

				MANCHESTER AIRPORT ASI 042 - STAND UTILISATION GUIDELINES		RISK RATING	N/A
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MANCHESTER AIRPORT STAND UTILISATION PREFERENCES

VERSION 1.1

Version Control

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1.0 OBJECTIVES OF MANCHESTER STAND UTILISATION

Manchester Airport and its partners recognise the importance of stand utilisation to airlines and airfield performance, alongside trying to deliver a great experience for our passengers.

The focus of stand utilisation is to deliver the objectives in the following order of priority:

- Safety and security standards
- Maximise the number of passengers who board and disembark aircraft on Pier Served Stands, creating an effective plan for all
- Deliver optimal and efficient stand utilisation of our current assets
- Minimise the Airfield coaching requirement
- Delivering an efficient Passenger handling and GHA operation for our airport community
- Protect the plan in the overall interest of the airport community
- Continuous improvement and development of the plan



1.1 DEFINITIONS

Pier Service is defined in the below categories:

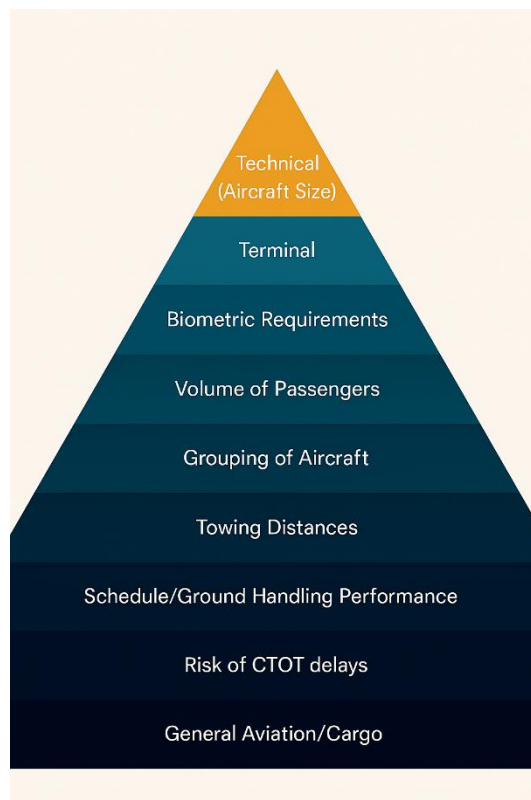
- A stand where the aircraft is located next to the boarding gate and passengers walk onboard the aircraft via a jet bridge
- A stand where the aircraft is located next to the boarding gate and passengers walk onboard the aircraft via steps (WIWO-Walk in, Walk Out)

- A Satellite terminal stand where passengers board via a gate located next to the aircraft

2.0 STAND PLANNING

2.1 THE DAILY PROCESS APPLIES THE FOLLOWING:

- Technical – Aircraft Size
- Terminal
- Biometric Requirements
- Stand Availability Status
- Volume of Passengers
- Grouping of Aircraft
- Towing distances
- Scheduled/Ground Handling Performance
- Risk of CTOT related delays
- General Aviation/Cargo-Parked Remote as Standard



2.2 ROLES & RESPONSIBILITIES

1. Airfield Liaison Manager-Responsible for the day to day Stand plan
2. Airfield Planning Manager-Responsible for the Seasonal Stand plan
3. Head of Airfield Operations-Responsible for overseeing the Airfield Control department
4. Aerodrome Director-Responsible for the overall Airfield Operations unit
5. Airfield Control-Responsible for the delivery of the day to day Stand plan including the management of last minute changes and actual execution of the plan

2.3 THE PLANNING PROCESS – DAILY

When	What	Dependencies	Who
D-1	Stand Availability Status – Input Closures	Work Scheduling	Airfield Control
D-1	Dynamic Stand Plan Produced	Requires Linked Schedule	Better Stand & Gate
D-1 14:00	Airlines to provide a provisional aircraft allocation no later than 12:00 at D-1. PRM provider identifies high PRM loads	Requires Linked Schedules High PRM list	Airlines PRM provider
D-1 18:00	Maintenance Requests and washing tow requests by 18:00 at D-1 Optimisation of The Plan -Minimise Remotes -Plan Tows (minimum 25-minute separation between tows) -Optimise Separation -Deliver Airline Preferences Send Provisional Towing Plan	Engineering Maintenance Requests Wash Requests Specific Airline Requests	Airlines Engineering Aircraft Washing Provider Airfield Control
D-1 20:00	Airlines must provide a confirmed aircraft allocation no later than 20:00 'Any further requests for aircraft allocation changes beyond 20:00 resulting in a requirement to tow aircraft will be provided on a best endeavours basis and may result in an increased remote operation'	Aircraft Registrations	Airlines

D-1 21:00	Review Plan -Confirm Plan with Airlines and Handling Agents -Identify And Agree Corrective Measures to Deal with Operational Issues	Aircraft Registrations	Airfield Control Airlines Handling Agent
D-1 22:00	-Publish Tow Plan including Tow Back's -Provide Remote plan to Airfield Coaching	Aircraft Registrations	Airfield Control Ops Assistant
D-0 03:00	Review And Update Plan Based On Changes Received And Accommodate Where Possible 'Further aircraft changes after this time are likely to result in increased remote activity'	Links, Tail / Operational Changes	Airlines Airfield Control

2.4 SEASONAL

At the beginning of each IATA scheduling season (Summer & Winter), the Manchester Operational Planning team will develop a strategy covering the expected allocation for a peak week for indicative purposes. It will be based on the scheduled information submitted to ACL, turn information provided to either ACL or MAG and on the premise that all flights will operate to schedule. This will be distributed to all relevant stakeholders across the airport. The strategy will transition to Airfield Control and be used as a template for the upcoming season in the day-to-day process. The aircraft integration needs to be accurate and forwarded to MAG at least one month prior to commencement of the season. Where airlines do not supply the information in this fashion, they may be excluded from receiving the season guide.

2.5 STAND ALLOCATION

Airfield Control will try and allocate a stand as far in advance as possible, this will be subject to change given the nature of the operation. In these circumstances carriers and Ground Handling agents may experience late stand changes where necessary to ensure the flow of the airfield continues.

3.0 TOWING STANDARDS

3.1 TOW ON/TOW OFF TIMES (MTT'S)

Handling agents should provide the necessary resource capable of delivering the tow plan as agreed within the seasonal plan and confirmed in the daily plan.

Code C Aircraft on pier which have ground stays of more than 240 minutes may be required to tow off.

Code D or E aircraft on pier which have ground stays of more than 240 minutes may be required to tow off.

All arriving aircraft (Code C, D and E) will have 60 minutes on a contact stand before they are expected to tow onto a remote.

Departing Code C aircraft will have 90 minutes prior to departure to tow back to stand.

Departing Code D and E aircraft will have 105 minutes prior to departure to tow back to stand.

Aircraft Type	Arrivals Tow Off Time	Departures Tow Back Time
Code C	60	90
Code D	60	105
Code E	60	105

3.2 W26 PROPOSAL (CHANGE TO MTT'S)

Upon completion of the S26 season, Manchester Airport intends to implement the proposed Minimum Tow Times outlined below, with these changes anticipated to take effect for Winter 26.

Aircraft Type	Arrivals Tow Off Time	Departures Tow Back Time
easyJet Code C	60	60
Code C	60	75
Code D	60	90
Code E	60	90

3.3 TOWING CAPACITY

The airfield's towing capacity is set by NATS, who have defined the operational limits within which all tow movements must be managed. Under these restrictions, no more than 15 tow movements are permitted within any single hour, and tow activity during the peak period of 06:00–09:00 must not exceed a total of 24 movements. These limits ensure towing

operations remain safely sequenced and controlled, and they form the basis upon which all daily and seasonal towing plans are constructed.

3.4 TOWING CAPABILITY REQUIREMENTS

Ahead of the S27 season, Manchester Airport intends to apply a “Condition Of Use” policy, requiring all airlines to ensure they have the necessary capability to undertake aircraft towing when operationally required. This will be detailed in the Manchester Airport Fees & Charges document.

If an aircraft experiences a technical issue whilst parked on a contact stand, it may remain on stand for up to 90 minutes before it is required to be removed and towed to a remote stand. An exemption is possible only when the aircraft cannot tow due to the nature of the technical issue.

3.5 DELAY EXPECTATIONS

Handling agents should provide the necessary resource capable of delivering the tow plan as agreed within the seasonal plan and confirmed in the daily plan.

Failure to deliver the tow plan will result in extra remote activity and deterioration in that airlines pier service level (PSL). A regular re-occurrence of failed tows will be reported and discussed with the airline, if the towing is deemed unachievable due to Ground Handling resource, the level of planned remotes will increase for that specific airline.

3.6 TOWING SEPARATION STANDARDS

Manchester Airport is committed to ensuring that all planned tow movements are scheduled with a minimum separation of 25 minutes. This spacing supports safe, orderly sequencing of ground operations and helps prevent congestion, ensuring that towing activity can be delivered reliably and in line with operational best practice (See Section 2.3 The Planning Process).

4.0 SEPARATION STANDARDS

Separation standards are designed to account for off schedule activity of aircraft which are planned to use the same, adjacent or opposite stands

The purpose of separation standards is to reduce ground movement control (GMC) and arrival holding delays.

Separation standard	Time between movements (mins)
Same stand – two aircraft using stand	15
Adjacent stands – two aircraft operating on adjacent stands	5”Introduced once BSG update is complete”

Separation standards apply to the scheduled time of arrival or departure.

5.0 STAND OPTIMISATION

5.1 C PIER ALLOCATION

C Pier allocation will be undertaken in a fair, transparent, and equitable manner. In doing so, consideration will be given to services operating to destinations subject to the most severe CTOT constraints. This is expected to improve the flow of the airfield and reduce stand congestion on sought after contact stands in Terminal 2.

Up to ten arriving flights will be allocated to park on C Pier overnight with arrival passengers being coached to T2. These aircraft will remain on stand overnight and subsequently depart during the first-wave period. At peak, a minimum of ten departures are expected to operate, with departure times staggered at intervals of up to 15 minutes to support the delivery of a smooth and efficient airfield coaching operation.

Where operationally feasible, tow-backs to C Pier during first-wave should be undertaken to maximise utilisation and increase the volume of movements originating from this area.

5.2 GROUND MOVEMENT EFFECTIVENESS PLAN (GMEP)

The GMEP is designed to manage aircraft movements in the most efficient way possible, enhancing overall traffic flow and supporting consistent, reliable dual-taxiway operations, particularly in the vicinity of Pier 1 and 2. GMEP will be activated at the earliest opportunity and as such the daily stand plan will prioritise the earliest possible clearance of Stands 70-74.. GMEP will be deactivated at an appropriate time in order to facilitate late wave arrivals.

The allocation of last wave arrivals will consider the need to vacate the stands at the earliest opportunity during subsequent first wave operations.

To initiate the GMEP the following must take place;

1. Clear stands 70-74 of aircraft as soon as feasible; to facilitate the opening of an additional Code C taxiway adjacent to E9 and E10.
2. Ensure GHA's remove equipment from those stands immediately after the stand is cleared.
3. Airfield Operations convert the area from stands, into a live taxiway within 20 mins of the final stand becoming clear of aircraft.

5.3 100 SEATS OR LESS

To support efficient use of pier-served infrastructure, all domestic and common travel area (CTA) flights with 100 seats or fewer will be allocated to remote stands. This approach ensures that limited contact-stand capacity for biometrically enabled flights is prioritised to maximise passenger volume, while still enabling reliable ground handling and coaching operations for smaller domestic and CTA movements.

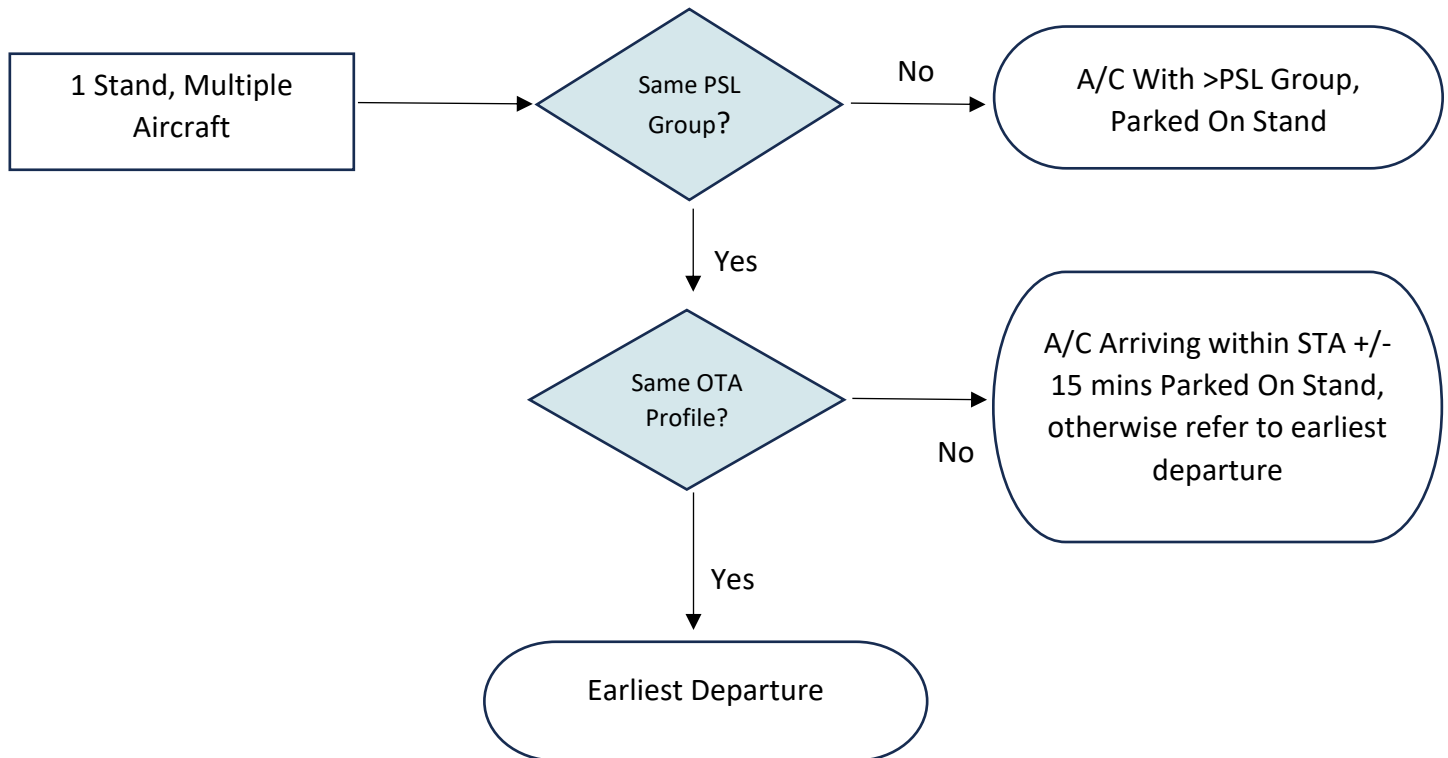
6.0 STAND ALLOCATION PROCESS

Manchester will use an assessment of passenger numbers to establish the PSL decision-making. Aircraft types have been grouped into four categories allowing stand planning to make consistent decisions on PSL.

On MARS & MCA stands whereby the option of one Code E/F aircraft would result in 2 x Code D/C turnarounds being remote, passenger numbers will be considered, this could result in the Code E/F being remote, to maximise Pier Service Level.

PSL groups are defined by aircraft type and PAX number in Appendix-B.

Scenario: '1 stand available and demand for 2 or more aircraft'



6.1 PART/FULL TIME SEASONAL CARRIERS

Where the decision on allocation of stands is between a full season/base carrier and a part season/charter operator for the same aircraft PSL group, preference will be given to the full season carrier.

For avoidance of doubt, full season operators that have charter flights, are not classed as a charter operator for the purpose of this document.

6.2 WET LEASE OPERATORS

Where an airline is using a Wet Lease operator to support their based operation then the Wet Lease will be provided the same stand allocation rules as the airline they are working for.

6.3 CARGO/FREIGHT OPERATORS

Any cargo or freight operator will be parked as standard on remote stands.

6.4 REQUEST TO OPERATE REMOTE

Where an airline specifically requests a remote operation (arrival or departure) when the stand allocation plan indicates the aircraft should be parked on a contact stand; then this will be calculated as a Pier Served Operation in the context of conformance with agreed SLA's.

6.5 RETURN TO STAND PROCESS

Where an aircraft is required to return to stand, best endeavours will be made to either return the aircraft to it's departure stand or in some cases, the aircraft will need to park remote.

6.6 EMERGENCY PROCEDURES

For aircraft emergencies, the aircraft will be allocated a remote stand with a clear stand either side (if available) unless agreed for exceptional circumstances.

6.7 DIVERSION PROCESS

All diverting aircraft will be allocated a remote stand unless agreed for exceptional circumstances, for more information please refer to EGCC-I-AOPS-037 ASI 037 Manchester Airport Diversion Policy.

7.0 PERFORMANCE & IMPROVEMENT PROCESS

Manchester Airport and our airline partners will review the performance of stand utilisation. This is to drive and communicate performance for all partners in line with the stand utilisation objectives.

7.1 PERFORMANCE MEASURES

The following measures will be applied to monitor utilisation performance:

- A. Pier service level
- B. OTA/OTD
- C. CTOT performance

- D. Number of remotes
- E. Number of total changes made to confirmed stands
- F. Number of times separation rules are broken
- G. Number of tows not delivered
- H. Early arrivals

7.2 PIER SERVICE LEVEL

Pier Service Level (PSL) performance will be assessed using three core metrics: passenger volumes, air traffic movements (ATMs), and terminal-specific performance. This combined approach ensures that pier service is measured not only by the number of aircraft using the stands, but also by the volume of passengers being processed through the terminal. Evaluating PSL through these three dimensions provides a balanced, accurate representation of how effectively pier infrastructure is being utilised across the airfield.

8.0 DISPUTE PROCESS

- 1. A senior airline representative would submit in writing a formal complaint to the Airfield Liaison Manager*
- 2. The Airfield Liaison Manager will respond in a timely manner (5 working days)*
- 3. If the complainant is not satisfied with the Airfield Liaison Manager's response, they should appeal in writing to the Head of Airfield Operations (HOA)*
- 4. If the complainant is not satisfied with either of the two responses, the final escalation point would be the Aerodrome Operations Director*

8.1 AMENDMENT PROCESS

- 1. Any amendments to this document will be briefed to airlines & key stakeholders and actioned accordingly. At the beginning of each IATA scheduling season (Summer & Winter) the document will be reviewed.*

Appendix A – PSL and Airfield Coaching SLA GROUP

Seats	PSL Group
>399	1
250-399	2
131-249	3
101-130	4
<101	5

Appendix B – Aircraft Guidance

A/C Type	Seats	Aircraft Code
388	653	F
748	364	F
351	397	E
359	343	E
781	357	E
789	345	E
788	300	E
339	278	E
338	300	E
333	317	E
332	327	E
346	297	E
345	313	E
343	236	E
772/77L	440	E
773/77W	412	E
778	395	E
779	426	E
763/76W	269	D
764	375	D
752/75W	235	D
753/75T	295	D
321/32B/32Q	240	C
320/32A/32N	186	C
319	156	C
318	132	C
7M1	230	C
738/73H/7S8/7M8	198	C
739/73J/7S9/7M9	220	C
736	149	C
735	140	C
734	188	C
733/73C	140	C
E195/E195-E2	146	C
E175/E175-E2	90	C
223	160	C
221	135	C

E145	50	B
E135	37	B
CRJ1000	100	B
CRJ900	90	B
CRJ700	70	B
AT7	72	B
AT6	72	B
AT4	42	B