

# List of Charges Aviation

## List of Content

<b>List of Content</b>	<b>2</b>
<b>Dresden Airport – Contacts and Information</b>	<b>3</b>
<b>Revisions</b>	<b>4</b>
<b>1 General Terms and Conditions</b>	<b>6</b>
<b>2 Landing-, Passenger-, Security- und Parking Fees</b>	<b>9</b>
2.1 General	9
2.2 Weight- related Landing Fee - Calculation: Maximum Take-off	9
2.3 Noise- related Landing Fee - Calculation: Noise Level	10
2.4 Passenger Fee - Calculation: Passengers	11
2.5 Security Fee – Calculation: Passenger	12
2.6 Parking Fee	12
2.7 Exemptions/Special regulation	13
2.8 Official Authorisation	13
<b>3 Passenger based Handling Fees – CUPPS and PRM</b>	<b>14</b>
3.1 General	14
3.2 CUPPS Fee	14
3.3 PRM Fee	15
<b>4 Ground Services</b>	<b>16</b>
4.1 Regulations and Explanations	16
4.2 Directory of Services for Use of Facilities of the Central Infrastructure of Ground Services	20
4.3 Directory of Ground Services (Aircraft Handling)	23
4.4 Charges for the Use of Central Infrastructure Facilities for Ground Hand- ling Services	26
4.5 Handling Charges	29
4.6 Surcharges / Reduction of Fees in accordance with 4.4, 4.5 and 4.9	32
4.7 Charges for Special Ground Services	33
4.8 Charges for General Aviation (GA)	36
4.9 Passenger Handling and Operations	39

## **Dresden Airport – Contacts and Information**

### **Street Address**

Flughafen Dresden GmbH  
Flughafenstraße  
01109 Dresden  
Germany

### **Postal Address**

Flughafen Dresden GmbH  
P.O.B. 80 01 64  
01101 Dresden  
Germany

### **Banking Details**

Name	Commerzbank Dresden
Address	Devrientstraße 3 01067 Dresden Germany
SWIFT-BIC	COBADEFF850
IBAN	DE85 8504 0000 0800 3030 00
Tax-ID-Nr.:	DE 140206335

### **General Questions**

phone: +49 (0) 351 - 881 3220

### **Airport Operations Control (24h)**

phone: +49 (0) 351 - 881 3220  
fax: +49 (0) 351 - 881 3225  
e-mail: [VerkehrsleitervomDienst@dresden-airport.de](mailto:VerkehrsleitervomDienst@dresden-airport.de)  
SITA: DRSFLXH

### **Accounting**

e-mail: [Verkehrsabrechnung@dresden-airport.de](mailto:Verkehrsabrechnung@dresden-airport.de)

## Revisions

REV # valid from	destroy the following pages		insert following page	
	Old page	Date	New page	Date
# 33 - 01JAN16	01 – 26	01JAN16	01 – 39	01JAN16
# 34 - 01JUL16	39	01JAN16	39	01JUL16
# 35 - 01NOV16	35 / 38	01JUL16	35 / 38	01NOV16
# 36 - 01JAN17	14 / 26 – 31	01NOV16	14 / 26 – 31	01JAN17
# 37 - 01APR17	7 / 11 – 13	01JAN17	7 / 11 – 13	01APR17
# 38 - 01NOV17	33 – 39	01JAPR17	33 – 39	01NOV17
# 39 - 01APR18	01 – 39	01NOV17	01 – 38	01APR18
# 40 - 01NOV18	32 / 34	01APR18	32 / 34	01NOV18
# 41 - 01JAN19	14	01NOV18	14	01JAN19
# 42 - 01APR19	01 – 38	01JAN19	01 – 39	01APR19
# 43 - 01MAY19	10 / 12	01APR19	10 / 12	01MAY19
# 44 - 01NOV19	35 / 39	01MAY19	35 / 39	01NOV19
# 45 - 01APR20	11 / 39	01NOV19	11 / 39	01APR20
# 46 - 01NOV20	27 / 30 – 31	01APR20	27 / 30 – 31	01NOV20
# 47 - 01NOV21	5 / 10 – 11 / 35	01NOV20	5 / 10 – 11 / 35	01NOV21
# 48 - 01JAN22	29 – 31 / 33 – 36 / 39	01NOV21	29 – 31 / 33 – 36 / 39 – 41	01JAN22
# 49 - 01APR22	26 – 28 / 37 – 39 / 41	01JAN22	26 – 28 / 37 – 39 / 41	01APR22
# 50 - 01NOV22	14 / 15 / 33 – 41	01APR22	14 / 15 / 33 – 40	01NOV22
# 51 - 01MAY23	9 – 12 / 27 / 28 / 30 / 31 / 33 / 34 / 37 / 40	01NOV22	9 – 13 / 28 / 29 / 31 / 32 / 34 / 35 / 38 / 41	01MAY23
# 52 - 01DEC23	10 – 13	01MAY23	10 – 13	01DEC23
# 53 - 01APR24	11 / 16 / 27 – 32 / 35 / 39	01DEC23	11 / 26 – 32 / 34 / 38	01APR24
# 54 - 01NOV24	37 – 39	01APR24	37 – 39	01NOV24
# 55 - 01DEC24	33 – 35 / 37 – 39	01NOV24	33 – 35 / 37 – 39	01DEC24
# 56 - 01APR25	37 / 39 – 40	01DEC24	37 / 39 – 40	01APR25
# 57 - 01JUN25	26 / 36	01APR25	26 / 36	01JUN25
# 58 - 01AUG25	5 / 26 – 31 / 36 – 38 / 40	01JUN25	5 / 26 – 31 / 36 – 38 / 40	01AUG25

**Following documents will be provided on request only.**

Kindly contact:

Flughafen Dresden GmbH  
Operations Department  
Ms Michéle Allwardt  
Flughafenstraße  
01109 Dresden  
Germany

phone: +49 (0) 351/881 3190  
e-mail: Michele.Allwardt@mdf-ag.com

**List of Charges Non-Aviation with the following contents:**

- 5.1 Customer Services
- 5.2 Airport Fire Brigade
- 5.3 Airport Security
- 5.4 Technical Support
- 5.5 Parking
- 5.6 Information and Communication Equipment

**Information on Cargo Handling Charges will be provided upon request by:**

PortGround GmbH  
Niederlassung Dresden  
Flughafenstraße  
01109 Dresden  
Germany

phone: +49 (0) 351/881 3511  
fax: +49 (0) 351/881 3505  
e-mail: [Cargo.DRS@portground.de](mailto:Cargo.DRS@portground.de)

## **1 General Terms and Conditions**

- 1.1** All deliveries made, services rendered and offers submitted by Flughafen Dresden GmbH are based exclusively on these general terms and conditions.
- 1.2** By placing an order, the client tacitly accepts the following conditions, which rules out the need for any further special agreements to be made in individual cases. Flughafen Dresden GmbH is not legally bound to adhere to the clients' purchasing regulations, even in the case that it does not disagree to them explicitly.
- 1.3** Contracts are based on the version of the Flughafenbenutzungsordnung (Airport User Regulations), which is currently valid.
- 1.4** Flughafen Dresden GmbH reserves the right to transfer its rights and duties as stated in contracts to a third party without the clients' agreement. In the case that the contract in question is a purchase, service or project agreement, the client has the right to withdraw from the contract immediately as soon as the rights have been transferred to a third party.
- 1.5** Orders, agreements and sub agreements, including those of our contractors and sales partners, first become legally binding when they are confirmed in writing or are carried out by Flughafen Dresden GmbH.
- 1.6** The offers and prices given in price lists are without engagement. All prices listed in the official price list are net and do not include VAT. Sales tax is to be paid separately if there is no tax exemption in accordance with the Umsatzsteuergesetz (Law on Sales Tax).
- 1.7** The ability to pay is the requirement that a debtor has to fulfil in order for Flughafen Dresden GmbH to confirm or carry out a request. If details are disclosed or circumstances arise that give reasons to believe that the client may not be able to pay for the services rendered, Flughafen Dresden GmbH has the right to suspend waiting orders and to enter immediately into negotiations on delivery and payment arrangements. If the negotiations fail to reach a result, Flughafen Dresden GmbH has the right to complete the orders step by step against payment or security.

- 1.8** Provided that the conditions of payment or regulations on execution of payment are not defined otherwise in individual agreements, the following applies:
- Invoices will be issued on the day that the order is completed
  - Invoices are due immediately in full, clear of any expenses and deduction for payment in the statutory local currency of the Flughafen Dresden GmbH.

Flughafen Dresden GmbH accepts in principle cash-payment or credit card payments from credit card companies recognized in the European Union.

However, payment by means other than cash is only possible if the debtor has made an advance payment or Flughafen Dresden GmbH has been given a security (amounting to the expected turnover in the next three-month period) in the form of a deposit or a direct enforceable bank guarantee provided by a bank that has its headquarters in the Federal Republic of Germany.

- 1.9** In the case that provision for a cash discount is made as contracted, such a discount will not be justified if the client fails to keep the agreed date of payment for outstanding invoices owing to Flughafen Dresden GmbH.
- 1.10** In case of breach of agreed payment terms, Flughafen Dresden GmbH has the right to charge interest payable on arrears at a rate of 2% for every month started from the first day of arrears up to the maximum level laid down in Article 288 (1) of the BGB (German Civil Code) for that year, should the client fail to keep to the period for payment agreed in the contract. In such a case, Flughafen Dresden GmbH also has the right to demand cash payments in future.
- 1.11** Complaints about the quality, amount or price of the completed orders must be reported in writing to Flughafen Dresden GmbH 14 days at the latest after the invoice has been issued.

The client shall not be entitled to retain payments because of denied claims, to offset payments with denied counter-claims and to deduct any payments without justification.

- 1.12** Flughafen Dresden GmbH is only liable for damages caused wilfully or as a result of negligence by its own employees or agents. The liability for damages regarding life, body or health are excluded from the limitation of liability mentioned above.

Flughafen Dresden GmbH is liable to power network users in the context of the electric power supply for damages, when there are damages caused by interruption or by irregularities during the use of the access according to § 18 of "Verordnung über Allgemeine Bedingungen für den Netzanschluss und dessen Nutzung für Elektrizitätsversorgung in Niederspannung" (Niederspannungsverordnung – NAV, BGBl I 2006, 2477) from 01.11.2006.

- 1.13** Any act of good-will or privilege granted by Flughafen Dresden GmbH with regard to the aforementioned conditions does not constitute a deviation from these conditions.

Should any of the aforementioned individual conditions become invalid, this does not affect the validity of the remaining conditions.

Adaptations or changes of the present conditions require at least the text form.

- 1.14** Place of fulfilment is Dresden Airport.

The court of jurisdiction is in Dresden, provided that the contract is with a company representative, a legal representative of Public Law or person acting in a special capacity under public law.

German Federal Law applies exclusively.

- 1.15** The General Terms and Conditions in the German Language are legally binding. Versions in a foreign language are non-binding translations.

## **2 Landing-, Passenger-, Security- und Parking Fees**

### **2.1 General**

For each flight event (landing and subsequent take-off) of an aircraft at Dresden Airport, landing fees and for each take-off a passenger fee must be paid to the airport operator.

Debtors of the landing, passenger, security and parking fees are:

- a) the airline under which airline code / flight number the respective flight has been carried out,
- b) the airlines as common debtor, under which airline code / flight number the respective flight has been carried out (Code Sharing),
- c) the person in whose name the aircraft is registered,
- d) the person who is naturally or legally using the aircraft but is not necessarily the owner or person in whose name the aircraft is registered, such as a person renting or leasing the aircraft.

### **2.2 Weight- related Landing Fee - Calculation: Maximum Take-off**

The weight- related landing fee has to be paid for each flight event (landing and subsequent take-off) of an aircraft. This has also to be paid when the aircraft touches the ground and immediately accelerates for take-off (touch-and-go).

The weight- related landing fee is calculated on the Maximum Take-Off Weight (MTOW) of the aircraft as indicated in the registration certificate irrespective of the operational criteria.

Proof of the MTOW is to be recorded in the Airplane Flight Manual (AFM) - Basic Manual Section for Weight Limitations. Until these documents have been presented, the highest known MTOW for this aircraft type will be used as basis for calculation. Backdated reimbursements will not be granted.

Please send the required aircraft data (type, MTOW, engine type (Engine UID number), noise level (noise certificate), seat configuration) to:

**ac\_registration@mdf-ag.de**

The weight-related landing fee calculated on the aircraft's Maximum Take-off Weight amounts to:

Aircraft that meets the following requirements:		up to 1,200 kg MTOW	1,200 kg – 2,000 kg MTOW
ICAO Annex 16 Vol. I: Chapter 3, Chapter 6(-8 dB (A)), Chapter 10 (-3 bis -8 dB (A)),		12.78 EUR	24.71 EUR
ICAO Annex 16, Vol. I: Chapter 5, Chapter 6, Chapter 8, Chapter 10, Chapter 11		26.52 EUR	51.95 EUR
Without certification according to ICAO Annex 16	06.00 – 21.59	31.33 EUR	61.37 EUR
	22.00 – 05.59		120.71 EUR
		(per flight event)	
Aircraft		over 2,000 kg Maximum Take-off Weight	
weight- related landing fee		6.86 EUR	
		(per 1,000 kg MTOW or part thereof)	

## 2.3 Noise- related Landing Fee - Calculation: Noise Level

The noise-related landing charge is based on fixed amounts per noise class for aircraft with a maximum takeoff weight of more than 2,000 kg MTOW per flight event (landing and subsequent takeoff) of an aircraft. In addition, a surcharge is levied on the noise-related landing charge for nighttime hours (night surcharge).

The noise-related landing charge is payable per flight event (landing and subsequent take-off).

The classification of aircraft into noise classes is based on the average of the submitted EPNdB values for lateral, landing and overflight noise levels (LTO cycle) according to the noise certificate.

Until a noise certificate is submitted, the highest known noise values (LTO cycle) for that aircraft and engine type will be used as a basis. Retroactive refunds will not be made.

Noise Category	Noise Level	Noise- related Landing Fee	night surcharge *
Noise category 0	77.00 to 79.99 EPNdB	<b>6.00 EUR</b>	0 %
Noise category 1	80.00 to 81.99 EPNdB	<b>12.57 EUR</b>	25 %
Noise category 2	82.00 to 83.99 EPNdB	<b>22.00 EUR</b>	25 %
Noise category 3	84.00 to 85.99 EPNdB	<b>40.85 EUR</b>	25 %
Noise category 4	86.00 to 87.99 EPNdB	<b>50.28 EUR</b>	25 %
Noise category 5	88.00 to 89.99 EPNdB	<b>59.71 EUR</b>	25 %
Noise category 6	90.00 to 91.99 EPNdB	<b>81.71 EUR</b>	25 %
Noise category 7	92.00 to 93.99 EPNdB	<b>116.27 EUR</b>	25 %
Noise category 8	94.00 to 95.99 EPNdB	<b>157.13 EUR</b>	25 %
Noise category 9	96.00 to 97.99 EPNdB	<b>226.26 EUR</b>	50 %
Noise category 10	98.00 to 99.99 EPNdB	<b>326.82 EUR</b>	50 %
Noise category 11	100.00 to 101.99 EPNdB	<b>515.37 EUR</b>	200 %
Noise category 12	102.00 to 103.99 EPNdB	<b>1,018.17 EUR</b>	250 %
Noise category 13	from 104.00 EPNdB	<b>3,029.37 EUR</b>	300 %

\* The night surcharge on the noise-related landing charge is levied for each flight event (landing and subsequent take-off) of an aircraft in the period from 22.00 to 05.59 (local time). If only one landing or take-off of an aircraft takes place between 22.00 and 05.59 (local time), half of the night surcharge will be charged.

For aircraft of the types A319, A320 and A321 with proven vortex generators, a discount of 10% is granted on the applicable noise-related landing fee.

## 2.4 Passenger Fee - Calculation: Passengers

The passenger fee in commercial air traffic and company charter traffic is calculated according to the number of passengers on board of the aircraft at the time of departure. Children under the age of 2 years and without the right of an own seat are not included.

type of service		unit of calculation	fee
<b>Passenger Fee</b>			
	<b>EU*</b> incl. Iceland, Norway, Switzerland	per passenger	<b>13.71 EUR</b>
	<b>Non-EU*</b>		<b>17.81 EUR</b>

\* provided that the following landing of the aircraft takes place at an airport within the above mentioned areas

## 2.5 Security Fee – Calculation: Passenger

In addition to landing- and passenger fees a security fee is to be paid to the airport authority for each take-off of an aircraft from Dresden Airport.

The security fee is levied to refinance additional insurance costs, covering war and terror risks and additional costs for performing official security requirements.

The security fee in commercial air traffic and company charter traffic is calculated according to the number of passengers on board the aircraft at the time of departure. Children under the age of 2 years and without the right of an own seat are not included.

type of service	unit of calculation	fee
<b>Security Fee</b>	per Passenger	<b>2.98 EUR</b>

## 2.6 Parking Fee

A fee is payable to the airport authority for parking aircraft at the airport. The level of parking fee to be paid is calculated according to the Maximum Take-off Weight of the aircraft.

type of service	unit of calculation	fee
<b>Parking Fee</b>	per 24hrs started / per 1000 kg MTOW started	<b>2.95* EUR</b>

\* The minimum parking fee for every 24 hours started is **7.65 EUR**.

There is no parking fee payable for a maximum of **3 hours** between landing and take-off of an aircraft.

Before the aircraft is parked for a period of time, which will probably last longer than 30 consecutive days, a special agreement can be made between the aircraft owner and the airport authority. Special agreements are also to be made with the airport authority in case of an accident.

## **2.7 Exemptions/Special regulation**

The share of the landing fee is also to be paid when the aircraft touches the ground and, directly following this, accelerates for take-off.

No landing fee is payable in the case of an emergency landing as a result of technical problems with the aircraft or following the threat of or actual use of violence provided that the airport is not the scheduled destination. Alternative landings are not emergency landings.

A discount is granted on the fees listed above (chapter 2.2 and 2.3) for training flights and introductory flights for aircraft with a Maximum Take-off Weight of:

Up to	3,000 kg	40 %
Over	3,000 kg	55 %.

The minimum fee to be paid after discount is **9.02 EUR**.

Training flights are flights where a civil trainee pilot flies as part of his training at an authorized training centre (aviation school). Such flights are a requirement for extension of his civil pilot's license or are a necessary part of the examination of aviation personnel.

Introductory flights are flights, which serve as aeronautical and technical introductions of civil pilots. The trainee pilots must possess the license required for particular the aircraft type. The trainer carrying out the introduction must be on board of the aircraft used.

No landing fee is payable for inspection flights of the responsible official authorities.

## **2.8 Official Authorisation**

The Saxon State Ministry for Economic Affairs, Labour and Transport authorised the Landing-, Passenger-, Security- and Parking-Fees. The Landing-, Passenger- and Parking-Fees came into effect on December 1<sup>st</sup>, 2023. The Security-Fee are valid since May 1<sup>st</sup>, 2023.

### **3 Passenger based Handling Fees – CUPPS and PRM**

#### **3.1 General**

##### **3.1.1 Debtors of Passenger based Fees**

The following are debtors for Passenger based Handling Fees – CUPPS and PRM:

- a) the airline under which airline code / flight number the respective flight has been carried out,
- b) the airlines as common debtor under which airline code / flight number the respective flight has been carried out (Code Sharing),
- c) the person in whose name the aircraft is registered,
- d) the person who is naturally or legally using the aircraft but is not necessarily the owner or person in whose name the aircraft is registered, such as a person renting or leasing the aircraft.

#### **3.2 CUPPS Fee**

##### **3.2.1 CUPPS Fee**

In commercial air traffic and company charter traffic a CUPPS Fee for the use of the CUPPS Equipment for IT-base passenger handling has to be paid to the airport authority each time an aircraft takes off from Dresden Airport.

##### **3.2.2 CUPPS Fee – Calculation: Passengers**

The CUPPS Fee in commercial air traffic and company charter traffic is calculated according to the number of passengers on board of the aircraft at the time of departure. Children under the age of 2 and without the right of an own seat are not included.

type of service	unit of calculation	fee
<b>CUPPS-Fee</b>	per Passenger	<b>0.49 EUR</b>

### 3.3 PRM Fee

#### 3.3.1 PRM Fee

In commercial air traffic and company charter traffic a fee for PRM services has to be paid to the airport authority each time an aircraft takes off from Dresden Airport. It refunds any assistance for disabled passengers and passengers with reduced mobility (PRM) according to the EU Regulation (EG) 1107/2006.

The notification of PRM Handling at Dresden Airport is to be effected through the Airport Operations Control by the airline or the tour operator at:

Phone	+49 (0) 351 – 881 3220
Fax	+49 (0) 351 – 881 3225
SITA	DRSFLXH
E-Mail	verkehrsleitervomdienst@dresden-airport.de

As a basic principle and according to EU Regulation 1107/2006 the notification must be effected 36 hours before the respective departure or landing.

#### 3.3.2 PRM Fee – Calculation: Passengers

The PRM Fee in commercial air traffic and company charter traffic is calculated according to the number of passengers on board of the aircraft at the time of departure. Children under the age of 2 and without the right of an own seat are not included.

type of service	unit of calculation	fee
<b>PRM-Fee</b>	per Passenger	<b>0.84 EUR</b>

## **4 Ground Services**

### **4.1 Regulations and Explanations**

#### **4.1.1 General Regulations / Definitions**

Ground services will be carried out by Flughafen Dresden GmbH (hereafter referred to as "Airport") in accordance with international standards using local methods and the necessary systems and equipment.

The airport will carry out the services taken on using trained personnel. A contract for ground services can be made between the airport and airline, should this be required.

Punctual ground service can be guaranteed if the flights are registered in text form and confirmed with the airport operations management at least 72 hours before the scheduled landing. The flight number, type of aircraft, airport of origin and scheduled landing and take-off times should be given.

If an aircraft that has been registered arrives late and as a result there is an overlap with other aircrafts that are scheduled to be serviced, the airport reserves the right to give priority to such other aircraft for the provision of ground service. The airport will service alternative landings as possible, this also applies to flights that are registered and confirmed less than 72 hours before the scheduled landing.

The airline should provide the airport with the documents and information necessary to make proper ground service possible. The airport ensures that these documents and information will not be made available to a third party, provided this does not contravene any legal regulations.

The airport has the right to use third parties as contractors to complete the ground services fully or in part on the condition that the airport is responsible for ensuring that the services are carried out properly in the way that the airport would have done itself.

The airport should be informed well in advance if particularly heavy or bulky cargos are to be loaded, unloaded or reloaded, requiring special loading equipment. The airport should also be informed in advance if there are loads, which require special treatment and therefore need specialised facilities or services.

In case of an emergency (emergency landing, accident) the airport will take all the measures necessary and possible to aid the passengers and crew and protect the cargo on the plane from loss or damage immediately without waiting for instructions from the airline. The airport has the right to compensation for any costs incurred. The airport is entitled to reimbursement of the costs incurred as a result of a performance of an obligation or their vicarious agents for which the Airline is responsible.

#### **4.1.2 Terms / Explanation**

##### **Facilities in the Central Infrastructure for carrying out Ground Services:**

The airport manages and runs facilities in a central infrastructure for carrying out ground service in accordance with the Flughafenbenutzungsordnung (Airport User Regulations). Regardless of whether the airline wishes to carry out ground service itself or commission a third party to do so, the central facilities in the infrastructure have to be used.

The central facilities of the infrastructure for ground service along with administration and operation are described in the Directory of Services in section 4.2.

The central facilities of the infrastructure are to be operated exclusively by persons commissioned by the airport.

##### **Ground Service:**

The airport carries out ground maintenance services at the request of aircraft operators in accordance with IATA AHM 810 standards as far as its technology and human resources allow. Ground Services are described more closely in section 4.3.

Provided that no other agreement has been made, this Directory of Services contains the basic ground services that are included in ground maintenance. The airport will invoice additional services, which go beyond the range of services included in the official price list, separately.

The airport will adapt systems and equipment necessary for carrying out ground service to meet the needs of the air traffic and where possible conform to the normal standards in international air traffic.

##### **Cargo:**

The airport has a storage area for cargo, which is being transported by an airline or haulage contractor and can be stored by order of the airline or haulage contractor. There is no legal right to store cargo in this area.

##### **Special Services:**

Special ground services are all services that are not regularly included in existing contracts on what services the airport should carry out or are not included in the basic services listed in the Directory of ground service (Section 4.3).

Provided that staff and equipment are available, the airport can render special services on request. Special services, which are used regularly, can be included in the Ground Service Contract.

Services and deliveries that are not included in the List of Charges can be agreed on against payment. The airport reserves the right to change and make additions to this list.

Each unit of calculation started will be invoiced.

Preparation time is included in calculation of fees that are based on units of time.

Provided that it is not stated otherwise in the List of Charges, the smallest unit that can be calculated for services based on a fixed hourly rate is half an hour.

Special services will be invoiced separately.

The person receiving the services should confirm that the individual service or delivery has been carried out properly on the corresponding order form. If confirmation cannot be given, the client has to pay the costs incurred so far even in the case that the client and person who are receiving the services are not the same. These procedures do not apply in the case of pushback in connection with a take-off.

If an airline requests a Baggage Identification in addition to the general official Baggage identification, the resulting costs will be invoiced as a special service.

### **General Aviation:**

The airport maintains equipment, facilities and personnel for preparation of general aviation flights.

### **Other Terms:**

For the sake of clarity, specialist terms used in this appendix are explained as follows:

- a) **"Passenger"** also mean all persons travelling for the airline on business or free of charge.
- b) **"Cargo"** also applies to all service cargo being sent by the airline.
- c) **"Ground service buildings / areas"** are all the buildings and areas at the airport that are used for preparing aircraft for landing and take-off.
- d) **"Load"** is baggage (including the crew's baggage), cargo (including service cargo), mail (including company mail) and ballast.

#### **4.1.3 Basis for Calculation of Fees**

The fees for ground services published in the Directory of Services are package prices. There will not be a reduction in the corresponding price if an element of the ground service package is not used.

The airport charges are a fee for the use of the facilities in the central infrastructure for ground service to cover administration and operational costs. This fee is graded according to the scope of usage:

- Bridge fee for passenger aircraft
- Remote fee for passenger aircraft
- Remote fee for cargo and post aircraft.

The List of Charges can be found in Section 4.4.

The airline has to pay a handling fee for ground services carried out by the airport. This fee can be calculated according to the range of ground services or number of ground service processes agreed on by the airline and airport in the Ground Service Contract. If no contract exists, the ground service fees will be regarded as being agreed in accordance with Section 4.5. This fee is graded according to the range of ground services:

- Bridge fee for passenger aircraft
- Remote fee for passenger aircraft.

Handling fees for ground service of aircraft transporting solely cargo and post will not be published and will be agreed based on figures.

Fees for services that are not included in the handling fee will be calculated according to Section 4.7. in the Directory of Special Services.

A fee for use of the general aviation infrastructure will be calculated in accordance with Section 4.8. In the case that ground services are rendered in the field of general aviation, the invoice will be calculated based on the fees for special services in accordance with Section 4.7.

The following are debtors of fees for use of the facilities of the central infrastructure for ground service, for use of the general aviation infrastructure and for ground services (handling fees):

- a) the airline under which airline code / flight number the respective flight has been made,
- b) the airlines as common debtor under which airline code / flight number the respective flight has been made (Code Sharing),
- c) the person in whose name the aircraft is registered,
- d) the person who is naturally or legally using the aircraft but is not necessarily the owner or person in whose name the aircraft is registered, such as a person renting or leasing the aircraft.

## **4.2 Directory of Services for Use of Facilities of the Central Infrastructure of Ground Services**

### **4.2.1 Ground Service Ramps**

- Provision of ground service ramps with technical equipment such as navigation lights and lighting facilities including areas for taxiing and areas located nearby for storing and preparing of ground service vehicles and equipment;
- Parking of aircraft for the duration of ground service up to **3 hours**;

The airport can decide whether an aircraft is to be moved following ground service for technical reasons.

- Use of taxiways for moving between the runway and ground service area;
- Use of areas located nearby for storing and preparing ground service vehicles and equipment for the duration of ground service and for a period of 10 minutes before and 10 minutes after for preparation.

### **4.2.2 Passenger Bridges**

- Provision of passenger bridges including boarding stations in order to carry out ground service near the terminal building;
- Operation of passenger bridges during check-in.

### **4.2.3 Stationary Ground Power Supply**

- Provision of stationary ground power systems on passenger bridges;
- Connection and disconnection of the ground power system with the aircraft.

Supply of ground power is included in ground service.

### **4.2.4 Baggage Conveyor System**

- Provision and operation of a baggage conveyer system for arrivals and departures;
- Provision of facilities for checking-in baggage, including the necessary premises and handover areas;
- Sorting and preparation of baggage;

- Transportation of baggage for departure to the handover point;
- Transportation of baggage which has arrived from the handover point to baggage reclaim or transfer point;
- Handling of baggage for transfer, baggage that is bulky and courier baggage.

#### **4.2.5 Facilities for Guiding Aircraft**

- Provision and operation of a guidance system for taxiing and docking systems;
- Carrying out of ramp check of complete ground service area including operation of technical monitoring facilities;
- Monitoring of operational safety in the ground service area;
- Provision of guidance vehicles;
- Rendering of guiding services.

#### **4.2.6 Flight Information System**

- Provision and operation of technical facilities that are required to give sufficient information to all passengers and personnel working in services at the airport;

The airport will display flights with several numbers as its technical facilities allow. There is not, however, a legal entitlement to this.

- Provision of premises for the traffic control centre and passenger information services;
- Carrying out of traffic planning and traffic control;
- Operation of passenger information points especially information counters in the terminal.

#### **4.2.7 Aircraft De-icing Systems**

- Provision of marked areas for de-icing aircraft including disposal facilities;
- Provision of facilities for preparation and storing of water and de-icing fluids.

Aircraft de-icing is part of the ground service.

#### **4.2.8 Fresh Water Supply System**

- Provision of facilities with a filling station for fresh water of drinking quality according to legal regulations. Provision of the necessary premises and de-icing of specialised vehicles.

Supplying aircraft with fresh water is part of the ground service.

#### **4.2.9 Faecal Disposal System**

- Provision of a station for disposal of faeces from aircraft;
- Provision of facilities for frost-free storage and filling of vehicles as well as stocking up of disinfectant additives.

The service for disposal of faeces from aircraft is part of the ground service.

#### **4.2.10 Waste Disposal System**

- Provision of areas and technical facilities for collecting and processing of waste in ways suitable for the different types of waste;
- Provision of waste containers.

Waste disposal is part of the ground service.

### **4.3 Directory of Ground Services (Aircraft Handling)**

PortGround GmbH will render the following ground services presented here in the name of the airport and at the airport's costs.

#### **4.3.1 Loading and Unloading Services**

- Provision, transportation and operation of passenger stairways;
- Provision, transportation and operation of equipment for loading and unloading cargo;
- Provision and operation of vehicles of a suitable capacity for transportation of passengers between the aircraft and terminal;

Additional transportations on the instructions of an airline (last minute passengers, transportation of the crew) are classed as a special service.

- Opening and closing of the loading bay doors;
- Operation of the aircraft's loading equipment;
- Single unloading of cargo in accordance with the airline's instructions;
- Provision and operation of suitable equipment for transportation of loads between the aircraft and handover point or between the client's different aircraft in accordance with instructions given;
- Handover / Receiving of loads;
- Single loading, stowing and securing of the load, which has been prepared and is ready for loading in accordance with the airline's instructions, provided this process complies with German regulations on health and safety standards, for example in the regulations on accident prevention.

Material for securing loads is to be provided by the airline or will be invoiced as a special service. Picking out selected items of baggage later will also be charged as a special service.

- Use of suitable measures to protect pallets, containers, nets, belts, securing hooks and other materials for securing loads provided by the airline for the particular ground service from loss or damage;  
Every loss or case of damage is to be reported to the airline.
- Single redistribution of load in the aircraft's cargo hold in accordance with written instructions from the airline;
- Provision of storage facilities for unit load devices and protection of them from the influences of weathering;

The use of storage facilities is a special service.

#### **4.3.2 Aircraft Ground Service**

- Provision, positioning and removal of chocks;
- Provision, transportation and operation of stairs for the crew;
- Provision of mobile equipment for ground power supply;
- Supply of aircraft with ground power for up to 30 minutes.  
Supply for longer than this period is a special service.
- Provision of vehicles for towing and pushing aircraft on the ramp area.  
Use of towing vehicles for take-off or de-icing is regarded as a special service.
- Provision of portable equipment for starting engines.  
Use of this equipment is regarded as a special service.

#### **4.3.3 Aircraft Service**

##### **4.3.3.1 Cleaning of the aircraft interior**

(Transit cleaning if there is sufficient ground time scheduled)

###### Cabins

- Emptying of rear seat pockets / side pockets;
- Emptying of ashtrays;
- Cleaning of seats;
- Straightening of seats and seatbelts;
- Cleaning of cabin floor;
- Collection and removal of waste;
- Emptying of litter receptacles;
- Cleaning up of remains of airsickness;
- Replacement of individual headrest covers (Covers are to be provided by the airline);
- Cleaning of separate dirty cabin windows on the inside where necessary as well as cleaning of separate folding tables.

###### Aircraft Galley

- Cleaning of aircraft galley and provision of external supplies;
- Mopping of aircraft galley floor;
- Emptying of the waste receptacles with the exception of catering articles, supply of new airline rubbish bags.

#### Toilets

- Removal of waste;
- Cleaning of floor;
- Cleaning and disinfection of toilet seats and washbasins;
- Cleaning of mirrors.

Cleaning of the cockpit and load bays are special services. Extended transit cleaning, night stop cleaning and deep cleaning can be agreed on separately.

#### **4.3.3.2 Toilet Service**

- Provision and driving of toilet vehicle to and from the aircraft;
- Emptying and flushing out of the toilets, refilling of fluids in accordance with airline instructions.

#### **4.3.3.3 Water Supply**

- Provision and driving of vehicle with freshwater to and from the aircraft;
- Refilling of the water container with freshwater that is suitable for drinking.

#### 4.4 Charges for the Use of Central Infrastructure Facilities for Ground Handling Services

A/C cat	Aircraft type		Passenger bridge position EUR	Remote position EUR	Remote position cargo/mail EUR
1					
1	Aircraft	2.0 – 5.0 t		80.00	
2					
2	Aircraft	5.0 – 10.0 t		205.00	
3					
3	Bombardier	DHC 8-100/-200		270.00	
3	Dornier	DO 328		270.00	
3	Embraer	EMB 120		270.00	
3	Embraer	EMB 135		270.00	
3	Saab	SF 340		270.00	
4					
4	Aerospatiale	ATR 42		345.00	310.00
4	Antonov	AN 26			310.00
4	Antonov	AN 32			310.00
4	Bombardier	CRJ 100/200		345.00	310.00
4	Bombardier	DHC 8-300		345.00	
4	Embraer	EMB 145		345.00	
4	Fokker	F 50		345.00	310.00
4	Saab	S 2000		345.00	
5					
5	Aerospatiale	ATR 72		405.00	355.00
5	Bombardier	CRJ 700		405.00	
5	Bombardier	DHC 8-400		405.00	
5	Ilyushin	IL 114		405.00	
6					
6	Antonov	AN 72			550.00
6	Antonov	AN 148	655.00	570.00	
6	Antonov	AN 158	655.00	570.00	
6	Avro	RJ 70	655.00	570.00	
6	Avro	RJ 85	655.00	570.00	550.00
6	Avro	RJ 100	655.00	570.00	550.00
6	Bombardier	CRJ 900		570.00	
6	Bombardier	CRJ 1000		570.00	
6	Embraer	EMB 170	655.00	570.00	
6	Embraer	EMB 175	655.00	570.00	
6	Fokker	F 70	655.00	570.00	
6	Fokker	F 100	655.00	570.00	
6	Sukhoi	SSJ 100-95	655.00	570.00	

A/C cat	Aircraft type		Passenger bridge position EUR	Remote position EUR	Remote position cargo/mail EUR
7					
7	Airbus	A 318	810.00	740.00	655.00
7	Boeing	B 737-500	810.00	740.00	
7	Boeing	B 737-600	810.00	740.00	
7	Airbus	A 220-100	810.00	740.00	
7	Embraer	E 190	810.00	740.00	
7	Embraer	E 195	810.00	740.00	
7	Embraer	E190-E2	810.00	740.00	
7	Transall	C 160			
8					
8	Airbus	A 319	900.00	820.00	730.00
8	Boeing	B 737-300	900.00	820.00	
8	Boeing	B 737-700	900.00	820.00	
8	Airbus	A 220-300	900.00	820.00	
8	Embraer	E195-E2	900.00	820.00	
9					
9	Airbus	A 320	1,130.00	1,020.00	915.00
9	Airbus	A 321	1,130.00	1,020.00	
9	Boeing	B 737-400	1,130.00	1,020.00	
9	Boeing	B 737-800	1,130.00	1,020.00	
9	Boeing	B 737 MAX 8	1,130.00	1,020.00	
9	Boeing	B 737-900	1,130.00	1,020.00	
9	Boeing	B 737 MAX 9	1,130.00	1,020.00	
10					
10	Boeing	B 757-200	1,565.00	1,440.00	1,280.00
10	Lockheed	C 130			1,280.00
11					
11	Boeing	B 757-300	1,770.00	1,605.00	1,445.00
11	Boeing	B 767-200	1,770.00	1,605.00	
11	Ilyushin	IL 76			
12					
12	Airbus	A 300	2,405.00	2,185.00	1,955.00
12	Airbus	A 400M			1,955.00
12	Boeing	B 767-300	2,405.00	2,185.00	1,955.00

<b>A/C cat</b>	<b>Aircraft type</b>		<b>Passenger bridge position EUR</b>	<b>Remote position EUR</b>	<b>Remote position cargo/mail EUR</b>
<b>13</b>					
13	Airbus	A 330-200	2,935.00	2,655.00	2,365.00
13	Airbus	A 330-300	2,935.00	2,655.00	2,365.00
13	Airbus	A 330-800	2,935.00	2,655.00	2,365.00
13	Airbus	A 330-900	2,935.00	2,655.00	2,365.00
13	Airbus	A 340-300	2,935.00	2,655.00	
13	Airbus	A 340-500	2,935.00	2,655.00	
13	Airbus	A 350-900	2,935.00	2,655.00	
13	Boeing	B 777-200	2,935.00	2,655.00	2,365.00
13	Boeing	B 787-8	2,935.00	2,655.00	
13	Mc Donnell Douglas	C 17			2,365.00
13	Mc Donnell Douglas	MD 11			2,365.00
<b>14</b>					
14	Airbus	A 340-600	3,405.00	3,090.00	
14	Airbus	A 350-1000	3,405.00	3,090.00	
14	Antonov	AN 124			2,745.00
14	Boeing	B 747-200			2,745.00
14	Boeing	B 747-400	3,405.00	3,090.00	2,745.00
14	Boeing	B 747-8	3,405.00	3,090.00	2,745.00
14	Boeing	B 777-300	3,405.00	3,090.00	
14	Boeing	B 787-9	3,405.00	3,090.00	
14	Boeing	B 787-10	3,405.00	3,090.00	
<b>15</b>					
15	Airbus	A 380-800	4,920.00	4,470.00	

## 4.5 Handling Charges

A/C cat	Aircraft type	Passenger bridge position EUR	Remote position EUR
<b>1</b>			
1	Aircraft	2.0 – 5.0t	<b>125.00</b>
<b>2</b>			
2	Aircraft	5.0 – 10.0t	<b>175.00</b>
<b>3</b>			
3	Bombardier	DHC 8-100/-200	<b>350.00</b>
3	Dornier	DO 328	<b>350.00</b>
3	Embraer	EMB 120	<b>350.00</b>
3	Embraer	EMB 135	<b>350.00</b>
3	Saab	SF 340	<b>350.00</b>
<b>4</b>			
4	Aerospatiale	ATR 42	<b>500.00</b>
4	Antonov	AN 26	<b>500.00</b>
4	Antonov	AN 32	<b>500.00</b>
4	Bombardier	CRJ 100/200	<b>500.00</b>
4	Bombardier	DHC 8-300	<b>500.00</b>
4	Embraer	EMB 145	<b>500.00</b>
4	Fokker	F 50	<b>500.00</b>
4	Saab	S 2000	<b>500.00</b>
<b>5</b>			
5	Aerospatiale	ATR 72	<b>655.00</b>
5	Bombardier	CRJ 700	<b>655.00</b>
5	De Havilland Canada	DHC 8-400	<b>655.00</b>
5	Ilyushin	IL 114	<b>655.00</b>
<b>6</b>			
6	Antonov	AN 72	<b>725.00</b>
6	Antonov	AN 148	<b>650.00</b> <b>725.00</b>
6	Antonov	AN 158	<b>755.00</b> <b>810.00</b>
6	Avro	RJ 70	<b>650.00</b> <b>725.00</b>
6	Avro	RJ 85	<b>705.00</b> <b>775.00</b>
6	Avro	RJ 100	<b>755.00</b> <b>810.00</b>
6	Bombardier	CRJ 900	<b>805.00</b>
6	Bombardier	CRJ 1000	<b>835.00</b>
6	Embraer	EMB 170	<b>650.00</b> <b>725.00</b>
6	Embraer	EMB 175	<b>650.00</b> <b>725.00</b>
5	Fokker	F 70	<b>650.00</b> <b>725.00</b>
6	Fokker	F 100	<b>755.00</b> <b>810.00</b>
6	Sukhoi	SSJ 100-95	<b>755.00</b> <b>810.00</b>

<b>A/C cat</b>	<b>Aircraft type</b>		<b>Passenger bridge position EUR</b>	<b>Remote position EUR</b>
<b>7</b>				
7	Airbus	A 318	790.00	880.00
7	Boeing	B 737-500	790.00	880.00
7	Boeing	B 737-600	790.00	880.00
7	Airbus	A 220-100	790.00	880.00
7	Embraer	E190		880.00
7	Embraer	E195	840.00	915.00
7	Embraer	E190-E2	840.00	915.00
7	Transall	C 160	840.00	915.00
<b>8</b>				
8	Airbus	A 319	950.00	1,025.00
8	Boeing	B 737-300	950.00	1,025.00
8	Boeing	B 737-700	950.00	1,025.00
8	Airbus	A 220-300	950.00	1,025.00
8	Embraer	E195-E2	950.00	1,025.00
<b>9</b>				
9	Airbus	A 320	1,260.00	1,365.00
9	Airbus	A 321	1,485.00	1,580.00
9	Boeing	B 737-400	1,020.00	1,125.00
9	Boeing	B 737-800	1,115.00	1,225.00
9	Boeing	B 737 MAX 8	1,115.00	1,225.00
9	Boeing	B 737-900	1,440.00	1,580.00
9	Boeing	B 737 MAX 9	1,440.00	1,580.00
<b>10</b>				
10	Boeing	B 757-200	1,495.00	1,625.00
10	Lockheed	C 130		1,790.00
<b>11</b>				
11	Boeing	B 757-300	2,085.00	2,240.00
11	Boeing	B 767-200	2,085.00	2,240.00
11	Ilyushin	IL 76		2,595.00
<b>12</b>				
12	Airbus	A 300	2,460.00	2,710.00
12	Airbus	A 400M		2,710.00
12	Boeing	B 767-300	2,460.00	2,710.00

<b>A/C cat</b>	<b>Aircraft type</b>		<b>Passenger bridge position EUR</b>	<b>Remote position EUR</b>
<b>13</b>				
13	Airbus	A 330-200	<b>2,900.00</b>	<b>3,220.00</b>
13	Airbus	A 330-300	<b>2,900.00</b>	<b>3,220.00</b>
13	Airbus	A 330-800	<b>2,900.00</b>	<b>3,220.00</b>
13	Airbus	A 330-900	<b>2,900.00</b>	<b>3,220.00</b>
13	Airbus	A 340-300	<b>2,900.00</b>	<b>3,220.00</b>
13	Airbus	A 340-500	<b>2,900.00</b>	<b>3,220.00</b>
13	Airbus	A 350-900	<b>3,200.00</b>	<b>3,510.00</b>
13	Boeing	B 777-200	<b>2,900.00</b>	<b>3,220.00</b>
13	Boeing	B 787-8	<b>2,900.00</b>	<b>3,220.00</b>
13	Mc Donnell Douglas	C 17		<b>3,220.00</b>
13	Mc Donnell Douglas	MD 11		<b>3,220.00</b>
<b>14</b>				
14	Airbus	A 340-600	<b>3,680.00</b>	<b>4,200.00</b>
14	Airbus	A 350-1000	<b>3,835.00</b>	<b>4,210.00</b>
14	Antonov	AN 124		<b>4,280.00</b>
14	Boeing	B 747-200	<b>3,350.00</b>	<b>3,760.00</b>
14	Boeing	B 747-400	<b>3,680.00</b>	<b>4,200.00</b>
14	Boeing	B 747-8	<b>4,200.00</b>	<b>4,675.00</b>
14	Boeing	B 777-300	<b>3,680.00</b>	<b>4,200.00</b>
14	Boeing	B 787-9	<b>3,680.00</b>	<b>3,850.00</b>
14	Boeing	B 787-10	<b>4,200.00</b>	<b>4,675.00</b>
<b>15</b>				
15	Airbus	A 380-800	<b>6,900.00</b>	<b>8,500.00</b>

## **4.6 Surcharges / Reduction of Fees in accordance with 4.4, 4.5 and 4.9**

- 4.6.1** A surcharge of 20 % is payable for **separate handling**.  
Separate handling is required when the time between landing (on-block) and take-off (off-block) is more than 90 minutes or for large aircraft (especially aircraft of category 11-15), more than 180 minutes. "On-block" is the point at which the plane stops moving when taxiing to the parking area and "off-block" is the point at which the aircraft taxis to the starting line using its own or other power.
- 4.6.2** A surcharge of 20 % will be added for aircraft that lands (on-block) or takes-off (off-block) during the **night-time** period between 20.00 LT and 06.00 LT. Only half of the surcharge is payable if only either the landing or take-off takes place during the night time.  
Training flights up to 23.00 LT are exempted from a **Night-Time Surcharge** provided that they are registered at least 72 hours in advance.  
Ambulance and rescue flights are exempt from paying a Night-Time Surcharge.
- 4.6.3** For **additional expenditures** that arise during ground service as a result of loading and unloading, cleaning of the aircraft and / or during use of the baggage check-in or reclaim premises, including use of technical facilities, a difficulty surcharge of 20 % will be added to the respective fee.
- 4.6.4** In the case of a **technical landing** where there is no loading or reloading, 50 % of the fee will be charged. In the case of load change and / or disembark of passengers, the complete fee will be charged.
- 4.6.5** In the case of **stand-by flights or transportation flights** where ground service is not necessary, there will be a reduction of 10 % for passenger aircraft and 20 % for cargo aircraft.
- 4.6.6** Handling fees for ground service of **cargo aircraft** will not be published. The fees will be agreed according to the expenditure expected. If it is not possible to reach an agreement, a surcharge of 40 % will be made on the published Remote Handling Fee. The handling fee only covers the expenditure needed for loading and unloading cargo and transporting it to the store in the case of cargo aircraft and passenger aircraft with an additional load.  
  
Loading of unusual **air cargo** (bulky or heavy goods, animals etc.) will be invoiced separately according to the List of Charges for special services provided that personnel and equipment are required for longer than usual and there is no special contract for ground service.
- 4.6.7** A surcharge of 10% will be added for flights for which will be offered **Late Night Check In**.

## 4.7 Charges for Special Ground Services

No.	Description	Unit	EUR
-----	-------------	------	-----

### 4.7.1 Personnel

ALA1001	Foreman	each ½ hour started	<b>40.00</b>
ALA1002	Aircraft handling dispatcher	each ½ hour started	<b>30.00</b>
ALA1003	Inspection car with driver	each ¼ hour started	<b>35.00</b>

### 4.7.2 Starting / Ground Power Supply

	<b>Ground power unit</b>		
ALA2001	Ground power for aircraft up to 35 t MTOW	each hour started	<b>60.00</b>
ALA2002	Ground power for aircraft more than 35 t MTOW	each hour started	<b>120.00</b>
	<b>Airstarter</b>		
ALA2003	Air starter (starting the engines)	per incident / max. 15 min.	<b>150.00</b>
ALA2004	With the request and provision of the Air Starter without operating the unit. 50% of the fee will be charged.		
	<b>Heating</b>		
ALA2005	Pre-heating device for aircraft up to 35 t MTOW	each ½ hour started	<b>120.00</b>
ALA2006	Pre-heating device for aircraft more than 35 t MTOW	each ½ hour started	<b>160.00</b>

### 4.7.3 Loading / Unloading

<b>Steps and lifters</b>			
ALA3002	Passenger steps for aircraft	each ½ hour started	<b>100.00</b>
ALA3004	towed Passenger/Maintenance Steps for aircraft	each ½ hour started	<b>50.00</b>
ALA3006	Highloader (Main Deck)	each ½ hour started	<b>200.00</b>
ALA3010	Fork lift manual	each ½ hour started	<b>25.00</b>
ALA3011	Lift transporters 20 t (max. 2.30 m)	each ½ hour started	<b>200.00</b>
ALA3012	Use of De-Icing unit as lifting platform	each ½ hour started	<b>200.00</b>
ALA3013	P/C transport car 5 t	each ½ hour started	<b>120.00</b>
ALA3014	Cherry picker with operator	each ½ hour started	<b>70.00</b>
<b>Vehicles and devices</b>			
ALA3015	Apron bus up to 8 passengers	each trip / max. 15 min.	<b>35.00</b>
ALA3016	Passenger bus	each trip / max. 15 min.	<b>50.00</b>
ALA3019	Crew bus	each trip / max. 15 min.	<b>30.00</b>
ALA3021	Dolly	each ½ hour started	<b>20.00</b>
ALA3023	Baggage trailer	each ½ hour started	<b>5.00</b>
ALA3024	Baggage conveyor belt car	each ½ hour started	<b>50.00</b>

No.	Description	Unit	EUR
ALA3027	Conveyor belt	each ½ hour started	65.00
ALA3029	PowerStow	each ½ hour started	150.00
ALA3030	Diesel / Electric tractor	each ½ hour started	50.00
<b>Loading- and Unloading Service</b>			
ALA3031	Additional sorting out of baggage and cargo after completion of loading	each staff member and ½ hour started	30.00
ALA3032	Baggage identification	each staff member and ½ hour started	30.00
ALA3033	Belly Change	per incident / max. 15 min	50.00
ALA3034	Pick up of baggage on gate / jetway (max. 10 pieces)	per incident / max. 15 min	30.00
A2300	Baggage scanning in accordance with IATA R753		on request

#### 4.7.4 Moving of Aircraft

ALA4001	Aircraft towing bar	per incident / max. 15 min	50.00
ALA4002	Tractor for aircraft / PushBack	per incident / max. 15 min	250.00
ALA4004	Aircraft tug	per incident / max. 15 min	250.00

#### 4.7.5 Aircraft Servicing

<b>Lavatory Service and Water Service</b>			
ALA5001	Lavatory service	per incident	80.00
ALA5002	Fresh water service	per incident	80.00
ALA5003	Drain water vehicle	per incident	55.00
<b>Materials</b>			
ALA9001	Clamping band	per piece	30.00
ALA9002	Synthetic foil for covering/ Stretch foil	per running meter	0.50
ALA9003	Tie down rope	per piece	1.20
ALA9004	Single stud fitting	per piece	5.00
ALA9005	Supporting blanks	per piece	4.50
ALA9006	Suction carpet AVIH	per piece	8.00
ALA9007	Ballast (sacks 25 kg)	per sack	25.00
<b>Pallet Roller Racks</b>			
ALA5004	rental for the space per roller rack	per day	10.00

No.	Description	Unit	EUR
<b>Cleaning of the Aircraft Interior</b>			
ALA5005	Night-stop-cleaning		on request
ALA5006	Basic / deep Cleaning		on request
ALA5007	transfer Cleaning		on request

#### 4.7.6 De-icing

For Aircraft Anti-/De-Icing the current price list can be provided at request.

#### 4.7.7 Other Services

ALA6001	Disposal of waste from aircraft which is not under point 4.3.3.1 "Cleaning of the aircraft interior"	per unit	30.00
ALA6002	Walk out assistance	per incident	50.00
ALA6003	Handling Assistance. incl. start up- / walk out assistance for aircraft < 5.7 t MTOW	per incident	125.00
ALA6004	Handling Assistance. incl. start up- / walk out assistance for aircraft < 25 t MTOW	per incident	250.00
ALA6005	Handling Assistance. incl. start up- / walk out assistance for aircraft < 50 t MTOW	per incident	350.00
ALA6006	Handling Assistance. incl. start up- / walk out assistance for aircraft ≥ 50 t MTOW	per incident	455.00
ALA6007	Handling Assistance. incl. start up- / walk out assistance for VIP / Government flights	per incident	500.00

## 4.8 Charges for General Aviation (GA)

General Aviation (GA) denotes the complete commercial and non-commercial air traffic apart from scheduled and charter flights with aircraft types with a maximum capacity up to 15 passengers. These include – amongst others – business flights, sport flights, training flights and commercial air services. On previous request exceptions are may be allowed.

### 4.8.1 Basic Charge GA

A/C cat	aircraft type	EUR
1	up to 0.8 t MTOW	15.00 €
	up to 1.2 t MTOW	22.00 €
	up to 1.7 t MTOW	55.00 €
	up to 2.0 t MTOW	70.00 €
	up to 3.0 t MTOW	90.00 €
	up to 4.0 t MTOW	120.00 €
	up to 5.0 t MTOW	150.00 €
2	up to 10 t MTOW	380.00 €
3	up to 16 t MTOW	550.00 €
4	up to 25 t MTOW	750.00 €
5	up to 40 t MTOW	950.00 €
6	up to 45 t MTOW	1,300.00 €
7	up to 60 t MTOW	1,500.00 €

#### 4.8.1.1 Services

- Facilities for marshalling the aircraft
- Provision and use of aprons
- Marshalling of the aircraft/helicopter
- Parking of aircraft for the duration of ground service up to 3 hours
- Use of taxiways for moving between the runway and ground service area
- Provision, positioning and removal of chocks as well as offloading and loading
- Provision of mobile equipment for ground power supply, portable equipment for starting engines and tractors
- Assistance during engine start
- Crew- and passenger transport between aircraft and terminal and back one time
- Use of the facilities of the GA area for self-briefing incl. crew lounge
- Declaration of the statistical flight data

#### 4.8.1.2 Surcharge for Separate Service

A surcharge of 20 % is payable for separate service.

Separate service is required when the time between landing (on-block) and take-off (off-block) is more than 90 minutes. "On-block" is the point at which the plane stops moving when taxiing to the parking area and "off-block" is the point at which the aircraft taxis to the starting line using its own or other power.

#### 4.8.1.3 Night-Time Surcharge

A surcharge of 20 % will be added for aircrafts that land (on-block) or take-off (off-block) during the night-time period between 20.00 LT and 06.00 LT. Only half of the surcharge is payable if only either the landing or take-off takes place during night time.

Training flights up to 23.00 LT are exempted from a Night-Time Surcharge provided they are registered at least 72 hours in advance.

Ambulance and rescue flights are exempted from paying a Night-Time Surcharge.

No.	Description	Unit	EUR
<b>4.8.2 Special Ground Service GA</b>			
A4812	GA handling assistant	each ½ hour started	<b>28.00</b>
A4402	Towing bar GA-aircraft	per incident	<b>5.50</b>
A4803	Seizing of light aircraft	per incident	<b>13.50</b>
A4804	Sweeping wet snow, cleaning edges	per incident	<b>27.00</b>
A4805	Inside Cleaning without disposal of waste	per staff member and each ¼ hour started	<b>17.50</b>
A4808	Cleaning of windows	per incident	<b>6.75</b>
A4809	Provision of electric connections	per incident	<b>3.00</b>
A4711	Start-up Assistance max. 3 start ups each 5 seconds	per incident	<b>44.00</b>
A6366	Hotel reservation	per reservation and person	<b>5.00</b>
A5020	Empty container (1l) for de-icing liquid ADF Typ-1	per container	<b>3.00</b>
A1597	Hangar parking space for aircraft < 2t MTOW	per started 24 hours	<b>65.00</b>
A1598	Hangar parking space for aircraft ≥ 2t MTOW	per started 24 hours	<b>180.00</b>
A1594	Hangar parking space for aircraft ≥ 5.7t MTOW	per started 24 hours	<b>250.00</b>
A4814	Towing in and out hangar of aircraft < 2 t MTOW	per incident	<b>27.00</b>
A4821	Towing in and out hangar of aircraft ≥ 2 t MTOW	per incident	<b>38.00</b>
A4815	Pre-heating of engines incl. operation for aircraft < 2 t MTOW	per incident / max. 15 min.	<b>45.00</b>
A4040	Disposal of waste from aircraft	per unit	<b>16.00</b>

No.	Description	Unit	EUR
-----	-------------	------	-----

#### 4.8.3 Catering Services GA

A4170	Catering service as per customer order		on request
A4171	Tableware cleaning service		on request
A4172	Hot water supply service	per litre	0.45
A4170	Ice cubes supply service	per kg	5.00
A4173	Transportation services from / to aircraft	per incident / max. 15 min	27.00
A4174	Control of catering supplies	per incident	15.00
A4175	supply of print products		on request
A4179	storage of equipment / chilling catering	per m <sup>2</sup> / per started 24 hours.	27.75
A4183	cancellation fee Catering	per incident	15.00

#### 4.8.4 Handlings-Assistance

- Recall and print out of briefing documents
- Catering order
- Newspaper order
- Hotel reservation for crews
- Additional tours between aircraft and terminal

A4813	Handlings Assistance for aircraft < 5.7 t MTOW	per incident	110.00
A4816	Handlings Assistance for aircraft < 25 t MTOW	per incident	225.00
A4817	Handlings Assistance for aircraft < 50 t MTOW	per incident	340.00
A4818	Handlings Assistance for aircraft ≥ 50 t MTOW	per incident	455.00
A4819	Handlings Assistance for VIP / governmental flights	per incident	490.00
A4840	Special Assistance for special events	per incident	1,000.00

#### 4.8.5 VIP Services

A6012	VIP-Lounge	up to 2 hours	170.00
A6013	VIP-Lounge	each additional hour	60.00
A6014	VIP-Lounge	daily rate	400.00
A6100	VIP-Handling (Lounge)	per passenger	40.00
A6150	VIP-Handling (Lounge / Check In)	per passenger	50.00
A4177	Catering VIP-Lounge as per customer order		on request
A6170	VIP planning and organization / special permission		on request
A7303	Security accompanying on the aerodrome air side	per incident	190.00
A7304	Escort by car on the aerodrome air side	per incident	250.00
A6115	Rent Red Carpet	daily rate	50.00
A6144	Display of Red Carpet	per incident	80.00
A6145	Setting of flagpole	per incident	120.00
A7312	Reservation of parking area on terminal curb side	per car / up to 3 hours	35.00
A7313	Reservation of parking area on terminal curb side	per bus / up to 3 hours	45.00
	Porter service		on request

## 4.9 Passenger Handling and Operations

Contact person for passage and operation charges is:

FSG Flughafenservice Gesellschaft mbH  
Mr. Uwe Stange  
Flughafenstraße  
01109 Dresden  
Germany

phone: +49 (0) 341/224 3044  
fax: +49 (0) 341/224 3045  
e-mail: Uwe.Stange@portground.com

### 4.9.1 Basic Charge Passenger Handling

The basic charge includes the following services:

- Registration of passengers for a flight (check-in)
- Acceptance and labelling of baggage and special baggage
- Allocation of seats
- Organisation of the boarding process (boarding)
- Recording of baggage irregularities (PIR recording)

No.	Description	Unit	EUR
A33000	Passenger Handling for aircraft ≤ 50 seats	per incident	<b>250.00</b>
A33000	Passenger Handling for aircraft ≤ 100 seats	per incident	<b>300.00</b>
A33000	Passenger Handling for aircraft ≤ 200 seats	per incident	<b>400.00</b>
A33000	Passenger Handling for aircraft ≤ 300 seats	per incident	<b>490.00</b>
A33000	Passenger Handling for aircraft ≤ 400 seats	per incident	<b>590.00</b>
A33000	Passenger Handling for aircraft > 400 seats	per incident	<b>on request</b>

No.	Description	Unit	EUR
-----	-------------	------	-----

#### 4.9.2 Special Services Passenger Handling

A6230	Collection of charges and fees (e.g. excess baggage)	per incident	<b>10 % Commission 30.00</b>
A6231	Assistance to passengers in the event of flight irregularities in an operational period STD +30 minutes and more	each ½ hour started	
A6232	Use of the check-in system (DCS) Damarel incl. material (boarding cards / baggage tags)	per passenger	<b>0.35</b>
A6233	Transfer of passenger data to authorities (APIS)	per passenger	<b>0.10</b>
A6234	Care for guests with special needs (unaccompanied minors, VIPs, etc.)	per passenger	<b>10.00</b>
A6235	Opening of additional check-in counters - beyond the normal level - e.g. for groups.	each hour started	<b>75.00</b>
A6236	Input of Property Irregularity Reports (PIR) into the airport's own WORLDTRACER system	per incident	<b>10.00</b>
A6237	Provision of personnel	each ½ hour started	<b>30.00</b>

#### 4.9.3 Services Operations

A4035	Provision of a ramp agent or turnaround coordinator; sending of operational messages (MVT, LDM, CPM)	per incident	<b>100.00</b>
A4037	Creation of a charging plan with loadsheet (without ULD charging system)	per incident	<b>75.00</b>
A4037A	Creation of a loading plan with loadsheet (with ULD loading system)	per incident	<b>125.00</b>