

**ENR 1.9 AIR TRAFFIC SLOT ALLOCATION PROCEDURE  
TEL-AVIV BEN-GURION AIRPORT****1. Definitions****1.1. 'Airport Slot'**

A permission given by a coordinator for a planned operation to use the full range of airport infrastructure necessary to arrive or depart at a Level 3 airport on a specific date and time.

**1.2. 'Allocated Slot'**

A slot allocated to a specific flight, identified by its flight number, date and time.

**1.3. 'Level 3 Airport'**

An airport where it is necessary for all airlines and aircraft operators to have an allocated slot by a coordinator in order to arrive or depart at the airport as a mean of managing declared capacity.

**1.4. 'Slot Conference'**

Forum organized by IATA for the coordination of planned operations at Level 2 and Level 3 airports, held twice each year for the summer and winter seasons.

**1.5. 'Historic flight'**

Slots allocated on the basis of the principle whereby airlines are entitled to a series of slots that were operated at least 80% of the time during the period allocated in the previous equivalent season.

**1.6. 'Operator'**

An owner of an aircraft including aircraft operating under lease, a handling agent of a pilot-in-command.

**1.7. 'Summer Season'**

The season of the year starting on the last Sunday of March (from 00:00), terminating on the last Saturday of the month of October (at 23:59).

**1.8. 'Winter Season'**

The season of the year starting on the last Sunday of the month of October (from 00:00), terminating the last Saturday of March (at 23:59).

**1.9. 'CAAI'**

The Civil Aviation Authority of Israel is the statutory authority, which regulates aviation in Israel.

**1.10. 'Declared Capacity'**

Coordination parameters for that airport at each season. On the basis of these parameters the declared capacity indicates the number of slots that the coordinator can allocate during the next season.

**1.11. 'UTC'**

Universal Time Coordinated also referred to as Z or GMT.

**2. Purpose**

The purpose of this procedure is to determine a method for slot allocation, in order to assure an efficient flow of aircraft and passengers through Tel-Aviv/Ben-Gurion airport, at an appropriate service standard and in consideration with airline requirements.

**3. General**

The main goal of flight schedule planning is to ensure effective use of airport infrastructures, with the intention of acceding to the requests submitted by the many users and to prevent the waste of limited resources.

The coordination of airport slots is a means for managing air traffic capacity through the implementation of the set of regulations and directives as they appear in WSG - Worldwide Slot Guidelines.

Slots will be assigned according to the policy of World Slot Guidelines (Chapter 5). The Schedule Planning Department of Tel Aviv/Ben-Gurion International Airport (Level 3) will be "functionally and financially independent of any single interested party and act in neutral, transparent and non-discriminatory way".

Key principles for slot allocation at Level 3 airport are described at Worldwide Slot Guidelines (WSG) Para 8.1.1 and are implemented Tel Aviv/Ben Gurion airport.

**4. Slot allocation procedure**

4.1. The planning process is done by the Tel Aviv/Ben Gurion Schedule Planning Department. It begins with the submission of slots request by airlines, and continues with the approval for the request of those slots by the coordinator based on the Airport's capacity. (ref.<http://www.iaa.gov.il/en-us/rashot/pages/slotscoordination.aspx>)

4.2. The communication with the airlines is conducted according to IATA directives, which are specified in: SSIM – Standard Schedules Information Manual.

4.2.1. Requests for scheduled, charter and domestic flights are submitted in an SCR format, which can be found at Chapter 6 – Airport Coordination Procedures.

4.2.2. Requests for General/ Business Aviation flights (GA/BA) are submitted in a GCR format, which can be found in Appendix K of SSIM – Standard Schedules Information Manual.

4.3. Each commercial flight operating into or out of Tel Aviv/Ben Gurion airport requires to be in possession of a Traffic Rights approval from the CAAI. Slots, which have been allocated to airlines whose schedule has not been approved by the CAAI, will be cancelled.

4.4. Each commercial flight operating into or out of Tel Aviv/Ben Gurion airport requires to hold an approval of an allocated slot from the Schedule Planning Department.

4.5. Whenever a slot has been allocated, permits and approvals have been granted, the operator has to abide by the allocated slot.

4.6. General priority for slot allocation:

- 4.6.1. A series of schedule services.
- 4.6.2. Ad hoc services.
- 4.6.3. Other operations.

## 5. Airport capacity

5.1. The airport capacity is determined after consideration has been given to the various infrastructure (runways, aprons, terminal buildings etc.), available ground equipment (apron buses, off/on loading equipment etc.) and available personnel for the handling of the planned level of traffic.

5.2. The maximum capacity of Tel-Aviv/Ben-Gurion airport is determined in terms of number and seating capacity or aircraft per calendar hour, as defined from time to time by the airport manager and published accordingly.

5.3. The current capacity criteria of Tel-Aviv/Ben-Gurion airport, is calculated on the basis of the number of aircraft movement per calendar hour, and the aircraft seating capacity in respect to the carriage of passenger at that time.

5.4. The existing airport capacity is as detailed in Appendix 'A'.

## 6. Order of preference

6.1. Requests for whole-seasonal slots shall have preference over requests for partial seasonal slots, except where adjustments are inevitable due to the introduction and termination of summer time.

6.2. Requests for a series of flights shall have preference over single flight(s).

6.3. Slot for seasonal scheduled flight shall respect historic flights and no slot abuse process

6.4. In case where two requests have been submitted for the same slot by two scheduled flights operators, or two such request concerning other flight operators, preference

4.7. Seasonal planning for summer and winter will be processed with accordance to IATA - 'Calendar of Coordination Activities' and Order of Preference as described in para 6 below.

4.8. All Requests shall be submitted to the Schedule Planning Department not later than 48 hours before the date of flight.

4.9. All requests shall be indicated in UTC times.

4.10. Tel Aviv/Ben Gurion Schedule Planning Department will reply in writing the applicant regarding the allocation of requested slot(s).

4.11. In case where it is not possible to allocate a slot as per the applicant's request, the Schedule Planning Department will reply to the applicant accordingly and propose an alternative slot.

4.12. "Slot offers" will be kept for up to one week and then annulled automatically.

6.5. Requests for the same consecutive slot for several days within a week shall have preference over requests for single or twice weekly slot(s).

6.6. In case where Para. 6.4/6.5 above are not applicable the basis for allocation shall be 'first come, first served'.

## 7. Parking and Fees

7.1. During summer season, parking of aircraft for more than 24 hours will not be allowed. During winter season, parking of aircraft for more than 36 hours will not be allowed.

7.2. Landing fees and passenger charges have been decided by the Israeli Government. Information regarding them can be obtained on the Israeli Airports Authority website. <http://www.iaa.gov.il>

7.3. Aircraft of airlines, which operate from Terminal 1, will be parked in remote spots (hardstand).

## 8. Operations

See chapter AD LDBG 2.5

**APPENDIX 'A' - AIRPORT CAPACITY CRITERIA**

AIRPORT CODE	ARRIVALS			DEPARTURES			TOTAL		
TLV									
Time Interval Constraint	10 min	60 min	180 min	10 min	60 min	180 min	10 min	60 min	180 min
Runway Movements		17			22		5	32	
Terminal 3 Capacity		16			17	45			
Terminal 1 Capacity	No arrivals at this terminal				3	9	Not relevant		

Note - The above data is general and may vary according to the season, time of the days, days of activity during the week and runway operational configuration.