

# **AIRPORT CHARGES**

## **PART II-III**

**Flughafen Rostock-Laage-Güstrow GmbH (RLG)**

**Effective July 01, 2024**

Signed in the original document (see German version).

## **Charges for services**

### **1. Basic services**

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

- of passenger handling,
- ground handling services,
- load control/communications/OPS
- cargo handling
- catering
- 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 Rostock-Laage-Güstrow 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 Rostock-Laage-Güstrow 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 Rostock-Laage-Güstrow GmbH is entitled to use third parties as agents.

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

The customer and Flughafen Rostock-Laage-Güstrow GmbH shall support and advise each other on the manner of performance of the services and if possible, shall take appropriate recommendations into account.

### **6. Documents**

The customer informs Flughafen Rostock-Laage-Güstrow GmbH of flight plans with all the necessary information, instructions, and all the necessary services as early as possible so that Flughafen Rostock-Laage-Güstrow GmbH can fulfill the requested services. In this sense, scheduled flights are those that are registered in writing with the traffic management of Flughafen Rostock-Laage-Güstrow 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 case of unscheduled flights (including consolidated flights) or delays, customers should notify Flughafen Rostock-Laage-Güstrow GmbH as soon as possible about the intended use of services.

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

If a customer's unregistered or delayed aircraft results in an overlap with the handling of other customers, the Flughafen Rostock-Laage-Güstrow GmbH reserves the right to give priority to the scheduled and declared aircraft.

## **8. Special services**

- a) The customer contacts Flughafen Rostock-Laage-Güstrow GmbH in a timely manner if loading, unloading, or reloading of particularly bulky or heavy cargo is required, for which specialised 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 reduced mobility must be cleared.

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

In emergencies (emergency landing, accident) Flughafen Rostock-Laage-Güstrow GmbH will immediately take all reasonable and possible measures (if applicable after clearance with 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 Rostock-Laage-Güstrow 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 Rostock-Laage-Güstrow 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 1.4 "*Terms of payment*"

## **12. Handling information**

Flughafen Rostock-Laage-Güstrow 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
- Clearing of irregularities

### **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

- Coordination of all activities during ground handling
- 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
- Contact to airlines for clearance of irregularities

#### **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 Rostock-Laage-Güstrow GmbH while servicing the aircraft from damage or loss. Any loss or damage caused by Flughafen Rostock-Laage-Güstrow 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	Basic charge Load control, communications, operations	Basic charge total
Aircraft up to 5 passengers and MTOW < 2,0t	8,00	6,00	6,00	20,00
Aircraft up to 10 passengers and MTOW < 5,7t	25,00	35,00	20,00	80,00
Aircraft up to 20 passengers and MTOW < 9t	55,00	85,00	25,00	165,00
Aircraft up to 50 passengers and MTOW < 25t	175,00	250,00	55,00	480,00
Aircraft up to 100 passengers and MTOW < 50t	350,00	400,00	180,00	930,00
Aircraft up to 150 passengers and MTOW < 85t	510,00	460,00	230,00	1.200,00
Aircraft up to 200 passengers and MTOW < 110t	750,00	700,00	280,00	1.730,00
Aircraft up to 250 passengers and MTOW < 150t	970,00	750,00	330,00	2.050,00
Aircraft up to 350 passengers and MTOW < 220t	1.450,00	900,00	410,00	2.760,00
Aircraft up to 450 passengers and MTOW < 300t	2.000,00	1.100,00	460,00	3.560,00
Aircraft up to 550 passengers and MTOW < 340t	2.500,00	1.300,00	550,00	4.350,00

The aforementioned charges cover all basic services in accordance with Annex 1. The most favorable applicable rate will be charged in each case.

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**

<b>Payment handling basic services for cargo aircraft in EUR</b>	<b>Basic charge OPS</b>	<b>Basic charge Ramp handling</b>	<b>Basic charge total</b>
Aircraft with an MTOW of up to 5,7t	100.00	140.00	240.00
Aircraft with an MTOW of up to 25t	180.00	340.00	520.00
Aircraft with an MTOW of up to 50t	270.00	390.00	660.00
Aircraft with an MTOW of up to 100t	370.00	650.00	1.020.00
Aircraft with an MTOW of up to 150t	500.00	900.00	1400.00
Aircraft with an MTOW of up to 200t	600.00	1.100.00	1700.00
Aircraft with an MTOW over 200t	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**

For the handling of aircraft landing (on-block) at night, i.e. after 21:00 and before 06:00 local time, a night surcharge will be levied on the above-mentioned basic charge. This amounts to

- 30% for a landing

If a flight is not cancelled 12 hours before the scheduled landing or take-off time, 50% of the above-mentioned basic fee will be charged.

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

**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 Rostock-Laage-Güstrow 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 III. 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.

<b>1. Ground Handling</b>		
<b>Special Services Ground Handling</b>		
Baggage identification on apron	per passenger	2,00
Baggage reloading in hold	per passenger	1,00
Special baggage Handling Terminalservice	per passenger	1,00
<b>Personnel</b>		
Personnel services shift manager ground staff	per half hour	35,00
Personnel services loader	per half hour	25,00
<b>2. Passenger Handling</b>		
<b>Special Services Passenger Handling</b>		
Check-in material ≤ Y50	per process	25,00
Check-in material > Y50	per process	52,00
UM- support	per passenger	15,00
Handling Lost & Found and Damage	per process	10,00 (excl. transportation cost)
<b>Personnel</b>		
Personnel services Passage/Service	per half hour	30,00
<b>3. Load Control, Communication, Operations, and Other OPS Services</b>		
<b>Special OPS Services</b>		
Cargo hold security check in accordance with 11.2.3.6	per process	80,00
<b>Personnel</b>		
Personnel services OPS/RAMP	per half hour	35,00
<b>4. Fueling</b>		
<b>JET A1</b>		
with mineral oil tax and without VAT	per litre	Daily rate
without mineral oil tax and without VAT	per litre	Daily rate
Minimum quantity surcharge for refueling with truck (<100L)	per process	35,00

<b>AVGAS 100LL</b>		
with mineral oil tax and without VAT	per litre	Daily rate
without mineral oil tax and without VAT	per litre	Daily rate
<b>Diesel</b>		
Diesel for GSE	per litre	Daily rate
<b>Oils</b>		
AeroShell Oil W15W-50 AW/AC	per quarter	15,85
used oil disposal	per litre	2,00
<b>5. Aircraft Interior Cleaning</b>		
<b>Aircraft Cleaning Transit</b>		
Aircraft cabin cleaning up to Y020	per process	75,00
Aircraft cabin cleaning up to Y050	per process	150,00
Aircraft cabin cleaning up to Y100	per process	200,00
Aircraft cabin cleaning up to Y150	per process	300,00
Aircraft cabin cleaning up to Y200	per process	380,00
Aircraft cabin cleaning up to Y250	per process	450,00
Aircraft cabin cleaning up to Y350	per process	750,00
Aircraft cabin cleaning up to Y450	per process	900,00
Aircraft cabin cleaning up to Y550	per process	1200,00
<b>Aircraft Interior Cleaning Overnight</b>		
Aircraft cabin cleaning Overnight up to Y20	per process	80,00
Aircraft cabin cleaning Overnight up to Y50	per process	120,00
Aircraft cabin cleaning Overnight up to Y100	per process	180,00
Aircraft cabin cleaning Overnight up to Y150	per process	300,00
Aircraft cabin cleaning Overnight up to Y200	per process	350,00
Aircraft cabin cleaning Overnight up to Y250	per process	475,00
Aircraft cabin cleaning Overnight up to Y350	per process	600,00
Aircraft cabin cleaning Overnight up to Y450	per process	750,00
Aircraft cabin cleaning Overnight up to Y550	per process	1100,00
<b>6. Special Services</b>		
<b>Aircraft De-icing</b>		
Provision of de-icing vehicle for aircraft up to max. 5,7 t MTOW	per process	150,00
Provision of de-icing vehicle for aircraft ≤ Y100	per process	330,00
Provision of de-icing vehicle for aircraft ≤ Y200	per process	430,00
Provision of de-icing vehicle for aircraft > Y200	per process	600,00
De-icing fluid ADF type 1 100 %	per litre	5,40
De-icing fluid ADF type 2 100 %	per litre	5,20

Hot water	per litre	0,35
Disposal of de-icing fluid	per litre	0,12
<b>Ground power supply</b>		
GPU 115V/400Hz//28V	per half hour	45,00
24V jump starter	per process	25,00
<b>Toilet Service</b>		
Toilet service ≤ Y50	per process	60,00
Toilet service ≤ Y200	per process	100,00
Toilet service > Y200	per process	120,00
<b>Water Service</b>		
Water service ≤ Y200	per process	70,00
Water service > Y200	per process	90,00
<b>Starting Air Unit</b>		
Startup aircraft with Air Start Unit (ASU)	per process	150,00
Aircraft heater (cabin heater)	per half hour	55,00
<b>Pushback and Hangaring</b>		
Pushback < 5,7 t	per process	25,00
Pushback > 5,7 t	per process	85,00
up to 2t tow into/out of hangar incl. towing unit	per process	28,00
up to 10t tow into/out of hangar incl. towing unit	per process	40,00
over 10t tow into/out of hangar incl. towing unit	per process	115,00
<b>Miscellaneous Services</b>		
waste disposal Airliner	per process	30,00
waste disposal GAT	per process	7,50
Storage/cooling per box	per process	15,00
equipment cleaning	per process	25,00
high pressure cleaner without detergent, incl. disposal	per half hour	20,00
Charging small battery	per process	5,00
Charging aircraft battery	per process	10,00
Distilled water	per litre	3,00
Ballast	per piece	15,00
<b>Fire fighter department</b>		
Fire Brigade for refueling with Pax on board	per process	95,00
<b>Cargo</b>		
<b>Technology</b>		
CMT-7-3.7 lift transporter	per half hour	70,00

Highloader 5,6m/20 t	per half hour	150,00
Containerdolly CD 5/2	per process	5,75
Palett-Container Dolly 96"X125"	per process	27,00
<b>Aircraft loading / unloading</b>		
Loading/unloading Air/RFS per AWB (*)	per process	20,00
Handling Cargo (*)	per kilogram	0,10
ULD built up/break down (minimum per ULD €50.00)	per kilogram	0,05
Aviation security check according to EU (V) 2015/1998 per AWB	per process	5,00
Cargo X-Ray, PHS, ETD according to order (Minimum €25.00)	per kilogram	0,10
<b>Dangerous goods</b>		
IATA DGR Check per package 1. UN No.	per piece	50,00
<b>Storage</b>		
Warehouse rent after 24h per kg and day	per kilogram	0,02
Warehouse rent from 4th day per kg and day	per kilogram	0,04
<b>Document Handling</b>		
Manifest Air/RFS per AWB	per process	25,00
Document Handling Export, Import AIR/RFS	per process	9,50
<b>Customs</b>		
Customs declaration per shipment	per process	40,00
<b>Catering</b>		
<b>General</b>		
Catering reloading	per process	60,00
Loading and unloading catering GAT	per process	30,00

<b>Onboard Catering</b>		
Coffee onboard	per litre	15,00
Hot water onboard	per litre	6,00
Ice cubes	per kilogram	5,00
Milk 1 litre	per litre	4,00
<b>Ground Catering (in case of delays)</b>		
Coffee	per litre	15,00
Hot water	per litre	6,00
Ice	per kilogram	5,00

<b>Technology</b>		
Stairs, small	per half hour	35,00
Stairs, medium	per half hour	50,00
Stairs, large	per half hour	60,00
Universal tow tractor MULAG 8t	per half hour	60,00
Trepel Challenger 430 Tow tractor 33t	per half hour	120,00
FRESIA Tow tractor 19t	per half hour	80,00
16,5m lifting platform OMME 1650EZ	per half hour	50,00
Blow sweeper	per half hour	100,00
Baggage tug	per half hour	55,00
Conveyor belt car (9m)	per half hour	40,00
Forklift (2,5t)	per half hour	30,00
Forklift (6,0t)	per half hour	65,00
<b>Aircraft Recovery</b>		
Towing process < 5,7t (aircraft recovery)	per process	25,00
recovery technology	per half hour	50,00
<b>7. General Services</b>		
<b>Airport Security and Badge Issuance</b>		
Permanent ID card with photo and coding	per piece	45,00
driving permit (permanent pass)	per piece	25,00
Loss of airport ID card	per piece	35,00
Day pass security area	per piece	15,00
Daily driving permit security area	per piece	15,00
Escort security area	per half hour	25,00
Special authorization for cars/trucks + 1 driver Access apron/pick-up	per process	35,00
Aviation security training in accordance with section 11.2.6 DVO (EU) 2015/1998	per process	69,00
Local briefing on behavior on apron, taxiway, S/L runway	per process	50,00
<b>Support / Tours</b>		
Supervision of film team	per hour	30,00
Supervision of film team	per day	550,00
<b>Communication / Office Services</b>		
Photocopy DIN A 4	per piece	0,10
Phone unit	per minute	0,06
Disruptions must be reported to telephone 038454/321-160. Tenant's wiring installations require written permission from the airport. All airport-owned telecommunications facilities may only be operated with airport-owned terminals. If the tenant deviates from this, explicit written permission is required. Otherwise, the tenant has to bear all costs incurred in the event of damage. The tenant is liable for all damages resulting from the operation of connected devices and indemnifies the airport from third-party claims.		

<b>Room / Facility Usage</b>		
use of large conference room (72m <sup>2</sup> ) per started hour	per hour	129,00
use of large conference room (72m <sup>2</sup> ) per day	per day	690,00
use of small conference room (36m <sup>2</sup> ) per started hour	per hour	50,00
use of small conference room (36m <sup>2</sup> ) per day	per day	290,00
use of crew room per started hour	per hour	35,00
use of crew room per day	per day	200,00
<b>Telecommunications Technology</b>		
one-time Fee for installation of communication technology	per process	70,00
Monthly fee for provision of communication technology	per process	30,00
Monthly fee for provision of communication technology (DSL)	per process	35,00