

# **Tallinn Airport Ltd**

## **CONDITIONS OF USE**

**Kuessaare airport (incl. Ruhnu airport)**

**Kärdla airport**

**Pärnu airport (incl. Kihnu airport)**

**Tallinn airport**

**Tartu airport**

Valid from 01.01.2012

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## 1. Interpretation

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1.1 For the purpose of this document Tallinn Airport Ltd shall mean the airport company (address Lennujaama tee 12, 11101 Tallinn, Estonia) that operates the following airports in Estonia:

Tallinn airport

Kuressaare airport, including Ruhnu airport

Kärdla airport

Pärnu airport, including Kihnu airport

Tartu airport

1.2 This document excludes route air navigation and terminal navigation charges at Tallinn airport. These charges are applied by Estonian Air Navigation Services and shall be paid to Estonian Air Navigation Services.

1.3 This document excludes aircraft and passenger ground handling services or any other ground services.

1.4 "Airport company" means Tallinn Airport Ltd as described in section 1.1.

1.5 "Operator", in relation to an aircraft means person or legal entity having the management of that aircraft for the time being.

1.6 "Charges" in this document include landing fee, parking fee, passenger fee, take-off fee and terminal navigation fee.

1.7 "Flight" means any aircraft activity between the time of take-off and the time of landing.

1.8 "Scheduled flight" means one flight of the series of flights (to/from airport from/to the same destination), operated in clearly stated pattern and is sold via standard GDS or accessible public internet booking engines.

1.9 "Maximum take-off weight" in relation to an aircraft means maximum allowed take-off weight as certified by the producer of the aircraft, approved by relevant civil aviation authority and registered in the aircraft manual (passport).

1.10 "Domestic flight" means a flight where the airports of both take-off and landing are within the Republic of Estonia and there is no intermediate landing outside this area.

1.11 "International flight" means all flights other than domestic flights.

1.12 "Passenger" means any person carried on an aircraft with the exception of flight crew and cabin staff operating the aircraft.

1.13 "Transfer passenger" means a passenger who arrives at the airport and departs from the airport in the way of not leaving the closed security restricted area of the airport.

1.14 "Transit passenger" means a passenger who arrives at the airport and continues its journey with the same aircraft (the flight number does not change).

1.15 "Based operator" means the operator which has concluded the aircraft base agreement with the airport company according to the general conditions of this document.

1.16 "Based aircraft" means the aircraft operated by based operator for which the payment of airport fees are settled according to the valid aircraft base agreement.

- 1.17 "The time of landing" means the time recorded by the Airport company as the time of touch down of an aircraft at the airport and 'the time of take-off' means the time recorded by the Airport Company as the time when the aircraft releases brakes on runway for starting take-off.
- 1.18 "Non-commercial flight" means any flight that does not involve the carriage of passengers, cargo or mail for hire or reward.
- 1.19 "Season" means one half year, which starts on last Sunday of March 00:00 local time and ends on last Saturday of October 24:00 local time in the same year or one half year, which starts on last Sunday of October 00:00 local time and ends on last Saturday of March 24:00 local time next year.
- 1.20 If interpreting differences between original Estonian version of this document, then Estonian text shall prevail.

## **2. General conditions**

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- 2.1 Tallinn Airport Ltd Conditions of Use refers to the Aviation Act § 59 of the Republic of Estonia.
- 2.2 The operator shall pay the applied charges for the landing, passengers and parking, take-off and terminal navigation as set out in this document. The operator shall pay for any supplies, services or facilities provided to him or to the aircraft at the airport before the aircraft leaves the airport.
- 2.3 The airport company may, at its sole discretion, permit the operator to pay the sums referred to in paragraph 2.2 either:
- in accordance with terms of payment agreed in advance and writing between the airport company and the operator, or
  - in accordance with terms of payment included in the invoice for such charges rendered by the airport company to the operator;
- Provided that the operator fails to make any payment in accordance with the terms of any such agreement or the terms of any such invoice then all such sums shall become immediately payable in cash.
- 2.4 The Airport company or the person appointed in written form by the airport company has the right to refuse to provide airport services to the aircraft in case the applicable fees related to the last landing at the airport, parking or departure from the airport have not been paid or no warrant has been presented to guarantee the payment (Ref: Estonian Aviation Act § 55 p. 2).
- All costs related to calling in debts shall be paid by the aircraft operator.
- 2.5 The operator or its appointed handling agent shall provide the airport company with information relating to movements of its aircraft or aircraft handled by the agent at the airport within 24 hours of each of those movements, including information about the number of departing and arriving passengers, transit and transfer passengers and the volume of cargo and mail loaded/unloaded at the airport, together with the name and address of the operator who is to be invoiced.
- 2.6 Tallinn airport shall sign the aircraft base agreements with operators possessing a valid Air Operator Certificate (AOC) issued by Estonian Civil Aviation Administration. Tallinn airport reserves the right to make exceptions to current conditions to the carriers possessing a valid Air Operator Certificate (AOC) issued in foreign countries and which perform commercial flights to/from the airport. These cases will be treated separately.

- 2.7 The airport company reserves the right at any time upon giving notice to amend, vary or discharge any of the terms and conditions of use set out hereby.
- 2.8 Discounts shall only be applied to operators that have no overdue payments. Applications to qualify for the discount must be presented directly to the airport where the flights shall be operated. Contacts: see Appendix 1.

### **3. Applying for the use of the airports**

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- 3.1 The operator must in written submit schedules at least 60 office days before starting scheduled flights to and from the airport. Notifications for altering minor details in the schedules must be submitted at least 30 office days before enforcing relevant changes. Contacts: see Appendix 1.
- 3.2 The operator must in written settle the details of payment for scheduled flights to and from the airport at least 5 office days before starting the service.
- 3.3 When applying for the permission to commence a service falling within terms of this Conditions Of Use, authorised documents attesting registration number, maximum take-off weight and seating capacity of operators aircraft (for this service) must be provided.

### **4. Payments**

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- 4.1 Payments for airport charges from non-scheduled traffic operators, who do not have written agreements with airport company can be made in cash or credit cards at cashiers office in the respective airport. Contacts: see Appendix 1.
- 4.2 When receiving payments for airport charges and other services and goods in a currency other than euro (EUR) the selling rate of Swedbank of the relevant currency on the same day shall be used.
- 4.3 Payments for route air navigation and terminal navigation charges at Tallinn airport can be made in cash or credit cards to cashiers office located at Tallinn airport passenger terminal or according to the agreement between Estonian Air Navigation Services and the client. Contacts: See Appendix 1. Payments for Terminal navigation charges at other airports shall be made in cash or credit cards at the respective airport.
- 4.4 Fees for diplomatic flights can be paid by bank transfer, if relevant diplomatic mission in Estonia submits a letter of guarantee to the airport company.
- 4.5 Airport invoices must be paid by the date as indicated on the invoice.
- 4.6 In case of delay with payments the Airport company is allowed to require a fine of 0,07% of unpaid sum a day, if there is no other agreement, and refuse to provide services to this client until the payment of debts.

## **5. Exemptions from airport charges**

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- 5.1 The following exemptions from airport charges apply:
- Flights performed exclusively for the transport of Heads of State or a members of his/her family or Heads of Government and Government Ministers on official mission or, on exceptional basis, other official visits of great foreign political importance for the Republic of Estonian whereby the status of the person must be indicated in the flight plan;
  - Search- and rescue flights authorised by the appropriate competent authority;
  - Flights involved in humanitarian aid authorised by the appropriate competent authority;
  - Flights which operate for the purpose of assuring and advocating immunity of Estonian airspace;
  - flight related to Defence Forces, Customs and Police activities;
  - aircraft carrying out a flight for checking or testing communication, navigation and surveillance equipment used or intended to be used for providing air navigation services;
  - aircraft returns to the airport of origin due to bad weather conditions or technical reasons;
  - Flights operated by the foreign state aircraft on the basis of reciprocity;
  - Flights operated on the basis of Open Skies Agreement.
- 5.2 In order to qualify for the exemption from the charges, the flight plan must include details specifying the basis for the exemption.
- 5.3 Government institutions with areas of responsibility including activities related to the flights exempt from airport charges shall inform the service provider of the planned flights in advance and shall pay for the flights that are exempt from the charges to the service provider.  
Failure to inform the service provider in advance does not exempt from the obligation of the payment for the services.
- 5.4 Passenger fees are not applied to:
- children under the age of two travelling without a separate ticket;
  - passengers who have been appointed to carry out the inspection of the aircraft, equipment or crew or are on the way to such inspection;
  - member of the crew who is on the way to begin his mission;
  - passengers on rescue, search and training flights.

## **6. Value Added Tax**

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- 6.1 All flights are subject to value added tax according to Value Added Tax Act of the Republic of Estonia.

## **7. Enquiries**

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- 7.1 All enquiries regarding this document should be addressed in writing to the airport company or directly to the respective airport. Contacts: see Appendix 1.

## 8. Tallinn airport charges

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Charges applied at Tallinn Airport include landing fee, passenger fee and parking fee  
For exemptions please refer to p. 5 and for available discounts p. 8.4.

### 8.1 Landing fee

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8.1.1 Landing fee is charged for aircraft landing at the airport for every 1000 kgs of maximum take-off weight or a part thereof according to the following principle:

International flight	8,31 EUR / 1000 kg
Domestic flight	6,71 EUR/ 1000 kg

### 8.2 Passenger fee

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8.2.1 Passenger fee is charged for every departing passenger.

8.2.2 Operator pays passenger fee to the airport on behalf of passengers.

8.2.3 Passenger fee is charged as follows:

International flight	7,03 EUR per departing passenger
Domestic flight	5 EUR per departing passenger

### 8.3 Parking fee

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8.3.1 Aircraft parking period shall start when the aircraft reaches the parking position (onblock time) and shall end when the aircraft leaves the parking position (off-block time).

8.3.2 During the parking period no parking fee is charged from aircraft parking:

8.3.1.1 less than 6 hours	- all-cargo aircraft (based on aircraft arrival)
8.3.1.2 less than 3 hours	- all other aircraft

8.3.3 If parking longer than established in point 8.3.2. the parking charge is being taken for the parking of the aircraft in any area of the territory of the airport, calculated per 1000 kg of the aircraft maximum take-off weight (rounded up) per every started 24 hour period as following:

Non -based aircraft	1,53 EUR, but not less than 9,20 EUR
Based aircraft	0,64 EUR, but not less than 3,83 EUR

## **8.4 Discounts**

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Route support scheme for scheduled flights is described in a separate document. For more details please contact [marketing@tll.aero](mailto:marketing@tll.aero).

### **8.4.1 Parking fee discount**

25% discount from parking fee is applicable to scheduled passenger flights operated by aircraft not based in Tallinn airport.

### **8.4.2 Second freedom traffic discount**

70% discount from landing fee is applicable in case of international flights only.

Second freedom traffic means landing of any aircraft (which operator has obtained its air operator's certificate in another country than Estonia) in case of which no passengers, cargo or mail is embarked/disembarked at the airport, operated on either technical and/or meteorological reasons or for fuelling and/or maintenance; this does not include landings, where airport is used as alternate airport.

### **8.4.3 Discount for training flights**

70% discount from landing fee is applicable to all aircraft performing training flights at the airport.

### **8.4.4 Discount for transit and transfer passengers**

100% discount from passenger fee is applicable to transit and transfer passengers.

### **8.4.5 Discount for historical aircraft**

100% discount from landing fee is applicable to historical aircraft operating non-commercial flights. Application must be presented to the airport company to qualify for the discount.

### **8.4.6 Discount for parachutists**

50% discount from passenger fee is available for parachutists provided that a prior application for a discount has been submitted to the airport.

### **8.4.7 Discount for ambulance flights**

100 % discount from emergency fee is applicable to passengers on the ambulance flights.



## 9. Kuressaare and Ruhnu airport charges

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Charges applied at Kuressaare airport include landing fee, passenger fee, parking fee, take-off fee and terminal navigation fee.

Charges applied at Ruhnu airport include landing fee, passenger fee and parking fee.

For exemptions please refer to p. 5 and for available discounts p. 9.7.

### 9.1 Landing fee

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9.1.1 Landing charge is charged for aircraft landing operations at the airport for every 1000 kgs of maximum take-off weight (MTOW) or a part thereof according to the following principle:

#### Kuressaare

International flight	8,31 EUR/ 1000 kg
Domestic flight	6,71 EUR/ 1000 kg

#### Ruhnu

International flight	6,71 EUR/105 EEK/1000 kg
Domestic flight	6,71 EUR/105 EEK/ 1000 kg.

9.1.2 In case of using Kuressaare airport outside official airport operating hours the following surcharge will be applied per landing:

Aircraft with MTOW up to 2700 (incl) kg	31,96 EUR
Aircraft with MTOW from 2701(incl) kg	63,91 EUR

9.1.3 Surcharge as described in point 9.1.2 is applied if air traffic services have been previously requested and is also applied to fixed fee as described in p 9.6. The surcharge will also be applicable if an aircraft lands during official business hours but the requested air traffic services are provided outside the official business hours.

### 9.2 Passenger fee

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9.2.1 Passenger fee is charged for every departing passenger.

9.2.2 Operator pays passenger fee to the airport on behalf of passengers.

9.2.3 Passenger fee is charged as follows:

#### Kuressaare

International flight	7,03 EUR per departing passenger
Domestic flight	4 EUR per departing passenger

#### Ruhnu

International flight	7,03 EUR per departing passenger
Domestic flight	2,56 EUR per departing passenger

### 9.3 Parking fee

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9.3.1 Aircraft parking period shall start when the aircraft reaches the parking position (onblock time) and shall end when the aircraft leaves the parking position (off-block time).

9.3.2 During the parking period no parking fee is charged from aircraft parking:

9.3.1.1 less than 6 hours – all-cargo aircraft (based on aircraft arrival)

9.3.1.2 less than 3 hours – all other aircraft

9.3.3 If parking longer than established in point 9.3.2. the parking charge is being taken for the parking of the aircraft in any area of the territory of the airport, calculated per 1000 kg of the aircraft maximum take-off weight (rounded up) per every started 24 hour period as following:

**Kuressaare**

Non-based aircraft 1,28 EUR, but not less than 2,56 EUR

Based aircraft 0,64 EUR

**Ruhnu**

Non-based aircraft 0,64 EUR

### 9.4 Take-off fee

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9.4.1 Take-off fee is applied at Kuressaare airport for take-offs outside official airport operating hours and provided that air traffic services have been previously requested.

Take-off fee is applied also in case if aircraft takes off during official business hours, but airport will start to provide air traffic control service outside the official business hours.

9.4.2 Take-off fee is applied as follows:

International flight 89,48 EUR

Domestic flight 89,48 EUR

### 9.5 Terminal Navigation fee

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9.5.1 A terminal navigation charge is a charge to be paid for a flight in a terminal control area, control zone or flight information zone of an airport and using air traffic control services and/or flight information service.

9.5.2 Terminal Navigation fee is applied for landings at Kuressaare airport with aircraft with MTOW more than 500 kg. The fee is determined according to the following formula:

$$T = p \times w$$

whereas T is the terminal navigation fee with two decimals,

p is the unit price as follows

international flight	p = 38,35 EUR
domestic flight	p = 28,76 EUR

and w is the aircraft MTOW ( $w = \sqrt{\text{MTOW} : 50}$ , where MTOW is in tons with three decimals).

9.5.3 Terminal navigation charge will not be paid for aircraft departing from an airport.

9.5.4 The terminal navigation charge is not collected for flights of aircraft flying in terminal control area of an airport without landing provided that the route air navigation charge is paid.

9.5.5 Aircraft conducting low approaches and touch-and-go landings shall pay a sum of the charges as set out in p.9.5.2 equal to one landing.

## **9.6 Fixed fees**

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### **9.6.1 Fixed fee for aircraft with MTOW up to 2700(incl) kg**

From May the 1<sup>st</sup> until September the 1<sup>st</sup> fixed fee of 30 EUR will be applied for aircraft with MTOW up to 2700(incl) kg.

Fixed fee includes landing fee, parking fee and terminal navigation fee. Fixed fee does not include VAT.

Fixed fee is applied to aircraft operating international flights during airport official operating hours. In case the aircraft departs from the airport outside official operating hours take-off fee will be applied according to the valid price list.

## **9.7 Discounts**

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### **9.7.1 Discount for training flights**

30% discount from landing fee and terminal navigation fee is applied to all aircraft performing training flights.

For aircraft conducting low approaches and touch-and-go landings the total of the landing fee and terminal navigation fee is equal to one landing.

In case of touch-and-go landings landing fee and terminal navigation fee is applied after each fifth touch-and-go.

In case of conducting low approaches terminal navigation fee is applied after each fifth low approach.

In case of performing training flights outside airport official operating hours and provided that air traffic services have been previously requested 50% discount of the published landing surcharge and take-off fee will be applied.

### **9.7.2 Discount for aircraft with MTOW up to 2700(incl) kg.**

100% discount from passenger fee is applied to aircraft with MTOW up to 2700(incl) kg.

### **9.7.3 Discount for sightseeing and demonstration flights.**

50% discount is available for sightseeing and demonstration flights provided that a prior application for a discount has been submitted to the airport.

### **9.7.4 Discounts for parachutists**

50% discount from passenger fee is available for parachutists provided that a prior application for a discount has been submitted to the airport.

### **9.7.5 Discount for historical aircraft**

100% discount from landing fee is available for historical aircraft operating non-commercial flights. Prior application for a discount must be submitted to the airport.

### **9.7.6 New route discount**

Kuressaare airport offers new route discount from landing fees during the first 12 months of operation to operators, which at least once a week start to operate from Kuressaare to a destination that has not been served during the previous year:

- 50% discount from published landing fee during the first 6 months (starting from the first flight).
- 30% discount from published landing fee during the following 6 months.

Discount period and conditions will be set out in an agreement between the airport and the operator.

Terms and conditions:

1. In case the new route operator cancels flights on this route during the validity of the discount and another operator starts operating on the same route during the discount period, the remaining of the discount can be offered to the new operator. Unused discounts will be applied until the end of the original discount period. In case the first operator wishes to restart the services on the new route the discount shall not be applied.
2. In case additional operators start services on the new route during the validity of the discount period, the new operator will get the same discount during the same period. Although a starting date is later, the discount period will come to an end at the same date.
3. In case invoices become overdue during the discount period the airport reserves the right to stop the application of the discount.

**9.7.7 Discount for ambulance flights**

100 % discount from emergency fee is applicable to passengers on the ambulance flights.

## 10. Kärdla airport charges

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Charges applied at Kärdla airport include landing fee, passenger fee, parking fee, take-off fee and terminal navigation fee.

For exemptions please refer to p. 5 and for available discounts p.10.7.

### 10.1 Landing fee

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10.1.1 Landing fee is charged for aircraft landing operations at the airport for every 1000 kgs of maximum take-off weight (MTOW) or a part thereof according to the following principle:

International flight	8,31 EUR/1000 kg
Domestic flight	6,71 EUR/1000 kg

10.1.2 In case of using Kärdla airport outside official airport operating hours the following surcharge will be applied per landing:

Aircraft with MTOW up to 2700 (incl) kg	31,96 EUR
Aircraft with MTOW from 2701 (incl) kg	63,91 EUR

10.1.3 Surcharge as described in point 10.1.2 is applied if air traffic services have been previously requested and also if fixed fee (as described in p 10.6 ) is applied for the services. Surcharge is applied also in case if aircraft lands during official business hours, but airport will start to provide requested service outside the official business hours.

### 10.2 Passenger fee

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10.2.1 Passenger fee is charged for every departing passenger.

10.2.2 Operator pays passenger fee to the airport on behalf of passengers.

10.2.3 Passenger fee is charged as follows:

International flight	7,03 EUR per departing passenger
Domestic flight	4 EUR per departing passenger

### 10.3 Parking fee

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10.3.1 Aircraft parking period shall start when the aircraft reaches the parking position (on-block time) and shall end when the aircraft leaves the parking position (off-block time).

10.3.2 During the parking period no parking fee is charged from aircraft parking

10.3.2.1 less than 6 hours – all-cargo aircraft (based on aircraft arrival)

10.3.2.2 less than 3 hours – all other aircraft

10.3.3 If parking longer than established in point 10.3.2. the parking charge is being taken for the parking of the aircraft in any area of the territory of the airport, calculated per 1000 kg of the aircraft maximum take-off weight (rounded up) per every started 24 hour period as following:

Non-based aircraft	1,28 EUR, but not less than 2,56 EUR
Based aircraft	0,64 EUR

## 10.4 Take-off fee

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10.4.1 Take-off fee is applied at Kärdla airport for take-offs outside official airport operating hours and provided that airport information services have been previously requested.

Take-off fee is applied also in case if aircraft takes off during official business hours, but airport will start to provide airport information service outside the official business hours.

10.4.2 Take-off fee is applied as follows:

International flight	89,48 EUR
Domestic flight	89,48 EUR

## 10.5 Terminal navigation fee

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10.5.1 A terminal navigation charge is a charge to be paid for a flight in a terminal control area, control zone or flight information zone of an airport and using air traffic control services and/or flight information service.

10.5.2 Terminal Navigation fee is applied for landings at Kärdla airport with aircraft with MTOW more than 500 kg. The fee is determined according to the following formula:

$$T = p \times w$$

whereas T is the terminal navigation fee with two decimals,

p is the unit price as follows:

International flight	p =38,35 EUR
Domestic flight	p =28,76 EUR

and w is the aircraft MTOW ( $w = \sqrt{\text{MTOW} : 50}$ , where MTOW is in tons with three decimals).

10.5.3 Terminal navigation charge will not be paid for aircraft departing from an airport.

10.5.4 The terminal navigation charge is not collected for flights of aircraft flying in terminal control area of an airport without landing provided that the route air navigation charge is paid.

10.5.5 Aircraft conducting low approaches and touch-and-go landings shall pay a sum of the charges as set out in p.10.5.2 equal to one landing.

## 10.6 Fixed fees

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### 10.6.1 Fixed fee for aircraft with MTOW up to 2700 (incl) kg

From May the 1<sup>st</sup> until September the 1<sup>st</sup> fixed fee of 30 EUR will be applied for aircraft with MTOW up to 2700 (incl) kg.

Fixed fee includes landing fee, parking fee and terminal navigation fee. Fixed fee does not include VAT.

Fixed fee is applied to aircraft operating international flights during airport official operating hours. In case the aircraft departs from the airport outside official operating hours take-off fee will be applied according to the valid price list.

## **10.7 Discounts**

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### **10.7.1 Discount for training flights**

30% discount from landing fee and terminal navigation charge is applied to all aircraft performing training flights.

For aircraft conducting low approaches and touch-and-go landings the total of the landing fee and terminal navigation fee is equal to one landing.

In case of touch-and-go landings landing fee and terminal navigation fee is applied after each fifth touch-and-go.

In case of conducting low approaches terminal navigation fee is applied after each fifth low approach.

In case of performing training flights outside airport official operating hours and provided that air traffic services or airport information services have been previously requested 50% discount of the published landing surcharge and take-off fee will be applied.

### **10.7.2 Discount for aircraft with MTOW up to 2700(incl) kg.**

100% discount from passenger fee is applied to aircraft with MTOW up to 2700(incl) kg.

### **10.7.3 Discount for sightseeing and demonstration flights.**

50% discount is available for sightseeing and demonstration flights provided that a prior application for a discount has been submitted to the airport.

### **10.7.4 Discounts for parachutists**

50% discount from passenger fee is available for parachutists provided that a prior application for a discount has been submitted to the airport.

### **10.7.5 Discount for historical aircraft**

100% discount from landing fee is available for historical aircraft operating non-commercial flights. Prior application for a discount must be submitted to the airport.

### **10.7.6 Discount for ambulance flights**

100 % discount from emergency fee is applicable to passengers on the ambulance flights.

## 11. Pärnu and Kihnu airport charges

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Charges applied at Pärnu airport include landing fee, passenger fee, parking fee, take-off fee and terminal navigation fee.

Charges applied at Kihnu airport include landing fee, passenger fee and parking fee.

For exemptions please refer to p. 5 and for available discounts p.11.7.

### 11.1 Landing fee

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11.1.1 Landing fee is charged for aircraft landing operations at the airport for every 1000 kgs of maximum take-off weight (MTOW) or a part thereof according to the following principle:

#### Pärnu

International flight	8,31 EUR/1000 kg
Domestic flight	6,71 EUR/ 1000 kg

#### Kihnu

International flight	6,71 EUR / 1000 kg
Domestic flight	6,71 EUR / 1000 kg

11.1.2 In case of using Pärnu airport outside official airport operating hours the following surcharge will be applied per landing:

Aircraft with MTOW up to 2700 kg	31,96 EUR
Aircraft with MTOW from 2701 kg	63,91 EUR

11.1.3 Surcharge as described in point 11.1.2 is applied if air information services have been previously requested and also if fixed fee (as described in p 11.6) is applied for the services. Surcharge is applied also in case if aircraft lands during official business hours, but airport will start to provide requested service outside the official business hours.

### 11.2 Passenger fee

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11.2.1 Passenger fee is charged for every departing passenger.

11.2.2 Operator pays passenger fee to the airport on behalf of passengers.

11.2.3 Passenger fee is charged as follows:

#### Pärnu

International flight	7,03 EUR per departing passenger
Domestic flight	4 EUR per departing passenger

#### Kihnu

International flight	7,03 EUR per departing passenger
Domestic flight	2,56 EUR per departing passenger

### 11.3 Parking fee

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11.3.1 Aircraft parking period will begin when the aircraft reaches the parking position (on-block time) and ends when the aircraft leaves the parking position (off-block time).

11.3.2 During the parking period no parking fee is charged from aircraft parking

11.3.2.1 less than 6 hours – all-cargo aircraft (based on aircraft arrival)

11.3.2.2 less than 3 hours - all other aircraft



11.3.3 If parking longer than established in point 11.3.2. the parking charge is being taken for the parking of the aircraft in any area of the territory of the airport, calculated per 1000 kg of the aircraft maximum take-off weight (rounded up) per every started 24 hour period as following:

**Pärnu**

Non-based aircraft 1,28 EUR, but not less than 2,56 EUR  
Based aircraft 0,64 EUR

**Kihnu**

Non-based aircraft 0,64 EUR

## 11.4 Take-off fee

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11.4.1 Take-off fee is applied at Pärnu airport for take-offs outside official airport operating hours and provided that airport information services have been previously requested.

Take-off fee is applied also in case if aircraft takes off during official business hours, but airport will start to provide airport information services outside the official business hours.

11.4.2 Take-off fee is applied as follows:

International flight 89,48 EUR  
Domestic flight 89,48 EUR

## 11.5 Terminal navigation fee

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11.5.1 A terminal navigation charge is a charge to be paid for a flight in a terminal control area, control zone or flight information zone of an airport and using air traffic control services and/or flight information service.

11.5.2 Terminal navigation fee is applied for landings at Pärnu airport with aircraft with MTOW more than 500 kg. The fee is determined according to the following formula:

$$T = p \times w$$

whereas T is the terminal navigation fee with two decimals,  
p is the unit price as follows:

International flight	p =38,35 EUR
Domestic flight	p =28,76 EUR

and w is the aircraft MTOW ( $w = \sqrt{\text{MTOW} : 50}$ , where MTOW is in tons with three decimals).

11.5.3 Terminal navigation charge will not be paid for aircraft departing from an airport.

11.5.4 The terminal navigation charge is not collected for flights of aircraft flying in terminal control area of an airport without landing provided that the route air navigation charge is paid.

11.5.5 Aircraft conducting low approaches and touch-and-go landings shall pay a sum of the charges as set out in p.11.5.2 equal to one landing.

## **11.6 Fixed fees**

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### **11.6.1 Fixed fee for aircraft with MTOW up to 2700(incl) kg**

From May the 1<sup>st</sup> until September the 1<sup>st</sup> fixed fee of 30 EUR will be applied to aircraft with MTOW up to 2700(incl) kg.

Fixed fee includes landing fee, parking fee and terminal navigation fee. Fixed fee does not include VAT.

Fixed fee is applied to aircraft operating international flights during airport official operating hours. In case the aircraft departs from the airport outside official operating hours take-off fee will be applied according to the valid price list.

## **11.7 Discounts**

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### **11.7.1 Discount for training flights**

30% discount from landing fee and terminal navigation charge is applied to all aircraft performing training flights.

For aircraft conducting low approaches and touch-and-go landings the total of the landing fee and terminal navigation fee is equal to one landing.

In case of touch-and-go landings landing fee and terminal navigation fee is applied after each fifth touch-and-go. In case of conducting low approaches terminal navigation fee is applied after each fifth low approach. In case of performing training flights outside airport official operating hours and provided that air traffic services or airport information services have been previously requested 50% discount of the published landing surcharge and take-off fee will be applied.

### **11.7.2 Discount for aircraft with MTOW up to 2700(incl) kg.**

100% discount from passenger fee is applied to aircraft with MTOW up to 2700(incl) kg.

### **11.7.3 Discount for sightseeing and demonstration flights.**

50% discount is applied to sightseeing and demonstration flights provided that a prior application for a discount has been submitted to the airport.

### **11.7.4 Discount for parachutists**

50% discount from passenger fee is applied to parachutists provided that a prior application for a discount has been submitted to the airport.

### **11.7.5 Discount for historical aircraft**

100% discount from landing fee is available for historical aircraft operating non-commercial flights. Prior application for a discount must be submitted to the airport.

### **11.7.6 Discount for ambulance flights**

100 % discount from emergency fee is applicable to passengers on the ambulance flights.

## 12. Tartu airport charges

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Charges applied at Tartu airport include landing fee, passenger fee, parking fee, take-off fee and terminal navigation fee.

For exemptions please refer to p. 5 and for available discounts p.12.7.

### 12.1 Landing fee

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12.1.1 Landing fee is charged for aircraft landing operations at the airport for every 1000 kgs of maximum take-off weight (MTOW) or a part thereof according to the following principle:

International flight	8,31 EUR / 1000 kg
Domestic flight	6,71 EUR / 1000 kg

12.1.2 In case of using Tartu airport outside official airport operating hours the following surcharge will be applied per landing:

Aircraft with MTOW up to 2700(incl) kg	31,96 EUR
Aircraft with MTOW from 2701(incl) kg	63,91 EUR

12.1.3 Surcharge as described in point 12.1.2 is applied if air traffic services have been previously requested and also if fixed fee (as described in p 12.6) is applied for the services. Surcharge is applied also in case if aircraft lands during official business hours, but airport will start to provide requested service outside the official business hours.

### 12.2 Passenger fee

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12.2.1 Passenger fee is charged for every departing passenger.

12.2.2 Operator pays passenger fee to the airport on behalf of passengers.

12.2.3 Passenger fee is charged as follows:

International flight	7,03 EUR per departing passenger
Domestic flight	4 EUR per departing passenger

### 12.3 Parking fee

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12.3.1 Aircraft parking period shall start when the aircraft reaches the parking position (on-block time) and shall end when the aircraft leaves the parking position (off-block time).

12.3.2 During the parking period no parking fee is charged from aircraft parking:

12.3.2.1 less than 6 hours – all-cargo aircraft (based on aircraft arrival)

12.3.2.2 less than 3 hours – all other aircraft

12.3.3 If parking longer than established in point 12.3.2. the parking charge is being taken for the parking of the aircraft in any area of the territory of the airport, calculated per 1000 kg of the aircraft maximum take-off weight (rounded up) per every started 24 hour period as following:

Non-based aircraft	1,28 EUR, but not less than 2,56 EUR
Based aircraft	0,64 EUR

## 12.4 Take-off fee

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12.4.1 Take-off fee is applied at Tartu airport for take-offs outside official airport operating hours and provided that air traffic services have been previously requested.

Take-off fee is applied also in case if aircraft takes off during official business hours, but airport will start to provide air traffic control service outside the official business hours.

12.4.2 Take-off fee is applied as follows:

International flight	89,48 EUR
Domestic flight	89,48 EUR

## 12.5 Terminal navigation fee\*

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12.5.1 A terminal navigation charge is a charge to be paid for a flight in a terminal control area, control zone or flight information zone of an airport and using air traffic control services and/or flight information service.

12.5.2 Terminal navigation fee is applied for landings at Tartu airport which is based on the maximum take-off weight of the aircraft and the fee is determined in accordance with the following formula:

$$T = p \times w$$

whereas T is the terminal navigation fee with two decimals,  
p is the unit price as follows:

International flight	p = 77,97 EUR
Domestic flight	p = 77,97 EUR

and w is the aircraft MTOW ( $w = \sqrt{\text{MTOW} : 50}$ , where MTOW is in tons with three decimals).

12.5.3 Terminal navigation charge will not be paid for aircraft departing from an airport.

12.5.4 The terminal navigation charge is not collected for flights of aircraft flying in terminal control area of an airport without landing provided that the route air navigation charge is paid.

12.5.5 Aircraft conducting low approaches and touch-and-go landings shall pay a sum of the charges as set out in p.12.5.2 equal to one landing.

\* Terminal navigation service is provided by Estonian Air Navigation Services. Terminal navigation fees, conditions and discounts are listed herein have informative purposes.

## 12.6 Fixed fees

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### 12.6.1 Fixed fee for aircraft with MTOW up to 2700(incl) kg

From May the 1<sup>st</sup> until September the 1<sup>st</sup> fixed fee of 30 EUR will be applied to aircraft with MTOW up to 2700(incl) kg.

Fixed fee includes landing fee, parking fee and terminal navigation fee. Fixed fee does not include VAT.

Fixed fee is applied to aircraft operating international flights during airport official operating hours. In case the aircraft departs from the airport outside official operating hours take-off fee will be applied according to the valid price list.

## **12.7 Discounts**

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### **12.7.1 Discount for aircraft with MTOW up to 2 700(incl) kg.**

100% discount from passenger fee is applied to aircraft with MTOW up to 2700(incl) kg.

### **12.7.2 Discount for sightseeing and demonstration flights.**

50% discount is applied to sightseeing and demonstration flights provided that a prior application for a discount has been submitted to the airport.

### **12.7.3 Discount for parachutists**

50% discount from passenger fee is applied to parachutists provided that a prior application for a discount has been submitted to the airport.

### **12.7.4 Discount for historical aircraft**

100% discount from landing fee is available for historical aircraft operating non-commercial flights. Prior application for a discount must be submitted to the airport.

### **12.7.5 Discount for training flights**

30% discount from landing fee and 50% discount from terminal navigation charge is applied to all aircraft performing training flights.

For aircraft conducting low approaches and touch-and-go landings the total of the landing fee and terminal navigation fee is equal to one landing.

In case of touch-and-go landings landing fee and terminal navigation fee is applied after each fifth touch-and-go.

In case of conducting low approaches terminal navigation fee is applied after each fifth low approach.

In case of performing training flights outside airport official operating hours and provided that air traffic services or airport information services have been previously requested 50% discount of the published landing surcharge and take-off fee will be applied.

### **12.7.6 Discount for ambulance flights**

100 % discount from emergency fee is applicable to passengers on the ambulance flights.

## Appendix 1 Contacts

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<p><b>Tallinn airport</b> Operator Fax <b>Marketing</b> Telephone E-mail SITA <b>Accounting</b> Telephone E-mail <b>Apron control</b> Telephone Fax E-mail SITA <b>Cashiers office (Tallinn Airport GH)</b> Telephone E-mail SITA</p>	<p>+372 605 8701 +372 605 8333  +372 605 8701 <a href="mailto:marketing@tll.aero">marketing@tll.aero</a> TLLTO8X  +372 605 8081 finance@tll.aero  +372 605 8461 +372 605 8433 <a href="mailto:peadispetser@tll.aero">peadispetser@tll.aero</a> TLLXT8X  +372 605 8421 handling@tll.aero TLLGH8X</p>
<p><b>Kuressaare airport, Ruhnu airport</b> Address  Telephone Fax E-mail: <b>Air Traffic Unit</b> Telephone Fax E-mail <b>Ruhnu airport</b> Telephone E-mail Website</p>	<p>Roomassaare tee 1 93 815 Kuressaare, Saaremaa, Estonia +372 453 0313 +372 453 0340 <a href="mailto:kuressaare.kassa@tll.aero">kuressaare.kassa@tll.aero</a>  +372 453 0315 +372 453 0314 <a href="mailto:tower@eeke.ee">tower@eeke.ee</a>  +372 453 3824 <a href="mailto:ruhnu@tll.aero">ruhnu@tll.aero</a> <a href="http://www.kuressaare-airport.ee">www.kuressaare-airport.ee</a></p>
<p><b>Kärdla airport</b> Address  Telephone Fax <b>Air Traffic Control</b> Telephone E-mail Website</p>	<p>Hiessaare 92301 Pühalepa vald, Hiiumaa, Estonia +372 46 31003 +372 46 31003  +372 46 31002 allan.mall@tll.aero <a href="http://www.hiiumaa.ee/airport">www.hiiumaa.ee/airport</a></p>

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