

**FAO. Mr David Oliver**  
**Clerk Engineer**  
Romney Marsh Internal Drainage Board  
New Hall, Dymchurch  
Romney Marsh  
Kent.

Friday 6<sup>th</sup> February 2009.

Dear Mr Oliver,

Further to your discussions with Ms Eilish Loftus at Indigo Planning Ltd she has requested that we write to you setting out access arrangements to the drains around or within the airport land.

Over the past few years I have been responsible for aerodrome operations, I have regularly met with your operatives to discuss issues regarding safety and access prior to any clearance of drainage around the airport. This cooperation is important so that neither company is inconvenienced during the works.

Due to the long reach boom in use on your machinery, clearance of ditches which are directly on the approach and departure tracks of the runway have the potential to bring both your operator and aircraft at risk of collision during the immediate landing or take-off phase.

In order to eliminate this risk, arrangements have previously been made for these works to be performed outside of our normal operational hours. This appears to have worked well for both the airport and the operative.

However, in order to formalise the situation we have prepared an operational process based on past experience and taking in to consideration the risks involved which is set out below. We would appreciate any input or views you may have in order that the safety of your staff and aircraft using the facility are not placed in any foreseeable risk.

- The IDB will advise the airport in writing of approximate dates for commencement of works.

All correspondence should be directed to:

**Airport Operations Manager**

London Ashford Airport (Lydd)

Lydd,

Kent. TN29 9QL

[bernard.daly@lydd-airport.co.uk](mailto:bernard.daly@lydd-airport.co.uk)

Tel: 01797 322400 (airport switchboard)

Tel: 01797 320881 (Lydd Air Traffic Control Unit)

Tel: 07944 809868 (Duty Manager H24)

Fax: 01797 322419

- Where necessary, a site meeting will be held at the airport to establish appropriate contact numbers (including the equipment operator whilst on site) the scale of works, duration / timescale and any special arrangements required.
- Works within the vicinity of the runway ends will be performed outside of normal operating hours. (Operational Hours Summer / Winter 2009 – 2010 are: 09:00 – 19:00 Hours Local time)
- Works on the boundary of the aerodrome to the East and West of the runway may be undertaken during operational hours.
- The IDB will ensure that the machine operator contacts the airport in order to pre-arrange access to ditches within the aerodrome boundary.
- The airport authority will ensure that reasonable access to the aerodrome is made available through the perimeter gates as necessary to accommodate repositioning of machinery etc. During operational hours aerodrome access which entails crossing the runway, approach and departure tracks will be escorted by airport authority staff.
- The vehicle operator will report any breakdown of the equipment which is situated within the runway line, departure or approach tracks as soon as possible to the Lydd Air Traffic Control unit or the Duty Manager on the 24 hour monitored line.
- The airport authority Fire Department (RFFS) operates as a local area first response unit in support of the local authority ambulance service. Under normal circumstances, the fire service will be available to assist your staff with any emergency incidents, summoning external emergency services and first aid assistance. Any such requests must be relayed to the Air traffic Control unit in the first instance or if not contactable, the Duty Manager on the 24 hour monitored line.

- Once a pre-arranged area has been completed within the aerodrome boundary, the operator will ensure that the air traffic control unit is informed and aware of the next location the equipment is going to track, airport authority staff will be dispatched to escort as required or pre-arranged.

The process as above is based upon normal operating conditions and timings. As the airport is licensed 24 hours, it is likely that we may elect to accept arriving or departing aircraft outside of our normal hours, and in support of this last minute changes may apply in order to maintain operational safety at all times. Any deviation from the basic understanding would be related to your operative or nominated representative as soon as operationally practicable.

I trust you are happy with the above and would ask that you contact me to discuss should you have any concerns.

Kind regards,



**Bernard Daly**  
**Airport Operations Manager**