

# **OMARAMA AIRFIELD LIMITED**

## **STANDARD OPERATING PROCEDURES (SOP)**

**September 2022**



- 1.0 Preface**
- 2.0 Introduction**
- 3.0 Non Aviation Activities**
- 4.0 Aviation Activities**
- 5.0 Winching Launch and Aerotow Operations**
- 6.0 Flight Following**
- 7.0 Model Aircraft, RPAS, UAV, UAS and Drones**
- 8.0 Emergency Procedures**
- Appendix 1 -Airfield Layout and Grid**
- Appendix 2 - AIP Omarama Chart**
- Appendix 3 - Local Rules for Gliding Competitions**
- Appendix 4 - Omarama Landout Protocol**

**TO BE READ BY ALL PILOTS USING THE OMARAMA AIRFIELD**

## **1.0 PREFACE**

The Omarama airfield is owned by Omarama Airfield Limited(OAL) whose shareholders are the Omarama Soaring Centre Inc. and the Waitaki District Council.

The company is governed by a board of four directors two being appointed by each shareholder.

Current directors are:

Mr Clive Geddes - Chair

Mr Richard Subtil

Mr Terry Jones

Mr Simon Williamson

## **2.0 INTRODUCTION**

What you see and enjoy at Omarama is the result of years of hard work and hundreds of thousands of dollars of investment. To appreciate what is here and to leave it fit for others to enjoy, we ask that the following rules and procedures be followed.

The Standard Operating Procedures (SOP) record the rules and procedures for activities being undertaken on the Omarama airfield. (the airfield)

The SOP will be reviewed annually, or as otherwise required, so that its content is responsive to any changes which are required for the continuing safe and efficient operation of the airfield.

Proposed amendments to this SOP can be made at any time and should be in writing to the Directors of the Omarama Airfield Company.

All operations on the airfield are to be carried out in accordance with the relevant provisions of this SOP and the:

- Gliding New Zealand Manual of Approved Procedures (MOAP) and associated Advisory Circulars
- Gliding New Zealand - Sailplane Racing Committee - Competition Rules
- Applicable Civil Aviation Rules
- Other regulatory material published from time to time by the Civil Aviation Authority and Airways Corporation.
- SOPs for clubs based at Omarama or relevant parts of visiting club's SOPs, particularly those provisions that relate to flight following.
- Omarama Soaring Centre rules in relation to the campground and chalet areas

## **3.0 NON AVIATION ACTIVITIES**

### **3.1 Vehicles.**

Within the airfield precinct all vehicles must :

- Drive slowly and carefully and watch out for pedestrians, particularly small children in the vicinity of the campground
- Obey posted speed limits.
- Park only in designated areas.
- Not enter the airfield operational area unless authorised to do so

- Avoid, whenever possible, driving on grassed areas.
- Use the access road when proceeding to the 27 launch area
- Drive slowly and carefully on the 27 access road to minimize dust
- Not proceed east on the 27 access road beyond the vacant weigh site when a glider aerotow launch is in progress
- Park all vehicles clear of the grid areas. On 09 park to the south of the access road against the northern end of the hangers and on 27 against the fence to the east of the toilet block launch point.
- Drive around the 09 and 27 thresholds to access the northern area of the airfield at the marked locations.

### **3.2 Glider Trailers**

All glider trailers:

- Are to be parked in the designated trailer park to the south of the hangars.
- Must be ground secured in the trailer park

### **3.3 Camping**

- All caravans and campervans are to be parked within the designated camping area (or in the trailer park if not in use) unless specifically approved to park elsewhere.
- All camping tents are to be pegged down in the designated camping area.
- Campers must register in the camp kitchen, where fees must be paid before leaving.
- Campers must be considerate to others in terms of noise late at night or early in the morning...All caravans are to be parked within the designated camping area unless approved to park elsewhere.

### **3.4 Dogs**

All dogs on OAL property, including the campground, must at all times be either on a leash or constrained in a vehicle.

## **4.0 AVIATION ACTIVITIES.**

### **4.1 General**

Outside of Gliding New Zealand sanctioned competitions, the grid procedures and aviation movements on the airfield will be controlled by the Chief Flying Instructor (CFI) of the Omarama Gliding Club (OGC) or on any given day the CFI's designated duty instructor, or when winch launching, the Launch Point Controller.(LPC) Their instructions must be observed and any operational concerns should be brought to their attention on a soon as possible basis.

The CFI may if appropriate then advise the directors of OAL.

Before a first launch from Omarama, glider pilots must attend a briefing with an appropriate person, such as the local CFI, ROO, or Competition Director. Pilots must read and understand the "Omarama Landout Protocol (see Appendix 4).

Between October 1 and April 30 a briefing covering weather and operational activity will be held daily at 10am in the Terminal Building.

Pilots must carry up-to-date airspace maps and be familiar with their contents.

Radio frequencies are 119.1 MHz within 5 nm of Omarama, and 133.55 MHz elsewhere unless in controlled airspace, MBZ or other aerodrome locale. (Our repeater radio allows gliders to be heard from long distances on 133.55 MHz, and local gliders can often relay calls.)

Pilots are urged to keep a good lookout at all times. The use of FLARM with up-to-date firmware and a functioning SPOT or InReach tracking device for flight-following purposes is strongly recommended.

During a gliding competition, the Competition Director will control all aviation activity on the airfield (see Appendix 3).

#### **4.2 Ground Movements of gliders within the Operational area.**

Gliders must not be:

- Left unattended in the between hanger spaces or on the runway edges.
- Parked unattended in the 09 or 27 launch areas, except immediately prior to launching.
- Left unattended on the runway following landing.
- 

#### **4.3 Grid Procedures.**

- Grid and launch lanes are shown on the Appendix 1 and apply to all non competition grids and launches.
- During competitions the grid priority is for competing pilots.

#### **4.4 Circuit and Runway Procedures.**

- The AIP New Zealand supplement for the Omarama airfield is attached as Appendix 2 Read this carefully and comply with its requirements.
- Do not fly below 2400 ft QNH (1000 ft AGL) over the Omarama township.
- When there is winch launching do not fly over the airfield below 4,400 ft QNH (3000 ft AGL)

#### **4.5 Launching.**

- Competition launches have priority and unless approved by the Contest Director non competing launches are not permitted until the competition launch and any re launches are complete.
- When a launch is aborted on ground roll the glider must be removed as soon as possible from the runway and will not be relaunched until it is safe to do so.
- The aero tow launch point will be determined at the daily briefing by the aero tow operator in consultation with the Omarama Gliding Clubs Chief Flying Instructor (or his delegate) and the LPC if any is appointed for that day.

#### **4.6 Landing.**

- Circuits are flown left hand to runway 09 and right hand to runway 27.
- Avoid low level flying over the hotel, airfield buildings, hangers and the campground and chalet area.
- Land and aim to stop on the southern side of the runway to leave room for following aircraft to land to the north.
- Land to the north side of any landed or gridded gliders.
- Do not taxi across the 27 access road or into that area to the west of the terminal.
- Remove the glider from the runway or runway edge as soon as possible after completing the landing.

#### **4.7 Glider Picketing**

- Riggged gliders not being hangared must use the tie-down areas provided or in front of the north-facing line of chalets if so permitted by those chalet owners.

## 4.8 Parachute Operations

- Omarama will on occasions host the parachute operations of Skydive Mt. Cook when weather prevents parachuting at Pukaki due to fog or low cloud cover. Parachute operations will only take place at Omarama during the winter months from May to September. Gliding operations together with parachute operations will be coordinated by mutual agreement, but once parachutes are in the air they will have priority over launch operations.

## 5.0 WINCH LAUNCH and AEROTOW OPERATIONS

### 5.1 Background

Winch launching now plays an important part in Omarama gliding and supplements the traditional aero tows for glider launching.

The airfield has made provision for winch launching and landing with a winch launch / retrieve strip parallel to and 75m north of main grass runways, see Appendix 1 for the runway layout.

To allow the aerotow and winch operators to work together in a safe, efficient and co-operative manner and share use of the airfield with general aviation, the following requirements apply.

### 5.2 Airfield Layout.

Appendix 1 plan identifies the operational areas on the airfield, the access routes to those areas and the locations for the equipment, vehicles, personnel and aircraft required for those operations.

### 5.3 General.

1. Between 1 October and 30 April a briefing will be held in the terminal at 10am each day.
2. All operators who intend to operate from the airfield on that day must attend or have a representative attend this briefing and it is strongly recommended that all pilots intending to fly on that day also attend.
3. The briefing will be managed by the OGC CFI or their delegated representative.
4. The purpose of the briefing is:
  1. For the operating parties to review the previous days operations and resolve any issues that have arisen.
  2. To identify and understand the timing, scale and duration of the individual operations that will take place on that day and for agreement to be reached between the operating parties as to how those operations will be undertaken in a safe and coordinated way.
  3. To agree and appoint a LPC for the day or duration of the combined operations. The LPC may be the winch operation LPC.
5. The briefing outcome will be summarised by the OGC CFI or their designate for agreement by the parties.
6. The agreed operations and operations personnel for the day will posted on the terminal whiteboard showing:
  1. Runway in use
  2. Winch operations
  3. Grid time
  4. Launch times
  5. Contact number for the winch operator, tow pilot, CFI (or his designate) and the LPC who on occasions may be the same person.
7. This information will also be posted on the OGC app.

## **5.4 Co-ordinating Launch Activity.**

Launching activities will be controlled by the LPC, who must be beside either the aerotow or winch launch points and have his radio monitoring 119.1 to monitor traffic in the circuit and receive launch requests from either launch operation,.

The following rules apply.

1. Aircraft in the circuit or joining will have priority and launching should only proceed if there is a high degree of certainty that the launch will not compromise the landing aircraft's ability to make a safe approach, landing and go-around if required.
2. If there is both a winch and an aero tow ready to launch at the same time, the priority will be for any glider that is connected to a running tow plane.
3. Winch launches are not to proceed until a vacating glider - tow plane combination has crossed the airfield threshold as marked on the Appendix 1 plan.
4. Winch launching is not to proceed whilst gliders are being launched from the grid by two or more tow planes unless there is a suitable interval as determined by the LPC.
5. When the winch operation is set up all gliders and tow planes must not fly over the winch strip below 4,400 ft QNH (3000 ft AGL).

## **5.5 Interim Arrangements - While the final winch strip is being prepared**

While the 09 winch area is being prepared over the 2022/23 summer, the 09 winch launching will use the northern edge of runway 09L. Parked gliders, the launch point caravan and all vehicles must be kept to the north of 09L and gliders waiting to launch should not unnecessarily obstruct the remaining 09L runway.

Coincident aerotow launching should be from a position adjacent to the winch launch point and the southern side of 09R to minimize the runway restriction and risk from winch launch failures.

For 27 winch launching, the final 27 winch strip (75m north edge of runway 27R) is to be used with parked gliders, launch point caravan and vehicles kept to the north of the winch launch strip and all landings to be south of the winch launch strip as shown in the appendix 1.

## **6.0 FLIGHT FOLLOWING**

Flight following is a requirement of Gliding New Zealand. Independent pilots must make suitable arrangements before launching. A general flight following service is offered by the Omarama Gliding Club.

## **7.0 MODEL AIRCRAFT, RPAS, UAV, UAS and Drones**

The Omarama Model aircraft Club has an operational area and strip in the trailer park area of the map in Appendix 1. All flights must comply with Civil Aviation Rules Part 101 and the pilots must have a license or certificate issued by an approved organisation or be under the direct supervision of someone who holds the relevant certification. All flights must be kept to the South of Airfield Road and its extension to the hangar. All flights will remain below 400 feet above ground level.

## **8.0 EMERGENCY PROCEDURES**

### **8.1 Fire**

In the event of any uncontrolled fire on any part of the airfield or in any building on the airfield evacuate the area and immediately telephone call **111**.

### **8.2 Aviation Related Accident on or near the airfield**

- advise any base operations by radio on **119.10 MHz**
- contact Emergency Services, call **111**
- extinguish any fire
- move wreckage only to save life
- render First Aid if trained to do so

### **8.3 Remote Aviation Related Accident**

- Advise base operations by radio on 119.10 or 133.50 MHz
- Base to follow their Emergency Plan in conjunction with Gliding NZ AC 1- 05

### **8.4 Any Other Accident resulting in Injury**

- Contact Emergency Services, call **111**.

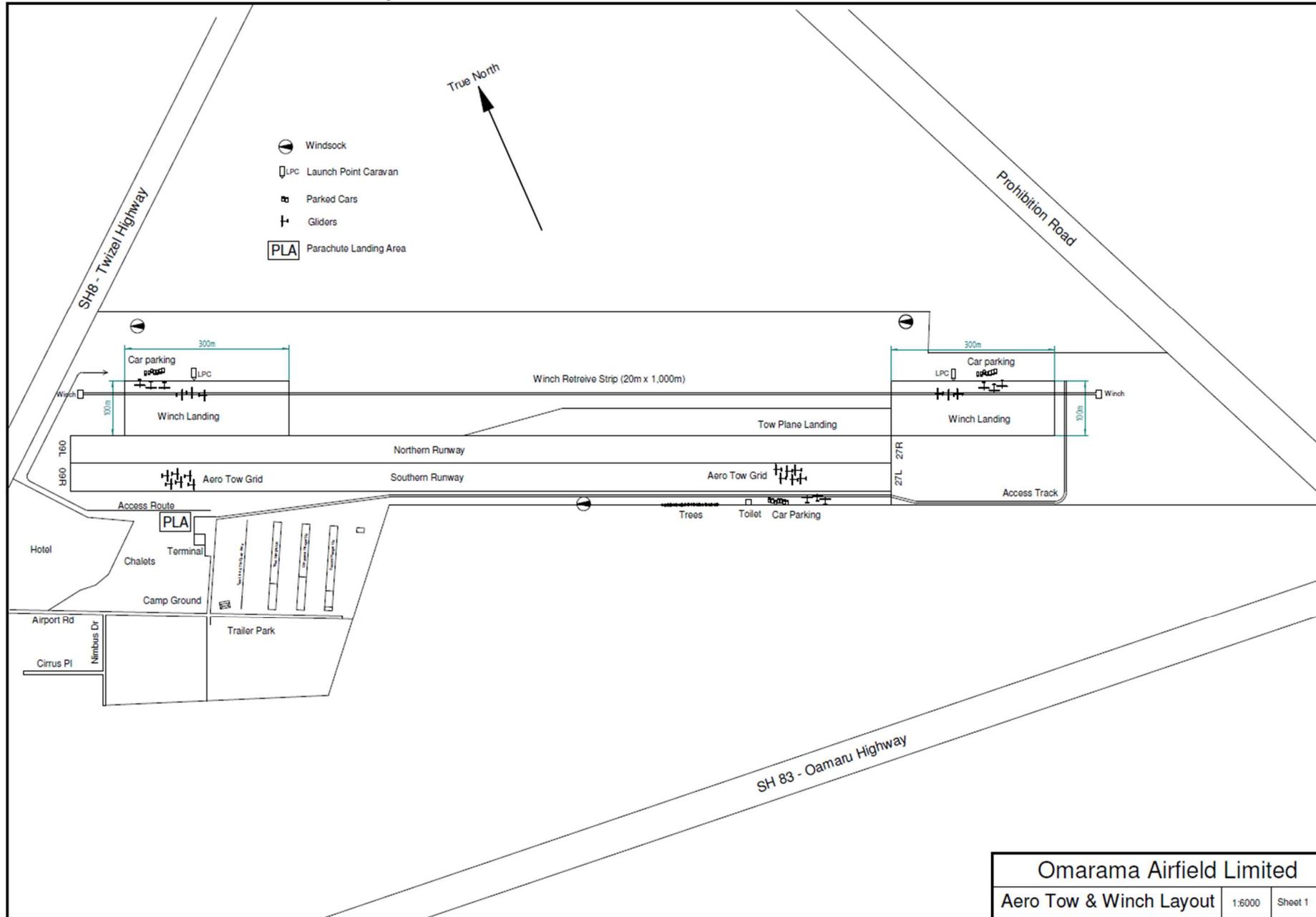
### **8.5 Any Observed Criminal Act**

- Contact Emergency Services, call **111**.

### **8.6 In All Cases After the Immediate Response**

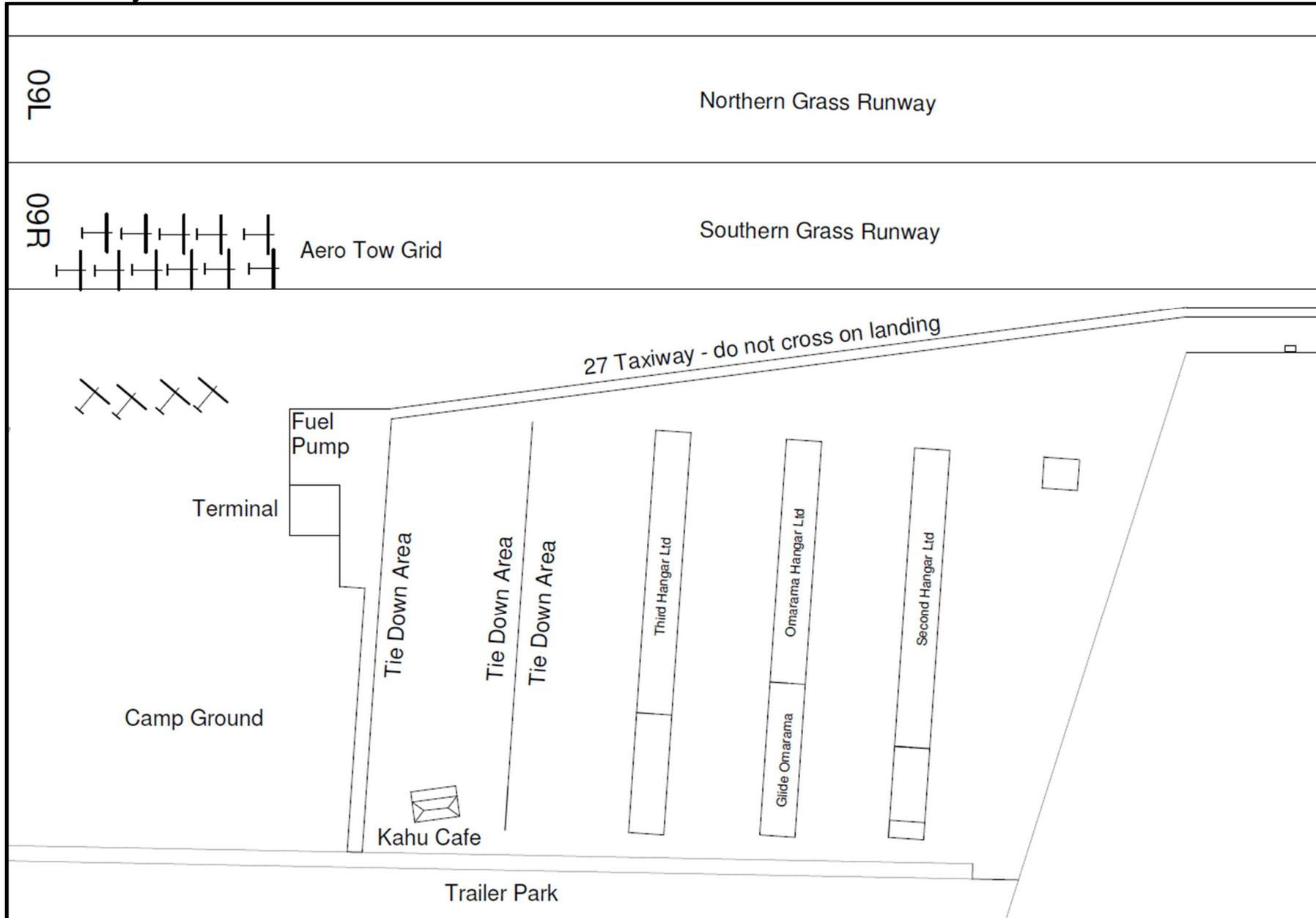
- Inform the OGC CFI and a director of the Omarama Airfield Company.
- For serious incidents that are likely to attract media attention contact the President of Gliding New Zealand or his secondary contact as soon as possible and do not make any comment to the media.

# APPENDIX 1 - Omarama Airfield Layout and Grid

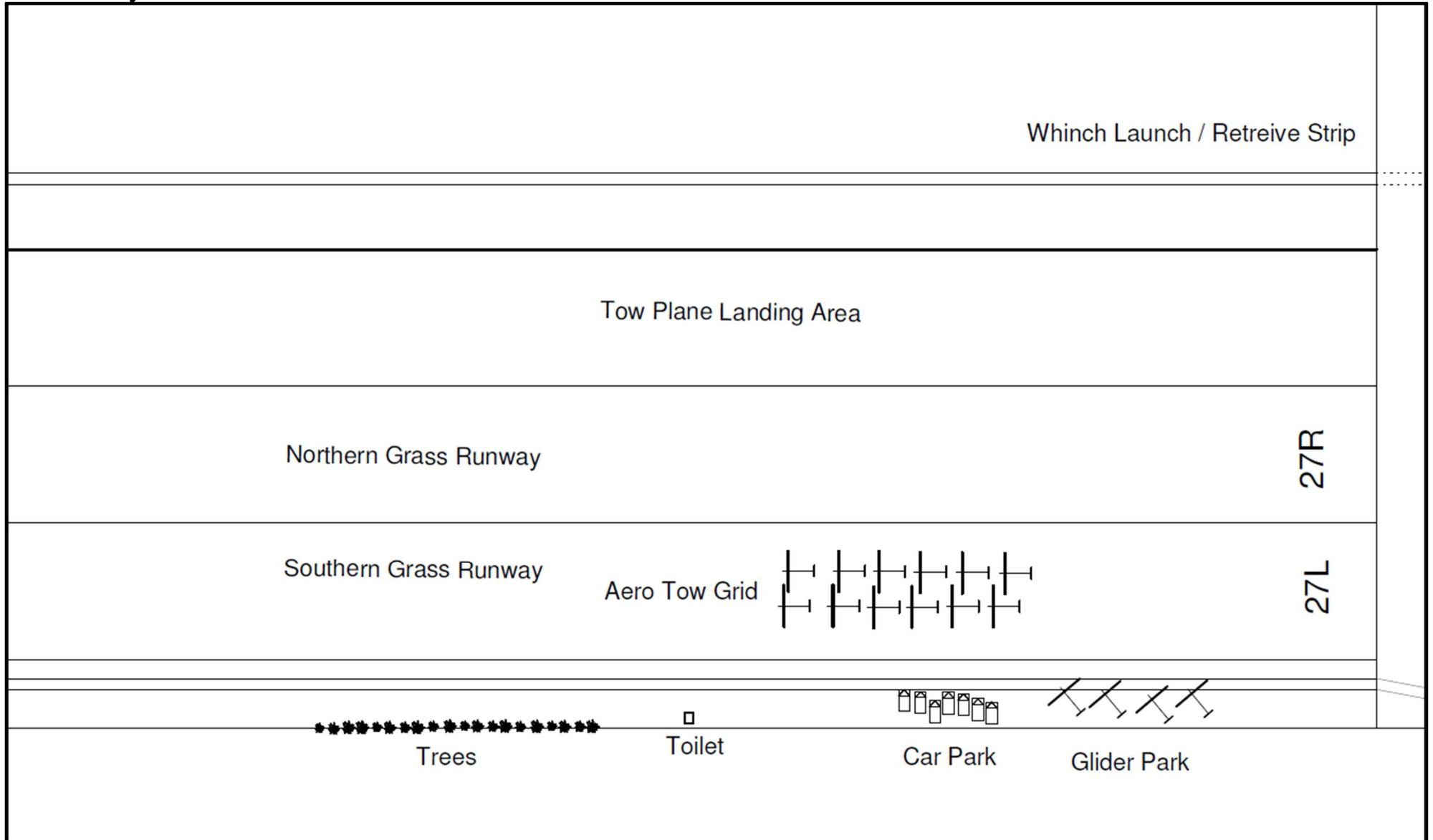


<b>Omarama Airfield Limited</b>		
Aero Tow & Winch Layout	1:6000	Sheet 1

**“09” Grid Layout**



**“27” Grid Layout**



# APPENDIX 2 - Omarama Airfield AIP Chart

AIP New Zealand

NZOA AD 2 - 51.1

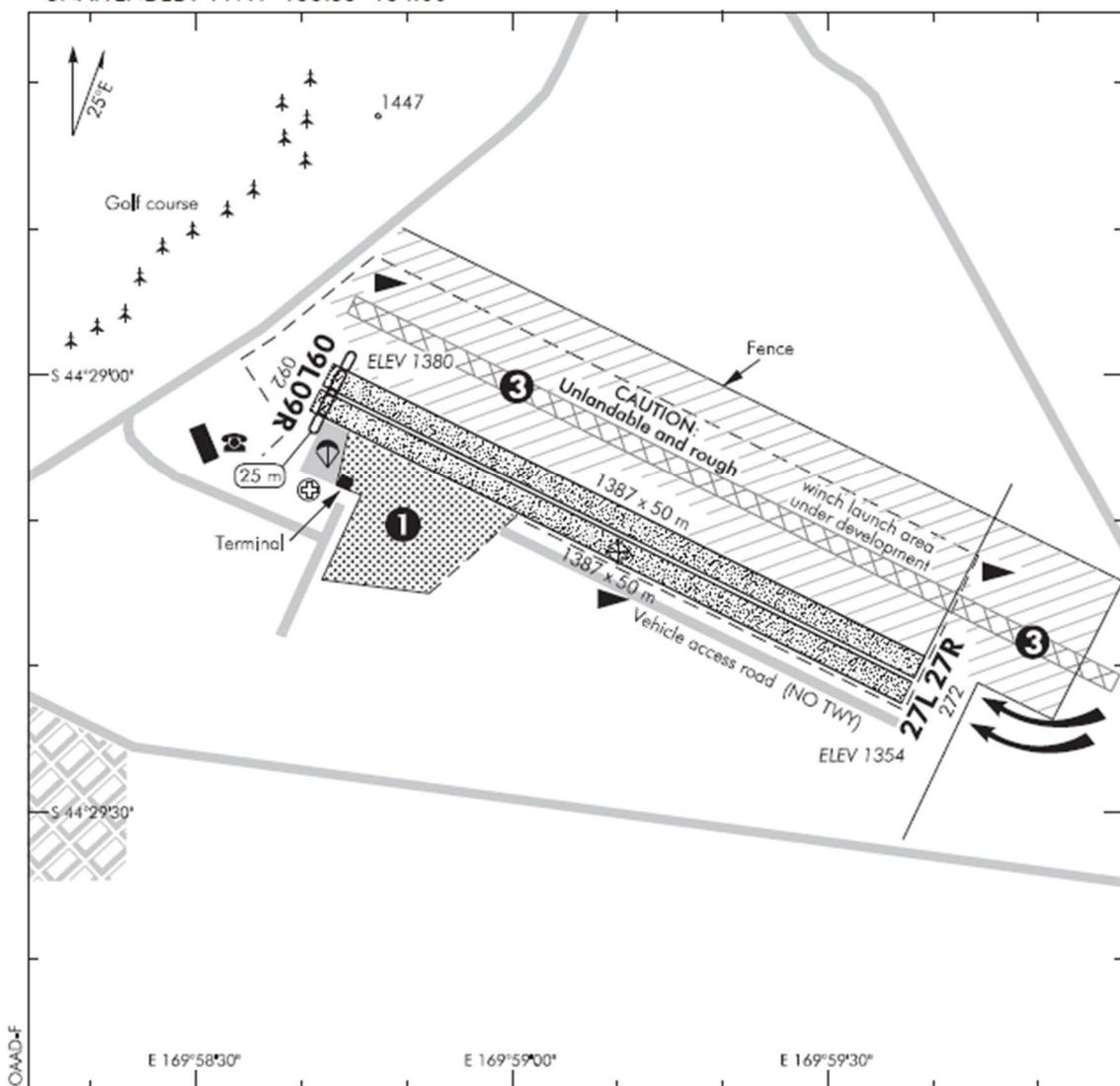
ELEV 1380

NZOA

NON-CERTIFICATED

**OMARAMA  
AERODROME (1)**

UNATTENDED: 119.1 133.55 134.00



Changes from 12 AUG 21: Minor graphic editorial, notes, PIA added.

- ① Aircraft parking areas, hangars and cafe.
- 2. Circuit: RWY 09 L/R — Left hand  
RWY 27 L/R — Right hand
- ③ **CAUTION:** The area to the north and east of RWY 09L/27R is being developed for winch launching and can be mistaken for a runway. Do NOT use.
- 4. Intensive gliding operations all year round, busiest times September to April — 7 days. Gliders awaiting an aerotow launch will grid on the south side of RWY 09R/27L. Gliders awaiting a winch launch will grid on the northern side of RWY 09L/27R. Arriving and departing aircraft should maintain separation from gliders waiting launch and avoid overflying any aircraft or gliders.
- 5. **CAUTION:** Glider winch launches are conducted from northern side of RWY 09L/27R. The glider winching wire may reach up to 3000 ft AGL. A broadcast will be made on 119.1 MHz at two minutes prior to winch launching and at commencement of the winch launch.

*Continued*

**Effective: 11 AUG 22**

© Civil Aviation Authority

**OMARAMA  
AERODROME (1)**

---

**OMARAMA**  
**AERODROME (2)**

---

6. **CAUTION:** Aircraft below 3000 ft AGL should not cross overhead the airfield during glider winch launching operations. Aircraft joining should call position relative to local Visual Reporting Points Killermont, Ohau Turnoff and Sailors Cutting.
7. Gliders operating outside local area frequency 119.1 will use gliding frequencies 133.55 MHz and 134.0 MHz. Call intentions on these frequencies.
8. **CAUTION:** Occasional parachuting operations during winter months, May to September. Aircraft should not cross overhead the airfield during parachuting operations. The 50 m x 50 m PLA is located immediately north and west of the terminal building. Parachute activity will be broadcast on 119.1 MHz.
9. **CAUTION:** Daily overnight irrigation during summer months from late afternoon to early morning using visible towed K-Line pipes with sprinklers the full length of one parallel Left or Right runway. The runway being irrigated will be marked and closed, land clear on the other parallel Left or Right runway. Note poor braking on wet grass during and after irrigation.

**Effective: 11 AUG 22**

© Civil Aviation Authority

**OMARAMA**  
**AERODROME (2)**

**RWY**

RWY	SFC	Strength	Gp	Slope	ASDA	Take-off distance			LDG DIST
						1:20	1:30	1:40	
09R 27L	Gr	ESWL 2565	8	0.59D 0.59U	1387	1387 1362			1362 1387
09L 27R	Gr	ESWL 2565	8	0.59D 0.59U	1387	1387 1362			1362 1387

**LIGHTING**

Nil

**FACILITIES**

Fuel: Z Energy Avgas 100, Access via Z card

On site cafe open daily OCT/APR

Toilets/1st aid inside terminal

Aircraft heavy duty tie-down lines

**SUPPLEMENTARY**Operator: Omarama Airfield Ltd, PO Box 284, Queenstown  
Fax (03) 442 7309Terry Jones  
Tel (027) 452 1498  
Email: morganjones@xtra.co.nz

Available for general use without the permission of the operator.

Landing fees: \$15 payable by all aircraft.

Annual multiple fees may be paid in advance by application to:  
Omarama Airfield Ltd, PO Box 284, Queenstown.

Scale of fees, honesty box and envelopes located adjacent to fuel pump. Payment can also be made by bank transfer to Omarama Airfield Limited, bank account 01 0867 0047901 00 using your aircraft registration and date as the reference.

NB. An automatic recording system for monitoring landings and aircraft movement is installed. ~~Unpaid landing fees will be invoiced to the aircraft operator and will include additional administration charges.~~

Landing fees not paid within 7 days (honesty box or bank transfer) will be invoiced to the aircraft owner and will include an additional \$15 administration charge.

**Effective: 11 AUG 22**

© Civil Aviation Authority

**OMARAMA**  
**OPERATIONAL DATA**

## APPENDIX 3 – Local Rules for Gliding Competitions

### During gliding competitions:

- The Competition Director is the controlling authority for all gliding activities during the event.
- Competition briefings and the organisation will be based in the Terminal Building.
- The turn-point database and airspace files may be downloaded from the GNZ website.
- **You must carry a functioning SPOT or InReach tracker on all competition flights.**
- There will be a compulsory briefing for all competitors before practice day launch.
- Gliders must grid by the time advised at briefing. Be prepared to launch at any time from the announced launch time. Late pilots will have their gliders removed to the back of the grid.
- Start opening for each competition class will be announced on 119.1 and 133.55 MHz.
- The start procedure will be detailed at briefing.
- Call 'Omarama Base' with your start time on 133.55 MHz within 30 minutes of starting.
- Cloud flying during the competition will not be permitted.
- Call your finish on 119.1 MHz at 5 miles out (eg "Omarama Base, Yankee Romeo 5 miles"). (Do not use km for this call, because this could be confusing for other GA traffic, which uses the standard nautical miles.) Omarama Base will then advise you of wind, runway in use and known traffic.
- A 3 km radius finish ring followed by an orderly circuit will be used (not a fly-through finish). After finishing, do not turn back into the potential path of other gliders finishing. Make normal calls to Omarama Traffic on 119.1 MHz to advise circuit intentions.
- Download your flight recorder as soon as possible after returning to the airfield, preferably within 30 minutes. (If you have unusual flight recorder cables or software, please bring your own.)

### Retrieves:

- We need your call sign, lat/long (in degrees, minutes and decimal minutes – write this down for reference before phoning us), and whether you want a road or aerotow retrieve.
- Aerotow retrieves are at the discretion of the Contest Director. Once a retrieve aircraft is launched, all costs are to the glider pilot even if a retrieve is aborted for any reason.
- If a road retrieve is requested, and you do not have a designated crew, we will try to arrange it, but expect delays. Remember, your retrieve is your responsibility.
- If you contact your crew directly, your crew must not leave on the retrieve without notifying the retrieve organiser (we don't want to waste time looking for you or sending a second retrieve team).
- If you want us to organise a crew, please tell us where your car, keys and trailer are. It helps to have your two-letter glider registration on your trailer and on your car windscreen.
- **Observe the Omarama Landout Protocol** (See Appendix 4).

## APPENDIX 4 - Omarama Landout Protocol

*This protocol has been formulated in the interests of maintaining good relationships with landowners. ALL glider pilots operating from Omarama who land out at other than a public aerodrome MUST adhere to this protocol. Entering on private land is a privilege, not a right. If you adhere to this protocol, you will generally find the landowner very helpful. Remember, you are an ambassador for the next pilot who lands there.*

1. **Before** takeoff from Omarama, ensure that you have in your glider a copy of the landowner directory (obtainable from the Omarama Gliding Club).
2. Attempt to contact the landowner by one of the following methods (in order of preference):
  - visit farmhouse if nearby.
  - telephone (if necessary, leave a message).
  - if nobody answers and there is no answer-phone, make a note of the time that you called and try again when you get back to Omarama.
3. Having contacted the landowner, thank him/her for the use of their land and ask for their permission to retrieve, whether it is by aero-tow or by road. Then abide by their wishes. Be sure to leave gates as you find them.
4. When organising your retrieve, let them know whether you have been able to contact the landowner or not. If not, your tow pilot or retrieve crew will try on your behalf. They should make every attempt to contact the landowner before leaving.
5. In order to show your appreciation to the landowner, please consider writing a letter of thanks or send or deliver a small gift.