

# HIGHLANDS AND ISLANDS AIRPORTS LIMITED

## ARRANGEMENTS FOR FLIGHTS OUTSIDE OFFICIAL OPENING HOURS

The term “Company” or “HIAL Group” applies to Highlands and Islands Airport Limited (HIAL) and any subsidiary companies concerned with its business including Dundee Airport Limited (DAL) and Airport Management Services Limited (AMSL).

<b>Document Ref Number:</b>	<b>CORP046</b>
<b>Document Owner:</b>	<b>Director of Airport Operations</b>
<b>Document Editor:</b>	<b>Operations Manager</b>

**This Manual has been reviewed and is fully approved by the Document Owner and Document Editor.**

Registered Office:  
Highlands and Islands Airports Limited  
Head Office  
Inverness Airport  
Inverness IV2 7JB  
Tel: 01667 462445  
Fax: 01667 464208  
Registered in Scotland Number: SCO97647

© All rights reserved. No part of this document may be produced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the copyright holders.

This document remains the property of Highlands and Islands Airport Limited. It contains confidential information which should not be communicated to any person who does not have a need to know for the execution of their duties.

**CONTENTS**

<b>SECTION 1 - ADMINISTRATION .....</b>	<b>2</b>
1. CHANGE HISTORY .....	2
2. ABBREVIATIONS AND GLOSSARY .....	2
<b>SECTION 2 – ARRANGEMENTS FOR FLIGHTS OUTSIDE OFFICIAL OPENING HOURS .....</b>	<b>3</b>
1. INTRODUCTION .....	3
2. HIAL AIRPORTS’ REQUIREMENTS – OUT OF HOURS OPERATION .....	3
3. SUSPENSION OF OUT OF HOURS OPERATION .....	5
4. RESTRICTIONS/FACILITIES UNAVAILABLE DURING OUT OF HOURS OPERATION .....	5
5. HIAL AIRPORTS’ REQUIREMENTS – GENERAL.....	6
5.1 Emergency Procedures and Incident Reporting .....	6
5.2 Safety and Risk Management .....	6
5.3 Use of Runways.....	6
5.4 Runway Declared Distances.....	6
5.5 Use of Taxiways and Aprons .....	6
5.6 Helicopter - Rotors Running Refuelling .....	7
5.7 Training .....	7
5.8 Works in Progress or Snow Clearance .....	7
6. APPLICATION FOR A HIAL OUT OF HOURS INDEMNITY .....	7
<b>SECTION 3- SUPPLEMENTARY INSTRUCTIONS AND TEMPORARY OPERATING INSTRUCTIONS .....</b>	<b>8</b>
1. PROCEDURE FOR STORING SIs AND TOIs.....	8

**SECTION 1 - ADMINISTRATION****1. Change History**

## 1.1

Version	Date	Description
Issue 01	27 September 2013	Initial Issue
Issue 02	06 February 2015	SIs and administrative changes incorporated
Issue 03	15 July 2015	SIs and administrative changes incorporated
Issue 04	30 April 2016	Reviewed and updated
Issue 05	01 April 2017	SIs and administrative changes incorporated
Reference	Subject	
Appendix 1	Updated	
Section 2, para 4.5	Include ref to RNAV (GNSS)	
Front page	Change to owner job title	

**2. Abbreviations and Glossary**

## 2.1

Term	Definition
ACN	Aircraft Classification Number
AFISO	Aerodrome Flight Information Service Officer
AIP	Aeronautical Information Publication
ANO	Air Navigation Order
AOC	Air Operators Certificate
ATCO	Air Traffic Control Officer
ATS	Air Traffic Service
CAA	Civil Aviation Authority
CAP	Civil Aviation Publication
COS	Corporate Operational Support
EASA	European Aviation Safety Agency
EC	Euro Control
FOD	Foreign Object Debris
GNSS	Global Navigation Satellite System
HAL	Highlands and Islands Airports Ltd
OOH	Out of Hours
PCN	Pavement Classification Number
PPR	Prior Permission Required
RNAV	Area Navigation
SI	Supplementary Instruction
TOI	Temporary Operating Instruction

**SECTION 2 – ARRANGEMENTS FOR FLIGHTS OUTSIDE OFFICIAL OPENING HOURS****1. Introduction**

- 1.1 The contents of this document are intended to formalise Highlands and Islands Airports Limited (HIAL) arrangements for flights outside official opening hours (known as Out of Hours).
- 1.2 This document outlines the procedures and accountabilities that are required in order to establish how such flights could be accommodated, in accordance with HIAL Airport's Certification and Licensing requirements to operate under:
- EASA Certification Specifications and Operations Requirements for Aerodromes;
  - The requirements of CAP 393 – Air Navigation: The Order and the Regulations (ANO);
  - The privileges, conditions and limitations, imposed by the UK Air Navigation Order (or European Aviation Safety Agency).

**1.3 The ANO, Section 1: Part 27 – Aerodromes, Aeronautical Lights and Dangerous Lights**

- 1.3.1 The ANO can be accessed through [www.caa.co.uk](http://www.caa.co.uk) and then search for publication CAP 393. This Part and its Articles cover:
- Requirements to use a national licensed, EASA certified or Government aerodrome;
  - Flights which must use a licensed or Government aerodrome;
  - Aerodromes – use for purposes of flying instruction and testing;
  - Helicopter flying for public transport at night;
  - Customs and Excise;
  - Aviation fuel.

**Note:** Attention should be given to the requirements and restrictions for aeroplanes over 2730kg and helicopters over 3175kg. For clarity, these restrictions apply to commercial operations.

**2. HIAL Airports' Requirements – Out Of Hours Operation**

- 2.1 Use of HIAL Airports is subject to standard Terms and Conditions of Use, which can be requested from any of the airports, or downloaded from the HIAL website.
- 2.2 Operators that wish to use any of HIAL airports out with the notified hours of operation must comply with HIAL Out of Hours Indemnity Scheme.
- 2.3 Application for a HIAL OOH Indemnity must be made not less than **3** days in advance of the flight taking place, either by telephone, fax or in writing.
- 2.4 Pilots intending to operate out of hours must be in possession of a completed Out of Hours Indemnity Form signed by the operator (not the Handling Agent) and a representative at Highlands and Islands Airports Limited.

**SECTION 2 – ARRANGEMENTS FOR FLIGHTS OUTSIDE OFFICIAL OPENING HOURS**

2.5 Full details and an application form can be obtained from:

- <http://www.hial.co.uk/about-us/charges-opening-hours-and-pilots-information>, or
- HIAL COS Admin Team, Tel: 01667 462445; Fax: 01667 464208.

**Note:** These requirements are in addition to those detailed in paragraph 1.

2.6 Aircraft must be covered by Insurance in compliance with EC Regulation 785/2004. (See also The Civil Aviation (Insurance) Regulation 2005). Acceptable evidence of this insurance must be produced before a HIAL OOH Indemnity is issued.

2.7 Landing charges will be paid at the rates and under the conditions applicable as published. Further information can be obtained from:

Finance Department,  
Head Office, Highlands and Islands Airports Limited,  
Inverness Airport  
Inverness IV2 7JB

Telephone 01667 462445  
Fax 01667 464208/210

**Note:** Individual airport details are published in the UK Aeronautical Information Publication (AIP).

2.8 As the airport operator, HIAL prior permission is required (PPR) before use by any aircraft, both within and out of hours.

2.9 The prior permission requirement (PPR) is administered and monitored by the individual Airport/Station Manager, or their nominated deputy.

**Note:** All flights are strictly PPR and may be subject to slot allocation. Slot times should be strictly adhered to, to avoid conflict with other aircraft movements. The filing of a flight plan does not constitute PPR.

2.10 **ALL** Out of Hours flights (with the exception of emergency service related rotary flights) **must** be notified to the appropriate Airport, during office hours 0900 to 1700 hours local.

2.11 **During the movement of flights blind radio call are made over the tower frequency. Airport frequencies may vary and contact should be made with the respective airport as part of the PPR requirements.**

**Note:** Aircraft which do not have radio equipment fitted will not be issued with an Indemnity or PPR.

**Note:** All flights will be recorded in the ATS diary and ATS will ensure that they are included in any handover notes for Air Traffic Control Officers (ATCOs) or Aerodrome Flight Information Service Officers (AFISOs).

**SECTION 2 – ARRANGEMENTS FOR FLIGHTS OUTSIDE OFFICIAL OPENING HOURS****3. Suspension of Out of Hours Operation**

- 3.1 There will be times when flights cannot be accepted due to maintenance or other activity which are taking place outside normal operating hours. The Airport/Station Manager, or their nominated deputy, will advise of any restrictions once details are known, to minimise the impact on any activity.
- 3.2 All Out of Hours flight operations will also be suspended during the period from notification of an Emergency call-out, whilst it is in progress, until it is cancelled.
- 3.3 Out of Hours operations will be monitored closely by the Airport/Station Manager and any breaches of procedure may result in the indemnity being withdrawn.
- 3.4 A HIAL OOH Indemnity may be revoked by an Airport in the exercise of its sole discretion, at any time without prior notice.

**4. Restrictions/Facilities Unavailable During Out Of Hours Operation**

- 4.1 Flying for the purpose of public transport is prohibited by the UK ANO.
- 4.2 Flying for the purposes of crew training, crew instruction and aerial work is limited by the UK ANO. Flying for the purposes of commercial operations is prohibited by the UK ANO.
- 4.3 No flight shall be made during the hours between half an hour after sunset and half an hour before sunrise. Sunset and sunrise being determined at surface level.
- 4.4 Air Traffic Services are not provided Out of Hours.
- 4.5 Instrument Approach Procedures **are not** available Out of Hours. There is no on-site presence to monitor the navigation aids, and some aids may even be switched off for maintenance.
- Note:** This applies to both **Conventional** and **RNAV (GNSS)** procedures.
- 4.6 VFR flights may be considered at night, under certain circumstances, and subject to certain conditions agreed between HIAL and the CAA.
- 4.7 Airport Rescue and Fire-fighting Services **will not** be in attendance Out of Hours, unless requested, and then subject to availability, and a charge.
- 4.8 The runway, aprons and taxiways may not have had a visual inspection prior to an Out of Hours departure/arrival, and the FOD and Bird/Wildlife threat and risk is accepted by the Captain.
- 4.9 HIAL may conduct work at the airport which may severely restrict, or in the case of runway maintenance prohibit a flight. HIAL will make every effort to give notice of such activity and that Out of Hours procedures will be suspended.

**Note:** HIAL Airports are still **licensed** airports even when closed.

**SECTION 2 – ARRANGEMENTS FOR FLIGHTS OUTSIDE OFFICIAL OPENING HOURS****5. HIAL Airports' Requirements – General****5.1 Emergency Procedures and Incident Reporting**

5.1.1 In the event of any incident, whether or not it is aircraft related, the operator must provide a copy of their written instructions regarding their safety measures and their emergency procedures to be followed. A copy of the operators Aircraft Recovery Procedures should also be made available for inspection.

**5.2 Safety and Risk Management**

5.2.1 There is a need to have visibility and understanding of the operator risk management process, to ensure that all 3<sup>rd</sup> party risks are captured and where appropriate included on the Airport's risk register. Risk assessments covering the presence of Wildlife and FOD, and Runway surface conditions etc. should be considered. (Refer to Appendix 1 of the HIAL OOH Indemnity Application Form).

**5.3 Use of Runways**

5.3.1 The aircraft ACN should not exceed the airport's PCN. The respective PCNs are published in the UK Aeronautical Information Publication (AIP).

5.3.3 Aircraft must declare their ACN as part of their PPR. Failure to do so may result in a delay in granting a PPR. The weight restriction is dictated by the pavement strength of the runway, taxiway and/or the apron.

5.3.4 Except where an AOC holder has a less restrictive State authorised take-off minima, departures when the reported MET visibility is 400m or less are not permitted.

**5.4 Runway Declared Distances**

5.4.1 The respective runway declared distances are published in the UK AIP.

5.4.2 Aircraft operators should check their Operations Manual regarding these distances, particularly when adverse weather is forecast.

**5.5 Use of Taxiways and Aprons**

5.5.1 The taxiway widths are limited and usually of a lesser PCN than the runway.

5.5.2 Apron parking areas are limited in size and usually of a lesser PCN than the runway.

5.5.3 The respective widths and PCNs are published in the UK AIP.

**SECTION 2 – ARRANGEMENTS FOR FLIGHTS OUTSIDE OFFICIAL OPENING HOURS****5.6 Helicopter - Rotors Running Refuelling**

- 5.6.1 May be allowable, if the Airport is provided with a copy of the Helicopter Operators written instructions to the fuelling company, regarding the aircraft, the required safety measures and the emergency procedures to be followed in respect of rotors running refuelling.

**Note:** All passengers must disembark before refuelling commences.

**5.7 Training**

- 5.7.1 The use of the airport for training purposes is subject to prior arrangement with the Airport's Air Traffic Services.

**5.8 Works in Progress or Snow Clearance**

- 5.8.1 During periods when works are in progress, or when the airport is snow closed to facilitate snow clearing and/or de-icing operations, flights may be suspended.
- 5.9 Operators must act and communicate in a responsible manner at all times with HIAL employees and other airport users.

**6. Application for a HIAL Out of Hours Indemnity**

- 6.1 The HIAL OOH Indemnity Application Form can be downloaded at the link [here](#) and below or by emailing [info@hial.co.uk](mailto:info@hial.co.uk);

<http://www.hial.co.uk/about-us/charges-opening-hours-and-pilots-information>

- 6.2 This form must be completed and signed by the aircraft owner or operator, **not** the ground handler or handling agents.
- 6.3 Permission, for the use of HIAL airports outside official opening hours, will be approved and granted subject to compliance with, and agreement to, the conditions in this document and any additional conditions stated on the HIAL OOH Indemnity Application Form.
- 6.4 Airports currently included in the arrangements are Benbecula, Campbeltown, Islay, Kirkwall, Stornoway, Tiree and Wick.
- **Sumburgh Airport** is excluded from the scheme as aircraft movements require the closure of the public road. The airport is only available, subject to very specific local arrangements;
  - **Barra Airport** is excluded as the area reverts to a public beach out of hours;
  - **Inverness Airport** opening hours precludes the need for OOH operations, with the exception of Search and Rescue based operations.
  - **Dundee Airport** is only available subject to very specific local arrangements.
- 6.5 Any exemptions to the above conditions will be subject to specific arrangements and operating criteria in a written agreement between the operator and HIAL.

---

**SECTION 3- SUPPLEMENTARY INSTRUCTIONS AND TEMPORARY OPERATING INSTRUCTIONS****1. Procedure for Storing SIs and TOIs**

1.1 Current Supplementary Instructions and Temporary Operating Instructions are stored in the following locations dependant of whether it is a soft or hard copy:

- **Soft Copies** - SIs and TOIs are stored on the HIAL Intranet alongside the electronic version of this manual;
- **Hard Copies** - Printed copies of SIs and TOIs are stored in this Section.