

# Olooloitikosh



# Aerodrome Manual

**15<sup>th</sup> JULY 2019**

**FOREWORD**

The **Olooloitikosh Aerodrome** (also known as & hereafter sometimes referred to as **Orly Airpark**) Manual has been prepared pursuant to the requirements of the Civil Aviation (Aerodromes) Regulations, 2013. The format follows closely and complies with the Civil Aviation (Aerodrome) Regulations 2013, gazette notice KCARs supplement no. 72 of KCAA Aerodrome Regulations, other related regulations, directives and conditions or limitations imposed by the Kenya Civil Aviation Authority concerning the Licensing and Operation of Orly Airpark.

The Manual takes a general approach, its basic structure highlighting the regulatory specific requirements applicable to a **Category 'C'** Aerodrome. It is designed to serve as the fundamental reference for the Authority's Aerodrome Safety Inspectors in conducting inspections for purposes of granting an Aerodrome License and for subsequent safety inspections and audits.

Olooloitikosh Aerodrome is a Private Aerodrome, with designated residential areas within the perimeters, and is currently temporarily licensed as a **Category 'C'** aerodrome, while awaiting Category 'E' aerodrome license approval, when that category has been promulgated. The Management of the aerodrome is committed to a safe, secure and efficient operation of the aerodrome and shall comply with all the obligations of the aerodrome operator pursuant to the Civil Aviation (Aerodromes) Regulations, 2013 and the requirement in the manual, including any conditions endorsed on the license and any other directives of the Authority. The Aerodrome shall allow the Aerodrome Safety Inspector of the Authority to make any inspections including unannounced inspections or tests to determine compliance with the Civil Aviation (Aerodromes) Regulations, 2013.

Prepared by:

Signature: ..... Date: .....

Orly Airpark Ltd

Manager

Approved by:

Signature: ..... Date: .....

KCAA Aviation Safety Standards

Director - Aviation Safety and Security Regulations

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**PART 1: GENERAL****1.1 Abbreviations and Symbols**

AIP	Aeronautical Information Publication
AIS	Aeronautical Information Services
ANS	Air Navigation Services
ATM	Air Traffic Management
CAA	Civil Aviation Authority
CAK	Communications Authority of Kenya
CEO	Chief Executive Officer
CTAF	Common Traffic Advisory Frequency
EACARs	East Africa Civil Aviation Regulations
FBO	Fixed Based Operation
KAA	Kenya Airport Authority
NEMA	National Environment Management Authority
NOTAM	Notice to Airmen
PAPI	Precision Approach Path Indicator
RCC	Rescue Coordination Centre
RFFS	Rescue and Fire Fighting Services
VFR	Visual Flight Rules
VOR	Very High Frequency Omni Directional Radio Range

**1.2 Definitions**

In this document when the following terms are used, having the following meanings:

**Aerodrome:** means a defined area on land (including any buildings, installations, and equipment) used for the arrival, departure and surface movement of aircraft. *(The term aerodrome where referred to shall be construed to mean a land aerodrome);*

**Aerodrome beacon:** means an aeronautical beacon used to indicate the location of an aerodrome from the air;

**Aerodrome elevation:** means the elevation of the highest point of the landing area;

**Aerodrome facilities and equipment:** means facilities and equipment, inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft;

**Aerodrome manual:** means the manual that forms part of the application for a licence or a certificate under these Regulations, including any amendments to the manual, approved by the Authority;

**Aerodrome reference code:** means a code used for planning purposes to classify an aerodrome with respect to the critical aircraft characteristics for which the aerodrome is intended;

**Aerodrome reference point:** means the designated geographical location of an

aerodrome;

**Aerodrome traffic zone:** means the airspace extending from aerodrome level to a height of two thousand feet over the area comprising the aerodrome and the surrounding land or water within a distance of two thousand yards of its boundaries.

**Aeronautical beacon:** means an aeronautical ground light visible at all azimuths, either continuously or intermittently, to designate a particular point on the surface of the earth;

**Aeronautical ground light:** means any light provided as an aid to air navigation, other than a light displayed on an aircraft;

**Aeronautical Information Circular:** means a notice containing information that does not qualify for the origination of a NOTAM or for inclusion in the Aeronautical Information Publication, but which relates to flight safety, air navigation, technical, administrative or legislative matters;

**Aeronautical Information Publication:** means an aeronautical information publication of a lasting character essential to air navigation, issued by the Authority;

**Aircraft Accident:** An Aircraft Accident, which has occurred on or in the vicinity of the aerodrome.

**Air traffic service:** A flight information service, alerting service, air traffic advisory service, or air traffic control service;

**Air traffic service unit:** is a generic term meaning variously, air traffic control unit, and flight information centre or air traffic;

**Aircraft Classification Number:** means a number expressing the relative effect of an aircraft on a pavement for a specified standard sub grade category;

**Aircraft stand:** means a designated area on an apron intended to be used for parking an aircraft;

**Amendment:** means a significant change in the method of compliance to the Civil Aviation (Aerodrome) Regulation 2013 by an aerodrome operator.

**Apron:** means a defined area, on an aerodrome, intended to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, fuelling, parking or maintenance;

**Apron management service:** means a service provided to regulate the activities and the movement of aircraft and vehicles on an apron;

**Authority:** means the Civil Aviation Authority established by the Act;

**Authorized person:** means any person authorized by the Authority either generally or in relation to a particular case or class of cases and reference to an authorized person includes references to the holder for the time being of an office designated by the Authority;

**Certificate** means the certificate to operate an aerodrome issued by the Authority under Part IV of the Civil Aviation (Aerodrome) Regulations 2013;

**Clearway** means a defined rectangular area under the control of the appropriate authority selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height;

**Controlled aerodrome** means an aerodrome at which air traffic is controlled by a ground-based Air Traffic Control Facility located on the aerodrome.

**Critical aircraft:** means the most demanding aircraft with regard to the aircraft performance and dimensions for a range of aircraft, for which the aerodrome facilities is intended.

**Declared distance:** means -

- (a) **Accelerate-stop distance available**-which is the length of the take-off run available plus the length of the stop-way, if provided;
- (b) **Landing distance available**- which is the length of the runway which is declared available and suitable for the ground run of an aircraft landing;
- (c) **Take-off distance available** which is the length of the take-off runs available plus the length of the clearway, if provided;
- (d) **Take-off-run available:** which is the length of runway declared available and suitable for the ground run of an aircraft taking off;

**Displaced threshold:** means a threshold not located at the extremity of a runway;

**Geo ID** means the equipotential surface in the gravity field of the earth which coincides with the undisturbed Mean Sea Level extended continuously through the continents;

**Hazard beacon:** means an aeronautical beacon used to designate a danger to air navigation;

**Holding bay** means a defined area where aircraft can be held, or bypassed, to facilitate efficient surface movement of aircraft;

**Human factor principles:** means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance;

**Human performance:** means human capabilities and limitations, which have an impact on the safety and efficiency of aeronautical operations;

**Identification beacon:** means an aeronautical beacon emitting a coded signal by means of which a particular point of reference can be identified;

**Incident:** means an occurrence other than an accident associated with the operation of an aircraft, which affect or may affect the safety of operation of aircraft;

**Instrument runway:** means any of the following types of runways intended for the operation of aircraft using instrument approach procedures -

- (a) “non- precision approach runway” which means an instrument runway served by visual aids and a non-visual aid providing at least directional guidance adequate for a straight-in approach;
- (b) “precision approach runway, category I”, which means an instrument runway served by instrument landing system and microwave landing system and visual aids intended for operation with a decision height not lower than 60m



(200 ft.) and either a visibility not less than 800 m or a runway visual range not less than 550m;

- (c) “precision approach runway, category II”, which means an instrument runway served by Instrument Landing System and Microwave Landing System and visual aids intended for operation with a decision height lower than 60m (200ft) but not lower than 30 m (100 ft.) and a runway visual range not less than 350 m;

**Intermediate holding position:** means a designated position intended for traffic control at which taxiing aircraft and vehicles stop and hold until they are cleared to proceed, when so instructed by the aerodrome control tower;

**Landing area:** means that part of a movement area intended for the landing or take-off of aircraft;

**Licence:** means a licence to operate an aerodrome issued by the Authority under Part III of these Regulations;

**Lighting system reliability:** means the probability that the complete installation operates within the specified tolerances and that the system is operationally usable;

**Manoeuvring area:** means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons;

**Manual of Aerodrome Standards:** means a manual developed by the Authority on aerodrome standards;

**Marker:** means an object displayed above ground level in order to indicate an obstacle or delineate a boundary;

**Marking:** means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information;

**Minister:** means the Minister for the time being responsible for civil aviation;

**Movement area:** means that part of the aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and apron;

**Notify:** means shown in Aeronautical Information Publications, Aeronautical Information Circulars, NOTAM, civil aviation publications or any other official publication issued for the purpose of enabling any of the provisions of these Regulations to be complied with;

**Non-instrument runway:** means a runway intended for the operation of aircraft using visual approach procedures;

**Obstacle:** means a fixed (whether temporary or permanent) or mobile object, or part of an object, located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight;

**Obstacle free zone:** means the airspace above the inner approach surface, inner transitional surfaces, the balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangible mounted one required for air navigation purposes;

**Obstacle limitation surfaces:** means a series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit

the intended aircraft operations to be conducted safely and to prevent the aerodrome from becoming unusable by growth of obstacles around the aerodrome.

**Operator:** means a person operating an aerodrome licensed or certificated under these Regulations;

**Pavement Classification Number:** means a number expressing the bearing strength of a pavement for unrestricted operations;

**Precision approach runway:** means -

(a) **Precision approach runway, category I:** which an instrument runway served by Instrument Landing System and visual aids intended for operations with a decision height not lower than 60 m (200ft) and either a visibility not less than 800 m or a runway visual range not less than 550 m;

(b) **Precision approach runway, category II:** which is an instrument runway served by Instrument Landing System and visual aids intended for operations with a decision height lower than 60 m (200ft) but not lower than 30 m (100ft) and a runway visual range not less than 350 m;

**Prescribed:** means prescribed by the Authority in the Manual of Aerodrome Standards;

**Primary runway:** means a runway used in preference to others whenever conditions permit;

**Recommended practice:** means any specification for the physical characteristics configuration, material, performance or procedure, the uniform application of which is recognised as desirable in the interest of safety, regularity or efficiency of international air navigation;

**Relevant authority:** means any authority other than the Civil Aviation Authority whose action may be necessary or complimentary for the implementation of these Regulations;

**Revision:** means any updating of information in the aerodrome Manual to maintain currency which is not a change in method of compliance and does not require approval by Authority.

**Road:** means an established surface route on the movement area meant for the exclusive use of vehicles;

**Road holding position:** means a designated position at which vehicles may be required to hold;

**Runway:** means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft;

**Runway end safety area:** means an area symmetrical about the extended runway centreline and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aircraft undershooting or overrunning the runway;

**Runway-holding position:** means a designated position intended to protect a runway, an obstacle limitation surface, or an Instrument Landing System/Microwave

Landing System critical or sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorized by the aerodrome control tower;

**Runway strip:** means a defined area including the runway and stop way, if provided, intended -

- (a) to reduce the risk of damage to aircraft running off a runway; and
- (b) to protect aircraft flying over it during take-off or landing operations;

**Runway visual range:** means the range over which a pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line;

**Safety:** means a state in which the risk of harm to persons or of property damage is reduced to, and maintained at or below unacceptable level through a continuing process or hazard identification and risk management;

**Safety management system:** means a system for the management of safety at an aerodrome, including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an operator, which provides for the control of safety at an aerodrome and its safe use;

**Shoulder:** means an area adjacent to the edge of a pavement, prepared to provide a transition between the pavement and the adjacent surface;

**Standard:** means any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognised as necessary for the safety of air navigation;

**Stop-way:** means a defined rectangular area on the ground at the end of the take-off run available, prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off;

**Taxiway:** means a defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including -

- (a) an aircraft stands taxi lane which is a portion of an apron designated as a taxiway and intended to provide access to aircraft stands only;
- (b) an apron taxiway which is a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron;
- (c) rapid exit taxiway which is a taxiway connected to a runway at an acute angle and designed to allow landing aircrafts to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times;

**Taxiway strip:** means an area including a taxiway intended to protect aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway;

**Threshold:** means the beginning of that portion of the runway usable for landing;

**Touchdown zone:** means the portion of a runway beyond the threshold, intended for landing aircraft on first contact with the runway;

**Unserviceable area:** means a part of the movement area that is unfit and

unavailable for use by aircraft;

**Vicinity:** means a defined airspace around an aerodrome for control of obstacles that may infringe the obstacle limitation surfaces around the aerodrome, contained within a radius of twelve and half kilometres from the aerodrome reference point and at a height of one thousand five hundred feet above ground level;

**Visual traffic pattern**” means the aerodrome traffic zone of the aerodrome;

**Wildlife:** means feral birds and animals, including domestic animals out of the control of their owners;

**Wildlife hazard** means a potential for a damaging aircraft collision with wildlife on or near an aerodrome.

### 1.3 Purpose and Scope of this Aerodrome Manual

This manual provides direction and lines of responsibility in the day-to-day operation of Orly Airpark. It details operating procedures to be followed for both routine matters and unusual circumstances such as construction or emergencies that may arise. The contents of this manual comply with the Civil Aviation (Aerodrome) Regulations 2013, gazette notice KCARs supplement no. 72 of KACC Aerodrome Regulations & other related regulations.

This manual serves as the basic reference between Orly Airpark and the Authority on the aerodrome licensing standards to be maintained and any current exemptions granted in accordance with the Civil Aviation (Aerodrome) Regulations 2013, gazette notice KCARs supplement no. 72 of KACC Aerodrome Regulations & other related regulations

### 1.4 The Legal Requirement for an Aerodrome Licence

The Orly Airpark Aerodrome Manual has been prepared to facilitate the acquisition of an aerodrome license in accordance with the Civil Aviation (Aerodrome) Regulations 2013, gazette notice KCARs supplement no. 72 of KACC Aerodrome Regulations, other related regulations.

### 1.5 Conditions for Use of the Aerodrome

Although a ‘private aerodrome’ Orly Airpark is available for the take-off and landing during daylight hours only, of all aircraft under an all-up weight of 4000 kg, on equal terms and conditions. For liability reasons, pilots intending to use Orly Airpark Limited must be familiar with the contents of this Aerodrome Manual and agree to abide by them. If the aerodrome is unserviceable, pilots will be informed via the NOTAM system or ICAO signals.

### 1.6 Procedures for Notification of Aeronautical Information

Orly Airpark Limited is provided with an Aeronautical Information System based on the Internet and on hard copies of documents. Weather Forecasts, NOTAM’s, Orly Aerodrome Rules, METARS and TAF can be obtained via the WIFI System, or in hard copies, provided at the Aerodrome Briefing Office/Lounge. The current copy of the

KCAA-Air Information Publication and the latest KCAA Air Information Circulars are also all available in the Aerodrome Briefing Office/ Lounge.

**1.7 The System for Recording Aircraft Movements;**

All aircraft movements at Orly Airpark Limited are recorded in an aircraft movement book by Operation Manager. It is mandatory for all users to sign the movement record book after arrival and prior to departure. A program is being implemented where all movements are transferred to a computer EXCEL spreadsheet, for easy recording of movements, using the following format:

**Inbound**

Name of Recorder	Remarks	Date	Aircraft Reg.	Aircraft Type	Operator name	From	Landing Time

**Outbound**

Date	Aircraft Reg.	Aircraft Type	Operator name	Destination	Departure Time	Recorder's Name	Remarks

**1.8 Obligations of the Aerodrome Operator**

The Orly Airpark shall discharge its obligations in accordance with the Civil Aviation (Aerodromes) Regulations, 2013. Orly Airpark Limited is responsible for keeping the facility in good operating condition and the company shall endeavor to maintain the aerodrome to the highest standards and provide facilities for crew and passengers, such as toilets, showers, fuel, parking of aircraft and vehicles, a windsock, and aeronautical/weather information. Rules and Regulations for the disciplined behavior of users and staff of Orly Airpark Limited are contained in this Manual.

Orly Airpark shall operate the aerodrome to the highest standards of security and safety and the company has implemented comprehensive programs in that respect.

Orly Airpark Limited shall inform pilots of any proposed maintenance and repair programs of runways, via the KCAA NOTAM system. Runways can be closed temporarily from use via the ICAO symbol “X” placed conspicuously at the thresholds

of the runways in question. Runways marked with an “X” are not to be used under any circumstances.

Orly Airpark Limited carries Third Party Liability Insurance and Workmen’s Injury Benefit Insurance. However, Orly Airpark does not accept legal liability for incidents and accidents involving aircraft landings, taxiing and departures. By virtue of using Orly Airpark Limited facilities, all pilots and passengers agree to absolve the Company from liability for aviation-related incidents.

The authority to issue and amend this Manual lies with the Aerodrome Manager when instructed by the Company Chairman. The amendments shall be sent to KCAA for approval. KCAA is the sole authority regulating Kenyan aviation, and Orly Airpark / Olloolokitikoshi Aerodrome is operated in accordance with these regulations.

### **1.9 Use of Common Reference Systems**

- (1) The World Geodetic System - 1984 (WGS-84) is used as the horizontal reference system to express aeronautical geographical coordinates for aerodromes.
- (2) The Mean Sea Level datum is used as the vertical reference system (elevation) at aerodromes.
- (3) The Gregorian calendar and Coordinated Universal Time are used as the temporal reference system.

### **1.10 Aerodrome Manual Amendments**

Orly Airpark shall maintain the accuracy of the information in this Aerodrome Manual as follows:

- (1) The Manager is responsible for ensuring the currency and accuracy of this Manual;
- (2) At least one complete and current copy of the approved Aerodrome Manual shall be maintained on the Aerodrome and will be available for inspection by the Inspectors of the Authority.
- (3) This Aerodrome manual shall, following acceptance by the Authority be distributed to all relevant persons as specified in the Distribution list.
- (4) Orly Airpark shall provide the Authority with a complete copy of the current Aerodrome Manual including any approved amendments.
- (5) This document shall be reviewed after every two years.

### **1.11 Procedure for Amendment of the Aerodrome Manual:**

The following procedure shall be followed in amending this Aerodrome Manual in order to maintain its currency and accuracy:

- The Manager of Orly Airpark Limited is responsible for the development, processing, issuance and control of amendments to this aerodrome manual. All copies of the aerodrome manual are numbered and issued in accordance with the distribution list. Individual holders of a copy of aerodrome manual indicated on the distribution list are responsible for insertion of all amendments.

- Two copies of the amendments will be submitted to the Authority on the following address:  
Kenya Civil Aviation Authority,  
E-mail: info@kcaa.or.ke
- Proposed amendments to the Aerodrome Manual will be submitted to the Authority at least 30 days prior to the effective date.
- Upon approval by the Authority, copies of the approved amendment will be made and distributed to the holders of the Aerodrome Manual on the Distribution List.
- The Aerodrome Manual Records of Amendment Page will be updated and a copy shall be submitted with the amendment to the Authority.
- Each amended page of the Manual shall have the date of the amendment endorsed on it and the original approval date of the Aerodrome Manual. The following table format shall be adopted.

#### **1.12 Current Exemptions in Force:**

No Exemptions have been requested from KCAA or granted.

#### **1.13 Deviations from the Aerodrome Manual**

Where an emergency condition requires immediate action for the protection of life or property, such that the Aerodrome deviates from an operational requirement of this manual, to the extent required to meet that emergency; a written report of the deviation shall be made to the Authority not later than 14 days from the date of the deviation. All deviations must first be authorized by the Chairman of Orly Airpark Limited.

#### **1.14 List of Stakeholders**

In compliance with the Civil Aviation (Aerodrome) Regulations 2013, gazette notice KCARs supplement no. 72 of KACC Aerodrome Regulations, other related regulations, the approved copy of the Aerodrome Manual is maintained in the Aerodrome Lounge/Briefing Room at Orly Airpark Limited.

Copies of the Aerodrome Manual, including all revisions and amendments, and other related documents shall be distributed to the following:

1. The Kenya Civil Aviation Authority KCAA
2. All Shareholders of Orly Airpark Limited on Website [www.orlyairpark.co.ke](http://www.orlyairpark.co.ke)
3. Kenya School of Flying and Aeronav Limited, Orly Airpark
4. Aero Maintenance Services, Orly Airpark
5. Orly Airpark Limited - Aerodrome Lounge and Briefing Room
6. Kenya Police (Isinya)
7. The County Commissioner, Kajiado East, Isinya
8. The Officer-in-Charge, ATS, Jomo Kenyatta International Airport

9. The Officer-in-Charge, AIS, Jomo Kenyatta International Airport
10. The Officer-in-Charge, ATS, Wilson Airport
11. Aviation Centre, Aero Club of East Africa, Wilson Airport
12. The County Clerk, Kajiado County

## **PART 2: PARTICULARS OF OLOOLOITIKOSH AERODROME SITE**

### **2.1 General Information**

The aerodrome is operated by Orly Airpark Ltd, a limited company. Orly Airpark Limited operates the aerodrome as a Category (C) Aerodrome with the Cessna 208 Caravan designated as the critical aircraft. (3995 kg Certified MTOM).

- 2.1.1 The aerodrome location chart showing the location of the aerodrome is attached as Appendix A to this manual.
- 2.1.2 The plan/chart of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including: the location of each wind direction indicator as attached as Appendix B to this manual.
- 2.1.3 The plan/chart of the aerodrome showing the aerodrome boundaries is attached as Appendix C to this manual.
- 2.1.4 The plan/chart/map showing the distance of the aerodrome from the nearest City, town (or other populous area), and the location of other aerodrome facilities and equipment outside the boundaries of the aerodrome is attached as Appendix A to this manual.

Orly Airpark (AKA “Olloloitikoshi Aerodrome”) is located approximately 15 NM south of Wilson Airport in the Kitengela Plains, near the village of Olloloitikosh, Kajiado County, Kenya. It is 1.5 NM outside the Nairobi Control Zone.

The aerodrome is situated as follows in respect to:

- |  |                            |
|--|----------------------------|
| 1. Twin Bridges (SEAL):                              | 084°/7 NM                  |
| 2. Control Zone Area 2 Dep. (196° HKNW):             | 315°/4 NM                  |
| 3. NV:   | 027°/19.3 NM               |
| 4. APNOM:  | 012°/4.3 NM                |
| 5. Control Zone to Runway 10 LH Downwind:            | 0.6 NM                     |
| 6. Control Zone to Runway 10<br>Right Hand Downwind: | 2.5 NM                     |
| 7. Control Zone to Runway 24<br>Right Hand Downwind: | 0.5 NM                     |
| 8. Visual Marker (SEAL):                             | 355°/11.3 NM               |
| 9. Orly Local Area:                                  | 210°/ 9 NM                 |
| 10. NV VOR to Orly Local Area:                       | 217°/30 NM up to 8500 feet |
| 11. Local Area Radius:                               | 3 NM                       |

A photograph of the aerodrome, showing the main facilities for operation of the aerodrome, including the location of the wind direction indicator, is attached as Appendix B to this Manual.



**PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE - (AIS)****3.1 General Information**

- a) The name of the Aerodrome is “Ollooloitikoshi”. The adopted short name is “Orly”. The new KCAA aerodrome denominator is HKIK.
- b) Location is 1.5 NM south-east of the Village of Ollooloitikoshi, Kajiado County, east of the Kiserian-Isinya “Pipeline Road”.
- c) The Aerodrome Reference Point is located at the threshold of Runway 10 at -01.580160, 036.808294.
- d) Aerodrome Elevation at Standard Pressure (1013.2 hPa) is:
  - Threshold Runway 10: 5576 feet MSL
  - Threshold Runway 28: 5559 feet MSL
  - Threshold Runway 07: 5583 feet MSL
  - Threshold Runway 25: 5581 feet MSL
  - Turning Point on Runway 10: 5562 Feet MSL
- e) The highest point of the Runways is the threshold of Runway 07 at 5583 feet AMSL.
- f) The Aerodrome Reference Temperature is 23°C.
- g) The operator is Orly Airpark Limited, P.O. Box 40813, 00100 - Nairobi, Kenya. Orly Airpark Limited is located approximately 15 NM south of Wilson Airport (Bearing 180°), in Kajiado County. Telephone: 0711 717 003 or 0733 675815 - e-mail: [admin@orlyairpark.co.ke](mailto:admin@orlyairpark.co.ke) and Website: [www.orlyairpark.co.ke](http://www.orlyairpark.co.ke) or [www.facebook.com/orlyairpark](https://www.facebook.com/orlyairpark)

**3.2 Aerodrome Dimensions and Related Information****3.2.1 Runway 10:**

- **True Bearing:** 102.64°
- **Designation Number:** 10
- **Length:** 1172 meters
- **Width:** 15 meters
- **Displaced threshold:** none
- **Slope:** -1.3% to half-way point, then + 1.2% to end.
- **Surface Type:** Interlocking Cabro Bricks: 650 meters, Murram: 570 meters.
- **Visual Approach Runway only**
- **Obstacle Free Zone Width;** South side: 45 Meters, North Side: 45 Meters, End of Runway: 113 Meters.
- **Obstacle Free Zone Strip Length:** 1172 Meters
- **Obstacle Free Zone Strip Materials:** Compacted and graded soil.
- **Obstacle Free Zone - Runway End Safety Area:** 250 meters (Frangible Fence)

- **Stop Way at End of Runway: 122 Meters**

### 3.2.2 Runway 28:

- **True Bearing: 282.64**
- **Designation Number: 28,**
- **Length: 1172 meters**
- **Width: 15 meters**
- **Displaced threshold: 122 meters**
- **Slope: -1.2% to half-way point then + 1.3% to end**
- **Surface Type: Murram: 570 meters, Interlocking Cabro Bricks: 650 meters**
- **Visual Approach Runway only**
- **Obstacle Free Zone Width; South side: 45 Meters, North Side: 45 Meters, End of Runway: 300 Meters.**
- **Obstacle Free Zone Strip Length: 1172 Meters**
- **Obstacle Free Zone Strip Materials: Compacted and graded soil.**
- **Obstacle Free Zone - Runway End Safety Area: 250 meters**
- **Stop Way at End of Runway: 250 Meters**

### 3.2.3 Runway 07:

- **True Bearing: 68.75**
- **Designation Number: 07**
- **Length: 700 meters**
- **Width: 18 meters**
- **Displaced threshold: none**
- **Slope: - 0.1%**
- **Surface Type: Grass - 700 meters**
- **Visual Approach Runway only**
- **Obstacle Free Zone Width; West side: 45 Meters, East Side: 45 Meters, End of Runway: 113 Meters.**
- **Obstacle Free Zone Strip Length: 800 Meters**
- **Obstacle Free Zone Strip Materials: Compacted and graded soil.**
- **Obstacle Free Zone - Runway End Safety Area: Unlimited (Frangible Fence)**
- **Stop Way at End of Runway: 100 Meters**

### 3.2.4 Runway 25:

- **True Bearing: 248.75**
- **Designation Number: 25**
- **Length: 700 meters**
- **Width: 18 meters**
- **Displaced threshold: 100 Meters**

- **Slope:** +0.1 %
- **Surface Type:** Grass
- **Visual Approach Runway only**
- **Obstacle Free Zone Width;** East Side: 45 Meters, West Side: 45 Meters, End of Runway: 80 Meters.
- **Obstacle Free Zone Strip Length:** 700Meters
- **Obstacle Free Zone Strip Materials:** Compacted and graded soil.
- **Obstacle Free Zone - Runway End Safety Area:** 80 meters
- **Stop Way at End of Runway:** 30 Meters

### 3.2.5 Taxiways

- **Taxiway A (Alpha):** Length: 101.34 Meters, Width: 25 Meters, Surface Type: Interlocking Bricks.

### 3.2.6 Aprons

- **Apron 1: South of Threshold of Runway 10:** Surface - Bamburi blox, Area: 3150 square meters.
- **Apron 2:** Surface - Grass, Area: 5440 square meters (32 x 179 meters) on south side of Runway 10/28.
- **Apron 3:** Apron/Turning Loop located 564 meters from Threshold of Runway 10 and 556 meters from Threshold Runway 28 on south side. Dimensions: 38 x 21 Meters.
- **Apron 4:** At end of Runway 10 on south side - Surface - Murram, Area: 1122 square meters (51x22 meters)

### 3.2.7 Runway Geographical Co-ordinates (WGS 84):

- **Runway 10:** -1.580160 36.808294.
- **Runway 28:** -1.582188 36.817452
- **Runway 07:** -1.580708 36.807205
- **Runway 25:** -1.578614 36.812982

### 3.2.8 Obstacles

- **Fence near End of Runway 10:** Position -1.582445 36.818532, Height: 2.5 meters above ground.
- **Fence near end of Runway 07:** Position -1.577955 36.813503, Height: 2.5 meters above ground.
- **KSF Hangar:** 24.2m from Runway 07 edge 56m in from Threshold on Right hand side. Though it is 33m from Runway 07 Centre Line.
- **No other obstacles identified in circuit area or aerodrome vicinity.**

### Runway Physical Characteristics

RWY NO.	STRENGTH (PCN)	SURFACE TYPE	SLOPE	STRIP	OFZ
10	PCN<10	Cabro/Murram	-1.3%	15m	45m
28	PCN <10	Murram/Cabro	-1.2%	15m	45m
07	PCN <10	Grass	-0.1%	15m	45m
25	PCN<10	Grass	+0.1%	15m	45m

**NOTE:** As per ICAO SARPS, Annex 14-VI, Article 267, aircraft landing on any of the Aerodrome runways shall be restricted to an MTOW below 5700 kg and a maximum tire pressure of 4000/0.50mPa.

### Declared Distances

RWY	TORA (m)	TODA (m)	ASDA (m)	LDA (m)
10	1172	1172	1172	1172
28	1172	1172	1172	1050
07	700	700	700	800
25	800	800	800	700

### 3.2.9 Removal of Disabled Aircraft

Orly Airpark is only used by light aircraft. The removal of disabled aircraft shall be undertaken in response to the specific situation. If a light aircraft is simply disabled by a technical malfunction, it shall be removed from the runway by manual pushing, using Orly Airpark staff. If it is a heavier aircraft that cannot be manually pushed, a vehicle, stationed on site, shall be used, with a tow bar. The largest aircraft that Orly Airpark Limited is capable of moving is a Cessna Caravan for which a tow bar is available.

If the aircraft is disabled due to an incident or accident, the Rescue and Fire fighting Plan of Orly Airpark Limited shall be set in motion, as described in Section 3.3 below. The Aircraft Maintenance Organization that is located at Apron 1 of the aerodrome will assist in the professional removal of any disabled aircraft.

The co-ordinator for the removal of the disabled aircraft is:

Aerodrome Manager

Orly Airpark Ltd

Tel: 0711 717 003 or 0733 675 815

Email: [admin@orlyairpark.org](mailto:admin@orlyairpark.org)

### 3.3 Rescue and Fire fighting Arrangements

Emergencies include an aircraft emergency, natural disasters, sabotage including bomb threats, unlawful seizure of aircraft, the effects of improper handling, transportation and storage of dangerous goods, and occurrences of building fires and public health emergencies.

Procedures to deal with such emergencies have been prepared to assist and direct the handling of an emergency or accident at Orly Airpark. In establishing such procedures, it must be remembered that it is not possible to set forth the instructions to cover all possible types of accidents or emergency conditions, or to outline in detail the exact steps to be followed in the event of such situations. Therefore, these procedures should be supplemented with good judgment on the part of all concerned. No attempt should be made to obfuscate the cause of an accident or emergency, pending investigation and findings by the appropriate Government authorities (AAID of the Ministry of Transport & Infrastructure). Care must be taken to avoid rumours. All requests for information from the media shall be referred to the Chairman of Orly Airpark Limited or his delegate. All staff, shareholders, members and guests of Orly Airpark shall be familiar with these procedures. Moreover, all staff resident or on duty at Orly Airpark shall undergo a training course in Runway Safety, Emergency Response and First Aid offered by KAA at Wilson Airport.

The following general sequence of emergency responses shall be followed by Orly shareholders, pilots and ground personnel of Kenya School of Flying, Aero Maintenance Services and Orly Airpark Limited:

#### a. Aircraft Accidents:

1. The first and foremost consideration in the event of an accident is the safety and well-being of the occupants of the airplane. If there is any possibility of personal injury or the threat of personal injury, an emergency call to the Police must be made to report an aircraft accident along with as much specific information (location, type of aircraft, number on board, etc.) as appropriate.
2. Any aircraft fires at the accident site shall be immediately extinguished so as to be able to assist and evacuate persons on board the aircraft and bring them to safety. The one emergency vehicle operated by Orly Airpark Limited shall be used to rush to the scene of an accident. This vehicle is permanently equipped with firefighting and rescue equipment.
3. Any injured persons shall be immobilized and given First Aid whilst the appropriate medical assistance is contacted by telephone. This includes the nearest Health Centre at Olloolotikosh Village, Kiserian Hospital, Isinya Health Clinic as well as air ambulance services based at Wilson Airport. Orly Ground Staff shall describe the access routes to the Aerodrome, as well as the precise location of the crash site, to various medical and health staff. The Emergency Contacts List shall be used as a guide. It shall be readily available to ground personnel and be posted at the Aerodrome Lounge, each hangar, and be in permanent possession of senior staff and the Board of Directors.

4. Evacuation by air in aircraft of Orly Shareholders and Members shall be considered on a case-by-case basis, as it may (in serious emergencies) be preferable to lengthy road transport of injured persons.
5. Two mobile Fire Extinguishers are affixed and on permanent stand-by in the one Land Cruiser vehicle of the Company, located on the Aerodrome. The vehicle also contains emergency tools, such as pangas, tarimpos, axes, blankets, bolt cutters and medical kits.
6. Other fire extinguishers are strategically dispersed throughout Orly Airpark, including at the Aero Club Building, the Aerodrome Lounge, various private houses, as well as all hangars.
7. Fire points have been identified and are conspicuously marked.
8. The accident site shall be secured as soon as possible by Orly Airpark security staff and Kenya Police, to prevent looting and to secure evidence. Nights guards shall also be arranged immediately by Orly Airpark security staff.
9. If it is necessary to close the runway or the Aerodrome because of an accident, the Manager and/or Company will make the appropriate arrangements with the responsible authorities, (Nairobi Radar, Wilson Tower) and maintain a listening watch on 118.000 MHz to alert any inbound traffic.
10. In the unfortunate event of the death of the pilot or occupants of an aircraft, the Chairman of Orly Airpark Limited shall arrange for the necessary notification of family members. This same notification will be made by the Chairman in cases of injury or those situations where the pilot cannot make the notification.
11. The most senior member of Orly Airpark staff, present at the Aerodrome during an incident or accident shall take control; inform Kenya Police and Orly Airpark Management by telephone. The VHF Ground-to-Air base station shall also be used to inform Nairobi Radar (122.300) and other air traffic (118.000) of the situation.
12. The Minister of Transport requires the operator involved in the accident or incident to make the necessary reports to the AAID of the Ministry of Transport & Infrastructure. Orly Airpark Limited and/or the Operator shall make such reports.
13. Generally, AAID of the Ministry of Transport & Infrastructure will release the wreckage for movement after the initial report by the operator has been made. In the event that the operator is not capable of making his/her report, the Chairman, his delegate and/or the Company will notify the MoT that the wreckage must be moved to assure continued safe Aerodrome operations. If the wreckage must be moved to remove persons injured or trapped or to protect the public from injury, certain sketches, descriptive notes, or photographs shall be made of the original condition of the wreckage and any significant impact marks.
14. As soon as practical after an aircraft accident/incident the Chairman, his delegate and/or the Company shall make a written record of the meteorological conditions at the time of the accident, and a general statement of the Aerodrome condition, e.g., runway surface condition, obstructions, NOTAMS, lighting, etc. This record shall be placed on file with the Orly Airpark Limited office at the Airpark.

### 15a. Reporting Accidents and Incidents:

**Accidents:**

All accidents/incidents must be reported immediately to the Chief Inspector of Accidents as provided for in the Kenya Civil Aviation Regulations. This may be done directly to the Chief Inspector of Accidents on the following numbers:

Office tel. 254-20-2737319

Office Mobile 254-722-527530, 0722734093, 0733995121

Chief Investigator: Eng. Martin Lunani (24/7) 0722 778 773 or 0771 510 169

A report may also be made to the nearest Air Traffic Control unit either by phone or radio.

### b. Sabotage and Bomb Threats

Threats of Sabotage and Bomb Threats are rare, but Kenya is not immune to them. Orly Airpark has instituted various measures to counteract such events with preventative security measures that include:

- Seamless electric fence around the Aerodrome property.
- Thorough inspections of this first line of defence (i.e. the fence) on a daily basis.
- Trained professional security staff roaming the site 24 hours a day 7 days a week.
- Spot Checks of pedestrians and vehicles entering and leaving through the gate.
- Issuing Visitor Passes in return for deposition of National Identification Cards at the Gate House.
- Excellent telecommunications system, including cell phones and VHF radios for communication between guards and staff.

In case of bomb threats, the Kenya Police and KCAA Security shall be contacted immediately. No attempts shall be made by staff of Orly Airpark Limited or Kenya School of Flying to confront the suspected perpetrators. All staff, shareholders and visitors shall be brought to safety immediately, if possible. The Aerodrome Manager shall inform the Chairman and/or any Member of the Board of Directors.

### c. Unlawful Seizure of an Aircraft

Instances of an unlawful seizure of an aircraft are extremely rare. However, in the event of such occurrence, The Aerodrome Manager, Operations Manager and/or Chairman shall immediately contact by telephone the Kenya Police, the KCAA and the National Emergency Co-ordination Centre.

The best practices for preventing unlawful seizure of aircraft are:

- Keep all aircraft locked when not in use;
- Keep hangars locked unless in use;
- Keep all keys to aircraft and hangars in a secure location;

- Encourage an Aerodrome Watch programme through which any strangers lurking near hangars are reported by staff and pilots to the Chairman and or/Aerodrome Manager immediately, and confronted
- Ensure that all staff, members and visitors display security passes with Photo ID.

#### **d. Storage of Dangerous Goods**

Storage of AVGAS or JET A-1 aviation fuel and any other carburant in houses and hangars is not allowed. All fuel is to be stored in 20 foot containers away from any buildings or aircraft, on the west side of Runway 07, north of Runway 10. The containers are checked daily for any leakages. Two fire extinguishers are to be located in the vicinity of each fuel container at all times, ready for use.

#### **e. Building Fires**

In case of a fire or fires at buildings like houses or hangars, the alarm must be raised immediately and the nearest fire extinguishers be used by staff or members. Any victims of the fire must be brought to safety to designated Fire Points and treated. Each hangar and house shall be equipped with sufficient fire extinguishers. Further:

- The Aerodrome Manager and Operations Manager are to be called to the site immediately to bring the two Orly Airpark Rescue Vehicles that contain additional fire fighting gear and tools.
- The Kenya Police shall be contacted immediately by the Security Guard in charge at the time and advised of known events and of immediate requirements.
- All areas around houses, to a distance of 30 meters, shall be kept with grass cut short, as a firebreak.

#### **f. Public and Occupational Health Emergencies**

In case of any medical emergencies, including work injuries, trauma, disease and epidemics, advice from a doctor should be immediately obtained by telephone. Medical evacuation by air should be considered. If ambulant, patients can be evacuated by the Orly Airpark Emergency Vehicles to the nearest hospital or health centre at Olloolokitikosh or Kitengela. If in doubt, professional ambulance services shall be engaged. Serious injuries shall be reported to the Kenya Police, KCAA and the MoT Accidents Investigation Department.

Public Health requirements of the Kenya Government apply only to international airports (ICAO ANNEX 9). Since Orly Airpark is a private domestic Aerodrome, vaccinations for Yellow Fever, Cholera, Plague, smallpox, etc. are not mandated.



**PART 4: PARTICULARS OF AERODROME OPERATING PROCEDURES****4.1 Aerodrome Reporting**

- a) A copy of the Aerodrome Condition Inspection Report form is attached in Appendix E of this Manual.
- b) The Aerodrome Condition Inspection Report and changes will be notified through:  
Aeronautical Information Service, P.O. Box 30163, 00100 Nairobi  
Email: [ais@kcaa.or.ke](mailto:ais@kcaa.or.ke) Tel. 020 827470, Ext. 2194, 2147, 2195
- c) The Aerodrome Condition Inspection Report will be made by;  
Aerodrome Manager, Orly Airpark on 0711 717 003 or 0733 675 815
- d) NOTAM action will be requested via the NOTAM office at:  
Aeronautical Information Service, P.O. Box 30163, 00100 Nairobi  
Email: [ais@kcaa.or.ke](mailto:ais@kcaa.or.ke), Tel. 020 827470, Ext. 2194, 2147, 2195

The Manager or his delegate shall be responsible for requesting NOTAMS. NOTAMS shall be requested in writing via telephone calls to AIS, followed by emails and a formal letter.

Any changes or proposals for physical changes or additions related to the Aerodrome are to be approved by the Manager, KCAA Aerodromes Regulations, prior to commencement.

Outside normal working hours, Email or mobile telephones will be used for any notifications to KCAA.

Persons responsible for notifying any changes are:

Aerodrome & Security Manager: Tel: 0711 717 003 or 0733 675 815 Email: [admin@orlyairpark.co.ke](mailto:admin@orlyairpark.co.ke)

Office Assistant: Tel: 0712 933 961,

Aerodrome Operations Manager: Tel: 0722 615 324

- e) Conditions Requiring a Surface Condition Report:

The following Aerodrome conditions that may affect the safe operation of aircraft shall be reported:

- (i) Construction or maintenance activity on movement areas, safety areas, or apron, ramps and parking areas;
- (ii) Surface irregularities on movement areas, safety areas, aprons or ramps and parking areas;
- (iii) water on movement areas aprons or ramps and parking areas;
- (iv) Object on the movement area or safety areas contrary to Regulation;
- (v) Malfunction of any required lighting system, holding position signs, or critical signs;

- (vi) Unresolved wildlife hazards in accordance with Regulation 59, 60, and 61;
- (vii) Non-availability of any required rescue and firefighting capability required in Regulations 93 and 94;
- (viii) Any other conditions that may otherwise adversely affect the safe operation of aircraft.

f) Retention of Records

Orly Airpark Limited shall retain the records of Aerodrome condition information for at least 12 consecutive calendar months.

g) Handling of Reports of Long Term or Permanent Changes to AIP Data

Reports, information or decisions to make permanent or long term changes to the data in the AIP will be as a result of:

- (i) Continuation of a status that had been expected to be temporary but had instead lived on for a longer time e.g. displacement of runway threshold.
  - (ii) Introduction of a new facility, service procedure or limitation e.g. an instrument landing procedure, obstructions, revision of landing charges etc.
  - (iii) Planned withdrawal or major change of existing service or facility e.g. immigration services at an aerodrome service international traffic.
- h) Proper assessment of the changes shall be made by Daniel Mugo, Manager, Orly Airpark, before such information is passed to AIS.
- i) Requests to AIS to make amendments to the AIP or issue AIP supplements will be sent to the AIS by the aerodrome operator though letter or by Email to [ais@kcaa.or.ke](mailto:ais@kcaa.or.ke).
- j) The Manager or his delegate shall be responsible for requesting NOTAMS. NOTAMS shall be requested in writing via telephone calls to AIS, followed by emails and a formal letter.

Any changes or proposals for physical changes or additions related to the Aerodrome are to be approved by the Manager, KCAA Aerodromes Regulations, prior to commencement.

Outside normal working hours, Email or mobile telephones will be used for any notifications to KCAA.

Persons responsible for notifying any changes are:

Aerodrome & Security Manager: Tel: 0711 717 003 or 0733 675 815 on [admin@orlyairpark.co.ke](mailto:admin@orlyairpark.co.ke)

Office Assistant: Tel: 0712 933 961

Aerodrome Operations Manager: Tel: 0722 615 324

#### 4.2 Access to Aerodrome Movements Area

Orly Airpark is aware of its responsibility to control unauthorized access to aircraft movement areas and to maintain the highest standards of aviation security. Unauthorized use of aircraft for illegal purposes shall be prevented at all costs. In this context, Orly Airpark has developed many measures to minimize any security risks.

- a) Access control and a strong security guard presence, plus an Aerodrome Pass system are in place. Also, Orly Aerodrome is protected by a 5.4 kilometre surrounding electric fence. A system of patrolling, and good communication between guards and other staff is in place.
- b) Orly Airpark Limited shall maintain an active security system and control all access to Aerodrome Movement Areas, to prevent unauthorized access to aircraft and other facilities. See Appendix G in the Manual.
  - 1) Only Orly Airpark Members, pilots and staff shall be permitted to access active aerodrome movement areas such as aprons, taxiways and runways. They must be in possession of identification or a valid Pilot's Licence. All Staff and Visitors must display a Pass, issued by Orly Airpark, conspicuously
  - 2) All staff shall wear a high visibility vest whilst in an aerodrome movement area, especially when working at or near a runway.
  - 3) No staff, members and visitors shall enter, or drive on, a runway except the vehicle conducting the daily runway inspections.
  - 4) If maintenance work is to be carried out on a runway, staff must be attentive and give way to any landing or departing aircraft. Traffic shall be advised if personnel are working on a runway.
  - 5) The personnel responsible for monitoring security and safety at Orly Airpark shall advise the Aerodrome Manager immediately by radio or telephone of any suspicious activity or movement on the aprons and runways.
  - 6) No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools without permission of the owner or by specific direction of the Chairman.
  - 7) Access to Orly Airpark is restricted to Employees, Shareholders, Members, Guests and traders conducting legitimate business. The gates of Orly Airpark shall remain closed and locked at all times.
  - 8) The 5.4 km long electric fence around the Aerodrome shall be 'alive' and energized at all times, except during maintenance. Any damage to the perimeter fence shall be reported to the Manager immediately and repaired as soon as possible.
  - 9) Watchmen and maintenance staff shall patrol the Aerodrome and report any unusual occurrences and observations immediately to the Aerodrome Manager who will inform the Chairman or Vice-Chairman, as well as the Kenya Police immediately by telephone, as may be warranted.
  - 10) In the event of a theft, burglary or other crime, all gates shall immediately be locked and no persons (except Orly Board Members and the Kenya

Police or official Government authorities), shall be permitted to exit or enter the Aerodrome until further notice.

- 11) Any suspicious persons or intruders and anyone observed tampering with aircraft or other property, or loitering around on any private property (cottages, hangars, aircraft) in a suspicious manner, shall be confronted and reported to the Aerodrome Manager and the Chairman or any Board member immediately. If warranted, they will inform the Kenya Police and the National Aviation Security Committee of the Government of Kenya.
- 12) All Shareholders, Pilots and users of Orly Airpark are to assist in an "Aerodrome Watch" programme in which any unusual occurrences and suspicious persons are immediately confronted and questioned as to their reasons for being present on Orly Airpark property. If no satisfactory explanation and identification can be shown, they are to be reported to the authorities.
- 13) All unusual events, entry and exit of persons and vehicles through the Orly gate, and any landings and departures by any aircraft are to be recorded in the "Occurrence Book" by the guards on duty.
- 14) No Shareholder or Member or any person shall undertake any illegal flights or acts with an aircraft at Orly Airpark, including picking up or discharging illegal passengers or goods.
- 15) No shareholder or member or lessee shall pick up or drop off any passengers at Orly Airpark who are not personally known to him. He/she shall be responsible for the actions of his passengers whilst on Orly Airpark property.
- 16) The Security Manual of Appendix G (Assignment Instructions) forms an integral part of this Aerodrome Manual.
- 17) Security Guard Duties: Ten Security Guards are permanently employed at Orly. Two are on duty during day-time hours and six are on duty during night-time hours. Gatekeepers are on duty at the western access gate to Orly. Gatekeepers record all incoming and departing persons and vehicles. Those without good reason to enter Orly are not permitted to enter and will be requested to seek an appointment. The gate is manned 24 hours a day. A Security Pass system is in place. All visitors, who have been vetted, shall surrender an identity card or drivers licence with a photograph to the Gatekeeper and shall be issued with a "Visitor Pass" that shall be conspicuously displayed. Their names and details are recorded in a Visitor Book.

c) **General Security Parameters include:**

- 1 All staff of Kenya School of Flying and Orly Airpark Limited shall be issued with permanent Security Passes, which must be worn at all times whilst on Orly Airpark property. Details of all staff have been recorded by the company and are filed in the company's head office.
- 2 A Security Pass system is in place. All visitors, who have been vetted, shall surrender an identity card or drivers licence with a photograph to the Gatekeeper and shall be issued with a "Visitor Pass" that shall be conspicuously displayed. Their names and details are recorded in a Visitor Book.

- 3 All staff of Kenya School of Flying and Orly Airpark Limited shall be issued with permanent Security Passes which must be worn at all times whilst on Orly Airpark property. Details of all staff have been recorded by the company and are filed in the company's head office at Wilson Airport.
  - 4 All Security Guards shall be equipped with torches and mobile telephones for communication between each other.
  - 5 The Aerodrome Operations Manager is responsible that these are fully-charged and functioning when reporting for night duty.
  - 6 During daytime hours, other Orly staffs working on runways or aprons are also instructed to monitor unusual occurrences and report suspicious persons or strangers to the Aerodrome Manager.
  - 7 Five guards are patrolling at night and one is guarding the gate. These are roaming throughout the Orly Airpark property. Shelter has been provided to guards, including an all-weather Guard House and Toilet Facilities.
  - 8 Orly Airpark Security is overall in charge of Security at Orly Airpark Limited, including roster and maintaining the Occurrence Book. The Orly Aerodrome Operations Manager and the office assistant are in charge of maintaining the Aircraft Movement Book.
  - 9 Guards Report directly to Aerodrome Manager.
  - 10 Each morning, the entire perimeter fence is inspected by two guards through a walk-around to detect holes, short-circuits, any tampering or damage. If something untoward is detected, the Head Guard will inform the manager by telephone immediately. A note shall also be entered in the occurrence book.
  - 11 Each hangar and building shall be inspected every morning to ascertain all is locked and nothing untoward has occurred.
  - 12 In case of any burglary, either completed or attempted, the Kenya Police at Isinya is immediately informed and collected by an Orly Airpark company vehicle, to conduct an investigation.
  - 13 Each morning, the entire length of the runways is inspected by the Operations Manager or his delegate, to ensure that it is safe for landing or departing aircraft. Particular attention shall be paid to any erosion caused by rain damage and also to holes caused by rodents.
  - 14 The fuel container shall be inspected daily to ensure that no leakages have occurred.
  - 15 The solar power source for the electric fence shall also be checked every morning. The solar panels are mounted on the roof of Hangar 137 and are very secure. The Energizers for the electric fence are located at different sections to ensure that power is adequately supplied/distributed along the entire perimeter.
  - 16 All houses and hangars and aircraft shall be checked by security guards every evening and during their patrols, to ensure they are locked and nothing is amiss.
  - 17 All aircraft parked at Orly and left unattended and not in use shall be kept locked at all times.
- d) Results of all Inspections shall be entered into the Occurrence Book (OB). If action is required, due to any unsafe or insecure conditions, the Manager and the Chairman are to be informed immediately by telephone.
- e) The following are the personnel responsible for carrying out inspections

**Aerodrome Manager: 0711 717 003 or 0733 675 815,**  
**Operations Manager: 0722 615 324**  
**Asst. Ops Manager 1: 0726 059 296 Asst. Ops Manager 2: 0703 528 864**

### 4.3 Rescue and Firefighting Services

Orly Airpark has one vehicles equipped with firefighting equipment, including extinguishers, sledgehammers, tarimbos, pangas, etc. To assist aircraft involved in a crash or other accidents. This vehicle is available when the Aerodrome is open.

Orly Airpark has also stationed fire-extinguishers and rescue equipment at the Loop on Runway 10 and at the end of Runway 10. Staff having been trained to deal with emergencies and fires plus have OSHA certificates.

Persons responsible for dealing with such fires are:

<b>Aerodrome Manager:</b>	<b>0711 717 003 or 0733 675 815</b>
<b>Operations Manager:</b>	<b>0722 615 324</b>
<b>Asst. Operations Manager 1:</b>	<b>0726 059 296</b>
<b>Asst. Operations Manager 2:</b>	<b>0703 528 864</b>

#### 4.4.1 Maintenance of the Movement Area

##### Maintenance Procedures

Arrangements are in place with the airport maintenance staff, though the Aerodrome Manager, to maintain all movement areas, including taxiways, aprons, runways and taxi lanes.

- a) Aerodrome Assistants maintain paved and unpaved runways on a daily basis. Tools are also available. A power take off Mower is used with the Aerodrome Tractor to mow all Grass Runways and Taxiways
- b) Aerodrome Assistants trim obstacle free zones and maintain the runway and taxiway strips.
- c) Drainage systems, like culverts and concrete drainage ditches are in place to deal with storm sewage. Excess water is diverted into the river valley below Orly Airpark.
- d) Inspections of the aerodrome are conducted daily.
- e) Checklists are contained in the Aerodrome Condition Inspection Form. Follow up action is taken immediately, by the Aerodrome Manager.
- f) Routine maintenance is undertaken daily. Emergency maintenance is undertaken immediately, when the need arises.

#### 4.4.2 Wind Direction Indicator

(1) The Aerodrome provides and maintains a wind direction indicator for the runways 10/28 & 7/25 where it is visible to an aircraft in-flight or on the movement area and in a manner that is free from the effects of air disturbances that may be caused by nearby objects.

(2). The characteristics of the wind direction indicator, the method and procedures for installation and maintenance are in accordance with the specification prescribed in the Manual of Aerodrome Standards of the Authority.

(3) The Wind Direction Indicator (Wind Sock) of Orly Aerodrome is located near the intersection of the two runways, on the north-western side. This is shown in Appendices B and C.

#### 4.4.3 Marking

The Aerodrome will provide and maintain marking systems for runways, taxiways and holding positions in accordance with the specifications prescribed in the Manual of Aerodrome Standards.

#### 4.5 Aerodrome Works - Safety

a) All construction and maintenance work at Orly Airpark is conducted in accordance with the Occupational Safety & Health Legislation of the Government of Kenya. All workers wear high visibility vest as well as safety goggles and gloves when required. All work is assessed prior to commencement as to its requirements in terms of manpower, equipment and the implications on aviation safety. Then, the Aerodrome Manager and the Operations Manager decide on a course of action and prepare a work plan. If major work, necessitating a closure of the runway or other movement area, ICAO sign notification or if required a NOTAM is obtained, announcing the closure or the work in progress. Traffic is also advised via the company's email system. Work areas near a movement area are to be clearly demarcated by high visibility marker tape, and roped off. A VHF Ground to Air Radio on frequency 118.000MHz is also used to alert any landing or departing air traffic of the situation.

b) The persons responsible for the planning and carrying out work on or near movement areas are:

<b>Aerodrome Manager:</b>	<b>0711 717 003 or 0733 675 815</b>
<b>Operations Manager:</b>	<b>0722 615 324</b>
<b>Asst. Operations Manager 1:</b>	<b>0726 059 296</b>
<b>Asst. Operations Manager 2:</b>	<b>0703 528 864</b>

c) The Distribution list for the Work Plans comprises persons involved in the work, the Aerodrome Manager, Office assistant and Operation Managers.

#### 4.6 Wildlife Hazard Management

No grazing by animals is permitted by Orly Airpark Limited. The entry gate is closed and the entire Aerodrome is surrounded by an electric fence. This prevents any livestock or animals from accessing the Aerodrome or from grazing near movement areas. Waste Disposal is such that all disposable waste is burnt immediately at the burning pit which is located at the furthest point from all runways in the NE corner. Bird hazards are therefore controlled.

#### 4.7 Obstacle Control

##### 1. Protection of Obstacle Limitation Surfaces

a) There are no obstacle limitation surfaces that have been infringed upon at Orly Airpark Limited. This is being monitored continuously and if a

violation is determined, KCAA will be advised. KCAA has also conducted many inspections and found no violations.

- b) All obstacle limitation surfaces are controlled by the management of the Aerodrome on a daily basis.
- c) The height of buildings within the boundaries of the Aerodrome is continuously monitored. The highest structure is 10 meters tall. Buildings are more than 45 meters away from all runways.
- d) Any new development in the vicinity of the Aerodrome is noted and KCAA is advised immediately if this case arises.
- e) KCAA is advised of any obstacles at Orly Airpark that infringe on obstacle limitation surfaces.

## 2. Removal of Obstacles

Orly Airpark Limited will ensure that any obstacles, including temporary obstacles, are clearly marked or removed if they infringe on the obstacle limitation surfaces.

### 4.8 Storage of Inflammable Goods

1. Any inflammable liquids at Orly Airpark Limited are stored away from hangars or populated areas. Sealed Containers are in place for storage of AVGAS in sealed drums.
2. A special area has been set aside to the north-west of the Runway intersection for storage of AVGAS. This area is at least 50 meters clear of any buildings or people.
3. Other inflammable liquids, including liquefied gas, corrosives, radioactive materials etc., are not stored at Orly Airpark.
4. The aerodrome follows the guidelines of Advisory Circular CAA-AC-AGA 024.
5. Kenya School of Flying operates a fuel bowser and reasonable surveillance of all fueling activities on the Aerodrome is carried out by the aerodrome operator.

### 4.9 Protection of Sites for Radar and Navigational Aids

Orly Airpark is a private Category C Aerodrome that is used only by VFR flights and aircraft. It has no radar or navigational aids.

## PART 5: AERODROME ADMINISTRATION

### 5.1 Aerodrome Administration - Orly Airpark Limited

Orly Airpark Limited is the company that owns and operates the aerodrome. It currently has 64 shareholders. The Board of Directors consists of seven members, including a Chairman.

The Aerodrome Manager, whose role is the hands-on management of the entire facility, manages all staff & reports to the Chairman when necessary. Please see Appendix I.

The persons in charge are:

**Aerodrome Manager: 0711 717 003 or 0733 675 815,**



Ops Manager: 0722 165 324, Asst. Ops Manager: 0703 528 864, Asst. Ops:  
0726 059 296

IN ADDENDUM TO KCAA AERODROME MANUAL REQUIREMENTS 2013

**PART 6: ORLY AIRPARK LTD - CONDITIONS OF USE OF THE AERODROME BY SHAREHOLDERS AND VISITORS**

**1. Permission to use Aerodrome Conditional on Agreement to Abide by Orly Airpark Regulations**

Any permission granted by the Board of Directors of the Company directly or indirectly, expressly or by implication, to enter upon or use the Aerodrome or any part thereof, including but not limited to shareholders, members, guests, emergency users, persons doing business with the Aerodrome, licensees of shareholders and permitted, and all other persons whatsoever, shall abide by the Regulations and Rules in this Aerodrome Manual. Entry upon or into the Aerodrome by any person shall be deemed to constitute an agreement by such person to comply with such rules, regulations and procedures.

**2. Use of the Aerodrome - General**

Orly Airpark is a 'private' Category C aerodrome and no person shall utilize it for aviation purposes except a shareholder, a registered and paid-up member, their guests or passengers, or others for emergency use. Notwithstanding the foregoing, additional persons or entities which may use the aerodrome property on a limited basis include transient aircraft landing with the express prior permission of the Board of Directors of the Company. Any commercial aircraft operating under the KCAA Public Transport Category and not owned by a shareholder or paid up member, is strictly prohibited from using Orly Airpark, including for the purpose of picking up or dropping off passenger/s.

**3. Use of Aerodrome by Shareholders**

Each shareholder is entitled to use Orly Airpark in perpetuity with one declared aircraft per hangar share owned at no charge. Any additional aircraft owned, operated or registered in the name of that shareholder or a company in which he holds majority shares shall attract a fee for the use of Orly Airpark at rates determined from time-to-time by the Board of Directors.

**4. Use of Aerodrome by Members**

Persons who are not Shareholders but applied to join Orly Airpark Limited as a "Member" and whose application was approved are entitled to use Orly Airpark for a limited time with one personal aircraft at a monthly or annual fee determined by the Board.

**5. Use of Aerodrome by Shareholders' and Members' Guests**

Members and Shareholders are entitled to introduce Guests to use Orly Airpark with their personal aircraft for a limited time, at the discretion of the Board of Directors and upon payment of guest fees determined by the Board. Each Member or Shareholder is responsible for ensuring that their Guests are

familiar with these Regulations and adhere to them, and that all fees and charges are paid before departure of the Guests' aircraft.

**6. Conformance with Rules and Regulations**

No person shall navigate, land aircraft upon, or conduct any aircraft operations on or from the Aerodrome otherwise than in conformity with these Regulations and the Kenya Civil Aviation Regulations (KCARS).

**7. Authority to Promulgate Local Procedures**

The Board of Directors of the Company may establish such additional operational directives, rules and regulations as are required to carry out the provisions of these Regulations. If such additional rules and regulations are promulgated, they shall be published, posted and/or otherwise made available at reasonable times and places to all shareholders and members, and this Manual shall be amended accordingly. The website of Orly Airpark Limited will also be updated at suitable times at [www.orlyairpark.co.ke](http://www.orlyairpark.co.ke).

**8. Commercial Activities and Services**

No person shall utilize the Aerodrome or any portion thereof to conduct revenue producing commercial activity except under the terms of a use permit or Memorandum of Understanding issued by the Board of Directors of the Company.

**9. Self-Services**

Any Shareholder or Member is permitted to wash, repair, and perform maintenance and otherwise take care of his own aircraft provided there is no attempt to perform such services for others for profit and further provided that such right is conditioned upon compliance with these regulations and any additional directives, rules regulations, or procedures promulgated hereunder for the safety and preservation of Aerodrome facilities and the protection of the public interest.

**10. Registration of Aerodrome Operational Aircraft**

All Shareholders and Members shall register each aircraft with the Company and show proof of a valid Registration Certificate.

**11. Documentation Requirements**

Any Shareholder, Member, their lessees or guests who wish to pilot an aircraft at Orly Airpark must have on board prior to and during any flight (and make available for inspection upon request by a Company Board Member) the following; (i) a valid pilot's licence issued by the KCAA, (ii) a valid Certificate of Airworthiness, (iii) a valid KCAA Certificate of Release for Service, (iv) a valid third party and passenger liability insurance and (v) a valid Radio Licence from the Communications Commission of Kenya. Specification prescribed in the Manual of Aerodrome Standards or as prescribed by the Authority.

**6.12 Orly Airpark Condition of Usage - Amendments**

These regulations may be modified from time to time by a majority vote of the Board of Directors. Any Amendments shall be sent out in writing to the list of Authorized Recipients and Users of this Aerodrome Manual. A Revised Edition of this Aerodrome

Manual shall be distributed every two Years, upon Renewal of the KCAA Aerodrome Licence. Amendments shall also be registered and noted in the Amendment Record Sheet at the beginning of this Manual.

## **Part 7: RULES SPECIFIC TO ORLY AIRPARK LTD**

### **7.1 Airmanship Expected at Orly Airpark Limited**

1. **Negligent Operations and Procedures Prohibited** - No aircraft shall be operated on the surface of a movement area or aircraft parking and storage area in a careless or negligent manner or in any respect in disregard of the right and safety of others, or without due caution and circumspection, or at a speed or in a manner which endangers unreasonably, or is likely to endanger persons or property.

2. **Landing Aircraft Requirements** - No aircraft may land or take off at the Aerodrome unless it is equipped with brakes and a functioning radio capable of direct two-way communications with the appropriate control facilities, except in the case of an emergency or with prior consent of the Company. All aircraft are required to make the appropriate unmanned airfield radio calls on frequency 118.000 MHz when arriving or departing Orly Airpark. Further, all aircraft shall adhere to the KCAA rules and regulations published in the AIP. No aircraft above a Maximum Take-off Weight of 4000 kg shall land at Orly Airpark, unless prior arrangements are made with the Manager. No aircraft flying or intending to fly near Orly Airpark shall climb above 6500 feet unless Radar Identified and in Communication with Nairobi Radar (122.300 MHz).

3. **Taxiing Aircraft** - No aircraft shall be taxied at the Aerodrome where the propeller blast may cause injury to persons or do damage to property. If it is impossible to taxi such aircraft, without compliance with the above, then the engine must be shut off and the aircraft towed to a suitable location. In this regard, the run-up of aircraft at the ends of Runways 28/10, or 07/25 will be performed on the designated apron off the runway, with the aircraft pointed so as to minimize the creation of dust.

4. **Touch and Go Landings** - To minimize dust, no aircraft shall practice “touch and go” or “stop and go” landings unless authorized by the Company.

5. **Refusal of Clearance** - The Chairman and/or a person authorized by the Company may delay or restrict any flight or other operations at the Airpark and may refuse take-off or landing clearance to any aircraft for any reason he believes justifiable, except in emergencies.

6. **Hangar Storage** - Aircraft storage hangars or shade structures in designated locations shall be used whenever possible for storage of aircraft, related parts and apparatus. Exceptions to the foregoing rule will only be permitted with the written consent of the Board.

7. **Damage** - Shareholders, Members, guests, licensees and permitted shall be

fully responsible for all damage to buildings, equipment, real property and appurtenances of the Company or of Shareholders and Members caused by negligence, abuse or carelessness on their part or on the part of their employees, agents, customers, visitors, suppliers or persons with whom they do business.

8. **Fire Equipment** - All Shareholders, Members, lessees, and permitted shall supply and maintain adequate fire extinguishers in their aircraft, houses and hangars. Each fire extinguisher shall carry a suitable tag showing date of most recent inspection and shall be kept current.

9. **Floor, Ramp and Apron Care** - All Shareholders and Members of the Company shall keep the floors of hangars, shades and terminal apron and ramp areas, or areas used in their operations, clean and clear of oil, grease and other materials or stains and otherwise in a tidy and orderly manner.

10. **Storage and Equipment** - No Shareholder, Member or Lessee shall store or stock materials, equipment or derelict aircraft in the open in such a manner as to be unsightly or to constitute a hazard to personnel or property.

11. **Property Damage, Injurious or Detrimental Activities** - No person shall destroy, deface, or damage any Airpark property or conduct activities that are injurious, detrimental or damaging to Airpark property, or to property of shareholders, members, lessees, guests, invitees, permitted or employees.

12. **Flying Clubs, Flight Instruction** - No flying clubs, flying schools and no flight instruction shall be permitted at Orly Airpark unless expressly approved and authorized by the Board of Directors, and then only if all instructors and student pilots are conversant with these Regulations.

13. **Helicopter Activity** - No helicopter may be based at or land at the Airpark except those owned or operated by a Shareholder, or in an emergency. Notwithstanding the foregoing, helicopters utilized for community service or the media may utilize the Aerodrome with permission of the Company.

14. **Aircraft Rules** - The following rules will govern the conduct of all aircraft unless exceptions are specifically provided for in KCAA Regulations or authorized by the Company:

- i. Run-up of aircraft for maintenance purposes will be permitted only between the hours of 7:00 am and 6:00 pm, except those run-ups normally required for routine take-off safety checks are permitted anytime.
- ii. No person shall taxi an aircraft to or from a hangar or from an approved parking space until he has ascertained that there is no danger of a collision with other aircraft, persons or objects in the immediate area. Aircraft shall not be taxied into or out of any hangars or shades under their own power.
- iii. Runway10 is designated the 'calm wind runway'. Operators of aircraft

entering or leaving the aerodrome traffic pattern or using the runways or movement areas for the purpose of landing or taking off, shall be holders of a valid and current, student, private pilot, or commercial pilot certificate, with a rating appropriate for the type of aircraft operated and conditions under which they are operating the aircraft.

- iv. Reciprocal certificates issued by foreign governments are acceptable if the authorization contained in the certificate is comparable to the certification aforementioned and is so accepted by the KCAA.
- v. Aircraft owners, their pilot or agent, shall be responsible for the prompt removal of disabled aircraft and any part thereof, unless required or as directed by the Chairman or the Ministry of Transport/KCAA, to delay such action pending an investigation of an accident. In the event of failure to remove promptly such disabled aircraft, the Company will cause the aircraft to be removed and bill the owners thereof for all charges incurred in the removal of same.
- vi. All KCAA Regulations regarding air and ground traffic are expressly incorporated by reference.
- vii. Low passes at or below traffic pattern altitude are not allowed at any time, except for runway checks upon arrival.
- viii. All aircraft equipped with a landing light shall have it turned on during all landings, and during the hours of darkness while taxiing to or from their hangar or tie down to the runway.
- ix. Night landings are not permitted at Orly Airpark, except in emergencies.

**15. Maintaining of Aircraft** - maintaining aircraft shall be accomplished only in enclosed hangars or areas designated by the company for that purpose.

**16. Removal of Gas, Oil, Grease, and Similar Substances** - In the event of spillage or dripping of gasoline, oil, grease, or any material which may be unsightly or detrimental to the pavement in any common area of the Airpark, the same shall be removed immediately. The responsibility for and the cost of the immediate removal of such gasoline, oil, grease or other material shall be assumed by the operator or owner of the equipment causing the same or by the shareholder, member or permitted person responsible for the deposit on the pavement.

**17. Explosives and Other Dangerous Articles** - No person shall store, keep, handle, use, dispense or transport at, in, or upon the Aerodrome any explosives, or any other material at any such time or place or in any such manner or condition as to endanger or as to be likely to endanger persons or property. Owners of Firearms shall carry with them the legal permit required to possess such weapons.

18. **Lubricating Oils** - No person shall keep or store lubricating oils in or about the hangars; however, such materials may be kept in the aircraft or in the proper receptacles installed in the hangar for such purposes or in containers provided with suitable draw off devices.

19. **Waste** - Suitable metal receptacles with a self-closing cover for the storage of oil wastes, rags and other rubbish and trash shall be utilized by all shareholders or members. All waste within this general classification shall be removed by members from the Aerodrome premises and at regular intervals as may be established by the Company. No petroleum products or objectionable industrial waste matter shall be dumped or permitted to drain into ditches, septic tanks or into sewer systems, or storm drains as per NEMA Regulations.

20. **Storage of Fuel Trucks and Fuel Trailers** - Refueling units shall be stored outside and not less than 10 meters from a building. No fuel truck, shall be brought into, kept or stored within any building at the Aerodrome unless permission from the Company is granted.

21. **Grounding During Fuel Handling** - During fuel handling operations in connection with any aircraft or fuel truck or fuel drum at the Aerodrome, the aircraft and the fuel dispensing unit or draining apparatus shall be grounded by wire to prevent the possibility of static ignition of volatile liquids.

22. **Fire Extinguishers During Fuel Handling** - During fuel handling operations in connection with any aircraft at the Aerodrome one approved fire extinguisher (15-pounds or larger) or other type of fire extinguishers acceptable to and approved by the Company, shall be immediately available for use in connection therewith.

23. **Other Aviation Activities** - All sport aviation activities are encouraged at Orly Airpark, but the flying of model aircraft within the Airpark area is prohibited unless authorized in writing by the Chairman. No person shall operate or release any kite, balloon, model aircraft or parachute anywhere on the Airpark without the written permission of the Chairman. Aircraft using the Aerodrome will have precedence over these types of activities and must be advised by radio on Frequency 118.000 MHz if such activities are taking place. Users should give 24 hours prior notice by Email about proposed activities.

## **7.2 Ground Operational Rules**

1. **Commercial Photography** - No person shall take still, motion, or sound pictures of or at the Airpark for commercial purposes without permission of the Board of Directors of the Company and pay the published fees for that privilege.

2. **Advertisements** - No person shall post, distribute or display signs, advertisements, and circulars, printed or written matter at the Aerodrome without permission of the Manager.

3. **Dogs and Other Animals** - Dogs and other animals are permitted on the Aerodrome only if on a leash or if confined in such a manner as to be under control. Animals are strictly prohibited to be on taxiways and runways.

4. **Sanitation** - To minimize bird hazard at the Aerodrome, no person shall keep uncovered refuse containers in any area or in any respect cause garbage or foreign matter to be stored in any public area at the Aerodrome. Areas to be used for refuse collection and disposal shall be designated by the Company and no other areas shall be used. Such areas shall be kept clean and sanitary.

5. **Smoking** - No person shall smoke in the Aerodrome lounge, or in any hangar or other building where it is dangerous to do so or where it is specifically prohibited by the Chairman and/or Company. No smoking shall be permitted on the apron within twenty meters of a fuel tank, fuel drum, fuel truck or aircraft.

6. **Staff Housing** - Generally, all staff of Shareholders and Members at Orly Airpark shall reside off-site. No Shareholder or Member shall permit staff to reside in cottages, hangars, tents or other structures owned or erected by them at Orly Airpark. Any temporary housing of staff during construction at Orly Airpark shall only be permitted in a designated area near the western apron, with explicit permission from the Board.

## 7. Operation of Motor Vehicles

1. No person shall operate a motorized ground vehicle on the Aerodrome without a valid Operator's License.
2. No person shall operate any motor vehicle in the Aerodrome flight operations area or reserved or restricted vehicle parking areas without having first obtained permission for its operation from the Company and then only under the rules established therefore.
3. Under no circumstances shall motor vehicles be operated in excess of 20 kilometers per hour on the Aerodrome. Orly Airpark is designed to keep road and aircraft traffic separated. Use of any taxiway or apron by road vehicles shall be kept to a minimum and is only permitted for an operation that cannot be accomplished by use of the roads. All aircraft shall always have the right of way over motor vehicles and pedestrians. All motor vehicles shall come to a complete stop and check for aircraft traffic before traversing the runway, apron or taxiway at any location
4. No vehicle shall be operated at the Aerodrome or upon any area thereof in a careless or negligent manner, or in disregard of the rights and safety of others, or without due caution or circumspection or at a speed or in a manner which endangers or is likely to endanger person or property, or while the driver thereof is under the influence of intoxicating liquor, or any narcotic or habit forming drug, or if such vehicle is so constructed, equipped, or loaded as to endanger unreasonably or be likely to

endanger persons or property. In addition to the foregoing, as to commercial or construction vehicles, no operation of any kind is permitted at the Aerodrome without the permission of the Company. So as not to cause a disturbance to Shareholders, Commercial and Construction vehicles shall not be permitted to drive within Orly Airpark at night or on weekends unless expressly authorized by the Company.

5. No vehicle shall load or unload passengers at the Aerodrome at any place other than that designated by the Board.

6. Vehicle Parking Restrictions

- a. No person shall park a vehicle or permit the same to remain halted other than in a manner and location authorized by the Company and then only under the rules as are established.
- b. Under no circumstances will parking of motor vehicles be permitted on any taxiway, runways or apron areas.
- c. Aircraft operators may park their vehicles in their own tie-down space, hangar or in their own shade space.
- d. Guest parking is provided in the transient parking area along the apron perimeter road, near the Aerodrome Lounge.
- e. No aircraft refueling vehicle shall be parked except in areas as are designated.

**8. Procedure in Case of a Vehicle Accident** - The driver of any vehicle involved in an accident on the Airpark which results in injury or death to any person, or damage to any property, shall immediately stop such vehicle at the scene of the accident, render such assistance as may be needed and give his name, address, and operator's license and registration number to the person injured, or to any police officer, representative of local or national government, the Chairman and/or Company or witnesses to the injury/incident. The operator of such vehicle shall make a report of such accident in accordance with the Laws of Kenya – The Traffic Act.

**9. Authority to Remove Vehicles** - The Chairman and/or Company may cause to be removed from any area of the Aerodrome any vehicle which is disabled, abandoned, parked in violation of these rules and regulations, or which presents an operational problem, to any other area of the aerodrome, at the operator's expense and without liability for damage which may result in the course of such moving.

**10. Regulations for Bicycles** - Every person riding a bicycle upon a roadway, taxiway, or apron shall be granted all the rights and shall be subject to all the duties by this title made applicable to the driver of a vehicle, except as to provisions which by their nature have no application.

**11. Soliciting Rides** - No person shall stand or walk in or upon a roadway or



adjacent parkway for the purpose of soliciting a ride from the driver of any vehicle, nor shall any person solicit aircraft rides.

**12. Vehicles Operating on Landing Area** - Any vehicle shall not operate on the Landing area of the Aerodrome during the day or at night

**13. Repair of Motor Vehicles** - No person may clean or make repairs to motor vehicles anywhere on the Aerodrome except those minor repairs necessary to remove such motor vehicles from the Aerodrome in the event of an emergency. Motor vehicles shall not be repaired or re-sprayed in private hangars, but storage of vehicles in hangars is permitted.

### **7.3 Liability**

**1. Airpark Liability** - The Company (and its officers, directors and employees) assumes no responsibility or liability for loss, injury or damage to persons or property on the Airpark, or using Airpark facilities, by reason of fire, vandalism, winds, flood, earthquake or collision damage (and all parties bound by these regulations do so release such persons) nor does it assume any liability by reason of injury to persons or property while using the facilities of same. A Shareholder shall also not be liable for any loss, injury or damage to third party persons or property within that Shareholder's hangar or house.

**2. Payment for Damages** - Any person causing or liable for any damages, shall be required to pay the company and/or the injured person, upon demand, the full amount of damage or injury. Any person failing to comply with these rules shall be in violation of these regulations and may be refused the use of the Aerodrome facility until the Company or member has been fully reimbursed.

### **7.4 Disciplinary Procedures**

**1. Notification of any Violation of Regulations** - The Manager shall advise the Board of Directors of all alleged violations of the Company regulations (including the obligation to pay Company charges and assessments) in writing with a detailed narrative explanation of such alleged violations and all relevant investigatory reports.

**2. Board Determination** - After due investigation (including the right of the accused party to be heard and present witnesses), the Board may as to each shareholder, member or licensee, take one or more of the following actions: (i) take no action, (ii) issue a letter of comment, (iii) issue a letter of censure, (iv) issue a fine of not less than Five Hundred Dollars (\$500) for each alleged violation, (v) issue a letter of temporary suspension or (vi) issue a letter of permanent suspension. All such letters shall be posted at the Aerodrome Lounge in a conspicuous location.

**3. Safety and Security Violations** - All safety and security violations shall

Be reported to the Chairman or any member of the Board of Directors. The Board shall inform the shareholder or member of the complaint filed against him/her, within five (5) days of the occurrence. The first letter shall be considered an alert. The second letter shall be considered a warning. The third offence shall be handled by the Board of Directors in accordance with paragraph 5.1.2. Serious breaches of Safety and Security practices shall be reported to the KCAA.

### **7.5 Guest Privileges**

1. **Guest Privileges** - Any Shareholder who is a resident of Orly Airpark in good standing shall be entitled to guest privileges. Parking of guests' aircraft should be in their private hangar unless the shareholder does not have space, in which case their guests shall be required to pay a landing charge and a daily transient parking / tie-down fee.

2. **Notice of Arrival of Guests** - Any shareholder or approved lessee shall notify the Manager in advance of his guest's expected time of arrival at the Aerodrome. Guest reservations and parking shall be on a first call, first served basis.

### **7.6 Special Events**

1. **Special Events** - Notwithstanding any provision contained herein, special aviation events may be staged at the Airpark with approval of the Board and/or Company.

2. **Notice** - Due Notice of such Events shall be given through the NOTAM system and or the E-mail system in good time, but in any case at least 48 hours prior to the event.

### **7.7 Licenses**

1. **Permission to Issue Licenses for Use of Hangar Space** - Any shareholder may issue a License for his/her hangar or shade structure to any person, subject to the written approval of the Board. Such consent shall not to be unreasonably withheld. Any other purported leases or sub-leases shall be of no force and effect.

2. **Membership Rights of License** - Any license for use of a hangar or shade structure, approved by the Board, shall be considered for purposes of these regulations, to have all rights and obligations of such membership.

### **7.8 Aviation Fees and Charges**

1. All Shareholders have the right to operate, park, land and store one designated aircraft per share at Orly Airpark at no cost.

2. Shareholders shall be permitted to operate, park, land and store additional aircraft in their ownership at Orly Airpark, subject to user fees to be paid to the

Company.

3. Users who are not Shareholders, but have been approved as “Members”, shall be permitted to operate, park, land and store one aircraft at Orly Airpark subject to pre-payment of temporary user fees at the scale of rates established by the Board.

4. Shareholders’ Licensees parking an aircraft in a private hangar at Orly Airpark shall also be subject to temporary user fees levied by the company, and they shall pay other applicable user fees.

5. Transient visitors and guests landing and parking aircraft at Orly Airpark shall make arrangements to pay the applicable user fees prior to departure.

6. Shareholders, Members, Licensees, Permitted and Visitors who are in arrears on aviation user fees shall be subject to payment of interest charges at a rate of 2 % per month on overdue accounts.

### **7.9 Amendments**

These byelaws may be modified from time to time by a majority vote of the Board of Directors.

### **7.10 Charges**

**For Non Shareholders – Parking and Landing at Orly to be charged at 50% of such charges levied by Wilson Airport as published in the Kenya AIP.**

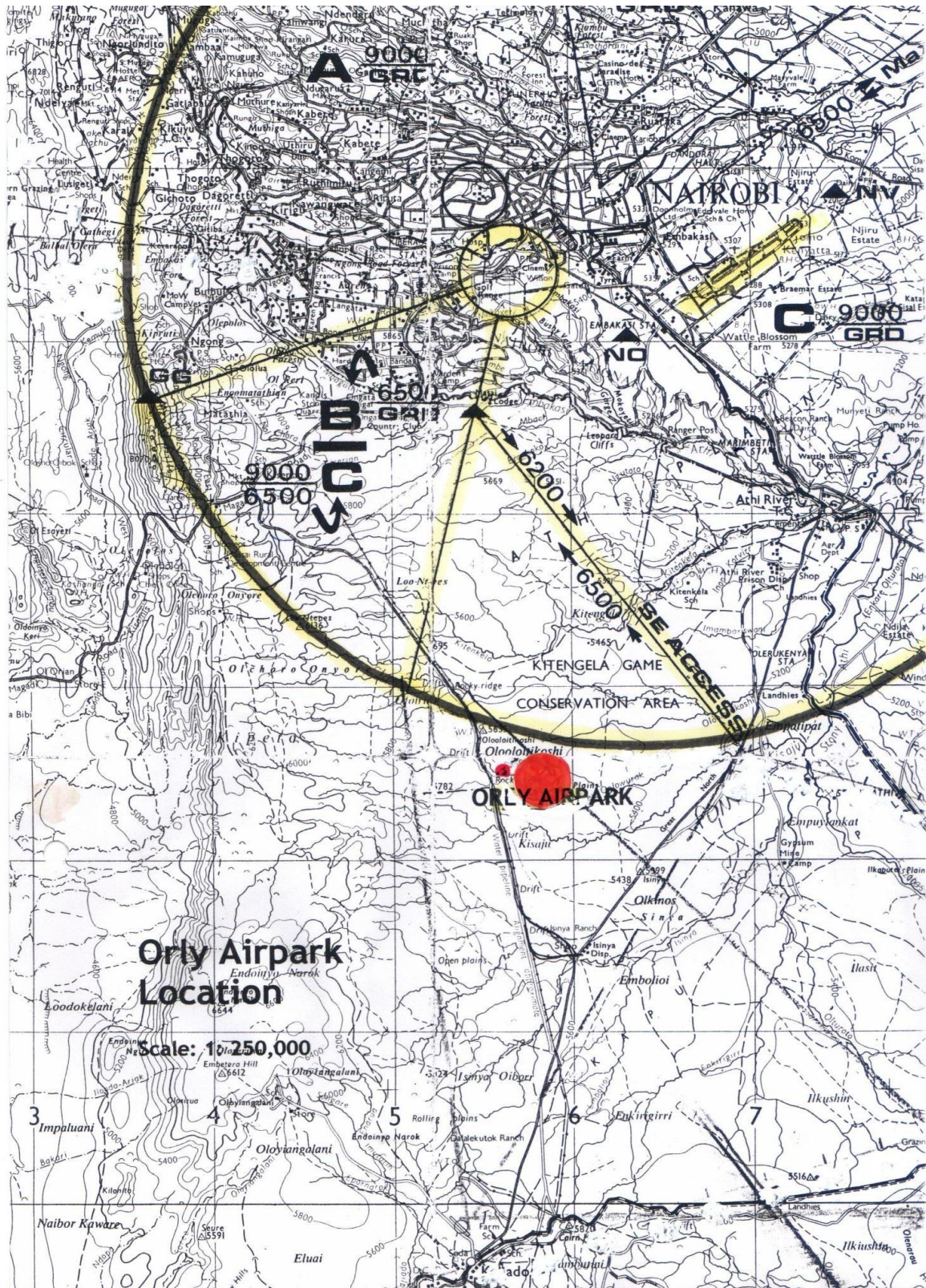
Current Charges are as tabulated below:

<b>Orly Airpark.</b>					
<b>Daily Landing and Parking Fees (Charges below are exclusive of applicable taxes)</b>					
<b>(Aircraft Weight) IN KGS</b>	<b>Landing Fees - Wilson in USD</b>	<b>Landing Fees - Orly in USD</b>	<b>Parking Fees - Wilson in USD</b>	<b>Parking Fees - Orly in USD</b>	
Up-to 1,500	10	5	6	3	
1,501 to 2,500	20	10	6	3	
2,501 to 5,000	25	12.50	6	3	
5,001 to 10,000	40	20	6	3	
10,001 to 20,000	65	32.50	10	5	
NB: Aircraft Weight means the maximum permissible weight authorized by the Aircrafts C of A					

**Commercial Aerodrome annual facility usage fee: - To be determined by the board upon approval for such commercial activities.**

## **APPENDICES**

### **APPENDIX A: Location Plan**



APPENDIX B.

Orly Airpark - Main Facilities



APPENDIX C



**DAILY AERODROME CONDITION REPORT**

**Date and Time of Inspection:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

AREA	Wet/Dry	Weeds	Holes	Other
Runway 10/28				
Runway 07/25				
Apron A				
Apron B				
Taxiway				
Taxi lanes				

Location of Problems	Remedial Action Required
Runway 10/28	
Runway 07/25	
Apron A	
Apron B	
Taxiway	
Roads	
Taxi lanes	
Gates	
Fences	
Other:	

Condition of:	Serviceable	Unserviceable
Windsock		
Fire Extinguishers		
F&R Vehicle		
Rescue Equipment		
Radios		
Internet/WIFI		

**APPENDIX E: AERODROME INSPECTION PROGRAMME**

A. RESPONSIBLE STAFF:



Inspection Item	Person Responsible	Time and Frequency
West Gate Security	Orly Airpark Guards	24 hours, 7 Days a Week
Runway and Aprons	Duty Operations Manager	Every Morning (0800 hours)
Perimeter Fence	Orly Airpark Guards & Duty Ops. Manager	Every Morning (0630 hours)
Solar Fence Energizer	Duty Ops. Manager	Every Morning and Evening
Fuel Containers	Duty Ops. Manager	Every Morning
Main Apron Security	Orly Airpark Guards	All Night
Grass Apron Security	Orly Airpark Guards	All Night
Western & Eastern House areas	Orly Airpark Guards	All Night
All other areas within the property	Orly Airpark Guards	All Night
Occurrence Book	West Gate Guard	Daily
Aviation Movement Register	Operations Manager Office Assistant	Daily

### B. Persons Authorized to Carry Out Aerodrome Inspections

Name and Position	Location	Address	E-Mail	Telephone
Daniel Mugo Aerodrome Management	OAP	Ongata Rongai	<a href="mailto:admin@orlyairpark.com">admin@orlyairpark.com</a>	0711 717 003 or 0733 675 815
Margaret Wachira OAL Office Assistant	OAP	Birika		0712 933 961
Patrick Chibini Ops. Manager	OAP	Birika		0722 165 324
Paul Tuvula Asst. Ops. Manager1	OAP	Birika		0726 059 296
Johnstone Shilungu Asst. Ops. Manager2	OAP	Birika		0703 528 864

### **APPENDIX F:** **EMERGENCY CONTACT LIST**

<u>NAME</u>	<u>ORGANIZATION</u>	<u>PLACE</u>	<u>E-MAIL</u>	<u>TELE-PHONE</u>
<u>AERODROME MANAGER</u> Daniel Mugo	Orly Airpark Ltd	Ongata Rongai	admin@orlyairpark.org	0711 717 003 or 0733 675 815
<u>POLICE</u>				
OCPD Ongata Dep. Rongai	Kenya Police	Ongata Rongai	Mr. Ringera	0722 980 721
DEP.OCS Kiserian Police Station	Kenya Police	Kiserian	-	0715163101
OCPD Isinya	Kenya Police	Isinya	Mr. Wafula	0712 874 369
OCS Isinya	Kenya Police	Isinya	Mr. Baraza	0722 895206 0729176160
Administration Police Station	Administration Police	Isinya	-	072 341 5058
<u>ADMINISTRATION</u>				
Chief	Administration	Olooloiti kosh	-	0725 021 332
County Governor	Kajiado County	Kajiado	-	0708 299 339
Government Spokesman	Muthui Kariuki	KICC		0721240043 020-240488
<u>KCAA/KAA/MoT</u>				
KCAA HQ	Director-General's Office	Embakasi	info@kcaa.or.ke dg@kcaa.or.ke	824557 827470-5, 0728 606 570, 0709 725 000, 0734 000 491
Wilson Airport	Chief, ANS Wilson Airport	Wilson Airport	wilson@kcaa.or.ke	020-600 6246 0724 255 343, 0724 256 837

Nairobi ACC Centre	KCAA ATS	JKIA	<a href="mailto:info@kcaa.or.ke">info@kcaa.or.ke</a>	827103, 827101
Nairobi Approach	KCAA	JKIA	-	822100 Ext. 12 or Ext. 38
Wilson Tower	KCAA ATS	Wilson Airport	<a href="mailto:wilson@kcaa.or.ke">wilson@kcaa.or.ke</a>	6006246 0724 255 343, 0724 256 837
Wilson Fire Station	KAA F&R	Wilson Airport	-	6006246  0724 255 343, 0724 256 837
Wilson AIS	KCAA	Wilson Airport	-	6003925
Kenya Airports Auth.	KAA HQ	Embakasi	<a href="mailto:mwamalwa@kenyaairports.co.ke">mwamalwa@kenyaairports.co.ke</a>	020-822111 020-6611252
MOT Air Accident Investigation Unit	MOT	Transco m Hse.	<a href="mailto:ps@transport.go.ke">ps@transport.go.ke</a>	0722778773 0770111333 (254)2822195
<b>MEDICAL ASSISTANCE</b>				
Flying Doctor Service	AMREF	Wilson Airport	<a href="mailto:Flying.doctors@amref.org">Flying.doctors@amref.org</a>	0722205084 0733333004
Nairobi Hospital	Kenya Hospital Ass.	Upper Hill	<a href="mailto:hosp@nbihosp.org">hosp@nbihosp.org</a>	0703082333  0722204115
Ol Malaika Health Centre	Ollolokitikoshi (Sister Anne)			0722253553
Karen Hospital	Hospital	Karen		+254 206613000 0702 222 222
<b>ORLY AIRPARK LTD.</b>				
Terry Childs Chairman	OAL	Braeburn School	<a href="mailto:terrychilds@braeburn.ac.ke">terrychilds@braeburn.ac.ke</a>	0722855962

John Baxendale Vice-Chairman	OAL	Karen	jonnybax44@gmail.com	0726 770 215
Daniel Mugo Aerodrome Manager	OAL	Orly AP	admin@orlyairport.co.ke	0711 717 003 or 0733 675 815

APPENDIX G

ORLY AIRPARK SECURITY ASSIGNMENT INSTRUCTIONS

ORLY AIR PARK - KAJIADO DISTRICT

Assignment Instructions

ORLY AIRPARK SECURITY MANUAL  
(Orly APS)



These instructions are to cover Orly Air Park or Oloolotikosh Aerodrome only.

### 1) OBJECTIVES

- The main objective of the guarding service is to; safe guard human life and protect company and shareholder property against theft, fire, flood and malicious damage.
- To provide a secure working environment for Company Staff and their property.

### 2) DEPLOYMENT

#### DAY SHIFT

Day guards shift to run 12 hours per day, start finish hours regularly changing with:

- 1 x Orly APS Guard - West (main) Gate
- 1 x Orly APS Guard - Hangars & Eastern House area

#### NIGHT SHIFT

Night guards shift to run 12 hours per day, start finish hours regularly changing with:

- 1 x Orly APS Guard - West (main) Gate.
- 5 x Orly APS Guards - Western Plots
  - Hangars at Main Apron
  - Open Hangars at Grass Apron
  - Perimeter Patrols
  - Eastern Houses

### 3) SPECIAL INSTRUCTIONS

#### Duties of the Guards

##### Day Shift

#### a) West Gate Guard

- Report on duty at the change of guard time as directed by Head of Security. Shall Control the movement of the vehicles to / from the airpark.
- Shall keep record of all the vehicles accessing the park.
- Shall ensure that no un-authorized persons access the Airpark unless there is prior communication from the Chairman or the Aerodrome Manager.
- No Boda Boda or Taxi operators shall be allowed entry.
- No Government Official or Council Officials shall be allowed entry, unless they have an appointment. The guard shall alert the Chairman or the Aerodrome Manager by radio or telephone for approval of impromptu visits.
- All unknown Aircraft landing in the park must be booked in the landing register and the details of the pilot and passengers shall be obtained by the Aerodrome Manager or his delegate.
- Any unusual occurrence or incident involving landing or departing aircraft must be reported to the Chairman or the Aerodrome Manager for action.

**b) Guards in-charge of all other areas**

- Report on duty at the change of guard time as directed by Head of Security
- Shall Patrol Hangar Area, monitoring all movements.
- Shall be on call to open Mrs. Kasene Lasiti Compound gate whenever required.
- Shall ensure that no un-authorized persons access the Members Area unless there is prior communication from the Aerodrome Manager.
- Shall Patrol Open Hangar and Grass Apron Area, monitoring all movements.
- Shall Patrol Eastern Houses Area, monitoring all movements.
- Shall ensure that no un-authorized persons access the Members Houses unless there is prior communication from the Aerodrome Manager.

**Night Shift****a) Head of Security shall;**

- Report on duty at time of decided Change of Guard Duty.
- Take over duties from the out-going day guard and obtain a briefing on any outstanding issues that may require urgent attention.
- Shall collect the charged radios from the Aerodrome Manager, and allocate the same to all the guards.
- Ensure that the Guard hand-over is completed quickly and professionally.
- Ensure that all guards are immaculately dressed, fully equipped and sober.
- Shall collect gate keys from the day guard and handover to the night guards.
- Shall assign one guard at the West Gate to control movement of people and vehicles.
- In case of Government Officials or Council Officials, the In-charge shall contact the Aerodrome Manager or the Chairman for advice.
- Shall ensure there is coordination between the Orly Airpark Security.
- Ensure that guard post rotation is carried out at regular intervals to ensure that the guards remain alert at all times.
- Carry out regular assignment patrols around the residence area, ensuring that the guards all remain alert and the assignment is secure and intact.
- The status of patrols shall be booked in the Occurrence Book.
- Updating guards of any changes in the level or state of security.
- Ensure that the OB (Occurrence Book) is maintained to the highest standards and that all entries are in chronological order, full, accurate and correct.
- Ensure that all guards new to the assignment are thoroughly inducted on their specific roles and responsibilities and that they read, understand and sign against the Assignment Instructions.
- Carry out or cause to be carried out regular inspections of the perimeter electric fence on any obstruction or damage (fence cut). Such occurrence shall be reported to the Aerodrome Manager and booked in the OB. Immediate action shall be initiated, including in the case of a perimeter breach; report to the Kenya Police, the Chairman, and the Fence Contractor.
- All alarm activations are to be reported to the Aerodrome Manager for action and immediate investigation. The same is to be booked in the OB.

**b) West Gate Guard**

- Report on duty at the change of guard time as directed by Head of Security and take over from the day guard after inspecting the assignment.

- Shall control the movement of vehicles and people to / from the Airpark.
- Shall keep a record of all the vehicles accessing the Airpark.
- Shall ensure the gate remains locked when not in use.
- Shall ensure no un-authorized persons access the Airpark unless there is prior communication from the Chairman or Aerodrome Manager.
- No Boda Boda or Taxi operators shall be allowed entry.
- No Government Official or Council Officials shall be allowed entry unless they have an appointment. The guard shall contact the Chairman, Aerodrome Manager or the Site In-charge for consultation.
- Any incident must be reported immediately to the Chairman or Aerodrome Manager for action and booked in the OB.

**c) Guards in-charge of all other areas**

- Report on duty at the change of guard time as directed
- Shall conduct regular patrols around the Main Apron, Hangars and Western approach.
- Shall physically check and ensure that all doors and windows of the Offices and Hangars are locked.
- Shall conduct regular patrols around the assigned houses, environs & perimeter.
- Shall physically check and ensure that all doors and windows are locked.
- Any incident must be reported to the Site In-charge, Chairman and/or Aerodrome Manager for action and booked in the OB.

**4) ROUTINE**

- Guards are not permitted to leave their posts unless properly relieved. When visiting the toilet during the shift, their posts must be properly covered by the In-charge to ensure there is no break in security surveillance.
- Guards are to patrol their assigned areas immediately on arrival to ensure everything is in order.
- During shift change-over the outgoing guard is to ensure that the incoming guard is fully briefed of any events or incidents that have occurred during the course of the 12 hour shift.
- Night guards are to inspect all doors and windows to ensure they are secure and there is no risk of fire or flooding by water from taps that may have been left running.
- All lost or uncollected items are to be handed over to the Site In-charge who will inform and handover to the Aerodrome Manager. The same shall be booked in the OB

**5) ACCESS CONTROL**

- Unrestricted access is to be given, upon proper identification by a Membership card or Security Pass to the Orly Airpark Limited Shareholders, members of the Aero Club of East Africa, staff of Orly Airpark Limited, and Ms. Kasene Lasiti and her immediate members of the family.
- Kenya School of Flying (KSOF) Personnel and Orly Airpark Staff members must be in possession of Orly Airpark Limited Security Passes, to be conspicuously displayed whilst within the Aerodrome premises.



- Flying students shall carry their Student Pilot Licenses at all times for positive identification.
- No vehicles destined to Ms. Kasene Lasiti's homestead shall enter Orly Airpark through West gate.

#### **6) MAINTENANCE OF REGISTERS**

Only one register shall be held by the guard at the West Gate which captures the following information:

##### **Vehicle / Aircraft Movement Register**

- Date
- Registration No.
- Name of the Driver/Pilot
- Load
- Time in
- Time out
- Signature

#### **7) OCCURRENCE BOOK (OB)**

All information entered in the OB must be clear, concise and accurate (in English) as it may be used in a Court of Law. Entries are to be in chronological order.

The information shall be categorized as follows:

##### **Routine occurrences;**

- ❖ Names of guards on duty
- ❖ Details of visits by Supervisor/ Aerodrome Manager/Chairman
- ❖ Patrol reports
- ❖ Details of instructions received and by whom
- ❖ **Non-routine occurrences;** damage to client property, theft, fires, accidents, irregular staff movements etc.

#### **8) STANDARDS**

- All guards at the assignment shall be expected to portray the best image individually and of Orly Airpark Limited at all times.
- Highest degree of discipline and courtesy will be observed at all times particularly when dealing with customers and visitors.
- Guards are to conduct themselves in a professional manner and remain impartial at all times.
- Guards must be immaculately dressed at all times, with their uniform neatly pressed and boots highly polished
- Guards must be clean shaven every day.
- Guards are prohibited to consume alcohol or smoke whilst on duty or whilst wearing an Orly Airpark Security uniform.
- No guard shall leave his post without being properly relieved and the post adequately covered.
- All persons should be addressed as "Sir or Madam".

**9) EMERGENCIES**

- **AIRCRAFT ACCIDENT/INCIDENT** - The first and foremost consideration in the event of an accident is the safety and well-being of the occupants of the airplane. If there is any possibility of personal injury or the threat of personal injury, an emergency call to the Police must be made to report an aircraft accident along with as much specific information (location, type of aircraft, number on board, etc.) as appropriate.
- Any aircraft fires at the accident site shall be immediately extinguished so as to be able to assist and evacuate persons on board the aircraft and bring them to safety. The one emergency vehicle operated by Orly Airpark Limited shall be used to rush to the scene of an accident.
- Any injured persons shall be immobilized and given First Aid whilst the appropriate medical assistance is contacted by telephone. This includes the nearest Health Centre at Olloolotikosh Village, Kiserian Hospital, Isinya Health Clinic as well as air ambulance services based at Wilson Airport. Orly Ground Staff shall describe the access routes to the Aerodrome, as well as the precise location of the crash site, to various medical and health staff. The Emergency Contacts List (Appendix A) shall be used as a guide. It shall be readily available to ground personnel and be posted at the Aerodrome Lounge and be in permanent possession of senior staff and the Board of Directors.
- Evacuation by air in aircraft of Orly Shareholders and Members shall be considered on a case-by-case basis, as it may (in serious emergencies) be preferable to lengthy road transport of injured persons.
- Two mobile Fire Extinguishers shall be affixed and on permanent stand-by in the Land Cruiser vehicle of the Company, located on the Aerodrome. The vehicle also contains emergency tools, such as pangas, tarimbos, axes, blankets, bolt cutters and medical kits.
- Other fire extinguishers are strategically dispersed throughout Orly Airpark, including at the Aero Club Building, the Aerodrome Lounge, various private houses, as well as all hangars.
- Fire points have been identified and are conspicuously marked.
- The accident site shall be secured as soon as possible by Orly Airpark security staff and Kenya Police, to prevent looting and to secure evidence. Nights guards shall also be arranged immediately by Orly Airpark security staff.
- If it is necessary to close the runway or the Aerodrome because of an accident, the Chairman and/or Company will make the appropriate arrangements with the responsible authorities, (Nairobi Radar, Wilson Tower) and maintain a listening watch on 118.000 MHz to alert any inbound traffic.
- In the unfortunate event of the death of the pilot or occupant, the Chairman of Orly Airpark Limited shall arrange for the necessary notification of family

members. This same notification will be made by the Chairman in cases of injury or those situations where the pilot cannot make the notification.

- The most senior member of Orly Airpark staff present, at the Aerodrome during an incident or accident shall take control: Inform Kenya Police and Orly Airpark Management by telephone. The VHF Ground-to-Air base station shall also be used to inform Nairobi Radar (122.300) and other air traffic (118.000) of the situation.
- The Minister of Transport requires the operator involved in the accident or incident to make the necessary reports to the Accident Investigations Branch and the KCAA. Orly Airpark Limited and/or the Operator shall make such report.
- Generally, the Accident Investigations Branch will release the wreckage for movement after the initial report by the operator has been made. In the event that the operator is not capable of making his/her report, the Chairman, his delegate and/or the Company will notify the MoT that the wreckage must be moved to assure continued safe Aerodrome operations. If the wreckage must be moved to remove persons injured or trapped or to protect the public from injury, certain sketches, descriptive notes, or photographs shall be made of the original condition of the wreckage and any significant impact marks.
- As soon as practical after an aircraft accident/incident the Chairman, his delegate and/or the Company shall make a written record of the meteorological conditions at the time of the accident, and a general statement of the Aerodrome condition, e.g., runway surface condition, obstructions, NOTAMS, lighting, etc. This record shall be placed on file with the Orly Airpark Limited office at the Airpark.

#### 14. Reporting Accidents and Incidents

All accidents/incidents must be reported immediately to the Chief Inspector of Accidents as provided for in the Kenya Civil Aviation Regulations. This may be done directly to the Chief Inspector of Accidents on the following numbers:

Office tel. +254-(0)20-2729200 Ext 40057  
Office Mobile +254-(0)722-527530

Chief Investigator: Eng. Martin Lunani (24/7) 0722 778 773 or 0771 510 169

A report may also be made to the nearest Air Traffic Control unit either by phone or radio.

Telephone contact for the KCAA Area Control Centre is: 254-20-82710

**a) FIRE**

Guards are to be conversant with standard firefighting equipment. For any specialist firefighting equipment on the assignment, this is the responsibility of the client to ensure that the guards are fully inducted and briefed on its operation.

In the event of a fire, the following action shall be taken:

- Inform the Chairman and/or Aerodrome Manager
- Fight the fire using available equipment.
- Cordon the area and direct emergency crews to the scene.
- Record the details in the occurrence book.

**b) INTRUSION**

In the event of intruders, the following action shall be taken:

- Inform the Chairman and/or Aerodrome Manager.
- Secure all perimeter exits.
- Check fence sector for which intrusion is indicated.
- Check entire perimeter fence.
- Direct backup crew to relevant area(s) when they arrive.
- Handover control of incident to Chairman/ Aerodrome Manager on arrival.
- Record the details in the occurrence book.

**c) ALARM ACTIVATION**

In the event of alarm activation, the following action shall be taken:

- Contact the Chairman and/or Aerodrome Manager and relay the above information.
- Secure all perimeter exits in the event of an intruder within the premises.
- Check fence sector for which intrusion is indicated.
- Check entire perimeter fence.
- Record the details in the occurrence book.

**d) ROBBERY**

In the event of robbery, the following action shall be taken;

- Raise the alarm by either whistling or shouting.

- Do not panic; use the applicable means (radio, telephone) to alert other guards.
- Inform the Chairman, Aerodrome Manager and Kenya Police and/or Administration Police.
- Be able to identify positively the physical location of the scene of robbery.
- Seal off the perimeter and secure all possible exits.
- Draw a plan, carry out search and try to arrest the suspects if not fire-armed.
- In case of any arrests made, frisk the suspects for hidden objects and hand them to police for further investigations.
- Make a formal incident report.

#### 4) COMMUNICATION

Guards are not permitted to communicate with or court the attention of the press or any other media agency. They shall try as much as possible to avoid media cameras and deter premises from being captured.

#### 5) KEYS

Guards are not authorized to hold any keys that are used to access the Cottages or the Hangars.

However, they are authorized to hold the following key;

1. West Gate      One key

In the event of keys being left behind or found, they are to be secured with the Chairman or Aerodrome Manager. The Incident is to be recorded in the OB.

#### 6) IMMEDIATE EMERGENCY CONTACT NUMBERS

##### ORLY AIRPARK:

Aerodrome Management      0717 330 622 or 0733 675 815

Operations Manager      072 261 5324

Chairman      0722 855 962

ISINYA POLICE      Station Number      0774 273886

#### SUMMARY

These instructions have been issued as a guide. Guards deployed at the assignment are responsible for the security of the premises and must use common sense and initiative to ensure preventative measures are employed in the event of an incident. These instructions are subject to change **ONLY** in writing by the Aerodrome Manager to the Orly Airpark Security Lead and Operations Manager or in the case of a verbal instruction; this must be followed up by an email endorsing the changes.

These instructions supersede any previous ones.

Signed understood by all OAL Security Guards in 2019

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

STAMP

Head of Orly Airpark security

Declaration by supervisors and guards:

This is to confirm that we, the under listed, who have been assigned security duties to Orly Airpark- kajiado confirm having read and fully understood the above assignment instructions. We individually undertake to ensure they are observed at all times.

ROLE	NAME	SIGNATURE	DATE
Regular Guards	Abdi Kulule		
	Tadicha Galgalo		
	Nelson Kamweru		
	Adan Abdulahi		
	Abdi jibril		
	Joram Chegero		
	Dida Wario		
	David Turere		
	Adan Billa		
	Phillip Lesuari		

**APPENDIX H**

**New Olloolotikosh Aerodrome - Airport Information Publication**

**To update existing in KCAA AIP**

OLLOOLOITIKOSHI HKIK 013452S 0364806E 5500FT THR RWY 10 013448.7S, 0364829.5E THR RWY 28 013456.3S, 0364906.7E THR RWY 07 073482.7S, 0364840.7E THR RWY 25 013471.1S, 0364873.3E	10/28  1200x15  07/25  750x15	5700KG  CabroBlock/ Murram  Grass/Sand	NIL	HJ	Private <i>See conditions governing its operations here below</i>
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***Conditions governing operations***

1. ACFT departing Wilson Airport for Olloolotikoshi shall route via Area II to the Nairobi Control zone boundary, to join Olloolotikoshi Aerodrome Traffic Circuit Zone.
2. ACFT departing Olloolotikoshi Aerodrome for Wilson Airport will either route via Area II or South-east Access lane, after prior authorization by Nairobi Radar.
3. ACFT operating at Olloolotikoshi Aerodrome must be equipped with transponders and operate as per AIC NO.13/2000 as amended.
4. Due to proximity of the aerodrome to Nairobi Control Zone, Southeast Access lane and other arrival/departure routes, ACFT operating at Olloolotikoshi shall contact Nairobi Radar for Traffic Information.
5. Parachute jumping shall be carried out only with approval from Nairobi Approach or Nairobi Radar Unit. Aircraft authorized to climb for paradrops or any other aircraft that wishes to climb higher, shall not climb above 6500 ft unless Radar identified and in communication with Nairobi Approach or the Nairobi Radar.

**APPENDIX I**

## Orly Airpark - Oloolotikosh Aerodrome Management Responsibilities

### Aerodrome Manager

The Aerodrome Manager is responsible for all the day to day running, safety and security of the aerodrome and operations, and of the below managers and their responsibilities. As directed by the Chairman.

The aerodrome manager is also strictly responsible for ensuring that this manual is adhered to and reporting any particular that is not adhered to, to the Chairman.

### Administration Manager

The administration manager is responsible for the day to day running of all Orly Airpark Ltd - Oloolotikosh Aerodrome paperwork and Accounts. As directed by the Aerodrome Manager, and the Chairman.

### Operations Manager

The Operations Manager is responsible for the day to day management of the Orly Airpark Ltd workforce. This includes all aerodrome maintenance and repair work as directed by the Aerodrome Manager. They are also responsible for Aircraft fueling and ensuring all safety issues are reported to the Aerodrome Manager. They are to maintain the Aircraft Register and Staff Register accordingly.

### Assistant Operations Managers

Assistant Operations Managers are responsible for the day to day management of the Aerodrome staff when the Operations Manager is not on duty. They also maintain the same responsibility as the Operations Manager when on-duty.