

## **Regulations relating to charges for use of airports operated by Avinor AS**

This is an unofficial translation. The Norwegian text shall prevail.

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## **Chapter 1. General provisions**

### **Section 1. Subject matter**

These provisions regulate the setting of charges for services delivered by Avinor AS (Avinor) at the company's airports. The purpose is to:

1. Safeguard the consideration of the users of Avinors' airports
2. Promote the efficient, economical and profitable operation of airports
3. Contribute to the correct scope and timing of investment in infrastructure in order to safeguard the expected needs of airport users
4. Ensure that users are provided with sufficient information with regards to the principles of setting the airport charges
5. Ensure public supervision of Avinors' obligations according to the regulations

### **Section 2. Scope**

The regulations apply to charges levied as compensation for airport services. They do not apply to:

1. Charges regulated in the Regulations relating to air navigation services provided by Avinor AS (forskrift 15. November 2010 nr. 1430 om avgift på flysikringstjenester som ytes av Avinor AS).
2. Compensation levied for services regulated by the Regulations relating to ground handling services (forskrift 3. November 2000 nr. 1096 om lufthavnrelaterte tjenester).
3. Compensation for services to persons with reduced mobility (forskrift 16. Juli 2013 nr 919 om universell utforming av lufthavner, og om funksjonshemmedes rettigheter ved lufttransport)

Airport services does not include services where the compensation is determined in contractual form, cf. Section 36.

The regulations apply to services at all Avinor airports, including Svalbard airport, Longyear.

### **Section 3. General exceptions from obligation to pay charges**

No form of charges shall be paid in accordance with these regulations for:

1. Flights performed by aircraft with a military registration mark.
2. Flights performed by civil aircraft when in accordance with the Agreement between the Armed Forces and Avinor regarding airport- and air navigation services, or complementary agreements.
3. Flights performed exclusively in connection with official trips undertaken by the reigning monarch and his/her family, heads of state, heads of government and government ministers. Flights being made in connection with such official trips must state this as a specific note on the aircraft's flight plan.
4. Flights performed in connection with calibration.
5. Flights engaged in search and rescue (SAR) operations.
6. Flights performed by gliders or sailplanes. However, aircraft of this type with engines that can be used for take-off are not exempt from charges.

Provisions regarding exceptions from charges, discounts and incentives schemes otherwise mentioned in these regulations shall apply in addition to the exceptions in this section.

## **Section 4. Definitions**

In these regulations, the following definitions apply:

1. Avinor: Avinor AS and subsidiaries of Avinor AS
2. DTS: Daily Traffic Survey – a file format defined by Avinor for reporting of daily aircraft movements and other information necessary for the calculation of charges and production of statistical data.
3. Highest take-off weight: The maximum take-off weight an aircraft may have according to national aircraft register, aircraft flight manual, airworthiness certificate or other equivalent official documentation. In cases where an aircraft is certified for several maximum take-off weights, the highest of these weights shall be applied as basis for calculation of take-off charges. If the aircraft operator does not provide necessary documentation, the weight of the heaviest known aircraft of the same type shall be applied.
4. Flight to Continental Shelf: Flights from Avinor's airports to installations on the Norwegian Continental Shelf.
5. Scheduled traffic: A series of flights performed in exchange for compensation with aircraft used for transport of passengers on an individual basis in accordance with publicly available time schedule. Serial charter flights are also included.
6. Transfer passenger: Passenger changing from a route number to another underway on a continuous journey. It is not relevant whether the journey's start or final destination is domestic or international.
7. Transit passenger: Passenger travelling on the same route number in and out of the airport. It is not relevant whether the journey's start or final destination is domestic or international.

## **Section 5. Supervision of the regulations**

The Norwegian Civil Aviation Authority (CAA) is responsible for ensuring that decisions made in accordance with the regulations are applied. The CAA shall perform its tasks in an impartial and transparent manner.

### **Chapter 2. Process and responsibility for the annual setting of charges (Sections 6-10)**

#### **Section 6. Responsibility for setting the airport charges**

Avinor issues a proposal for charges at the company's own airports, in accordance with the procedures in this chapter, and in accordance with the provisions of chapter 4 to 7. Thereafter the CAA approves of the charges in accordance with section 10.

#### **Section 7. Process and due dates**

The charges are set for every calendar year. The following process shall be applied for setting of charges in the year preceding the relevant calendar year:

1. In the period from 1 January to 31 May, Avinor shall prepare the process in section 2 to 5 by applying the consultation procedures in section 8 to inform about traffic numbers and forecasts, investments and changes in framework conditions.
2. By June 1, Avinor shall make available its proposal for charges for the subsequent year.
3. From the proposal in no. 2 has been made available, and until August 15, Avinor shall apply the consultation procedures in section 8 to explain and discuss the proposal.

4. By September 1, Avinor shall make available its final proposal for charges for the subsequent year. At the same time, Avinor will send the decision to the Norwegian Civil Aviation Authority for final approval according to the rules set out in section 10.
5. By November 1, the charges shall be finally approved and published by the Norwegian Civil Aviation Authority.

The Ministry of Transport and Communications can agree to a different procedure or other deadlines than those mentioned above if special considerations are prevalent. Furthermore, the Ministry can decide that the charges shall be set for two or more years in the same process.

### **Section 8. Involvement of airlines**

Avinor is responsible for establishing a procedure for regular consultations with airlines, or one or more organizations representing these. Users paying a separate charge for flights to the continental shelf from Avinor airports with a helicopter terminal shall be involved separately. Consultations should be used to discuss the level of charges within the framework described in chapter 3 to 7, the application of charges already set, and the link between charges and the quality of service and service content where this is relevant.

Avinor shall strive to reach agreement with the airlines about the setting of charges according to this chapter. The airlines shall be given the opportunity to comment on any proposed changes to the charges, and Avinor is responsible for showing how the airlines' opinions have been taken into consideration when the final proposal in section 7, no. 4 is made available.

### **Section 9. Access to information**

Before consultations as mentioned in section 8, Avinor is responsible for providing the airlines, or organizations representing these, with information on the basis for the charges, an explanation of the charging system as described in chapter 4 to 7, and how the charges are proposed to be set in accordance with this framework. As far as deemed appropriate, there shall be given separate information for each airport in the company's network. The information shall include the following:

1. A list of the various services and infrastructure provided in return for the airport charge levied,
2. A description of how the charges has been set in accordance with the provisions in chapter 4 to 7, and any further principles Avinor has applied,
3. The overall cost structure with regard to the facilities and services which airport charges relate to,
4. The revenue of the different charges and the total cost of the services covered by them,
5. Any financing from public authorities of the facilities and services which airport charges relate to,
6. Forecasts of the situation at the airport as regards the charges, traffic growth and proposed investments,
7. The actual use of airport infrastructure and equipment over a given period, and,
8. The predicted outcome of any major proposed investments in terms of their effects on airport capacity.

Before consultations as mentioned in section 8, the airlines or organizations representing these, shall provide Avinor with information on the following:

1. Forecasts as regards traffic.
2. Forecasts as to the composition and envisaged use of their fleet.

3. Their development projects at the airports concerned, and,
4. Their requirements at the airports concerned.

Information mentioned in this section shall be treated as confidential or financially sensitive. The parties will sign a non-disclosure agreement before the information is exchanged, unless they agree not to. Limitations pursuant to act of June 29 2007, no. 74 in regulated markets (børsloven) shall be respected. If in doubt, the Ministry of Transport and Communications will conclude on how distinct information should be treated.

### **Section 10. The Norwegian Civil Aviation Authority's approval of charges**

In the final approval of the charges, the Norwegian Civil Aviation Authority shall ensure that the rules in the regulations, and the framework regulation, has been complied with. The Civil Aviation Authority may use assistance in this task, but assistants cannot issue a final approval. Assistants will in such cases be given access to the same information on the same basis as the Norwegian Civil Aviation Authority, cf. Aviation Act Section 7-26, third paragraph.

Avinor is obliged to provide the Civil Aviation Authority with all information necessary for them to exercise their control duties, cf. Act of June 11 1993 no. 101 on Aviation, Section 13a-1. The information shall at least include:

1. The charges proposed by Avinor,
2. All information exchanged between Avinor and airlines according to the provisions in section 9,
3. Documentation on compliance with the rules for consultation as set out in section 7, no. 1 to 3, and,
4. Any correspondence between Avinor and any other parties that have had an influence on the company's setting of charges.

If the Civil Aviation Authority in its preliminary assessment considers that Avinor has set the charges in accordance with the provisions given in these regulations and the framework regulation, and the airlines have not stated any objections, it shall approve the charges. Otherwise, the Civil Aviation Authority shall engage in dialogue between Avinor and the airlines in order to reach a solution that, to the greatest extent possible, satisfies the considerations of both parties within the framework of these regulations and the framework regulation. If it is not possible to reach an agreement, the Civil Aviation Authority determines the charges according to their own best judgement. The decision shall be justified.

Decision as mentioned above shall be made as soon as possible, and at the latest within the deadlines in section 7.

The Civil Aviation Authority's decision as mentioned above cannot be appealed.

Until the Civil Aviation Authority has approved the charges, the previous charges shall apply.

On an annual basis, the Civil Aviation Authority shall publish a report on its work according to this section.

## **Chapter 3. Capacity planning and service levels**

### **Section 11. Planning of new airport infrastructure**

Before Avinor finalize plans for substantial investments in aviation infrastructure at its airports, the company shall ensure that there has been sufficient consultation with affected airlines or organizations representing these.

#### **Section 12. Agreement on service content and service level**

To ensure efficient and appropriate operation of airports, Avinor shall accommodate any negotiations with airlines, or organizations representing these, with the intention of reaching agreement on the content and quality of the services provided by Avinor (service level agreements). Such negotiations may be part of the consultations under section 8. The agreement shall indicate whether lack of compliance with service levels shall result in adjustments in charges for the airlines (incentive schemes), and how such discounts shall be calculated. Any such legislative change in charges will require that the agreement be approved by decision as mentioned in section 17, first paragraph.

#### **Section 13. Differentiation of service levels**

Within the framework of these regulations, Avinor may differentiate the level and scope of services at different parts of the same airport in order to adapt to airlines' needs.

### **Chapter 4. General principles for setting of charges, type of charges and payment obligation**

#### **Section 14. Network financing and use of revenue from commercial activities**

The airports operated by Avinor shall be financed as a network (network financing). The charges paid by airlines at each respective airport does not have to be related to the respective operating costs.

The charges shall be the same at all Avinor airports unless otherwise decided in, or in accordance with, specific provisional exceptions in these regulations. Avinor's commercial revenue shall be used to finance the company's operation of airports as long as in accordance with the company's articles of association (Single-till principle). Exception is for services provided to flights to the continental shelf, which are subject to specific decision in section 17, second paragraph.

#### **Section 15. Type of charges**

The following charges shall apply to Avinor's airports:

1. Passenger charge
2. Take-off charge
3. Security charge
4. De-icing charge

#### **Section 16. Obligation to pay charges**

The obligation to pay charges lies with the owner of the aircraft. If the aircraft has been entrusted to a licensed operator or operator with an air operator's certificate for use at the operator's own expense, the operator is liable for charges. Equally, any user will be liable for these charges when an aircraft that is not being used for commercial aviation has been entrusted to the user for use at the user's own expense. When payment is required prior to the aircraft's take-off, the aircraft's pilot in command is responsible for payment of the charges.

### **Chapter 5. Passenger- and take-off charges**

## *General*

### **Section 17. Framework decision on total annual income from passenger- and take-off charges**

The Ministry of Transport and Communications decides on the total income Avinor has from passenger- and take-off charges for each year. The decision can be valid for several years (cf. section 7, second paragraph), where the income for each year shall be stated explicitly. The decision can also include provisions as to how any gains or losses, compared with the assumptions underlying the framework decision, shall be divided between Avinor and the airlines. Finally, the decision may include discounts or incentives linked to the performance of Avinor and the airlines.

There shall be a separate decision as mentioned in the first paragraph on the financing of services for which a separate take-off charge is paid in accordance with the provisions relating to flights to the continental shelf in section 26. The income from the charges for these flights shall cover all costs incurred by Avinor in offering services to these flights.

### **Section 18. Allocation of income from passenger- and take-off charges**

In the framework decision, the Ministry of Transport and Communications decides how income from charges shall be allocated between the passenger- and take-off charges. This decision may apply to several years, and shall explicitly describe if it applies to income in the first or second paragraph of section 17.

## *Passenger charge*

### **Section 19. Application of passenger charges**

Passenger charges apply to all departing passengers with the following specifications and exceptions (chargeable passengers):

1. All passengers traveling onboard aircraft where the highest maximum take-off weight exceeds 8 000 kg.
2. Passengers onboard scheduled aircraft irrespective of the aircraft weight.
3. Transfer passengers are included.
4. Transit passengers are not included.
5. Passengers for which there are no payments to the transporter are included.
6. Trips undertaken by an airline's employees for work purposes on the airline's own aircraft.
7. No charge shall be paid for passengers onboard aircraft that due to weather conditions return to the same airport from which it departed, when there has not been any landing at another airport.
8. Passengers under 2 years of age are not included.
9. No passenger charge shall apply to flights to the continental shelf from those of Avinor's airports where there is a separate helicopter terminal. Avinor is responsible for publishing a list of these airports at all times. For other flights to the continental shelf, regular passenger charge applies.

### **Section 20. Calculation of the passenger charge**

The passenger charge for each year shall be equal to the total income as referred to in section 17, first paragraph, divided by the number of departing chargeable passengers from all Avinor airports for the relevant year. Chargeable passengers refer to all passengers for which there is an obligation to pay charges according to section 19.

## **Section 21. Basis for calculation of passenger charges for single flights**

The operator must declare the basis for the calculation of charges pursuant to this chapter every week in accordance with the reporting formats presented in the attachment to the regulations. Avinor is to decide the exact timing of the delivery of the aforementioned information. If this information is not produced, the charges will be calculated based on the normal number of seats in this type of aircraft. In the event of retrospective declarations of charges, cf. section 43, the same rule shall apply correspondingly with respect to the right of Avinor to bill based on the number of seats. The airline has no right to reimbursements of charges issued based on the number of seats pursuant to this section, even if a correct passenger declaration is presented after the deadline has expired.

The operator must be able to produce the above-mentioned basis upon each individual departure and afterwards for spot-checks relating to the charge. If Avinor so requests, the aircraft's load sheet must also be produced. Avinor is also entitled to insight into the systems used for data capture that generate the base data used to calculate the charge. Please also see the other provisions in section 43, second paragraph.

Any disagreement between the aircraft operator and the operator's handling agent concerning inadequate reporting and the keeping of deadlines is a matter for these parties and does not influence the aircraft operator's obligations towards Avinor.

The aircraft operator must comply with the declaration forms and modifying rules drawn up by Avinor AS in accordance with above-mentioned rules.

In addition to DTS submissions, traffic information must also be submitted as IATA messages to Avinor's traffic information system (LETIS) in accordance with the requirements and conditions presented in the attachment to the regulations.

If the IATA messages received cannot be interpreted by Avinor's traffic information system (LETIS), Avinor will issue an error message to a predetermined SITA or e-mail address. Avinor shall then receive correct data as soon as possible.

The airline is also responsible for producing, for all check-in of luggage, a Baggage Source Message (BSM) in accordance with IATA's Recommended Practice 1745. Baggage tag issued at Norwegian airports shall be produced in accordance with attachment H of IATA's Resolution (Res) 740.

### *Take-off charges*

## **Section 22. Application of take-off charges**

Take-off charges are paid for each take-off, unless an annual card or weekly season card has been acquired for the relevant aircraft.

No charge shall be paid if the aircraft returns to the same airport it departed from due to technical faults or weather hindrances, and no intermediate landing has taken place at another airport. This provision does not apply to Oslo Airport, Gardermoen.

## **Section 23. Take-off charges for aircraft above 8 000 kg and aircraft in scheduled traffic**

The take-off charge for aircraft

1. With highest maximum take-off weight above 8 000 kg, or,
2. In scheduled passenger traffic, irrespective of weight,



Is calculated as follows:

- a) Full charge shall be paid for every 1 000 kg for weights between 0 and 75 000 kg.
- b) 50 percent of full charge shall be paid for every 1 000 kg for aircraft weight between 75 001 and 150 000 kg.
- c) 20 percent of full charge shall be paid for every 1 000 kg for aircraft weight above 150 001 kg.

“Aircraft weight” refers to the highest maximum take-off weight.

#### **Section 24. Take-off charges for aircraft below 8 000 kg**

The take-off charge for aircraft with highest maximum take-off weight below 8 000 kg is calculated by multiplying the full take-off charge per ton in section 23, letter a, with the following factors:

Aircraft highest maximum take-off weight in kg	factor
0 – 1000	2,61
1001 – 1500	3,21
1501 – 2000	4,50
2001 – 2500	1,14
2501 – 3000	1,26
3001 – 4000	2,43
4001 – 5000	3,10
5001 – 6000	3,72
6001 – 7000	8,39
7001 – 8000	12,64

#### **Section 25. Discounts on the take-off charge at some airports**

Only 70 percent of the full take-off charge shall be paid for flights at Avinor airports in Oppland, Sogn og Fjordane, Møre og Romsdal, Sør-Trøndelag, Nord-Trøndelag except Trondheim Airport, Værnes, Nordland except Bodø Airport, Troms and Finnmark<sup>1</sup>. However, no flights shall pay less than the lowest charge calculated according to section 24.

#### **Section 26. Take-off charge for flights to the continental shelf**

A separate take-off charge is paid for the flights to the continental shelf from those of Avinor’s airports with a separate helicopter terminal. The same applies to flights from an airport with a helicopter terminal with a stop at another airport with a helicopter terminal with final destination at an installation on the continental shelf.

The separate take-off charge mentioned in the first paragraph is calculated according to the costs associated with the helicopter terminals, separated from the costs that form the basis for calculation of take-off charges according to the other provisions in these regulations. The charge per flight is calculated by dividing the total cost per year by the expected number of take-offs from the helicopter terminals the same year (pay per flight).

#### **Section 27. “Touch-and-go” flights**

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<sup>1</sup> The 70 percent discount applies to all Avinor airports except for the following: Bergen airport Flesland, Bodø airport, Haugesund airport Karmøy, Kristiansand airport Kjevik, Oslo airport Gardermoen, Stavanger airport Sola, and Trondheim airport Værnes.

One take-off charge per completed series shall be paid for touch-and-go flights. A touch-and-go series is defined as a series of flights in close succession without a stopover or loading/unloading taking place at the airport. A series of touch-and-go flights starts and ends at the same airport. If the last take-off in such a series is a departure for another airport, this take-off shall be deemed a single flight for which a charge is payable.

### **Section 28. Additional noise charge at Bodø airport**

The following surcharge shall be paid for flights that take-off from Bodø Airport in addition to the take-off charge resulting from the provisions above:

- a) For jet-propelled aircraft without noise certification an amount equal to 60 times the full take-off charge mentioned in section 23, letter a, shall be paid.
- b) For jet-propelled aircraft certified pursuant to the Convention on International Civil Aviation, Annex 16, Chapter 2, an amount equal to 30 times the full take-off charge mentioned in section 23, letter a, shall be paid.

The additional charge is increased by 50 percent for traffic between 02:00 – 08:00 Norwegian time.

The provision concerning a reduction pursuant to section 22, second paragraph, does not apply.

### **Section 29. Additional charge for flights during night hours**

For flights during the period 24:00 - 05:59 (local time), a surcharge will be collected for each take-off and each landing in addition to the take-off charge. The rate per take-off shall be set at 50 per cent of the rates used in sections 23 to 28. The rate per landing shall be equal to the rate per take-off. Svalbard Airport Longyear is exempt from this surcharge.

### **Section 30. Annual charge (yearly card)**

A yearly card can be issued for aircraft not used in commercial air transport pursuant to Regulations of August 12 2011, no. 833, regarding air transport services in EEA (Regulation (EC) No 1008/2008 on common rules for the operation of air services in the community) and that does not exceed 2 000 kg maximum take-off weight. The same applies to aircraft of the same size that has an operating license pursuant to the Regulation (EC) No 1008/2008. For historic and amateur built aircraft as mentioned in Regulation (EC) No 216/2008 (the EASA Regulation), appendix II, letter and c, the weight limit is a maximum take-off weight of 5 700 kg. Yearly card can also be issued for training aircraft with a maximum take-off weight below 2 000 kg which is owned or used by an operator with operating license pursuant to the Regulation (EC) No 1008/2008.

The yearly card is valid from January 1, or from a later payment date, until December 31 the same calendar year, and for one specific aircraft.

As documentation for payment of annual charge the yearly card with receipt of payment shall be produced, cf. section 44. If valid yearly card with additional documentation is not produced, a full charge per take-off must be paid.

The yearly card cannot be used at Oslo airport, Gardermoen. Avinor can decide that annual cards cannot be used at those airports where, and at those times of the day when, traffic is heaviest (peak hours).

No refunds or reimbursement will be paid for shortened periods of use or shorter seasons.

### **Section 31. Annual charges**

Annual charges as mentioned in section 30 are calculated by multiplying the full take-off charge per ton pursuant to section 23, letter a, with the following factors:

Aircraft highest maximum take-off weight in kg	Factor
0 – 500	51,07
501 – 1000	75,46
1001 – 1100	107,30
1101 – 1200	124,16
1201 – 1300	142,87
1301 – 1400	159,76
1401 – 1500	181,63
1501 – 1600	298,38
1601 – 1700	318,66
1701 – 1800	338,91
1801 – 1900	358,85
1901 – 2000	377,41

For historic and amateur built aircraft as mentioned in Regulations (EC) No 216/2008 (EASA Regulations), appendix II, letter a and c, with weight between 1101 and 5700 kg the charge is calculated by multiplying the full take-off charge pursuant to section 23, letter a, with 107,14.

The charge applied depends on the first valid date of the yearly card.

### **Section 32. Weekly season card**

A weekly season card can be bought for aircraft with a maximum certified take-off weight that does not exceed 2 000 kg to cover take-off charges on the condition that the flights are for non-commercial purposes.

A weekly season card is valid for 7 days from and including the first stated valid day and covers take-off charges at all airports covered by these regulations with the exception of Oslo Airport Gardermoen.

A card may be issued for several successive 7-day periods.

The first stated valid day on the card can be later than the day it was purchased, but can under no circumstance be stated as a date before the day it was purchased.

Avinor is obliged to sell weekly season cards at all the airports operated by Avinor, except for Oslo Airport, Gardermoen.

No refunds or reimbursement will be made due to shortened periods of use.

### **Section 33. Charges for weekly season card**

The charge for weekly season card is calculated by multiplying the full take-off charge pursuant to section 23, letter a, with 11,1 for aircraft with a maximum take-off weight between 0 – 1 500 kg, and with 27,6 for aircraft with a maximum take-off weight between 1 501 and 2 000 kg.

## **Chapter 6. Security charge**

### **Section 34. Obligation to pay security charge**

Security charge applies to all departing, chargeable passengers as mentioned in section 19. However, security charge does not apply to transfer passengers or ambulance flights.

### **Section 35. Calculation of the security charge**

The total revenue from the security charge shall be equal to the costs incurred by Avinor in relation to the security control pursuant to chapter 3 of Regulation of March, No 214 on prevention of threats to security in aviation etc., and Regulation (EC), No 300/2008 on common rules in the field of civil aviation security and repealing Regulation (EC) No 2320/2002. Costs arising from specific security control, regulated in agreement as mentioned in section 39 are kept separate from the cost basis mentioned in the first sentence.

The charge is set by dividing the costs calculated pursuant to the first paragraph with estimated number of departing passengers calculated pursuant to the rules in section 34.

## **Chapter 7. Charge for handling de-icing fluid**

### **Section 36. Obligation to pay de-icing charge**

A de-icing charge shall be paid for handling of used de-icing fluid. Handling refers to transportation, storage, treatment, destruction or other final disposal of spent aircraft de-icing fluid after collection by the airport owner. Final disposal includes the treatment of collected de-icing fluid in a treatment plant, conversion into new aircraft de-icing fluid or virgin glycol, destruction by incineration or similar.

### **Section 37. Calculation of de-icing charge**

The de-icing charge shall be set as a specific amount in NOK per kg of used glycol, determined on the basis for operating costs and capital costs associated with the handling as mentioned in section 36 at each respective airport.

### **Section 38. Period of calculation and invoicing**

The final de-icing charge shall be calculated on the basis for actual costs at the end of every de-icing season.

Avinor may demand payment on account during the season based upon stipulated or calculated costs as mentioned in section 36.

## **Chapter 8. Compensation for other services**

### **Section 39. Compensation for services not covered by airport services**

When Avinor enters into agreement concerning provision of other types of services than those financed by the charges referred to in these regulations, the company shall ensure that the compensation at least covers the costs Avinor incurs as a result of such agreement.

## **Chapter 9. Discounts etc.**

### **Section 40. Reductions and exemptions**

Avinor AS may grant reductions in the charges laid down in the regulations if the company deems it likely that the reduction will result in higher revenues and stimulate better utilization of the aircraft

and the capacity of the aviation facilities. Reductions cannot be granted for the security charge in chapter 6.

Avinor may, irrespective of the conditions in the first paragraph, give reductions or exemptions from the charges pursuant to these regulations if;

1. Specific circumstances are made valid, and,
2. The flight(s) relate to humanitarian transport, air shows, air ambulance flights or similar activities of a non-commercial nature.

The right to grant or maintain reductions in, or exemptions from, charges pursuant to first and second paragraph is conditional on the reduction and/or exemption complying with the provisions of the EEA agreement concerning state aid.

## **Chapter 10. Provisions concerning payment of charges, reimbursements, etc.**

### **Section 41. Obligation to provide information**

Avinor AS has the authority to demand that the operator of an aircraft eligible for payment of charges produce documentation from a Norwegian or foreign authority stating that the weights provided as basis for calculation of charges pursuant to these regulations is in accordance with each regulation. As for the weight used as basis for calculation of take-off charges, Avinor AS has the authority to demand that the operator of aircraft eligible for payment of charges produce documentation as mentioned in section 4, no. 3.

### **Section 42. Terms of settlement and rounding**

Take-off charges, passenger charges and en route charges, as well as other charges or payments authorized by these regulations, shall as a general rule be paid upon receipt of an invoice. Avinor may prescribe a different arrangement for the payment of charges. When calculating charges, the amount shall be rounded to a whole krone.

Avinor AS may require a bank guarantee (calculated according to an operator's traffic volume for a traffic period determined by Avinor AS) or some other form of security to ensure the timely payment of charges.

### **Section 43. Credit and format for reporting**

Credit is conditional on the operator providing information about and paying for all aircraft that use the operator's call sign.

The owner or operator of an aircraft, which is required to pay passenger charge, cf. section 3-1, has a duty to provide Avinor with the information required to calculate charges before and after each flight, cf. section 13 a-1 of the Aviation Act. Information about aircraft movements shall be reported electronically in DTS format within deadlines determined by Avinor.

Changes to the format must be communicated no later than 30 days before the next delivery deadline.

Changes to delivery times and frequency must be communicated no later than 60 days before they come into operation.

Avinor AS may grant a dispensation from the electronic DTS format reporting requirement to airlines with small traffic volumes.

#### **Section 44. Payment of annual charges**

Annual charges are paid via Avinors website.

#### **Section 45. Sanctions regarding missing payment or lack of bank guarantee**

If charges incurred by an aircraft's landing, stay or take-off from an airport are not paid at the set time or sufficient security has not been provided, the aircraft may, pursuant to the provisions of the Aviation Act, be prevented from leaving the airport until payment has been made or sufficient security provided, cf. section 13-2 of Act of 11 June 1993 no. 101 relating to Aviation.

On the same grounds as mentioned above, an aircraft may be refused access to Avinor's airports.

Charges determined pursuant to these regulations provide grounds for enforcement of attachments, cf. Act of June 11, No 101 on aviation (Aviation Act) section 13a-8.

#### **Section 46. Interest on overdue payment**

If charges pursuant to these regulations are paid late, penalty interest shall be charged pursuant to the Act of 17 December 1976 no. 100 relating to Interest on Overdue Payments, Etc.

#### **Section 47. Withdrawal of charges**

Avinor AS may upon deletion from the Norwegian Civil Aircraft Register, and upon application, wholly or partly waive/reimburse annual charges. Amounts under NOK 20,000 will not be refunded.

If decisions are made in accordance with section 45 to limit an aircraft's use of an airport, this will not provide a basis for reimbursement of annual charges.

### **Chapter 11. Final provisions**

#### **Section 48. Entry into force and transitional rules**

These regulations shall enter into force on January 1, 2015.

These regulations shall form the legal basis for the process of setting airport charges for 2016.

The Regulation Concerning Charges for the airports of Avinor AS dated November 12 2014 no. 1423 shall be repealed from January 1, 2016.

## Attachments

### Description of DTS formats

- Field 1: Recordtype = 5.
- Field 2: Call sign – e.g. BRA123 (ICAO) or BU132 (IATA).
- Field 3: Date of departure – UTC. (UTC = GMT).
- Field 4: Departure aerodrome – ICAO or IATA designator.
- Field 5: STD – ETD (Estimated/Scheduled Time of Departure) - UTC
- Field 6: ATD (Actual Time of Departure/Off-block Time) - UTC
- Field 7: Delay code
- Field 8: Date of arrival – UTC.
- Field 9: Destination aerodrome - ICAO or IATA designator.
- Field 10: ETA (Estimated/Scheduled Time of Arrival) - UTC.
- Field 11: ATA (Actual Time of Arrival/On-block Time) - UTC.
- Field 12: Registration mark - without any space, dash or similar (LNABC, not LN-ABC).
- Field 13: Type of flight as defined by the CAA (as per today from 1-6, 11-17 and 21).
- Field 14: "Total Persons On Board" - All persons on board INCLUDING the active crew
- Field 15: Crew, active.
- Field 16: Crew, passive.
- Field 17: Business travels by the airlines own employees.
- Field 18: Infants (under 2 years).
- Field 19: PAX departing from aerodrome.
- Field 20: PAX departing - in transfer from other routes.
- Field 21: PAX in transit.
- Field 22: PAX arrived at destination aerodrome.
- Field 23: Cargo loaded - in Kilograms.
- Field 24: Cargo off-loaded - in Kilograms.
- Field 25: Mail loaded - in Kilograms.
- Field 26: Mail off-loaded - in Kilograms.
- Field 27: International ("I") or Domestic ("D") flight.
- Field 28: Domestic leg of international flight ("L"), or "N".
- Field 29: PAX departing domestic flight with through tickets to an international leg (Only pax that will be in transfer/transit on the Destination aerodrome until the international flight).
- Field 30: Comments etc.
- Field 31: Customer reference

### IATA messages

#### Basic rules for application of IATA messages

1. All scheduled flights shall be reported to Avinor using SSIM or SSM/ASM format
2. All updated flight times shall be reported to Avinor
3. All IATA messages shall be sent to Avinor's central traffic information unit OSLNOYA
4. All IATA messages sent to OSLNOYA shall be in accordance with the latest version of the IATA Airport Handling Manual (AHM) and IATA Standard Schedule Information Manual (SSIM)
5. Reporting shall include correct data for the amount of pax and kilograms of cargo and mail for all arrivals and departures. Data shall be reported per flight number and date

The following IATA format is supported, and the included content is used as described:

Purpose	Format	Description	Deadline
Scheduled flight plans	SSIM (Scheduled Data Set)	IATA File format used for introduction of seasonal flight plans for one carrier for a defined period of time	3 weeks ahead of season change
-	SSM (Standard Schedules Message)	IATA message format used to report permanent additions or changes to seasonal flight plans.	24 hours before take-off at the latest
-	ASM (Ad-hoc Schedules Message)	IATA message format used to report temporary additions and/or changes to seasonal flight plans.	6 hours before take-off at the latest
Flight movements	MVT (Aircraft movement message)	IATA message format used to report actual time of departure and arrival	Both departure and arrival times to be reported immediately after take-off/touch-down. Delay messages to be sent as early as possible
-	MVA (Aircraft movement message)	IATA message format used to report actual time of departure and arrival, directly from the Aircraft's ACARS system	Both departure and arrival times to be reported immediately after take-off/touch-down. Delay messages to be sent as early as possible
-	DIV (Aircraft Diversion Message)	IATA message format used to report route diversions	As soon as known by the carrier
Pax/Cargo/Weight	SLS (Statistical Load Summary)	IATA message format used to report passenger numbers, baggage, freight and mail weight	Immediately after take-off
-	LDM (Load message)	IATA message format used to report passenger numbers and weight	Immediately after take-off
-	PTM (Passenger Transfer Message)	IATA message format used to report transfer passengers	Immediately after take-off

Details regarding each format are found in the latest IATA Airport Handling Manual and in the Standard Schedules Information Manual and in other IATA manuals. The carrier is responsible for using the correct format at all times.