



APPROVED

By the Chairman of the Management Board of  
AS Tallinna Lennujaam on 24.04.2026  
by directive 1-2/26/TL3

# Conditions of use of airports and aerodromes for air carriers and aircraft operators

Lennart Meri Tallinn Airport  
Kuressaare Airport, Ruhnu Aerodrome  
Kärdla Airport  
Pärnu Airport, Kihnu Aerodrome  
Tartu Airport



Effective as of 01.06.2026

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# 1. Definitions

- 1.1 “Aerodrome” means a certain area of land or water, together with buildings, installations and equipment, intended for the arrival, departure and movement of aircraft on land or water.
- 1.2 “Aerodrome Manual” means a document containing relevant information on aerodrome facilities, equipment, services, operating procedures, safety management system, organisation and management.
- 1.3 “AIP” – Aeronautical Information Publication is a basic aeronautical document intended primarily for use by aviation personnel in international and local business or private aviation when planning and executing flights in Estonian airspace and at Estonian aerodromes. The AIP is available electronically at [www.eans.ee](http://www.eans.ee).
- 1.4 “Aircraft” means any device that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the ground.
- 1.5 “Aircraft Crew Member” means a person who has been designated by the owner or operator of the Aircraft to perform duties on board the Aircraft during the execution of a flight task.
- 1.6 “Aircraft MTOW” means the maximum take-off weight of the Aircraft.
- 1.7 “Aircraft Stand” means the marked area for parking Aircraft on the apron.
- 1.8 “Airport” means the area of land of the airport specified in this document, which is adapted for the landing, take-off and manoeuvring of the Aircraft, including ancillary facilities necessary to meet the requirements of air traffic and services, including facilities necessary to serve commercial Flights.
- 1.9 “Airport Access Pass” means a document allowing unescorted access to the security restricted area and unescorted movement in the security restricted area.
- 1.10 “Airport Charges” means in this document the landing charge, passenger charge and parking charge, take-off charge, terminal navigation charge, security charge and the charge for a disabled passenger or passenger with reduced mobility for the use of the Airport Services.
- 1.11 “Airport Coordination Centre” or APOC means the unit of AS Tallinna Lennujaam through which the operational activities of the Airport are managed and resources are planned, information on Emergencies and Irregularities is received, processed and resolved, flight data are processed and managed.
- 1.12 “Airport Operator” means AS Tallinna Lennujaam or the person authorised to exercise the rights under the Contract.
- 1.13 “Airport User” – Airport User in this document means any natural person or legal entity that uses the Airport’s infrastructure and services for take-off, landing and parking of the Aircraft or uses other services provided by the Airport Operator to carry passengers, mail and/or cargo by air or for another purpose. The Aircraft operator and owner is also meant as Airport User under this term.
- 1.14 “Airport Services” means the services provided to the Airport User by the Airport Operator and that are related to Aircraft landing, take-off and parking, airport lighting, passenger and freight handling, aviation security or other services provided by the Airport Operator.
- 1.15 “Applicable Law” means all existing and future legislation and other administrative acts of the Republic of Estonia and the regulations, directives, decisions and other documents of the European Union applicable to the Parties.
- 1.16 “Based Airport user” means an air carrier which has concluded an aircraft base agreement with the Airport operator according to the provisions of section 9 of this document.
- 1.17 “Based aircraft” means the Aircraft operated by the Based Airport user for which said Airport User pays air charges according to the valid aircraft base agreement.
- 1.18 “Commercial Flight” means a Flight for the purpose of carrying passengers, cargo or mail for hire or reward, available to the public, or an air service operated under a contract between an operator and a customer, where the customer does not control the operator.
- 1.19 “Conditions of Use” means the AS Tallinna Lennujaam conditions of use (this document).
- 1.20 “Contract” means the contract between the Airport User and the Airport Operator that gives the Airport User the right to use the Airport Services subject to the terms and conditions set out in the Contract.

1.21 “Disabled passenger or passenger with reduced mobility” (PRM) means any person whose mobility is limited for the purposes of using a means of transportation due to any physical (sensory or movement, permanent or temporary) or mental disability, due to age or to any other cause requiring special attention and adaptation to his/her needs of the services that are available to all passengers according to Regulation (EC) No 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.

1.22 “Emergency” – an event or a chain of events or interruption of a vital service that threatens the life or health of a large number of people, causes major damage to property or the environment, or serious and widespread disruption to the continuity of the vital service, and the resolution of which requires the rapid coordinated action of several agencies or persons involved, implementation of management organisation that differs from the usual and involvement of significantly more people and resources than usual.

1.23 “Environmental damage” means a significant adverse effect on the achievement or maintenance of the favourable status of a habitat or a species; a significant adverse effect on a protected area, a conservation area, a permanent habitat, a protected natural site; a significant adverse effect on the marine environment, surface water or groundwater; damage to the soil caused by the direct or indirect release of substances, preparations, organisms or micro-organisms into the environment, where there is a significant risk that human health may be affected.

1.24 “Environmental Policy” means the Airport Operator’s environmental guiding principles for its employees and the companies operating at the Airport to describe the objectives of the environmental management system in order to protect the environment, prevent pollution and ensure environmental performance and continuous improvement.

1.25 “Extranet” means the Airport operator’s online environment with limited access and personal user accounts, which is meant for the exchange of information between the Airport operator and legal entities operating in the territory of the Airport that are in contractual relationships with the Airport operator, to which the Airport operator will provide access after the conclusion of the contract and receipt of a request to the address kogukond@tll.aero from the Service Provider.

1.26 “IATA” means the International Air Transport Association.

1.27 “Flight” means a non-commercial flight, Scheduled Passenger flight, Training Flight, School Flight or Commercial Flight.

1.28 “General aviation” means aviation activities other than national aviation, commercial flights or special flights.

1.29 “Ground handling Services” means the list of services given in the annex to Council Directive 96/67/EC on access to the ground handling market at Community airports and the services regulated by Chapter 83 of the Aviation Act of the Republic of Estonia.

1.30 “Non-Commercial Flight” means a Flight which does not involve the carriage of passengers, cargo or mail for hire or reward, i.e. any Flight other than a commercial Flight.

1.31 “Normative Documents” means the Airport Operator’s manuals, including the Aerodrome Manual, policies, procedures and other regulatory documents published by the Airport Operator and made available to the Airport User in the extranet on the Airport Operator’s website or via other channels.

1.32 “NOTAM” means a message containing information concerning the establishment, status or change of an air navigation facility, service, procedure or hazard, the timely communication of which is essential to the air operations personnel.

1.33 “Passenger” means any person, other than crew members, to whom a valid boarding pass or equivalent document has been issued and who is or must be carried on board an Aircraft with the consent of the air carrier.

1.34 “Scheduled Passenger Flight” means one flight of the series of flights to/from the airport from/to the destination, operated in clearly stated pattern and is sold publicly via global booking systems or internet booking engines.

If the Airport User performs a Flight that does not meet the criteria set forth in this section, the Airport Operator will not consider it to be a Scheduled Flight.

1.35 “Scheduled flight” means one flight with the following characteristics – the flights take place between two or more of the same sections either on the basis of a published flight schedule or so regularly or frequently that

they form an obvious systematic series and single seats may be bought for each flight, and/or cargo and/or mail carriage service either directly from the air carrier or its authorised representative.

1.36 "Season" means one half year, which starts on the last Sunday of March at 00:00 UTC and ends on the last Saturday of October at 24:00 UTC in the same year or one-half year, which starts on the last Sunday of October 00:00 UTC and ends on the last Saturday of March at 24:00 UTC in the next year.

1.37 "School Flight" means the Flight performed by a student or pilot within the scope of a training programme. The flight plan must be marked as "SCHOOL FLIGHT" or "TRAINING FLIGHT".

1.38 "Touch-and-Go Landing" means a flight manoeuvre where the Aircraft lands on the runway, touches the surface of the runway and takes off again immediately without coming to a full stop or taxiing to a stand.

1.39 "Transfer Passenger" means the Passenger who arrives at the Airport on one flight and departs from the Airport on another flight within 24 hours of arrival, and the place of arrival and the destination of departure of the Passenger are not the same.

1.40 "Transit Passenger" means the Passenger who arrives at the Airport and continues their journey on the same Flight (the flight number does not change).

In the definitions given in this section, the singular can also mean plural and vice versa.

## 2. General principles

2.1 The Airport Operator operates the airports of Tallinn, Kuressaare, Kärdla, Pärnu and Tartu, and the aerodromes of Kihnu and Ruhnu. The headquarters of the Airport Operator are in Tallinn. The Republic of Estonia is the sole shareholder of AS Tallinna Lennujaam and AS Tallinna Lennujaam is in the area of administration of the Ministry of Climate. More detailed information on AS Tallinna Lennujaam can be found on the website of AS Tallinna Lennujaam <https://airport.ee/>.

2.2 AS Tallinna Lennujaam is regarded as the Aerodrome Operator and the provider of Airport Services in the Conditions of Use (located at Tartu mnt. 101, 10112 Tallinn, Estonia).

2.3 The Conditions of Use have been prepared in accordance with the applicable legislation and describe most of the Airport Services provided by the Airports managed by AS Tallinna Lennujaam. More detailed information on the services provided by AS Tallinna Lennujaam can be found in the AIP. In the event of a conflict between the Conditions of Use and the provisions of law, if any, the conditions set out in the law will apply.

2.4 These Conditions of Use must be interpreted in accordance with applicable law and the Normative Documents established by AS Tallinna Lennujaam.

2.5 The Conditions of Use exclude the route air navigation charges charged for the air navigation services and terminal navigation charges at Tallinn Airport. These charges are applied by the Estonian Air Navigation Services and, unless otherwise agreed, shall be paid to the Estonian Air Navigation Services. At aerodromes where the flight information service is provided according to the concept of the remote air traffic control tower, the terminal navigation charges will be established by the Estonian Air Navigation Services and the rates of the charges and the conditions for their establishment in the Conditions of Use are informative.

The charges established by the Estonian Air Navigation Services are available on their website [www.eans.ee](http://www.eans.ee).

2.6 The Conditions of Use exclude the terms and conditions for the provision of ground handling services or the charges for them.

2.7 The route incentive scheme of Tallinn Airport is established in a separate document and further information can be obtained from the Route Development Department of the Airport Operator.

2.8 This document is effective as of 01.06.2026. AS Tallinna Lennujaam reserves the right to amend the Conditions of Use at any time by giving notice of the implementation of the amendments no later than thirty (30) calendar days in advance, or during a shorter period if this is required by applicable law. The Conditions of Use annul the previous Conditions of Use of AS Tallinna Lennujaam issued by AS Tallinna Lennujaam.

2.9 The effective Conditions of Use and any amendments to them will be published on the Tallinn Airport website <https://airport.ee/>.

2.10 The Airport User must read these Conditions of Use before using the Airport Services.

2.11 The Airport User accepts the Conditions of Use when sending the seasonal schedule or flight plan to the Airport Operator, landing at the Airport or taking off from the Airport.

2.12 AS Tallinna Lennujaam reserves the right to renew, update and/or clarify these Conditions of Use at any time, and the service provided by AS Tallinna Lennujaam may change constantly, of which AS Tallinna Lennujaam must notify the Airport User whenever possible.

2.13 Each provision of the Conditions of Use is severable and distinct from the others. The Airport Operator and Airport Users understand that each provision of the Terms of Use will survive to the extent permitted by law. If a provision of the Conditions of Use is or becomes at any time unlawful on any legal basis, that provision will to that extent not be deemed part of the Conditions of Use and the other provisions of the Conditions of Use will nevertheless continue in full force and effect.

2.14 In their activities, the Parties will comply primarily with the legislation of the Republic of Estonia and the hierarchy of regulations provided therein. The Airport User is obliged to comply with the requirements established by the Airport Operator to the extent that they are not in conflict with the legislation of the Republic of Estonia. If different regulations have the same purpose but they differ in content, the regulation that imposes stricter conditions on the Airport User will prevail. In the absence of exact regulation, the Airport User will follow the internal procedures of the company and international service standards (e.g. IATA Guidelines) in its operations.

2.15 In case of interpretation of the original Estonian version of the Conditions of Use and translations into different foreign languages, the Estonian version will prevail and be the basis for the interpretation of the Conditions of Use.

### 3. Airport services

3.1 The information concerning the technical conditions of the Airport Services of the Airport Operator is given in the Aerodrome Manual, AIP and/or published with NOTAMs. If there is a conflict between the information published in the AIP and the Conditions of Use, the AIP terms will apply only to the extent that they do not conflict with the Conditions of Use.

3.2 The Airport Operator reserves the right to amend and limit the availability and quality level of the Airport Service (including, but not limited to, the number of parking spaces and gates for aircraft, change of fire category) by informing the Airport Users in advance, if possible.

3.3 The Airport Operator must be notified in writing at least three (3) business days in advance of any activity in the territory of the Airport, including the passenger terminal (both landside and airside), on the Aerodrome and in the other facilities operated by the Airport Operator, which has not been agreed with the Airport User in writing in advance. The duty to inform covers all activities that may affect the normal operation, safety or security of the airport or aerodrome.

3.5 If the Airport User does not notify of its wish to use the Airport Services in advance in accordance with the procedures set forth in section 4 of the Conditions of Use, the Airport Operator will provide the Airport Services to its available capability.

3.6 Taking into account the capacity of the Airport Operator's infrastructure or other important conditions, the Airport Operator has the right to give orders to the Airport User or to perform itself any action necessary for the uninterrupted provision of the Airport Operator's service (e.g., the Airport Operator has the right to set a maximum time for the Aircraft to remain on a particular site, give orders for towing the Aircraft to another site, etc.). The Airport User is obliged to comply with such instructions given by the Airport Operator. The Airport Operator must notify the Airport User or the Airport User's ground handling service provider of such an order. The cost of complying with the order will be paid by the Airport User.

3.7 An order given to the ground handling service provider will be deemed to be an order given to the Airport User. The Airport Operator will not bear the costs associated with the issue of such an order under any circumstances.

3.8 The official airport opening and service times are listed in the AIP. The Airport Operator will notify of any changes in the opening hours or available services of the Airport by NOTAMs.

3.9 Aircraft towing and movements between stands/hangars at Tallinn aerodrome.

All aircraft towing and movements between stands/hangars at Tallinn aerodrome must always be coordinated in advance with the TLL Airport Coordination Centre by telephone (+372 605 8461)

The Airport Coordination Centre must be further informed by telephone (+372 605 8461) immediately after the aircraft is towed or moved between stands/hangars, stating the aircraft registration, start and end position and the UTC start and end times of the movement. (Example: ESACB was towed from M17 to hangar H04, starting at 5:00 and finishing at 5:05).

3.10 Aircraft towing and movements between stands/hangars at regional aerodromes.

All aircraft towing and movements between stands/hangars at a regional aerodrome must always be coordinated in advance with the regionals coordinator at the TLL Airport Coordination Centre by telephone (+372 605 8833)

The TLL Airport Coordination Centre must be further informed by telephone (+372 605 8833) immediately after the aircraft is towed or moved between stands/hangars, stating the aircraft registration, start and end position and the UTC start and end times of the movement

## 4. Notification of the use of the airports

4.1 The Airport User must send the flight schedules as SMA/SCR (Schedule Movement Advice / Slot Clearance Request) messages to OCS (Online Coordination System) at least 30 calendar days before the start of the Scheduled Flights to the address [scr@airportcoordination.com](mailto:scr@airportcoordination.com), and changes and cancellations of Scheduled Flights must also be communicated to the OCS on an ongoing basis.

The flight schedules of all other commercial flights, including changes and cancellations, must also be communicated through OCS on an ongoing basis.

4.1.1 The flight schedules of scheduled flights to Ruhnu airport must be transmitted in UTC time to the email address of the TLL Coordination Centre [APOC@tll.aero](mailto:APOC@tll.aero).

4.2 The Airport Operator will not be liable for any damages if the Airport User provides incorrect information about the flight schedule or fails to notify the Airport Operator of changes concerning a Flight in a timely manner.

## 5. Ground Handling Services

5.1 The Airport User is responsible for finding out the conditions for the provision of ground handling services at the Airport before the Flight.

5.2 The Airport User has the right to perform the ground handling services by the principle of self-handling if it has entered into a contract with the Airport Operator prior to self-handling.

5.3 Ordering ground handling services for passengers, baggage, cargo and/or Aircraft servicing is mandatory at Tallinn Airport, and the list of ground handling service providers operating at the Airport is published on the website of the Airport Operator.

5.4 The detailed conditions for the provision of ground handling services at Tallinn Airport are set out in the document "Terms Conditions of Infrastructure Use for Ground Handling Service Providers" published on the Airport's website <https://airport.ee/>.

## 6. Environment

6.1 The Airport User must make sure that its activities comply with the Airport Operator's Environmental Policy and environmental requirements.

6.2 When using the Airport Services and providing its services, the Airport User must act in such a way that their activities do not have an adverse effect on the environment or that the adverse effect on the environment (Environmental Damage) is minimised.

6.3 The Airport User is obliged to handle and transport waste in accordance with the legislation and the Normative Documents of the Airport Operator. The disposal of waste in the Airport's enclosed territory is carried out at locations agreed in advance with the Airport Operator and according to the Normative Documents of the Airport Operator.

6.4 The Airport User is responsible to the Airport Operator for the clean-up of all pollution and compensation for Environmental Damage caused by the Airport User in the territory of the Airport in full.

## 7. Transmission of flight data

7.1 The Airport User or its authorised representative must, no later than 12 hours after the occurrence of the respective flight operation, submit to the Airport Operator the correct flight data for all departing and arriving passengers and transfer and transit passengers, the quantities of cargo and mail loaded on and unloaded from the Aircraft.

7.2 An Airport User operating the commercial flight must send MVT and LDM messages for both the arriving and departing flight in IATA Type B format to the address `tllxt8x@tll.aero` and/or the SITA address TLLXT8X immediately after the flight.

The Airport Operator's databases will only read correctly formatted telex messages.

7.3 The Airport User performing a Non-commercial Flight may, with the agreement of the Airport Operator, send data to the Coordination Centre either directly or through a representative in another format in writing.

7.4 The Airport User or its representative submitting the flight data is responsible for the accuracy of the data.

7.5 The Airport Operator is not liable for any delays or consequential damages if the Airport User fails to submit the flight data on time or in the correct format. In such cases, the Airport Operator will provide the service according to the resources available (e.g. availability of a stand or bus transport, speed of border or customs procedures and PRM service provision).

7.6 If the Airport User has not provided the Aircraft data as required, the Airport Operator issues the invoices on the basis of the data in public databases. In this case, the known MTOW of the Aircraft type operated (e.g. confirmed by the manufacturer) and the maximum number of seats in the Aircraft will be used as the basis for the submission of an invoice.

7.7 If the Airport User fails to provide the seasonal flight schedule for the Scheduled Flights or the flight notices and flight data under the terms and conditions set out in this document and as a result of this, the Airport Operator must additionally process the data provided by the Airport User in order to use them, the Airport Operator has the right to charge the Airport User for this an additional reasonable fee or charge in accordance with the price list.

## 8. Payment for Airport Service

8.1 The Airport User will pay for the Airport Services before the Aircraft leaves the Aerodrome, unless otherwise agreed with the Airport Operator.

8.2 At the request of the Airport Operator, the owner of the Aircraft is obliged to provide information for the identification of the Aircraft operator and the calculation of charges. The Aircraft operator and the Aircraft owner are jointly responsible for paying the airport charges.

8.3 Airport Users who do not have a written agreement with the Airport Operator must pay for the Airport Services provided by the Airport Operator to the ground handling service provider providing apron services at Tallinn aerodrome and to the representative of the Airport at the other Aerodromes specified in this document. Contact details: see Annex 1.

8.4 The Airport Operator may allow the Airport User to pay for the Airport Services by invoice in accordance with the terms and conditions agreed in writing between the Airport and the Airport User. In this case:

8.4.1 the Airport Operator sends the invoices as an e-invoice or by email;

8.4.2 the Airport User must pay the invoice by the date stated on the invoice;

8.4.3 the Airport Operator may, in the event of late payment of an invoice, charge interest at the statutory rate, unless otherwise agreed, and refuse to provide the Airport Service to the defaulting Airport User until the debt is paid.

8.5 If the Airport User wants a third party to pay for the Airport Services provided to the Airport User, the Airport User must notify the Airport Operator about this before the respective Flight. The route development department of the Airport Operator must be contacted to make such an agreement.

8.6 The Airport Operator has the right to refuse to provide the Airport Services if the Airport User has not paid or has incurred arrears for the Airport Services provided. The Airport Operator has the right to require the Airport User to provide a guarantee for payment for the Airport Services before the provision of the Airport Services if the Airport Operator has reasonable doubt as to the Airport User's ability to pay.

8.7 All costs incurred by the Airport Operator in connection with the collection of debts, including necessary and reasonable legal fees, will be paid by the Airport User.

8.8 The Airport User must coordinate in writing with the Airport Operator the terms of payment for the provision of the Airport Services no later than five (5) working days before the start of the Scheduled Flights. The Airport Operator does not guarantee the possibility to pay for the Airport Services by bank transfer on the basis of a prepayment invoice if it has been notified later, in which case payment for the Airport Services must be made before the departure of the Flight.

8.9 The Airport Services provided by the Airport Operator are taxed in accordance with Estonian legislation. In order to apply VAT correctly for the Airport Services, an Estonian air carrier is required to submit to the Airport Operator a written declaration of its turnover in the previous calendar year and the proportion of international flights in this turnover. The notice must be submitted at the time of the conclusion of the contract and renewed annually by 20 January. For Airport Users wishing to enter into a one-off contract for the Airport Services, the notice must be included with the order of services.

8.10 Notices and claims relating to invoices or the provision of services must be submitted no later than 20 calendar days after the event giving rise to the claim or notice. Claims submitted after the above date will not be satisfied by the Airport Operator unless there was a hidden defect in the provision of the service.

8.11 If the Airport User is in arrears to the Airport Operator for parking the Aircraft for more than thirty (30) days, the Airport Operator has the right to remove and store the Aircraft at the Airport User's expense, and the Airport Operator is only liable for damages to the Airport User in the event of intentional damage. The Airport Operator records the removal of the Aircraft and informs the Airport User about this. Such removal of the Aircraft is deemed to be an exercise of the right of security of the keeper by the Airport Operator. By using the Airport Services, the Airport User agrees that if the Airport User has not satisfied all of the Airport Operator's claims against the Airport User within thirty (30) days of the removal of the Aircraft, the Airport Operator has the right to dispose of the Aircraft without an auction for a reasonable price to satisfy its own claims against the Airport User by notifying the Airport User about this fourteen (14) days in advance.

## 9. Conclusion of a contract with the Airport

9.1 In order to use the Airport Services set forth in the Conditions of Use and to pay the charges for such use, the Airport Operator may enter into a Contract with the Airport User. The route development department must be contacted to conclude a contract. In the case of the conclusion of a Contract, these Conditions of Use will apply to the Airport User in addition to the special terms and conditions set forth in the Contract.

9.2. If a contract for the use and/or provision of any Airport Service is entered into with the Airport Operator, the Airport User has the right to operate at the Airport only under the terms and conditions agreed in such contract. If the Airport User wishes to use or provide any other non-contractual service at the Airport, a separate contract or agreement must be entered into for this purpose.

9.3. The Airport Operator will only enter into base agreements with Airport Users that have been issued an Air Operator Certificate by the Estonian Transport Administration. The Airport Operator reserves the right to make exceptions to this condition for Airport Users holding an Air Operator Certificate issued in a foreign country who operate commercial flights originating from the Airport and who base one or more Aircraft at the Airport to operate the flights.

9.4. The Based Airport User must coordinate the transfer of the Aircraft to base at the Aerodrome. The Airport Operator will make every effort, but does not guarantee a parking space on the apron.

9.5. The Airport Operator has the right to require a letter of guarantee or a deposit at the time of the conclusion of the contract for an amount covering at least one month's cost of Airport Services.

## 10. Exemptions from airport charges

10.1 Exemption from payment for airport services is granted in accordance with the legislation applicable in Estonia.

## 11. Liability

11.1 The Airport Operator is liable for any direct material damage arising from the provision of the Airport Services by the Airport Operator, which the Airport User can prove was caused by the intentional or grossly negligent acts of the Airport Operator.

11.2 AS Tallinna Lennujaam is not liable for any consequential or indirect loss or damage, loss or damage of a purely economic nature, or any loss or damage which could not reasonably have been foreseen by the AS Tallinna Lennujaam. The Airport Operator must compensate for damage only if the damage was caused as a result of the materialisation of a risk which it was obliged to prevent according to an obligation assumed in the contract with the Airport User. The Airport Operator must be notified of the occurrence of the damage (the basis for compensation for the damage) in writing no later than within twenty (20) calendar days of the occurrence of the event.

11.3 In no event can the Airport Operator be held liable for any accidents or damage caused by third parties (including, but not limited to, air navigation service providers, ground handling service providers or other operators and persons staying at, using, providing or consuming services at airports and/or airfields and/or infrastructure managed by the Airport Operator).

11.4 The Airport Operator is exempted from the obligation to compensate for damages and from liability if the breach or non-performance of the obligations is due to specific grounds for exemption. Events that are unusual and affect operations, which could not have been foreseen by the Airport Operator or which are beyond the control and influence of the Airport Operator, or the effects of which could not reasonably have been avoided or overcome, are deemed to be sufficient reasons for exemption from liability (force majeure). Examples of such

events may include war, unrest, foreign currency restrictions, government regulations and orders, export bans, natural disasters, severe weather conditions, interruption of traffic, data communications or power distribution, shortage of transportation, general shortage of materials, power supply restrictions, labour dispute, fire or any other unusual event with the same effect beyond the control of the Airport Operator, including errors or delays in subcontractor deliveries for the above reasons. In the event of a delay in the fulfilment of the commitments of Airport Operator for any of the above reasons, the deadline for the fulfilment of the commitments shall be extended by such period as is deemed reasonable having regard to all the circumstances of the case.

11.5 The Airport Operator has the right to claim from the Aircraft operator the reimbursement of all costs incurred by the Airport Operator in repairing any damage caused by the negligent and/or improper operation.

11.6 For the sake of clarity, AS Tallinn Airport cannot be held liable for any act or omission of any Passenger, even in the case of wilful misconduct or gross negligence of the Passenger.

11.7 The Airport User must comply with the insurance requirements imposed on air carriers and aircraft operators by Regulation (EC) No 785/2004 of the European Parliament and of the Council.

## 12. Personal data processing

12.1. If the Parties are required to process personal data in the performance of their obligations under the Contract, the Parties must:

12.1.1 comply with the obligations arising from the General Data Protection Regulation (Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016) and related national legislation;

12.1.2 follow the guidelines and instructions provided by the Data Protection Inspectorate;

12.1.3 refrain from performing its obligations in a way that could result in a personal data breach for the other Party.

12.2 The Parties will enter into a data processing contract before processing personal data.

## 13. Airport charges

### 13.1 Landing charge

Landing charge is charged for aircraft landing at the airport for every 1000 kgs of maximum take-off weight or a part thereof\* as follows:

Aerodrome	Tallinn	Tartu	Kuressaare	Kärdla	Pärnu	Kihnu	Ruhnu
Landing charge/€	7,50	7,50	7,50	7,50	7,50	7,50	7,50

\* Example: if aircraft weighs 750 kg, then its weight is rounded up to 1000 kg. If aircraft weighs 2025 kg, then its weight is rounded up to 3000 kg.

### 13.2 Passenger charge

13.2.1 Passenger charge is collected per every departing passenger.

13.2.2 The Aircraft operator pays the passenger charge for passengers to the airport company.

13.2.3 The passenger charge is calculated as follows:

Aerodrome	Tallinn	Tartu	Kuressaare	Kärdla	Pärnu	Kihnu	Ruhnu
Passenger charge/€	10,50	10,50	10,50	10,50	10,50	10,50	10,50
Transfer passenger charge/€	2,94						

13.2.4 The passenger charge is not applied to:

13.2.4.1 a child under two years of age if the child is travelling without a separate ticket;

13.2.4.2 a person appointed to inspect the Aircraft, its equipment or crew, or who flies to perform such a task;

13.2.4.3 crew members of an Aircraft on their way to their workplace;

13.2.4.4 participants in search, rescue and training flights;

13.2.4.5 persons on ambulance flights;

13.2.4.6 transit passengers at Tallinn Airport.

13.2.5 A 100% discount on the passenger charge is valid for aircraft with an MTOW up to 2700 kg (included). The discount is valid at Kuressaare, Kärdla, Tartu, Pärnu, Kihnu and Ruhnu aerodromes.

### 13.3 Security charge

13.3.1 The security charge is collected per every departing passenger.

Aerodrome	Tallinn	Tartu	Kuressaare	Kärdla	Pärnu
Security charge/€	2,87	2,87	2,87	2,87	2,87

13.3.2 The security charge is not applied to children under 2 years of age.

13.4 PRM passenger charge

13.4.1. The PRM charge is collected per every departing passenger as follows:

Aerodrome	Tallinn
PRM charge/€	0,48

13.4.2 The Airport User pays the passenger charge to the Airport Operator.

13.4.3 The PRM charge is not applied to the following passengers:

13.4.3.1 participants in search, rescue and training flights;

13.4.3.2 transit passengers;

13.4.3.3 a person appointed to inspect the Aircraft, its equipment or crew, or who flies to perform such a task;

13.4.3.4 crew members of an Aircraft on their way to their workplace;

13.4.3.5 persons on ambulance flights;

13.4.3.6 children under 2 years of age.

13.4.4 This service is provided in accordance with the conditions as set out in Regulation (EC) No 1107/2006 of the European Parliament and the Airport's procedure QRT-E-K-02 "Handling of disabled passengers and passengers with reduced mobility at Tallinn Airport".

### 13.5 Parking charge

13.5.1 The Aircraft parking period in the territory of the airport starts when the aircraft reaches the parking position (AIBT – Actual In-Block Time) and ends when the aircraft leaves the parking position (AOBT – Actual Off-Block Time).

13.5.2 During the parking period, the time of free parking of the aircraft in the territory of the aerodrome is:

parking of all-cargo aircraft (based on aircraft arrival) – up to 6 hours

all other aircraft – up to 3 hours

13.5.3 When parking longer than the period set out in point 13.5.2, the parking charge will be charged for parking the aircraft at any location on the airport's territory for each period of up to 24 hours commenced and for each 1000 kg, rounded upwards, of the maximum take-off weight of the aircraft, as follows:

Aerodrome	Tallinn	Tartu	Kuessaare	Kärdla	Pärnu	Kihnu	Ruhnu
Non-based aircraft/€	1,53	1,28	1,28	1,28	1,28	0,64	0,64
Based aircraft/€	0,64	0,64	0,64	0,64	0,64		

13.5.4 The minimum charge for parking aircraft applies for each 24-hour period as follows:

Aerodrome	Tallinn	Tartu	Kuessaare	Kärdla	Pärnu	Kihnu	Ruhnu
Minimum parking charge/€	25	15	15	15	15	15	15

#### 13.5.5 Aircraft parking card

Aircraft with an MTOW of up to 6 tonnes can pay for parking with a prepaid parking card. The conditions and prices for purchasing a parking card are set out in Annex 2.

13.5.6 A 25% discount on the parking charge is applicable to scheduled passenger flights operated by aircraft not based in Tallinn Airport.

### 13.6 Take-off charge

13.6.1 The take-off charge is applied to the take-off of Aircraft outside official working hours and when the flight information service is ordered in advance.

The take-off charge is also applied in the event that the Aircraft departs during official working hours but the provision of the ordered flight information service starts outside the official working hours as follows:

Aerodrome	Tartu	Kuessaare	Kärdla	Pärnu
Take-off charge/EUR	89,48	89,48	89,48	89,48

### 13.7 Terminal navigation charge

13.7.1 The terminal navigation charge is a charge charged for the flight information service of the airport when an Aircraft flies in the airport approach area, adjacent area or flight information zone.

13.7.2 The terminal navigation charge is applied to an aircraft the size of which is determined according to the following formula:

$$T = p \times w$$

where T is the terminal navigation charge with two decimal places, p is the rate of the navigation service per unit as follows:

Aerodrome	Tartu*	Kuressaare*	Kärdla	Pärnu
Rate	139,91	139,91	139,91	139,91

and w is the aircraft weight factor

( $w = \sqrt{(MTOW / 50)}$ ) - Kärdla, Kuressaare and Pärnu aerodrome;

$w = (MTOW / 50)^{0.7}$  - Tartu aerodrome,

where MTOW is in tonnes with three decimal places).

\* The service is provided by Estonian Air Navigation Services and detailed information on the conditions for setting terminal navigation charges is published at [www.eans.ee](http://www.eans.ee). The terminal navigation charge rates, conditions and discounts set out in this document are for information only.

13.7.3 The terminal navigation charge is not charged for the handling of aircraft departing from the Airport.

13.7.4 The terminal navigation charge is not charged for flights of aircraft flying in the approach area and not landing there, if the route air navigation charge is payable for flying there.

13.7.5 Approaches and touch-and-go landings for the purpose of flight training are counted as one landing.

13.7.6 At Kärdla, Kuressaare and Pärnu aerodromes, the terminal navigation charge is applied to aircraft with a maximum take-off weight (MTOW) exceeding 500 kg.

### 13.8 Airport opening charge

13.8.1 For opening the airport outside the official opening hours, an opening charge will be applied as follows:

Aerodrome	Tartu	Kuressaare	Kärdla	Pärnu	Ruhnu
Summer (01.04–30.09)/€	800	800	800	800	800
Winter (01.10–31.03)/€	1500	1500	1500	1500	1500

13.8.2 During the summer period, the opening charge is applied for every 2 hours when the airport is open and during the winter period, the opening charge is applied for every 3 hours when the airport is open.

13.8.3 The Airport has the right to refuse to open the airport outside opening hours.

13.8.4 Charges for other services are added to the airport opening charge in accordance with the applicable prices.

### 13.9 Weather forecast and warning service

13.9.1 The charge for ordering the weather forecast and warning service is as follows:

Aerodrome	Tartu	Kuressaare	Kärdla	Pärnu	Ruhnu
Weather forecast up to 9 h/€	70	70	70	70	70

13.9.2 The weather forecast service is provided by the Environment Agency.

### 13.10 Discounts for school and training flights

13.10.1 Discount for school and training flights at Kuressaare, Kärdla, Pärnu, Kihnu and Ruhnu aerodromes

13.10.1.1 A 30% discount on the landing charge and a 50% discount on the terminal navigation charge is applied to all Aircraft performing school and training flights.

13.10.1.2 Low approaches and touch-and-go landings for the purpose of flight training are counted as one landing when the landing charge and terminal navigation charge are calculated.

13.10.1.3 In the case of touch-and-go landings, the landing charge and terminal navigation charge are applied after each fifth touch-and-go landing. In the case of low approaches, the terminal navigation charge is applied after each fifth low approach.

13.10.1.4 When school and training flights are performed outside the official operating hours of the airport and the flight information service has been ordered in advance, a 50% discount will be applied to the take-off charge.

13.10.1.5 The discount is applied when flight schedule is marked as RMK/SCHOOLFLIGHT or RMK/TRAININGFLIGHT.

13.10.2 Discount for school and training flights at Tartu aerodrome

13.10.2.1 A 30% discount on the landing charge applies to all aircraft conducting training and instructional flights at the aerodrome.

13.10.2.2 When school and training flights are performed outside the official operating hours of the airport and the flight information service has been ordered in advance, a 50% discount will be applied to the take-off charge.

13.10.2.3 If touch and go landings are performed at the aerodrome, the landing charge is charged after the aircraft's final landing.

13.10.2.4 The discount is applied when flight schedule is marked as RMK/SCHOOLFLIGHT or RMK/TRAININGFLIGHT

13.10.2.5 The discount on the terminal navigation charge for training flights in the adjacent and approach area of the Tartu aerodrome is 50% if the following conditions are met:

the training flight and/or the underlying training programme has been agreed with the Flight Data Operations Office (FDO) of the Estonian Air Navigation Services in writing in advance. Contacts: telephone 625 8246; AFS: EETTZDZX and the flight plan is marked RMK/SCHOOLFLIGHT.

## Annex 1 Contact details

### COORDINATION CENTRE

Email (operational communication):	<a href="mailto:APOC@tll.aero">APOC@tll.aero</a>
Airside Coordinator:	
Telephone	+372 605 8461
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TELEX	TLLXT8X
Email:	<a href="mailto:tllxt8x@tll.aero">tllxt8x@tll.aero</a>
<b>AFTN</b>	EETNZXZX
<b>PRM</b>	
Notices (PSM/PAL/CAL) TELEX:	TLLXT8X
Email:	<a href="mailto:jira.kork.prm@tll.aero">jira.kork.prm@tll.aero</a>
<b>Schedule facilitator for regular, charter and cargo flights</b>	
Service Provider	ACD-Airport Coordination Denmark
Website	<a href="http://www.airportcoordination.com">www.airportcoordination.com</a>
Email:	<a href="mailto:scr@airportcoordination.com">scr@airportcoordination.com</a>

### Kuressaare Airport, Ruhnu Aerodrome

Address	Roomassaare tee 1 93 815 Kuressaare, Saaremaa, Estonia
Telephone	+372 453 0313
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Email:	<a href="mailto:kuressaare.kassa@tll.aero">kuressaare.kassa@tll.aero</a>
Telephone	+372 453 0315
	+372 453 0314
Email	<a href="mailto:kuressaare.ats@tll.aero">kuressaare.ats@tll.aero</a>
Ruhnu Aerodrome	
Telephone	+372 453 3824
Email	<a href="mailto:ruhnu@tll.aero">ruhnu@tll.aero</a>

### Kärdla Airport

<u>Address</u>	Hiiessaare 92301 Pühalepa vald, Hiiumaa, Eesti
<u>Telephone</u>	+372 46 31003
<u>Email</u>	<a href="mailto:Kardla-airport@tll.aero">Kardla-airport@tll.aero</a>

### Pärnu airport

Pärnu Airport	Eametsa küla, Tori vald
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	+372 447 5000
Telephone	+372 447 5001
	<a href="mailto:parnu.info@tll.aero">parnu.info@tll.aero</a>
Email	
Kihnu Aerodrome	+372 506 1975
Telephone	

**Tartu Airport**

Tartu Airport Address	Lennu tn 44, Reola küla Kambja vald 61707 Tartu County+
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**General**

AS Tallinna Lennujaam Address	Tartu mnt 10112 Tallinn, Estonia
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VAT number	EE100343007
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Accounting Email	raamatupidamine@tll.aero
E-invoices	arve@tll.aero
Estonian Air Navigation Services Address	Kanali põik 3, Rae küla, Rae vald, Harjumaa 10112
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Email	eans@eans.ee
E-AIP	<a href="http://www.eans.ee/">http://www.eans.ee/</a>
Transport Administration	<a href="https://transpordiamet.ee/">https://transpordiamet.ee/</a>

## Annex 2. Aircraft parking card

1. Aircraft with an MTOW of up to 6 tonnes can pay for parking with a prepaid parking card. The card is valid for one month and the prices are as follows:

Parking card at Tallinn Airport

Service	Price, €
Monthly parking card for aircraft with an MTOW of up to 2000 kg	200
Monthly parking card for aircraft with an MTOW of 2001-6000 kg	400

Parking card for regional airports and aerodromes (Kuressaare, Kärdla, Pärnu, Tartu, Ruhnu and Kihnu)

Service	Price, €
Monthly parking card for aircraft with an MTOW of up to 2000 kg	150
Monthly parking card for aircraft with an MTOW of 2001-6000 kg	300

2. Terms::

2.1 The parking card is issued to a client who has an aviation contract with the airport. The card is linked to the aircraft's registration number. A separate parking card must be purchased for each aircraft.

2.2 Parking cards are valid for one calendar month, until the last day of the month, regardless of the date of purchase. (For example, if you buy a card for June on the 4th of the month, the card will still only be valid until 30 June.) A parking card can be purchased for several months in advance.

2.3 The Tallinn Airport parking card can only be used for paying for parking at Tallinn Airport.

2.4 A parking card for regional airports is valid for parking at any regional airport throughout the month of purchase.

2.5 The parking card is only valid in the area in which the card is valid. At other aerodromes, the terms and conditions of paying parking fees set out in the terms and conditions of use apply.

2.6 Parking cards should be ordered at least seven (7) working days before the start of the next month.

2.7 A parking card can be paid for on the basis of an invoice, which must be ordered in advance by e-mailing [airlinerelations@tll.aero](mailto:airlinerelations@tll.aero). The card will become valid no later than on the second working day after the card is paid for, confirmation of which will be sent by e-mail. A card cannot be purchased retrospectively, i.e. it is not possible to pay for parking with a card for the previous month.

A parking card can be used to pay for several months of parking in advance.

2.8 The cardholder is responsible for the parking card's validity. Upon the expiry of the card, if no new card has been purchased, parking fees must be paid according to the price list of Tallinn Airport.

No refunds will be given for parking cards already purchased unless the parking card is purchased several months in advance, in which case the cost of unused months will be reimbursed. If you do not wish to use your parking card for the following month, you must notify us of this in writing by the 20th of the current month at the latest. Money for unused months will be refunded within 10 working days of you notifying us.

In the event of non-payment for a parking card by the due date indicated on the invoice, Tallinn Airport will apply the conditions of section 13.5 of the Conditions of Use until the card is paid for.