Airport Directory

Video Tutorial



Airport Directory - the list of airports downloaded from Acukwik software

Leon contains more then **8000 airports worldwide** in its database, including various information about each one of them: **general information, FBOs, handling agents, hotels, catering or car rentals**.

The system is connected with **AC-U-KWIK** - one of the biggest databases dedicated to business aviation flight planning purposes (http://www.acukwik.com). The data is being updated automatically every **21** days.

It is also possible to introduce uncommon landing places to Leon, such as helipads or airfields by adding such in a section OPS > Custom Airports (read more about this topic HERE. If it happens that a particular airport does not exist in Airport Directory, please send an email with the airport ICAO code, name, city and LON/LAT details to support@leonsoftware.com) and they will add it for you.

Click on the  icon on the manu bar to get a pop-up window where you can search for a particular airport or airports per country.

If you type **airport ICAO, IATA or FAA code** (for USA airports) in the field '**Search for airport**' you will see airport details (see a screenshot on the right).

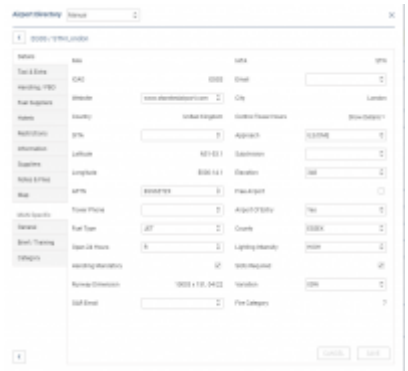
In the main screen a column **Info** shows an information regarding **PPR** (Port Permission Required) and/or **SC** (Slot Co-ordinated). A column **Required** shows an information if either an airport brief or a training is required.

Airport Directory sections

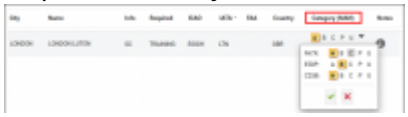
Majority of the information displayed is imported from **Acukwik**. Some fields can not be edited, although Leon Support Team can make changes if required (contact support@leonsoftware.com).

The editable fields are those framed - you can change or add information there which will appear in blue and an 

icon will show next to the changed item.



Airport Directory - basic details



Defining airport category per aircraft type



An airport map - an option available in Airport Directory

- **Details** - general airport information. **Taxi in/Taxi out** times - which can be edited and defined for particular airports - **will be included in suggested STA time calculated from GCD (Great Circle Distance)** when planning new flights (either in 'New Flight' or 'Planned Flight' section). Please note, that aircraft performance data (Speed in 1st h of flight, TAS) must be entered in Fleet - Fleet Edit screen, so that GCD times are enabled.It is possible to insert 2 emails separated by a comma in **GAR email** field and both will appear in the 'Send GAR' option in the 'OPS'.

It is possible to edit **Fire Category** in 'Airport Directory' panel. Leon will show a warning in OPS & Sales panel, if the value in 'Airport Directory' is lower than the one defined in an aircraft profile.

- **Taxi & Extra** - editable details of Taxi Out and Taxi In times as well as Extra departure time and Extra arrival time - both details affect suggested STA time when adding a new flight.
- **Handling/FBO** - the list of available handling agents at a particular airport. You can mark your "**favourite**" handling agent (click on the star which will turn yellow) - it will be selected **automatically** every time you add a flight to/from that particular airport. It is also possible to add own Handling Agents/Fuel Supplier by clicking on **Add new** button. The process is exactly the same as when adding new handler (last chapter on this page).
- **Hotels** - the list of available hotels. Go to **Hotels** section to find 2 buttons at the bottom of the page: **Add new** and **Update** to get Leon database updated from **AC-U-KWIK**.
- **Restrictions/Information** - specific information regarding particular airports.
- **Suppliers** - an information about suppliers at particular airport. You can add a new Supplier and mark your favourite to appear automatically when adding a new flight at the particular airport. The process of adding a Supplier is exactly the same as adding new Handling Agent which is explained further down this section.

- **Notes & Files** - in the field **Note** you can insert information which will appear on the **Trip Sheet** document, section 'Airport Notes'. Information added in the field **Pilot notes** also will appear on the Trip Sheet, in the section 'Pilot Notes'. You will be informed of the Notes on the main Airport directory page where **Notes** column will display icon. Hovering the mouse over it will open a pop-up window with more information. You can also upload pdf files here.
- **Map** - click to see satelite view on the airport (see screenshot on the right).
- **General** - here you can define default ALTN1 & ALTN2 airports which will show automatically in a tab FLIGHT of the section OPS.
- **Brief/Training** - here you can upload a pdf file with a brief information that is needed to be acknowledged by a pilot before flying to a particular airport.
- **Category** - airport categories which can be defined per specific aircraft manually. It is possible to add expiry date to the airport category. After the validity expires, the category changes to category '**U**' and the airports turn **red** in the OPS view

Leon marks airport category (apart from cat 'A' which is not marked) by highlighting the airport code with colours:

OPS

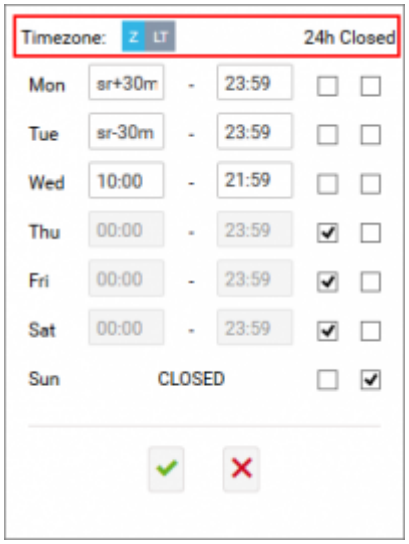
- CAT 'B' - WRO
- CAT 'C', 'P' & 'U' - WAW

You are able to **edit and change** details in the framed fields like i.e. 'Website', 'Tower Phone', etc...

If manually added information should remain **private**, you should click on the icon that shows up between a field with the information and the name of the field.



If you **hover the mouse over** it you will see a message **Click to make this field private** which means that no-one apart from you can see added information. If you go for **private** option the icon will turn to . You can always undo that action by clicking on this icon again.



Timezone and Time format options

When editing **Control Tower Hours** field you can choose the **timezone** for opening hours between Local Time (LT) and UTC (Z). The zone highlighted blue is the zone that applies to Opening Hours.

Leon will not recalculate the times in Control Tower Hours automatically. **Airport opening times will be checked when adding a flight based on the information in this section.**

In the **Control Tower Hours** window you can see 3 columns, as presented in the screenshot:

- **Opening hours** - here you can input either specific times “From - To”, or in Sunset/Sunrise Format which is explained further in this section, for each day of the week.
- **24H** - a checkbox that allows you to mark an airport being open for 24h on a specific day. Ticking this checkbox will turn “Opening hours” columns grey.
- **Closed** - this column allows you to mark an airport being closed on a specific day. I you untick the checkbox Leon will react with accordance to previous hour setting. Most of the time unticking “Closed” checkbox will automatically tick “24H” checkbox, unless Opening hours were input manually. In this case unticking “Closed” checkbox will edit “Opening hours” column.

As you can see in the screenshot, there are **two input formats** in Control Towe Hours that you can use:

- **Standard HH:MM format**
- **Sunrise/Sunset format where SR stands for Sunrise and SS stands for Sunset**

Sunset/Sunrise format allows to input Control Tower Hours based on time (in hours-h or minutes-m) before/after Sunset or Sunrise.

For example if an airport opens 30 minutes after sunrise and closes 2 hours before Sunset, its opening time in **Control Tower Hours** field would be SR+30m and its closing time - SS-2h. Example of input in screenshot below

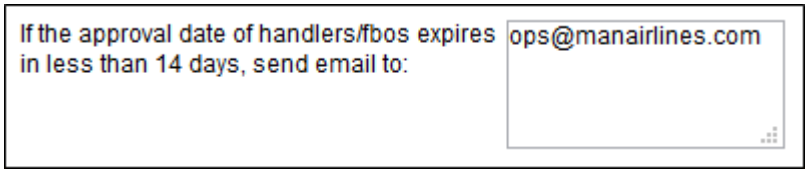
When the flight is scheduled to take off or land outside permitted hours the following message will display: Departure (Destination) airport is closed at the time of departure (arrival)

Approved handling/FBO agents



Approving handling agents

It is possible now to set the **approval** date of the **handling agents** or **FBOs** in Leon. Leon will send an **email notification** at 00:00 every day to the inserted email address, if the expiry date has passed. You can add an email address (or more than one divided by a comma) in the General Settings section.



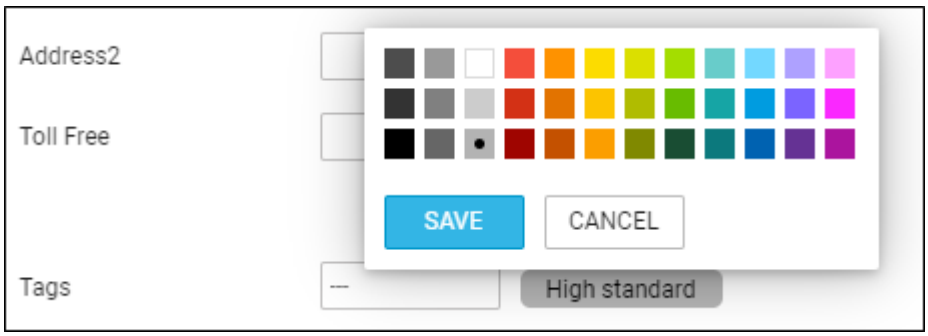
In the section **Handling/FBO**, in the top-right corner of the pop-up window you can find the information: **Not approved (click here to approve)**.

If you click on the active icon a calendar shows up - by selecting a day of the month you set an approval date. Once the date is selected the information **Approved until (date)** appears.

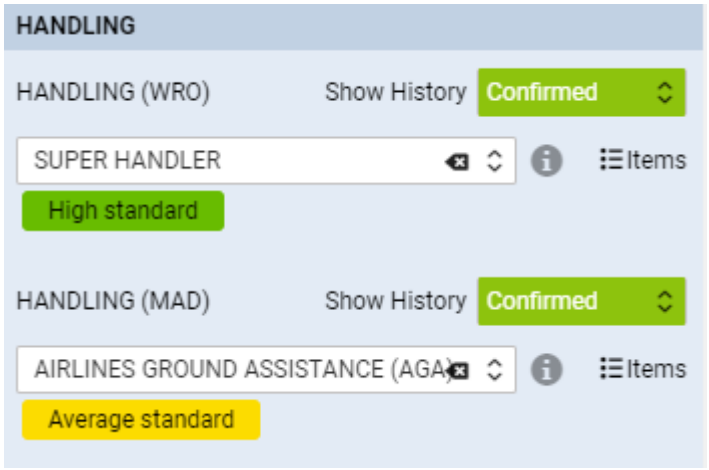
Tagging Handling agents

We have added a new option of **tagging** Handling agents/FBOs. Sometimes it is required to inform the crew whether the standard of the chosen handling agent is high (and no crew oversight is needed), or if crew should be present for the majority of services, or if crew need full oversight to check everything that handlers do.

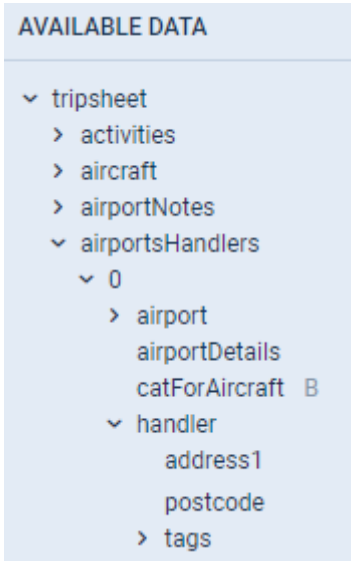
The first step that needs to be taken in order to set it up is creating tags for a particular handler. Go to **Airport Directory**, edit an airport and in a tab 'Handling/FBO' edit a handler and in the field **Tags** insert tag's name, then select a colour and save. You can create multiple tags for each airport (see example below).



When assigning handlers in the **checklist**, Leon will show the tag right below handling's name:



The next step is connecting already added tags to **Crew Trip Sheet** document, in **Documents Manager** panel by using the item 'tags' in the 'Available Data' filter.



Default ALTN airports


Alternate airports displaying in Leon

Leon allows to define default 2 **alternate airports** which will automatically show in a section OPS, tab FLIGHT.

Click a tab **General** and type **Default ALTN1** airport's name or a code, then do the same for **Default ALTN2** (not mandatory).



Once ALTN airports are defined Leon will show them in a section OPS, in brackets (you need to macr a

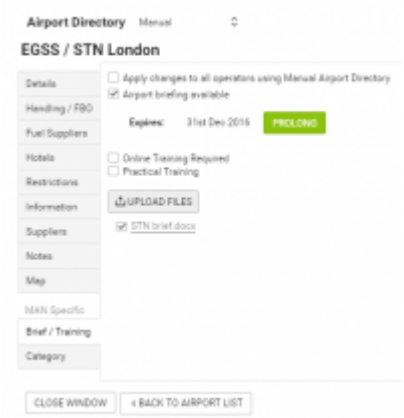
checkbox 'ALTN' in the left-hand filter, tab 'SHOW' to get columns ALTN & ALTN2 displayed) and also in a tab FLIGHT (see the screenshot on the right).

Airport Briefing

Edit the airport data in 'Airport Directory' and click on the tab **Brief / Training** to mark if the **Airport briefing**, **Online training** or **Training** is required.

You can also **set the expiry date** (or prolong it) and **upload a pdf file**.

Airport brief



Adding an airport brief, online training or practical training

Airport briefs provide **additional information** such as:

- **Airport category**
- **RWY**
- **ELEV**
- **Terrain**
- **Weather**
- **Ground facilities**
- **Special considerations**

If you want to add an 'Airport brief' to Leon, mark the checkbox **Airport brief available** and if necessary set the expiry date and upload a file.

To choose the **expiry date** of Airport Brief you need to:

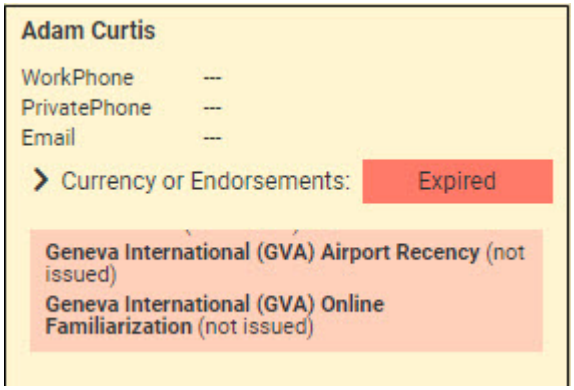
1. Tick the **Airport briefing available** checkbox. This opens the section where you can prolong **Airport Brief**.
2. Click **Prolong** button to open the **Calendar**.
3. Choose the date and accept it by clicking **OK** button.

Online familiarization

If required, you can add **Online Familiarization** for a crew member in **2** ways:

1. **Airport Directory** - edit section 'Brief / Training' and mark a checkbox **Online Familiarization Required**.
2. **Personal Endorsements** - edit user's profile and in the tab **Online Familiarization** add airport code. After updating it you can add more details of the online training: number, issue & expiry date, notes, pdf scan.

In a section TABLE Leon highlights crew codes in when option **1** is added. Hover the mouse over the code to get a pop-up window with an information (see below).



In a section OPS an airport with marked 'Online Familiarization' is framed - when you hover the mouse over the code you will see a notice “Airport recency required”, “Online familiarization required”.

Airport Recency

You can also add an information to Leon if a particular crew member needs a **Airport Recency** (either on the aircraft or simulator).

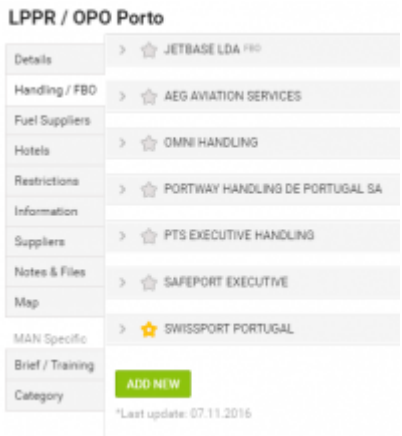
Just like with 'Online Familiarization' - you can add a **Airport Recency** either from 'Airport Directory' by marking a checkbox **Airport Recency** or from **Personal Endorsements**, tab **Airport Recency**.

Option for Flight Support Companies

If you are a **Flight Support Company** which deals with aircraft chartering, aviation services, consulting, etc. and you want changes in **Airport Directory** sections: **Brief/Training** or **Category** to be applied also to operators using your 'Airport Directory', you can simply mark a checkbox **Apply changes to all operators using (name of your operator) Airport Directory**.

In other words - if you change i.e. **Airport Category** in you Airport Directory for airport LTN from **A** to **B** and that checkbox is marked - all operators you deal with will be affected with this change.

Adding new Handling Agent/FBO



Adding a new handling agent into Airport Directory

To add a new Handling Agent/FBO to an airport in **Airport Directory**, you have to go to Handling/FBO tab and click on **Add new** button. This will open **Add new handler** field where you can input the details of the new handling agent.

Fields **“Name”** and **“Email”** are mandatory. If **Name** field is empty, Leon will not save the handler. If **Email** field is empty while trying to save the handler, Leon will display error message that says: Error: Email field cannot be empty.

Once the mandatory fields are filled in, you can click on one of the buttons located at the bottom of the page: ✔ will save the listing, ✘ will cancel it.

Saved Handling Agent will show at the bottom of the list and the listing will have a different background.

It is also possible **to delete personal Handling Agent/FBO**. In order to do it you have to click on a handler you would like to remove and press **Delete** button. This gives 2 options, why the handler is being deleted:

- **Entry does not exist any more** - this will remove handler
- **Duplicate** - this will open a dropdown window with names of handlers that could be duplicats of listed handlers.

It is not possible to remove a Handler/FBO imported from AC-U-KWIK software - only those added manually can be deleted from Leon

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