

## **Routine for receiving permission for arrival and departure to/from Pulkovo Airport**

1. An airline, an operator acting on the orders of an airline, or a private owner will forward a request to Pulkovo Airport for arrival and aircraft services to the following addresses: LEDSP7X (to receive permission for a slot) and LEDJPXH (Pulkovo 3 Business Aviation Center) or LEDAGXH (A-Group Business Aviation Centre) (to resolve questions on Handling).

2. Within 2 days, a telegram will be sent from LEDSP7X on the approval of aircraft arrival and departure slots at Pulkovo Airport.

3. After receiving the telegram on slot approval, the airline or operator acting under the AIP (Aeronautical Information Publication) will receive permission from the Russian Federation aeronautical authorities to execute the flight. FAS permission will only be granted after slot approval at Pulkovo Airport.

In connection with the large number of aircraft arrivals at Pulkovo Airport during the Forum, it is imperative that the strictly coordinated slots for aircraft arrival and departure to/from Pulkovo Airport be filled. In the event the slot is violated, the airport has the right not to receive the aircraft and to direct it to a backup airfield to await a possible time to permit arrival on a first-come, first-served basis. We will be able to ensure and service for arrival and departure no more than 8–10 Forum participant aircraft per hour. In connection with this, we ask that you coordinate your flights well in advance.

During the Forum, 50 slots for turning and parking aircraft will be set aside at Pulkovo Airport. In connection with the impossibility of providing long-term parking for all aircraft, we ask that you draw up your flight plan to factor in turnaround and parking of no more than one (1) hour at Pulkovo Airport. Permission for long-term parking will be given by the organizers of the Forum in consultation with Pulkovo Airport.

At the conclusion of the Forum, permission for Forum participant aircraft departure will be executed no earlier than four (4) hours after the closing of the Forum, in strict compliance with the confirmed slots.

Pulkovo Airport:

Tel.: **+7 (812) 337 3822; +7 (812) 337 3444**

Website: <http://www.pulkovoairport.ru>

To apply for VIP aircraft and passenger service at Pulkovo Airport, please contact:

Tel.: **+7 (812) 909 0440, +7 (812) 324 3446, +7 (812) 324 3644, +7 (921) 765 2620**

Email: [vipservice@pulkovo-airport.com](mailto:vipservice@pulkovo-airport.com)

Pulkovo 3 Business Aviation Centre:

Tel.: **+7 (812) 611 0919, +7 (812) 611 0918**

Email: [office@jetport.ru](mailto:office@jetport.ru)

Website: <http://www.jetport.ru>

For questions concerning passenger services at the Pulkovo 3 Business Aviation Centre:

Passenger Transport Service (24 hours)

Tel.: **+7 (911) 757 2500, +7 (960) 283 5116**

Email: [sopp@jetport.ru](mailto:sopp@jetport.ru)

Operational Dispatch Service (24 hours)

Tel.: **+7 (812) 240 0288, +7 (964) 342 2817**

Fax: **+7 (812) 240 0288**

Email: [ops@jetport.ru](mailto:ops@jetport.ru)

For the organization of services and parking of business aviation aircraft Sky Atlas:

Tel.: **+7 (495) 150 1962, +7 (985) 300 4021**

Email: [ops@skyatlas.biz](mailto:ops@skyatlas.biz)

A-Group Business Aviation Centre:

Tel.: **+7 (812) 677 7645, +7 (921) 391 3297**

Fax: **+7 (812) 677 7642**

Email: [ledops@a-group.aero](mailto:ledops@a-group.aero)

SITA: LEDAGXH

AFTN: ULLLNDRDX

Airport lounge for officials and delegations, Pulkovo Airport:

Tel.: **+7 (812) 331 4267, +7 (921) 704 1492**

Fax: **+7 (812) 704 3343**

Email: [pul\\_adm3@prsr.ru](mailto:pul_adm3@prsr.ru)