

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).

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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

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**CORPORATE
ARRANGEMENTS FOR FLIGHTS OUTSIDE OFFICIAL OPENING HOURS**

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SECTION 1 – ADMINISTRATION

1. Change History

1.1 This document applies to Highland and Islands Airports Ltd and its subsidiary Companies.

1.2 Changes made to this document are by following the Company's Information and Data Management procedures as detailed within the HIAL Group Safety Management Systems (SMS). Promulgate such changes through Supplementary Instructions for permanent changes and Temporary Operating Instructions for any temporary change. Incorporation of Supplementary Instructions into the document is by the Company's Controlled Document Amendment Programme.

1.3

| Version | Date | Description | Admin by | Review by |
|---------------------|-------------|---|----------|-----------|
| 01 | 27 Sep 2021 | Initial Issue | | |
| 02 | 06 Feb 2015 | SIs and administrative changes incorporated | | |
| 03 | 15 Jul 2015 | SIs and administrative changes incorporated | | |
| 04 | 30 Apr 2016 | Reviewed and updated | | |
| 05 | 01 Apr 2017 | SIs and administrative changes incorporated | RH | AP |
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| 08 | 01 Apr 2022 | SIs and admin changes incorporated | RH | ML |
| 09 | 31 Mar 2023 | Annual Review and Re-issue | AB | KB |
| 10 | 01 Apr 2024 | Annual review and re-issue | KS/RMB | KB/DM |
| Reference | | Subject | | |
| Throughout | | References to Intranet amended to SharePoint | | |
| Section 2, para 2.6 | | Note added regarding flights from international origins | | |

2. Distribution List

2.1

| Addressee | Job Title | Soft Copy | Hard Copy |
|-------------------|--|-----------|-----------|
| HIAL, SharePoint | (Master Copy) | ✓ | |
| HIAL, Head Office | Business Support Team | ✓ | |
| HIAL, Website | www.hial.co.uk | ✓ | |

NOTE: The 'Master Copy' is a **controlled document**. It is the responsibility of the reader to confirm the document held is at the appropriate issue state. All copies printed from electronic sources and those indicated as 'soft copies' are **uncontrolled** with the exception of any documents held at ATS operational control positions (in accordance with MATS Part 1 (Section 8, Chapter 1) shall be printed from the SharePoint version and controlled via local document control procedures. Such documents will be marked as '**controlled**'.

SECTION 1 – ADMINISTRATION
3. Amendment Procedure

3.1 The editor of this document is the **Aerodrome Operations Manager** on behalf of the **Director of Airport Operations**. A review of the document will take place at least annually from the date of issue and in accordance with any significant changes. Address all proposals for document amendment and any enquiries regarding editorial content to the editor using a Change Management Record.

4. Abbreviations and Glossary

4.1

| 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 |
| BST | Business Support Team |
| CAA | Civil Aviation Authority |
| CAP | Civil Aviation Publication |
| EASA | European Aviation Safety Agency |
| FOD | Foreign Object Debris |
| GNSS | Global Navigation Satellite System |
| HIAL | Highlands and Islands Airports Ltd |
| MTOW | Maximum Take-Off Weight |
| NOTAM | Notice to Aviation |
| OOH | Out of Hours |
| PCN | Pavement Classification Number |
| PPR | Prior Permission Required |
| RNP | Required Navigation Procedures |
| 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 (OOH).
- 1.2 Landing out of hours is entirely at the risk of the aircraft owner/operator’s risk, therefore Highlands and Islands Airports Limited do not accept any liability whatsoever.
- 1.3 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 to operate under:
- EASA Certification Specifications and Operations Requirements for Aerodromes;
 - The requirements of The Air Navigation Order.
 - The privileges, conditions and limitations, imposed by the UK Air Navigation Order (or European Aviation Safety Agency).

| | |
|-------------------|--|
| Definition | Commercial Air Transport (CAT) - An Aircraft Operation to transport passengers, cargo or mail for remuneration or other valuable consideration. |
|-------------------|--|

Aircraft over 5700kg MTOW will not be issued an OOH Indemnity.

Restrictions apply to aircraft of not more than 5700kg MTOW. Commercial air transport or the public transport of passengers is not permitted.

2. HIAL Airports’ Requirements – Out of Hours Operation

- 2.1 Use of HIAL Airports is subject to standard Terms and Conditions of Use, which are on the HIAL website at the link [here](#), or can be requested from any of the airports.
- 2.2 Operators that wish to use any of HIAL airports out with the notified hours of operation must comply with HIAL OOH Indemnity Scheme.
- 2.3 Pilots intending to operate Out of Hours must be in possession of a completed OOH Indemnity Form signed by the operator (not the Handling Agent) and a representative at Highlands and Islands Airports Limited.
- 2.4 Aircraft must be covered by Insurance in compliance with EC Regulation 785/2004 – Insurance Requirements for Air Carriers and Air Operators. Insurance bands are determined by the MTOW of the aircraft. Acceptable evidence of this insurance must be produced before a HIAL OOH Indemnity is issued.

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- 2.5 Landing charges will be paid at the rates and under the conditions applicable as published on www.hial.co.uk at the link [here](#). If required, further information can be obtained from:

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

Telephone 01667 462445

- 2.6 All OOH flights are strictly PPR administered by each individual Airport.

NOTE: OOH flights will not be accepted from international origins and PPR will not be granted. The only exception to this is Wick Airport where the movement will be managed by Far North Aviation.

- 2.7 Individual Airport details are published in the UK Aeronautical Information Publication (AIP)

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.

- 2.8 **ALL** Out of Hours flights (with the exception of emergency service related rotary flights) **must** be notified to the appropriate Airport during their operational hours. Approval from the airport must be obtained before the flight can occur.

- 2.9 NOTAMs and AIP Supplements must be consulted prior to any flight made pursuant to the Permit.

- 2.10 During the movement of flights, blind radio calls must be made over the tower frequency.

NOTE: Aircraft not fitted with radio equipment will NOT be issued 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).

3. Suspension of Out of Hours Operations

- 3.1 HIAL may conduct activities at the airport, outside of normal operating hours, which may severely restrict, or prohibit OOH flight operations. This includes, but is not restricted to, works in progress, snow clearing and/or de-icing operations.

- 3.2 HIAL will make every effort to give notice of such activity and advise of restrictions, or suspension of OOH movements.

- 3.3 All OOH flight operations will also be suspended during the period from notification of an Emergency call-out, whilst it is in progress and until it is cancelled.

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- 3.4 OOH operations will be monitored closely by the Airport and any breaches of procedure may result in the indemnity being withdrawn.
- 3.5 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 of passengers is prohibited.
- 4.2 Flying for the purposes of Commercial Air Transport is prohibited.
- 4.3 Flying for the purposes of crew training and crew instruction is prohibited.
- 4.4 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.
- 4.5 Air Traffic Services are not provided OOH.
- 4.6 Instrument Approach Procedures are not available OOH. There is no on-site presence to monitor the navigation aids and some aids may be switched off for maintenance.

NOTE: This applies to both Conventional and RNP (GNSS) procedures.

- 4.7 Airport Rescue and Fire-fighting Services will not be in attendance. OOH attendance may be requested, this is subject to availability and a charge would be incurred.

5. HIAL Airports' Requirements – General**5.1 Emergency and Recovery Procedures**

- 5.1.1 If requested, an operator must provide a copy of their written instructions regarding their safety measures and emergency procedures to be followed.
- 5.1.2 The aircraft operator is responsible for the removal of disabled aircraft and for any costs incurred.
- 5.1.3 If the aircraft owner/operator or its representative should refuse to remove a damaged aircraft, or neglect to do so within a reasonable time, HIAL/DAL will undertake independent action to remove the aircraft. HIAL, its servants or agents, will not accept responsibility for any loss or damage of any kind resulting from this action and the aircraft operator shall be responsible for all costs incurred.

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5.2 Safety and Risk Management

5.2.1 Operators must have an awareness of the risks associated with OOH operations. (Refer to Appendix 1 of the HIAL OOH Indemnity Application Form).

5.3 Use of Runways, Taxiways and Aprons

5.3.1 The Aircraft Classification Number (ACN) should not exceed the airport's Pavement Classification Number (PCN). The respective PCNs are published in the UK AIP.

5.3.2 The weight restriction is dictated by the pavement strength of the runway, taxiway and/or the apron.

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

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

5.3.5 Due consideration must be taken when self-parking on the apron. Aircraft must be parked with sufficient clearance to not impede the movement of any other aircraft, whether that be aircraft already parked, or other aircraft that may subsequently park after.

5.4 Runway Declared Distances

5.4.1 The respective runway declared distances are published in the UK AIP. It is the pilot/operator's responsibility to ensure sufficient declared distances are available for their flight.

6. Application for a HIAL Out of Hours Indemnity

6.1 The OOH Scheme does not apply at all HIAL airports due to various, differing restrictions. Airport validity is as follows:

| Airports Included in OOH Scheme | Airports Excluded from OOH Scheme |
|--|--|
| Campbeltown | Barra |
| Islay | Benbecula |
| Kirkwall | Dundee |
| Stornoway | Inverness |
| Tiree | Sumburgh |
| Wick | |

6.2 Download the HIAL OOH Indemnity Application Form from the HIAL website:

- <https://www.hial.co.uk/hial-group/about-us/general-aviation-charges-opening-hours-andpilots-information/>

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- 6.3 This form must be completed and all pages signed by the aircraft owner or operator, **not** the ground handler or handling agents.
- 6.4 Application for a HIAL OOH Indemnity must be made not less than **3** days in advance of the flight taking place. It should be submitted by e-mail to bstdoccontrol@hial.co.uk
- 6.5 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.

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 on whether it is a soft or hard copy:

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