Cotswold Airport (Kemble) EGBP/GBA Instrument Approach Procedure

RNP APCH Pilots' Brief
(V1.1 May 2021)

The purpose of this Pilot Brief is to inform pilots of **their obligations and actions** to enable the safe operation of the Cotswold Airport IAPs, as published in Reference A. These differ from standard. Further information can be found on the airport's website, www.cotswoldairport.com.

References:

A.   AD 2_EGBP/GBA UK AIP Updated by AIRAC 9/21 9 Sep 2021

Enclosures:

1.   Letter of Agreement (LoA) between RAF Brize Norton and Cotswold Airport, May 2021

CONTEXT

1.   The Cotswold Airport Required Navigation Performance (RNP) Instrument Approach Procedures (IAP) to runways 08 and 26 terminate at a non-Instrument runway, in an unknown traffic environment (Class G airspace) and are served by an Aerodrome Flight Information Service (AFIS). These limitations would normally preclude the implementation of RNP approach procedures.

2.   The Cotswold Airport RNP IAPs have been designed in full compliance with ICAO IAP design criteria (PANS OPS Doc 8168) for aircraft in approach speed categories A, B, C and D to provide an approach that has standard terrain and obstacle clearances. The 3.0˚ vertical path angles are harmonised with the APAPI visual approach guidance (08 32' MEHT & 26 24' MEHT).

3.   The increased Obstacle Clearance Height (OCH), above that calculated by design, is an additional safety margin set by the CAA; the OCH to not be lower than 500 feet QFE, irrespective of validated and designed actual OCH. Please see our UK AIP Plates for the OCH defined for Cat A and B, Cat C and Cat D aircraft.

4.   The safety of the approach is dependent on participating aircraft commanders' meeting their responsibilities to ensure that these Safety Requirements, that may be unique to the Cotswold Airport approach procedures, are satisfied.

5.   The actions described in this brief may differ from those promulgated for the conduct of an RNP approach at other aerodromes without an Approach Control service. Participating Pilots are required to meet the conditions within this brief but may supplement them with additional actions they consider necessary for the safe conduct of an approach. Cotswold Airport holds a CAA exemption from ANO Article 183b to operate these IAPs.

LOCAL AIRSPACE

6.   Pilots are reminded that RAF Brize Norton and RAF Fairford aerodromes are located to the east and an active glider site (Aston Down) is 3Nm to the north west. Cotswold Airport is identifiable on the Cotswold Plateau, both through proximity to the Cotswold Water Park area (on the eastern edge of the ATZ) and through the number of in-storage CAT aircraft visible from at least 10Nm away. Traffic volumes in the airspace surrounding Cotswold Airport are relatively low, particularly in IMC. Pilots must recognise, that there remains a small, but non-zero, risk of other aircraft operating in the vicinity of the approach procedure or entering the Cotswold Airport ATZ, unknown to the Cotswold Airport ATS operator when an aircraft is participating in an instrument approach.

7.   The low levels of traffic participating in the Cotswold Airport IAPs, together with the low number of movements in the vicinity of the aerodrome, help ensure that the absolute value of the risk of conflict whilst participating in the Cotswold Airport RNP approaches in IMC isextremely low.

8.   This risk can be further mitigated by participating pilot

   a.   Maintaining situational awareness by continuously monitoring the Cotswold Airport (c/s **Kemble Information**) frequency (**118.430 MHz)** during the arrival route and on the RNP approach.

   b.   In IMC, request a traffic service from neighbouring RAF Brize Norton's LARS.

   c.   Under VFR when either visual and/or below Decision Altitude, maintaining 'See and Avoid'.

   d.   Selecting transponder squawk code C2000.

AERODROME FLIGHT INFORMATION SERVICE

9.   Pilots are reminded they will not be in receipt of an Air Traffic Control Service.

10.   The Cotswold Airport AFISO, callsign *"Kemble Information"* has a responsibility to assist pilots to prevent conflict between known flights by passing traffic information to both participating and non-participating aircraft. It can provide an ATS basic service locally.

11.   As a FISO cannot issue a clearance for an aircraft to commence an approach nor provide an approach control service, it will be the aircraft commander's decision whether to proceed beyond an Initial Approach Fix based on traffic information and METARs available at the time.

12.   A FISO can issue instructions to aircraft on the ground but not to those airborne; i.e ground manoeuvre and holding is controlled.

13.   Cotswold Airport can only accept one IFR aircraft on the IAP at any time. This is managed through the PPR IAP arrival slot system and an approach time slot will be allocated during initial flight planning and PPR requests. These slot times **must** be adhered to. Submission of a Flight Plan alone does not constitute a PPR and IAP Slot allocation.

14.   Standard radio communications failure procedures apply – UK AIP ENR section 1.1 refers. The squawk will alert RAF Brize Norton's radar operators, who will pass this information to Cotswold Airport's tower via dedicated phone link. If a comms failure is experienced once the crew have confirmed intentions to fly the approach and at the IAP, then Cotswold Airport will assume the aircraft will continue to fly the approach until touch down and follow its own procedure accordingly.

AIRPORT

15.   Cotswold Airport's runway 08/26 is a Code 3c non-precision instrument runway with a protected 105m strip width and 1:7 transitional surfaces. The runway is marked to EASA standards, although in the event of a lateral runway excursion, it should be noted that the full 140m runway strip and transitional surface for a non-precision Instrument runway may not be free from obstacle penetrations throughout the full length of the runway strip. The inset thresholds of each runway end provide comparable protection to a Runway End Safety Area in respect of a longitudinal Runway Excursion.

16.   The Meteorological services provided by Cotswold Airport are 'unofficial', for cloud base

and visibility. An allowance has been made through the addition of a 'buffer' in the Obstacle Clearance Height (OCH) for each approach procedure. At the Final Approach Fix, participating pilots should perform a cross check to confirm that the charted height corresponds to the vertical path indication. Local METARs are available from RAF Brize Norton (19Nm east), Bristol Airport (30Nm south west) and RAF/USAF Fairford (10Nm east) provides an ATIS service.

IAP CONCEPT OF OPERATION

17.   In the absence of an ATC service, Cotswold Airport (Kemble Information) is unable to coordinate recovering traffic, or to integrate IFR and VFR traffic. Aircraft conducting an Instrument approach to Cotswold Airport will be under managed segregated from other IFR arrivals and VFR traffic in the vicinity of the Aerodrome through the assignment of a time slot for the approach during which, the participating aircraft will have exclusive access to Cotswold Airport visual circuit, which will be sterilised before the participating IAP aircraft reports at the FAF.

18.   When the approaches are flown in VMC, the commander of the participating aircraft remains responsible for maintaining a visual lookout, iaw SERA.

PRIOR PERMISSION REQUIRED (PPR)

19.   Cotswold Airport has an Ordinary Aerodrome Licence issued by CAA (P863) for use by persons specifically authorised by the holder of the aerodrome licence, Kemble Air Services Ltd. Authorisation to use the aerodrome and by virtue the RNP Approach is granted through a Prior Permission Required (PPR) process, as notified in the Airport's UK AIP entry.

20.   The RNP approach procedures may only be flown in properly equipped aircraft with the procedure loaded from an official data-card within its' period of validity by a pilot holding the correct licence privileges/ratings with an RNP endorsement.

21.   Pilots intending to participate in the approach are required to make a PPR request by telephone (+44 (0)1285 771177) or email to ops@cotswoldairport.com prior to departure and before submitted a flight plan. As part of the PPR approval, Cotswold Airport will issue a strict 30-minute timeslot that provides small margins for early or late arrivals, in which the IAP, including any missed approach must be completed. The airport does not accept PPR by email or voice message.

22.   Urgent airborne requests direct to *Kemble Information* for use of the IAP's when un-forecasted deterioration from VMC to IMC may necessitate use of the RNP approach for safety, as local traffic permits.

23.   Within the allocated slot for an RNP Instrument approach, Cotswold Airport will ensure:

    a.   Within the timeslot, or at least until the aircraft conducting the Instrument Approach has landed, the aerodrome and the aerodrome circuit will be closed to VFR traffic by the Cotswold Airport AFISO.

    b.   There will be no other timeslot within 30mins of another timeslot to deconflict consecutive arrivals, including early/late buffers.

    c.   There will be no IFR departing aircraft.

    d.   The Airport does not accept non-radio aircraft and Parachute operations are not permitted.

e.   The runway is confirmed to be clear of obstructions.

f.   Confirm the runway lighting is serviceable and switched on if required.

24.   To avoid an unnecessary aircraft overdue report and disruption to Cotswold Airport operations, pilots are requested to ensure that Cotswold Airport is notified at the earliest opportunity if an arranged PPR time slot will not be occupied.

25.   As part of the PPR to use the IAP, pilots will be asked to confirm their familiarity with this brief. Filing an IFR flight Plan **does not** constitute obtaining authorisation to fly the IAP or be allocated a 60-minute time slot.

CONDUCT OF AN RNP APPROACH TO EGBP/GBA COTSWOLD AIRPORT.

26.   **Prior to departure:** Pilots should confirm the authorisation of an allocated 60-minute timeslot. Filing an IFR flight Plan does not constitute obtaining a 60-minute timeslot. Failure to do so, may preclude the availability to the IAP.

27.   **During arrival**. Pilots are encouraged to take an appropriate service from RAF Brize Norton LARS (124.275). If arriving via the National Airways system pilots can expect an initial handover to Brize Radar. 15. Brize ATC shall endeavour to ascertain from the pilot what type of approach is required at Cotswold Airport and shall inform Cotswold Airport if any IFR AS inbound as soon as practically possible to aid their planning subject to controller workload. Due to the nature of the BZN controlling task, aircraft operating under IFR will be provided with the type of service requested by the pilot however, positioning to the IAF falls under pilot responsibility. BZN controllers will endeavour to release aircraft recovering to Cotswold Airport to own navigation at the earliest opportunity iaw the radar service being provided.

28.   When at **25Nm** from Cotswold Airport call Kemble Information (118.430 MHz) announcing the Intention to conduct an RNP approach to Runway [08/26] within the allocated timeslot, **before** commencing at any of the Initial Approach Fixes. Kemble Information will respond by:

a.   Confirm authorisation to fly the approach through requesting report of Initial Approach Fix identified (BUSVE, AXSOC or ACKEC)

b.   Confirming the active runway

c.   Provide unofficial weather observations, as required

d.   Request next call at the Final Approach Fix

29.   When **within 25Nm** and, **not above FL40**, squawk code C2000 to allow neighbouring Radar Air Traffic Service Units to identify the intent of the aircraft.

30.   Recovering aircraft requiring a service from BZN ATC, remaining outside BZN Controlled Airspace, should freecall Brize Radar on its published frequency. External agencies will be provided with this frequency when BZN ATC are pre-noted with details of inbound aircraft that are remaining clear of BZN Controlled Airspace.

31.   A BUSVE IAF join will require a transit of BZN Controlled Airspace. Crew should freecall Brize Zone at least 15 miles or 5 minutes flying time from the edge of BZN Controlled Airspace. External agencies will be provided with this frequency when BZN ATC are pre-noted with details of inbound aircraft that will require to transit BZN Controlled Airspace.

32.   **During the Approach**

a.   **At the Initial Approach Fix (IAF)**; Confirm aircraft commencing the approach at

the named IAF. Kemble Information will acknowledge and confirm runway in use, QNH/QFE and either traffic info or no known traffic. ATS will start to clear the visual circuit of other aircraft.

b. **At the Final Approach Fix (FAF);** Call at the FAF. Kemble Information will acknowledge and provide wind and confirm that runway is available to land at pilot's discretion.

c. **When visual with the runway;** follow visual APAPI guidance and maintain an active lookout for other traffic.

d. **At the Charted OCH.** Pilots must not descend below the charted OCH unless visual with the runway and/or runway lighting. If the visual transition has not been completed at the OCH, initiate a missed approach and inform Kemble Information of intent. Sufficient time is calculated into the IAP slot time to execute one missed approach.

33. **Missed Approach;** if parts of the missed approach are flown in VMC, maintain VFR 'See and Avoid'. A second approach may be undertaken if it can be completed within the allocated timeslot.

a. If a missed Approach is executed for a RW26 arrival, continue to follow the IAP profile until below 1800ft and outside controlled airspace, follow the charted transition route back to the IAF, from the MAPt or divert to your planned alternate airfield. Pilots are responsible for co-ordination with the relevant Air Traffic Service Unit.

Enclosures:

1. RAF Brize Norton and Cotswold Airport Letter of Agreement (LoA).

Letter of Agreement (LoA) between RAF Brize Norton and Cotswold Airport

Times

1. All times in this LoA relate to Local.

Background

2. RAF Brize Norton (BZN) is the largest station in the Royal Air Force and is home to the RAF's Strategic and Tactical Air Transport and Air-to-Air refuelling fleet.

3. RAF Fairford is a standby United States Air Force base and is also the home of the Royal International Air Tattoo (RIAT).

4. Cotswold Airport is a busy General Aviation airport with Commercial Air Transport (CAT) operations. Situated SW of BZN Controlled Airspace and West of RAF Fairford, many of the procedures overlap and require both units to operate in close co-operation. Cotswold Airport is manned by Kemble Air Services Ltd Flight Information Service Officers and provides no radar service to Air Systems (AS).

General

5. BZN ATC is open H24 and operates a multitude of SIDs and STARS which are published in MIL AIP, as well as providing radar vectored approaches to both instrument runways (07 and 25). Brize LARS operates 0900-1700, 7 days a week.

6. RAF Fairford is activated by NOTAM and operates a multitude of SIDs and STARS which are published in MIL AIP, as well as providing radar vectored approaches to both instrument runways (09 and 27). All departures and recoveries are controlled by BZN ATC.

7. Cotswold Airport is open 7 days a week 0900 – 1700 although does permit out of hours extensions to visiting AS from 0500 – 2200. Occasional night rating training is conducted. Cotswold Airport will inform BZN ATC of any night operations. Cotswold Airport operates RNP Instrument approaches to both runways (08 and 26), which are published in the (Civ) UK AIP.

BZN Controlled Airspace

8. A Class D Control Zone (CTR) is established around BZN aerodrome departure and arrival routes to provide a safe and known traffic environment for its AS to operate within.

9. AS from Cotswold Airport are to remain outside BZN Controlled Airspace unless they have received a positive clearance to enter the airspace from the BZN Zone Controller on its published frequency.

BZN responsibilities

10. During its hours of operation, BZN ATC are to inform Cotswold Airport when the Fairford MATZ is active and on cessation of activity.

11. BZN ATC will advise Cotswold Airport when RAF Fairford RW09 is active for inbound AS, RW 27 for outbound AS.

12.   During published LARS hours BZN Radar will provide a LARS to Cotswold Airport departures and inbounds within their irreducible capacity[1].

13.   AS requiring a service from BZN ATC, remaining outside BZN Controlled Airspace, should freecall Brize Radar on its published frequency. External agencies will be provided with this frequency when BZN ATC are pre-noted with details of inbound AS that are remaining clear of BZN Controlled Airspace.

14.   AS requiring a service from BZN ATC, wishing to transit BZN Controlled Airspace should freecall Brize Zone at least 15 miles or 5 minutes flying time from the edge of BZN Controlled Airspace. External agencies will be provided with this frequency when BZN ATC are pre-noted with details of inbound AS that will require to transit BZN Controlled Airspace.

15.   For AS inbound to Cotswold Airport, BZN ATC shall endeavour to ascertain from the pilot what type of approach is required at Cotswold Airport and shall inform Cotswold Airport if any IFR AS inbound as soon as practically possible to aid their planning; subject to controller workload. Due to the nature of the BZN controlling task, AS under IFR will be provided with the type of service requested by the pilot however, positioning to the IAF falls under pilot responsibility. BZN controllers will endeavour to release AS to own navigation at the earliest opportunity iaw the radar service being provided.

16.   BZN ATC shall release IFR AS inbound to Cotswold Airport for RW26, once clear of BZN Class D airspace, iaw type of service requested in class G airspace. AS inbound to Rwy 08 will be released to own navigation at the earliest opportunity. The AS will be told to maintain ORCAM squawk (if applicable) or to Squawk conspicuity.

Cotswold Airport Responsibilities - RNP Instrument Approaches

17.   Cotswold Airport operates RNP approaches to both runways (08 and 26) between 0900 and 1700 only and limited to a maximum of five approaches per day. Cotswold Airport will coordinate their runway alignment with BZN and Fairford for Instrument Approach Procedures (IAPs).

18.   BZN ATC will place priority on their departures and arrivals, and this may result in Cotswold Airport inbound Performance Based Navigation approaches via BUSVE, to be required to remain clear of BZN Controlled Airspace. Cotswold Airport will be informed if there is a delay to the approach of the AS. This may also mean the AS may need to Join the 26 IAP via AXSOC. Joins to AXSOC and ACKEC do not require a BZN zone transit service.

19.   Cotswold Airport are to inform BZN ATC if an AS on an IAP executes a Missed Approach. Should the AS wish to attempt a 2nd IAP, Squawk conspicuity and remain with Cotswold Airport frequency. Should the AS wish to divert, freecall Brize Radar/Zone appropriate to the direction of travel. A LARS will be provided within the controller's irreducible capacity.

Airways Joining Clearances

20.   Due to the proximity of Cotswold Airport to BZN, during Brize LARS hours, Cotswold Airport may request BZN ATC assistance in obtaining and passing airways joining clearances. This is subject to Controller workload.

21.   For all departures Cotswold Airport are to pre-note to BZN ATC by forwarding a copy of the AS flight plan via the AFPEX network to address EGVNZGZX.

22.   For MALBY departures the following procedures apply:

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[1] BZN ATC Controllers Order Book Part 2-2. LARS controllers are permitted to control up to 8 aircraft of which 4 may be in receipt of a Radar Service, with a maximum of 2 DS.

a. Cotswold Airport will notify BZN ATC via telephone when the AS is taxiing for departure.

b. BZN ATC shall obtain airways joining clearance for Cotswold Airport to pass to the AS prior to it departing.

c. Prior to departure, and subject to RAF Fairford operations and conflicting traffic in the vicinity of Cotswold Airport, BZN ATC may impose a call for release on the departing AS.

d. Cotswold Airport will then instruct IFR AS to depart, to a level agreed with BZN ATC and remain outside BZN Controlled Airspace. Once airborne the AS will be instructed to continue with BZN Radar for a radar service.

e. Should BZN ATC be unable to assist due to Controller workload, London Information will be able to assist and AS must remain outside BZN Controlled Airspace.

23. For Daventry (DTY) and Honiley (HON) departures the following procedures apply:

a. When taxiing for departure, Cotswold Airport will obtain airways joining clearance from TC (Terminal Control) Midlands Assistant on 02380 401004.

b. Cotswold Airport will notify BZN ATC via telephone when the AS is taxiing for departure and supply the airways joining instruction.

c. BZN ATC will provide a BZN squawk.

d. Prior to departure, and subject to RAF Fairford operations and conflicting traffic in the vicinity of Cotswold Airport, BZN ATC may impose a call for release on the departing AS.

e. Cotswold Airport will then instruct IFR AS to depart, to a level agreed with BZN ATC and remain outside BZN Controlled Airspace. Once airborne the AS will be instructed to continue with BZN Radar for a radar service.

f. Should BZN ATC be unable to assist due to Controller workload, London Information will be able to assist.

24. For NITON departures the following procedures apply:

a. Cotswold Airport will notify BZN ATC via telephone when the AS is taxiing for departure and its requested Flight Level and an estimated time to NITON.

b. BZN ATC will provide a BZN squawk.

c. Prior to departure, and subject to RAF Fairford operations and conflicting traffic in the vicinity of Cotswold Airport, BZN ATC may impose a call for release on the departing AS.

d. Cotswold Airport will then instruct IFR AS to depart, to a level agreed with BZN ATC and remain outside BZN Controlled Airspace. Once airborne the AS will be instructed to continue with BZN Radar for a radar service.

e. Brize Radar will then obtain and pass the airways joining instructions after departure from Cotswold Airport.

f. Should BZN ATC be unable to assist due to Controller workload, London Information will be able to assist and AS must remain outside BZN Controlled Airspace.

25. During Cotswold Airport hours of operation, traffic information is available from Cotswold Airport on known traffic in their vicinity. Cotswold Airport will pre-notify BZN of any AS booked onto their RNP IAP approach slots.

Unusual Aerial Activities

26. When unusual activities take place affecting either airfield (e.g. air displays or tactical manoeuvres) the operating authorities are to ensure suitable prior notification.

Royal Flights

27. CAS (T) will be established for Royal Flights arriving or departing Cotswold Airport. To comply with the CIV AIP and the rules regarding IFR traffic inside Class D Airspace the following procedures must be in place once CAS (T) is established around Cotswold Airport:

   a. All AS operating within the Cotswold Airport ATZ shall squawk Mode 3/A 7010, unless otherwise agreed with BZN ATC.
   b. All AS operating from Cotswold Airport intending to remain in the designated traffic pattern must fly within the lateral confines of the ATZ and not be above 2500 feet Brize QNH.
   c. Telephone liaison is essential between BZN Supervisor / ATCO IC and Kemble Air Services Ltd Duty FISO to confirm the establishment and cessation of any Class D Airspace.
   d. Non-transponding AS must land or vacate CAS (T) when the Royal Flight is inbound and within 30 miles of Cotswold Airport or taxiing for departure, unless otherwise agreed with BZN ATC.

28. Should the Royal Flight be VFR inbound, Cotswold Airport must contact BZN ATC prior to any AS getting airborne and inform them of the intended direction of the departing AS. That AS must squawk 3/A 3726 and be not above 2500ft Brize QNH until outside of the confines of the CAS (T) airspace. AS unable to squawk are subject to release from BZN ATC.

29. All AS inbound to Cotswold Airport must contact Brize Zone before entering CAS(T) this will allow sufficient time for identification. The aircraft must squawk Mode 3/A 3726 and be not above 2500ft Brize QNH. BZN ATC will inform Cotswold Airport of the direction of the arriving aircraft. Inbound AS unable to squawk Mode 3 may be subject to a delay depending on the proximity of the Royal Flight AS.

30. All AS operating within the Cotswold Airport ATZ and squawking Mode 3/A 7010 will be deemed not above 2500ft Brize QNH. This will allow Cotswold Airport to continue to operate their visual circuit once CAS (T) is established. Close liaison with the BZN Supervisor and the Cotswold Airport duty FISO will determine when and which AS must vacate the CAS (T).

31. Any AS wishing to transit CAS (T) must call BZN Zone.

32. This order can be applied during both VFR and IFR conditions. If the weather is below VMC criteria all Cotswold Airport VFR AS will remain on the ground or outside of the limits of the CAS (T).

33. The CAS (T) will be deactivated when the Royal Flight has landed or deemed en route by the BZN ATC Supervisor.

Application of this LoA

34. The LoA will be applied as follows:

   a. In an emergency, both parties will exercise discretion in their compliance with this LoA and inform the other party as soon as practicable afterwards.
   b. Temporary deviations from this LoA can be verbally agreed between BZN ATC Supervisor / ATCO IC and Cotswold Airport Duty FISO.
   c. Permanent amendments to this LoA will be agreed by written agreement between the signatories below.
   d. This document shall be incorporated into pilot briefings at Cotswold Airport and should be included in any other relevant documentation as necessary in accordance with Cotswold Airport procedures.

SATCO
RAF BZN Norton
Dated: May 21

Operations Director
Cotswold Airport
Dated: May 21