

# Regulation on Fees Aviation

## Leipzig-Halle Airport (LEJ) Contacts and Information

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## List of Abbreviations

AFM	Airplane Flight Manual
AHM	Airport Handling Manual
ATC	Air Traffic Control
AWB	Air Way Bill
Bd.	Band
BGB	Bürgerliches Gesetzbuch (German Civil Code)
BMVBS	Bundesministerium für Verkehr, Bau- und Stadtentwicklung (German Federal Ministry of Transport, Building and Urban Development)
CC	Cargo Charge
dB	Decibel
DGR	Dangerous Goods Regulations
EPNdB	Effective Perceived Noise Decibel
EU	European Union
FBO	Flughafenbenutzungsordnung (Airport Usage Regulation)
FLHG	Flughafen Leipzig/Halle GmbH
GAT	General Aviation Terminal
HUM	Human Remains
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
A/C-Cat.	Aircraft Category
LUC	Load Unit Control
Airl.	Airline
MTOW	Maximum Take Off Weight
NfL	Notice to Airmen, German Edition as published by DFS (German ATC)
PER	Perishable Goods
PRM	Person with Reduced Mobility
RRY	Radioactive Material
SCM	Supply Chain Management
hr	hour
ULD	Unit Load Device
UStG	Value Added Tax Act
VAL	Valuable Transport

## 1. General Terms and Conditions of Business

### 1.1

All deliveries made, services rendered and offers submitted by Flughafen Leipzig/Halle GmbH are based exclusively on these general terms and conditions of business. These conditions therefore also apply to any future business relationships even in the case that they are not agreed upon explicitly.

### 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 Leipzig/Halle 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 Usage Regulation), which is currently valid.

### 1.4

Flughafen Leipzig/Halle 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 Leipzig/Halle 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 (Value Added Tax Act).

### 1.7

The ability to pay is the requirement that a debtor has to fulfil in order for Flughafen Leipzig/Halle 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 Leipzig/Halle 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 Leipzig/Halle 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 made out on the day that the order is completed,

- Payment is to be made in full immediately upon completion of the order, the client is not entitled to take off any discount,
- The amount invoiced is to be paid using a currency being legal in the Federal Republic of Germany.

Flughafen Leipzig/Halle GmbH accepts payment by valid Eurocard/MasterCard, Visa, Diners Club International and American Express credit cards.

There is an administration fee of **10.00 EUR** per invoice for debtors paying cash and have not paid the fee before take-off.

Payment other than cash payment is only possible, if the debtor has either paid in advance or has provided the Flughafen Leipzig/Halle GmbH with a security deposit or absolute bank guarantee (at the amount of the expected turnover of the future month period) issued by a bank having its headquarter in the Federal Republic of Germany, in the European Union or in Switzerland.

Flughafen Leipzig/Halle GmbH reserves the right to change the fees and range of services and will inform the client of such changes in advance.

#### 1.9

In the case that provision is made in the contractual agreement for a cash discount, such a discount will not be justified if the client fails to keep the agreed date of payment in outstanding invoices owing to Flughafen Leipzig/Halle GmbH.

#### 1.10

If no contractual agreement stating otherwise has been made, Flughafen Leipzig/Halle 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 Leipzig/Halle GmbH also has the right to demand cash payments in future.

#### 1.11

Complaints about the quality, amount or price of the orders completed must be reported in writing to Flughafen Leipzig/Halle GmbH 14 days at the latest after the invoice has been made.

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

In the case that complaints are justified, Flughafen Leipzig/Halle GmbH has the right to choose between replacement free of charge, a reduction in price or can withdraw partially or fully from the contract. All claims above and beyond this, regardless of legal justification, are ruled out.

#### 1.13

Flughafen Leipzig/Halle GmbH is only liable for damage caused willfully or as a result of negligence by its own employees or agents. Flughafen Leipzig/Halle GmbH is not liable for any consequential damage.

The Flughafen Leipzig/Halle GmbH is liable to power network users in context with the electric power supply for damages, when they have 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".

#### 1.14

Any act of good-will or privilege granted by Flughafen Leipzig/Halle GmbH with regard to the aforementioned conditions of sale and delivery does in no way mean that it is possible to deviate from these requirements.

Should any of the aforementioned individual conditions of sale and delivery become inoperative, this does not affect the validity of the remaining conditions. Any deviations must be given in writing.

#### 1.15

Orders are to be completed at Leipzig/Halle Airport.

The court of jurisdiction is in Leipzig, 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.

#### 1.16

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 and Parking Fees

### 2.1. General

#### 2.1.1. Debtors Clause

The following are debtors of landing, passenger, security and parking fees:

- a) the airline under whose airline code/flight number the respective flight has been carried out,
- b) the airlines as common debtor, under whose 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.

#### 2.1.2. Exceptional Regulation

No landing, passenger and security fee is payable in the case of a start following a previous landing which was 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. Diversionary and refueling landings are not emergency landings.

#### 2.1.3. Conditions of Payment

The landing, passenger, security and parking fees shall be payable in EURO prior to take-off. Under certain conditions they may be paid at a later date if prior arrangements have been made with the airport operator.

#### 2.1.4. Sales Tax (VAT)

The landing, passenger, security and parking fees are payments pursuant to § 10, section 1 of the German Law on Sales Tax. The debtor, therefore, has to pay the sales tax (VAT) additionally.

## 2.2. Weight- related Landing Fee

### 2.2.1. Weight- related Landing Fee – Obligation to pay

A weight- related landing fee has to be paid to the airport authority for each flight event (landing and subsequent take-off) of an aircraft at the airport Leipzig/Halle Airport.

The weight- related landing fee calculated on Maximum Take-off Weight has also to be paid when the aircraft touches the ground and immediately accelerates for take-off (touch-and-go).

### 2.2.2. Weight- related Landing Fee - Calculation: Maximum Take-off Weight

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.

The notification of the required Aircraft registration data (type, MTOW, engine type (Engine UID number), noise level (noise certificate), seat configuration) is to be made through:

**[ac\\_registration@mdf-ag.com](mailto:ac_registration@mdf-ag.com)**

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

Aircraft that meets the following requirements:		up to 2,000 kg Maximum Take-off Weight
ICAO Annex 16 Vol. I: Chapter 3, Chapter 6(-8 dB (A)), Chapter 10 (-3 bis -8 dB (A)),		25.39 EUR
ICAO Annex 16, Vol. I: Chapter 5, Chapter 6, Chapter 8, Chapter 10, Chapter 11		52.84 EUR
Without certification according to ICAO Annex 16	06.00 – 21.59 LT	62.45 EUR
	22.00 – 05.59 LT	122.99 EUR
		(per flight event)
Aircraft		over 2,000 kg Maximum Take-off Weight
weight- related landing fee		5.12 EUR
		(per 1,000 kg MTOW or part thereof)

## 2.3. Noise- related Landing Fee

### 2.3.1. Noise- related Landing Fee – Obligation to pay

A noise- related landing fee has to be paid to the airport authority for each flight event (landing and subsequent take-off) of an aircraft at the airport Leipzig/Halle Airport.

The noise- related landing fee calculated on noise level has also to be paid when the aircraft touches the ground and immediately accelerates for take-off (touch-and-go).

### 2.3.2. 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 [EPNdB]	Noise- related Landing Fee	night surcharge (landing and take-off*)	night surcharge (landing or take-off**)
Noise category 0	77.00 to 79.99	<b>6.00 EUR</b>	425 %	212.5 %
Noise category 1	80.00 to 81.99	<b>12.53 EUR</b>	425 %	212.5 %
Noise category 2	82.00 to 83.99	<b>21.93 EUR</b>	425 %	212.5 %
Noise category 3	84.00 to 85.99	<b>40.73 EUR</b>	425 %	212.5 %
Noise category 4	86.00 to 87.99	<b>50.13 EUR</b>	425 %	212.5 %
Noise category 5	88.00 to 89.99	<b>59.53 EUR</b>	425 %	212.5 %
Noise category 6	90.00 to 91.99	<b>81.46 EUR</b>	425 %	212.5 %
Noise category 7	92.00 to 93.99	<b>115.92 EUR</b>	425 %	212.5 %
Noise category 8	94.00 to 95.99	<b>156.65 EUR</b>	425 %	212.5 %
Noise category 9	96.00 to 97.99	<b>225.57 EUR</b>	425 %	212.5 %
Noise category 10	98.00 to 99.99	<b>325.82 EUR</b>	425 %	212.5 %
Noise category 11	100.00 to 101.99	<b>513.80 EUR</b>	425 %	212.5 %
Noise category 12	102.00 to 103.99	<b>1,015.06 EUR</b>	425 %	212.5 %
Noise category 13	from 104.00	<b>3,020.12 EUR</b>	425 %	212.5 %

\* 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. Deduction System for Weight- related and Noise- related Landing Fees

The airport provides quantity-depending (sum of total commercial MTOW per year) deductions on weight- and noise- related landing fees as non-discriminatory incentive scheme to increase the use of the infrastructure (landing facilities) at Leipzig/Halle Airport. It applies to all carriers likewise, which operate during the reference period at Leipzig/Halle Airport. The deduction system does not apply to the night surcharge on the noise-related landing fee.

The deduction follows the following basic pattern:

Total commercial MTOW (in tons), which has to be exceeded by all operating aircraft per year		Deduction of weight- and noise-related landing fees in accordance with sections 2.2 and 2.3
Deduction level 1	> 4.4 Mio. t	-1.0%
Deduction level 2	> 6.0 Mio. t	-1.5%

This is shown in the following tables with specific landing fee values.

Total commercial MTOW (in tons), which has to be exceeded by all operating aircraft per year		<b>weight- related landing fee</b> (Aircraft > 2,000 kg Maximum Take-off Weight)
Base value	≤ 4.4 Mio. t	5.12 EUR per 1,000 kg MTOW or part thereof
Deduction level 1	> 4.4 Mio. t	5.07 EUR per 1,000 kg MTOW or part thereof
Deduction level 2	> 6.0 Mio. t	4.99 EUR per 1,000 kg MTOW or part thereof

Total commercial MTOW (in tons), which has to be exceeded by all operating aircraft per year	<b>noise- related landing fee</b> (Aircraft > 2,000 kg Maximum Take-off Weight)		
Noise Category	Base value	Deduction level 1	Deduction level 2
	≤ 4.4 Mio. t	> 4.4 Mio. t	> 6.0 Mio. t
Noise category 0	6.00 EUR	5.94 EUR	5.85 EUR
Noise category 1	12.53 EUR	12.40 EUR	12.21 EUR
Noise category 2	21.93 EUR	21.71 EUR	21.38 EUR
Noise category 3	40.73 EUR	40.32 EUR	39.72 EUR
Noise category 4	50.13 EUR	49.63 EUR	48.89 EUR
Noise category 5	59.53 EUR	58.93 EUR	58.05 EUR
Noise category 6	81.46 EUR	80.65 EUR	79.44 EUR
Noise category 7	115.92 EUR	114.76 EUR	113.04 EUR
Noise category 8	156.65 EUR	155.08 EUR	152.75 EUR
Noise category 9	225.57 EUR	223.31 EUR	219.96 EUR
Noise category 10	325.82 EUR	322.56 EUR	317.72 EUR
Noise category 11	513.80 EUR	508.66 EUR	501.03 EUR
Noise category 12	1,015.06 EUR	1,004.91 EUR	989.84 EUR
Noise category 13	3,020.12 EUR	2,989.92 EUR	2,945.07 EUR

The basis to provide the deduction on landing weight- and noise-related fees is the table listed above, describing the deduction steps and its associated values. Leipzig/Halle Airport determines the expected total commercial MTOW (in tons) per year for the following year not later than 2 months before the current calendar year ends. If the resulting value exceeds one of the listed values in the table above, the accounting of the weight- and noise-related landing fees for the next calendar year is done respectively according to the deduction-table (predicted deduction level).

As described, Leipzig/Halle Airport is going to determine the total commercial MTOW (tons) actually flown per year at the end of each calendar year. If the resulting value is different to the original, forecasted value and thus another reference value gets validity as per deduction table, Leipzig/Halle Airport will recalculate the weight- and noise-related landing fees and credit or debit the remaining amount for the past year (actual deduction level).

The current projected deduction level, respectively the actual deduction level is going to be notified to the regulatory authority by Leipzig/Halle Airport.

## 2.5. Passenger Fee

### 2.5.1. Passenger Fee – Obligation to pay

In commercial air traffic and company charter traffic a passenger fee has to be paid to the airport authority each time an aircraft takes-off from Leipzig/Halle Airport.

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

## 2.5.2. Passenger Fee - Calculation: Passengers

The passenger fee 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.

code	type of service		unit of calculation	charge
<b>A12000</b>	<b>Passenger fee</b>	<b>EU*</b> incl. Iceland, Norway, Switzerland	per passenger	<b>14.46 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

## 2.6. Security Fee

### 2.6.1. Security Fee – Obligation to pay

In addition to the landing and passenger fees in commercial air traffic and company charter traffic a security fee has to be paid to the airport authority each time an aircraft takes-off from Leipzig/Halle Airport.

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

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

### 2.6.2. Security Fee – Calculation: Passengers

The security fee 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.

code	type of service	unit of calculation	charge
<b>A13000</b>	<b>Security Fee</b>	per Passenger	<b>2.42 EUR</b>

## 2.7. Parking Fee

### 2.7.1. Parking Fee – Obligation to pay

A parking fee is payable to the airport authority for parking aircraft at the airport.

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 airport authorities. Special agreements are also to be made with the airport authorities in the case of an accident.

## 2.7.2. Parking Fee – Calculation: Maximum Take-off Weight and parking time

The level of parking fee to be paid is calculated according to the Maximum Take-off Weight of the aircraft and parking time.

code	type of service	unit of calculation	charge
<b>A14000</b>	<b>Parking Fee</b>	per 24hrs started per 1000 kg MTOW started	<b>3.14* EUR</b>

\* The minimum parking fee for every 24 hours started is **7.36 EUR**.

There is no parking fee payable for a maximum of **8 hours** between landing and take-off of an aircraft.

## 2.8. Night Stop Incentive

FLHG supports airlines that have aircraft permanently stationed at Leipzig/Halle Airport and operate them regularly on flights to and from LEJ.

By supporting night stops, FLHG intends to optimize the capacity utilization of LEJ during off-peak hours and distribute it evenly throughout the day.

Seat capacity of the aircraft in Night Stop	Support per month
until 95 seats	1,500 EUR
96 – 135 seats	3,000 EUR
136 – 175 seats	4,000 EUR
from 176 seats	6,000 EUR

Night Stop aircraft must be stationed at LEJ for an entire flight schedule period and operate flights to and from LEJ with these aircraft on at least 4 days each week, whereby the first departure and last landing of the aircraft must take place on the same day at LEJ. Destination and origin must be the same, a change of aircraft registration during a rotation is possible.

Decisive for the classification is the aircraft size with which 75% of all night stops are made at LEJ. If several aircraft are stationed at LEJ, the support is granted per stationed aircraft.

Airlines and tour operators are eligible for Night Stop funding if they operate aircraft exclusively on a full charter basis at their own commercial risk.

The Night Stop incentive must be applied for informally per flight schedule period at FLHG.

## 2.9. Special regulation

There will be a discount granted on the fees listed in 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 **8.83 EUR**.

Training flights are flights where a civil trainee pilot flies as part of his training at an authorized training center (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 pilot must possess the license required for particular the aircraft type. The trainer carrying out the introduction must be on board the aircraft used.

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

## 2.10. Official Authorization

The Saxon State Ministry for Infrastructure and Regional Development has authorized the landing, passenger, security and parking fees.

The security fee came into effect on January 1<sup>st</sup>, 2024. The landing and parking fees as well as Night Stop Incentive came into effect on January 1<sup>st</sup>, 2025. The passenger fee go into effect on August 1<sup>st</sup>, 2025.

### 3. Passenger based Handling Charges – CUPPS and PRM Charge

#### 3.1 General

##### 3.1.1. Debtors Clause

The following are debtors of Passenger based Handling Charges – CUPPS and PRM Charge:

- a) the airline under whose airline code/flight number the respective flight has been carried out,
- b) the airlines as common debtor, under whose 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.

##### 3.1.2. Exceptional Regulation

No Passenger based Handling Charges (CUPPS and PRM - Charge) is payable in the case of a start following a previous landing which was 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. Diversionary and refueling landings are not emergency landings.

##### 3.1.3. Conditions of Payment

The Passenger based Handling Charges – CUPPS and PRM - Charge – shall be payable in EURO prior to take-off. Under certain conditions they may be paid at a later date if prior arrangements have been made with the airport operator.

##### 3.1.4. Sales Tax (VAT)

The Passenger based Handling Charges – CUPPS and PRM - Charge – are payments pursuant to § 10, section 1 of the German Law on Sales Tax. Therefore the debtor has to pay the sales tax (VAT) additionally, if no tax exemption according to the German Law on Sales Tax is available.

### 3.2. CUPPS-Charge

#### 3.2.1. CUPPS-Charge - Obligation to pay

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

#### 3.2.2. CUPPS-Charge – Calculation: Passengers

The CUPPS charge 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.

code	type of service	unit of calculation	charge
<b>A21000*</b>	<b>CUPPS-charge</b>	per Passenger	<b>0.47 EUR</b>

### 3.3. PRM-Charge

#### 3.3.1. PRM-Charge - Obligation to pay

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

The notification for a PRM-Handling at Leipzig/Halle Airport is to be effected through Airport Operations Control:

Phone: + 49 (0) 341 / 224 1130

Fax: + 49 (0) 341 / 224 1175

SITA: LEJKOXH

email: [verkehrscentrale@leipzig-halle-airport.de](mailto:verkehrscentrale@leipzig-halle-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-Charge – Calculation: Passengers

The charge for PRM-services 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.

code	type of service	unit of calculation	charge
<b>A22000*</b>	<b>PRM-charge</b>	<b>per Passenger</b>	<b>0.84 EUR</b>

## 4. Ground Services

### 4.1. Regulations and Explanations

#### 4.1.1. General Regulations / Definitions

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

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.

On time performance of ground handling service can only be guaranteed if the flights are registered in writing (stating the flight number, type of aircraft, airport of origin and scheduled time of arrival and departure) and confirmed with the airport traffic management at least 72 hours before the scheduled time of arrival.

If an aircraft that has been registered arrives late and causes an overlap with other aircraft operating on schedule, the airport reserves the right to give priority to such other aircraft for the provision of ground handling service. The airport will service alternative landings as is possible, this also applies to flights that are registered and confirmed less than 72 hours before the scheduled time of arrival.

The airline shall supply the airport with sufficient information and instruction to enable the airport to perform the handling service properly. The airport ensures that information contained in the airlines documents is not made available to a third party unless required by law or governmental or authority regulations.

The airport is entitled to delegate any of the handling service to subcontractors. It is understood that, in this case, the airport nevertheless is responsible to the airline for the proper rendering of such service as if they had been performed by the airport itself.

The airport should be informed well in advance if particularly heavy or bulky freights 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 so require specialized facilities or services.

In case of an emergency (forced landing, accident) the airport will take all reasonable and possible measures to assist passengers and crew and to safeguard and protect from loss or damage, baggage, cargo and mail carried in the aircraft. The airline will reimburse the airport at cost for any extra expenses incurred in rendering such services.

### Terms/ Explanations

#### **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 Usage Regulation). Regardless of whether the airline wishes to carry out ground service itself or entrust 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 the specifications of operations are described in the Directory of Services in section 4.2. The central facilities of the infrastructure are to be operated by personnel authorized by the airport.

#### **Ground handling services:**

The airport carries out ground handling services at the request of aircraft operators in accordance with IATA AHM 810 standards as far as its technology and human resources allow. Furthermore, if the Carrier requires to be handled according to their Ground Operation Manual (GOM) / Ground Handling Manual (GHM), the GOM/GHM must be available prior to the first flight and any updates or any new versions of the respective GOM/GHM shall be notified immediately to:

**quality.lej@portground.com**

Ground handling 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 handling 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 handling service to meet the needs of the air traffic and where possible conform to the normal standards in international air traffic.

#### **Special Services:**

Special ground services are services not included in the basic services listed in the Directory of Ground service (section 4.3.).

Those special ground handling services are to be performed on request and subject to availability of staff and equipment against additional charges.

Preparation time is included in calculations of charges that are based on time units.

If not stated otherwise in the list of charges, the minimum charges will be based on 30 minutes.

Special services will be invoiced separately.

The representative of the airline receiving the services shall confirm on the corresponding order form that the requested individual services or deliveries have been carried out or delivered properly. If confirmation cannot be given, the client has to pay the costs incurred so far even in the case that the client and person receiving the services are not the same. These procedures do not apply in the case of pushback in connection with a departure.

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

### **General Aviation:**

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

### **Other Terms:**

For the sake of clarity, the following definitions and terminology shall apply:

- a) **"Passenger"** includes the airline service and free passengers.
- b) **"Freight"** includes the carrier's service cargo, service freight and mails.
- c) **"Ground handling service buildings/areas"** means buildings used for arrival and departure handling of aircraft.
- d) **"Load"** means baggage, cargo, mail and any aircraft supplies including ballast.

#### **4.1.2. Basis for Calculation of Charges**

The charges for ground handling 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 handling service package is not used.

The airport levies a charge for use of the facilities in the central infrastructure for ground handling service to cover administration and operational costs.

This charge is graded according to the scope of use:

- charge for passengers using loading bridges;
- charge for passengers using remote parked planes;
- charge for transporting freight and mail to remote parked planes.

The list of charges can be found in section 4.4.1.

The airline has to pay a handling charge for ground handling services carried out by the airport.

This charge can be calculated according to the range of ground handling services or number of ground handling service processes agreed on by the airline and airport in the Ground Handling Service Contract. If no such contract exists, the ground handling service charges will be regarded as being agreed on in accordance with section 4.5. This charge is graded according to the range of the ground handling services:

- charge for passengers using loading bridges;
- charge for passengers using remote parked planes.

Handling charges for ground handling service of aircraft transporting solely freight and mail will not be published have to be negotiated.

Charges for services that are not included in the list of handling charges will be calculated according to section 4.7. of the Directory of Special Services.

A charge for use of the general aviation infrastructure will be calculated in accordance with section 4.4.2. In the case that ground handling services are rendered in the general aviation apron, the invoice will be calculated based on the charge for the 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 whose airline code/flight number the respective flight has been carried out,
- b) the airlines as common debtor, under whose 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.

#### 4.1.3. Liability

The airport is liable to the airline for proper rendering of ground handling service in the case that it can be proved that the airport itself, persons in its service or contracted by the airport have caused damage with intent or as a result of negligence.

The airport is liable for loss or damage of baggage, airfreight, airmail, and live animals in accordance with legal regulations. The airport is to be given a reasonable period of notice when a valuable consignment is to arrive and should be informed immediately should such a consignment already be at the airport.

Compensation is limited to 511.823 EURO or the equivalent by a method of payment that is legal in the Federal Republic of Germany per claim.

In an individual case, the maximum amount payable by the airport will not exceed that which an operator would pay to a third party.

The airport is not liable for damage to property.

#### 4.2. Directory of Services for use of Facilities of the Central Infrastructure of Ground Services

##### 4.2.1. Airport Ground Service Areas

- Provision of airport ground service areas 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 Boarding Bridges

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

#### 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 part of the ground handling service.

#### 4.2.4. Baggage Conveyor System

- Provision and operation of a baggage conveyor 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 center and passenger information services;
- Carrying out of traffic planning and traffic control;
- Operation of passenger information points, especially information counters in the terminals.

#### 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 handling 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 garages for special vehicles.

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

#### 4.2.9. Toilet Disposal System

- Provision of facilities for emptying lavatory service units;
- Provision of facilities for frost-free storage and filling of vehicles as well as stocking up of disinfectant additives.

The servicing of lavatory aircraft is part of the ground handling 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 handling service.

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

### 4.3.1. Remarks

This list of ground handling services contains standard ground handling services which are covered by the ground handling charges if not arranged otherwise by ground handling agreement. Additionally required services will be charged separately.

### 4.3.2. Loading and Unloading Services

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

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

- Opening and closing of aircraft hold doors;
- Operation of the aircraft internal loading system;
- Single unloading of freight 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 connecting aircraft in accordance with instructions given;
- Deliver / Receive 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.

Lashing material 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.

- Take appropriate action to prevent theft or unauthorized use of, or damage to the carrier's ULDs and lashing material in the custody of the airport;

Notify the airline immediately of any damage to or loss of such items.

- Redistribute loads in aircraft according to the airline's instructions;
- Provide suitable storage space for ULDs protecting them from the influence weather;

Use of storage facilities is regarded as special service.

#### 4.3.3. Aircraft Ground Handling Service

- Provision, positioning and removal of chocks;
- Provision, transportation and operation of stairs for the crew;
- Provision of Ground Power Unit (GPU);
- Supply of aircraft with ground power for up to 30 minutes;

Supply for longer than this period is regarded as a special service.

- Provision of vehicles for towing and pushing aircraft on the ramp area.

Use of towing vehicles for departure or de-icing is regarded as a special service.

- Provision of Air Start Unit (ASU) for starting engines;

Use of this equipment is regarded as a special service.

- Provision of Air Conditioning Unit (ACU);

Use of this equipment is regarded as a special service.

#### 4.3.4. Aircraft Servicing

##### 4.3.4.1. Clean the aircraft interior (Subject to the ground time available)

###### Passenger cabins

- Clear waste from seat backs, stowage;
- Empty ashtrays;
- Clean and tidy seats;
- Clean cabin floor;
- Collect and dispose of waste;
- Empty refuse bins;
- Remove any contamination caused by airsickness, spilled food or drinks;
- Change headrest covers (Covers to be supplied by the airline);
- Clean cabin windows from the inside where necessary as well as clean folding tables.

###### Pantry

- Clean pantry;
- Mop pantry floor;
- Dispose of waste and place new airline's waste bags in pantry.

#### Lavatories

- Disposal of waste;
- Clean floor;
- Clean and disinfect lavatory seats and washbasins;
- Clean mirrors;

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

#### 4.3.4.2. Lavatory Service

- Position and remove lavatory servicing unit;
- Empty, clean, flush lavatories and replenish fluids in accordance with airline instructions.

#### 4.3.4.3. Water Supply

- Position and remove water servicing unit;
- Refill water tanks with potable water, the standard of which is to meet airline instructions.

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

##### 4.4.1. Charges for Commercial Aviation

			Bridge	Remote	
				Passenger	Cargo A/C
Cat.	Aircraft Type	ICAO-Code	EUR	EUR	EUR
1	up to 5,0 t MTOW			<b>82.00</b>	<b>56.00</b>
2	from 5,0 to 10,0 t MTOW			<b>128.00</b>	<b>77.00</b>
3	Bombardier DHC 8-100/200	DH8A / DH8B		<b>276.00</b>	<b>118.00</b>
	Dornier 328	D328		<b>276.00</b>	<b>118.00</b>
	Embraer EMB-120	E120		<b>276.00</b>	<b>118.00</b>
	Embraer EMB-135	E135		<b>276.00</b>	<b>118.00</b>
	Saab Fairchild SF-340	SF34		<b>276.00</b>	<b>118.00</b>
4	Aerospatiale ATR42	AT42		<b>337.00</b>	<b>148.00</b>
	Antonov AN-26	AN26		<b>337.00</b>	<b>148.00</b>
	Antonov AN-32	AN32		<b>337.00</b>	<b>148.00</b>
	Canadair Regional Jet 100/200	CRJ1 / CRJ2		<b>337.00</b>	<b>148.00</b>
	Bombardier DHC 8-300	DH8C		<b>337.00</b>	<b>148.00</b>
	Embraer EMB-145	E145		<b>337.00</b>	<b>148.00</b>
	Fokker 50	F50		<b>337.00</b>	<b>148.00</b>
	Saab 2000	SB20		<b>337.00</b>	<b>148.00</b>
5	Aerospatiale ATR72	AT72		<b>445.00</b>	<b>199.00</b>
	Canadair Regional Jet 700	CRJ7		<b>445.00</b>	<b>199.00</b>
	Bombardier DHC 8-400	DH8D		<b>445.00</b>	<b>199.00</b>
	Ilyushin IL114	I114		<b>445.00</b>	<b>199.00</b>
6	Antonov AN-72	AN72		<b>649.00</b>	<b>296.00</b>
	Antonov AN-148	A148	<b>710.00</b>	<b>649.00</b>	<b>296.00</b>
	Antonov AN-158	A158	<b>710.00</b>	<b>649.00</b>	<b>296.00</b>
	Avro RJ-70 / BAe 146-100	RJ70 / B461	<b>710.00</b>	<b>649.00</b>	<b>296.00</b>
	Avro RJ-85 / BAe 146-200	RJ85 / B462	<b>710.00</b>	<b>649.00</b>	<b>296.00</b>
	Avro RJ-100 / BAe 146-300	RJ1H / B463	<b>710.00</b>	<b>649.00</b>	<b>296.00</b>
	Canadair Regional Jet 900	CRJ9		<b>649.00</b>	<b>296.00</b>
	Canadair Regional Jet 1000	CRJX		<b>649.00</b>	<b>296.00</b>
	Embraer 170	E170	<b>710.00</b>	<b>649.00</b>	<b>296.00</b>
	Embraer 175	E75L / E75S	<b>710.00</b>	<b>649.00</b>	<b>296.00</b>
	Fokker 70	F70	<b>710.00</b>	<b>649.00</b>	<b>296.00</b>
	Fokker 100	F100	<b>710.00</b>	<b>649.00</b>	<b>296.00</b>
	Sukhoi Superjet 100-95	SU95	<b>710.00</b>	<b>649.00</b>	<b>296.00</b>

			Bridge	Remote	
				Passenger	Cargo A/C
Cat.	Aircraft Type	ICAO-Code	EUR	EUR	EUR
7	Airbus A220-100	BCS1	848.00	767.00	347.00
	Airbus A318	A318	848.00	767.00	347.00
	Boeing B737-500	B735	848.00	767.00	347.00
	Boeing B737-600	B736	848.00	767.00	347.00
	Embraer 190	E190	848.00	767.00	347.00
	Embraer 190 E2	E290	848.00	767.00	347.00
	Embraer 195	E195	848.00	767.00	347.00
	Embraer 195 E2	E295	848.00	767.00	347.00
	Transall C-160	C160		767.00	347.00
8	Airbus A220-300	BCS3	920.00	833.00	393.00
	Airbus A319 / A319N	A319 / A19N	920.00	833.00	393.00
	Antonov AN-12	AN12		833.00	393.00
	Boeing B737-300	B733	920.00	833.00	393.00
	Boeing B737-700	B737	920.00	833.00	393.00
9	Airbus A320 / A320neo	A320 / A20N	1,140.00	1,042.00	470.00
	Airbus A321 / A321neo	A321 / A21N	1,140.00	1,042.00	470.00
	Boeing B737-400	B734	1,140.00	1,042.00	470.00
	Boeing B737-800	B738	1,140.00	1,042.00	470.00
	Boeing B737-8 MAX	B38M	1,140.00	1,042.00	470.00
	Boeing B737-900	B739	1,140.00	1,042.00	470.00
	Boeing B737-9 MAX	B39M	1,140.00	1,042.00	470.00
10	Boeing B757-200	B752	1,697.00	1,543.00	710.00
	Lockheed C-130 Hercules	C130		1,543.00	710.00
11	Airbus A310-300	A313 / A31Y	2,264.00	2,064.00	991.00
	Boeing B757-300	B753	2,264.00	2,064.00	991.00
	Boeing B767-200	B762	2,264.00	2,064.00	991.00
	Ilyushin IL76	IL76	2,264.00	2,064.00	991.00
12	Airbus A300	A30B / A306	2,739.00	2,489.00	1,170.00
	Airbus A400M Atlas	A400		2,489.00	1,170.00
	Boeing B767-300	B763	2,739.00	2,489.00	1,170.00

			Bridge	Remote	
				Passenger	Cargo A/C
Cat.	Aircraft Type	ICAO-Code	EUR	EUR	EUR
13	Airbus A330-200	A332 / A33X	3,480.00	3,158.00	1,482.00
	Airbus A330-300	A333 / A33Y	3,480.00	3,158.00	1,482.00
	Airbus A330-800	A338	3,480.00	3,158.00	1,482.00
	Airbus A330-900	A339	3,480.00	3,158.00	1,482.00
	Airbus A340-300/500	A343	3,480.00	3,158.00	1,482.00
	Airbus A350-900	A359	3,480.00	3,158.00	1,482.00
	Boeing B777-200	B772 / B77L	3,480.00	3,158.00	1,482.00
	Boeing B787-8	B788	3,480.00	3,158.00	1,482.00
	Boeing C-17 Globemaster 3	C17		3,158.00	1,482.00
	Mc Donnell Douglas MD-11	MD11	3,480.00	3,158.00	1,482.00
14	Airbus A340-600	A346	4,129.00	3,756.00	1,768.00
	Airbus A350-1000	A35K	4,129.00	3,756.00	1,768.00
	Antonov AN-124	A124		3,756.00	1,768.00
	Boeing B747-200	B742	4,129.00	3,756.00	1,768.00
	Boeing B747-400	B744	4,129.00	3,756.00	1,768.00
	Boeing B747-8	B748	4,129.00	3,756.00	1,768.00
	Boeing B777-300	B773 / B77W	4,129.00	3,756.00	1,768.00
	Boeing B787-9	B789	4,129.00	3,756.00	1,768.00
	Boeing B787-10	B78X	4,129.00	3,756.00	1,768.00
15	Airbus A380-800	A388	5,187.00	4,717.00	2,356.00

#### 4.5. Handling Charges for Ground Services

			Bridge Position	Remote Position
Cat.	Aircraft Type	ICAO-Code	EUR	EUR
1	up to 5,0 t MTOW			<b>125.00</b>
2	from 5,0 up to 10,0 t MTOW			<b>175.00</b>
3	Bombardier DHC 8-100/200	DH8A / DH8B		<b>350.00</b>
	Dornier 328	D328		<b>350.00</b>
	Embraer EMB-120	E120		<b>350.00</b>
	Embraer EMB-135	E135		<b>350.00</b>
	Saab Fairchild SF-340	SF34		<b>350.00</b>
4	Aerospatiale ATR42	AT42		<b>500.00</b>
	Antonov AN-26	AN26		<b>500.00</b>
	Antonov AN-32	AN32		<b>500.00</b>
	Canadair Regional Jet 100/200	CRJ1 / CRJ2		<b>500.00</b>
	Bombardier DHC 8-300	DH8C		<b>500.00</b>
	Embraer EMB-145	E145		<b>500.00</b>
	Fokker 50	F50		<b>500.00</b>
	Saab 2000	SB20		<b>500.00</b>
5	Aerospatiale ATR72	AT72		<b>655.00</b>
	Canadair Regional Jet 700	CRJ7		<b>655.00</b>
	Bombardier DHC 8-400	DH8D		<b>655.00</b>
	Ilyushin IL114	IL114		<b>655.00</b>
6	Antonov AN-72	AN72		<b>725.00</b>
	Antonov AN-148	A148	<b>650.00</b>	<b>725.00</b>
	Antonov AN-158	A158	<b>755.00</b>	<b>810.00</b>
	Avro RJ-70 / BAe 146-100	RJ70 / B461	<b>650.00</b>	<b>725.00</b>
	Avro RJ-85 / BAe 146-200	RJ85 / B462	<b>705.00</b>	<b>775.00</b>
	Avro RJ-100 / BAe 146-300	RJ1H / B463	<b>755.00</b>	<b>810.00</b>
	Canadair Regional Jet 900	CRJ9		<b>805.00</b>
	Canadair Regional Jet 1000	CRJX		<b>835.00</b>
	Embraer 170	E170	<b>650.00</b>	<b>725.00</b>
	Embraer 175	E75L / E75S	<b>650.00</b>	<b>725.00</b>
	Fokker 70	F70	<b>650.00</b>	<b>725.00</b>
	Fokker 100	F100	<b>755.00</b>	<b>810.00</b>
	Sukhoi Superjet 100-95	SU95	<b>755.00</b>	<b>810.00</b>

			Bridge Position	Remote Position
Cat.	Aircraft Type	ICAO-Code	EUR	EUR
7	Airbus A220-100	BCS1	790.00	880.00
	Airbus A318	A318	790.00	880.00
	Boeing B737-500	B735	790.00	880.00
	Boeing B737-600	B736	790.00	880.00
	Embraer 190	E190	840.00	915.00
	Embraer 190 E2	E290	840.00	915.00
	Embraer 195	E195	840.00	915.00
	Embraer 195 E2	E295	840.00	915.00
	Transall C-160	C160		880.00
8	Airbus A220-300	BCS3	950.00	1,025.00
	Airbus A319 / A319N	A319 / A19N	950.00	1,025.00
	Antonov AN-12	AN12		950.00
	Boeing B737-300	B733	950.00	1,025.00
	Boeing B737-700	B737	950.00	1,025.00
9	Airbus A320 / A320neo	A320 / A20N	1,260.00	1,365.00
	Airbus A321 / A321neo	A321 / A21N	1,485.00	1,580.00
	Boeing B737-400	B734	1,020.00	1,125.00
	Boeing B737-800	B738	1,115.00	1,225.00
	Boeing B737-8 MAX	B38M	1,115.00	1,225.00
	Boeing B737-900	B739	1,440.00	1,580.00
	Boeing B737-9 MAX	B39M	1,440.00	1,580.00
10	Boeing B757-200	B752	1,495.00	1,625.00
	Lockheed C-130 Hercules	C130		1,790.00

			Bridge Position	Remote Position
Cat.	Aircraft Type	Code	EUR	EUR
11	Airbus A310-300	A313 / A31Y	2,420.00	2,590.00
	Boeing B757-300	B753	2,085.00	2,240.00
	Boeing B767-200	B762	2,085.00	2,240.00
	Ilyushin IL76	IL76		2,595.00
12	Airbus A300	A30B / A306	2,460.00	2,710.00
	Airbus A400M Atlas	A400		2,710.00
	Boeing B767-300	B763	2,460.00	2,710.00
13	Airbus A330-200	A332 / A33X	2,900.00	3,220.00
	Airbus A330-300	A333 / A33Y	2,900.00	3,220.00
	Airbus A330-800	A338	2,900.00	3,220.00
	Airbus A330-900	A339	2,900.00	3,220.00
	Airbus A340-300/500	A343	2,900.00	3,220.00
	Airbus A350-900	A359	3,200.00	3,510.00
	Boeing B777-200	B772 / B77L	2,900.00	3,220.00
	Boeing B787-8	B788	2,900.00	3,220.00
	Boeing C-17 Globemaster 3	C17		3,220.00
	Mc Donnell Douglas MD-11	MD11	2,900.00	3,220.00
14	Airbus A340-600	A346	3,680.00	4,200.00
	Airbus A350-1000	A35K	3,835.00	4,210.00
	Antonov AN-124	A124		4,280.00
	Boeing B747-200	B742	3,350.00	3,760.00
	Boeing B747-400	B744	3,680.00	4,200.00
	Boeing B747-8	B748	4,200.00	4,675.00
	Boeing B777-300	B773 / B77W	3,680.00	4,200.00
	Boeing B787-9	B789	3,680.00	3,850.00
	Boeing B787-10	B78X	3,400.00	3,725.00
15	Airbus A380-800	A388	6,900.00	8,500.00

#### 4.6. Surcharges / Reductions of Charges in accordance with Section 4.4., 4.5. and 4.10.

##### 4.6.1.

A surcharge of 10 % is payable for separate service.

Separate service is required when the time between arrival (on-blocks) and departure (off-blocks) is more than 90 minutes or for large aircraft (especially aircraft of category 11-15), more than 180 minutes. "On-blocks" is the point at which the plane stops moving at the parking area and "off-blocks" is the point at which the aircraft starts moving, using its own or other power.

##### 4.6.2.

A **surcharge** of 20 % will be added for aircraft that arrive (on-blocks) or depart (off-blocks) during the **nighttime period** (between 20:00 and 06:00 local time). Only half of the **surcharge** is payable if only either the arrival or departure takes place during nighttime. This regulation is effective for ground handling service of Commercial Aviation and General Aviation too.

Training flights up to 23:00 (local time) are **exempted from a Nighttime Surcharge** provided they are registered at least 72 hours in advance.

Ambulance and rescue flights are exempted from paying a Nighttime Surcharge.

##### 4.6.3.

**Additional costs** generated during ground handling 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, mean that a difficulty surcharge of 10 % will be added to the respective charge.

##### 4.6.4.

Handling in case of **technical landing** for other than commercial purposes will be charged at 30 % of the handling charges if the aircraft is not to be cleaned and 50 % if it is to be cleaned.

##### 4.6.5.

In the case of **position flights** where ground handling service is not necessary, there will be a reduction of 10 % for passenger aircraft and 20 % for aircraft carrying freight.

##### 4.6.6.

Handling charges for ground handling service of **freight aircraft** will not be published. The charges will be agreed on 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 Charge. The handling charge covers only the expenditure needed for loading and unloading freight and transporting it to the warehouse (within airport premises) in the case of freighter aircraft and passenger aircraft with an additional load.

Loading of unusual **air freight** (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 handling service.

#### 4.7. Charges for Special Ground Services

Charges for special ground services for which an exemption from turnover tax according to the Turnover Tax Law may be applicable for airlines are marked with (\*). For all other charges turnover tax is to be paid separately.

Code	Type of Service	Unit of Calculation	Charge in EUR
<b>Personnel</b>			
ALA1001*	Foreman	every ½ hour started	<b>40.00</b>
ALA1002*	Aircraft handling dispatcher	every ½ hour started	<b>30.00</b>
ALA1003	Inspection car with driver	every ¼ hour started	<b>35.00</b>
<b>Ground Power Supply / Air Starter</b>			
ALA2001*	Ground power unit for aircraft up to 35 t MTOW	every hour started	<b>60.00</b>
ALA2002*	Ground power unit for aircraft with more than 35 t MTOW	every hour started	<b>126.00</b>
ALA2007*	With the request and provision of the ground power unit without operating the unit, 50% of the fee will be charged.		
ALA2003*	Air Starter Unit (incl. operation)	per process up to max. 15 minutes	<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.		
ALA2005*	Pre-heating device for aircraft up to 35 t MTOW	every ½ hour started	<b>120.00</b>
ALA2006*	Pre-heating device for aircraft with more than 35 t MTOW	every ½ hour started	<b>160.00</b>
<b>Stairs and Lifters</b>			
ALA3004*	Towing/maintenance steps for aircraft	every ½ hour started	<b>50.00</b>
ALA3002*	engine-driven covered passenger steps for aircraft	every ½ hour started	<b>100.00</b>
ALA3006*	Highloader	every ½ hour started	<b>200.00</b>
ALA3009*	Fork lift	every ½ hour started	<b>70.00</b>
ALA3010*	Fork lift manual	every ½ hour started	<b>25.00</b>
ALA3013*	P/C transport car 5 t	every ½ hour started	<b>120.00</b>
ALA3014*	Cherry picker with operator	every ½ hour started	<b>70.00</b>

Code	Type of Service	Unit of Calculation	Charge in EUR
<b>Transport Equipment and Vehicles</b>			
ALA3015*	Apron bus (up to 8 passengers)	every 15 minutes started	<b>35.00</b>
ALA3016*	Passenger bus	every 15 minutes started	<b>50.00</b>
ALA3017*	Crew transport (central area, incl. waiting period)	every 15 minutes started	<b>30.00</b>
ALA3018*	Crew transport (south area, incl. waiting period)	every 15 minutes started	<b>60.00</b>
ALA3023*	Baggage trailer	every ½ hour started	<b>5.00</b>
ALA3025*	Bulky luggage vehicle	every ½ hour started	<b>50.00</b>
ALA3021*	Dolly	every ½ hour started	<b>20.00</b>
ALA3027*	Conveyor belt mobile	every ½ hour started	<b>65.00</b>
ALA3029*	Power Stow	every ½ hour started	<b>150.00</b>
<b>Tractors</b>			
ALA3029*	Electric truck	every ½ hour started	<b>25.00</b>
ALA3030*	Tractor (diesel/electric)	every ½ hour started	<b>50.00</b>
<b>Lavatory Service and Water Service</b>			
ALA5001*	Lavatory service	per incident	<b>80.00</b>
ALA5002*	Fresh water service	per incident	<b>80.00</b>
ALA5003*	Drain water vehicle	per incident	<b>55.00</b>
<b>Cleaning of the Aircraft Interior</b>			
ALA5005	Night-stop-cleaning	per incident	<b>on request</b>
ALA5006	Basic / deep cleaning	per incident	<b>on request</b>
ALA5007	Transit cleaning	per incident	<b>on request</b>
For cleaning of the Aircraft Interior and the Cargo Compartment individual quotations will be made at request.			
<b>Catering Load Service / Belly Change</b>			
270*	Loading/Unloading of catering supply in/out of aircraft	per process up to max. 15 minutes	<b>50.00</b>
<b>Aircraft Safety Service</b>			
276*	Fire protection for refueling aircraft with fire fighting vehicle including 2 firemen	per process	<b>123.00</b>

Code	Type of Service	Unit of Calculation	Charge in EUR
<b>Disposal of oil or fuel contamination on apron</b>			
277*	up to 10 sqm	per process	<b>113.00</b>
278*	over 10 sqm	per process	<b>200.00</b>
<b>Towing equipment and Services</b>			
(The process is limited to max. 15 minutes.)			
ALA4001*	Towing bar	per process	<b>50.00</b>
ALA4002*	Tractor / PushBack	per process	<b>250.00</b>
ALA4003*	Tractor	per process	<b>250.00</b>
<b>Pallet Roller Racks</b>			
ALA4004*	rental for the space per roller rack	per day	<b>10.00</b>
<b>Materials and other services</b>			
ALA9007*	Ballast bags including 25 kg filling	per bag	<b>25.00</b>
192*	Chemical oil binder (granulated)	per kg	<b>2.00</b>
193*	Biological oil binder (Bioversal)	per liter	<b>16.00</b>
194*	Disposal of chemical and biological oil binders	per kg / per liter	<b>1.00</b>
<b>Baggage Tracking Services</b>			
A23000	Baggage scanning in accordance with IATA Resolution 753	per piece of luggage	<b>on request</b>

<b>Other Services</b>			
ALA6001*	Waste disposal not included in point 3.3.4.1. "Aircraft Interior Cleaning"	per waste bag	<b>30.00</b>
ALA6002*	walk out assistance only, w/o handling assistance	per process	<b>50.00</b>
ALA6003*	Handling Assistance, incl. start up or walk out assistance for aircraft < 5.7 t MTOW	per process	<b>125.00</b>
ALA6004*	Handling Assistance, incl. start up or walk out assistance for aircraft < 25 t MTOW	per process	<b>250.00</b>
ALA6005*	Handling Assistance, incl. start up or walk out assistance for aircraft < 50 t MTOW	per process	<b>350.00</b>
ALA6006*	Handling Assistance, incl. start up or walk out assistance for aircraft > 50 t MTOW	per process	<b>455.00</b>
ALA6007*	Handling Assistance, incl. start up or walk out assistance for VIP or government flights	per process	<b>500.00</b>
ALA3031*	Additional sorting out of baggage and cargo after completion of loading	every staff member and every ½ hour started	<b>30.00</b>
ALA3032*	Baggage identification	every staff member and every ½ hour started	<b>30.00</b>
ALA3034*	Pick up of baggage on gate / jetway (max. 10 pieces)	per process up to max. 15 minutes	<b>30.00</b>

#### **Aircraft Anti-/De-Icing**

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

#### **Lashing Material**

ALA9003*	Tie down rope	per piece	<b>1.20</b>
ALA9004*	Single stud fitting	per piece	<b>5.00</b>
241*	Single stud fitting (small)	per piece	<b>2.50</b>
234*	Supporting plank (15 x 2.7 cm)	per meter	<b>3.00</b>
235*	Heavy weight supporting plank (75 x 2.7 cm)	per meter	<b>5.00</b>
ALA9001*	Clamping band	per piece	<b>30.00</b>
244*	Synthetic foil for covering (200 sqm)	per roll	<b>65.00</b>
ALA9002*	covering and stretch film	per linear meter	<b>0.50</b>
AL9006*	Suction mat	per sqm	<b>8.00</b>
249*	Euro-Pallet	per piece	<b>7.50</b>
257*	Stretch foil	per roll	<b>80.00</b>
AL9005*	Supporting blanks	per piece	<b>4.50</b>

#### **Towing into or out of Hangar**

(The charge depends on the size of aircraft.)

ALA7001	up to 16 t MTOW	per process (in or out)	<b>100.00</b>
ALA7002	over 16 t MTOW	per process (in or out)	<b>250.00</b>

#### Use of Engine Test Run Facilities (a process is limited up to 2 hours max)

(The charge depends on the size of aircraft. The towing into or out of the engine test run facilities as well as the provision of the necessary safeguarding of doors [tractor with operator] is not part of the service / is not included.)

ALA8001*	up to 20 t MTOW	per process <sup>1</sup>	<b>120.00</b>
ALA8002*	over 20 t up to 100 t MTOW	per process <sup>1</sup>	<b>180.00</b>
ALA8003*	over 100 t up to 150 t MTOW	per process <sup>1</sup>	<b>240.00</b>
ALA8004*	over 150 t MTOW	per process <sup>1</sup>	<b>360.00</b>
ALA8005*	prolongation of the utilization period (regardless of the size of aircraft)	every hour started	<b>180.00</b>

<sup>1</sup> Invoicing is based on the notification of an engine test run, unless cancellation notification has been communicated (written or verbal) at least 2 h prior to the engine test run to the Airport Operations Control Centre ("Verkehrszentrale") via (+49 (0)341 224 1130).

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## 4.8 General Aviation Charges

Charges for special services for which an exemption from sales tax (VAT) according to the German Law on Sales Tax may be applicable for airlines are marked with (\*). For all other charges sales tax is to be paid separately.

General Aviation (GA) denotes the complete commercial and non-commercial air traffic apart from scheduled and charter flights. These include – amongst others – business flights, sport flights, training flights and commercial air services that are handled through our General Aviation Terminal. Surcharges are levied according to point 4.6.2-4.6.6 of this regulation on fees.

### 4.8.1 Basic Charge General Aviation

A/C-	Aircraft Type			EUR	
	up to 2,0 t MTOW			<b>40.00</b>	
	Over 2,0 t up to 4,0 t			<b>80.00</b>	
	Over 4,0 t up to 5,7 t			<b>160.00</b>	
	Over 5,7 t up to 8,0 t			<b>220.00</b>	
	up to 10 t MTOW			<b>320.00</b>	
	up to 16 t MTOW			<b>610.00</b>	
	up to 25 t MTOW			<b>880.00</b>	
	up to 45 t MTOW			<b>1,430.00</b>	
	up to 60 t MTOW			<b>1,720.00</b>	
For aircraft with more than 60 t MTOW the charges for commercial aviation (section 4.4.1.) shall apply automatically.					

### 4.8.2. 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, as well as the public Crew area
- Declaration of the statistical flight data

#### 4.8.3. Handling Assistance

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

Code	Type of Service	Unit of Calculation	Charge in EUR
A01000*	Handling Assistance for aircraft < 5,7 t MTOW	per incident	<b>95.00</b>
A01001*	Handling Assistance for aircraft < 25 t MTOW	per incident	<b>195.00</b>
A01002*	Handling Assistance for aircraft < 45 t MTOW	per incident	<b>295.00</b>
A01003*	Handling Assistance for aircraft ≤ 60 t MTOW	per incident	<b>395.00</b>
A01004*	Handling Assistance for VIP flight	per incident	<b>465.00</b>

#### 4.8.4. Fees for Special Services and for the use of the Hangar

Code	Type of Service	Unit of Calculation	Charge in EUR
<b>Aircraft Parking in Hangar – Daily fees</b>			
(The charge depends on the size of aircraft.)			
819	Aircraft Parking in Hangar – Daily fees	per t MTOW or part thereof	<b>15.00</b>
Before the aircraft is parked a separate agreement can be made between the aircraft owner and airport authorities for parking an aircraft in hangar for a period of time, which will probably last longer than 30 consecutive days.			
<b>Transport Equipment and Vehicles</b>			
862*	Passenger bus up to 7 seats	every ½ hour started (Ramp – GAT)	<b>15.00</b>
864*	Passenger bus up to 7 seats	every ½ hour started (South area – GAT)	<b>30.00</b>
<b>Air Starter</b>			
871*	Air Starter 28 V (including service)	per process, up to max. 15 Minutes	<b>30.00</b>

Code	Type of Service	Unit of Calculation	Charge in EUR
<b>Cleaning of the Aircraft Interior</b>			
For cleaning of the Aircraft individual quotations can be made at request.			
<b>Other Services</b>			
870*	Tying down of small aircraft with aircraft operator's lashing material	per process	<b>12,00</b>
876*	Power supply for aircraft air conditioning	per hour	<b>5,00</b>
886*	Provision of an oil catcher	every day started	<b>5,00</b>
895	Use of copier incl. paper	per page	<b>0,50</b>
997	Administration fee	per process	<b>10,00</b>

#### 4.9. Cargo services

Physical handling of cargo including storage and document handling will be carried out in accordance with the standards of the IATA AHM 810 (further explanation and fees in Section 4.4.). There is no claim for storage.

PortGround GmbH will provide price offers for cargo handling under the following address:

PortGround GmbH  
Niederlassung Leipzig  
P.O.B. 1  
04029 Leipzig  
GERMANY

Tel: +49 (0) 341 224 2190  
Fax: +49 (0) 341 224 2823  
E-Mail: cargo@portground.com  
SITA: LEJFFXH

#### 4.10. Passenger Handling and Operations

Contact person for passage and operation charges is:

FSG Flughafenservice Gesellschaft mbH  
Mr. Uwe Stange  
Terminalring 11  
04435 Flughafen Leipzig/Halle  
GERMANY

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

##### 4.10.1 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		EUR
A33000	Passenger Handling for aircraft $\leq$ 50 seats	per incident	<b>250.00</b>
A33000	Passenger Handling for aircraft $\leq$ 100 seats	per incident	<b>300.00</b>
A33000	Passenger Handling for aircraft $\leq$ 200 seats	per incident	<b>400.00</b>
A33000	Passenger Handling for aircraft $\leq$ 300 seats	per incident	<b>490.00</b>
A33000	Passenger Handling for aircraft $\leq$ 400 seats	per incident	<b>590,00</b>
A33000	Passenger Handling for aircraft $>$ 500 seats	per incident	<b>on request</b>

No.	Description	EUR
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#### 4.10.2 Special Services Passenger Handling

A6230	Collection of charges and fees (e.g. excess baggage)	per incident	<b>10 % Comission 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, VIP's, 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 TIMATIC system	per incident	<b>10.00</b>
A6237	Provision of personnel	each ½ hour started	<b>30.00</b>

#### 4.10.3 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 loading plan with loadsheets (without ULD loading system)	per incident	<b>75.00</b>
A4038	Creation of a loading plan with loadsheets (with ULD loading system)	per incident	<b>125.00</b>