TEL: +381 38 59 58 302
FAX: +381 38 59 58 306
AFTN: BKPRZPZX
E-mail: ais@anp-ka.org

# AIP
# KOSOVO

Aeronautical Information Service
Pristina International Airport
Vrellë-Lipjan

**AIP**
**AMDT**
**12/2014**

Publication date: 30 OCT 2014

**Effective date: 30 OCT 2014**

**1. Insert the following new page** **Remove the following old page**

| | | | |
|---|---|---|---|
| GEN 0.1 - 1/2 | 30 OCT 14 | GEN 0.1 - 1/2 | 12 JUN 14 |
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| ENR 1.9 - 1/2 | 30 OCT 14 | ENR 1.9 -1/2 | 12 JUN 14 |
| ENR 1.10 - 1/2 | 30 OCT 14 | ENR 1.10 -1/2 | 12 JUN 14 |
| AD 2.1 - 1/2 | 30 OCT 14 | AD 2.1 - 1/2 | 12 JUN 14 |

**2. Please record entry of Amendment on page GEN 0.2-1**

# PART 1 - GENERAL (GEN)

## GEN 0.

## GEN 0.1 PREFACE

**1. Civil Aviation Authority of Kosovo**

The AIP Kosovo is published by the Kosovo Civil Aviation Authority.

**2. Applicable ICAO Documents**

The AIP is prepared in accordance with the Standards and Recommended Practices (SARPs) of Annex 15 to the Convention on International Civil Aviation and the *Aeronautical Information Services Manual* (ICAO Doc 8126). Charts contained in the AIP are produced in accordance with Annex 4 to the Convention on International Civil Aviation and the *Aeronautical Chart Manual* (ICAO Doc 8697). Differences from ICAO Standards, Recommended Practices and Procedures are given in subsection **GEN 1.7.**

**3. The AIP structure and established regular amendment interval**

**3.1 The AIP structure**

The AIP forms part of the Integrated Information Package, details of which are given in subsection **GEN 3.1.** The principal AIP structure is shown in graphic form on page **GEN 0.1-3.**

The AIP is made up of three Parts, General (GEN), En-route (ENR) and Aerodrome (AD), each divided into sections and subsections as applicable, containing various types of information subjects.

**3.1.1 Part 1 – General (GEN)**

Part I consists of five sections containing information as briefly described hereunder.

*GEN 0.* Preface; Record of AIP Amendments; Record of AIP Supplements; Checklist of AIP pages; List of hand amendments to the AIP; and the Table of Contents to Part I.

*GEN 1. National regulations and requirements* – Designated authorities; Entry, transit and departure of aircraft; Entry, transit and departure of passengers and crew; Entry, transit and departure of cargo; Aircraft instruments, equipment and flight documents; Summary of national regulations and international agreements/ conventions; and Differences from ICAO Standards, Recommended Practices and Procedures.

*GEN 2. Tables and codes* – Measuring system, aircraft markings, holidays; Abbreviations used in AIS publications; Chart symbols; Location indicators; List of radio navigation aids; Conversion tables; and Sunrise/ Sunset tables.

*GEN 3. Services* – Aeronautical information services; Aeronautical charts; Air traffic services; Communication services; Meteorological services; and Search and rescue.

*GEN 4. Charges for aerodrome/heliports and air navigation services* – Aerodrome/heliports charges; and Air navigation services charges.

**3.1.2 Part 2 – En-route (ENR*)***

Part 2 consists of seven sections containing information as briefly described hereunder:

*ENR 0.* Preface; Record of AIP Amendments; Record of AIP Supplements; Checklist of AIP pages; List of hand amendments to the AIP; and the Table of Contents to Part 2.

*ENR 1. General rules and procedures* – General rules; Visual rules; Instrument rules; ATS airspace classification; Holding, approach and departure procedures; Radar services and procedures; Altimeter setting procedures; Regional supplementary procedures; Air traffic flow managements; Flight planning; Addressing of flight plan messages; Interception of aircraft; Unlawful interface; and Air traffic incidents.

*ENR 2. Air traffic services airspace* – Detailed description of ATS Airspaces; ATS Routes; and Other regulated airspace.

*ENR 3. ATS routes* – Detailed description of Lower ATS routes; Upper ATS routes; Area navigation routes; Helicopter routes; Other routes; and En-route holding.

*Note. – Other types of routes which are specified in connection with procedures for traffic to and from aerodromes/heliports are described in the relevant sections and subsections of Part 3 – Aerodromes.*

*ENR 4. Radio navigation aids/systems* – Radio navigations aids – en-route; Special navigation systems; Name-code designators for significant points; and Aeronautical ground lights – en-route.

*ENR 5. Navigation warnings* – Prohibited, restricted and danger areas; Military exercise and training areas; Other activities of a dangerous nature; Air navigation obstacles – en-route; Aerial sporting and recreational activities; and Bird migration and areas with sensitive fauna.

*ENR 6. En-route charts* – En-route charts – ICAO and index charts.

### 3.1.3 Part 3 – Aerodromes (AD)

Part 3 consists of four sections containing information as briefly described hereafter:

*AD 0.* Preface; Record of AIP Amendments; Record of AIP Supplements; Checklist of AIP pages; List of hand amendments to the AIP; and the Table of contents to Part to Page 3.

*AD 1. Aerodromes/Heliports – Introductions* – Aerodrome/heliport availability; Rescue and fire fighting services and Snow plan; Index to aerodromes and heliports; and Grouping of aerodromes/heliports.

*AD 2. International Aerodrome* – Detailed information regarding International aerodrome, which is defined as arrival and departure aerodrome for International flights in accordance with paragraph 10 to the Convention of ICAO..

*AD 3. Heliports* – Nil

*AD 4. Domestic Aerodromes* - Nil

### 3.2 Regular amendment interval

Regular amendments to the AIP will be issued two to six times a year. AIRAC dates will be used as effective dates..

## 4. Service to contact in case of detected AIP errors or omissions

In the compilation of the AIP, care has been taken to ensure that the information contained therein is accurate and complete. Any errors and omissions which may nevertheless be detected, as well as any correspondence concerning the Integrated Aeronautical Information Package, should be referred to:

Aeronautical Information Service

Pristina International Airport

Kosovo.

TEL: +381 38 59 58 303

E-mail: ais@anp-ka.org

# GEN 0.4 CHECKLIST OF AIP PAGES

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# GEN 3. SERVICES

## GEN 3.1 AERONAUTICAL INFORMATION SERVICES

### 3.1.1 Responsible service

3.1.1.1 The Aeronautical Information Service in Kosovo ensures the flow of information necessary for the safety, regularity and efficiency of international air navigation within the area of its responsibility as indicated under **GEN 3.1.2** below. It consists of AIS Headquarters, International NOTAM Office (NOF) and AIS units established at Pristina aerodrome as listed under **GEN 3.1.5** below.

3.1.1.2 ***AIS Headquarters***

Aeronautical Information Service
Pristina International Airport
TEL: +381 38 59 58 300
FAX: +381 38 59 58 306
E-mail: jashar.mehmeti@anp-ka.org

3.1.1.3 **International NOTAM office (NOF)**

Aeronautical Information Service
Pristina International Airport
TEL: +381 38 59 58 304
FAX: +381 38 59 58 306
E-mail: beni.bajrami@anp-ka.org

3.1.1.3.1 The service is provided in accordance with the provisions contained in ICAO Annex 15 —*Aeronautical Information Services.*

3.1.3.3.2 The service is provided during AD operational hours.

### 3.1.2 Area of responsibility

3.1.2.1 The Aeronautical Information Service is responsible for the collection and dissemination of information for the entire territory of Kosovo.

### 3.1.3 Aeronautical publications

3.1.3.1 The aeronautical information is provided in the form of the Integrated Aeronautical Information Package consisting of the following elements:

— Aeronautical Information Publication (AIP);

— Amendment service to the AIP (AIP AMDT);

— Supplement to the AIP (AIP SUP);

— NOTAM and Pre-flight Information Bulletins (PIB);

— Aeronautical Information Circulars (AIC); and

— Checklists and summaries.

NOTAM and the related monthly checklists are issued via the Aeronautical Fixed Service (AFS), while PIB are made available at Pristina AIS units. All other elements of the package are distributed by air mail.

3.1.3.2 ***Aeronautical Information Publication (AIP)***

3.1.3.2.1 The AIP is the basic aviation document intended primarily to satisfy international requirements for the exchange of permanent aeronautical information and long duration temporary changes essential for air navigation,

3.1.3.2.2 AIP Kosovo is published in one volume. The AIP is published in a loose-leaf form in English only for use in international operations, whether the flight is a commercial or a private one.

3.1.3.3 ***Amendment service to the AIP (AIP AMDT)***

3.1.3.3.1 Amendments to the AIP are made by means of replacement sheets. Two types of AIP AMDT are produced:

— regular AIP Amendment (AIP AMDT), issued when minor amendments and manuscript corrections necessitate and identified by a light blue cover sheet, incorporates permanent changes into the AIP on the indicated pubication date; and

— AIRAC AIP Amendment (AIRAC AIP AMDT), are published on predetermined dates at 28 day intervals (AIRAC system dates) and identified by a pink cover sheet and acronym - AIRAC, incorporates operationally significant permanent changes into the AIP on the indicated AIRAC effective date.

A brief description of the subjects affected by the amendment is given on the AIP Amendment cover sheet. New information included on the reprinted AIP pages is annotated or identified by a vertical line in the left margin (or immediately to the left) of the change/addition.

3.1.3.3.2 Each AIP page and each AIP replacement page introduced by an amendment, including the amendment cover sheet, are dated. The date consists of the day, month (by name) and year of the publication date (regular AIP AMDT) or of the AIRAC effective date (AIRAC AIP AMDT) of the information. Each AIP amendment cover sheet includes references to the serial number of

those elements, if any, of the Integrated Aeronautical Information Package which have been incorporated in the AIP by the amendment and are consequently cancelled.

3.1.3.3.3 Each AIP AMDT and each AIRAC AIP AMDT are allocated separate serial numbers which are consecutive and based on the calendar year. The year, indicated by two digits, is a part of the serial number of the amendment, e.g. AIP AMDT 1/04; AIRAC AIP AMDT 1/04.

3.1.3.3.4 A checklist of AIP pages containing page number/chart title and the publication or effective date (day, month by name and year) of the information is reissued with each amendment and is an integral part of the AIP.

### 3.1.3.4 *Supplement to the AIP (AIP SUP)*

3.1.3.4.1 Temporary changes of long duration (three months and longer) and information of short duration which consists of extensive text and/or graphics, supplementing the permanent information contained in the AIP, are published as AIP Supplements (AIP SUP). Operationally significant temporary changes to the AIP are published in accordance with the AIRAC system and its established effective dates and are identified clearly by the acronym AIRAC AIP SUP.

3.1.3.4.2 AIP Supplements are separated by information subject (General—GEN, En-route—ENR and Aerodromes—AD) and are placed accordingly at the beginning of each AIP Part. Supplements are published on yellow paper to be conspicuous and to stand out from the rest of the AIP. Each AIP Supplement (regular or AIRAC) is allocated a serial number which is consecutive and based on the calendar year, i.e. AIP SUP 1/04; AIRAC AIP SUP 1/04.

3.1.3.4.3 An AIP Supplement is kept in the AIP as long as all or some of its contents remain valid. The period of validity of the information contained in the AIP Supplement will normally be given in the supplement itself. Alternatively, NOTAM may be used to indicate changes to the period of validity or cancellation of the supplement.

3.1.3.4.3 The checklist of AIP Supplements currently in force is issued in the monthly printed plain-language summary of NOTAM in force.

### 3.1.3.5 *NOTAM and Pre-flight Information Bulletins (PIE)*

3.1.3.5.1 NOTAM contain information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential for personnel concerned with flight operations. The text of each NOTAM contains the information in the order shown in the ICAO NOTAM Format and is composed of the significations/uniform abbreviated phraseology assigned to the ICAO NOTAM Code complemented by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain language. NOTAM are originated and issued for Pristina Airport and are distributed in six series identified by the letters A and S.

*Series A.* General rules, en-route navigation and communication facilities, airspace restrictions and activities taking place below FL 205 and information concerning major international aerodrome.

*Series S (SNOWTAM).* Information concerning snow, slush, ice or standing water associated with snow and slush and ice in the movement areas. SNOWTAM are prepared in accordance with ICAO Annex 15, Appendix 2, and are issued by the individual aerodrome directly, with separate serial numbers. Details are given in the Snow plan in the Aerodrome (AD) Part.

3.1.3.5.2 Pre-flight Information Bulletins (PIB), which contain a recapitulation of current NOTAM and other information of urgent character for the operator/flight crews, are available at the aerodrome AIS units. The extent of the information contained in the PIB is indicated under 5. of this subsection.

### 3.1.3.6 *Aeronautical Information Circulars (AIC)*

3.1.3.6.1 The Aeronautical Information Circulars (AIC) contain information on the long-term forecast of any major change in legislation, regulations, procedures or facilities; information of a purely explanatory or advisory nature liable to affect flight safety; and information or notification of an explanatory or advisory nature concerning technical, legislative or purely administrative matters. AICs are divided by subject and are issued in two series (A and B). AIC Series A contains information affecting international civil aviation and is given international distribution.

3.1.3.6.2 Each AIC is numbered consecutively within each series on a calendar year basis. The year, indicated by two digits, is a part of the serial number of the AIC, e.g. AIC A 1/04; AIC B 1/04. A checklist of AIC currently in force is issued as an AIC twice a year.

### 3.1.3.7 *Checklist and summary of NOTAM*

3.13.7.1 A checklist of valid NOTAM is issued monthly via AFS. The checklist is followed by a printed summary of NOTAM distributed by mail to all recipients of the Integrated Aeronautical Information Package. It contains a plain language (in English) presentation of the valid NOTAM and information about the number of the latest issued AIP AMDT, AIRAC AIP AMDT, AIP SUP and AIC as well as the numbers of the elements issued under the AIRAC that will become effective or, if none, the NIL AIRAC notification.

# GEN 3.2 AERONAUTICAL CHARTS

**3.2.1 Responsible services**

3.2.1.1 The designated Air Navigation Services Provider is responsible for the provision of aeronautical charts in accordance with ICAO standards.The charts are produced as far as possible in accordance with the provisions contained in ICAO Annex 4 - Aeronautical Charts. Differences to these provisions are detailed in subsection **GEN 1.7.**

**3.2.2 Maintenance of charts**

3.2.2.1 The aeronautical charts included in the AIP are kept up to date by amendments to the AIP. Corrections to aeronautical charts not contained in the AIP are promulgated by AIP Amendments and are listed under 3.2.8 of this subsection. Information concerning the planning for or issuance of new maps and charts is notified by Aeronautical Information Circular.

2.3.2.2 If incorrect information detected on published charts is of operational significance, it is corrected by NOTAM.

**3.2.3 Purchase arrangements**

3.2.3.1 The charts as listed under 5. of this subsection may be obtained either from the:

**Aeronautical Information Service**

Pristina International Airport
TEL: +381 38 59 58 303
FAX: +381 38 59 58 306
E-mail: ais@anp-ka.org

3.2.3.2 Aeronautical Information Service have copies of the ICAO *Aeronautical Chart Catalogue* (Doc 7101) where all aeronautical charts or chart series produced by this and other countries are listed, and known to be generally available to civil aviation.

**3.2.4 Aeronautical chart series available**

3.2.4. The following series of aeronautical charts are produced:

a) World Aeronautical Chart - ICAO 1:1 000000;

b) Plotting Chart — ICAO;

c) Aerodrome/Heliport Chart — ICAO;

d) Aerodrome Ground Movement Chart — ICAO;

e) Aircraft Parking/Docking Chart — ICAO;

f) Aerodrome Obstacle Chart — ICAO — Type A (for each runway);

g) Aerodrome Obstacle Chart — ICAO — Type C;

h) Precision Approach Terrain Chart — ICAO (precision approach Cat II and III runways);

i) Enroute Chart — ICAO;

j) Area Chart — ICAO (arrival and transit routes);

k) Area Chart — ICAO (departure and transit routes);

l) Standard Departure Chart — Instrument (SID) — ICAO;

m) Standard Arrival Chart — Instrument (STAR) - ICAO;

n) Instrument Approach Chart — ICAO (for each runway and procedure type;

o) Visual Approach Chart — ICAO.

The charts currently available are listed under 3.2.5 of this subsection.

**3.2.4.2** *General description of each series*

*a) World Aeronautical Chart — ICAO 1: 1000 000.* This series is constructed on Lambert Conical Orthomorphic Projection up to 80°N and the Polar Stereographic Projection between 80°N and 90°N with the scales matching at 80°N. The aeronautical data shown have been kept to a minimum, consistent with the use of the chart for visual air navigation. It includes a selection of aerodromes, significant obstacles, elements of the ATS system, prohibited, restricted and danger areas, and radio navigation aids. The chart provides information to satisfy visual air navigation and is also used as a pre-flight planning chart.

*b) Plotting Chart — ICAO.* This series, covering the North Atlantic, Western Europe and North Africa, is designed for in-flight long-rang navigation and is constructed on Mercator's projection with simple outline of land areas at a scale of 1:5 000 000. Aeronautical data consist of major international aerodromes, selected radio navigation aids, lattices of long-range electronic aids to navigation, FIR, CTA, CTR, reporting points, etc. The chart is designed to provide a means of maintaining a continuous flight record of the aircraft position.

*c) Aerodrome/Heliport Chart — ICAO.* This chart contains detailed aerodrome/heli-

port data to provide flight crews with information that will facilitate the ground movement of aircraft:

— from the aircraft stand to the runway; and

— from the runway to the aircraft stand; and helicopter movement:

— from the helicopter stand to the touchdown and

— along air transit routes.

It also provides essential operational information at the aerodrome/heliport.

*d) Aerodrome Ground Movement Chart — ICAO.* This chart is produced for those aerodromes where, due to congestion of information, details necessary for the ground movement of aircraft along the taxiways to and from the aircraft stands and for the parking/docking of aircraft cannot be shown with sufficient clarity on the Aerodrome/Heliport Chart — ICAO.

*e) Aircraft Parking/Docking Chart — ICAO.* This chart is produced for those aerodromes where, due to the complexity of the terminal facilities, the information to facilitate the ground movement of aircraft between the taxiways and the aircraft stands and the parking/docking of aircraft cannot be shown with sufficient clarity on the Aerodrome/Heliport Chart - ICAO or on the Aerodrome Ground Movement Chart — ICAO.

*f) Aerodrome Obstacle Chart — ICAO — Type A (operating limitations).* This chart contains detailed information on obstacles in the take-off flight path areas of aerodromes. It is shown in plan and profile view. This obstacle information, in combination with an Obstacle Chart — ICAO - Type C, provides the data necessary to enable an operator to comply with the operating limitations of ICAO Annex 6, Parts I and II, Chapter 5.

*g) Aerodrome Obstacle Chart — ICAO — Type C.* This chart contains obstacle data necessary to enable an operator to develop procedures to comply with the operating limitations of ICAO Annex 6, Parts I and II, Chapter 5, with particular reference to information on obstacles that limit the maximum permissible take-off mass.

This chart must provide certain obstacle data and topographical information covering a distance of 45 km (24 NM) from the aerodrome reference point.

Appropriate topographical charts which are available for the area around the airports, if supplemented with "overprint" obstacle data and other significant aeronautical information, should be suitable for use as the topographic base for die AOC — ICAO — Type C.

This chart is not produced if:

— the required obstacle data is included in the AIP; or

— no significant obstacles exist, and this fact is included in the AIP.

h) *Precision Approach Terrain Chart — ICAO.* This chart provides detailed terrain profile information within a defined portion of the final approach so as to enable aircraft operating agencies to assess the effect of the terrain on decision height determination by the use of radio altimeters. This chart is produced for all precision approach Cat II and HI runways.

i) *En-route Chart — ICAO.* This chart is produced for the entire airspace. The aeronautical data include all aerodromes, prohibited, restricted and danger areas and the air traffic services system in detail. The chart provides the flight crew with information that will facilitate navigation along ATS routes in compliance with air traffic services procedures.

j) *Area Chart — ICAO.* This chart is produced when the air traffic services routes or position reporting requirements are complex and cannot be shown on an En-route Chart — ICAO.

It shows, in more detail, those aerodromes that affect terminal routings, prohibited, restricted and danger areas and the air traffic services system. This chart provides the flight crew with information that will facilitate the following phases of instrument flight:

- the transition between the en-route phase and the approach to an aerodrome;
- the transition between the take-off/ missed approach and the en-route phase of flight; and
- flights through areas of complex ATS routes or airspace structure.

k) *Standard Departure Chart — Instrument (SID) — ICAO.* This chart is produced whenever a standard departure route — instrument has been established and cannot be shown with sufficient clarity on the Area Chart — ICAO.

The aeronautical data shown include the aerodrome of departure, aerodrome(s) which affect the designated

# ENR 1.9 AIR TRAFFIC FLOW MANAGEMENT (ATFM)

## 1.9.1 Air traffic flow management structure, service area, service provided, location of unit(s) and hours of operation

1.9.1.1 ***Service area***

Within the Kosovo ATFM structure, Ministry of Infrastructure (MI) and the Pristina International Airport (PIA) are responsible for the provision of ATFM service in the Kosovo airspace.

1.9.1.2 ***Service provided***

In this context the units are charged with the following tasks, in so far as they are applicable:

a) Ministry of Infrastructure (MI) has the responsibility for issuing Operating Permits.

b) Pristina Airport Schedule Facilitator will assign slot times and Mode 3A codes for commercial air carriers, in accordance with Slot Coordination guidelines.

c) Pristina International Airport AIS/FMU will incorporate the commercial slot allocations into master schedule for Pristina International Airport.

d) Pristina International Airport AIS/FMU will assign slots for military flights, humanitarian, state flights and other flights in support of State Authorities.

e) Note: **See 1.9.8**

1.9.1.3 ***Location of units***

1) Ministry of Infrastructure
Government Building:

Mother Teresa street
10 000 Pristina, Kosovo
Tel: +381 (0)38 200 28 105
web: www.mi-ks.net
E-mail: nexhat.bala@rks-gov.net
ismail.berisha@rks-gov.net
avdi.kamerolli@rks-gov.net
trafficrights@rks-gov.net

2) Pristina International Airport Schedule Facilitator

Postal Address
Pristina International Airport
Vrele, Lypjan
10070 , Kosovo
Tel: +381 (0)38 501 502 1170
E-mail: scheduleprn@limakkosovo.aero
Web: www.airportpristina.com

Pristina International Airport units may be contacted at the following addresses:

3) ARO

TEL: +381 38 59 58 303

FAX: +381 38 59 58 306

4) FMU
TEL: +381 38 59 58 305

FAX: +381 38 59 58 306
Mobile: +386 49 771 824
E-mail: ais@anp-ka.org

1.9.1.4 ***Hours of operation***

Same as aerodrome (see AD 2.1-1).

## 1.9.2 General Guidelines

1.9.2.1 All users already operating at BKPR may select/use BKPR as alternate airport.

## 1.9.3 Call Signs

1.9.3.2.1 Users are to indicate designated ICAO Call Sign on slot application requests. Once slot request is approved, this Call Sign must be used entering, within and exiting Kosovo airspace.

## 1.9.4 Off-Load Facilities/Manifests

1.9.4.1 The carrier or sponsoring agency must ensure that off-load resources such as a load team, equipment, and trucks meet the aircraft at the Pristina airport for loading/unloading. All cargo must be pelletized or capable of roll-on/roll—off handling. Loose containers should be floor-loaded. Aircraft must carry passenger/cargo manifests on all flights and should not depart any prior location without accurate passenger/ cargo manifests at hand. Manifests must be presented to the Pristina airport ground personnel on request. If a manifest cannot be provided, the aircraft will be given an airport slot time to depart without off-loading.

## 1.9.5 In flight Procedures.

1.9.5.1 IFR Aircraft entering the Kosovo airspace must comply with the following IFR procedures:
1.9.5.1.1 An approved IFR flight plan (both inbound and outbound).
1.9.5.1.2 Two way radio communication.
1.9.5.1.3 Aircraft must maintain contact with the appropriate ATC agency.
1.9.5.1.4 Pilots must monitor UHF and VHF Guard

Frequency for emergency broadcast by (AEW).
1.9.5.1.5 An operational transponder.
1.9.5.1.6 Current FLP, NOTAMs and AIM must be checked for the latest airspace and/or airway information. The EUROCONTROL web page www.eurocontrol.int may provide additional information.
1.9.5.1.7 Military aircraft and aircrew operating in accordance with this procedure will comply with national guidance on aircraft equipment systems and professional gear.
1.9.5.1.8 Aircrews are to report any security or safety hazards to the appropriate authorities as soon as possible on the respective military flight monitor frequencies and to ATC.
1.9.5.1.9 Pristina AIS/FMU will assign slot times and Mode A codes for military aircraft and military contract air carriers for Kosovo as required and state support and humanitarian flights. Pristina Airport Schedule Facilitator shall have the responsibility for assigning slot times and Mode A3 codes for commercial air carriers. The assigned Mode A codes should be set at the earliest opportunity flying into Kosovo.
1.9.5.2 VFR Aircraft entering the Kosovo airspace must comply with the following VFR procedures:
1.9.5.2.1 Submit flight approval request to Flight Management Unit Pristina International Airport three (3) days in advance prior to activation of the flight plan . FMU will coordinate request with J3Air and Civil Aviation Authority of Kosovo for approval.
1.9.5.2.2 Sign a RoL (see 1.9.10.)
1.9.5.2.3 An approved VFR Flight plan (both inbound and outbound Pristina Airport).
1.9.5.2.4 Two operational VHF radios on board.
1.9.5.2.5 Transmit in the blind every five 5 minutes over their position, altitude and direction of flight.
1.9.5.2.6 Monitor VHF guard frequency 121.5.
1.9.5.2.7 Operational Mode A, C transponder on board.
1.9.5.2.8 Check current NOTAM's, FLPs and AIM for the latest information. The EUROCONTROL web page www.euroocontrol.int may provide additional information.
1.9.5.2.9 Aircrews are to report any security or safety hazards to the appropriate authorities.
1.9.5.2.10 Pristina AIS/FMU will assign slot times and Mode A codes for VFR flights in Kosovo as required by CAAK and Military Authorities. The assigned Mode A codes should be set at the earliest opportunity flying into Kosovo.
1.9.5.2.11 When landing is completed anywhere in Kosovo outside Pristina CTR and CTA's, ensure the flight plan is closed by calling Pristina APP via RTF: 119.175 VHF or via phone Pristina ARO;

Tel: +381 38 5958 303

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### 1.9.6 Slot Request for Pristina International Airport

1.9.6.1 All flight activity into Pristina International Airport is under control of the respective airport. All military and military charter flights into Pristina require Prior Permission Required (PPR) and slot approval from Pristina AIS/FMU. All commercial air carriers flights into Pristina require prior approval from Pristina International Airport Schedule Facilitator

### 1.9.7 Procedures for commercial Carriers into Pristina International Airport

1.9.7.1 Pristina International Airport Schedule Facilitator has the responsibility of assigning slot for commercial air carriers flying in/out Pristina International Airport. The Master Schedule is prepared by Pristina International Airport Schedule Facilitator in accordance with Slot Coordination Guidelines and airport capacities. In addition to this, ANNEX B Release of Liability shall be submitted to AIS/FMU. This form is available in NATO Special Instructions in www.caoc5.nato.int, link SPINS.

### 1.9.8 Procedure for Military, State flights and other flights in support of state authorities

1.9.8.1 Operators shall submit slot request to AIS/ FMU –Flow Management Unit of Pristina International Airport.

In addition to this, ANNEX B Release of Liability and ANNEX D Slot Request Form shall be submitted to FMU from the operator. This form is available in NATO Special Instructions in www.caoc5.nato.int, link SPINS.

AIS/FMU has the following contact:

Tel: +381 38 5958 303
+381 38 5958 305
Fax: +381 38 5958 306
Mob: +386 49 771 824
Email: ais@anp-ka.org

After processing, the application, the FMU will advice the operator on the slot arrangements and the Mode A3 transponder Code.
After processing, the application, the FMU will advice the opertaor on the slot arrangements and the Mode A3 transponder Code.

### 1.9.9 COMBINED AIR OPERATIONS CENTER - TORREJON (CAOC TJ) activities and Requirements

1.9.9.1 Operating hours and contact number CAOC TJ is active in the following local times:
- Winter Period:
Monday to Thursday: 0730lt to 16:00lt
Friday: 07:30lt to 13:00lt

- Summer Period (Mid June to Mid September):
Monday to Thursday: 0730lt to 14:30lt

# ENR 1.10 FLIGHT PLANNING

## 1.10.1 Procedures for the submission of a flight plan

A flight plan shall be submitted in accordance with ICAO Annex 2, 3.3.1, prior to operating:

a) any IFR flight;

b) any VFR flight:

- departing from or destined for an aerodrome within a control zone;
- crossing (specify) CTR;
- operated along the designated VFR routes in the (specify) TMA;
- across the FIR boundary, i.e. international flights.

1.10.1.1 *Time of submission*

Except for repetitive flight plans, a flight plan shall be submitted at least 30 minutes prior to departure, taking into account the requirements of ATS units in the airspace along the route to be flown for timely information, including requirements for early submission for Air Traffic Flow Management (ATFM) purposes.

1.10.1.2 *Place of submission*

a) Flight plans shall by submitted at the Air Traffic Services Reporting Office (ARO) at the departure aerodrome.

TEL: +381 38 59 58 303

FAX: +381 38 59 58 306

*1.10.1.3 VFR flight plan for alerting service only*

An alerting service is, in principle, provided to flights for which a flight plan has been submitted.

1.10.1.4 *Contents and form of a flight plan*

a) ICAO flight plan forms are available at ARO Pristina. The instructions for completing those forms shall be followed.

b) Flight plans concerning IFR flights along ATS routes need to include FIR-boundary estimates.

c) When a flight plan is submitted by telephone, teletype or telefax, the sequence of items in the flight plan form shall be strictly followed.

1.10.1.5. *Adherence to ATS route structure*

No flight plans shall be filed for routes deviating from the published ATS route structure unless prior permission has been obtained from the Pristina ATC authorities.

1.10.1.6 *Authorization for special flights*

Flights of a specific character, such as survey flights, scientific research flights, etc., may be exempted from the restriction specified above. A request for exemption shall be mailed so as to be received at least one week before the intended day of operation to KCAA.

1.10.1.7 *In flight procedures*

Aircraft entering the Balkan Joint Operations Area (JOA) airspace must comply with the following procedures:

a) An approved flight plan (both inbound and outbound).

b) Two way radio communications.

c) Aircraft must maintain contact with the appropriate ATC agency.

d) An operational transponder.

e) Current FLIP, NOTAMS and Air Traffic Flow Management Information Message (AIM) must be checked for the latest airspace and/or airway information. The EUROCONTROL web page www.eurocontrol.int may be provided additional information.

f) Military aircraft and aircrew will comply with national guidance on aircraft equipment systems and professional gear.

g) Aircrews are to report any security or safety hazards to the appropriate authorities as soon as possible on the respective military flight monitor frequency and to ATC.

## 1.10.2 Repetitive flight plan system

1.10.2.1 *General*

The procedures concerning the use of Repetitive Flight Plans (RPL) conform to ICAO Doc 7030 and the PANS-ATM, 14th edition.

RPL lists relating to flights in and to flights overflying the Kosovo airspace shall be submitted at least two weeks in advance, in duplicate, to the following address:

a) By airmail: AIS/FMU Department
Pristina International Airport
Kosovo
b) Via FAX: +381 38 59 58 306
c) E-mail: ais@anp-ka.org

RPL lists shall be replaced in their entirety by new lists prior to the introduction of the summer and winter schedules. RPL will not be accepted for any flight conducted on 25 December between 0000 and 2400 UTC. On this day individual flight plans shall be filed for all flights.

1.10.2.2 *Incidental changes and cancellations of RPL*

Incidental changes to and cancellations of RPL relating to departures from Pristina shall be notified as early as possible and not later than 30 minutes before departure to the ARO Pristina,

TEL: +381 38 59 58 303

FAX: +381 38 59 58 306

1.10.2.3 *Delay*

When a specific flight is likely to encounter a delay of one hour or more in excess of the departure time stated in the RPL, the ATS unit serving the departure aerodrome shall be notified immediately.

*Note.— Failure to comply with this procedure may result in the automatic cancellation of the RPL for that specific flight at one or more of the ATS units concerned.*

1.10.2.4 *ATS messages*

For a flight operated on an RPL, no flight plan message (FPL) will be transmitted. Departure messages (DEP) or delay messages (DLA) relating to such flights will not be transmitted.

**1.10.3 Changes to the submitted flight plan**

All changes to a flight plan submitted for an IFR flight or a controlled VFR flight and significant changes to a flight plan submitted for an uncontrolled VFR flight shall be reported as soon as possible to the appropriate ATS unit. In the event of a delay in departure of 30 minutes or more for a flight for which a flight plan has been submitted, the flight plan shall be amended or a new flight plan shall be submitted after the old plan has been cancelled.

*Note 1.— If a delay in departure of a controlled flight is not properly reported, the relevant flight plan data may no longer be readily available to the appropriate ATS unit when a clearance is ultimately requested, which will consequently result in extra delay for the flight.*

*Note 2.— If a delay in departure (or cancellation) of an uncontrolled VFR flight is not properly reported, alerting or search and rescue action may be unnecessarily initiated when the flight fails to arrive at the destination aerodrome within 30 minutes after its current ETA.*

Whenever a flight, for which a flight plan has been submitted, is cancelled, the appropriate ATS unit shall be informed immediately.

Changes to a current flight plan for a controlled flight during flight shall be reported or requested, subject to the provisions in ICAO Annex 2, 3.6.2. (Adherence to flight plan). Significant changes to a flight plan for an uncontrolled VFR flight include changes in endurance or in the total number of persons on board and changes in time estimates of 30 minutes or more.

1.10.3.1 *Arrival report (closing a flight plan)*

A report of arrival shall be made at the earliest possible moment after landing to the airport office of the arrival aerodrome by any flight for which a flight plan has been submitted except when the arrival has been acknowledged by the local ATS unit. After landing at an aerodrome which is not the destination aerodrome (diversionary landing), the local ATS unit shall be specifically informed accordingly. In the absence of a local ATS unit at the aerodrome of diversionary landing, the pilot is responsible for passing the arrival report to the destination aerodrome.

Arrival reports shall contain the following elements of information:

— aircraft identification

— departure aerodrome

— destination aerodrome

— time of arrival.

In the case of diversion, insert the “arrival aerodrome” between “destination aerodrome” and “time of arrival”.

# AD 2. AERODROMES

## BKPR AD 2.1 LOCATION INDICATOR AND NAME

**BKPR — PRISTINA/International**

## BKPR AD 2.2 AERODROME GEOGRAPHICAL AND ADMINISTRATIVE DATA

| | | |
|---|---|---|
| 1 | *ARP Coordinates* | 423422N 0210209E |
| 2 | *Direction and distance from city* | 15 km SW from PRISTINA |
| 3 | *Elevation/Reference temperature* | 545.4 m (1789 ft) -28°C |
| 4 | *Geoid undulation at AD ELEV PSN* | 545.4 m |
| 5 | *MAG VAR/Annual change* | 3°2.4'E / 3.4'E (2002) |
| 6 | ***AD operating authority***<br>*Postal address*<br><br>***Flow Management Unit (FMU):***<br>*Telephone*<br>*Telefax*<br>*E-mail*<br>*Mobile*<br>***Aerodrome Reporting Office (ARO)***<br>*Telephone*<br>*Telefax*<br>*E-mail*<br>***Aeronautical Information Service /AIS):***<br>AFTN-ARO | Kosovo Civil Aviation<br>Pristina International Airport<br>Slatina - Pristina, Kosovo<br>+381 38 59 58 305<br>+381 38 59 58 306<br>ais@anp-ka.org<br>+386 49 771 824<br><br><br>+381 38 59 58 303<br>+381 38 59 58 306<br>ais@anp-ka.org<br><br>BKPRZPZX |
| 7 | *Types of traffic permitted (IFR/VFR)* | *IFR/VFR* |
| 8 | *Remarks* | See BKPR AD 2.20 Item 1 for flight planning procedures |

## BKPR AD 2.3 OPERATIONAL HOURS

| | | |
|---|---|---|
| 1 | *AD Administration* | H24 |
| 2 | *Customs and immigration* | As AD Hours |
| 3 | *Health and sanitation* | As AD Hours |
| 4 | *AIS briefing office* | H24 |
| 5 | *ATS reporting office (ARO)* | H24 |
| 6 | *MET briefing office* | H24 |
| 7 | *ATS* | As AD Hours |
| 8 | *Fuelling* | As AD Hours |
| 9 | *Handling* | As AD Hours |
| 10 | *Security* | H24 |
| 11 | *De-icing* | As AD Hours (during winter time) |
| 12 | *Remarks* | Nil |

# BKPR AD 2.4 HANDLING SERVICES AND FACILITIES

| | | |
|---|---|---|
| 1 | *Cargo-hanling facilities* | No restrictions |
| 2 | *Fuel/oil types* | Jet A1 |
| 3 | *Fuelling facilities/capacity* | 2 trucks x 34.000, 1 truck x 18.000 |
| 4 | *De-icing facilities/types* | 2 de-icing trucks available, capable fluid ISO type II/IV, HGT 14M |
| 5 | *Hangar space for visiting ACFT* | Nil |
| 6 | *Repair facilities* | Nil |
| 7 | *Remarks* | **(1)**<br>Cargo-handling facilities: Restriction applies for cargo wide body aircraft. Only lower deck can be offloaded. The high-loader max platform height is 3.65m<br>**(2)**<br>a) Refueling of civil and military aircraft only by Ex Fis<br>b) Airlines that do not have a contract with Ex Fis or do not have a Ex Fis acceptable cardwill have to pay in cash for fuel. Cash payment of fuel must be in euro only. Cards that are accepted by Ex Fis are as follows: WFS,UVair, EuroJet and JetEx.<br>c) All airlines that do not have a contract with Ex Fis and wish to do so please contact: Lum Muharremi at: +38138500876 or +37744185360 or his e-mail: lum.muharremi@exfis.com or JetA1@exfis.com<br>**(3)**<br>a) De-icing fluid used for aircraft de-icing/anti-icing on ground is Type II fluid. Currently Airport uses Kilfrost ABC-3, type II de-icing fluid. Fluid manufacturer may change between de-icing seasons. Fees/ Truck 200EUR per service/ de-icing fluid 2.50EUR per liter, hot water 0.25EUR per liter.<br>b) Prices are subject to change<br>**(4)**<br>a) Handling services available 24hrs by arrangement with: Limak Kosovo International Airport J.S.C.<br>Tel: +38138 5958 555<br>Fax: +38138 5958 157<br>e-mail: occprn@limakkosovo.aero<br>b) Ground Handling Frequency 136.80MHZ<br>Operation Control Center: Handling requests for all schedule/charter carriers, fuelling and de-icing. |

# BKPR AD 2.5 PASSANGER FACILITIES

| | | |
|---|---|---|
| 1 | *Hotels* | Hotel Aviano 3 km from Airport |
| 2 | *Restaurants* | Air-Terminal building. Hotel Aviano 3 km from Airport |
| 3 | *Transportation* | Nil |
| 4 | *Medical facilities* | Energency medical cover for aerodrome. Role 1 facilities for personnel authorized by KFOR. |
| 5 | *Bank and Post Office* | Nil |
| 6 | *Tourist Office* | Offices in Pristina |
| 7 | *Remarks* | Nil |