

**PRICELIST**

**OF**

**AIRPORT SERVICES**

**AND GROUND HANDLING SERVICES**

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# REGULATORY FRAMEWROK AND RECOMMENDED PRACTICES

## NATIONAL REGULATIONS

1. Law on air transport (Official Gazette of Montenegro No. 30/2012 and 30/2017);
2. [Law on obligations and the basics of property relations in air transport](http://caa.me/cms/site_data/propisi/Zakon%20o%20obligacionim%20odnosima%20i%20osnovama%20svojinsko-pravnih%20odnosa%20u%20vazdusnom%20saobracaju.pdf)  (Official Gazette of Montenegro No.18/2011, 46/2014 and 43/2018);
3. Airport Ground Handling Regulation (Official Gazette of Montenegro No. 68/2015) (transposing Council Directive 96/67/EC).

## INTERNATIONAL REGULATIONS AND RECOMMENDED PRACTICES

1. Directive 2009/12/EC of the European Parliament and of the Council of 11 March 2009 on airport charges;
2. Regulation (EC) No 1107/2006 of the European Parliament and of the Council of 5 July 2006 concerning the rights of disabled persons and persons with reduced mobility when travelling by air;
3. ICAO s Policies on Charges for Airports and Air Navigation Services, ICAO Doc 9082/9th edition – 2012.

# GENERAL CONDITIONS AND TYPES OF SERVICES

## GENERAL CONDITIONS, PROVISIONS AND DEFINITIONS

### General

#### Airports of Montenegro JSC is airport operator and ground handling service provider at Podgorica Airport and Tivat Airport.

#### General conditions for airport services refer to the following services:

* Landing and take-off;
* Runway and manoeuvring areas lighting
* Aircraft parking
* Aircraft, passenger, baggage, cargo and mail handling
* Passenger service
* PRM service
* Centralised infrastructure

#### The price of service provided to an air-carrier (Landing, Lighting, Handling, Parking) shall mean total indivisible cost for all the tasks performed within a scope of a single service rendered during arrival and departure of the same aircraft.

#### The charges for all airport services are formed and based on the full actual cost, taking into consideration the market conditions and current charges in the similar airports, for the services of the same type and quality. The charges for special services to passengers are calculated and formed in accordance with depreciation in respect to airport building, maintenance costs, heating and air conditioning, costs of consumable material, costs of wages, official and working clothes cost and persons and property insurance costs.

#### The charges for all airport services in this Pricelist are expressed in € (Euro). The charging of airport services in US$ (USA dollar) is made by daily buying price together with charging of the bank fee as indicated below:

#### - 2% bank fee for an amount up to 1.500,00 US$, and

#### - 1,5% bank fee for an amount over 1.500,00 US$

#### For all services not included in this Pricelist the charges will be calculated on a lump-sum basis depending on a case, using the relevant comparative experiences.

### Payment

#### The calculation and invoicing of airport services to the carriers will be made in accordance with the company's business policy.

The carriers not having concluded a contract with the airport company shall settle the payment due at latest by take-off.

In case of payment delay, a legal interest shall be charged in accordance with legislation.

#### Passenger service will be charged to the carrier per each departing passenger (except for passengers who are exempted from the payment obligation in accordance with the provisions of this Pricelist).

#### Value added tax (VAT) is not included in the prices listed in the Pricelist.

### Incentive scheme

Airports of Montenegro JSC has the right to give an incentive to the carrier, in accordance with criteria of the incentive scheme, which is not an integral part of this Pricelist.

### Increase and reduction of charges

The Pricelist provides provisions for cases of increase and/or reduction of the basic price for each airport service. Price reduction on one basis shall exclude the price reduction on any other basis.

No charges shall be reduced for the airport services that are offered yet not used by carrier or performed independently by the carrier.

### Amendments

Any changes or amendments to these General conditions shall be in made in accordance with effective rules and regulations.

Any changes or amendments to these General conditions and basic prices listed in the Pricelist shall be made in accordance with the Rules on price formation of Airports of Montenegro JSC.

### Dispute resolution and jurisdiction

Any dispute that may arise between the users of airport services and Airports of Montenegro JSC in relation to the prices and general business conditions shall be referred to the jurisdiction of the Court in Podgorica.

### Pricelist availability

The Price list of airport services and General Business Conditions are at disposal to all existing and potential users of airport services in the Commercial Department or on the official webpage of Airports of Montenegro JSC.

Upon publishing of General conditions and Pricelist of airport services it shall be considered that these have been accepted by each user of services of Airports of Montenegro JSC

### Definitions

**Domestic air traffic** means air traffic operations performed within the state borders of Montenegro.

**International air traffic** means any flight stage with both terminals in the territories of two states or in the territory of one state only if there is a stopover in the territory of another state.

**MTOW**- Maximum take-off weight means maximum allowed weight of the aircraft when taking off as stated in the aircraft flight deck documents, AFM, expressed in metric tons. If official documents, containing data on this weight are not submitted, the calculation shall take into account the highest value of the MTOW for the certain aircraft type. No refund will be possible. Every part of started metric ton is to be calculated as a whole ton.

Terms “**pasenger**“, “**baggage**“, “**cargo**“ and “**mail**“, used in this Pricelist shall mean all persons and goods carried by air.

**Flight number** combines letters and numbers to denote a specific flight.

**Un-notified flight** means any flight not notified in writing within 24 hours before landing or take-off.

**Return flight** means returning of the aircraft to the departure airport due to force measure or other circumstances.

**Test flight** means any flight of an aircraft performed to test engine, instrument or frame of the aircraft.

**Training flight** means any flight for the flight crew training purposes.

**Technical landing** means an aircraft landing due to technical, meteorological and navigational reasons, where no commercial change of load (payload) except fuel occurs.

**Emergency landing** means an aircraft landing caused by an emergency (illness or death of a passenger, technical failure of aircraft etc.) or due to an unlawful disturbance.

**Positioning flight** means any non-revenue flight between two airports carried out to position an aircraft provided that no embarking/disembarking of passengers and/or loading/unloading of baggage, cargo and mail occurs during landing and taking-off.

**Ferry flight** means any flight with no passenger, baggage, cargo and mail embarking/loading involved during take-off and landing.

**Ambulance flight** means a flight carrying ill or injured passengers or patients who have already received medical attention from one hospital to another.

**Passenger** means any person other than a crew member carried onboard an aircraft, based on the contract.

**Infant** (INF) is a passenger who is under two years of age.

**Transit passenger** means passengers who land to a point between the departure airport and the arrival airport and continue their travel with the same or different aircraft under the same flight number.

**Transfer passenger** means passengers who have a stop any point between the departure airport and the arrival airport, and who continue their travel with the same or different aircraft under a different flight number.

**Self-handling** is a situation in which users perform themselves one or more ground handling services directly without concluding a contract for the performance of such services with a third party.

**General aviation** means all civil aviation operations other than scheduled air services and non-scheduled air transport operations for remuneration or hire, with the aircraft registration used as a call sign.

**Business aviation** means any non-commercial operation or use of the aircraft.

**Night-time airport services** means services provided in the period falling half an hour after the sunset and half an hour before the sunrise.

**Airport services out of the airport official operating hours** means any period beyond official operating hours of the airport as provided in the Montenegrin Law on Air Transport.

## TYPES OF GROUND HANDLING SERVICES

In its capacity of the ground handling service provider at Podgorica and Tivat Airports, Airports of Montenegro JSC will ensure provision of the following services in accordance with the IATA Standard Ground Handling Agreement (SGHA) of 2013.

**RHC** ramp handling charge

**THC** traffic handling charge

**CIP** centralised infrastructure, traffic handling

**CIR** centralised infrastructure, ramp handling

**SPV** supervision charge

**TKT** ticketing service

**R**  service on special request

**SEC** security charge

 **SECTION 1 MANAGING FUNCTIONS**

**1.1. Representation**

**THC 1.1.1.** a) provide

1. guarantee **– R**
2. bond **– R**

to facilitate the Carrier’s activities.

**THC1.1.2** Liaise with local authorities.

**CIP 1.1.3** Indicate that the Handling Company is acting as handling agent for the Carrier.

**CIP1.1.4** Inform all interested Parties concerning schedules of the Carrier's aircraft.

**1.2. Administrative Functions**

**THC1.2.1** Establish and maintain local procedures.

**THC1.2.2** Take action on communications addressed to the Carrier.

**THC1.2.3** Prepare, forward, file and retain for a period specified in the Annex, messages / reports / statistics / documents and perform other administrative duties in the following areas.

* + 1. station administration (weekly report from H/A system)
		2. passenger services (SITA message)
		3. ramp services (flight file)
		4. load control (flight file)
		5. flight operations,
		6. cargo services,
		7. mail services,
		8. support services,
		9. security,
		10. aircraft maintenance,
		11. other, as specified in Annex B - **R**

**THC1.2.4** Maintain the Carrier’s manuals, circulars, and other operational documents

connected with the performance of the services.

**THC 1.2.5** a) Check

 b) Sign

 c) Forward

 on behalf of the Carrier items including, but not limited to, invoices, supply orders, handling charge notes, work orders.

**THC 1.2.6** Effect payment, on behalf of the Carrier, including but not limited to:

1. airport, customs, police and other charges relating to the services performed - **R**
2. out-of-pocket expenses, accommodation, transport. –**R**

**1.3. Supervision and/or Co-ordination**

**THC1.3.1** a)Supervise – **R**

b) Co-ordinate

 services contracted by the Carrier with third party(ies)

**THC 1.3.2** Provide turnaround coordinator (TRC).

**THC 1.3.3** Ensure that the third party(ies) is (are) informed about operational data and Carrier’s requirements in a timely manner.

**THC1.3.4** Liaise with the Carrier's designated representative.

**SPV 1.3.5** Verify availability and preparedness of personnel, equipment, loads, documentation of third party(ies). - **R**

**THC1.3.6** Meet aircraft upon arrival and liaise with crew.

**SPV 1.3.7** Decide on non-routine matters. – **R**

**SPV1.3.8** Verify dispatch of operational messages. - **R**

**THC1.3.9** Note irregularities and inform the Carrier.

**1.4. Station Management**

**SPV 1.4.1** Provide representative on behalf of the Carrier to act

1. exclusively – **R**
2. non-exclusively. – **R**

**SPV 1.4.2** The Handling Company is authorized to represent the Carrier’s interest with regard to resolving governmental and local authorities matters. – **R**

**SPV 1.4.3** Attend local airport meetings on behalf of the Carrier

1. Report to the Carrier results/contents of the meetings. **– R**
2. Act, vote and commit on behalf of the Carrier. **– R**

**SPV 1.4.4** The Handling Company will be authorized to

1. solicit **– R**
2. negotiate **– R**
3. commit **– R**

services on behalf of the Carrier, with expenditure/commitment limit to be specified in Annex B

1. airport lounges,
2. baggage delivery services,
3. janitorial,
4. newspapers delivery,
5. laundry services,
6. porters,
7. other.

**SPV 1.4.5** Negotiate and secure slot(s) and airport facilities, as available, on behalf of the Carrier. **– R**

**SPV 1.4.6** Liaise with local and Government authorities to ensure that all necessary permits and licences are applied for, negotiated and secured in advance of each seasonal/operational change. **– R**

**SPV 1.4.7** Perform and report quality/performance measurements. **– R**

**SPV 1.4.8** Handle the contents of Carrier’s company mail pouches. **– R**

**2.1. General**

 **SECTION 2 PASSENGERSERVICES**

**THC2.1.1** Inform passengers and/or public about time of arrival and/or departureof Carrier’s aircraft and surface transport.

**THC2.1.2** Make arrangements for transfer and transit passengers and their baggage and inform them about services available at airport.

**THC2.1.3** When requested by the Carrier

1. provide
2. arrange for

special equipment, facilities and specially trained personnel, for assistance to

1. unaccompanied minors(AC),
2. persons with reduced mobility(PRMs),
3. VIPs, **- R**
4. transit without visa passengers (TWOVs),
5. deportees,
6. special medical transport,
7. others, as specified in Annex B. **- R**

**IRR2.1.4** a) Provide **– R**

 b) Arrange for **- R**

 passengers assistance when flights are interrupted, delayed or cancelled. Such assistance shall include:

 1. mealvouchers,

 2. rebooking,

 3. transportation,

 4. hotel accommodation,

 5. personnel

**CIP 2.1.5** Arrange storage of baggage in the bonded store.

**THC2.1.6** (a) Notify the Carrier of complaints and claims made by the Carrier's passengers.

 (b) Process such claims, as specified in Annex B.

**THC2.1.7** Report to the Carrier any irregularities discovered in passenger and baggage handling.

**CIP2.1.8** (a) Provide

 (b) Arrange for

 1. check-in counter(s),

 2. service counter(s), **- R**

 3. transfer counter(s),

 4. lounge facilities, **- R**

 5. set up of Carrier specific items, such as but not limited to carpets, mobile signage, queuing control stanchions,

 6. other facilities as specified in Annex B. **– R**

**TCS 2.1.9** Perform the following ticketing/sales functions. **– R**

 (a) reservations,

 (b) issuance of transportation documents,

 (c) ancillary services,

 (d) e-ticketing,

 (e) other as specified in Annex B.

**2.2. Departure**

**THC2.2.1** Perform pre-flight editing.

**THC2.2.2** Check and ensure

 (a) that tickets are valid for the flight(s). The check shall not include the fare.

 At the following locations:

 1. check-in area,

 3. transfer counter,

 6. other as specified in Annex B. **– R**

**THC2.2.3** (a) Check travel documents for the flight(s) concerned. In the event that the Handling Company does not have access to information that verifies visa validities the Handling Company will not have liability. The Handling Company shall not be liable for immigration fines in the event of non-bona fide travel documents or other events which are outside of their control.

 (b) Enter passenger and/or travel document information into Carrier's and/or government system.

 At the following locations:

 1. check-in area,

 3. transfer counter,

 4. gate,

 6. other as specified in Annex B. **– R**

**THC2.2.4** (a) Weigh and/or measure checked and/or cabin baggage,

 (b) Record baggage figures

 for

 1. initial flight,

 2. subsequent flight(s),

 at following locations:

 (a) check-in area,

 (c) transfer counter,

 (d) gate,

 (f) other as specified in Annex B. **– R**

**THC2.2.5** Excess baggage

 (a) Determine excess baggage.

 (b) Issue excess baggage ticket. **– R**

 (c) Collect excess baggage charges. **– R**

 (d) Detach applicable excess baggage coupons

 at the following locations:

 1. check-in area,

 3. transfer counter,

 4. gate,

 6. other as specified in Annex B. **– R**

**THC2.2.6** Tag

 (a) checked baggage

 (b) cabin baggage for

 1. initial flight

 2. subsequent flight(s)

 at the following locations:

 (a) check-in area,

 (c) transfer counter,

 (d) gate,

 (f) other as specified in Annex B. **– R**

**CIP2.2.7** Effect conveyance of checked baggage to the baggage sorting area

 at the following locations:

**CIP** (a) check-in area,

**THC** (c) transfer counter,

**THC**  (d) gate,

 (e) other as specified in Annex B. **– R**

**THC 2.2.8** Effect conveyance of Out of Gauge (OOG) checked baggage to the baggage sorting area

 at the following locations:

 (a) check-in area,

 (c) transfer counter,

 (d) gate,

 (f) other as specified in Annex B.

**TSC 2.2.9** Collect airport and/or any other services charges from departing passengers at the following locations:

 (a) check-in area, **- R**

 (e) other as specified in Annex B. **– R**

**THC2.2.10** (a) Carry out the Carrier’s seat allocation or selection system

 (b) Issue boarding pass(es)

 (c) Detach applicable flight coupons for

 1. initial flight,

 2. subsequent flight(s).

 at the following locations:

 (a) check-in area,

 (c) transfer counter,

 (d) gate,

 (f) other as specified in Annex B. **– R**

**IRR 2.2.11** Handle

 (a) Denied Boarding process **– R**

 (b) Denied Boarding Compensation **– R**

 at the following locations:

 1. check-in area,

 3. transfer counter,

 4. gate,

 5. other as specified in Annex B. **– R**

**CIP2.2.12** Direct passengers

 (a) through controls to departure gate

**SPV2.2.13** Handle upgrade/downgrade functions at the following locations:

 (a) check-in area, **- R**

 (c) transfer counter, **- R**

 (d) gate, **- R**

 (e) other as specified in Annex B. **– R**

**SPV2.2.14** Handle standby list at the following locations:

 (a) check-in area, **- R**

 (c) transfer counter, **- R**

 (d) gate, **- R**

 (e) other as specified in Annex B. **– R**

**THC2.2.15** At the gate perform

 (a) verification of cabin baggage,

 (b) boarding process,

 (c) reconciliation of passenger numbers with aircraft documents prior to departure,

 (d) other gate functions as specified in Annex B. **– R**

**TSC2.2.16** (a)Collect **– R**

 (b) Reconcile **– R**

 (c) Handle and forward to Carrier **– R**

 transportation documents (flight coupons, or other flight related documents) uplifted from departing passengers.

**THC2.2.17** Perform post-flight editing.

**2.3 Arrival**

**THC2.3.2** Direct passengers

 (a) from aircraft through controls

 (b) arriving from the airport, in case of off airport services.

**2.3.3** (a) Provide for

**CIP** 1. Transfer counter.

**THC** 2. Connection services.

**THC** 3. Baggage recheck.

 **2.3.4** Handle lost, found and damaged property matters.

 (a) Provide for

**THC** 1. acceptance of baggage irregularity reports,

**THC** 2. entering of data into baggage tracing system,

**THC** 3. maintaining baggage tracing system files for period specified in AnnexB,

 **(5 days)**

**SPV** 4. making payments for incidental expenses, **- R**

**IRR** 5. delivery of delayed baggage to passengers, **- R**

**THC** 6. handling of communications with passengers,

**SPV** 7. repair or replacement of damaged baggage. **– R**

**SECTION 3 RAMP SERVICES**

**3.1 Baggage Handling**

**CIR3.1.1** Handle baggage in

 1. baggage sorting area,

 2. other location(s) as specified in Annex B. **– R**

**RHC3.1.2** Prepare for delivery ontoflights

 (a) bulk baggage,

 (b) ULDs,

 (c) baggage accepted at a location as specified in Annex B. **– R**

**RHC3.1.3** Establish the number and/or weight of

 (a) bulk baggage,

 (b) built-up ULDs

 and provide the load control unit with the information.

**RHC3.1.4** Offload

 (a) bulk baggage,

 (b) ULDs.

**RHC3.1.5** Prioritise baggage delivery to claim area.

**RHC3.1.6** Deliver to claim area

 (a) baggage,

 (b) Out of Gauge(OGG)

**3.1.7** Transfer baggage

 (a) Provide for

**RHC** 1. Sortation of transfer baggage.

**CIR** 2. Storage of transfer baggage prior to dispatch (storage time limits to be specified in Annex B).

**CIR** 3. Transport of transfer baggage to the sorting area of the receiving Carrier.

**RHC 3.1.8** Handle crew baggage. **– R**

**3.2 Marshalling**

**RHC3.2.1** (a) Provide for

 marshalling at arrival and/or departure.

**3.3 Parking**

**RHC3.3.1** (a)Provide

 (b) Position and/or remove wheel chocks.

**RHC3.3.2** (a)Provide

 (b) Position and/or remove

 1.b landing gear locks, **- R (assistance to the crew)**

 2.b engine blanking covers, **- R (assistance to the crew)**

 3.b pitot covers, **- R (assistance to the crew)**

 4.b surface control locks, **- R (assistance to the crew)**

 5.b tail stands and/or aircraft tethering, **- R (assistance to the crew)**

 6.a safety cones,

 7. other items as specified in Annex B. **– R**

**3.4 Ancillary items**

**RHC 3.4.1** (a)Provide

 (c) Operate

 1. ground power unit**– R (outside of the agreed turnaround time)**

 5. air start unit **– R**

**3.5 Ramp to Flight Deck Communication**

**RHC 3.5.2** Perform ramp to flight deck communication

 (c) during engine starting,

 (d) for other purposes. **– R**

**3.6 Loading and Unloading**

**RHC 3.6.1** (a)Provide

 (c) Operate

 1. passengers steps.

**RHC3.6.2** (a)Provide for

 1. passenger,

 2. crew.**– R**

transport between aircraft and airport terminal(s). **(only in TDG)**

**RHC3.6.3** (a) Provide for

 (c) Operate

 equipment for loading and/or unloading.

**RHC3.6.4** (a) Provide for

 delivery and pick-up of

 1. Baggage

 2. Mobility devices at aircraft doors or other agreed points

**RHC3.6.5** (a) Provide for

 assembly and transport of

 1. baggage,

 2. general cargo,

 3. special shipments, **(except banknotes)**

4. mail,

 5. documents,

 6. company mail between agreed points on the airport.

**RHC3.6.6** (a) Unload aircraft, returning lashing materials to the Carrier.

 (b) Load and secure Loads in the aircraft.

 (c) Redistribute Loads in aircraft.

 (d) Operate in-plane loading system.

 (e) Report final load distribution to the Load Control unit.

**RHC3.6.7** Open, close and secure aircraft hold doors.

 (a) aircraft lower deck,

 (b) aircraft main deck.

**RHC 3.6.8** (a) Provide for ballast**– R**

**SEC 3.6.9** (a) Provide for

 Safeguarding of all Loads requiring special handling during

 1. loading/unloading. **– R (except banknotes)**

 2. transport between aircraft and designated point on the airport. **– R (except banknotes)**

**3.7 Safety Measures**

**CIR3.7.1** (a)Provide

 1. portable fire extinguisher on motorized/self-propelled ramp equipment

 2. ramp fire extinguisher, if not provided by airport authority

 (b) Arrange for

 1. attendance of airport fire services at aircraft. **- R**

**RHC3.7.2** Perform visual external safety/ground damage inspection of

 (a) doors and panels and immediate surroundings

 (b) other inspections items as specified in Annex B **– R**

 1. immediately upon arrival,

 2. immediately prior departure

 and communicate the results to flight crew or Carrier's representative.

**RHC 3.7.3** Check that all doors and access panels are properly closed and locked.

**3.10 Interior Cleaning**

**RHC3.10.1** Clean

 (a) flight deck, if specified, under the control of a person authorised by the Carrier – **R**

(b) passenger and crew compartments (other than flight deck)

 1. empty ashtrays,

 2. dispose of litter,

 3. clean waste from overhead stowage,

 4. wipe tables,

 5. seats, seat back pockets and passenger service units,

 6. floors,

 7. empty refuse bins,

 8. surfaces in pantries, galleys (sinks, working surfaces, ovens and surrounds) and toilets (wash basins, bowls, seats, mirrors and surrounds), **- R**

9. remove, as necessary, any contamination caused by airsickness, spilled food or drink and offensive stains,**- R**

10. telephones, screens and other equipment, **- R**

11. inside windows. **– R**

**RHC 3.10.2** Remove and dispose of

 (a) litter/waste

 (b) food and food-related material (galley waste).

**RHC 3.10.3** Perform cabin dressing

 (a) Blankets/duvets (fold/place in designated locations),**- R**

(b) Arrange seatbelts, **- R**

 (c) Make up berths including crew, **- R**

 (d) Replace head rest,**- R**

 (e) Replace pillow covers, **- R**

 (f) Restock toilet items, **- R**

 (g) Replace/restock seat back pocket items,**- R**

 (h) Other cabin items as specified in Annex B, **- R**

 1. Materials provided by the Carrier.

**RHC 3.10.4** (a) Disinfect

 (b) Deodorize aircraft with

 1. Materials provided by Carrier. **– R**

**RHC 3.10.5** (b) Arrange for laundering of

 1. cabin items (blankets/duvets/pillow cases) **– R**

 2. linen. **– R**

**RHC 3.10.6** Clean

 (a) cargo compartments**– R**

 (b) ULDs.**– R**

**3.11 Toilet service**

**3.11.1** (a) Provide for

**RHC** 1. servicing (empty, clean, flush and replenish fluids).

**CIR**  2. triturator/disposal service.

**3.14 Storage of cabin material**

**CIR 3.14.1** (a) Provide for

 Storage space for the Carrier’s cabin material.

**3.15 Catering Ramp Handling**

**RHC 3.15.1** Unload/load and stow catering supplies from/on aircraft. **– R**

**RHC 3.15.2** Transfer catering supplies on aircraft

 (a) between lower holds and galleys and vice versa **– R**

(b) between galleys. **– R**

**RHC 3.15.3** Transport catering supplies between aircraft and designated points. **– R**

**3.16 De-Icing/Anti-Icing Services and Snow/Ice Removal**

**RHC 3.16.1** Remove snow from aircraft without using de-icing fluid. **– R**

**RHC 3.16.4** (a) Provide for

 1. anti-icing units, **- R**

2. de-icing units. **– R**

**RHC 3.16.5** Provide de-icing/anti-icing fluids.**– R**

**RHC 3.16.6** Remove frost, ice and snow from aircraft using de-icing fluid. Fluids to receive purity and contamination inspection prior to use. **– R**

**RHC 3.16.7** Apply anti-icing fluid to aircraft.**– R**

**RHC 3.16.8** Supervise performance of de-icing/anti-icing operations.**– R**

**RHC 3.16.10** Complete documentation as per Carrier's instructions. **– R**

 **SECTION 4 LOAD CONTROL AND FLIGHT OPERATIONS**

**4.1 Load Control**

**THC 4.1.1** Deliver load control related documents between aircraft and airport buildings and vice versa.

**THC 4.1.2** (a)Process

 (b) Sign

 documents and information, including but not limited to, loading instructions, load and trim sheets, Captain’s load information and manifests where:

 1. Load control is performed by the Handling Company.

 2. Handling Company is performing inputs/updates when Load Control is performed by the Carrier or third party.

**4.2 Communications**

**THC 4.2.1** Inform all interested Parties concerning movements of the Carrier's aircraft.

**THC 4.2.2** (a) Compile, receive, process and send all messages in connection with the services performed by the Handling Company. The Handling Company is authorized to use Carrier's originator code or double signature procedure.

**THC 4.2.3** (a) Provide

 (b) Operate

 Means of communication between the ground station and the Carrier’s aircraft.

**4.3 Flight Operations**

**THC 4.3.1** Inform the Carrier of any known project affecting the operational services and facilities made available to its aircraft in the areas of responsibility as specified in Annex B.

**THC 4.3.2** (b) Arrange for

 meteorological documentation and aeronautical information

 1. at the airport location as defined in Annex B,

 2. at different airport location(s).

**THC 4.3.3** (a) Provide for

 delivery of flight operations related documentation to the aircraft and obtain signature of the pilot-in-command, where applicable

 1. at the airport location as defined in Annex B,

 2. at different airport location(s).

**SPV 4.3.4** (b) Request **– R**

 make available the operational flight plan according to the instructions and data provide by the Carrier

 1. at the airport location as defined in Annex B,

 2. at different airport location(s).

**THC 4.3.5** (b) Request

 The Air Traffic Services (ATS) Flight Plan

 1. at the airport location as defined in Annex B, **- R**

 2. at different airport location(s). **– R**

**THC 4.3.7** Provide the crew with a briefing.

**SPV 4.3.8** (a) Prepare

 (b) Sign

 (c) Deliver

 1. the fuel order, **- R**

 2. the fuel distribution form. **– R**

**THC 4.3.9** Provide ground handling party(ies) with weight and fuel data.

**SPV 4.3.10** Obtain a debriefing from incoming crews, distributing reports or completed forms to offices concerned. **– R**

**4.4 Crew Administration**

**SPV 4.4.1** Distribute crew schedule information provided by the Carrier to all parties concerned. **– R**

**THC 4.4.2** Arrange hotel accommodation for crew layover

 (a) scheduled, **- R**

 (b) non-scheduled. **– R**

**THC 4.4.3** (a) Provide

 (b) arrange for

 crew transportation to/from off airport locations. **– R**

**THC 4.4.4** Direct crews through airport facilities.

**THC 4.4.5** Liaise with

 (a) crew layover hotel(s), **- R**

 (b) crew transportation company on crew call and pick-up timings. **– R**

**THC 4.4.7** Inform the Carrier’s representative of any crew indisposition or potential absence.

**5.1 Cargo and Mail Handling — General**

 **SECTION 5 CARGO AND MAIL WAREHOUSESERVICES**

**CHC 5.1.1** (a) Provide

 1. warehouse and storage facility(ies),

 2. warehouse handling equipment,

 3. warehouse handling services,

 4. General cargo,

 5. Special shipments,

 6. Specialised cargo products,

 7. Post office mail,

 8. Diplomatic mail,

 9. Diplomatic cargo,

 10. Company cargo/material.

**CHC 5.1.2** (a) Issue

 (b) Obtain

 (c) Make available to Carrier

 receipt up on delivery of cargo.

**CHC 5.1.3** Take action to

(a) prevent theft or damage to the Carrier's cargo and mail in custody of the Handling Company,

(b) prevent theft or unauthorised use of, or damage to the Carrier's pallets, containers, nets, straps, tie-down rings and other material in the custody of the Handling Company. Notify the Carrier immediately of any damage to or loss of such items.

**5.2 Customs Control**

CHC **5.2.1** (c) Place cargo under Customs control

 (d) Present to Customs cargo for physical examination for

 1. inbound cargo,

 2. outbound cargo,

 3. transfer cargo.

**5.3 Documentation Handling**

**CHC 5.3.1** (b) Checkalldocumentationtoensureshipmentmaybecarried.Thecheckshallnotincludetheratescharged.

 (c) Checksecuritystatusfortheshipment(s)concernedandtakeactionasperCarrier'sinstructions.

 (d) Obtain capacity/booking information for the Carrier's flights.

 (e) Split airwaybill. Forward copies of manifests and air waybills to the Carrier.

 (f) Prepare cargo manifest(s).

 (g) ProvidetheloadcontrolunitwithSpecialLoadNotification.

 (i) Checkand/orenterdataintoCarrier'sand/orgovernment/customssystem,asspecifiedinAnnexB

**CHC 5.3.2** (a) Notifyconsigneeoragentofarrivalofshipments.

 (b) Makecargodocumentsavailabletoconsigneeoragent.

**CHC 5.3.3** (a) Provide

 1. collectionof“ChargesCollect”asshownontheairwaybill.

 2. collectionofotherchargesandfeesasshownontheairwaybill.

**CHC 5.3.4** (a) Provide

 deliveryofCargo/Mailrelateddocumentationfrom/toagreedpointsandtheaircraft.

**5.4 Physical Handling Outbound/Inbound**

**CHC 5.4.1** Acceptcargo,ensuringthat

 (a) machine-readablecargolabelsareaffixedandprocessed,

 (b) manuallabelsareaffixedandprocessed,

 (c) shipmentsare“readyforcarriage”,

 (d) theweightandvolumeandnumberofpiecesoftheshipmentsarechecked,

(e)theregulationsforthecarriageofspecialcargo,particularlytheIATADangerousGoodsRegulations(DGR),IATALive AnimalsRegulations(LAR),andothershavebeencompliedwith. **- R**

**CHC 5.4.2** Tallyandassemblecargofordispatch.

**CHC 5.4.3** Prepare

 (a) Bulkcargo

 (b) ULDs

 using

 (c) buildupmaterialsprovidedbyCarrier

 andestablish

 1. gross weight,

 2. volume,

 3. ULD contour,

 andprovidetheloadcontrolunitwiththeinformation.

**CHC 5.4.4** Performacceptancecheckonpre-builtULDsandestablish,ifaccepted

 (a) grossweight,

 (b) volume,

 (c) ULDcontour,

 andprovidetheloadcontrolunitwiththeinformation.

**CHC 5.4.5** (a) Loadoutboundcargoonvehicles.

 (b) Assemblecargofordeliverytotheaircraft.

**CHC 5.4.6** 1. Offload bulk cargo from vehicles.

 2. Break down ULDs.

 3. Check incoming cargo against air waybills and manifests.

 4. Release cargo to the consignee or agent.

**CHC 5.4.7** Truckserviceloading/off-loading

 (a) Checksealsareintactoninboundtrucks,

 (b) Offloadtruckpriortoacceptanceintowarehouse, **- R**

 (c) Loadtruckafterformalreleasefromwarehouse, **- R**

 (d) Placeseals.

 Truckoperatedby/oronbehalfoftheCarrier.

**5.5 Transfer/Transit Cargo**

**CHC 5.5.1** Identifytransfer/transitcargo.

**CHC 5.5.2** Preparetransfermanifestsforcargotobetransportedbyanothercarrier.

**CHC 5.5.3** (a) Provide

 (b) Arrangefor

 transporttothereceivingcarrier'swarehouse

 1. on airport.

**CHC 5.5.4** Accept/prepare

 (a) transfercargo

 (b) transitcargoforonwardcarriage.

**5.6 Post Office Mail**

**CHC 5.6.1** Check

 (a) incoming

 (b) outgoing

 mailagainstPostOfficemaildocuments.

**CHC 5.6.4** Handleandchecktransfermailagainstaccompanyingmaildocuments.

**CHC 5.6.5** Prepare

 (a) Bulk mail

 (b) ULDs

 and establish

 (a) gross weight

 (b) volume

 (c) ULDcontour

 andprovidetheloadcontrolunitwiththeinformation.

**CHC 5.6.6** Distributeincomingand/oroutgoingpostofficemaildocuments.

 **SECTION 6 SUPPORT SERVICES**

**6.1 Accommodation**

**CIP 6.1.1** Provide the Carrier with

 (a) office space **– R**

 (b) storage space **– R**

 (c) other facilities, as specified in Annex B. **– R**

**6.2 Automation/Computer Systems**

**CIP 6.2.1** (a) Provide

 (b) Operate

 computer hardware and other equipment (as specified in Annex B) to enable access to

 1. Carrier’s system

 2. Handling Company’s system

 3. other system.

**THC 6.2.2** Perform the following functions in

 (a) Carrier’s system

 (b) Handling Company's system

 (c) other system for

 1. Training.

 2. Passenger reservations and sales.

 3. Passenger service.

 4. Baggage reconciliation.

 5. Baggage tracing.

 6. Operations, loadcontrol.

 8. Cargo handling.

 9. Post office mail handling.

 11. Other functions.

**CIP 6.2.3** Manage Automated Self Check-in device(s) and

 (a) Provide

 (b) Arrange for

 1. Stock control.

 2. Stock replenishment.

 3. Hosting.

 4. Routine maintenance.

 5. Servicing and repair.

 6. Other, as specified in AnnexB.

**6.3 Unit Load Device (ULD)Control**

**CIP 6.3.1** (a) Provide

 (b) Arrange for storage space for

 1. passenger ULDs,

 2. cargo ULDs,

 3. post office mail ULDs,

 4. other ULDs.

**THC 6.3.2** Take action to prevent damage, theft or unauthorised use of the Carrier’s ULDs in the custody of the Handling Company. Notify the Carrier immediately of any damage or loss.

**THC 6.3.3** (a) Take physical inventory of ULD stock and maintain records.

 (b) Compile and despatch ULD control messages.

**THC 6.3.4** Prepare ULD exchange control documentation for all transfers of ULDs and obtain signature(s) of the transferring and receiving carrier(s) or approved third parties and distribute copies.

**THC 6.3.5** Handle lost, found and damaged ULDs and notify the Carrier of such irregularities.

**6.4 Fuel farm (Depot)**

**THC 6.4.1** Liaise with fuel farm suppliers.

**6.5 Ramp fuelling/Defueling Operations**

**THC 6.5.1** Liaise with ramp fuel suppliers.

**SPV 6.5.3** Supervise fuelling/defueling operations. **– R**

**SPV 6.5.8** Check and verify the delivered fuel quantity. **– R**

**6.7 Catering Services – Liaison and Administration**

**THC 6.7.1** Liaise with the Carrier’s catering supplier.

**THC 6.7.2** Handle requisitions made by Carrier’s authorized representative.

 **SECTION 7 SECURITY**

**7.1 Passenger and Baggage Screening and Reconciliation**

**THC 7.1.1** (a) Provide for

 1. matching of passengers against established data.

 2. security questioning.

**SEC 7.1.2** (a) Provide for

 1. screening of checked baggage.

 2. screening of transfer baggage.

 3. screening of mishandled baggage.

 4. physical examination of checked, transfer and mishandled baggage.

 5. identification of security cleared baggage.

**SEC 7.1.3** (a) Provide for

 1. screening of passengers.

 2. screening of cabin/unchecked baggage.

 3. physical examination of passengers and cabin/unchecked baggage.

**THC 7.1.4** (a) Provide for

 1. identification of passengers prior to boarding.

 2. reconciliation of boarded passengers with their baggage.

 3. positive baggage identification by passengers.

 4. offloading of baggage for passengers who fail to board the aircraft.

**7.2 Cargo and Post Office Mail**

**CIC 7.2.1** (a) Provide for

 1. control of access to the cargo facilities.

 2. screening of cargo and/or mail.

 3. physical examination of cargo.

 4. holding of cargo and/or mail for variable periods.

 5. secure storage of cargo and/or mail.

**7.4 Ramp**

**THC 7.4.1** (a) Provide for control of access to

 1. aircraft.

 2. designated areas. **– R**

**THC 7.4.2** (a) Provide for

 2. guarding of

 3. sealing of

 (a) aircraft**– R**

 (b) designated areas **– R**

 (c) baggage in the baggage make-up area. **– R**

**THC 7.4.3** (a) Provide

 (b) Arrange for security personnel

 1. to safeguard all Loads during the transport between aircraft and designated locations **- R**

 2. during offloading and loading of aircraft. **– R**

**7.5 Additional Security Services**

**THC 7.5.1** (a) Provide

 (b) Arrange for

 additional security services. **– R**

 **SECTION 8 AIRCRAFT MAINTENANCE**

**8.4 Material handling**

**8.4.1** (a) Obtain Customs clearance for

 (b) Administer

 The Carrier’s spare parts and/or equipment.

**THC 8.4.2** Provide periodic inspection of the Carrier’s spare parts and/or equipment. **– R**

**CIP 8.4.3** Provide storage space for the Carrier’s spare parts and/or equipment. **– R**

**8.5 Parking and Hangar space**

**CIP 8.5.1** (a) Provide

 (b) Arrange for

 1.a parking space. **– R**

 2.b hangar space. **– R**

# AIRPORT CHARGES

## LANDING AND TAKE-OFF

### Scope of service

The use of manoeuvring areas for landing and take-off of a single aircraft.

### Unit of measure

The maximum take-off weight (MTOW) of the aircraft, according to the Certificate of Airworthiness, expressed in metric tons (every part of metric ton is to be calculated as a whole ton).

**Service description**

* Use of taxiways from the apron to the runway and vice versa.
* Use of runway during take-off and landing.
* Use of lighting system on manoeuvring areas.

**Service charge**

The price of service is indivisible and includes landing and take-off of a single aircraft, as follows:

|  |
| --- |
| **LANDING AND TAKE-OFF CHARGE** |
| Unit of measure | up to 24 000 kg | over 24 001 kg |
| € |
| MTOW | 8,50 | 10,50 |

 **Reduction and increase of the basic charge for the runway use.**

* For the use of the runway with lighting system the charge is increased by 25%
* For the use of the runway in the following circumstances:
* emergency
* technical landing, and
* for helicopters

the charge is reduced by 50%.

* For the use of the runway in the following circumstances:
* pilot training (each touch and go), and
* return flight (no commercial change of load)

the charge is reduced by 75%.

## AIRCRAFT PARKING

### Service description

The use of apron stands for aircraft parking.

**Unit of measure**

Maximum take-off weight (MTOW) in accordance with Certificate on Airworthiness, expressed in metric tons (every part of started ton is to be calculated as a whole ton).

The charge is calculated for every started period of 24 hours.

### Service charge

|  |
| --- |
| **AIRCRAFT PARKING CHARGE** |
|  | Podgorica | Tivat |
| Unit of measure | € |
| Each started metric ton of MTOW  | 3,00 | 3,00 |

* Aircraft parking is charged per ton of MTOW.
* First 4 hours of aircraft parking is free of charge.
* In case of exceeding the charge-free time of 4 hours, the calculation period starts from the beginning of actual block-to-block time.
* In period starting on June 1st and ending on September 30th , for all aircrafts the parking of which is not a consequence of a technical failure or other circumstances which are beyond reasonable control of the aircraft operator, the charges will be increased, as follows:
* The charge will be increased by 50% for aircraft parking from 24 to 48 hours, applicable to the total parking period.
* The charge will be increased by 100% for aircraft parking from 48 to 72 hours, applicable to the total parking period.
* The charge will be increased by 200% for aircraft parking over 72 hours, applicable to the total parking period.

## PASSENGER SERVICE

### Service description

Passenger service includes the use of all non-commercial facilities in the passenger terminal.

### Unit of measure

Each departing passenger, registered for flight (transfer passengers included)

Exemptions:

Passenger service charges are not paid by the following categories of passengers:

* INF,
* Crew (DHC),
* ID 00 passengers, and
* Transit passengers.

### Service charge

|  |
| --- |
| **PASSENGER SERVICE CHARGE** |
|  | **Domestic** | **International** | **Transfer** |
| **Unit of measure** | € |
| Departing passenger | 5,00 | 15,00 | 4,00 |

## SECURITY CHARGE

### Service description

In compliance with the National Civil Aviation Security Programme, Airports of Montenegro JSC as the operator of civil airports Podgorica and Tivat, operating and managing the manoeuvring areas and apron, passenger and cargo terminal shall fulfil the essential requirements relating to the following:

* Space and equipment needed for basic and special security control of passengers, baggage, cargo, other persons and items entering the security restricted areas, critical parts of security restricted areas as well as other sensitive airport areas and facilities.
* Basic security control of passengers, baggage, cargo and other persons entering the security restricted areas, critical parts of security restricted areas as well as other sensitive airport areas and facilities.
* The protection and control of access to airside, security restricted areas, critical parts of security restricted areas as well as other sensitive airport areas and facilities.
* Offices and other facilities for monitoring the security performance.

### Unit of measure

### The basis of calculation for security charge is departing passenger.

### Service charge

|  |
| --- |
| **SECURITY CHARGE** |
| **Unit of measure** | **€** |
| **Departing passenger** | **2.50** |

Exemptions:

Passenger service charges are not paid by the following categories of passengers:

* INF,
* Crew (DHC),
* ID 00 passengers, and
* Transit passengers.

## CHARGE FOR PASSENGERS WITH REDUCED MOBILITY (PRM)

### Service description

According to the Regulation (EC) no. 1107/2006 of the European Parliament and of the Council of 5 July 2006 concerning the rights of disabled persons and persons with reduced mobility when travelling by air, Airports of Montenegro JSC is responsible to provide assistance to such passengers.

‘Disabled person’ or ‘person with reduced mobility’ means any person whose mobility when using transport is reduced due to any physical disability (sensory or locomotor, permanent or temporary), intellectual disability or impairment, or any other cause of disability, or age, and whose situation needs appropriate attention and the adaptation to his or her particular needs of the service made available to all passengers;

The responsible carrier shall notify Airports of Montenegro JSC about the need for assistance at least 24 hours before the published departure for the flight.

In case of late notification Airports of Montenegro JSC cannot guarantee the assistance according to the standards published on our webpage. The timely notification shall be the responsibility of the carrier.

Assistance under responsibility of Airports of Montenegro JSC comprises: assistance and arrangements necessary to enable disabled persons and persons with reduced mobility to:

* communicate their arrival at the airport and their request for assistance at the designated points inside and outside terminal buildings mentioned in Regulation (EC) no. 1107/2006, Article 5,
* move from a designated point to the check-in counter,
* check-in and register baggage,
* proceed from the check-in counter to the aircraft, with completion of emigration, customs and security procedures,
* board the aircraft, with the provision of wheelchairs or other assistance needed, as appropriate,
* proceed from the aircraft door to their seats,
* store and retrieve baggage on the aircraft,
* proceed from their seats to the aircraft door,
* disembark from the aircraft, with the provision of wheelchairs or other assistance needed, as appropriate,
* proceed from the aircraft to the baggage hall and retrieve baggage, with completion of immigration and customs procedures,
* proceed from the baggage hall to a designated point,
* reach connecting flights when in transit or transfer, with assistance on the airside and landside,
* reach the toilet facilities if required.

Where a disabled person or person with reduced mobility is assisted by an accompanying person, this person must, if requested, be allowed to provide the necessary assistance in the airport and with embarking and disembarking.

Airport will perform ground handling to all necessary mobility equipment, including equipment such as electric wheelchairs subject to advance warning of 24 hours and to possible limitations of space on board the aircraft, and subject to the application of relevant legislation concerning dangerous goods.

Airports of Montenegro JSC will enable ground handling of recognised assistance dogs, when relevant.

Airports of Montenegro JSC will enable communication of information needed to take flights in accessible formats.

### Unit of measure

The calculation basis for the PRM charge is the number of departing passengers who have paid the passenger service.

### Service charge

|  |
| --- |
| **CHARGE FOR PASSENGERS WITH REDUCED MOBILITY (PRM)** |
| **Unit of measure** | **€** |
| **Departing passenger** | **0.25** |

## CENTRALISED INFRASTRUCTURE

### Service description

Airports of Montenegro JSC manages the centralized infrastructure used for the supply of ground handling services of aircrafts, passengers, goods and mail at Podgorica and Tivat Airports. Centralized infrastructure can be assigned to service providers and air carriers which perform self-handling on the basis of a transparent, fair and non-discriminatory use for financial compensation in return, subject to compliance with all safety and security rules and measures as provided in the Airport Manual of the Airport Operator and parts thereof. In relation to the foregoing the service provider and air carrier which performs self-handling shall enter into contract with the Airport Operator.

Airports of Montenegro JSC is the only provider of the centralised infrastructure services at Podgorica and Tivat Airports.

### Unit of measure

Unit of measure applied for the use of centralised infrastructure for:

* Traffic handling is a departing passenger
* Ramp handling is a maximum take-off weight (MTOW) in accordance with Certificate on Airworthiness, expressed in metric tons(every part of started ton is to be calculated as a whole ton).

### Classification of centralised infrastructure

#### **Centralised infrastructure for traffic handling (CIP)**

Centralised infrastructure for traffic handling necessary for the provision of passenger handling comprises the following:

* telephone network connection
* computer network connection
* check-in counters and baggage conveying system including weighing equipment
* baggage handling system for baggage claim in arrivals
* counters for company sales activity
* counters for supervision and administration services
* counters for transfer passengers
* lost and found counters
* access control counters
* the use of the following systems
	+ SITA;
	+ DCS (Departure Control System),
	+ PAS (Public Address System),
	+ FIDS (Flight Information Display System) i
	+ World Tracer,
* ground digital radio communication
* space and equipment for out-of-gauge baggage
* space for passengers in front of the check-in counters
* space, equipment and services required for arrival and departure baggage sorting area
* equipment and service of supplying meteorological and aeronautical information;
* storage and office for lost and found baggage
* information signs used to direct the passengers

#### **Centralised infrastructure for ramp handling (CIR)**

Centralised infrastructure for ramp handling comprises the following:

* baggage sorting equipment and service;
* weighing equipment for baggage trolleys and containers
* BRS (Baggage Reconciliation System)
* Equipment for aircraft marshalling and parking
* Fire and rescue vehicles, means, equipment and service;
* Vehicles, means and equipment for emergency and medical assistance;
* Equipment and system for toilet waste disposal;
* Apron waste water treatment equipment
* Equipment and system for collection and disposal of other waste;
* Equipment and system for potable water, including the waterworks; and
* Space, equipment and installations for storage of the aircraft de-icing supplies and drainage system for waste de-icing fluid.

### Service charge

#### Centralised infrastructure for traffic handling (CIP)

|  |
| --- |
| **CENTRALISED INFRASTRUCTURE CHARGE** |
| Unit of measure | € |
| Departing passenger | 1,00 |

#### Centralised infrastructure for ramp handling (CIR)

##### Commercial aviation

|  |
| --- |
| **CENTRALISED INFRASTRUCTURE CHARGE** |
| Unit of measure | Podgorica | Tivat |
| MTOW | € |
| Do 2 000 | 9 | 6 |
| 2 001 – 5 000 | 12 | 9 |
| 5 001 – 10 000 | 18 | 18 |
| 10 001 – 16 000 | 30 | 36 |
| 16 001 – 24 000 | 53 | 54 |
| 24 001 – 40 000 | 70 | 83 |
| 40 001 – 60 000 | 80 | 108 |
| 60 001 – 80 000 | 93 | 132 |
| 80 001 – 99 000 | 112 | 144 |
| 99 001 – 150 000 | 204 | 204 |
| 150 001 – 180 000 | 300 | 300 |
| 180 001 – 215 000 | 330 | 330 |
| Over 215 001 | 396 | 396 |

##### General aviation

|  |
| --- |
| **CENTRALISED INFRASTRUCTURE CHARGE** |
| **Unit of measure** | **Podgorica and Tivat** |
| **MTOW** | **€** |
| **0 - 5 000** | **-** |
| **>5 000** | **20** |

## GROUND HANDLING SERVICES

### Service description

Airports of Montenegro JSC as operator of civil airports Podgorica and Tivat also act in the capacity of the ground handling service provider in accordance with the Airport Ground Handling Regulation.

Types of ground handling services provided by Airports of Montenegro JSC are referred to under item 3.2 of this document.

### Unit of measure

Unit of measure applied for the ground handling services for:

* Traffic handling (THC); and
* Ramp handling (RHC);

Is a maximum take-off weight (MTOW) in accordance with Certificate on Airworthiness, expressed in metric tons (every part of started ton is to be calculated as a whole ton).

### Service charge

#### 3.7.1. Commercial passenger aircraft

|  |
| --- |
| **GROUND HANDLING SERVICE CHARGE** |
| PODGORICA AIRPORT |
| Unit of measure | THC | RHC | Total |
| MTOW | € |
| Up to 2 000 | 22 | 34 | 56 |
| 2 001 – 5 000 | 32 | 48 | 80 |
| 5 001 – 10 000 | 48 | 72 | 120 |
| 10 001 – 16 000 | 80 | 120 | 200 |
| 16 001 – 24 000 | 141 | 211 | 352 |
| 24 001 – 40 000 | 184 | 276 | 460 |
| 40 001 – 60 000 | 211 | 317 | 528 |
| 60 001 – 80 000 | 248 | 372 | 620 |
| 80 001 – 99 000 | 299 | 449 | 748 |
| 99 001 – 150 000 | 544 | 816 | 1360 |
| 150 001 – 180 000 | 800 | 1200 | 2000 |
| 180 001 – 215 000 | 880 | 1320 | 2200 |
| over 215 001 | 1056 | 1584 | 2640 |

|  |
| --- |
| **GROUND HANDLING SERVICE CHARGE** |
| TIVAT AIRPORT |
| Unit of measure | THC | RHC | Total |
| MTOW | € |
| Up to 2 000 | 16 | 24 | 40 |
| 2 001 – 5 000 | 22 | 34 | 56 |
| 5 001 – 10 000 | 48 | 72 | 120 |
| 10 001 – 16 000 | 96 | 144 | 240 |
| 16 001 – 24 000 | 144 | 216 | 360 |
| 24 001 – 40 000 | 221 | 331 | 552 |
| 40 001 – 60 000 | 288 | 432 | 720 |
| 60 001 – 80 000 | 352 | 528 | 880 |
| 80 001 – 99 000 | 384 | 576 | 960 |
| 99 001 – 150 000 | 544 | 816 | 1360 |
| 150 001 – 180 000 | 800 | 1200 | 2000 |
| 180 001 – 215 000 | 880 | 1320 | 2200 |
| over 215 001 | 1056 | 1584 | 2640 |

The charge includes total aircraft handling operation, i.e. all services specified in the scope of the service which forms an integral part of this Pricelist. For the purposes of calculation, such charge is indivisible. Any further provision of services beyond the defined scope and time, as provided in the standards for certain aircraft type and traffic type will be calculated separately based on the charges applied for services on special request.

### 3.7.2. Increase and reduction of ground handling charges

The charges for ground handling of commercial passenger aircrafts will be increased or reduced in accordance with the paragraphs here below:

1. The charge referred to in item 3.7.1will be increased by 30% in case of more than 60 minutes flight delay if the handling agent does not receive the delay notification at least 6 hours before the announced flight.
2. The charge referred to in item 3.7.1 for reloading/unloading caused by Carrier's error , will be increased by 25 %.
3. The charge referred to in item 3.7.1 for one leg ferry flight will be reduced by 25%.
4. The charge referred to in item 3.7.1 in the event of the technical and return flight, provided that no commercial change of load occurred will be reduced by 50 %.
5. The charge referred to in item 3.7.1 for helicopter handling will be reduced by 50%.
6. The charge referred to in item 3.7.1 in the event of the pilot training flights (handling refers to each aircraft landing on the apron with engine stop and start) will be reduced by 75 %.
7. The charge referred to in item 3.7.1 during winter flight schedule at Tivat Airport will be reduced by 30 %.
8. The charge referred to in item 3.7.1 in the event of waiting for the flight on special request will be increased by EUR150 for each started 30 minutes beyond the official airport operating hours and will be charged per aircraft.

### 3.7.3. Cargo aircrafts

1. Charge for handling of cargo aircrafts (transport of cargo and mail) will be calculated in accordance with the handling charge for the aircraft referred to in item 3.7.1
2. Charge for handling of the aircraft referred to in item 3.7.1 will be increased by 50% for cargo aircraft handling (transport of dangerous goods)
3. To the charges referred to in Paragraph 1 and 2 of item 3.7.3, the increase and reduction as defined under item 3.7.2 a), b), c), e) and h) will be applied.

### 3.7.4. General aviation aircrafts

The term of general and business aviation refer to all aircrafts not operating scheduled and on-scheduled flights.

|  |
| --- |
| **GROUND HANDLING CHARGE** |
| Unit of measure | THC + RHC |
| MTOW | € |
| Up to 2000 | 30 |
| 2 001 – 5 000 | 45 |
| 5 001 – 7 000 | 70 |
| 7 001 – 10 000 | 110 |
| 10 001 – 16 000 | 150 |
| 16 001 – 24 000 | 300 |
| 24 001 – 40 000 | 400 |
| 40 001 – 60 000 | 528 |
| 60 001 – 80 000 | 620 |
| 80 001 – 99 000 | 748 |
| 99 001 -150 000 | 1.360 |
| 150 001 – 180 000 | 2.000 |
| 180 001 – 215 000 | 2.200 |
| over 215 000 | 2.640 |

##

## EXEMPTION FROM PAYMENT

Aircrafts of the General Secretariat of the Government of Montenegro, Ministry of the Interior, Montenegrin Army, Red Cross, SMATSA and Airline aero-clubs having their bases in Podgorica and Tivat will be exempted from payment of charges for basic airport services.

The following categories will be exempted from airport charges:

* Aircraft involved in search and rescue operations,
* Aircraft used for humanitarian assistance in case of a natural disaster of state of
* emergency,
* Aircraft in distress,
* State aircraft providing urgent medical assistance,
* State aircraft performing fire-fighting protection,
* State aircraft performing special activity flights.

# SERVICES ON SPECIAL REQUEST

### Introductory note:

Special request services can be provided upon request of the Carrier or a third party, provided that the airport disposes of necessary staff, vehicles and equipment. If there is no prior agreement in effect, the airport is not obliged to provide these services. This type of service shall be charged separately to the Carrier, in accordance with the prices indicated in the Pricelist.

The services listed here below which are included in respective SGHAs with airlines will not be charged to third parties.

Minimum time unit shall be calculated as indicated in the Pricelist. Provision of service which exceeds the defined time unit shall be charged as the use of a new time unit as a whole.

Airports of Montenegro JSC reserves the right to amend the list of special request services.

### Manpower

|  |  |  |
| --- | --- | --- |
| **Service** | **Unit of measure** | **€** |
| Highly qualified staff | 30’ | 21,00 |
| Qualified staff | 30’ | 18,00 |
| Semi-qualified staff | 30’ | 15,00 |
| Non-qualified staff | 30’ | 12,00 |

### Aircraft de-icing

|  |  |  |
| --- | --- | --- |
| **Service** | **Unit of measure** | **€** |
| DE-ICING for A/C up to 24t | Per service | 75,00 |
| DE-ICING for A/C over 24t | Per service | 150,00 |
| De-icing fluid (50% mix) | 1 L | 2,00 |

### Ground power unit and Air starter

|  |  |  |
| --- | --- | --- |
| **Service** | **Unit of measure** | **€** |
| GPU (28V, 112V, 220V) | 30’ | 100,00 |
| Air starter | 30’ | 100,00 |

### Ramp vehicles

|  |  |  |
| --- | --- | --- |
| **Service** | **Unit of measure** | **€** |
| Tractor | 30’ | 40,00 |
| Minibus | km | 1,50 |
| Passenger vehicle | Per service | 15,00 |
| Push back up to 100 MTOW | Per service | 70,00 |
| Ambulance car | km | 2,50 |

### Loading/unloading equipment

|  |  |  |
| --- | --- | --- |
| **Service** | **Unit of measure** | **€** |
| Towing tractor – small | 30’ | 60,00 |
| Towing tractor – big  | 30’ | 90,00 |
| Elevator | 30’ | 80,00 |
| ULD loader-transporter | 30’ | 80,00 |
| Forklift | 30’ | 48,00 |
| ULD dollies | 30’ | 8,00 |
| Baggage carts  | 30’ | 10,00 |

### Passenger stairs

|  |  |  |
| --- | --- | --- |
| **Service** | **Unit of measure** | **€** |
| Passenger stairs - towed | 30’ | 30,00 |
| Passenger stairs – self-propelled | 30’ | 60,00 |

### Special equipment

|  |  |  |
| --- | --- | --- |
| **Service** | **Unit of measure** | **€** |
| Lavatory service vehicle | 30’ | 30,00 |
| Toilet service vehicle | 30’ | 55,00 |
| Floodlights and GPU  | 30´ | 30,00 |
| Large fire vehicle–operation | 30’ | 400,00 |
| Small fire vehicle - operation | 30’ | 100,00 |

### Material supply

|  |  |  |
| --- | --- | --- |
| **Service** | **Unit of measure** | **€** |
| Ballast bag (25 kg) | bag | 10,00 |
| Lashing material | meter | 2,00 |
| Photocopying and printing | page | 0,30 |

### Other

|  |  |  |
| --- | --- | --- |
| **Service** | **Unit of measure** | **€** |
| Cabin cleaning | Per service | 50,00 |
| Removal of spilt fuel, oil and other contamination  | Per service | 150,00 |
| Loading/unloading of catering supplies | Per operation | 90,00 |
| Transfer of catering supplies on aircraft | Per operation | 90,00 |
| World Tracer services | per AHL | 2,50 |
| Security screening per kilo | Up to 20kg | 0,50 |
| Security screening per kilo | from 20 to 50kg | 0,60 |
| Security screening per kilo | from 50 to 100 kg | 0,70 |
| Security screening per kilo | over 100kg | 0,80 |
| Physical examination of baggage | piece | 10,00 |
| Processing of request for authorization of access of person and/or vehicle to airside  | Per service | 4,13 |
| Use of vehicle in airside | Per entry | 8.27 |
| Issuing – ADP (Airside Driver Permit) | 1 piece | 8.27 |
| Issuing of ID card without chip  | 1 piece | 4.13 |
| Issuing of ID card with chip | 1 piece | 8.27 |
| Issue of permit for unaccompanied vehicles on airside  | 1 piece |  4.13 |
| Compensation in case of the ID card/permit loss  |  | 8.27 |
| Loading/unloading of freight on/from truck in case the air carrier makes arrangements for truck transport  | per kilo of bulk baggage  | 0.05 |
| Per palette for consolidated shipment | 10,00 |

### VIP services

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Airport** | **Unit of measure** | **€** |
| Rental of Multimedia room (30 seats) | PG | 1 hour | 100,00 |
| Rental of Meeting room (20 seats) | PG | 1 hour | 60,00 |
| Rental of VIP lounge 1 (10 seats) | PG | 1 hour | 150,00 |
| Rental of VIP lounge 2 (17 seats) | PG | 1 hour | 150,00 |
| Rental of VIP lounge 3 (27 seats) | PG | 1 hour | 300,00 |
| Rental of Presidential lounge (10 seats) | PG | 1 hour | 200,00 |
| Rental of Business lounge | PG/TIV | 1 hour | 100,00 |
| Use of Business lounge | PG/TIV | per passenger | 10,00 |
| VIP treatment without use of the VIP lounge (minimum charge 50,00 €) | PG/TIV | per passenger | 25,00 |
| Fast track procedure through passenger terminal (24 hours prior notice) | PG/TIV | per passenger | 15,00 |

### Access fee

Airports of Montenegro JSC guarantees access to the airport installations to other service providers or air carriers who perform self-handling.

It will be considered that the service provider renders these services from the moment of providing ground handling services.

|  |  |  |
| --- | --- | --- |
|  **Service** | **Unit of measure** | **€** |
| Vehicle | per operation | 1,40 |
| Van, tractor | per operation | 2,50 |
| Ground power unit | per operation | 6,00 |
| Catering vehicle | per operation | 10,00 |
| Towing vehicle | per operation | 40,00 |
| Specialised vehicle | per operation | 20,00 |
| Forklift | per operation | 10,00 |
| Truck up to 2t carrying capacity | per operation | 18,00 |
| Truck over 2t carrying capacity | per operation | 28,00 |

### Traffic handling on special request

#### Ticketing/sales and collection for other services of air carriers (TSC)

|  |  |  |
| --- | --- | --- |
|  **Service** | **Unit of measure** | **€** |
| Ticketing/sales and collection for other services of air carriers  | per flight | 35,00€ or 10% of sales |

#### Transport and accommodation arrangements for passengers in the event of irregular operations (IRR)

|  |  |  |
| --- | --- | --- |
|  **Service** | **Unit of measure** | **€** |
| Transport and accommodation arrangements for passengers in the event of denied boarding, delayed or cancelled flight and passenger rerouting  | per event  | 10% of the costs incurred, maximum 150 **€** |

#### Supervision and coordination services (SPV)

|  |  |  |
| --- | --- | --- |
|  **Service** | **Unit of measure** | **€** |
| Supervision and coordination services | per air operation | 80,00 |