

Planning an Aviation Event.

West Auckland Airport is happy to provide the venue for Fly-Ins and other Aviation Events, and will do all that it can to help the organisers make the event a success. The Airport is also able to provide a venue for non-aviation events, such as product launches.

Any event needs to be discussed with the Airport management at an early stage to make sure that it doesn't conflict with another event, that the facilities will be suitable, and to discuss any costs that may not be covered by the standard Airport Fees.

The organisers of the event need to consider the following points that have been found necessary for a good event;

Size:

Decide on the size that is intended, and make sure it doesn't 'creep' beyond what can be well handled.

Small Events:

For events of up to around 30 aircraft, or 50 people involved on the ground, so long as the event is NOT advertised to the general public, the existing facilities such as toilets, aircraft parking etc, are usually sufficient.

- Preparation: Check with the airport management to make sure everything will be freshly cleaned and the grass cut etc ready for visitors.
- Clean Up: The Airport will arrange commercial cleaners to go through the clubrooms after the event and clean the kitchen, floors and toilets etc, and will charge this to the event organisers.... unless an inspection shows that they have already done a complete clean and tidy so that this is not needed.
- Air Operations: A small event doesn't require anything except normal good aviation practice. Visiting aviators need to check the AIP for circuit and avoid joining overhead if Skydiving is in progress. It is a good idea to have someone on the radio (handheld in the tower or a conveniently parked plane) to watch out for conflicts, such as someone joining for the wrong runway or announcing overhead join when there is skydiving. Aerobatics and flying displays are not allowable under the CAA regs for a simple 'Fly-In', but normal activity such as an approach and late go around is acceptable.
- Scope: Decide on the scope of the event and make sure it doesn't 'creep' beyond what is able to be well handled.

Large Events:

Large Fly-in, Air Show, or other Aviation Event: If there are likely to be more than 30 aircraft or 50 people on the ground, or even below this level if the event is publicly advertised and likely to attract many walk-ins to see the activity, more facilities are needed. I.e., Portaloo including a disabled Portaloo, Car Parking, and shade from the sun or rain.

- For widely advertised event, it is necessary for the organisers to consider the Local Body and CAA Regulations... will they attract so many of the public that it will exceed the limits allowable without consents etc?
- A large 'Fly-In' or Aviation Event should be advised to the CAA well ahead of time to be included in the 'congested airspace' warnings. There should be a named 'Safety Officer' who oversees ground and air safety.
- An 'Air Show' requires CAA approval as to the program and participants. Aerobatics etc are allowable subject to those rules. This takes time to organise and needs to be planned well ahead. Auckland Council regulations will have to be followed too.

Timetable – Aviators:

If the normal operations of the airport are disrupted then aviators need to be told the:

- start and finish times of the event,
- where to park,
- any special conditions to be aware of,
- landing fee that applies (can be either the standard landing fee charged by the Airport through 'Greaser Clearing House', or a reduced rate if the organisers collect the fees themselves and pay in bulk).
- fuel availability,
- if a particular activity is going to require the airport to be closed for a time, this needs to be specified in advance and shown on the Airport website and in notams.
- and whether there is anything like a spot landing etc. on arrival.

Aviators arrival handout:

There should be a 'Welcome' hand-out to aviators on arrival, stating:

- the engine start-up conditions, if any. I.e: ATC cadets as wing walkers to keep people away from the prop, or if it is necessary to ask the Ground radio first.
- any time slots when it will not be possible to depart
- timetable in general, pilot briefing, prize giving etc.
- fuel availability and how to purchase and pay.

Public arrival handout:

There should be a 'Welcome' hand-out to the public on arrival, stating:

- the areas open and closed to the public,
- that airports and aviation are potentially hazardous, and that attendance is entirely at their own risk and that they are responsible for their own safety, and that of their children.
- timetable in general, pilot briefing, prize giving etc.
- position of toilets, including disabled toilet.

Public Advertising:

If an event is advertised to the public, at a minimum the advertising needs to state the start and end times. It is always possible for a large crowd to turn up, and this needs to be considered... more so if the advertising is widely cast in the local papers. The CAA regulations (and possibly the Council regulations) don't apply below 500 people attending so long as entry is free, but it is still necessary to have extra toilets, car parking, shelter etc to accommodate them. The income to pay for this could be generated off a donation bucket or a charge for car parking which is sometimes available in the neighbouring farmer's paddock by arrangement with them.

Public Facilities:

Shelter: Sun and rain shelter... often the front half of hangars can be roped off, and gazebos, Umbrellas etc are needed if the numbers are too great for the normal buildings.

Toilets: Portaloos are needed if the numbers could exceed the capacity of the existing toilets... even if the numbers could be handled by the existing toilet stalls, the septic tanks and pump capacity could be exceeded, so Portaloos are essential.

Catering: Coffee Carts, Food Caravans, are needed. Sandwiches and cold drinks are also needed, which may be provided by the caterers. In summer, ice creams etc are useful for hot people. (The Clubrooms kitchen is available to look after aviators and club members... arrange with the Airport management if required.)

Safety ropes: There needs to be a clear ground/air side divider. Most people will respect it if it is clear where they are not to go. To provide more space, sometimes the groundside / airside divider needs to be set further out than the existing permanent fences, and if so then one specific person needs to be delegated to arrange ropes, tapes and electric fence standards etc to mark out the new ground/air side boundary.

Rubbish: Sufficient rubbish bins and drums for the expected visitors, with one specific person delegated to make sure they're put out, and later emptied into the big dump bin by the gate.

Clean Up: The Airport will arrange commercial cleaners to go through the buildings and clean the kitchen, floors and toilets etc, and through the grounds picking up rubbish, and will charge the cost of this to the organisation running the event. The cost will be less if event organisers have already done some of the cleaning and tidying and rubbish pick up.

Timetable – Public:

The public timetable needs to be posted conspicuously, and with plenty of detail so people know what is going to happen at what time. The 'public' start time should not be before there is something for them to see... if this is only 'aircraft arriving' then that needs to be stated.

Car Parking

For a large event there needs to be a specific person in charge, and a sign at entrance to Green Rd advising the parking situation so people know whether to drive down Green Rd or not: 'Free Parking near airport', 'Parking near airport with a gold coin donation' 'Parking near airport \$5' or whatever.

Donations

If an entry fee is charged, even a small event becomes 'official', with many Local Council regulations applying. A donation allows people to make a contribution towards the costs (most will do so voluntarily) without charging an entry fee. Donations tend to be larger if there is someone there to thank the person making a donation. Charging for parking does not make an event 'official'.

Office / Help desk. List of P.i.C. and mobile numbers.

People will automatically go to the airport office when they want to know something or there is a problem, and aviators will call the tower. So both need a phone directory for the day showing the person in charge of each function, and their mobile number so they can be contacted.

Delegation

For Club organised events, members are usually happy to be involved... so delegate a task to them and make it clear that it is for them to work out how to accomplish it and they should ask for help if they need more people or are unsure how to do something. Otherwise it is over to them. The overall event organiser should just check with the organiser of each task to make sure it is being done, but not micromanage which annoys intelligent volunteers.

Fuel

Mogas 97 and Avgas is available, but not necessarily in sufficient quantity unless arranged. The event organiser should talk to the Airport manager about fuel requirements a few weeks before the event to discuss quantities likely to be needed etc. It should be one volunteer's job to handle fuel sales, selling the fuel and making sure the money is collected. It can be paid in cash, or by Eftpos at the office.

Eftpos

The airport has an Eftpos machine, and if arranged in advance can do 'cash out' to enable members of the public to spend cash on the airport for Trial Flights, food etc. (Fuel for aircraft can always be purchased by Eftpos).

Safety Officer

For major events, a safety officer is needed. Ideally a CPL, ATPL or senior instructor.

Air Watch

For large events, the tower is available and this needs to be staffed by experienced aviators, (ideally Instructors, ATPLs or CPLs), calling as 'Parakai Ground' and keeping a watching brief. 'Parakai Ground' can only advise pilots in the air, but can issue directions to those on the ground. A draft set of Standard Operating Procedure for major aviation events is below, to be modified as decided by the Air Watch team.

Summary of Tasks to be delegated for a major event:

- Overall event organisation: Delegation of tasks & keeping airport informed.
- Grounds setup and restoration including rubbish removal.
- Sound system setup and commentator if required.

- Fuel availability in advance and fuel sales on the day..
- Aircraft parking, 'Follow me' quad and aviator hand out sheet.
- Public parking and Public timetable hand out.
- Portaloos, toilet supplies and cleaning during the day, and removal afterwards.
- Landing fee collection and payment to Airport (else standard rate through 'Greaser').
- Catering for public and for volunteers/aviators.
- Trial flights, co-ordinating various clubs and commercial operators.
- Static trade displays, organise and arrange layout.
- Event publicity before event and photos etc afterward to local papers.
- Safety officer, Pilot briefings, Air Displays. (CPL, ATPL or senior instructor).
- Radio / Tower watch P.i.C. (CPL, ATPL or senior instructors)
- Clean up after the event.

(These require overall co-ordination, i.e. Trial Flights, Air Displays, Parachute Drops and briefings will need to be shown on the time table and be co-ordinated with the tower and safety officer, so the overall event organiser should not have any other specific task for themselves.)

Suggested Standard Operating Procedures for Major Events.

The 'Air Watch' team should discuss these and modify as they deem necessary.

Arrivals:

- 1: Make radio call to 'Parakai Traffic' on 119.1 at 10 miles from the Airport
 - Report position altitude and Intention
- 2: 'Parakai Ground' will reply with
 - Wind, runway in use with current traffic in circuit
 - If there is any activity taking place over the airfield at that time, and how long this activity is expected to run
- 3: Make second radio call at 5 miles and repeat your intentions
 - If conditions have changed eg wind, special traffic requirements etc 'Parakai Ground' will advise you
 - Otherwise continue with the approach
 - Watch for traffic at all times
- 4: Join downwind or base, avoiding joining overhead because of skydiving. The circuit is always to the North, LH for 07 or RH for 25.
5. Pull off onto the grass taxiway as soon as possible to clear the runway. A 'Follow me' quad will usually be present.

Departures:

- 1: Call 'Parakai Ground' on 119.1 report where you are on the airfield and intentions
 - Do not taxi until 'Parakai Ground' has make contact
 - If necessary a marshal will be appointed to escort you to a taxiway or run up area
 - Current information will be given and permission to taxi to the run-up area will be given.
2. Once you've run-up, completed final checks, and are ready to take off immediately:

- Advise 'Parakai ground' and they will tell you if they are happy for you to enter the runway and line up.
- Line up on the runway only when you have checked in both directions for any other traffic, (it remains the pilot-in-command's responsibility to maintain safe separation from other aircraft.)
- Maintain suitable separation from the last aircraft that has just taken off
- Avoid delaying take off once lined up
- If you need to abort the take off at this point then advise 'Parakai Ground' and taxi down runway and pull off to the taxiway.

Remember you are PIC at all times as the Airport is in uncontrolled airspace up to 2500ft. If the situation does not feel right call up 'Parakai Ground' and ask for more information to help you in your decision making.

'Parakai Ground' are not controllers and can only advise while you are in the air, but on the ground you must follow their instructions as they are looking out for everyone's safety.

[End of notes]