

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

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

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

- Amended Regulation 95/93 of the European Union
- "Slotkoordinationsverordnung" 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 aircraft used for scheduled and programmed charter flights operating under a valid operating license (AOC) or operators of aircraft used in General- or Business aviation (GA/BA), performing flights to and from Vienna Airport in accordance with „Instrument Flight Rules – IFR 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 aircraft are requested to obtain airport slots at the operations office in the GAT Terminal of Vienna Airport personally or in writing 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 before the ATC flightplan is filed;
- Following service type codes have to be used:
  - „D“ or „N“: normal GA/BA flights
  - „E“: special governmental 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 (obligatory)
  - 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; requests will be answered immediately; if the requested timing is not available, the system will offer the closest possibility;
- With the allocated airport slot an “Airport Slot ID” is stated by the airport coordinator in the IATA GCR-Message, this “Airport Slot ID” has to be stated in field 18 of the ATC flight plan by the aircraft operator.  
For details see: AIP SUP 019/13
- 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 may request a direct access to the OCS system based on a separate agreement with SCA. Any misuse of this direct access will result in immediate withdrawal 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).
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