



KAPITI COAST AIRPORT

APRON MANAGEMENT

JNP Aviation Limited (JNPAL) is contracted to manage the Western Apron on behalf of **Kapiti Coast Airport Holdings Limited (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 JNPAL. KCAHL and JNPAL reserve 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.

Users means pilots, aircraft operators, their employees, and all other persons associated with the respective aircraft operation.

GENERAL OPERATIONS

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

1. STAND 1:

- Air New Zealand is granted priority use of Stand 1. Any use by other Users is at JNPAL's discretion.
- JNPAL may provide approval for a User 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 New Zealand;
 - 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:

- JNPAL may provide approval for a User to utilise Stand 2, if not required by a Code 3 aircraft, provided:
 - a) The User has an appropriate person on call and is able to remove the 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 JNPAL; and
 - 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; and
 - c) The parking of each aircraft does not conflict with other scheduled passenger aircraft also requiring use of Stand 2.

3. AREA ON WESTERN APRON IN FRONT OF THE MAIN HANGAR:

- JNPAL may provide approval for a User to utilise a position on the Western Apron in front of the Main 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 well clear of Stands 1 and 2 (outside equipment lines), clear of all routes to taxiways, and does not obstruct vehicle access through the security gate, or any aircraft operations including access for other aircraft to the fuel pumps and Main Hangar; and
 - 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 clause 4.2.7, light aircraft are permitted to park on the Western Apron provided:
 - a) It is only for a time not exceeding 1 hour and they remain well clear of Stands 1 and 2 (outside equipment lines), clear of all routes to taxiways, and do not obstruct any aircraft operations, including access for other aircraft to the fuel pumps and Main Hangar;
 - b) They are parked so not to be affected by prop-wash by any Code 3 aircraft using Stands 1 or 2;
 - c) It is not parked overnight.
 - JNPAL may provide approval for a User to utilise a position on the grass areas south of Stands 1 and 2, adjacent to the long term car park provided:
 - a) It is for scheduled aircraft or commercial operations only;
 - b) No more than one aircraft is parked at any given time;
 - c) No aircraft is within 15 metres of the fuel pumps.
 - d) Aircraft are kept a safe distance from the helicopter landing pad.
 - The helicopter landing pad south of Stand 1 on the Western Apron is **not** for general use. The helicopter landing pad is only available for use by Users authorised by KCAHL and emergency helicopters when the pad is available.
5. All Users must abide by the Kapiti Coast Airport [Operational Conditions of Use](#). Refer to the Kapiti Coast Airport website – kapiticoastairport.co.nz – under Pilot Information for further information.
 6. Users must escort their passengers between their aircraft and terminals ensuring they walk along the painted designated passenger walkways, or as directed by JNPAL, and take due caution around any equipment which may include power cables and fuel hoses.
 7. All Users must ensure no passenger is left unattended on the apron and allowed to approach an Air NZ aircraft.
 8. All Users must follow directions from JNPAL ground employees.
 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. Overnight parking on the Western Apron may incur a fee. Refer to the Kapiti Coast Airport website – kapiticoastairport.co.nz – under Pilot Information for fee structure.
12. KCAHL reserves the right to introduce a 'per hour parking charge' for daylight operations.
13. Where approval is required for clauses 1, 2, 3 and 4, and an employee of JNPAL is unavailable, the Airport Manager may provide the necessary approval on its behalf.
14. Air New Zealand has priority on the Western Apron. No other User has priority over another.
15. No responsibility is taken by KCAHL or JNPAL for security or any other occurrences in relation to aircraft parked overnight.

ACCOMODATING DIVERTING AIRCRAFT

In the event of unscheduled turbo-prop aircraft diverting to Kapiti Coast Airport, the following procedures are to be followed:

1. All medium-sized passenger aircraft (as defined by Civil Aviation Rules) are permitted to use Stands 1 and 2 to disembark passengers and must then move off the stand if requested by JNPAL:
 - Air New Zealand aircraft may park on paved Taxiways Charlie, Delta and Foxtrot (clear of the grass and paved Runway 16/34 hold points) where available and at the discretion of the pilot (*note: Taxiway Delta is 11.7m wide*).
 - Parking for any aircraft on the Western Apron is not permitted unless otherwise arranged with JNPAL.
 - No more than three (3) Code 3 aircraft to be parked on the Western Apron unless otherwise arranged with JNPAL.
2. Use of the Eastern Apron is **not** permitted without prior approval from KCAHL.
3. A maximum of eight (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.