

Tallinn Airport Ltd

CONDITIONS OF USE

Kuessaare airport (incl. Ruhnu airport)

Kärdla airport

Pärnu airport (incl. Kihnu airport)

Tallinn airport

Tartu airport

Valid from 15.04.2021

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1. Interpretation

- 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

- 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

- 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

- 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 Tallinn Airport GH aircraft turnaround coordinator 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

- 5.1 The following exemptions from airport charges apply for:
- a flight relating to a visit of importance for the Republic of Estonia in terms of foreign policy, provided that the Ministry of Foreign Affairs has confirmed the status of the flight;
 - Search- and rescue flights authorised by the appropriate competent body;
 - humanitarian flights authorised by the appropriate competent body;
 - flights performed for the purposes of ensuring inviolability or protection of Estonian airspace;
 - flights related to the operations of the Defence Forces, customs and police;
 - flights performed for the purpose of checking the telecommunications, surveillance or navigation equipment used or intended to be used upon the provision of air traffic services;
 - return flights to the aerodrome or heliport of departure due to technical reasons or adverse weather conditions;
 - flights performed by foreign state aircraft on the basis of the principle of reciprocity;
 - flights in Estonian airspace performed on the basis of the 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 A government agency into whose area of government the areas of activities related to the flights exempt from charges levied for use air traffic control services and for aerodrome or heliport services belong will notify the service provider in advance of the planned flights exempt from service charges and will pay the service provider for the flights exempt from the charges. The failure to perform the notification obligation will not exempt from the obligation to pay for the service.
- 5.4 Passenger fees are not applied to:
- a child under two years of age if the child is travelling without a separate ticket;
 - a person who is appointed to check the aircraft or the equipment or crew thereof, or flies to perform such;
 - crew members of an aircraft in connection with their duties;
 - participants in search, rescue or training flights.

6. Value Added Tax

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

7. Enquiries

- 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

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

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

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

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

Route support scheme for scheduled flights is described in a separate document. For more details please contact airlinerelations@tl.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 Discount for training flights

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

8.4.3 Discount for transit and transfer passengers

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

8.4.4 Discount for ambulance flights

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

9. Kuressaare and Ruhnu airport charges

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. 9.6.

9.1 Landing fee

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. The surcharge will also be applicable if an aircraft lands during official airport operating hours but the requested air traffic services are provided outside the official airport operating hours.

9.2 Passenger fee

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

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

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 airport operating hours, but airport will start to provide air traffic control service outside the official airport operating 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

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 Discounts

9.6.1 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.

9.6.2 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.

9.6.3 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.

9.6.4 Discount for ambulance flights

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

10. Kärdla airport charges

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.10.6.

10.1 Landing fee

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. Surcharge is applied also in case if aircraft lands during official airport operating hours, but airport will start to provide requested service outside the official airport operating hours.

10.2 Passenger fee

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

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

10.4.1 Take-off fee is applied at Kärđla 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 airport operating hours, but airport will start to provide airport information service outside the official airport operating 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

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 Kärđla 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 Discounts

10.6.1 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.

10.6.2 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.

10.6.3 Discount for ambulance flights

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

11. Pärnu and Kihnu airport charges

Charges applied at Pärnu airport include landing fee, passenger fee, parking fee and take-off 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.11.5.

11.1 Landing fee

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 Surcharge as described in point 11.1.3 is applied for aircraft landings outside official airport operating hours in case airport services are provided.

11.1.3 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
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11.2 Passenger fee

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

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

11.4.1 Take-off fee is applied at Pärnu airport for take-offs outside official airport operating hours in case airport services are provided.

11.4.2 Take-off fee is applied as follows:

International flight 89,48 EUR

Domestic flight 89,48 EUR

11.5 Discounts

11.5.1 Discount for training flights

30% discount from landing 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 is equal to one landing.

In case of touch-and-go landings landing fee is applied after each fifth touch-and-go. In case of performing training flights outside airport official operating hours 50% discount of the published landing surcharge and take-off fee will be applied.

11.5.2 **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.

11.5.3 **Discount for ambulance flights**

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

12. Tartu airport charges

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.12.6.

12.1 Landing fee

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. Surcharge is applied also in case if aircraft lands during official airport operating hours, but airport will start to provide requested service outside the official airport operating hours.

12.2 Passenger fee

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

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

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 airport operating hours, but airport will start to provide air traffic control service outside the official airport operating 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

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 = 124,94EUR
Domestic flight	p = 124,94 EUR

and w is the aircraft MTOW $w = (MTOW : 50)^{0.7}$, 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 Discounts

12.6.1 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.

12.6.2 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.

12.6.3 Discount for ambulance flights

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

Appendix 1 Contacts

<p>Tallinn Airport AS Address</p> <p>Telephone E-mail Website</p>	<p>Lennujaama tee 12 11101 Tallinn, Estonia +372 605 8701 administration@tll.aero www.tallinn-airport.ee</p>
<p>Airline relations/Network development E-mail Accounting E-mail Airport Operations Center General e-mail (for operational communications only) Airside coordinator (24/7) Telephone E-mail: For operational communications only For messages (MVT/LDM/ASM/SSM etc.): SITA: AFTN: Passenger terminal coordinator (05:00-01:00) Telephone: E-mail: SITA (for PRM messages): Service request and flight handling 24 h (Tallinn Airport GH) Telephone E-mail SITA Schedule facilitator for regular-, charter and cargo flights ACD- Airport Coordination Denmark Webpage: Flight schedules (Times in UTC; format IATA SMA)</p>	<p>airlinerelations@tll.aero</p> <p>finance@tll.aero</p> <p>APOC@tll.aero</p> <p>+372 605 8461</p> <p>airside@tll.aero tllxt8x@tll.aero TLLXT8X EETNZXZX</p> <p>+372 605 8844 terminal@tll.aero TLLXT8X</p> <p>+372 605 8421 handling@tll.aero TLLGH8X</p> <p>www.airportcoordination.com scr@airportcoordination.com</p>
<p>Kuressaare airport, Ruhnu airport Address</p> <p>Telephone Fax E-mail: Air Traffic Unit Telephone Fax E-mail Ruhnu airport Telephone E-mail Website</p>	<p>Roomassaare tee 1 93 815 Kuressaare, Saaremaa, Estonia +372 453 0313 +372 453 0340 kuressaare.kassa@tll.aero</p> <p>+372 453 0315 +372 453 0314 tower@eeke.ee</p> <p>+372 453 3824 ruhnu@tll.aero www.kuressaare-airport.ee</p>
<p>Kärdla airport Address</p>	<p>Hiiessaare 92301 Pühalepa vald, Hiiumaa, Estonia</p>

Telephone Fax Air Traffic Control Telephone E-mail Website	+372 46 31003 +372 46 31003 +372 46 31002 allan.mall@tll.aero www.hiiumaa.ee/airport
Pärnu airport, Kihnu airport Address Telephone E-mail Kihnu airport Telephone Website	Eametsa küla, Sauga vald 85001 Pärnu maakond, Estonia +372 447 5000 +372 447 5001 parnu.info@tll.aero +372 506 1975 www.parnu-airport.ee
Tartu airport Address Telephone Fax E-mail Meteo Telephone Fax E-mail Website	Lennu tn 44, Reola küla Kambja vald 61707 Tartu maakond +372 730 9210 +372 730 9216 tartu.info@tll.aero +372 730 9213 +372 730 9214 Tartu.meteo@tll.aero www.tartu-airport.ee
Estonian Air Navigation Services Address Telephone Fax E-mail Briefing office Telephone Fax E-AIP NOTAMs	Kanali põik 3, Rae küla, Rae vald Harjumaa 10112 +372 625 8230 +372 625 8200 eans@eans.ee +372 625 8293 +372 625 8280 aim.eans.ee https://aim.eans.ee/index.php/en/notam-pib