

Great Oakley Airfield

Pilot Handbook

Published: June 2012 (Issue 2)



www.greatoakleyairfield.co.uk

Tel. 01255 880045 **Fax.** 01255 880244

Email: tim.spurge@btconnect.com

Preface

This Document is published by the operators of Great Oakley Airfield. It is intended as a guide only to the Airfield Rules and Procedures. Additional information and guidance is published on the Airfield website at www.greatoakleyairfield.co.uk

Reference should be made to official documentation contained within the UK AIP and associated documents. The operators of Great Oakley Airfield reserve the right to amend or cancel or introduce new procedures without prior notification. From time to time, other procedures and information may also be published in the form of Operational Notices, displayed within the Clubhouse. Enquiries about this document are to be made to the address below.

Amendment Record

Please note. It is the responsibility of the holder of this document to ensure that the latest version and all current amendments are incorporated. Information on the status of the document can be obtained from the operators of Great Oakley Airfield on request.

Write to the following address, or phone/fax for information on the issue and amendment status of this document:-

Operations Manager	
Great Oakley Airfield	
Great Oakley Lodge	Tel: 01255 880045
Harwich Essex CO12 5AE	Fax: 01255 880244

Document History

Issue 1 April 2011

New Document produced by the operators of Great Oakley Airfield.

Part 1 – Introduction

1.1 Purposes of the Handbook

- 1.1.1. This handbook is written by the operators of Great Oakley Airfield and contains instructions and information for pilots operating at Great Oakley Airfield.
- 1.1.2. All aircraft operations shall be conducted according to the requirements in this handbook.
- 1.1.3. The purpose of this handbook is to ensure, as far as practicable, the safe operation of the Airfield and Aircraft in the surrounding Area, by stating policy and providing instructions and information.
- 1.1.4. Nothing in this Handbook must be taken as superseding the Legislation, Rules, Regulations, Procedures and information contained in the Air Navigation Order, the Air Navigation (General) Regulations, and Rules of the Air and Air Traffic Control Regulations, the UK Aeronautical Information Publication, NOTAMS, Aeronautical Information Circulars or the Recommendations, Restrictions, Limitations and Operating Procedures published in Aircraft, Engines or Systems Manuals and Certificates of Airworthiness, or any Civil Air Publication or similar document published by the Civil Aviation Authority.
- 1.1.5. Pilots are encouraged to read and be familiar with CAA Sense Leaflets, especially 'Aerodrome Sense' and 'Strip Flying'.

1.2 Distribution of the Handbook

- 1.2.1. Copies of this Handbook are made available to all operators based at Great Oakley Airfield. Other operators may obtain copies on request from the Airfield Office. The Handbook is also made available on the Airfield website. www.greatoakleyairfield.co.uk.

1.3 Amendment Procedures

- 1.3.1. This Handbook is a working document and will therefore be the subject of an on-going review process. Please ensure that all amendments received are incorporated in this copy and recorded on the Amendment Record Sheet.
- 1.3.2. Old issues of this document should be destroyed, or marked as “superseded” if required for reference purposes.
- 1.3.3. Insertions or deletions of text will be marked with -> or <- changes will be marked with a vertical bar.
- 1.3.4. Amendments of a temporary nature will be issued as supplementary instructions, identified numerically and filed at the front of the manual.

1.4 Contents

AMENDMENT RECORD	3
PART 1 INTRODUCTION	5
1.1 Purposes of the Handbook.....	5
1.2 Distribution of the Handbook	5
1.3 Amendment procedures	6
1.4 Contents.....	7
Part 2 General Airfield Rules and Procedures	9
2.1 Great Oakley Airfield Management	9
2.2 Person in Charge of the Airfield	9
2.3 Emergency situations	9
2.4 Opening Hours	10
2.5 Air/Ground Radio	11
2.6 Booking in and Out	11
2.7 Parking/Manoeuvring Areas	14
2.8 Aircraft Parking.....	14
2.9 Runway in Use.....	15
2.10 Engine Starting and Run up Procedures.....	15
2.11 Hand Swinging of Propellers	16
2.12 Taxi Procedures	16
2.13 Circuits and Joining Procedures Student Pilots and Training	17
2.14 Noise Considerations	18
2.15 Refuelling Procedures	20
2.16 Hangar Rules	20
2.17 Model Aircraft Flying.....	21
Airfield Layout and Fire Point Location	22
Airfield Circuit Map.....	12

PART 2 – GENERAL AIRFIELD RULES AND PROCEDURES

2.1 Great Oakley Airfield Management

- 2.1.1 Great Oakley Airfield is operated and managed by T.P.Spurge. For CAA purposes it is an unlicensed airfield.

2.2 Person in Charge of the Airfield

- 2.2.1 All matters concerning the operation of Great Oakley Airfield will be referred to the Operator or the designated duty Manager.

- 2.2.2 The Airfield Operator has overall control of all airside operations which includes final decisions on availability of the airfield for all airfield users.

The Airfield Operator has authority to grant, refuse or restrict permission for any movement on the airfield, with consideration to safety, weather, aircraft types, noise restrictions, airfield surface conditions.

- 2.2.3 Any incidents/accidents or other occurrences must be reported as soon as possible to the Airfield Operator who will take any action as required.

2.3 Emergency Situations

- 2.3.1 In the event of an emergency aircraft should contact 'Great Oakley Radio' on 123.20 MHz stating the nature of the emergency. e. g. Aircraft crash

This should include apparent injury to person or persons, fire, and location.

- 2.3.2 If there is no response from Great Oakley Radio consider calling on emergency frequency **121.5 MHz** or telephone **999** with the above information.

- 2.3.3 With due care and attention and regard for your own safety, render assistance with on board fire and first aid equipment if appropriate.

- 2.3.4 If not in an aircraft contact Emergency Services with as much information as possible, to include nature of emergency, address of the airfield:

**GREAT OAKLEY AIRFIELD
GREAT OAKLEY LODGE
HARWICH ROAD
GREAT OAKLEY
HARWICH
ESSEX CO12 5AE**

**Tel 01255 880045 - Airfield
Tel 01255 886466– Flight School in Clubhouse**

Inform a member of Airfield Staff or Flight School as soon as possible.

- 2.3.5 The location of all fire extinguishers and first aid at the Airfield should be noted from the diagram below.
- 2.3.6 The Airfield Emergency Land Rover carries fire fighting and first aid equipment.
- 2.3.7 In the event of an emergency the Airfield will be closed to all but Emergency Service air traffic.
- 2.3.8 Individual Pilots should refer all press enquiries to the Airfield Operator, making no comment of their own regarding any incident.

2.4 Opening Hours

- 2.4.1 Under normal circumstances the airfield will be open daily with the exception of 25th December.
- 2.4.2 The airfield is available for use by aircraft during the following times (all times local):
From 0830 until 2100 or sunset (whichever is sooner)
- 2.4.3 The Airfield Operator will make the final decision daily on airfield opening, with regard to airfield surface conditions.

June 2012

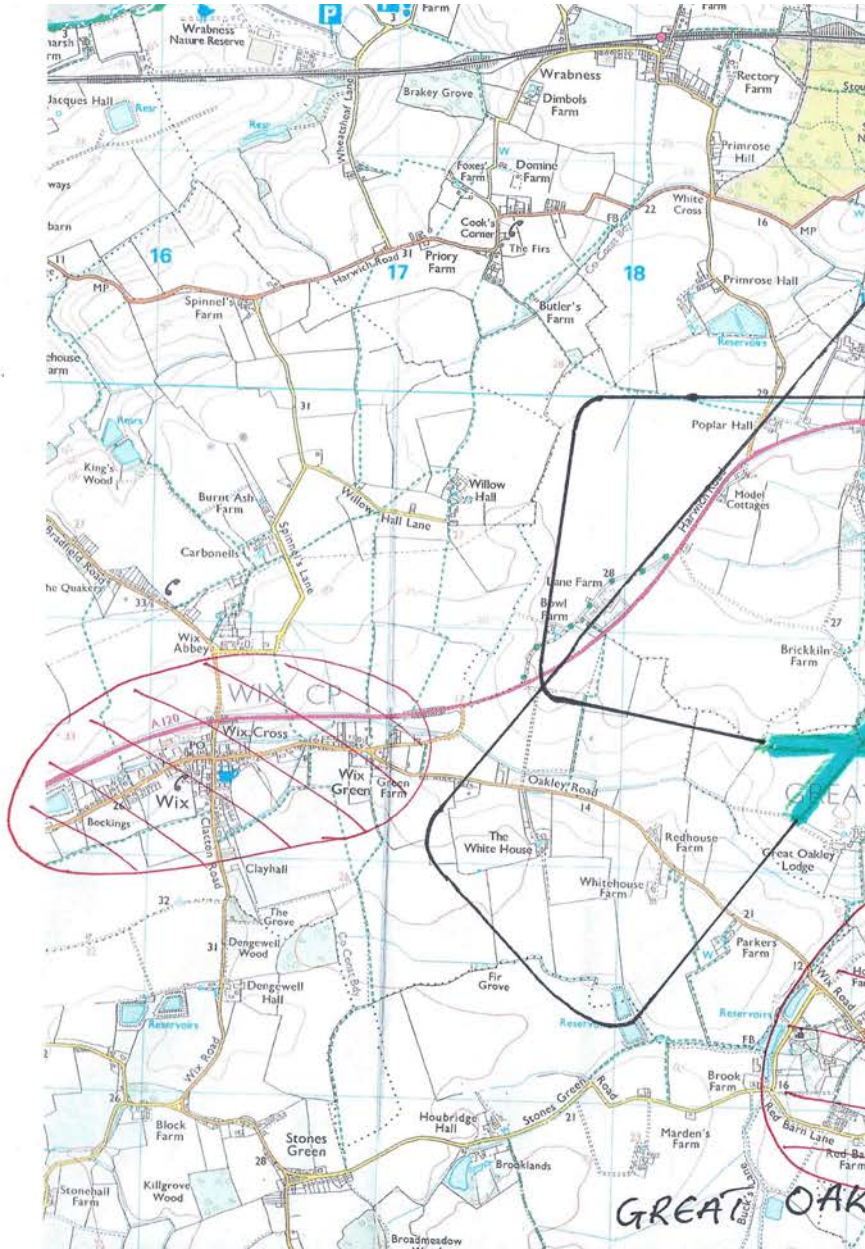
- 2.4.4 No pilot shall fly an aircraft from the airfield, when it has been declared closed by the airfield operator due to surface conditions.
- 2.4.5 If the airfield has been deemed closed by the Airfield Operator for any other reason, such as weather deterioration, no pilot shall fly an aircraft from the airfield. Non emergency closure will be notified by an information notice adjacent to the airfield movement's book, pilots should contact the Airfield Operator if there is any doubt about the airfield status, prior to travelling to the Airfield.
- 2.4.6 All persons shall vacate the airfield by no later than 60 minutes after sunset unless specific prior arrangement has been made with the Airfield Operator.

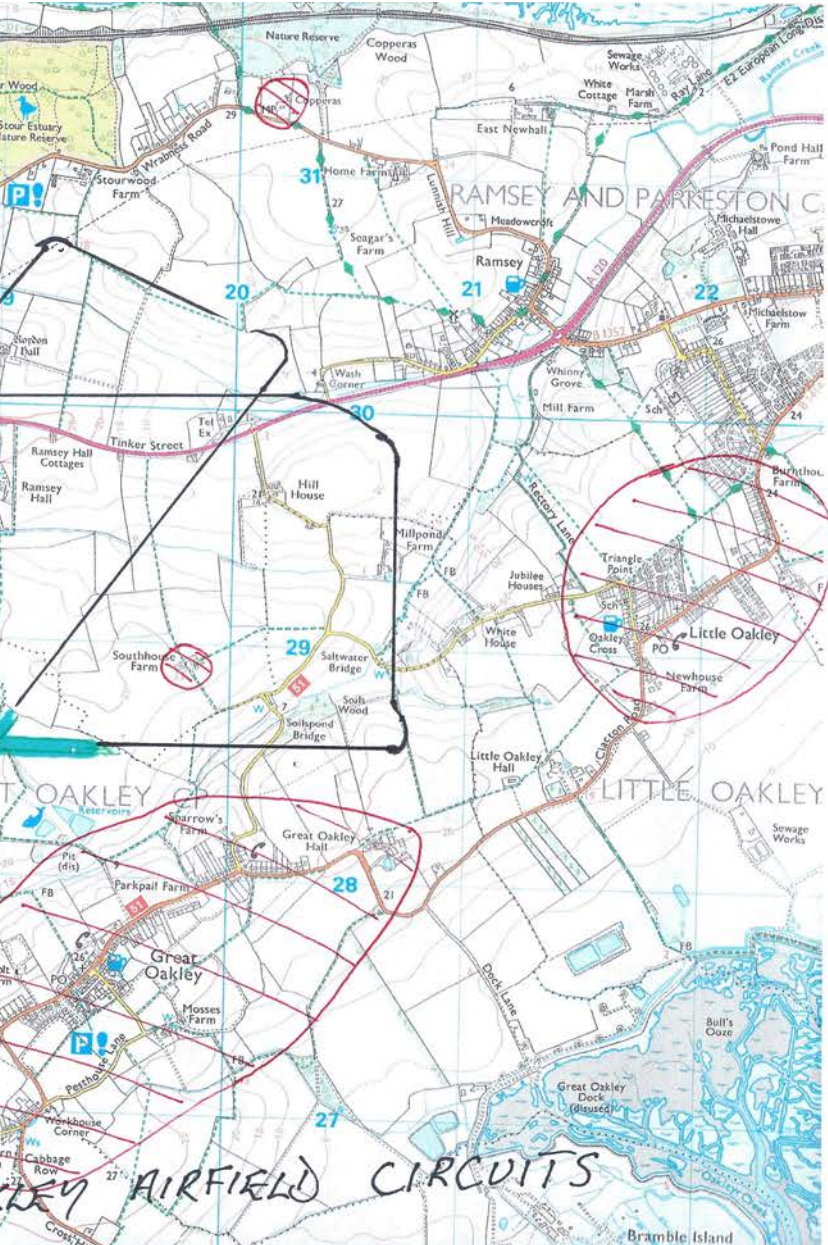
2.5 Air/Ground Radio

- 2.5.1 Air to Ground radio frequency 123.20 MHz is allocated by the CAA to Great Oakley Airfield. The call sign is 'Great Oakley Radio'. When the radio is not manned the call sign is 'Great Oakley Traffic'.
Pilots should **always** make 'blind' calls stating clearly intentions and runway they are using.
- 2.5.2 The use of the Great Oakley Radio frequency should be restricted as far as practicable to within 10nm of the airfield and 3000 ft. This is to prevent interference with other airfields on the same frequency i.e. Old Sarum.
- 2.5.3 Non radio equipped aircraft must obtain special permission from the Airfield Operator to visit the Airfield.
- 2.5.4 In the event of radio failure, aircraft may only land if they are sure that their actions will not conflict with any other traffic.

2.6 Booking In and Out

- 2.6.1 Unless otherwise agreed, all pilots departing or arriving at the Airfield shall book out within the Clubhouse reception. This is a requirement of the Local Planning Authority, Small Ports Unit of Essex Police, and the Border Agency. Pilots must record the number of persons on board.





2.6.2 Payment of landing fees shall be made in the Clubhouse.

2.7 Parking/Manoeuvring Areas

Please refer to the attached diagram showing parking and manoeuvring areas.

2.7.1 It is strongly recommended that all personnel on the parking or manoeuvring areas of the airfield wear or be accompanied by a person wearing a BS EN 471 compliant high visibility jacket/waistcoat.

2.7.2 Access to the parking/ manoeuvring areas is restricted to those persons with a specific requirement to be 'airside'

2.7.3 All hangars, fuelling areas, parking and manoeuvring areas are No Smoking.

2.7.4 The use of mobile phones and other electrical equipment when within the fuelling area is prohibited.

2.7.5 Any person seen to be acting suspiciously or in an unsafe manner should be reported to the Airfield Operator. There is also a contact number for the **Essex Police Small Ports Unit** which oversees airfields. Contact details below:

Contact Telephone: 0300 333 4444

Email project.pegasus@essex.pnn.police.uk

2.7.6 Children shall be under the supervision of a responsible adult at all times. No dogs or other animals are permitted on the airfield at any time.

2.7.7 Propellers should be treated as 'live', and therefore having the potential to cause serious injury to pilots, passengers and onlookers. Pilots should give sufficient briefing to passengers so that they stay well clear of the potential hazard.

2.8 Aircraft Parking

2.8.1 Aircraft must not taxi into a hangar with engine running. The cutting of engine and rolling into a hangar is also not permitted.

June 2012

- 2.8.2 Aircraft must be removed from the fuelling area immediately after refuelling. Aircraft must be left with the parking brakes off whilst refuelling.
- 2.8.3 Aircraft must park in the designated parking areas, shown on the Airfield Map.

2.9 Runway in use

- 2.9.1 The runway in use will normally be dictated by wind direction, being that which is most closely aligned with the surface wind.
- 2.9.2 Pilots may choose to use an alternative runway, to accommodate their particular requirements. This must only be done with due consideration to the pilots using the other runway, and with clear radio calls announcing intended actions.
- 2.9.3 It is particularly important during light and variable winds that pilots maintain an awareness of other aircraft in the circuit and the runway they have elected to use. This is especially important when the radio is not manned.

2.10 Engine Starting and Run up Procedures

- 2.10.1 A call of “clear prop” must be made prior to starting if there is the slightest doubt that there may be somebody in the vicinity of the aircraft. The rotating beacon anti collision light shall be switched on prior to engine start.
- 2.10.2 In the event of an engine fire during start, if time allows the pilot should call Great Oakley Radio to inform the Airfield Staff. The decision to use the fire extinguisher should be made only after consideration of personal safety.
- 2.10.3 Under no circumstances shall engines be started in the hangar. Care must be taken to position the aircraft prior to start in order to prevent damage to other aircraft, personal injury and property from the effects of prop wash.
- 2.10.4 Prior to carrying out Power Checks, the aircraft must be in a suitable position, usually at the runway Holding Point. The aircraft

should be parked into wind and the area behind the aircraft clear, especially of lighter microlights. The relevant checklist should then be completed.

- 2.10.5 Prior to entering the active runway, the approach to the runway should be checked for other traffic, and unambiguous radio calls made to announce intentions.
- 2.10.6 Engine runs for any test purposes, even for a brief period, should be completed well away from other aircraft.
- 2.10.7 Engine runs of any aircraft on the airfield must not be completed under any circumstances without a qualified pilot in command or maintenance engineer at the controls irrespective of any tie downs or chocks used.

2.11 Hand Swinging of Propellers

- 2.11.1 Where it is required to hand swing the propeller of an aircraft, this must only be carried out with either the cockpit occupied by a competent person, or the aircraft must be tied by the tail wheel/skid to a secure tie down. In either case the aircraft should also be chocked and should where possible, point in a line well clear of other aircraft/obstructions and persons.
- 2.11.2 A competent person is a person trained to close the throttle and turn off the magnetos and fuel should an emergency occur.

2.12 Taxi Procedures

- 2.12.1 Pilots must exercise extreme caution when taxiing on any part of the airfield. The recommended speed to taxi is no more than a fast walking pace. Pilots should acquaint themselves with the location of signs adjoining the runway before embarking the aircraft.
- 2.12.2 To avoid damaging the grass, brakes, especially differential brakes, must not be used unless absolutely necessary.
- 2.12.3 The topography of the airfield is such that aircraft at the extreme ends of both Runway 27 and 09 cannot be seen at the intersection with Runway 04/22.

June 2012

- 2.12.4 The location of the public footpath which crosses the runways at the intersection, and follows the route of the relief taxi way, should be carefully noted on the Airfield Map.
- 2.12.5 Aircraft may not enter the active runway whilst there is any other aircraft taking off or landing. Aircraft should wait at the appropriate holding point until the runway has been cleared.

2.13 Circuits and Joining Procedures

- 2.13.1 When joining the circuit, pilots should particularly check for walkers on the public footpath which crosses the runways at the intersection, to ensure the runway is clear before landing.
- 2.13.1 The circuit height for Great Oakley is 1000 feet Great Oakley QFE.
- 2.13.2 Joining procedure – standard overhead joins, unless advised unnecessary by Great Oakley Radio.
- 2.13.3 Normal circuit direction is Right Hand for runways 27 and 22. Runways 09 and 04 are left hand.
- 2.13.4 Aircraft approaching to land at Great Oakley should be aware of the likelihood of student pilots in the circuit, and always state which runway they are using. e.g. ' Golf Mike India downwind right hand to land Runway 27'
- 2.13.5 The range of different types of aircraft based at and visiting Great Oakley means that landing requirements differ, the possibility exists that pilots elect to use different runways according to the requirements of their aircraft. It cannot be stressed enough that clear and timely radio calls are an essential part of the safe operation of the airfield, together with good lookout in the circuit.

Flight Training and Student Pilots

- 2.13 .6 The Change in rules by the CAA has allowed for flight training for Private Pilot's License to take place at unlicensed airfields.

Flight Training will take place at Great Oakley Airfield under the auspices of Skyward Flight Training.

Pilots should be aware of the possibility of low hours student pilots or those on first solo flights operating in the circuit. Priority shall be given to any flight where the radio call is prefixed with 'Student Pilot'.

2.14 Noise considerations

2.14.1 Whilst Great Oakley Airfield is in a rural setting, in the interests of maintaining a good relationship with neighbours, pilots should avoid flying over the villages of: Great Oakley – to the south-east of the airfield

Little Oakley - to the east of the airfield

Wix - to the west of the airfield

2.14.2 Careful use of throttle and (where applicable) variable pitch propellers can do much to mitigate the noise impact of aircraft using the airfield.

2.14.3 "Great Oakley Aerodrome Flight Protocol.

The Aerodrome has prepared a Flight Protocol dated 17th July 2012 which will supersede earlier editions. The Flight Protocol will be brought into force from the date of the grant of planning permission for the use of the Aerodrome by helicopters and for fixed wing pilot training.

The Flight Protocol comprises of the following text and a map entitled Great Oakley Aerodrome Flight Protocol Scale 1:50000.

All aircraft shall approach the Aerodrome or depart from the Aerodrome or carry out circuits at the Aerodrome using the routes shown on the map unless a flight emergency dictates otherwise. The areas shown hatched on the map which include the villages of Great Oakley, Little Oakley and Wix shall not be overflown at a height below 1500 feet QNH. The areas shown edged in red on the map, comprising of the Sites of Special Scientific Interest (SSSI) known as Stour Estuary, Orwell Estuary Stour and Coopers Wood, Hamford Water and Weeley Hall Wood SSSI shall not be overflown at all except in the case of a flight emergency.

Pilots shall use the minimum engine power setting consistent with safe operating practices for the particular aircraft being flown. No pilot shall take off from the Aerodrome with the intention of carrying out aerobatic exercises within an area of 2 nautical miles radius centred upon the Aerodrome.

No pilot shall take off from the Aerodrome with the intention of dropping parachutists within an area of 2 nautical miles radius centred upon the Aerodrome.

The Aerodrome owner/operator shall ensure that the publishers of the various UK pilot flight guides are given details of the Flight Protocol within a period of three months of the date of the grant of the planning permissions referred to above. The Aerodrome Owner/Operator shall ensure that the Flight Protocol shall be displayed prominently in the Aerodrome Clubhouse and a copy distributed to all pilots using aircraft based at, or who regularly fly from Great Oakley Aerodrome. The Aerodrome Owner/Operator shall ensure that the Flight Protocol is published on the Great Oakley Aerodrome website and that all visiting pilots are apprised of the Flight Protocol when requesting permission to fly to Great Oakley Aerodrome.

2.14.4 Great Oakley Complaint Procedure.

The Aerodrome Owner/Operator shall ensure that, in the event of a formal complaint concerning a particular flight, the pilot is identified, that the complaint is investigated and appropriate action taken if necessary to ensure that the pilot does not repeat any mistake in operating procedure. A formal complaint means a complaint made in writing to the Aerodrome Owner/Operator and in which the nature of the complaint is specified together with the type of aircraft and/or its registration letters are included.

If the particular pilot repeats the fault the Aerodrome Owner/Operator shall give a notice of complaint in writing which explains that any further transgressions of the Flight Protocol will result in a 3 month ban from flying as Pilot in Command at the Aerodrome. The Aerodrome Owner/Operator shall inform the complainant of the action taken as a result of the complaint.

The Aerodrome Owner/Operator may from time to time make changes to the Flight Protocol after consultation with the Local Planning Authority and other stakeholders”

2.15 Refuelling Procedures

- 2.15.1 Avgas refuelling takes place from the green Bedford refuelling truck that is located in a fenced area to the northeast of the new hangar building. Aircraft should taxi to the rear of that fenced compound. Fuel will be made available by designated staff.
- 2.15.2 No Self Refuelling or the transfer of Mogas shall be carried out inside any hangar. There must be No Smoking, mobile telephones or other sources of ignition in a refuelling area.
- 2.15.3 The following rules and procedures apply when re-fuelling:
 - a. Never leave the parking brake set.
 - b. Ensure magnetos and master switch are isolated, with keys out.
 - c. Mogas must be carried and dispensed from appropriate containers acceptable to motor insurance companies. The aircraft and fuel container must be bonded to prevent static ignition.
 - d. Pre-Flight Checks must not be carried out in the refuelling area.
 - e. Remove the aircraft from the refuelling area after it has been refuelled to a safe and convenient location that is not obstructing aircraft movements.
- 2.15.4 Aircraft fuel other than in aircraft tanks shall not be stored in any hangar.

2.16 Hangar Rules

- 2.16.1 No smoking, naked lights, or other source of ignition is allowed

in any hangar. Welding and metal grinding is forbidden in the hangar or near any aircraft or fuel source. Any major maintenance, including paint spraying must be cleared with the Airfield Operator before work commences.

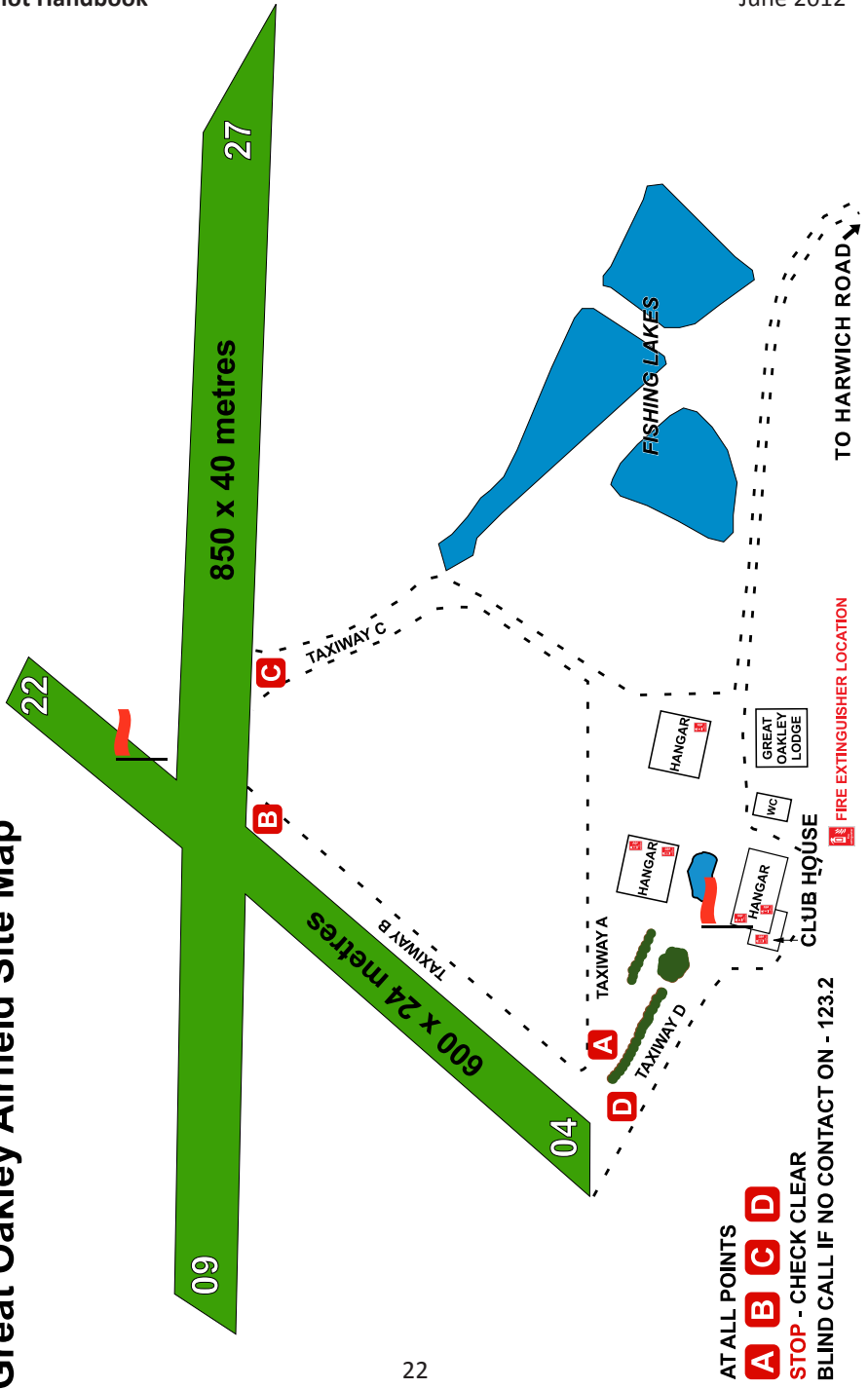
- 2.16.2 When moving other aircraft, it is essential to know and employ the correct method of handling each aircraft in order to avoid damage. It is also essential to have sufficient people assisting to avoid damage to doorways or other aircraft.
- 2.16.3 Any damage to third party aircraft must be immediately reported to the Airfield Operator.
- 2.16.4 Aircraft removed from the hangar to facilitate the extraction of other aircraft, shall immediately be replaced in the hangar, and the main doors kept closed.
- 2.16.5 Pilots should ensure that hangar personnel doors are locked when they leave, and that the hangar lights are turned off.

Model Aircraft Flying

- 2.17.1 Ipswich Radio Controlled Model Club fly model aircraft using an area of grass between the reservoirs and the microlight hangar (see airfield plan)

They are equipped with a VHF radio to monitor aircraft transmissions and are required to land immediately when there is any movement of 'full size' Aircraft that involves transiting through their landing ground.

Great Oakley Airfield Site Map



AT ALL POINTS
A B C D
STOP - CHECK CLEAR
BLIND CALL IF NO CONTACT ON - 123.2

