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**GUIDANCE ON AIRPORT SLOT ALLOCATION FOR
INNSBRUCK AIRPORT ON DAYS 6/7 IN A WINTER
SEASON AS WELL AS ON JANUARY 02ND AND 09TH (IN
CASE THEY ARE NEITHER SATURDAY NOR SUNDAY)**

Valid as of April 24th, 2013 for Winter period

Changes:

Editorial improvements and corrections

02/09 January now also fully coordinated

1. Introduction:

- + This document describes the requirements for requesting airport slots for flights to/from Innsbruck Airport (INN/LOWI) on days 6/7 in a winter season as well as on January 2nd and 9th (in case they are neither Saturday nor Sunday).
- + The legal backgrounds for this document are
 - o Regulation 95/93 of the European Union on "allocation of slots at Community airports";
 - o Article 142 of the Aviation Law of the Federal Republic of Austria (98/2005);
 - o Regulation 155/2008 of the Austrian Federal Ministry for Transport, Innovation and Technology (Slotkoordinierungsverordnung)
- + IATA WSG is used as reference for international standards and recommendations.

2. Definition of an airport slot:

In accordance with Regulation 95/93 of the European Union, an airport slot *"shall mean the permission given by a coordinator to use the full range of airport infrastructure necessary to operate an air service at a coordinated airport on a specific date and time for the purpose of landing or take-off....."*

Airport slot times are the block-on/block-off times in UTC, taken at the parking position.

3. Who needs an airport slot:

- + All aircraft operators intending to operate a flight in accordance with the "IFR - Instrument Flight Rules" (instrument flights) to/from INN/LOWI must have an airport slot allocated by the coordinator (SCA Schedule Coordination Austria GesmbH) **before** an ATC flight plan is filed with the respective authorities.
- + Flights changing their status (IFR to VFR or vice versa) during the flight also need an airport slot.

4. Procedure for slot requests

4.1. General:

- + Airport slots have to be requested in good time prior to the intended operation in writing, using the standard IATA SSIM Chapter 6 format (Standard Schedules Information Manual).
- + Airport slot requests for flights "On-the-day of operation" or during "out-of-office hours" should be kept to an absolute minimum.
- + Airport slots should be requested using the Online Coordination website (OCS), E-mail and have to be made before an ATC flight plan is filed.

4.2. Arrivals

- ✚ Arrival airport slots must be secured **prior** to the departure of the flight at the point of origin.

5. Re-Clearing Airport Slots:

5.1. Series of Flights:

- ✚ All commercial series of flights (passenger & cargo; scheduled or non scheduled) have to re-clear their allocated slot, if the operational delay is expected to be later than 08:00 local time the next day.
- ✚ All commercial series of flights (passenger & cargo; scheduled or non scheduled) may operate without re-clearing their airport slots on the same day caused by operational delays.

5.2. Other Flights:

- ✚ Commercial ad hoc flights, single charter flights, business aviation flights and positioning flights and other non-commercial flights (i.e. General Aviation) must re-clear airport slots with the coordinator caused by operational on-the-day delays of more than 5 hours.

However this does **not** mean that flights may **intentionally** operate at a time different from the allocated airport slot-time.

5.3. Pre-Scheduled Operations

- ✚ A pre-scheduled operation is any flight intended to operate earlier than the allocated slot and affecting the capacity parameters.
- ✚ Operators wishing to advance the planned time of a flight (Arrivals and/or Departures) must re-clear airport slots.
- ✚ Early arrivals caused by operational circumstances, e.g. due to unexpected winds, do not need to re-clear airport slots.

5.4. Aircraft changes

- ✚ All aircraft operators should notify the coordinator of any aircraft change.

5.5. On-the-day cancellations

- ✚ All aircraft operators should notify the coordinator of on-the-day cancellations so that the airport slot can be reallocated to other carriers.
- ✚ Not cancelling an allocated airport slot which will not be used might create a misuse and can generate an infringement procedure in accordance with Article 14(5) of the Regulation 95/93.

6. Special Operations

6.1. For the following types of operation operators **must apply for a slot in advance**, the coordinator will allocate an airport slot but will not check timings against the coordination parameters in force:

- ✚ Governmental flights (service type "E")
- ✚ Ambulance -, rescue – or humanitarian flights (service type "I")
- ✚ Military flights (service type "W")

6.2. For the following types of operation operators **must apply for a slot in advance**, the coordinator may "overbook" the normal coordination parameters having taken into account the congestion likely to occur and the overall capacity situation:

- ✚ Recovery Flights - Departures to continue a planned commercial service on the same day following a Diversion or Quick Return.
- ✚ Positioning flights to replace an unserviceable aircraft or other unforeseeable schedule disruption (e.g. severe weather) and resume a planned commercial passenger service, limited to the following circumstances:
 - Inbound positioning to recover a planned departure service
 - Outbound positioning to recover a based-carrier's own service
 - The return of a based carrier's recovery aircraft to resume planned operations

7. Exemption from airport slot coordination:

The following flights are exempted from airport slot coordination:

- ✚ Emergency Landings
- ✚ Diversions
- ✚ Quick Returns after take-off, meaning emergency landings or re-landing within 90 minutes after departure from Innsbruck with an allocated slot
- ✚ Radar and ILS calibration flights
- ✚ Police flights
- ✚ VFR flights – however PPR procedure published in AIP Austria has to be respected.

8. Exemption will not be considered in circumstances such as:

- ✚ Outbound positioning to recover another air carrier's service, e.g. a sub-charter
- ✚ Positioning to replace an aircraft undergoing planned maintenance, including instances of a maintenance overrun
- ✚ Any planned positioning of an aircraft

Information:

This "Guidance on Airport Slot Allocation for Innsbruck Airport on days 6/7 in a winter season as well as on January 02nd and 09th (in case they are neither Saturday nor Sunday)" will be applied by SCA Schedule Coordination Austria as of the date mentioned on the front page.

SCA Schedule Coordination Austria reserves the right to change this Guidance without further notice at any time in accordance with the Directive 793/2004 of the European Union and the "Slotkoordinationsverordnung 2008" 155/2008 of the Federal Ministry for Transport, Technology and Innovation of the Republic of Austria.