



FENLAND AERODROME MANUAL

Fenland Aero Club
Fenland Aerodrome
Holbeach St Johns
Spalding
Lincolnshire
PE12 8RQ

April 2020-Rev4-29May23

CHAPTER 1 - INTRODUCTION

This manual is to give guidance to members of Fenland Aero Club and visiting pilots on safe and efficient flying at Fenland Aerodrome. It should also be a point of reference for the Aerodrome Licensee, Accountable Manager, Committee & Club Members and Operating Staff¹ in regard to general working, safety arrangements.

1.1. The Purpose of the Aerodrome Manual

The purpose of this manual is to secure the safe operation of Fenland aerodrome, also referred to hereafter as the aerodrome, and should be read in conjunction with the Fenland aerodrome 'Daily Operations' Manual.

Further, it sets out the aerodrome's operations in general, to ensure that the aerodrome is safe for use by aircraft having regard in particular to the physical characteristics of the aerodrome and of its surroundings. That it has an effective safety management system in place. That the aerodrome manual updated regularly, and that it forms a record of the physical characteristics of the aerodrome, of any significant difference from the standard requirements of CAP 168 and of agreements between the licensee and the Civil Aviation Authority (CAA).

1.2. The Aerodrome License

The Air Navigation Order (ANO) set out in the latest edition of CAP393, requires that certain types of flights for the public transport of passengers and instruction in flying take place from a licensed aerodrome or from certain other types of aerodrome mentioned in the order. When such flights are in progress, the condition of the licence must be met.

1.3. Distribution of the Aerodrome Manual

Any amendments to this manual will be authorised and issued by the licensee and / or the manual editor. Electronic copies of this Manual are provided to following organisations and personnel:

- The CAA;
- The Licensee, The Accountable Manager, Fenland Flying School and¹Operating Staff;
- Password protected copies of the Manual are available to Fenland Aero Club Members and other organisations and pilots operating at Fenland aerodrome from the Clubs web site;

The Fenland Aero Club Secretary is responsible for preparing and submitting amendments to the Manual, when required. Amendments to the Manual will be issued to distribution holders and the Club's web site.

¹ **Operating staff** - means all persons, whether or not the aerodrome licence holder and whether or not employed by the aerodrome licence holder, whose duties are concerned either with ensuring that the aerodrome and airspace within which its visual traffic pattern is normally contained are safe for use by aircraft, or whose duties require them to have access to the aerodrome manoeuvring area or apron; manage, test or dispense aviation fuels used by aircraft.

A fully updated copy of the aerodrome manual is submitted to the CAA in electronic format as described in CAP168 required documents in electronic form on changes to the Licensee or the Manual and sent to CAA Aerodrome Standards Office. Documentation should be submitted, by email to the following asddocs@caa.co.uk in PDF format and must be unsecured (no passwords).

CAA Return Correspondence - All Fenland Licensee Correspondence (including copies of Emails) is to be addressed to the following:

(Licensee's Name)
 Fenland Aero Club (Licensing) Ltd
 The Aerodrome
 Holbeach St Johns Spalding, Lincs, PE12 8RQ

Tel: 01406 540 330
 Email: secretary@fenlandairfield.co.uk

1.4. The Fenland Aero Club Rules

The Fenland aerodrome Club Rules contain the general rules and regulations, including terms and conditions of the use of Fenland aerodrome and flying operations, storage and parking of aircraft etc.

1.5. The Fenland 'Daily Operations Manual'

The purpose of this manual is to give guidance and to record essential daily operational and safety checks by the Licensee's and operating staff for both the safe and efficient running of Fenland aerodrome. On completion of these tasks they must be recorded (for CAA Audit purposes) and specifically, that **any deficiencies or issues are identified** so that appropriate remedial action to repair / resolved or be promulgated to pilots and aerodrome users effectively.

1.6 The Following Abbreviations Used in the Manual

FFS	Fenland Flying School	VCR	Visual Control Room
IER	Initial Emergency Responder	FOD	Foreign Object Damage
CFI	Chief Flying Instructor	VMC	Visual Meteorological Conditions
AGL	Above Ground Level	VFR	Visual Flight Rules

1.7 Revision Issues

DATE:	ISSUE NO:	DETAILS:
01 Aug 16	Issue No: 0	Review of Manual & incorporation of IER Manual
12 Feb 19	Issue No: 0	Review of Safety Management System Named individuals removed Minor IER changes
21 Mar 19	Issue No: 0	2.2.c added
21 Nov 19	Issue No: 0	2.1 E-Plane Ltd removed. Kerry Allen (T/A Runways Restaurant) added. 7.2.c. UKAIP changes and website URL updated. 8.2.a, 8.7 & Annex A: Helicopter guidance lighting added.
29 Dec 19	Issue No: 0	Page formatting unified. Contents pagination updated to reflect page changes. Contents bookmark links removed other than Chapter Headings. 2.4(f) amended; refers to training of fuel operatives. 2.6(10) amended; refers to the fuel manager. 7.5 (a) & (b) amended; reference to Night Watchman removed; CFI & ATC, or another member, added. 7.13(e) amended; HiVis colour removed. 8.7(a) added; helicopter guide lighting responsibility. Annex references amended for clarification.
29 Dec 19	Issue No: 1	7.13(e) amended: HiVis requirement removed. Annex D: fenland radio frequency updated.
29 Dec 19	Issue No: 2	Minor typos corrected
03 Apr 20	Issue No: 0	3.3 (b) inserted/amended 3.5 MOR/VOR added 3.7 amended: Bird Strikes require MOR Annex E added (MOR, list of reportable occurrences)
25 Nov 21	Issue No: 1	7.13 (d) amended
17 Jul 22	Issue No: 2	8.6 (c) amended, frequency of LITAS checks 7.4 (a) added twice daily runway inspections 7.1 (c) added for CAP791 infrastructure changes
25 Nov 22	Issue No: 3	9.2 amended, ATZ 9.6 added, taxiing.

29 May 23	Issue No: 4	2.1 updated for Runways Restaurant
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CHAPTER 2 - TECHNICAL ADMINISTRATION

2.1. Names and Addresses at Fenland Aerodrome:

Fenland Aero Club (Licensing) Ltd
Fenland Aero Club
c/o The Secretary
Fenland Aerodrome
Holbeach St Johns
Spalding, Lincolnshire, PE12 8RQ
Telephone: 01406 540 330

Email: secretary@fenlandairfield.co.uk
Web: www.fenlandairfield.co.uk

Fenland Aerodrome Licensee:

The Managing Director
Fenland Aero Club (Licensing) Ltd
(Company Number: 04186807)

Private Companies Operating at Fenland Aerodrome:

Fenland Flying School Ltd

Fenland Aerodrome
Holbeach St Johns
Spalding, Lincolnshire, PE12 8RQ
Telephone: 01406 540 461

Email: info@fenland-flying-school.co.uk
Web: www.fenland-flying-school

Steven Goundry (T/A Runways Restaurant)

Fenland Aerodrome
Holbeach St Johns
Spalding Lincolnshire, PE12 8RQ
Telephone: 01406 540 330

Email: runways@fenlandairfield.co.uk

2.2. Named Persons

- (a). The following are named persons as required by CAP168:
 - The Licensee (Fenland Aero Club Licencing Ltd) Director
 - Accountable Manager
 - The Chief Flying Instructor (CFI)
- (b). Responsibilities:
 - **The Chief Flying Instructor (CFI)** - through the Accountable Manager will open and close the aerodrome whilst in use on a licensed basis as published within the UKAIP;
 - **Fenland Flying School** - the Flying School shall report to the Accountable Manager as required, on the state of the aerodrome;
- (c). A separate document is maintained of named persons currently in post for each role.

2.3. Director of Fenland Aero Club (Licensing) Ltd and the Committee

- (a). The Managing Director of Fenland Aero Club (Licensing) Ltd., as the Licensee's named representative, has overall responsibility for the safe and efficient running of Fenland aerodrome;
- (b). The Chairman and Committee is the decision-making body responsible for the safe and efficient operation of Fenland Aero Club. The Committee may delegate some roles and responsibilities to facilitate day to day operations.

2.4. The Accountable Manager

- (a). The Managing Director of Fenland Aero Club (Licensing) Ltd., as the Licensee's named representative, shall appoint an Accountable Manager in accordance with CAP168. The role of the Accountable Manager is one of 'arms-length' oversight to ensure that all operational activities are carried out to the standard required. The person named in the post must be advised to the CAA's Aerodrome Standards Department as the Accountable Manager and be included in the aerodrome manual.
- (b). The Accountable Manager reports to both the Managing Director and the CAA.
- (c). The Accountable Manager therefore has oversight of all Committee actions and responsibilities to ensure the safe and efficient running of the aerodrome and its activities, and to ensure the Committee comply with and maintain airside safety standards and recommended practices in accordance with CAP 168 for a licensed aerodrome.

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- (d). The Accountable Manager shall ensure the Committee establish, implement and promote the safety policy; and ensure compliance with relevant regulations, licensing criteria and the organisation's Safety Management System.
 - (e). During periods of absence the responsibilities of the Accountable Manager may be delegated.
 - (f). The Accountable Manager shall monitor the Fenland Aero Club Committee arrangements to train fuel operatives for the safe and efficient testing of aviation fuel.
 - (g). The Accountable Manager shall liaise with Fenland Aero Club Committee on the provision of sufficient, competent and trained Initial Emergency Responders (IER) to cover licensed flight training / operations during published aerodrome opening hours.

2.5. The Chairman of Fenland Aero Club Management Committee

- (a). Shall liaise & work with the **Accountable Manager** to ensure the safe and efficient running of the aerodrome and its activities and ensure compliance with, and maintenance of, airside safety standards and recommended practices in accordance with CAP 168.
- (b). Shall ensure that all necessary resources, including financial, are available to operate the aerodrome in accordance with the aerodrome manual relevant to aerodrome operations in accordance with CAP 168.
- (c). Shall liaise & work with the **Accountable Manager** to maintain a safe and efficient operating environment on the aerodrome as far as reasonably practicable. This is achieved through the effective management of the aerodrome operations and close liaison with all other relevant aerodrome users.
- (d). Shall ensure the Aerodrome Business Plan has sufficient resources to enable the success of the Safety Management System and Safety Policy.
- (e). Shall ensure that committee business meetings are held regularly, the records and decisions are suitable recorded, and that agreed items are acted upon etc.

2.6. The Role and Duties of the Fenland Flying School

- (a). Under a separate agreement the proprietor of Fenland Flying School shall undertake the day to day running of the aerodrome and all operations on behalf of the Managing Director Fenland Aero Club (Licencing) Ltd and the Committee during the aerodrome opening hours, as indicated in the current AIP.
- (b). FFS shall undertake the daily inspections and other duties laid down in the Fenland aerodrome '*Daily Operations Manual*' to keep and

accurately record the inspections and tests required for the day-to-day operations of the aerodrome. Responsibilities are:

- (1). to ensure that the IER vehicle is inspected, tested, checked as appropriate and has sufficient serviceable equipment and fire-fighting extinguishing agents for day to day licensed flight operations on behalf of the Accountable Manager;
- (2). to carry out all flight and ground training and other duties in a proper and professional manner, adhering at all times to aerodrome procedures and restrictions as laid down in the Fenland Aerodrome Manual, Daily Operations Manual and FAC Club Rules;
- (3). to operate a Ground Radio Service (Fenland Radio) for inbound and outbound aircraft during the published operational hours. Fenland Flying School shall ensure that suitable trained personnel authorised to use a Ground Aeronautical Radio Station are available during aerodrome opening hours to operate the ground radio service;
- (4). to open and close the aerodrome daily, promulgate NOTAM as and when required, and maintain all records relating to the day-to-day operation;
- (5). to report any circumstance arising which effects the licensing of the aerodrome to, in the first place, The Chairman. Prudence may require the Managing Director FAC (Licencing) Ltd and/or the Accountable Manager also to be informed directly. FFS shall maintain and check the fuel and the fuel installation daily, as laid down in the *Aerodrome Daily Operations Manual*;
- (6). to have their own clear and relevant Safety Management Policy for both its flight operations, staff training incorporating (as necessary) the Fenland Aerodrome and Daily Operation Manual requirements, CAP 168, as well as guidance contained in any other relevant publications;
- (7). to ensure that the requirements of CAP 748 are adhered to as far as relevant to FFS aerodrome duties;
- (8). to ensure that the fuel samples are taken and stored as required;
- (9). to arrange for the receipt of fuel at Fenland aerodrome on behalf of Fenland Aero Club Management Committee if required from the fuel supplier;
- (10). to ensure that any faults with the fuel pumps are reported to the Fuel Manager as soon as possible to enable action to be taken to correct any fault;

- (11). to ensure that the daily aerodrome inspections are undertaken and logged in accordance with FAC Daily Operations Manual;
- (12). to ensure Fenland Flying School personnel hold the required CAA Ground Radio License and these persons should be in a position to view all runways and be able to initiate emergency procedures.

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CHAPTER 3 - SAFETY MANAGEMENT SYSTEM

3.1. Safety Policy

Safety is a prime consideration at all times within Fenland Airfield.

The Accountable Manager is responsible for oversight of the Committees actions and decisions to ensure safety of the airfield, its operations and services.

Adequate resources and training must be provided to manage safety effectively.

The Committee encourage all members, staff of businesses on the airfield, visitors and stakeholders to report safety events or potential hazards however insignificant they may consider them at the time.

We have an open reporting culture that encourages free and frank reporting through a just culture.

We strive to achieve.

- An accident free environment
- An effective safety management system and continuous improvement;
- Full compliance with the statutory national and international regulations that apply to us;

These objectives are for the benefit of the club and all visitors to the aerodrome. To this end we have a shared responsibility to achieve these aims.

Safety is everyone's responsibility.

The Accountable Manager at Fenland Airfield

3.2. Safety Organisation

- (a). As part of the aerodrome's Safety Management Systems (SMS), a Safety Committee convenes monthly, immediately preceding the FAC Committee meeting. It is Chaired by the CFI with Accountable Manager oversight. The aim is a continuous improvement in safety by monitoring safety performance and to discuss, report on and implement as necessary all aerodrome related safety issues. As well as investigating individual safety issues, the safety committee will pro- actively look for trends and emerging safety issues, actively promoting safety awareness.
- (b). Safety education, awareness and urgent matters are promulgated through various channels including but not limited to members' emails, notices on the Club noticeboard and the CFI briefing of pilots.

3.3. Scope of the Safety Management System (SMS)

- (a). Internal Safety Incident Investigation - any safety incident occurring at Fenland aerodrome will be fully investigated and reported through the monthly Safety Committee to the Fenland Aero Club committee. On completion of any investigation recommendations or findings that would help to prevent such an incident reoccurring will be implemented by the Fenland Aero Club committee.
- (b). The committee will actively encourage members to fully engage with the principles enshrined in CAP 382 concerning Mandatory Occurrence Reporting (MOR) so that all are aware of duties and responsibilities for MOR reporting at Fenland. This will be achieved through briefing, training and as necessary through safety bulletins and website.
- (c). If any incident was investigated by the Air Accident Investigation Department, the Civil Aviation Authority or the Health & Safety Executive the Accountable Manager will seek advice and guidance from the relevant authority.
- (d). The Safety Management System will investigate all safety matters at Fenland Airfield, not just airside aviation related incidents. Members and the public are encouraged to complete a safety report and pass the completed form to the CFI, where the issue will be discussed at the next safety meeting. The CFI should call an extraordinary safety committee meeting if the urgency dictates.
- (e). The Club Secretary will keep minutes and a record of all safety forms submitted.

3.4. Hazard identification and safety reporting procedure

- (a). **ANYONE** who has any safety concerns about any part of the aerodrome operations or **any** safety issues should make their concerns known to the club. In most circumstances this would be through the completion of a Safety Report form.
- (b). Safety Report forms are available in the Clubhouse by the signing in desk. Completed forms should be passed to the CFI
- (c). Additionally, anyone may approach the CFI or any Committee Members with their concern. The Committee expect members and visitors to inform the CFI or a committee member immediately if they consider the risk they have identified as significant. All such incidents must be recorded on a safety report form. Immediate rectifying action will be taken if required, and where appropriate they will be asked to attend the next available safety committee meeting to put forward their concern.

- (d). Out of hours, incidents requiring urgent attention are to be notified to an emergency contact. The emergency contacts are the Licensee (Fenland Aero Club Licencing Ltd) Managing Director, the Accountable Manager, or the Chief Flying Instructor (CFI).
- (d) The safety reporting procedure will be prominently displayed, including the details of emergency contacts, at the Aerodrome Control Point (Control, C) and at the fuel pumps.

3.5. Mandatory Occurrence Reporting (MOR) and Voluntary Occurrence Reporting (VOR)

Any person that observes an occurrence should report it. Any occurrence that endangers a person or persons in the air or on the ground should be reported. A full list of reportable occurrences is at ANNEX E

Reports report the facts and are anonymous, if the CAA want further information they will contact us at the airfield.

The main principle is report; you will not be in trouble if you report something already reported, or it doesn't quite fit the list; that would be a VOR Voluntary Occurrence Report - there is no distinction.

If the MOR/VOR happened on the airfield, and you have filed or intend to file a report, please let us know by filling in PART A of the SMS Report Form, ANONYMOUSLY if you wish.

Online Reporting: <https://www.aviationreporting.eu/AviationReporting/>

Any MOR reports filed "on behalf of my organisation" will be filed in Dropbox.

3.6. Risk Assessments

The Fenland Aero Club Committee is responsible for ensuring risk assessments are in place not only for aviation events and fly-ins, but also the non-airside areas of the airfield. Airside and non-airside managers are responsible for hazard identification and continual vigilance of the fabric of the airfield.

3.7. Wildlife Hazard Control Plan

Wildlife and Birds remain a hazard on the airfield.

Any birdstrike requires a MOR (See Annex E).

3.8. Safety of Members, Visitors and Contractors

- (a). New members, visitors going airside and contractors are required to have a safety briefing by the CFI. A safety briefing document is available.
- (b). Fenland Aero Club Management Committee on behalf of the aerodrome licensee accepts the legal duties placed upon it and will make every effort to encourage a high level of awareness of health, safety and welfare amongst its members, visitors and other companies operating from the aerodrome.
- (c). As Fenland Aero Club, or Fenland Aero Club (Licensing) Ltd, does not directly employ any person or persons, persons helping on or about the aerodrome will be advised of the safety standards required and be briefed by the relevant manager of the area the work is being undertaken of the 'safe person' concept.
- (d). These responsibilities, so far as is reasonably practicable, will be met by the following means:
 - (1). Risk Assessment and Method Statements (RAMS);
 - (2). the maintenance of public areas in a safe condition;
 - (3). the maintenance of appropriate public liability insurance;
 - (4). Fenland Aero Club Committee, on behalf of the aerodrome licensee, will ensure that its officers are informed of their responsibilities in respect of the safety of all persons who use the aerodrome.

3.9. Companies Operating on the Aerodrome

Companies operating on the aerodrome not under the control of Fenland Aero Club or Fenland Aero Club (Licensing) Ltd shall produce their own Safety Management System. This SMS system must recognise, acknowledge and compliment Fenland Aero Club SMS arrangements.

3.10. Safety Management System Review

- (a). The Safety Management Systems will be reviewed annually. Gap analysis should be documented and kept on file.
- (b). At regular intervals (to be determined by the committee or events) competent person(s) are to carry out safety audits and reviews for the safety committee or as part of FAC event management arrangements.

CHAPTER 4 - AERODROME INITIAL EMERGENCY RESPONDERS (IER)

4.1. Initial Emergency Responder (IER)

Fenland aerodrome now operates an 'Immediate Response' capability in accordance with CAP 168, Appendix 8C.

4.2. IER Provision

Trained IER personnel will be on duty when FAC is operating as a licenced airfield.

RFF CATEGORY	MINIMUM NUMBER OF IER PERSONNEL
IER/RFF Special	Two (1 x MUST IER trained)

4.3. Age & Medical Fitness of IER Personnel

- (a). Young persons aged less than eighteen years shall not be accepted as personnel designated to be part of the operational Fenland IER.
- (b). To ensure that the Licensee can be assured of the general medical fitness of personnel undertaking IER duties, IER personal should hold a current recognised medical certificate, *for example a CAA PPL / LAPL Medical Certificate or DVLA Group 2 (Professional Driving) Fitness Certificate*. Alternatively those not in possession of a medical certificate are to sign a disclaimer prior to undertaking IER Duties and training that they are fit to undertake IER duties.

4.4. Overview of Fenland Airfield

Situated in the South Lincolnshire fens and home to the Fenland Aero Club, Fenland aerodrome provides four grassed runways two licensed runways (18 & 36) and two unlicensed runways (08 & 26), all taxiways and apron areas are also grassed serving fixed wing, helicopter, general aviation and Club flying.

The aerodrome has a wide range of members' aircraft types. Flight training generally takes place weekly between the hours of sunrise and sunset. Furthermore, occasional night flying and special events are held at the airfield during the year.

Fixed structures at Fenland aerodrome include a clubhouse with flying school attached, two members' hangars, a maintenance hangar, porta-cabin, Avgas and separate JetA1 fuelling areas. The aerodrome is predominantly surrounded by arable farmland.

4.5. Initial Emergency Responder (IER) Training

- (a). The Licensee of Fenland Airfield will provide trained IER Club members as far as reasonably practical and subject to individual IER personnel (*who are all volunteers*) and the limited resources, conditions & circumstances provided at Fenland Aero Club and aerodrome as follows:
- (1). that all training scenarios are undertaken to ensure the safety of all personnel including the provision of risk assessment as necessary;
 - (2). Are generally provided with initial training and assessment in the core competences of their role of IER (*Referred to as 'training in acquisition'*);
 - (3). Are provided with a structured training programme with refresher training at intervals of generally not more than 12 months, in the core competences (*Referred to as 'training in application'*) - set out in the IER Training Notes;
 - (4). Carry out practical training session including the discharge of the vehicle mounted fire extinguisher on a suitable 'hot fire' at intervals of generally not more than 12 months;
 - (5). Certification by the Training Provider of IER personnel undergoing refresher training at a formal training session, demonstrating through examination and practical application a competent standard, as far as reasonably practicable.
- (b). **The Senior IER (SIER)** - in conjunction with the Fenland Aero Club Committee will as far as reasonably practicably and within the limited available resources, and conditions & circumstances commensurate with Fenland Aero Club and Airfield make sure that IER members are rostered and have training sessions to meet the operational requirements. Additionally and as far as practicable:
- (1). All IER personnel shall receive regular ongoing training and assessment in their role;
 - (2). That IER personnel have their Individual Training Records maintained for inspection by the CAA, as necessary;
 - (3). All training scenarios should be risk assessed to ensure the safety of all personnel.
- (c). **Competent Person(s)** - the Fenland Aero Club Committee will ensure that competent person(s) provide and conduct an assessment of the hazards and associated risks following which IER personnel should be provided with sufficient initial and annual IER refresher training to carry out their role, including suitable first aid training.
- (d). **Competences** - IER Personnel should be competent in at least the following: the aerodrome emergency procedures:

- the aerodrome topography;
 - achieving a response as expediently as possible;
 - application of the necessary procedures to deal with the types of emergencies appropriate to the operation, hazards and risks;
 - the selection, use, and maintenance of equipment;
 - the application of the extinguishing agents;
 - Initial Emergency Medical Aid (IEMA) and casualty handling;
 - Records of all training to be maintained.
- (e). **Training Notes** - the IER Training Provider will issue IER personnel with a comprehensive set of theory and general guidance notes to assist IER staff meeting and maintaining their competency standards as far as reasonably practicable.

4.6. Safe Person and Dynamic Risk Assessments Concept

- (a). The operational work of the IER is performed in a working environment, which is constantly changing and may be extremely hazardous. Therefore, normal 'safe working place' cannot satisfactorily be implemented and to compensate 'safe person' and 'dynamic risk assessment' concepts are to be applied.
- (b). To maintain the effectiveness and competency of IER members, the Aerodrome Licensee will make sure that the individuals who perform operational roles are as safe as is reasonably practicable.
- (c). Fenland aerodrome ensures the health, safety and welfare of its members by providing and maintaining comprehensive and valid Risk Assessments to ensure:
- A safe environment;
 - Safe equipment;
 - Safe systems of control;
 - Competent IER members.

4.7. Fenland IER Training Programme - Application of Core Skills

Item No:	TRAINING MODULE	J	F	M	A	M	J	J	A	S	O	N	D
1.	Hot Fire*	X						X					
2.	Tactics & Techniques*	X						X					
3.	Vehicle & Equipment Operations**	X						X					
4.	Aircraft Familiarisation**	X						X					
5.	Aerodrome Topography (1000 metre area)**	X						X					
6.	Response Time Test***	X						X					
7.	R/T Procedures**	X						X					
8.	First Aid*	X						X					
9.	Emergency Procedures**	X						X					
10.	Liaise with Local Authority Emergency Services *							#					

*Will be undertaken annually at IER Refresher Training;

**Will be undertaken bi-annually as part IER training;

***Undertaken more frequently through ATC and the Accountable Manager;

#Dependent on other agencies and not under Fenland Control;

Note - the aim of the licensee is to deliver this IER training programme **as far as reasonably practical** and subject to individual IER personnel (*who are all volunteers*) and the limited resources, conditions & circumstances provided at Fenland Aero Club.

4.8. IER Vehicle and Equipment

- (a). **Rescue & Medical Equipment** - Fenland aerodrome will as far as reasonably practicable provide a mechanically reliable and serviceable vehicle capable of accommodating the IER personnel and traversing the terrain encountered in response to any incident at the aerodrome.
- (b). **Radio Communications** - radio equipment shall be provided in fixed &/or portable that is effective within the response area.
- (c). **Lighting** - hand lamps and appropriate portable lighting equipment shall be provided for licensed flying during the hours of darkness.
- (d). **Maps** - the IER vehicle will hold a copy of the aerodrome 'Map' and Ordnance Survey information up to 1000m of the under / over shoots to the runway(s).

- (e). **Equipment** - Fenland aerodrome shall provide rescue and medical equipment commensurate with the hazard and risk of the scale of aircraft operations at the aerodrome.

4.9. IER Vehicle Fire-fighting Agents

- (a). **Extinguishing Agents Provided** - Fenland aerodrome provides a minimum of 135 litres of water and foam premix with a discharge rate of at least 60 litres per minute (lpm). With a hose line of sufficient length(s) appropriate to dealing with fires involving the sizes and types of aircraft normally using the aerodrome and a hand controlled foam-making branch.
- Foam concentrate meets Level B (CAP 168: table 8C.1) with 4 Litres of AFFF in 3% concentrate supplied in 3 x 1,33 Litre containers;
- (b). **Complementary Extinguishing Agents** - additionally, the IER appliance is provided with the following minimum of quantity of complementary extinguishing agents:
- 18 Kgs of Dry Powder;
 - 20 Kgs of CO₂;
 - Fire Blanket.
- (c). **Reserve of Foam Concentrate** - Fenland aerodrome provides 100% reserve of foam concentrate and reserve of complementary agent at the aerodrome for IER Vehicle replenishment.
- (d). **Emergency Planning / Emergency Orders** - include arrangements for alerting the IER, for the immediate notification of other key aerodrome personnel and for summoning externally based emergency services.
- (e). Local Authority Emergency Services are welcome to familiarise themselves with the emergency procedures as well as the topography of the aerodrome through familiarisation visits.

4.10. IER Personal Protective Equipment

The Fenland Aerodrome Licensee shall take account of the PUWER and the Personal Protective Equipment at Work Regulations, to protect IER personnel by providing suitable and adequate protective equipment. The type, quantity, suitability and condition shall be reviewed at least annually or as necessary. IER personnel shall require the following:

- (a). **Personal Protective Equipment (PPE)** - to protect individuals from radiated heat, flames and injury meeting BS EN 469-2014, in a range of sizes suitable for designated IER persons;
- (b). **Respiratory Protective Equipment (RPE)** - to protect individuals, suitable nasal and mouth protection is necessary when attending incidents where composite materials and other hazards may be present;

- (c). **Eye Protection** - to protect individuals eye protection is necessary when attending incidents where hazards may be present.
- (d). **Equipment** - will be suitable, maintained, in a safe condition and used by trained IER personnel.

4.11. IER Documentation

Fenland 'Daily Operations Manual' holds the following IER documentation:

- Daily IER Vehicle & Equipment Check sheet;
- Incident IER report to be completed in full, following any incident.

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CHAPTER 5 - FENLAND AERODROME EMERGENCY ORDERS

5.1. General

The objective of Emergency Orders is to have clearly defined procedures and the actions to be taken by personnel in the case of an emergency.

5.2. Notes for General Guidance

- If fewer than minimum IER personnel or the IER appliance attendance required then the CFI must be informed immediately.
- The IER is not required to attend outside the aerodrome boundary;
- The Fenland IER vehicle **is not insured** to proceed on the public roads;
- The repair & maintenance of the IER appliance will meet a standard sufficient to pass a vehicle MoT examination.

5.3. Standby Points

The following initial standby points can be used by the IER:

- Runway 18/36 - Holding Point Alpha;
- Runways 26/08 - Bravo.

5.4. Rendezvous Points (RVP)

The following Rendezvous Point (RVP) will be used by the local authority Fire, Police and Ambulance Services:

- RVP - Club Car Park.

5.5. Crash Maps

The aerodrome is of a size and with such low staffing levels, that a crash map system has not been adopted.

A local area map with information on access to 1000m points from the runway thresholds has been provided and is located in the Fenland fire appliance.

5.6. Emergency Alarm and Telephones

The emergency crash alarm is operated from the VCR or the Fenland Flying School office.

Testing of the Crash Alarm is carried out as per the 'Daily Operations' manual.

Emergency telephones (BT landlines) are located in the following areas:

- The VCR;
- The Fenland Flying School Office;
- The Clubhouse.

5.7. Aircraft Accident or Incident Procedure

Aircraft Accident Definition

'An aircraft accident that has occurred or is inevitable on, or in the vicinity of, the aerodrome'

ACTION:

- Operate the crash alarm;
- Inform IER stating 'Aircraft accident';
 - the place;
 - Type of Aircraft;

Full Emergency Definition

'When it is known that an aircraft is in such trouble that there is a Danger of an Accident on Landing'

ACTION:

- Operate the crash alarm;
- Inform IER stating 'Full Emergency' at:;
 - the place,
 - Type of Aircraft (if known);
 - Registration Number if known;
 - ETAminutes;
 - Persons on board if known;
 - Nature of trouble;

Contact the Emergency Services:

- **Call (9) 999** (Dial 9 to get Outside Line in Tower & Clubhouse) and state the following:
 - **Fenland Aerodrome, Jekils Bank, Holbeach St Johns, Spalding, Lincs PE12 8RQ;**
 - We have an Aircraft Accident;
 - Place or area / type of aircraft / persons on board (if known);
 - Rendezvous Point (RVP) - **Club Car Park;**
 - **RVP Marshal** - ensure that **someone is nominated to meet all Emergency Service Vehicles** at entrance to liaise and/or direct them to the incident (if appropriate) for the duration of incident.

CHAPTER 6 - AERODROME CHARACTERISTICS

6.1. General

The aerodrome Reference Point (0524422N - 0000148W) is located in the centre of runway 18/36 grass.

The aerodrome elevation as stated in the UK AIP is 6ft amsl - that being the elevation of the RW 18 / 36 Aerodrome Datum Point.

6.2. Aerodrome Plan

The aerodrome plan showing the layout and elevation of runways, taxiways and aprons can be found in the latest UKAIP entry and is attached at Annex A. The Survey Plan of 1:2500 is attached at Annex B.

6.3. Aerodrome Obstacles

Details of all obstacles are shown in the schedule of obstacles within the aerodrome survey.

6.4. Aerodrome Survey

The latest aerodrome survey is available through the Fenland Aero Club Secretary.

6.5. Declared Distances

Declared distances are in the table below, based on the aerodrome survey and stated in the UKAIP.

6.6. Reduced Declared Distances

- (a). The CFI, in consultation with the Accountable Manager, are responsible for calculating any reduced distances in the event of temporary infringements of the runway strip, transitional surfaces or approach and take-off climb surfaces.
- (b). In the event of temporary obstructions or obstacles resulting from accidents or incidents on the manoeuvring area, the Accountable Manager or CFI are to notify pilots (by NOTAM and/or by radio transmission) of the existence of all such temporary obstructions or obstacles. If the Accountable Manager or CFI consider that aircraft operations are endangered, the runway should be closed.
- (c). Should the obstructions or obstacle risk affecting the Declared Distances it will be the responsibility of the Accountable Manager or CFI to calculate the revised distances using the approved procedures, as follows:
 - (1). Plot the position of the obstructions on the aerodrome plan;

- (2). calculate revised LDA for visual landing over an obstruction as follows:
 - (i). multiply obstruction height by 25 and add 60. This total defines, in meters, the distance by which the new threshold will be offset. This will be at least 60m from the obstruction to allow a 60m runway strip;
- (d). the displaced threshold on Runway 18 is marked with arrows as per Cap 168.

6.7. Runway and Taxiway Details

- (a). Runway 18 / 36 is a 30m wide runway with a grass surface and the Magnetic declination estimated at 4° 26' W of Grid North in July 2011.

Runway Bearing			TORA	TODA	ASDA	LDA
	Grid	Magnetic	m	m	m	m
Runway 18	179° 20' 16.97"	183° 46' 16.97"	600	600	600	518
Runway 36	359° 20' 16.97"	003° 46' 16.97"	600	600	600	600

- (b). **Runways 08 / 26 Unlicensed Runway Declared Distances** - runways 08 and 26 are both unlicensed and distances of the unlicensed runways are:
 - Runway 08 670m x 18m (grass);
 - Runway 26 670m x 18m (grass);
 - Roads pass adjacent to the threshold of both runways;
- (c). **Aerodrome Reference Point** - the Aerodrome Reference Point (ARP) has been defined as the mid-point between the starts of TORA of runway 18/36, on the runway centreline.

CHAPTER 7 - OPERATIONAL PROCEDURES

7.1. Aeronautical Information

- (a). The minimum scale of fully amended publications as prescribed are available for viewing and download from the CAA web site in the VCR.
- (b). The Licensee / Committee and Accountable Manager should ensure that all information relating to the aerodrome and its facilities is available to all users of the aerodrome.
- (c). Any infrastructure or management changes must follow CAP791 process and notified to the CAA as required.

7.2. UKAIP Entry

- (a). The UK Aeronautical Information Publication (UKAIP) is identified as the publication used for the provision of aeronautical information / data necessary for air navigation. CAP168 provides the necessary guidance.
- (b). Accountable Manager in liaison with the Licensee / Committee is responsible for notifying NATS Aeronautical Information Service of any information for inclusion into the AIP, including any errors or omissions in the aerodrome information.
- (c). Changes to the UK AIP are to be completed by the Accountable Manager, or the nominated Change Sponsors, available at www.aurora.nats.co.uk
- (d). It is important that the AIP information is checked regularly for any errors or new information that needs to be updated.

7.3. NOTAMS

- (a). The issue of NOTAM is the responsibility of the Accountable Manager (but if urgent action is required then the CFI may promulgate a NOTAM) by communicating it to the NOTAM Office via email.
- (b). General aeronautical information can be obtained from the NATS / AIS website at www.ais.org.uk.

7.4. Aerodrome Inspections

- (a). **Daily Runway & Extra Runway Inspection Procedures** – twice daily including before licensed flying commences, a runway inspection should be carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
- (b). **Runway Inspection Preceding Night Flying** - before the start of Night Flying, a runway inspection should be carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.

- (c). **Testing of Emergency Alarm** - before the start of daily operations, the emergency alarm shall be tested and carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
- (d). **Determining Availability of Runways** - following prolonged rain or snow, the condition of the runways may become such that further use by aircraft would result in serious damage to the surface; or, the surface can no longer be considered suitable for take-off and landing:
- (1). The CFI, in liaison with the Airside Manager, will keep a close watch on the surfaces in such a situation and will decide if the Aerodrome should be restricted or closed altogether;
 - (2). A NOTAM shall be promulgated on any restrictions or closures as soon as the decision is made.
 - (3). The Accountable Manager should be notified of any decision.
- (e). **Movements areas, including taxiways**
- If, for any reason the surface is considered unsuitable or unsafe, the movement area should be withdrawn from operational use at the discretion of the CFI or Airside Manager.
- (f). **Procedures for Runways in Use and Circuit Direction for Day-to-Day Operation** - the runway or runways and circuit direction in use during the promulgated hours of licensed operation shall be decided by the CFI. Normally the runway in use selected will be that most closely aligned to the surface wind direction. If the runway or runways in use are not considered suitable for a particular operation, the pilot may state that he intends to use another. Should a change of runway be necessary the following shall be informed:
- Aircraft on the Fenland Frequency of 122.930MHz;
 - IER at Fenland;
 - Any other person working on the aerodrome who would be affected by the change.
- (g). The circuit direction for the runways at Fenland aerodrome are:
- **Runway 18** - Right Hand at 1,000ft;
 - **Runway 36** - Left Hand at 1,000ft;
 - **Runway 08** - Right Hand at 1,000ft;
 - **Runway 26** - Left Hand at 1,000ft.
- (h). At times, it may be necessary to have two runways in use at the same time, when this is so and the Runways are:
- **18 Right Hand Circuit and 26 Left Hand Circuit** - Runway 18 must be changed to left hand circuit to avoid conflict within the circuits;

Also when:

- **Runway 36 Left Hand Circuit and 08 Right Hand Circuit are in use together** - Runway 08 must be changed to a Left Hand Circuit.

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7.5. Members Use of the Runway Lights

- (a). Members leaving 'Fenland' and returning after sunset or members night flying from 'Fenland' and requiring the runway lights to be left switched on until they return either inform the CFI or (at the weekends) ATC, take the following action:
 - (1). turn the lights on from the switches within the enclosure adjacent to the tower door (outside);
 - (2). write the aircraft call sign and date on the special notice board situated within the enclosure;
 - (3). make certain you close the cover (door) of the said enclosure (or the rain will come in);
 - (4). upon return check the notice board within the enclosure before you turn the lights off to make certain no other person is still flying. Rub your call sign, date out, if there is another call sign on the board check, they may have arrived after you, and still be flying. If no other aircraft is flying, turn the light off and close the door;
 - (5). any member seeing the runway lights on, should not switch them off until they have checked to make certain no one is flying;

IF IN DOUBT, LEAVE THEM ON

- (b). If you are departing during the hours of daylight to return when dark and leave the lights on, if possible let someone know i.e. tell the CFI, ATC or another member.

7.6. Aerodrome Sweeping

The Accountable Manager / CFI is responsible for implementing aerodrome-sweeping to collect and remove any item that may be deemed to cause Foreign Object Damage (FOD) to aircraft or persons on the aerodrome, apron.

7.7. Meteorological Information

- (a). Limited Meteorological information may be obtained from the Flying School that may include unofficial local area observations, airborne reports from aircraft operating within the ATZ or local area by the CFI. Generally, Meteorological information should be obtained from the Internet or via an individual Met briefing through the Met Office, Exeter.
- (b). The aerodrome may close when severe weather or a hazard such as ice, slush, snow, standing water or other coverings/contaminants are present that may endanger the taking off or landing of aeroplanes.

7.8. Low Visibility Procedures

The aerodrome is currently only available for VMC operations. Aircraft should only take off and land when VFR conditions for the type of aircraft to be operated are present. Aircraft movements on the ground will cease when the visibility is assessed as less than 500m or at the discretion of the CFI.

7.9. Temporary Withdrawal of Facilities

The Airside Manager, in consultation with CFI, is responsible for promulgating information on the aerodrome operational state including notification of temporary withdrawal of facilities. Promulgation of such information may take the form of a NOTAM. The Accountable Manager should be notified of any decision.

7.10. Integration of Radio Controlled Model Aircraft

- (a). As a CAA Licensed Aerodrome, Fenland Aero Club will permit the **Fenland Model Flying Club** to operate within the Fenland Air Traffic Zone subject to the following procedures being observed at all times in the designated area and not above 400ft agl.
- (b). When flying model aircraft less than 7kg the Fenland Model Flying Club will:
 - (1). Have an observer on duty at all times to advise members controlling model aircraft of any Fenland aerodrome inbound or outbound aircraft that would over fly the model aircraft field - more so when Fenland aerodrome are using Runway 36. Also note that some light aircraft turn right just after take-off from Runway 18, they do not all climb straight out before turning. Fenland aerodrome operates a left hand circuit on Runway 36 to the west of the aerodrome and a right hand circuit on Runway 18 that is also to the west of the aerodrome;
 - (2). The Fenland Model Flying Club shall observe any special requests from Fenland CFI regarding the flying of model aircraft;
 - (3). Article 74 of The Air Navigation Order shall be complied with regard endangering persons or property (aircraft) by flying too high;
 - (4). When flying model aircraft over 7kg, all of the above items 1 to 5 shall apply and in addition:
 - (i). All operators of model aircraft shall comply with CAA Document and in particular that the Fenland CFI is informed;
 - (5). Failure to observe the rules and conditions laid down by Fenland Aero Club could result in the permission granted to

Fenland Model Flying Club to operate within the Fenland Air Traffic Zone being withdrawn;

- (6). Notification of/ or any enquiries should be directed to the CFI on 01406 540 461.

7.11. Recording Aircraft Movements

- (a). **Procedures for Recording Movements** - it is a requirement of UK Border Force that 'Fenland Aero Club' keep a record of all flights to and from the aerodrome.
- (b). A Movements Log Book is provided within the Clubhouse to enable all pilots to book 'In & Out' for their safety and in accordance with ANO. It is the Pilot's responsibility to make certain they comply.

7.12. Control of Works

- (a). Works on the aerodrome are only allowed with the permission of the Airside Manager and in conjunction with the CFI. Work in progress shall be marked with standard obstruction marking and/or lights in accordance with CAP 168.
- (b). The Airside Manager, or other designated club member, is responsible for the briefing and supervision of working parties on the aerodrome. In the event that work is necessary in the manoeuvring area or the protected surfaces resulting in a temporary infringement of the requirements of CAP 168, the CFI is responsible for notification of such infringements by NOTAM and by short notice directly to aircraft by RTF.
- (c). **Control of Grass Cutting Contractors** - grass cutting is carried out when the aerodrome is closed on MONDAYS. This work is carried out by professional contractors who have been briefed by the Airside Manager and contractor staff must wear a HiVis Surcoat at all times when airside, as well as keeping a good look out for aircraft.

7.13. Control of Access

- (a). Access by road to Fenland aerodrome is from Jekils Bank. A gated fence is positioned across the southern end of the car park to stop unauthorised entry; pilots using this gate to get to and from their aircraft must make certain it is closed after use. Gated fence runs in front of the Clubhouse from the Fenland Flying School to the northern end of the AVGAS fuel installation to stop unauthorised entry.
- (b). A link fence runs from the northern end of the AVGAS fuel installation to the entrance barrier adjacent to the road. This fence is removable to enable aircraft access from the old hangar to airside. Once the aircraft is past the said fence, it must be replaced.

- (c). There is a control barrier at the main entrance and between the car park and the new hangar and apron. The barrier to the new hangar must be closed and locked immediately after driving through. The barrier to the main entrance must be closed and locked at the end of the day.
- (d). The concrete area in front of the new hangar, as well as all of the grass areas on the land known as Fenland Aerodrome, shall be deemed as airside.
- (e). Access by vehicle to any part of the aerodrome deemed as airside is subject to the driver being briefed and the issue of an airside vehicle pass by the Accountable Manager or the CFI. Pilots wishing to access any part of the aerodrome deemed as airside to get to their aircraft may do so. They will be responsible for the safety of their passengers when airside and must accompany them at all times.
- (f). Fenland Flying School personnel shall accompany visitors going flying to and from their aircraft at all times.
- (g). E-plane Ltd personnel shall advise their engineering & maintenance customers flying in and out of Fenland aerodrome on the safety requirements when airside.
- (h). **Aviation and Maritime Security Act 1990** - signs are located around the boundary of the aerodrome including Runways 08/26 abutting the public roads give warning of unauthorised presence in restricted zone under Section 21c of the Aviation and Maritime Security Act 1990.

7.14. Fuel and Oil Management

- (a). **AVGAS Fuel (Testing & Inspections)** - a daily fuel test of AVGAS is to be carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
- (b). **Jet A1 Fuel (Testing & Inspections)** - a fuel test of Jet A1 is to be carried out prior to any fuel being purchased or dispensed, in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
- (c). **Earth Bonding Wire (Inspection)** - a daily inspection of the refuelling installation Earth Bonding cables and connections is to be carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
- (d). **Aircraft Occupants & Refuelling** - before any fuel is dispensed, **all persons MUST have disembarked the aircraft.** No person will be allowed to remain on board when the aircraft is refuelled (*in accordance with CAP 748*).

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- (e). **AVGAS Fuel (Self-Dispensing)** - members & visitors may self-dispense fuel to their own aircraft with full instructions provided at the Refuelling Hut:
- Member & visitors are responsible to ensure that the fuel is fit for purpose and the daily fuel checks have been carried out;
 - Before any fuel is dispensed, the earth bonding wire must be attached to the aircraft;
 - A check should be made to ensure that no persons have mobile phones switched on or any other items that may cause any electrostatic discharge within the area of the fuel installation;
 - On completion of the delivery, the earth bonding wire should be removed and stored back at the pump;
 - All members are requested to move the aircraft from the pumps as soon as possible.
- (f). **JET A1 Fuel (Self Dispensing)** - members or visitors requiring JET A1 must first contact the Fenland Flying School staff prior to refuelling to ensure fuel system switched on and that the daily fuel sample test has been undertaken:
- Member or visitors shall check to ensure that the fuel is fit for purpose and the daily fuel checks have been carried out;
 - Before any fuel is dispensed, the earth bonding wire must be attached to the aircraft / helicopter;
 - Before any fuel is dispensed the pump meter readings should be logged;
 - A check should be made to ensure that no persons have mobile phones switched on or any other items that may cause any electrostatic discharge within the area of the fuel installation;
 - On completion of the delivery, the earth bonding wire should be removed and stored back at the pump;
 - On completion of the delivery, the pump meter reading should be logged and recorded;
 - All members are requested to move the aircraft / helicopter from the pump as soon as possible.
- (g). **Delivery of Fuel to the Installation** - only Fenland Aero Club personnel trained in fuel delivery will oversee a delivery of AVGAS or JET A1 fuel from the supply tanker into the relevant storage tanks on the aerodrome.
- (h). All documentation relating to the fuel delivered i.e. fuel grade, quantity, delivery date and copies of the release notes or certificates of conformity for the fuel shall be given to the Fenland Aero Club Secretary.

- (i). Any fuel delivery is to be carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
- (j). Fenland Aero Club on behalf of the aerodrome licensee has procedures for the receipt, storing and handling of aviation fuels and oils comply with CAP 748 and ANO Article 137 are under the control of the Accountable Manager.

7.15. Procedures Following a Fuel Spillage

- (a). In the event of a fuel spillage, action should be taken immediately to stop the fuel flow as far as is reasonably practicable, without placing individuals at risk from injury, fire or environmental considerations.
- (b). If the spillage measures greater than two meters in diameter you should:
 - Notify the Aerodrome Fire Service (IER);
 - Prevent the movement of persons in the affected area;
 - Check activities in the vicinity to reduce the risk of ignition;
 - Check that no engines are started within 6 meters of the spillage;
 - Carry out action to remove the spillage and any disposal of contaminated materials as necessary;
 - Contact the IER Manager (or CFI if unavailable) and advise and if 'Occurrence' forms require completion etc.
- (c). Members or visitors who encounter a spillage when self-refuelling should contact the CFI or Fenland Flying School Reception immediately.

7.16. Disabled Aircraft

- (a). Aircraft that have been involved in an accident or incident and as a result have become disabled must not be moved until the statutory requirements have been met.
- (b). If required, the Air Accident Investigation Branch (AAIB) for Civil Aircraft or the Ministry of Defence (MOD) for Military Aircraft must give permission to move an aeroplane. When a requirement to move the aircraft exists in order to save life, and permission has not or cannot be obtained, the Accountable Manager / CFI are responsible for authorising any removal or movement of the part or all of the aircraft.
- (c). The Accountable Manager / CFI is to make a written report of the reasons for the decision, to include detail of the actions taken, marked position on the ground, diagrams and measurements, photographs and films, for submission to the relevant authority.
- (d). An inspection of the runway, associated areas and services is to be made before any further flying recommences.

7.17. Aerodrome Snow Plan

Fenland Aero Club Management Committee on behalf of the aerodrome licensee will close during periods of bad weather including snow, ice, rain and high winds.

7.18. Aerodrome Safeguarding

- (a). Fenland Aero Club on behalf of the aerodrome licensee will, if a proposed development requires, produce a Safeguarding Map. The decision on producing such a map will be taken by the Committee.
- (b). This safeguarding map is lodged with both 'South Holland District Council' and the Local Authority Planning Authority (LAPA). The LAPA notify Fenland aerodrome of any proposed developments that may affect aerodrome operations within certain criteria relating to its height and location. A consultation process is then entered into with this LAPA.
- (c). With regard to the location of **Fenland Aerodrome** in the main, it will be notifications regarding Wind Turbines that could need more attention. Any proposed developments of wind turbines within aerodrome zone will be referred for consultation as they may have some impact on the safeguarding.

7.19. Runway Incursion Prevention

- (a). The UK CAA defines a runway incursion as any occurrence at an aerodrome involving the unauthorised or unplanned presence of an aircraft, vehicle or person on the protected area of a surface designated for aircraft landings, departures and operations.
- (b). Fenland Aero Club Management Committee on behalf of the aerodrome licensee, need to be aware of the potentially catastrophic hazards presented to aircraft by runway incursions and to focus on preventative measures.

7.20. Third Party Monitoring

- (a). The Air Navigation Order, Article 128 requires that an aerodrome be safe for the use by aircraft. As part of this aerodrome licensees have responsibility for control of those areas, including leased areas within the aerodrome boundary, that are available for aircraft movements requiring the use of a licensed aerodrome.
- (a). Fenland Aero Club Management Committee on behalf of the aerodrome licensee in addition to having responsibilities for areas or services under their direct control, they have responsibilities under the aerodrome license for areas used or operated by third parties. Examples include tenants and concessionaries under lease or other

uses, and the provision of IER where the licensee contracts this to another party.

7.21. Helicopter Arrivals and Departures and Operations on the Aerodrome

- (a). **Procedures for the Arrival and Departure of Helicopters and Operations on the Aerodrome** - helicopters arriving at Fenland for JET A1 fuel or parking shall arrive via the runway in use then air taxi to Hold 'A'. From Hold 'A,' they will air taxi to the JET A1 fuel installation or the parking area:
- Helicopters arriving at Fenland for AVGAS fuel shall arrive via the runway in use then air taxi to the AVGAS fuel installation;
 - Helicopters departing from the JET A1 fuel installation or the parking area shall air taxi to Hold 'Alpha', before departing the aerodrome;
 - Helicopters departing from the AVGAS fuel installation shall air taxi to the runway in use to depart;
 - On no account shall any Helicopter depart or arrive from the back of the parking area or over the village to the east of the aerodrome;
 - Helicopters will operate normal circuit procedures unless otherwise arranged with the CFI;
 - Helicopters wishing to operate on the aerodrome should arrange with the CFI before proceeding. The area available for aerodrome operations is subject to the runway or runways in use;
 - The pilot of any helicopter will maintain a listening watch on the Fenland frequency of 122.930MHz at all times when operating on the aerodrome.

7.22. Aerodrome Published Opening Hours

- (a). Summer opening times - 09.00 hrs to 17.00 hrs;
(b). Winter opening times - 09.00 hrs to 16.00 hrs;
(c). Aerodrome closed Mondays;

Note - out of hours operations there will be no aerodrome emergency services available.

CHAPTER 8 - VISUAL AIDS

8.1. Description of Aerodrome Visual Aids

- (a). **Windsleeves** - two unlit windsleeves are positioned on the aerodrome with the main windsleeve located on the western side of Runway 18/36 at its intersection with Runway 08/26 (at Hold Bravo). A second windsleeve is located at the entrance to the aerodrome from the road. The main windsleeve is sited so that is visible from each take-off position.
- (b). **Runway 18**
- Runway edge lighting (not licensed);
 - LITAS lighting;
 - Illuminated green threshold bar (laid out when required not fixed);
 - Illuminated red stop bar (not licensed);
 - White painted displaced threshold arrows;
 - White painted runway designator numbers;
 - White painted arrows indicating the starter extension available for take-off;
 - Hold signs for Echo, Whiskey & Bravo.
- (c). **Runway 36**
- Runway edge lighting (not licensed);
 - White painted runway designator numbers;
 - Hold signs are located at Bravo.
- (d). **Runway 08 / 26 Grass (not licensed)**
- White edge markings;
 - White corner markings;
 - White Runway designator numbers.
- (e). **Apron**
- Hold signs for Alpha;
 - White painted 'H' marking landing site for helicopters;
 - Signage is provided to indicate parking rows/
- (f). **Signage** - all aerodrome signage as per CAP168.

8.2. Use of Aeronautical Ground Lighting

Use of the aeronautical ground lighting is covered in the Operations chapter of this manual and the Fenland Daily Operations Manual.

(a) **Helicopter Guide Lighting**

Guide lighting for access to JetA1 refueling available to HeliMed and other emergency helicopter services is located to the eastern edge of the grass parking area. See **ANNEX A:**

Three clicks, 122.800MHz RF carrier for activation.

8.3. Power Failure

There is no battery backup for the aeronautical ground lighting at Fenland aerodrome.

8.4. Flight Inspections

There is no requirement for flight inspections of the AGL although unlicensed checks are carried out by the CFI with locally based aircraft, when required.

8.5. Obstacle Lighting

Low intensity red obstacle lights are fitted in accordance with CAP168 on the Old Hangar only.

8.6. Inspection and Maintenance of Visual Aids

- (a). Inspection and reporting damage to signs, markings and signals is incorporated in and carried out as part of the daily aerodrome inspection and also set out in the Daily Operations Manual and Operational Procedures in this manual.
- (b). **Fenland Aerodrome Lighting Inspections** - an inspection of all runway lights should be carried out prior to night flying commencing:
- Switch on the **Green** aerodrome beacon and observe that all lighting tubes are working and the Morse flash is correct **Foxtrot (.._.) Echo (.)**;
 - **RED Obstruction Light** on top of aerodrome beacon - serviceable;
 - **RED Obstruction Light** on top of Old Hangar (Hangar 1) - serviceable (switch on just inside sliding door);
 - **Runway Lights** - switch on runway lights and check all lamps are serviceable;
 - Check that the two LITAS light units are serviceable;
 - Check that lights are not obscured by long grass or other obstructions;
 - Record the inspection and any unserviceable lamps in the Fenland Day Operations Log (held by the Fenland Flying School) and the CFI prior to any night flying operations.

(c). **Fenland Aerodrome LITAS Setup Arrangements & Inspection Checks**

A full check (with inclinometer) will be performed before the first night flying is conducted in any year; a flight test will also be conducted in advance of the first night flying of the year. During the season of night flying, checks will be performed either weekly (if continuous night flying is anticipated), or immediately prior to any further night flying (where irregular or sporadic night flying is conducted). Or, after any incident involving the LITAS located on Runway 18, the LITAS will need to be inspected and the correct glide slope physically checked as follows:

- **Step 1** - LITAS light units to be to be lifted off the frame, the frame checked with a spirit level to ensure that it is set into the ground level both level horizontally & lengthways. Any variances need to be resolved and the frame reset so that it is both level through both axis, prior to undertaking Step 2;
- **Step 2** - reset lights back onto frame and ensure that their cradle is set onto the frame level both horizontally & lengthways;
- **Step 3** - using an **Inclinometer** (available from the Chief Engineer) and by adjusting light adjustment screws at the front of each light incline or decline the angle of the LITAS light units to meet the following angles:
 - first set of lights from Hold Alpha - **(V¹) □ (V²) = set at 3° 40'**;
 - second set of lights from Hold Alpha - **(V³) □ (V⁴) = set at 4° 20'**;
- **Step 4** - the CFI should physically fly the LITAS glide slope to ensure that the LITAS provides appropriate glide slope to and onto RW 18 touchdown and also to give sufficient clearance when crossing the road;
- **Step 5** - Complete physics and flight check record form (Form 3) by both the person setup light units and the pilot flying checking glide slope;

8.7. Aeronautical Ground Lighting Responsibilities

Responsibility for the upkeep of the signs, markings, signals and aeronautical ground lighting rests with the Committee, delegated on a day to day basis to the Airside Manager.

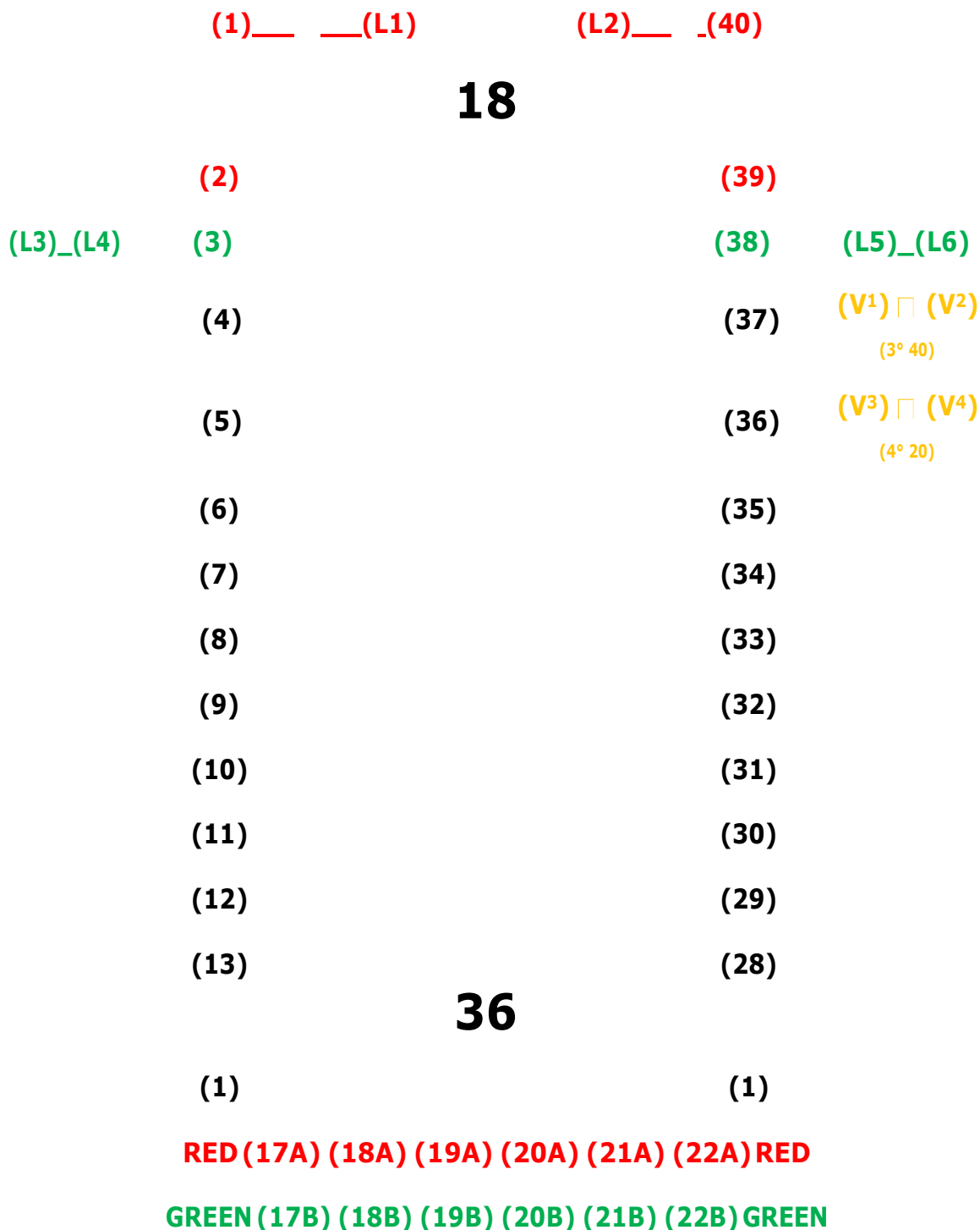
(a) Helicopter JetA1 refueling guidance lighting responsibility:

*FEC Heliports Worldwide Ltd
Mead Business Centre, Chesham, HP5 3EE
Tel: 01494 775 226*

8.8. Aeronautical Ground Lighting - Windsleeve

The windsleeves are not illuminated for night flying; however, the radio is to be manned as part of IER emergency arrangements and where wind direction and strength information may be communicated during night flying operations.

8.9. Aerodrome Lighting Layout Runway 18 / 36:



CHAPTER 9 - AIR TRAFFIC SERVICES

9.1 Description

- (a). During periods when the Fenland aerodrome is open, it will provide as far as reasonably practicable a Ground Radio Service in accordance with CAP 452. This service is provided on frequency 122.930 MHz, using the call sign 'Fenland Radio' as identification.
- (b). If a Ground Radio Service is not available, aircraft using Fenland aerodrome will need to provide relevant safety information on a frequency 122.930 MHz, using the call sign 'Fenland Traffic' as identification. Aerodrome runway information is available from the wind sleeve at Hold Bravo at the intersection of Runways 18/36 & 08/26.

9.2. Air Traffic Zone

An Air Traffic Zone (ATZ) with a radius of two nautical miles and a height of 2,000ft agl is established during the aerodrome hours published in the AIP. All turns inside the ATZ should be in the same direction as the circuit in use, especially when descending dead-side whilst carrying an overhead join, which is the preferred method of joining at Fenland. Unless a NOTAM has been issued, there are to be no aerobatics carried out inside the ATZ.

9.3. Runway in Use

The CFI is to select the runway to be used with regard to the surface wind direction and any other operational considerations.

9.4. Circuit Direction

Circuit and noise abatement procedures are detailed in Operations Chapter of this manual.

9.5. Noise Abatement Procedures

- (a). All traffic to avoid overflying the village of Holbeach St Johns (1nm east of the A/D) below 1500ft QFE.
- (b). **RW 18 Arrivals** - to avoid overflying the farmhouse/riding centre west of the extended centre line, on base leg fly on northern side of electrical cables 1800m north of aerodrome until established on extended line.
- (c). **RW 36 Departures** - to avoid overflying the farm house/riding centre West of the extended line, after take-off, track 5° right of the extended line and maintain until passing the electrical cables 1800m North of the aerodrome.

9.6. Taxying

When 18/36 is in use, all aircraft (when south of Hold Alpha) are to vacate onto the western taxiway. Caution is to be exercised when subsequently crossing the runway in use.

When 08 is in use, aircraft should carry out checks at Hold Charlie (there is a taxiway from Bravo to Charlie). When 26 is in use, checks should be carried out at Hold Bravo and when ready for departure it is necessary to backtrack to the beginning of 26. (The eastern half of 26/08 is not wide enough to accommodate the runway and a taxiway, unlike the western half). Pilots must ensure they have sufficient time to backtrack, line up and take off. There is no hold at the beginning of runway 26. Aircraft must never stop and wait for an aircraft to land; aircraft must not land if there is an aircraft occupying the runway.

CHAPTER 10 - COMMUNICATIONS AND NAVIGATIONAL AIDS

10.1. Navigational Aids

Fenland Aerodrome currently has no navigational aids.

10.2. Communications

Details of communications at Fenland aerodrome are as follows:

- The Radio Transmitting Frequency (RTF) for communications at Fenland aerodrome is **122.930** MHz;
 - RTF equipment is located within the VCR operating on 122.930 MHz is as follows:
 - 1 x ICOM A1 Transmitter / Receiver Base Station;
 - Additional, RTF equipment is located within the Fenland Flying School Office operating on 122.930 MHz is as follows:
 - 1 x ICOM A1 Transmitter / Receiver Base Station;
 - A number of hand held transceivers are also available.
-

ANNEX A:

Helicopter Guidance Lighting Location

Yellow triangle depicts location at the eastern edge of the Fenland Airfield boundary.



ANNEX B

AERODROME CHART - ICAO

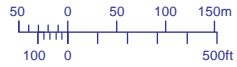
ARP 524422N 0000148W

AD ELEV 6FT

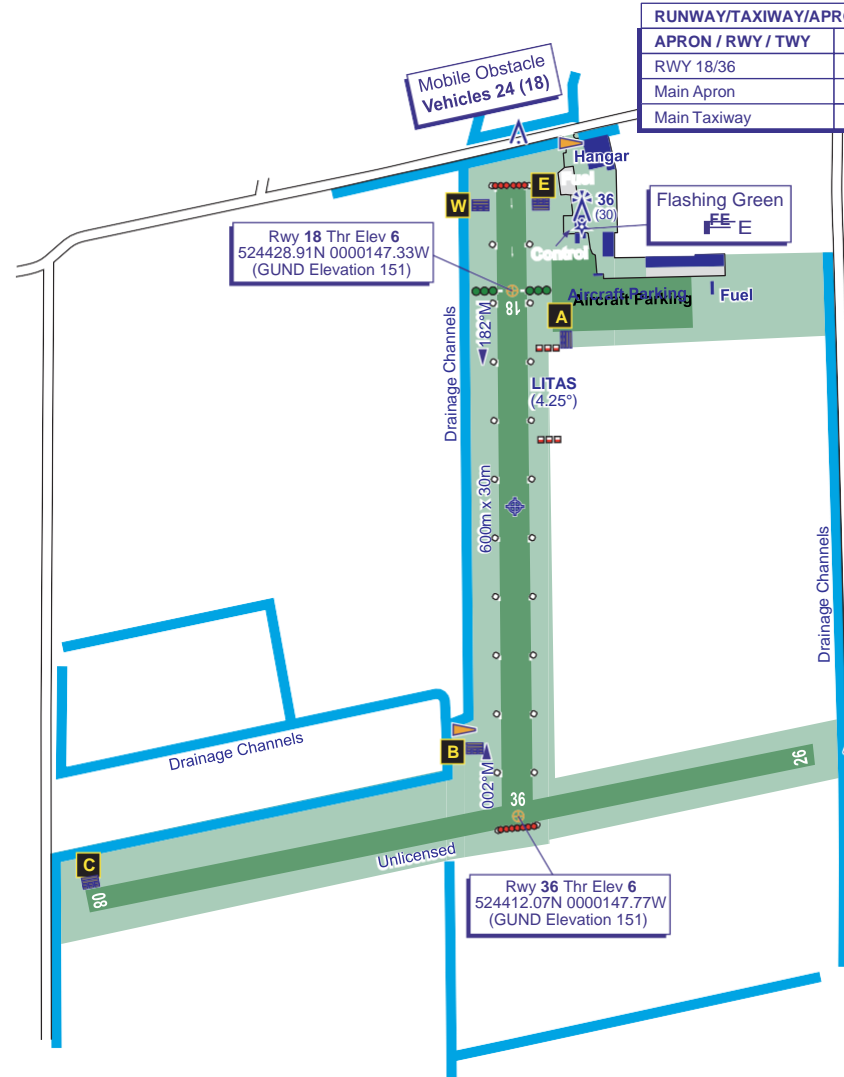
FENLAND EGCL

AERO INFO DATE 1 SEP 14

GUND (Geoid Undulation) = The height of the Geoid (MSL) above the Reference Ellipsoid (WGS 84) at the stated position.	
BEARINGS ARE MAGNETIC ELEVATIONS AND HEIGHTS ARE IN FEET	
ELEVATIONS IN FEET AMSL	36 (30)
HEIGHTS IN FEET ABOVE AD	



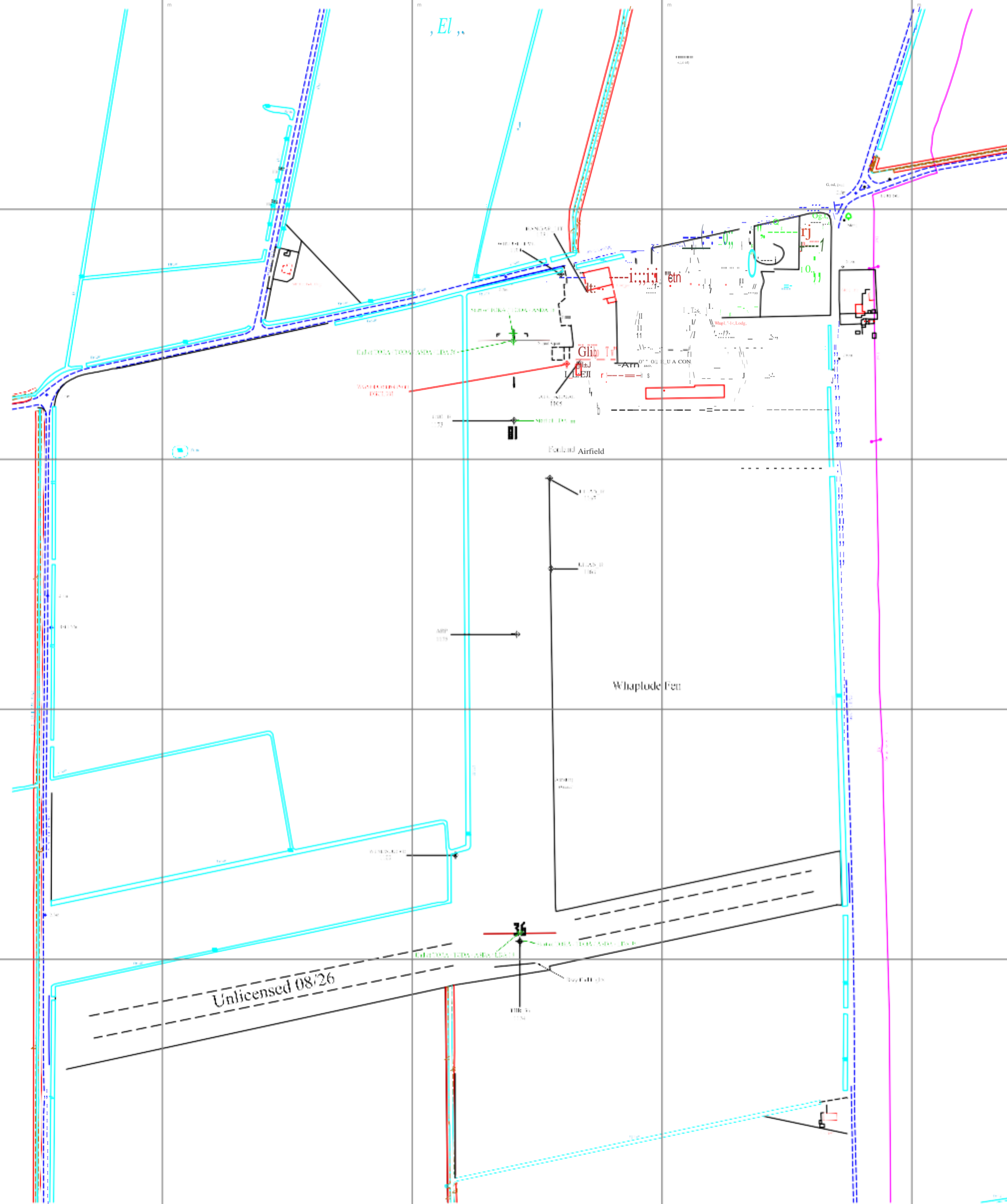
RUNWAY/TAXIWAY/APRON PHYSICAL CHARACTERISTICS			
APRON / RWY / TWY	SURFACE	BEARING STRENGTH	ELEVATION
RWY 18/36	Grass	-	-
Main Apron	Grass	-	-
Main Taxiway	Grass	-	-



VAR 1.2°W - 2014
N
Annual Rate of Change 0.15°E

CHANGE (12/14): RUNWAY LIGHTING. AIRCRAFT PARKING AREA.

COM		
A/G	122.925	FENLAND RADIO



Ref No	Description	WGS84 Coordinates	WGS84 Elev	OSGB36 Coordinates	OSGB36 Elev	HEAM SL	Survey
1001	START TORA	524430.000	117700.000	524430.000	117700.000	1.00	10/01/2011
1002	END TORA	524430.000	117700.000	524430.000	117700.000	1.00	10/01/2011
1003	START TODA	524430.000	117700.000	524430.000	117700.000	1.00	10/01/2011
1004	END TODA	524430.000	117700.000	524430.000	117700.000	1.00	10/01/2011
1005	START TORA	524430.000	117700.000	524430.000	117700.000	1.00	10/01/2011
1006	END TORA	524430.000	117700.000	524430.000	117700.000	1.00	10/01/2011
1007	START TODA	524430.000	117700.000	524430.000	117700.000	1.00	10/01/2011
1008	END TODA	524430.000	117700.000	524430.000	117700.000	1.00	10/01/2011

Amendments			
A	Removal of NDB and addition of AD table, update of declared distances, following check survey	MLS	Jul-11

SLC ASSOCIATES
Aviation Support Division

Broadfields Court
Bicester Road
Aylesbury
HP19 8BU
United Kingdom

e-mail: info@slcassociates.co.uk
Tel: +44 (0) 1296 717 500 Fax: +44 (0) 1296 717 501

Client: Fenland Aero Club Ltd
Fenland Airfield
Jekylls Bank
Holbeach St. Johns

Spalding Lines PE12 8RQ

Job Title: Aerodrome Plan

Scale: 1 : 2,500

Date Of Original Drawing: January 2004

Date Of Issue: July 2011

Drawing Number: CA-04-250-01

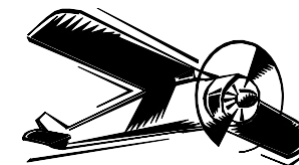
Amendment: A

Notes: For details of facilities shown, please refer to the Aerodrome Survey Report.

10 Jul 2011 Product(s) from Ordnance Survey dig 1:1d 4:111 and incorporating survey revision
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0436686 Serial Number:

FENLAND AERO CLUB - AERODROME LICENCE

Fenland Airfield, Holbeach St Johns Spalding, PE12 8RQ [EGCL / Radio: 122.930 / Tel: 01406 540330]



FENLAND AERODROME LICENCE VARIATION RISK ASSESSMENT

SIGNIFICANT HAZARDS OR RISKS	PEOPLE WHO ARE AT RISK	EXISTING CONTROLS: (A) = ADEQUATE / (I) = INADEQUATE	ADDITIONAL CONTROL ACTION RECOMMENDED / FURTHER ACTION REQUIRED	RESIDUAL RISK (A) = Acceptable (U) = Unacceptable
Identification beacon and anemometer mast on Clubhouse infringes Runway 18/36 transitional surface by 2m	Pilots, Passengers, VCR Ground Radio Operators and Clubhouse Occupants	<p>Identification beacon and anemometer mast at the attached to the rear of the Visual Control Room roof, infringes Runway 18/36 transitional surface by 2m = (I)</p> <p>Infringement has been in existence for some thirty years, the construction of beacon & anemometer is such that any impact from being struck by an aircraft would result in little or no resistance as there is an element of frangibility due to lighting mast elements = (A).</p> <p>Runway 18 displaced threshold & Runway 36 take off distance and location in an incident would be catastrophic, but extremely unlikely. General airfield arrangements published in AIP, visitors to the airfield are by PPR. CAA carries out regular Aerodrome Licensing Audits & Safety Management Procedures = (A).</p> <p>During busy periods VCR may be manned by Ground Radio Operators to provide safety assistance to pilots within the ATZ = (A).</p> <p>VCR clearly identified by Aerodrome Beacon & obstruction light illuminated during darkness when night flying operations in progress. Runway & displaced threshold illuminated by appropriate runway lighting and VARSI provided suitable glide slope indications to keep aircraft away from building structures.</p>	<p>Any aircraft striking beacon or anemometer would be catastrophic both for the occupants of the VCR, clubhouse or flying school.</p> <p>In over 30 years of this arrangement, no incident or near miss has been recorded and therefore would consider identification beacon and anemometer mast on Clubhouse infringing Runway 18/36 transitional surface by 2m, as not a significant risk.</p>	<p>Existing risk not significant and therefore acceptable = (A)</p>

Date Risk Assessment Review:

If and when there are any significant changes to beacon & anemometer installation, or changes to the Visual Control Room structure & when required.

Name of Risk Assessor:

Simon Cooke MIFireE

Date:

01 Apr 2016

Appointment:

On behalf of the Licences Representative

Signature:

Simon Cooke

Copies: Aerodrome Standards Department - Civil Aviation Authority Safety Regulation Group [CAA Ref: **10G/28/69/1B (E21)**]
Fenland Aerodrome Manual

ANNEX E

MANDATORY OCCURRENCE REPORTING FENLAND AERODROME SAFETY MANAGEMENT SYSTEM (SMS)

Extracted from annex (v) EU reg 376/2014 (CAP382)

There follows a list of occurrences that must be reported by the observer of the occurrence within 72 hours of the occurrence taking place. Reporting via: <https://www.aviationreporting.eu/AviationReporting/> and follow the instructions.

AIR OPERATIONS

- Unintentional loss of control.
- Landing outside of intended landing area.
- Inability or failure to achieve required aircraft performance expected in normal conditions during take-off, climb or landing.
- Runway incursion/Runway excursion.

- Any flight which has been performed with an aircraft which was not airworthy, or for which flight preparation was not completed, which has or could have endangered the aircraft, its occupants or any other person.
- Unintended flight into IMC (Instrument Meteorological Conditions) conditions of aircraft not IFR (Instrument flight rules) certified, or a pilot not qualified for IFR, which has or could have endangered the aircraft, its occupants or any other person.
- Unintentional release of cargo.

Technical Occurrences

- Abnormal severe vibration (for example: aileron or elevator 'flutter', or of propeller).
- Any flight control not functioning correctly or disconnected.
- A failure or substantial deterioration of the aircraft structure.
- A loss of any part of the aircraft structure or installation in flight.
- A failure of an engine, rotor, propeller, fuel system or other essential system.
- Leakage of any fluid which resulted in a fire hazard or possible hazardous contamination of aircraft structure, systems or equipment, or risk to occupants.

Interaction with air navigation services and air traffic management

- Interaction with air navigation services (for example: incorrect services provided, conflicting communications or deviation from clearance) which has or could have endangered the aircraft, its occupants or any other person.
- Airspace infringement.

Emergencies and other critical situations

- Any occurrence leading to an emergency call.
- Fire, explosion, smoke, toxic gases or toxic fumes in the aircraft.
- Incapacitation of the pilot leading to inability to perform any duty.

External environment and meteorology

- A collision on the ground or in the air, with another aircraft, terrain or obstacle.
- A near collision, on the ground or in the air, with another aircraft, terrain or obstacle requiring an emergency avoidance manoeuvre to avoid a collision.
- Wildlife strike including bird strike which resulted in damage to the aircraft or loss or malfunction of any essential service.
- Interference with the aircraft by firearms, fireworks, flying kites, laser illumination, high powered lights lasers, Remotely Piloted Aircraft Systems, model aircraft or by similar means.
- A lightning strike resulting in damage to or loss of functions of the aircraft.
- Severe turbulence encounter which resulted in injury to aircraft occupants or in the need for a post-flight turbulence damage check of the aircraft.
- Icing including carburettor icing which has or could have endangered the aircraft, its occupants or any other person.