

Regulation on Fees Part I-III – 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
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.

Part I

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. Landing Fee

2.2.1. Landing Fee – Obligation to pay

A landing fee has to be paid to the airport authority each time an aircraft takes off from Leipzig/Halle Airport.

The 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).

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

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

The 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.

A change in the MTOW in accordance with the AFM will be recognized at the point of next schedule change provided that this change has been announced at least four months before the start of a flight timetable period.

The notification of the required Aircraft registration data (type, MTOW, noise category, seat configuration) is to be made through:

ac_registration@mdf-ag.com

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

For Aircraft over 2,000 kg Maximum Take-off Weight (for every further 1,000 kg Maximum Take-off Weight started)		For Aircraft under 2,000 kg Maximum Take-off Weight		
certified according to ICAO Annex, 16 Vol. I:				
Chapter XIV *	5.65 EUR ³⁾			
Chapter IV *	5.82 EUR ³⁾	that meets the following requirements *): ICAO Annex 16 Vol. I: Chapter 3, Chapter 6 (-8 dB (A)), Chapter 10 (-8 dB (A)),	that meets the following requirements *): ICAO Annex 16 Vol. I: Chapter 5, Chapter 6, Chapter 8, Chapter 10, Chapter 11,	not certified according to ICAO Annex 16 ²⁾
Chapter III * (incl. in Bonus regulation**) [also Chapter 6(-8 dB (A)), 10(-8 dB (A))]	5.98 EUR ³⁾			
Chapter III * (not incl. in Bonus regulation) [also Chapter 5, 6, 8, 10, 11]	14.03 EUR ³⁾			
Chapter II *) ¹⁾	34.34 EUR	Up to 2,000 kg Maximum Take-off Weight		
Without certification according to ICAO Annex 16 ²⁾	69.22 EUR	23,12 EUR	48,10 EUR	56,84 EUR

*) Aircraft with jet turbines or aircraft with other types of propulsion meet the requirements of ICAO Annex 16, Chapters 2, 3, 4, 5, 6, 8, 10 or 11, 14 provided that it can be proved in each individual case on the basis of details provided by the manufacturer or comparable documents provided by a licensing authority that the authorized noise levels given in those chapters are not exceeded. For Aircraft that can prove compliance with the conditions of ICAO Annex 16, Chapter 4 or Chapter 14 through the noise certificate shall be treated in the calculation of landing charges as if a corresponding noise certificate with entry of the certification according to ICAO Annex 16, Chapter 4 or Chapter 14 is present. Chapter 14 stipulates a reduction of the cumulative noise limits of -7 dB compared to the currently valid Chapter 4, which equals -17 dB below the requirements of Chapter 3.

It is decisive in the calculation of fees that the aircraft owner actually presents proof showing that the requirements named above can be fulfilled before take-off. This proof should be complete and it should be possible for the airport authorities to check it. If such proof is not presented, the fees will be calculated on the basis of the category "No noise certification according to ICAO Annex 16. Backdated reimbursements will not be granted.

***) The bonus regulation applies to all aircraft types that are included in the current version of the take-off list of the Federal Ministry of Transport and Digital Infrastructure (BMVBI). This includes all aircraft types with a Maximum Take-off Weight (MTOW) of below 25 t that fulfil the requirements of ICAO Annex 16 Chapter 3 as well as:

Airbus A300 (all versions),	Boeing B717	McDonnell Douglas DC 8-70 - series,
Airbus A310 (all versions),	Boeing B727-100 Reengineered	McDonnell Douglas DC 10 (all versions),
Airbus A319 (all versions),	with 3 Tay engines,	McDonnell Douglas MD 11 (all versions),
Airbus A320 (all versions),	Boeing B737-300 to -800,	McDonnell Douglas MD 90 (all versions),
Airbus A321 (all versions),	Boeing B747-400,	Embraer 190 / 195
Airbus A330 (all versions),	Boeing B757 (all versions),	BAe 146 / AVRO RJ - series,
Airbus A340 (all versions),	Boeing B767 (all versions),	Fokker 70 / 100,
Lockheed L-1011 Tristar (all versions),	Boeing B777 (all versions),	Canadair RJ - series
Tupolev Tu204	Boeing B787 (all versions),	Dash 8-400
		Gulfstream IV / V,

¹⁾ The following fees will be charged between 22.00 (local time) and 06.00 (local time): **62.84 EUR**

²⁾ The following fees will be charged between 22.00 (local time) and 06.00 (local time): **111.95 EUR**

³⁾ **According to section 2.3. "Deduction System for Landing Fees":**
- for 2019 a forecasted deduction level of 4.0 Mio t MTOW is valid, as published

There will be a discount granted on the fees listed 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 **8.04 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.

2.3. Deduction System for Landing Fees

The airport provides quantity-dependending (sum of total commercial MTOW per year) deductions on 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.

On behalf of a further promotion of the use of low-noise aircraft, the discount is only effective for aircraft noise categories of ICAO Annex 16 Chapter III, Chapter III bonus list, Chapter IV and Chapter XIV.

Deduction table:

Total commercial MTOW (in tons), which has to be exceeded by all operating aircraft per year	landing fee in EUR per ton MTOW ICAO Annex 16 Chapter III	landing fee in EUR per ton MTOW ICAO Annex 16 Chapter III Bonus	landing fee in EUR per ton MTOW ICAO Annex 16 Chapter IV	landing fee in EUR per ton MTOW ICAO Annex 16 Chapter XIV
base value	17,97 €	7,64 €	7,44 €	7,23 €
2.2 Mio. Tons	17,58 €	7,48 €	7,27 €	7,07 €
2.4 Mio. Tons	17,16 €	7,23 €	7,11 €	6,90 €
2.6 Mio. Tons	16,80 €	7,15 €	6,96 €	6,76 €
2.8 Mio. Tons	16,41 €	6,98 €	6,78 €	6,60 €
3.0 Mio. Tons	16,00 €	6,81 €	6,63 €	6,44 €
3.2 Mio. Tons	15,61 €	6,64 €	6,46 €	6,28 €
3.4 Mio. Tons	15,22 €	6,48 €	6,31 €	6,14 €
3.6 Mio. Tons	14,83 €	6,31 €	6,15 €	5,97 €
3.8 Mio. Tons	14,42 €	6,15 €	5,98 €	5,82 €
4.0 Mio. Tons	14,03 €	5,98 €	5,82 €	5,65 €

The basis to provide the deduction on landing 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 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 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.

2.4. Passenger Fee

2.4.1. 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.

2.4.2. 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
A2001	Passenger fee	EU* incl. Iceland, Norway, Switzerland	per passenger	12.94 EUR
		Non-EU*		15.93 EUR

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

2.5. Security Fee

2.5.1. 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.

2.5.2. 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
A8000	Security Fee	per Passenger	1.96 EUR

2.6. Parking Fee

2.6.1. 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.

2.6.2. 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
A3001	Parking Fee	per 24hrs started per 1000 kg MTOW started	2.67* EUR

* The minimum parking fee for every 24 hours started is **6.25 EUR**.

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

2.7. Official Authorization

The Saxon State Ministry for Economic Affairs, Labor and Transport has authorized the landing, passenger, security and parking fees.

The passenger fees came into effect on April 1st, 2018. The security fees came into effect on April 1st, 2017. The landing and parking fees came into effect on May 1st, 2019.

Part II

3. Passenger based Handling Charges – CUPPS, PRM and Baggage Tracking - Charge

3.1 General

3.1.1. Debtors Clause

The following are debtors of Passenger based Handling Charges – CUPPS, PRM and Baggage Tracking - 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, PRM and Baggage Tracking - 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, PRM and Baggage Tracking - 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, PRM and Baggage Tracking - 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
A2000*	CUPPS-charge	per Passenger	0.47 EUR

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: verkehrszentrale@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
A2100*	PRM-charge	per Passenger	0.51 EUR

3.4. Baggage Tracking - Charge

3.4.1. Baggage Tracking - Charge - Obligation to pay

In commercial air traffic a charge for Baggage Tracking services has to be paid to the airport authority each time an aircraft takes-off from Leipzig/Halle Airport. It refunds the baggage tracking system according to the IATA Resolution 753.

3.4.2. Baggage Tracking - Charge – Calculation: Passengers

The charge for Baggage Tracking 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
A2600*	Baggage Tracking - Charge	per Passenger	0.23 EUR

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

Cat.	Aircraft Type	Code	Bridge	Remote	
			EUR	Passenger EUR	Cargo A/C EUR
1	up to 5,0 t MTOW			75,00	50,00
2	from 5,0 to 10,0 t MTOW			120,00	70,00
3	De Havilland Dash 8-100/200	DH 81/82		255,00	110,00
	Dornier 328	DO 328		255,00	110,00
	Embraer EMB-120/135	E 120/135		255,00	110,00
	Saab Fairchild SF 340	SF 34		255,00	110,00
	Yakovlev YAK 40	YK 40		255,00	110,00
4	Aerospatiale Aeritalia ATR 42	AT 42		315,00	140,00
	Antonov AN 26	AN 26		315,00	140,00
	Canadair Regional Jet 100/200/300	CRJ 100/200/300		315,00	140,00
	De Havilland Dash 8-300	DH 83		315,00	140,00
	Embraer EMB-145	E 145		315,00	140,00
	Fokker F 27 / F 50	FK 27 / FK 50		315,00	140,00
	Saab 2000	SF 200		315,00	140,00
5	Aerospatiale Aeritalia ATR 72	AT 72		415,00	185,00
	British Aerospace ATP	BATP		415,00	185,00
	Canadair Regional Jet 700	CRJ 700		415,00	185,00
	De Havilland Dash 8-400	DH 84		415,00	185,00
	Iljuschin IL 114	IL 114		415,00	185,00
6	Antonov AN 72/74	AN 72/74		605,00	275,00
	Antonov AN 148	AN 148	660,00	605,00	275,00
	Antonov AN 158	AN 158	660,00	605,00	275,00
	Avro RJ 70 / BAe 146-100	RJ 70/BAe 146-100	660,00	605,00	275,00
	Avro RJ 85 / BAe 146-200	RJ 85/BAe 146-200	660,00	605,00	275,00
	Avro RJ 100 / BAe 146-300	RJ 100/BAe 146-300	660,00	605,00	275,00
	Canadair Regional Jet 900	CRJ 900		605,00	275,00
	Canadair Regional Jet 1000	CRJ 1000		605,00	275,00
	Embraer EMB-170	E 170	660,00	605,00	275,00
	Embraer EMB-175	E 175	660,00	605,00	275,00
	Fokker F 70	FK 70	660,00	605,00	275,00
	Fokker F 100	FK 100	660,00	605,00	275,00
	Suchoi Superjet 100-95	SSJ 100-95	660,00	605,00	275,00

Cat.	Aircraft Type	Code	Bridge	Remote	
			EUR	Passenger EUR	Cargo A/C EUR
7	Airbus A318	A 318	790,00	715,00	325,00
	Boeing 717	B 717	790,00	715,00	325,00
	Boeing 737-200	B 7372	790,00	715,00	325,00
	Boeing 737-500	B 7375	790,00	715,00	325,00
	Boeing 737-600	B 7376	790,00	715,00	325,00
	Bombardier CSeries 100	CS 100	790,00	715,00	325,00
	C-160 D Transall	C 160		715,00	325,00
	Embraer EMB-190	E 190	790,00	715,00	325,00
	Embraer EMB-195	E 195	790,00	715,00	325,00
	Lockheed L-188 Electra	L188			325,00
	Yakovlev YAK 42	YK 42	790,00	715,00	325,00
8	Airbus A319	A 319	855,00	775,00	365,00
	Antonov AN 12	AN 12		775,00	365,00
	Boeing 737-300	B 7373	855,00	775,00	365,00
	Boeing 737-700	B 7377	855,00	775,00	365,00
	Bombardier CSeries 300	CS 300	855,00	775,00	365,00
	Douglas MD 87	MD 87	855,00	775,00	365,00
9	Airbus A320	A 320	1.060,00	970,00	440,00
	Airbus A321	A 321	1.060,00	970,00	440,00
	Boeing 737-400	B 7374	1.060,00	970,00	440,00
	Boeing 737-800	B 7378	1.060,00	970,00	440,00
	Boeing 737-900	B 7379	1.060,00	970,00	440,00
	Douglas MD 82/83/88	MD 82/83/88	1.060,00	970,00	440,00
	Douglas MD 90	MD 90	1.060,00	970,00	440,00
	Tupolev TU 154	TU 154	1.060,00	970,00	440,00
10	Boeing 757-200	B 7572	1.580,00	1.440,00	660,00
	Lockheed C-130 Hercules	C 130		1.440,00	660,00
	Tupolev TU 204	TU 204	1.580,00	1.440,00	660,00
11	Airbus A310-300	A 3103	2.110,00	1.925,00	925,00
	Boeing 757-300	B 7573	2.110,00	1.925,00	925,00
	Boeing 767-200	B 7672	2.110,00	1.925,00	925,00
	Ilyushin IL 76	IL 76		1.925,00	925,00
12	Airbus A300	A 300	2.550,00	2.320,00	1.090,00
	Airbus A400M	A 400M		2.320,00	1.090,00
	Boeing 767-300	B 7673	2.550,00	2.320,00	1.090,00

Cat.	Aircraft Type	Code	Bridge	Remote	
			EUR	Passenger EUR	Cargo A/C EUR
13	Airbus A330-200	A 3302	3.245,00	2.945,00	1.380,00
	Airbus A330-300	A 3303	3.245,00	2.945,00	1.380,00
	Airbus A340-200	A 3402	3.245,00	2.945,00	1.380,00
	Airbus A340-300/500	A 3403/5	3.245,00	2.945,00	1.380,00
	Airbus A350-900	A 3509	3.245,00	2.945,00	1.380,00
	Boeing 777-200	B 7772	3.245,00	2.945,00	1.380,00
	Boeing 787-8	B 7878	3.245,00	2.945,00	1.380,00
	C-17 Globemaster	C17			1.380,00
	Douglas DC 10-30	DC 10	3.245,00	2.945,00	1.380,00
	Douglas MD 11	MD 11	3.245,00	2.945,00	1.380,00
14	Airbus A340-600	A 3406	3.850,00	3.500,00	1.650,00
	Airbus A350-1000	A 3501	3.850,00	3.500,00	1.650,00
	Antonov AN 124	AN 124		3.500,00	1.650,00
	Boeing 747-200	B 7472	3.850,00	3.500,00	1.650,00
	Boeing 747-300/400	B 7473/4	3.850,00	3.500,00	1.650,00
	Boeing 747-8	B 7478	4.395,00	4.105,00	1.980,00
	Boeing 777-300	B 7773	3.850,00	3.500,00	1.650,00
	Boeing 787-9	B 7879	3.850,00	3.500,00	1.650,00
	Boeing 787-10	B 7871	3.850,00	3.500,00	1.650,00
15	Airbus A380-800	A 3808	4.835,00	4.395,00	2.195,00

4.5. Handling Charges for Ground Services

			Bridge Position	Remote Position
Cat.	Aircraft Type	Code	EUR	EUR
1	up to 5,0 t MTOW			105,00
2	from 5,0 up to 10,0 t MTOW			155,00
3	De Havilland Dash 8-100/200	DH 81/82		295,00
	Dornier 328	DO 328		295,00
	Embraer EMB-120/135	E 120/135		295,00
	Saab Fairchild SF 340	SF 34		295,00
	Yakovlev YAK 40	YK 40		295,00
4	Aerospatiale Aeritalia ATR 42	AT 42		425,00
	Antonov AN 26	AN 26		420,00
	Canadair Regional Jet 100/200/300	CRJ 100/200/300		425,00
	De Havilland Dash 8-300	DH 83		420,00
	Embraer EMB-145	E 145		425,00
	Fokker F 27 / F 50	FK 27 / 50		425,00
	Saab 2000	SF 200		420,00
5	Aerospatiale Aeritalia ATR 72	AT 72		595,00
	British Aerospace ATP	BATP		595,00
	Canadair Regional Jet 700	CRJ 700		595,00
	De Havilland Dash 8-400	DH 84		595,00
	Ilyushin IL 114	IL 114		595,00
6	Antonov AN 72/74	AN 72/74		660,00
	Antonov AN 148	AN 148	590,00	660,00
	Antonov AN 158	AN 158	660,00	720,00
	Avro RJ 70 / BAe 146-100	RJ 70/BAe 146-100	590,00	660,00
	Avro RJ 85 / BAe 146-200	RJ 85/BAe 146-200	640,00	705,00
	Avro RJ 100 / BAe 146-300	RJ 100/BAe 146-300	660,00	720,00
	Canadair Regional Jet 900	CRJ 900		735,00
	Canadair Regional Jet 1000	CRJ 1000		760,00
	Embraer EMB-170	E170	590,00	660,00
	Embraer EMB-175	E175	590,00	660,00
	Fokker F 70	FK 70	590,00	660,00
	Fokker F 100	FK 100	640,00	705,00
	Suchoi Superjet 100-95	SSJ 100-95	640,00	705,00

Cat.	Aircraft Type	Code	Bridge Position	Remote Position
			EUR	EUR
7	Airbus A318	A 318	720,00	800,00
	Boeing 717	B 717	720,00	800,00
	Boeing 737-200	B 7372	720,00	800,00
	Boeing 737-500 with Load System	B 7375 LS	660,00	735,00
	Boeing 737-500	B 7375	720,00	800,00
	Boeing 737-600 with Load System	B 7376 LS	660,00	735,00
	Boeing 737-600	B 7376	720,00	800,00
	Bombardier CSeries 100	CS 100	720,00	800,00
	C-160 D Transall	C 160		800,00
	Embraer EMB-190	E 190	760,00	830,00
	Embraer EMB-195	E 195	760,00	830,00
	Lockheed L-188 Electra	L188		800,00
	Yakovlev YAK 42	YK 42	720,00	800,00
8	Airbus A319 with Load System	A 319 LS	760,00	860,00
	Airbus A319	A 319	860,00	930,00
	Antonov AN 12	AN 12		860,00
	Boeing 737-300 with Load System	B 7373 LS	760,00	860,00
	Boeing 737-300	B 7373	860,00	930,00
	Boeing 737-700 with Load System	B 7377 LS	760,00	860,00
	Boeing 737-700	B 7377	860,00	930,00
	Bombardier CSeries 300	CS 300	860,00	930,00
Douglas MD 87	MD 87	860,00	930,00	
9	Airbus A320 with Load System	A 320 LS	1.025,00	1.135,00
	Airbus A320	A 320	1.145,00	1.240,00
	Airbus A321 with Load System	A 321 LS	1.220,00	1.315,00
	Airbus A321	A 321	1.350,00	1.435,00
	Boeing 737-400 with Load System	B 7374 LS	860,00	945,00
	Boeing 737-400	B 7374	925,00	1.020,00
	Boeing 737-800 with Load System	B 7378 LS	885,00	990,00
	Boeing 737-800	B 7378	995,00	1.090,00
	Boeing 737-900	B 7379	1.310,00	1.435,00
	Douglas MD 82/83/88 with Load System	MD 82/83/88 LS	860,00	945,00
	Douglas MD 82/83/88	MD 82/83/88	925,00	1.020,00
	Douglas MD 90 with Load System	MD 90 LS	925,00	1.020,00
	Douglas MD 90	MD 90	860,00	945,00
Tupolev TU 154	TU 154	995,00	1.090,00	
10	Boeing 757-200 with Load System	B 7572 LS	1.220,00	1.360,00
	Boeing 757-200	B 7572	1.310,00	1.440,00
	Lockheed C-130 Hercules	C 130		1.360,00
	Tupolev TU 204	TU 204	1.310,00	1.440,00

			Bridge Position	Remote Position
Cat.	Aircraft Type	Code	EUR	EUR
11	Airbus A310-300	A 3103	2.025,00	2.220,00
	Boeing 757-300 with Load System	B 7573 LS	1.750,00	1.955,00
	Boeing 757-300	B 7573	1.825,00	2.030,00
	Boeing 767-200 with Load System	B 7672 LS	1.750,00	1.955,00
	Boeing 767-200	B 7672	1.825,00	2.030,00
	Ilyushin IL 76	IL 76		2.030,00
12	Airbus A300	A 300	2.235,00	2.465,00
	Airbus A400M	A 400M		2.465,00
	Boeing 767-300 with Load System	B 7673 LS	2.130,00	2.370,00
	Boeing 767-300	B 7673	2.235,00	2.465,00
13	Airbus A330-200	A 3302	2.630,00	2.925,00
	Airbus A330-300	A 3303	2.630,00	2.925,00
	Airbus A340-200	A 3402	2.630,00	2.925,00
	Airbus A340-300/500	A 3403/5	2.630,00	2.925,00
	Airbus A350-900	A 3509	2.895,00	3.190,00
	Boeing 777-200	B 7772	2.630,00	2.925,00
	Boeing 787-8	B 7878	2.630,00	2.925,00
	C- 17 Globemaster	C17		2.925,00
	Douglas DC 10-30 with Load System	DC 10 LS	2.530,00	2.835,00
	Douglas DC 10-30	DC 10	2.630,00	2.925,00
	Douglas MD 11	MD 11	2.630,00	2.925,00
14	Airbus A340-600	A 3406	3.345,00	3.810,00
	Airbus A350-1000	A 3501	3.485,00	3.825,00
	Antonov AN 124	AN 124		3.890,00
	Boeing 747-200	B 7472	3.045,00	3.415,00
	Boeing 747-300/400	B 7473/4	3.345,00	3.810,00
	Boeing 747-8	B 7478	3.810,00	4.250,00
	Boeing 777-300	B 7773	3.345,00	3.810,00
	Boeing 787-9	B 7879	2.840,00	3.130,00
Boeing 787-10	B 7871	3.085,00	3.385,00	
15	Airbus A380-800	A 3808	6.225,00	7.695,00

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

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 (B747, B767, B777, DC10, MD11, L1011, A300, A310, A330, A340, IL76, IL86 and IL96), 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** or **ferry 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
Personnel			
102*	Master (Ramp-, Cargomaster)	every ½ hour started	28.00
103*	Foreman (Group Leader)	every ½ hour started	25.00
105*	Loading Worker	every ½ hour started	23.00
206*	Driver, driver license class II	every ½ hour started	23.00
106*	Bus Driver / Tour Guide	every ½ hour started	23.00
Ground Power Supply / Air Starter			
116*	Battery appliance 24 V	every ½ hour started	10.00
114*	GPU 28 V, 1.500 A	every hour started	50.00
115*	GPU 208/115 V 60/90/120 kVA 400 Hz	every hour started	90.00
117*	Air Starter Unit	per process up to max. 15 minutes	110.00
117S*	With the request and provision of the Air Starter without operating the unit, 50% of the fee will be charged.		
Stairs and Lifters			
120*	towed Passenger/Maintenance Steps	every ½ hour started	20.00
126*	Passenger steps with auxiliary engine	every ½ hour started	35.00
122*	engine-driven covered passenger steps (small)	every ½ hour started	50.00
123*	engine-driven covered passenger steps (big)	every ½ hour started	75.00
124*	Highloader (Lower Deck) with operator	every ½ hour started	100.00
125*	Highloader (Main Deck) with operator	every ½ hour started	150.00
127*	Fork lift up to 4 t with driver	every ½ hour started	30.00
163*	Fork lift 4 t with driver	every ½ hour started	40.00
107*	Fork lift 7 t with driver	every ½ hour started	50.00
112*	Fork lift manual	every ½ hour started	15.00
129*	P/C lift transport car 5 t	every ½ hour started	90.00
118*	P/C transport car 5 t	every ½ hour started	75.00
502*	Cherry picker with operator	every ½ hour started	45.00

Code	Type of Service	Unit of Calculation	Charge in EUR
Transport Equipment and Vehicles			
130*	Passenger bus over 7 seats	per ride	27.00
164	Passenger bus (8-49 seats) for longtime operation	every 15 minutes started	32.00
131*	Follow-me vehicle with driver	every 15 minutes started	35.00
132*	Crew transport (central area)	per ride	15.00
532*	Crew transport (south area)	per ride	30.00
133*	Baggage trailer	every ½ hour started	2.00
136*	Bulky luggage vehicle	every ½ hour started	20.00
134*	Dolly (10 ft.)	every ½ hour started	8.00
135*	Dolly (20 ft.)	every ½ hour started	12.00
113*	Dolly (LD2/LD3/LD7/LD8)	every ½ hour started	6.00
138*	Conveyor belt - 9 m	every ½ hour started	30.00
139*	Conveyor belt - 12 m	every ½ hour started	35.00
544*	Power Stow - 9 m	every ½ hour started	69.00
545*	Power Stow - 12 m	every ½ hour started	85.00
Tractors			
141*	Electric truck	every ½ hour started	15.00
143*	Tractor (diesel/electric)	every ½ hour started	30.00
Lavatory Service and Water Service			
152*	Lavatory service vehicle with operator	every ½ hour started	50.00
195*	Disinfectant liquid	per liter	5.50
155*	Fresh water vehicle with operator	every ½ hour started	50.00
196*	Fresh water	per m ³	8.00
150*	Drain water vehicle with operator	every ½ hour started	30.00
Cleaning of the Aircraft Interior			
For cleaning of the Aircraft Interior and the Cargo Compartment individual quotations can be made at request.			
Catering Load Service / Belly Change			
270*	Loading/Unloading of catering supply in/out of aircraft	per process up to max. 15 minutes	30.00
Aircraft Safety Service			
276*	Fire protection for refueling aircraft with fire fighting vehicle including 2 firemen	per process	123.00

Code	Type of Service	Unit of Calculation	Charge in EUR
Disposal of oil or fuel contamination on apron			
277*	up to 10 sqm	per process	113.00
278*	over 10 sqm	per process	200.00
Towing equipment and Services			
(The charge is determined by MTOW [max. 20 min].)			
176*	Towing bar	per process	35.00
166*, 171*	Tractor up to 90 t MTOW	per process	88.00
167*, 172*	Tractor over 90 t MTOW	per process	140.00
Pallet Roller Racks			
173*	rental for the space per roller rack	per day	5.00
Materials and other services			
191*	Ballast bags including 25 kg filling	per bag	15.00
192*	Chemical oil binder (granulated)	per kg	2.00
193*	Biological oil binder (Bioversal)	per liter	16.00
194*	Disposal of chemical and biological oil binders	per kg / per liter	1.00
Other Services			
260*	Waste disposal not included in point 3.3.4.1. "Aircraft Interior Cleaning"	per waste bag	17.00
4033*	walk out assistance only, w/o handling assistance	per process	30.00
4041*	Handling Assistance, incl. start up or walk out assistance for aircraft < 5.7 t MTOW	per process	95.00
4044*	Handling Assistance, incl. start up or walk out assistance for aircraft < 25 t MTOW	per process	195.00
4045*	Handling Assistance, incl. start up or walk out assistance for aircraft < 50 t MTOW	per process	295.00
4046*	Handling Assistance, incl. start up or walk out assistance for aircraft > 50 t MTOW	per process	395.00
4047*	Handling Assistance, incl. start up or walk out assistance for VIP or government flights	per process	465.00
Aircraft Anti-/De-Icing			
For Aircraft Anti-/De-Icing the current price list can be provided at request.			

Lashing Material			
230*	Tie down rope	per piece (2m)	1.20
231*	Single stud fitting (large)	per piece	5.00
241*	Single stud fitting (small)	per piece	2.50
234*	Supporting plank (15 x 2.7 cm)	per meter	3.00
235*	Heavy weight supporting plank (75 x 2.7 cm)	per meter	5.00
242*	Clamping band (wide)	per piece	30.00
243*	Clamping band (narrow)	per piece	25.00
244*	Synthetic foil for covering (200 sqm)	per roll	65.00
245*	Synthetic foil for covering	per sqm	0.50
246*	Foil for wet load	per sqm	4.00
249*	Euro-Pallet	per piece	7.50
257*	Stretch foil	per roll	30.00
Towing into or out of Hangar			
(The charge depends on the size of aircraft.)			
817	up to 16 t MTOW	per process (in or out)	80.00
818	over 16 t up to 90 t MTOW	per process (in or out)	120.00
822	over 90 t MTOW	per process (in or out)	150.00
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.)			
823*	up to 20 t MTOW	per process ¹	75.00
824*	over 20 t up to 100 t MTOW	per process ¹	125.00
825*	over 100 t up to 150 t MTOW	per process ¹	175.00
826*	over 150 t MTOW	per process ¹	250.00
827*	prolongation of the utilization period (regardless of the size of aircraft)	every hour started	100.00
¹ 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).			

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	20,00
	Over 2,0 t up to 4,0 t MTOW	40,00
	Over 4,0 t up to 5,7 t MTOW	80,00
	Over 5,7 t up to 8,0 t MTOW	110,00
	up to 10 t MTOW	160,00
	up to 16 t MTOW	305,00
	up to 25 t MTOW	440,00
	up to 45 t MTOW	715,00
	up to 60 t MTOW	860,00
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	95.00
A01001*	Handling Assistance for aircraft < 25 t MTOW	per incident	195.00
A01002*	Handling Assistance for aircraft < 45 t MTOW	per incident	295.00
A01003*	Handling Assistance for aircraft ≥ 45 t MTOW	per incident	395.00
A01004*	Handling Assistance for VIP flight	per incident	465.00

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

Code	Type of Service	Unit of Calculation	Charge in EUR
Aircraft Parking in Hangar – Daily fees			
(The charge depends on the size of aircraft.)			
819	Aircraft Parking in Hangar – Daily fees	per t MTOW or part thereof	15.00
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.			
Transport Equipment and Vehicles			
862*	Passenger bus up to 7 seats	every ½ hour started (Ramp – GAT)	15.00
864*	Passenger bus up to 7 seats	every ½ hour started (South area – GAT)	30.00
Ground Power Supply / Air Starter			
814*	GPU 28 V, 1.500 A	every hour started	50.00
815*	GPU 208/115 V 60/90/120 kVA 400 Hz	every hour started	90.00
871*	Air Starter 28 V (including service)	per process, up to max. 15 Minutes	30.00

Code	Type of Service	Unit of Calculation	Charge in EUR
Cleaning of the Aircraft Interior			
For cleaning of the Aircraft individual quotations can be made at request.			
Other Services			
870*	Tying down of small aircraft with aircraft operator's lashing material	per process	12,00
	Towing of aircraft within the apron		
884*	up to 16 t MTOW	per process, max 15 min	80,00
885*	over 16 t up to 90 t MTOW	per process, max 15 min	120,00
887*	over 90 t MTOW	per process, max 15 min	150,00
876*	Power supply for aircraft air conditioning	per hour	5,00
866*	Air conditioning of aircraft	every 15 minutes started	65,00
886*	Provision of an oil catcher	every day started	5,00
889*	De-icing of small aircraft (without de-icing fluid; with service)	per process	100,00
893	Request hotel; Ordering of fuelling service, taxi,	per process	5,00
895	Use of copier incl. paper	per page	0,50
997	Administration fee	per process	10,00

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

Flughafen Leipzig/Halle GmbH will provide offers for passenger handling under the following address:

Flughafen Leipzig/Halle GmbH
Terminalring 11
04435 Flughafen Leipzig/Halle
GERMANY

Tel: +49 (0) 341 224 3041
Fax: +49 (0) 341 224 2229
E-Mail: passage@leipzig-halle-airport.de
SITA: LEJFFXH