

# FEES AND CHARGES

## Part II-IV

FLUGHAFEN ROSTOCK-LAAGE-GÜSTROW GMBH

**Approved by the managing director:**

**Date:**

**Signature:**

## **Fees for services**

### **1. Basic services**

Flughafen GmbH provides services concerning the operation of air carriers for

- a) passenger handling,
- b) ground services,
- c) the loading control/communications/OPS and
- d) cargo handling
- e) catering
- f) cleaning

according to the "list of basic services" (Appendix 1) to the extent its employees are technically able to.

### **2. Special services**

At the request of the customer, Flughafen GmbH also performs the services necessary for aircraft handling which are not listed in Appendix 1 (special services). The services are provided subject to availability of personnel and/or equipment and in consideration of the traffic circumstances at the time.

### **3. Carrying out the services**

Flughafen GmbH performs the services to be provided with trained personnel and facilities and equipment that meet the traffic requirements and as far as possible the respective international aviation standard.

### **4. Transferring the execution of ground handling services to third parties**

Flughafen GmbH is entitled to use third parties as agents.

### **5. Type of execution**

The customers and Flughafen GmbH support and advise each other in the way the services are carried out and take into account appropriate recommendations as far as possible.

### **6. Documents**

The customers inform Flughafen GmbH of flight plans with all the necessary information, instructions, and all the necessary services as early as possible and in good time so that Flughafen GmbH can fulfill its incumbent services.

Scheduled flights in this sense are those that are reported at least 48 hours prior to the intended landing/take off in writing, stating the flight number, aircraft type, departure airport, and scheduled arrival and departure time to the traffic management of Flughafen GmbH.

In the case of unscheduled flights (including consolidated flights) or delays, customers should notify Flughafen GmbH as soon as possible of the intended use of the services.

## **7. Delays, undeclared flights**

If there is an overlap with the handling of aircraft of other customers as the result of a customer's undeclared or delayed aircraft, Flughafen GmbH reserves the right to give priority to the scheduled and declared planes.

## **8. Special services**

The customer will contact Flughafen GmbH in good time if

- a) loading, unloading, or reloading of particularly bulky or heavy cargo is required, for which specialist loading and unloading equipment must be used or
- b) special equipment or other services are required for loading other exceptional cargo
- c) special storage of hazardous material (e.g. explosives, etc.) is required
- d) passengers with impaired motor function must be cleared.

## **9. Special assistance (emergencies)**

In emergencies (emergency landing, accident) Flughafen GmbH will immediately take all reasonable and possible measures (if applicable after release of the official bodies, e.g. prosecutor or LBA), even without waiting for instructions from the customer, to assist passengers and crew and to protect aircraft baggage, cargo, and mail from loss or damage. Flughafen GmbH will invoice the customer for costs incurred.

## **10. Fees**

Customers must pay a fee for every service

The respective fees to be paid are listed in the "Fee schedule for basic services handling" in Appendix 2. They shall be payable in full irrespective of the actual tasked scope of services. Offsetting against counterclaims by the customer is excluded.

Flughafen GmbH may adjust the handling fees. Appendix 2 will be amended accordingly.

If partial services are carried out by the customers themselves, this does not reduce the handling fees to be paid monthly.

Special services pursuant to para. 2 are charged separately according to the "Fee schedule for special services".

All ground handling fees are fees as defined in § 10 para. 1 of the VAT Act. The customers must therefore also pay VAT at the applicable VAT rate in each case, unless they are entitled to VAT exemption pursuant to § 4, § 8.

## **11. Payment**

See Fee Schedule Part I, Item 9 "Maturity"

## **12. Handling information**

Flughafen GmbH will take all reasonable measures to ensure that information resulting from insight into the airline's transport documents will not be disclosed to third parties as far as legal requirements do not preclude it.

### **13. Other components**

The services are provided based on airport regulations and the aviation security plan in their respective valid version.

### **14. Amendments**

Amendments and modifications to this fee schedule and the Appendixes must be in writing. The invalidity of individual provisions shall not render the remainder of the fee schedule void.

### **15. Airport user regulations**

In addition to this fee schedule, the airport user regulations in the current version apply for the use of the airport.

## Appendix 1 to Part II

### List of basic services

For better clarity, the terms used in this Appendix are explained as follows:

**Passenger:** extends to all of the customer's business and leisure travellers

**Cargo:** also extends to the customer's cargo service

**Terminal building / areas:**

are all buildings/areas used at the airport to service an aircraft

**Loading:** is baggage, cargo, mail, catering, and ballast

**a) Basic services for passenger handling include:**

- Passenger information
- Checking passengers in
- Charging for excess baggage
- Luggage transport to the sorting area
- Processing passengers at the gate
- Accompanying passengers to the aircraft
- Picking up passengers from the aircraft
- Accompanying passengers to the arrivals area

**b) Basic services for ground handling**

- Baggage transport between the terminal and aircraft
- Handling crew baggage
- Assistance for disabled passengers and providing wheelchairs in the normal range and transport on request
- Securing the aircraft on the ground from rolling
- Setting up and removing the passenger steps
- Setting up, removing, and operating the ground power supply
- Providing a cabin heater/fan
- Loading and unloading the aircraft
- Providing an Airstarter
- Attaching a tow bar
- Providing a tractor for Pushback to 180 MTOW
- Having a refuse vehicle (feces) available
- Having a fresh water vehicle available
- Providing a de-/anti-ICING vehicle with Type I / II fluid

**c) Load control, communications, and operations**

- Instructions for the aircraft
- Implementing communications via the headset
- takeover/handover of the flight, including all documents, such as the manifest and load instruction on the aircraft
- Preparing, clarifying, signing, and filing documents according to the instructions of the customer

- Implementing motion detection for flights
- Compiling meteorological information and NOTAMS
- Support for AIS matters (flight plans, changes to flight schedule times, deleting schedules)
- Task/moving the flight plan at AIS FRA
- Providing data for the flight documents
- Implementing load control and acceptance and approval of the aircraft (walkout assistance)
- Weight & balance on request

#### **d) Cargo handling**

- Accepting airfreight shipments in accordance with the handling agreements
- Take over of cargo collected by the customer
- Loading and unloading cargo from the aircraft or road feeder service (required equipment/material/special equipment are charged separately)
- Transport or freight stock of the acquiring customer
- Sorting by free and duty-liable goods when unloading from the aircraft
- Transfer of the unloaded cargo to freight cars or loading units such as pallets or containers
- Taking appropriate measures to protect the customer's pallets, containers, nets, straps, lashing eyes and other lashings in the care of Flughafen GmbH while servicing the aircraft from damage or loss. Any loss or damage caused by Flughafen GmbH will be reported to the customer. The care ends upon discharge after completing aircraft servicing

#### **General security measures**

- Immediate reporting of all damage noticed on or in the aircraft or while loading to the authorised representatives of the customer, regardless of the cause and time of the incident
- Racks, setting up and operating appropriate fire extinguishers and other safety devices according to the local agreement

**Appendix 2 to Part II**  
**Fee schedule for handling basic services**  
**a) for passenger aircraft**

The following prices apply provided no special handling contracts have been concluded.

<b>Fees for handling basic services for passenger aircraft in EUR</b>	<b>Basic fee passenger handling</b>	<b>Basic fee ground handling services</b>	<b>Basic fee Load control, communications, operations</b>	<b>Basic fee total</b>
Aircraft with more than 6-10 seats with an MTOW of more than 3,000kg	8.00	6.00	6.00	20.00
Aircraft with up to 20 seats	55.00	85.00	25.00	165.00
Aircraft with up to 50 seats	175.00	250.00	55.00	480.00
Aircraft with up to 100 seats	350.00	400.00	180.00	930.00
Aircraft with up to 150 seats	510.00	460.00	230.00	1,200.00
Aircraft with up to 200 seats	750.00	700.00	280.00	1,730.00
Aircraft with up to 250 seats	970.00	750.00	330.00	2,050.00
Aircraft with up to 350 seats	1,450.00	900.00	410.00	2,760.00
Aircraft with up to 450 seats	2,000.00	1,100.00	460.00	3,560.00
Aircraft with up to 550 seats	2,500.00	1,300.00	550.00	4,350.00

With the aforementioned fees, all basic services are paid in accordance with Appendix 1.

Services for cabin cleaning are special services that must be requested and will be charged according to the Part V fee schedule for special services.

**b) for cargo aircraft**

<b>Payment handling basic services for cargo aircraft in EUR</b>	<b>OPS basic fees</b>	<b>Ramp handling basic fees</b>	<b>Basic fees total</b>
Aircraft with an MTOW of up to 5.7 t	€ 100.00	€ 140.00	€ 240.00
Aircraft with an MTOW of up to 25 t	€ 180.00	€ 340.00	€ 520.00
Aircraft with an MTOW of up to 50 t	€ 270.00	€ 390.00	€ 660.00
Aircraft with an MTOW of up to 100 t	€ 370.00	€ 650.00	€ 1.020.00
Aircraft with an MTOW of up to 150 t	€ 500.00	€ 900.00	€ 1400.00
Aircraft with an MTOW of up to 200 t	€ 600.00	€ 1.100.00	€ 1700.00
Aircraft with an MTOW over 200 t	€ 950.00	€ 1.450.00	€ 2400.00

The aforementioned handling basic fees are charged on all business days, Sundays and public holidays plus any surcharges listed below and/or less the following discounts. VAT is calculated in addition at the rate applicable on the day of performance.

## 1. Surcharges

The following additional fees are charged for passenger and freight aircraft based on the sum of the above-mentioned basic fees:

The fees listed here are for a service time of an aircraft of

- 60 min (up to 200 seats) or
- 90 min (more than 200 seats) or
- 150 min (more than 350 seats).

If the ground time (on-block/off-block) is longer, a surcharge of 25% per hour or part thereof will be charged.

If the time interval between the beginning and end of servicing is more than 4 hours, it will be treated as a separate servicing, i.e. the above-mentioned basic fees shall be paid twice.

If a flight is not cancelled 24 hours before the scheduled landing or start time, 50% of the above-mentioned basic fee will be charged.

For registered flights, the required scope of services will be held up to 15 minutes after the scheduled landing. After this, the service is provided according to availability of personnel and/or equipment.

For handling of aircrafts with landing (on-block) within night time, which means between 21:00 h and 06:00 h local time, a night surcharge is levied on the above basic fee. This is

- 20% on landing between 21:00 h and 24:00 h and between 04:00 h and 06:00 h
- 40% on landing between 00:00 and 04:00 hours.

A delay fee of 50% of the above-mentioned basic fee will be charged for each additional hour in the case of a delayed landing or starting of longer than 1 hour.

## 2. Discounts

- a) If an intended landing is not possible due to irregularities in air transport and the time allotted for the departure load (passengers/luggage/cargo) must be reconciled with ground transportation to another airport, a reduction of 50% will be granted (idle time compensation) from the above basic fee.
- b) In the case of unbudgeted handling without changing loading and without cleaning services (after a stopover or return flight) for refuelling or a technical inspection of the aircraft, only 50% of the above-mentioned handling fee will be levied without a surcharge; in this case whether passengers disembark (for the duration of refuelling) or remain on board is irrelevant.

Additionally, reduced services as a result of a lower load factor or because of the provision of dispatching specialised equipment - including with a customer - do not affect the fee.



### **3. Special services**

Loading exceptional cargo (bulky and/or heavy goods, animals, etc.) and the use of separate rooms that require a specific amount of time, equipment and/or personnel will be charged as a special service, depending on expenditure.

Special services are all services that are not included in the list of basic services or to that also must be provided in addition to the basic handling services. Special services include preparatory handling services if the landing does not go as planned or as reported to Flughafen GmbH. The fees for special services are charged at the current rates in Part III "List of fees for special services".

The handling charges for freight are calculated in accordance with Part IV. The price is determined based on the volume and type of cargo.

**Part III**
**List of fee schedule for special services**

All services marked with \* are included to some extent in the basic services handling and will be charged separately only if used separately or for additional use.

<b>a) Special services for passenger handling</b>		
Cute fee	per Pax	€ 0.45
Check-in material	per flight	€ 52.00
Prior evening check-in	per operation	€ 70.00
UM services	per UM	€ 5.00
<b>- Lost &amp; found, excess baggage, fees for service organisation</b>		
Fee for lost & found per operation	€ 9.00 plus transport costs	
Fee for luggage per operation	15%, but min. € 10.00	
Commissions for brokerage spec. special services	15%, but min. € 10.00	
<b>b) Special services for ground handling</b>		
<b>- Passenger transport</b>		
Passenger transportation at the airport	up to 6 passengers	€ 5.00
Passenger bus (ramp bus)	on request	At cost
<b>-Providing ground equipment incl. drivers and operators</b>		
<b>Aircraft stairs</b>		
Small stairs	1/2 hour	€ 30.00
Medium stairs	1/2 hour	€ 49.00
Big stairs	1/2 hour	€ 59.00
<b>Ground power supply</b>		
GPU 115V/400 Hz/28V	1/2 hour	€ 40.00
Start auxiliary carriage	per operation	€ 25.00
<b>Toilet service</b>		
for aircraft. up to 5.7 t	per operation	€ 50.00
for aircraft > 5.7 t	per operation	€ 80.00
Crash ice for toilet cleaning	per kg	€ 5.00
<b>Water service</b>		
for aircraft. up to 5.7 t	per operation	€ 40.00
for aircraft > 5.7 t	per operation	€ 50.00

<b>Aircraft de-icing</b>		
Providing de-icing on aircraft. up to max. 5.7 t	per operation	€ 90.00
Providing de-icing on aircraft. up to 100 seats	per operation	€ 330.00
up to 200 seats		€ 430.00
more than 200 seats		€ 600.00
De-icing ADF type 2	per litre	€ 4.20
De-icing ADF type 1	per litre	€ 4.40
Hot water	per litre	€ 0.25
Disposal of de-icing fluid	per litre	€ 0.12
<b>Loading aids/passenger baggage</b>		
Support equipment (9m)	½ hour	€ 35.00
Forklift (2.5t)	½ hour	€ 20.50
Forklift (8 t)	½ hour	€ 55.00
Tractors for luggage	½ hour	€ 55.00
Highloader 5.60 m/20 t	½ hour	€ 70.00
Furniture movers/container handlers CMT 3.7m/7 t	½ hour	€ 70.00
<b>Baggage cover</b>		
Baggage identification passenger on the run	per operation	€ 200.00
Baggage reloading in the cargo hold	per operation	€ 200.00
Special baggage handling terminal service	per Pax departing	€ 0.85
<b>- Catering</b>		
On board supply of newspapers and magazines	on request	
Shopping press products	on request	
Reloading catering	on request	
Heated on board catering	on request	
Cold on board catering	on request	
Coffee	per litre	€ 12.00
Hot water	per litre	€ 6.00
Cold drinks, juices	on request	
Ice cubes	per kg	€ 4.50
Catering trucks	½ hour	€ 65.00
Loading and unloading catering	on request	
<b>- Aircraft towing/pushback</b>		
... for aircraft > 5.7 t	per operation	€ 50.00
... for aircraft <5.7 t	per operation	€ 25.00
Transporting aircraft up to 3t in and out of hangars incl. tractor unit	per operation	€ 28.00
Transporting aircraft up to 10t in and out of hangars incl. tractor unit	per operation	€ 39.00
Transporting aircraft more than 10t in and out of hangars incl. tractor unit	per operation	€ 106.00
Transporting helicopters in and out of hangars	per operation	€ 17.00

### Aircraft interior cleaning transit

Includes cleaning seats, placing belts, toilet cleaning, vacuuming, emptying ashtrays, wiping tables

up to 20 seats	per operation	€ 30.00
up to 50 seats	per operation	€ 50.00
up to 100 seats	per operation	€ 75.00
up to 150 seats	per operation	€ 150.00
up to 200 seats	per operation	€ 250.00
up to 250 seats	per operation	€ 280.00
up to 350 seats	per operation	€ 500.00
up to 450 seats	per operation	€ 700.00
up to 550 seats	per operation	€ 1,000.00

### - Aircraft interior cleaning overnight (calculated in addition to the transit aircraft interior cleaning)

For included services see transit cleaning, as well as additional services: full kitchen and bathroom cleaning, full cleaning of walls, windows, floors, and seats and replacing consumables

up to 20 seats	per operation	€ 50.00
up to 50 seats	per operation	€ 80.00
up to 100 seats	per operation	€ 120.00
up to 150 seats	per operation	€ 180.00
up to 200 seats	per operation	€ 220.00
up to 250 seats	per operation	€ 250.00
up to 350 seats	per operation	€ 320.00
up to 450 seats	per operation	€ 480.00
up to 550 seats	per operation	€ 800.00

### - Other ground services

Fire department at refuelling with passengers on board	per operation	€ 95.00
Starting the aircraft with a starting air unit	per operation	€ 120.00
Charging aircraft batteries 12 volt/24 volt	per operation	€ 20.00
Aircraft heater	½ hour	€ 45.00
Removal of fuels and oils	At cost	
Used oil disposal	per litre	€ 1.00
8 t universal tractor MULAG	1/2 hour	€ 60.00
19 t tractor FRESIA	1/2 hour	€ 80.00
16.5 m lifting platform OMME 1650 EZ	1/2 hour	€ 40.00
Tractor	1/2 hour	€ 48.00
Snow sweeper	1/2 hour	€ 90.00
Waste service	per bag	€ 15.00
Testing electrical equipment	per device	€ 9.50

### c) Special services for loading control, communications, and operations

Owner identification of domestic aircraft owners	At cost	
Owner identification of foreign aircraft owners	At cost	

<b>d) Special services in administration</b>		
<b>- Use of premises</b>		
Conference room (Room A 14 people, Room B 16 people)	per beginning hour per day max.	€ 50.00 € 300.00
<b>- Parking and putting aircraft in hangars</b>		
On the basis of a written contract agreement, subject to free capacity there is the option of parking aircraft at designated parking areas on the airport ramp and in the cargo/hangars.		
Parking on the ramp or hangars	as per agreement	
<b>- ID presentation</b>		
Providing a day pass	per pass	€ 5.00
Driver licensing in the security area	per pass	€ 15.00
Permanent photo ID and coding	per pass	€ 25.00
Fee if lost	per pass	€ 35.00
Aviation security training pursuant to Chapter 11.2.6.	per participant	€ 59.00
Aviation security training local briefing	per participant	€ 19.00
<b>- Instructions/guides/visitors</b>		
Instructions on proper conduct on the ramp	per operation	€ 20.00
Accompaniment in the security area	per ½ hour	€ 20.00
Visitor groups up to 25 people, max. 1 hour <small>(no fee for children's facilities and students)</small>	per beginning hour	€ 30.00
Special permission for driving on the ramp		
1 car + 1 driver	per operation	€ 25.00
1 truck + 1 driver	per operation	€ 25.00
per additional person	per person	€ 5.00
Supervising film crew	per ½ hour	€ 30.00
<b>- Communication/office services</b>		
Photocopies	per unit	€ 0.10
one time fee for setting up the communication technology (extension phone/fax/DSL)		€ 60.00
Monthly fee for the provision (DSL connection)	per month	€ 24.00
Monthly fee for the provision (phone/fax connection)	per month	€ 16.00
Phone use	per unit	€ 0.06
<p>Faults should generally be reported by phone at 038454/321 170.</p> <p>Line installations for renters require written consent from the airport.</p> <p>All airport-based telecommunications equipment may only be operated with the airport's terminals. If the lessee deviates from this, express written permission is required.</p> <p>Otherwise, the lessee must pay all costs incurred in the event of damage. The lessee is liable for all damages arising from the operation of the connected devices and releases the airport from third party claims.</p>		

<b>- Personnel services</b>		
OPS/ramp	per beginning 1/2 hour	€ 30.00
Shift manager/warden	per beginning 1/2 hour	€ 30.00
Loaders/aircraft cleaners	per beginning 1/2 hour	€ 25.00
Administrative staff/passage/service	per beginning 1/2 hour	€ 25.00

**Fees for cargo services**

<b>Service</b>	<b>Price</b>	<b>Reference unit</b>
<b>Storage</b>		
Storage rent per 24 hours	By arrangement/ Depends on availability	per kilogramme or square metre and day
Storage rent from 4 days	By arrangement/ Depends on availability	per kilogramme or square metre and day
Required heating for storage (on request)	by arrangement/ Depends on availability	per ½ hour
<b>Cover</b>		
Handling cargo	€ 0,11	per kg
<b>Hazardous goods</b>		
1 UN-No.	€ 40.00	Shipment/process
<b>Document handling</b>		
Issuing AWB	€ 20.00	per AWB
Copy AWB *	€ 6.85	per AWB
Expression overplayed AWB	€ 5.75	per AWB
Issuing manifesto	€ 10.50	per manifesto
Avis	€ 3.75	per shipment
Customs clearance	€ 15,00	per shipment/process
Copying AE export declaration	€ 5.75	per AE
<b>Technology</b>		
Container dolly CD 5/2	€ 5.75	per operation
Pallets container dolly 96" X125"	€ 27.00	per operation
Furniture movers CMT-7-3,7	€ 70.00	per ½ hour
Forklift (2.5 t)	€ 20.50	per ½ hour
Forklift (8 t)	€ 55.00	per ½ hour
Conveyor belt (9 m)	€ 35.00	per ½ hour