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# COMMUNITY RELATIONS POLICY

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A SHERBURN AERODROME POLICY DOCUMENT

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
DISTRIBUTION LIST .....	3
DOCUMENT INFORMATION .....	3
1. INTRODUCTION.....	4
2. SUMMARY RULES OF THE AIR.....	Error! Bookmark not defined.
3. AERODROME OPERATIONS.....	6
4. REPORTING OBSERVATIONS .....	9

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The Community Relations Policy is distributed to a list of recipients representing organisations based at Sherburn Airfield. The policy is also available to the public and viewable on the Community page under the Airfield section of the Sherburn Aero Club website <http://www.sherburnaeroclub.com>, from where it may be downloaded as a PDF file.

## DOCUMENT INFORMATION

Document Title	Community Relations Policy
Document Owner	Sherburn Aero Club Limited
Author	Sherburn Aero Club
Address	The Aerodrome Lennerton Lane Sherburn in Elmet Leeds LS25 6JE
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## 1. INTRODUCTION

### 1.1 Purpose

The Sherburn Aerodrome Community Relations Policy (CRP) is a reference document for the use of airfield operators, communities, and local public bodies. It contains information on published rules and procedures which are either regulated by the force of law (the Air Navigation Order) or applied by Sherburn Aero Club (SAC) to balance the operations of SAC and needs of the local community.

In order to mitigate the effect of operations on local communities, Sherburn Aero Club has voluntarily introduced this Community Relations Policy. Whilst the establishment of this policy demonstrates that Sherburn Aero Club is conscious of the need to fit into the wider community and be a good neighbour, it is not possible to address every possible operation, in the immediate vicinity of the aerodrome. This policy prioritises the safe conduct of flight and the management of risks to both aircraft operators and the local population.

This policy cannot replace published rules and procedures including, but not limited to, the Air Navigation Order (ANO), Aeronautical Information Publication (AIP) or the Aerodrome Flying Order Book (FOB).

This is a public document. Copies will be distributed in accordance with the published policy distribution. Circulation by third parties must reference the full document. It is available to download on the Aero Club website <http://www.sherburnaeroclub.com>.

### 1.2 Applicability

The Sherburn Aerodrome CRP is enshrined in the AIP section 2.21.

It is individual pilots' responsibility to ensure they fly in accordance with published procedures and adhere to Rule 5 of the ANO; in that an aircraft shall not be flown closer than 500 ft to any person, vessel, vehicle or structure subject to the exceptions of Rule 6 of the ANO which includes landing and taking off from a licensed aerodrome.

These published procedures apply to all aircraft using Sherburn Aerodrome, other than emergency aircraft such as the police, air ambulance and military traffic.

### 1.3 Flying Activity

Sherburn Aerodrome is operated by Sherburn Aero Club Limited (SAC), it is a busy general aviation aerodrome serving a varied and diverse customer base.

Regular users are both based and visiting training and privately owned aircraft. A number of helicopters operate from the aerodrome for training, commercial, and private use.

## 2. STATUTORY REQUIREMENTS

All aircraft operating in the UK must comply with the UK Air Navigation Order (ANO), The Rules of Air Regulations and Standardised European Rules of the Air (SERA).

### 2.1. SERA.5001 (VMC Visibility and Distance from Cloud Minima) and SERA.5005(a) (Visual Flight Rules)

The CAA has issued “Official Record Series 4 General Exemption E4073” to permit Visual Flight Rules (VFR) flights to operate in the following conditions:

- Fixed-wing - by day only; remaining clear of cloud with the surface in sight and with a flight visibility of at least 5km. If the aircraft flies at an indicated air speed of 140kts or less to give adequate opportunity to observe other traffic and any obstacles in time to avoid a collision.
- Helicopters – by day only; remaining clear of cloud with the surface in sight and with a flight visibility of at least 1500m. If the helicopter flies at an indicated air speed of 140kts or less to give adequate opportunity to observe other traffic and any obstacles in time to avoid a collision.

At night aircraft must be flown clear of cloud and with the surface in sight; at a height not less than 300m (1000ft) above the highest obstacle within a radius of 600m from the aircraft when over the congested areas of cities, towns or settlements or over an open-air assembly of persons: and

Other than specified above, aircraft must be flown at a height of more than 150m (500ft) above the ground or water, or 150m (500ft) above the highest obstacle within a radius of 150m (500ft) from the aircraft. There are some special exemptions to this rule for the purposes of displays and air racing.

The pilot in command of the aircraft is legally and solely responsible for operation of an aircraft, the safety of passengers, and for determining the flight path to comply with the Rules of The Air, ANO and SERA.

### 2.2. Approaches to Landing or Forced Landing

The CAA permits under SERA.3105, SERA.5005(f) and SERA.5015(b) an aircraft to fly below 150m above the ground or water if it is flying in accordance with normal aviation practice and:

- practising approaches to land or procedures at an aerodrome
- practising approaches to forced landings other than at an aerodrome if it is not flown closer than 150m (500ft) to any person, vessel, vehicle or structure.

### 2.3. Minimum Height

SERA.3105 states that, except when necessary for take-off or landing, aircraft shall not be flown over congested areas of cities, towns or settlements or over an open-air assembly of persons, unless at a height as will permit, in the event of an emergency arising, a landing to be made without hazard to persons or property on the surface.

Except for take-offs and landings the minimum height for VFR flights over a congested areas of cities, towns or settlements or over an open-air assembly of persons will be not less than 300m (1,000ft) above the highest obstacle within 600m from the aircraft. Elsewhere it will

be 150m (500ft) above the ground or water or 150m (500ft) above the highest obstacle within a radius of 150m (500ft) from the aircraft.

#### 2.4. Manoeuvring Helicopters

The CAA permits, under SERA.3105 and SERA.5005(f), a helicopter to fly below 150m (500ft) above the ground or water or closer than 150m (500ft) to any person, vessel, vehicle or structure if it is conducting manoeuvres, in accordance with normal aviation practice, with the boundaries of an aerodrome provided it is no closer than 60m to any persons, vessels, vehicles or structures located outside the aerodrome.

#### 2.5 Prohibiting Over-flight of Specific Areas within the ATZ

Sherburn Aero Club Limited has no legal authority to prohibit aircraft from over flying specific areas within the Aerodrome Traffic Zone (ATZ). Pilots may be requested to avoid certain areas whenever possible.

The Aero Club publishes circuit diagrams showing a circuit pattern that will minimise the over-flight of built up areas within the ATZ.

#### 2.6 Arrival and Departures

EASA Air Operations Regulations Part-NCO Annex VII states that a pilot shall take into account published noise abatement procedures to minimize the effect of aircraft noise while ensuring that safety has priority over noise abatement.

Arrival and departures procedures are published to assist pilots in the safe operation of their aircraft and minimise the disturbance caused to local residents. The majority of flights will follow these procedures. Routings for aircraft operating under VFR cannot be enforced by Sherburn Aero Club as the pilot may need to deviate to comply with the Standardised European Rules of the Air as well as the specific conditions of their pilot's licence.

### 3. AERODROME OPERATIONS

#### 3.1 Circuit Patterns

At Sherburn Aerodrome the circuit pattern will be contained within the Aerodrome Traffic Zone (airspace radius 2 nautical miles up to 2000ft above aerodrome level). Sherburn Aerodrome operates a circuit height of 1000 ft Above Ground Level.

Pilots are requested to adhere to the published circuit patterns and procedures. All aircraft based at Sherburn Aerodrome will endeavour to maintain the agreed circuit pattern and procedures as stipulated by the Sherburn Aerodrome Flying Order Book.

Circuit Training is an essential part of pilot ab-initio and continuation training. Part of this is the requirement to practise multiple take-offs and landings under varying conditions. Commonly termed "circuits and bumps" this results in multiple circuits by multiple aircraft at busy periods.

Part of essential safety training includes practice engine failures. Single engine aircraft will be seen to manoeuvre, at idle power, toward open ground where a forced landing could take place but will climb away remaining above 500ft at all times.

Low level practice is used to simulate a lowering cloud base and worsening weather forcing an immediate landing. These manoeuvres are practiced on good weather days. These circuits differ in pattern and height from standard published circuits.

Pilots may deviate from the prescribed circuit pattern due to a number of factors including student pilots making an error, visiting pilots misidentifying the locations or the pilot maintaining the safe operation of their aircraft.

Helicopters also fly a rectangular circuit pattern parallel to the fixed-wing runway in use. These circuits are generally flown inside the standard fixed circuit and at 700 ft above ground level.

### 3.2 Departures

All fixed wing aircraft will depart from one of the three available runways; dependent upon weather conditions. The published departures request all departures to be on the runway heading or via the published circuit for the nominated runway in use as required and to climb out until a minimum of 400 ft before turning.

Noise sensitive areas are stipulated and pilots are requested to avoid over flight of these areas.

Helicopters are requested to depart not above 700ft above the aerodrome.

### 3.3 Arrivals

All fixed wing aircraft are requested to conduct a 'standard overhead join' and will therefore approach the aerodrome at 2000 ft and descend to 1000 ft on the opposite side of the runway to the circuit. This 'dead side' join of the nominated runway in use follows recommended CAA procedures to ensure a safe environment.

Noise sensitive areas are stipulated and pilots are requested to avoid over flight of these areas.

Helicopters are requested to route inbound at 700ft above the aerodrome.

### 3.4 Night Flying

Official night is defined as beginning 30 minutes after sunset and ending 30 minutes before sunrise. There is a core requirement for Sherburn Aerodrome to operate night training flights as part of flight training. Night flying requires continued practise, and a separate training regime. Pilots with a night rating are required to undertake a specified number of hours of night flight per annum to retain this authorisation.

### 3.5 Noise Abatement

Pilots are requested to follow the published circuit patterns in accordance with the nominated runway in use.

Pilots are specifically requested to avoid flying over the villages of South Milford, Sherburn in Elmet, Monk Fryston, Hambleton, Little Fenton, Lumby, Barkston Ash and Biggin. All published documentation shows these areas.

It is not possible to request pilots to avoid flying over isolated or individual properties as this is not conducive with the safe operation of an aircraft during a critical stage of flight.

### 3.6 Operating Restrictions

The Aero Club publishes certain local procedures or restrictions for the safe operation of the aerodrome and to minimise the nuisance caused to local residents. These include:

- aerodrome hours of operation are 08:30 until 20:00
- aerodrome is not available for use by public transport passenger flights required to use a licensed aerodrome.

### 3.7 Enforcement

Sherburn Aero Club is not responsible for enforcing the regulations set out in the Air Navigation Order or the Rules of the Air Regulations.

Sherburn Aero Club provides an Air Ground Radio service for the purpose of providing information to pilots to aid in the safe operation of their flights. It is not permitted for this service to issue instructions to pilots.

Sherburn Aero Club will take appropriate action involving individual pilots or operators if aircraft operations are not consistent with the terms of the aerodromes Community Relations Policy.



## 4. REPORTING OBSERVATIONS

### 4.1 General Policy

The company wishes to maintain a good relationship with the community and particularly those living close to Sherburn Aerodrome. By its nature the operation will result in some members of the public voicing concerns. These concerns will be dealt with by Sherburn Aero Club in a constructive and helpful manner and if aircraft operations are not consistent with the terms of the aerodromes Community Relations Policy then appropriate action will be taken involving individual pilots or operators.

Sherburn Aero Club will review aerodrome practices in this important aspect of its operation from time to time to ensure community representatives and individuals are dealt with in a manner which will maintain good relations.

### 4.3 Submitting Reports

The flight operation team ( the flight desk ) at Sherburn Aero Club is primarily responsible for the safe and efficient operation of the aerodrome. This means that, on occasion, a direct response to an enquiry or to telephone calls may not be possible. As such Sherburn Aero Club has provided additional ways to report observations of aircraft which may be contravening the policy.

The methods of reporting are:

- By telephone to the flight desk 01977 682674 and selecting Option 1.
- Online via the Community page under the Airfield section of the Sherburn Aero Club website <http://www.sherburnaeroclub.com>.
- By email to [flightdesk@sherburnaeroclub.com](mailto:flightdesk@sherburnaeroclub.com)
- By letter to the Airfield Manager, Sherburn Aero Club, The Aerodrome, Lennerton Lane, Sherburn in Elmet, Leeds, LS25 6JE.
- Through the Community Liaison Group via your local Parish Councillor

Reports about noise or flying operations on the Aerodrome or within the ATZ will be dealt with by Aerodrome Management. Wherever possible as many of the following details should be included in verbal or written reports:

- The point of non-compliance with the published Community Relations Policy i.e. Night Flying continuing after agreed cessation time, low flying in contravention of the rules of the air, etc.
- Type of aircraft, colour with registration letters, date, time and location.
- The name, address, and telephone number of the reporter.

Sherburn Aero Club do not routinely provide a follow up response to submitted observations. This is for practical and cost reasons.

### 4.4 Recording Reports

All observations and complaints are logged by our flight operations staff. This includes telephone calls, emails, messages and letters. Details of the caller, the date, the runway in use, a location and possible aircraft details are entered onto a form.

This information is both used at the time of submission to address the concerns and used to enable the club to gather statistical data on the numbers and locations of calls for reporting to both the Community Liaison Group and SAC Board of Directors.

#### 4.4 SAC Procedures

Sherburn Aero Club procedures when taking a report are:

- 1) Observation Reports submitted verbally or over the telephone shall be entered into the log by the Sherburn Aero Club staff taking the call or retrieving the messages. Where required information has not been provided it should be stated when completing the record.
- 2) Sherburn Aero Club staff should remain calm, polite, helpful and professional at all times.
- 3) If *for operational reasons* the call cannot be actioned, advise the caller that it is not possible to deal with their report at this time and ask them to please submit their report online or via email through our web site which can be found in the Community section under Airfield.
- 4) Ensure you request all details required to complete the Log. It is recommended that if you complete the log as soon as the practical after the call. Ensure details of the runway in use are recorded.
- 5) Where the operation is within the scope of normal operating procedures the reporter should be advised of this. The call should still be logged and you should note that this was advised in the log.
- 6) If the caller is unable to provide information that would enable follow up they should be advised that without such information it is unlikely we could take any action. The call should still be logged and you should note that this in the log.
- 7) Callers should be advised that all observations will be accurately logged for later review and discussion during the Community Liaison Group meeting.
- 8) Threatening or abusive behaviour is not acceptable. Staff will supported in terminating the call. The call should still be logged and you should note that this occurred. A member of the Board should be informed.
- 9) If the caller is unhappy or feels the information provided is not acceptable you should advise the reporter to submit their observation in writing to the Board. You should log this.
- 10) The observation log shall be reviewed along with all other statistics during the CLG meeting.