

AIRPORT USER REGULATIONS SAARBRÜCKEN AIRPORT

Flug-Hafen-Saarland GmbH
August 2024



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1. Description of the airport

Amendments to the description will be published in “Notices to Airmen” [NOTAM] and the “Aeronautical Information Publication” [AIP].

1.1 General information

| | |
|------------------|--|
| Designation: | Saarbrücken Airport |
| ICAO: | EDDR |
| IATA: | SCN |
| Airport company: | Flug-Hafen-Saarland GmbH Balthasar-Goldstein-Straße 20 66131 Saarbrücken |
| Operating hours: | 6:00 to 22:30 local time |

1.2 Location details

| | |
|--------------------------------|--|
| Airport reference point (ARP): | 49° 12' 52.39" NORTH 07° 06' 34.23" EAST |
| Airport altitude: | 322.47 m (1,058 ft) above sea level |
| Location: | 1,060 m W of THR 27 on the runway centre line |
| Variation: | 1.4° E (2016) |
| Distance from the city: | The airport is located 9.3 km east of the city of Saarbrücken. |

1.3 Accessibility

| | | |
|------------------|--|--|
| Tel.: | Information | +49 6893 83 0 |
| | Aviation Safety Authority | +496893 83260 |
| | Operation Control Centre | +49 6893 83 244 |
| | Airport Duty Manager | +49 6893 83 251 |
| SITA: | SCNAPXH | |
| AFTN: | EDDRRYDYX | |
| Internet: | www.scn-airport.de | |
| Email addresses: | Information | info@scn-airport.de |

Operation Control Centre occ@scn-airport.de
 Airport Duty Manager am@scn-airport.de

Motorway: The airport can be reached from Mannheim/Kaiserslautern (A 6) via the “St. Ingbert/West” junction and from Saarbrücken (A 620) via the “Brebach-Fechingen” junction.

Bus route: Regio bus line R10 from/to Saarbrücken main station as well as to the surrounding towns in the Bliesgau.

Taxi/rental car: available

1.4 Infrastructure

Fire extinguishing category: Category 7 in accordance with ICAO Annex 14

First aid: The airport has trained first responders.

Customs: The airport is licensed as a customs airport.

1.5 Meteorological information

Predominant wind direction: westerly

Airport reference temperature: 22.4 °C

1.6 Flight operations systems

Classification: ICAO Annex 14 Airport Reference Code 4 D

Runway

| Description | Direction to the right | Dimensions | PCN value | Surface finish |
|-------------|------------------------|--------------|------------|--------------------------------|
| 09 | 087° 44' | 1,990 x 45 m | 58/F/A/X/T | Asphalt (anti-skid asphalt) |
| 27 | 267° 44' | 1,990 x 45 m | 58/F/A/X/T | Asphalt (anti-skid-asphalt) |

Behind the end of runway 27, in the RESA area, there is an EMAS (Engineered Materials Arrestor System) with the dimensions 85 x 48 metres.

Runways

| TWY | Width | PCN | Surface finish |
|-----|--------|------------|----------------|
| A | 21.5 m | 58/F/A/X/T | Asphalt |
| B | 21.5 m | 58/F/A/X/T | Asphalt |
| C | 23.0 m | 58/F/A/X/T | Asphalt |
| D | 23.0 m | 58/F/A/X/T | Asphalt |

2. Rules of use

2.1 Applicability of the user regulations

Anyone who uses, enters or drives within the airport with aircraft is subject to the provisions of these user regulations and the instructions issued by the airport operator for their implementation.

Insofar as the regulations and instructions concern aircraft owners, they apply both to the owners of the aircraft as well as to the persons who use the aircraft without being the operator or owner of these aircraft.

2.2 Use with aircraft, vehicles and equipment

2.2.1 Permission to take off and land

Use of the airport is permitted with aircraft up to the PCN value published in the “Aeronautical Information Publication” (AIP Germany) against payment of the charges specified in the applicable schedule of charges. Restrictions on use and other air-traffic related requirements are published in the “Aeronautical Information Publication” (AIP Germany).

The airport company’s liability for defects present at the time when the contract was concluded, for which it is not responsible, is excluded. The liability for compensation of the Flug-Hafen-Saarland GmbH, its representatives and vicarious agents is limited to intent and gross negligence. This does not apply to liability for culpable injury to life, limb or health. Furthermore, the limitation of liability does not apply to the violation of essential contractual obligations, whereby the liability is limited in amount to foreseeable and typically occurring damages.

The airport’s operating times are from 06:00 to 22:30 local time. Excluded from this restriction are:

- Flights to provide assistance in emergencies and disasters as well as to fulfil police duties.
- Flights that have been approved by the Ministry of the Environment, Climate, Mobility, Agriculture and Consumer Protection of the Saarland in justified exceptional cases because they are necessary to avoid significant disruptions to air traffic or for other reasons of special public interest.

Upon request, the aircraft owners must supply the airport company with the necessary documents for

the verification of the authorisation of use and for the calculation of charges.

2.2.2 Noise protection

Aircraft owners must limit noise-related nuisances caused by aircraft engines to an unavoidable minimum both at the airport and in its vicinity. In particular, this applies to times when there are flight restrictions. Aircraft owners must use noise-protection equipment if this is necessary to protect the population from hazards, significant disadvantages and nuisances caused by noise. The following rules must be observed in this respect:

- Maintenance-related engine tests are only permitted in the engine test stand (hush house) provided for this purpose. Exceptions to the above must be requested from the local Aviation Safety Authority via the Operations Control Centre.
- Use of the hush house is only permitted in accordance with the “User regulations for the hush house” (see Annex 1) in their currently valid version and is subject to charges. In individual cases, the aircraft owners must follow any further instructions issued by the airport company (OCC) regarding the implementation of aircraft engine run-ups.

2.2.3 Taxiing and towing

Aircraft may only be taxied under their own power and by authorised persons. They must not be taxied into or out of aircraft maintenance or storage hangars under their own power.

In the apron areas, aircraft may only be taxied at the absolutely necessary minimum engine speed.

Aircraft are towed, if necessary. They may only be towed by authorised personnel. The aircraft owner must provide the personnel required for safety and must give the towing personnel the instructions necessary for the towing operation and, if necessary, provide the appropriate equipment. On a case-by-case basis, the aircraft owners must follow further instructions from the airport company regarding the towing process.

Detailed specifications for taxiing and towing are regulated in the procedural instructions, see Annex 2.

2.2.4 Aprons

The ground handling aprons are used for the traffic handling of the aircraft. Any other use is only permitted with the airport company’s consent.

Ground handling positions are allocated by the airport company in line with the operational requirements.

The hangar aprons are used for the parking of aircraft. They will be allocated after further agreement

with the airport company. The immediate area in front of the hangar doors must be kept clear.

The apron may only be used by vehicles registered by the airport company for the ground handling of aircraft, fire-fighting and medical vehicles as well as the vehicles of the competent authorities. For other vehicles, a special permit from the airport company is required.

The traffic and safety rules issued by the airport company are binding for vehicle traffic operating on the aprons.

2.2.5 Ground handling services

The airport company is entitled to carry out ground handling services in accordance with the list of ground handling services at airports set out in the Ground Handling Services Ordinance (BADV).

Other service providers approved by the airport operator are entitled to provide their services within the framework of the concluded contracts.

The central infrastructure facilities in accordance with Section 6 BADV are provided, managed and operated exclusively by the airport company or its representative. Their use requires the payment of a charge.

The following facilities are central infrastructure facilities within the meaning of Section 6 BADV:

- Baggage-handling system
- Check-in desks and special baggage desks
- Aircraft handling positions including aircraft marshalling facilities to be used on arrival and for departure;
- Passenger terminal
- Assembly, multi-purpose and storage hangers
- Equipment storage areas
- Staging areas
- Container systems and their storage areas
- Aircraft de-icing positions
- Passenger stairs
- Airport information system
- Waste management system for faeces
- Fresh-water-supply system
- Aviation-fuel-supply system
- Hush house for engine run-ups
- Operation Control Centre (flight operations, apron control)
- Communication networks and trunked radio

2.2.6 Parking and storage hangars

The parking and hangar spaces are assigned by the airport operator. For safety or operational reasons, the operator may request that the aircraft be moved to another parking or hangar space. If the aircraft

owner cannot be contacted or does not comply with the request in good time, authorised personnel can move the aircraft to an appropriate place.

The aircraft owner is responsible for securing their parked or hangared aircraft. During the hours of darkness or in the event of poor visibility, the owner must take adequate measures to ensure that their parked aircraft is visible. If the aircraft owner does not possess any suitable material to secure their aircraft, it will be made available to them during their stay by the airport company, at a charge.

The airport company's current schedule of charges applies for the parking and hangar storage of aircraft.

The airport company's liability for defects present at the time when the contract was concluded, for which it is not responsible, is excluded. The airport company is not obliged to keep safe parked or hangared aircraft or ground handling vehicles and equipment, unless this is specifically agreed in writing.

Users must treat the aircraft hangars and their facilities with care and observe the safety rules.

2.2.7 Aviation fuel supply

The companies that supply aircraft with aviation fuel must be approved by the airport operator. These companies and the aircraft owners must comply with the safety regulations. Furthermore, they are obliged to ensure that the personnel working on the aircraft during the fuel-supply operations have been trained with regard to the fire alarm systems, emergency stop switches, fire-fighting measures and how to behave in the event of fuel spillages.

The refuelling of aircraft, vehicles and equipment may only take place in the locations designated by the airport company.

The defuelling of aircraft is neither offered nor carried out by the airport company. Defuelling operations that are performed by local aircraft maintenance companies or by the aircraft owner themselves are subject to the provisions of Chapter 2.5.3 of these user regulations.

2.2.8 Maintenance work, washing and de-icing

Maintenance work on aircraft and the washing of aircraft may only be undertaken in the locations that have been designated by the airport operator.

De-icing is only permitted in the designated areas.

2.2.9 Immobilised aircraft and handling equipment

If an aircraft or ground handling vehicle or equipment becomes immobilised, the airport company may remove it from the flight operations areas at the aircraft owner's expense, even without specific instructions from the aircraft owner, insofar as this is necessary for the handling of the air traffic

operations. The airport company shall only be liable for damage that it has caused with intent or through gross negligence.

The same applies if the aircraft owner has instructed the airport company to remove an immobilised aircraft, ground handling vehicle or equipment from the flight operations areas or has instructed the latter to help with said removal.

If an aircraft, ground handling vehicle or equipment remains immobilised, the owner is obliged to compensate the airport company for the financial loss caused by the operational disruption, unless the former is not responsible for the disruption; any further statutory liability obligations of the owner or third parties shall remain unaffected.

If, in the opinion of the airport company, a fire brigade operation is required to rescue, move or accompany the immobilised aircraft, these costs shall be borne by the aircraft owner.

2.2.10 Operation of aircraft engines

Aircraft engines must not be run in hangars or workshops.

Aircraft engine run-ups may only be carried out during the period specified by the competent aviation authority and in the order specified by the airport company or the operator of the noise-protection facilities.

When using the hush house, the “User regulations for the hush house” (Annex 1 of these Airport User Regulations) must be observed.

Before starting the engines, the aircraft’s wheels must be adequately secured using at least chocks or brakes.

In order to warn against the hazards of running engines, the collision warning lights of jet-powered aircraft must be switched on immediately prior to starting the jet engines and must only be switched off once the engines have come to a standstill. The procedure must be carried day and night. The same approach is desirable and recommended for propeller aircraft and helicopters.

Aircraft engines may only be started and run if the aircraft's flight deck is staffed by a pilot or a qualified mechanic.

Anyone who starts aircraft engines or operates them while they are running must ensure that the propellers as well as the airflows caused by them or by the engines can neither injure persons nor damage property. The safety distances to be observed to the front and rear of the running engines must be observed.

On the ground handling aprons, aircraft engines may only be accelerated to the speeds necessary for starting. Without the express permission of the airport operator, run-ups are only permitted with the engines idling. For taxiing aircraft, only the engine power level that is absolutely necessary to achieve a safe taxiing speed is permitted.

If start air is supplied externally (ASU starts), the cross-bleed procedure must be used without exception. Care must be taken to ensure that the aircraft is positioned in such a way that the exhaust gas stream is not directed against buildings, equipment, other aircraft or persons. During the ASU starting procedure, under no circumstances, may persons, equipment, vehicles or other aircraft pass through the area behind the aircraft.

2.3 Entering the airport on foot or by vehicle

2.3.1 Roads, paved areas, entrances

In those areas of the airport that are accessible to the public, the road traffic regulations must be observed.

Users must comply with the road traffic regulations (StVO), the airport user regulations (AUR) and the identification and licensing regulations issued by the airport operator.

Motor vehicles may only pick up or drop off passengers and luggage on the street sides of the check-in buildings as well as in the designated parking or stopping places.

Motor vehicles may only be parked in the designated parking spaces.

For the parking of vehicles, the currently valid version of the airport company's parking space user regulations applies.

Illegally parked vehicles may be towed at the expense of the vehicle owner. Vehicles that have been parked illegally in the parking areas or that have been left there after the expiry of the maximum permitted parking period may be removed at the expense and risk of their owners.

The parking of e-vehicles at e-charging stations is only permitted for the duration of the charging process.

Small vehicles, e.g. motorcycles, bicycles, must not be parked on forecourts, stairs or corridors.

Cargo may only be unloaded or loaded in front of the cargo buildings. Exceptions are only permissible with the prior consent of the airport operator.

Anyone transporting cargo to or from other airports by road is obliged to inform the airport operator, by following their detailed instructions regarding the loading values and flight data for said cargo.

2.3.2 Vehicle traffic in the non-public area

The airport's non-public area may only be entered via the entrances approved by the airport company for this purpose and by the persons it has authorised to enter either on foot or with a vehicle.

Drivers conducting vehicles in the apron areas must be in possession of an apron driving licence issued

by the airport operator.

Vehicle owners and drivers are responsible for the roadworthiness of the vehicles they use in the airport's non-public area.

In the area of the airport that is not accessible to the public, the "traffic and safety rules for the non-public area of the business premises" apply in their currently valid version.

The airport company may restrict or close off traffic access to the non-public area for operational reasons as well as for aviation safety reasons.

2.3.3 Facilities not generally accessible/the safety area

Facilities within the enclosed airport premises that are not open to general traffic may only be entered on foot or by vehicle with the consent of the airport company and, if applicable, that of other authorised parties. In particular, these facilities include:

- the taxiway (including the runways and areas intended for take-off, landing and taxiing)
- the ground handling apron
- the aircraft hangars
- the waiting rooms
- the rooms and traffic areas used for ground handling purposes
- the baggage hall
- the workshop and equipment hangars
- the service roads

The operation of vehicles in the non-public area is subject to approval by the airport operator. In the case of permanent operations, their operational safety must be demonstrated in accordance with TÜV or the accident prevention regulations [UVV] issued by the Employers' Liability Insurance Association [VBG]. The airport company may grant consent for individuals to enter the non-public area on foot or by vehicle in general or on a case-by-case basis and revoke it for good cause.

In areas and facilities that are not generally accessible to the public, ID cards must be worn. These areas and facilities may only be entered by visitors under the responsible guidance of an authorised representative of the airport company; while doing so, the aircraft must not be touched. It is forbidden to leave the apron in the direction of the runway without authorisation.

The authorised representatives of the aviation, security, customs, passport and health authorities, air traffic control and the Meteorological Office are authorised to enter facilities that are not generally accessible for the purpose of carrying out their duties. If service vehicles are required to perform these tasks, point 2.3.2 applies regarding the technical operational safety.

Aircraft may only be entered with the consent of the aircraft owner.

At the request of the airport operator, vehicles that operate in facilities that are not generally accessible must be specially identified and equipped with safety devices. For vehicle traffic, the traffic

regulations issued by the airport operator are binding.

The service bicycles provided by the airport company, Pedelec 25 e-bikes, may be used by employees of the operational departments for official travel on designated routes in the airport's non-public area. Their use is only permitted in the area of the apron road and areas to the north of it in compliance with the "Pedelec 25 operating instructions" and after safety training has been provided (instructions are available at the pedelec parking spaces).

For entry or access to the security area, an entry/access permit is generally required, e.g.:

- a valid boarding pass or equivalent or
- a valid flight crew ID card or
- a valid airport ID card or
- a valid ID card from the competent national authority or
- a valid ID card from the supervisory authority recognised by the national competent authority

At Saarbrücken airport, visitor badges (or vehicle vignettes with pilotage) are issued for persons who require escorted access to the security area on individual days each month – they are accompanied by an authorised permanent pass holder.

For persons who work in the security area on a number of days each month, a background check in accordance with Section 7 of the Aviation Security Act [LuftSiG] is mandatory before ID cards can be issued. Permanent ID cards that authorise unaccompanied access are issued to persons who have completed a valid background check within the meaning of Section 7 LuftSiG as well as training in accordance with Chapter 11.2.6 of Regulation (EU) 2015/1998. To drive vehicles while unaccompanied, additional apron training must be completed; the authorisation is listed on the airport ID card.

Airport/vehicle ID cards are:

- only valid in the assigned area,
- only to be used for the execution of services/work involving approved activities,
- to be worn openly on the outer clothing or to be laid out clearly visible in the vehicle,
- to be presented to inspection bodies without a request to do so and to be handed over to the inspection staff on request,
- to be stored carefully and protected from damage,
- to be secured against theft, loss and/or unauthorised use.

The loss of an ID card or the suspicion of such a loss must be reported to the security centre immediately.

Personal or vehicle-related airport ID cards are not transferable.

Airport Security and Operation Control Centre employees are entitled to check airport ID cards at any time and, if necessary, to confiscate them in the event of irregularities.

2.3.4 Taxiway

The permission to enter the taxiway on foot or by vehicle is issued by the airport company in

agreement with the air traffic control unit. Anyone who enters the taxiway on foot or by vehicle may only move in accordance with the instructions of the air traffic control unit and must pay particular attention to their radio messages, beacons and signs, and must inform themselves about their meaning in advance.

If an authorised representative of the aviation, security, customs, passport and health authorities, air traffic control or Meteorological Office wishes to enter the taxiway on foot or by vehicle, they must, in addition to notifying the airport company, obtain permission from the air traffic control unit.

The taxiway may only be used by vehicles that are in constant radio communication with the air traffic control unit and equipped with rotating flashing lights, which must be switched on when driving on the taxiway, or guided by a follow-me vehicle. The airport company may permit exceptions in agreement with the air traffic control unit.

Vehicles entering the runway in the dark and in inclement weather conditions must be illuminated in such a way that their movements can be tracked by the air traffic control unit.

2.3.5 Aprons

The maximum speed for vehicles on the aprons is limited to 30 km/h, and at the ground handling positions, it is limited to walking speed. This speed limit does not apply to follow-me, fire-fighting, security, medical, winter service and rescue vehicles during deployments.

The ground handling apron may only be used by vehicles authorised by the airport company for the ground handling of aircraft, by fire-fighting and security service vehicles as well as the vehicles of the competent authorities. For other vehicles, special consent from the airport operator is required.

For persons on the apron, there is an obligation to wear high-visibility clothing, e.g. high-visibility vests, according to DIN EN 471 class 2.

2.3.6 Hangars

The parking, hangaring and repairing of motor vehicles, other ground vehicles and other items in hangars requires the airport company's consent.

Hangars that are not rented out are monitored by cameras.

The hangar doors should always be closed to prevent birds from entering.

2.3.7 Animals on the airport premises

Animals may only be brought onto the airport premises if they are properly secured.

Bringing animals into the safety area is generally not permitted. Exceptions only apply to animals used

for official purposes and to animals carried by an air passenger.

Should it be necessary to bring an animal into the security area due to unforeseen events, the Airport Duty Manager may grant an exemption, taking into account the regulations.

2.4 Other activities

2.4.1 Commercial activities beyond the ground handling services

Commercial activities on the airport premises are only permitted with the agreement of the airport operator and require the payment of a charge.

In principle, all photos and recordings taken at Saarbrücken airport require advance approval by the company's communications department and require the payment of a charge. The current version of the airport company's current schedule of charges shall apply. An exception applies for journalistic daily reporting in the airport's public areas.

There is a general ban on the filming and photographing of any person working in the security area, except for official purposes. Consent shall only be given in justified exceptional cases by the company's communication department, i.e. if a legitimate interest can be demonstrated and security considerations are taken into account and the airport's trouble-free operation is not impaired. In the absence of the company's communication department, the Airport Duty Manager may, in compliance with the aforementioned requirements, grant consent on behalf of the company's communication department.

Collections, advertising, the distribution of leaflets and other printed materials require the consent of the airport company. This also applies to the distribution of promotional items and samples.

2.5 Safety regulations

2.5.1 General

The safety regulations resulting from the law or other legal provisions as well as those evident from Chapter 2.3 must be observed. This also applies to the occupational health and safety regulations as well as the environmental protection regulations traders must observe at the airport under their own responsibility when exercising their trade.

2.5.2 Safety management system (SMS)

The airport operator must maintain the airport in a safe operating condition and must operate it properly. For this reason, the airport operator operates a safety management system (SMS) in accordance with ICAO Annex 14 and Annex 19 as well as the currently valid version of Regulation (EU) 139/2014. An essential part of this is the responsible and mandatory involvement of all companies and persons working at the airport. The provisions of the SMS are binding.

All companies and persons working in the airport's security area are obliged to actively participate in the airport company's Safety Management System (SMS). This includes:

- participation in safety-related training sessions and briefings
- compliance with the safety regulations
- the reporting of accidents, damage, special incidents and hazards to the airport operator as well as cooperation in their post-processing
- the notification of structural and operational changes to the airport operator
- conducting and documenting proficiency checks based on the EASA and airport safety management
- participation in audits and safety committees

There is an obligation to report to the airport company with regard to the requirements of Regulation (EU) No. 376/2014. With a view to the permanent further development and optimisation of the SMS, the resulting obligations may change at any time.

The scope of application of the SMS is documented in the currently valid version of the aerodrome manual. This can be requested from the airport company, if necessary. The procedures and processes set out in the Aerodrome and SMS manuals are binding for all persons, companies, organisations and authorities active within the airport security area.

Dangerous goods within the meaning of Section 27 Air Traffic Act [LuftVG] and the legislation adopted to implement it, in particular nuclear fuels and other radioactive substances, may only be stored in approved storage spaces with the consent of the airport operator.

Freight, boxes, containers, building materials, equipment, etc. may only be stored outside the areas or spaces rented for this purpose with the consent of the airport company.

Construction work must be agreed with the airport operator in good time and in advance.

2.5.3 Handling fuels

The defuelling of aircraft is neither offered nor carried out by the airport company. If defuelling is carried out by local maintenance companies or by the aircraft owner themselves, this must be reported to the Rescue & Fire Fighting Services department (telephone no. +49 6893 83 241) and shall be subject to the provisions of this chapter.

When refuelling and defuelling aircraft, the applicable legal regulations, accident prevention regulations, the safety regulations of the airport user regulations and the instructions of the airlines must be observed. Express reference is made here to the ICAO Airport Service Manual, Part 1 "Rescue and Fire Fighting", Chapter 16 "Aircraft Fuelling Practices".

Fuel supply vehicles must be properly equipped with fire extinguishers.

Aircraft must not be refuelled or defuelled while the engines are running.

Aircraft must not be refuelled or defuelled in a hangar or other enclosed space but only in the places

assigned by the airport company. If for compelling reasons an aircraft must be exceptionally defuelled in an enclosed space, this is only permitted if using special fire protection means implemented by the Rescue & Fire Fighting Services department.

Refuelling and defuelling during thunderstorms is not permitted or must be stopped immediately as soon as lightning activity is detected within a 5 km radius of the airport. (also see procedural instructions “Operation during adverse weather conditions”).

Defuelling requires approval from the operations supervisor on duty (EVD) of the Rescue & Fire Fighting Services department (positional fire protection).

When an aircraft is being refuelled or defuelled, it must be attached to the connected fuel supply devices in an electrostatically conductive manner and earthed.

During the aircraft refuelling or defuelling process, no power sources may be attached or removed within a safety distance of 6 metres of the tank openings from which gas/air mixtures emanate, and switching units for electric current must not be operated. This does not apply to the switching units that are necessary for the refuelling or defuelling process and does not apply to switching devices with an explosion-proof design. When refuelling fuel with a flash point below 0 degrees Celsius, the safety distance increases to 10 m for flow rates above 100 l and to 20 m for flow rates above 600 l/min.

Fuel overflows and spillages must be avoided. If fuel has overflowed or been spilt, a safety distance of 15 m must be observed accordingly, until it has evaporated or been removed; the Rescue & Fire Fighting Services department must be notified immediately.

Refuelling with passengers on board and during embarkation/disembarkation is permitted if:

- the position is approved by the airport operator for this purpose.
- the engines are switched off.
- no engine is running at the two adjacent positions.
- two sets of stairs are adjacent to the aircraft (2 escape routes), and they are each staffed by a crew member. If the aircraft only has one regular exit, it is mandatory to keep it clear.
- Smoking is prohibited onboard the aircraft (no smoking signs on).
- The ground handling equipment does not block the emergency exits or emergency chutes.
- The ground handling equipment does not block the departure route of the refuelling vehicle under any circumstances.
- Passengers boarding or alighting are safely routed around the refuelling area under the supervision of a qualified person and are not allowed to smoke or stay in the vicinity.
- It is ensured that while the passengers are boarding, the escape routes (passenger stairs) are not blocked by an excessive number of people. Therefore, boarding shall take place in small groups of max. 10 people with an appropriate distance between the groups.
- In the case of aircraft with a rear APU, the APU must not be switched off or started during the refuelling process. The APU must be started before the hoses are connected for refuelling. If the APU is switched off, it must not be started during refuelling. In the event of a fuel spillage, the APU must be turned off. In the event of an automatic APU shutdown or a failed attempt to start it, the refuelling process must be completed and the refuelling hose must be disconnected before a new attempt is made to start the APU.
- GPUs are positioned at a minimum distance of 6 metres from the refuelling vehicles. Before

the start of the refuelling process, the GPUs must be started and the electrical connection must be established. These connections must not be interrupted during the refuelling. In the event of a fuel spillage, the GPU must be turned off.

- If a dangerous situation arises, e.g. due to a fuel leakage or spillage, the refuelling must be discontinued immediately.
- Air conditioning systems must be switched off in the event of a fuel spillage to prevent fumes from entering the aircraft cabin.
- The Rescue & Fire Fighting Services department must be informed about this. Positional fire protection is not required and is only provided at the airline's request.
- The protection zones in accordance with the regulations on flammable liquids [VbF] and technical rules for flammable liquids [TRbF] are complied with.
- There is voice communication between the cockpit and the ground (ramp agent).

Positional fire protection

For this purpose, the Rescue & Fire Fighting Services department shall provide an extinguishing vehicle with at least 1/3 of the extinguishing capacity and at least 1/3 of the extinguishing agent expulsion rate for the aircraft (aircraft categorised in accordance with its ICAO category) positioned at an extinguishing distance and shall staff the vehicle ready for use including a scheduled crew (1/1).

Requests for positional fire protection are the responsibility of the airline or the ground handling company. If the Rescue & Fire Fighting Services employees have to leave the position due to a higher-grade emergency, the refuelling must be discontinued until they return.

A responsible person (fire service duty manager) is appointed to comply with all the aforementioned conditions and implements the documentation.

The refuelling may only be started when the Rescue & Fire Fighting Services are on site and operational instructions have been given by the responsible person.

The customer bears the costs for the positional fire protection services. They are billed in accordance with the airport company's current schedule of charges.

Other

Helicopter passengers must not remain on board during refuelling operations.

Under no circumstances, may the refuelling of an aircraft with AVGAS be carried out with passengers on board.

2.5.4 Vehicles and equipment with combustion engines

Vehicles/equipment with combustion engines used on the aprons and in flight operation areas as well as in the aircraft hangars and aircraft workshops must be equipped with commercially available safety

devices, such as an exhaust system with silencer, which prevent the escape of burning exhaust gases.

2.5.5 Work in hangars and workshops

Aircraft must not be cleaned in hangars and workshops using Group A, Danger Class I inflammable liquids within the meaning of the Regulations on Flammable Liquids.

For the cleaning of dismantled aircraft parts, Group A, Danger Class I inflammable liquids may only be used in separate and well-ventilated rooms.

Inflammable, volatile substances (dope, nitrocellulose lacquer, etc.) may only be used in hangars and workshops, if the spaces have been set up in accordance with the fire protection regulations, the regulations of the Trade Inspection Agency and the special provisions for aircraft owners approved by the Trade Inspection Agency.

Lubricant and fuel residues must be emptied into separately labelled containers outside the hangar.

2.5.6 Storage of fuel, equipment and waste

Fuel, equipment and waste must be stored in such a way that there is no risk of fire and explosion.

Lubricating oils inside or near aircraft hangars or workshops must be stored in containers equipped with nozzles that comply with the regulations.

Empty fuel and lubricant drums as well as empty high-pressure storage containers for hazardous substances must not be stored in hangars or workshops.

Inflammable waste (lubricant residues, used cleaning materials, etc.) must be collected in designated metal containers with tightly closing lids. The containers must be emptied sufficiently often to exclude any risk of spontaneous combustion of the waste. Oil collection trays and similar containers must be emptied and cleaned after use.

2.5.7 Smoking ban and handling naked flames

Smoking and handling naked flames are strictly forbidden at Saarbrücken airport. This also applies to the use of 'e-cigarettes'.

Smoking is only permitted in the smoking areas designated by the airport operator.

Work with naked flames may only be performed in spaces that have been set up for this purpose in accordance with the fire protection regulations and the regulations of the Trade Inspection Agency and approved by the airport operator.

2.5.8 Fire and emergency services

In the event of a fire breaking out, the nearest pushbutton alarm must be activated and the RFFs must also be notified. Until the arrival of the RFFs, the fire must be fought with the available fire extinguishing agents.

In the event of an accident or injury, an emergency call must go out immediately to telephone number 112 and first aid must be administered until the emergency services arrive.

2.6 Lost property

Items found in the airport facilities must be handed in immediately as per the instructions listed below:

- Lost property in the public area:
at the airport's information point in the terminal
- Lost property in the non-public area:
in the Operation Control Centre (OCC)

2.7 Environmental protection

2.7.1 Contaminations

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

2.7.2 Wastewater

According to the drainage regulations of the responsible drainage company, only wastewater that has been contaminated by domestic or commercial use or otherwise changed in its properties (wastewater) or water that results from precipitation may be discharged into the wastewater drains. The substances listed therein must not be discharged or introduced into said drains.

Discharges that do not constitute wastewater as well as operational changes that have a significant impact on the wastewater type or quantity, all require the airport company's approval. In order to ensure proper wastewater disposal, the airport operator may also make further arrangements and, in particular, regulate the type and amount of wastewater produced by the individual users by means of individual arrangements.

Employees of both the airport company and the authorities must be granted access to the operating areas at all times for inspection purposes or to eliminate improper discharges.

The airport company must be informed of the storage of water-polluting substances in accordance with its detailed instructions.

Only CFC-free detergents, cleaning agents and lubricants may be used.

2.7.3 Waste

The amount of waste produced must be kept to a minimum.

As far as possible, pollutants in waste should be reduced or completely avoided.

Recyclable materials, such as glass, paper, metal, plastic as well as rubble and compostable materials, must be separated from the waste.

2.7.4 Air pollution

The running of engines, thrusters and other equipment must be limited to an absolute minimum.

The use of the aircraft's onboard generator (APU) must be kept to a minimum for environmental reasons.

2.8 Violations of the airport user regulations, permits

2.8.1 Sanctions

Anyone who violates the provisions of these user regulations or the instructions issued by the airport company on the basis of these airport user regulations may be expelled from the airport by the airport company.

The consents, approvals and permits required in accordance with these user regulations must be obtained in advance.

2.9 Authorised recipient

At the airport company's request, aircraft owners without a place of residence or business address in Germany must designate an authorised recipient.

2.10 Place of performance and jurisdiction

The place of performance and jurisdiction for the obligations and legal disputes arising from these Airport Regulations is Saarbrücken.

2.11 Right of modification

The airport company reserves the right to modify the airport user regulations, in particular

insofar as this becomes necessary on the basis of the airport's status under public law, including the airport permits.

This version of the Airport User Regulations shall enter into force on the day of its approval. At the same time, the Airport User Regulations of 02/05/2022 will cease to apply.

Saarbrücken, 1 August 2024

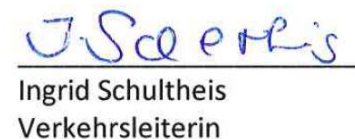
Flug-Hafen-Saarland GmbH



Thomas Schuck
Geschäftsführer



Rita Gindorf-Wagner
Geschäftsführerin



Ingrid Schultheis
Verkehrsleiterin

The above Airport User Regulations are hereby approved in accordance with Section 43 para. 1 LuftVZO.

Saarbrücken, 1 August 2024

Ministry of Environment, Climate, Mobility, Agriculture and Consumer Protection



on behalf of
Eric Neumann

Annex 1 – User regulations for the hush house

- Use of the hush house is only permitted with prior registration and permission from the Operation Control Centre (OCC).
- Outside the operating hours (22:30–06:00 LT) and without prior registration and permission from the OCC, the hush house may only be used for aircraft that are scheduled or chartered to fly from Saarbrücken airport the next morning.
- Access to the facility takes place via the taxiways “B”, “C” and “L”.
- In winter, the northern taxiway “L” and the traffic area in front of the facility as well as the facility itself are only cleared of snow by mechanical means.
- It is strictly forbidden for aircraft to enter the facility under their own power. The user must provide and operate suitable equipment for the towing and manoeuvring operations. Insofar as Flug-Hafen-Saarland GmbH employees or equipment are used to assist during these processes, this is done under the exclusion of any liability, except in the case of gross negligence or intent. During the general operating hours (published in AIP Germany), aircraft up to 5.7 t MTOW are, after consultation with the local air traffic control office, allowed to taxi from the apron, via the aforementioned taxiways, to the hush house forecourt under their own power. To do so, as for towing, permission must be obtained from the German Air Traffic Control Service [DFS: frequency 118.355 MHz]. A continuous listening watch on the aforementioned frequency must be ensured during the taxiing or towing procedure.
- All aircraft must be towed in backwards and parked for the run-up in such a way that the “blast” is deflected onto the deflection grids. In the case of piston or turboprop aircraft, the decision as to whether the “jet blast” deflection grids are closed or open lies with the user.
- In the case of jet aircraft, the deflection grids must be in the closed position.
- The deflection grids must be moved by the user.
- It must be ensured that a safe and noise-reduced run-up can be conducted.
- The facility has been approved for operation with jet-powered aircraft up to the size of a Boeing B-737/800. However, the engine power must be restricted to one engine by means of the “flight-idle” mode. The “jet blast” must not exceed 90 m/s. If other operating modes are required, these must be discussed with and approved by the OCC.
- Engine run-ups may only take place with the doors properly closed. The door system must always be kept closed, with the exception of the periods when aircraft are towed in or out.

- The company using the facility must ensure that only persons trained by Flug-Hafen-Saarland GmbH operate the technical systems, such as doors, lighting, etc. The respective user shall indemnify Flug-Hafen-Saarland GmbH with regard to any claims by third parties.
- The facility has 3 emergency exits.
- Use of the hush house is permitted at any time of day or night, while safeguarding the operational interests of Flug-Hafen-Saarland GmbH. For noise protection reasons, however, run-ups at night should be avoided if at all possible. Flug-Hafen-Saarland GmbH accepts no liability for consequences or delays resulting from restricted use or no use.
- The sequence of use is determined by the order in which usage requests are received by Flug-Hafen-Saarland GmbH.
- Engine run-ups must strictly be conducted inside the hush house. During the day (06:00–8:00 LT), “idle-run-ups” may also be carried out on the apron, after consultation with the OCC (by telephone on tel. no. 260 or via the frequency 131.900 MHz).
- Engine run-ups between 20:00 and 06:00 LT may only be carried out with power settings not exceeding a maximum noise level of 103 dB/A within the box.
- Deviations from this regulation are only possible following approval by the aviation authority and must be requested via the OCC.
- A traffic light signalling system is installed to monitor the noise level. When the light is green, the noise level is below the limit. The yellow light lights up at noise levels between 100 to 102.9 dB/A. When the light is red, the noise level limit of 103 dB/A has been reached or exceeded.
- Exceeding the noise level limit can be penalised through administrative offence proceedings brought by the aviation authority.
- In the event that the hush house is non-operational due to the weather conditions, e.g. during the winter months, or in the event of technical faults on the facility that do not allow a safe run-up, the following procedures approved by the aviation authority shall apply.
- Engine run-ups may be carried out outside the hush house from Monday to Saturday, from 09:00 to 12:00 and from 14:00 to 19:00. On Sundays and public holidays and at other times, a separate permit must be obtained from the aviation authority via the OCC.
- The conducting of engine run-ups outside the hush house must be notified and requested in advance from the local Aviation Safety Authority via the OCC. The latter shall decide, if necessary after consultation with the DFS, on the location where the engine run-up can be conducted.
- In extreme weather conditions (heavy snowfall, black ice, areas that have not been cleared of snow) that make a run-up appear critical, the local Aviation Safety Authority shall decide on the feasibility at its own discretion.
- Before starting the engines, clearance must be obtained from the DFS (frequency: 118.355) and a continuous listening watch must be established.

- Persons and property must not be jeopardised during the run-up.
- The aircraft operator is solely responsible for securing the aircraft against slipping, skidding, etc.
- Flug-Hafen-Saarland GmbH assumes no liability for towing operations and run-ups conducted by the operators. Likewise, damage resulting from the improper operation of the technical systems of the doors, lighting, etc. shall be borne by the user.
- The hush house plan forms an integral part of these user regulations. The information signs displayed in the area of the hush house must be observed without fail. In the event of incidents, e.g. oil spills or damage, a report to the OCC must be made immediately via the facility's emergency telephone, internal tel. no. 260 or outside operating hours to the security centre, internal tel. no. 258.
- In the event of an accident or fire, an emergency call must be made using internal tel. no. 444.
- The user regulations for the hush house form part of the airport user regulations (ARU) of Flug-Hafen-Saarland GmbH.
- The user charges can be found in the current schedule of charges of Flug-Hafen-Saarland GmbH.

Saarbrücken, 1 August 2024

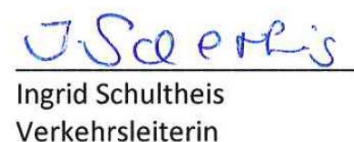
Flug-Hafen-Saarland GmbH



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Annex 2 – Procedural instructions for taxiing and towing

Bases: REG. (EU) 134/2014 ADR.OPS.B.028
REG. (EU) 923/2012 SERA.3215

Supporting documents: Airport User Regulations and Aerodrome Manual
Operating Agreement Flughafen-Saarland-GmbH/DFS RTC Leipzig
Procedural Instruction “Operation in Adverse Weather Conditions”

The independent taxiing of aircraft and the towing of aircraft is permitted in compliance with the conditions and procedures described below, if:

- the aircraft’s controls are operated by an authorised person.
- during towing, the aircraft tractor is operated by an authorised person.
- the taxiing/towing procedure was previously registered and approved via the Operation Control Centre (OCC) by telephone using tel. no. +49 6893 83260, via the professional mobile radio or OCC frequency VHF 131.900. It must be guaranteed that a continuous listening watch is ensured during the taxiing procedure using the professional mobile radio or the VHF frequency. If this is not possible, the taxiing operations may only be carried out using a lead (follow-me) vehicle.
- the taxiways prescribed by the OCC are complied with.
- when using the taxiways and/or runways, prior approval has been obtained from DFS RTC TWR via the professional mobile radio, channel tower or the TWR frequency VHF 118.350 and there is a continuous listening watch in operation.
- Taxiing and/or towing operations to/from the hush house must always be carried out exclusively via the taxiways B, C and L (to the facility) or L, C and B (from the facility) after prior authorisation by DFS RTC TWR.
- during the taxiing procedure, position lights are used to indicate the aircraft’s path relative to an observer or lights guide it or it is illuminated by lights indicating the outer points of its structure or lights guide it that draw attention to the aircraft.
- In adverse weather conditions, the specifications of the procedural instructions for “Operation in Adverse Weather Conditions” must be complied with.
- In case of unclear spatial conditions or if there is a risk of falling short of the minimum safety distances, one or more “wing walkers” and a follow-me vehicle are used.

Further details on the above procedures can be found in the regulations specified under Basics and in

the other applicable documents, which can be viewed in the OCC, if necessary.

These procedural instructions come into force on 24 April 2024.

Flug-Hafen-Saarland GmbH

A handwritten signature in blue ink, appearing to read "E. Uhl", is written over a horizontal line.

Eberhard Uhl
Airport Duty Manager / Safety Manager