

Airport Usage Regulations for Leipzig/Halle Airport

Abbreviation: AUR

Airport Operator	Flughafen Leipzig/Halle GmbH (FLHG)	
International Abbreviations	ICAO-Code	EDDP
	IATA-Code	LEJ
Classification	Classification of the airport: ICAO Class 4F	
Address	Postal address and address for account: Flughafen Leipzig/Halle GmbH P.O.B. 1 04029 Leipzig	
	Office: Flughafen Leipzig/Halle GmbH Terminalring 11 04435 Flughafen Leipzig/Halle	
SITA	LEJAPXH (Airport Control)	
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Commencement of Regulations

The Airport Usage Regulations and their appendices take effect upon approval on 01 July 2022 and replace the Airport Usage Regulations of 01 November 2018.

Leipzig, June 2022

Flughafen Leipzig/Halle GmbH



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The following points are to be particularly observed as additional provisions to Leipzig/Halle Airport's Airport Usage Regulations, as amended from time to time:

- **ID card regulations**
- **Krisen- und Notfallhandbuch (including Fire safety regulations)**
- **Regulation on fees**
- **Plant regulations Hush house**
- **Order about Traffic regulations for the security area of the airport premises for the FLHG**
- **Operating Agreement Washing Area TWY M**
- **Betriebsabsprache FLHG-DFS**
- **Safety Bulletin „Verhalten bei Gewitter“**
- **Fire protection regulations**
- **Implementing provision parking position assignment apron 1-5**

Amendments

Amendments to the last version are marked with a vertical bar on the right site.

Number of Revision	Date of Revision	Established by (Name, Dept)
01	01.08.2009	Mr. Geier, LEJ-V/A
02	01.08.2012	Mr. Schuster, LEJ-V/B
03	01.10.2013	Mr. Schuster, LEJ-V/B
04	01.12.2014	Mr. Schuster, LEJ-VZ
05	23.09.2016	Mr. Brunzel, LEJ-OS
06	01.11.2018	Mr. Brunzel, LEJ-OZ
07	01.07.2022	Mr. Brunzel, LEJ-OZ

Abbreviations

AIP	Aeronautical Information Publication
ARP	Aerodrome/Airport Reference Point
AUR	Airport Usage Regulations
ATC	Air Traffic Control
BADV	Bodenabfertigungsdienstverordnung
BGB	Bürgerliches Gesetzbuch
BGV	Berufsgenossenschaftliche Vorschriften
BPol	Bundespolizei
CUPPS	Common Use Passenger Processing System
DFS	Deutsche Flugsicherung GmbH
DHL	DHL Hub Leipzig GmbH
EAT	European Air Transport Leipzig GmbH
EDP	Electronic Data Processing
EU	European Union
FLHG	Flughafen Leipzig/Halle GmbH
FOD	Foreign Object Debris/Damage
ft	foot/feet, Fuß (1ft=0,3048m)
GAT	General Aviation Terminal
IC	Internal Combustion
ICAO	International Civil Aviation Organization
LuftGerPV	Verordnung zur Prüfung von Luftfahrgerät
LuftSiG	Luftsicherheitsgesetz
LuftVG	Luftverkehrsgesetz
LuftVZO	Luftverkehrszulassungsordnung
MSL	Mean Sea Level
NfL	Nachrichten für Luftfahrer
NN	Normalnull
PostG	Postgesetz
PPR	Prior Permission Required
PRM	Person with Reduced Mobility
RWY	Runway
SBP	Startbahnbezugspunkt
SMS	Safety Management System
StVO	Straßenverkehrsordnung
StVZO	Straßenverkehrszulassungsordnung
TWY	Taxiway
UVV	Unfallverhütungsvorschriften
WGS	World Geodetic System

Part I: Airport Description

Amendments to the description will be published in the Notices to Airmen (“Nachrichten für Luftfahrer” or “NfL”) and the Aeronautical Information Publication (AIP) Germany AD-2-EDDP (“Luftfahrthandbuch Deutschland”) and are valid from the date of publication.

1. General Information

1.1 Airport Reference Point (ARP, according to WGS 84)

Latitude:	N 51° 25' 26,37''
Longitude:	E 012° 14' 10,98''
Location:	approx. 50m northwest of the control tower

1.2 Distance and Direction from the City

12 km (6.5 NM) northwest of Leipzig city centre
18 km (9.7 NM) east southeast of Halle city centre

1.3 Airport Elevation

	143.3 m (470 ft) above MSL (Threshold of RWY 26L)
Airport Reference Point (ARP)	135m (443 ft) above MSL
Runway Reference Points	
RWY 08L/26R	131m (429 ft) above MSL
	Latitude 51° 25' 56.809'' N
	Longitude 012° 14' 29.886'' E
RWY 08R/26L	142m (465 ft) above MSL
	Latitude 51° 24' 46.141'' N
	Longitude 012° 13' 49.610'' E

1.4 Declination

3.0° E (2019.01)

1.5 Meteorological Information

Prevailing wind direction: West
Mean temperature for airport region: 24.1°C

For further information please refer to the Aeronautical Information Publication (AIP) Germany.

1.6 Operating Hours and Flight Operation Regulations

The airport serves general traffic with aeroplanes and rotorcraft. Prior permission (PPR) from the airport operator is required for the use of aerodynamically controlled ultra-light aircraft and powered gliders. Other aircraft, such as airships, balloons, gliders and air sports equipment, may use the airport only with the consent of the airport operator and after permission for an off-field take-off and landing has been granted by the competent aeronautical authority in accordance with §25 Article 1 of the German Aviation Act (LuftVG).

Hours of Operation: H 24

(Following times are in local time)

1.6.1 Restrictions of night traffic

From 22:00 until 06:00, flight operations at Leipzig/Halle Airport will be restricted to prevent noise disturbance at night. Flights between 22:00 and 06:00 are only permitted as follows:

1.6.1.1 In commercial passenger traffic

1.6.1.1.1

Take-offs and landings of air carriers in commercial airline traffic and non-scheduled air transport (with the exception of air taxis) from 22:00 until 23:30 and from 05:30 until 06:00.

Air taxi flights are flights for the transport of passengers in occasional traffic on individual request of the purchaser with aircraft of any size registered in this type of flight as well as flights in tramp and request traffic with aircraft up to and including 5.7 t MTOW.

1.6.1.1.2

Delayed landings and take-offs from 23:30 until 24:00 if the planned arrival or departure time at/from Leipzig/Halle Airport is before 23:30 and the arrival or departure takes place before 24:00 premature landings from 05:00 until 05:30 if the planned time of arrival is after 05:30.

1.6.1.1.3

Flights by air carriers according to 1.6.1.1.1, whose aircraft are mainly maintained at Leipzig/Halle Airport and who conduct commercial airline traffic and non-scheduled air transport at Leipzig/Halle Airport for the purpose

of service/repairs as well as ferry flights/relocation flights by these air carriers from 22:00 until 23:30 and from 05:30 until 06:00.

1.6.1.2 In commercial air freight services

1.6.1.2.1

Flights by air carriers which are logistically bound up with the cargo terminal at Leipzig/Halle Airport.

1.6.1.2.2

Flights by air carriers according to 1.6.1.2.1, whose aircraft are mainly maintained at Leipzig/Halle Airport for the purpose of service/repairs as well as ferry/relocation flights by these air carriers.

1.6.1.2.3

Flights conducted for services according to §4 No. 1 PostG.

1.6.1.3 Flights for training purposes

(q.v. 1.6.4)

On workdays from 22:00 until 23:00, if they are necessary under aviation law for the acquisition, the extension or the renewal of a permit or authorization as a pilot for night flights, the flights cannot be terminated before 22:00 (local time) and the aviation supervision official must have authorized them in advance.

1.6.2 Definition of main maintenance

Main maintenance, pursuant to 1.6.1.1.3 and 1.6.1.2.2, is when an air carrier actually has servicing prescribed by law, including servicing from the so-called A-Check upwards, regularly carried out on aircraft at Leipzig/Halle Airport by a maintenance firm approved in accordance with §12 LuftGerPV.

1.6.3 Exemptions from the restriction

The restrictions under 1.6.1 do not apply to:

- Flights on mission of aid in cases of emergency and catastrophe
- Flights which are absolutely necessary for medical supplies and to fulfil humanitarian assignments
- Landings for meteorological, technical and other safety reasons
- Calibration flights by Deutsche Flugsicherung GmbH (DFS) or on their behalf
- Flights which the Aviation Supervision Office has permitted in justified individual cases because they are necessary to avoid considerable impairment to air traffic or for other reasons of special public interest.

- Flights due to police or military requirements to fulfil interstate assignments or to fulfil obligations to the Alliance on the part of the Federal Republic of Germany
- Flights due to military requirements to fulfil international obligations on the part of the Federal Republic of Germany or due to initiatives or mandates by the European Union, the United States or NATO
- Other flights due to military requirements for which permission to enter from the respective competent German authority can be presented.

1.6.3.1

A take-off clearance, issued by ATC in keeping with the restrictions applying at night, does not include the required exceptional permission from the aviation supervision office at Leipzig/Halle Airport.

As a rule, ATC does not issue exceptional permission for night landings via radiotelephony in keeping with the restrictions applying at night. Thus the landing clearance issued by ATC for safety reasons does not include a decision by the responsible aviation supervision office as to the admissibility of a night landing. In case of a delayed/premature landing (after 24:00 and prior to 05:00) which was not permitted by the responsible authority, the pilot shall contact the aviation supervision office (Tel. +49 (0) 351/8253 650 or +49 (0) 341/224 1130) immediately after landing in order to justify the admissibility of his night landing.

1.6.4 Further restrictions on Sundays and Holidays

In addition to the restrictions detailed in 1.6.1.3, approaches and departures in connection with training and exercise flights are not allowed on Sundays and Holidays. As holidays in this context, all holidays in the Free State of Saxony and Saxony-Anhalt are valid.

1.6.5 Engine test-runs

Engine test-runs require the approval of the airport operator.

Engine test-runs may only be performed in the engine testing facility. Test-runs with the "idle" position and engine inspections which form part of preflight checks scheduled by the manufacturer immediately before take-off (run up) are exempt from this rule.

The engine testing facility operates 24/7. Provided there is no contractual regulation to the contrary, using the facility for a fee shall take place in line with Flughafen Leipzig/Halle GmbH's regulation on fees, as amended.

The applicable implementing regulations are binding in compliance with the "Rules of Operation for the Engine Testing Facility", as amended.

1.6.6 Visual approaches

Visual approaches in accordance with AIP IFR ENR 1.5 may generally not be performed.

For further information/restrictions please refer to the Aeronautical Information Publication (AIP) Germany, Chapter "Local Flying Restrictions" (AIP AD-2-EDDP).

1.7 Overnight Accommodation

Hotels at the airport, in the surrounding area and in the cities.

1.8 Gastronomy

Airport Restaurants, snack bar and conference rooms are available.

1.9 Emergency and medical facilities

Access to medical care shall be made available at Leipzig/Halle Airport.

An ambulance with emergency and medical personnel is always on hand. There is a hospital in the immediate vicinity of the airport.

1.10 Aid for people need of assistance

The **rescue service** of the airport's fire department are available for the aid of injured or ill persons. The respective airline is responsible for the care of children travelling alone. In accordance with EU Provision 1107/2006, a PRM-Service (Person with Reduced Mobility) is available for those who require it (Tel. +49 (0)341 224 **2800**).

1.11 Customs

The Leipzig/Halle Airport is a licensed customs airport.

1.12 Means of available transport

1.12.1

The airport is serviced by bus on a regular base which goes to the cities of Schkeuditz and Delitzsch (ÖPNV); as well as Berlin (long-distance coach).

1.12.2

Taxis and car rentals are also available.

1.12.3

There are train connections for local and regional transport services available.

1.13 Handling facilities

1.13.1 Passenger Handling

The airport has passenger handling buildings with all necessary facilities available.

1.13.2 Cargo Handling

The airport has cargo handling buildings with all necessary facilities available.

1.14 Fuel service

The airport has fuel companies onsite who provide all necessary engine and turbine fuel and oil.

Details are to be found in the Aeronautical Information Publication (AIP) Germany.

1.15 Hangar space for aircraft.

Hangar space for category F aircrafts is available on Apron 3.

Details are to be found in the Aeronautical Information Publication (AIP) Germany.

Furthermore, Leipzig/Halle Airport has a small aircraft hangar in the southern area.

1.16 Maintenance facilities

Restricted availability provided by the airlines.

1.17 Fire-fighting vehicles and Recovery Equipment

At the airport the required resources are available according to category 10 of the ICAO guidelines.

Restricted availability of recovery equipment.

1.18 Seasonal affected availability and snow and ice removal equipment

The seasonal availability is unrestricted. Snow and ice removal equipment (q.v. seasonal snow plan in AIP Germany) and vehicles for de-icing of aircraft are available onsite.

2. Air Traffic Facilities

2.1 Levels of operation

RWY 08L/26R: CAT IIIb (MNM RVR 75M)

RWY 08R/26L: CAT IIIb (MNM RVR 75M)

For further information/restrictions please refer to the Aeronautical Information Publication (AIP) Germany, (AIP AD2 EDDP 4-2-1 until 4-2-4).

2.2 Runways

Designation RWY	True Bearing	Dimensions in m	Strength (PCN)	Surface Covering
08L	086°	3600x45	105 R/A/W/T	Concrete
26R	266°	3600x45	105 R/A/W/T	Concrete
08R	085,72°	3600x60	105 R/C/W/T	Concrete
26L	265,72°	3600x60	105 R/C/W/T	Concrete

RWY 08R/26L is authorized for air traffic with category F aircraft according to ICAO Annex 14, Table 1-1.

RWY 08L/26R is authorized for air traffic with category F aircraft types B747-800, A380 and AN124. Besides this, operating procedures which are effective individually should be taken from and applied in line with the "Aeronautical Information Publication for Germany" or the "Betriebsabsprache zwischen FLHG und DFS".

2.3 Taxiways

Designation TWY	Width in m	Strength (PCN)	Surface Covering
A1-A9, B, C, E8, G1, W1	30,0	PCN 80 R/C/X/T	Concrete
H1, H5, H7, H8, K, S1-S10	30,0	PCN 80 R/C/X/T	Concrete
T, V, Y, E7, F	30,0	PCN 105 R/B/W/T	Concrete
L, M, H2	30,0	PCN 78 R/B/X/T	Concrete
P	22,5	PCN 49 R/D/X/T	Concrete
N zwischen W1 und M	30,0	PCN 78 R/B/W/T	Concrete
N zwischen M und E8	30,0	PCN 105 R/C/W/T	Concrete

Operating procedures which are effective individually with respect to the usability of the taxiways and taxilanes are to be taken from and applied in line with the "Aeronautical Information Publication for Germany" or the "Betriebsabsprache zwischen FLHG and DFS".

2.4 Helipads

- On the Runway 08L/26R and 08R/26L
- Helicopter parking positions on the apron are allocated by the airport operator

2.5 Aprons

For the location and operating restrictions regarding the aprons please refer to the AIP Germany.

Part II: Terms of Use

1. Applicability of the Airport Usage Regulations

1.1

All persons entering the airport by aircraft, on foot or by vehicle of any kind are subject to the provisions of these Airport Usage Regulations and the instructions enacted by the airport operator for their implementation.

1.2

Where regulations and instructions apply to aircraft operators they apply accordingly to the owners of the aircraft as well as to persons using aircraft without being the operator or owner of these aircraft.

1.3

On roads and areas where public traffic takes place and which are marked as airport premises, the provisions of the StVO apply analogously to these airport user regulations.

2. Use by Aircraft

2.1 Authorization for Take-off and Landing including reporting procedures

2.1.1

Restrictions of usability of the airport and Rules for the air traffic are described in Part I, section 1.6. of the AUR.

2.1.2

The using of the airport by aircraft is only permitted when payment of fees, set down in the current airport's Regulations on Fees, has been received before take-off.

2.1.3

The aircraft operators, the pilots or their delegates shall inform the airport operator of their intention to fly from and to the airport in due time in advance and they shall provide the air transport authority with all the information on the envisaged flight and the aircraft used which is needed to ensure proper disposition of the flight operation facilities. This report shall contain all the important information, such as flight number, departure airport and destination, aircraft registration, number of passengers, freight volume as well as the account address. The obligation to disclose this information to the airport operator is based on the Law of Aviation Statistics in conjunction with the Federal Statistics Law ("Bundesstatistikgesetz"). If this information is not provided in due time, the airport operator calculates the fees and charges based on the maximum load and take-off weight per aircraft type.

2.1.4

The authorization from the airport operator (airport operation) per phone or FAX is essential for repeated take-off and landings directly following each other for the purpose of training (see also Part I, section 1.6.1.3 and 1.6.4).

2.1.5

On request of the airport operator, aircraft operators have to submit the complete documents necessary for verifying use authorization and airport fees payment.

2.1.6

Attention is given for flock birds at the airport and the vicinity of the airport.

2.2 Take-off and Landing Facilities

The Runways are to be used for the take-off and landing. The Taxiways are to be used for taxiing. Pilots must follow instructions given by the DFS Air Traffic Control unit.

The grass areas are unsuitable for take-offs and landings.

2.3 Taxiing and Towing

2.3.1

The manoeuvring of aircraft by radio is carried out by the DFS Air Traffic Control at the airport.

2.3.2

On the entire flight operation areas of Leipzig/Halle Airport, taxiing operations of aircraft that do not precede a take-off or do not take place after a landing may only be carried out using aircraft tow tractors and not with their own engines. In exceptional cases, the change of position of aircraft with their own engine power can be approved by the traffic center.

Aircraft may only be taxied under their own power by an authorized person. They may not be taxied under their own power in or from hangars and workshops.

2.3.3

On the apron and taxiways, aircraft are permitted to taxi only at the absolute minimum engine speed.

2.3.4

When necessary, aircraft are towed. They can only be towed by authorized personnel. It is up to the aircraft operator to provide the necessary personnel. It is up to the aircraft operator to provide the towing personnel with instructions necessary for the towing manoeuvre. Towing with opened cargo door is forbidden. In case of

emergency, the operator in the cockpit has to be able to decelerate towing processes which involve tow bars. (Aircraft) In particular cases, the aircraft operator have complied with further requirements relating to towing by the airport operator.

2.3.5

All planned towing operations must be clearly recorded in the airport's airport management system. The person carrying out the process is responsible for the systemic recording of the towing processes (if necessary with the help of third parties).

Responsibility includes: - Creation of the planned towing process including assignment of the allocated towing vehicle and the target position - If the target position is in an area controlled by the airport (parking area), coordination with the traffic control center is mandatory before the start of the tow - Systemic monitoring of the actual execution of the towing process, including updating the towing data in the event of delays or changes - Systemic deletion of the towing process if this is not carried out.

DFS air traffic control can prohibit towing for towing operations that are not or not correctly recorded in the airport management system. Further details are regulated in the respective operating agreements.

2.4 Aprons

2.4.1

Aprons are to be used for the Ground Handling of aircraft. In case of alternate use – e.g. parking of aircraft for extensive maintenance, for stand- and test- runs – the authorization by the airport operator is to be needed

2.4.2

Parking positions are allocated by the airport operator in accordance with operational needs. On aprons 4 and 5 this is carried out by DHL or EAT on their own.

2.5 Ground Handling Services

2.5.1

The airport operator is authorized to carry out ground handling services in accordance with the Ground Handling Service Regulations (BADV).

To a limit extent, airlines themselves and service provider are also authorized to carry out these services.

Authorized airlines themselves and service provider must place their ground handling equipment exclusively at the places assigned by the airport operator. Fees apply. Official Rental Regulations (§§ 535 cont. German Civil Code or BGB) apply for parking and storage of handling equipment. Storage is the obligation of the airport operator only when a particular written agreement has been reached.

2.5.2

The airport operator can demand a fee from the approved self-handlers and service providers for access to its facilities and for their provision and use in accordance with § 9 Para. 3 BADV.

2.5.3

Following facilities are central infrastructure facilities in accordance with §6 of the Ground Handling Service Regulations (BADV) (see also appendix B of this Airport Usage Regulations):

- Aprons
- Boarding/Passenger bridge
- Stationary electricity (ground power) facilities
- Baggage handling system
- Facilities for the marshalling/docking of aircraft
- Flight information system
- De-Icing facilities/systems for aircraft
- Fresh water supply system/facilities
- Faeces disposal system/facilities
- Waste disposal system/facilities

The central infrastructure facilities are provided, managed and operated exclusively by the airport operator or its delegate (in accordance with appendix B to the AUR). The use of these central infrastructure facilities is subject to fees.

2.5.4

CUPPS handling equipment (cf. Appendix C to these Airport Usage Regulations with regard to this)

In addition to the above-mentioned central infrastructure facilities, the airport operator uses and manages CUPPS handling technology for EDP-supported passenger handling. The CUPPS handling equipment can be used subject to a separate fee.

2.5.5

Should airport operations be disturbed or put a risk by a service provider or an airline themselves while they are carrying out behaviour/work or should requirements of §8 of the Ground Handling Service Regulations (BADV) not be met, the airport operator is authorized in these cases to take appropriate action.

The service provider or airline themselves involved will be given the opportunity to make a statement on the matter.

2.6 Parking and storage of aircraft

2.6.1

Parking and storage areas are assigned by the airport operator. If an aircraft remains at the airport for longer than clearance usually takes (e.g. 1.5 hours for passenger flights), it shall be parked by the aircraft operator on a newly assigned parking area if requested by the airport operator. For safety or operational reasons, the airport operator may require the aircraft to be moved to a different parking or storage position. If the aircraft operator cannot be reached or does not cooperate with the request within a reasonable timeframe, the airport operator may deploy trained and authorized personnel to move the aircraft there subject to a charge. In deviation from this, the assignment of parking positions for aircraft is effected by DHL on its own on aprons 4 and 5.

2.6.2

The securing of a parked or stored aircraft is the responsibility of the aircraft operator or his Groundhandling Provider. Traffic cones must be positioned at the nose, tail, and the end of wings and at engines located on wings. It must be ensured that passengers are given appropriate instructions, especially when embarking and disembarking the aircraft.

2.6.3

Official rental regulations (§§535 cont. BGB – German Civil Code) apply for the parking and storage of aircraft. An obligation on the part of the airport operator to provide storage facilities exists only where a special written Agreement on this matter has been reached.

2.6.4

Technical facilities, installations and equipment belong to the airport operator, in particular facilities for the provision of electricity, can only be used with the agreement of the airport operator.

2.7 Noise protection

2.7.1

At the airport and its vicinity, aircraft operators must restrict noise pollution from aircraft engines at the airport and its vicinity to the unavoidable minimum.

2.7.2

Reverse thrust may only be used in the landing process to the extent necessary for safety reasons. The “idle reverse thrust” setting is not affected by this regulation.

2.7.3

The aircraft operator is to follow the instructions of the airport operator regarding aircraft engine test runs as stated in part I, section 1.6.5.

2.7.4

The power/electricity supply to aircrafts on the aprons is only permitted through underground or fixed or mobile utilities. Power/electricity supply using auxiliary power units is only permitted in case of technical breakdown of these utilities.

2.8 Provision of fuel

Companies providing fuels must be authorised by the airport operator. These companies and the aircraft operators must observe the relevant safety regulations.

2.9 Maintenance work and Washing for aircrafts

Major aircraft maintenance work as well as the washing and spraying of aircraft may only be carried out in areas designated for such purposes by the airport operator.

In order to ensure compliance with water regulations and the safe operation of the airport's drainage systems, the use of certain operating materials (especially detergents and de-icing agents) must be agreed with the airport operator in advance (see also Part II, Item 7 Environmental Protection). The respective process must be requested in good time from the airport traffic center (Tel.: 0341 / 224 1130), with a lead time of 48 hours. This individual process is approved in writing by the airport operator. The use of the aircraft washing area is regulated in the TWY M washing area operational agreement.

2.10 Disabled Aircraft

2.10.1

Should an aircraft remain disabled at the airport, the airport operator may remove it from the Movement Area without a special commission by the aircraft operator and at his expense; insofar it is necessary for flight operations.

The airport operator is only liable for damages when they have been caused intentionally or through gross negligence; this shall also apply when the aircraft operator has requested the airport operator to remove a disabled aircraft from the Movement Area or to assist in said removal, **this excludes damage resulting from injury to life, limb or health.**

2.10.2

Should an aircraft remain disabled resulting in financial loss or such losses to the airport operator, the airport operator may require compensation from the aircraft operator, unless the aircraft operator is not liable for the damage.

3. Access to the airport

3.1 Areas and facilities of restricted access

3.1.1 General

3.1.1.1

Facilities/Areas which are not approved for general traffic and are within the airport perimeter fence may be accessed on foot or by vehicle only with approval of the airport operator.

Airport and vehicle identification cards and authorizations are issued by the airport operator.

This applies to the following areas in particular:

- a) The Manoeuvring Area (including those area for the landing, take-off and taxiing of aircraft, including stripes, navigation facilities and its safety areas),
- b) The ground handling aprons and other aprons,
- c) The gates,
- d) The waiting areas/lounges,
- e) The transit areas and other areas used for ground handling,
- f) The baggage and freight areas,
- g) The garages and workshops,
- h) The work and maintenance yards,
- i) The construction/building sites,
- j) The service roads,
- k) The aircraft hangars,
- l) The fire stations.

3.1.1.2

The airport operator may grant and, for important reasons, rescind authorization in accordance with chapter 3.1.1.1 either in general or individual cause.

3.1.1.3

Restricted areas may only be inspected when accompanied by a representative of the airport operator. The leaving of the apron for the taxiway is not permitted without the authorization.

3.1.1.4

Officers and representatives of aviation, customs, passport, police and health authorities as well as German Air Traffic Services (DFS), the German Meteorological Service and the police officer service are authorized to access these restricted areas by vehicle or on foot in the execution of their duties; they should inform the airport operator in advance. This regulation does not affect the existing access rights of the national aviation security authorities.

3.1.1.5

Aircraft may be entered only with the permission of the aircraft operator, except for such circumstances in chapter 2.6.1 last sentence and chapter 2.10.1 first sentence.

3.1.1.6

For people working in the security area of Leipzig / Halle Airport, there is an absolute ban on alcohol. For these persons it is forbidden to consume alcohol, drugs or medication which negatively affect driving on duty and during adequate period before starting work.

The airport operator is authorized to carry out checks, also by use of breathalyzer tests, at any time regarding the above mentioned ban. Should a violation or refusal to comply occur, this could result in the airport operator requesting those parties involved to leave the premises of the airport for a short or long duration (see also appendix D of the AUR).

The employers of these persons must, within the scope of their fiduciary duty, take suitable measures in place to ensure the maintaining of the outright ban on alcohol on airport premises. On request, proof of the implementation of these measures must be available to the airport operator.

3.1.2 Manoeuvring Area

3.1.2.1

The authorization for the access to the use of the manoeuvring area, as set out in chapter 3.1.1.1, is issued by the airport operator in consultation with the German Air Traffic Control (DFS).

Those accessing or using the manoeuvring area may only do so according to the instructions from the German Air Control (DFS) (further information in Traffic Regulations of Leipzig/Halle Airport part A 1.3, A 2.1 and C3), in particular radio messages, light signals and signs received must be followed. You must be aware of the meaning of such signs in advance. The "Order about Traffic Regulations for the restricted area of the airport grounds of the Leipzig/Halle Airport" issued by the airport operator for this purpose, are binding.

Each driver of a vehicle driving of the manoeuvring Areas has to ensure that an actual airport plan is displayed in the cab of his vehicle (according to ICAO DOC 9137 ASM Part 8, Chapter 19). This plan is to draw from the Order about Traffic Regulations for the restricted area of the airport grounds of the Leipzig/Halle Airport.

3.1.2.2

An Officer or representative of one of the authorities listed in chapter 3.1.1.4 wish to gain access to the Manoeuvring Area, whether on foot or in a vehicle, must, in addition to informing the airport operator, obtain

permission from the Air Traffic Control unit (DFS) and follow the regulations set down in chapter 3.1.2.1 sentence 2.

3.1.2.3

Vehicles which drive on the manoeuvring area and are equipped with approved rotating beacons must ensure these are turned on. Otherwise it is to use the flashing warning lights from the vehicle. In case of poor visibility and darkness the headlights of the vehicles have to be turned on. The manoeuvring area may only be cruised by vehicles, when they are in a constant radio contact with the air traffic control (DFS). Otherwise they are being marshalled by a safety car that meets the requirements listed above.

In agreement with the air traffic control unit (DFS), the airport operator can make exceptions to this.

3.1.3 Aprons

3.1.3.1

Persons who enter an apron have to wear reflective/warning clothing according to European Standard 471, class 2 (except for passengers in boarding, see regulation on traffic rules point A 5.3).

3.1.3.2

For vehicles present on the aprons, the "Order about Traffic Regulations for the restricted area of the airport grounds of the Leipzig/Halle Airport", issued by the airport operator, are binding.

3.1.3.3

The maximum speed for vehicles on the aprons is limited to 30 km/h; in direct vicinity to the aircraft the maximum speed is limited to walking speed. The speed limit does not apply to follow-me-cars, disaster control, police, federal police, fire department, medical and rescue vehicles as well as snow-removal cars, Airport Operations Control, Air Traffic Control (DFS) and other vehicles which have blue or yellow rotating beacons in use.

3.1.3.4

The apron may only be entered by vehicles approved by the airport operator for the handling of aircraft, fire-fighting, police and medical vehicles as well as vehicles of the authorities responsible. Other vehicles require specific authorization from the airport operator.

3.1.3.5

Control of air traffic on the aprons is carried out by the air traffic control unit at the airport (DFS) on behalf of the airport operator. In special cases as well as when requested by the pilot, air traffic control (DFS) can request the provision of a "Follow-me" car by the airport operator. The regulations set out in chapter 2.4 do not apply.

3.2 ID Card Regulations

3.2.1

The Airport Identification Regulations in its version applicable in the time is binding.

3.2.2

Persons using restricted areas/facilities as defined by Part II, Chapter 3.1 must wear a valid airport ID card, visible at all times. The authorization for vehicles (see also Part II, chapter 3.5.2) must be placed behind the windscreen, visible at all times. At any time, the airport operator is authorized to control admission to the restricted areas. In particular, the airport operator can carry out identity check (identification confirmation) on any person as well as search any person's personal belongings and vehicles on arrival, before allowing admission to restricted areas.

3.3 Roads, Parking and Entrance in the airport's restricted areas

3.3.1

The roads and parking areas in the restricted area of the airport are not dedicated to public traffic. For operating reasons, the airport operator can restrict or block the traffic on these roads and parking areas. Those using these areas, the Traffic Regulations (StVO) **analogue** and the "Order about Traffic Regulations for the restricted area of the airport grounds of the Leipzig/Halle Airport", issued by the airport operator, are binding.

3.3.2

When parking vehicles and equipment or objects, a minimum distance of 3m from both sides (land-/airside) of the airport security fence must be observed. Non-compliance with this regulation will lead to aircraft, equipment or property being either removed or towed at the expense of their owners.

3.3.3

Access to the airport, whether on foot or in a vehicle, is only permitted through designated entrances designated by the airport operator (check point).

For enter and left the restricted area from the airport, for Flight-Crews are the published Crew-paths **C** in the Terminal apply.

3.3.4

When requested, those carrying freight, that has not arrived at the airport by air, away from the airport by road or preparing it for further air transport, must inform the airport operator after of flight data and/or load value of the freight.

3.4 Area committed to DHL

(According to art. 9 LuftSiG)

The area entrusted to DHL includes the areas of aprons 4 and 5.

Airport ID card holders with the "DHL" (yellow) access authorization on their ID card are entitled to enter the DHL area via the airport security restricted area. The DHL ID card is required for access to the DHL buildings.

DHL ID card holders with the "A" (green) access authorization are entitled to enter the DHL area of the airport premises in line with the "Betriebsabsprache FLHG-DHL-EAT". Airport buildings with restricted access as well as the area of the aprons are exempt from this. The airport ID card is required for this.

3.5 Road traffic (general)

3.5.1

Individuals entrusted with driving vehicles and using equipment in the non-public area of Leipzig/Halle airport have to a) possess the official driving or operator permits required for the task at hand or have a special agreement with the airport operator acknowledging that the respective individual is appropriately capable of driving the respective vehicle, at least a driving license valid in Germany, and also b) be authorized by the airport operator to operate the respective vehicle or equipment in the non-public area of Leipzig/Halle Airport ("driving permit for the airport grounds", the DHL driving permit).

Under these requirements DHL can issue a DHL permit authorizing vehicles to be operated in the dedicated area. This driving authorization shall be identified on the DHL permit with the denomination "F". Before denomination "F" can be issued, signed documentation of participation in a training session by an FLHG approved instructor of DHL/EAT is required. Granting of driving permits regularly has to be reported to the airport operator and the proof of the training sessions has to be furnished for the airport operator upon request.

Notwithstanding the above, the AUR and the Order about traffic regulations are applicable for the non-public area of the airport grounds of Flughafen Leipzig/Halle GmbH.

3.5.2

The owner/operator of vehicles/equipment used on the airport is responsible for their operational and transport safety. The owner of vehicle is responsible for appropriate insurance.

The operation of vehicles/equipment in the airport's restricted-access areas requires the prior approval of the airport operator.

In order to be able to obtain this approval, the vehicle - provided it is subject to the German road traffic registration ordinance (StVZO) - has to have a valid inspection plate pursuant to Section 29 StVZO. The vehicle owner must ensure that the allocation requirements for the issuance of the inspection sticker do not expire. Vehicles/equipment which is not subject to the StVZO shall only be granted approval once a technical inspection has been carried out by the airport operator in order to ascertain that the vehicle/equipment meets the requirements set out in Appendix 1 EC Machinery Directive 2006/42/EC. For vehicles/equipment in the aircraft handling area, this inspection must be conducted on an annual basis in accordance with the European Standards EN 1915-Sections 1-4 and EN 12312 - Sections 1-20. For vehicles/equipment used for tasks other than aircraft handling, the owner has to meet requirements laid down in the accident prevention regulations of the safety regulations for professional associations (UVV BGV D 29) shall apply as amended.

Rotating beacons may only be used by vehicles with the appropriate authorization according to the provisions of the StVZO; these vehicles must have been authorised for this purpose by the airport operator. The airport operator may issue additional permits to vehicles moving in restricted-access areas of the airport grounds. These vehi-

cles are required to be equipped with certain devices in accordance with the requirements of the UVV BVG D 29 as well as EN 1915, EN 12312, and the additional requirements of the professional association for vehicle ownership, such as in the case of aircraft tugs, for example.

A permit shall also be issued for follow-me cars, airport security vehicles, traffic control centre vehicles and DFS vehicles, as well as for special vehicles belonging to airport maintenance on special assignments.

With regards to vehicles/equipment which is not allowed to be operated in public, the inspection plate issued with the permit by the airport operator has to be visibly affixed to the vehicle.

In accordance with the requirements of the UVV BGV D 29 as well as EN 1915 and EN 12312, inspection and authorisation shall be conducted by an experienced member of the airport operator's staff and is subject to fees.

3.5.3

For the purpose of picking up or dropping off passengers or baggage, vehicles may only take place at the roadside to passenger terminals and designated parking and stopping areas.

Cargo/Freight may only be loaded and unloaded in front of the cargo terminals.

Exceptions to this are only permitted under authorization from the airport operator.

3.5.4

Vehicles may only use the designated parking areas for parking. The airport operator may remove vehicles parked in violation of these parking restrictions or parked beyond the maximum permitted parking period. The remove is founded at the owners own risk and expense.

In the case of parking contrary to traffic in areas designated by signs, in particular parking without obtaining a parking ticket, parking without issuing a parking permit (special permit), exceeding the permitted parking time, parking outside of the marked parking areas, an increased usage fee is due.

3.5.5

Small vehicles (e.g. Motorcycles, Bicycles) may only be parked in places marked for this purpose, they may in particular not be parked on forecourts, stairs and corridors.

3.6 Carrying animals along

Animals must be secured, when carried animals along. Authorization is required for carried animals along, unless, it concerns work responsibilities.

3.7 Inline-skating, roller-skating, skateboarding

Inline-skating, roller-skating, skateboarding and the use of similar sports equipment in the enclosed airport ground and in all airport buildings is prohibited.

3.8 Damage

In the event of damage to airport property or third-party property on the airport premises, the security center must be informed.

4. Other activities

For the carrying out of work, mentioned in Part II, chapter 4.1, 4.2 and 4.4 the carrying of airport ID cards in accordance with Part II, chapter 3.1 is required.

4.1 Commercial Activity exclusive of Ground Handling services

Commercial Activity exclusive of ground handling services mentioned in section 2.5 is only permitted with agreement from the airport operator. This basically involves the payment of fees to the airport operator. The same applies to film and sound recordings as well as film and sound transmissions.

4.2 Collections, Advertisements, Distribution of Prints/Brochures

Collections, advertisements as well as the distribution of flyer and other prints/brochures require the authorisation from the airport operator. This also applies to the distribution of advertising specialities and merchandise samples.

4.3 Storage

4.3.1

Dangerous Goods within the meaning of article 27, para. 1 of the Air Traffic Regulations (LuftVG) in association with attached regulations, particularly nuclear fuels and other radioactive materials may only store with the permission of the airport operator.

4.3.2

The storage for safekeeping baggage and cargo may only be carried out in areas marked specifically and approved for his purpose.

4.3.3

Vehicles, cargo/freight, boxes, building/construction material, equipment etc. may only be stored outside of the areas and rooms, specifically rented for this purpose, with the consent of the airport operator.

4.3.4

For the period during which hazardous materials are handled and stored, information relevant for hazardous materials must be provided by the company handling such or their prompt procurement by the handling company must be possible. For the purposes of hazard prevention, at least, the following information shall be provided for the fire department: type and quantity of the hazardous material as well as the corresponding UN number and, if required, the correct technical designation of the material. In the event of an incident or accident, this information shall forthwith be communicated to the fire department which is in charge of response operations and the execution of the emergency response. More details are provided in the current crisis and emergency manual. The party that causes a hazardous material accident is obliged to defray all expenses incurred in connection with it.

4.4 Constructions

The carrying out of construction work in the construction safety zones (“Bauschutzbereiche”) are prohibited requires authorization issued by the competent authorities. Construction work on airport grounds requires additional authorization from the airport operator.

5. Safety Regulations / Safety Management System (SMS)

5.1

The Safety Regulations as shown in Appendix A based on law and/or other statutory provisions, in the current edition, must be observed at all times.

5.2

The airport operator must maintain the airport in a safe operational condition and operate it on an orderly manner. Therefore the airport operator maintains a safety management system (SMS) in accordance with ICAO Annex 14 and Article 45b Air Traffic Regulations (LuftVG).

In this context, companies and authorities operating at Leipzig/Halle Airport are required to observe the relevant regulations and guidelines of Leipzig/Halle Airport in all processes and activities which they carry out or for which they are responsible and to cooperate in the SMS.

6. Lost Property

Items found in airport facilities should be immediately delivered to the airport operator (airport information desk or GAT – General Aviation Terminal). Regulation covering the storage of dangerous goods and the Articles §§978 until 981 of the German Civil Code apply.

7. Environmental Protection

7.1 Pollution

7.1.1

Contamination of the airport facilities must be avoided. Any contamination that occurs must be professionally removed and disposed of by the polluter, otherwise the airport operator can carry out the cleaning and disposal at the expense of the polluter.

7.1.2

Substances that are hazardous to the environment must be caught immediately by the person causing them if they escape. At the same time, the current version of the provisions of the crisis and emergency manual (Alarm C1 and emergency procedures N21 and N22) must be observed and the airport fire brigade informed.

7.2 Sewerage and water protection

7.2.1 General

The airport site is drained in a separate system. Dirty water or rainwater may only be discharged into the drainage system provided for this purpose.

7.2.2 Dirty water

Water whose properties have changed may only be discharged into the sewage system after domestic, commercial or other use, in accordance with the applicable statutes of the municipal companies on the collection, drainage and treatment of the waste water produced (drainage statutes). The limit values prescribed in this statute must be observed.

7.2.3 Precipitation drainage

Only the water collected from precipitation from the area of paved and unpaved areas may be discharged into the rainwater drainage system. No contamination from washing water, cleaning agents, fuel, faeces or the like may get into these channels. The only exception to this is de-icing fluids during winter operations. De-icing fluids may only be used with the prior approval of the airport operator and in the areas intended for this purpose. The airport operator must be informed of the chemical composition of the de-icing agent with the application for approval and the suitability and ecological properties must be proven by means of suitable documents, such as safety data sheets.

7.2.4 Sewage register

Each discharger is obliged to inform the airport operator immediately of any significant changes in the quantity or quality of the waste water discharged into the airport sewage system.

New connections or changes to existing sewage systems require the prior written approval of the airport operator. In order to ensure proper waste water disposal, the airport operator can also make further instructions and in particular regulate the type and quantity of the waste water of the individual users by means of individual instructions.

7.2.5 Operating materials

Only legally approved detergents, cleaning agents, disinfectants and extinguishing agents may be used.

7.2.6 access permissions

For control purposes or to eliminate improper discharges, representatives of the airport operator must be granted access to the operating rooms at any time after prior agreement with the lessee.

7.2.7 Release

Violators must release the airport operator from claims by third parties.

7.2.8 Substances hazardous to water

The user must inform the airport operator about the intended storage of water-polluting substances or about the type and scope of the intended handling. He must ensure that there is no risk of contamination of the water or other adverse changes in its properties. The user is responsible for approval and notification obligations to the responsible authorities. The airport operator must be informed immediately of any official permits for the storage or handling of water-polluting substances.

7.3 Waste

7.3.1

Waste should be avoided or reduced as far as possible. On the airport premises, every company must comply with the specifications of the relevant laws/regulations (e.g. the Waste Management Act) and the airport operator's waste regulations in the currently applicable version.

7.3.2

Anyone using the airport must provide all information, in particular about the type, quantity, composition, origin and disposal of the waste materials produced, at the request of the airport operator or the third party commissioned/authorised by the airport operator.

7.3.3

Waste is to be collected in suitable and labeled containers. Oil drip pans and similar containers must be properly emptied and cleaned after use.

7.3.4

After prior agreement with the lessee, representatives of the airport operator must be granted access to the operating rooms at any time to monitor proper waste management or to carry out repair work on the waste management facilities.

7.3.5

In the event of non-compliance with the relevant requirements, the airport operator can take measures to bring about a proper state of affairs. The costs incurred for this are to be borne by the waste producer.

De-icing fluids may only be used with prior permission of the airport operator and only in areas designated for this purpose. The airport operator must be informed of the chemical composition of the aircraft de-icing fluids when permission is applied for. Its suitability and ecological properties must be proven with the aid of appropriate documentation.

7.4 Deicing fluid

De-icing fluids may only be used after prior approval by the airport operator and in the areas intended for this purpose. The airport operator must be informed of the chemical composition of the de-icing fluid with the application for approval and the suitability and ecological properties must be proven by means of suitable documents.

7.5 Air contamination

Running of internal combustion engines shall be restricted to the absolute minimum required.

8. Consent and Permission

8.1 General

All consent and permits named by this airport usage regulation are to be obtained in advance.

8.2 Photography and filming in restricted areas

Basically, prior written consent is required for photography and filming in Leipzig/Halle Airport's restricted areas. This is to be obtained from the airport operator (Marketing/PR dept.) in advance.

Photography or filming done by employees in restricted areas which is intended exclusively for official airport business is excluded from this rule.

9. Violation of the Airport Usage Regulations

Any person violating these Usage Regulations or going against the instructions of the airport operator issued on the basis of these Usage Regulations may be expelled from the airport by the airport operator. A catalogue of measures to be taken (see appendix D) determines the relevant procedures in the case of violation with the Airport Usage Regulation in Leipzig/Halle Airport's restricted area.

The driving permit may be revoked (in accordance with the catalogue of measures to be taken in appendix D) in the case of violations of the traffic regulations in restricted areas stated in AUR section 3.3.1.

Criminal/civil prosecution is not affected.

10. Place of performance and jurisdiction

Leipzig is agreed as the place of performance and place of jurisdiction for disputes arising from these Terms of Use and their settlement for merchants.

11. Authorized recipient

Aircraft operators/owners with no place of residence or business in Germany, must, on request of the airport operator, name an authorized recipient.

Appendix A: Safety Regulations (for Part II, section 5 of AUR)

1. FOD

Anyone entering the air traffic areas of the airport by car or on foot must immediately pick up objects (FOD - foreign object debris/damage) which could damage aircraft, e.g. screws, lugs, case handles, paper, plastic etc. and dispose of it in the FOD boxes provided. The ground handling company is responsible for checking for and removing any FOD from the aprons in the ground handling area directly before the aircraft is rolled up to or away from this area.

Airport Control (Phone: 0341/224 1130) is always and immediately to be notified of debris or contaminations which cannot be immediately removed without further assistance.

2. Handling of fuels

2.1

Aircraft may not be fuelled or refuelled while the engines are running.

2.2

Aircraft may not be refuelled or defueled in hangars or other enclosed areas. This can only occur in areas assigned for this purpose by the airport operator. Should an aircraft require urgent defueling in an enclosed area, authorization for this must be obtained from the airport fire brigade and specific fire protection must be ensured.

2.3

When an aircraft is defueling, the aircraft must be electrically connected and earthed to the fuel supply facilities.

2.4

During the fuelling and defueling of aircraft no power sources may be connected or disconnected and no electrical switches may be operated within a safety radius of 6 m around tank openings from which gas/air mixtures are escaping. This does not apply the fuelling and defueling of essential circuitry or for switch elements with an explosion-proof design. When using fuel with an ignition point under 0 degrees, the safety distance increases with a fill-rate of more than 100 l/min to 10m and with a fill-rate of more than 600 l/min to 20m.

2.5

Overflow and spillage of fuel must be avoided. Should fuel overflow or spill, a safety distance of 15m applies in compliance with section 1.4 until the spillage has evaporated or been removed. The airport fire brigade and the Airport Operations Control Centre should be informed immediately.

2.6

Vehicles supplying fuels must be equipped with fire extinguishers in accordance with regulations.

2.7

The fuelling of aircraft with passengers on board is permitted.

There must be an respective agreement between fuel supply companies and the airlines.

In addition, regulations set down for airlines and fuel supply companies are to be adhered to, in particular the VO (EEC) No. 3922/91 (EU-OPS 1). In addition, the relevant procedures in the flight operations manual of the respective airline must be applied.

The defueling of aircraft with passengers on board is not permitted.

3. Operation of aircraft engines

3.1

Aircraft engines may not be operated in hangars (except Hush House).

3.2

Before an engine can be switched on, aircraft rotors must be sufficiently saved with wheel chocks or brakes.

3.3

In order to signal the hazards of a running engine, the aircrafts anti-collision lights must be immediately switched on before the starting of the engine and only then switched off after the engine has been stopped. The procedure must be carried out by day and night.

3.4

Aircraft engines may only be started and left running when the aircraft cockpit is staffed by a pilot or other authorised personnel.

Aircraft with >5700kg MPW shall be guarded when starting up.

3.5

Those starting an aircraft engine or operating it while it is running must be make sure that the propellers as well as the jet blast emitted by it or the engine does not endanger people or damage objects.

3.6

On the aprons, the rpm level for aircraft engines may not be significantly heightened, insofar as can be avoided.

4. Smoking ban, exposure to naked flames

Smoking (including e-cigarettes) and the use of fire and naked flames is prohibited in all buildings and on the entire site of Leipzig/Halle Airport. Exceptions are specially equipped smoking areas and barbecue areas.

Inflammable, explosive and dust-intensive work is only permitted if special workplaces have been set up or the airport fire brigade has issued a work permit. Furthermore, this work may only be carried out by persons who have been trained and instructed in this and are therefore aware of the possible dangers.

5. Vehicles and Equipment with IC engines (Internal Combustion)

Vehicles and equipment with IC engines being used on the aprons or in the aircraft hangars must be equipped with commercial safety features, such as exhaust systems with silencers, which prevent the release of combustible exhaust gases.

Self-propelled vehicles that are used directly on aircraft (e.g. tractors, high loaders) and vehicles for passenger transport > 9 seats (including the driver) must carry a fire extinguisher.

6. Working in Hangars and Workshops/Garages

6.1

Aircraft in hangars or workshops/garages may not be cleaned with Group A, Danger Class I combustible liquids as set out in combustible liquids regulations. For cleaning removed aircraft parts, Group A, Class I combustible liquids may only be used in separate and well ventilated areas.

6.2

Highly flammable material/substances (e.g. Spinnlack, Nitrolack) may only be used in hangars and workshops/garages when the relevant fire prevention and trade supervisory regulations as well as the regulations issued by the trade supervisory board specific to aircraft ownership are observed in these areas.

6.3

Generally, the applicable regulations (DIN, EU standards) and the special requirements of the building permission are to be adhered during work in hangars and workshops/garages.

Es sind grundsätzlich die gültigen Vorschriften (DIN, EU-Normen) und spezifischen Auflagen aus der entsprechenden Baugenehmigung bei Arbeiten in Hallen und Werkstätten zu beachten.

7. Storage of Fuels, Equipment and Waste

7.1

Fuels, equipment and waste must be stored in such a way that they do not present any fire or explosion hazards. The fire prevention regulations, in their version applicable at the time, are binding.

7.2

Fuel is to be kept in suitable stationary or portable containers with fuel outlet devices in keeping with regulations. There must always be sufficient amounts of suitable binding material at fuelling stations and for fuelling vehicles.

7.3

Empty fuel and lubricant barrels as well as high pressure containers for hazardous materials may not be stored in hangars or workshops/garages.

Empty containers are to be handled as full containers.

7.4

Flammable waste (lubricant residue, used cleaning materials, etc.) must be collected in marked metal containers with sealed lids suitable and adequate for this purpose.

After use, oil tanks and similar containers must be emptied and cleaned in accordance with regulations.

7.5

When storing, bottling and handling materials which could cause water contamination, the appropriate regulations must be adhered to. Those dealing with materials that could cause water contamination must inform the airport operator of this in advance. The user of such materials is responsible for obtaining authorization from and notifying the competent authorities. Obtained approvals are to be brought to the attention of the airport operator **immediately**.

8. Aerodrome weather warning

Severe weather warnings issued by the German Meteorological Service (DWD) will be passed on by the DWD chief of traffic via an email distribution list. This warning will contain any relevant information on gales, hurricanes and thunderstorms and will draw attention to the fact that all precautionary measures should be taken to avoid accidents and damage.

Furthermore, warning and all-clear messages relating to lightning strikes in the immediate vicinity of the airport shall be sent to the offices concerned via email (see safety bulletin "Conduct in the case of severe weather").

For standardisation purposes, these should be viewed as procedural instructions for all members of staff working on the aprons when stopping and resuming ground handling.

The DWD chief of traffic may use his/her discretion to request that work be stopped.

Each company affected has to draw up an information and operations concept so as to avoid hazards.

9. Rescue and Fire Fighting Services

9.1

In case of fire

- The fire alarm must immediately be activate and also
- The airport fire brigade must be informed, emergency telephone extension no. 112 (from all other phones 0341 224 112).

Until the fire brigade arrives, the fire can be fought with fire extinguishing devices available as long as this does not pose a risk to you and others.

9.2

In the event of medical emergencies and technical assistance, the airport fire brigade, airport telephone number 112 (from all other telephones 0341 224 112) must be notified immediately.

9.3

Leipzig/Halle Airport has an „Emergency Response Manual“ in place which authoritatively regulates the procedures for all users regarding

- Aircraft emergencies and –accidents,
- Unlawful air traffic operations / unlawful use of air traffic facilities,
- Fire and
- Other emergency instances in the area of Leipzig/Halle Airport.

The user must make herself/himself aware of the rules of the „Emergency Response Manual“ .

Appendix B: Description of the Central Infrastructure Facilities (for Part II, section 2.5.3 of the AUR)

1. Aprons

Aprons are areas equipped with beacon and lighting systems intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo and – in exceptional cases – for parking and maintenance. The Aprons include areas that are used for the taxiing back and forth between the taxiways and areas specifically allocated in close proximity for the use of ground handling vehicles or equipment (for the length of the handling process).

2. Boarding/Passenger Bridges

Boarding/Passenger Bridges consist of the bridge cabin, the folding outer covering, the manoeuvrable bridge tunnel, the chassis, the stairs, the rotunda, the fixed bridge tunnel, the connecting framework to the terminal with boarding station and the equipment for the adjustment of the bridge.

3. Stationary Electricity (Ground Power) Supply

Stationary Electricity/Ground Power Supply are firmly installed equipment for aircraft electricity/ground power supply. The system delivers 200/115 Volt 400 Hz of three-phase current.

4. Baggage facilities

The baggage facilities include the baggage carousels, the baggage sorting system, the baggage claim, the facilities for the handling of bulky baggage as well as areas and baggage return desks necessary for baggage handling and the storing of baggage that has arrived early.

5. Facilities for Marshalling/Docking of Aircraft

For the marshalling/docking of aircraft taxiways marked with guiding lines and beacons, docking systems, apron control including their premises and technical facilities as well as marshalling. The docking system is operated and monitored by the apron control incorporating the alignment of electronic data processing systems.

6. Flight Information System

The flight information system comprises of equipment for air traffic planning and control as well as for passenger information, the database, image and display servers, the graphical user interface, the video system, the network infrastructure for data transport on Ethernet Base, public display boards and monitors as well as the airport company's passenger information desk. The flight information system is provided with an interface to the local DFS database.

7. Aircraft De-Icing Facilities/System

The aircraft De-Icing facilities/system consists of the marked de-icing pads published in the Aeronautical Information Public Germany, the drainage pits for de-icing fluids and facilities for the storage of water and de-icing fluids.

8. Fresh Water Supply System

Fresh water is processed and provided in accordance with the German Drinking Water Ordinance (TrinkwV). In order to ensure compliance with the deviating requirements in IATA-IDQP (International drinking water quality pool) a processing system is used. An exemption for the operation of the system has been granted by the public health department of northern Saxony.

This plant is used exclusively for the preservation of drinking water for the subsequent supply of aircraft. It consists of a filling station with an automatic dosing pump for adding in the preservative (sodium hypochlorite). A mobile cold fogger (Sanosil EasyFog) is used to disinfect/sterilize the vehicle tank. The special vehicles are stored and protected against frost in a special garage complex.

9. Faeces Disposal System

This includes facilities for the frost-free storing and filling of vehicles with rinse and refill water as well as for the stockpiling and addition of the previously described disinfectants. Furthermore an aircraft faecal collection pit is to be found on airport.

10. Waste Disposal System

The airport has premises areas and technical equipment for the appropriate collection and processing, weighing and pressing of waste. The removal is carried out on behalf of the airport operator.

Appendix C: Description of CUPPS handling technology (for Part II, section 2.5.4 of the AUR)

For EDP-supported passenger handling, the airport operator centrally provides the following CUPPS equipment:

Check-in

- PC workstation (IWS) with screen and keyboard (MSR/OCR)/mouse
- Boarding pass printer (ATB/BPP)
- Baggage tag printer (BTP)
- Dispatch document printer (DCP)
- Barcode scanner (LSR)

Gate

- PC workstation (IWS) with screen and keyboard (MSR/OCR)/mouse
- Boarding pass reader (BGR)
- Dispatch document printer (DCP)
- Baggage tag printer (BTP)
- Receipt printer (RCP)

Transfer counter

- PC workstation (IWS) with screen and keyboard (MSR/OCR)/mouse
- Boarding pass printer (ATB/BPP)
- Baggage tag printer (BTP)
- Dispatch document printer (DCP)

Appendix D: Non-Compliance with the AUR (for Part II, section 9 of the AUR)

Catalogue of measures in case of violation of the AUR and the “Order about Traffic Regulations for the security area of the airport premises for the Leipzig/Halle Airport GmbH”.

According to §45 of the Air Traffic Authorization Order (LuftVZO), the airport operator is to guarantee the safe working order, condition and operation of the airport and its facilities and is, therefore, responsible for safety and order. The airport operator must introduce all the necessary measures to prevent incidents which might impair the safe and proper operation of the airport.

1. Purpose

The following catalogue of measures to be taken is meant to support compliance with **these usage regulations** and **“Order about Traffic Regulations for the security area of the airport premises for the Leipzig/Halle Airport GmbH”**, as well as to guarantee a standardized policy for cases of non-compliance with **these usage regulations** and safety in restricted areas of the Leipzig/Halle airport. In this way more procedural clarity and fairness for each individual case is to be achieved for all parties involved.

The catalogue of measures to be taken covers sanctions, points, involved parties and documentation.

2. Application

This catalogue of measures applies to all persons with an airport identification card **or DHL ID** who are entering restricted areas and/or operate a vehicle within them.

3. Supervision

For the sake of safety, everyone is required to report non-compliance with the AUR and **“Order about Traffic Regulation for the security area of the airport premises for the Leipzig/Halle Airport GmbH”** to the airport operations management.

The delegates of the airport operations management (airport operations control center, traffic control service) and airport security are responsible for traffic control. They are authorized to take appropriate measures to ensure compliance with rules and regulations.

4. Non-compliance Measures

Airport security is authorized to revoke the driving permit issued by the airport operator in cases where the involved party has behaved contrary to duty. This is especially true in cases when the involved party has behaved especially dangerously in a way that is contrary to traffic laws and/or airport regulations and instructions. Further legal steps remain unaffected by this. **Further legal steps remain unaffected by this.** All offences are to be treated

with an oral warning from delegates of the airport operations management (airport operations control center, traffic control service) or airport security or the airport operator's authorized person for training. The wrong conduct is to be explained to the offender and he/she is to be notified of further measures:

- Personal information is to be recorded by airport security.
- If 5 or more points are collected, the offender's supervisor is to be notified in writing.
- Sanctions are applied according to the point catalogue.

The offender has the right to comment/appeal to the Leipzig/Halle Airport GmbH (Airport Operations Management), in writing, within one week. The agent issuing the oral warning –the delegate of airport operations management (airport control center, traffic control service) or airport security or the airport operator's authorized person for training – is to inform the offender of this right at the time the warning is issued. The appeals period (1 week) begins with the oral warning issued by airport control or airport security. The agent issuing the warning is to create a record thereof.

The right of the offender to appeal does not lead to the suspension of measures which have already been ordered.

5. Catalogue of points

Nr.	Verstoß	Punkte
1	Violation of the walking pace speed limit in the safety zone of 5 meters around a parked aircraft	1
2	Not wearing reflective clothing in accordance with DIN EN 471 – class 2. In compliance with Traffic regulations for the security area	1
3	Missing airport plan in vehicle on maneuvering area	1
4	Parking and resting in taxiing areas, marked (hatched) restricted areas, in front of bus gates and no-parking areas reserved for the fire brigade.	2
5	Parking a vehicle within 3 meters of the airports security fences.	2
6	Operation of an unsafe vehicle or a vehicle in a non-roadworthy condition, or unauthorized driving with rotating beacon	2
7	Violation of the safety distances in the danger areas of aircraft.	2
8	Exceeding the speed limit: 5 – 15 km/h above the limit.	2
9	Exceeding the speed limit: 15 – 25 km/h above the limit.	3
10	Exceeding the speed limit: 25 – 40 km/h above the limit.	5
11	Driving with expired Driving permit for the airport grounds	3
12	Blocking the evacuation way for tank trucks (see comments at the end of the table).	4
13	Operation of a vehicle/equipment without the proper, valid permit approved by the airport operator.	5
14	Disregard of the smoking ban.	4
15	Leaving the scene of an accident without reporting to the airport operator (airport control centre or airport security) despite possible involvement in the accident.	5
16	Driving through an traffic control unit between the Follow-Me Vehicle and the aircraft.	5
17	Violation of the special rights of vehicles in service.	5
18	Violation of air traffic control clearances or other instructions (no risk)	5

Comment, Nr. 12:

If it is impossible, due to technical reasons, that the fuelling vehicles evacuation route be kept open during the pre-take-off preparation process, it must be made certain that the equipment can be removed in a timely manner should an emergency arise.

6. Measures / Sanctions

6.1

When 10 points have been collected, the training course on Behaviour on the Apron must be repeated at the participant's cost within 14 days. The 14 day period begins with delivery (from employer to the person to be trained) of the order to attend the training. In the absence of the person to be trained, and with the agreement of the airport operator, the period of 14 days may be extended.

If this deadline is not met, the driving permit and the permission granted by the airport operator to operate a vehicle in the restricted areas are to be revoked. These must then be applied for anew. In such a case, the applicant must pay all applicable fees related to the acquisition of the permit as well as those related to the training involved.

6.2

The airport operator shall also immediately revoke the driving permit and the permission granted to operate a vehicle in the restricted areas if 15 points have been collected. The permit may only be regained after completion of a training course (against payment of fees by the applicant) subject to deadlines laid out in 6.1.

6.3

In the following cases, the airport operator shall also immediately revoke the driving permit and the permission granted to operate a vehicle in the restricted areas. In addition, permission to access or enter the apron areas shall be revoked and 10 points added to the "point account" of the offender:

1. Driving on the aprons or taxiways resulting in the hindrance or endangerment of an aircraft
2. Driving on the manoeuvring area without permission from air traffic control
3. Disregard of clearances given by air traffic control resulting in the concrete endangerment of air traffic
4. Operation of vehicles under the influence of alcohol or other drugs
5. Operation of a motor vehicle in the restricted areas of the airport without possession of a valid, official driving licence (not driving permit for the airport grounds).
6. Speed limits > 40 km / h above the permitted maximum speed
7. Other serious offences, especially in the case of the concrete endangerment of important objects of legal protection.

6.4

The recovery of the driving permit is subject to the terms named in 6.2. The airport operator, however, reserves the right, in cases of deliberate or reckless violations of the AUR, to impose a suspension of 1 to 6 months.

This suspension period may also be imposed if 15 points have again been collected following the successful reduction of points as described in pt. 8.

7. Collection of Data

The data is purposive and is used in the monitoring of the operational and traffic safety of the airport. A statistical examination of the data/incidents is carried out. Data protection is considered and abided by. All personal information will be deleted three years after the last entry. All involved parties have the right to access their files. This access may be applied for (with the presentation of a valid identification card) at the airport ID office. Information regarding the number of points collected can also be obtained here.

8. Reduction of Points

5 points will be deducted after completion of and payment for the training described in 6.2.

Points are deleted from the file 3 years after being entered. This occurs regardless of whether or not new points have been accumulated.

5 additional points may be reduced by participation in a voluntary training course. It is, however, not possible to have a negative point balance, i.e. less than zero points.

Generally, training courses are conducted by the airport operator.

Appendix E: Additional Regulations for Carrying Out Ground Handling Services on the Aprons of Leipzig/Halle Airport

1. Aim and purpose

1.1

In keeping with its legal obligations according to Section 45 of the Air Traffic Registration Ordinance (LuftVZO), Flughafen Leipzig/Halle GmbH, in its capacity as airport operator, is obligated to guarantee the operationally reliable condition and the orderly running of the airport. Furthermore, it is obligated to provide protection from operational hazards (Section 29 of the German Air Traffic Act, LuftVG), to take the necessary precautions in this regard, and to guarantee that the applicable legal provisions and regulations are adhered to.

The basic rules to achieving this goal are set out in the Airport Usage Regulations (FBO), authorised by the Saxon State Ministry for Economic Affairs and Labour **and Transport**. In consideration of the already existing spatially restricted conditions and traffic density on the apron, an increased volume of traffic on the apron due to ground handling also necessitates the following compulsory rules and procedures in order to uphold transport and operating safety.

1.2

At Leipzig/Halle Airport, the general manager, his deputy, and direct and indirect agents shall ensure that these rules are complied with. These individuals, in turn, are subject to the supervision of the approval agency within the framework of Section 47 of the LuftVZO.

1.3

These regulations do not effect the EU directive 96/67/EC of the Council, the BADV, or other laws, legal provisions or regulations applicable to the running of the airport. The provisions set out in the Airport Usage Regulations and their additional provisions which have already been brought into effect shall also remain unaffected.

1.4

These rules apply to all companies providing ground handling services on the airport's aprons, including the airport operator's ground handling staff. They constitute the framework conditions, especially with regards to the provisions and procedures which are to be observed in the airport's operation and in terms of employed personnel and equipment.

In addition to this, the "Betriebsabsprache zwischen der Flughafen Leipzig/Halle GmbH, der DHL Hub Leipzig GmbH und der European Air Transport Leipzig GmbH (EAT)" shall apply on apron 4.

1.5

The general manager, pursuant to Section 45 of the LuftVZO, or his deputy, is entitled to check that these rules are being observed at any time. The required evidence is to be furnished and the necessary access is to be granted at any time upon the request of the general manager. Their further instructions are to be followed.

1.6

In order to fulfil local requirements, companies providing ground handling services on the apron may make use of the airport operator's facilities.

2. Handling

2.1

Companies providing ground handling services must fulfil the operational and industrial precautionary measures which allow them to carry out ground handling services at every aircraft parking position on the airport apron.

2.2

The equipment used to carry out ground handling services on the apron must always be reasonably sufficient for the respective order volume. Any other equipment is to be placed on the designated storage areas (outside the red-marked safety lines) and is to be stored there securely and in accordance with the regulations. Until the aircraft has reached its final parking position, this line is by no means to be crossed into the aircraft's safety area.

In positions with docking systems, the emergency stop switch has to be staffed by trained staff during taxiing of aircraft.

If the need arises for stands to be occupied by handling equipment, other than for immediate loading, this must be taken into consideration when planning the stands and deactivated in the docking system (apron 4: maintenance set-up at the position). Before being put back into operation, the respective stand is to be checked thoroughly for foreign objects. Overlapping positions (alternative positions) and stands which have no visual boundary separating them from a neighbouring position are exempt from this rule.

Immobilised and idle vehicles/equipment are to be immediately removed from traffic zones; they are, in particular, by no means to be left unattended in airport operation areas (within the red-marked safety lines).

The wing-tip clearance lines found on apron 4 purely serve as a visual aid to give a representative wingspan of different aircraft types (apron 4A, 4C, 4D = MD11, apron 4B = B757).

Special regulation for apron 4 with regards to the distribution of stands for aircraft codes D, E, F:

- Docking system active = free of obstructions for min. **4.50m**
- Docking system inactive = free of obstructions for min. **7.50m**
or when using follow-me cars and wing walkers **4.50m**

3. Company organisation and personnel

3.1

Companies providing ground handling services must ensure that employed personnel are sufficiently aware of the Airport Usage Regulations and their additional provisions and that they have been especially trained in:

- the fire safety and evacuation regulations in accordance with “Krisen- und Notfallhandbuch des Flughafens Leipzig/Halle”
- ICAO, Annex 14, safety distances at aircraft parking positions,
- handling dangerous goods,
- the safety directives regarding the refuelling of aircraft in parking positions,
- the provision of first aid and fighting incipient fires (according to the specifications of the BG)

and that they have been kept updated on this training material by means of refresher sessions held at regular intervals.

Responsibilities should be clearly structured.

3.2

Operations staff / managerial staff

Managerial operations staff must have a sufficient level of skills and procedural knowledge to enable them to give orders and instructions which ensure that current operations are conducted in accordance with the regulations.

Managerial operations staff in charge of personnel carrying out ground handling services are also responsible for making sure that:

- the ground is free of obstructions when aircraft are being positioned on the stands,
- the traffic control centre (Tel. 0341/2241130) is immediately notified of any disruption to operations which may impact on the remaining airport operations and air traffic procedures (also including any flight delays which become apparent),
- the airport operator's service staff specifically trained for assisting in the event of an emergency, alarm or other cases of danger are immediately alerted,
- the FLHG security control centre (Tel. 0341/2241474) is immediately called in if damage is caused to equipment or facilities belonging to the airport or third-party property, and
- areas rented by the service contractor and those where the contractor performs services are always maintained to an operationally reliable standard, can be used safely and do not pose any risks to the remaining airport operations.

Operations staff employed to carry out ground handling services on the apron must fulfil the qualification requirements stated in the Ground Handling Service Regulations (BADV).

3.3

Participate in radio controlled aircraft towing operations

Operating personnel who tow aircraft in radio-controlled aircraft towing operations in accordance with tower instructions must also be instructed in the basics of tower radio communication.

Approval from the airport operator (traffic center) must be obtained before aircraft towing operations begin, with the exception of push-back operations as part of the handling.