

HOOD AERODROME SOP

EVENT/ACTIVITY PLANNING GUIDE



This SOP should be read in conjunction with the following references:

- [Hood Website/Safety Manual \(to be issued\)](#)
- [CAA Advisory Circular 91-1 Aviation Events](#)

PURPOSE

This SOP outlines the procedure for Groups and Organisations wishing to host dedicated activities at Masterton Aerodrome. A dedicated activity is one that falls outside the definition of an *Aviation Event* as described in AC 91-1. Such activities may include: Club Flying Competitions, 'Fly-Ins', Open Days, Youth training weekends, Festivals, Car Rallies, Commemorative Events, or other occasions that attract large audiences or public attention to the Aerodrome.

The Operator provides this SOP for guidance on efficient planning, to ensure appropriate awareness, deconfliction and risk management occur for each activity.

SCOPE

This SOP applies to all Groups and Organisations wishing to host a dedicated activity on the Public Areas of Masterton Aerodrome. This SOP does not replace the CAA guidance for *Aviation Events*.

KEY STEPS FOR INIATOR OF EVENT

The initiator is to send the following information to the Operator as early as possible before the proposed activity, either by email to David.Hayes@mstn.govt.nz or Phone/Text [0276060190](tel:0276060190)

1	Details of the proposed activity and persons responsible for hosting	<input type="checkbox"/>
2	Facilities and areas of intended use at the Aerodrome	<input type="checkbox"/>
3	Other agencies/groups/clubs/organisations involved	<input type="checkbox"/>
4	Estimated numbers of persons/aircraft/vehicles expected	<input type="checkbox"/>
5	Any unique requests (i.e security, airside equipment, runway closures)	<input type="checkbox"/>
6	Factors considered for deconfliction with other Aerodrome Users. At a minimum this should include: <ul style="list-style-type: none"> • Details of nominated Safety Representatives • Emergency contact details for hosts and organisers • Safety briefing schedule, info posters or pilot briefing pack 	<input type="checkbox"/>
7	A copy of the activity Risk Management Plan and safety considerations (templates may be requested from the Operator if required)	<input type="checkbox"/>

KEY STEPS FOR AERODROME OPERATOR

The Aerodrome Operator should evaluate the proposed activity, and make the initiator aware of any **known** hazards or constraints or conflicts that may have an impact. If the size or complexity of the activity dictates, the Operator may host a dedicated planning meeting to discuss further.

In responding to a request, the Operator should take the following action:

1	Respond to Initiator with approval in principle, rejection, or propose new dates	<input type="checkbox"/>
2	Flag activity to MDC, Hood Safety Committee and update Hood Event Calendar	<input type="checkbox"/>
3	Provide briefing material to Initiator as required (Hood SOPs, Local Area information, Current Risk Management practises and Safety Information)	<input type="checkbox"/>
4	Consider NOTAM or other notification method as appropriate (Newsletter?)	<input type="checkbox"/>
5	Consider need to schedule additional Staff for oversight and support	<input type="checkbox"/>
6	Review & assess Risk Management Plan (Through the Hood Safety Committee if time permits) and provide feedback and changes to the Initiator	<input type="checkbox"/>
7	Consider MDC commercial requirements, seek advice if necessary	<input type="checkbox"/>

***Final approval for the activity will be given when the Initiator has satisfied the criteria above, and the Operator has accepted the final Risk Management Plan.**