



## **Tariff and Terms of Use**

***1<sup>st</sup> April 2020 - 31<sup>st</sup> March 2021***

*(Edition 1)*

[www.cityofderryairport.com](http://www.cityofderryairport.com)

# **City of Derry Airport Tariff**

**1<sup>st</sup> Apr 2020 to 31<sup>st</sup> March 2021**

This document sets out the City of Derry Airport (CoDA) Tariff and Terms of Use for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021, unless the user is notified by CoDA. This document supersedes all previous versions of the CoDA Tariff and Terms of Use.

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## Section One      CoDA Facts

### **1. Airport Facts**

City of Derry Airport is located approximately 7 miles northeast of the Derry/Londonderry in Northern Ireland, on the shores of Lough Foyle. The Airport lies alongside the A2 road between Derry/Londonderry and Coleraine, approximately 20 minutes by road from the centre of the City. Derry/Londonderry was the first UK City of Culture in 2013 and is one of the best cities to visit in the world; according to the Lonely Planet's *Best in Travel 2013*, stating: "*this vibrant historic walled city is undergoing a renaissance*". Derry-Londonderry was also placed as the fourth best city to visit by the panel of travel experts.

CoDA serves as the main gateway to the entire North West of Ireland situated a short drive from the World Heritage Site, the Giant's Causeway and the border of Donegal, an area of renowned outstanding natural beauty along the coast. Additionally, the airport is located close to the starting point of The Wild Atlantic Way.

CoDA currently serves a range of destinations across the UK, with direct services to London Southend, Manchester and Glasgow available with Loganair, and flights to Edinburgh and Liverpool operated by Ryanair.

Corporate Aviation facilities including a hangar are located on the western apron. CoDA operates its own FBO and Corporate handling services.

## 2. Technical Information

### General Information

Airport Name	City of Derry Airport
Location	7 miles northeast of Derry-Londonderry, Northern Ireland
IATA Code	LDY
ICAO Code	EGAE
Fire Category	Maximum Cat 7 (Airport PPR)
Max Aircraft Size	Boeing 757 (300), Airbus A321

### Location

LAT	55 02 34N
LONG	007 09 43W
Elevation	23 feet

### RWY Designator

RWY	TORA (m)	TODA (m)	ASDA (m)	LDA (m)
08	1,932	2,898	1,932	1,847
26	1,969	2,267	1,969	1,969

### **Key Contact Information**

<b>General Enquiry:</b>	<b>E:</b> <a href="mailto:Flight@cityofderryairport.com">Flight@cityofderryairport.com</a> <b>E:</b> <a href="mailto:Corporate.Aviation@cityofderryairport.com">Corporate.Aviation@cityofderryairport.com</a>  M: +44 788 580 32 97 M: +44 780 934 29 26
<b>Airport Manager</b>  <b>Phone</b>  <b>Email</b>	Steve Frazer City of Derry Airport  028 71810784  <a href="mailto:steve.frazer@cityofderryairport.com">steve.frazer@cityofderryairport.com</a>
<b>Air Traffic Services Manager</b>  <b>Phone</b> <b>Fax</b> <b>Email</b>	Michael Edwards City of Derry Airport  028 71813333 028 71813301 <a href="mailto:ats.manager@cityofderryairport.com">ats.manager@cityofderryairport.com</a>
<b>Finance and Administration Manager</b>  <b>Phone</b> <b>Email</b>	Lisa Coyle City of Derry Airport  028 71813304 <a href="mailto:Lisa.Coyle@cityofderryairport.com">Lisa.Coyle@cityofderryairport.com</a>

## Section Two CoDA Fees & Charges (For Corporate Aviation Charges See Section 3)

### 1. Volume Based Aviation

#### 1.1 Scheduled Airlines, Charter, Ad hoc airlines & Freight Charges

Fees and Charges are based on the maximum permitted take-off weight for an aircraft.

Commercial discounts may be available by application to the Contracts Director.

Volume Based Aviation	Charge
Basic Landing Fee & Navigation Charge	£21.82 per tonne or part there of
Passenger Service Charge (per departing passenger – Aircraft 2.73 metric tonnes or greater)	All Flights     £19.38
Airport Security Charges (per departing passenger)	£5.38
Ground Handling (Non-Corporate), aircraft 3 metric tonnes mtow or greater)	£10.86 per tonne or part thereof
Inclusive Tours/Charters	£4.13

#### 1.2 Rebates (for Non-Scheduled Airlines, Charter & General Aviation)

- Departure aerodrome less than 100 nautical miles from CODA – Standard Basic Landing Fee rebated by 50%. A minimum landing fee charge of £14.97 is applicable.
- Under 3 Tonnes:  
Flight for crew training – Standard Basic Landing Fee rebated by 75%. A minimum landing fee charge of £14.97 is applicable.
- 3 Tonnes and above:  
Flight for crew training – Standard Basic Landing Fee rebated by 75%. A minimum landing fee charge of £25.00 is applicable.
- Home Based Operators on application

#### 1.3 Visitor Landing Fees for Private Operators

- Private Single Engine Aircraft and Club Single Aircraft up to 3 tonnes, not based at CoDA-Eglinton; Landing & Navigation Charge (LNC) £14.97
- Private Multi Engine Aircraft and Club Multi Engine Aircraft up to 3 tonnes not based at CoDA, Eglinton; LNC £29.93
- Training Instrument Approach:  
Less than 3 Tonnes - £10 per instrument approach  
3 Tonnes and above - £40 per instrument approach
- Circuits:  
Less than 3 Tonnes - £5 per circuit landing  
3 Tonnes and above – Standard Basic landing Fee rebated by 60%

#### **1.4 Diverted Aircraft**

Flights diverted to CoDA will incur passenger charges on for both the arriving and departing passenger numbers.

#### **1.5 Persons of Reduced Mobility Charges (PRM)**

A PRM charge of £0.43 is payable for each departing passenger.

## 1.6 Aircraft Parking

Period / Weight	Charge
First 2 Hours	No Charge
Per 24 hours (including first 2) or part thereof:	
Not over 2 tonnes	£10.51
Not over 4 tonnes	£18.05
Not over 6 tonnes	£25.38
Not over 10 tonnes	£37.45
Not over 15 tonnes	£52.47
Not over 20 tonnes	£60.04
Over 20 tonnes (per 10 tonnes or part thereof)	£10.51

## 1.7 Hangar Charge

Period / Weight	Charge
Hangar charges per 24 hours or part thereof:	
Not over 2 tonnes	£21.61
Not over 4 tonnes	£35.53
Not over 6 tonnes	£54.07
Not over 10 tonnes	£77.23
Not over 20 tonnes	£100.36
Over 20 tonnes (per 10 tonnes or part thereof)	£23.20

## 1.8 Out of Hours Charge

The charges listed in this schedule are based on the airports published operating hours. To extend or open the airport for public transport flight movement's ad hoc aerodrome or terminal extensions will be charged at the rates listed as follows:

Category	Charge
RFF CAT 1 or Private	£233.26 per hour
CAT 2 – 3	£260.72 per hour
CAT 4	£363.61 per hour
CAT 5	£425.38 per hour
CAT 6	£473.39 per hour
CAT 7	£579.04 per hour
Home Based Operator's	£116.63 per hour

A minimum charge of 4 hours will apply for a special opening and between the hours 0000-0600 an additional fee may apply. Additional charges will also apply to movements on Christmas Eve, New Years Eve and public holidays. A special opening will apply if the aerodrome has closed and had to reopen for a movement.

To extend the airport for Home Based Operator movement's a 50% reduction per hour will apply.



In the event of multiple flights which require an extension at the same time, the charge may be split between the aircraft at the discretion of the Finance & Administration Manager or Accountable Manager.

## **1.9 Fire Category Upgrade**

CODA can provide up to and included Fire Category 7, however on some occasions Category 1 is provided only during periods of non-scheduled traffic. If an operator requires a higher level of fire category than is provided by CODA at the time of the movement a charge of £50 per additional fire crew per hour will apply. A Minimum charge of 2 hours will apply.

## **1.10 Terminal Availability Charge – Out of Hours**

To open the terminal out of operational hours for an airport extension a charge of £226.41 per hour or part thereof will be levied.

## **1.11 Ground Handling – Out of Hours**

To provide ground handling for an airport extension a charge of £72.80 per hour or part thereof will be levied.

For Special Opening a minimum of 4 hours will be charged.

## **1.12 Airport Facility Charges**

This charge will be made at the discretion of the Accountable Manager for ancillary services provided, such as ground transport, storage space of special equipment.

## **1.13 Airport Development Fee**

An Airport Development Fee may be levied for all departing terminal passengers. For the FY 2019/20 this fee is £0.00.

## **1.14 Credit Facilities**

Credit only extended to approved airlines and individuals and on completion of the airport's credit agreement documentation. All customers who have not completed a credit application will be deemed to be cash customers only and must pay for all services before departing the airfield. Further information available from CoDA Finance & Administration Manager.

## **1.15 Credit Card Surcharge**

A credit card surcharge does not apply.

## 2. Additional Services

Service	Charge
Business Lounge	£8.08 per passenger
Aircraft Cleaning	£1.86 per tonne
Ground Start	£31.18 per start – Including Head Set Charge Ground Power Servicing £33.37 per hour or part thereof
Air Start	£87.23 per engine – Including Head Set Charge
Aircraft Steps	£30.00 per set
De-Icing	£84.87 per call out plus a per litre charge
Cabin Heating	£18.01 for up to 30 minutes
Toilet Servicing	£74.99 per call out
Potable Water	£45.01 per call out – delivery vehicle pressurised galley water (cold) £8.09 per container galley water (hot)
Pushback/Towing and or headset	Aircraft weighing less than 20 tonnes                      £26.38 Aircraft weighing between 20 and 79.99 tonnes                      £46.18 Aircraft weighing 80 tonnes and over                      £59.38
Freight Handling	First 100kg – 49p per kilo Additional freight over 100kg – 14p per kilo Freight load on scheduled flight – 7p per kg loaded
Catering	Upon application – Special catering including VIP's available on request. A 10% service charge will be applied.

### **3. Corporate Aviation**

The following charges apply for Corporate Aviation movements:

#### **Corporate Aviation Charges**

Handling consists of the transportation of passengers and crew between the aircraft and the terminal, clearance of Immigration and Customs where applicable, weather briefings and arrangements for hotel bookings for passengers and crew. A cancellation charge of 10% will be levied in addition to the hotel cancellation policy if pre-booked hotel accommodation is cancelled and charges incurred.

#### **Standard Landing Fees**

£21.82 per tonne

#### **Passenger Load Supplement (including security charges) per departing passenger**

All Passengers           £24.76

**Diversions charged as above for arriving passengers**

#### **Aircraft Parking**

0T-2T	£10.51
2T-4T	£18.05
4T-6T	£25.38
6T-10T	£37.45
10T-15T	£52.47
15T-20T	£60.04
Over 20T	£60.04 (£10.51 per 10 tonnes or part thereof)

#### **Handling Charges**

3T-5T	£131.33
6T-9T	£189.11
10T-15T	£236.39
16T-21T	£315.18
22T-36T	£383.47
37T-50T	£478.02
50T+	£583.08

## **GPU**

£52.53 per hour or part thereof

## **APU**

£115.20 per hour or part thereof

## **Aircraft Cleaning**

£52.53 per turnaround

## **Pushback Charges**

Less than 20 tonnes £26.38

20-79.99 tonnes £46.18

More than 80 tonnes £59.38

## **Non Aero Nautical Charges**

Coffee per litre	£5.25
Coffee Decaf per litre	£7.88
Hot water per litre	£3.15
Ice per 2 KGS	£5.25
Washing up	£31.52
Refrigeration	£31.52 per 24 hours
Ramp transfer	£21.01 per vehicle
Waste Disposal	£42.02 (minimum order)
Aircraft Towing	£on request
Car Bookings	£10.51 per request*

## **Catering Charges**

City of Derry Corporate Aviation Co-ordinators can supply catering for all types of private aircraft from basic to VVIP, a 10% booking fee will be levied on catering purchased through CoDA.

\*Unusual requests may receive a higher booking fee.

## Hangar Storage

Hangar storage charge per day or part thereof:

Not over 2 Tonnes	£21.60 per day
Not over 4 Tonnes	£35.53 per day
Not over 6 Tonnes	£54.07 per day
Not over 10 Tonnes	£77.23 per day
Not over 20 Tonnes	£100.36 per day
Per 10 Tonnes thereafter	£23.20 per day

Please discuss your requirements with the Corporate Aviation Co-ordinators. Some items may not be permitted for storage.

## Major Events

City of Derry Airport Corporate Aviation may charge an additional fee for a major event if priority or exclusive access is requested by a carrier.

## Payment Terms

Payment will be made in full by cash or credit card.

A credit application form can be obtained on request. A request for credit will be considered by the Finance and Administration Manager following a credit check. To allow this process to be undertaken, the form must be submitted by the carrier 14 days in advance of the movement.

## Fuel

CODA offer Avgas and Jet A1 fuel.

CODA does not currently accept fuel cards.

#### 4. Home Based Operator

Credit account holders, who have agreed to pay the annual fees in advance to the end of the financial year are eligible to apply for home-based operator (HBO) discounts.

##### 4.1 HBO Discounts

Home based operators are offered the following rates which are inclusive of unlimited movements and circuits and are based upon monthly payment by direct debit of the annual fee divided by 12;

Operator Status	Engine Number	Annual Fee Movements and Parking	Annual Fee Movements and Hangarage
Private*	Single Engine	£1325	£1901
Private*	Multi Engine	£2097	£2669
Club or Flying School*	Single Engine	£2874	£3456
Club or Flying School*	Multi Engine	£5209	£5781

\* Not greater than 3 tonnes MTOW. Rates on application for HBO aircraft 3 tonnes MTOW or greater,

\*\* Hangarage or Parking charges as applicable

HBO rates applicable to Fixed Wing or Rotary.

Any other operator package will only be applicable with the agreement of the Airport Manager (contact details provided within Section One, CoDA Facts).

A 20% discount will apply to the above charges if the operator pays for a full year in advance.

## **4.2 HBO Surcharge**

A surcharge of 10% will be applied to the annual charge unless:

- A credit account is agreed and in place; and
- The HBO agrees to pay the above fees within 30 days of invoice date by BACS / cash /cheque.

Note: Operators must pay the landing fee and hangarage / parking elements of the HBO discount. Aircraft inactivity will not entitle the operator to further discounts; however, the above hangarage / parking charges may not be applicable to operators with private hangarage at CoDA. Full details of personal hangarage at CoDA must be supplied with HBO discount application.

## **4.3 Insurance**

All aircraft using this aerodrome, or its facilities are required to have third party liability insurance cover in accordance with the requirements of EC Regulation 785/2004 at all times. A copy of Insurance Certificate should be forwarded with any Credit / HBO application.

## **4.4 Credit account**

To open a credit account the operator must complete and return the credit application document listing any aircraft required to be covered by the credit account on "Airline Info" document. Credit will be extended to credit customers on items such as fuel sales, oil sales and aerodrome extensions. However, HBO annual fees are required to be paid in advance.

## **4.5 Annual Invoice**

HBO Operators are required to pay all annual fees in advance of the period. HBO fees normally cover the period 1<sup>st</sup> April to 31<sup>st</sup> March.

## **4.6 Monthly Invoice**

Credit customers will receive an email containing an activity report plus invoice for each calendar month normally by the 5<sup>th</sup> working day of the following month, detailing the breakdown of the amount to be invoiced. The operator must check this amount and raise any query with the CoDA Finance and Administration Manager within five days of the e-mail date.

If you have any queries regarding your Credit Account please contact CoDA Finance and Administration Manager.

## **4.7 Refunds**

Refunds will not be payable for temporary periods where operators position aircraft to other airports. Operators may cancel HBO agreements for these periods and reapply for HBO status when the aircraft is due to return. In exceptional circumstances refunds may be authorised upon application to the Finance & Administration Manager.



#### **4.8 Cancellation of HBO Agreement**

Operator wishing to cancel a HBO agreement prior to its complete term (end of financial year) must contact the CoDA Finance and Administration Manager in writing. Agreements cancelled prior to the full term will lose eligibility to HBO discounts.

## **5.0 Ancillary Charges**

### **5.1 PSV Access**

PSV access to the Terminal Forecourt for passenger carriage on scheduled bus routes will be subject to prior agreement with CoDA.

Occasional PSV access to the Terminal Forecourt for collecting or dropping off passengers will be subject to the short term car park charges.

PSV and off airport car park operators who wish to regularly access the Terminal Forecourt / car parking area for the collection and drop off passengers will be required to enter into a commercial agreement with CoDA prior to being permitted access into the car park. The commercial agreement will require the operator to purchase an access licence following proof of compliance with all statutory requirements. The licence is available at a cost of up to £10,000 per annum payable monthly in advance. Please contact the Commercial and Marketing Manager for more details.

### **5.2 Disbursements**

Any disbursements made by the airport on behalf of a carrier will be reimbursed by the carrier at cost plus an accounting charge of 20% and subject to a minimum charge of £30.00.

### **5.3 Collections**

Income collected by the airport on behalf of a carrier will be remitted after deduction of an accounting charge of 20%.

### **5.4 Labour**

If a third party requests labour for a task not included in any commercial charging the cost will be £50 per person per hour inside published hours and £80 per person per hour outside of published hours

### **5.5 Fire Response**

If a third party requires the attendance of the airport Rescue and Fire Fighting Service for non-emergencies a charge will apply. For each incident the charge payable will be £400.

### **5.6 Filming and Photography**

Filming within the airport site is not permitted unless authorised in writing by the Airport Manager. If permission is granted, landside and airside filming must be accompanied by an airport member of staff. Please contact the Marketing Department for further information: [marketing@cityofderryairport.com](mailto:marketing@cityofderryairport.com).

## 5.7 Escorting

Charge per hour or part thereof for one member of staff £50.00

## 5.8 Contamination of Airfield and Estate

Where there is a spillage involving hazardous substances, which require the company to take prompt action to control, contain, remove, clean up or otherwise dispose of such substances a minimum response charge of £300 applies. This charge includes; up to 1 bag of absorbent material, 1 boom and 2 absorbent pads and up to 1 hour of labour for 1 person. Should additional material/equipment and/or labour be required, the following charges apply:

- Absorbent Material £18.00 per Bag
- Absorbent Boom £26.00 Per Boom
- Disposal of Waste £30.00 Per Bag
- Absorbent Pads £2.01 Per Pad
- Labour Refer to section £10.4 Per Person
- Other incurred charges such as those for external contractors, environmental fines and compliance charges may also be recharged where applicable.

## 5.9 Safeguarding and Pre Application Planning Advice

City of Derry Airport offers a competitive pre planning service to all developers and construction companies. We welcome pre-planning application discussions on wind farms, photovoltaic / solar arrays and any other developments or issues that might have an impact on aerodrome safety and operations.

In order that CoDA can provide a service to a consistent and high standard a charge is levied. This charge does not apply to small individual domestic wind turbines with a hub height of less than 10m or domestic roof mounted photovoltaic panels.

A report will be provided to ensure that any aviation specific safety issues are identified and advice will be given on suitable mitigation options. We will also advise on any relevant documentation to include at the time of planning submission.

Advice is provided without prejudice to the consultation response made by City of Derry Airport to the Planning Service in relation to the submission of a planning application.

- Pre Application advice for up to 2No wind turbines - £250
- Pre Application advice for up to 4No wind turbines - £350
- Pre Application advice for more than 4No wind turbines - £750
- Safeguarding assessment of photovoltaic / solar array - £200
- Pre Application advice for any other development / site - £200
- Further advice to include meetings - £250 per meeting

On occasions particularly in respect of wind turbine farms, specialist advice will be required to assess technical radar line of sight and an aviation operational impact assessment. If required, this advice can be procured by CoDA and will be charged at cost plus 10%.

It is strongly recommended that developers of wind turbine installations conduct pre application discussions with CoDA. CODA will offer advice that will ensure that subsequent planning applications do not conflict with the safety of CoDA aircraft operations.

#### **5.10 Passes**

Security pass charges are subject to VAT

• Full Security Pass	£43.00
• Replacement Security Pass (lost/damaged/stolen)	£43.00
• 1 to 5 Day Temporary Escorted Visitor Pass	£ 3.77
• 6 to 60 Day Temporary Security Pass	£16.15
• Vehicle Pass	£56.87
• Replacement Vehicle Pass	£56.87
• General Security Awareness Training	£21.52
• Fire Awareness Training	£21.52

#### **6.0 Liability**

All services provided by City of Derry Airport Limited, its employees, servants or agents are provided subject to the Terms and Conditions of Use City of Derry Airport a copy of which follows.

## Section Three Terms of Use

### 1. Value Added Tax

The charges in this schedule are exclusive of VAT which will be charged in accordance with the provisions of the Value Added Tax Act 1994 or with any subsequent replacement or amending Act, Order or regulation.

### 2. Terms of Use

2.1 The Airport reserves the right to vary the terms, conditions and charges at any time.

#### Financial

2.2 Airlines and ground handlers must provide to the Airport Authority in a format defined by the Airport Authority from time to time the name, postal address, phone, fax, email address, IATA/ICAO prefix and local City of Derry Airport SITA address of the organisation which is to be invoiced for airport.

2.3 All payments in respect of airport charges are to be made to the CoDA Operations Limited.

2.4 Operators who have not previously entered into credit arrangements with the Airport Authority and who wish to be afforded credit facilities should make an application in writing to the Airport Authority through the Finance and Administration Manager (contact details shown below).

2.5 Where credit terms have been agreed in accordance with paragraph normal payment terms with the Airport Authority will not exceed thirty days after invoice date.

2.6 All airport charges in respect of an aircraft must be paid by the aircraft operator or registered owner, before the aircraft departs from the airport unless prior credit arrangements have been granted in writing by the Airport Authority. Where credit terms have not been specifically agreed or where they have been exceeded, cash/credit card settlement in respect of airport charges due will be required before the aircraft departs from the airport. All credit arrangements (which may be subject to change) are totally at the discretion of the Airport Authority.

2.7 Payments due shall be made in full without deductions, unless there is a prescribed statutory basis for making any such deduction. Without the express written consent of the Airport Authority, the operator shall not be entitled to make any set off against or deduction from the charges invoiced, in respect of any claim that he may have against the Airport Authority or otherwise.

2.8 Where credit has been expressly granted the account must be settled within the specified credit period in respect of the goods and/or services provided, otherwise late payment interest and compensation may be charged in accordance with the provisions of the Prompt

Payments of Accounts Act, 1997 as amended by S.I. No 388 of 2002 (European Communities (Late Payments in Commercial Transactions) Regulations 2002) and their successors. In the event that a customer wishes to query or dispute any of the transaction details set out on an invoice it is a requirement that any such query or dispute be made within 14 days of invoice date. Such notification to be made to the following address:

**Finance and Administration Manager**

City of Derry Airport

Airport Road

Eglinton

Co. Londonderry

BT47 3GY

Email: [Lisa.coyle@cityofderryairport.com](mailto:Lisa.coyle@cityofderryairport.com)

Tel: 028 71813304

### Liability & Insurance

- 2.9 Neither the Airport Authority, nor its respective servants or agents shall be liable for the loss of or the damage to the aircraft, its parts or accessories or any property contained in the aircraft, occurring while the aircraft is on the airport or is in the course of landing or take-off at the airport, arising or resulting directly or indirectly from any act, omission, neglect or default on the part of the Airport Authority, or its servants or agents unless done with intent to cause damage or recklessly and with knowledge that damage would probably result. In any event neither Airport Authority nor their respective servants or agents shall be under any liability whatever for any indirect loss and/or expense (including loss of revenue) suffered by the operator.
- 2.10 The Airport Authority will invoice the party or parties responsible for the full costs of any clean up or repair of damage to airport property.

### Information

- 2.11 All airlines and ground handlers are required to provide to the Airport Authority passenger and cargo related information as outlined below in a format defined by the Airport Authority from time to time:
- Total number of terminal, transfer and transit passengers, including the class, children, infants and jump seat passengers;
  - Total weight of flown and trucked cargo and mail which is embarked and disembarked at the airport by the airline/ground handler;
  - For validation purposes, airlines and ground handlers are required to maintain information on transfer passengers in a format as specified by the Airport Authority from

time to time. In order for airlines to avail of reduced transfer passenger charges, the Airport Authority is entitled to audit and review this information on a regular basis; and

- The Airport Authority may request the provision of copies of aircraft load sheets to enable verification of all details with respect to the passengers carried on any or all flights departing from that airport during a specified period.

2.12 The airlines on an ongoing basis shall also provide or ensure that its handling company provides to the company details of all aircraft operations by the timely transmission of complete and accurate operational data as set out in paragraph 2.13 below preferably by automatic electronic means using and conforming to IATA messaging and communication standards. Where such electronic transmission is not possible alternative transmissions procedures must be specifically agreed with the Airport Manager's office.

2.13 Complete and accurate operational data as set out above must be transmitted before midnight UTC of the calendar day of operation.

2.14 The required operational data includes:

- Turnaround linked flight numbers and registrations (including changes);
- Aircraft registration (including aircraft substitutions);
- Variations to schedule (including flight number, aircraft type, route and scheduled time of information);
- Estimated times of operation;
- Actual times on and off stand;
- Flight plan call signs;
- Baggage information services BSM messages;
- In regards to new and amended ownership or registration details these can be advised on the Aircraft Fleet Declaration Form (AFDF) as soon as they become available. These specific details can be sent on the AFDF at any time. The AFDF is available from Shauna McDevitt by emailing [Shauna.McDevitt@cityofderryairport.com](mailto:Shauna.McDevitt@cityofderryairport.com)
- Airlines are required to supply the certificated Maximum Take Off Weight (MTOW) in kilograms and other specific aircraft details. The required information should be sent in electronic form to the email address [Shauna.McDevitt@cityofderryairport.com](mailto:Shauna.McDevitt@cityofderryairport.com) as outlined below;
- Aircraft submissions on MTOW will be rounded up to the nearest metric tonne;

- For the purposes of validation of the submitted aircraft weight data, relevant pages of the Approved Flight Manual or related information may be requested;
- In the absence of such MTOW and other relevant data being provided by the specified date on the City of Derry Airport AFDF document, the Airport Authority will use the values contained on the operator's AFDF received in the previous scheduling season. This information will be valid for one year only. If no AFDF was received in the previous scheduling season then the Airport Authority will use the most recently published values, for invoice calculation purposes and other operational requirements; and
- Following a request in writing made by the Airport Authority, an airline or handler acting on the airline's behalf must produce the original documents for inspection by the Airport Authority or any person duly authorised by the Airport Authority in writing.

2.15 The airline or ground handling company shall retain and keep proper and adequate records for inspection by the Airport Authority or its agents for a minimum period of 2 years.

2.16 Where the airline or its appointed handling agent fails to provide the information required as outlined in the previous sections within the specified period, the Airport Authority shall be entitled to assess and invoice the charges payable by the airline by reference to the most recently published values for the Maximum Take •Off Weight and the maximum passenger capacity of the specific aircraft type.



### 3. Glossary

<b>Word</b>	<b>Definition</b>
Air Transport Movement (ATM)	Means either a landing or a take-off movement for a commercial operation (please note that a commercial operation is one that includes one or more of the following flight classes: scheduled, charter, diversions and/or cargo)
Aircraft	Includes fixed wing aircraft and helicopters plus any parts or accessories
Airline	Includes Operator, alliance / code share partner, franchisee and subsidiary carrier or operator
Airport	Means City of Derry Airport (Operations) Limited
Airport Authority	Means the person(s) or body owning or managing in whole or in part City of Derry Airport
ASDA	Accelerate-Stop Distance Available
CoDA	City of Derry Airport (Operations) Ltd
HBO	Home Based Operator
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
LDA	Landing Distance Available
MTOW	Maximum Take Off Weight
TODA	Take-Off Distance Available
TORA	Take-Off Run Available