

Airport User Regulations
Varna Airport



APPROVED BY:



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1. Description of Varna Airport

1.1. Official name

Varna Airport

ICAO abbreviation: LBWN

IATA abbreviation: VAR

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

1.3. Position and distance from city

Varna Airport is situated 8 km west of the 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)

1.4. Height above mean sea level (MSL)

70 m

1.5. Reference temperature

28.66°C

Airport User Regulations

Varna Airport



1.6. Operating hours

24 hours

1.7. Aircraft types

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

1.8. Further details

The strategic location deriving from the close-by transport connections by sea - Port of Varna, Port of Lesport and railway, define the airport as a preferred partner for clients from the East and the West. Varna Airport handles all the tourist traffic to the Northern Black Sea coast. The summer schedule starts from mid-March and ends in late October. Please consult the Aeronautical Information Publication of the Republic of Bulgaria for further details.

1.9. 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

1.10. Take-off and landing runways

Name	Dimensions [m]	Maximum load rating PCN value	Surface
09 / 27	2517 × 45	66 F/D/X/T	asphalt

1.11. Declared distances

Name	TORA [m]	TODA [m]	ASDA [m]	LDA [m]

09	2517	2677	2547	2517
27	2517	2702	2547	2517

1.12. Apron

The apron areas are used for the traffic handling of aircrafts. The Airport Operator's prior consent is required for any other use, for instance for aircraft parking or for maintenance works. Aircraft stands are allocated by the Airport Operator and are identified by suitable markings and signage. The maximum permissible time spent for parking at the apron is two hours. Any extension of this parking period requires the Airport Operator's explicit consent. For details of the position, load ratings and surfaces of the apron please consult the Aeronautical Information Publication of the Republic of Bulgaria (AIP). The instructions of the air-traffic control office must be complied with.

1.13. Airport classification

ICAO classification reference code – code number 4, code letter D

(In accordance with ICAO Annex 14)

1.14. Centralized Infrastructure at Varna Airport

Definition: 'Centralized Infrastructure' means specific installations and/or facilities at Varna airport which cannot, for technical, environmental, cost or capacity reasons, be divided or duplicated and whose availability is essential and necessary for the performance of subsequent ground handling services.

1.14.1 List of Centralized Infrastructure at Varna Airport

- a) Check-in and gate counters and their facilities (check-in counters and gate counters including their information displays, queuing area, IT hardware installed at the counters, communication network used at each counter);
- b) Baggage sorting areas;
- c) Baggage conveyor system;
- d) Baggage reconciliation system;
- e) Garbage facilities;
- f) Communication system TETRA;
- g) Fresh Water Supply Facilities & Toilet Waste Facilities;
- h) De-icing infrastructure;

- i) Centralized Infrastructure facilities management;
- j) Fueling storage (*where applicable*);

1.14.2 Centralized Infrastructure equipment/facilities are exclusively provided, administered and maintained by the Airport Operator or by parties acting under its authority.

1.14.3 The Centralized Infrastructure equipment/facilities must only be used with the prior written consent of the Airport Operator.

2. Description of Terminal 2

2.1. General details of the building

The construction of the new terminal of Varna Airport started in December 2011 and ended in the summer of 2013. The Departure and Arrival passenger facilities are deliberately expressed as separate elements of the Architectural concept. The bold colored formal proscenium arch – in front of the scenery - symbolic of the formal gateway into a new country defines the Arrivals buildings from both airside and landside.



At Varna Airport the colors of the local rendered buildings are incorporated into the sun screening devices of the Departures building whilst the Sunflower yellow of the Proscenium Arch is a response to the large acreage of sunflowers grown in the region for the production of sunflower oil.

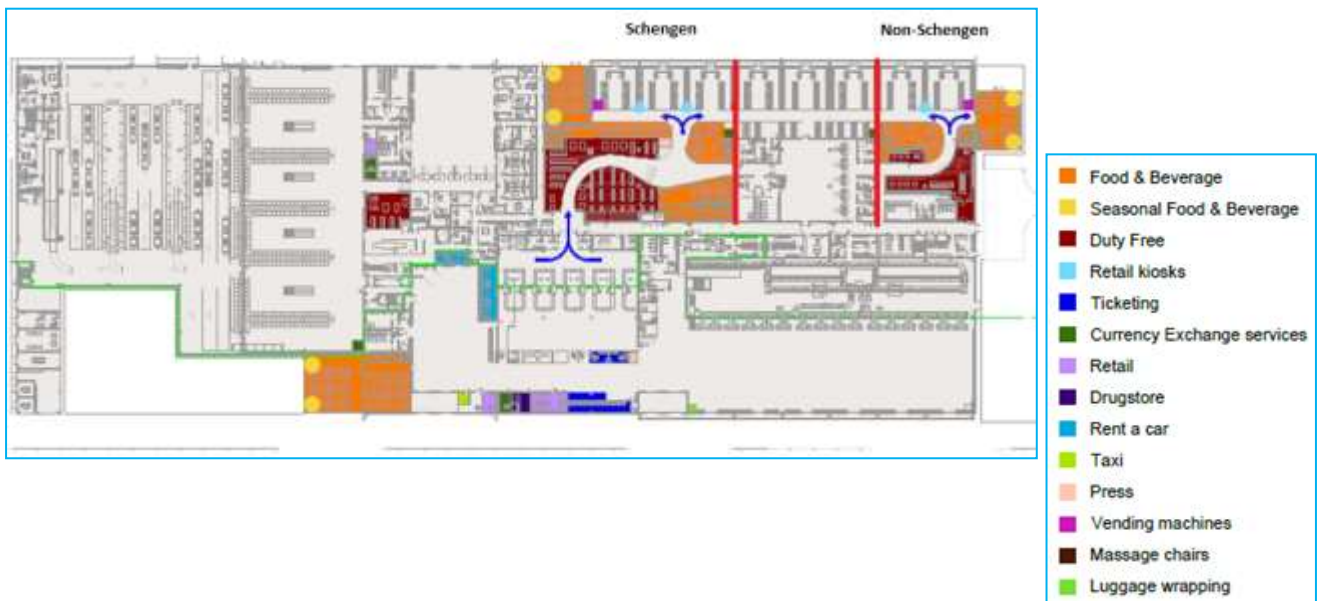


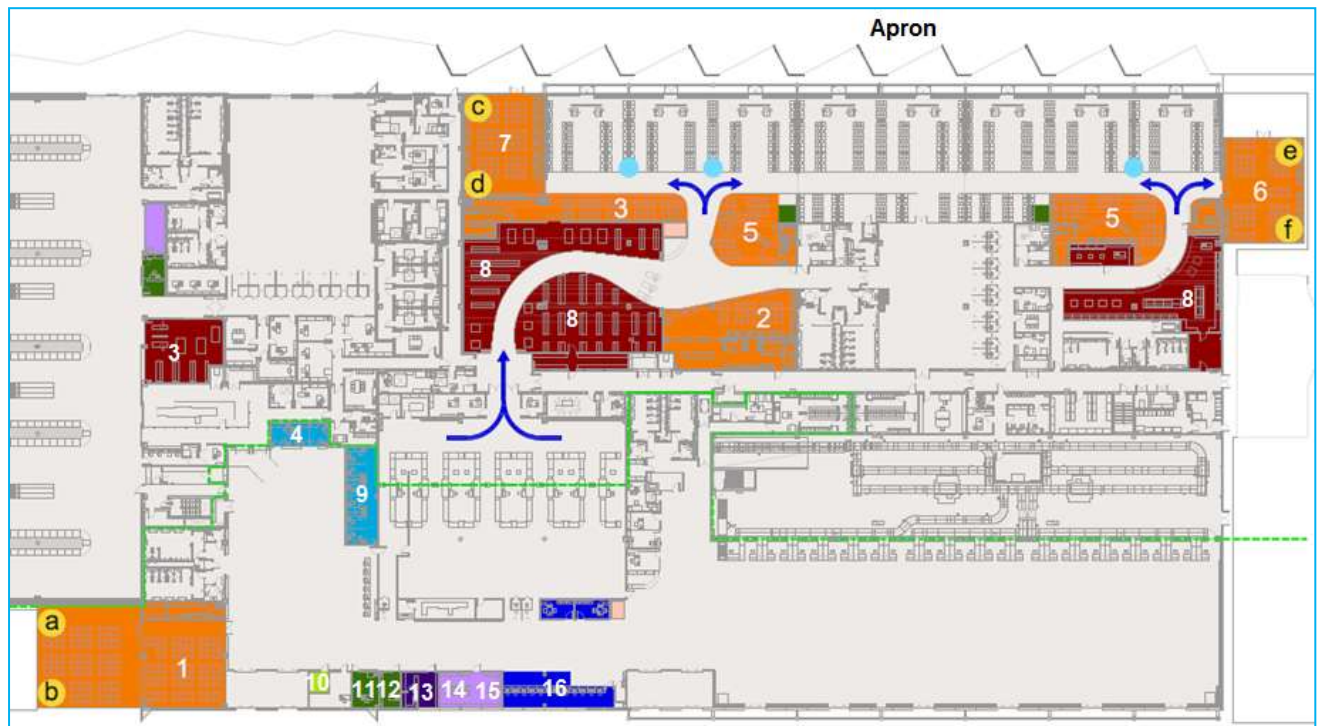
2.2. Structure

The new Terminal is divided in arrival and departure area. The departure gate area can be split in Schengen and Non-Schengen area. Therefore the new terminal disposes of two duty free shops and other commercial facilities (→ 2.3.).

2.3. Location of retail services

The new terminal offers a variety of goods: two duty free shops are opened at both areas – Schengen and Non-Schengen (see picture below). The Schengen area offers a fast food restaurant, a bar, a coffee-shop with a terrace. In the Non-Schengen area you can find a coffee-shop and a bar with a terrace as well.



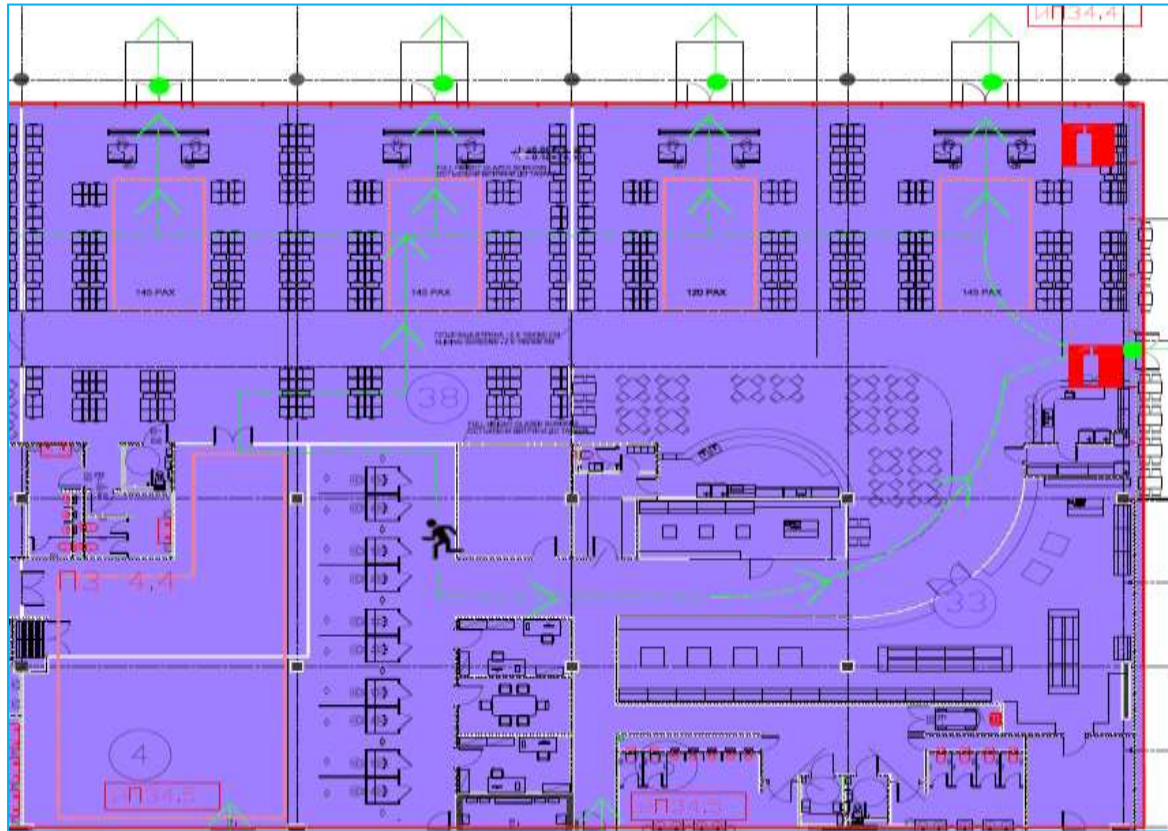


- | | |
|-----------------------------|------------------------------|
| 1. Ginger Coffee Club | 9. Rent-a-car |
| 2. McDonald's | 10. Parking paying machine |
| 3. Beer Bar | 11. Ginger shop |
| 4. Airlines representatives | 12. Ginger shop |
| 5. Costa Coffee | 13. VIP lounge Arrivals |
| 6. Prosecco Bar | 14. Airlines representatives |
| 7. VIP/Business lounge | 15. Airlines representatives |
| 8. Duty free shop | 16. Airlines representatives |

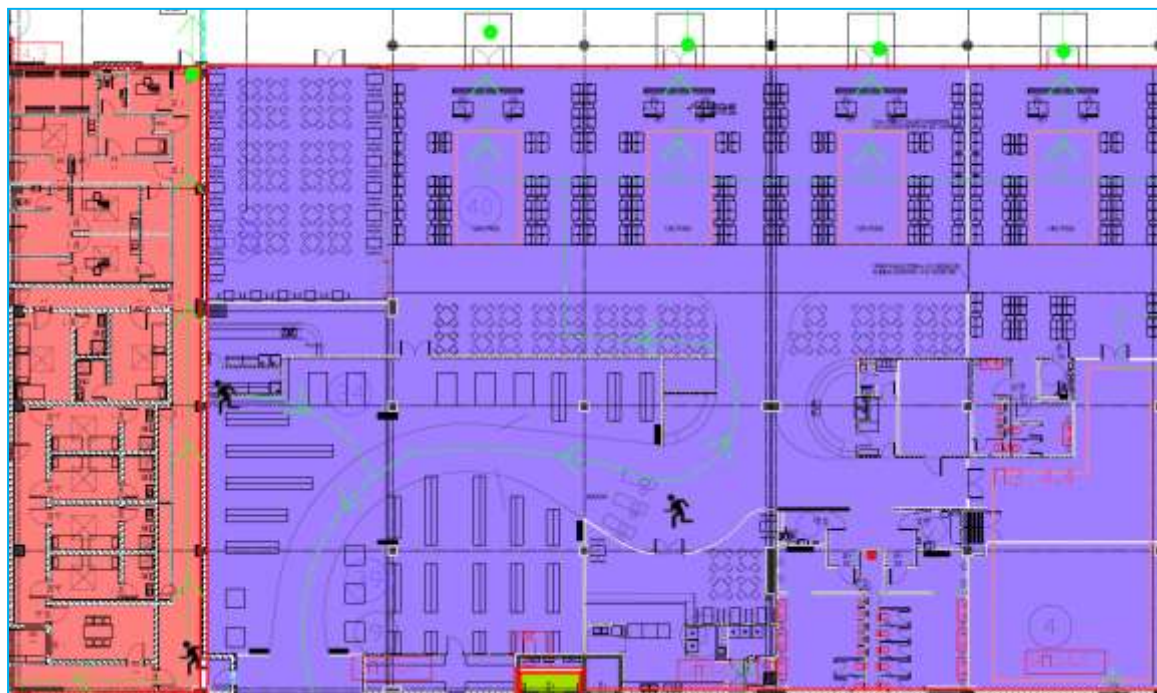
2.4. Escape routes

In case of fire (→ 7.12.) or accident, the escape routes and the instructions of the airport staff shall be followed, using the green lines.

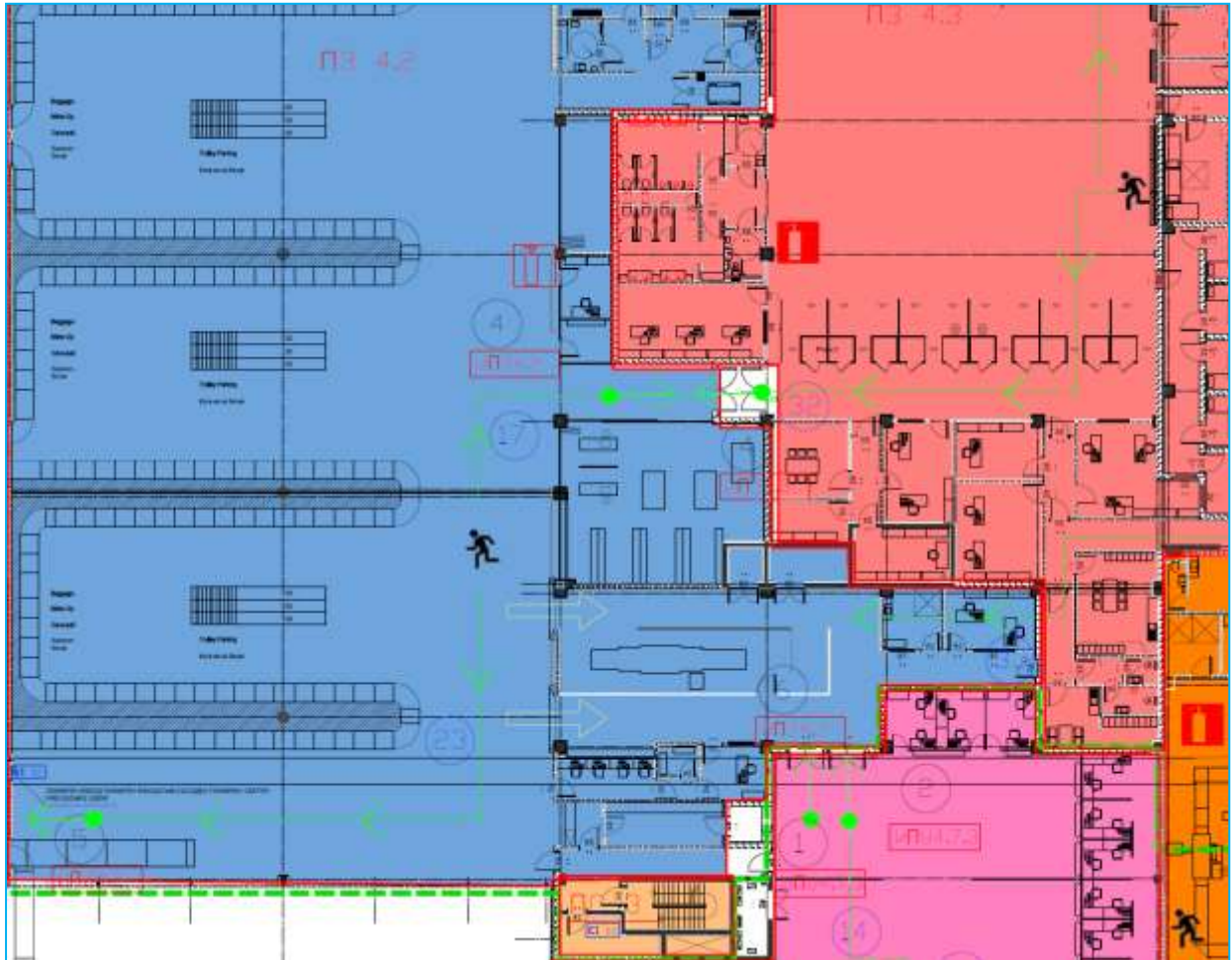
2.4.1. Non-Schengen area



2.4.2. Schengen area



2.4.4. Baggage claim escape routes



2.5. Access for tenants, food and goods supply

The access is organized and controlled by the Security department of the Airport Operator. All tenants and other third parties are responsible for the premises they use (locking, keys and inventory control).

The delivery of oversized materials, goods and supply items (all subject to security check) shall be made through entrance “West” or as per the scheme below:



2.6 Winter/Summer operation of Terminal 2

The winter/summer operation of Terminal 2 is managed as per the start and finish of the summer traffic, the time for the closure and opening of the summer area is to be determined by the Airport Operator;

2.6.1. Winter operational areas are:

- For the Check-in hall, from Check-in No1 till Check-in No9;
- For the Gate area, from Gate No1 up till Gate No3.

3. Scope of application of the Airport User Regulations

Everyone operating aircrafts, GSE, vehicles or machinery, performing retail or any other commercial activities at Varna Airport, as well as those entering the airport on foot or by vehicle is a subject both to these Airport User Regulations and to the associated instructions issued by the Airport Operator.

4. Usage by Aircraft Operators and Suppliers of ground-handling services.

4.1. Authorization for take-off and landing

4.1.1. The airport infrastructure may be used by aircrafts against payments in accordance with the respective *Airport Charges, Rentals and Commercial Fees of Burgas and Varna Airports*. Terms of payment are regulated by the Airport Operator.

4.1.2. Upon request the aircraft operators shall provide to the Airport Operator the documents necessary to prove their entitlement to use the airport facilities and for the calculation of the charges and other fees.

4.2. Rules and criteria for flight schedule coordination and slot allocation

4.2.1. The slots at Burgas Airport are allocated by the airport operator according to transparent and non-discriminatory rules by keeping up with the following priorities:

Flight program request date – with priority to earlier date;

Period of operation – with priority to year-round operations, followed by seasonal flights and operations for a shorter period of time;

Type of flight – with priority to scheduled flights followed by charter flights;

Number of flights included in the flight program – with priority to annual number of flights;

Aircraft type– with priority to higher category aircraft;

Historic slot - availability of a series of applied and confirmed flights that were operated at least 80% of the time during the period allocated in the previous equivalent season - priority is given to airlines that observed this criteria;

Note: Confirmed slots, may be transferred and exchanged between the airlines only upon coordination with the airport operator.

4.2.2. Rules and criteria for a long-term parking of an aircraft.

Acceptance for usage of Burgas Airport as a base for a long-term parking of an aircraft is regulated by CAA regulations, and given by the airport operator according to transparent and non-discriminatory rules based on the following priorities:

Submitted flight request;

Number of planned flights;

Type of flight;

Permanent Operations base available at the airport - including but not limited to operational and administration staff, Operation office(s), equipment and etc. located at the airport;

Period of parking of an aircraft - year-round, seasonal;

Parking of a based or non-based aircraft at the airport for more than 6 hours has to be preliminary approved by the airport authority either with the flight request or with individual parking permission. During the parking time the aircraft operators are obliged:

To provide contacts of a duty officer to AOC;

To assist for the a/c towing in case of a safety, security or capacity issues;

Parking of a based and non-based aircraft for more than 3 months has to be approved with written permission by the airport Director after official request from the aircraft operator.

4.3 Taxiing and towing aircraft

4.3.1. Aircrafts shall only be moved by duly authorized persons.

4.3.2. The Airport Operator's instructions must be followed when an aircraft is moving on the apron either under its own power, or by alternative means, for instance towing them.

4.3.3. The apron areas are used for traffic handling of aircrafts. The Airport Operator's prior consent is required for any other use, for instance for parking aircrafts or to carry out maintenance work.

4.4. Aircraft parking

4.4.1. Aircraft parking stands are allocated by the Airport Operator. In case that an aircraft remains on the apron for more than two hours, the aircraft operator shall, upon request of the Airport Operator, park in the area allocated.

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

4.4.3. 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 or fee.

4.4.4. The Airport Operator is only responsible for damages to aircrafts if this proven to have been caused by the Airport Operator's own personnel.

4.5. Noise control

4.5.1. The aircraft operators shall keep the noise level caused by engines running at the airport site at absolute minimum in order to reduce noise pollution. The aircraft operators shall use the noise control system in order to avoid harm to the public due to considerable noise pollution, endangerment or disadvantages for the public.

4.5.2. Maintenance and relevant engine trail runs are only allowed after written approval by the Airport Operator.

4.5.3. All aircraft operators shall follow the respective noise regulations and inform the Airport Operator in case of potential non-compliance.

4.6. Parking, storage and repairs of automobiles, GSE and other equipment

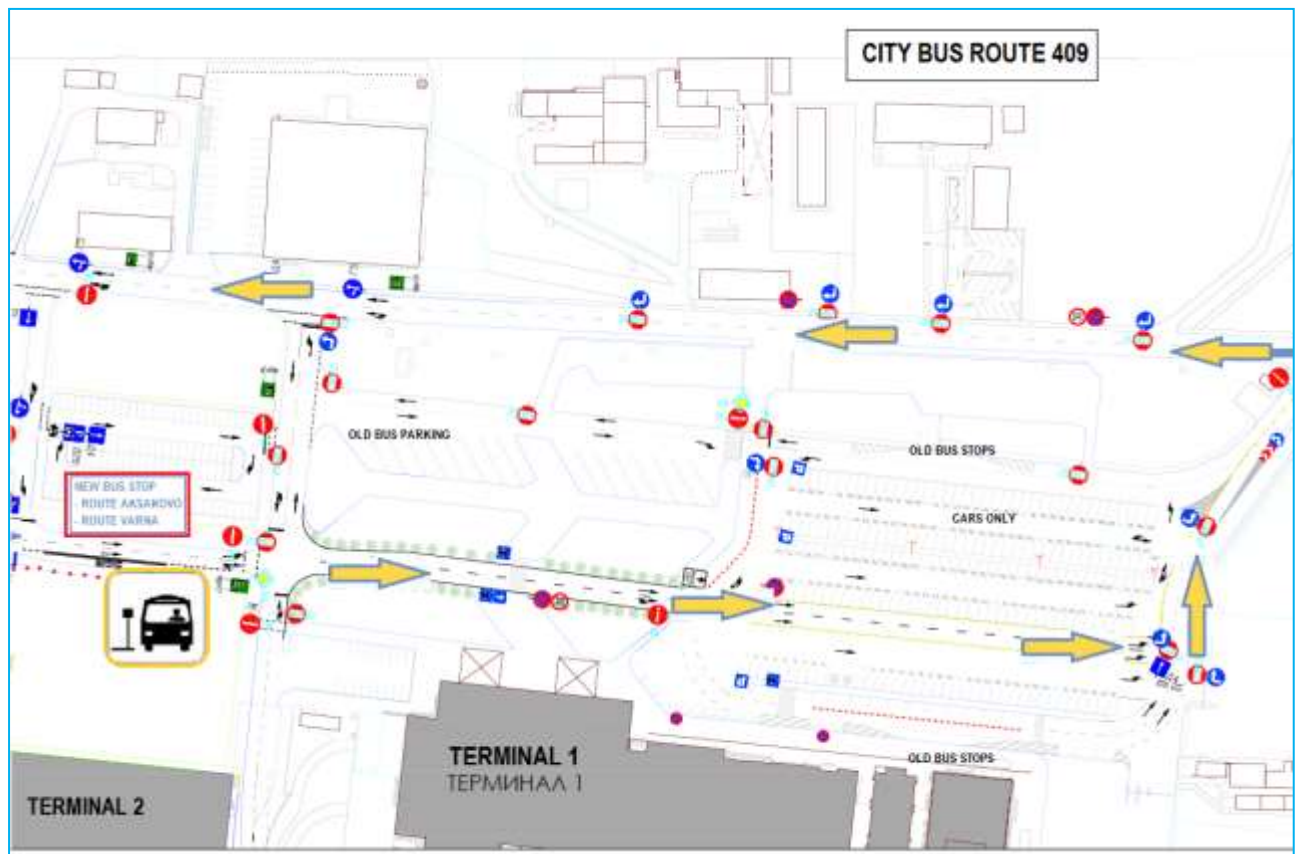
4.6.1. Long term parking, storage and repair of vehicles, GSE and other equipment shall be always approved by the Airport Operator.

4.6.2. Parking of GSE and other equipment in the airside area is managed by the Airport Operator.

4.6.3. Parking of GSE and other equipment at aircraft stands is not allowed.

4.6.4. Maintenance work, fuelling, washing and cleaning of vehicles and other technical equipment is inadmissible outside allocated areas.

4.7. Maintenance work, washing and de-icing



5.2 Vehicular traffic and parking

5.2.1. The drivers of the vehicles must ensure all necessary safety measures. The existing parking spaces cover the needs of passengers and visitors of Airport Varna. Currently there are 50 Bus-stands at the transfer zone and around 300 car's parking lot in front of Terminal 1. In front of Terminal 2 there are 34 Bus-stands located. Additional parking spaces for employees are provided. All of them are marked with adequate horizontal and vertical signage, according to the Bulgarian law for traffic roads and the good practice.

5.2.2. Public car parking is in front of Terminal 2, Terminal 1 Departures and ATC tower, and .

5.2.3. The bus parking zone and the transfer zone could be found in front of Arrivals, Terminal 1 and 2. Its purpose is mainly for meeters and greeters, only for short-stay of maximum 5 minutes.

5.2.4. The Airport Operator or an authorized by him operator of the public parking lots is entitled to organize, manage and safe-guard the proper usage of the parking against collection of respective fee.

5.2.5. Violation of the road traffic regulations and signage could lead to penalties to car's owner or driver. The Airport Operator shall not be liable for any missing items, left in parked vehicles.

5.2.6. Short term stop of vehicles for pick up and drop off passengers and luggage is only allowed in front of the terminal buildings as well as at the marked parking areas.

5.2.7. Freight and cargo could be loaded or unloaded only with the consent of the Airport Operator.

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

5.2.9. Parking or positioning of vehicles on the curbside or near fire exits and safety zones is strictly forbidden. All the emergency and fire escape roads shall be kept clear and free of obstacles at all times.

5.2.10. Parking of small vehicles (mopeds, bicycles, etc.) is not allowed inside the buildings.

5.3. Restricted Areas

5.3.1. Facilities within the restricted (fenced) area of the airport could only be entered with the permission of the Airport Operator or other authorized authorities. The operation of vehicles at the restricted areas is subject to the authorization of the Airport Operator. The areas include particularly:

- Maneuvering area;
- service area and other apron areas;
- ATC sites and property;
- Electrical substations and transformer buildings;
- Roofs of the buildings;
- Heat plant;
- Hangars;
- Gate areas;
- Transit areas and rooms and traffic areas used for ground handling purposes;
- Baggage reclaim areas;
- Garages and workshops;
- Construction sites;

- Fuel farm and petrol station.

5.3.2. Airport ID shall be carried in the restricted area. Visitors are only allowed to visit restricted area accompanied by an authorized airport employee. Each and every access to the Maneuvering area shall require explicit permission by ATC.

5.3.3. Vehicles operating in the restricted areas must be specially marked and provided with safety equipment. The traffic regulations issued by the Airport Operator are obligatory for vehicle traffic.

5.4. Apron

5.4.1. The speed limit for vehicles operating on the apron areas is 20 km/h and within the aircraft stand boundaries is 5 km/h. These speed limits shall not apply to follow-me, fire-fighting, security, ambulance, rescue or snow-cleaning vehicles.

5.4.2. Animals are only allowed if kept under proper control.

5.4.3. At reduced visibility conditions, the maneuvering area may be used only by vehicles which are guided by follow-me car and which follow the adopted Procedure for movement on apron at low visibility conditions.

6. Commercial Activities

6.1. Exploitation of trade activities

The Airport Operator - Fraport Twin Star Airport Management AD, as a concessionaire of Varna Airport, by virtue of a Concession Agreement dated on the 10th of September 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.

The chosen companies for trade activities shall start their operation after duly coordinating all actions and detailed measures with representatives of the Airport Operator.

Official instructions for some zones and terminal areas are obligatory prior to operation.

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

This is also valid for any subsequent rebranding on behalf of the trade operator concerning the operated or rented area.

6.2. Rentals

Renting of premises and areas of the airport shall be contracted with the Airport operator.

6.3. Advertising and distribution of printed media

Advertising spaces are located on certain advertising positions inside and outside the airport buildings and other areas. An advertising contract shall be concluded for a certain period of time as per the Airport Charges, Rentals and Commercial Fees of Burgas and Varna Airports. Distribution of flyers or other printed media at Varna Airport requires the prior consent of the Airport Operator and is subject to payment, according to the type of media and time period.

This also applies to the distribution of advertising articles and samples.

6.4. Public and employees parking

Parking lots at Varna Airport could be 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 have to follow the traffic regulations at the airport parking area and may only 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 visibly stated at the airport and on the Airport's website. All parking users are encouraged to use the parking payment machines, placed on the territory of the parking, in order to save time. In this regard additional 5 minutes for ticket validation will be provided.

6.5. Construction works

6.5.1. Construction works at the airport site requires the permission of the Airport Operator and also the prior consent of the competent aviation authorities, if required by law.

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

6.5.3. The constructors shall notify the Airport Operator and the Firefighting unit for any works posing a fire hazard, as well as works producing dust, heat or aerosol particles which could trigger alarms.

6.6. General Rules for Photo Shooting and Filming

6.6.1. Commercial photographing, making videos by camera, etc. is only allowed upon written consent of the Airport Operator and against respective fee. The photographer/camera operator shall be instructed for security and safety reasons and to keep the good reputation of Varna Airport.

7. Safety regulations

7.1. Apron and airfield safety

7.1.1. All personnel working on the apron and airfield shall pass safety trainings which correspond with the activities and the tasks they will perform.

7.1.2. Every person who is driving GSE, vehicle or other self-propelled equipment on the apron and the service roads at Varna Airport, shall possess a valid Airside driving permit, in accordance with the approved by CAA training program, provided by the Airport Operator.

7.1.3. Every person who is driving GSE, vehicle or other self-propelled equipment on the apron and the service roads at Varna airport, must follow the „Instruction for movement of GSE and vehicles in the working area“. In case of any violation the Airport Operator has the right to withdraw the Airside driving permit. The Airside driving permit will be returned once a successful refreshment training and tests are being passed.

7.1.4. Each GSE working on the apron shall be insured for third-party liabilities and shall be licensed by CAA. The Airport Operator has the right to obtain the registry and license documentation and check for safety hazards.

7.1.5. Each GSE working on the apron shall be operated and maintained in accordance with the approved standards for the airport.

7.1.6 The usage of mobile phones next to the refueling track, A/C engines and under the A/C wings, during A/C refueling is forbidden..

7.2. Emergency and evacuations

In case of an emergency –the state emergency telephone number 112 shall be called. Passengers must follow the evacuation schemes situated on the walls and the instructions from the Public Address System. Access to fire-fighting equipment, emergency exits and fire escapes must be kept clear at all times. 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.

The emergency lighting system will provide illumination of the terminals' exits in the event of a failure of the main power supply. Emergency exit signs are placed at each of the building exits.

7.3. Smoking ban

Smoking and handling with naked flames is prohibited on the aprons, in aircrafts, in aircraft workshops and in hangars. Smoking is also prohibited in the passenger terminals and in the administration buildings.

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 authorized for such work by the Airport Operator.

7.4. 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 are 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. Passengers are allowed to consume alcohol only in designated F&B areas.

7.5. Working with aircraft engines

7.5.1. Aircraft engines are not allowed to run in hangars or workshops.

7.5.2. 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.

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

7.5.4. 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.

7.5.5. 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.

7.5.6. 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.

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

7.6. Handling fuel and operating fluids

7.6.1. Aircrafts may not be fueled while their engines are running. Aircrafts may not be fueled with unauthorized persons aboard.

7.6.2. During fueling an aircraft while passengers are on board, in the act of boarding or disembarking without fire service, the following provisions apply:

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

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

7.6.2.3. A suitable fire extinguisher must be available in the vicinity of the aircraft.

7.6.2.4. It must be possible to call emergency the airport fire service immediately.

7.6.2.5. The position must have been cleared by the Airport Operator.

7.6.2.6. 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.

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

7.6.2.8. 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.

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

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

7.6.3. Fueling of aircraft with passengers on board is subject to explicit agreement with the Airport Operator whereas the client will bear the costs of the ramp fire safety measures, which will be invoiced according to the charges approved by the Airport Operator.

7.6.4. If conditions 7.6.2.6 to 7.6.2.10 are not met, fueling the aircraft while passengers are on board or in the act of boarding or disembarking is not permitted.

7.6.5. If fueling the aircraft while passengers are on board or in the act of boarding or disembarking, the airport user shall ensure that:

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

7.6.5.2. The instructions referred to 7.6.5.1. shall 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 organizing the evacuation of the aircraft.

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

7.6.7. Passengers must not be permitted to remain on board during fueling or defueling of helicopters.

7.6.8. Fueling and defueling during thunderstorms is not permitted.

7.6.9. Unauthorized pedestrian or vehicular access to the fuel depot area is prohibited.

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

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

7.6.11. Companies supplying aircrafts, vehicles and machinery with operating fluids such as fuel, hydraulic fluid, lubricants, engine oil, etc. must be duly authorized 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 fueling 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.

7.7. 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.

7.8. Working in hangars and workshops

7.8.1. 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.

7.8.2. 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 Labor Inspectorate.

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

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

7.9. Storing materials, equipment and garbage

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

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

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

7.9.4. Highly flammable garbage such as lubricant residue, used cleaning agents, etc. must be disposed of in correspondingly labeled 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.

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

7.10. Warehousing

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

7.10.2. 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.

7.10.3. 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.

7.10.4. 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.

7.10.5. Before handling and warehousing of hazardous goods a responsible contact person shall be provided to the fire service by the Airport User in order to inform about any hazardous goods and handling and storing procedures. In the event of an accident the Airport Operator and the firefighting unit shall be notified immediately.

7.11. Firefighting

7.11.1. The firefighting activities at Varna airport are provided by external legal entity on behalf of the Airport Operator. The firefighting unit observes the territory of the airport and provides 24/7 duty for aviation accidents, structural fires and natural disasters.

7.11.2. Access to firefighting equipment, emergency exits and fire escapes must be kept clear at all times.

7.11.3. In case of fire the instructions of the firefighting personnel are mandatory for everyone.

7.12. Ambulance services

7.12.1. The medical activities at Varna airport are provided by external legal entity on behalf of the Airport Operator. The medical unit provides First aid services and provides 24/7 duty for aviation accidents and natural disasters.

7.12.2. Any individual medical services which are not related with aviation incidents and accidents are subject to payment.

7.13. Safety management system (SMS)

7.13.1. 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 Airport. All companies operating under SMS 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.

7.13.2. Safety Management system is organized approach to manage Safety, including structures, procedures, documents and accountabilities. All persons who use or require the 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.

7.14. Violation of Safety regulations

7.14.1. All persons – Airport users, Suppliers of ground-handling services, passengers, employees, representatives, tenants and maintenance units must comply with the safety regulations when being on the apron of Varna Airport.

7.14.2. All personnel of the Airport Operator, Airport users, Suppliers of ground-handling services, tenants, etc., operating on the apron and the aircraft stands are responsible to safeguard the aircraft and vehicle maneuvering and operation. All the personnel shall be FOD (Foreign Object Debris) instructed.

7.14.3. The Safety inspector and AOC staff are authorized to seize the airport ID or Apron driving permit of any perpetrator or violator of safety standards.

7.14.4. The return of personal airport ID or Apron driving permit succeeds an exam with positive outcome by the party, which has violated the safety regulation beforehand.

7.14.5. The exam is held by the Safety Department of Varna Airport. All safety instruction courses are being conducted by the Safety Inspector.

8. Security regulations

8.1. Introduction & General Principles

8.1.1. On the territory of Varna Airport there are restricted access security areas, as well as the respective procedures and systems of identification of persons and vehicles. They are introduced for the purposes of achieving security in the civil aviation.

8.1.2. Fraport Twin Star Airport Management AD, in its role of the 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.

8.1.3. 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 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.

8.1.4. All employees of the Airport Operator and its company vehicles, as well as all employees and company vehicles third parties operating airside, shall have a valid airport pass as per the Law. The pass 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 Security department of Varna airport to justify their need for an 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 30 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.

8.1.5. The permanent airport passes for Varna Airport are issued by CAA and are their property. The temporary airport passes are issued by Security department of Varna Airport and are property of Fraport Twin Star Airport Management AD. The security passes 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 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.

8.1.6. In the event of failure to observe the security procedures the Airport ID may be detained. The persons authorized to do this are the employees of the Security Department, Border police, as well as the CAA inspectors.

Fraport Twin Star Airport Management AD, in its role of Airport Operator, has the right for security reasons to perform manual checks of all persons and vehicles that entered the airside. The Manual checks shall be performed in the airside and its exits by the security staff of Fraport Twin Star Airport Management AD

8.2. Security areas

8.2.1. For the sake of security in civil aviation on the territory of an airport is separated. Access to the security zones is limited and is attested by the existence of a valid Airport ID. Right of access to these areas have persons undergone background check and have clear necessity to attend to them as per the legislation in force.

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

8.2.2.1. Public area is the area where the access is permitted to all the public.

8.2.2.2. Airside area is an area in which is not allowed direct, uncontrolled access and the permission shall be marked and visible on the airport ID.

8.2.2.3. Critical part of the security restricted area: Access to critical parts of security restricted areas is only allowed to the persons who have special mark on the Airport ID. Other way the access will be denied. If a person without permission for the area is noticed in will be escorted to the public area and the airport ID will be deprived.

8.3. Access right and Airport ID passes

8.3.1. Airport ID passes are only issued to persons granted the right of access to restricted access areas, after all procedures and checks are performed. It shall 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

8.3.2. Airport IDs 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 Airport ID there is a full background check of the applicant. The pass is issued within 30 days after the application is submitted. An application shall be made again for a next issue of the pass.

8.3.3. Codes on an Airport ID, for example:

1 - Varna Airport entrances, leading to the restricted zone and its critical parts. Entrance 1 is for pedestrians.

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.

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

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

Permanent passes are issued by the 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 up to three years.

Temporary passes are issued for short periods of access to the secured area of the airport (for up to 12 months). 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 CAA is required to access the respective restricted area or its critical part. Permits for vehicles are also two types: "permanent" and "temporary".

Temporary vehicle pass issued by Security department of Varna Airport for access to the leading car or escort. Its validity is 12 months. For external contractor 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 12 months.

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

8.4. User's guide and useful information

8.4.1. The pass is personal and cannot be reassigned to another person.

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8.4.2. 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.

8.4.3. The pass is valid for a specified period and also for airports and entrances to the zones marked on it.

8.4.4. All persons entering or leaving security zones are subject to security checks.

8.4.5. All persons are prohibited to import prohibited articles into security zones.

8.4.6. In case of refusal of a person to be examined at security checkpoints, at the same shall be denied access to security zones.

8.4.7. When making a breach in the security procedures, the pass can be deprived by the responsible authorities - officials of the Security Service, CAA, officials of the Ministry of Interior.

8.4.8. 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.

8.4.9. On cessation of the need of pass or its expiry, it shall be returned to Security Department of VAR. For failure of the above, an amount of triple the cost of the pass is due.

8.4.10. If somebody found a lost Airport ID, please return it to the Security office or dial: +359 884 801 360.

8.4.11 If you see unattended baggage, package or lost item:

Talk to possible owners of the baggage

Do not touch or modify the baggage

·Look for visible ID information on the baggage

·Keep the area near the baggage clear

·Monitor the area and be alert to anything unusual

Before touching or moving the bag or package:

Contact Boarder police or Fraport Security staff (tel. contacts from Courtesy phones kiosks 3389; 2777 or 3120)

· Specialists will determine whether the area needs to be blocked off or secured.

8.5. Airport 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: VARSecPass@varna-airport.com

9. House rules

9.1. The Airport Operator has adopted Code of Conduct which summarizes the basic principles and values to be followed by all the third parties interacting with the Airport Operator.

9.2. Littering in the terminal is not permitted. All garbage, cigarettes butts, gums, etc shall be disposed in the rubbish bins provided.

9.3. Smoking is not permitted within the terminal. It is only allowed in the designated areas, as indicated by the relevant signage.

9.4. Lying on the floor and sleeping in the terminal are not permitted.

9.5. Peddling and Soliciting are not permitted within the terminal.

9.6. Harassment of guests/passengers, in any form, is not permitted.

9.7. Surveys/Market Research

Surveys, polling, market research and petitions within the terminal are not permitted without prior written consent of the Airport Operator.

9.8. Events, cultural, musical or other commercial and social activities are not permitted without prior written consent of the Airport Operator.

9.9. Vandalism and destruction of property within the terminal as well as the instigation for damage in general to Varna Airport property is not permitted.

9.10. The aimless activation of a fire alarm, first aid call or any other emergency alarm is not permitted.

9.11. Use of narcotics or excessive consumption of alcohol is not permitted. Persons under such influences may be expelled from the terminal premises.

9.12. Dogs and other pets shall be escorted by their owners with a leash, and muzzle if required, or shall be in a cage. Abuse of animals is not permitted.

9.13. Obstruction to entrances/exits, emergency escape routes, corridors and to any other area in the terminal which affect the smooth movement of passengers with baggage, trolleys or any other item is not permitted.

9.14. Use of flammable and odorous substances is not permitted.

9.15. Bicycles and other such wheeled equipment (scooters, skateboards) as well as any game that interferes with the smooth operation of the terminal or puts into danger other terminal and airport users is not permitted.

9.16. Cursing, altercations and in general demeaning behaviors are not permitted within the terminal.

9.17. Any activity or its absence thereof which negatively impacts directly or indirectly the smooth operation of the terminal is not permitted.

9.18. Withdrawal from the terminal or abuse of baggage trolleys is not permitted.

9.19. Loitering within the terminal is not permitted.

9.20. Persons who have been requested to leave the premises by the Border Police or a representative of the Airport Operator shall immediately leave the airport. Persons who have been expelled from the terminal by the Border Police or a representative of the Airport Operator, may not re-enter the terminal until 24 hours after their expulsion. Such persons may be exempted if they are passengers, traveling on the same day, as confirmed by their airline.

9.21. For security reasons, the airport premises and their users are monitored by CCTV.

9.22. Public address system is installed in Terminal 2 of Varna airport aiming to provide flight information and instructions in case of emergency. It is integrated with the Fire alarm system. In case of fire, the Fire Alarm Control Panel will activate automatic radio instructions which shall be followed by everyone.

9.23. Ban for usage of cameras and mobile phones.

9.23.1. Mobile telephones and cameras are forbidden for usage by passengers in the Terminal, at all places marked by pictograms as shown below:



9.23.2. The usage of mobile phones and cameras are forbidden for passengers in the area directly in front of the security check and Border Police booth area, marked with the relevant pictogram sign.

9.23.3. The airport operator reserves its right to designate additional areas where the usage of mobile phones and cameras are forbidden, by marking these zones with pictograms..

10. Environmental protection

10.1. Waste separation

10.1.1. 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 waste legislation.

10.1.2. 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.

10.1.3. 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 shall be avoided.

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

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

10.1.6. Waste from the cleaning of aircraft on an international flight 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. The requirement of catering waste from international flights is transmitted in clear bags to licensed operators for transportation of the catering waste for disposal by landfill or incineration in accordance with the requirements of Regulation № 1069/2009. Catering waste shall be divided into separate bags from other waste from cleaning of the aircraft cabin.

10.2. Soiling

10.2.1. Soiling and dirt on the premises the airport of Varna shall 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.

10.2.2. 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.

10.2.3. The Airport Operator must in all circumstances be notified immediately about of the release of hazardous substances or goods.

10.3. Air pollution

The operation of vehicles' motors in idle regime shall be kept at an absolute minimum.

Another measure to reduce carbon emissions is immediately to provide a ground power unit (GPU) to reduce the time of usage of auxiliary power units (APU) for stays off and landing of the aircraft on Varna Airport.

10.4. Effluents

10.4.1. 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.

10.4.2. 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.

10.4.3. 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.

10.4.4. 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.).

10.4.5. The user must notify the Airport Operator immediately of any change in the nature or volume of the effluent produced.

10.4.6. All new connections or changes of the existing sewage facilities require the written permission of the Airport Operator.

10.4.7. The Airport Operator's personnel must be granted access to operating areas at all times for monitoring purposes and to prevent unauthorized discharges.

10.5. De-icing media

De-icing media shall 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.

10.6. Noise monitoring system (NMS)

NMS is installed at the beginning of the summer season of 2011. It consists of 4 stationary terminals whose location is consistent with the predicted Leq noise contour 60-65 dB (A) at Varna Airport for 2009/2010. In mid of 2012 the system was linked with the radar data provided by ATSA which guarantees the reliability of the data. The monitoring system noise has installed one of the world leaders in this field - "Topsonik Systemhaus" GmbH - Germany. The installation is one of the most advanced systems developed by modern technology to record the noise events. The measurement is made by special terminal stations with built-in microphone configured based on the location of the slots. Data obtained from measurements are updated every half to one second. The system stores information in a database, calculates parameters for noise recorded performance not only in terms of landing and departing planes and over flights of the particular region. The system gives reports to the state control authorities for the aviation noise events, including deviations from the noise limits. Over flight above the sanitary zone shall not exceed LAMAX which is defined at max of 85dB (A) as per effective Bulgarian legislation.

10.7. Responsible units

Integrated Management System and Internal audit department

Contact person for environmental issues:

Galya Petrova, tel. 0884 905 590, Galya.Petrova@fraport-bulgaria.com

11. Lost property

Property found on airport facilities (personal belongings, clothing, other small items) must immediately be delivered over to the Varna Airport Lost and Found Office. If the found property is bag, box or other suspicious baggage (including checked suitcases and bags, non-transparent bags when the content is not visible), for security reasons, it shall not be moved – the security airport authorities shall be immediately informed (for details please refer to chapter 8.4.11, part of this document). Contacts:

Telephone: +359 52 573 423

E-mail: ll@varna-airport.com

Concerning the Lost & Found service that we provide for Aircraft companies, an item left for more than three month is treated as UNSEARCHED /no inquiry is being submitted to FTSAM/. Depending on the various instructions from A/C some of the items stored at our premises for more than 6-8 months are being returned with protocols.

A lot of items still remain at the Lost & Found storage premises, some valuable (PC, hardware, mobile phones etc.), others not so – clothes, belts, umbrellas etc. The national legal frame is unclear on the subject, whether they are goods/items/ passed through external border or not. For sure they are not being confiscated.

The good practice of affiliates and FRA is to organize a charity lottery with the title **Win to Help (“Спечели, за да помогнеш” in Bulgarian), in support of the disadvantaged children in the regions of Varna and Burgas!***

All leftover items /i.e. personal belongings/ will be listed, labeled appropriately and following the list lottery tickets will be issued with the help of social committee and the Lost & Found clerks. All tickets should be offered to FTSAM employees at a price of 20 BGN (which will be revised on a yearly basis);

All such gathered funds will be transferred to the cause, i.e. donated. If not all items are distributed through the ticket offering, a second campaign will be initiated.

Subsequently a protocol will be signed for closing the items’ files of the Lost and Found archive.

** Depending on the collected funds, most appropriate beneficiary will be selected by the Social Committee and communicated accordingly. (for ex. 200 BGN donated for a room refurbishing with cost of BGN 5,000 will not be appropriate).*

12. Place of Settlement and Jurisdiction

Place of settlement and jurisdiction for commitments and legal disputes arising from these User Regulations is the city of Varna.

13. 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 expelled from the premises of Varna airport by the Airport Operator.

All permissions required in connection with the Airport User Regulations must be obtained in advance and in writing.

14. Definitions

'Airport authorities' refers to the local branches of Border Police, Air Traffic Control, customs, veterinary control, firefighting unit and Civil Aviation Authority.

'Airport Operator' refers to Fraport Twin Star Airport Management AD.

'Airport user' means any natural or legal person responsible for the carriage of passengers, mail and/or freight by air from, or to the airport.

'Ground handling' means the services provided to airport users at airports as described in the Civil aviation act.

'Maneuvering area' refers to runway, runway strip, taxiway system and apron.

'Supplier of ground-handling services' means any natural or legal person supplying third parties with one or more categories of ground handling services.

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