



ACL International Airport Coordinator Budget Approval Process in Poland

January 2020

1. Introduction

Airport Coordination Limited (“ACL”) has been appointed by the President of the Polish Civil Aviation Authority to provide coordination services at Warsaw Chopin Airport and Poznan Ławica Airport in Poland.

In accordance with Article 67d paragraph 4 of the Act of 3 July 2002 - Aviation Law, ACL must consult with interested parties on its budget for the provision of coordination services at each of the coordinated airports.

The Ministry of Transport Regulation of 27 June 2006 (“the Regulation”) on schedule facilitation and coordination provides the legal basis of the consultation process requirements ACL adheres to.

2. Consultation Process

ACL commences the budget consultation process following the end of each IATA Summer Scheduling Season when data on the air carriers’ actual number of movements becomes available. Such data, in addition to the actual number of flights performed in the previous IATA Winter Scheduling Season, is used in line with Article 9 of the Regulation to calculate the cost per slot fee, applicable to air carriers regularly operating at a particular coordinated airport.

The annual budget, as described in Article 8.1 is payable by the airport and air carriers in equal share and includes the following costs for provision of coordination services in the subsequent two scheduling seasons (Summer and Winter):

- Costs of maintaining the coordination function, in particular staff employment, providing premises and other necessary office equipment and software.
- The costs of insurance associated with the coordination activities.
- The costs of maintenance and upgrading of skills necessary to perform tasks related to coordination of schedules at the airport by the coordinator and other persons performing effective coordination activities
- The costs of cooperation with international organizations in carrying out the coordination, including the costs of participation in IATA Slot Conferences
- Other costs necessary to perform the activity

Interested parties may submit their opinions on the budget within 10 days from the date of receiving the consultation correspondence, as described in Article 5.3 of the Regulation. ACL holds a consultative meeting, in line with Article 5.4, to discuss any opinions received within 12 days from the consultation response deadline.

3. Budget Approval

Following the consultation meeting, ACL submits the proposed budget and opinions received from the interested parties, to the President of Polish Civil Aviation Authority for approval. Upon budget approval ACL, invoices the airport for payment of the initial fee of 30% of the total Budget, as outlined in Article 7.2 of the Regulation, and invoices the air carriers for payment, as outlined in Annex B of the consultation correspondence.

The payment term is 30 days from the date of the correctly issued invoice. In case of non-approval of the budget at the start of a new financial term, ACL may choose to bill the airport and the air carriers in line with the budget amount approved in the previous financial term, as described in Article 6.3 of the Regulation.

Queries with relation to the above process or coordination fee payment for Warsaw Chopin or Poznan Ławica airports in Poland may be directed to Mr Jakub Lesniak, ACL International Coordinator by:

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