



Director General of Civil Aviation Authority of the Republic of Kosovo,

Pursuant to Articles 67, 72 and 74 of the Law No.03/L-051 on Civil Aviation (“Official Gazette of the Republic of Kosovo”, Year III, No. 28, 4 June 2008),

For the purpose of defining the requirements for registration of the aerodrome that is not a certified or approved aerodrome, intended for the use of the aircraft operator who registered the aerodrome and other aircraft operators with permissions to use it,

After completion of the public consultation process of interested parties, according to the Administrative Direction. 01/2012 on procedures for public consultation of interested parties,

Hereby issues the followin:

**REGULATION No. XX/2015  
ON REGISTERED AERODROME**

**Article 1  
Areas of application**

1.1. This Regulation applies to:

- a) Aircraft operators who intend to register an aerodrome that is not a certified or approved aerodrome.
- b) Aircraft operators with permission to use the registered aerodrome, provided by the operator that registered the aerodrome.

**Article 2  
Scope**

2.1 Registered aerodrome shall be used only for non-commercial flight operations by visual flight rules during the day.

2.2 Registered aerodrome will not be published on the official Aeronautical Information Publication of the Republic of Kosovo.

2.3 With exception to the paragraph 2.1 of this Article, the CAA may issue to each aircraft operator a special permit to use registered aerodrome to perform operations for the purpose of:

- a) performing commercial flights, that begin and end at the same registered aerodrome and taking place within a radius up to 50 nautical miles from the aerodrome or
- b) training of the aircraft crew, taking into account the safety of operations and the number of operation at the aerodrome.

### **Article 3 Terms and definitions**

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

*Aerodrome* - 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 airfields and gliding fields;

*Aircraft operator* -A person, organization or enterprise engaged in or offering to engage in an aircraft operation;

*Registered aerodrome* - an area intended for landing and take-off that is not a certified or approved aerodrome.

### **Article 4 General terms**

4.1 A request for registration of the aerodrome submits an aircraft operator.

4.2. A registered aerodrome may be used by other aircraft operators with permission for its use, provided by the operator who has applied for the registration, in accordance with Article 5.2 d.

4.3. The responsibility for the safety of aircraft operations is on the aircraft operator using the registered aerodrome.

**Article 5**  
**Request for registration of aerodrome**

5.1 To register the aerodrome, the aircraft operator must submit a request for registration of aerodrome, in written form, to Aerodromes department of the Civil Aviation Authority of the Republic of Kosovo.

5.2 The request for registration of aerodrome shall contain the following information:

- a) Detailed information related to the applicant (personal information or data on a legal person, address),
- b) Reasons behind the submission of the request for the registration of the aerodrome,
- c) Name of the area and of the nearest settlement, geographical coordinates of the reference point expressed in World Geodetic System-1984 (WGS-84) verified by authorized geodesist,
- d) Statement of the applicant that the physical characteristics of the aerodrome are in accordance with the technical requirements of aircraft intended to use the aerodrome.

5.3 The following documents have to be enclosed to the request for the registration of the aerodrome:

- a) Applicant's statement verified by notary that the owner, possessor of the aerodrome or a legal/natural person with the right to use the aerodrome, agrees that applicant may use his/her aerodrome for take-off and landing of the aircraft and in accordance with requirements stated in the article 6, paragraph 5.
- b) Scaled plan (map) of the aerodrome, with specified scale and a short description of the surface (tarmac, grass, concrete and asphalt-concrete surface or other), the best approach and landing and take-off directions, significant obstacles in the area itself, or in its vicinity.

5.4 During evaluation of the request for registration of the aerodrome, Civil Aviation Authority may request additional documentation, when it is considered as appropriate.

## **Article 6**

### **Registration of the aerodrome**

6.1 Civil Aviation Authority will register the aerodrome if the applicant meets all requirements prescribed by this Regulation. Depending on the statement of the applicant related to the agreeability of the owner, possessor of the aerodrome, or a legal/natural person with the right to use the aerodrome - from the Article 5.3 (a), the needs of the applicant and the condition of the aerodrome, registration will be issued for definite or indefinite period.

6.2 Registration of the aerodrome shall expire upon the expiry of the limited period for which it is registered.

6.3 Civil Aviation Authority may erase registered aerodrome from the Register before the expiry of the period for which it is registered, when:

- a) It is established that, during the application process, the incorrect and/or false information were provided by aircraft operator,
- b) Acts or procedures of the aircraft operator endangers the safety and security of air traffic, or causes damage to third parties,
- c) Aircraft operator does not act according to this Regulation, and legal requirements related to registration of the aerodrome and rules and regulations applicable to air traffic in general.

6.4 Aircraft operator whose approval for the registration of the aerodrome has been rejected or withdrawn can repeat the Request after the cause of rejection or withdrawal has been eliminated.

6.5 Registering the aerodrome does not affect, in any way, the rights of the owner or possessor on this aerodrome. By applying for the registration, the applicant declares, under full criminal and material responsibility, that he/she will not use the registered aerodrome in a way that jeopardizes rights of the owner or possessor.

6.6 During the process of registration, Civil Aviation Authority will verify the adequacy of the aerodrome. Civil Aviation Authority is not responsible for the condition of the registered aerodrome after the registration.

## **Article 7**

### **Notifying and reporting**

The aircraft operator that uses registered aerodrome has to notify the Civil Aviation Authority of every occurrence related to safety and security of the air traffic, or any act against national legislation occurred during the aircraft operations on registered aerodrome.

## **Article 8**

### **Safety of landing and take-off operations of the aircraft on registered aerodromes**

8.1. Before start of flight operations, pilot in command shall, examine each surface intended for the use, by on-site walk around.

8.2. Once aircraft is parked, pilot in command shall secure the aircraft from unwanted movement.

8.3. Pilot in command and aircraft operator shall plan a flight taking into account to following:

- a) specifics of take-off and landing procedures,
- b) condition of take-off and landing surface,
- c) characteristics of chosen and alternate aerodrome for take-off and landing.

8.4. During aircraft movement, pilot in command shall ensure that wing, propeller or other aircraft parts while in movement do not come into contact with persons, animals, objects on the surface, vehicles, vessels etc.

8.5. If pilot in command intends to use the assistance of a person on the ground, he shall beforehand brief that person on the safety requirements (safety briefing) and make sure that that person is able to provide adequate assistance.

8.6. Beside mandatory passengers briefing, pilot in command is obliged to additionally inform the non-commercial passengers:

- a) That the operation is conducted from/to non-certified surface, which may not meet standard operational safety requirements,
- b) That, in case of conduct of non-commercial operations, notwithstanding the events covered by the insurance policy issued in accordance with relevant legislative act, they fly on their own responsibility,
- c) Of the possible hazard sources in connection with such an operation.

8.7. Aircraft operator and pilot in command who conducts take-off operations from a registered aerodrome to the approved or certified aerodrome, is obliged to apply alternative security measures prescribed for such operations in the following areas:

- a) aircraft protection from unauthorized access,
- b) passengers identification check,

- c) recording the passengers list,
- d) passengers and baggage security check,
- e) transport of weapons and information to aerodromes handling services.

8.8. When conducting operations in aerodrome controlled airspace (CTR), pilot in command shall:

- a) Prior to take-off, establish radio communication with responsible aerodrome air traffic control;
- b) If unable to establish radio communication, air traffic control clearance for flight shall be obtained via the telephone. Responsible air traffic control will not give any clearances for take-off and landing;
- c) Prior to landing within CTR, request elements of missed approach procedure (cleared altitude and heading) and then report leaving the responsible air traffic control frequency
- d) File a flight plan, if applicable.

8.9. When simultaneous operations are conducted by more than one aircraft operator on the same registered aerodrome, operators are responsible for adequate flight activity coordination.

8.10. When one or more aircraft operators frequently operate the registered aerodrome, it is recommended to ensure firefighting services, place the windsock and standard horizontal markings adequate for operational surfaces.

8.11. Prior to operations, pilot in command and aircraft operator shall conduct safety risk assessment and apply mitigation measures to prevent unwanted events.

8.12. During risk assessment operator and pilot in command have to take into account possible hazard sources, namely:

- a) knowledge, skills and experience in take-off and landing operations on registered aerodromes,
- b) aircraft characteristics and performance,
- c) aircraft equipment for flight,
- d) surface characteristics in relation to visual reference limitations (reflection etc.),
- e) surface condition (obstacles, presence of persons and animals, objects, vehicles etc.),
- f) limitations to the location and direction for take-off and landing due to obstacles or surrounding terrain configuration,
- g) wind direction and characteristics,
- h) rescue services availability,
- i) space dimensions and distance from the objects or activity areas,
- j) other air traffic,

- k) limitations stemming from aviation legislation,
- l) best recommended practice including information received from other aircraft operators who used the registered aerodrome,
- m) evidences and information obtained by physical on-site walk around,
- n) specific limitations to the aerodrome issued by the competent authority,
- o) signals on the objects on the surface in relation to the access and movement rules on the registered aerodromes.

8.13. Pilot in command shall overfly the aerodrome planned for landing, by trajectory which enables constant visual contact with the aerodrome surface, in order to:

- a) conduct the last verification of conditions before final decision on the landing and direction,
- b) announce his landing intention to the persons on the aerodrome and vicinity,
- c) verify surface condition, obstacles, wind direction, characteristics and speed, presence of items and objects on the surface, presence and movement direction of persons and animals in the vicinity, and
- d) determine the plan for safe aircraft movement after landing to the final stop (e.g. parking position).

8.14. During the landing and take-off, pilot in command shall ensure:

- a) that the aerodrome has required distance and width in relation to the aircraft performance, where required distance for landing/take-off is the distance required by Aircraft Flight Manual or equivalent document increased by 30%. In any case, length of the surface used for landing and take-off shall not be less than 250 meters and its width shall not be less than 15 meters,
- b) appropriate alternate landing course of action in case of engine failure on take-off,
- c) he/she is able to clear all obstacles on the take-off path by at least 50 ft (15 m),
- d) that the approach or take-off trajectory is such that the aircraft is at all time away at least 500 ft (150 m) from the objects or groups of people.

## **Article 9**

### **Air traffic security on the registered aerodrome**

Responsible authority for the air traffic security in the Republic of Kosovo is Ministry of Internal Affairs. Aircraft operator that intends to register an aerodrome shall liaise with the responsible authority with the regard to air traffic security on the registered aerodrome.

**Article 10**  
**Entry into force**

The present Regulation shall enter into force on XX.XX. 2015.

Done in Prishtina, on XX.XX.2015.

**Dritan Gjonbalaj**  
General Director

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