

## **Schedule coordination for General- und Business Aviation (GA/BA) at Vienna Airport**

In addition to the capacity parameters defined by Vienna Airport plc as operator of Vienna Airport after consultation of the Coordination Committee the following guidelines shall be applicable for coordination GA/BA flights at Vienna Airport.

### **1. Legal framework:**

- Amended Regulation 95/93 of the European Union
- "Slot-Koordinierungsverordnung" 155/2008 of the Federal Republic of Austria

### **2. Definition of GA/BA aircraft operator's coordination requirement:**

Taking note of the schedule coordination requirement for GA/BA operators at coordinated airports as ruled in the amended Regulation 95/93 of the European Union and the "Slot-Koordinierungsverordnung" 155/2008 of the Federal Republic of Austria the following is applicable

A) Operators of aircrafts used for scheduled and programmed charter flights operating under a valid operating license (AOC) or operators of aircrafts used in General- or Business aviation (GA/BA), operating flights to and from Vienna Airport in accordance with „Instrument Flight Rules – IFR“ and based on an ATC flight plan filed and approved in accordance with the IFPS system of EUROCONTROL, are obliged to request airport slots for landing and take off at Vienna Airport.

B) Aircraft operators performing flights to and from Vienna Airport in accordance with the „Visual Flight Rules – VFR“ applicable in Austria, have to respect possible existing local PPR-Regulations (Prior Permission Required) introduced by the local ATC authorities or the relevant airport operator.

### **3. Operational Procedure:**

- Operators of GA/BA aircrafts are requested to obtain airport slots at the operations office of the respective airport (for Vienna at the operations office in the GAT Terminal) directly or by e-mail ([slot.gac@viennaairport.com](mailto:slot.gac@viennaairport.com)) or request their handling agent to do so.

- Slot requests can be filed earliest 28 days before the operation, latest 4 hours before the operation.
- Following service type codes have to be used:
  - „D“ or „N“: normal GA/BA flights;
  - „I“: ambulance flights
  - „E“: governmental flights
  - „P“: positioning flights
- Following information is required to file a slots request correctly:
  - Date of operation
  - Registration (obligators)
  - Flight number (optional)
  - Aircraft type
  - Number of seats
  - Service type
  - Origin/Destination
  - Arrival – and departure time in Vienna in UTC
- Only ad hoc slots can be requested, series of slots will not be accepted;
- The request will be handled via OCS (Online Coordination System) within the database of SCA; request will be answered immediately, if the requested timing is not available the system will offer the closest possibility;
- Slots which are confirmed but not needed shall be returned to the coordinator immediately;
- Confirmed slots can only be swapped within the same organisation or company, swaps with third parties are not accepted;
- Aircraft operators with a reasonable market share at Vienna airport may request a direct access to the OCS system based on a separate agreement with SCA. Any misuse of this direct access may result in an immediate cancellation of this access;
- For operational deviations within +/- 30 minutes tolerance no new airport slot request is required.
- SCA will monitor regularly the slot-performance with regards to the correct usage of allocated slots (i.e. punctuality, late hand back or other forms of misuse);