

Operating Regulation for the Procedure "Flight Operations without a Flight Operations Officer" at Hof-Plauen Airport (EDQM)

Related Documents:

- The applicable regulations referenced are listed on page 7, item 8 of this Operating Regulation.

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at Hof-Plauen Airport (EDQM)

1. Scope of Application

In compliance with and application of NfL 2024-1-3106 (German Aeronautical Information Publication Notice) on the "Principles for Flight Operations Officer Duties at Landing Sites and Glider Sites without Air Traffic Services," this Operating Regulation applies exclusively to the operation of aircraft with a maximum take-off weight (MTOW) of up to two tonnes at Hof-Plauen Airport (EDQM).

This Operating Regulation further applies exclusively outside the published operating hours, during which neither air traffic subject to air traffic control service nor uncontrolled air traffic under the supervision of a Flight Operations Officer can take place (PPR procedure). Flight operations without a Flight Operations Officer are permitted only from SR-30 until the start of operating hours, or from the end of operating hours until SS+30.

Pilots conducting flights under this regulation must obtain PPR (Prior Permission Required) approval from the aerodrome operator beforehand. In individual cases, PPR approval may also be granted generally to applicants. A corresponding form is provided on the website www.airport-hof.de under the "Pilot Information" section.

2. Scope of Operations

The following flights are not permitted under this Operating Regulation:

- Flights with aircraft and rotorcraft exceeding 2 tonnes MTOW
- Commercial flights requiring RFFS (Rescue and Fire Fighting Services) under NfL 2023-1-2792
- Circuit (traffic pattern) flights before 09:00 and after 20:00 local time
- IFR flights (without a change to VFR)
- Flights during night hours, i.e. after/before SS+30 / SR-30
- Flights when the movement areas are covered in snow and/or ice
- Flights to/from third countries, as well as flights serving police and/or customs entry into or exit from the EU economic area

There is no option for the pilot in command to activate the runway lighting.

3. Flight Operating Procedures

The pilot in command must observe the following specific procedures for arrival/departure at Hof-Plauen Airport (EDQM):

- a) Before arrival/departure, the pilot in command must check the current status of the most recent runway inspection, published on the website (www.airport-hof.de/piloteninfo). The runway condition report describes conditions at the time stated and does not guarantee the actual conditions at the planned time of arrival/departure. This does not relieve the pilot in command of the obligation to personally verify the operational safety of the movement areas before arrival/departure.
- b) Before arrival/departure, the pilot in command must obtain information on local weather conditions. Outside operating hours, the Hof-Plauen Airport weather station operates as an automatic station (AWAK Class 3) and transmits Auto-METAR reports to the DWD (German Weather Service) without weather phenomena (e.g. precipitation events). These reports are available via the usual sources.
- c) Before arrival/departure, the pilot in command must obtain information on restrictions and special operating conditions. Important sources include the airport website, published NOTAMs, published AIP charts, published NfL (Aeronautical Information Publication Notices), or notices posted on-site.

- d) Arrival/departure is permitted **only with the transponder/FLARM/ADS-B switched on**, since flight movements are automatically recorded for the maintenance of the official flight log by means of the JetVision system. This data is also collected for billing purposes.
- e) As a general rule, blind calls must be transmitted by radio on the published aerodrome frequency (124.355 MHz) on both arrival and departure, stating intentions. The applicable published radiotelephony procedures apply.
- f) Before departure, the pilot in command must, at the respective holding points, verify that the runway and the approach/departure sectors are free of obstacles and free of traffic.
- g) It is recommended to enter or exit the traffic pattern via the published mandatory reporting points. Entry/exit via the reporting points must be announced by blind radio transmission.
- h) After landing, the runway must be vacated without delay via the existing taxiways (Section 23(1) No. 9 LuftVO – German Air Traffic Regulations).
- i) Parking of aircraft on the apron is permitted only at the designated and marked positions.
- j) If the aircraft is parked on the apron, the pilot in command is responsible for securing the aircraft against rolling away and for locking it against unauthorized access.
- k) After securing the aircraft, the pilot in command must leave the premises via the public exit (turnstile). An exception applies where a departure is planned shortly thereafter.
- l) If a pilot in command holds access authorization to hangars, these must be locked again each time after the aircraft is placed in or removed from the hangar.
- m) Refuelling is only possible via the existing fuel pumps using a fuel transponder. Billing is carried out automatically via the fuel transponder.
- n) Further provisions of the applicable Aerodrome Operating Regulations (FBO) remain unaffected.
- o) Emergency management: pilots must independently initiate the rescue chain (emergency call/ELT). In the event of accidents or incidents during flight operations without a Flight Operations Officer, the aerodrome operator or its representative must be informed without delay.

4. Transition of Flight Operations

If regular flight operations with air traffic control begin or end in accordance with the published operating hours, the air traffic controller on duty in the tower may announce this to all participants by blind radio transmission.

Example call: “Hof Tower to all stations: control zone is activated” or “... deactivated”

Alternatively, the pilot in command **must** inquire on the aerodrome frequency about the status of the aerodrome and/or the control zone/air navigation service.

Where flight operations with a Flight Operations Officer take place under a PPR arrangement, the Flight Operations Officer must likewise announce the transition of operations by radio in an appropriate manner.

5. Airport Operator's Duty to Ensure Traffic Safety

This Operating Regulation does not terminate the airport operator's duty to ensure traffic safety. The airport operator undertakes to determine the operational safety of the aerodrome premises and its movement areas at least once daily, using trained personnel (e.g. ground handling service), and to document this by means of a “runway condition report.” The runway condition report is automatically published daily on the airport operator's website (www.airport-hof.de/piloteninfo).

Use of the premises by pilots outside published operating hours and under this Operating Regulation is at their own risk. By using the airport for take-off/landing in accordance with this Operating Regulation, the pilot in command is deemed to have tacitly consented to its terms. The airport operator will take appropriate measures where operational safety is not assured and there is a risk of harm to life or limb. The airport operator's liability for intent, gross negligence, and injury to life, body, and health remains unaffected.

6. Fire-Fighting and Rescue Services

During published operating hours, the airport operator provides fire-fighting and rescue services in accordance with CAT 5 under NfL 2023-1-2792 on the “Joint Principles of the Federal Government and the Länder on Fire-Fighting and Rescue Services at Aerodromes” (RFFS services).

Outside operating hours, no active fire protection is provided by the airport operator's personnel, other than the minimum standard described below.

The following rescue equipment is provided centrally at the AVGAS filling station (in front of the tower) in a publicly accessible protective cabinet:

- two hand-held fire extinguishers, each with 9 extinguishing units
- two hand-held fire extinguishers, each with 15 extinguishing units
- first-aid kit per VK DIN 14142
- one prying and forcing tool (e.g. a "Halligan tool")
- one seatbelt cutter
- one fire axe (spark-free per DIN 14900)
- one hand tin snips
- one hand metal saw
- one long-handled bolt cutter and one wire rope cutter
- one pike pole with handle (DIN 14851)
- two blankets
- 2 pairs of cut-resistant gloves, DIN EN 388, size 9 or 10

In addition, an emergency response plan is displayed at the AVGAS filling station and at the entrance, describing the rescue services to be notified and the rescue measures. The aerodrome operator inspects the complete contents of the protective cabinet at regular intervals.

7. Flight Recording & Billing

Pilots in command must always activate the transponder or the FLARM system on arrival/departure. All flight movements (take-offs/landings) are automatically recorded via the “JetVision” digital recording application and transferred to the official flight log.

Billing is carried out via an existing customer account (monthly invoice or direct debit; must be set up in advance) or digitally via the "aerops" app by payment request.

In accordance with the applicable Aerodrome Charges Regulations (FEO), the airport operator is entitled to establish the identity of the aircraft's registered keeper in the event of default of payment.

8. Applicable Regulations

The following additional documents apply to this Operating Regulation:

- Aerodrome licence issued by the Civil Aviation Authority of Northern Bavaria (Luftamt Nordbayern)
- Approval for flight operations without a Flight Operations Officer, issued by the Civil Aviation Authority of Northern Bavaria
- Aerodrome Operating Regulations (FBO), including annexes, in their respective published version in force
- Aerodrome Charges Regulations (FEO), in their respective published version in force
- General Terms and Conditions (AGB) of the airport operator, in their respective published version in force

- Publications in the Aeronautical Information Publication Notices (NfL) and in the Aeronautical Information Publication (AIP) (e.g. rules of aerodrome traffic, visual approach and aerodrome charts)
- Principles of the Federal Government and the Länder for the conduct of aeronautical radio communication at aerodromes without air traffic services
- Announcement on radiotelephony procedures
- Joint Principles of the Federal Government and the Länder on Fire-Fighting and Rescue Services at Aerodromes

The airport operator provides the following documents on its website in their respective current version:

- General Terms and Conditions (AGB): www.airport-hof.de/agb
- Aerodrome Operating Regulations (FBO), Aerodrome Charges Regulations (FEO): www.airport-hof.de/piloteninfo/flughafen-information

9. Final Provisions

There is no legal entitlement to the continuous availability and validity of this Operating Regulation. The aerodrome operator reserves the right to amend or fully discontinue the operation described herein.

This Operating Regulation is valid for an indefinite period and enters into force on 01.09.2026.

This document is translated into English language based on the original and approved german version.