

Open
Join-Stock Company
«International Airport
Irkutsk »

Ratified
by Order
JSC «International Airport
Irkutsk»
from _____ № _____

Company Standard

Management system	
Aviation Marketing Department	
Standard of decreasing coefficient applicability to aircraft ground handling in JSC “International Airport Irkutsk”	STO ISM PL 4.1.1.05.01-18
Valid from «___» _____ 2018г.	

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1. Purpose of the standard
2. This Standard describes the procedure of application for special fees and tariffs on airport services, passenger and cargo aircraft ground handling in JSC International Airport Irkutsk.
3. Purpose of this standard:
4. - incentive for Russian and Foreign carriers to carry out passenger and cargo flights;
5. - Increase in Airport revenues due to advanced growth of passenger and cargo flights.

2. Scope of application

This Standard applies to regular passenger and cargo flights to / from / through Irkutsk Airport.

The requirements of this Standard apply to all departments of the Handling Company involved in ground handling.

3. Validity period

This Standard is valid from the moment of its approval and until its cancellation.

4. Terms, definitions and abbreviations.

Term, abbreviations	Definition	Document
Aviation line (line)	Section between two cities between which flights are performed irrespective to destination airport	
Budget airline	Budget airline (low-cost airline, discounter) - operator who carries out regular passenger flights at minimum tariffs. The operational activities should correspond simultaneously to all the following distinctive criteria:	
Domestic terminal	Domestic flights	
Aircraft	Aircraft	
Cargo flight	Flight is performed on an aircraft specially equipped for the carriage of cargo	
Additional flight frequency	Flight is performed in addition to the schedule flights of the same destination	
International terminal	International flights	
New destination	Regular flights between Irkutsk and destination station have not been operated for the period of 1 calendar year (365 days) until the date of actual flight begins. New destination is not applicable for: <ul style="list-style-type: none"> • renewal of existing routes from Irkutsk to flight destinations; • change in aviation line, due to inclusion or change the stopover airports (change the transfer or transit airport) 	
Normative document	A document that establishes rules, general principles or characteristics relating to various activities or their results	

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New Carrier	A Carrier who has not been operated regular flights to/from Irkutsk during the last 24 month.	
Carrier (airline)	An operator carrying out passenger, baggage, cargo or post flights and holding license of aviation activity. Aviation activity is subject to licensing in accordance with the legislation of the Russian Federation	
Company (contractor, Irkutsk Airport)	JSC «International Airport Irkutsk»	
Regular passenger flight	A flight operated under one flight number between two or more airports in accordance with a published schedule. Passenger seats of the flight are available for retail distribution through computer distribution systems.	
Fee	The mandatory financial contribution is paid by organizations and individuals and is one of the conditions for the service provision	
Standard	Internal regulatory document of the company including the process of implementing specific management functions (sets of functions: planning, organization, control, motivation, coordination, etc.) with respect to a specific control object (a number of objects).	
Tariff	The cost of work, goods and services regulated by market demand and supply and set by the seller (contractor) or as agreed by the parties	

5. Responsibility

The responsibility for the development of this standard is carried out by:

- Commercial Director.

The responsibility for keeping, maintaining of advance copy and providing registered copies of this standard is carried out by:

- Head of Quality Management Department.

The responsibility for keeping this standard is carried out by:

- Users of the standard.

The responsibility for amending this standard is carried out by:

- Deputy Commercial Director of Aviation department.

The responsibility for compliance with the requirements of this standard is carried out by:

- Users

6. The procedure of application decreasing coefficients to airport fees and tariffs for ground handling.

6.1. General provisions for application decreasing coefficients

In accordance with the standard decreasing coefficients are applied only to the Carrier who have concluded a standard ground handling agreement with the Company.

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In accordance with the Standard the decreasing coefficients are provided to the Carrier only after the Parties have signed the relevant Collateral Agreement to the Standard Ground Handling Agreement. As well as only after the Carrier has made 100% deposit prepayment for the airport services and has submitted written application (including flight number, flight date, route, frequency, aircraft type) for provision of decreasing coefficient unless otherwise agreed by the Standard Ground Handling Agreement.

On the date of signing the Collateral Agreement of decreasing coefficient for ground handling to the Standard Ground Handling the Carrier should not have any overdue debts to JSC Irkutsk International Airport.

The decreasing coefficients described in this Standard are applicable to:

- regular passenger flights (International and Domestic) in case of: flights are operated by new Carrier, flights are operated to new destinations, increase in flight frequency, night flights, flights are operated by the budget airline;
- regular and non-scheduled cargo flights (International and Domestic);

Application (summary) of different decreasing coefficients to the same flight is not allowed. In case different decreasing coefficients are applicable to the same flight the larger decreasing coefficient applies.

Decreasing coefficients are not applicable to the Carrier (except budget airline) if other Carriers already operate flights to the requested destinations. If the decreasing coefficient applies to one Carrier in accordance with the conditions of this Standard and another Carrier starts operating flights to the same destination the Carrier that started operating flights the second is not entitled to decreasing coefficient. The Carrier who was the first to commence such flights has no right to extend the period of decreasing coefficients effect after Collateral Agreement expiry.

JSC "International Airport Irkutsk" with the purpose of further motivation to increase the air traffic has the right to extend the effect of decreasing coefficients if it does not infringe the rights and interests of other Carriers.

If the Carrier makes changes in the schedule or the flight scheme that leads to mismatch with the conditions of decreasing coefficients provision the Carrier is obliged to notify JSC Irkutsk International Airport at least 30 days before such changes are made. Once the notification is received JSC "International Airport Irkutsk" analysis it and informs the Carrier about the ability to provide any decreasing coefficients in accordance with these changes.

JSC "International Airport Irkutsk" has the right to request refund from the Carrier in the amount of provided decreasing coefficients for non-compliance with the required conditions.

JSC "Irkutsk International Airport" has the right to unilaterally suspend or terminate this Standard, change the conditions of this Standard and change the rates of decreasing coefficients any time by notification the Carriers in writing at least 30 days before these changes.

JSC "International Airport Irkutsk" has the right unilaterally terminate the applicable to the Carrier decreasing coefficients if the Carrier has any overdue debts for more than 5 days. The company notify the Carrier in writing 3 days prior these changes.

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The decision on further prolongation of decreasing coefficients for the next period shall be taken by the General Director following the written request from the Carrier.

If two or more Carriers apply for decreasing coefficients in terms of new direction (same frequency and seasonality of flights), the decreasing coefficient is provided to only one Carrier who actually began to operate flights in this direction first. Priority is given to flights on a year-round basis.

6.2. Decreasing coefficients apply to Carriers operating regular passenger domestic and international flights

6.2.1. Decreasing coefficients apply to New Carriers operating scheduled domestic and international flights

JSC "Irkutsk International Airport" provide decreasing coefficients for flights operating by airline as a New Carrier and are effective from the date of actual first flight operation within the next 3 months.

N	Charges and tariffs	Decreasing coefficient, %			
		Flight frequency per week			
		7 and more	5-6	3-4	1-2
1.	Take-off and landing charge	20	15	10	5
2.	Security charge				
3.	Charge for usage of the passenger terminal				
4.	Domestic airlines				
	International airlines				
5.	Servicing tariff of International airline passengers				
	Domestic airlines				
	International airlines				

6.2.2. Decreasing coefficient apply to airline which started operating flights to New direction

JSC "Irkutsk International Airport" provide decreasing coefficients for flights operating to new direction and are effective from actual first flight operation within the next 3 months.

The direction should be new in relation to Irkutsk airport schedule for the requested period not to the schedule of Carrier's flights.

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N	Charges and tariffs	Decreasing coefficient, %		
		1 month	2 month	3 month
1.	Take-off and landing charge	20	15	10
2.	Security charge			
3.	Charge for usage of the passenger terminal			
	Domestic airlines			
	International airlines			

6.2.3. Decreasing coefficients apply to airlines which add flights frequency

JSC "Irkutsk International Airport" provide decreasing coefficient for additional flight frequency if the airline already operates flights in this direction with a frequency of at least 1 flight per week.

The additional flight frequency cannot be less than 1 flight per week.

Decreasing coefficient for additional frequency is valid from actual first flight operation and within 3 months.

Decreasing coefficient can be applied only for new frequency flights and cannot be applied for all flights operating in this direction.

N	Charges and tariffs	Decreasing coefficient, %		
		1 month	2 month	3 month
1.	Take-off and landing charge	20	10	5
2.	Security charge			
3.	Charge for usage of the passenger terminal			
	Domestic airlines			
	International airlines			
4.	Servicing tariff of International airline passengers	20	10	5
	Domestic airlines			
	International airlines			

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6.2.4. Decreasing coefficients apply to Carriers operating domestic and international cargo flights.

JSC "Irkutsk International Airport" provide decreasing coefficients for flights operating to new direction and are effective from actual first flight operation within the next 3 months.

N	Charges and tariffs	Decreasing coefficient, %			
		Frequency of flights per month			
		More than 10	8-10	4-7	1-3
1.	Take-off and landing charge	20	15	10	5
2.	Security charge				
3.	Parking charge				
4.	Cargo handling				
	Domestic airlines				
	International airlines				

6.2.5. Decreasing coefficients apply to budget airlines operating regular domestic and international flights

JSC "Irkutsk International Airport" provide decreasing coefficient for budget airlines and are effective from actual first flight operation within the next 3 months

N	Charges and tariffs	Decreasing coefficient, %
1.	Take-off and landing charge	50
2.	Security charge	
3.	Charge for usage of the passenger terminal	
	Domestic airlines	
	International airlines	
4.	Servicing tariff of International airline passengers	
	Domestic airlines	
	International airlines	

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5.	Passenger boarding/diseembarkation tariff	
6.	Passengers boarding tariff	

6.2.6. Decreasing coefficients apply to carriers following the results of procurement procedure

JSC "International Airport Irkutsk" provides decreasing coefficient to Carriers under the conditions of competitive procurement procedures where the Carrier is recognized as the winner. These decreasing coefficient are effective according to terms specified in the contract.

6.3.The order of providing decreasing coefficients

The Carrier must submit a written application for provision of decreasing coefficient to General Director. After the application is considered parties enter into Collateral Agreement to the Standard Ground Handling Agreement.

Time taken to consider the application lasts from 3 to 10 days. The time for consideration can be extended if the application is not appropriately written.

Application and conclusion of Collateral Agreement shall be made in accordance with the internal procedure of JSC International Airport Irkutsk.

An application must be received by JSC Irkutsk International Airport no later than 20 working days prior the beginning of the period when the first flight is planned. Application must contain a list of flights, period of operation and flight specifications that meet incentive requirements of current Standard.

Collateral Agreement is sent to the Carrier after signing the Reconciliation Report by the Carrier and confirming the absence of current debt.

The calculation of the service cost is made by the Financial Department.

If the actual flight program in the reporting period does not correspond with the conditions of provision incentives then the Carrier loses the right to receive discount coefficient. JSC International Airport Irkutsk has the right to request refund from the Carrier in the amount of provided decreasing coefficients for non-compliance with the required conditions.

Aviation marketing and sales department monitor application of decreasing coefficients and fulfillment with the terms of Collateral Agreement.

Absence of any overdue debt is conducted by the Financial Department.

6.4. Confidential

This standard is not a confidential regulatory document.

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7. Normative references

СТО ISM DP 1.2.01.04-12	Management of organization Standard structure and formation
СТО ISM DP 1.2.02.02-11	Management of documents
СТО ISM PL 1.1.3.01.02-12	Regulation about system of contract work
Order MT of Russian Federation №241	On the air navigation and airport fees, fees for aircrafts ground handling at airports and in the air space of the Russian Federation
Federal law №135	About protection of competition
Federal law №60	Air laws and Regulations of Russian Federation

8. Assignment to users

This standard shall be given to users in accordance with the requirements of paragraphs 6.2.5. STO ISM DP 1.2.02.02-11.

9. Amending, cancellation, withdrawal and storage

Amending, cancellation, withdrawal and storage of the standard shall be in accordance with the requirements of paragraphs 6.2.7 - 6.2.10 STO ISM DP 1.2.02.02-11.