



Bay Usage Policy

Part A CASA Part 139 - Aerodromes

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Amendment Record

Revisions to this document are dated and a new version number assigned accordingly. In addition to recording the date of change for each section or page of this manual, a summary of the changes made is also recorded.

Version no.	Date of change	Parts and page	Summary of change(s)
1.0	January 2025	N/A	Do not obtain records of previous amendments
18.00	September 2026	All	Complete review to ensure in line with MOS139 Chapter 25 SMS

Distribution List

Electronic or printed copies of this document are distributed as follows:

Copy No. (if assigned)	Manual holder	Electronic Format	Hard copy
1	AVCRM, Mildura Airport	1	0
2	Mildura Airport Website	1	0

Reference and Related Documents

Document Type	Document
Related document	Mildura Airport Aerodrome Manual
Related document	Mildura Airport Safety Management System
Related document	Mildura Airport Transport Security Program
Related document	Airside Vehicle Control Handbook
Related document	Airport Emergency Plan
Related document	Wildlife Hazard Management Plan
Reference	Civil Aviation Safety Regulations Part 139 – Aerodromes
Reference	Civil Aviation Safety Authority Part 139 Manual of Standards
Reference	Aviation Transport Security Act 2004
Reference	Aviation Transport Security Regulations 2005
Reference	International Civil Aviation Organization Annex 14 – Aerodromes

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1. Introduction

Mildura Airport Pty Ltd is responsible for the allocation and management of aircraft parking bays at Mildura Airport. This policy has been developed to provide a consistent approach to aircraft bay allocation while ensuring the safe, secure and efficient use of the Regular Passenger Transport apron. It applies to all airlines, ground handling agents, contractors and other operators using the Regular Passenger Transport apron.

This policy has been developed in accordance with the Civil Aviation Safety Regulations, the Civil Aviation Safety Authority Part 139 Manual of Standards, the Mildura Airport Aerodrome Manual, and, where applicable, the standards and recommended practices contained within International Civil Aviation Organization Annex 14 – Aerodromes.

2. Responsibilities

2.1 Mildura Airport Pty Ltd

Mildura Airport Pty Ltd is responsible for the overall management and allocation of aircraft parking bays on the Regular Passenger Transport apron.

Airport Administration will;

- Allocate aircraft parking bays in accordance with this policy.

- Publish and communicate planned bay allocations.

Mildura Airport Aerodrome Reporting Officers will;

- Manage bay allocation changes resulting from operational requirements, aircraft unserviceability, diversions or emergencies.

- Coordinate with airlines and ground handling agents to ensure the safe and efficient use of the apron.

- Monitor compliance with this policy and provide operational directions where required.

2.2 Safety & Security Compliance Manager

The Safety & Compliance Manager is responsible for:

- Approving variations to this policy where operationally necessary.

- Resolving aircraft parking conflicts that cannot be managed through normal operational procedures.

- Reviewing the effectiveness of this policy and approving amendments.

2.3 Aerodrome Reporting Officers

Aerodrome Reporting Officers are responsible for:

- Managing day-to-day aircraft bay allocations.
- Coordinating aircraft movements with airlines and ground handling agents.
- Approving the use of Bay 4A.
- Approving reverse parking of SAAB 340 aircraft on Bays 1 and 2 when operationally appropriate.
- Monitoring apron operations and ensuring compliance with this policy.
- Reporting operational issues affecting aircraft parking or apron safety.

2.4 Airlines and Ground Handling Agents

Airlines and their appointed ground handling agents are responsible for:

- Parking aircraft only in the allocated bay unless otherwise authorised by Airport Operations team.
- Advising Airport Operations team of schedule changes, diversions and aircraft unserviceability as soon as practicable.
- Marshalling aircraft and passengers in accordance with approved procedures.
- Ensuring the safe movement of passengers and maintaining the separation of screened and unscreened passengers where applicable.
- Relocating unserviceable aircraft when directed by Airport Operations team.
- Ensuring staff comply with all applicable airport operational and safety requirements.

2.5 Contractors and Other Operators

Contractors, tenants and other operators accessing the Regular Passenger Transport apron are responsible for:

- Complying with the requirements of this policy and all lawful directions issued by Airport Operations team.
- Conducting activities in a manner that does not adversely affect aircraft operations or apron safety.
- Maintaining appropriate approvals, licences and security requirements while operating on the apron.

3. Bay Allocation Principles

3.1 General

Aircraft parking bays are allocated to ensure the safe, secure and efficient use of the apron while maintaining the orderly movement of aircraft, passengers, vehicles and ground service equipment (Ground Service Equipment).

Aircraft parking bays are allocated by Airport Operations team in accordance with the published aircraft schedule, operational requirements and this policy. While every effort will be made to allocate aircraft to their preferred parking bay, operational circumstances may require an alternative bay to be used.

Airport Operations team reserves the right to amend bay allocations at any time where necessary to maintain the safe and efficient operation of the aerodrome.

The objective of aircraft bay allocation is to maximise the safe and efficient use of the Regular Passenger Transport apron while maintaining appropriate separation between aircraft, passengers, vehicles and ground service equipment and ensuring the operational requirements of scheduled Regular Passenger Transport services are met.

3.2 Bay Allocation Priorities

Unless otherwise directed by Airport Operations team, aircraft parking bays will be allocated in accordance with the following priorities:

1. Scheduled Scheduled Regular Passenger Transport services have priority over unscheduled Regular Passenger Transport, charter and General Aviation aircraft.
2. Bay allocations are based on the published weekly aircraft schedule.
3. Diversions, aircraft unserviceability, apron works, emergency operations or other unforeseen circumstances may require aircraft to be allocated to an alternative bay.
4. Aircraft carrying unscreened passengers will, where practicable, be allocated to bays that facilitate the safe separation of screened and unscreened passengers.

3.3 Standard Bay Allocation

Bay	Primary Allocation	Secondary Allocation	Remarks
1	Scheduled Regular Passenger Transport	As directed by Airport Operations team	Reverse parking permitted for SAAB 340 aircraft with Duty Aerodrome Reporting Officer approval.
2	Scheduled Regular Passenger Transport	As directed by Airport Operations team	Reverse parking permitted for SAAB 340 aircraft with Duty Aerodrome Reporting Officer approval.
3	Scheduled Regular Passenger Transport	As directed by Airport Operations team	Used when Bays 1 or 2 are unavailable.
4	Regular Passenger Transport overflow, diversions, unscreened arrivals	Regular Passenger Transport overflow, diversions, unscreened arrivals	Bay 4A may be used by Dash 8-300 and Q400 aircraft with Duty Aerodrome Reporting Officers approval.
5	Regular Passenger Transport overflow and diversions	Regular Passenger Transport overflow and diversions	Primarily utilised for General Aviation operations when available. May be allocated to Regular Passenger Transport overflow, diverted aircraft or other

3.4 Allocation Variations

Airport Operations team may vary the standard bay allocation where required to:

- Maintain safe aircraft separation;
- Accommodate aircraft type or operational requirements;
- Facilitate passenger screening requirements;
- Manage diversions or aircraft unserviceability;
- Support maintenance or works activities; or
- Respond to emergencies or other operational circumstances.

Airlines and ground handling agents must not relocate or park an aircraft in a different bay without the approval of Airport Operations team.

4. Operational Requirements

4.1 General

Aircraft operating on the Regular Passenger Transport apron shall comply with the requirements of this policy and any directions issued by Airport Operations team. Where operational circumstances require, Airport Operations team may issue instructions that vary from the standard bay allocation or procedures to ensure the continued safe and efficient operation of the aerodrome.

4.2 Aircraft Marshalling

All aircraft parking on the Regular Passenger Transport apron shall be marshalled onto the allocated parking bay by appropriately trained personnel in accordance with approved operating procedures.

4.3 Schedule Changes

Airlines and ground handling agents shall advise Airport Operations team of any known schedule changes as soon as practicable.

Where practicable, airlines should provide Airport Operations team with as much notice as possible of known schedule changes. Planned schedule changes should be notified no later than 1700 hours on the preceding day. Permanent timetable changes should be provided at least seven (7) days in advance.

Schedule changes that may result in parking conflicts or apron congestion shall be discussed with Airport Operations team prior to the aircraft's arrival.

4.4 Diversions

Airport Operations team shall be notified immediately when an aircraft diversion to Mildura Airport becomes known.

Diverted aircraft will be allocated a parking bay based on operational requirements and available apron capacity. Scheduled Regular Passenger Transport services will generally retain priority over diverted aircraft unless otherwise determined by Airport Operations team.

Where passenger disembarkation is required, airlines or their ground handling agents shall coordinate arrangements with Airport Operations team before commencing passenger movements.

4.5 Unserviceable Aircraft

Aircraft that become unserviceable on the Regular Passenger Transport apron shall be relocated as soon as practicable, where safe to do so;

The airline or ground handling agent shall notify Airport Operations team of:

- the nature of the aircraft unserviceability;
- the expected duration of the aircraft remaining on the apron; and
- any operational impacts associated with the aircraft.

4.6 Passenger Marshalling

Passengers shall be escorted along the designated pedestrian walkways between the terminal and aircraft by the airline or ground handling agent.

Boarding and disembarkation activities may be temporarily suspended where aircraft taxiing movements create a safety risk.

4.7 Apron Safety

Aircraft, vehicles and personnel operating on the apron shall comply with all applicable aerodrome operating procedures.

Particular attention shall be given to:

- aircraft jet blast and propeller wash;
- aircraft taxiing movements;
- designated vehicle routes and holding points;
- pedestrian safety; and
- maintaining adequate clearance from aircraft and operating equipment.

compliance with designated aircraft lead-in and parking markings.

4.8 Ground Service Equipment

Ground Service Equipment shall only be stored within locations designated by Airport Operations team.

Equipment shall be maintained in a safe condition and positioned so that it does not obstruct aircraft movements, emergency access or passenger walkways.

Long-term storage of Ground Service Equipment on the Regular Passenger Transport apron is not permitted unless approved by Airport Operations team.

5. Security Requirements

5.1 General

Mildura Airport is a security-controlled airport under the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005. All persons accessing the Regular Passenger Transport apron shall comply with applicable aviation security legislation, the Airport Transport Security Program and the directions of Airport Operations team.

The Regular Passenger Transport apron is a security-sensitive operational area, therefore access is restricted to personnel with a valid operational requirement.

5.2 Passenger Management

Airlines and their appointed ground handling agents are responsible for the safe supervision and control of passengers while they are on the apron.

Passengers shall comply with directions provided by Airport Operations team and airline staff.

5.3 Screened and Unscreened Passengers

Airlines and ground handling agents are responsible for ensuring screened and unscreened passengers remain separated in accordance with applicable aviation security legislation and the Airport Transport Security Program.

Where practicable, aircraft carrying unscreened passengers shall be allocated parking bays that assist in maintaining passenger segregation.

Where passenger paths may conflict, boarding or disembarkation activities shall be managed to maintain the required separation.

5.4 Access to the Regular Passenger Transport Apron

Only authorised persons with a valid operational requirement may enter the Regular Passenger Transport apron.

All personnel shall comply with applicable access control requirements, including:

- Displaying a valid Aviation Security Identification Card

- Displaying a valid Visitor Identification Card

- Complying with escort requirements where applicable;

- Following all directions issued by Airport Operations team; and

- Remaining clear of aircraft operating areas unless required to perform authorised duties.

A Visitor Identification Card does not authorise unescorted access to the Regular Passenger Transport apron. Persons issued with a VIC Pass must remain under the supervision and escort of an authorised holder of an Aviation Security Identification Card in accordance with the Mildura Airport Transport Security Program.

5.5 Contractors and Visitors

Contractors and visitors undertaking work on the Regular Passenger Transport apron shall comply with airport security requirements and any applicable escort arrangements.

Where work is undertaken on behalf of an airline or ground handling agent, responsibility for contractor supervision remains with the organisation engaging the contractor unless otherwise approved by Airport Operations team.

5.6 Valuable Cargo and Security Escorts

Where valuable cargo requires a security escort, the airline or its appointed ground handling agent is responsible for coordinating access and supervision.

Security personnel shall comply with airport access requirements and remain under the control of the airline or ground handling agent whilst operating on the apron.

Firearms are not permitted on the airside except where authorised under applicable legislation and airport procedures.

6. Policy Administration

6.1 Compliance

All airlines, ground handling agents, contractors and other operators using the Regular Passenger Transport apron shall comply with the requirements of this policy and any lawful directions issued by Airport Operations team.

Failure to comply with this policy may result in operational directions being issued by Airport Operations team and, where appropriate, may be managed in accordance with the Aerodrome Manual, Transport Security Program, Safety Management System or other applicable airport procedures.

6.2 Variations

Airport Operations team may approve variations to this policy where operationally necessary, provided the variation does not compromise the safety, security or efficiency of aerodrome operations or result in non-compliance with applicable legislation or regulatory requirements.

Variations shall only be authorised by personnel with the appropriate delegated authority.

6.3 Review

This policy shall be reviewed:

- at intervals not exceeding **two (2) years**;
- following significant changes to aerodrome operations or infrastructure;
- following amendments to applicable legislation or regulatory requirements; or
- where operational experience identifies the need for improvement.

6.4 Related Documents

This policy should be read in conjunction with the related documents identified in the Reference and Related Documents table at the front of this document.

6.5 References

This policy has been developed with reference to the documents identified in the Reference and Related Documents table at the front of this document.

7. Appendix A - Bay Allocation Diagram

