

REGULATION OF PUBLIC NATIONAL AND PRIVATE INTERNATIONAL PRAGUE LETNANY AIRPORT

LKLT-SMS-05

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1	Letňany Unit

Purpose and Validity of the Document

Regulations of Airport Prague Letňany (hereinafter referred to as „Airport Regulations“) states the rights and duties of persons partaking in the traffic in the area of the Airport and in the delegated airspace of LKLT (TRA Letňany). This document is obligatory for all LKLT Airport users and other persons that move around or intend to move around the public and non-public aerodrome sections, or that intend to use the delegated airspace. The document regulates the traffic rules, defines sanctions for breaching of these rules and, on the other hand, tries to define the air traffic safety rules under given conditions and in the given environment. The document is subject to rules for regulated LPL documentation. At the same time, the Airport regulations is an order of the Airport operator in the sense of § 31 Sect. 2 Act No. 49/1997 Code on Civil Aviation as amended meant for aviation activities operators and other persons involved in the Prague Letňany Airport traffic and air traffic, and designed to secure safe operation of the aerodrome and coordination of Prague Letňany Airport activities.

Abbreviations, concepts and definitions

AD	Aerodrome
ADC	Aerodrome Chart
AFIS	Object where the Letňany Unit is placed
AGL	Above Ground Level
AIP	Aeronautical Information Publication
ALT	Altitude
AMSL	Above Mean Sea Level
AoR	Airspace of Responsibility
APN	Apron
APP	Approach Service Prague
ARP	Airport reference point
ART	Aerodrome reference temperature
ASDA	Accelerate Stop Distance Available
AUP	Airspace Use Plan
ATS	Air Traffic Service
ATZ	Air Traffic Zone
CTR	Control tower region
DIST	Distance
ELEV	Elevation
FREQ	Frequency
FPL	Flight Plan
GND	Ground
GEO	Geographic or True Heading
HO	Service Available To Meet Operational Requirements
HOL	Holiday
ICAO	International Civil Aviation Organization
IFR	Instrument Flight Rules
LDA	Landing Distance Available

LKLT	ICAO Code of Letnany Available
LPL	Airport Prague Letňany, s.r.o.
LSLPS	Military Air Traffic Service Unit
LOC	Local Time
MAPP	Military Approach Service
MCTR	Military Control Tower Region
MTWR	Military Control Tower
NM	Nautical Mile
NIL	None or I Have Nothing to Send You
NOTAM	Notification to Air man
OFZ	Obstacle Free Zone
OPI	Dispatcher Letňany (Person who is providing the Information to known traffic)
O/R	On Request
PCN	Pavement Classification Number
PIC	Pilot in Command
PDSL	Operation Time of Letňany Unit
PDL	Operation Time of Letnany Airport
RDST	Radiostation
RWY	Runway
SPD	Valude Added TAX
QNH	Altimer setting to Obtain Elevation When on the Ground
TLOF	Touch Down and Lift Off Area
TMA	Terminal Control Area
TODA	Take Off Distance Available
TORA	Take Off Runway Available
TRA	Temporary Restricted Area
TRA GA	Specific type of TRA
UUP	Updated Use Plan
UTC	Coordinated Universal Time

- VFR** Visual Flight Rules
- VHF** Very high Frequency (30 – 300 MHz)
- VMC** Visual Meteorological Conditions

1. Airport Information

1.1 General Information

Airport Operator:	LETIŠTĚ PRAHA LETŇANY s.r.o.
ICAO Code:	LKLT
Frequency:	120,335 (Callsign - LETNANY RADIO)
Airport Codename:	2B
Type of Airport:	Domestic Public and Private International
Locations:	District Prague 9, Letňany Prague
ARP:	50° 07' 53"N ; 14° 31' 32"E, (umístění střed AD)
ALT:	278 m (912FT) ELEV
ART:	23°2 C
Distance City Centre:	7 km NE Prague – centre GEO 550°

1.2 The Name and Address of the Airport Operator

Airport Operator:

Letiště Praha Letňany s.r.o.
Hůlkova 1075/35
197 00, Praha 9

IČO: 246 78 350
DIČ: CZ 246 78 350

Airport owner:

Letňany Air Land, s.r.o.
Praha-Kbely, Hůlkova 896/31
197 00, Praha 9

IČO: 061 38 462
DIČ: CZ 061 38 462

1.3 Permitted Activities (Flights)

- VFR Day
- Educational and Training
- Testing
- Flight for Special Purpose
- Transporting
- Parachutes – only Sport
- Airdrops are Permitted Only by Previous Agreement with Airport Operator, APP Praha, LSLPS Kbely and Letňany Unit

Night Operation: NIL

Note:

- Fees for airport usage are established by Airport Operator in price list (LKLT FEES) and are available to see on website: www.letnany-airport.cz also in **LKLT Letňany - VFR manual – Czech republic**. Printed price list is available in Terminal 1 building also. Cash and credit card payments possible.
- To conclude a separate agreements and conditions for airport usage please contact The Airport Operator on: info@letnany-airport.cz

1.4 Operating Hours

Letňany Unit

1 MAY – 1 OCT Monday – Sunday, 0700 – 1700 UTC

2 OCT – 30 APR Monday – Sunday, 0800 – 1600 UTC, otherwise O/R HO

In following day – 1st January and 24th – 26th of December the Airport is completely closed and out of traffic and services. (NOTAM)

Note:

During March and April Letňany Unit operating hours may be extended to 1800 LOC regarding weather conditions and intensity of flights. The airport users are informed about this fact on airport website www.letnany-airport.cz, Airport facebook LKLT and contractual users by email.

It is highly recommended to call Letňany Unit (+420 286 581 340) to be informed about ongoing operating hours and RWY condition.

In selected months the operating hours are limited by the time of end civil twilight (TE), the Letňany Unit operating time on these days is limited depending on what happens earlier, either the published end of the Letňany unit operating hours or the TE.

Airport Area (non-public areas A, B, C)

Operating hours for contractual airport users are between 0600 – 2300 LOC.

Operating hours for all other airport users are same with operating hours.

Not contractual users have to follow procedures described in chapter 4.10. Failure to comply with this provision is considered to be a broken of rules of the airport regulation.

1.5 Seasonal usability

In the winter, the runway system is not maintained and snow cleaning is not ensured due to grass RWYs. Snow cleaning is only organized on the paved (asphalt) surface of the airport.

RWYs are ineligible if the grass or snow cover height exceeds 25 cm. If the pilot makes landing or take-off on such an ineligible runway at his own discretion, the operator is not responsible for any damages. In the Letňany Unit operating hours, the pilot is alerted by the Letňany unit dispatcher that the RWYs system is inoperable (eg. soft surface).

Note:

To check the status of RWYs and verify providing information, always call Letňany Unit, tel. + 420 286 581 340.

1.6 Areas for Aircraft Parking

South of Letňany Unit, two paved parking areas, otherwise on the grass area as instructed by the Dispatcher of Letňany Unit or Airport staff.

1.7 Hangar Parking

O/R

1.8 Rescue and Firefighting equipment

During Letňany Unit operating hours, an emergency vehicle with a trailer is available for life saving and firefighting purposes. The trailer is equipped with a fire extinguisher and rescue equipment as in the Annex 1, Aviation Regulation Annex 14 (Airport).

During Letňany Unit operating hours, the firefighting and rescue service is comprised of the Shift Manager and the Executive Technical Worker, the Dispatcher is in charge of this service and must be immediately informed by the witnesses of an event or by the Executive Technical Worker when a need arises to actively use the firefighting and rescue service equipment.

Airport Category:	2;
Fire Extinguishers:	2 x 50 kg powder extinguisher;
Rescue Equipment:	crowbar, fire axe, knife to cut safety belts, work gloves, medical equipment, materials for the first aid and 2 pcs of respirators.

All equipment listed above is primarily intended to provide life saving and firefighting service at the airport during air traffic operation.

Picture 1 Rescue and firefighting equipment of LKLT



The towing vehicle is located on the asphalt pavement of the driveway to the tower, south of this building.

Other fire extinguishers: hand-operated 6kg powder extinguishers, type A B C, are placed in LSSP hangar, in canvas hangars, in the tower and at the fuel station

Fire Rescue Service (phone number 150) or **Emergency Medical Service** (phone 155) is called according to the size of the incident, accident, or fire.

1.9 Accommodation Availables

- Hotel Duo (4km SW)
- Hotel Aura (4km NW)
- Hotel Blue Orange (4km NW)

At the airport – NIL

1.10 Dining Options

- Snacks can be purchased at Terminal 1.


1.11 Transport Connection

- Metro station is located 1km along the southwestern edge of the Airport; (see the map in attachment)
- Public transport – Bus Stop („Důstojnické domy“) 700m distance
- Taxi – AAA 222 333 222

1.12 Location and Altitude to Check the Altimeter

- Operational area in front of the hangar AK Letňany – 278 m (912FT)

1.13 Signals and Indicators Location

- Wind indicator  (WDI) including a circle with diameter of 15m width of 0,5m is located in area to the right of RWY 05. The second WDI is to the left of RWY 23. Signal area is not established. AD is situated at MCTR Kbely.

- Threshold sign L-shaped dimension 6x4,5m, width 0,8m, white, complemented by cones or flags.
- Lateral threshold sign dimension 3x0,8m, white
- On the number 3 stall, the H marking including the circle for landing and take-off helicopters (TLOF) was made.


1.14 Lighting Equipment

NIL

1.15 Alternate Power Source

NIL

1.16 Symbols Defining Airport Area

The boundaries of the aerodrome operating areas are marked by boundary marking.  Pilots must not cross this marking. The perimeter is surrounded by a continuous fence

1.17 Objects at the Airport Complex

1.17.1 Non-Public Area C

- **(1-A)** Take-off and landing paths (RWY) – 23R/05L a 23L/05R

1.17.2 Non Public Area B

- **(A-1)** Integrated workplace of the LKLT operator ("tower") consisting of the Dispatcher post and Airport Operator office (1), Security manager office (2), Safety manager office (3), Ground Handling Manager office (4) and sanitary facilities;;
- **(A-2)** Terminál 1 (Briefing room / rest room);
- **(B-1)** Workshop of Aeroclub Praha Letnany;
- **(B-2)** LKLT operator workshop;
- **(B-3)** Mavisys Ltd. workshop;
- **(C-1)** Aeroclub Praha Letnany hangar;
- **(C-2)** Hangar LSSP;
- **(C-3)** Canvas hangars;

- **(C-4)** Metal hangar;
- **(D-1)** Fuel station of aviation fuel;
- **(2-A)** OFF-ROAD trail;
- **(3-A)** Are for limited parking of aircraft and other transport and mechanized vehicles; **(The maximal time for parking in this area is limited up to 15 minutes.**
- **(4-A)** Parking area reserved for a long term aircraft parking;

1.17.3 Non public Area A

- **(E-1)** Rental house of Aeroclub Praha Letnany;
- **(E-2)** Service building of Aeroclub Praha Letnany;
- **(E-3)** Clubroom of Aeroclub Praha Letnany;
- **(6-A)** Airport Letnany parking place;

1.17.4 Public Area

See the Annexes No. 2 (A-E)

1.18 Aircraft Communication	Communication	Devices	(Radio
Calling	LETŇANY RADIO		
Frequency	120,335		

WARNING

It is not possible to arrive or depart from/to TRA GA Letňany 1S and TRA GA Letňany 1N unless the aircraft is equipped with 8, 33 kHz RDST separation.

1.19 Fixed connecting Services

Phone No. Letňany Unit	+420 286 581 340
Phone No. Ground Handling LKLT	+420 702 185 744
Phone No. LSLPS Kbely	+420 973 333 120
	+420 973 333 121
Phone APP Praha	+420 220 374 548

1.20 Radionavigation Equipment

NIL

1.21 Weather Service

ČHMÚ Praha Ruzyně	+420 220 372 143
ČHMU Praha Ruzyně fax	+420 220 372 140
Kbely AD METEO	+420 973 207 392

Letňany Unit is equipped with wind indicator (orientation measurement direction and velocity), QNH indicator, thermometer and map for low surface visibility (Annex. No. 3)

1.22 Rules and Restrictions of Local Air Traffic

Snow removal during winter is not organized. Snow cleaning is only organized on the paved (asphalt) surface of the airport.

Air traffic at Prague Letnany airport is coordinated with LSLPS Kbely.

ATZ airport Letnany cannot be established according to Annex 11, Appendix N, due to vertical and horizontal interference with Airspace class C and D. For purposes of providing flight information to known traffic are created TRA GA Letňany 1S TRA GA Letňany 1N. See the attachment 1A-1B.

1.23 Traffic circuits

Traffic circuit altitude is at maximum 1900 ft/580 m AMSL.

Traffic circuit is carried out to the right for RWY 23L and 23R or to the left for RWY 05L and 05R. Both circuits are carried out north of the runway.

Outside Providing information to known traffic Letňany unit operating hours or when TRAGA are not activated, traffic circuit flights are prohibited

Traffic circuit south of AD LKLT are strictly prohibited

1.24 Aircraft Maintenance

NIL

1.25 Protection of Objects and Non-Public Areas at the LKLT airport

24 H CCTV Night
Security

Protection of the airport against unlawful acts is organized in accordance with the Security program of LKLT operator.

2. Rules for Movement of People and Vehicles at the Airport

The movement of people and vehicles at LKLT is specified in the LPL "Security Program" and "Manual Safety management System".

2.1 Movement of People and Vehicles

2.1.1 Public Area A

Airport Public Area (Landside): parts of the airport, adjacent land and buildings or parts thereof that are not non-public areas of the airport. The public parts of Prague Letňany Airport are private lands and are used in accordance with lease agreements.

Smoking is allowed in public area.

2.1.2 Non Public Area B

This area forms part of the Prague Letnany Airport and is separated from other areas by fence around the airport. Access to non-public area B (Airside B) is via the G1a gateway where each tenant (airport user, airport employee, etc.) has to prove a valid ID card that entitles him / her to enter the private area and, at the same time, by applying this ID card to the ID card reader allows the person concerned to enter the area B.

Third persons, that is, the supply company, those interested in sightseeing flights, visitors, etc. are allowed to enter Area B only if they are accompanied by a person holding a valid ID card and a third person will have a visually positioned VISITOR card on the top of the garment. The holder of a valid ID card is required to be in full responsibility for the third party whole time. Upon completion of the agreed activity, the holder of the valid ID card must accompany the third person to the public area of the airport.

GUEST cards can also be borrowed at Terminal 1 LKLT building and must also be returned immediately when no longer needed. In case

the gateway service is activated, you can also borrow cards at the gateway to the airport, which is at the G1 - GATE 1 gateway.

Vehicles are only permitted to enter airside with a valid ENTRY AUTHORIZATION CARD. Additionally, the entrance is allowed to supply vehicles, emergency vehicles, the Customs Administration of the Czech Republic, the Police of the Czech Republic and the Municipal Police of Prague.

Other vehicles entry and exit exceptions may be agreed upon previous agreement with an Airport Operator. Temporary ENTRY PERMITS (VISITOR) are available at Terminal 1 building. Each request to enter the private area of the airport must be sent to the airport email address info@letnany-airport.cz.

In non-public area B smoking is permitted only at designated areas.

This area contains:

- Letnany Information Unit (tower)
- Aeroclub building incl. hangar
- Fuel Station
- LSSP Hangar
- Canvas hangar
- Metal hangar
- Parking area
- Technical buildings of air operators

2.1.3 Non public area C

This part defines the area around the RWYs LKLT (more in Appendix 2). The space includes RWYs and APRON LKLT.

Only people who are properly marked with reflexive elements with a strong colored background are allowed to enter the C area. Persons must be holders of a valid ID card, and third parties can enter this area only with a person with a valid ID card. Every person in space C must be marked with reflective elements that make up at least 1/3 of the person's clothing.



Picture 2 *Reflective elements for movement in non public C area*

In the event of entering the C area with the vehicle, it is required to switch on the hazard warning and contour lights. In space C there is a danger of a collision with moving planes. Taxiing, landing or departing aircraft always take precedence.

Movement in space C must be coordinated with the Letnany dispatcher and the person in this area must follow its instructions.

Exceptions for area C entry are the emergency services, the Customs Administration of the Czech Republic, the Police of the Czech Republic and the Municipal Police of the Czech Republic.

Another exception is the Letnany Rescue and Fire Service, which is made up of the Executive Technical Officer and the LKLT Dispatcher, and for this purpose they use the Emergency Vehicle.

The Airport Emergency Vehicle is equipped with reflective magnetic strips on the vehicle body for movement in this area.

Further movement of persons or vehicles in this area is limited and allowed only in exceptional cases. Under no circumstances may air traffic safety be endangered.

All people in this area are required to monitor air traffic and follow the rules of safe movement in this area.

Smoking in C area is strictly forbidden same as manipulation with open fire.

2.2 General Guidance on Compliance with Safety

- a) Into non public area B and C it is strictly prohibited to enter with dangerous items, weapons, animals, it is also prohibited to manipulate with open fire, to smoke (except for designated areas in area B), and prohibited entrance for people under the influence of alcohol or narcotic substances. Entry to area B and C is also prohibited to motorbikes and other single-track vehicles, including bikes, free skating on roller skates, scooters, skateboards and segways. In winter time, it is prohibited to ski or sled in this area. All qualified personnel and other people moving in this area are responsible fo follow safety instructions. Exemptions are granted by the Airport Operator;
- b) It is prohibited to take pictures or film audiovisual records without the prior approval by the Airport Operator. The exception is granted to LKLT tenants, who can take pictures and film for their own personal use;
- c) Person with valid ID card may not allow to enter any other person or people who do not have a valid ID card in Area B and C, regardless of whether the person is known or not. Such admission is considered as violation of the Regulation rules;
- d) All LKLT users and their clients are required to use the G1 Gate Entry to enter Area B (see Appendix 1) or the Gate 6. The gate can be opened only by enclosing a valid ID card on the ID card reader. For pedestrians it is strictly forbidden to use the entrance gate, which is primarily intended only for vehicles;
- e) Sabotage or improper handling of security systems installed at LKLT will be fined;
- f) All areas A, B and C at LKLT are monitored by CCTV system (24H);
- g) There is a ban on flying kites, parachutes, RC aircraft or other equipment within 500 meter distance from a warning board. Possible exemptions are granted by the Airport Operator;

- h) Each airport user and LKLT employee is required to comply with the LKLT rules and to follow the instructions of the Airport Operator in accordance with the LKLT Airport Regulation;
- i) The main gate G1 closes at 2300 LOC and opens at 0600 LOC. After closing the G1 gate, movement of authorized personnel in LKLT complex possible only with previous Airport Operator approval;
- j) Violation of this Regulation, the Rules of the Traffic regulation at the airport and the Operator's Security Program shall be fined up to 10000 CZK (400 EURO) by the Airport Operator;
- k) In the A, B, C airport areas the speed limit for vehicles, excluding aircraft, is limited up to 5 km / h. The driver is required to comply with this speed limit and not to endanger himself or other entities located within the airport complex. The driver is also obliged to allow the free passage of aircrafts which have absolute priority.

3. Information about Maneuvering Areas

3.1 Runways

RWY (designation, geographic direction, dimensions, maximum weight, directions, declared distances TORA, ASDA, TODA, LDA)

- Average longitudinal slope is 0.12% downward in direction RWY 05, maximum slope up to 0.3% (does not affect air traffic);
- Average lateral slope is 0,6% in NW and N direction, maximal slope up to 1,0% (does not affect air traffic)

Maneuvering area

RWY		Size		Declared lengths of RWY					
Designation ¹	Hdg	RWY	STRIP	TORA	TODA	ASDA	LDA	Capacity	Surface
05 L	046°	860x23	1210x75	1000	1030	1030	860	5700kg/0,4 Mpa	tráva
23 R	226°	860x23	1210x75	860	1000	1000	860	5700kg/0,4 Mpa	tráva
05 R	051°	800x25	800x75	920	950	920	800	5700kg/0,4 Mpa	tráva
23 L	231°	800x25	800x75	800	920	800	800	5700kg/0,4 Mpa	tráva

The airport operator has set the max. operating height of the grass on the maneuvering area to 25 cm.

Note:

The capacity of the maneuvering area can be reduced due to long- lasting rains or snow melting.

3.2 Aircraft Taxiing

A sufficient safety distance between the aircraft must be kept during taxiing, for which the PIC is fully responsible. If the PIC is not sure, the aircraft engine must be shutdown and the aircraft must be pushed or pulled. The aircraft has precedence over people and vehicles moving in

non public areas. The PIC must prevent a collision with any obstacle located in the non- public area of the airport. The overtaking aircraft must keep a sufficient distance from the overtaken aircraft.

The pilot is obliged to report parking position to Letnany dispatcher before the aircraft commences taxiing.

In the event of an incident, the PIC must follow the Letnany dispatcher instructions must ensure that the emergency mobile devices are on hand Priority Airplanes must be prioritized before any movement to the aerodrome area.

PIC should always report „Before engine startup“ due to parachute activity at LKLT. Taxiing without established radio connection with Letnany Radio is strictly prohibited.

3.3 Signs on Maneuvering Areas

Maneuvering areas are clearly maked with boarder signs  .

BOARDER SIGNS SHOULD NOT BE PASSED BY TAXIING AIRCRAFT AT ANY CIRCUMSTANCES. THIS ACT CAN ONLY BE APPROVED IN EMERGENCY BY LKLT DISPATCHER.

3.4 Obstacles in Airport Vicinity

Obstacles in close vicinity of the aerodrome (elevation, direction, distance from the aerodrome reference point, day and night marking)

Place/location	ELEV (m)	DIST (km)	GEO (o)	Degree of incline (m)
Chimney VZLÚ Letňany	319	0,7	296	44
Chimney Letov	313	0,8	315	36
Chimney LO Kbely	301	0,9	80	24
Lighthouse Kbely	326	1	174	44
Estate Letňany	324	1	276	46

Manufactory KNAUF Kbely	310	0,8	186	37
Pylon VN Prosek PRE,s.r.o	315	1,3	250	37
Houses Prosek	313	1,5	245	36
Houses Prosek	323	2	238	46
Chimney AVIA	325	2,1	340	48
Chimney cukrovar Čakovice	326	2,5	341	49
Chimney teplárna Třeboradice	395	4,1	353	118

There are no obstacles/ barriers on approach RWY 05R / 23L 05L/ 23 R in the rate of 1:30.

Obstacles in the airport vicinity are clearly marked either by day or night lights. Public lighting along the "Kbelska" road is not marked, but does not interfere with the safety protecting zone of LKLT. Pilots are asked to increase their attention.

4. Air Traffic Management

4.1 Responsibility

The Director of Prague Letnany Airport or its appointed representative is responsible for organizing the flight safety. Letnany unit dispatcher is responsible for providing Information to know traffic during its operating hours.

4.2 Commencement and Termination of the Air Traffic at LKLT

It takes place in coordination with MTWR Kbely. MTWR Kbely issues consent to the activation or deactivation of the relevant TRA GAs for use by the Letňany site.

4.3 VFR day Flights

Minimum meteorological conditions

TRA GA airspace are located in a Class D airspace, which means that the ground visibility must be at least 5000 m and the base of significant clouds at least 1500 ft AGL. TRA GA are also areas of the RMZ type, which means areas with mandatory functional radio equipment.

Arrivals and Departures

Arrivals and departure from LKLT are allowed only during the day. it means among, TB-TE (civil dawn – civil twilight), according to the sunrise and sunset timetable, published in AIP CR.

Arrivals and departures are subject to VFR Manual VFR-AD-LKLT.

Aerodrome user is obliged to inform the Airport Operator about any arrival and departure from/ to countries outside of EU

and Schengen at least 24-hrs before planned arrival or departure, using a required form. The form can be obtained on www.letnany-airport.cz and then is to be e-mailed to info@letnany-airport.cz. The Airport Operator is obliged to organize immigration and customs clearance, as per valid Czech law and regulations. Airport Operator will not ensure a security check of people and baggage. Other service must be ordered and confirmed by Airport Operator at least 24-hrs in advance.

The charges associated with the above customs, which will be canceled more than 12 hours before arrival, will not be charged. However, if cancellation takes place in less than 12 hours prior to arrival, the airport operator will charge such customs in full (cancellation must be emailed to info@letnany-airport.cz).

Traffic Circuits

Traffic circuit has to be flown according to VFR Manual VFR-AD-LKLT.

It is prohibited to fly traffic circuit training when the TRAs GA Letňany are not activated.

Combined Flights (VFR – IFR /IFR - VFR) – Kbely Airport Usage

According to the AIP CR, pages AD 1. 1. - 2., clause 1.1.2.1.2, an instrument approach with the subsequent VFR flight to another aerodrome or training approach is considered as military airport usage. The use of the LKKB military airport can be according to AIP CR, page AD 1.1-3, clause 1.1.2.2, only on the basis of a prior authorization by the competent authority of the Czech army.

Compliance with ATFM Departure Slots

According to Commission Regulation (EU) No 255/2010 from 25th March 2010, pilots flying at FPL (combined) from

Prague Letňany airport must adhere to the ATFM departure slots. Information about the allocated time slot for the combined VFR / IFR flight can only be gained at FIC Prague office in accordance with AIP ENR 1.9.1.5.1., phone number: +420 220 374 393 or +420 220 562 638.

Combined FPL Departures from LKLT

All pilots are required to inform Letňany Unit LKLT well in advance about their combined FPL, prior to their actual departure, ideally by phone. LKLT dispatcher can then inquire MTWR Kbely if they received the FPL. If, for any technical reason they have not, MTWR Kbely will ensure subsequent FLP redistribution. Once the FPL is received at MTWR Kbely, they inform Dispatcher LKLT. Only then Dispatcher LKLT provides the information for departure and activates the FPL. Should the FPL not be distributed (activated), the pilot must wait for Dispatcher LKLT instructions.

This regulation minimizes the aeroplane inflight delays and ensures adherence to the ATFM slots.

Holding

Holding procedures not applied. Eventual holding is carried out according to instructions from Letnany dispatcher or LSLPS Kbely (when Letnany unit is out of service).

Noise Abatement Procedures

Unless otherwise instructed by ATC, it is prohibited to fly with powered aeroplanes over urban areas such as Kbely, Satalice, Vinor, Horni Pocernice, Cakovice and Miskovice. After departure from RWY 05L/R, the pilot is required to avoid flying over Kbely town and follow the aerodrome circuit trajectory of the actual RWY in use. After departure from RWY 23L/R climb with maximum gradient while maintaining safety of the flight. It is forbidden to overfly Prosek.

After 1600 UTC the aerodrome circuit training flights are strictly prohibited

Operation on Parallel Runways

The axial distance of RWY's does not meet the requirements of point 3. 1. 11 of the Annex 14 (airport).

Parallel RWYs are not to be used simultaneously, only for independent operation.

Departures from RWYs only independently. LKLT Dispatcher recommends the line up order depending on the traffic situation. In the event of Departure or Arrival out of Letnany Unit operating hours, the pilots follows MTWR Kbely instructions.

In case there is glider launching in progress, independent operation is strictly prohibited.

Counter-side independent parallel traffic is prohibited. Only in exceptional cases such as "Emergency" or Emergency Training, and only under the circumstances that there is no traffic on the circuit or landing in the opposite direction, and TRAs GA are activated.

4.4 Parachute Flights

Execution of Parachuting Flights: Shall be governed by L2 Supplement N, Parachuting Flight Rules, Annex 2 – L2

- a)** Parachute flights – sport parachutes only, only with the aerodrome operator approval when the TRAs Letňany are activated.
- b)** The Airport operator is responsible for creation a NOTAM before the parachute activities.
- c)** Only sport or army parachuters may practice the parachute drops, using sterable parachute (main and reserve);
- d)** Airport Operator (Letiste Praha Letnany Ltd.) guarantees the parachute landing at LKLT complex;
- e)** A day prior planned parachute drops, at 1900 hrs., the parachute drop operator must coordinate the parachute drops with LSLPS Kbely to ensure

no interference with any military aircraft Training flights;

- f) LKLT parachute drops point of contact and coordinators: Mr. Podoubsky, mobile phone number +420 602 279 289; or Mr. Toman, mobile phone number: +420 724 139 501. These people coordinate the activity and approval with LSLPS Kbely and are always present at the parachute drops;

4.5 Alternate Aerodromes (Callsign, Frequency, Altitude, RWY, GEO, DIST, Phone No.)

! WARNING !

Kbely aerodrome (LKKB) shall not be listed as the alternate aerodrome nor should it be mentioned in the FPL.

! WARNING !

1. VODOCHODY

ICAO	LKVO
Callsign	Frequency
Vodochody TOWER	133,080
Vodochody RADIM	123,030
Vodochody RADAR	127,480
Altitude	280 m
RWY 10 / 28	dimension 2500 x 45 m (asphalt)
RWY 11 / 29	dimension 1800x50 m (grass)
GEO	318°
DIST	12,2 km
Phone nr.	+420 731 135 187
Available to use only with previous approval from LKVO ATC.	

2. VACLAV HAVEL AIRPORT PRAGUE

ICAO	LKPR
Frequency	122,160 Ruzyně ATIS 134,560 Ruzyně TOWER 127,580 Praha RADAR
Altitude	376 m
RWY 06 / 24	dimension 3715 x 45 m (concrete)
RWY 12 / 30	dimension 3250 x 45 m (concrete)
GEO	250°

DIST 20 km
Phone nr. +420 220 111 111, +420 220 115 890

3. TOČNÁ AIRPORT

ICAO LKTC
Callsign **Točná RADIO**
Frequency **123,410**
Altitude **313 m**
RWY 09 / 27 dimension 870 x 30 (grass)
GEO 206°
DIST 17,5 km
Phone nr. +420 724 443 882

4. SAZENÁ

ICAO LKSZ
Callsign **Sazená RADIO**
Frequency **119,640**
Altitude **233 m**
RWY 15L / 33R rozměry 120 x 1315 m (grass)
RWY 15R / 33L rozměry 840 x 30 m (grass)
GEO 320°
DIST 28 km
Phone nr. +420 602 536 840
+420 603 866 458

5. MLADÁ BOLESLAV

ICAO LKMB
Callsign **Boleslav RADIO**
Frequency **123,610**
Altitude **233 m**
RWY 05 / 23 dimension 775 x 100 m (grass)
RWY 16 / 34 dimension 900 x 100 m (grass)
GEO 042°
DIST 44 km
Phone nr. +420 326 734 015
+420 326 734 775

5. KOLÍN

ICAO

Callsign

Frequency

Altitude

RWY 03R / 21L

RWY 03L / 21R

GEO

DIST

Phone nr.

LKKO

Kolín RADIO

129,155

282 m

dimension 900 x 35 m (grass)

dimension 900 x 110 m (grass)

206°

48 km

+420 321 720 844

4.6 Emergency Procedures

If the crew in TRA GA Letňany 1N and Letňany 1S activated areas does not establish a radio connection with Providing information to known traffic Letňany unit, the crew will try to establish a radio connection with MTWR Kbely, which notifies the Providing information to known traffic Letňany unit about non-existing radio connection of the flight crew with the Providing information to known traffic Letňany unit.

In the event of radio communication failure, pilot-in-command shall immediately land at LKLT carrying out traffic circuit and if possible, using radio connection with MTWR Kbely. After landing, the pilot-in-command shall immediately inform Providing information to known traffic Letňany unit.

4.7 Special Provisions

The Head of Letňany Unit or LKLT dispatcher in duty may direct orders as appropriate taking into account traffic density, flight safety, LSLPS Kbely instructions, other than those specified but only on condition that air traffic safety is granted. Members or clients of all operators using Prague Letnany Airport must be demonstrably familiar with and comply with the applicable LKLT Airport Regulations and instructions from the airport Operator, Head of Letňany Unit or LKLT dispatcher in all matters.

The representatives of companies operating at LKLT (users) are responsible for demonstrable familiarization of all their employees or people working within their company at LKLT (including aircraft hirers, aircraft maintenance technicians, aircraft operators, other external entities, ...) with a valid Airport Regulation and bears full responsibility for non-compliance of their entities with this Airport Regulation within LKLT complex.

Aerochemical activity departing from Prague Letnany Airport is forbidden.

PILOT IN COMMAND (PIC) IS OBLIGATED TO USE ALL LENGTH OF RWY FOR DEPARTURE!

4.8 Flights Before and After Letňany Unit Operating Hours

Departures and arrivals at LKLT before and after Letňany Unit operating hours (refer to VFR-AD-LKLT) has to be reported by email (info@letnany-airport.cz) at least 12 hours in advance, unless otherwise specified in the contracts with individual users. **Requests for arrival and departure outside the airport operating hours must be made at the airport's operating hours and such a request has to be confirmed by LKLT employee.** Landing (except emergency and precautionary) without Airport Operator approval outside Letňany Unit operating hours is fined up to 10000 CZK (400 EURO). Responsibility for departure and arrival is upon the commander of the aircraft who maintains communication with MTWR Kbely and follows the instructions of the MTWR Kbely.

The use of Prague Letnany Airport at the higher frequency of arrivals and departures outside the Letňany Unit operating hours must be resolved by a contractual relationship with the Prague Letnany Airport Operator. The Prague Letnany Airport Operator is responsible for air traffic safety only during Letňany Unit operating hours (specified in VFR Manual of the Czech Republic), eventually in times requested by the client or the contractual user of Prague Letňany Airport or by an entity such as the Czech army for instance.

4.9 Flying With Drones

In order to use the „Area“ of LKLT by unmanned aerial vehicles (aircraft without a pilot), a written request must be sent to the email address info@letnany-airport.cz during Letňany Unit operational hours. This request must be approved by the airport operator in a written form and a written coordination procedure between the LKLT dispatcher and the owner of the airport unmanned aerial vehicle must be arranged. The fee for the service provided by the LKLT dispatcher is set individually. LSLPS Kbely must be also informed about flights with such vehicles. Flying with unmanned aerial vehicles is allowed only with a valid permission to fly unmanned aircraft, issued by CAA, and the pilot must observe provisions of the Regulation L2, Appendix X. Flying unmanned aerial vehicles in the Area Letňany is forbidden unless the above-stated conditions are fulfilled.

4.10 Helicopter flights

Helicopter flights must be made at a safe distance from the Airport obstacles and from other aircraft / helicopters, persons and vehicles so that they will not occur to compromise operational safety on the LKLT, that is to say, to prevent damage to the LKLT health, property of LKLT users or operators. Pilots of helicopters must not to perform flights over concrete or tarmac surface LKLT areas without coordination with the instructions of Dispatcher LKLT. There is also strictly prohibiting take-off and landing before the hangar on LKLT. Grip on reinforced concrete the area is only available in the helicopter parking area, in the filling station area and in places designated by LKLT Dispatchers.

5. Safety Reporting

Prague Letnany Airport Ltd. introduces safety reporting system to prevent and detect the risks associated with the safe operation of the providing Information to known traffic.

Reports are entirely voluntary and may be anonymous. For this purpose, the Airport Operator has placed a form (Safety Form) on the website www.letnany-airport.cz, which can be filled anonymously.

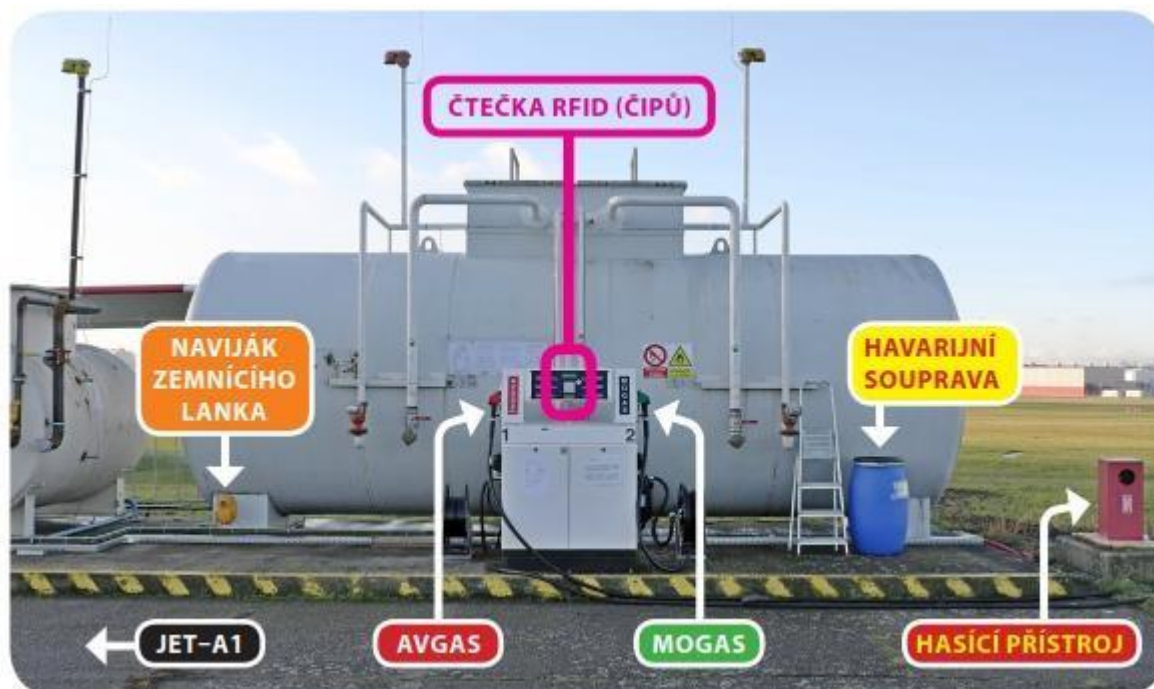
The operator is required to process, evaluate and take appropriate safety steps to each such safety alert and to publicly inform airport users of the measures thus taken.

Under no circumstances the airport operator penalizes in any way the person who filed such a safety report.

The system is based on the detection of hidden safety risks that may arise in connection with the operation of the airport or providing Information

6. Fuel Station

Fuel station is located in the airport complex and is serviced by Authorized person. The refueling station system consists of three fuel storage tanks and 3 delivery dispensers. For fuel station location see LKLT Letňany - VFR manual - ADC.



Picture 3 Layout of fuel station elements on LKLT

6.1 Types of fuel

Helicopter flights must be made at a safe distance from the Airport obstacles and from other aircraft / helicopters, persons and vehicles so that they will not occur

- **AVGAS 100 LL**
- **NATURAL 95 (MOGAS)**
- **JET – A1**

The current price list is always posted on the website of the Airport Operator (www.letnany-airport.cz) or directly on the fuel dispenser.

Instructions how to operate fuel station are given to contractual users in form of guidelines (annex of fuel drawing contract). Other users who do not have a contractual relationship with the Airport Operator are

forced to refuel by calling Handling Letnany, phone +420 702 185 744 or directly requesting refueling at Terminal 1 building. On arrival, it is also possible to request refueling LKLT Dispatcher via frequency.

Note:

Permission to refuel without excise duty may be granted to companies that are eligible for excise duty exemption. Such refuelling is only possible upon presentation of an original or a certified copy of a valid Air Operator Certificate (AOC), the specification of which is exempt from the excise duty pursuant to the Excise Tax Act No. 353/2003.

Warning:

If the fuel station fails due to incorrect handling, the costs of damage will be fully paid by the person causing the damage.

Smoking and open flame manipulation is strictly prohibited in the proximity of the fuel station.

Users are allowed to refuell only the aircraft or fuel canister.

The fuel station is completely under the CCTV (24h) system.

6.1.1 Storage Of Fuels, Oils, and other Volatile Substances

Storage of aviation fuels, oils, and other substances of similar consistency is allowed with the airport operator permission only, and only if it is proved that applicable requirements of legal regulations and corresponding norms are fulfilled.

Disposal of used oils and their containers comes under the liability of the person or company that works with these substances or has created this waste, and it follows the applicable legal regulations and corresponding norms.

6.1.2 Instructions for Refueling of Aviation Fuel

Refueling takes place in the premises of the fuel station only, see LKLT Letňany – VFR manual – ADC. No persons are allowed to move in the premises of the fuel station until the aircraft stops completely and turns

off its driving unit. The same applies also when the fuel tanker drives in to refill the fuels. Except for an airport worker responsible for organizing of fuel refilling, but this person must maintain a safe distance from the equipment stated above. During the process of refueling, all moving airplanes, vehicles, persons, or mechanized equipment must keep a distance of at least 10 m from the fuel pistol or the part of the aircraft that is being refueled. The person responsible for refueling must turn off his/her mobile phone or other radio equipment during the process of refueling. The driving unit of the aircraft, mechanized equipment or vehicle can be launched again after the process of refueling is finished and the pump of the station turned off.

There is an exception for parallel refueling, which is possible only if there is a safe distance between these aircraft, see above, and the rules for movement of persons, and transport and mechanized equipment are observed, see above.

When a leakage of fuel occurs, or the garment of a person responsible for refueling gets stained, the process of refueling must be terminated immediately. The afflicted person must retreat from the premises of the fuel station by at least 50 m into the open space, slowly take off the contaminated garment and immediately report this event to the airport operator. The undressing of the stained garment must be assisted by another person that will have a fire extinguisher at hand, in case an electrostatic charge would cause a fire.

The refueling itself must be done in a way that prevents any contact of aviation fuels and hot parts of the driving unit of the aircraft or other transport or mechanized vehicles.

The refueling must not be done inside of buildings or hangars or on a grassy area where it could lead to soil or groundwater contamination.

6.2 Types of Oil

- Total Aero D100
- Aeroshell 15W 50
- Aeroshell Sport Plus 4

7. Final provisions

This document applies to all activities at LKLT aerodrome.

All persons participating in the air traffic and all pilots flying to the LKLT airport must be acquainted with this document. All person at the LKLT airport confirm that when they enter the LKLT airport area (or land on its runway) they are acquainted with these regulations and accept all their provisions, esp. with the provisions "Rules for movement of people and vehicles at the airport", incl. sanctions for breaking of these provisions and these airport regulations.

At the moment of entering the LKLT airport (or landing of an aircraft on its runway) a contract is concluded between the person entering the LKLT airport area (or the person landing on the runway of LKLT airport) and the LKLT airport operator (Letiště Praha Letňany, s.r.o.), based on this contract the person entering the LKLT airport area (or the person landing at the LKLT airport runway) commits to fully observe the obligations stated in this document and also commits to pay a fine to the LKLT airport operator in case of breaking these obligations. If not stated otherwise, the fine for breaking of the obligations stated in this document amounts to 10,000 CZK.

The LKLT airport operator has a right to decide that the fine will not be demanded at all, or that just a lower amount than 10,000 CZK will be demanded.

The airport operator, Letiště Praha Letňany, s.r.o., is responsible for the up-to-dateness of all data in these Airport regulations.

8. Annexes

Annex No. 1 A-B Maps of TRA GA Letňany 1N and TRA GA Letňany 1S

Annex No. 2 A-E Maps of the Airport and its vicinity buildings layout

Annex No. 3 Layout of Public and Non public Areas

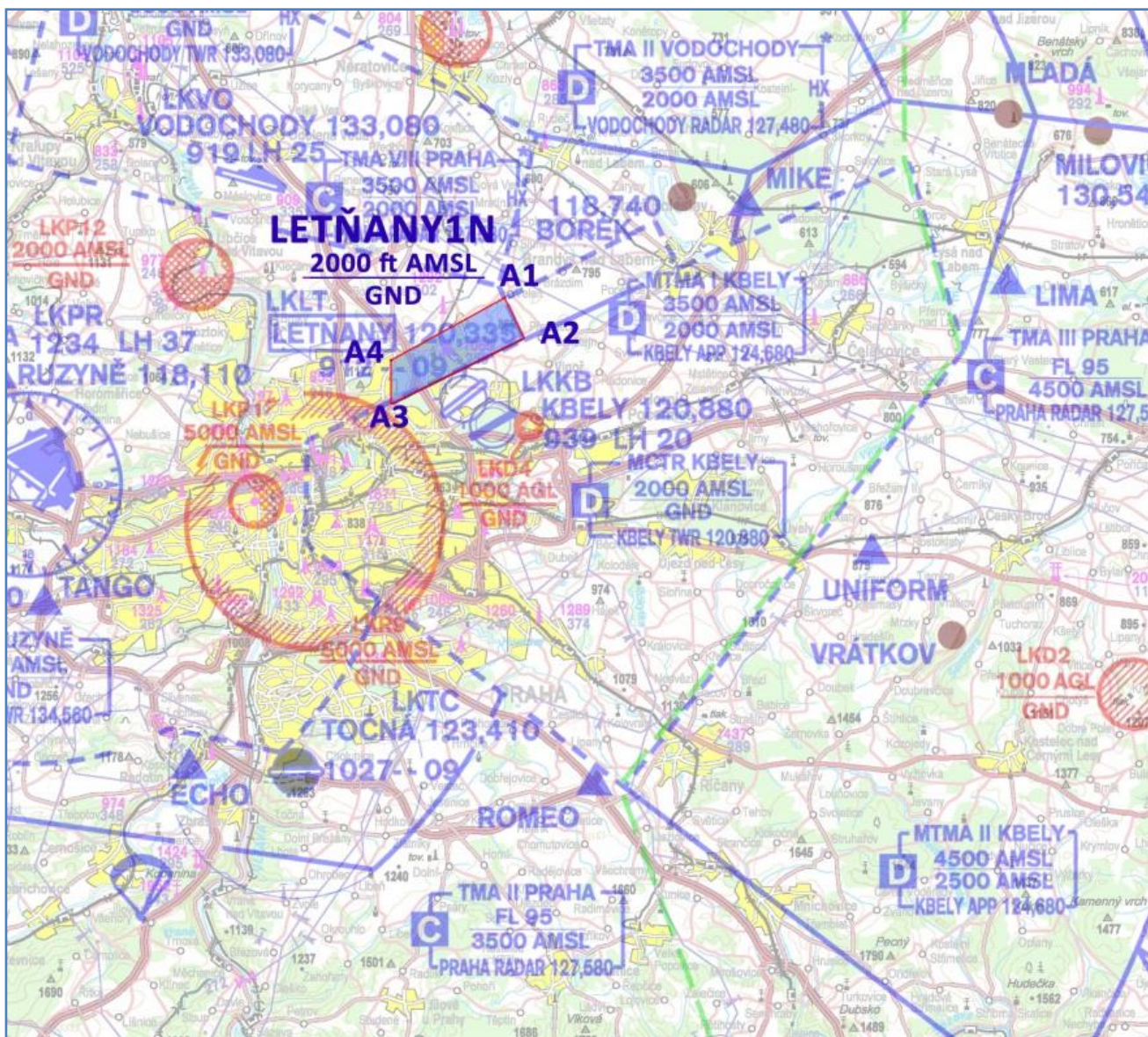
Annex No. 4 Map of surface visibility

Annex No. 5 Traffic circuit

Annex No. 6 Procedures to reduce the noise burden

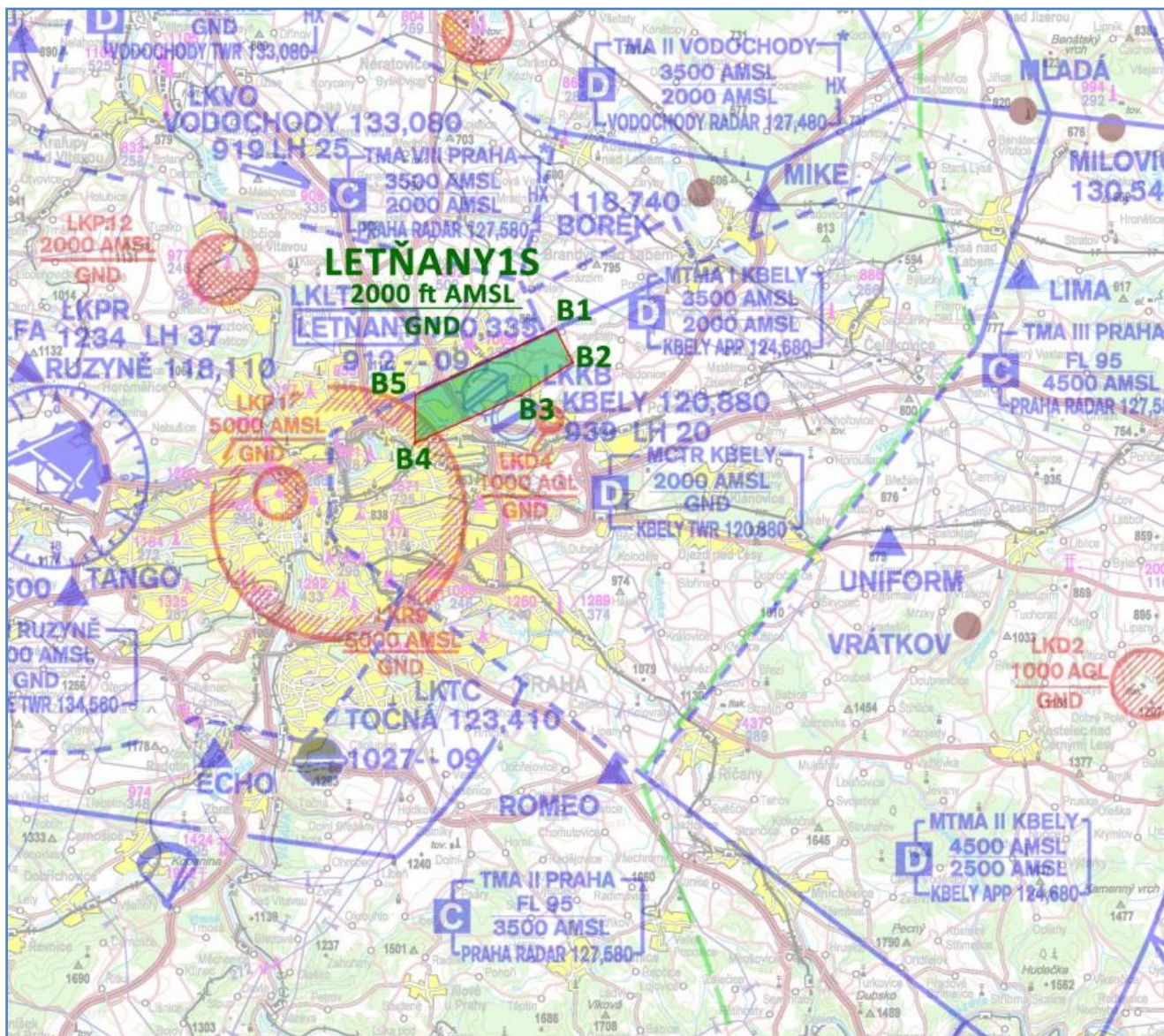
Annex No. 7 Lateral and longitudinal cross sections of RWYs

Annex No. 8 Plan of parachute operation and probable parachute touch down zone



Annex No. 1 A
TRAPRLT1N
Letňany 1N

Point	Verbal description	Coordinates according to WGS 84	
A1	Centre of Mírovce	50 10 13,99 N	014 33 00,66 E
A2	Chateau Ctěnice	50 09 16,15 N	014 33 43,10 E
A3	Cross str. Liberecká and Střelníčná	50 07 48,98 N	014 28 55,66 E
A4	North parth of village Staré Dáblice	50 08 51,26 N	014 28 54,98 E
A1	Centre of Mírovce	50 10 13,99 N	014 33 00,66 E



Annex No. 1 B

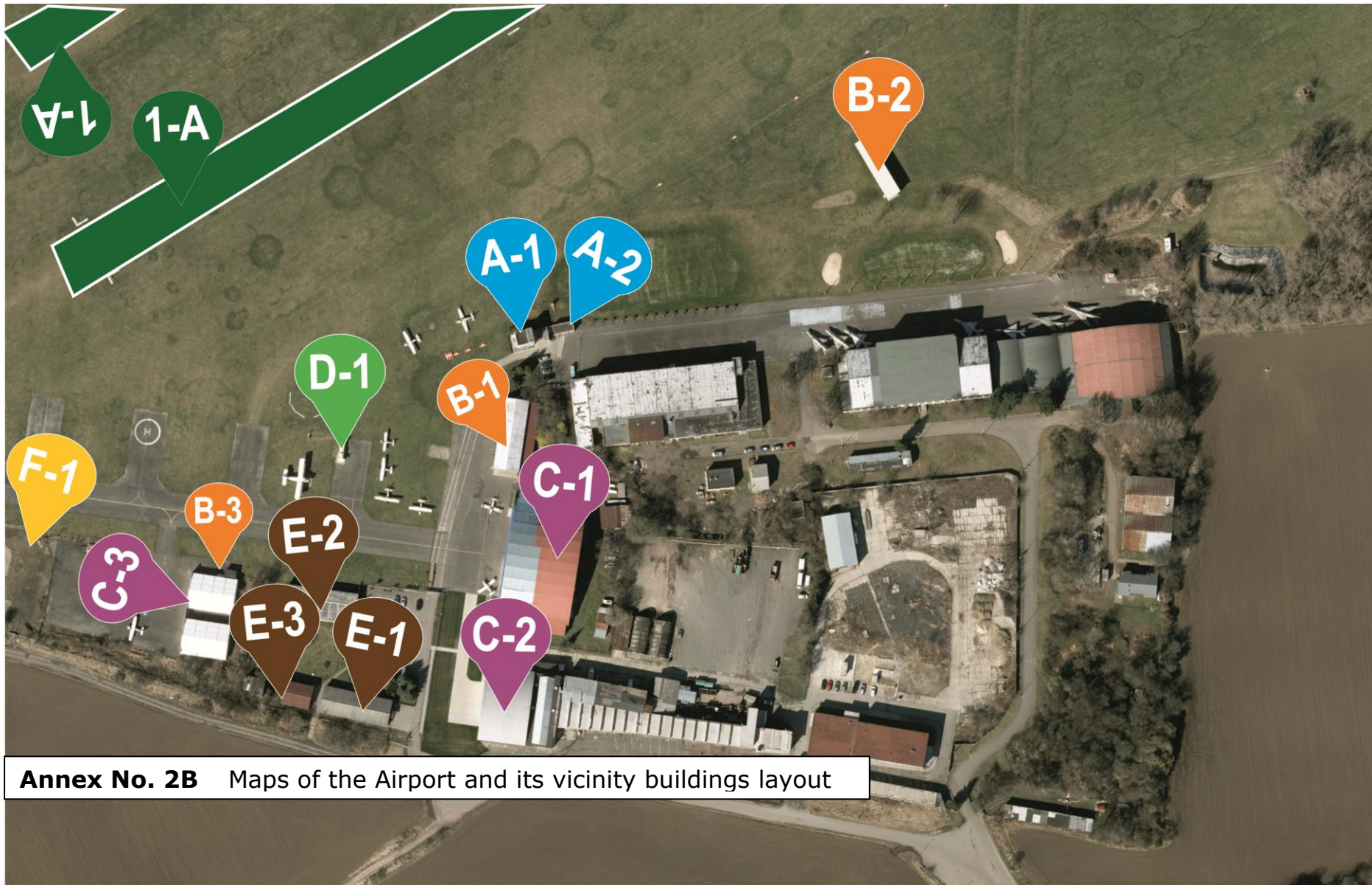
TRAPRLT1S
Letňany 1S

Point	Verbal description	Coordinates according to WGS 84	
B1	North part of Přezletice	50 09 23,26 N	014 34 06,58 E
B2	Centre of Vinoř	50 08 36,21 N	014 34 44,36 E
B3	Cross str. Vrchlabská and Mladoboleslavská	50 07 49,15 N	014 32 48,77 E
B4	Na Balabence - square	50 06 40,66 N	014 28 56,40 E
B5	cross str. Liberecká and Střelná	50 07 48,98 N	014 28 55,66 E
B1	North part of Přezletice	50 09 23,26 N	014 34 06,58 E

- ① RWYs
- ② Letňany Unit
- ③ Snack Bar - Vvhlídka
- ④ Hangar - LSSP
- ⑤ Hangar – Aeroclub Letňany
- ⑦ Museum of Aviation Kbelv
- ⑧ Space for rent
- ⋮ Non-public area B
- ⋮ Non-public area C

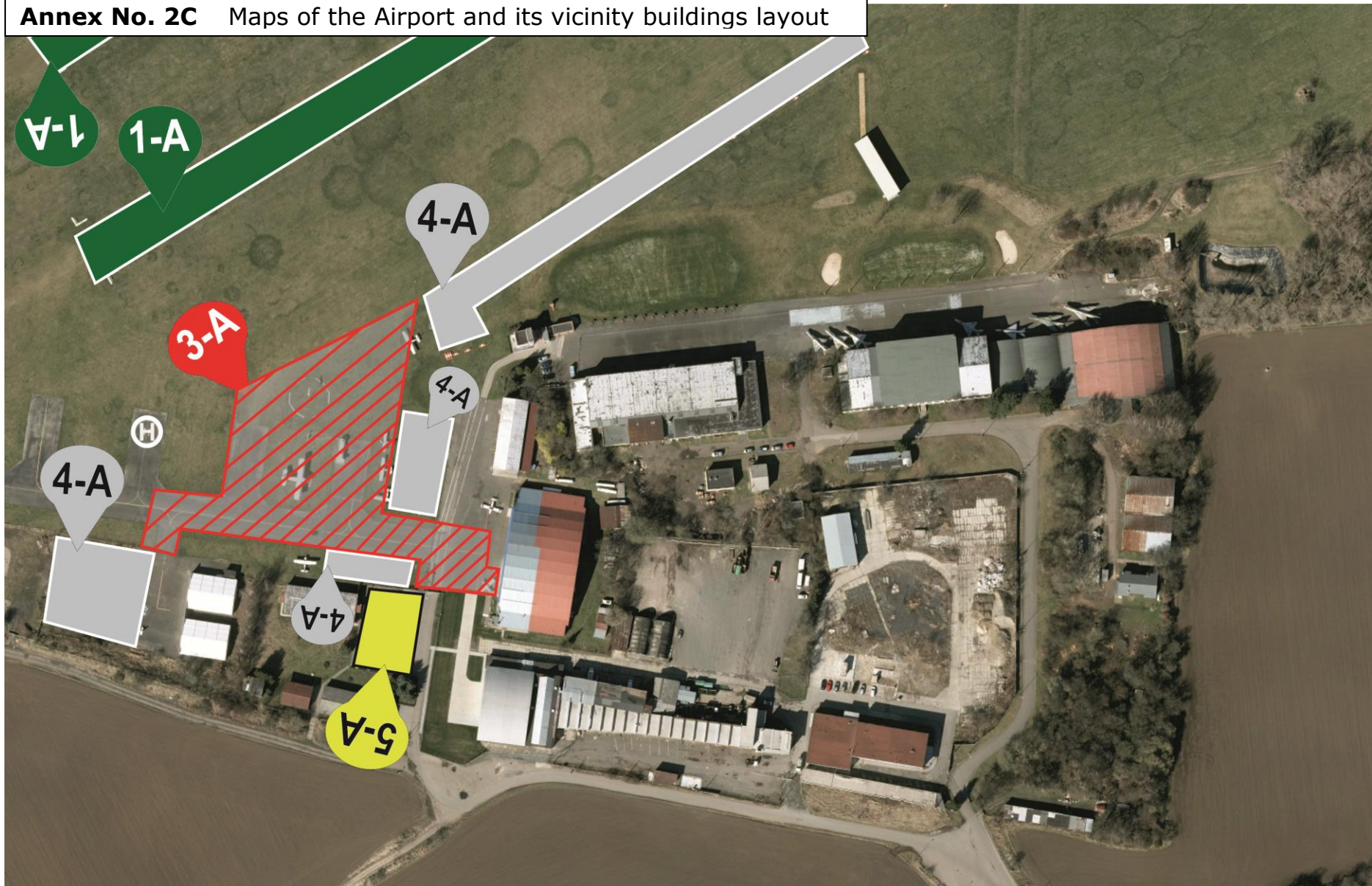


Annex No. 2A Maps of the Airport and its vicinity buildings layout

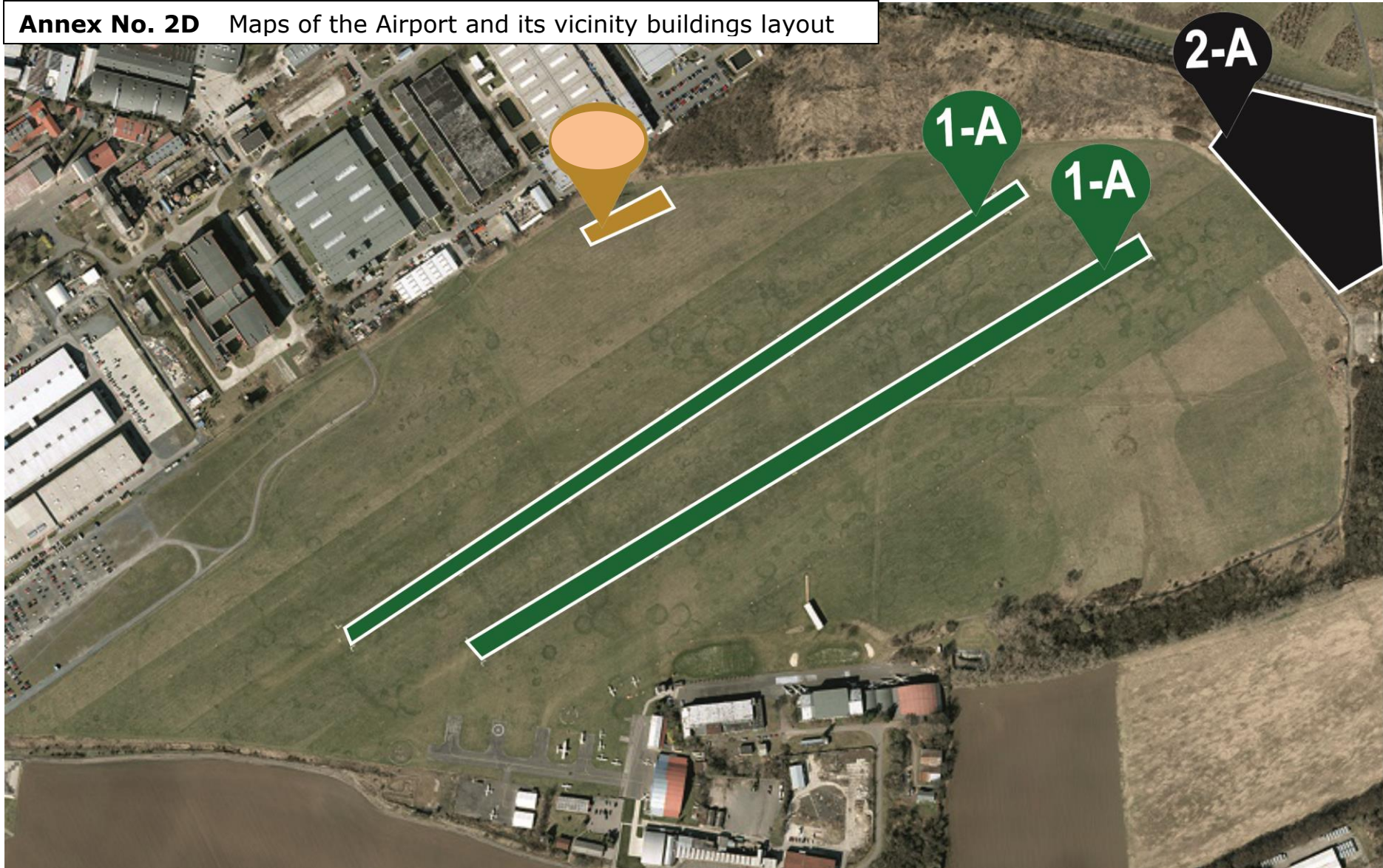


Annex No. 2B Maps of the Airport and its vicinity buildings layout

Annex No. 2C Maps of the Airport and its vicinity buildings layout



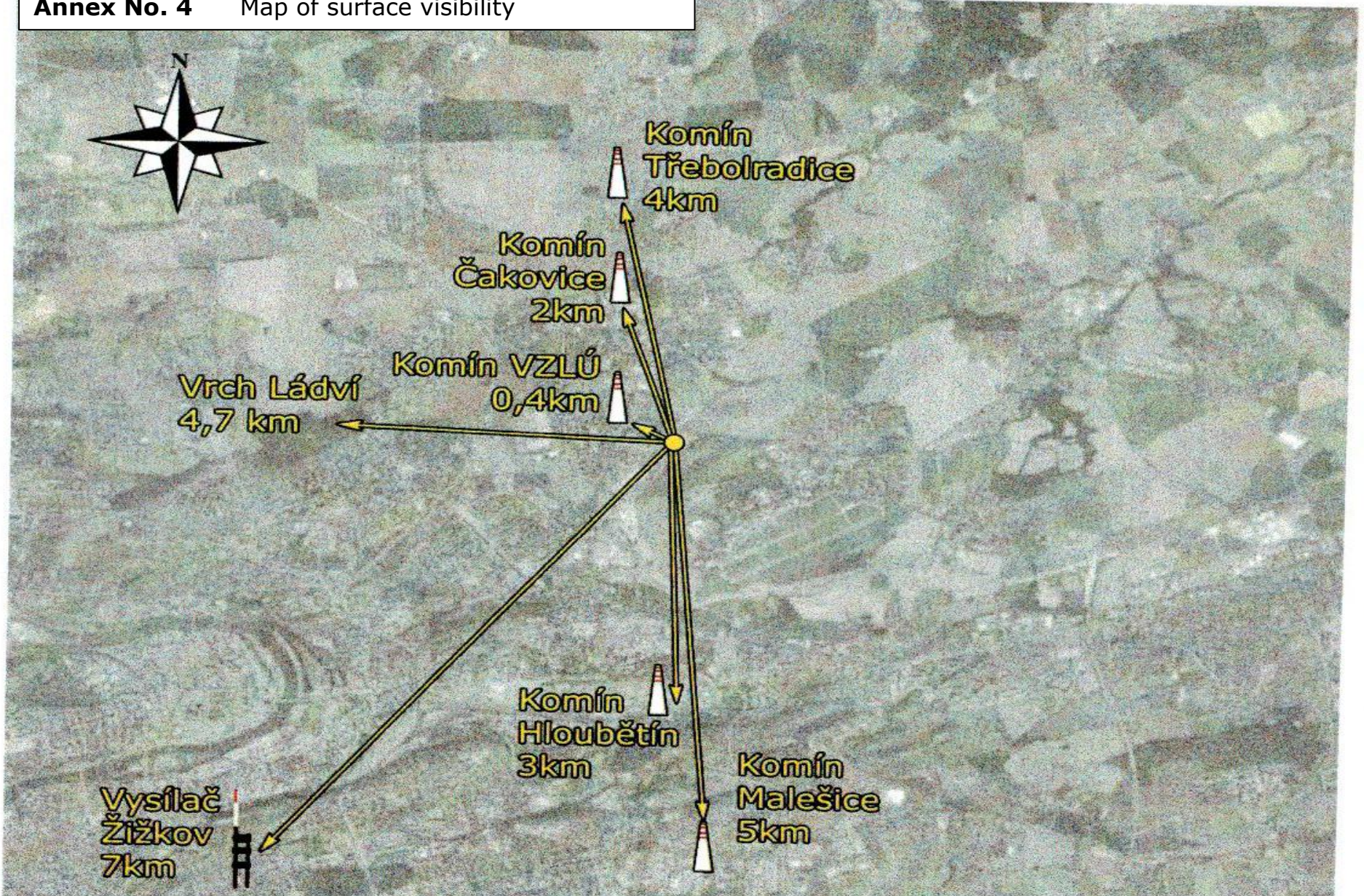
Annex No. 2D Maps of the Airport and its vicinity buildings layout



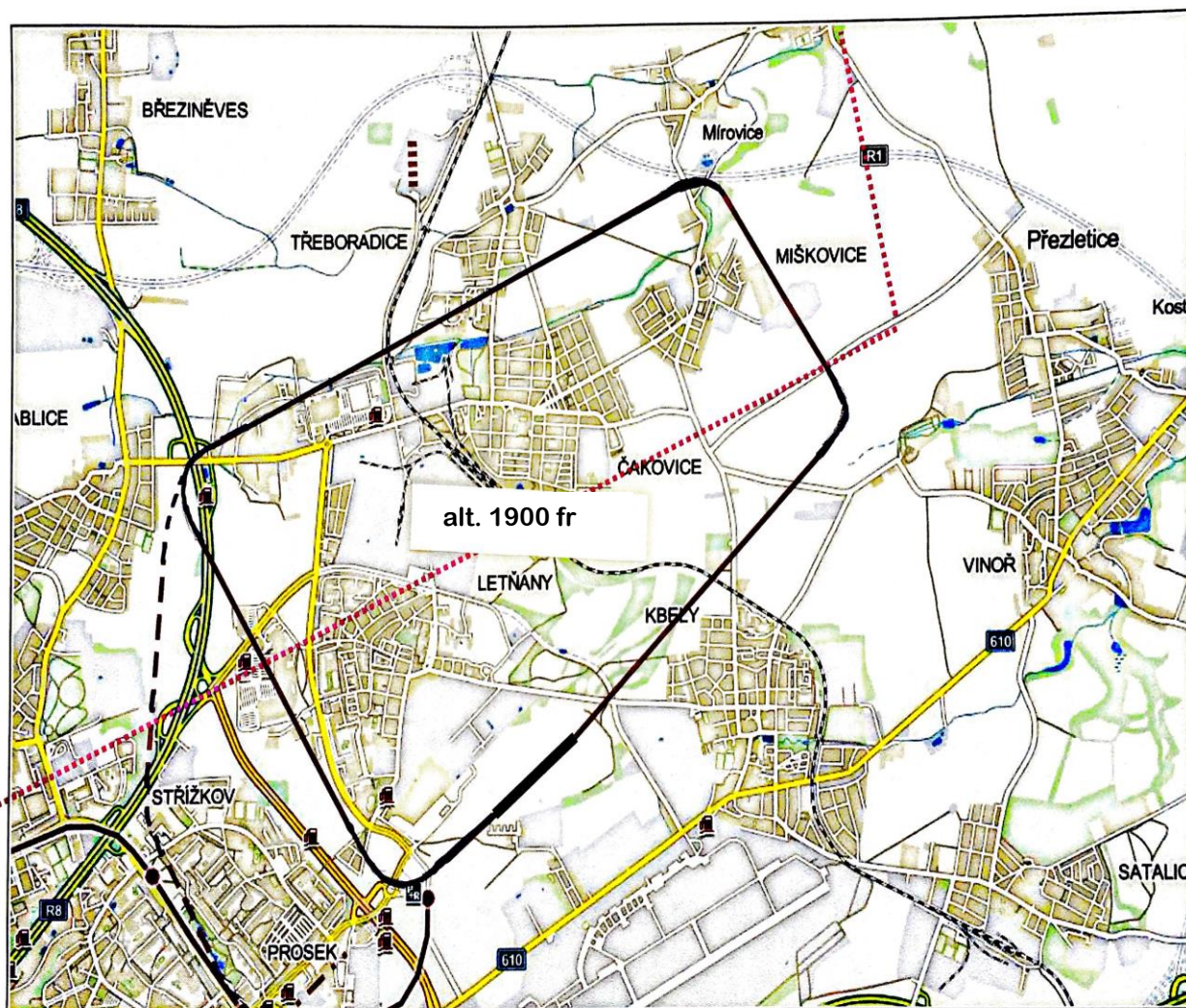
Annex No. 3 Layout of Public and Non public Areas



Annex No. 4 Map of surface visibility



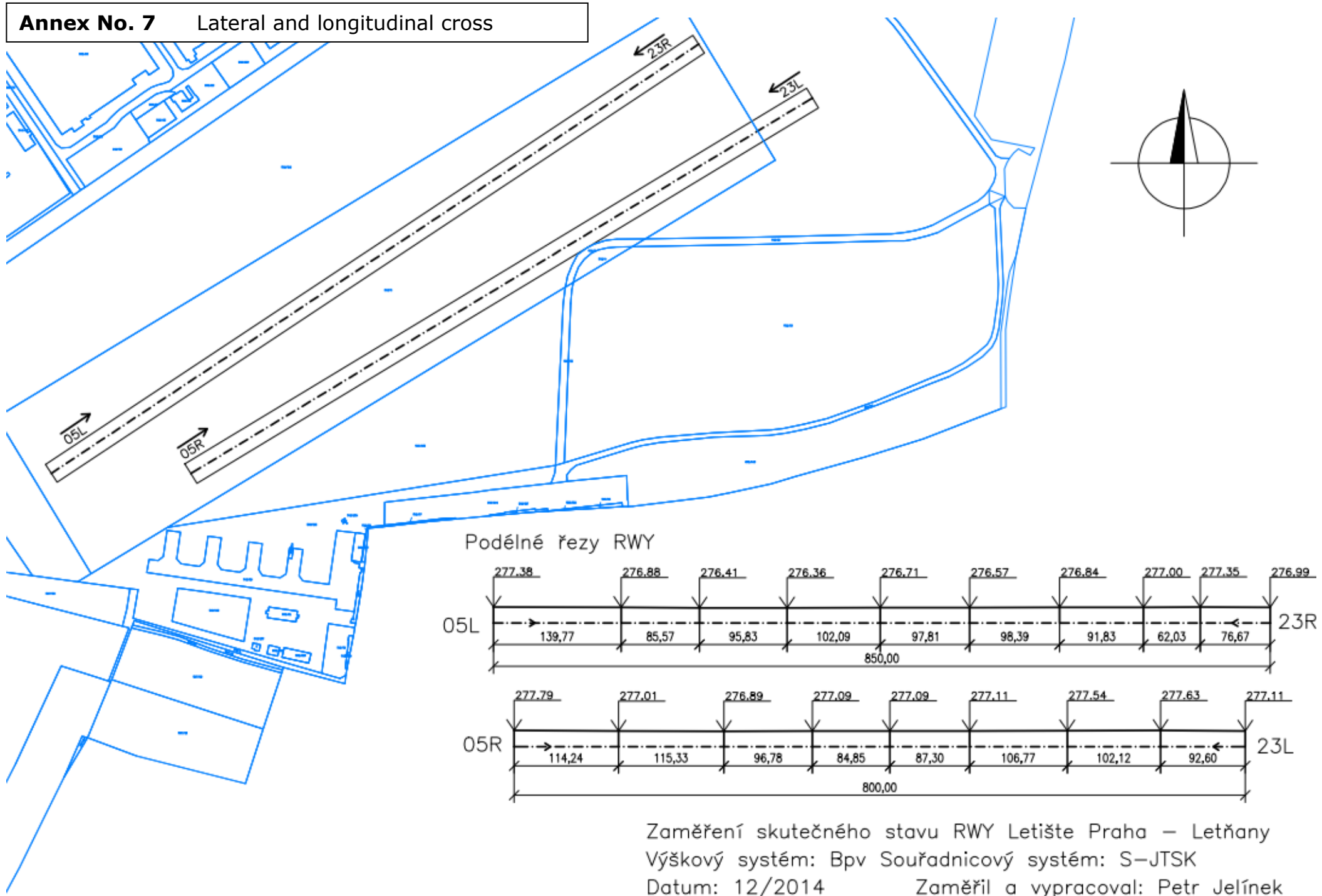
Annex No. 5 Traffic Circuit



Annex No. 6 Procedures to reduce the noise burden

1. Training circuits are done till 1600 UTC. This rule does not apply to gliders. The operational hours for gliders are one hour longer than the stated operational hours of the Letňany Unit.
2. On the weekends and national holidays, the aircraft type Zlin can fly their training circuits after 1200 LOC.
3. Training circuits can be flown only when the TRAs GA Letňany are activated.
4. Outside Letňany Unit operational hours only one-time arrivals and departures with the approval from the airport operator are allowed.
5. Outside Letňany Unit operational hours only integrated rescue services, flights with humanitarian purpose or search flights are allowed to use the airport.
6. Night flights are not performed.
7. No arrival or departure tracks are defined, but the airport flying circuit is primarily used for this purpose, alternatively there are other instructions based on the coordination with the LKLT dispatcher or MTWR Kbely ATC.
8. Flights or taxiing without a radio connection between the LKLT dispatcher and the PIC are strictly forbidden during Letňany Unit operational hours.
9. It is strictly forbidden to make maintenance engine checks at the airport after 1600 UTC.
10. It is strictly forbidden to make engine checks in the areas, where an occurrence of persons can be expected.

Annex No. 7 Lateral and longitudinal cross



Annex No. 8 Plan of parachute operation and probable parachute touch down zone.



