

# Airport Directory

[Video Tutorial](#)




ICAO	Name	IATA	Required	Info	PPR	SC	Training	Other
ADAA	Adana	ADA						
ADAB	Abadan							
ADAC	Adana	ADA						
ADAE	Adana	ADA						
ADAF	Adana	ADA						
ADAG	Adana	ADA						
ADAH	Adana	ADA						
ADAI	Adana	ADA						
ADAJ	Adana	ADA						
ADAK	Adana	ADA						
ADAL	Adana	ADA						
ADAM	Adana	ADA						
ADAN	Adana	ADA						
ADAO	Adana	ADA						
ADAP	Adana	ADA						
ADAQ	Adana	ADA						
ADAR	Adana	ADA						
ADAS	Adana	ADA						
ADAT	Adana	ADA						
ADAU	Adana	ADA						
ADAV	Adana	ADA						
ADAW	Adana	ADA						
ADAX	Adana	ADA						
ADAY	Adana	ADA						
ADAZ	Adana	ADA						
ADBA	Adana	ADA						
ADBB	Adana	ADA						
ADBC	Adana	ADA						
ADBD	Adana	ADA						
ADBE	Adana	ADA						
ADBF	Adana	ADA						
ADBG	Adana	ADA						
ADBH	Adana	ADA						
ADBI	Adana	ADA						
ADBJ	Adana	ADA						
ADBK	Adana	ADA						
ADBL	Adana	ADA						
ADBM	Adana	ADA						
ADBN	Adana	ADA						
ADBO	Adana	ADA						
ADBP	Adana	ADA						
ADBQ	Adana	ADA						
ADBR	Adana	ADA						
ADBS	Adana	ADA						
ADBT	Adana	ADA						
ADBU	Adana	ADA						
ADBV	Adana	ADA						
ADBW	Adana	ADA						
ADBX	Adana	ADA						
ADBY	Adana	ADA						
ADBZ	Adana	ADA						
ADCA	Adana	ADA						
ADCB	Adana	ADA						
ADCC	Adana	ADA						
ADCD	Adana	ADA						
ADCE	Adana	ADA						
ADCF	Adana	ADA						
ADCG	Adana	ADA						
ADCH	Adana	ADA						
ADCI	Adana	ADA						
ADCJ	Adana	ADA						
ADCK	Adana	ADA						
ADCL	Adana	ADA						
ADCM	Adana	ADA						
ADCN	Adana	ADA						
ADCO	Adana	ADA						
ADCP	Adana	ADA						
ADCQ	Adana	ADA						
ADCR	Adana	ADA						
ADCS	Adana	ADA						
ADCT	Adana	ADA						
ADCU	Adana	ADA						
ADCV	Adana	ADA						
ADCW	Adana	ADA						
ADCX	Adana	ADA						
ADCY	Adana	ADA						
ADCZ	Adana	ADA						
ADDA	Adana	ADA						
ADDB	Adana	ADA						
ADDC	Adana	ADA						
ADDD	Adana	ADA						
ADDE	Adana	ADA						
ADDF	Adana	ADA						
ADDG	Adana	ADA						
ADDH	Adana	ADA						
ADDI	Adana	ADA						
ADDJ	Adana	ADA						
ADDK	Adana	ADA						
ADDL	Adana	ADA						
ADDM	Adana	ADA						
ADDN	Adana	ADA						
ADDO	Adana	ADA						
ADDP	Adana	ADA						
ADDQ	Adana	ADA						
ADDR	Adana	ADA						
ADDS	Adana	ADA						
ADDT	Adana	ADA						
ADDU	Adana	ADA						
ADDV	Adana	ADA						
ADDW	Adana	ADA						
ADDX	Adana	ADA						
ADDY	Adana	ADA						
ADDZ	Adana	ADA						
ADDA	Adana	ADA						
ADDB	Adana	ADA						
ADDC	Adana	ADA						
ADDD	Adana	ADA						
ADDE	Adana	ADA						
ADDF	Adana	ADA						
ADDG	Adana	ADA						
ADDH	Adana	ADA						
ADDI	Adana	ADA						
ADDJ	Adana	ADA						
ADDK	Adana	ADA						
ADDL	Adana	ADA						
ADDM	Adana	ADA						
ADDN	Adana	ADA						
ADDO	Adana	ADA						
ADDP	Adana	ADA						
ADDQ	Adana	ADA						
ADDR	Adana	ADA						
ADDS	Adana	ADA						
ADDT	Adana	ADA						
ADDU	Adana	ADA						
ADDV	Adana	ADA						
ADDW	Adana	ADA						
ADDX	Adana	ADA						
ADDY	Adana	ADA						
ADDZ	Adana	ADA						

Airport Directory - the list of airports downloaded from Acukwik software

Leon contains more than **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](mailto: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](mailto: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



- **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. 'Country Notes' input shows a note for each airport of the particular country. 'Country PAX Notes' can be used in a similar way as 'Country Notes' - if it's added, Leon will show it when you hover the mouse over an airport code in OPS panel, and also it can be displayed in documents, such as: Flight Brief (in RQ panel and OPS), Charter Agreement (OPS), Crew Trip Sheet and Custom Document - as long as PAX Country Notes are connected to one of mentioned documents in the panel Documents Manager.
- **Map** - click to see satellite 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.

Tower Phone		<input type="text" value="718-656-0335"/>	
-------------	-------------------------------------------------------------------------------------	-------------------------------------------	-------------------------------------------------------------------------------------

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.

Day	Opening Time	Closing Time	24h Closed	Closed
Mon	sr+30m	23:59	<input type="checkbox"/>	<input type="checkbox"/>
Tue	sr-30m	23:59	<input type="checkbox"/>	<input type="checkbox"/>
Wed	10:00	21:59	<input type="checkbox"/>	<input type="checkbox"/>
Thu	00:00	23:59	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fri	00:00	23:59	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sat	00:00	23:59	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sun	CLOSED		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Timezone and Time format options

When editing **Airport 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 Airport Hours automatically. **Airport opening times will be checked when adding a flight based on the information in this section.**

In the **Airport 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. If 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 Airport 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 Airport 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 **Airport 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:** ADEP (ADES) airport is closed at the time of departure (arrival)

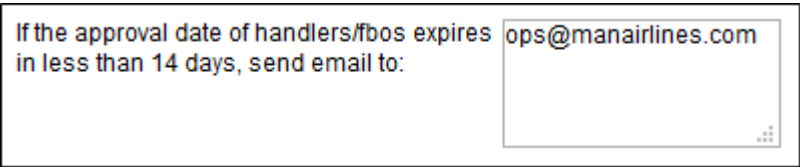
The same can be done for **Control Tower Hours**. 'Control Tower Hours' will not generate any warnings.

### 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.



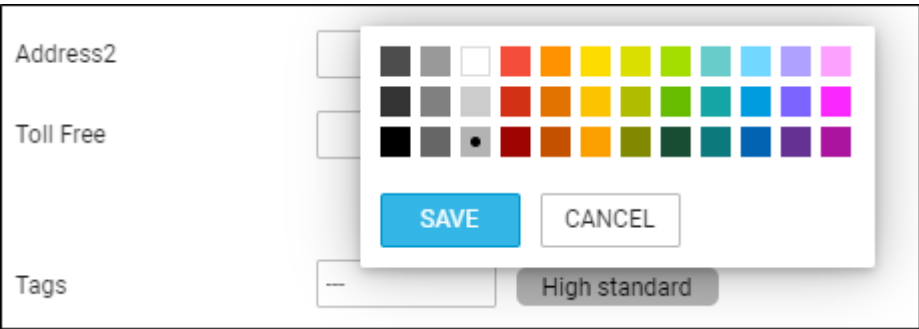
In the section **Handling/FBO**, in the top-right corner of the pop-up window you can find the information: **Not approved (click here to approve)**.

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:

HANDLING

HANDLING (WRO)

Show History

Confirmed

SUPER HANDLER

High standard

HANDLING (MAD)

Show History

Confirmed

AIRLINES GROUND ASSISTANCE (AGA)

Average standard

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.

AVAILABLE DATA

tripsheet

activities

aircraft

airportNotes

airportsHandlers

0

airport

airportDetails

catForAircraft

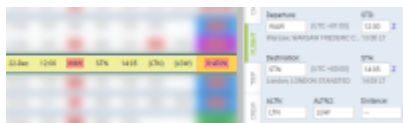
handler

address1

postcode

tags

## 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).

Default ALTN1

EGGW/LTN

Default ALTN2

EGKK/LGW

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

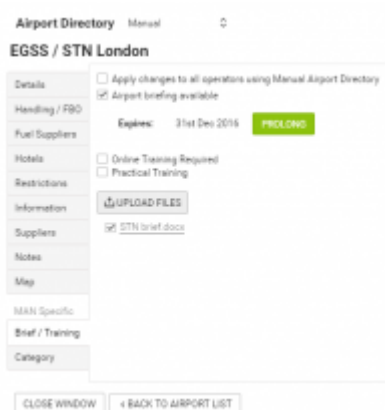
checkbox 'ALTN' in the left-hand filter, tab 'SHOW' to get columns ALTN & ALTN2 displayed) and also in a tab FLIGHT (see the screenshot on the right).

## 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:

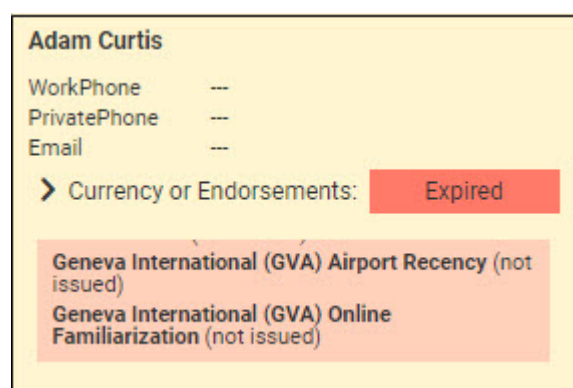
1. Tick the **Airport briefing available** checkbox. This opens the section where you can prolong **Airport Brief**.
2. Click **Prolong** button to open the **Calendar**.
3. Choose the date and accept it by clicking **OK** button.

## 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

### LPPR / OPO Porto

Details	> JETBASE LDA FBO
Handling / FBO	> AEG AVIATION SERVICES
Fuel Suppliers	> OMNI HANDLING
Hotels	> PORTWAY HANDLING DE PORTUGAL SA
Restrictions	> PTS EXECUTIVE HANDLING
Information	> SAFEPORT EXECUTIVE
Suppliers	> SWISSPORT PORTUGAL
Notes & Files	
Map	
MAN Specific	
Brief / Training	
Category	<b>ADD NEW</b>

\*Last update: 07.11.2016

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 duplicates 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**

From:  
<https://wiki.leonsoftware.com/> - Leonsoftware Wiki

Permanent link:  
<https://wiki.leonsoftware.com/leon/airport-directory?rev=1597143145>

Last update: 2020/08/11 10:52



