KEMBLE AERODROME OPERATIONAL PROCEDURE

Cotswold **EGBP** AIRPORT

KAOP 020   PPR procedures

Action	Name	Position	Date
Initial Issue		FISO	14 January 2010
Reviewed		Operations Manager	3 October 2010
Reviewed		FISO	22 January 2011
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Reviewed		Ops Manager	01 February 2012
Reviewed		Operations Manager	03 February 2014
Reviewed		Aerodrome Manager	01 March 2016
Reviewed		Operations Manager	01 May 2018
Reviewed		Operations Manager	01 December 2019
Draft for IAP		Operations Director	10 July 2020

1   Introduction

1.1   In accordance with the conditions of our aerodrome licence, all aircraft who intend visiting Kemble must gain prior permission from the Aerodrome Authority beforehand.

2   Details Required

2.1   The following details should be obtained from the pilot of a visiting aircraft and entered on to the Red Atlas database:

    a)   Aircraft registration and/or Call sign *where applicable*

    b)   Aircraft type

    c)   Persons on board (in total)

    d)   Expected time of arrival or intended approach slot, Noting VFR PPRs will be unavailable (on RedAtlas) if an IAP PPR slot has been confirmed.

    e)   Point of departure

    f)   Intentions on arrival i.e. (circuits, Non-Radio, etc)

2.2   For aircraft intending to use the Instrument Approach Procedure (IAP), the following information should also be obtained:

    a)   For IAPs, confirm understanding, or email a copy, of the IAP Pilots Brief.

    b)   Planned IAP slot (should feed flight plan)

    c)   If on RWY26, planned Initial Approach Fix (North or South)

3   Information to be given to the pilot

3.1   All pilots must be given information from Kemble to enable them to plan their safe arrival.

3.2   The following information should be given to the pilot:

        a)   Runway in use and circuit direction.

        b)   Overhead joins are preferred.

        c)   Noise Abatement Procedures specific to the runway in use (see 3.3).

        d)   Airfield information such as NOTAMs, i.e grass not available for use.

        e)   Any IAP planned arrivals (iaw the IAP slot bookings) and period where the visual circuit and/or ATZ will be closed to allow instrument traffic arrivals.

        f)   For any IAP slot bookings, timings MUST be in accordance with Annex A.

        g)   Whether South Cerney, Fairford and/or Aston Down is active.

        h)   Any other info pertinent to their eta, i.e a display practice may be booked for that time and there may be a delay.

        i)   Pass an unofficial weather observation if requested.

3.3   For non IAP traffic, Kemble Operations will ask all pilots to join overhead due to our noise abatement procedures.

4   Recording information on database

4.1   All details must be entered in the appropriate field on the movement database (Red Atlas).

5   On arrival at Kemble

5.1   When pilots check in and pay their landing fees etc, Operations staff will give the departing pilot a "Departure Brief" highlighting the route/taxiway to be used from parking to the runway in use for departure.

5.2   Kemble Operations staff will describe the procedure to them in "lay-mans" terms so that they understand the basics are not to fly over the villages at either end of the runway.

5.3   Large aircraft and corporate business jets are considered exempt from 5.2 due to utilisation of the IAPs.

6   Military Aircraft

6.1   The following procedure clarifies the details for dealing with incoming military aircraft including PPR information, notifications and payment.

6.2   When taking bookings for military aircraft, normal PPR instructions apply with the exception of using a call sign instead of registrations. The following information is required:

a) Type of movement, fast jet / helicopter etc.

b) Refuelling requirements i.e. Jet A1 or AVGAS.

c) Landing and parking requirements such as grass or hard standing

6.3 Military aircraft do not need to fill out indemnity forms for out of hours movements.

6.4 Military aircraft (RAF in particular) will usually carry a Form 6840 which will be used for invoicing the landing fee and any fuel that has been uplifted.

6.5 Operations will need to remind the crew to bring a Form 6840 if possible. The re-fueller should receive a yellow copy of the F6840 and then deliver it to accounts for invoicing.

6.6 If the aircraft does not carry a Form 6840 the re-fueller is to ascertain the following:

a) Pilot name

b) Name of the unit (e.g. 22 Squadron)

c) Unit address

This information is then to be passed to the accounts department for billing.

Annexes:

A   IAP PPR Slots

Availability of IAP Cotswold Airport Approach Slots.
PPR Only to Agree a Slot Allocation, Which will Block all other PPR aircraft arrivals.
Timings Must be Strictly Adhered to.

ATS Activity	Timings (all Local) Hrs	ATM Description	Remarks
Aerodrome Opens	**0900hrs**		**FISO Watch open from 0830hrs**
IAP Approach Slot 1 - commence 0930hrs			No previous IFR traffic in ATZ
Expected confirmation	0910	Pilot call on Freq to confirm on time to commence the approach. ATZ is cleared.	Expected between 0910hrs and 0920hrs.
Early Arrival Buffer	0915	Once confirmed at IAF, all departing traffic held on the ground until aircraft has landed or executed a missed approach.	No PPR accepted from other traffic for the duration of a confirmed PPR IAP approach slot
Allocated IAF start	**0930**		
IAP Slot Complete	1000	Slot Closed, once aircraft has landed and open to all other traffic	
Overun Buffer	1015	IAP Slot 1 closed	
IAP Approach Slot 2 - commence 1100hrs			Previous slot closed with 30mins seperation from earilerst arrival time at the IAF.
Expected confirmation	1040	Pilot call on Freq to confirm on time to commence the approach. ATZ is cleared.	Expected call between 1040hrs and 1150hrs
Early Arrival Buffer	1045	Once confirmed at IAF, all departing traffic held on the ground until aircraft has landed or executed a missed approach.	No PPR accepted from other traffic for the duration of a confirmed PPR IAP approach slot
Allocated IAF start	**1100**		
IAP Slot Complete	1130	Slot Closed, once aircraft has landed and open to all other traffic	
Overun Buffer	1145	IAP Slot 2 closed.	
IAP Approach Slot 3 - commence 1230hrs			Previous slot closed with 30mins seperation from earilerst arrival time at the IAF.
Expected confirmation	1210	Pilot call on Freq to confirm on time to commence the approach. ATZ is cleared.	Expect call between 1210hrs and 1220hrs
Early Arrival Buffer	1215	Once confirmed at IAF, all departing traffic held on the ground until aircraft has landed or executed a missed	No PPR accepted from other traffic for the duration of a confirmed PPR IAP approach slot
Allocated IAF start	**1230**		
IAP Slot Complete	1300	Slot Closed, once aircraft has landed and open to all other traffic	
Overun Buffer	1315	IAP Slot 3 closed.	
IAP Approach Slot 4 - commence 1400hrs			Previous slot closed with 30mins seperation from earilerst arrival time at the IAF.
Expected confirmation	1340	Pilot call on Freq to confirm on time to commence the approach. ATZ is cleared.	Expect call between 1340hrs and 1350hrs
Early Arrival Buffer	1345	Once confirmed at IAF, all departing traffic held on the ground until aircraft has landed or executed a missed	No PPR accepted from other traffic for the duration of a confirmed PPR IAP approach slot
Allocated IAF start	**1400**		
IAP Slot Complete	1430	Slot Closed, once aircraft has landed and open to all other traffic	
Overun Buffer	1445	IAP Slot 4 closed.	
IAP Approach Slot 5 - commence 1530hrs			Previous slot closed with 30mins seperation from earilerst arrival time at the IAF.
Expected confirmation	1510	Pilot call on Freq to confirm on time to commence the approach. ATZ is cleared.	Expect call between 1510hrs and 1520hrs
Early Arrival Buffer	1515	Once confirmed at IAF, all departing traffic held on the ground until aircraft has landed or executed a missed	No PPR accepted from other traffic for the duration of a confirmed PPR IAP approach slot
Allocated IAF start	**1530**		
IAP Slot Complete	1600	Slot Closed, once aircraft has landed and open to all other traffic	
Overun Buffer	1615	IAP Slot 5 closed	Confirm all expected PPR IAP arrivals are complete
Aerodrome Closes	**1700**	**Watch Closed**	Potential extension if aircraft on Slot 5 is to depart that evening