



HIGHLANDS AND ISLANDS AIRPORTS LIMITED

ARRANGEMENTS FOR FLIGHTS OUTSIDE OFFICIAL OPENING HOURS

The term “Company” or “HIAL Group” applies to Highlands and Islands Airport Limited (HIAL) and any subsidiary companies concerned with its business including Dundee Airport Limited (DAL) and Airport Management Services Limited (AMSL).

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SECTION 1 - ADMINISTRATION

1. Change History

1.1

Version	Date	Description	Admin by	Review by
Issue 01	27 Sep 2013	Initial Issue		
Issue 02	06 Feb 2015	SIs and administrative changes incorporated		
Issue 03	15 Jul 2015	SIs and administrative changes incorporated		
Issue 04	30 Apr 2016	Reviewed and updated		
Issue 05	01 Apr 2017	SIs and administrative changes incorporated	RH	AP
Issue 06	24 Apr 2019	SIs and administrative changes incorporated Section 2 paras 1.3 (ANO reference and update weight) 6.4 (remove Benbecula from Scheme)	RH	AP/KB
Issue 07	16 Aug 2021	Change ID 13955367 - Complete Revision	KB	GF
Reference	Subject			
Section 2 1.1	(OOH) added.			
1.2	Para added to reflect that landing out of hours is entirely at the risk of the aircraft owner/operator and HIAL Group accepts no liability whatsoever.			
1.3	Definition added and Notes reworded – reference to helicopters over 3175kgs removed. <div style="border: 1px solid black; padding: 5px;"> <p>Note:¶ 1)→ Aircraft over 5700kg MTOW will not be issued an OOH Indemnity.¶ 2)→ Restrictions apply to aircraft of not more than 5700kg MTOW. Commercial air transport or the public transport of passengers is not permitted.¶</p> </div>			
1.3 and 1.3.1	Removed (The ANO, Part 8 Aerodromes & Lighting, Chapter 1 – Aerodromes, Aeronautical Lights and Dangerous Lights).			
2.3	Para removed (applications for a HIAL OOH Indemnity must be made not less than 3 days in advance of the flight taking place, either by telephone, fax or in writing), subsequent paras renumbered.			
2.5 and 2.5.1 and note	Removed paras. 2.5 Full details and an application form are on the link here or at the following path: www.hial.co.uk/hial-group/about-us/ 2.5.1 If required, telephone contact details are 01667 464288 / 254 / 227 <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>Note: These requirements are in addition to those detailed in paragraph 1.</p> </div>			
2.6	Para renumbered to 2.4 and reworded, removing reference to The Civil Aviation (Insurance) Regulation 2005).			
2.7	Renumbered to 2.5 and fax details removed.			

Reference	Subject
New 2.6	New para added to reflect all OOH flights are strictly PPR administered by each individual airport. Para 2.9 previously covering this subject removed.
NOTE	Now para 2.7
2.10	Now para 2.8 reworded removing reference to during office hours 0900-1700 hrs local. New sentence added stating approval must be obtained from the airport prior to the flight taking place.
New 2.9	New para added.
2.11	Now para 2.10 reworded from: 2.11 During the movement of flights blind radio call are made over the tower frequency. Airport frequencies may vary and contact should be made with the respective airport as part of the PPR requirements.
3.	Entire para reworded from: 3. <u>Suspension of Out of Hours Operation</u> 3.1 There will be times when flights cannot be accepted due to maintenance or other activity which are taking place outside normal operating hours. The Airport/Station Manager, or their nominated deputy, will advise of any restrictions once details are known, to minimise the impact on any activity. 3.2 All Out of Hours flight operations will also be suspended during the period from notification of an Emergency call-out, whilst it is in progress, until it is cancelled. 3.3 Out of Hours operations will be monitored closely by the Airport/Station Manager and any breaches of procedure may result in the indemnity being withdrawn. 3.4 A HIAL OOH Indemnity may be revoked by an Airport in the exercise of its sole discretion, at any time without prior notice.
4.1	By UK ANO removed.
4.2	Paras reworded and now paras 4.2 and 4.3. Subsequent paras renumbered. 4.2 Flying for the purposes of crew training, crew instruction and aerial work is limited by the UK ANO. Flying for the purposes of commercial operations is prohibited by the UK ANO.
NOTE below 4.5	Remove RNAV and replace with RNP
4.6	Remove para: 4.6 VFR flights may be considered at night, under certain circumstances and subject to certain conditions agreed between HIAL and the CAA.
4.8 and 4.9	Removed: 4.8 The runway, aprons and taxiways may not have had a visual inspection prior to an Out of Hours departure/arrival, and the FOD and Bird/Wildlife threat and risk is accepted by the Captain. 4.9 HIAL may conduct work at the airport, which may severely restrict, or in the case of runway maintenance prohibit a flight. HIAL will make every effort to give notice of such activity and that Out of Hours procedures will be suspended.
NOTE	“HIAL airports are still licensed airports even when closed” removed.
5.1.1	Re-written (3 paras). Now requires aircraft operator to be responsible for removal of disabled aircraft and any associated costs as well as arrangements should they refuse to remove damaged aircraft.
5.1.2	Reworded. 5.2.1 There is a need to have visibility and understanding of the operator risk management process, to ensure that all 3 rd party risks are captured and where appropriate included on the Airport’s risk register. Risk assessments covering the presence of Wildlife and FOD, and Runway surface conditions etc. should be considered. (Refer to Appendix 1 of the HIAL OOH Indemnity Application Form).
5.3	Reworded:

Reference	Subject
	<p>5.3.1 The aircraft ACN should not exceed the airport's PCN. The respective PCNs are published in the UK Aeronautical Information Publication (AIP).</p> <p>5.3.3 Aircraft must declare their ACN as part of their PPR. Failure to do so may result in a delay in granting a PPR. The weight restriction is dictated by the pavement strength of the runway, taxiway and/or the apron.</p> <p>5.3.4 Except where an AOC holder has a less restrictive State authorised take-off minima, departures when the reported MET visibility is 400m or less are not permitted.</p>
5.4.1	<p>Sentence added "It is the pilot/operator's responsibility to ensure sufficient declared distances are available for their flight". Para 5.4.2 removed.</p> <p>5.4.2 Aircraft operators should check their Operations Manual regarding these distances, particularly when adverse weather is forecast.</p>
5.5, 5.6, 5.7 5.8 & 5.9	<p>Paras removed:</p> <p>5.5 Use of Taxiways and Aprons</p> <p>5.5.1 The taxiway widths are limited and usually of a lesser PCN than the runway.</p> <p>5.5.2 Apron parking areas are limited in size and usually of a lesser PCN than the runway.</p> <p>5.5.3 The respective widths and PCNs are published in the UK AIP.</p> <p>5.6 Helicopter - Rotors Running Refuelling</p> <p>5.6.1 May be allowable, if the Airport is provided with a copy of the Helicopter Operators written instructions to the fuelling company, regarding the aircraft, the required safety measures and the emergency procedures to be followed in respect of rotors running refuelling.</p> <p>Note: All passengers must disembark before refuelling commences.</p> <p>5.7 Training</p> <p>5.7.1 The use of the airport for training purposes is subject to prior arrangement with the Airport's Air Traffic Services.</p> <p>5.8 Works in Progress or Snow Clearance</p> <p>5.8.1 During periods when works are in progress, or when the airport is snow closed to facilitate snow clearing and/or de-icing operations, flights may be suspended.</p> <p>5.9 Operators must act and communicate in a responsible manner at all times with HIAL employees and other airport users.</p>
New 6.1	New para added outlining which HIAL Group airport the OOH Scheme applies to. Subsequent paras renumbered.
New 6.4	New para added highlighting that OOH Indemnity application must be made not less than 3 days in advance of flight.
6.4	Removed para that highlighted the Scheme covers Campbeltown, Islay, Kirkwall, Stornoway, Tiree and Wick airports.
New 6.6	New para – "If required, telephone contact details are 01667 464244.

2. Abbreviations and Glossary

2.1

Term	Definition
ACN	Aircraft Classification Number
AFISO	Aerodrome Flight Information Service Officer
AIP	Aeronautical Information Publication
ANO	Air Navigation Order
AOC	Air Operators Certificate
ATCO	Air Traffic Control Officer
ATS	Air Traffic Service
CAA	Civil Aviation Authority
CAP	Civil Aviation Publication
COS	Corporate Operational Support
EASA	European Aviation Safety Agency
FOD	Foreign Object Debris
GNSS	Global Navigation Satellite System
HIAL	Highlands and Islands Airports Ltd
MTOW	Maximum Take-Off Weight
NOTAM	Notice to Airmen
OOH	Out of Hours
PCN	Pavement Classification Number
PPR	Prior Permission Required
RNAV	Area Navigation
SI	Supplementary Instruction
TOI	Temporary Operating Instruction

SECTION 2 – ARRANGEMENTS FOR FLIGHTS OUTSIDE OFFICIAL OPENING HOURS

1. Introduction

- 1.1 The contents of this document are intended to formalise Highlands and Islands Airports Limited (HIAL) arrangements for flights outside official opening hours, known as Out of Hours (OOH).
- 1.2 Landing out of hours is entirely at the risk of the aircraft owner/operator’s risk, therefore Highlands and Islands Airports Limited do not accept any liability whatsoever.
- 1.3 This document outlines the procedures and accountabilities that are required in order to establish how such flights could be accommodated, in accordance with HIAL Airport’s Certification to operate under:
- EASA Certification Specifications and Operations Requirements for Aerodromes;
 - The requirements of The Air Navigation Order.
 - The privileges, conditions and limitations, imposed by the UK Air Navigation Order (or European Aviation Safety Agency).

Definition	Commercial Air Transport (CAT) - An Aircraft Operation to transport passengers, cargo or mail for remuneration or other valuable consideration
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Note: 1) Aircraft over 5700kg MTOW will not be issued an OOH Indemnity. 2) Restrictions apply to aircraft of not more than 5700kg MTOW. Commercial air transport or the public transport of passengers is not permitted.

2. HIAL Airports’ Requirements – Out Of Hours Operation

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

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

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

Telephone 01667 462445

- 2.6 All OOH flights are strictly PPR administered by each individual Airport.
- 2.7 Individual Airport details are published in the UK Aeronautical Information Publication (AIP)

Note: All flights are strictly PPR and may be subject to slot allocation. Slot times should be strictly adhered to, to avoid conflict with other aircraft movements. The filing of a flight plan does not constitute PPR.

- 2.8 **ALL** Out of Hours flights (with the exception of emergency service related rotary flights) **must** be notified to the appropriate Airport during their operational hours. Approval from the airport must be obtained before the flight can occur.
- 2.9 NOTAMs and AIP Supplements must be consulted prior to any flight made pursuant to the Permit.
- 2.10 During the movement of flights, blind radio calls must be made over the tower frequency.

Note: Aircraft not fitted with radio equipment will NOT be issued Indemnity or PPR.

Note: All flights will be recorded in the ATS diary and ATS will ensure that they are included in any handover notes for Air Traffic Control Officers (ATCOs) or Aerodrome Flight Information Service Officers (AFISOs).

3. Suspension of Out of Hours Operations

- 3.1 HIAL may conduct activities at the airport, outside of normal operating hours, which may severely restrict, or prohibit OOH flight operations. This includes, but is not restricted to, works in progress, snow clearing and/or de-icing operations.
- 3.2 HIAL will make every effort to give notice of such activity and advise of restrictions, or suspension of OOH movements.
- 3.3 All OOH flight operations will also be suspended during the period from notification of an Emergency call-out, whilst it is in progress and until it is cancelled.
- 3.4 OOH operations will be monitored closely by the Airport and any breaches of procedure may result in the indemnity being withdrawn.

3.5 A HIAL OOH Indemnity may be revoked by an Airport in the exercise of its sole discretion, at any time without prior notice.

4. Restrictions/Facilities Unavailable During Out Of Hours Operation

4.1 Flying for the purpose of public transport of passengers is prohibited.

4.2 Flying for the purposes of Commercial Air Transport is prohibited.

4.3 Flying for the purposes of crew training and crew instruction is prohibited.

4.4 No flight shall be made during the hours between half an hour after sunset and half an hour before sunrise. Sunset and sunrise being determined at surface level.

4.5 Air Traffic Services are not provided OOH.

4.6 Instrument Approach Procedures are not available OOH. There is no on-site presence to monitor the navigation aids and some aids may be switched off for maintenance.

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

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

5. HIAL Airports' Requirements – General

5.1 Emergency and Recovery Procedures

5.1.1 If requested, an operator must provide a copy of their written instructions regarding their safety measures and emergency procedures to be followed.

5.1.2 The aircraft operator is responsible for the removal of disabled aircraft and for any costs incurred.

5.1.3 If the aircraft owner/operator or its representative should refuse to remove a damaged aircraft, or neglect to do so within a reasonable time, HIAL/DAL will undertake independent action to remove the aircraft. HIAL, its servants or agents, will not accept responsibility for any loss or damage of any kind resulting from this action and the aircraft operator shall be responsible for all costs incurred.

5.2 Safety and Risk Management

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

5.3 Use of Runways, Taxiways and Aprons

- 5.3.1 The Aircraft Classification Number (ACN) should not exceed the airport's Pavement Classification Number (PCN). The respective PCNs are published in the UK AIP.
- 5.3.2 The weight restriction is dictated by the pavement strength of the runway, taxiway and/or the apron.
- 5.3.3 The taxiway widths are limited and usually of a lesser PCN than the runway.
- 5.3.4 Apron parking areas are limited in size and usually of a lesser PCN than the runway.
- 5.3.5 Due consideration must be taken when self-parking on the apron. Aircraft must be parked with sufficient clearance to not impede the movement of any other aircraft, whether that be aircraft already parked, or other aircraft that may subsequently park after.

5.4 Runway Declared Distances

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

6. Application for a HIAL Out of Hours Indemnity

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

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

- 6.2 Download the HIAL OOH Indemnity Application Form from the HIAL website:
- <https://www.hial.co.uk/hial-group/about-us/general-aviation-charges-opening-hours-andpilots-information/>
- 6.3 This form must be completed and all pages signed by the aircraft owner or operator, **not** the ground handler or handling agents.
- 6.4 Application for a HIAL OOH Indemnity must be made not less than **3** days in advance of the flight taking place. It should be submitted by e-mail, to bstdoccontrol@hial.co.uk
- 6.5 Permission, for the use of HIAL airports outside official opening hours, will be approved and granted subject to compliance with, and agreement to, the conditions in this document and any additional conditions stated on the HIAL OOH Indemnity Application Form.
- 6.6 If required, telephone contact details are 01667 464244.

**SECTION 3- SUPPLEMENTARY INSTRUCTIONS AND TEMPORARY OPERATING
INSTRUCTIONS**

1. Procedure for Storing SIs and TOIs

1.1 Current Supplementary Instructions and Temporary Operating Instructions are stored in the following locations dependant of whether it is a soft or hard copy:

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