

FUENTEMILANOS AIRFIELD

- INTERNAL BYLAWS & RULES



RULES FOR OPERATIONS

FUENTEMILANOS AIRFIELD (SEGOVIA)

- 1) Current laws and bylaws
- 2) Applicable Norms
- 3) Rule enforcement

1) Legal status

- Private airfield, owned by Aeronáutica del Guadarrama S.A.
- Non-controlled airfield.
- LNA, RCA, AIP and JAR rules apply.

2) General Rules

- The purpose of the following rules is to guarantee a simultaneous and safe operation of different types of aircraft.
- All aeronautical activities will be directed and coordinated by the Chief of Operations, Chief Instructor or a designated person acting under his authority. They will abide to the general directions given by the Airfield Manager and the current legislation.
- The traffic circuit for both gliders and motor planes is on the West side of the runway.
- All pilots must be aware of the operation of all the aircraft flying in the area. The designated airspace and compulsory frequency (123.40 MHz) must be respected.
- Pilots of several nationalities and languages fly together in Fuentemilanos. For a safe operation, communications with the airfield to report positions, approaches and circuit entry will preferably use Spanish. English may be used as an alternative when necessary.

1) Operations in Fuentemilanos airfield

- 1.a) General
 - 1.b) Operating conditions
 - 1.c) Access to restricted areas
 - 1.d) Ground traffic
 - 1.e) Airfield area. Use of compulsory frequency
 - 1.f) Location and reports
 - 1.g) Traffic circuits
- 2) Rules for the activities
 - 2.a) Specific rules for gliding
 - 2.b) Specific rules for engine powered planes and microlights
 - 2.c) Other activities: Aerobatics and Parachuting
 - 2.d) New pilot's registration
 - 2.e) Procedures for glider towing
 - 2.f) Procedures for self launching gliders.
 - 2.g) Nearby airfields, microlight runways, and alternative airfields

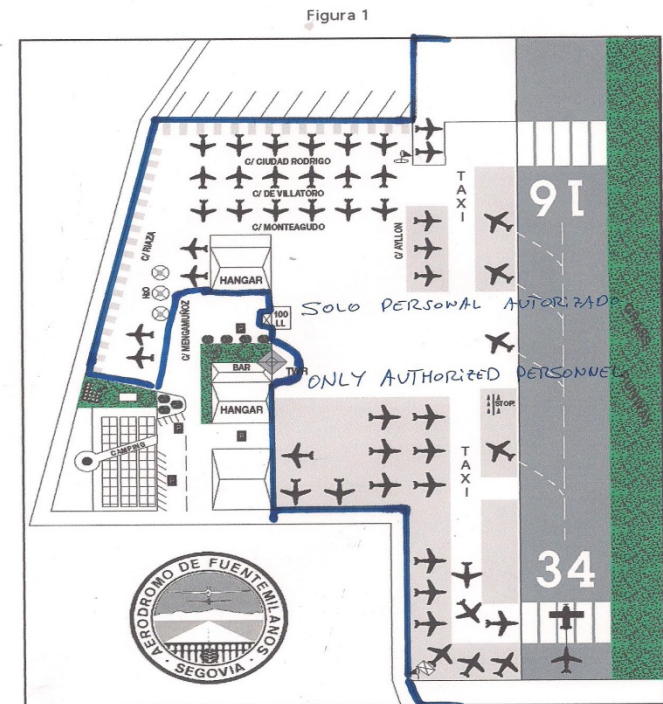
1.a) General information

- Our airfield can encompass several aerial sports, namely gliding, microlights, motor planes, aerobatics and parachuting. All of them, if and when active, must abide to the airfield rules.
- We operate under VFR rules. Therefore, it is essential that all pilots keep a keen and permanent visual awareness of air traffic. They must radio position reports, particularly during take off and landing, and carefully respect the instructions of the Chief of Operations or expert person acting under his authority.
- As established in RCA, Chapter 3.2.3.2, motor planes must give right of way to towing assemblies and to gliders.
- Periodically (once a year) the airfield Manager and/or the Chief of Operations-Chief Instructor will summon all the persons responsible for the various aeronautical specialties operating in or from the airfield, to inform them about any relevant news and discuss any issues of common interest.

1.b) Requirements for operation

- Any person taking part in any aeronautical activity must be fully aware of the specific rules for its particular operation.
- Glider and motor plane pilots are required to show the appropriate valid documents (pilot license, airworthiness certificate, insurance...) for both the pilot and the pertaining aircraft to the Chief of Operations or the airfield office.
- For activities organized on site under the exclusive control of a Club, the person responsible for the Club takes full responsibility for their operation's safety.
- All users must accept, and abide to, the rules of the airfield and its environment.

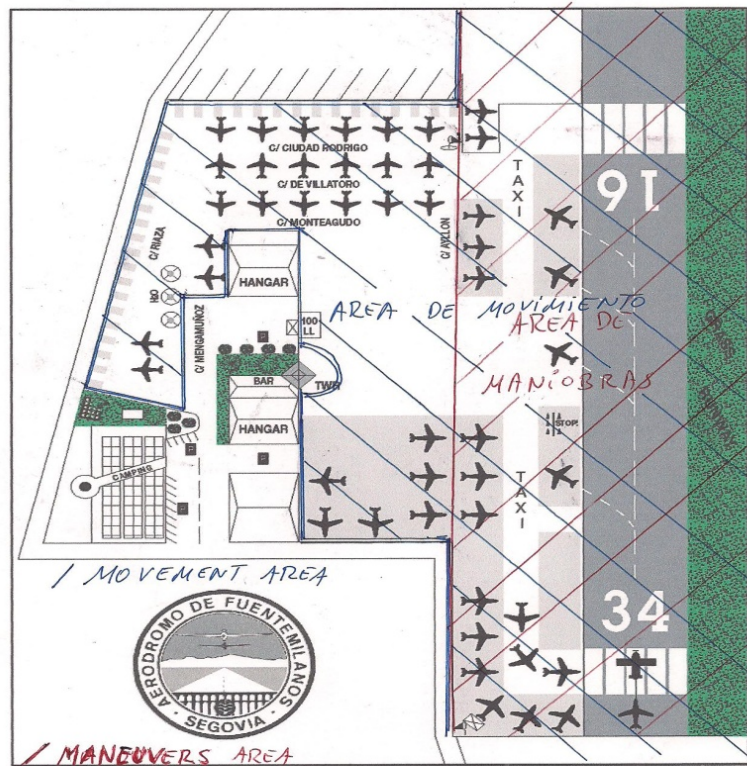
- Access to areas involving aeronautical activities, aircraft parking, hangars, marked service areas, and runways is strictly reserved for participants in the aeronautical operations underway.
- Any other person or visitor must be accompanied at all times by an authorized person, always under the express consent of the Airfield Manager and/or Chief of Operations



1.d) Ground traffic (1)

- Private vehicles are not allowed in the runway, taxiway, or the aerodrome maneuvering areas, unless when towing gliders to or from the runway, moving glider trailers or in case of an emergency.

Figura 1



1.d) Ground traffic (2)

- Private vehicles must park in the designated areas only, and they can transit there just when necessary for moving trailers of assembling or dismantling gliders.
- They must drive on the designated pathways around the hangars.
- After landing, the glider must be removed from the runway area as soon as possible, using the grass strip between the main runway and the taxiway.



1.e) Aerodrome air traffic area (ATZ)

- The airfield official frequency is 123.40 MHz.
- Every aircraft, both on the ground and in the air, must use a two way radio and follow the established communication procedures, either in **Spanish** or **English**.
- The above official frequency must be used at all times when flying within a five mile circle around the aerodrome. Approaches must be notified as soon as the pilot can see the airfield.
- The use of FLARM, or a FLARM-compatible anti-collision system, is **compulsory** for **all** gliders flying within the ATZ.
- At any time during aerial activities, the Chief of Operations-Chief Instructor, or the person acting under his authority, will coordinate the operations and provide appropriate information to incoming and outgoing traffic. This can be carried out from the ground or from the air.
- All pilots are required to provide position reports, even when only one type of aerial activity (e.g. only gliding) is being performed.

1.f) Position reports (1)

Motor planes. The following in flight reports are compulsory:

Incoming aircraft:

- - Report position and request procedures before entering the aerodrome area once you can see the airfield (e.g. ***"XX AIRFIELD IN SIGHT, INSTRUCTIONS TO LAND"***)
- - In case of no radio reply, please check the windsock to select the appropriate runway.
- - Report entering the airfield circuit and selected runway (e.g. ***"XX ON DOWN WIND RIGHT TRAFFIC RUNWAY 34 / LEFT TRAFFIC RUNWAY 16"***)
- - Report once established on final leg and selected runway identifier (e.g. ***"XX ON FINAL 34 / 16"***)
- - Report leaving runway after landing (e.g. ***"XX RUNWAY EVACUATED"***).

Outgoing aircraft:

- - While on the ramp, listen to radio communications and request permission to proceed (e.g. ***"XX ON RAMP, TAXING TO HOLDING POINT RUNWAY 34 / 16"***).
- - Report before entering the runway in use (16 or 34) and at the start of the take off run (e.g. ***"XX ENTERING THE RUNWAY FOR IMMEDIATE TAKE OFF"***)
- - Report leaving the circuit and the aerodrome area. (***"XX LEAVING THE AREA"***)

Aircraft performing successive take off and landings:

- - Report downwind leg (e.g. ***"XX ON DOWN WIND LEG RUNWAY 34 / 16"***) .
- - Report once established on final leg (e.g. ***"XX ON FINAL RUNWAY 34 / 16"***).
- - Report leaving runway after final landing (e.g. ***"XX RUNWAY EVACUATED"***).

1.f) Position reports (2)

- Gliders. The following reports are compulsory when approaching the airfield for landing:
 - - Position report requesting runway in use and wind data (e.g. *"XX AIRFIELD IN SIGHT, INSTRUCTIONS) TO LAND"*)
 - - In case of no radio reply, please check the windsock to select the appropriate runway..
 - - Report entering downwind leg (e.g. *"XX ON DOWNWIND LEG RIGHT HAND TRAFFIC RUNWAY 34 / LEFT HAND TRAFFIC RUNWAY 16"*)
- In case of apparent radio failure, the pilot must still follow the same communication procedures transmitting blindly, as the equipment may still be able to transmit.
- Under such circumstances, the same traffic circuit and the appropriate heights must be respected, while keeping an extremely careful lookout for other traffic.
- In any case, the pilot must have complete and continuous awareness of any other traffic in the circuit.
- The internationally recognized priorities (right of way) among the several aircraft types must be respected.

1.g) Traffic circuits

- Under no circumstances, unless in a emergency, can a pilot enter the circuit below the stated heights:
 - The downwind leg for gliders is established on the main runway's Eastern side, regardless of the runway in use, at 250 meters AGL.
 - The same applies for motor planes, but at 4000 feet MSL.



2.a) Specific rules for gliders (1)

- Gliding is particularly active in Fuentemilanos from March to October, with the airfield open every day unless meteorological conditions prevent it. Take offs usually start at about 11 h (or from 10 h during the high season).
- Glider pilots will be authorized to take off only if they have attended the morning briefing to become aware of the particular conditions and/or rules for the day.

2.a) Specific rules for gliders (2)

- For a safe, simultaneous operation of microlights, motor planes, and aerobatics with glider towing and SLMGs, the Chief of Operations will coordinate glider tows and SMLG's take offs with the other activities. During the initial daily period with many tows and take offs, the Chief of Operations will take special care intercalating them with engine-powered aircraft in an efficient but safe manner.
- The tarmac runway is shared by gliders and motor planes.

Therefore, parking several gliders on the runway waiting for a tow should be avoided so that motor planes' operations are not unduly hindered. Appropriate procedures should be used, so that gliders to be towed stay on the runway the shortest possible time.

2.a) Specific rules for gliders (3)

- **Compulsory** use of the frequency 123.40 MHz in the aerodrome area, according to the previously stated considerations.
- The use of FLARM, or a FLARM-compatible anti-collision system, is **compulsory** for **all** gliders flying within the ATZ.
- Arrivals must be reported in the above frequency, either in Spanish or English.
- Gliders should overfly the airfield only when strictly necessary to check the windsock for an immediate landing.
- If aerobatics happen to be underway when a glider enters the landing circuit, its pilot must exercise special care when reporting his or her position, and use extreme caution when joining the downwind leg.
- At all times during any flight, the airspace legal limitations should be kept in mind and respected.

2.a) Specific rules for gliding (4)

- The collective enjoyment of gliding requires some unpleasant, but unavoidable, collective ground work for a safe and efficient operation.
The cooperation of all and every pilot is expected.
- Rules when flying in thermals:
 - No thermalling is permitted within the aerodrome circuit below 250 m AGL, unless explicitly authorized *via* radio by the Chief of Operations.
 - At all times during any flight, please keep a permanent lookout, even with FLARM.
 - A glider entering a thermal must turn in the same direction as a glider already in it.
 - When two gliders arrive simultaneously to the same and “empty” thermal, the lower glider determines the turn direction.
 - Never undercut another glider’s trajectory.
- Soaring in clouds is legally forbidden in Spain.

2.b) Specific rules for microlights, motorgliders and motor planes

- All aircraft intending to take off will be coordinated by the Chief of Operations. They must listen to the aerodrome frequency, fit in the take off sequence underway, and radio the required position reports. These requirements must be kept, even if you are the only traffic and no reply is received.
- The traffic circuit is to the West of the runway, irrespective of the runway in actual use.
- Any incoming traffic must report its position to the aerodrome as soon as the airfield can be seen by the pilot.
- Landing lights must be switched on when entering the aerodrome area.
- The use of the frequency 123.40 MHz is compulsory in the aerodrome area, according to the previously stated considerations.
- Motor planes can take off at any time during the aerodrome opening hours (VFR), under the coordination of the Chief of Operations.

2.c) Other activities: aerobatics and parachuting.

AEROBATICS. This is expected to be a sporadic activity in Fuentemilanos.

- The maneuvering “box” is located at the West side of the airfield, one of its sides over the runway.
- Using the aerobatics box requires the explicit permission of the Chief of Operations. The pilot must keep permanent radio contact. In case of suspected radio failure, the box must be immediately abandoned.
- The aircraft using the aerobatics box must report in real time when it enters and leaves it.

PARACHUTING. This is expected to be a sporadic activity in Fuentemilanos.

- It will be carried out under the authority of the Chief of Operations, coordinated with any other activities taking place at the time.

2.d) Registration for new pilots

- All glider pilots arriving every year at Fuentemilanos airfield must register in the Flight Office, Aeronáutica del Guadarrama S.A, located on the control tower's first floor, before starting any aerial activity.
- He or she must produce the necessary pilot license, medical certificate, and, if using a private glider, the aircraft documents (proof of insurance, valid and current Airworthiness Certificate ARC).

2.e) Procedure for glider towing (1)

- Under no circumstances shall a pilot allow the connection of the towing rope until the cockpit check is completed.
- Once the rope is hooked to the glider, the following information and orders to the towing pilot will be used:
 1. Aircraft registration (only the two last letters)
 2. ***“VELERO LISTO, TENSANDO” Or “TAKEUP SLACK”***
 3. When the rope is taut: ***“REMOLCANDO” OR “ALL OUT”***

2.e) Procedure for glider towing (2)

- If for any reason the tow needs to be aborted the pilot will radio:
- "STOP, STOP, STOP".
- Once the desired altitude is reached, the pilot will release the towing rope. After double-checking that the glider is free, a shallow turn to the right will be initiated and the following message must be radioed:
 - Aircraft registration (only the two last letters) and **"VELERO LIBRE" OR "GLIDER FREE"**

2.f) Take off procedures for motor gliders.

- Before entering the runway, the motorglider pilot must request permission with the following radio message:
 - ***“Abbreviated registration, LISTO PARA DESPEGUE”***. OR ***“READY FOR TAKEOFF”***
- The Chief of Operations will reply with a message such as:
 - ***“Abbreviated or full registration, PISTA LIBRE, VIENTO CALMA”***. OR ***“RUNWAY IS CLEAR, WIND CALM”***.
- If the take off were not possible at the time, the reply will be;
 - ***“Abbreviated or full registration, MANTENGA POSICIÓN”*** OR ***“HOLD POSITION”***.

If no reply is received, the pilot should notify his or her intent to take off (making absolutely certain that no traffic is taking off or landing at any end of the runway) with a radio message such as this:

- ***Abbreviated or full registration, SIN TRAFICO NOTIFICADO ENTRANDO EN PISTA 34 / 16 PARA DESPEGUE INMEDIATO”***.OR ***“WITH OUT TRAFFIC NOTIFIED AND ENTRY ON RUNWAY 34/16 FOR IMMEDIATE TAKE OFF”***

2.g) Airfields, microlight airfields and other landing possibilities .



La salceda, Gallegos

- **La Salceda,**

- Forestry airfield, 34 km Northeast from Fuente
- No radio
- Two crossing dirt runways
- Elevation 1150 mts MSL.
- Emergency ONLY
41° 03' 22'' N 003° 52' 41'' W



- **Gallegos**

- Forestry airfield, 43 km Notheast from Fuente
- No radio, one dirt runway, 800 m x 60m
- Elevation 1200 mts MSL.
- Emergency ONLY
- Cows on fields
41°04'20'' N 003° 45' 50'' W



Arcones (microlight), Hiendelaencina-Alto rey

- **Arcones**

- Microlight airfield, 50 km Nordeast of Fuentemilanos,
- Besides road N110.
- Runway 28-10, 400 X 25 m.
- Elevation 1050 m MSL.
- Hangars and windsock.
- 41° 07' 00'' N 03° 16' 40'' W



- **Hiendelaencina-Alto Rey**

- Forestry runway, 1100 m tarmac 04-22 .
- Elevation 1300 m MSL.
- N 41°6'30" W 2°59'9".



Santo Tomé, Corral de Ayllón

- **Santo Tomé.**

- Gliding airfield, 65 km Northeast from Fuentemilanos.
- Frequency 123,55, two crossing runways 15-33 (dirt) and 30-24 (tarmac).
- Elevation 1100 m MSL.
- $41^{\circ} 11' 43''$ N $003^{\circ} 35' 46''$ W.



- **Corral de Ayllón.**

- Gliding airfield , 100 km Northeast from Fuentemilanos
- Frequency 122,60.
- Two crossing dirt runways .
- Elevation 1000 m MSL.
- $41^{\circ} 26' 46''$ N $003^{\circ} 19' 48''$ W.



Marugán, Campolara

- **Marugan.**

- Microlight airfield, 8 km East from Fuentemilanos.
- Two crossing runways, 30-12 (tarmac) y 17-35 (compacted dirt).
- Hangars and windsock.
- Frequency 130,125.
- Elevation 950 m MSL.
- 40° 54'23''N 004°22'34'' W.



- **Campolara.**

- Almost unused airfield , 20 km East from Fuentemilanos.
- Frequency 123,50.
- Two crossing dirt runways .
- Elevation 1000 m MSL.
- 40°54'30''N 004°31'30''W.



Sanchidrián , Villacastín

- **Sanchidrián.**

- Disused airfield, 30 km East from Fuentemilanos.
- One abandoned, potholed tarmac runway.
- Elevation 1000 m MSL.
- 40° 54' 92'' N 004° 36' 34'' W.



- **Villacastín, airfield.**

- 25 km Southwest, frequency 123,50.
- Two crossing dirt runways.
- Elevation 1100 m MSL.
- 40° 46' 50'' N 004° 24' 42'' W.



Valle Amblés, Piedrahita

- **Valle Amblés.**

- Microlight airfield, 65 km Southeast.
- Three crossing runways, main 06-24.
- Frequency 130,150.
- Elevation 1100 m MSL.
- Hangars and windsock.
- 40° 36' 50'' N 004° 47' 20'' W.



- **Piedrahita**

- Microlight airfield, 100 km Southeast.
- One dirt runway, 29-11.
- Elevation 1000 m MSL.-
- One hangar and windsock.

40° 27' 40'' N 005° 10' 36'' W

Alcazarén, Matilla

- **Alcazarén,.**

- Microlight airfield, 65 km Northeast of Fuentemilanos,
- Runway 23-05, 600m X 25 m, tarmac.
- Frecuency 120,05.
- Elevation 600 m MSL
- Hangars and windsock.
- 41° 24' 20'' N 004° 42' 10'' W.



- **Matilla**

- Aerodrome, 100 km Northeast of Fuentemilanos.
- Frecuency 123,50.
- One tarmac runway, 07-25.
- Elevation 700 m MSL.
- 41° 31' 54'' N 004° 55' 25'' W.



La Iglesuela, Soria Garray

- **La Iglesuela.**

- Airfield located 100 km Southwest.
- Frequency 123,50.
- One tarmac runway, 05-23.
- Elevation 500 m MSL.
- 40°14'54"N 004°47'19"W



- **Soria Garray.**

- Airfield located 200 km Northwest,.
- Frequency 123,50.
- One tarmac runway, 09-27.
- Elevation 1050 m MSL.
- 41°49'26 N 002°28'11W



S.A.R. (NATIONAL RESCUE SERVICES)

- In case of outlanding, either in another airfield or in the countryside, the pilot must phone Fuentemilanos aerodrome (0034689444243 – 0034 60792 2212) or inform *via* radio as soon as possible.
- ***If no notice is received by 21h Z, the chief instructor will call the national S.A.R. to trigger a costly search and rescue official operation.***



3) RULE ENFORCEMENT

- All the above rules must be strictly enforced for a safe and pleasant gliding activity, thus avoiding risks and potential damage, undesirable to both the airfield safety officers and the users.
- Abiding to these rules is compulsory for the pilot, who must be familiar with them and is responsible in front of the airfield managing team.
- They could forbid the use the airfield, runway or any of its facilities(AIP, AD1.1-2, 2.4) to a pilot or other person as it deems appropriate for the general safety. In case of a serious violation, a report with AESA will be filed.
- A hard copy of these rules will be available to pilots and users, so that they can be well known and understood. The key points will be reminded to all during the daily briefings.
- The company owner of the airfield keeps the right to admit or reject any pilot or user.