

Aeronautical Information Circular

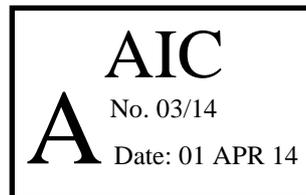
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SUBJECT: *Slot Application Policy for General Aviation / Business Aviation Aircraft at Macau International Airport*

1. Introduction

- 1.1 The purpose of this document is to define the slot application policy for general aviation / business aviation (GA/BA) operators so as to facilitate their operations at Macau International Airport.
- 1.2 GA/BA operators should obtain landing authorization from Civil Aviation Authority – Macao, China (AACM) and slots approval from Administration of Airports Ltd. (ADA) before commencing operations to and from Macau International Airport. It is the sole responsibility of the GA/BA operators to secure both of these documents.
- 1.3 This document will be effective from 1 May 2014.

2. Slots Request Policy and Procedures

- 2.1 ADA will handle slots request application based on the actual runway and parking stand availability at Macau International Airport. ADA has the authority to approve or decline a slot based on the type of operation, duration of stay, type of aircraft operated and past records of the operator.
- 2.2 As a general principle, the slot application for GA/BA will be handled by ADA on a first come, first served basis depending on the actual stand availability.
- 2.3 If the operator's requested times/dates are not available, ADA will offer the closest alternatives. In order to minimize the negotiation period, the operator is suggested to provide preferences on alternative schedule on the request application.
- 2.4 Up to 30 days in advance of a planned operation at Macau International Airport, an application may be filed by sending email to adamfmslot@ada.com.mo or through fax number +853 28861326.
- 2.5 No application could be made 2 hours prior to the planned arrival or departure time of the aircraft.

- 2.6 Airport Operations processes the slots application in a 24 hours basis and will provide reply to the operator as soon as possible. For any inquiry, please call +853 28861111 extension 2504 (office hour) or +853 88982501 (non-office hour).
- 2.7 The following types of operations are exempted from this slots request policy:
- a. Emergency landings – including diversions or quick returns after takeoff.
 - b. State aircraft – including Heads of State, Heads of Government, and/or any other high officials as determined by the government.
 - c. Military and Humanitarian flights - including military flights carrying supplies or on mission. Medical emergencies, Search and Rescue, donor flights and air ambulance flights.
 - d. Technical flights - including radar and ILS calibration flights, navigational aids check/calibration flights, aerial survey flights and flights for monitoring radio-frequency interference.

3. Compliance with Slots Approval

- 3.1 An operator must have an approval slots before commencing operations to and from Macau International Airport, except for the types of operation as listed on 2.7.
- 3.2 Slot times are based on the landing and/or take-off times.
- 3.3 Slots approval is assigned to the aircraft with registration mark and aircraft type as submitted by the operator. The operator shall submit a new application or revision if the operating aircraft is changed.
- 3.4 Overlapping slots request under the same aircraft registration mark will not be considered.
- 3.5 Operators must adhere to the allocated slots approval.
- 3.6 If the operator required changing their schedule before aircraft arrived in Macau International Airport, they shall cancel their previous application and resubmit a new application as stated in 2.4. The previous slots approval will then be considered obsolete and invalid after the approval of the new slot.
- 3.7 If the aircraft already arrived in Macau International Airport and the operator needs to revise their approved departure time, the operator shall apply through email adamfmslot@ada.com.mo not later than 3 hours before departure. Approval for changing is subject to availability and final confirmation from ADA.

4. Misuse of Slots

- 4.1 The repeated and intentional misuse of slots at Macau International Airport, if proven, will cause the operator to receive lower priority in its future slots request.
- 4.2 The following is a list of common types of slot misuse:

- a. Operation of an air service without an approved slot.
 - b. Operation of an ad-hoc air service at times significantly different from the approved slots.
 - c. The failure to operate an approved slot without cancelling it in advance, where the non-operation is not the result of factors beyond the operators' reasonable control, and thereby causing prejudice to airport operations.
- 4.3 The following actions also constitute slot misuse:
- a. Holding slots that the operator does not intend to operate.
 - b. Holding slots for an operation other than that planned for the purpose of denying another operator access to the otherwise available airport capacity.
 - c. Requesting new slots that the operator does not intend to operate.
- 4.4 The lists of possible slot misuse given in 4.2 and 4.3 above are not exhaustive. Other forms of slot misuse which become identified over time will also be addressed by ADA.

5. Slot Monitoring

- 5.1 To promote compliance with allocated slots, ADA conducts routine slot monitoring which processes involve discrepancy checks both in advance of the allocated slot times of operations and retrospective conformity checks of the actual times of operations against the most recent allocated slots data held by ADA to identify operations without allocated slots.
- 5.2 Any off-slot operations outside a tolerance of 4 hours of the allocated slot times will trigger ADA to analyze potential slot misuse. ADA will contact the operator concerned to seek an explanation and to establish if the discrepancies have occurred as a result of factors beyond its reasonable control.
- 5.3 Should evidence and findings in slot monitoring confirm repeated and intentional misuse of slots, actions against the airline/operator concerned as per paragraph 4.1 above will be taken for the purpose of securing compliance with allocated slots.
- 5.4 The following circumstances will not be accepted as factors beyond the reasonable control of an operator:
- (a) Operational issues known to the operator before commencement of an operation.
 - (b) Incorrect application time.
 - (c) Late arrival of flight crew members or passengers unless due to exceptional circumstances, e.g. an unplanned closure of the motorway or suspension of transportation services.

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