



# FBO 2018

## Airport Paderborn/Lippstadt GmbH

Revision 1

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In addition to FBO, the following provisions and regulations shall apply:

- alarm plan
- fire protection regulation
- aviation security plan
- house rules
- Traffic rules for the non-public area of the airport site
- LVTOP „Low visibility take-off procedure“

**Part I**

**Description of the airport**

Germany  
Changes to the description are displayed in the messages for the aeronaut (NfL) or in the Aeronautical Information Publication (AIP Germany) announced

**1. Airport area**

1.1. Designation Paderborn/Lippstadt Airport  
ICAO abbreviation **EDLP**  
IATA abbreviation **PAD**

1.2. Location of the airport geographical reference pointGeographical latitude: N 51 36 50.72  
longitude: E 008 36 58.74

Situation: 1,090 m from western threshold 06 and Eastern Threshold 24 on S/L-Railway center line

Distance and direction from the city: 14.8 km (8 NM) southwest from Paderborn  
18.5 km (10 NM) southeast from Lippstadt

Airport altitude: Airport reference point (altitude): 213 m (699 ft) above sea level

runway reference points S/L railway sleepers: Threshold 06 height 213 m (699 ft) above sea level  
Geographical latitude/LongitudeN 51 36 31,397 / E 008 36 11,378  
Threshold, 24 Height 205 m (674 ft) above sea level  
Geographical latitude/LongitudeN 51 37 10.025 / E 008 37 46.128

Location misdirection: 2.8° E (2015)

1.3. runway dimensions length/width 2.180 m x 45 m  
Load capacity: PCN 70 F/B/X/T Asphalt  
Runways: PCN 70 F/B/X/T 23 mAsphalt  
Landing area: On the flight operation areas according to for Helicopter Instruction Air Traffic Control (TWR)

- 1.4. apron aprons Available, see Aviation handbook Germany
- Passenger apron: Available, see Aviation handbook Germany
- Freight Handling Apron: Available, see Aviation handbook Germany
- Hall aprons: Available, see Aviation handbook Germany

## 2. general information

- 2.1. classification of the flight according to EASA certification port according to EASA class 4 E
- 2.2. Operating time of the airport Daily 24 hours (Aeronautical Information Publication Germany)  
Exception: Training flights in the time 22.00 - 06.00 h PPR
- 2.3. Admission as a customs office and medical airport The Paderborn/Lippstadt airport is a customs and Sanitary airport approved.
- 2.4. Accommodation-possibilities On request hotels in the vicinity.
- Gastronomic Facilities: Airport Hotel, Quax Fast Fine Food in the passenger terminal, Panolo Panorama Lounge in Quax Hangar
- 2.5. Air cargo handling The airport has the necessary facilities for cargo loading and unloading as well as air cargo security control.  
(Regulated Agent according to LBA)
- 2.6. Aircraft fuel See Aeronautical Information Publication Germany
- 2.7. Available hall space Available for aircraft see Aeronautical Information Publication Germany.
- 2.8. Available maintenance and powerplant replacement repair and overhaul facilities are as follows present
- 2.9. Fire protection and fire-fighting vehicles according to category 7 of EASA rescue equipment Guidelines, salvage equipment are to the extent of the flight operation are available accordingly.
- 2.10. Snow clearing equipment: Snow clearing equipment is available in sufficient numbers.
- 2.11. Handling equipment: All equipment necessary for the provision of handling services Equipment and facilities are available.

2.12. Local  
flight restrictions

See Aeronautical Information Publication Germany

**3. weather conditions prevailing**

wind direction: southwest 240 °

Airport reference temperature: 18,6° C  
(for further information see Aviation  
handbook Germany)

**4. the airport sub-airport  
taker**

Flughafen Paderborn/Lippstadt GmbH

Postal address:  
Flughafenstraße 33  
33142 Büren-Ahden

Switchboard:  
02955/77-0

Management:  
Phone: 02955/77-214  
fax: 02955/77-100  
e-mail: [management@airport-pad.com](mailto:management@airport-pad.com)

Traffic control:  
Phone: 02955/77-225  
fax: 02955/77-240

Traffic Center / Operations (VZ/OPS)  
Phone: 02955/77-230  
fax: 02955/77-240  
e-mail: [ops@airport-pad.com](mailto:ops@airport-pad.com)  
SITA: PADAPXH

Traffic accounting:  
Phone: 02955/77-213  
fax: 02955/77-240

Aerial Surveillance (Reg. MS)  
phone: 02955/77-219  
fax: 02955/7227



## **Part II**

### **usage regulations**

#### **1. applicability of the user regulations**

- 1.1 Any person using, entering or using the airport with aircraft is subject to the provisions of these regulations and the instructions of the airport operator issued for their implementation. The provisions of these Regulations and the authorisations and/or permissions granted under them shall not replace authorisations and/or decrees required under other legislation.
- 1.2 Insofar as the regulations and instructions concern aircraft operators, they shall apply mutatis mutandis to the owners of the aircraft as well as to persons who have aircraft in use without being the operator/owner of the aircraft or have been instructed to handle them at the airport.

#### **2. use with aircraft; ground handling services**

##### **2.1. authorisation to take off and land**

- 2.1.1 The use of the airport is permitted against payment of the fees specified in the Airport Fee Schedule and generally due prior to departure with aircraft as well as with rotorcraft, powered gliders and ultralight aircraft.

Operation with gliders, balloons and airships is only permitted with the consent of the airport operator and with the approval of the responsible aviation authority against payment.

- 2.1.2 Aircraft operators shall, upon request, submit to the airport operator the documents necessary for verifying the right to use the aircraft and for billing purposes.
- 2.1.3 Aircraft operators shall notify the airport operator in advance of scheduled flight intentions to and from Paderborn/Lippstadt in good time and shall provide the Operations Department or traffic management with the necessary information on flight intentions and the aircraft used in order to ensure proper disposition of the flight operations facilities.

## **2.2. take-off and landing arrangements**

For take-off, landing and taxiing, the runway and taxiways or other specially marked areas shall be used. The pilots shall comply with the instructions of the air traffic control service. On aprons and parking positions, the instructions of the airport operator must be observed.

## **2.3. Rolling and towing**

2.3.1 Aircraft may only be rolled under their own power by persons authorised to do so. They may not be rolled into or out of halls and workshops under their own power.

2.3.2. In the apron area, aircraft shall not be taxied at more than the minimum engine speed strictly required.

2.3.3 Aircraft shall be towed as required. They may only be towed by authorised personnel. The aircraft operator shall give the towing personnel the instructions necessary for towing. In individual cases, aircraft operators must comply with more extensive instructions issued by the airport operator regarding towing. Upon request, the airport operator must be provided with proof of the authorisation of the personnel used to tow aircraft. The latter may, if necessary, demand further training, which must also be proven. The regulations according to DGUV Luftfahrt 4 Schleppen von Luftfahrzeugen (old § 64 of UVV Luftfahrt: VBG 78, new BGVC10) apply.

## **2.4. check-in apron**

2.4.1 The apron shall be used for the handling of aircraft. Any other use, e.g. for parking aircraft, for major maintenance work, for standing and test runs, is only permitted with the consent of the airport operator.

2.4.2 Aircraft may only leave the "Nose-in" position with tractor assistance. The use of thrust reversers or controllable pitch propellers is prohibited. Aircraft operators must take appropriate precautions, in particular the provision of suitable tow bars. Exceptions are only permitted with the consent of the airport operator.

2.4.3 places shall be allocated by the airport operator. The aircraft are instructed by the airport operator's personnel.

## **2.5. Traffic handling (ground handling services and passenger handling)**

2.5.1. The airport operator offers ground handling services (as defined in Appendix 1 to the BADV) in accordance with the service specifications, within the framework of corresponding contractual agreements and the fee schedule as amended from time to time.

Self-handlers and service providers shall also be entitled to provide these services to the extent permitted by the airport operator.

2.5.2. The airport operator shall be entitled to charge authorised self-handlers and service providers a fee for access to, provision of and use of its facilities.

Self-handlers and service providers must park their handling equipment exclusively at the places allocated by the airport operator against payment. The parking and storage of handling equipment shall be subject to the statutory provisions on rent (§§535 et seq. BGB). The airport operator shall only be obliged to keep these items in safe custody if a special written agreement has been made to this effect.

2.5.3. The following facilities are central infrastructure facilities within the meaning of § 6 BADV:

- a) Passenger information system
- b) check-in counter
- c) baggage handling system
- d) passenger boarding bridges
- e) Apron for dispatching including positions for de-icing
- f) Stationary ground power supply
- g) Waste disposal system
- h) Waste disposal system for faeces
- i) Supply system for fresh water
- j) refuelling facility
- k) Follow Me

Service providers and self-handlers shall use the central infrastructure facilities listed in Annex B. Their use is linked to the payment of a fee in accordance with the fee regulations.

2.5.4. Terminals A, B, pier and arrival are available for passenger handling. General aviation check-in generally takes place in the basement of the GAT building.

## 2.6. Parking and parking

- 2.6.1. Parking and storage spaces are generally allocated by the airport operator. If an aircraft remains at the airport for more than 1 hour, the aircraft operator shall, at the request of the airport operator, park it in a parking area to be allocated to it or place it in a hangar. For safety or operational reasons, he may demand that the aircraft be moved to another parking or storage space or - if the aircraft operator cannot be reached or does not comply with the request in good time - that the aircraft be towed there without his own power by trained personnel at the expense of a charge.
- 2.6.2. The security of a parked or subordinated aircraft shall be the responsibility of the aircraft operator or handlers. In darkness or poor visibility, a parked aircraft must be marked with warning lamps if this is necessary for safety reasons.
- 2.6.3. The statutory provisions on rent (§§ 535 et seq. BGB) shall apply to the parking and storage of a flow commitment as well as equipment and vehicles. The airport operator shall only be obliged to keep these items in safe custody if a special written agreement has been made to this effect.
- 2.6.4. Users must treat hangars and their facilities with care and, in particular, comply with the following provisions:
- 1.) Technical facilities, equipment and devices of the airport operator (e.g. power supply systems) may only be used by agreement with the airport operator.
  - 2.) The hallgates may only be operated by persons authorised by the airport operator to do so.
  - 3.) When carrying out any type of work on aircraft in the hangar or within a radius of 50 m of the hangar, the pilot must keep a sufficient number of hand-held fire extinguishers within easy reach.  
The personnel employed here must have been instructed in the fire alarm possibilities and in the handling of the fire-fighting equipment and must be kept in regular practice. Proof of this must be provided to the airport operator on request.
  - 4.) Aircraft may not be washed and sprayed in the hangar.
  - 5.) The space in front of the hall gates is to be kept free.
  - 6.) The parking, storage and repair of motor vehicles, other ground vehicles and other objects requires the consent of the airport operator.

## **2.7. noise protection**

Aircraft operators and pilots shall keep noise nuisance caused by aircraft engines at and near airports to an unavoidable minimum, in particular by using noise abatement devices and stationary ground power equipment.

The aircraft operators or the local aircraft yards must follow orders to carry out test runs of the engines or instructions to reduce aircraft noise. They shall indemnify the airport operator against any claims by residents living near the airport arising from inadmissible noise pollution.

Engine test runs are to be regulated by the airport operator.

## **2.8. fuel supply**

The airport operator is responsible for the supply of operating materials.

## **2.9. Maintenance work, washing, de-icing**

Major maintenance, washing, spraying and de-icing of aircraft shall be carried out only in the places allocated by the airport operator. Permission to do so must always be obtained in advance from the airport operator and related instructions must be followed.

## **2.10. Immobilized aircraft**

2.10.1. The aircraft operator shall make all arrangements and arrangements necessary for the fastest possible removal of an immobile aircraft from the flight operating areas.

2.10.2. If an aircraft remains immobile at the airport, the airport operator may remove it at the expense of the aircraft operator even without a special order from the aircraft operator or instruct competent third parties to remove it, insofar as this is necessary for the handling of air traffic.

The airport operator shall only be liable for damage if it has caused it intentionally or through gross negligence; the same shall apply if the aircraft operator has instructed it to remove an immobile aircraft from the flight operation areas or to cooperate in the removal.

2.10.3. If the airport operator suffers financial loss as a result of an immobile aircraft, it may demand compensation from the aircraft operator.

### **3. Entering and driving on**

#### **3.1. Streets, squares and entrances**

- 3.1.1. The streets and squares of the airport are not dedicated to public transport. Users must also observe the traffic regulations on the part of the airport accessible to non-public traffic, unless the airport makes a deviating regulation.
- 3.1.2. The airport may only be entered and entered by authorized persons and only through the entrances approved for this purpose by the airport operator.
- 3.1.3 Anyone who removes cargo from the airport by land that has not arrived at the airport by aircraft is obliged to inform the airport operator of the flight data and/or load values of this cargo in accordance with the airport operator's instructions.

#### **3.2. Vehicle traffic (general)**

- 3.2.1 If vehicles are used at the airport, the keeper of the vehicle is responsible for their traffic safety.
- 3.2.2 Motor vehicles shall pick up or set down passengers and baggage only on the side of the reception building accessible via the public road system.
- 3.2.3. Motor vehicles may only be parked in the multi-storey car park and on the marked parking spaces. Vehicles parked inadvertently can be removed at the expense and risk of their owners or drivers. Use of the multi-storey car park and parking spaces is at the user's own risk. A security and custody contract is not concluded. The airport operator shall be responsible for determining the charge obligation.
- 3.2.4. Small vehicles (e.g. mopeds, bicycles) may not be parked on forecourts, stairs or corridors.

### **3.3. Installations not generally accessible**

#### **3.3.1. General information**

- 1.) Installations within the enclosed airport grounds which are not open to general traffic may only be entered or driven on with the consent of the airport operator - and other authorised persons if applicable.

The installations include in particular:

- the taxiway (with the runways and areas designated for take-off, landing and taxiing)
- the dispatching apron and other aprons
- the gates
- the hangars
- the waiting rooms
- transit spaces and other spaces and traffic areas used for check-in purposes
- the baggage halls
- garages and workshops
- the building sites

Sentence 1 shall apply mutatis mutandis to airport properties and facilities located outside the enclosed airport grounds, in particular to fixed air traffic control facilities (e.g. approach and main approach signs).

- 2.) The airport operator may grant consent in accordance with paragraph 3.3.1. 1.) in general or on a case-by-case basis and revoke it for good cause.
- 3.) Installations which are not generally accessible may only be inspected under the responsible guidance of an airport operator's representative; aircraft may not be touched in this context. The apron may not be left to the tarmac without permission.
- 4.) The representatives of the aviation and customs authorities as well as the Federal Police, the Police and the German Air Traffic Control are entitled to enter the non-publicly accessible facilities in the course of their duties or to drive on them with official vehicles; they are to inform the airport operator of this in advance and secure his support in the event of a lack of local knowledge.
- 5.) Vehicles may only be driven in the non-public area of the airport by trained persons who have been instructed to do so by the airport operator or by bodies appointed by the airport operator. For the driving of vehicles in non-public areas the possession of the driving licence class B and a briefing on the respective vehicle is necessary.
- 6.) Both FHG vehicles and third-party vehicles for which additional signalling devices are prescribed must be marked with signalling devices in accordance with the ECE-R65 standard.
- 7.) Vehicles operating in installations which are not generally accessible shall, at the request of the airport operator, be fitted with warning and signalling devices in accordance with standard ECE-R65. Both guided and unguided foreign vehicles, which are not equipped with appropriate signalling devices, may only operate in areas which are not generally accessible with the hazard warning device switched on.

- 8.) Catering Vehicles which are required in the area of the check-in aprons on aircraft are generally to be parked due to the high exhaust and noise nuisance.
- 9.) Vehicles that do not have apron authorization may only drive on the apron under the responsible guidance of a representative of the airport operator.

The stays of vehicles without apron authorisation are to be limited to the absolutely necessary length of stay (loading and unloading etc.). The apron area must then be left immediately. If the activities can be carried out under reasonable circumstances by the non-public area, the airport operator reserves the right to prohibit journeys on the apron.

Vehicles without an apron sticker may not be parked in the apron area. Excluded from this regulation are official vehicles within the meaning of Section 3.3.1. 4.).

The airport operator reserves the right to reject applications for apron authorisations.

- 10.) Persons who work in the area of the aircraft operating areas, i.e. in the area of the tarmac, the check-in apron and other aprons as well as the aircraft handling facilities and installations accessible from these areas, are obliged to wear eye-catching clothing in accordance with DGUV R189 paragraph 4.3.19.2 Table 3 Class 2 (including warning clothing in accordance with DIN EN 471). Appropriate clothing can be obtained from the airport operator for a fee.
- 11.) Persons working in the area of the flight operation areas, i.e. in the area of the tarmac, the check-in apron and other aprons as well as the aircraft handling facilities and facilities accessible from these areas are prohibited from using alcohol or narcotics.

The airport operator is entitled at all times to check this ban by means of checks, including on the basis of breath alcohol, and to expel the person concerned temporarily or permanently from these areas in the event of a violation or refusal to check.

Employers of these persons are obliged, as part of their duty of care, to take appropriate measures to enforce the ban on alcohol and addictive substances on the to contribute to the development of the air traffic areas. The airport operator must be provided with proof of these contributions.

- 12.) Aircraft may only be entered with the consent of the aircraft owner.
- 13.) In areas and installations that are not generally accessible and sensitive to security, the airport identification card must be clearly visible.

### **3.3.2. airstrip**

- 1.) The consent required to enter or drive on the airfield in accordance with paragraph 3.3.1.1.) shall be given by the airport operator in agreement with the air traffic control unit. Any person entering or entering the airfield shall only move in accordance with the instructions of the ATC unit and shall in particular observe its radiograms, light signals and signs and shall inform himself of their significance.
- 2.) If an authorised representative of the authorities referred to in paragraph 3.3.1.4.) has to enter or travel on the taxiway in justified cases, he shall obtain permission from the air traffic control unit and the requirement of paragraph 3.3.2.1.) Sentence 2 must be observed.
- 3.) Vehicles must be marked in accordance with the guidelines of the BMVI.
- 4.) In unseasonable weather conditions, the tarmac may only be used by vehicles which
  - have permanent radio communication with the air traffic control unit and are adequately equipped with approved warning or signalling devices, or
  - are driven by a lead vehicle.

The special regulations of the "Low Visibility Take-Off Procedure" (LVTOP) must be observed.

The airport operator may, in agreement with the air traffic control unit, grant exemptions.

### **3.3.3. aprons**

- 1.) The maximum speed on the aprons is limited to 30 km/h for vehicles and 25 km/h for trailers. This speed limit does not apply to control, fire-fighting, ambulance, rescue, traffic control, security and winter service vehicles in use.
- 2.) For vehicle traffic on the apron, the traffic and licensing regulations issued by the airport operator are generally binding.
- 3.) Only vehicles registered by the airport operator for the handling of aircraft, fire-fighting and ambulance vehicles and vehicles belonging to the competent authorities may enter the apron. For other vehicles a special consent of the airport operator is required.

### **3.4. Carriage of animals**

Animals may only be carried secured.

### **3.5. smoking ban**

Smoking is absolutely prohibited throughout the entire area of the aircraft operating areas. Smoking is only permitted in the designated areas in the terminals.

## **4. Other actuation**

### **4.1. Commercial activities outside ground handling services**

Commercial activities outside ground handling services in accordance with Section 2.5. are only permitted on the basis of an agreement with the airport operator, which in principle involves a fee payable to the airport operator. The same applies to recording on video and audio carriers.

### **4.2. Collections, advertisements, distribution of printed matter**

Collections, advertisements and the distribution of flyers and other printed material require the consent of the airport operator. This also applies to the distribution of promotional items and product samples.

### **4.3. storage**

4.3.1. Dangerous goods within the meaning of § 27 para. 1 LuftVG and the legal regulations issued for its implementation, in particular nuclear fuels and other radioactive substances, may only be stored in approved storage rooms with the consent of the airport operator. In particular, hazardous substances and objects requiring labelling must be stored in accordance with the legal requirements (TRGS 510).

4.3.2 Freight, crates, building materials, equipment, etc. may only be stored outside the areas or rooms rented for this purpose with the consent of the airport operator.

### **4.4. construction works**

Construction work must be notified to the airport operator prior to commencement. Its provisions shall be complied with in particular with regard to the spatial and temporal course as well as with regard to the coordination and security obligations imposed on the executor.

## **5. safety regulations**

The safety regulations based on the law or on other legal provisions and those shown in Annex A shall be observed. This also applies to occupational safety and environmental protection regulations which a trader must observe at the airport on his own responsibility when carrying out his trade.

## **6. lost property**

Items found in the airport facilities must be returned immediately to the airport operator at the Lost and Found office. §§ 978-981 BGB apply.

## **7. impurities, waste water**

### **7.1. impurities**

Contamination and soiling of the airport facilities must be avoided. Air carriers are responsible for maintaining the check-in position in a clean condition.

Environmentally hazardous liquids must be collected when they escape and all types of waste must be collected on the aircraft operating areas. Pollution and contamination must be removed by the polluter; otherwise, the airport operator may remove the pollution and contamination at the polluter's expense. If the causer cannot immediately and completely absorb leaking substances, he must immediately inform the airport operator (fire brigade). The release of hazardous substances/goods must always be reported immediately to the airport operator (fire brigade).

### **7.2. effluents**

All discharges into the airport's canal network require the written approval of the airport operator.

Only water from precipitation may be discharged into the surface drainage system. No impurities, such as washing water, detergents, operating materials, faeces or the like, may get into this drainage system. The only exception is de-icing fluid during winter operation (see 7.3 for regulation).

Only waste water that has been changed and drained after commercial use may be discharged into the waste water inlets in accordance with the applicable waste water regulations. The limit values prescribed in this provision shall be complied with.

All discharges that do not constitute ordinary waste water in accordance with waste water regulations or precipitation water require the written consent of the airport operator and official approval.

In order to ensure proper waste water disposal, the airport operator may also make further arrangements and, in particular, regulate the type and quantity of waste water of the individual users by individual arrangements (product evaluation for detergents and cleaning agents, type, quantity, analytical tests, etc.).

All new connections or changes to existing sewage systems require the written approval of the airport operator.

For control purposes or to eliminate improper discharges, employees of the airport operator must be granted access to the operating rooms at all times.

If it is suspected that water is radioactive or otherwise contaminated, e.g. by fuel, aircraft fuel or oil, it must be treated in accordance with the airport operator's special instructions. Contraveners shall indemnify the airport operator against claims by third parties.

### **7.3. de-icing fluid**

Aircraft de-icing agents may only be used with the prior approval of the airport operator and on the designated areas.

### **7.4. waste**

The amount of waste shall be kept as low as possible. Pollutants in waste should be reduced as far as possible or avoided altogether. Recyclable materials such as glass, paper, metal, plastics, construction waste and compostable materials must be separated from the waste.

Further details are regulated by the waste regulations of the airport operator in their respective versions.

## **8. Consents and permits**

The consents, approvals and permits required under these user regulations, including the annexes, must be obtained in advance in each case.

The conditions and requirements of the airport operator in the respective context must be complied with.

**9. Infringements of the airport user regulations**

Anyone who violates the provisions of these user regulations and its appendices or instructions issued by the airport operator on the basis of these user regulations may be expelled from the airport by the airport operator and reported to the police. Any claims for damages arising therefrom shall remain unaffected.

**10. Place of performance and jurisdiction**

Place of performance and jurisdiction for obligations and legal disputes arising from these usage regulations is Paderborn.

**11. authorized recipient**

Aircraft operators without a place of residence or business establishment in Germany shall, at the request of the airport operator, name a domestic authorized agent for delivery to the airport operator.

## Appendix A Safety regulations

### 1. Handling operating materials

- 1.1 Aircraft shall not be refuelled or defuelled with engines running.
- 1.2. Aircraft shall not be refueled or defueled in a hangar or other enclosed space, but only in the places allocated by the airport operator. If an aircraft must exceptionally be defuelled in an enclosed space for compelling reasons, this is only permitted with special fire protection from the airport fire brigade.
- 1.3. If an aircraft is refuelled or defuelled, it must be electrically connected and earthed to the connected fuel supply equipment.
- 1.4. An operator shall establish operational procedures for refuelling and defuelling while passengers board, are on board or disembark to ensure that precautions are taken (EU OPS 1.305).
- 1.5. The refuelling of aircraft with passengers on board is only permitted after prior notification of the airport fire brigade and the provision of an airfield fire-fighting vehicle (LFL).
- 1.6. Refuelling of aircraft with passengers on board is prohibited.
- 1.7. When passenger stairs or passenger boarding bridges are withdrawn, no vehicles or equipment shall be located in the area of the aircraft emergency exits in order to ensure unhindered extension of the emergency slides in the event of an emergency.
- 1.8. During the refuelling and defuelling of an aircraft, vehicles of conventional design may only operate in the potentially explosive area (3 m radius around the tank ventilation opening) if this is absolutely necessary for the supply of the aircraft.
- 1.9. The stay of persons and the parking of freight and vehicles of all kinds are not permitted in this area.
- 1.10. Likewise, activities that may produce sparks are prohibited.
- 1.11. When refuelling fuel with a flash point below 0°, the safety distance increases to 10 m at filling rates of more than 100 l/min and to 20 m at filling rates of more than 600 l/min.
- 1.12. The escape route of the fuel vehicle away from the aircraft must not be blocked or obstructed.

- 1.13. Overflow and spillage of operating materials must be avoided. If fuel has spilled over or been spilled, paragraph 1.5 shall be applied until it has evaporated or been removed, observing a safety distance of 15 m; the airport fire brigade shall be notified immediately.
- 1.14. Fuel supply vehicles must be properly equipped with fire extinguishers.
- 1.15. If sufficient fire protection is not ensured, refuelling with passengers on board is not permitted.

## **2. Operation of aircraft engines**

- 2.1 Aircraft engines may not run in hangars and workshops.
- 2.2 Test runs of aircraft engines may only be carried out during the periods and in the areas specified by the airport operator.
- 2.3 Before starting engines, aircraft wheels must be adequately secured by brake pads or brakes.
- 2.4. to warn of danger from running engines, the collision warning lights of jet-powered aircraft shall be switched on immediately before starting the jet engines and only switched off after they have come to a standstill. The procedure shall be carried out day and night. The same handling is required for propeller aircraft.
- 2.5. Aircraft engines may only be started and run if the pilot's cab of the aircraft is occupied by a pilot or competent mechanic.
- 2.6 Anyone starting aircraft engines or operating aircraft engines during their run must ensure that the propellers and the air currents caused by them or the engines do not injure any persons or damage any objects. The safety distances to be observed in front of and behind running engines must be observed.
- 2.2. Aircraft engines on the aprons shall not be brought to higher speeds than are unavoidable under the circumstances.

### **3. Smoking ban, handling open fire**

Smoking and the use of open fires is prohibited on the tarmac and aprons, in hangars and in aircraft workshops marked with prohibition signs and within a safety distance of 15 m from fuel supply facilities. Work with open fire may only be carried out in rooms which have been set up for this purpose in accordance with fire protection regulations and the regulations of the trade inspectorate and which have been approved by the airport operator.

Smoking is only permitted in approved places.

The handling of fire and open light outside the designated rooms is only permitted with the permission of the airport fire brigade.

### **4. Vehicles and equipment with internal combustion engines**

Vehicles and equipment with internal combustion engines used in aprons, hangars and workshops must be fitted with standard safety devices such as exhaust systems with silencers to prevent the escape of burning exhaust gases.

### **5. Gas-powered vehicles and appliances**

All gas-powered vehicles and equipment on the airport premises and in gas-powered halls and workshops must be disconnected from the gas supply when not in use.

### **6. Working in halls and workshops**

- 6.1. Aircraft in hangars and workshops may not be cleaned with flammable liquids of Group A hazard class 1 as defined in the Ordinance on Flammable Liquids. For cleaning dismantled aircraft parts, flammable liquids of Group A hazard class 1 may only be used in separated and well-ventilated rooms.
- 6.2. Flammable, volatile substances (e.g., tensioning lacquer, nitrocellulose, etc.) may only be processed in hangars and workshops if the rooms are equipped for this purpose in accordance with the fire protection regulations, the regulations of the trade inspectorate and the special regulations of aircraft operators approved by the trade inspectorate.
- 6.3. Lubrication and fuel residues must be emptied into containers outside the hall.

## **7. Storage of material, equipment and waste**

- 7.1. The relevant regulations (e.g. VawS) must be observed during storage, filling and handling of substances hazardous to water (safety data sheets must be kept available).

The user must inform the airport operator about the intended storage of water-polluting substances or about the type and scope of the intended scope.

The user shall ensure that any pollution of the waters or other detrimental changes to their properties are excluded by compliance with the applicable legal provisions. The user is responsible for approval and notification obligations towards the responsible authorities. The airport operator must be notified of any official permits to store or handle water-polluting substances.

Dangerous goods within the meaning of § 27 (1) LuftVG and § 2 (1) and (2) GGBefG and the legal regulations issued for their implementation, in particular nuclear fuels and other radioactive substances, may only be stored and transhipped into approved containers and storage rooms with the consent of the airport operator and in compliance with legal regulations.

For the time of dangerous goods handling and storage, the fire brigade must be able to reach a contact person at the airline or freight forwarder who can provide all necessary information on the dangerous goods. In the event of an accident involving dangerous goods, the fire brigade must be informed immediately. It is responsible for the command and control of operations and the handling of emergency response. The causer shall bear all costs incurred in connection with the dangerous goods accident.

- 7.2. Material, equipment and waste must be stored in such a way that there is no risk of fire or explosion. In general, the fire load must be evaluated and, if necessary, the storage quantity reduced to an absolutely necessary minimum quantity.
- 7.3. Lubricating oils inside or near aircraft hangars or workshops must be stored in containers with a proper dispenser.
- 7.4. Empty fuel and lubricant drums as well as empty high-pressure storage containers for hazardous substances must not be stored in halls and workshops; these must always be disposed of immediately.
- 7.5. Flammable waste (lubricant residues, used plaster material, etc.) must be collected in containers marked and approved for this purpose with tightly closing lids. The containers must be emptied so often that spontaneous combustion of the waste is ruled out. Oil sumps and similar containers must be emptied and cleaned after use.
- 7.6. Corridors, stairs, cellar corridors and rooms which are openly connected must be kept free of flammable objects. Escape routes must not be obstructed or narrowed.
- 7.7. The storage of flammable liquids is only permitted in containers approved for this purpose and in cabinets approved in accordance with DIN EN 14470-1.

## **8. Fire extinguishing and rescue service**

- 8.1. If a fire breaks out, the fire detectors must be activated immediately. The fire brigade must also be notified (Tel.: 112). Until the arrival of the fire brigade, the fire is to be fought with the available fire extinguishing agents, taking into account its own safety.
- 8.2. In the event of an emergency or accident involving persons, the rescue service of the district fire station must be informed immediately.
- 8.3. The airport's emergency plan and recovery plan shall apply to recovery and rescue measures in the event of aircraft accidents.

## **Annex B Central infrastructures**

The airport operator maintains central infrastructure facilities which service providers and self-handlers have to use. Every commercial airport user in passenger and freight traffic has to pay a fee for the provision and use of these central infrastructure facilities.

The central infrastructure facilities are essential:

### **a) passenger information system**

The passenger information system consists of a central database, software, input and output devices and is managed and operated by the airport operator.

### **b) check-in counter**

The check-in counter includes IT systems, including baggage scales and conveyor systems.

### **c) baggage handling system**

The baggage handling system includes:

- for outgoing baggage: from the collection belt to the baggage loading hall.
- for arriving baggage: from the loading facility in the baggage hall to the carousel conveyor in the arrivals hall.

The baggage handling system is managed and operated by the airport operator. This shall not affect §§ 19 b, 29 c Luft - VG.

### **d) passenger boarding bridges**

The airport operator provides stationary passenger boarding bridges for the terminal positions and handles the docking and undocking of the passenger boarding bridge to the aircraft. The passenger boarding bridges are managed and operated by the airport operator.

### **e) Stationary ground power supply**

The airport operator shall provide a stationary power supply at the passenger boarding bridges. The operation of on-board units is not permitted when the power supply is ready for operation. The connection of the installation to the aircraft is made by the handler.

The airport operator manages and operates the stationary ground power supply.

### **f) Apron for dispatching including positions for de-icing**

The check-in apron is used for the handling of aircraft. Any other use - e.g. to park aircraft for major maintenance work, for standing runs - is only permitted with the consent of the airport operator.

The airport operator is responsible for scheduling and providing the handling position. The handling areas are managed and allocated by the airport operator.

As soon as special areas for aircraft deicing are designated, only these areas may be used for this purpose. The disposition, provision and administration of these areas as well as the de-icing of the aircraft is carried out exclusively by the airport operator.

The airport operator shall maintain appropriate de-icing vehicles and take over the de-icing of the aircraft.

**g) Waste disposal system**

The airport operator shall provide waste containers and ensure that the waste is disposed of. Each airport user must ensure that the waste (sorted and separated) is placed in the containers provided for this purpose. The airport operator will forward the waste for further disposal.

The disposal system is managed and operated by the airport operator.

**h) Waste disposal system for faeces**

The airport operator will provide a faeces plant and supply the faeces vehicles with the necessary flushing fluid. It ensures the disposal of faeces.

**i) Supply system for fresh water**

The airport operator provides a fresh water delivery station. It is administered and operated by him.

**j) Fuelling system**

The airport operator is responsible for operating the tank farm.

**Annex C** Supplementary rules for the provision of ground handling services on the apron of Paderborn/Lippstadt airport

**1. Purpose and goal**

- 1.1. As an airport operator, Flughafen Paderborn/Lippstadt GmbH is obliged to take the necessary precautions and to ensure compliance with the relevant legal regulations and orders in accordance with § 45 of the Air Traffic Licensing Regulations (LuftVZO) in order to guarantee the safe condition and proper operation of the airport and to avert operational hazards (§ 29 LuftVG).
- 1.2 The basic rules for achieving this objective are contained in the state-approved Airport User Regulations. The additional traffic generated on the apron by the approval of self-handlers and service providers requires the following additional regulations and procedures in order to maintain the traffic and operational safety of the airport in view of the already cramped spatial conditions and the traffic density prevailing there.
- 1.3 The airport's traffic managers appointed at the airport, their deputies and their direct and indirect vicarious agents shall be responsible for supervising compliance with these rules. These, in turn, are subject to supervision by the licensing authority within the framework of § 47 LuftVZO.
- 1.4 These rules do not affect the EU Council Directive 96/67/EC, the BADG and BADV and other laws, regulations and orders applicable to airport operations. The provisions of the Airport User Regulations and their subsequent provisions shall also remain unaffected.
- 1.5 The terms "user", "service provider" and "self-handler" used in these rules shall apply in the sense of the definitions of the BADV (§ 2, No. 3, 5 and 6).
- 1.6 These rules apply to all suppliers of groundhandling services (users and service providers) on the apron of the airport, including the airport operator's groundhandling staff. They represent the framework conditions, in particular with regard to the regulations and procedures to be observed in airport operations as well as the personnel and equipment deployed.
- 1.7 The responsibility of an air carrier for the operation of its aircraft or those of its contractors and as an aeronautical engineering undertaking shall not be affected even if it uses a service provider for the provision of ground handling services on the apron.

- 1.8 Where an air carrier is self-handling, all activities other than the direct servicing of the aircraft on the position shall be subject in full to the rules applicable to other suppliers of ground handling services on the apron.
- 1.9.1 The traffic management of the airport in accordance with § 45 LuftVZO has the right at all times to verify compliance with these rules. To her or on her direct behalf self-employed airport services (e.g. traffic managers from the service) are limited to demand at any time to provide the required evidence and to obtain the necessary insights to allow the use of the Your further instructions must be followed.
- 1.9.2 Self-handlers and service providers can make use of the following services to fulfil local requirements for the provision of ground handling services on the apron of the assistance by operate the relevant facilities of the airport operator.

## **2. Operational and logistical precautions**

- 2.1 Service providers and self-handlers shall make the organisational and operational arrangements to enable them to provide ground handling services at any aircraft parking position on the apron of the airport.

**Note:**

The airport's traffic facilities are intended for general use and are therefore in principle not permanently assigned. They are scheduled by the air traffic control service and the VZ department of the airport operator with the greatest possible consideration of the customer agreements made in the course of traffic preparation in the current traffic handling exclusively according to traffic aspects and necessities.

- 2.2 The provision of groundhandling services involves self-handlers and service providers in the airport's obligation to operate. Consequently, arrangements must be made and agreed with the airport operator to ensure the provision of a proper service without disrupting the operation of the airport, even in emergency, special and other exceptional cases of air traffic at the airport. These include, for example, aircraft accidents or other operational disruptions to aircraft on the ground, the return of a started aircraft from the air, diversion of flights to Paderborn/Lippstadt airport, disruptions in flight operations due to weather events and the like.

**Note:**

Due to the possible effects on the air traffic handling of the airport and on the legitimate interests of uninvolved third parties, the indispensability of the precautions to be taken for the removal of immobile aircraft from the flight operation areas is pointed out in this context.

- 2.3 The equipment used to provide ground handling services on the apron must always be proportionate to the volume of orders placed. Excess equipment must not be parked or stored on the apron. It shall be moved to the allocated parking areas and parked there properly and securely. Vehicles and equipment immobilized on traffic areas must be removed immediately; they must not be left behind without personnel, especially in flight operations areas.
- 2.4 Only terminal equipment whose compatibility with other equipment on these networks is ensured and which does not interfere with network operation may be connected to or operated over the wired

communications networks of the airport. If necessary, the electromagnetic compatibility (EMC) shall be verified separately. This shall be agreed with the operators of these networks.

- 2.5 Radio wave communication media may only be used in the airport area if they are approved by the postal service and the technical services of the airport operator have expressly agreed to their use.

Note:

The high use density of radio-supported means of communication in air traffic and in airport operations in confined spaces is already problematic for physical reasons (e.g. radio shadowing, "electronic smog"). Any interference with radio navigation aids or aircraft radio and operating frequencies caused as a result can have a rapid and serious effect on the safety of human life and high material values. Special care must therefore be taken in this respect.

### **3. Organisational and personnel arrangements**

Providers of ground handling services on the apron shall take the organisational and personnel precautions necessary to ensure the smooth provision of the services offered, to ensure the safe operation of the airport and its proper operation and to contribute to the safe, smooth and expeditious handling of air traffic at the airport under all operating conditions.

#### **3.1. operations management**

- 3.1.1 Providers of ground handling services shall establish a responsible operational management which is available to the airport operator's operational management, supervisory and control bodies as a clear and competent point of contact for the service provider during its operating hours. In addition, competent contact persons must be named for any special features that may arise, even outside the operating hours.

- 3.1.2 The self-handlers and service providers shall ensure that the personnel deployed are sufficiently familiar with the Airport User Regulations and their subsequent provisions, but in particular with the following
- the emergency and alert procedures,
  - fire-fighting and - when working on the positions - aircraft fire-fighting,
  - the handling of dangerous goods,
  - the creation of proper conditions for the refuelling of aircraft at the position in each individual case,
  - the manner in which the surface is walked around the aircraft before it leaves its position to avoid damage to the aircraft by foreign objects (FOD),
  - securing passenger routes on the apron between aircraft and passenger bus and between building exits and aircraft or passenger bus, in particular in winter weather conditions, and
  - the provision of first aid (in sufficient numbers)

and is kept in practice by periodic repetition instructions.

Responsibility at the interfaces shall be clearly defined. To this end, the plant management must appoint a person who is responsible for ensuring compliance with the safety regulations at the handling positions.

### **3.2. Operational management personnel**

The operational management personnel must have the technical knowledge and procedural knowledge, which enables it to ensure the proper execution of the current service provider by means of its orders and instructions.

The managerial staff of the service provider shall also be responsible for ensuring that

- the competent services of the airport operator are informed immediately in the event of disruptions to the service provider's operations which may have an impact on other airport operations and the flow of air traffic. (This includes also looming flight delays),
- the services of the airport operator capable of providing assistance are immediately alerted in the event of an emergency, alarm or other hazard,
- in the event of damage caused to airport installations and equipment or to the property of third parties, the traffic controller is immediately called in by the service, and
- areas rented by the service provider and those on which it provides its services can be used safely and from which no risks for the other airport operations can arise.

### **3.3. operating personnel**

- 3.3.1 The service provider's operating staff on the apron as drivers shall hold at least the driver's identity cards and permits required by the traffic and licensing rules for the respective vehicle use. The driving skills required for the operation of towed vehicles, industrial trucks or other special equipment must also be demonstrated, if necessary.
- 3.3.2 Before operating personnel of the service provider are deployed to provide ground support to the pilot when leaving the position (walk out assistance), the airport operator's consent must be obtained for the intended procedure.

### **3.4. Carrying out the towing of the aircraft**

- 3.4.1. operational staff towing aeroplanes shall be bound by the technical and temporal control instructions of the air traffic control service and the follow e vehicles of apron control.
- 3.4.2. Operating personnel used as brakemen on board a towed aeroplane shall be demonstrably trained by the contracting air carrier.

### **3.5. Participation in radio-controlled aircraft maintenance towing operations**

- 3.5.1. Operating personnel towing aeroplanes in radio-controlled maintenance towing operations in accordance with the instructions of the central apron control must first have successfully completed additional training at the airport operator on the procedures valid on the apron for the management and control of air traffic and the radiotelephony procedures used in radio operations.
- 3.5.2. When used in radio-controlled maintenance towing operations, the operating personnel involved shall be bound by the technical and time control instructions of the air traffic control service transmitted to the tractor driver via radio service. Further instructions from the lead vehicles of the apron control to secure the tow train when leaving or arriving at a position must also be observed.
- 3.5.3. Before operating personnel are deployed in the aerotow operation referred to in 2.5.2., the airport operator shall obtain approval for the intended procedure.

#### **4. final provisions**

- 4.1. Providers of ground handling services on the apron are obliged to immediately notify the supervisory bodies of the airport operator (traffic managers of the service) if events occur, are detected or observed during the provision of services which could have an impact on the safe, orderly and speedy handling of airport operations.
- 4.2. If serious or dangerous impairments occur during the provision of ground handling services on the apron due to functional deficits of the service provider, or if the legitimate interests of third parties are unreasonably impaired, the supervisory bodies of the airport operator (traffic managers of the service) may order or arrange for measures to be taken to restore the airport to its proper condition.
- 4.3 The airport operator reserves the right to hold those involved accountable by reporting continued violations of the rules as well as seriously negligent conduct or dangerous individual events to the supervisory authority or, if necessary, to the police.