

PRICELIST
OF TALLINN AIRPORT GROUND HANDLING SERVICES

Effective from 01st of May 2023

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LIST OF ABBREVIATIONS

| | |
|--------------|---|
| a/c: | aircraft |
| FOD: | Foreign Object Debris |
| GH: | Ground Handling |
| IATA: | International Air Transport Association |
| MTOW: | Maximum Take Off Weight |
| PAX: | Passenger |
| PDF: | Portable Document Format |
| SGHA: | Standard Ground Handling Agreement |
| T: | ton = 1000 kg |
| VAT: | Value Added Tax |

1 GENERAL CONDITIONS

Ground handling services will be carried out by Tallinn Airport GH Ltd in accordance with international industry standards using local procedures and necessary systems and equipment, trained and qualified personnel.

Tallinn Airport GH provides ground handling services under IATA SGHA 2018.

1.1 Scope of services

All aircraft handling requests must be sent to Tallinn Airport GH as soon as possible (at least 24 hours before the planned arrival/departure). Contact on page 23.

By placing an order, the client tacitly accepts the following conditions, which rules out the need for any further special agreements to be made in individual cases. Tallinn Airport GH is not legally bound to adhere to the clients purchasing regulations, even in the case that it does not disagree to them explicitly.

For charter carriers and customers without DCS system requirements, we are able to offer RESA hosted Local check-in and boarding.

1.1.1 Prices

All prices are in euros. All prices are net (without VAT). Exceptions are marked.

All prices are based on normal operating hours, 06:00-22:00 local time.

Extra 100% will be charged for providing ground handling services at night, 22:00 – 06:00 local time, and during Estonian Public Holidays¹.

Extra manpower is charged minimum 4 hours at night.

Any disbursements made by Tallinn Airport GH to third parties on behalf of the client of the services will be charged to the client at cost price plus an accounting surcharge of 10%.

¹ January 1, February 24, Good Friday, Easter Sunday, May 1, Whitsunday (Pentecost), June 23, June 24, August 20, December 24, December 25, December 26

Cancellation policy: Upon cancelling the flight less than 24 hours before arrival, 50% of the Basic Ground Handling charge will apply.

1.1.2 Payment

Payment for the rendered services must be made before the departure of the aircraft unless otherwise agreed. Paying in other currency than Euro, the valid Swedbank exchange rate is used to calculate the price.

Payment methods: prepayment; Visa, Mastercard.

1.1.3 Liability

Ref. IATA Airport Handling Manual (AHM 810) Standard Ground Handling Agreement 2018, Main Agreement (Article 8. Liability and Indemnity).

1.1.4 Governing Law

The court of jurisdiction is Harju County Court, Estonia. The laws of the Republic of Estonia apply exclusively.

1.1.5 Fees

Airport fees (point 2.12) and infrastructure fees (point 2.13) will be added to ground handling fees.

1.1.6 Delays and Early Arrivals

If an aircraft arrives/departs later/earlier than 2 or more hours from the time agreed, Tallinn Airport GH reserves the right to charge the services by multiplying the price with 1,5.

2 SERVICES

2.1 Basic Ground Handling Service

| MTOW | PRICE |
|-----------------------|-----------|
| 0-5 T | € 255,00 |
| 5.1-15 T | € 445,00 |
| 15.1-25 T | € 613,00 |
| 25.1-75 T | € 823,00 |
| over 75 T up to 180 T | € 993,00 |
| over 180 T | € 2054,00 |

Basic ground handling service includes:

- FOD check
- marshalling
- positioning (wheel chocks and safety cones)
- ground to cockpit communication up to 30 minutes
- walk-around inspection (on arrival and pre-flight)
- wheel chock and safety cones removal
- start-up assistance.

The price of the Basic Ground Handling Service applies to one turnaround up to 60 minutes.

From 60 minutes onwards, up to 12 hours the price is multiplied with 1,5.

From 12 hours onwards, the price is multiplied with 2.

2.2 Passenger and Baggage Handling Services

| SERVICE | UNIT | PRICE |
|---|---|-----------------------|
| Passenger and baggage service | 1 departing passenger with 20 kg checked-in baggage | € 5,40 |
| | 1 arriving passenger with 20 kg checked-in baggage | € 4,10 |
| Boarding pass and baggage tag | 1 departing passenger | € 0,04 |
| Additional check-in desk (must be ordered min. 48 hours prior to departure) | 1 hour | € 69,00 |
| Flight creation in Local DCS | per flight | € 40,00 |
| Issuance of IRRE report | per case | € 25,00 |
| Implementation of a new procedure, flight, airline, DCS, operation etc. | per case | Price to be requested |
| Porter service in passenger terminal (must be ordered min 72h before) | 1-5 pax | € 65,00 |
| | each additional pax | € 6,50 |
| Passenger transportation. Airport-city-airport, one way | per service | Price to be requested |
| Stationary storage and handling | per case | Price to be requested |

2.3 Cargo Loading Service

| SERVICE | UNIT | PRICE |
|------------------------|------|--------|
| Cargo loading service* | 1 kg | € 0,18 |

Cargo loading service includes:

- loading cargo and mail
- transportation to/from warehouse
- cargo loading equipment with operator
- load master.

*Cargo loading service is per 1 kg per arrival and/or departure. Price is calculated by kg, but not less than 90€ (500kg).

2.4 Turnaround Coordination Service

| SERVICE | UNIT | PRICE |
|---------------------------------|-------------|--------------|
| Turnaround coordination service | 1 hour | € 55,00 |

Turnaround coordination service includes:

- pre-flight duties
- loading instruction
- liaise with the flight crew
- coordinating servicing tasks (catering and fuel coordination)
- ordering and verifying extra services
- ensuring compliance to airline and airport procedures and policies
- ensuring adherence to safe
- secure and effective turnaround practices
- ensuring adherence to SLA and OTP
- coordinating W&B documentation with Carrier's LC
- loading report
- aircraft movement messages and delay codes.

2.5 Services

| SERVICE | UNIT | PRICE |
|--|--------------|-----------------------|
| Loading Instruction (LIR) and Loading Report | per flight | € 29,00 |
| Delivery and/or print of documents (MET and/or ATS) | per flight | € 21,00 |
| Wing walker | per walker | € 59,00 |
| Security check on arrival from non-Schengen area | per aircraft | € 95,00 |
| Fuelling supervision | 30 minutes | € 45,00 |
| Escort service on apron and technical area | 30 minutes | € 45,00 |
| Follow me for towing | 30 minutes | € 50,00 |
| Manpower | 1 hour | € 65,00 |
| Filling in a questionnaire on Carrier's form | per sheet | € 28,00 |
| Reminder of account payable (from the second reminder) | per case | € 10,00 |
| Handling of an invoice dispute after the deadline | per case | € 25,00 |
| Hangar rent | per aircraft | Price to be requested |
| ULD stock control and storage | per case | Price to be requested |

2.6 Cleaning Services

| Aircraft interior cleaning overview | | |
|--|--|----------------|
| Group 1 | 1-20 seats | 1-20 seats |
| Group 2 | 21-49 seats | 21-49 seats |
| Group 3 | AN30, AN32, AN72, AT43, AT45, CRJ1, CRJ2, DH8C, E145, F27, F50 | 50-69 seats |
| Group 4 | A124, A148, AT72, AT73, AT75, AT76, DH8D, CRJ7, E170, E75L, E75S, F70 | 70-89 seats |
| Group 5 | AN12, CRJ9, F100, RJ70, SU95 | 90-110 seats |
| Group 6 | B712, B731, E190, E195, RJ1H, RJ85, | 111-130 seats |
| Group 7 | A318, BCS3, B721, B732, B733, B735, B736, B737, DC95, MD87 | 131-150 seats |
| Group 8 | A319, B734, MD88 | 151-170 seats |
| Group 9 | A320, A20N, B37M, B701, B722, B734, B738, B739, DC85, IL62, MD81, MD82, MD83, MD90 | 171-190 seats |
| Group 10 | A20N, B38M, C141 | 191-210 seats |
| Group 11 | A321, A21N | 211-230 seats |
| Group 12 | | over 230 seats |

In case of difference between aircraft type and number of seats, aircraft type shall prevail.

| Passenger aircraft interior cleaning | | |
|---|-------------|-----------------------|
| Group 1 | per service | € 32,00 |
| Group 2 | per service | € 39,00 |
| Group 3 | per service | € 45,00 |
| Group 4 | per service | € 51,00 |
| Group 5 | per service | € 57,00 |
| Group 6 | per service | € 62,00 |
| Group 7 | per service | € 71,00 |
| Group 8 | per service | € 72,00 |
| Group 9 | per service | € 91,00 |
| Group 10 | per service | € 92,00 |
| Group 11 | per service | € 100,00 |
| Group 12 | per service | Price to be requested |

| Nightstop cleaning | | |
|---------------------------|-------------|-----------------------|
| Group 1 | per service | € 40,00 |
| Group 2 | per service | € 52,00 |
| Group 3 | per service | € 59,00 |
| Group 4 | per service | € 64,00 |
| Group 5 | per service | € 69,00 |
| Group 6 | per service | € 74,00 |
| Group 7 | per service | € 84,00 |
| Group 8 | per service | € 89,00 |
| Group 9 | per service | € 95,00 |
| Group 10 | per service | € 105,00 |
| Group 11 | per service | € 120,00 |
| Group 12 | per service | Price to be requested |

| | | |
|-----------------------------------|-------------|---------|
| Removal of airsickness | per spot | € 40,00 |
| Litter disposal 1 bag | 1 bag | € 10,00 |
| Litter disposal (more than 1 bag) | per service | € 22,00 |

| Passenger aircraft deep cleaning | | |
|---|-------------|-----------------------|
| Group 1 | per service | € 112,00 |
| Group 2 | per service | € 194,00 |
| Group 3 | per service | € 273,00 |
| Group 4 | per service | € 349,00 |
| Group 5 | per service | € 419,00 |
| Group 6 | per service | € 449,00 |
| Group 7 | per service | € 549,00 |
| Group 8 | per service | € 647,00 |
| Group 9 | per service | € 719,00 |
| Group 10 | per service | € 789,00 |
| Group 11 | per service | € 897,00 |
| Group 12 | per service | Price to be requested |

| Disinfection ⁽³⁾ of viruses, bacteria, microbial control (Passenger aircraft) | | |
|---|-------------|-----------------------|
| Group 1 | per service | € 73,50 |
| Group 2 | per service | € 73,50 |
| Group 3 | per service | € 84,00 |
| Group 4 | per service | € 89,25 |
| Group 5 | per service | € 94,50 |
| Group 6 | per service | € 103,00 |
| Group 7 | per service | € 115,00 |
| Group 8 | per service | € 120,00 |
| Group 9 | per service | € 127,00 |
| Group 10 | per service | € 140,00 |
| Group 11 | per service | € 147,00 |
| Group 12 | per service | Price to be requested |
| Cargo compartment | per service | Price to be requested |

Disinfection ⁽³⁾: the elimination of microbes on surfaces. The procedure whereby measures are taken to control or kill infectious agents on a human or animal body, on a surface (or in or on baggage, cargo, containers, conveyances, goods and postal parcels) by direct exposure to chemical or physical agents.

| Cargo aircraft | | |
|----------------------------|-------------|----------|
| Galley and toilet | per service | € 33,00 |
| Cockpit, galley and toilet | per service | € 55,00 |
| Cargo compartment | per service | € 231,00 |
| Private jets | | |
| up to 45 MTOW | per service | € 16,50 |

| Disinsection⁽⁴⁾ flying insects control | | |
|--|-------------|-----------------------|
| Group 1 | per service | € 70,00 |
| Group 2 | per service | € 79,00 |
| Group 3 | per service | € 89,00 |
| Group 4 | per service | € 94,00 |
| Group 5 | per service | € 99,00 |
| Group 6 | per service | € 107,00 |
| Group 7 | per service | € 112,00 |
| Group 8 | per service | € 121,00 |
| Group 9 | per service | € 132,00 |
| Group 10 | per service | € 141,00 |
| Group 11 | per service | € 152,00 |
| Group 12 | per service | Price to be requested |
| Cargo compartment | per service | Price to be requested |

| Disinsection ⁽⁴⁾ crawling insects control | | |
|---|-------------|-----------------------|
| Group 1 | per service | € 137,00 |
| Group 2 | per service | € 155,00 |
| Group 3 | per service | € 205,00 |
| Group 4 | per service | € 225,00 |
| Group 5 | per service | € 245,00 |
| Group 6 | per service | € 275,00 |
| Group 7 | per service | € 305,00 |
| Group 8 | per service | € 365,00 |
| Group 9 | per service | € 400,00 |
| Group 10 | per service | € 475,00 |
| Group 11 | per service | € 500,00 |
| Group 12 | per service | Price to be requested |
| Cargo compartment | per service | Price to be requested |

Disinsection⁽⁴⁾: aircraft disinsection is the use of insecticide on international flights for insect and disease control. The procedure whereby measures are taken to control or kill the insect vectors of human diseases (present in or baggage, cargo, containers, conveyances, goods and postal parcels).

2.7 Baggage Delivery Services

| Baggage Delivery in Tallinn | UNIT | PRICE |
|---|-------------|--------------|
| Pick-up at Tallinn Airport ⁽⁵⁾ | 1 file | € 3,00 |
| Regular delivery ⁽⁶⁾ | 1 file | € 10,00 |
| Priority delivery ⁽⁷⁾ | 1 file | € 25,00 |

VAT included

| Baggage Delivery outside Tallinn (rest of Estonia) | UNIT | PRICE |
|---|-------------|-------------------------|
| Delivery to the Pick-up Station ⁽⁵⁾ | 1 file | € 25,00 |
| Regular delivery ⁽⁶⁾ | 1 file | € 10,00 + € 0,60 per km |
| Priority delivery ⁽⁷⁾ | 1 file | € 25,00 + € 0,60 per km |

VAT included

Pick-up ⁽⁵⁾ :

Tallinn and its nearby area – Lost&Found Agent agrees with a customer that (s)he picks up the baggage from the airport. Lost&Found Agent calls the customer when the baggage has arrived and can be picked up by the customer from Tallinn Airport. Service is available 08:00-01:00 daily.

Outside Tallinn – Lost&Found Agent agrees with a customer that (s)he picks up the baggage from the local pick-up station. Lost&Found Agent calls the customer when the baggage can be picked up by the customer from the local pick-up station. Pick-up stations are located in 14 Estonian cities. Pick-up times vary depending on the station.

Regular Delivery ⁽⁶⁾: Courier picks up the baggage from the airport and delivers it to the customer's address.

Priority Delivery ⁽⁷⁾: Business, First Class, Premium Customers baggage is delivered to customer's address as soon as possible by courier (within 2 hrs in Tallinn).

2.8 Vehicles and Equipment with Operator

| SERVICE | UNIT | PRICE |
|---|---------------|--------------|
| Ground Power Unit 28V/115V | 30 minutes | € 59,00 |
| Heater | 30 minutes | € 49,00 |
| Air start supply | per procedure | € 285,00 |
| Passenger stairs | 30 minutes | € 49,00 |
| Service stairs | 30 minutes | € 34,00 |
| Water service | per procedure | € 125,00 |
| Draining water tanks | per procedure | € 55,00 |
| Toilet service | per procedure | € 85,00 |
| Pushback | per procedure | € 99,00 |
| Towing | 30 minutes | € 99,00 |
| Air start supply technical run | 30 minutes | € 375,00 |
| Catering uplift | per service | € 30,00 |
| Long-time parking covers and straps | per a/c | € 55,00 |
| Ballast (25 kg) | per bag | € 10,00 |
| Belt loader | 30 minutes | € 69,00 |
| Fork lift up to 4,5 metric tons lift capacity | 30 minutes | € 99,00 |
| Container high-loader up to 3,5 metric tons lift capacity, height up to 3,6 metres | 30 minutes | € 81,00 |
| Cargo container high-loader up to 14 metric tons lift capacity, height up to 5,6 metres | 30 minutes | € 176,00 |
| Tractor Landini SWDL/BB load capacity 5150 kg | 30 minutes | € 69,00 |
| Baggage tractor | 30 minutes | € 42,00 |
| Lashing for cargo | 10 m | € 55,00 |

2.9 Services for the Crew

| SERVICE | UNIT | PRICE |
|--------------------------------------|--------------------------|--------------|
| Crew transport on the ramp | up to 30 minutes | € 25,00 |
| Crew city transport (up to 7 seats) | one-way non-stop service | € 35,00 |
| Crew city transport (8-14 seats) | one-way non-stop service | € 75,00 |
| Crew city transport (14-21 seats) | one-way non-stop service | € 125,00 |
| Hotel booking service ⁽⁸⁾ | per booking | € 20,00 |

Hotel booking service ⁽⁸⁾: Hotel bookings in locations close to the terminal or in the centre of Tallinn. Checked and verified sites, 3-5 stars.

2.10 Equipment Rent

| EQUIPEMENT | UNIT | PRICE |
|----------------------------------|-------------|--------------|
| Container dolly (LD1, LD2, LD3) | 30 minutes | € 9,00 |
| Container dolly (LD1, LD2, LD3) | 24 hours | € 50,00 |
| Cargo pallet dolly 96x125 inches | 30 minutes | € 8,00 |
| Cargo pallet dolly 96x125 inches | 24 hours | € 40,00 |
| Baggage cart | 30 minutes | € 8,00 |
| Baggage cart | 24 hours | € 40,00 |

2.11 De-icing/Anti-icing Service

| SERVICE | UNIT | PRICE |
|------------------------------------|---------------|--------------|
| Call/Group A-B | per call | € 250,00 |
| Call/Group C | per call | € 360,00 |
| Call/Group D | per call | € 385,00 |
| Call/Group E | per call | € 430,00 |
| Fluids | | |
| Type I (mixture) | per litre | € 5,37 |
| Type II | per litre | € 6,37 |
| Engine snow/ice removal | 15 minutes | € 100,00 |
| De-icing/anti-icing service report | per operation | € 25,00 |
| Contamination check | per operation | € 100,00 |

2.12 Navigation and Airport Fees

| SERVICE | UNIT | PRICE |
|--|-------------------|---------|
| Landing charge (international flights) | each MTOW T | € 7,50 |
| Landing charge (domestic flight) | each MTOW T | € 7,50 |
| Passenger fee (international flights) | per departing pax | € 10,50 |
| Passenger fee (domestic flights) | per departing pax | € 10,50 |
| Parking fee | each MTOW T | € 1,53 |
| Passengers with disabilities charge | per departing pax | € 0,30 |

A landing charge shall be charged for the landing of an aircraft at an aerodrome for each 1000 kg of the maximum take-off weight (MTOW) of an aircraft, or part thereof, as follows (in Euros, EUR).

Parking fee:

- free parking up to 6 hours – all cargo aircraft;
- free parking up to 3 hours – all other aircraft;
- non Tallinn-based aircrafts 1,53 EUR, but not less than 9,20 EUR.

Airport fees are collected by Tallinn Airport GH Ltd. on behalf of Tallinn Airport.

Enroute Navigation Fee and Terminal Navigation Charge.

Collected by Estonian Air Navigation Services

Phones: +372 625 8293

+372 605 8905

+372 601 6096

Faxes: +372 625 8280

+372 601 6096

E-mail: nof@eans.ee

AFTN: EETNZPZX

AFS: EETNYNYX

WWW: <http://eaip.eans.ee/2020-10-08/html/index-en-GB.html>

2.13 Infrastructure Fees

| SERVICE | UNIT | PRICE |
|--|---|--------|
| Aircraft handling and ramp handling ⁽⁹⁾ | each MTOW T | € 0,38 |
| Passenger and baggage service ⁽¹⁰⁾ | each departing pax | € 0,58 |
| Cargo loading service and physical transport service ⁽¹¹⁾ | per every 10 kilograms of serviced cargo | € 0,03 |
| Environmental charge in case of de-icing service provision | per every used litre of de-icing fluid (100%) | € 0,50 |

Infrastructure charge for aircraft handling and ramp handling⁽⁹⁾ (according to Directive annex section 5, section 6): per every aircraft maximum allowed take-off weight (MTOW) € 0,38, but in total not less than € 319,56 in a month. Infrastructure charge is not taken for handling aircraft with MTOW 5700 kg or less.

Infrastructure charge for passenger and baggage services⁽¹⁰⁾ (according to Directive Annex section 2 and section 3) Per every departing passenger € 0,58, but in total not less than € 319,56 in a month. Infrastructure charge is not applied for children under 2 years travelling without their own ticket and transit and transfer passengers.

Infrastructure charge for cargo loading services and physical transport services⁽¹¹⁾ (according to Directive annex section 4.1): per every 10 kilograms of serviced cargo - € 0,03, but in total not less than € 319,56 in a month. Infrastructure charge is not applied for cargo and mail handling on military and scheduled/charter passenger flights

Reference: https://www.tallinn-airport.ee/wordpress/wp-content/uploads/2015/09/20101001_Conditions_of_Use_GH_confirmed_kk_48.pdf

3 CONTACTS

Handling Requests

E-mail: handling@tll.aero

Agreements and Sales (office hours 08:00-16:30 local time)

E-mail: gh@tll.aero

Flight Operation Services 24/7

Phone: +372 605 8421
Mobile: +372 528 8420
Fax: +372 605 8786
SITA: TLLGH8X
E-mail: handling@tll.aero

Airport Operations Control Centre 24/7

Phone: +372 605 8461
Fax: +372 605 8433
SITA: TLLXT8X
AFTN: EETNZXZX
E-mail: apoc@tll.aero

Fuel suppliers:

Air Total (JET A1, Avgas 100LL) Naftelf Eesti AS

Phone: +372 608 5604
Fax: +372 605 8110
E-mail: info@naftelf.ee

Air BP (JET A1) Estonian Aviation Fuelling Services AS

Phone: +372 640 1212
Fax: +372 640 1216
E-mail: eafs@eafs.ee

BGS

Phone: +372 605 8011
E-mail: info.ee@bgs.aero

Catering supplier:

Airo Catering Services Eesti OÜ

Phone: +372 605 8230
Fax: + 372 605 8232
SITA: TLLTFCR
E-mail: info@airo.ee

Estonian Air Navigation Services

Phone: +372 605 8905,
Fax: +372 625 8280,
AFS: EETNZPZX; EETNYYX
E-mail: nof@eans.ee