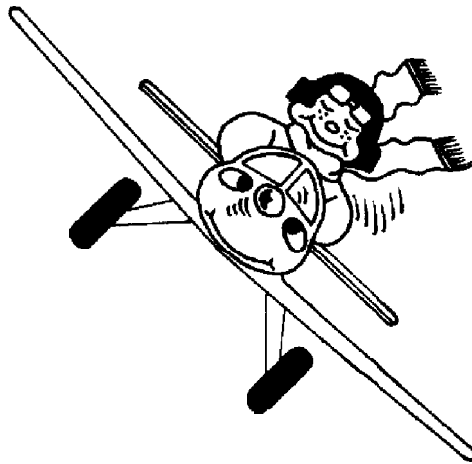


**Extract from operational handbook
for
Tønsberg airfield JARLSBERG**



**Rules and regulations for the use of
Tønsberg airfield Jarlsberg**

Published by: Jarlsberg Fritidssenter BA

Revision 3.4 January 2009

This document will not be automatically updated

This document is an extract and a translation of the official Norwegian Handbook. In case of any dispute or differences the Norwegian Handbook is regarded as the official document. **This document contains only rules applicable to visitors and is intended for use during special events and activities supervised by personnel appointed by JFS BA**

Board of members Jarlsberg Fritidssenter BA

JFS BA

Jarlsberg Fritidssenter BA

Jarlsberg Airfield, Pb. 2200, N-3103 TØNSBERG
Tlf: 33 08 29 35 Telefax: 33 08 10 46

OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

Introduction

Welcome to Jarlsberg Airfield

We hope you will enjoy yourself and feel at home at Jarlsberg airfield. This document is not made to complicate your stay with us. The goal of this document is to establish a simple set of rules so that all participants in the wonderful world of aviation could perform their activity safely at Jarlsberg airfield. This could only be accomplished when all users understand the rules and the need for such. This is the main reason to why all users shall read and sign to verify that they have understood those rules. Violation of any of these rules will not be accepted, and it is our sincere hope that every one understand the need for those rules so Jarlsberg Fritidssenter could be operated in a professional and safe way to the benefit of visitors and users.

Thank you for your co-operation.

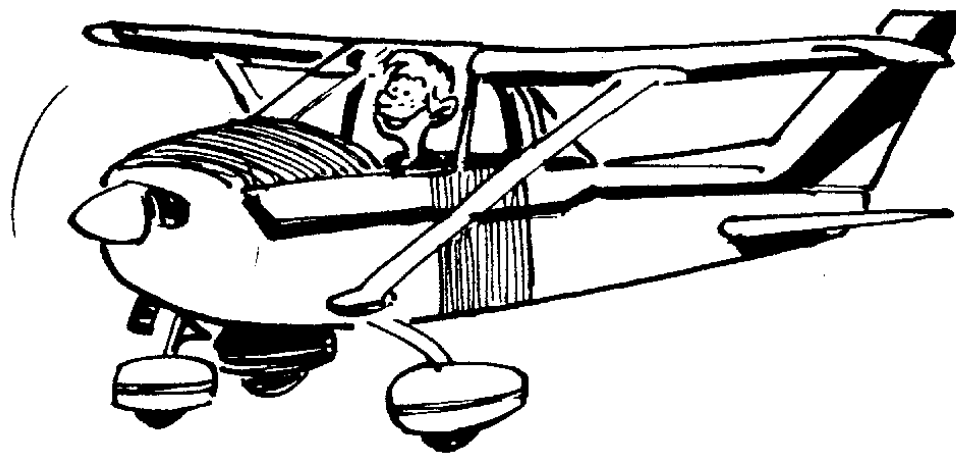
Welcome to Jarlsberg.

Regards: Jarlsberg Fritidssenter BA



OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

INTRODUCTION	2
WELCOME TO JARLSBERG AIRFIELD	2
1. GENERAL	4
1.1 WHO CAN USE ENJB	4
1.2. LANDING FEE.	5
1.3. SHOWS / ARRANGEMENT	5
1.4 DEFINITION OF ARRANGEMENT	5
1.5 DEFINISION OF CLUB OPERATED AEROPLANE	5
1.6 PAYMENT	5
1.7 EXCLUSJON FROM JFS	5
3. RULES FOR CLUB OPERATIONS	6
3.1. ADDITIONAL RULES FOR OPERATION OF MICROLIGHT END LIGHT AIRCRAFT'S	6
1.8 AIRFIELD INFORMATION	7
2. PARKING.....	8
2.1 MOTOR VEHICLES.....	8
2.2 AIRCRAFT PARKING AND GROUND OPERATIONS AT JARLSBERG	8
6. EMERGENCY PLAN	9
6.1. INTRODUCTION.....	9
6.2. ACCIDENTS AND EMERGENCY SITUATIONS.....	9
5. EQUIPMENT.....	10
6. EMERGENCY CALLS	10
8.2 VFR CHART ENJB / ENTO	11
SEE AIP NORWAY.....	11
8.4 JARLSBERG MODEL AIRPLANE AREA.....	12
8.5 DROPPSONES FOR PARACHUTE JUMPERS	13
8.6 LANDING AREA FOR PARACHUTES	14
8.7 PARKING OF AIRCRAFTS	15
8.8 CARPARK.....	16
8.9 RESTRICTED ACCESS FOR MOTORVEHICLES	17
8.10 CLUBS AND INFOBOARDS	18
10.3 ADRESS AND TELEPHONLIST	19



OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

1. GENERAL

Those rules are applicable to all users, visitors and guests at Jarlsberg airfield.

ENJB is classified as "private airfield not for public use"

This means that persons using the airfield only can do so after obtaining permission from JFS BA, who is the operator of ENJB

There are no permanent service functions such as ground handling, fire and rescue or airfield security. Fuel (100 LL) is available on request.

Any people who stay at Jarlsberg airfield do so at their own risk.

JFS BA has no direct obligation to inform, except that given in this handbook and in the board meetings to the club representatives.

Each club or organisation representative has the sole obligation to inform the members of the club or organisation which they represent.

Smoking or use of open fire is strictly prohibited inside hangars or close to aeroplane fuel storage.

Due to the variety of activities at Jarlsberg, it should be clear that it has to be certain rules governing the use of the airfield so that safety can be maintained.

Hopefully it is equally clear that those rules have to be obeyed by all, and that violation of those rules can not be accepted.

As long as Jarlsberg Fritidssenter BA is the responsible operator at ENJB, it will be put strong emphasis on that all activity is legal and in accordance with the operational handbook. All activities will be checked, and any orders from the person performing the control are to be acted on immediately and without discussion. Any disagreement shall be forwarded to the board of Jarlsberg Fritidssenter AL. The board's decision is final and is not subject of appeal.

Groups or persons who do not follow instruction from JFS BA or repeatedly violate rules in this handbook will be denied to use. ENJB and or reported to the police.

Adults shall accompany children under the age of 10. Great care must be shown towards aircraft's, parachuters etc. so that dangerous situations could be avoided. Children shall be under the supervision of adults at all times.

Dogs and other pets should not be brought to ENJB. If they are, it is the owner's responsibility to keep them in a leash and away from places where dangerous situations can occur.

1.1 Who can use ENJB

All persons registered in the internal control are allowed to use ENJB in accordance with the current rules and regulations.

All clubs and companies at Jarlsberg are obliged to have the latest edition of the operational handbook available for their members and or employees.

All persons employed by companies registered in the internal control system are allowed to use ENJB in accordance with the current rules and regulations.

No person is allowed to operate at Jarlsberg without a written agreement with JFS BA. That means that they have to be registered and be in possession of a valid members registration card, and have read and signed this document. By doing so the person agree to pay landing fee, user fee and any other relevant fees on time in accordance with the rules and guidelines in this document.

Companies operating at Jarlsberg are responsible to make the rules and regulations in this document known to their customers and that the same customers pay the fees that are applicable for the type of operation. The said customers is obliged to follow and obey all rules in this document

OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

This document and the contents of it, is a part of the operational permit granted by the Norwegian Aviation Authorities.

1.2. Landing fee.

All aircraft's using Jarlsberg is to pay landing fee to JFS BA. according to the price list attached to this document

All aircraft's using Jarlsberg has to pay landing fee. Aircraft's belonging to persons with a minimum of 25000,- NOK worth of shares or deposit, is exempted from this landing fee.

1.3. Shows / arrangement

No clubs, organisations, companies or person, with or without fixed base on Jarlsberg, is allowed to arrange any kind of show, rally or gathering at Jarlsberg without written permission from the board of JFS BA.

This permission shall state the amount of fees to be paid and restrictions or special arrangements such as extended opening hours, or special areas to be used. Violation of this rule would lead to fines and / or closure of operation. If any person has been exposed to a dangerous or life threatening situation witch direct or indirectly could be traced back to the arrangement, the responsible person will be reported to the police and if necessary prosecuted.

Arrangement fees is to be paid to JFS BA without any further notice and is payable no less than 14 days after the arrangement is concluded. Failure to do so will automatically lead to closure of operation and no further arrangement will be allowed until due arrangement fee, included interest and notification fee is paid. Later arrangement from this organisation has to be paid in full on beforehand if permission is to be granted.

1.4 Definition of arrangement

An arrangement is pr. definition a gathering with invitations, advertised or planned with specially organised activity such as: Landing competition, speedstar, and modelplane competition

1.5 Definisjon of club operated aeroplane

A club-operated aircraft has no special rights at Jarlsberg

1.6 Payment

User fee, arrangement fee, rental fee, landing fee etc is to be paid without further notice and within time. If notification is needed, notification fee and interest will be added. If no payment is received after notification, the involved club, company or person will be excluded from operation at Jarlsberg for a time period decided by the board of JFS

1.7 Exklusjon from JFS

Persons whom by there activity could give Jarlsberg a bad reputation, will have there registration in the internal control system reviewed by the board of JFS BA. Examples of such activity could be illegal flying, repeatedly violating the rules set for operating on Jarlsberg etc.. The members board of JFS BA decides exclusion of such a member by regular voting

OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

3. RULES FOR CLUB OPERATIONS

3.1. Additional rules for operation of microlight end light aircraft's

1.
Only persons holding a valid IKJ registration is permitted to operate microlight and light aircraft at Jarlsberg. Registration in IKJ is the responsibility of the PIC.
2.
Members without a valid registration must not be allowed to use or operate any clubs. equipment. Violating this rule will result in monetary fines, and a repetition of the violation could lead to withdrawal of the clubs permit to operate at Jarlsberg for a given period of time.
3.
Visiting pilots is allowed to use ENJB only after user fee is paid, and the registration card received. Airfield manager can make exeptions from this rule.
4.
Flying at ENJB is allowed during daytime only. Sundays and other holidays touch & go is only allowed from 1300hr. to 1800hr., LT. If glider flying and or parachute jumping is in progress T&G is to be co-ordinated with ASL & HL. Smoking in close vicinity to aircraft's is strictly prohibited. All flight instruction is to be terminated no later than 1800 hr. on Sunday's.
5.
At any activity in Sem church, regular service, weddings, funerals etc flying from ENJB should be avoided. If this is not possible, no flying is to be committed at the east side of the airfield.
6.
During Torp TWR service hours PIC is to check in with Torp TWR before takeoff from Jarlsberg.
7.
Flying in the Jarlsberg area is to be planned and executed with special consideration to noise abatement. Flying over populated and congested area during takeoff and landing is to be avoided, as long as this could be accomplished in a safe manor
8.
Flying at an altitude less than 1500 ft inside the modelflying area located in the SW corner of the airfield, is strictly prohibited. Violation of this rule will lead to fines and operational restrictions. Minimum altitude for overflying of the runway and 500 meter along the extended centreline is 1000.ft.
9.
Aerobatics is to be co-ordinated with gliderplane controller (ASL) or Parachute controller (HL) before takeoff.
10.
Active runway is at the discretion of gliderplane controller as long as there is any gliderplane activity. All users is to use the same runway. Local radio frekvency 122.30 MHz is to be used by all pilots operating at Jarlsberg.
11.
All aircraft's is to be parked in such way that they present no safety hazard or obstacle to other activity.
12.
All users are to obey those rules, stop any hazardous activity, and if necessary send a report to the board of JFS BA.
13.
If any of those rules will be in conflict with the rules and regulations given by the Aviation authority, the Aviation authority rules is the governing rules.

OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

1.8 Airfield information

Name:	Tønsberg airfield Jarlsberg
International code:	ENJB
Position:	59 18 N 010 22 0 (Ca. 4 km from Tonsberg) inside Torp control zone (118,65 MHz)
Owner:	Private
Status:	Airfield not open to public use.
Radio ENJB:	122.30 MHz
Landing pattern:	Standard
HMSL:	90 feet (30 m)
Runways:	18/36
Length:	799 m
Width:	18 m
Surface:	Asphalt
Weight limitation:	Max. 5700 kg
Lights:	Non
Operator:	Jarlsberg Fritidssenter BA
Airfield manager:	See attached address list
Landing fee:	See attached price list
Service and workshops:	Non
Fuel:	AVGAS 100LL. - Statoil keycard
Other service:	Non
Information :	Night flying not allowed, restriction area south-west of runway due to model plane flying.
Special:	Usually dense traffic, aircrafts, gliderplanes, model-planes, parachuting and microlight-planes. Flying over the church and congested areas east of the airfield is to be avoided. All users to be registered in the Internal control system.
Appr./departure procedures:	All planes "inbound" for Jarlsberg is to contact TorpTRW at 118,65 before entering ENTO control zone for clearance to Jarlsberg frequency 122.3. Intentions and landing pattern is to be reported "blind" at 122.3. Planes taking off from Jarlsberg is to contact ENTO at 118.65 for T/O clearance. T/O is then reported "blind" at Jarlsberg frequency 122.3. After T/O report position and frequency change to Torp twr. (118.65).

OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

2. Parking

All visitors or persons NOT carrying a special vehicle entry permit is to park at the entrance. Parked cars, motorbikes and planes is from time to time a potential hazard to safety, and creates complicated operational environment. Parking outside of designated areas will lead to blocking or removal at the expense of the owner.

2.1 Motor vehicles

Only persons with a valid vehicle entry permit is allowed to operate any motor vehicle at the airfield premises, and only if they obey the rules that apply to this activity.

No parking along runway, taxiway or any other places where the parked vehicle would present an obstacle or danger to aircrafts. Damage made to other planes cars, or motorbikes due to illegally parked vehicle , will be the responsibility of the owner of the vehicle. Car insurance is not valid during illegal driving at the airfield.

NB: Speed limit at the airfield is 30 kmlt.;

JFS BA claims the right to block vehicles without entry permit and refuse to release them until any damages is paid.

2.2 Aircraft parking and ground operations at Jarlsberg

Ground operations and taxing at Jarlsberg put great demands on PIC due to the limited parking and operating space available.

this demand vigilante and consideration from the PIC,t.o.avoid damaging other planes or parking in a way that make an obstacle. to other planes and to make it difficult for others to operate in a safe way. PIC's whom is repeatedly reported for unsafe manouvering or parking must take into consideration a possible reaction like denied operation for a period of time.

Parking at the intersection on taxiway to runway 18 is strictly forbidden.

Fulfilment of those rules is the responsibility of PIC, anyhow, the clubs, organisations and companies have a clear responsibility for this , and have to set guidelines and give advise to pilots in need of this Pilots manouvering in such way that othe properly is dammaged have to reimburse the owner of this property a suitable amount to the cover for the dammage. if an agreement is of the sise of this reimbursment hot reached the pilot wil have there registration revoced until the board of members have reach a conclusion.

6. EMERGENCY PLAN

6.1. Introduction.

The aim of the contingency plan at Jarlsberg is to make sure that all measures needed in case of an emergency or accident is performed as efficient as possible.

This is accomplished by the appointment of an accident response team consisting of members from the various operators at the airfield

Response team members is listed as an appendix to this document and on the billboard at the clubs. Fire and rescue service Jarlsberg Fritidssenter is organised in accordance to BSL- E 4-4-8 section 6.2.1.F.

Each club at Jarlsberg has additional emergency plans.

6.2. Accidents and emergency situations

1. Alert Tonsberg Firebrigade at telephone 110. Message to Tonsberg Firebrigade shall contain the following information:

- Time of the accident. - Place/ position. - Number of persons involved - Short description of the event.

The Police will automatically be notified by the fire brigade, and will need the following additional information..

- If the accident involves aircraft or vehicle: Registration and type. -Aircraft / vehicle owner. - Pilot/driver. - number of persons onboard. - Any damage to 3rd parties' property.

2. Notify ATC Sandefjord Lufthavn Torp by telephone 33 47 02 11.

- Notify accident response-team group leader at Jarlsberg by telephone 90919008
- Establish communication to accident response-team leader. - Assist response-team as needed.

3. At the site of the accident.

-Assist injured persons until medical ambulance arrives.
-Secure the accidents site and keep spectators off the site.
-Direct press/media to response-team leader.
-Co-operate and assist police and rescue crew.
-Secure the accident site, post guards if necessary to safeguard any evidence in the area.

4. Responsibility of the response-team,

- Response-team leader is to decide whom to liaison with the media regarding the situation.
- Response-team leader is to report to the operational unit responsible for the activity involved in the emergency.
- Response-team leader is to make sure that the police have notified next in kind.
- Response-team leader is responsible for accident site is secured and that the site is controlled and guarded until released by the police.
- Response-team leader is responsible to call for specialist if needed or called for.
- It is of great importance that the Response-team leader and his team are acting calm and collected.
All action taken shall be in accordance with governmental rules and regulations (BSL E 4-4).

OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

5. Equipment.

The following rescue and firefighting equipment is placed in emergency equipment room at the fuel stand at Jarlsberg Fritidssenter:

- 1 ea 12 kg fire extinguisher for use on aircraft-fires.
- 2 ea 6 kg CO2 fire extinguisher.
- 2 ea torches
- 5 ea stretchers
- 10 ea blankets
- 1 ea fireman's axes
- 1 ea first aid kit

Telephone is available in Tønsberg Fallskjermklubb, At all those locations there will be posted a list of telephone numbers for various organisations to call for emergency.

6. Emergency calls

REMEMBER:

Firebrigade is to be notified first in the case of on any accident at Jarlsberg .

Telephone nr 110.

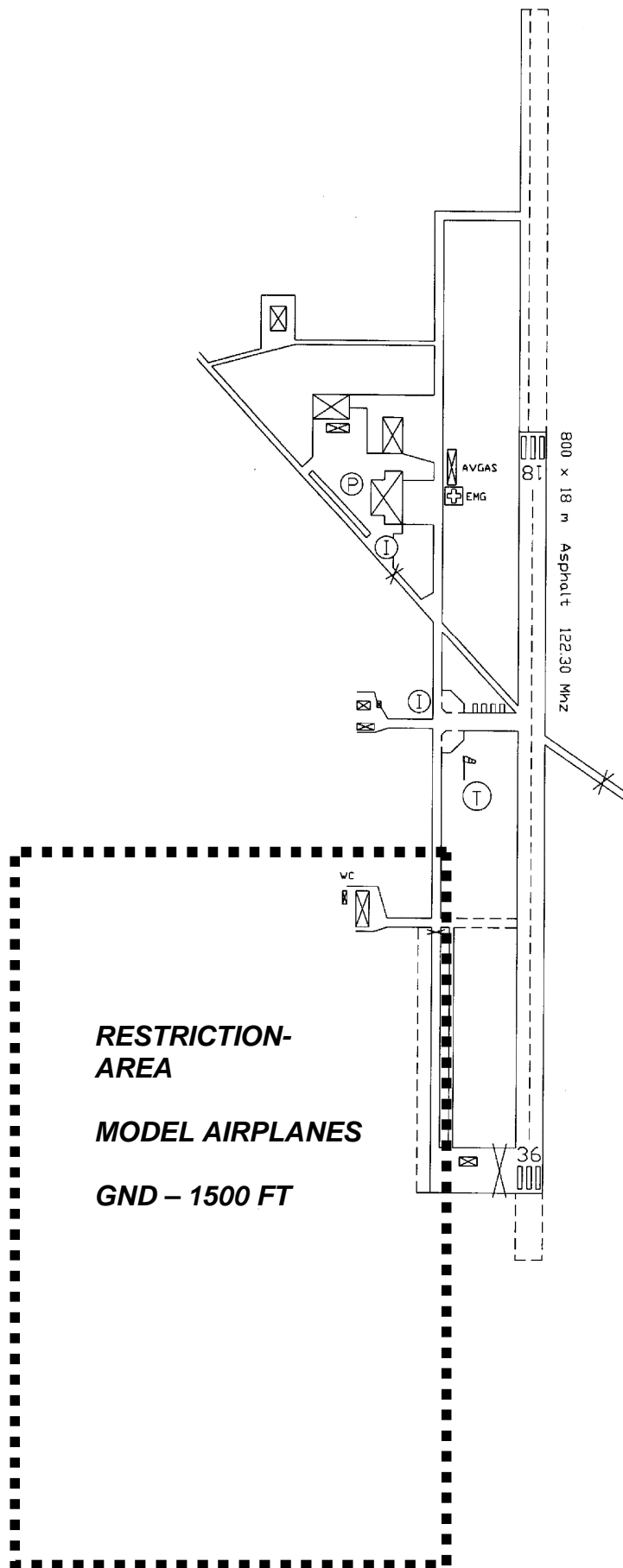
OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

8.2 ***VFR chart ENJB / ENTO***

See AIP Norway

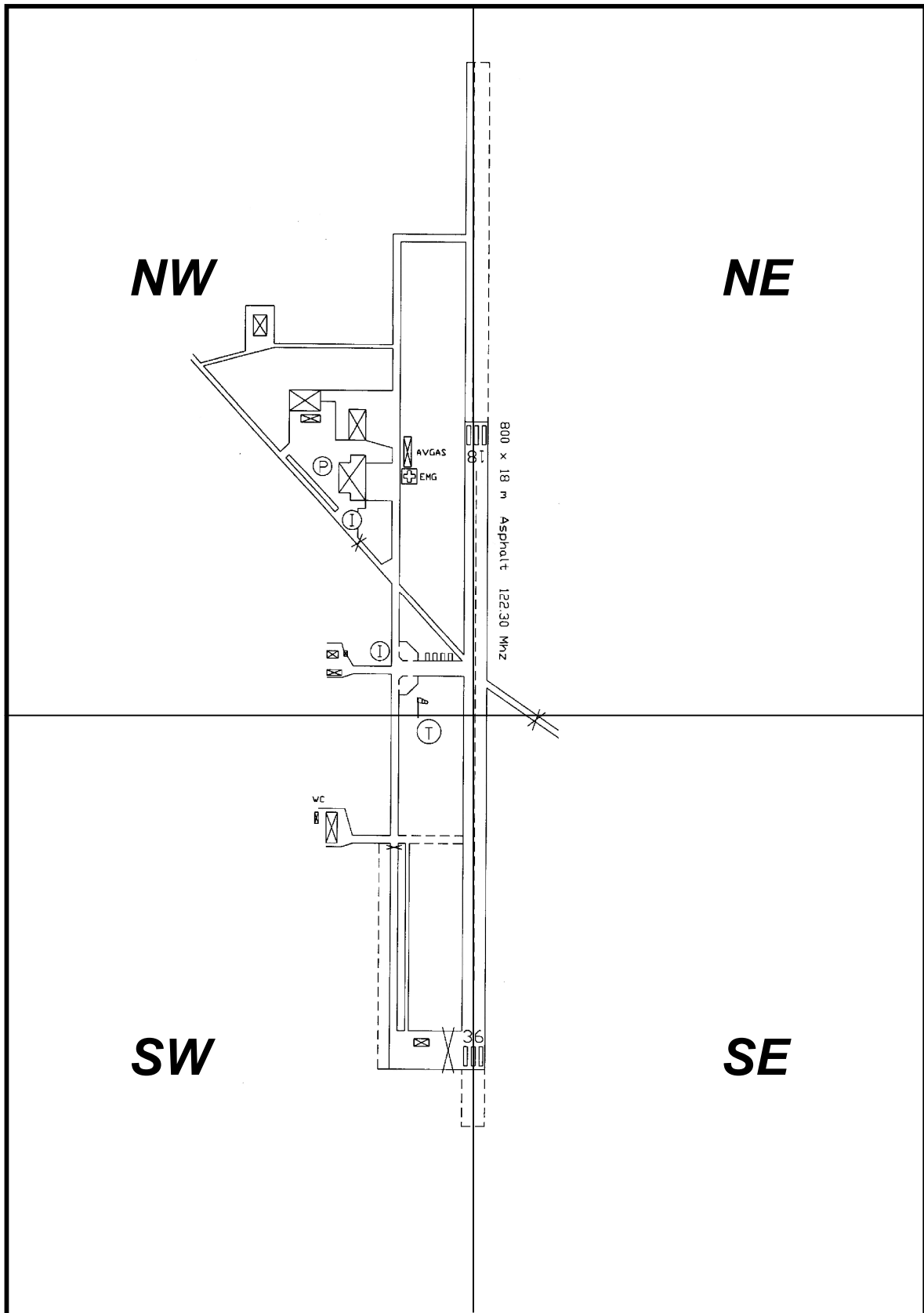
OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

8.4 Jarlsberg model airplane area

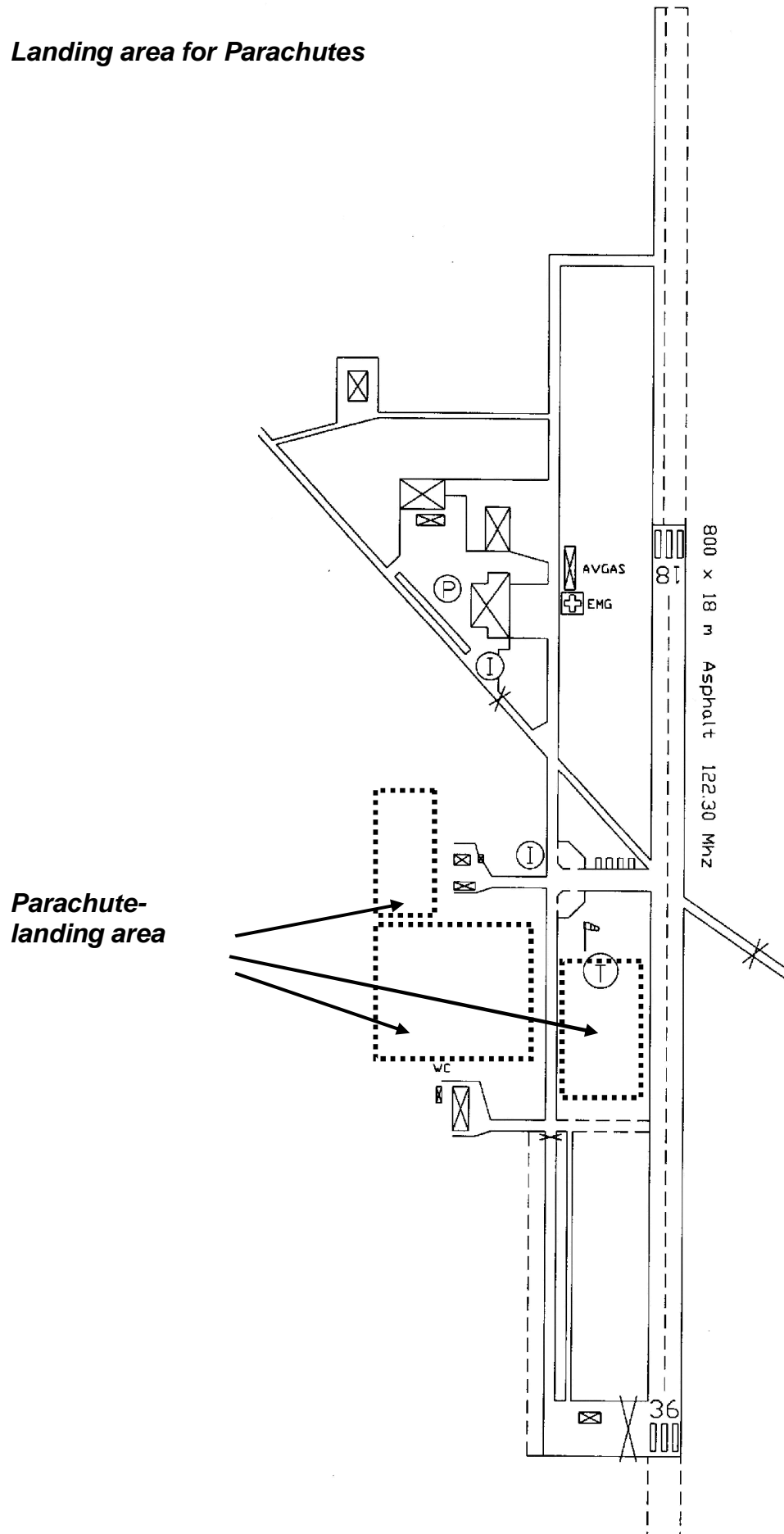


OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

8.5 *Droppsones for Parachute jumpers*



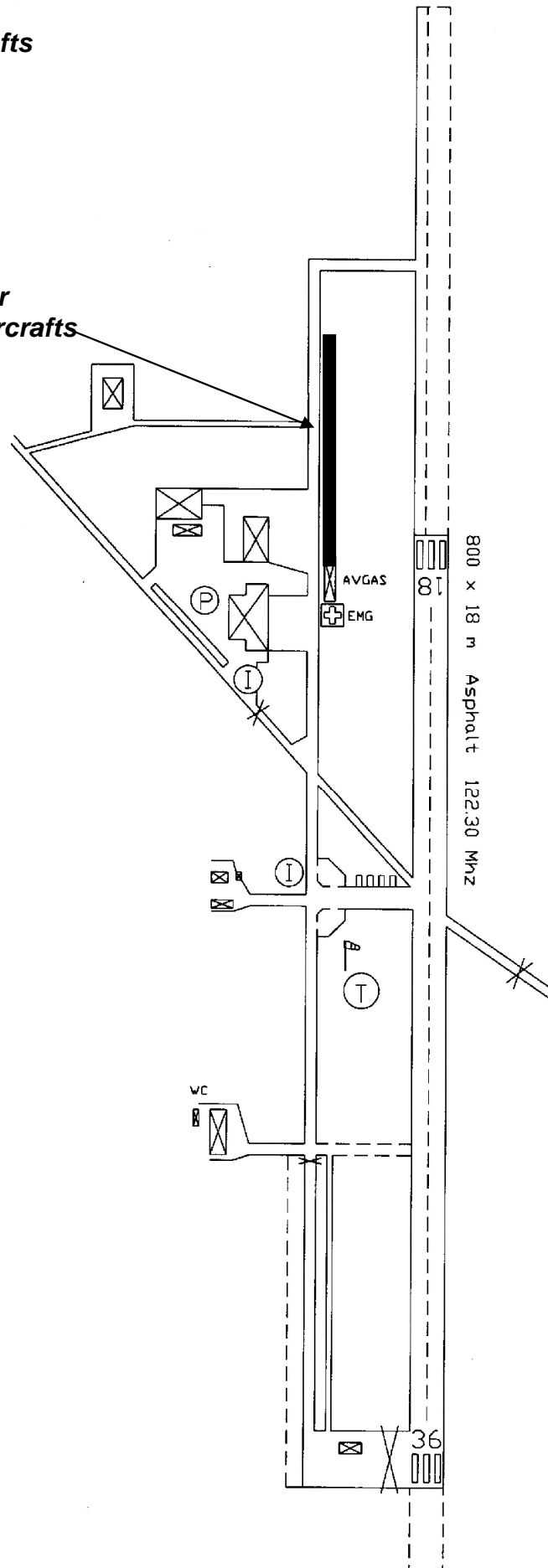
8.6 Landing area for Parachutes



OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

8.7 Parking of aircrafts

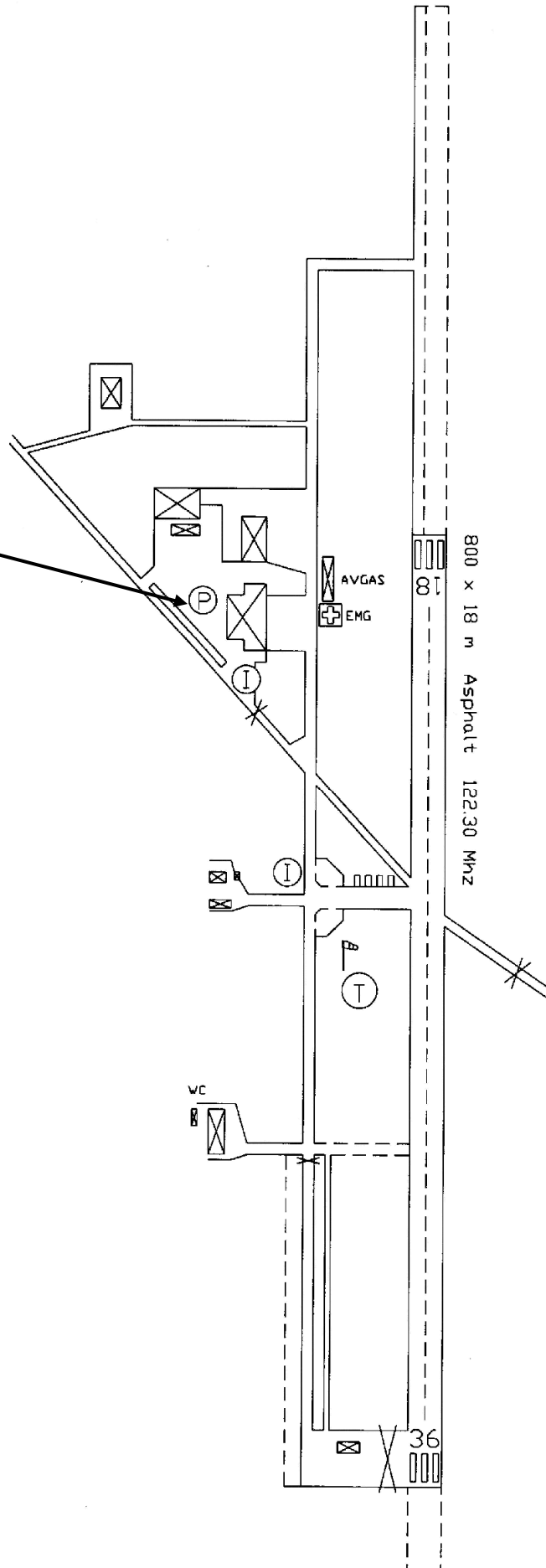
*Parking for
Visiting aircrafts*



NB:
*Aircraft parking
north of fuelstand
only.*

8.8 Carpark

*Carpark
for guests and users.*



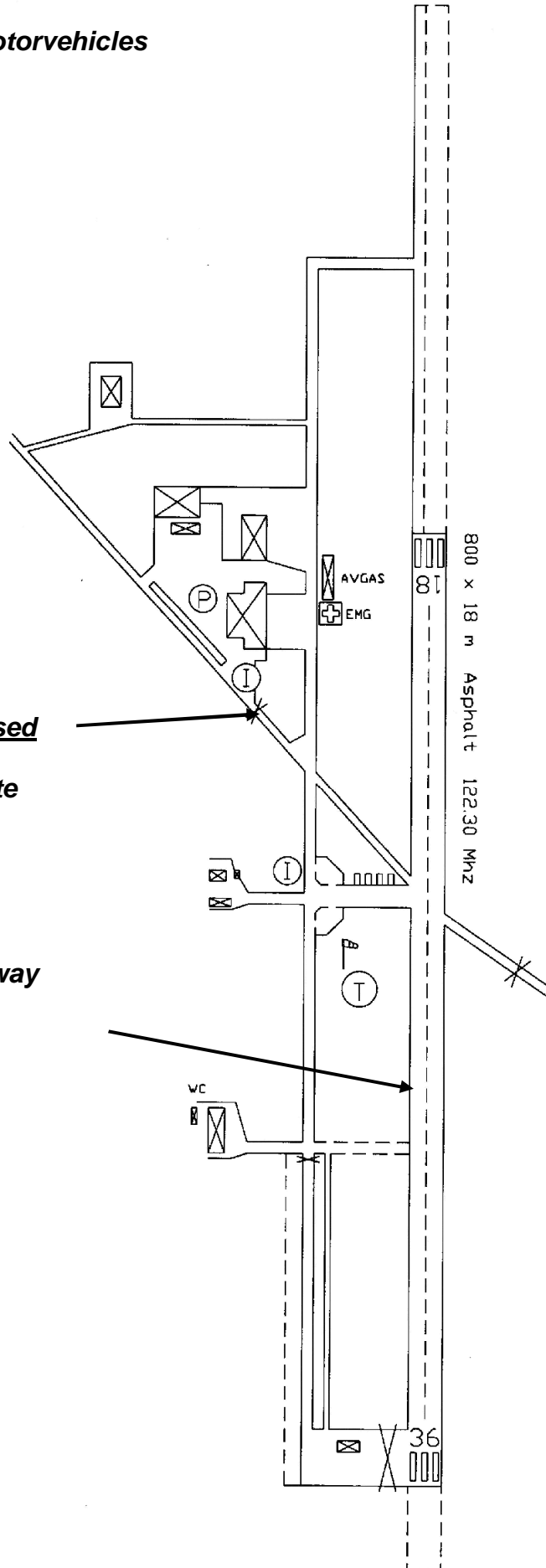
OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

8.9 Restricted access for motorvehicles

***Autorised vehicle only
Driver must be specially autorised***

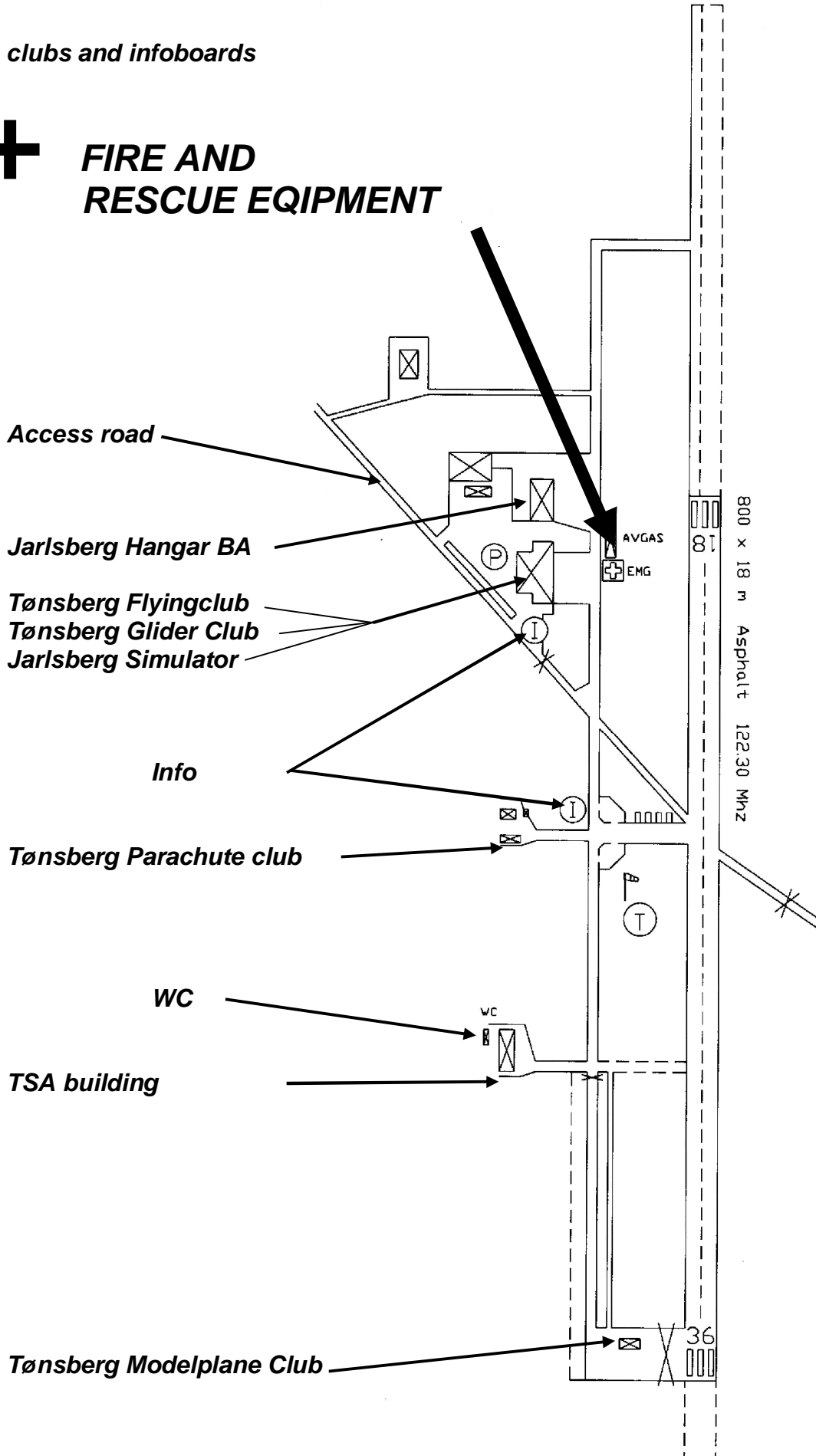
Max 30km/t inside the main gate

***Driving motor vehicles on runway
is strictly forbidden,***



8.10 clubs and infoboards

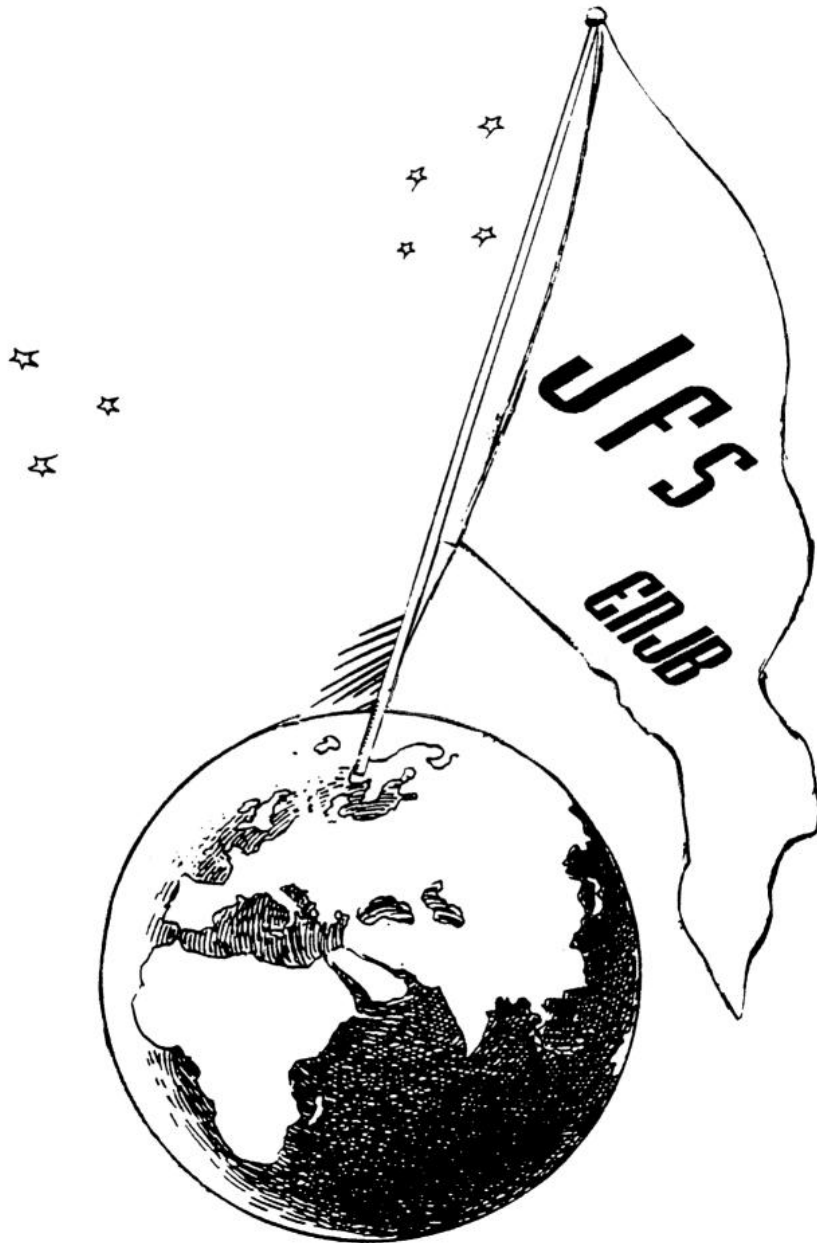
+ FIRE AND RESCUE EQIPMENT



OPERATIONAL HANDBOOK FOR JARLSBERG AIRFIELD

10.3 Adress and telephonlist

AMBULANCE	Medical emergency	113
FIREBRIGADE		110
POLICE	Tønsberg	112
AIRFIELD MANAGER	Bjørn Schjøll Kristoffersen	909 19008
Deputy airfield manager	Odd Tore Ohnstad	932 22384
Jarlsberg Fritidssenter BA 3170 Sem.		Åshaugveien 117
JFS Supportclub	Åshaugveien 117	3170 Sem.
Norsk luftsportforbund (NLF)	Postboks 383, Sentrum,	0102 Oslo
Tønsberg Flyingclub (TFK)	Åshaugveien 117	3170 Sem.
Tønsberg Gliderclub (TSFK)	Åshaugveien 117	3170 Sem.
Tønsberg Modellflyclub (TMFK)	Åshaugveien 117	3170 Sem.
Tønsberg Parachuteclub (TøFSK)	Åshaugveien 117	3170 Sem.
Skale Modellflyclub (SMFK)	Åshaugveien 117	3170 Sem.
Jarlsberg Microflyingclub (JMK)	Åshaugveien 117	3170 Sem.



Jarlsberg Fritidssenter BA

We work hard at keeping Jarlsberg Airfield on the map

JFS BA, REV. 3.4, January 2009