

Charges

Part II-IV

FLUGHAFEN ROSTOCK-LAAGE-GÜSTROW GMBH

Approved by the managing director:

Date:

Signature:

Charges for services

1. Basic services

Flughafen GmbH shall perform the services that are relevant for the operation of the customers

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

in accordance with the "list of basic services" (Appendix 1), provided it is technically and personal capable of doing so.

2. Special services

At the customer's request, Flughafen GmbH will also perform services required for aircraft handling which are not listed in Appendix 1 (special services).

The services will be provided depending on the availability of personnel and/or equipment considering the traffic situation at the time.

3. Carrying out the services

Flughafen GmbH shall perform the services to be provided with trained personnel as well as with 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 customer and Flughafen GmbH shall support and advise each other on the manner of performance of the services and shall take into account appropriate recommendations, if possible.

6. Documents

The customer 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. In this sense, scheduled flights are those that are registered in writing with the traffic management of Flughafen GmbH at least 48 hours prior the intended landing/take off,

stating the flight number, aircraft type, airport of origin and scheduled arrival and departure time.

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

8. Special services

- a) The customer contacts Flughafen GmbH in a timely manner if 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 dangerous goods (e.g. explosives, etc.) is required
- d) passengers with limited movement 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 authorities, 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. Charges

Customers must pay a charge for every service. The respective charges to be paid are listed in the "Charges for basic services handling" in Appendix 2. They are to be paid in full regardless of the actual scope of services used. Offsetting with counterclaims of the customer is excluded.

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

If partial services are carried out by the customer himself, this shall not reduce the handling charges to be paid monthly.

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

All ground handling charges are fees as defined in § 10 para. 1 of the VAT Act. The customer 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 Charges 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 require the written form. The invalidity of individual provisions shall not result in the invalidity of the remaining provisions of the fee schedule.

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 handle an aircraft

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

a) Basic services for passenger handling include:

- Passenger information
- Check-in of passengers
- 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 scope and transport on request
- Securing the aircraft on the ground against 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 disposal vehicle (faeces) 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 documents, such as the manifest and load instruction on the aircraft

- Preparing, clarifying, signing, and filing documents according to the instructions of the customer
- Movement reporting 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 as well as 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

Charges for handling basic services

a) for passenger aircraft

The following prices apply as long as no separate handling contracts have been concluded.

Charges for handling basic services for passenger aircraft in EUR	Basic charge passenger handling	Basic charge ground handling services	Basic charge Load control, communications, operations	Basic charge total
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

The aforementioned charges cover all basic services in accordance with Annex 1.

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

b) for cargo aircraft

Payment handling basic services for cargo aircraft in EUR	OPS basic charges	Ramp handling basic charges	Basic fees total
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 departure 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 of unusual air cargo (bulky and/or heavy goods, animals, etc.) as well as the use of separate rooms requiring a special expenditure of time, equipment and/or personnel will be charged as special services according to the expenditure.

Special services are also all services that are not included in the list of basic services or are used in addition to the basic handling services. Special services also include preparatory handling services if the landing does not take place as planned or as reported to Flughafen GmbH. The charges for the special services will be invoiced according to the applicable rates of Part III "List of Charges for Special Services".

The handling charges for freight will be calculated in accordance with Part IV. The price is determined on the basis of the freight quantities and the type of freight.

Part III

List of charges 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.

a) Special services for passenger handling		
Check-in material	per flight	€ 52.00
Prior evening check-in	per operation	€ 70.00
UM services	per UM	€ 15.00
- Lost & found, excess baggage, fees for service organisation		
Charges for lost & found per process	€ 9.00 plus transport costs	
Charges for luggage per process	15%, but min. € 10.00	
Commissions for brokerage spec. special services	15%, but min. € 10.00	
b) Special services for ground handling		
- Passenger transport		
Passenger transportation at the airport	up to 6 passengers	€ 5.00
Passenger bus (ramp bus)	on request	At cost
-Providing ground equipment incl. drivers and operators		
Aircraft stairs		
Small stairs	1/2 hour	€ 30.00
Medium stairs	1/2 hour	€ 49.00
Big stairs	1/2 hour	€ 59.00
Ground power supply		
GPU 115V/400 Hz/28V	1/2 hour	€ 40.00
Start auxiliary carriage	per operation	€ 25.00
Toilet service		
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
Water service		
for aircraft. up to 5.7 t	per operation	€ 40.00
for aircraft > 5.7 t	per operation	€ 50.00
Aircraft de-icing		

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	€ 5.20
De-icing ADF type 1	per litre	€ 5.40
Hot water	per litre	€ 0.25
Disposal of de-icing fluid	per litre	€ 0.12
Loading aids/passenger baggage		
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
Baggage cover		
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
- Catering		
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	
- Aircraft towing/pushback		
... 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	€ 70.00
up to 50 seats	per operation	€ 125.00
up to 100 seats	per operation	€ 160.00
up to 150 seats	per operation	€ 250.00
up to 200 seats	per operation	€ 350.00
up to 250 seats	per operation	€ 400.00
up to 350 seats	per operation	€ 750.00
up to 450 seats	per operation	€ 900.00
up to 550 seats	per operation	€ 1,200.00
- 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	€ 80.00
up to 50 seats	per operation	€ 120.00
up to 100 seats	per operation	€ 180.00
up to 150 seats	per operation	€ 300.00
up to 200 seats	per operation	€ 350.00
up to 250 seats	per operation	€ 475.00
up to 350 seats	per operation	€ 600.00
up to 450 seats	per operation	€ 750.00
up to 550 seats	per operation	€ 1,100.00
- 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
Ballast	per piece	€ 8.50
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	

d) Special services in administration		
- Use of premises		
Conference room (Room A 14 people, Room B 16 people)	per beginning hour per day max.	€ 50.00 € 300.00
- Parking and putting aircraft in hangars		
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	
- ID presentation		
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
- Instructions/guides/visitors		
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
- Communication/office services		
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. Line installations for renters require written consent from the airport. 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. 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>		

- Personnel services		
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

Service	Price	Reference unit
Storage		
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

Cover		
Handling cargo*	€ 0.11	per kg
Security Check EU (VO) 2015/1998	€ 5.00	per AWB
ULD / pallets build or break down	€ 0.04	per kg
loading or unloading Air/RFS*	€ 20.00	per AWB
Cargo X-Ray, PHS, ETD according to order	€ 0.10	per kg

Hazardous goods		
1. UN-No.	€ 40.00	Shipment/process
Each additional UN no.	€ 15.00	Shipment/process

Document handling		
Export, Import Air/RFS	€ 9.50	per AWB
Manifest Air/RFS	€ 20.00	per AWB
Customs clearance	€ 25,00	per shipment/process

Technology		
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

