RULES FOR USE OF THE WESTERN APRON

APRON MANAGEMENT

Kapiti Coast Airport Holdings Limited (KCAHL) sets and monitors the Rules for Use of the Western Apron (**Rules**) to ensure the safe and efficient use of the Western Apron and Associated Facilities (**Western Apron**).

The Rules apply to all pilots, aircraft operators, their employees, and all other persons associated with the respective aircraft operation (**Users**) wishing to utilise the Western Apron.

The Rules are under constant review to ensure the safe and efficient use of the Western Apron, and as such may be changed at any time at KCAHL's sole discretion.

Any concerns or query's about use of the Western Apron are to be directed to the Airport Manager, KCAHL.

GENERAL OPERATIONS

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

1. **STAND 1:**

   - Air Chathams is granted priority use of Stand 1. Any use by other Users is at KCAHL's discretion.

   - KCAHL may provide approval for a User to utilise Stand 1 provided:
     a) The aircraft is removed from Stand 1 no less than 30 minutes prior to a Code 3 aircraft's scheduled landing time, or at the request of KCAHL;
     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:**

   - KCAHL 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 can 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 KCAHL; and
     b) No more than **two** 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:**

   - KCAHL 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:**

   - Light aircraft are permitted to park on the Western Apron provided:

     a) It is only for a time not exceeding 1 hour and the aircraft remains well clear of Stands 1 and 2 (outside equipment lines), clear of all routes to taxiways, and does not obstruct any aircraft operations including access for other aircraft to the fuel pumps and Main Hangar, and does not obstruct vehicle access through the security gate; and

     b) The aircraft is parked so not to be affected by prop-wash by any aircraft using Stands 1 or 2; and

     c) The aircraft is not parked overnight.

   - KCAHL 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) No aircraft is parked within 25 metres of the fuel pumps (unless for refuelling purposes); and

     b) Aircraft are kept at a safe distance from other aircraft.

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 make prior arrangements for use of the stands directly with KCAHL.

7. KCAHL reserves the right to request an aircraft to be moved at any time.

8. Users must escort their passengers between their aircraft and the Airport Terminal ensuring they walk along the painted designated passenger walkways, or as directed by KCAHL, or by airline ground staff, and take due caution around any equipment which may include power cables and fuel hoses.

9. All Users must ensure no passenger is left unattended on the apron and allowed to approach any aircraft unless applicable to the User and duly supervised.

10. All Users must follow all directions given by KCAHL.

11. No other person without appropriate security identification is allowed airside of the airport security fence.

12. All pedestrian and vehicle security gates must be closed and locked when not in active use and under supervision.

13. 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. The User is responsible to report details of aircraft parked overnight on the Western Apron to the Airport Manager by no later than the end of the week following.

14. KCAHL reserves the right to introduce a 'per hour parking charge' for daylight operations.

15. In addition to Stands 1 and 2, Regular Transport Operators (airlines) have priority on the Western Apron. No other User has priority over another.

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

17. Parking for light aircraft is available on the grass parking area between the Western Apron and the Northern Apron. Refer to the Ground Movements page in the AIP (NZPP AD2 - 53.1).

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 KCAHL:

   - Air Chatham's 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 KCAHL.

   - No more than **three** Code 3 aircraft to be parked on the Western Apron unless otherwise arranged with KCAHL.

2. A maximum of **eight** 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 other airports.

CONTACTING KCAHL

Kapiti Coast Airport Holdings Ltd

- Email: manager@kapiticoastairport.co.nz

- Telephone: (04) 298 1013

  ➢ Select option **6** – for *Airport Management*

    ➢ Select option **6** again – to speak with the *Airport Manager*