



Director General of Civil Aviation Authority of Kosovo,

Pursuant to Article 21.2, 61.2, 72 and 74 of Law No. 03/L-051 on Civil Aviation
("Official Gazette of the Republic of Kosovo" Year III, No. 28, date 4 June 2008),

For the purpose of regulating the safety of aerodromes available for public civilian
use, prescribing of requirements for approval, operation and maintenance of such
aerodromes,

Upon completion of the process of public consultation of interested parties, in
accordance with the Administrative Instruction No. 01/2012 on procedures for
public consultation of interested parties,

Hereby issues the following:

REGULATION No. 3/2012 ON APPROVED AERODROMES

Article 1 Scope of Application

The present Regulation applies to uncertified aerodromes, available for public
civilian use.

Article 2 Definitions

For the purposes of the present Regulation the definitions used herein have the
following meaning:

"Aerodrome" means a defined area on land (including any buildings, installations
and equipment) intended to be used either wholly or in part for the arrival,
departure and surface movement of aircraft. In this regulation, the term Aerodrome
includes the heliport, airfields, and gliding fields;

"Aerodrome approval" means an approval issued by the Civil Aviation Authority of
Kosovo under this regulation for operation of aerodrome;

“Aerodrome facilities and equipment” means facilities and equipment inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft;

“Aerodrome operator” means in relation to approved aerodrome, the Aerodrome Approval holder;

“Annex 14” means Annex “Aerodromes”, volume 1 and “Heliport”, Volume2, to the Chicago Convention;

“Annex 13” means Annex “Aircraft Accident and Incident Investigation” to the Chicago Convention;

“Approved aerodrome” means an aerodrome whose operator has been granted a aerodrome approval;

“CAA” means the Civil Aviation Authority of Kosovo;

“Chicago Convention” means the international basis for civil aviation agreements, formally known as the Convention on International Civil Aviation establishin the ICAO ((International Civil Aviation Organization);

“Fixed Base Operator” means any person, firm or corporation, with a fixed base at the aerodrome, performing aviation functions or furnishing services related to aviation;

“Heliport” means an aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movements of helicopters;

“Obstacle” in relation to an aerodrome, means all fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight;

CHAPTER 1

Aerodrome Approval

Article 3

Approbation standards

Any reference to standards is a reference to the Aerodrome Standards as contained in Annex 14 of ICAO, the present Regulation and any other standards specified by the CAA.

Article 4
Requirement for an aerodrome approval

The operator of an aerodrome available for public civilian operations shall be in possession of an approval issued by the CAA, after meeting the standards described in the present Regulation.

Article 5
Application for an aerodrome approval

5.1 An applicant may apply to the CAA for an aerodrome approval authorizing the applicant to operate an aerodrome at the place specified on the application.

5.2 The application must be in an approved form and include aerodrome operator's operations and maintenance procedures, plan of the aerodrome and evidence of the payment of fees prescribed by the CAA.

Article 6
Grant of an aerodrome approval

6.1 Subject to the provisions of paragraph 2 of this Article, the CAA may approve the application and grant an aerodrome approval to the applicant.

6.2 Before granting an aerodrome approval, the CAA must be satisfied that:

- a) the aerodrome facilities, services and equipment are in accordance with the standards of Annex 14, the present Regulation and any other standards specified by the CAA;
- b) the aerodrome's operating and maintenance procedures make satisfactory provisions for the safety of aircraft;
- c) the CAA is satisfied that the applicant will be able to operate and maintain the aerodrome properly.

Article 7
Refusal to grant an aerodrome approval

If the CAA refuses to grant an aerodrome approval, the CAA shall issue a decision to the applicant on the refusal, and the reasons thereof in accordance with applicable law.

Article 8
Endorsement of conditions

8.1 The CAA may grant a conditional aerodrome approval subject to any conditions necessary in the interest of safety.

8.2 The CAA shall justify the reasons for any conditional approval granted under preceding paragraph.

Article 9 Duration of an aerodrome approval

9.1 An aerodrome approval shall remain in force five (5) years from the date of issuance.

9.2 The holder of the aerodrome approval shall pay such fees for the maintenance of the approval as prescribed by the CAA.

Article 10 Surrender of an aerodrome approval

10.1 An aerodrome approval holder must give the CAA not less than 60 days written notice before the date on which the approval is to be surrendered in order that suitable promulgation action can be taken.

10.2 The CAA will cancel the approval on the date specified on the notice.

Article 11 Cancellation or suspension of an aerodrome approval

11.1 The CAA may suspend or cancel an aerodrome approval if there are reasonable grounds to believe that:

- a) a condition to which the approval was subjected to has been breached; or
- b) the aerodrome facilities, operations or maintenance are not of the standards required in the interests of the safety of air operations.

11.2 Before suspending or cancelling an aerodrome approval, the CAA must give to the holder a notice which sets out the facts and circumstances that appear to justify the suspension or cancellation and shall invite the holder to provide in writing and within a reasonable period of time an information corresponding to the level of the safety breach, and the mitigation measures taken.

11.3 The CAA will take into account any reasons the holder provides within the time prescribed on the written notice, corresponding to the level of the safety breach, prior to making a decision on suspension or cancellation of approval.

11.4 Notice of suspension or cancellation shall enter into effect in accordance with applicable law.

Article 12

Transfer of an aerodrome approval

12.1 The CAA may give its consent to, and issue an instrument of transfer of an aerodrome approval to a transferee where:

- a) the current holder of the aerodrome approval notifies the CAA in writing at least 60 days before ceasing to operate the aerodrome that the current holder will cease to operate the aerodrome as of the date specified in the written notice;
- b) the current holder of the aerodrome approval notifies the CAA in writing, the name of the transferee;
- c) the transferee applies in writing to the CAA within 45 days before the current holder of the aerodrome approval ceases to operate the aerodrome, for the aerodrome approval to be transferred to the transferee; and
- d) the requirements of Article 6.2 are met.

12.2 If the CAA does not consent to the transfer of an aerodrome approval, the CAA shall issue a decision to the applicant on refusal, and the reasons thereof, in accordance with applicable law.

Article 13

Amendment of an aerodrome approval

The CAA may, provided that the requirements of Article 6.2, 14, and 15 are met, amend an aerodrome approval where:

- a) there is a change in the operator of the aerodrome;
- b) there is a change in the use or operation of the aerodrome;
- c) there is a change in the boundaries of the aerodrome;
- d) the holder of the aerodrome approval requests the amendment.

CHAPTER 2

Procedures

Article 14

Operation and maintenance procedures

14.1 The aerodrome operator shall produce and implement the necessary procedures for the operation and the maintenance of the aerodrome for the safety of the flight operations.

14.2 The aerodrome operator must provide the CAA with a complete and current copy of the aerodrome operation and maintenance procedures.

Article 15

Notification of changes

An aerodrome operator must notify the CAA as soon as practicable, of any major alterations that the operator intends to make to the procedures.

CHAPTER 3

Physical characteristics

Article 16

Approved heliports

The physical characteristics of approved heliports shall comply with the standards specified in ICAO Annex 14, Volume II Heliports.

Article 17

Approved aerodromes with paved runways

17.1 This article applies to the approved aerodromes with paved runways excluding approved heliports.

17.2 The minimum physical characteristics required for approved aerodromes with paved runways shall be in compliance with the conditions set for the Aerodrome reference code 1A of ICAO Annex 14 Volume 1, Aerodromes.

Article 18

Approved aerodromes with non paved runways

18.1 This article applies to the approved aerodromes with non paved runways excluding approved heliports.

18.2 The length of the runway should be sufficient for the type of aircraft being operated at the aerodrome.

18.3 The width of the runway shall be not less than 30 meters.

18.4 The width of the runway strip shall not be less than 60 meters. Length of the strip shall extend before the threshold and beyond the end of the runway for a distance of at least 30 m.

18.5 The runway surface condition shall be kept as smooth and well drained as possible. Hard surfaces shall be regularly inspected and kept free of debris. Natural (grass) surfaces shall be mown and rolled. The grass shall be kept at maximum 10 cm high.

18.6 The runway should be designed so that trees, power lines, high ground or other obstacles do not obstruct its approach and take-off paths. No obstacles greater than 45 m above the average runway elevation within 2,000 m of the runway mid-point shall be allowed.

18.7 Runway longitudinal and transversal slopes shall be limited to 3% maximum.

18.8 The runway at an aerodrome provided at an event – e.g. a race meeting - and/or where large numbers of visitors are expected, shall be positioned so that the over flight of assembled spectators, car parks or other areas likely to attract large numbers of people is avoided.

18.9 The runway shall be oriented to avoid over flight of population, houses, stables, and other sensitive areas during take-off and approach to land.

18.10 The strength of the runway should be constructed so as to withstand the load-bearing capacity of aircraft intended to be used at the aerodrome.

18.11 The runways shall be edged with white rectangular paint markings or marker boards, flush with the runway surface, each 3 m long and 1 m wide, at intervals of not more than 90 m. Alternatively, suitable elevated frangible markers (such as traffic cones) at the same spacing may be used. The ends of the usable runway shall be indicated with similar paint or markers at right angles to, and adjoining, the end lateral markers.

Article 19 Wind Indication

19.1 A wind sock, clearly visible from the air, and positioned so as to indicate a representative direction and strength, shall be provided.

19.2 The aerodrome operator shall avoid locations close to trees or buildings or where terrain may cause an unrepresentative indication, and ensure it will not interfere with aircraft taking off or landing and at least 50 m away from any other obstacle.

Article 20 Obstacles

20.1 Obstacle limitation surfaces shall be established as set forth in ICAO Annex 14.

20.2 Anything that, because of its height or position (radio and television antenna, chimney, power transmission lines, trees, etc.) could be a hazard to an aircraft landing or taking off shall be conspicuously marked as per Regulation No. 2/2010 on Marking of the obstacles, if it cannot be practicably removed or minimised.

20.3 The height of the highest obstacle within 6 km of the centre of the aerodrome, together with any potentially hazardous obstacles outside the aerodrome boundary, over which the aerodrome operator cannot exercise control, shall be mentioned in any aeronautical information publications in which the aerodrome is included.

20.4 The location of roads, buildings and other structures outside the aerodrome perimeter shall be considered when aligning runways to allow safe approaches and departures without hazarding people or vehicles using such roads, buildings and other structures.

Article 21 Aerodrome lighting

21.1 On aerodromes used at night aeronautical ground lighting as set forth in ICAO Annex 14, shall be installed.

21.2 Obstacles shall be lit as set forth in the Regulation No. 2/2010 on Marking of the obstacles.

Article 22 Rescue and Fire Fighting Services and Emergency Services

The provision of Rescue and Fire Fighting Services and Emergency Services shall be secured in accordance with requirements of ICAO Annex 14.

CHAPTER 4 Obligations of the Aerodrome Operator

Article 23 Compliance with standards

23.1 The aerodrome operator shall comply with the standards specified in Article 3 and with any conditions endorsed in the approval pursuant to Articles 8.1 and 32.1 of the present Regulation.

23.2 The operator of an approved aerodrome must ensure that the operations and maintenance of the aerodrome are carried out to ensure the safety of flight operations.

23.3 The operator of the approved aerodrome shall make known the names and status of senior aerodrome operating staff and provide instructions as to the order and circumstances in which they may be required to act.

Article 24

Competence of operational and maintenance personnel

24.1 The aerodrome operator shall employ adequate numbers of qualified and skilled personnel for performing all critical activities in the aerodrome operation and maintenance processes.

24.2 Where, the CAA or any other competent authority of the government has prescribed competency certification requirement for personnel referred to in preceding paragraph, the aerodrome operator shall employ only those persons possessing such certificates and qualifications.

Article 25

Aerodrome operation and maintenance

25.1 Subject to any directions that the CAA may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with its procedures.

25.2 To ensure the safety of aircraft, the CAA may give written directions to an aerodrome operator to alter the procedures.

25.3 The aerodrome operator shall ensure proper and efficient maintenance of the aerodrome facilities.

Article 26

Access to aerodrome

26.1 Personnel authorized by the CAA, may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect aerodrome operator's documents and records, and verify the aerodrome operator's operations and maintenance activities before the aerodrome approval is granted or renewed and

subsequently, at any other time, for the purpose of ensuring safety of the operations at the aerodrome.

26.2 An aerodrome operator shall, at the request of the authorized personnel referred to in preceding paragraph, allow access to any part of the aerodrome or, any aerodrome facility, including equipment, records, documents and operator's personnel.

26.3 The aerodrome operator shall co-operate in conducting the activities referred to in paragraph 1 of this Article.

Article 27

Notifying and reporting

27.1 An aerodrome operator shall adhere to the requirements of notifying and reporting, within the specified time limits, to the CAA, air traffic control and pilots, as required in the present Regulation.

27.2 An aerodrome operator shall review the issue of Aeronautical Information Publication (AIP), AIP Supplements, AIP Amendments, Notice to Airmen (NOTAMS), Preflight Information Bulletins and Aeronautical Information Circulars issued by the Aeronautical Information Service (AIS) on receipt, thereof, and immediately after such reviews, notify AIS of any inaccurate information contained, therein, that pertains to the aerodrome.

27.3 An aerodrome operator shall notify CAA in advance of any development or before any changes in the physical characteristics of the approved aerodromes, including the erection of new buildings and alterations to existing buildings or to visual aids.

27.4 An aerodrome operator shall notify AIS and the CAA in writing at least 60 days before any change to an aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and that is likely to affect the accuracy of the information contained in any AIS publication referred to in paragraph 2 of this Article.

27.5 Subject to the requirements of paragraph 4 of this Article, an aerodrome operator shall give to AIS and shall arrange for air traffic control and the flight operations unit, to receive immediate notice giving details of any of the following circumstances of which the operator has the knowledge:

- a) obstacles, obstructions and hazards:
 - i) any projections by an object through an obstacle limitation surface relating to the aerodrome; and
 - ii) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
- b) level of service:

- i) reduction in the level of service at the aerodrome set out in AIS publications referred to in par. 2 of this article.
- c) movement area:
 - i) closure of any part of the movement area of the aerodrome; and
- d) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

27.6 When it is not feasible for an aerodrome operator to arrange for the air traffic control and the flight operations unit to receive notice of a circumstance referred to in paragraph 5 of this Article to be in accordance with that regulation, the operator must give immediate notice directly to the pilot who may be affected by that circumstance.

Article 28 Special inspections

An aerodrome operator shall inspect or arrange for inspection of an aerodrome, as the circumstances require, ensuring aviation safety:

- a) as soon as practicable, after an aircraft accident or incident within the meaning of these terms defined in ICAO Annex 13 and the States notification procedure for notifying incidents and accidents;
- b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations; and
- c) at any other time when there are conditions at the aerodrome that could affect aviation safety.

Article 29 Removal of obstruction from aerodrome surface

An aerodrome operator shall remove, or arrange for the removal of, other obstructions from the surface of the aerodrome or any vehicle that is likely to be hazardous.

Article 30 Retention of records

The holder of an Aerodrome Approval shall establish and retain records on personnel training and inspection.

Article 31 Accommodation of other services

The aerodrome operator shall facilitate the performance of functions of other authorities responsible for border control, immigration, customs, health and other services.

Article 32 Exemptions

32.1 The CAA may exempt, in writing, an aerodrome operator from compliance with specified provisions of the present Regulation in accordance with applicable law.

32.2 Before taking any decision on exemption of the aerodrome operator, the CAA must take into account all relevant considerations relating to the interest of safety.

32.3 An exemption is subject to the aerodrome operator complying with the conditions/procedures specified by the CAA in the aerodrome approval as being necessary in the interests of safety.

32.4 Where an aerodrome does not meet the requirement of a standard specified in Article 3 of the present Regulation, the CAA may determine, after the review of any aeronautical studies carried out by the aerodrome operator, only if and where permitted by the standards such conditions and procedures relating to the standards as are necessary to ensure a level of safety equivalent to that established by the standard.

32.5 The deviation from a standard and the conditions and procedures referred to in Article 8.1 of the present Regulation shall be set out in an endorsement on the aerodrome approval or otherwise in writing. If an exemption is otherwise provided in writing, it shall be incorporated in the aerodrome operations procedures.

Article 33 Entry into force

The present Regulation shall enter into force on 10 October 2012.

Dritan Gjonbalaj
Director General