



KAPITI COAST AIRPORT

MEMORANDUM OF UNDERSTANDING

BETWEEN

WELLINGTON GLIDING CLUB INC.

AND

AIR NEW ZEALAND

AND

AIRWAYS NZ LTD

AND

KAPITI COAST AIRPORT HOLDINGS LTD

1. INTRODUCTION

1.1. Effective Date

1.2. Objective

To define procedures to be used by the Wellington Gliding Club, Air New Zealand and Airways at Kapiti Coast Airport (Paraparaumu Aerodrome) as required by Kapiti Coast Airport Holdings Ltd as the Airport Authority.

The procedures in this Memorandum of Understanding (MOU) are intended to minimise the likelihood of disruption to the scheduled operator's services and the gliding operations and to reduce any likelihood of airspace conflict between Code 3 and gliding aircraft.

1.3. Scope

The procedures set out in this MOU will apply to:

- Gliders and tow-planes in regard to their:
 - use of grass runway (RWY) 16/34 and grass RWY 30;
 - relationship to other aircraft operations including Code 3 aircraft (eg. Q300 and B1900);
 - communication with PP AFIS and PP Traffic.
- Code 3 aircraft in regard to their:
 - use of sealed RWY 16/34;
 - relationship to other aircraft operations including gliders and tow-planes;
 - communication with PP AFIS and PP Traffic.

2. PARTIES

2.1. **Wellington Gliding Club Inc (WGC):**

Conducts gliding activities to and from Kapiti Coast Airport in accordance with CAA Rule Parts 104 and 149.

2.2. **Air New Zealand (Air NZ):**

Operates a scheduled passenger service utilising Code 3 aircraft to and from Kapiti Coast Airport in accordance with CAA Rule Part 121.

2.3. **Airways New Zealand Ltd (Airways):**

Operates the Paraparaumu Aerodrome Flight Information Service (PP AFIS) in accordance with CAA Rule Part 172 for Kapiti Coast Airport Holdings Ltd.

2.4. **Kapiti Coast Airport Holdings Ltd (KCAHL):**

Owns and operates Kapiti Coast Airport (Paraparaumu Aerodrome) in accordance with CAA Rule Part 139.

2.5. All parties to this MOU agree to instruct their pilots, staff and/or members to adhere to the following procedures outlined in this document, where applicable.

3. USE OF KAPITI COAST AIRPORT

3.1 All operators shall be familiar with and conduct their operations in accordance with:

- CAA Rule Part 91 – General Operating and Flight Rules (in particular Parts 91.127 and 91.223); and
- the respective CAA Rules applicable to their types of operations; and
- NZPP pages from the AIPNZ; and
- the Kapiti Coast Airport Register of Limitations and Operational Conditions; and
- (WGC only) Gliding New Zealand Inc. Manual of Approved Procedures (in particular Section 2 – Operational Responsibilities of the Individual Pilot in Command (PiC)).

4. USE OF GRASS RWY 16/34 AND GRASS RWY 30

4.1. Gliding operations, including the tow-plane, will normally be carried out on grass RWY 16/34. In westerly or northwesterly conditions, grass RWY 30 may be utilised for gliding operations. The runway may also be utilised for occasional practice of baulked approaches¹, simulated paddock landings or practice of landings after rope breaks.

4.2. Gliders and tow-planes shall not be left as an obstruction on any grass runway where they would present a hazard or an apparent risk of collision with a landing aircraft, or restrict the use of the grass runway from other aircraft landing or taking off. Gliders and tow-planes shall only be positioned on a grass runway for the purposes of preparation for take-off, landing and retrieval.

4.3. Except as provided for in Clause 5.3, no aircraft shall be left for unnecessary periods of time or unattended on a grass runway.

¹ **“Baulked Approach” –**

A term associated with Gliding NZ’s Manual of Approved Procedures that refers to an amendment of a glider’s approach in the circuit, planned aiming point or landing run to accommodate for obstacles or unexpected effects on the aircrafts performance to ensure a landing can be safely acquired.

This is different to the commonly used terms “baulked approach” or “baulked landing” used by powered aircraft pilots that refer to a missed approach or go-around.

5. VEHICLES AND PERSONNEL

- 5.1. WGC vehicles with a valid Airside Vehicle Permit are permitted to operate on the grass runways for the sole purpose of retrieving gliders and for delivering gliders to the launch site. The responsibility for providing separation from other vehicles, persons and aircraft operating on any manoeuvring area lies with the driver of the vehicle.
- 5.2. WGC vehicles shall not be left unattended on any portion of the manoeuvring area (excluding the area to the east of Taxiway Golf between grass RWY 16/34 and grass RWY 30 providing the vehicles are more than 15m away from the taxiway and more than 5m away from the grass runway edges).
- 5.3. WGC pilots and ground staff with retrieve vehicles shall endeavor to clear gliders from the grass runways as promptly as practical. Gliders shall not be left unattended on grass runways unless the pilot needs to get a retrieve vehicle. In such instances the pilot shall remain in 2-way communication with PP AFIS via VHF radio or cellphone.
- 5.4. All vehicles shall be operated in accordance with the Kapiti Coast Airport Register of Limitations and Operational Conditions.
- 5.5. WGC shall give any new glider or tow-plane PiC, ground staff member, or visiting glider pilot, a full and comprehensive briefing on the contents of this MOU relative to their scope of privileges, and how to operate from, to, and on the Kapiti Coast Airport and within the Mandatory Broadcast Zone (MBZ) surrounding it. A written record of these briefings shall be retained by WGC stating who was briefed and by whom. WGC shall commission audits of this at regular intervals of not less than 6 months to ensure WGC is complying with its own rules and procedures, and such audits shall be made available to KCAHL on request.
- 5.6. No glider or tow-plane pilot shall operate as PiC from the Kapiti Coast Airport without having first been given the required briefing as outlined in Clause 5.5 above.
- 5.7. WGC shall have regular club meetings of not less than 6 months and regular correspondence of not less than 3 months with its pilots, staff and/or members to remind them of the procedures of the MOU and club procedures with the intent to ensure every glider and tow-plane pilot is reminded of, and is up to date and familiar with expected gliding procedures at the aerodrome.
- 5.8. All pilots shall be up to date and familiar with existing and forecasted meteorological conditions and NOTAMs in accordance with CAA Rule Part 91.
- 5.9. Where a pilot does not comply or ignores any rule, limitation, or procedure outlined in this MOU, the aircraft operator shall take disciplinary action to ensure the pilot does not continue to flout or breach any such requirements. Details of any such occurrence and disciplinary action shall be provided to the KCAHL Airport Manager in writing via email without delay. KCAHL reserves the right to consider further remedial or disciplinary action against the aircraft operator which may include restrictions on their operation at Kapiti Coast Airport.

6. WELLINGTON GLIDING CLUB PROCEDURES FOR GLIDING OPERATIONS

- 6.1. All glider and tow-plane pilots shall maintain a listening watch on 118.30MHz when inside the MBZ and maintain a current situational awareness of traffic movements at PP.
- 6.2. Glider and tow-plane pilots shall make radio calls to PP AFIS in accordance with the radio operating procedures and applicable reporting points to aircraft flying within the vicinity of the aerodrome or the MBZ.
- 6.3. Except as provided for in Clauses 6.4, 6.5 and 6.6, in an emergency, or in the circumstances set out below, all glider take-offs and landings shall be on the operational runway only. Gliders and tow-planes shall not land on any other portion of the aerodrome. This includes landing before the grass runway threshold.

- 6.4. Glider or tow-plane pilots may utilise grass RWY 30 for gliding operations when wind or other conditions suggest it is appropriate for safety reasons. In any such event the glider pilot shall endeavour to broadcast his/her intentions.
- 6.5. WGC shall contact PP AFIS to advise that it will be utilising grass RWY 30 for gliding operations. Such advice shall be prior to commencing of shifting operations to that runway or for the occasional practice landing, and include the reason for its use. PP AFIS shall advise the KCAHL Airport Manager every time the grass RWY 30 is used.
- 6.6. Glider or tow-plane pilots may carry out a baulked approach onto grass RWY 30 only when the operational runway is obstructed, in an emergency, or when wind or other conditions suggest such an approach is desirable for safety reasons, or when practicing a baulked approach, simulated paddock landing or tow rope break. In any such event the PiC shall endeavour to broadcast his/her intentions.
- 6.7. Except as provided for in Clause 6.8, all aircraft cannot take-off from or land on the centre grass triangle located between grass RWY 16/34, grass RWY 30 and Taxiway Golf.
- 6.8. Gliders may carry out a baulked approach onto the centre grass triangle only when the operational grass runway is obstructed, or in an emergency, or when a Code 3 aircraft is on a short final approach and it is deemed absolutely necessary to avoid an airspace conflict, or when wind or other conditions suggest such an approach is necessary for safety reasons and grass RWY 30 is not suitable as an alternative. In any such event the centre grass triangle shall be clear of any persons or obstacles, and the glider pilot shall endeavour to broadcast his/her intentions without delay.
- 6.9. Gliders and tow-planes shall not commence a launch on grass RWY 16/34 or grass RWY 30 if another aircraft is on final approach and within 1 minute of crossing a runway threshold, or has not yet cleared the runway or taxiway ahead and may pose a hazard or an apparent risk of collision, or if a powered aircraft is lined up for takeoff on sealed RWY 16/34 or grass RWY 16/34 unless the powered aircraft has confirmed that it will await the departure of the glider tow combination.
- 6.10. Gliders and tow-planes taking-off or tow-planes landing on grass RWY 30 shall give way and precedence to all aircraft operating on the operational runway.
- 6.11. Except in an emergency only, simultaneous parallel operations on sealed RWY 16/34 and on grass RWY 16/34 are strictly prohibited.
- 6.12. The tow-plane shall defer its final approach onto grass RWY 16/34 if another aircraft has commenced short final onto the sealed RWY 16/34.
- 6.13. Nothing contained in this MOU shall preclude a pilot of a glider or tow-plane from carrying out any actions deemed necessary as a result of any emergency including significant height loss. In any case, PP AFIS should be notified of the pilot's intentions as soon as practicable. Glider and tow-plane pilots shall make every effort to avoid getting in to such a situation.

7. WELLINGTON GLIDING CLUB PROCEDURES FOR GLIDING OPERATIONS IN CONJUNCTION WITH CODE 3 AIRCRAFT

During Code 3 Aircraft Arrivals

- 7.1. Except in an emergency, gliders landing on grass RWY 16/34 when a Code 3 aircraft is established inbound shall land before that aircraft is established on final approach, and shall remain clear of the protection strip. This may in some circumstances require pilots to land early if they consider that they are otherwise likely to be in the circuit while a Code 3 aircraft is on final.

- 7.2. Immediately upon receiving notification from PP AFIS or from an approaching Code 3 aircraft of its time prior to landing, glider pilots shall adhere to the following procedures:
1. **At a 15 minute call of the approaching Code 3 aircraft** – glider pilots shall make a clear and fixed decision to either:
 - a) re-join the aerodrome circuit and be on the ground within a **maximum 10 minutes** (no less than 5 minutes before the Code 3 aircraft landing); or
 - b) remain airborne **away** from the aerodrome circuit until the Code 3 aircraft's landing is complete, provided **only** if certain and sustainable lift and altitude conditions ensure the glider pilot is more than capable of doing so and can maintain a safe flight.
 2. **At a 10 minute call of the approaching Code 3 aircraft** – any glider pilot that has committed to joining the circuit to land within the 10 minute period outlined above should now be established in the downwind leg of the aerodrome circuit, and be on the ground within a maximum **5 minutes**.

If a glider has not yet met this position then the pilot shall take whatever actions necessary to safely expedite their landing.
 3. Any glider pilot that has committed to joining the circuit shall aim to be on the ground and clear of the sealed runway protection strip **no less than 5 minutes** before the Code 3 aircraft landing.
- 7.3. Glider pilots airborne with intentions to rejoin the circuit within **15 minutes** of a Code 3 aircraft arrival shall endeavour to broadcast his/her intentions to avoid unnecessary delays.
- 7.4. Any inadvertent glider landings within **5 minutes** of an approaching Code 3 aircraft landing should (except in an emergency) be a baulked approach on to the eastern side of grass RWY 16/34 or grass RWY 30 when in use and clear of the sealed RWY 16/34 protection strip, or on to the centre grass triangle only in accordance with Clause 6.8 above.
- 7.5. The above procedures do not preclude a glider from making a landing in an emergency situation. In any such event the glider pilot shall endeavour to broadcast his/her intentions without delay.
- 7.6. There shall be no glider and tow-plane launches or self-launching gliders following a **10 minute** call of an approaching Code 3 aircraft or within 10 minutes of notified time of a Code 3 aircraft landing (as notified by PP AFIS or the Code 3 aircraft).
- 7.7. Launches between **10-20 minutes** before notified time of a Code 3 aircraft landing shall be on the basis that the glider is clear of the aerodrome circuit and the tow-plane will be able to land before the Code 3 aircraft is established on final approach or after it has landed. The tow-plane shall sequence in to circuit traffic as required.

During Code 3 Aircraft Departures

- 7.8. Launches up to **20 minutes** before a scheduled or expected time of departure of a Code 3 aircraft shall be on the basis that the glider is clear of the aerodrome circuit and the tow plane will be able to land before the Code 3 aircraft has commenced taxiing for takeoff, or after it has departed.
- 7.9. There shall be no glider launches once a Code 3 aircraft has commenced taxiing for take-off through until after the actual time of departure plus an appropriate period for wake turbulence considerations.
- 7.10. Glider pilots airborne with intentions to rejoin the circuit within **15 minutes** of a Code 3 aircraft's scheduled or expected time of departure shall endeavour to broadcast his/her intentions to avoid unnecessary delays.

During Code 3 Aircraft Arrivals and Departures

- 7.11. All glider and tow-plane operations on grass RWY 16/34 are restricted to the eastern part of grass RWY 16/34 outside the protection strip for sealed RWY 16/34 following a **10 minute** call of an approaching Code 3 aircraft, or while a Code 3 aircraft is landing, taxiing or taking-off. The protection strip will be visibly marked at its eastern edge on grass RWY 16/34.
- 7.12. There shall be no glider launches off grass RWY 30 following a **10 minute** call of an approaching Code 3 aircraft, or while a Code 3 aircraft is landing, taxiing, or taking-off.
- 7.13. Operations on grass RWY 30 will require care not to obstruct the RWY 16/34 protection strip during Code 3 aircraft operations. This may require aircraft to land short and/or run off to the north east into the designated glider strip.
- 7.14. Pilots shall take in to account an appropriate period for wake turbulence considerations. Pilots should also be mindful that in significant westerly conditions, wake turbulence from Code 3 aircraft may drift across the grass RWY 30 threshold.

8. AIR NEW ZEALAND PROCEDURES FOR CODE 3 AIRCRAFT OPERATIONS

- 8.1. All Code 3 aircraft pilots shall advise PP Traffic and PP AFIS of the estimated time of arrival accurate to one minute at:
 - approximately **15 minutes** from landing; and
 - approximately **10 minutes** from landing.
- 8.2. All Code 3 aircraft pilots shall endeavor to provide PP Traffic and PP AFIS relevant updating as deemed necessary including once established on final approach.
- 8.3. All Code 3 aircraft pilots shall endeavor to maintain a continuous listening watch on 118.30MHz following the 15 minute call, and effectively communicate to other traffic in the MBZ including gliding aircraft when appropriate. Pilots shall not solely rely on PP AFIS to provide guidance for aircraft separation or airspace conflicts.

9. AIRWAYS PP AFIS PROCEDURES FOR GLIDING OPERATIONS IN CONJUNCTION WITH CODE 3 AIRCRAFT

- 9.1. PP AFIS staff shall endeavor to provide PP Traffic with a general alert of an inbound Code 3 aircraft approximately **25 minutes** prior to an estimated time of its arrival.
- 9.2. In instances where a Code 3 aircraft pilot has not advised an estimated time of arrival as per Clause 8.1 above, PP AFIS staff shall advise PP Traffic of the estimated time of arrival of the inbound Code 3 aircraft at:
 - approximately **15 minutes** from landing; and
 - approximately **10 minutes** from landing.
- 9.3. PP AFIS staff shall endeavor to provide PP Traffic relevant updating as deemed necessary in accordance with the PP AFIS standard operating procedures.
- 9.4. PP AFIS shall endeavour to alert aircraft of situations which, if not avoided, may result in simultaneous parallel operations occurring, however, tow-plane and glider pilots and ground crew are solely responsible for adhering to the procedures outlined in this MOU and should not solely rely upon PP AFIS alerts.

- 9.5. PP AFIS shall advise the KCAHL Airport Manager every time the grass RWY 30 is used by any operator including the WGC in writing via email. Such advice shall include details on each particular movement as specified by the KCAHL Airport Manager.
- 9.6. PP AFIS shall advise the KCAHL Airport Manager and provide details of any instance where a glider has landed on the centre grass triangle.

10. KAPITI COAST AIRPORT HOLDINGS LTD

- 10.1. Having due regard to commercial confidentiality, KCAHL will consult with signatories to this MOU about any new airport operational activities that may impact on the usual airport operations addressed in this MOU.
- 10.2. KCAHL shall appropriately mark the eastern edge of the RWY 16/34 protection strip along grass RWY 16/34.

11. DEVIATION FROM MOU

11.1. Airways PP AFIS

PP AFIS staff shall endeavor to advise the most senior WGC member present at the aerodrome, or PiC of a Code 3 aircraft, of any occurrence or incident, or known breaches of the procedures outlined in this MOU.

PP AFIS staff shall report any occurrence or incident where they consider safety has been compromised, or is not in accord with procedures outlined in this MOU, to the KCAHL Airport Manager in writing via email without delay, and shall include as much detail as possible to assist in a KCAHL investigation of the occurrence. Such reports shall not be in lieu of Airways' standard reporting procedures.

11.2. Wellington Gliding Club and Air New Zealand

WGC and/or Air NZ shall investigate any occurrence/incident that has been notified to them by KCAHL or PP AFIS which is to include interviewing its pilots, staff and/or members involved or party to the event. Details of the investigation and any actions subsequently taken thereafter shall be provided to KCAHL without unnecessary delay.

11.3. Penalties

Any pilot determined as responsible for an incident following completion of any investigation shall be prohibited from operating at Kapiti Coast Airport ("grounded") until an agreed resolution between the aircraft operator and KCAHL on the incident determines the pilot is fit to resume operating at the aerodrome.

KCAHL shall determine what necessary further actions it considers are required to ensure the safety of airport operations at Kapiti Coast Airport and may give effect to these urgently, and without prior notice, as a result of any breach of the MOU, or CAA and airport rules.

Wellington Gliding Club Inc

Signed: _____

Date: _____

Print Name: _____

Position: _____

Air New Zealand

Signed: _____

Date: _____

Print Name: _____

Position: _____

Airways New Zealand Ltd

Signed: _____

Date: _____

Print Name: _____

Position: _____

Kapiti Coast Airport Holdings Ltd

Signed: _____

Date: _____

Print Name: _____

Position: _____