for the use of the stands directly with Air Nelson through its ground handling agent.

KCAHL and Air Nelson reserves the right to request an aircraft to be moved at any time.

These rules are under constant review and development to ensure efficient use of the apron and facilities, and as such may be changed at any time at KCAHL's sole discretion.

GENERAL OPERATIONS

For general operations, the following procedures are to be followed:

1. STAND 1:

- Stand 1 is for the exclusive use of Air Nelson. Any use by other operators is at Air Nelson's discretion.
- Air Nelson may provide approval for aircraft operators to utilise Stand 1 provided:
 - a) Aircraft are removed from Stand 1 no less than 30 minutes prior to a Code 3 aircraft's scheduled landing time, or at the request of Air Nelson;
 - b) They have a crew member in the immediate vicinity to remove an aircraft in the event of an unscheduled Code 3 aircraft arrival.

2. STAND 2:

- Stand 2 may be used by other scheduled passenger aircraft if not required by Air Nelson.
- Air Nelson may provide approval for scheduled aircraft operators only to utilise Stand 2 provided:
 - a) The aircraft operator has an appropriate person on call and is able to remove an aircraft in a time not exceeding 10 minutes of notification in the event of an unscheduled Code 3 aircraft arrival, or at the request of Air Nelson;
 - b) No more than 2 aircraft are positioned on Stand 2 at any given time and are well clear of the Stand 1 equipment line.

3. AREA ON WESTERN APRON IN FRONT OF HANGAR:

- Air Nelson may provide approval for aircraft operators to utilise a position on the Western Apron in front of the hangar provided they abide by the following rules:
 - a) Only one scheduled aircraft, or non-scheduled twin-engine aircraft is permitted to park at any one time provided they remain clear of all paint markers and do not obstruct any aircraft operations, including access for other aircraft to the fuel pumps and hangar;
 - b) Only one scheduled aircraft at any given time is permitted to park overnight between the hours of 1700 and 0800 local time.

4. ALL AREAS ON WESTERN APRON EXCEPT STANDS 1 AND 2:

- Except for Rule 3, light aircraft are permitted to park on the western apron provided:
 - a) There are no Code 3 aircraft at the stands or within 20 minutes of their scheduled landing time;
 - b) It is only for a time not exceeding 1 hour and they remain clear of all paint markers and do not obstruct any aircraft operations, including access for other aircraft to the fuel pumps and hangar;
 - c) It is not parked overnight.
 - Air Nelson may provide approval for aircraft operators to utilise a position on the grass south of Stands 1 and 2, adjacent to the long term car park provided:
 - a) It is for scheduled aircraft only;
 - b) No more than one aircraft is parked at any given time;
 - c) No aircraft is within 15 meters of the fuel pumps.
5. Overnight parking on the western apron will incur a **\$30.00 plus GST** fee.
 6. KCAHL reserves the right to introduce a 'per hour parking charge' for daylight operations.
 7. Aircraft operators must escort their passengers between their aircraft and terminal ensuring they walk along the painted passenger walkways, or as directed by Air Nelson, and take due caution around any equipment which may include power cables or fuel hoses.
 8. Aircraft operators must ensure no passenger is left unattended on the apron and allowed to approach an Air NZ aircraft.
 9. No other person without appropriate security identification is allowed airside of the airport security fence.
 10. All security gates must be closed and locked if not being used at any given time by a person or vehicle.
 11. Air Nelson has priority and discretion over the western apron management.
 12. No other aircraft operator has priority over another.
 13. All aircraft operators must follow directions from Air Nelson ground staff.

ABNORMAL OPERATIONS

In the event of an airport closure leading turbo-prop aircraft to divert to NZPP, the following procedures are to be followed:

1. All medium-sized passenger aircraft (as defined by CAA) are permitted to use one of the stands to disembark passengers and must then move off the stand if requested by Air Nelson:
 - Q300s and Beech 1900s may park on sealed taxiway D at the discretion of the pilot (note: this taxiway is 11.7m wide).
 - ATRs, Q300s and Beech 1900s may park on taxiway C (west of taxiway D) or taxiway F east of grass runway 16/34.
 - Air2there aircraft are to park on the eastern apron.
 - Parking for any aircraft on the western apron is prohibited unless otherwise arranged with Air Nelson.
2. All aircraft may park on the eastern apron provided they get approval from Air2there.

3. A maximum of 8 aircraft with over 30 passenger seats (in addition to regular scheduled passenger aircraft) will be accepted into the airport in the event of a diversion from another airport.

NOTES

Apron management has been sub contracted by KCAHL to Air Nelson's ground handling staff.

Aircraft pilots must follow the taxiway markings and follow instructions from ground handling staff.

No responsibility is taken by KCAHL or Air Nelson for security or any other occurrences in relation to aircraft parked overnight.