



ACL International Airport Coordinator Budget Approval Process in Poland

June 2023

1. Introduction

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

In accordance with Article 67d of the Aviation Act of 3 July 2002, ACL is required each year to prepare a coordination budget for the following subsequent IATA Summer and Winter Scheduling Seasons and present it to all relevant parties before submitting it to the CAA.

2. Consultation Process

As per art. 67d point 3 of the Act, ACL consults the budget proposal with interested parties at each of the coordinated airports.

The annual budget, as described in para 4.6 e) of the decree of the minister of infrastructure from 8th September 2020, 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):

- Personnel costs including: salaries, social security, benefits, training, internships and costs related to the professional development of those actually exercising coordination activities.
- IT services, including costs related to IT infrastructure and software for the operation of the allocation system and monitoring the compliance with slots.
- Participation in meetings, including costs of participation in conferences, coordination committees and other meetings organized outside the coordinator's premises.
- Insurance and administrative costs, including costs of legal services and rental of premises.
- Third-party services together with the categories of these services and an explanation of the reasons for the lack of their implementation as part of internal resources.

Interested parties may submit their opinions on the budget within 10 days from the date of receiving the consultation letters. ACL holds a consultative meeting to discuss any opinions received within 12 days from the consultation response deadline, in line with para 5 point 4 of the Regulation.

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 para. 67d. 10) of the Regulation.

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 Lukasz Fandrejewski, ACL International Coordinator by:
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