

DESCRIPTION OF THE PROCEDURE FOR FLIGHT SCHEDULE COORDINATION

I. Objective

1. The purpose of the present Description of the procedure for flight schedules coordination (hereinafter – the Description) is to reduce the operative flight delays, facilitate airport flight scheduling and help the schedule facilitator to achieve an independent flight coordination with air carriers.

II. General Part

2. A schedules facilitate airport – in accordance with Article 3 of Council regulation (EEC) No 95/93 of 18 January 1993 on common rules for the allocation of slots at Community airports (as last amended by Regulation (EC) No 793/2004 of the European Parliament and of the Council of 21 April 2004) (hereinafter – the Regulation) and Article 43 of the Law on Aviation, an airport designated by the Ministry of Transport and Communications where there is potential for congestion at some periods of the day, week or year which is amenable to resolution by voluntary cooperation between air carriers and where a schedules facilitator has been appointed to facilitate the operations of air carriers operating services or intending to operate services at that airport;

According to the IATA Worldwide Scheduling Guidelines such an airport is classified as Level 2 Schedules Facilitated airport).

3. Schedules facilitator – a person elected by a schedules facilitator appointed by Order No. 3-166 of 13 April 2017 and who is obligated to perform the functions of the schedules facilitator as provided in the Regulation.

4. The schedules facilitator is responsible for collection of the schedules, their analysis and coordination with all air carriers intending to operate in the airport and seeking a voluntary coordination of the schedules when the flights are scheduled in the course of a potential congestion.

5. When performing its duties the schedules facilitator shall follow the principles of neutrality, non-discrimination and transparency.

6. When operating or intending to operate at schedules facilitated airport, the air carriers shall submit to the schedules facilitator any requested information.

III. Schedules coordination priorities

7. In case having collected and analysed the information about the planned flight schedules of the airlines the schedules facilitator identifies that in view of the throughput capacity of the critical infrastructure the planned schedules may cause a congestion at the airport, the schedules facilitator shall notify the airline companies affected by the congestion and recommend alternative arrival and/or departure times.

8. The air carriers shall notify the schedules facilitator of any changes in the schedule of the planned flights.

9. For the purpose of the schedule coordination the following priorities shall apply:

9.1. Flights of the previous equivalent season:

9.1 2. The flights that are planned and operated in an analogy to the previous equivalent season, should be given a higher priority than any new planned flights at the same arrival and /or departure times.

9.1 3. The flights that are planned to be operated without any changes from the previous analogous season, should be given higher priority than the flights in relation to which any time and/or aircraft size changes are planned (in case of encountering a shortage of the passenger terminal capacities);

9. 2. Year round operated flights: newly planned flights, extending the flights of the current season to the flights operated all year round, should be given higher priority than the newly planned flights at the same arrival and/or departure times;

9.3. Actual operation duration: when the flight times according to the planned flight schedules of two or more air carriers coincide, higher priority should be given to the schedule of the air carrier with a longer actual duration of operation at the airport.

9.4. Ad hoc flights: the air carriers planning to operate regular flights should be given higher priority than the air carriers planning to operate ad hoc flights;

9.5. Operational factors: for the flights that are potentially affected by the constrains arising from the limitations of the working hours of other airports, or any other related operational factors, should be granted higher priority than the flights that will not be affected by such factors.

IV. Dispute settlement

10. In case an air carrier objects to an aircraft arrival/departure proposed by the schedules facilitator, the schedules facilitator shall apply to the Administration of SE Lithuanian Airports regarding an alternative arrangement.

11. The Administration of SE Lithuanian Airports has a right to coordinate the flight times according to the priorities applied to ad hoc flights, however, in this case next season the flights of the air carrier will lose an opportunity to take advantage of the benefits of the priority referred to in Item 9.1 of the Description, as well as the right to take advantage of the historic precedence for the operated timings (Item 12 of the Description).

12. An air carrier that has at any time failed to comply with the requirements of the present Description loses its right to take advantage of the historic precedence for the operated timings, should in the future the airport is designated as a schedules facilitated airport.