

Procedure for obtaining permission to land at and depart from Pulkovo Airport

1. An airline, an operator acting on the orders of an airline, or a private owner forwards 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 Centre) or LEDAGXH (A-Group Business Aviation Centre) (to resolve handling issues).
2. Within one day of receiving a confirmation that the participant is registered for International Arctic Forum 2019, a telegram will be sent from LEDSP7X to approve 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's aviation authorities to execute the flight. FAS permission will only be granted after slots are approved with Pulkovo Airport.

Due to the large number of aircraft arriving at Pulkovo Airport during the International Arctic Forum, it is imperative that strictly coordinated slots for arrival at and departure from Pulkovo Airport are adhered to. In the event of a violation, the airport reserves the right not to receive the aircraft and to direct it to a backup airfield to await a possible arrival slot on a first-come, first-served basis. A maximum of 8–10 flights containing Forum participants can be serviced for arrival and departure per hour. We therefore kindly request that you coordinate your flights well in advance.

During the Forum, the number of spaces for private aircraft will be limited. As long-term parking cannot be provided for all aircraft, you are kindly requested to draw up a flight plan which factors in turnaround and parking of no more than one hour at Pulkovo Airport. Permission for long-term parking will be given by the organizers of the Forum in consultation with Pulkovo Airport.

After the Forum, departure permission for aircraft containing International Arctic Forum participants will be issued no earlier than four hours following the closing of the Forum, in strict compliance with confirmed slots.

Pulkovo Airport

 41/ZA, Pulkovskoye Shosse, St. Petersburg

 +7 (812) 337 3822, +7 (812) 337 3444

 pulkovoairport.ru

VIP aircraft and passenger service at Pulkovo Airport

 +7 (812) 324 3446, +7 (812) 324 3644, +7 (921) 765 2620, +7 (921) 909 0440

 vipservice@pulkovo-airport.com

Pulkovo Airport lounge for officials and delegations

 +7 (812) 331 4875, +7 (921) 930 1492

 +7 (812) 704 3343

 pul_adm3@prsr.ru

Pulkovo 3 Business Aviation Centre

JetPort SPb

 37/5A, Pulkovskoye Shosse, St. Petersburg

 +7 (812) 611 0919

 +7 (812) 611 0918

 office@jetport.ru

 jetport.ru

Operational Dispatch Service at Pulkovo 3 Business Aviation Centre (24 hours)

 +7 (812) 240 0287, +7 (921) 961 1820, +7 (964) 342 2817

 +7 (812) 240 0288

 ops@jetport.ru

SITA: LEDJPXH

AFTN: ULLLJPHX

Passenger services at Pulkovo 3 Business Aviation Centre (24 hours)

 +7 (911) 757 2500, +7 (812) 240 0305

 sopp@jetport.ru

A-Group Business Aviation Centre

 17A, Startovaya Ulitsa, St. Petersburg

 +7 (812) 677 7645, +7 (921) 391 3297 (24 hours)

 +7 (812) 677 7642

 ledops@a-group.aero

 a-group.aero

SITA: LEDAGXH

AFTN: ULLLNRDX

Passenger traffic services department (24 hours)

 +7 (812) 677 7650, +7 (921) 449 5157

 +7 (812) 677 7649

 spbterminal@a-group.aero