

# **Manchester Airport**

## **Revised Procedure for Ad Hoc Slot Requests**

### **(1) Objective**

- 1.1 The objective of this revised procedure is to ensure that slot allocation at Manchester is carried out in conformity with the provisions of EU Slot Allocation Regulation 95/93 and the associated Airport Slot Allocation Regulations 1993 (SI 1993 No 1067) as amended.
- 1.2 It is also the objective to continue to utilise all available capacity for all types of traffic in accordance with prevailing rules and regulations and provide the maximum flexibility for all ad hoc operations be they planned well in advance or at the last minute.

### **(2) The Need to Change**

- 2.1 Manchester Airport is designated a fully coordinated airport under EU Regulation 95/93. Airport Coordination Ltd (ACL) is formally appointed by Manchester Airport plc to provide schedule coordination and slot allocation at Manchester Airport. This appointment has been approved by the Secretary of State for Transport as required by law at fully coordinated airports. No other organisation at Manchester Airport is so empowered.
- 2.2 ACL may delegate the responsibility for slot allocation out of hours to another organisation. However, ACL remain responsible for ensuring that any allocation is made based on the rules in force at the time and are responsible for monitoring slots allocated by any delegated body. This is currently not occurring.
- 2.3 It is, therefore, proposed that ACL formally delegate the slot allocation function outside office hours to Manchester Airport plc Airfield Operations who will allocate available slots notified to them by ACL.

### **(3) Rules and Regulations**

- 3.1 These revised procedures are designed to conform to the framework of Rules and Regulations that govern slot allocation and operations at Manchester Airport.
- 3.2 These include :-
  - ED Regulation 95/93 on Slot Allocation
  - IATA Scheduling Procedures Guide (latest edition)
  - Airport Slot Allocation Regulation (SI 1993 No 1067) as amended
  - Manchester Airport Noise Policy
  - Manchester Airport Conditions of Use

- 3.3 Procedures may need to be further revised in the event of any changes to Rules and Regulations. In this event, Manchester Airport will further consult the industry before changes are implemented.

#### **(4) Proposed New Allocation Process**

- 4.1 ACL will now process all requests for slots when their office is open, whether it be for operations some days or only hours in advance. The notified office hours are 0900 – 1700 local Monday to Friday. Variations to these times notified by ACL from time to time will be promulgated by Class 1 NOTAM. Outside these times, ie, at night, weekends and on Bank Holidays, this function will be transferred to Manchester Airport Airfield Operations.
- 4.2 At the end of each working day, ACL will fax to Manchester Airport Airfield Operations the latest slot position for the period up to and including the end of the second day when ACL will next be open. For example, on Friday night the slot availability up to 23:59 UTC Tuesday (or 23:59 Wednesday on a Bank Holiday weekend) will be faxed to MA Airfield Operations. This information will show the number of slots available in each 15 minute period, broken down into arrivals/departures.
- 4.3 MA Airfield Operations will not be able to allocate slots beyond this period – applications beyond this period should be referred to the ACL office when it re-opens.
- 4.4 MA Airfield Operations will allocate available slots in accordance with current regulations. Any movement allocated a slot will be recorded and faxed back to ACL the next working morning so that all changes can be recorded in the ACL system and slot usage can be monitored.

#### **(5) Exemptions to the Slot Allocation Process**

- 5.1 Certain flights are to be exempt from the slot allocation process as is standard practice at other airports. Bearing in mind in unique circumstances at Manchester, the following list is suggested :-
- all emergency operations, for example, fuel shortage, technical problems, weather diversions, police/security problems,
  - all medical emergencies, for example, air ambulance flights, donor flights, medical diversions, humanitarian flights,
  - official flights carrying Royalty, Heads of State and Government ministers,
  - technical flights, for example, landing/lighting system calibration and post accident flight checks,
  - operational delays,

- ACL and MA Airfield Operations reserve the right to exercise their discretion to allocate capacity to ad hoc operations in excess of the scheduling limits if a situation arises which reasonably merits such action, eg, where passenger or animal hardship are involved.
- 5.2 Helicopter movements will be granted a clearance at any time as they do not use up a runway slot. However, helicopter operations should apply for permission to operate as outlined in paragraph 4.1 to fulfil the requirements of PPR.
- 5.3 Operators of any exempt flights shall notify ACL as soon as possible for monitoring purposes.

## **(6) Additional Information**

- 6.1 Ad Hoc slots allocated at Manchester will not gain any historic precedence.
- 6.2 A Slot Performance Committee has been established at Manchester to review the performance by all operators. ACL will monitor the use of all allocated slots to ensure that carriers are operating at the allocated time.
- 6.3 Sanctions for regular and/or intentional abuse of slots (regular or ad hoc) is the responsibility of Manchester Airport plc. Any operator suspected of slot abuse will be required to account for their actions to the Manchester Airport Slot Performance Committee following which sanctions may be imposed.
- 6.4 It is important that slots are allocated in a transparent and non-discriminatory manner. The ACL database will be available for inspection, by appointment, by any interested party to ensure the transparency of ad-hoc slot allocation.
- 6.5 Any operator who is not satisfied that these procedures have been followed by ACL should put their concerns in writing, in the first instance, to ACL so they can deal with the matter. If the operator is not satisfied with the response, they should raise their concerns with the Manchester Airport Coordination Committee.