

**- JSC AIRPORTS OF MONTENEGRO –  
PRICELIST**

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## **I GENERAL TERMS OF AIRPORT SERVICE**

1. **General terms of airport services** refer to the following services:
  - use of runway (Landing, Take-off)
  - use of lighting on runway and maneuvering areas (Lighting)
  - use of ramp for aircraft parking (Parking)
  - handling of aircrafts, passengers, cargo and mail
  - special passenger services
  - services for person with reduced mobility (PRM)
  - use of centralized infrastructure
  
2. **International air traffic** means air traffic operation as defined in Article 1 of the Convention on Adjusting Certain Rules in International Air Transportation (Warsaw, 1929) and in Article of the Memorandum of Amendmends to Convention (The Hag, 1955). International flight according to the Convention is each flight of an aircraft with its origin or destination in a foreign country, or a flight between destinations in territory of the same country if there is estimated landing in any foreign country.
  
3. The tariff of rendered services (Landing, Lighting, Handling and Parking) represents a total indivisible cost for all services included in the description of the list of charges for a single service during arrival and departure of the same aircraft.

4. The charges for all airport services are formed and based on the full actual cost, taking into consideration the market conditions and current charges in the similar airports, for the services of the same type and quality. The charges for special services to passengers are calculated and formed in accordance with depreciation in respect to airport building, maintenance costs, heating and air conditioning, costs of consumable material, costs of wages, official and working clothes cost and persons and property insurance costs.

5. **The charges for airport services** in the Pricelist are in €(Euro).

The charging of airport services in US\$ (USA dollar) is made by daily bying price together with charging of the bank fee as indicated below:

- 2% bank fee for an amount up to 1.500,00US\$, and
- 1,5% bank fee for an amount over 1.500,00US\$

6. For all services not included in this Pricelist the charge will be calculated on a case-by-case by lump- sum, using the relevant comparative experiences.

## 7. **Payment**

7.1 The calculation and invoicing of airport services to the carriers are to be made in accordance with the company's business policy. The user of the airport services has to settle the payment for the performed airport services in accordance with the Obligatory Relationships Act. The airport may require payment security instrument from the users of the services.

7.2 Foreign user of the airport services has to settle the payment for performed services immediately if paid in cash or within 15 days if billed.

7.3 For delayed payments, punitive interests will be paid in accordance with the law.

7.4 Passenger service is charged to the carrier that is to say tour operator per each departing passenger (except passengers who are exempted of the obligation to pay for service in accordance with the Provisions of this Pricelist).

7.5 All prices indicated in this Pricelist are indicated as net price, VAT (value added tax) is not included in the price.

## 8. Incentives program

8.1 Airport has the right to give an incentive to the carrier, in accordance with criteria of the incentive scheme, which is not an integral part of this Pricelist.

## 9. Definitions of terms

9.1 **MTOW** – Maximum take-off weight means maximum allowed weight of the aircraft when taking off as stated in the aircraft flight deck documents, AFM, expressed in metric tons. If official documents, containing data on this weight are not submitted, when calculating it will be taken the highest value of the MTOW for the certain aircraft type. No refund will be possible. Every part of started ton is to be calculated as a whole ton.

9.2 The terms „**passenger**“, „**baggage**“, „**cargo**“, and „**mail**“ used in the Pricelist, shall include all those persons and goods that are to be transported in a carrier's aircraft.

9.3 **The flight number** defines each single flight and consists of combination of letters and numbers.

9.4 **An un-notified flight** is a flight not to be announced in writing within 24 hours prior to arrival or departure.

9.5 **A returning flight** is each flight of an aircraft that returned to the aircraft after departure due to any reason beyond normal control.

9.6 **Check flight** is each flight of an aircraft performed to test engine, instrument or frame of the aircraft.

- 9.7 **Training flight** is each flight of an aircraft performed in order to train the flying crew members.
- 9.8 **Technical landing** is each landing of an aircraft performed due to technical meteorological and navigational reasons where no commercial change of load (payload) except fuel occurs.
- 9.9 **Emergency landing** is each landing of the aircraft in case of emergency (disease or death of a passenger, technical damage in the aircraft, etc) or due to violence threat.
- 9.10A **positional flight** is each over flight of an aircraft between two destinations if no passengers, baggage, cargo and mail are handled at landing or take-off.
- 9.11 **An empty flight** is each flight of an aircraft where no passenger embarks or disembarks, and no baggage, cargo or mail are handled at landing or take-off.
- 9.12 **Ambulance flight** is a flight transporting sick or wounded persons, that have already been given medical attention, or transporting a patient from one hospital to another.
- 9.13 **Passenger** is any person entitled to the air transport based on the contract.
- 9.14 **An infant** is each passenger under two years old.
- 9.15 **Transit passenger** is a passenger arriving at the airport on a through-flight and subsequently leaving the airport with the same aircraft or replacing aircraft put on due to breakdown of the former, without leaving airport transit lounge.
- 9.16 **Transfer passenger** is a passenger arriving at and departing from the airport with a different aircraft or with the same aircraft under a different flight.
- 10. Self-handling** means a situation in which an airport user directly provides for himself one or more categories of a ground handling services and concludes no contract of any description with a third party for the provision of such services.
- 11. Night operations** pursuant to the requirements defined in governing air traffic regulations refer to the service provided between thirty minutes upon official sunset and thirty minutes prior to the official sunrise.
- 12.** Providing airport services out of the official operating hours of the airport refers to the time beyond the airport openness to traffic as defined in the Law on Air Transport of Montenegro.
- 13.** The Price list provides provisions for cases of increase or decrease of the basic price for each airport service. Price reduction of one type of service exclude the possibility of reduction of price for any other type of service, except in the case of promotional discount when introducing new destinations.

- 14.** No charges shall be reduced for airport services offered to and not used or performed by an air carrier alone.
- 15.** Any changes or amendments to these General conditions shall be in accordance with the instructions and obligations in current rules.
- 16.** Any changes or amendments to the Airport Services Price list shall be made in accordance with the Charge Formation Rules in JSC Airports of Montenegro.
- 17.** All disputes between the users of airport services and Airports of Montenegro regarding charges and changes of the Tariff and General Business Conditions will be submitted to the Court in Podgorica.
- 18.** The Price list of airport services and General Business Conditions are at disposal to all existing and potential users of airport services in the Commercial Department or on the official webpage of JSC Airports of Montenegro.

## II AIRPORT SERVICES

### 1. LANDING AND TAKE-OFF

#### 1.1 Service content

The use of aircraft movement areas for landing and take-off of a single aircraft.

#### 1.2 Unit of measure

The maximum take-off weight (MTOW) of the aircraft, according to the Certificate of Airworthiness, expressed in metric tons (every part of metric ton is to be calculated as a whole ton).

#### 1.3 Description of service:

- Use of taxiways and link taxiways by the aircrafts from the runway to the apron and vice versa.
- Use of runway during take-off and landing of a single aircraft
- Use of installations for lighting of runway and link taxiways.

#### 1.4 Charge for the use of runway:

The price of service is indivisible and includes landing and take-off of a single aircraft, as follows:

For aircraft up to 24 tons MTOW, each started metric ton **€7,50**

For aircraft over 24 tons MTOW, each started metric ton **€9,50**

#### 1.5 Reduction and increase of the basic charge for the use of a runway.

For use of:

- the runway with lighting system the charges under item 1.4 is to be increased for 25 %
- the runway in the following circumstances:
  - in case of emergency
  - technical landing (refueling) and
  - for helicopters

The charge from item 1.4 will be reduced by 50 %;

- The use of the runway in cases:
    - pilot training ( each touch and go )
    - return flights ( no commercial change of load )
- The charges from item 1.4 will be reduced by 75 %.

## **2. PARKING SERVICE**

### 2.1 Aircraft parking

### 2.2 Unit of measure

Maximum take - off weight (MTOW) in accordance with Certificate on Airworthiness, expressed in metric tons

### 2.3 Description of service:

- The service refers to the use of apron for parking of aircraft and securing of the aircraft during the parking.

### 2.4 Price of service:

- Aircraft parking up to 4 hours is free of charge
- Aircraft parking over 4 hours till 00.00 h of a single day is charged as follows:
- Scheduled and charter traffic
  - For each started metric ton at Tivat Airport      **€ 3,00**
  - For each started metric ton at Podgorica Airport      **€ 2,00**

## **3. PASSENGER SERVICE**

### 3.1 Description of service:

- Passenger service includes the use of all non-commercial facilities in passenger building.

### 3.2 Unit of measure

- Each checked departing passenger (including transfer passengers).

#### Exemptions:

- Children of up to 2 years of age,
- Crew (DHC)
- Passengers with ID 00 and

Transit passengers.



### 3.3 The price of service :

-	International passenger service	<b>€15, 00</b>
-	Passenger service per transfer passenger	<b>€ 4, 00</b>

## 4. SECURITY CHARGES

### 4.1 Description of service:

JSC „Airports of Montenegro“ as the civil airport operator in Podgorica and Tivat performs and manages the activities on maneuvering areas, parking stands, passenger and cargo terminal in accordance with National Program for Protection of Air Transport. JSC „Airports of Montenegro“ shall fulfill mandatory requirements in relation to:

- required space and equipment for basic and special screening of passengers, baggage, goods and other persons and goods entering in protected areas, sterile areas as well as all other sensitive areas and facilities of the airport,
- in detail security screening of passengers, baggage, goods and other persons entering in the protected areas, sterile areas as well as all other sensitive areas and facilities of the airport.
- protection and control of the airside access, protected areas, sterile areas as well as all other sensitive areas and facilities of the airport.
- offices and other facilities related to monitoring of implementation of the protection.

### 4.2 Unit of measure

The basis for calculation of security charge for departing passengers is a number of departing passengers recorded on the exit.

### 4.3 The price of service

- commercial flights	€1.75
- non-commercial flights	€1.75

Transit passengers, infants, crew and ID00 passengers are exempted from payment.

## **Charge for persons with reduced mobility (PRM)**

### 5.1. Description of service

In accordance with the Regulation 1107/2006 of the European Parliament and of the Council of 5 July 2006 concerning the rights of disabled persons and persons with reduced mobility when travelling by air, JSC Airports of Montenegro is responsible for the assistance to such passengers.

„Disabled person“ or „person with reduced mobility“ is any person whose mobility when using air transport is reduced due to any physical disability (sensory or locomotor, permanent or temporary), intellectual disability or impairment, or any other cause of disability, or age, and whose situation needs appropriate attention and adaptation to his or her particular needs of the service made available to all passengers.

Appropriate carrier shall inform JSC Airports of Montenegro in relation to service provision at least 24 hours before the flight announcement. In case it is not timely informed, JSC Airports of Montenegro cannot guarantee assistance in accordance with prescribed standards. The carrier is responsible for timely notification.

JSC Airports of Montenegro is responsible for assistance and organisation of activities necessary for disabled persons or persons with reduced mobility. JSC Airports of Montenegro shall provide the following:

- communicate their arrival at an airport and their request for assistance at the designated points inside and outside terminal building mentioned in Article 5 of the Regulation EC 1107/2006,
- move from a designated point to the check-in counter,
- check-in and register their baggage,
- proceed from the check-in to the aircraft, with the completion of emigration, customs and security procedures,
- board the aircraft, with the provision of wheelchairs or other assistance needed,
- proceed from the aircraft door to their seats,
- to store and retrieve their baggage on the aircraft,
- proceed from their seats to the aircraft door,
- disembark from the aircraft, with the provision of wheelchairs or other assistance needed,
- proceed from the aircraft to the baggage hall and retrieve baggage, with completion of immigration and customs procedures,
- proceed from the baggage hall to a designated point,
- if they are in transfer area, to board on the next flight providing the assistance in the airside and landside,
- move to the toilet facilities if required.

Where a disabled person or person with reduced mobility is assisted by an accompanying person, this person must, if requested, be allowed to provide the necessary assistance in the airport and with embarking or disembarking.

Ground handling of all necessary equipment, including equipment such as electric wheelchairs subject to advance warning of 24 hours and to possible limitation of space on board the aircraft, and subject to application of relevant legislation concerning dangerous goods.

JSC Airports of Montenegro will enable ground handling of recognised assistance dogs, when relevant.

JSC Airports of Montenegro will enable communication of information needed to take flights in accessible formats.

## 5.2. Unit of measure

The assessment basis for the PRM charges is the number of departing passengers and shall be collected in connection with the passenger service charges.

## 5.3. Price for service

	<b>Unit</b>	<b>€</b>
Commercial traffic	Departure passenger	0.25
Non-commercial traffic	Departure passenger	0.25

## 6. CENTRALIZED INFRASTRUCTURE

### 6.1. Description of service

JSC „Airports of Montenegro“ manages the centralized infrastructure used for the supply of ground handling services of aircrafts, passengers, goods and mail at Podgorica and Tivat Airports. Centralized infrastructure can be assigned to independent service users for transparent, fair and non-discriminatory use providing the financial compensation for it, provided that the security of operation is provided at the airports.

JSC Airports of Montenegro is the only provider of the centralized infrastructure.

### 6.2. Unit of measure

Centralized infrastructure charge shall be payable for the following services:

- Traffic handling (unit measure is departing passenger) and
- Technical handling (unit measure is the aircraft weight – MTOW).

### 6.3. Centralized infrastructure - **traffic handling**

Centralized infrastructure – traffic handling necessary for the provision of passenger handling comprise the following:

- baggage conveying system including weighing equipment
- phone connection,
- computer network connection,
- necessary space for passenger (1,5m<sup>2</sup> in front of check-in counter) and
- inscription above the counter.

### 6.4. Centralized infrastructure – **Technical handling**

Centralized infrastructure – technical handling, necessary for the provision of technical handling comprise the following:

- space, equipment and services in departure and arrival baggage sorting area,
- equipment and services for transportation of baggage between baggage sorting area and aircraft and vice -versa,
- equipment for the marshalling the aircraft,
- the fire-fighting and rescue equipment,
- equipment and system for toilet waste disposal including sewerage

- equipment and system for fresh water including waterworks,
- equipment and system for waste disposal space
- space, installations, and equipment for storage of equipment for de-icing of the aircraft and disposal of waste liquids caused by de-icing and drainage system for waste de-icing fluid.

## 6.5. Price of service

### 6.6.1. Traffic handling

	<b>Unit</b>	<b>€</b>
Traffic handling	Departing passenger	1,00

### 6.6..2. Technical handling

<b>MTOW – kg</b>	<b>PODGORICA - €</b>	<b>TIVAT - €</b>
Up to - 2 000	9	6
2 001 - 5 000	12	9
5 001 - 10 000	18	18
10 001 - 16 000	30	36
16 001 - 24 000	53	54
24 001 - 40 000	70	83
40 001 - 60 000	80	108
60 001 - 80 000	93	132
80 001 - 99 000	112	144
99 001 - 150 000	204	204
150 001 - 180 000	300	300
180 001 - 215 000	330	330
over 215 001	396	396

### 6.6.3. General aviation – Centralized infrastructure

<b>MTOW - kg</b>	<b>€- (per flight)</b>
0 - 5 000	-
Over 5 000	20

### **III HANDLING SERVICES**

**THE CONTENT OF THE HANDLING SERVICES OF THE AIRCRAFTS, PASSENGERS, GOODS AND MAIL PROVIDED BY JSC AIRPORTS OF MONTENEGRO (Annex A SGHA according to IATA Procedure AHM 810 – January 2008).**

The services are made available within the limits of the airport (Handling company) possibility and in accordance with applicable IATA and/or ICAO and other relevant rules, regulations and procedures.

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## **ABBREVIATIONS:**

**RHC** – Ramp handling charge

**THC** – Traffic handling charge

**CIP** – Centralized infrastructures, traffic handling

**CIR** – Centralized infrastructures, ramp/technical handling

**R** – on special request

**SEC** - bezbjednost

## **Part 1 – Presentation, administration and supervision**

### **THC 1.1 General**

**THC 1.1.2** Liase with local authorities

**THC 1.1.3** Indicate that the Handling company is acting as Handling agent for the Carrier.

**THC 1.1.4** Inform all interested parties concerning movements of the Carrier's aircraft.

### **THC 1.2 Administrative Functions**

**THC 1.2.1** Establish and maintain local procedures.

**THC 1.2.2** Take actions on communications addressed to the Carrier.

**THC 1.2.3** Prepare, forward, file reports, keep all messages/reports/statistics/documents and perform all administrative duties in the following areas for a period mentioned in Annex B :

- (a) administration,
- (b) passenger service,
- (c) apron,

(d) load control and

(k) other, as mentioned in the Annex B.

**THC 1.2.4** Maintain Carrier's manuals, circulars etc., concerning the performance of the services.

## **Part 2 – Passenger Services**

### **THC 2.1 General**

**THC 2.1.1** Inform passengers and/or public about time of arrival and /or departures of the Carrier's aircraft and about other forms of transport.

**THC 2.1.2** Make preparations for flight interruption, transfer or transit of passengers and their baggage and inform them on services they can obtain at the airport.

**THC 2.1.3** When requested by the Carrier

(a) provide special equipment, facilities and trained staff, if available, for the assistance to:

(1) unaccompanied minors,

(2) persons with reduced mobility (PRMs) and

(7) others, mentioned in Annex B – R.

**THC 2.1.4** Assist passengers when flight is interrupted, delayed or cancelled.

**THC 2.1.6** (a) Inform the Carrier on complaints and claims by the Carrier's passengers.

**THC 2.1.7** Handle lost, found and damage property matters:

(a) accept baggage irregularity reports,

(b) enter data into baggage tracing system,

(c) maintain baggage tracing system files for period specified in Annex B, and

(f) handle communication with passengers.

**THC 2.1.8** Report to the Carrier any irregularities discovered in passenger and baggage handling.

**CIP** 2.1.9 (a) Provide:

- (1) check-in counter/s
- (2) service counters for other purposes -R
- (3) use of lounge- R
- (5) other services mentioned in the Annex B -R

## **2.2 Departure**

**THC** 2.2.1. Perform pre-flight editing

**THC** 2.2.2 Check and ensure

- (a) that tickets are valid for the flights for which they are presented . The check shall not include the fare.

**THC** 2.2.3 (a) Check travel documents for the respective flights; but without the Handling Company having any liability.

**THC** 2.2.4 (a) Weigh and /or measure checked and /or cabin baggage.

- (b) Record baggage figures for

1. initial flight

2. subsequent flight.

**THC** 2.2.5 Excess baggage

- (a) determine excess baggage
- (b) separate coupons for excess baggage

**THC** 2.2.6 Tag checked and /or cabin baggage for

- (a) initial flight
- (b) subsequent flight/s

**CIP** 2.2.7 Transfer checked baggage to the baggage sorting area

**CIP** 2.2.8 Transfer oversized baggage to the baggage sorting area

- THC 2.2.10** (a) Carry out the Carrier's seat allocation or selection system
- (b) issue boarding pass/es
- (c) detach applicable flight coupons for
- (1) initial flight

**THC 2.2.12** Direct passengers through control to the departure gate

**THC 2.2.13** At the gate perform

- (c) verification of travel documents
- (g) manage the boarding process
- (h) reconciliation of passenger numbers with the aircraft documents prior to departure
- (i) other gate functions as specified in Annex B.

**THC 2.2.14** (a) collect

(b) reconcile

(c handle and forward to Carrier transportation documents (flight coupons or other concerned documents) taken from the passengers.

### **2.3 Arrival**

**THC 2.3.2** Direct passengers from aircraft through the control.

**CIP 2.3.3** Provide for

1. transfer desk / connection services
2. baggage recheck

## **Part 3 – RAMP SERVICES**

### **3.1 Baggage Handling**

**CIR 3.1.1** Handle baggage in the baggage sorting area

**RHC 3.1.2** Prepare for delivery onto flights

(a) bulk baggage

(b) ULDs

**RHC** 3.1.3 Establish the number and/or weight of

(a) bulk baggage

(b) build-up ULDs and provide data to the load control

**RHC** 3.1.4 Offload

(a) bulk baggage

(b) ULDs

**RHC** 3.1.5 Deliver priority baggage in the baggage claim area

**RHC** 3.1.6 Deliver to the baggage claim area

(a) baggage

(b) oversize baggage

**RHC** 3.1.7 Transfer baggage

(a) provide

**RHC** 1. sortation of transfer baggage

**CIR** 2. storage of transfer baggage prior to dispatch (storage time limits to be specified in Annex B)

**CIR** 3. transport of transfer baggage to the baggage sorting area of the receiving Carrier.

**RHC** 3.1.8 Handling of crew baggage – R

### **3.2 Mashalling**

**CIR** 3.2.1 (a) Provide

marshalling services at arrival and /or departure

### **3.3 Parking**

**RHC** 3.3.1 (a) Provide

(b) position and/or remove

wheelchocks

**RHC** 3.3.2 Position and/or remove

(f) items specified in Annex B (e.g: security cones)

**RHC** 3.3.3 (a) Provide

(c) Operate

Ground power unit (only during standard handling time, for aircrafts not equipped with APU).

### **3.5 RAMP AND COMMUNICATION WITH CREW**

**RHC** 3.5.2 Communicate

(b) during engine starting

(c) for other purposes – by hand signals

### **3.6 Loading and unloading**

**RHC** 3.6.1 (a) Provide

(c) Operate

1. Passenger stairs

**RHC** 3.6.2 (a) Provide

1. passenger transport between aircraft and airport terminal (only in TGD)-R

**RHC** 3.6.3 (a) Provide

equipment for loading and/or unloading

**RHC** 3.6.4 (a) Provide delivery and pick-up of

1. baggage at aircraft door or other agreed points specified in the Annex B .

**RHC** 3.6.5 (a) Provide equipment for transport of

1. baggage

2. cargo
3. mail
4. documents
5. company mail

between agreed points on the airport.

**RHC** 3.6.6 (a) Unload aircraft, returning lashing materials to the Carrier.

(b) load and secure loads in the aircraft

(c) operate in-plane loading system

**RHC** 3.6.7 Sort baggage in the aircraft - R

**RHC** 3.6.8 Open, close and secure aircraft hold doors.

(a) aircraft lower deck.

### **3.7 Starting**

**RHC** 3.7.1 (a) Provide

(b) arrange for

air start unit - R

### **3.8 Safety measures**

**CIR** 3.8.1 (a) Provide

fire-fighting and other protective equipment.

### **3.11 Interior cleaning**

**RHC** 3.11.1 Clean flight deck, if specified, under the control of a person authorised by the Carrier. - R

(a) empty ash trays - R

(b) dispose of litter - R

(c) clean waste from the seat back's stowages and racks.. - R

**RHC** 3.11.2 Clean passenger and crew compartments (other than flight deck)

(a) empty ash trays

(b) disposing of litter

(c) clearing waste from overhead compartments

(d) wipe tables

(e) clean and tidy seats, seat belts, seat back pockets and passenger service units– R

(f) clean floor (carpets and surrounds) - R

(g) empty and clean refuse bins.

(h) wipe surfaces in the pantries, galleys (sink, working surfaces, oven and surrounds) and toilets ( wash basins, bowl, seat, mirrors and surrounds) - R .

(i) remove, as necessary, any contamination caused by airsickness, spilled food or drink and offensive stains

**RHC** 3.11.7 Change -R

(a) head rest covers - R

(b) pillow cases- R

covers to be supplied by the carrier.

**RHC** 3.11.8 Collect and/or doistribute in - R

(a) cabin

(b) toilets

items provided by the Carrier.

**RHC** 3.11.9 Disinfect and /or deodorize aircraft with - R

(a) materials provided by the Carrier



### **3.12 Toilet Service**

**CIR** 3.12.1 (a) Provide

1. empty, clean, flush toilets and replenish liquids.
2. waste disposal /demolition.

## **SECTION 4 - LOAD CONTROL, COMMUNICATIONS AND FLIGHT OPERATIONS**

### **4.1 Load Control**

4.1.1 Convey and deliver flight documents between the aircraft and appropriate airport buildings.

4.1.2 (a) Prepare

(b) Sign

(c) Distribute

(d) Clear / process

(e) File

documents, including but not limited to, loading instructions, loadsheets, weight and balance charts, Captain's load information and manifests where:

(1) Load Control is performed by the Handling Company

### **4.2 Communications**

THC 4.2.1(a) Compile

(b) Receive, process and send all messages in connection with the services performed by the Handling Company, using the Carrier's originator code or double signature procedure.

(c) perform EDI (electronic data interchange) transactions

(d) Inform the Carrier's representative of the contents of such messages.

THC 4.2.2a) Provide

B) arrange for means of communication between the ground station (terminal) and Carrier's aircraft.

#### **4.3 FLIGHT OPERATIONS**

THC 4.3.1 Inform the Carrier of any known project affecting the operational services and facilities made available to its aircraft in the areas of responsibility specified in Annex B.

#### **4.4 FLIGHT OPERATIONS - Flight Preparation at the Airport of Departure**

THC 4.4.1 a) Arrange for meteorological documentation and aeronautical information for each flight.

THC 4.4.2 Deliver documents to the aircraft –R.

### **SECTION 5 - CARGO AND MAIL SERVICES**

**CHC Cargo and Mail Handling – (subject of the special contract)**

### **SECTION 6- SUPPORT SERVICES**

#### **6.2 Automation / Computer Systems**

**CIP 6.2.1** (a) Provide

or

(c) Operate

equipment to enable access to

(2) Handling Company system

**THC 6.2.2** Access the following functions in

(b) Handling Company's system

for

- (3) Passenger service
- (4) Baggage reconciliation.
- (5) Baggage tracing
- (6) Operation, weight and balance and load control.

### **6.3 Unit Load Device (ULD) Control**

**CIR** 6.3.1 (a) Provide storage space for ULDs

- (1) passengers ULDs

**RHC** 6.3.2 Take action to prevent damage, theft or unauthorized use of the Carrier's ULDs in the custody of the Handling Company. Notify the Carrier immediately of any damage or loss.

### **6,5 Ramp Fuelling / Defueling Operations**

**THC** 6.5.1 Liaise with ramp fuel suppliers.

### **6.7 Catering Services - Liaison and Administration**

**THC** 6.7.1 Liaise with the Carrier's catering supplier.

## **SECTION 7 – SECURITY**

### **7.1 Passenger and Baggage Screening and Reconciliation**

**SEC** 7.1.1 (a) Provide -R

- (1) matching of passengers against established profiles.
- (2) ask security questions to the passengers

SEC 7.1.2 (a) Provide for

- (1) screening of checked baggage.
- (2) screening of transfer baggage.
- (3) screening of mishandled baggage.
- (4) physical examination of checked, transfer and mishandled baggage.

SEC 7.1.3 (a) provide

- (1) screening of passengers.
- (2) screening of cabin baggage.
- (3) physical examination of passengers and cabin baggage.

SEC 7.1.4(a) Provide

- (1) identification of passengers prior to boarding.
- (2) reconciliation of boarded passengers with their baggage.
- (3) positive identification of baggage made by the passenger -R
- (4 ) offloading of baggage of passengers who fail to board the aircraft.

## **7.4 - Aircraft**

7.4.1 (a) Provide

access control to

- (1) aircraft
- (2) certain areas – R.

## **2. CHARGE FOR HANDLING**

### **2.1. Description of service**

Description is given in the enclosed content of the handling services which Airports of Montenegro provide per prices given in this Price list.

### **2.2 Unit of measure**

Maximum take- off weight is given in metric tons according to the following range:

up to	2 000 kg
	2 001 - 5 000 kg
	5 001 - 10 000 kg
	10 001 - 16 000 kg
	16 001 - 24 000 kg
	24 001- 40 000 kg
	40 001- 60 000 kg
	60 001- 80 000 kg
	80 001- 99 000 kg
	99 001- 150 000 kg
	150 001 - 180 000 kg
	180 001 - 215 000 kg
over	215 001 kg

## 2.3 Passenger aircraft – Price of service

### 2.3.1 Podgorica Airport

Maximum take-off weight In kg	Traffic handling	Technical handling	Total
MTOW in kg	€	€	€
Up to 2 000	22	34	56
2 001 - 5 000	32	48	80
5 001 - 10 000	48	72	120
10 001 -16 000	80	120	200
16 001 - 24 000	141	211	352
24 001 - 40 000	184	276	460
40 001 - 60 000	211	317	528
60 001 - 80 000	248	372	620
80 001 - 99 000	299	449	748
99 001 - 150 000	544	816	1360
150 001 - 180 000	800	1200	2000
180 001 - 215 000	880	1320	2200
over 215 001	1056	1584	2640

### 2.3.2 Tivat Airport

Maximum Take-Off Weight in kg	Traffic Handling	Technical Handling	Total
MTOW in kg	€	€	€
Up to 2 000	16	24	40
2 001 - 5 000	22	34	56
5 001 - 10 000	48	72	120
10 001 - 16 000	96	144	240
16 001 - 24 000	144	216	360
24 001 - 40 000	221	331	552
40 001 - 60 000	288	432	720
60 001 - 80 000	352	528	880
80 001 - 99 000	384	576	960
99 001-150 000	544	816	1360
150000-180 000	800	1200	2000
180 001-215000	880	1320	2200
Over 215 001	1056	1584	2640

The price includes the total handling operation of the aircraft i.e. all services listed in the table of contents which are an integral part of this Price list, and when calculating is indivisible. Any other service provision, exceeding the scope and time, prescribed by standards for the specific aircraft type and type of traffic, will be calculated specially according to the Price list of services on special request.

## **2.4 Increase and reduction of aircraft handling charge**

- a) The charge under item 2.3 is to be increased by 30% in case of more than 60 minutes flight delay if the handling agent does not receive the delay notification at least 6 hours before the announced flight.
- b) The charges under item 2.3. for reloading/unloading caused by Carrier 's error , will be increased by 25 %
- c) The charge under item 2.3 for one leg empty flight will be reduced by 25 %.
- d) The charge under item 2.3 in cases of technical landing and returning flight, where no commercial change of load occurs, will be reduced by 50 %
- e) The charge under item 2.3 for helicopters, will be reduced by 50%
- f) The charge under item 2.3 in case of training flights (handling refers to each aircraft landing on the apron with engine stop and start) will be reduced by 75 %.
- g) The charge under item 2.3 during winter flight schedule at Tivat airport will be reduced 30 %.
- h) The charge under item 2.3 for waiting on request will be increased in the amount of 300 EUR for each starting hour during out of airport opening hours.

## **2.5. Cargo Aircrafts –Price of service**

- a) Charge for handling of the aircraft under item 2.3 will be increased by 50 % for cargo and mail aircraft handling.
- b) Charge for handling of the aircraft under item 2.3 will be increased by 70% for cargo aircraft handling (transport of **Dangerous goods**).
- c) On the prices referred to in Paragraph 1 shall be applied increases and reductions defined under item 2.4 a), b), c) and e).

## **2.6 General Aviation – Price of service**

General aviation refers to private and business aircraft – all aircraft which use own tail number - Registration – instead of official call sign – aircraft up 60 tons of MTOW, and that the owner's purpose of the flight is not revenue air transport.



MTOW in kg	€
0 - 2 000 kg	30,00
2 001 - 5 000 kg	45,00
5 001 - 7 000 kg	70,00
7 001 - 10 000 kg	110,00
10 001 - 16 000 kg	150,00
16 001 – 24 000 kg	300,00
24 001 – 40 000 kg	400,00
40 001 – 60 000 kg	550,00

## 2.7 Services on special request

Note:

Special request services shall be provided upon Carrier's request, providing that the airport dispose of necessary staff, vehicles and equipment. Airport is not in obligation to provide these services, if not previously agreed. This type of service shall be charged separately to the Carrier, in accordance with the prices indicated in the Price list.

Minimum time unit shall be calculated as indicated in the Price list. Service provision over defined time unit shall be charged as using the new time unit as a whole.

Airport reserves the right to amend the Price list.

## **I MANPOWER SERVICES**

Service	Unit	EUR
1. Work of a highly skilled worker	30 min	21,00
2. Work of a skilled worker	30 min	18,00
3. Work of a semi-skilled worker	30 min	15,00
4. Work of an unskilled worker	30 min	12,00

### **GPU (Ground Power Unit), Air starter**

Service	Unit	EUR
GPU (28V, 112V, 220V)	30'	100,00
Air Starter	30'	100,00

### **Ramp Vehicles**

Service	Unit	EUR
Tractor	30'	40,00
Small bus	km	1,50
Passenger vehicle	Per service	15,00
Push back up to 100 MTOW	Per service	70,00
Ambulance car	km	2,50

**Loading / unloading services**

<b>Service</b>	<b>Unit</b>	<b>EUR</b>
Towing tractor - small	30'	60,00
Towing tractor - big	30'	90,00
Elevator	30'	80,00
Loader for containers and pallets	30'	80,00
Fork lift truck	30'	48,00
Dolly	30'	8,00
Baggage cart	30'	10,00
Palette dolly	30'	8,00

**Stairs**

<b>Service</b>	<b>Unit</b>	<b>EUR</b>
Passenger stairs - towing	30'	30,00
Passenger stairs – self propelled	30'	60,00

**Special aircraft handling equipment**

<b>Service</b>	<b>Unit</b>	<b>EUR</b>
Lavatory service vehicle	30'	30,00
Toilet service vehicle	30'	55,00
Floodlights and GPU	30'	30,00
Fire vehicle - work	30'	400,00
Small fire vehicle with equipment	30'	100,00

**Material supply**

<b>Service</b>	<b>Unit</b>	<b>EUR</b>
Ballast bag (25 kg)	Bag	10,00
Lashing material	Meter	2,00
Nitrogen under pressure	Up to one bottle	5,00
Photo copying	Copy	0,30

**Other services**

<b>Service</b>	<b>Unit</b>	<b>EUR</b>
Cleaning of outside glass of flight cockpit	Per service	30,00
Cleaning the cabin	Per service	50,00
Hot water	Liter	0,50
Gallery rotation	Per a/c	50,00
Wheelchair	Per passenger	5,00
Stretcher with pillow and blanket	Per passenger	10,00
VIP treatment with no usage of VIP lounge	Per passenegr	25,00
World Tracer services	Per AHL	2,50
Security screening per kg	Up to 20kg	0,50
Security screening per kg	20 – 50kg	0,60
Security screening per kg	50 – 100 kg	0,70
Security screening per kg	over 100kg	0,80
Physical examination of baggage	Piece	10,00

Physical security of the aircraft	1 hour	20,00
ID card production	1 piece	5,00

#### **Rent of VIP and BUSINESS Lounge (only for Podgorica Airport)**

<b>Service</b>	<b>Capacity</b>	<b>Unit</b>	<b>EUR</b>
Multimedia room	30 places	1 hour	100,00
Meeting room	20 places	1 hour	60,00
VIP lounge	27 places	1 hour	150,00
Presidential salon	10 places	1 hour	200,00

#### **General aviation – VIP HANDLING**

<b>MTOW</b>	<b>EUR</b>
up to 10 000	50,00
From 10 001	100,00

#### **CHARGES FOR ACCESS**

Airport guarantees the airport installations access to the other handling providers. It is believed that the provider provides this service from the moment of performing handling services.

<b>Service</b>	<b>Unit</b>	<b>EUR</b>
Car	Per use	1,40
Van, tractor	Per use	2,50

GPU	Per use	6,00
Catering vehicle	Per use	10,00
Towing vehicle	Per use	40,00
Specialized vehicle	Per use	20,00
Fork lift truck	Per use	10,00
Truck with bearing capacity up to 2t	Per use	18,00
Truck with bearing capacity over 2t	Per use	28,00

### **Exemption from payment**

Aircrafts performing the flights for the Government of Montenegro, Ministry of the Interior, Montenegrin Army, Red Cross and Airline clubs whose base airport is in Podgorica and Tivat are exempted from the payment of charges for basic airport services.

The following shall be exempted from airport charges:

- a) Aircraft involved in search and rescue operations,
- b) Aircraft used for humanitarian assistance in case of a natural disaster of state of emergency,
- c) Aircraft in distress,
- d) State aircraft providing emergency medical aid,
- e) State aircraft performing fire-fighting protection,
- f) State aircraft performing special activity flights.

## IV OTHER SERVICES

### 1. Services in the cargo warehouse

#### Customs goods

##### *Inbound*

1.	<b>Declaration of goods</b>	12,00 €
2.	<b>Goods handling-warehousing (General Cargo)</b>	
	Up to 20 kg	3,00 €
	21-50 kg	4,00 €
	51-150 kg	5,00 €
	Over 150 kg for every additional 50 kg will be charged	1,50 €
3.	<b>Handling of Legal Banknotes, per cargo manifest</b>	30.00 €
4.	<b>Notification – by telegram (wire) or telephone</b>	3,00 €
5.	<b>Document photocopying</b>	
	Per paper	0,20 €
6.	<b>Storage charge</b>	
	Storage for General cargo per kg, per day	0,20 €
	Storage for dangerous goods (DGR) per crate, per day, from a date of reception. Except Class 7	2.50 €
	Storage for cooling chamber per kg, per day	0.40 €

## Outbound

1.	<b>Weighing of goods</b>		
	Up to 25 kg	1,00 €	
	26-100 kg	2,00 €	
	Over 100 kg for every additional 50 kg will be charged	1,00 €	
2.	<b>Security control of goods</b>		
	Per crate	3,00 €	
	Physical examination of goods	10,00 €	
3.	<b>Handling of General cargo (General Cargo)</b>		
	Up to 20 kg	3,00 €	
	21-50 kg	4,00 €	
	51-150 kg	5,00 €	
	Over 150 kg for every additional 50 kg will be charged	1,50 €	
4.	<b>Handling of Legal Banknotes per cargo manifest</b>		
		30,00 €	
5.	<b>Document preparation</b>	Cargo manifest	2,00 €
		Acceptance check list	60,00 €
		- per crate for more than 5 crates	5,00 €
		Declaration for dangerous goods per UN number	30,00 €
		- for every additional UN number	10,00 €
6.	<b>Storage of goods in customs warehouse</b>		



	Storage for General Cargo per kg, per day	0,20 €
	Storage for dangerous goods (DGR) per crate, per day, from a day of reception. Except Class 7	2.50 €
	Storage for cooling chamber per kg, per day	0.40 €

Notes:

1. Handling of special cargo shall be charged as a handling of general cargo increased by 100% .
2. Special cargo include:
  - Valuable cargo (VAL)
  - Live animals (AVI)
  - Perishables (PER)
  - Live human organs (LHO)
  - Very important cargo (VIC)
  - Vulnerable cargo (VUN)
  - Heavy cargo (HEA)
  - Human remains (HUM)
  - Dangerous Goods (DGR)
3. Storage of general cargo for a 5 days period (including non-working days and holidays) from a moment of notification of a Receptient on reception of goods shall not be charged.
4. Storage of goods placed in cooling chamber for a 3 days period (including non –working days and holidays) from a moment of notifying the Receptient on goods reception shall not be charged.
5. Services with certain airlines included in the SGHA will not be charged from the client using the services from that airlines.
6. Handling of shipment of inbound cargo in terms of human remains (HUM), as well as for documents shall not be charged ( if a Receptient collect the shipment immediately when aircraft arrives).

7. Time limitations:

- Goods acceptance and all accompanied documents – not later than 3 hours prior departure time (exception are goods that cannot be stored in the warehouse)
- Handover of cargo manifest - not later than 2 days prior aircraft departure (if cargo manifest is prepared by the Shipper/ Forwarding Agent).
- Acceptance of additional goods and mail (up to 1 ton and 2 cargo manifests, unless it is otherwise provided in the company's CHM) within additional cargo manifest - no later than 1 hour prior to aircraft departure (if it not cause the flight delay).
- Receiving LMC Cargo Manifest (Last Minute Change) not later than 40 min prior to departure time (if it not causes flight delay) only for:
  - special shipments (VAL, PER, AVI, LHO),
  - daily press (quantity max. 200kg and 2 AWB if not otherwise provided in the Company's CHM) and
  - mail ( up to 200kg if it is not otherwise provided by Company's CHM).

**Note: Services included in SGHA with certain airlines will not be charged from the clients using the services from that airlines.**

**2. Price list for business offices**

**Passenger terminal**

Description	Unit	Price in €
Desk	m <sup>2</sup> - monthly	50,00
Business office	m <sup>2</sup> - monthly	30,00

**Administration building**

Description	Unit	Price in €
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Business office	m <sup>2</sup> - monthly	50,00
Warehouse area	m <sup>2</sup> - monthly	8,00

### **Cargo Warehouse-Building**

Description	Unit	Price in €
Warehouse area	m <sup>2</sup> - monthly	8,00

### **Open area**

Description	Unit	Price in €
Land	m <sup>2</sup> - monthly	10,00

### **Services**

Description	Unit	Price in €
Water and sewage	m <sup>2</sup> - mjesečno	0,60
Waste disposal	m <sup>2</sup> - mjesečno	0,40

Note :

- a) The office and warehouse areas to be leased without furniture.
- b) The plan of the areas interior furniture is subject to prior approval of Airports of Montenegro.
- c) The electric power expenses will be charged at the actual cost of EPCG, increased for 20% accounting charge of JSC Airports of Montenegro.
- d) The running water supply expenses will be charged at actual cost, increased for 10% accounting charge of Airports of Montenegro.

### **3. Rent of land**

Rent price for land at Podgorica and Tivat Airports is 5,00€m<sup>2</sup>.

#### 4. Airport car park price list

Prices of car park services at Podgorica Airport

1.	Passenger vehicle	Hourly by 24 hours - 0.60 €
2.	Van	Hourly by 24 hours - 1.20 €
3.	Bus	Hourly by 24 hours- 5.00 €
4.	Truck	Hourly by 24 hours - 5.00 €
5.	Storage (per day per each commenced day)	6.00 €
6.	Penalty fee for lost parking ticket	5.00 €
7.	Monthly rent per parking position	50.00 €

#### 5. Price list for rent of advertising areas at Podgorica and Tivat Airports

##### 5.1 Charges for in-door advertising at Tivat Airport:

###### HALL

- Lighting advertisement on the wall behind the check-in area (160x80cm) 350,00€
- Lighting advertisement on the wall next to the check-in area (240x150cm) 500,00€
- Non-lighting banner, clip system ( 300 X 100 cm ) 400,00€
- Non-lighting banner, clip system ( 240 X 150 cm ) 500,00€

###### ARRIVAL AREA

- Lighting advertisement on the wall behind the baggage conveyor belt (240x150) 500,00€
- Non-lighting banners, clip system (240 X 150cm) 500,00€
- Lighting advertisement on the wall of passenger flow corridor (240x150cm) 500,00

- Non-lighting advertisement before the terminal entrance (500x200cm)	500,00 €
- Non-lighting banners, clip system (180X120cm)	400,00€
- Movable lighting two side panel (at side)	200,00€
- Non-lighting banners, before the terminal entrance (300X200)	400,00€
- Non-lighting banners, clip system (240 X 150 cm )	400,00€
- Non-lighting banners, clip system (300 X 150 cm )	500,00€

## **NOTE**

Prices are listed at month level, no VAT included and no printing included.

## **DISCOUNTS**

In case of rent of more advertising areas by the same lessee, a discount is applied as follows:

- For two rented advertising areas 10%,
- For three rented advertising areas 15%,
- For four rented advertising areas 20%,

## 5.2 Charges for in-door advertising at Podgorica Airport:

### Hall

- Gallery: Lighting advertisement (250x100cm)	400,00€
- Gallery: Lighting advertisement (150x100cm)	300,00€
- Lighting advertisement on the wall behind the check-in area (125x180cm)	300,00€
- Non-lighting banner, clip system (300x150cm)	500,00€
- Non-lighting banner, clip system (240x150cm)	400,00€

### Arrival area

- Non-lighting banner, clip system (300x150cm)	500,00€
- Non-lighting banner, clip system (240x150cm)	400,00€
- Non-lighting banner, clip system (120x120cm)	350,00€
- Non-lighting banner, clip system (180x120cm)	400,00€
- Wall partition (113,5x275cm) per side	150,00€
- Movable lighting dual totems (68x200cm) per side	200,00€

### Departure area

- Non-lighting banner, clip system (240x150cm)	350,00€
- Non-lighting banner, clip system (580x100cm)	650,00€
- Non-lighting banner, clip system (300x150cm)	500,00€
- Wall partition (113,5x275cm) per side	150,00€

## **Note**

Prices are listed at month level, no VAT included and no printing included.

## **Discount**

In case of more advertising areas by the same lessee, a discount is applied as follows:

- For 2 rented advertising areas 10%,
- For 3 rented advertising areas 15%,
- For 4 rented advertising areas 20%.

## **5.3 Charges for out-door advertising at Podgorica Airport**

### **BILLBOARDS (300X400cm) - 12m<sup>2</sup>**

POSITIONS: 1, 2, 3, i 4 (two-sided), on one side	350,00€
POSITION 5 (three-sided), on one side	400,00€
POSITIONS: 6, 7, 8, i 9 (two-sided), on one side	400,00€

## **Note**

Prices are listed at month level, no VAT included and no printing included.

## **Discounts**

In case of rent of more advertising areas by the same lessee, a discount is applied as follows:

- For 2 or 3 rented sides 5%,
- For 4 and over four rented sides 15%,

Depending on the duration of rent, the discount is applied as follows:

- |   |     |
|---|-----|
| - 3 months rent duration period         | 5%  |
| - 6 months rent duration period         | 10% |
| - Rent duration periodo over 6 months i | 15% |
| - Rent duration period over 12 months   | 20% |