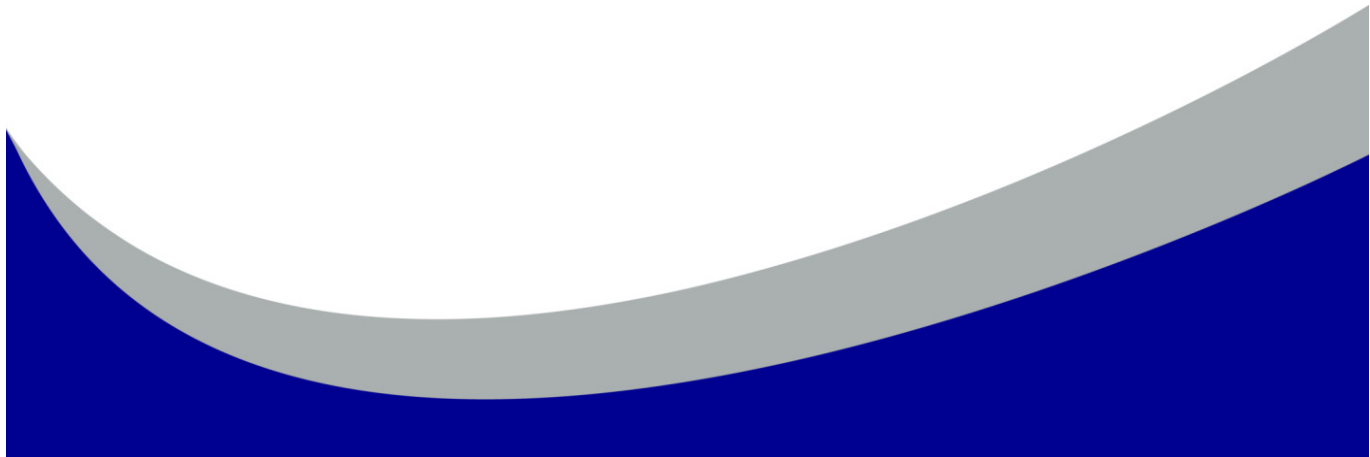


**FRAPORT TWIN STAR AIRPORT MANAGEMENT AD  
VARNA AIRPORT**

# ***Airport User Regulations***

**Revision 1.0**

**Valid from 01.07.2010**



# Where Ground meets Aviation



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### 1. Description of Varna Airport

#### 1.1. General details of Varna Airport

##### 1.1.1. Official name

Varna airport

ICAO abbreviation: LBWN

##### 1.1.2. Airport operator

Fraport Twin Star Airport Management AD

Postal address:

Varna 9000

Varna Airport

Tel.: +359 56 573 349

Fax: +359 52 500 360

SITA: VAROCXH; VARLDXH; VARKKXH

##### 1.1.3. Position and distance from city

Varna Airport is situated 8 km west of city of Varna

Coordinates: 43° 13' 55"N; 027° 49' 31"E; RWY Centre

(following the controlling point of VAR defined by the Worlds Geodesic System 1984 - WGS -84)

##### 1.1.4. Height above mean sea level (MSL): 70 m<sub>a</sub>

##### 1.1.5. Mean annual temperature - 28.66°C

##### 1.1.6. Operating hours

24 hours

##### 1.1.7. Aircraft types

Aircrafts up to code "E" may be operated to Varna Airport. All aircraft owners or aircraft operators, who want to operate to Varna Airport, must receive the written prior consent of the airport operator (PPR).

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### 1.1.8. Further details

The strategic location deriving from the close-by transport connections by sea - Port of Varna, Port of Lesport and rail line, define the airport as preferred partner for clients from East and West. Varna Airport handles all the tourist traffic to the Northern Black Sea coast. The summer schedule starts from mid March and end in late October.

For further details, please consult the Aeronautical Information Publication of the Republic of Bulgaria.

### 1.2. Details of air traffic facilities and declared distances

Abbreviations used:

PCN - *pavement classification number*

TORA - *take-off run available*

TODA - *take-off distance available*

ASDA - *accelerate-stop distance available*

LDA - *landing distance available*

#### 1.2.1. Take-off and landing runways

Name	Dimensions [m]	Maximum load rating PCN value	Surface
09 / 27	2500 × 45	60/R/B/X/T	reinforced concrete

#### 1.2.2. Declared distances

Name	TORA [m]	TODA [m]	ASDA [m]	LDA [m]
09	2500	2660	2530	2500
27	2500	2685	2530	2500

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### **1.2.3. Apron**

1.2.3.1 The apron areas are used for traffic handling of aircraft. The airport operator's prior consent is required for any other use, for instance for parking aircraft or to carry out maintenance work

1.2.3.2. Aprons are allocated by the airport operator and are identified by suitable markings and signage. The maximum permissible time spent parked on an apron is two hours. Any extension of this parking period requires the airport operator's express consent.

For details of the position, load ratings and surfaces of the aprons please consult the Aeronautical Information Publication of the Republic of Bulgaria (AIP)

The instructions of the air-traffic control office must be complied with.

The take-off and landing runways, taxiways and other areas, specially designated for the purpose must, be used for taking off, landing and taxiing.

### **1.2.4. Airport classification**

ICAO classification reference code – code number 4, code letter D  
(in accordance with ICAO Annex 14)

## **2. Scope of application of the airport user regulations**

All persons operating aircrafts, vehicles or machinery at Varna Airport, as well as those entering the airport on foot or by vehicle, are subject both to these airport user regulations and to the associated instructions for their implementation issued by the operator of this airport - Fraport Twin Star Airport Management AD

Where the regulations or instructions concern the airport operator, they apply correspondingly both to aircraft owners and to persons, using aircraft without being the owners or operators thereof. The airport operator must ensure that the facilities prescribed by the licensing authority, as well as any other facilities present are in suitable condition for their designated purpose.

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### **3. Use with aircraft and ground handling services**

#### **3.1. Authorisation for take-off and landing**

3.1.1. The airport may be used by aircraft in return for payment of the sums set out in the prevailing schedule of charges, as well as the charges made for any additional services received.

3.1.2 On request aircraft operators must furnish the airport operator with the documents necessary to prove their entitlement to use the aircraft facilities and to calculate the charges due.

#### **3.2. Taxiing and towing aircraft**

3.2.1. Aircraft may only be moved under their own power by duly authorised persons.

3.2.2. The airport operator's instructions must be followed when moving aircraft on apron either under their own power, or by alternative means, for instance towing them.

3.2.3. The apron areas are used for traffic handling of aircraft. The airport operator's prior consent is required for any other use, for instance for parking aircraft or to carry out maintenance work.

#### **3.3. Parking aircraft outdoors**

3.3.1. Outdoor parking areas will be allocated by the airport operator. If an aircraft remains at the airport for longer than two hours, the aircraft operator must, if so requested by the airport operator, park it in the parking area allocated. On safety or operational grounds the airport operator may require aircraft to be parked in a different area

3.3.2. Aircraft operators or pilots are responsible for the security of their parked aircraft. During the hours of darkness, or in conditions of poor visibility, the aircraft operator or pilot of the parked aircraft must ensure that its presence is suitably indicated.

3.3.3. The airport operator's technical equipment, facilities and machinery, in particular its power supply installations, cranes, vehicles and scaffolding platforms, may only be used by prior agreement and for a corresponding charge

3.3.4. Aircraft may only be moved in the presence of an airport-operator employee. Any

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such moving is done on behalf of the aircraft operator, and the airport operator is only responsible for damage to aircraft if this can be proven to have been caused by the airport operator's own personnel

### **3.4. Noise control**

3.4.1. The aircraft operators must keep the noise level caused by engine running at the airport site at an absolute minimum in order to reduce noise pollution. The aircraft operators have to use the noise control facilities in order to avoid harm to the public due to considerable noise pollution, endangerment or disadvantages for the public.

3.4.2. Maintenance relevant engine trail runs are only allowed in the designed noise control facility.

3.4.3 The obtained noise contours  $L_{AMAX} = 85 \text{ dB(A)}$ ,  $L_{AEQ} = 55 \text{ dB(A)}$  и  $L_{AEQ} = 65 \text{ dB(A)}$  can estimate the sanitary-defense area of Varna Airport in the terms of Order №7 for sanitary requirement for health defense of the urban area, view to the limited values of the maximal noise level, due to the aircraft flight over a defined territory, noise level at night and day time.

Obviously the sanitary-defense area should be one that is supposed to correspond to the contour of the largest urban area. A counter of that kind is the contour of maximal noise level, due to the aircraft flight, so it should be the contour, describing the sanitary-defense area of Varna Airport. In 2006 the sanitary-defense area of Varna Airport includes a significant part of the urban area of the town of Varna. After 2006, thanks to the prohibition of aircrafts, which are not corresponding to the current standards. The counter of the equivalent noise level at night time area, as well as the counter of maximal noise level area has become significantly smaller.

3.4.4 It is necessary to provide the highest priority purchase and installation of monitoring system for accomplishment of private continuous measurements of noise indicators, including registration, processing and preserving of the results, by automatic devices for measurement and registration. To be built up an appropriate organization for obligatory observation of the anti-noise maneuvers at the region of the airport.

### **3.5. Maintenance work and washing**

Maintenance work and the fuelling or emptying of aircraft, motor vehicles, machinery or other objects as well as the washing, cleaning, polishing, spraying and de-icing of aircraft may only be carried out at the areas allocated by the airport operator. The airport operator must be consulted over any detergents or cleaning products used.

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### **3.6. Immobilised aircraft**

3.6.1. If an aircraft is left at the airport in immobilised condition the airport operator may remove it from the flight operating areas at the aircraft operator's cost, regardless of any objections raised by the latter.

3.6.2. Prior to the recovery of the immobilised aircraft, either the aircraft operator, the pilot or the airline's airport manager must sign a corresponding recovery order.

3.6.3. If the airport operator incurs financial loss as a result of an immobilised aircraft it is entitled to claim recompense from the airport operator concerned.

## **4. Entry**

### **4.1. Roads, premises and entrances**

4.1.1. Streets and places of the airport are available for public traffic.

The highway to Sofia connects Varna city with the summer resorts Golden Sands, Albena and St. St. Constantine and Helena. The road line to airport starts from fork by road exits to Dobrich and Shumen on the high-way to Sofia.

The public transport to airport involves bus-line and taxis. The single Bus-line 409 services Varna Airport every 15 minutes, two ways to Varna city and Aksakovo. The route to Varna connects the airport further to Golden sands resort and St. St. Constantine and Helena

Aircraft operational spaces are subject to non public traffic.

Users have to obey the general traffic rules also at not public traffic areas provided the airport operator does not regulate otherwise.

4.1.2. The airport may only be entered by the in the specific case authorized persons by foot or vehicles at the entrances provided for this purpose by the airport operator.

4.1.3. Freight being delivered by surface to and fro another airport has to be declared to the airport operator of value of freight and given flight data.

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### **4.2. Vehicular traffic (General)**

7.2.1. The owner of vehicles used at the airport is responsible for the safety standard of the vehicles. The existing parking spaces cover the needs of passengers and visitors of Airport Varna. Currently there are 50 Bus-stands at transfer zone and round 300 car's parking lot. Additionally parking spaces for employees are provided. All marked with adequate horizontal and vertical signage, according to Bulgarian law for traffic roads and the good practice.

Public car parking is right in front of the ATC tower and Terminal 1 Departures. Some commercial spaces could be found there too – rent-a-car companies, aircraft companies.

Bus parking zone, or the transfer zone can be found in front of Arrivals, Terminal 1. Its purpose is mainly for meters and greeters, short-stay mainly, so the leave of vehicles or parking by users and visitors is not recommendable.

The operator of public parking lots is entitled to safe-guard the proper usage of the zones and enforce the national law and additional inner limitations by Fraport Twin Star Airport Management AD.

Some unwanted actions or disobeying the signage could lead to penalties to car's owner. Airport operator is not liable for missing items, left in a parked vehicle at all times.

7.2.3. Automobiles are only allowed to pick up and drop off passengers and luggage at the street site of the handling building as well as the marked parking and stopping areas. Freight may be loaded or unloaded only at the cargo building. Exceptions are only allowed with the consent of the airport operator.

7.2.4. Vehicles may only be parked on car parks marked for this purpose. Vehicle, which are parked in violation to road traffic regulations may be removed by the airport operator at the cost and risk of the vehicle's owner.

7.2.5. Strictly forbidden is the parking or stay of vehicles on the curbside or near fire exits and safety zones. Additionally emergency and fire escape roads must be kept clear and free of obstacles at all times.

7.2.6. Small vehicles (mopeds, bicycles, etc.) may not be parked in lobbies, staircases and corridors.

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### **4.3. Limited Access Areas**

#### 4.3.1. General

4.3.1.1 Facilities within the fenced area of the airport which are not accessible to public traffic are only allowed to be entered with the permission of the airport operator or other authorized persons. The operation of vehicles at the non public places is subject to the authorisation of the airport operator.

The areas include particularly:

- a) the manoeuvring area (including take-off and landing area taxiways),
- b) the service area and other apron areas,
- c) the hangars,
- d) the waiting rooms,
- e) the transit areas and the rooms and traffic areas used for handling purposes,
- f) the baggage reclaim areas and the freight hangars,
- g) the garages and workshops,
- h) operations and construction yards,
- i) the construction sites,
- j) the operational roads,

The first paragraph applies also to air traffic control sites and installations outside the fenced airport area.

4.3.1.2. It is mandatory to carry an airport ID in all non public areas. Visitors are only allowed to visit these areas in company of an authorised airport employee. Aircrafts are not to be touched. The apron can not be left to the runway on own authority.

4.3.1.3. Aircraft may be entered only with the consent of the aircraft operator.

4.3.1.4. Vehicles operating in the limited access areas must be specially marked and provided with safety equipment if so requested by the airport operator. The traffic regulations issued by the airport operator are obligatory for vehicle traffic.

#### **4.3.2 Apron**

4.3.2.1 The speed limit for vehicles operating on the apron areas is 20 km/h (following RUEL – VAR part 4.10). This speed limit shall not apply to guidance, fire-fighting, security service, ambulance, rescue or snow-cleaning vehicles on operational duty.

4.3.2.2 Animals are only allowed if kept under proper control.

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4.3.2.3 At reduced visibility conditions, the manoeuvring area may be used only by vehicles which are guided by follow-me car and follow the adopted procedure for Movement on apron at low visibility conditions. The Airport Operator may, in coordination with the ATC Unit, allow exceptions to this rule.

## **5. Commercial Activities at Varna Airport**

### **5.1. Concessions**

Fraport Twin Star Airport Management AD as a concessionaire of Varna Airport, by virtue of a Concession Agreement dated 10.09.2006 with the Republic of Bulgaria and pursuant to Art. 9, relevant to Part II, letter "V" of Annex No.5 of the agreement, has the right to grant to a third party the right to operate trade activities at the airport territory.

Trade Activity Operation concerns in general Food & Beverage sites, Retail Outlets, Duty Free and Travel Value Retail Areas, as well as parking lots and currency exchange offices.

A trade activity operation is granted to external operators after a tender procedure where bidders participate with a certain required pack of documentation.

The chosen companies for trade activities shall start their operation after duly coordinating all actions and detailed measures with representatives from FTSEM AD – Varna Airport. The involved parties on behalf of the Airport Operator are Non-aviation activities department and Terminal management.

For some zones and terminal areas prior official instructions are obligatory.

The commercial areas as well as all retail spots must obtain prior consent for their appearance (color scheme, type of furniture etc.) and beforehand acknowledgement of the branding.

Same is valid for any subsequent rebranding on behalf of concessionaire concerning the area of inhabitation.

### **5.2. Rentals**

Rental agreements and tender procedures for rental offices and warehouse premises are performed in compliance with the Public Property Law of the Republic of Bulgaria.

Should any tender procedure start an announcement for its period of duration is published in regional or local media / newspapers as well as in the company websites.

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### **5.3. Advertising and distribution of printed media**

Advertising spaces are located in certain advertising positions in the passenger terminals and outdoors. A pricelist, affirmed by the company management board, is published in the company websites. When a client requests information about a certain advertising position and its availability or price, he contacts the Non-aviation activities Dept. employee responsible for the advertising activity and negotiates the position. An advertising contract is concluded for a certain period of time and at the remuneration stated in the company pricelist for advertising. Distribution of flyers or other printed media at Varna Airport:

- Terminals' Airside Areas: charged according to the affirmed price for printed media stand from the price list.
- Terminals' Landside Area – a prior consent of Airport Operator is needed and a separate charge may be imposed, according to type of media and time period.

Advertising and the distribution of flyers and other printed media always require the consent of the Airport Operator. This applies also to the distribution of advertising articles and samples.

### **5.4. Car Parks**

Parking Lots at Varna Airport are operated by an external company. There are paid car parking lots, bus parking lots and free parking lots for the Airport Operator's employees.

Visitors, greeters and meeters, buses and employees should follow the traffic regulations at the airport parking area and can park at the designated parking lots.

A 10-minutes-stay at the airport parking area is free of charge. All rates for parking at Varna Airport paid parking lots are stated at the front of the parking cabin at entrance/exit from the airport and on Airport's website.

### **5.5. Liability under tenancy law**

The airport operator is not liable for damage to aircraft during take-off, landing or parking of aircraft (either outdoors or in hangars) for which it is not culpable.

### **5.6. Construction work**

5.6.1. Construction work on the airport site requires the permission of the airport operator and also, where it involves the construction of obstacles, the prior consent of the competent aviation

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authorities. The airport operator and aviation authorities must be notified in good time before the start of the construction work.

5.6.2. The constructors must comply with the coordination and safeguarding obligations imposed on them.

5.6.3. Constructors must comply with the special provisions applying to construction work in water conservation zones.

5.6.4. The airport fire service must be notified of any work posing a fire hazard, as well as work producing dust, heat or aerosol particles which could trigger alarms. This applies in particular to work within the airport site, the passenger terminals, car parks, aircraft hangars and other airport installations

### **5.7. Journalists/ General Rules for Photo Shooting and Filming**

5.7.1 . When visits by media representatives, photographers and others are expected at the invitation of the airport on planned or other events with commercial/ PR purpose, accompanied access by issuing a permit at Fraport's expense is provided after instructions regarding airport safety and security are given and after coordination of the event with Director of Varna Airport, PR, Security and Safety Departments.

5.7.2 Photographing, making videos by camera, etc.

Landside – with accompanier, after coordination of the visit with Director of Varna Airport, PR, Security and Safety Departments.

Airside – with accompanier; a permit must be issued after instructions given in accordance with safety and security regulations; the spots being objects of photographing/ video making are specified after coordination of the visit with Director of Varna Airport, PR, Security and Safety Departments

5.7.3 Unplanned/ special events - after coordination of the visit with Director of Varna Airport, PR, Security and Safety Departments.

## 6. Safety regulations

### 6.1. Handling fuel and operating fluids

6.1.1. Aircraft may not be fuelled with their engines running.

Aircraft may not be fuelled with unauthorised persons aboard.

6.1.2. If fuelling an aircraft while passengers are on board or in the act of boarding or disembarking and with no fire service present the following

provisions apply:

6.1.2.1. The fuelling must take place within an area that the airport fire service can reach within their response time (ICAO Annex 14 – 9.2.19).

6.1.2.2. Only JET A 1 (flash-point  $\geq 38^{\circ}\text{C}$ ) may be used.

6.1.2.3. A suitable fire extinguisher must be to hand in the vicinity of the aircraft.

6.1.2.4. It must be possible immediately to raise the alarm with the airport fire service.

6.1.2.5. The position must have been cleared by the airport operator.

6.1.2.6. Either two sets of steps or one set of steps and a passenger bridge must be positioned alongside the aircraft, thus providing two emergency exits, each to be manned by a crew member. If the aircraft has only one exit, this must be kept clear without fail.

6.1.2.7. The no-smoking signs must be kept on in the aircraft.

6.1.2.8. Operators must comply with the safety zones prescribed by the Fire-fighting procedures or company's Safety Management System (SMS) policy, or with any more recent provisions replacing the above regulations.

6.1.2.9. There must be a radio link between the cockpit and the ground crew.

6.1.2.10. A responsible person (a ramp agent) must be appointed to ensure compliance with all the above-mentioned conditions.

6.1.3. If conditions 6.1.2.1 to 6.1.2.5 are not entirely met, but conditions 6.1.2.6 to 6.1.2.10 are met in full, fuelling of the aircraft with passengers on board is only permitted provided it takes place in the presence of the airport fire service, thus ensuring passenger safety.

To meet this requirement the airport fire service must station a fire engine with at least 1/3 of the extinguishing capacity and at least 1/3 of the extinguishing agent output rate required for that type of aircraft (as per the aircraft's ICAO category) in a position close enough for effective fire-fighting, and man it ready for service

with the normal duty crew. Ramp fire safety is a requirement to be met by either the carrier or the handling agent. Fuelling may only begin once the airport fire service is in position and ready for deployment. If the airport fire service is called away to a higher priority emergency, fuelling must be suspended until their return.

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The client will bear the costs of the ramp fire safety measures, which will be invoiced according to the Fraport Twin Star Airport Management AD schedule of charges.

6.1.4. If conditions 6.1.2.6 to 6.1.2.10 are not met, fuelling the aircraft while passengers are on board or in the act of boarding or disembarking is not permitted.

6.1.5. If fuelling the aircraft while passengers are on board or in the act of boarding or disembarking, the carrier must ensure that

6.1.5.1. Varna Airport's regulations concerning fuelling are complied with;

6.1.5.2. that its employees have received instructions concerning passenger safety during fuelling and that these instructions are strictly adhered to;

6.1.5.3. the instructions referred to in 6.1.5.2. must guarantee that the following procedures and the various provisions are complied with as set out below:

- If there are passengers on board a trained airline employee must be on hand at a designated location. This employee must be capable of implementing the emergency procedures and the fire safety and fire-fighting procedures, maintaining radio links and organising the evacuation of the aircraft.
- The crew, other personnel and passengers must be notified that the aircraft is being fuelled.
- The safety-belt sign must be switched off.
- The no-smoking sign must be switched on, as must the interior lighting, to ensure that the emergency exits are clearly visible.
- Passengers must be told to release their safety belts and stop smoking.
- There must be sufficient trained airline personnel on board ready and able to conduct an immediate emergency evacuation.
- If the presence of fuel vapour is detected in the aircraft, or any other hazard is identified during the fuelling process, fuelling must be discontinued immediately.
- The areas in front of the exits designated for emergency evacuation purposes and the areas for deployment of the emergency slides must be kept clear.
- Provisions ensuring the safe and rapid evacuation of the aircraft must be in place.
- Passengers boarding or disembarking from the aircraft must be led to safety by one of the persons in charge and must refrain from smoking and from loitering en route, and should be kept as far as possible from the fuelling operation.

6.1.6. Defuelling of the aircraft while passengers are on board or in the act of boarding or disembarking is not permitted.

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6.1.7. Passengers must not be permitted to remain on board during fuelling or defuelling of helicopters.

6.1.8. The provisions of the fuelling station must be complied with in all other respects.

6.1.9. Fuelling and defuelling during thunderstorms is not permitted.

6.1.10. Aircraft must be fuelled or defuelled only in the areas designated for the purpose by the airport operator, and not in a hangar or other enclosed space.

6.1.11. During fuelling or defuelling aircraft must be both earthed and have an electrically conductive connection to the fuel supply facilities.

6.1.12. During fuelling and defuelling of an aircraft a safety distance of 4 m must be maintained around tank openings from which a mixture of fuel vapour and air could emanate, no electrical sources should be connected or disconnected and no electrical switching devices operated. This does not apply to the switches necessary for fuelling and defuelling purposes nor to switching devices of explosion-proof design. If using fuel tankers they must at all times have an unobstructed route away from the aircraft area.

6.1.13. When fuelling an aircraft with AVGAS the prevailing rules of the respective fuel agencies must be complied with.

6.1.14. Fuel overflows and spillages must be avoided. In the event of fuel overflows or spillages the provisions of paragraph 6.1.12 must be complied with until the fuel either evaporates or is cleared up, duly maintaining a safety distance of 4 m. The airport fire service must be notified immediately of any overflow or spillage.

6.1.15. The prevailing operating instructions of the fuel agencies and for the hydrant fuelling system must be followed, and in particular special instructions as well as the airport operator's permission must be obtained if aircraft need to be defuelled. Fuelling may only take place from licensed fuelling systems which have been subjected to the necessary operational checks.

6.1.16 Unauthorised pedestrian or vehicular access to the fuel depot area is prohibited.

6.1.17 Sufficient quantities of suitable oil binding agents must be available at the fuel depot and in fuel tankers.

6.1.18 Fuels and lubricants etc., must be stored in fixed or mobile containers fitted with regulation dispensing devices.

6.1.19 Companies supplying aircraft, vehicles and machinery with operating fluids such as fuel, hydraulic fluid, lubricants, engine oil, etc. must be duly authorised by the airport operator.

These companies and the aircraft operator must comply with the safety regulations and the applicable rules for handling fuels and lubricants. Personnel on duty during aircraft fuelling must receive instruction on how to use the fire safety equipment, the emergency-off switches, fire-fighting procedures and conduct in the event of fuel spillages, and must receive regular drills and training in these procedures.

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### **6.2. Working with aircraft engines**

6.2.1. Aircraft engines must not be allowed to run in hangars or workshops.

6.2.2. Aircraft engine test runs are only permitted on designated areas appointed by the Airport Operator and within the allowed sound limits for the airport area (see also paragraph 3.4.3).

6.2.3. Before starting engines, aircraft wheels must be adequately secured via chocks or brakes.

6.2.4. For hazard warning purposes, immediately before starting the engines the aircraft's collision warning lights must always be switched on and must be kept on until the engines are shut down. This procedure must be observed both day and night.

6.2.5. Aircraft engines must not be turned on or left running unless the aircraft cockpit is manned by a pilot or suitably trained technicians. When the engines are running the boarding or disembarkation of passengers and loading or unloading of cargo are prohibited.

6.2.6. Persons starting aircraft engines or servicing them during running must ensure that neither the propeller nor the prop blast or jet blast can cause personal injury or property damage.

6.2.7. Unless absolutely unavoidable aircraft engines must not be operated at high revs on the aprons.

### **6.3. Smoking ban and working with naked flames**

Smoking and handling naked flames is prohibited on the aprons, in aircraft, in aircraft workshops and in hangars. Smoking is also prohibited in the public areas of the passenger terminals, in the executive terminal and in the administration building.

Personnel may only work with naked flames in areas equipped for such work in accordance with the fire safety regulations and occupational health and safety regulations issued by the state authorities of Bulgaria, and which have also been authorised for such work by the airport operator.

### **6.4. Alcohol and drugs ban**

The consumption of alcohol and other intoxicating drugs within the restricted-access areas of Varna airport, as well as in vehicles, aircraft workshops and aircraft hangars is strictly prohibited. Persons may not enter the above-mentioned areas either on foot or in a vehicle while under the influence of alcohol or intoxicating drugs.

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### **6.5. Vehicles and machinery with internal combustion engines**

In order to prevent the emission of hot exhaust gases or sparks, any vehicles or machinery equipped with internal combustion engines which are used on the aprons or in the aircraft hangars must be fitted with standard safety equipment, such as exhaust systems with silencers.

### **6.6. Working in hangars and workshops**

6.6.1. Aircraft must not be cleaned in hangars or workshops using hazardous substances from Class 3 Flammable liquids as defined by state standards – BDS 16114-85. Hazard Class 3 flammable liquids may only be used to clean dismantled aircraft parts in partitioned and well-ventilated areas. More on procedures for working with hazardous materials and dangerous goods in RUEL – VAR Part4.14.(Guidelines for Managing and Operation of Varna Airport by FTSAM AD)

6.6.2. Volatile, highly flammable substances may only be handled in hangars or workshops if the areas designated for the purpose are equipped in compliance with the fire safety regulations, occupational health and safety regulations as well as the special provisions for aircraft operators approved by the Bulgarian Labour Inspectorate.

6.6.3. Fuel and lubricant residues must be emptied into the designated containers outside the hangar and disposed of in accordance with the relevant regulations. Suitable absorbant materials must be kept by the containers.

6.6.4. Users must keep the floor and ground in and around hangars and aprons free of oil, grease and other substances posing a fire hazard.

### **6.7. Storing materials, equipment and refuse**

6.7.1. Materials, machinery and refuse must be stored in such a way as to prevent any fire or explosion hazard.

6.7.2. Any lubricants stored in or near aircraft hangars or workshops must be kept in containers fitted with regulation dispensing devices.

6.7.3. Empty fuel and lubricant vessels and empty high-pressure storage vessels for hazardous substances must not be stored in hangars or workshops.

6.7.4. Highly flammable refuse such as lubricant residue, used cleaning agents, etc. must be disposed of in correspondingly labelled metal containers with tight sealing lids. These containers must be emptied regularly in order to rule out spontaneous combustion of the refuse. Oil sumps and similar receptacles must be correctly emptied and cleaned after use.

6.7.5. Water-polluting liquids must be stored in such a way as to rule out pollution of the ground water.

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### **6.8. Warehousing**

6.8.1. When storing, handling or filling receptacles with water-polluting substances all applicable regulations must be observed.

6.8.2. The user must notify the airport operator if intending to warehouse water-polluting substances, giving details of the nature and extent of the intended operations.

6.8.3. The user must comply with the prevailing legal provisions in order to ensure that any pollution of waterways or other deterioration in their water quality is ruled out. The user is responsible for obtaining permissions from and reporting to the competent authorities. The airport operator must be notified of any official permission granted for the storage or handling of water-polluting or hazardous substances.

6.8.4. Hazardous goods within the meaning of IATA Dangerous goods regulations or following the National Standard – BDS 16114-85 and its implementing provisions, in particular nuclear fuel and other radioactive substances, must not be kept outside their officially permitted places of storage. The airport operator must be furnished with proof of said permission, and the airport operator's consent must be obtained before warehousing such materials.

6.8.5. During the handling and warehousing of hazardous goods a contact from the airline or forwarder must be available to the fire service to provide any necessary information about the hazardous goods. In the event of an accident involving hazardous goods the airport operator, fire service and hazardous goods officer must all be notified immediately. The fire service is responsible for both operational command and accident prevention. The culprit must meet all costs incurred in connection with a hazardous goods accident.

6.8.6. Freight, crates, building materials, machinery, etc. may only be stored outside the areas rented for the purpose with the consent of the airport operator.

### **6.9. Fire-fighting and ambulance services**

6.9.1. Access to fire-fighting equipment, emergency exits and fire escapes must be kept clear at all times.

6.9.2. In case of fire the bodies designated in the emergency planning must be notified. Until the fire service arrives all necessary rescue action must be taken and the fire fought by all available means in so far as possible without endangering personal safety.

6.9.3. In general the emergency plan and fire safety regulations of Varna airport apply in the event of rescue or recovery action, disasters or emergencies.

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### **6.10. Safety management system (SMS)**

6.10.1. The airport operator must maintain the airport's operational safety and run the airport in orderly fashion. The airport operator's top priority must be the safety of air traffic and thus of the passengers and airport customers. For this reason the airport operator applies a safety management system (SMS) complying with ICAO Annex 14 and the associated instructions issued by the aviation authorities of the state. Said SMS applies to all companies operating at Varna commercial airport. Under the SMS all companies operating at Varna airport as well as all individuals engaged in commercial or trade activities at the airport are obliged to comply with the regulations and guidelines issued by the airport operator which are applicable to the work and processes they are engaged in or responsible for. Individual details and specific procedures for the implementation of the system and integration of the various companies will be specified separately by the airport operator.

6.10.2. All persons, as well as their employers or bosses, who use or require access to the air-traffic areas are obliged to participate in the airport operator's safety management system (SMS). This entails compliance with the safety regulations as well as other measures if so required by the airport operator, for instance sitting on safety committees or participating in the SMS reporting system.

## **7. Security regulations**

### **7.1 Introduction**

On the territory of each airport, serving the international civil aviation there are restricted access security areas, as well as the respective procedures and systems of identification of persons and vehicles are on site. They are introduced for the purposes of achieving security in civil aviation.

Fraport Twin Star Airport Management PLC, in its role of airport operator, performs and supervises the performance of the respective rules and procedures for access control, in compliance with the legislation of the Republic of Bulgaria and the EU, as well as with the National Civil Aviation Security Program.

### **General principles**

Each person performing official duties in the restricted access area and/or its critical parts shall have clear necessity for that, which is indicated on the respective airport pass, i.e. the present of the latter is proof

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of the fact that the person has undergone the respective security procedures and is authorized to carry out the respective activity in the restricted access area and/or its critical parts.

All employees of Varna Airport and company vehicles, as well as all employees and company vehicles of external companies and organizations operating airside shall have a valid airport pass. It is personal and shall not be granted for use to third parties. The airport ID issuance is organized and implemented by the General Directorate Civil Aviation Administration or by the Security Department in their laboratories for airport ID issuance.

Each person shall declare in writing to the Director of Varna airport and justify their need for airport ID. The Security department on its part shall undertake the needed harmonization procedures with State Agency for National Security (SANS) and Border Police, after which, within 10 business days as of filing in the application, it pronounces a decision whether the person applying for the airport pass may be issued one. Each application is considered strictly individual.

The airport passes issued at Varna Airport are property of DG CAA. They shall be returned to the issuing authority after the expiry of their validity, designated on them, at the latest. In case of losing the permit or damage, the person shall notify her/his line manager and the Security Department immediately, and it on its part shall undertake the respective actions and notify DG CAA. In case the holder needs a permission to work airside an airport ID with accompany person will be issued. The fine for losing the airport ID is clearly marked in the respective regulation and covers the triple price of the ID.

**In the event of failure to observe the security procedures the permit may be deprived. The persons authorized to do this are the employees of the Security Department, MIA officers, as well as the DG CAA inspectors.**

### Security areas

For the sake of security in civil aviation on the territory of an airport is separated, so called security zones. Access to them is limited and is attested by the existence of a valid airport pass. Right of access to these areas have persons who have undergone background check and have clear necessity to attend to them.

The territory of Varna airport is divided in three main security areas:

- **Public area** is the area where the access is permitted to all the public;
- **Security restricted area** is an area in which is not allowed direct, uncontrolled access. Color and marking on permits is needed. Restricted area may include the following zones, for example:
  - "Fuelfarm"
  - "Catering"
  - "Cargo", etc. and the permission shall be marked and visible on the airport ID.
- **Critical part of the security restricted area.** Access to critical parts of security restricted areas is allowed only to the persons who have special mark on the ID. Other ways the access will be denied. If

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a person with no permission for the area is noticed in will be escorted to the public area and the airport ID will be deprived.

Codes on a pass, for example:

1, C - Varna airport entrances, leading to the restricted zone and its critical parts. Entrance 1 is for pedestrians, and Entrance C is crew only;

3 – Entry only for vehicles;

R - ramp - his presence on the pass means that the employee has access to the apron and / or to the parking stand for the aircraft.

T – waiting lounge – means that the employee is entitled to access to lounges for departing and / or arriving passengers.

B - board - The designation "B" means that the employee is entitled to access to board the aircraft.

### Access right

Airport passes are only issued to persons granted the right of access to the areas with restricted access after all needed check procedures. Not be issued a pass to access the security zones of the airport to minors and persons who have formed or pre-trial proceedings or convicted (regardless of rehabilitation) for any of the following offenses:

- Crimes against customs procedure including illicit traffic of narcotic drugs
- Crimes against persons
- Crimes against the Republic of Bulgaria
- Crimes of Transportation and Communications
- Crimes against the Citizens Rights
- Crimes against property

Omission shall not be issued to persons who are dependent on alcohol or drugs or suffering from mental illness, evidenced in the due way.

Before issuing the pass there is a full background check of the applicant. The pass is issued within 10 (ten) business days after the application is submitted.

For next issue of the pass an application shall be made again.

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### Types of passes

There are two categories of passes: "permanent" and "temporary".

Permanent passes are issued by the DG CAA. They are intended for persons whose functional duties require daily attendance or presence in restricted zones and / or their critical parts. Their validity is three years.

Temporary passes are issued for short periods of access to the secured area of the airport (from one to thirty days). They are issued for access accompanied or unaccompanied. The pass unaccompanied shall only be issued to a person who meets the requirements for reliability and which, according to the evaluation of the DG CAA is required to access the respective restricted area or its critical part.

The unaccompanied (permanent or temporary) airport ID is issued by DG CAA.

Accompanied pass is issued by the airport administration (Security Service) or the DG CAA.

Permits for vehicles are also two types: "permanent" and "temporary".

Temporary vehicle pass issued by DG CAA or airport authority (Security Service) for access to the leading car or escort. Its validity is 24 hours. For external contractors vehicles that shall perform functions for a limited time, is issued a pass form "temporary", during the execution of the task, but not more than three months.

Permanent vehicle pass is issued by DG CAA "movement for self-guarded area of the airport. Validity of a permanent pass for cars is three years.

### User's guide and useful information

1. The pass is personal and can not be reassigned to another person.
2. The pass is carried only by the person to whom it was issued throughout his stay in the security zones in a conspicuous place at the height of the chest.
3. Pass is valid for a specified period, and also for airports and entrances to the zones marked on it.
4. All persons entering or leaving security zones are subject to security checks.
5. All persons are prohibited to import prohibited articles into security zones.
6. In case of refusal of a person to be examined at security checkpoints, at the same shall be denied access to security zones.
7. When making a breach in the security procedures, the pass can be deprived by the responsible authorities - officials of the Security Service, DG CAA, officials of the Ministry.
8. In case of loss or theft of the pass, the holder is obliged to immediately inform his line manager and the authority which issued the pass.
9. On cessation of the need of pass or its expiry, it shall be returned to Security Service. For failure of the above, an amount of triple the cost of the pass is due.
10. If somebody found a lost airport ID, please return it to the Security office or dial: +359 884 801

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## **Varna Airport User Regulations**

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### **IDs issuance laboratory**

Contact details: Fraport Twin Star Airport Management PLC - Varna Airport, Bulgaria

Security Department

Airport IDs issuance laboratory

Tel: +359 52 573 468;

+359 88 9 303 377;

Fax: +359 52 511 175

e-mail: [propuski@varna-airport.com](mailto:propuski@varna-airport.com)

## **8. Environmental protections**

### **8.1. Soiling**

8.1.1 Soiling and dirt on the premises the airport of Varna must be avoided. Any soiling and dirt must be cleaned up immediately and thoroughly by the person causing it. Otherwise the airport operator may carry out the cleaning or contract others to do so, in either case at the expense of the person causing it.

8.1.2 If environmentally hazardous substances are released they must be cleaned up immediately. If the person responsible for their release cannot immediately and thoroughly clear them up the airport operator or airport fire service must be notified without delay.

8.1.3 The airport operator must in all circumstances be notified immediately about of the release of hazardous substances or goods.

### **8.2. Effluents**

8.2.1 Unless otherwise agreed by the airport operator, only normal effluent may be disposed of via the airport's drainage system. If the user suspects that water may be contaminated with radioactivity or with fuel, operating fluids, oil or faeces, the specific instructions of the airport operator must be followed.

8.2.2 Only liquid effluent produced by normal household or commercial use may be discharged into the airport drainage system in accordance with the prevailing normative order. Operators must comply with the limits laid down in these normative orders.

8.2.3 All discharges not involving either normal effluent as defined in the effluent regulations or water from precipitation require the written consent of the airport operator and also official permission.

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8.2.4 To ensure correct and proper effluent disposal the airport operator may also issue additional directives, in particular ones controlling the nature and volume of effluent permitted from individual users (evaluations of detergents & cleaning products, type, volume, analyses, etc).

8.2.5 The user must notify the airport operator immediately of any change in the nature or volume of the effluent produced.

8.2.6 All new connections or changes of the existing sewage facilities require the written permission of the airport operator.

8.2.7. The airport operator's personnel must be granted access to operating areas at all times for monitoring purposes and to prevent unauthorized discharges.

### **8.3. Waste management and Refuse disposal**

8.3.1 The collection, preparation and disposal of waste at the airport must be carried out according to the provisions of the Law of Waste Management as well as the pertinent regulations of the legislation of waste.

8.3.2 As a result of the airport's activity and the activities of other enterprises in the area, different kinds, characteristics and amount of waste are generated.

Recyclables such as glass, paper, metal, plastics, timber (uncontaminated) and building rubble must be separated from the refuse.

8.3.3 All waste delivered at the waste collection stations has to be separated according to the type of waste and disposed of in the receptacles (containers, refuse press, big receptacles for waste) intended for that. Any danger of fire and explosion through improper treatment of waste until disposal must be avoided.

8.3.4 Empty fuel and lubricant containers for hazardous materials must be stored only in the areas defined for them until disposal.

8.3.5 Combustible waste (lubricant and fuel residues, used cleaning material etc.) must be collected in the metal containers with airtight seals designated for it.

8.3.6 Waste from the cleaning of aircraft is subject not only to the Law of Waste Management, but also to the regulations of the Law on Removal of Animal By-product and is subject to a special supervision for the protection against the spreading of animal epidemics.

This waste must be kept absolutely separated and must only be delivered to the waste collection station provided for that. The waste must be collected in unbreakable waste bags, from which waste and liquids cannot escape even during transport. The vehicles and trailers provided for the transport

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of the waste must be equipped to prevent escaping of waste and liquids. The transport vehicles must in addition be regularly cleaned and disinfected.

Varna airport is not authorized to explore such waste treatment.

### **8.4. Air pollution**

The operation of standby of motors for vehicles has to be kept at an absolute minimum.

### **8.5 De-icing media**

De-icing media may only be used with the airport operator's prior consent in the areas designated for the purpose. When applying to the airport operator for said consent the chemical composition of the de-icing media must be stated and documentary evidence of its suitability or ecological properties must be provided.

## **9. Lost property**

Property found on airport facilities must immediately be delivered over to the Varna Airport Lost and Found Office

Telephone: +359 52 573 423

## **10. Contravention of the airport user regulations, permissions**

Persons contravening these airport user regulations or the airport operator's instructions issued on the basis of these airport user regulations may be removed from the premises of Varna airport by the airport operator.

All permission required in connection with the airport user regulations must be obtained in advance and in writing.

## **11. Place of Settlement and Jurisdiction**

Places of settlement and jurisdiction for commitments and legal disputes arising from these User Regulations are Varna and Burgas.

## **12. Authorized Recipient**

Aircraft operators without inland domicile or business address must upon request of the Airport Operator name an inland authorized recipient.