

Date: November 22nd, 2023
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**GUIDELINE ON AIRPORT SLOT COORDINATION FOR
GENERAL / BUSINESS AVIATION**

**VIENNA AIRPORT (anytime)
und
INNSBRUCK AIRPORT (Winter season,
days 6 and 7, as well as January 2nd and 9th)**

Applicable as of November 22nd, 2023

**This document replaces the version of
5. August 2022**

1) Introduction:

This guideline applies to General / Business aviation (GA/BA) flights in IFR traffic to and from Innsbruck (on Saturdays and Sundays in a winter season) and Vienna (on any day of the year).

It is used in addition to the applicable coordination parameters.

2) Legal basis:

- Regulation 95/93 of the European Union as amended
- „Slotkoordinierungsverordnung“ 155/2008 of the Federal Republic of Austria

3) Definition of GA/BA aircraft operator's coordination requirement:

- Owners of aircraft used for scheduled or programmed charter flights with a valid operating license (AOC) or operators of aircraft used in General- or Business aviation (GA/BA), carrying out flights according to "Instrument Flight Rules – IFR", are obliged to request airport slots for landing and take-off.
- Owners of aircraft that want to take off or land according to "Visual Flight Rules – VFR", are obliged to respect all PPR regulations (Prior Permission Required) that are applied by the local ATC authorities or the relevant airport operator.

4) Operational procedure:

- GA/BA aircraft operators must apply for an airport slot at the General Aviation Operations office of the relevant airport either personally or in writing by email (LOWI: slot.gac@innsbruck-airport.com, LOWW: slot.gac@viennaairport.com), or to request their respective handling agent to do so
- Slot requests can be filed at the earliest 28 days before the planned flight and at the latest before the ATC flight plan is submitted
- Following service type codes must be used:
 - „D“ or „N“: regular GA/BA flights
 - „E“: special government flights
 - „I“: VIP flights: state or diplomatic
 - „U“: ambulance flights
 - „P“: positioning flights

- Following information is required to file slot requests correctly:
 - Date of operation
 - Registration (mandatory)
 - Flight number (optional)
 - Aircraft type
 - Number of seats
 - Service type
 - Origin / Destination
 - Time of arrival – and/or departure in UTC
- Only requests for single flights will be accepted (no series of flights)
- **ATT LOWI:** Due to capacity constraints, ground time and parking of aircraft might be limited. See NOTAMs for Airport Innsbruck
- The slot request is processed using OCS (Online Coordination System) in the SCA database. If there is no slot available at the desired time, the system will automatically offer the next possible slot
- With confirmation of the requested airport slot, an "Airport Slot ID" is assigned and stated in the IATA GCR message, which must be entered in field 18 of the ATC flight plan. For details see AIP SUP 017/22
- Confirmed slots that are no longer needed must be canceled immediately
- Confirmed slots can only be exchanged within the same organization/company, exchanging slots with third parties is not permitted
- Aircraft operators with a reasonable market share may request direct access to the SCA database via OCS based on an agreement with the SCA. If misuse is discovered, authorization will be revoked
- For operational deviations within +/- 30 minutes tolerance, no new airport slot request is required
- The slot performance of GA/BA aircraft are monitored by the SCA regularly with regards to the correct usage of allocated slots (late slot handback, punctuality, etc.).

Information:

This guideline will be applied by SCA Schedule Coordination Austria until revoked.

SCA Schedule Coordination Austria reserves the right to change this guideline at any time without further notice in accordance with Regulation 95/93 of the European Union as amended and the "Slot Coordination Regulation" 155/2008 of the responsible Austrian Federal Ministry.