



LAPLAND AIRPORTS

*The North is Near*

Finavia

# Lapland Airports Charges and Contacts

year 2009 -2010

## Lapland Airports charges and contacts 2009-2010

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### INTRODUCTION

All old and new airline customers and tour operators are welcome to Lapland Airports, where Finavia operates airports of Rovaniemi, Kittilä, Enontekiö, Ivalo, Kuusamo, and Kemi. In order to facilitate smooth operations to these airports Finavia has prepared this document which includes information about permission and payment procedures and contact information to airports and ground handling service providers.

### TIMETABLE COORDINATION

Airlines shall contact the airport to agree on flight timetable and required services. The operator shall comply with the agreed timetable. The airport should be informed about possible changes well in advance. Airport contact information can be found from page 10 onwards. Finavia wants to offer its customers only high quality services and therefore re-scheduling may occur during the peak hours.

Contact information to all Airports can be found pages 5 – 11.

### INSTRUCTIONS FOR NON EU CARRIERS APPLYING FOR A FLIGHT PERMIT IN FINLAND

Non EU Carriers must apply traffic permit form Finnish Civil Aviation Authority. Instructions and contact information is in annex one.

### AIR TRAFFIC CHARGES

Air traffic charges apply to all aircraft using or requesting for services of Finavia's airports or air navigation services. Detailed information about the charges is available on Finavia's www site where Air Traffic Charges booklet (PDF) can be downloaded. The EUROCONTROL Organisation is entrusted with the calculation, billing and collection of route charges on behalf of Finavia.

[www.finavia.fi/airlines](http://www.finavia.fi/airlines)

For Airport charges estimates and further information please contact Air Traffic Charges Unit. Office hours for charge estimates are Mon day – Friday 08.00 – 16.00 LT.

- Email to: [charges@finavia.fi](mailto:charges@finavia.fi)
- Fax +358 9 8277 2095

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The following information is required for an estimate:

1. Dates of the flights and times of arrival and departure
2. Aircraft type
3. MTOW
4. Number of passengers aboard (estimate) or seats available
5. Name of the contact person
6. Billing address

### ***Payment of Airport Charges***

The air carrier shall agree on the method of payment (advance payment, bank guarantee, afterwards by invoice) with Finavia before the estimated off-block time.

#### **Payment afterwards by invoice**

Air traffic charges can be paid afterwards by invoice only if agreed beforehand with Finavia. Invoices are sent two times per month to the address given by the air carrier or other aircraft operator. The sum must be paid to Finavia's bank account by the due date, which is 14 days from the date of the invoice. In case of delayed payment, a penal interest is charged for the time of delay

#### **Advance payment**

The advance payment must cover all air traffic charges for the series of flights. The estimated charges must be paid by a Proforma invoice on Finavia's bank account before the series of flights begins.

#### **Bank guarantee**

The bank guarantee must cover all air traffic charges for the series of flights. If the duration for the series of flights is more than three months, the guarantee must cover air traffic charges for at least three months. When Finavia has received an acceptable bank guarantee, air traffic charges can be collected afterwards by invoice.

Pls see detailed information on Finavia's www site: [www.finavia.fi/airlines](http://www.finavia.fi/airlines)

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### **FURTHER INFORMATION**

General information about Finavia is available on:  
[www.finavia.fi/home](http://www.finavia.fi/home)

#### ***Air Traffic charges and payments***

- Email to: [charges@finavia.fi](mailto:charges@finavia.fi)

#### ***Operational issues to Lapland Airports***

- Email to: [briefing.efro@finavia.fi](mailto:briefing.efro@finavia.fi)

#### ***Business development, Marketing and Sales***

- Sales Manager, Mr. Thomas Kingelin
- email to: [thomas.kingelin@finavia.fi](mailto:thomas.kingelin@finavia.fi)
- Tel. +358 9 8277 2373, mobile +358 400 99 55 26

## Lapland Airports charges and contacts 2009-2010

### LAPLAND AIRPORTS

#### *ENONTEKIO (ENF)*

Airport	Contact	Phone	Fax	e-mail
<b>Airport Manager</b>	Matti Sorvari	+358 16 675 8600 +358 400 696 386	+358 16 675 8690	<a href="mailto:matti.sorvari@finavia.fi">matti.sorvari@finavia.fi</a>
<b>AFIS / Timetable coordination</b>	Petteri Sainio	+358 16 554 8420 +358 400 693 968	+358 16 554 8492	<a href="mailto:petteri.sainio@finavia.fi">petteri.sainio@finavia.fi</a>
<b>Ground Handling Companies</b>				
Airpro				
<b>Fuel Supplier</b>				
<b>Airport</b>		+358 16 554 8420 +358 40 596 6815		

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### IVALO (IVL)

Airport	Contact	Phone	Fax	e-mail
<b>Airport Manager</b>	Matti Sorvari	+358 16 675 8600	+358 16 675 8690	<a href="mailto:matti.sorvari@finavia.fi">matti.sorvari@finavia.fi</a>
<b>Timetable coordination</b>	Terminal Manager	+358 16 675 8620	+358 16 675 8692	<a href="mailto:efiv-twr@finavia.fi">efiv-twr@finavia.fi</a>
<b>Ground Handling Companies, contacts page 13</b>				
Airpro				
RTG				
SGS				

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### *KITTILÄ (KTT)*

Airport	Contact	Phone	Fax	e-mail
<b>Airport Manager</b>	Kari Tohmo	+358 16 366 8900 +358 400 690 499	+358 16 366 8999	<a href="mailto:kari.tohmo@finavia.fi">kari.tohmo@finavia.fi</a>
<b>Terminal Manager</b>	Oili Tapio	+358 16 366 8902 +358 40 516 1063	+358 16 366 8991	<a href="mailto:oili.tapio@finavia.fi">oili.tapio@finavia.fi</a>
<b>Ground Handling Companies, contacts page 13</b>				
<b>Airpro</b> <b>RTG</b> <b>SGS</b>				
<b>Fuel Supplier</b>				
<b>Oy Shell Ab / Airport</b>		+358 400 342 991 +358 400 604 827		

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### **KUUSAMO (KAO)**

Airport	Contact	Phone	Fax	e-mail
<b>Airport Manager</b>	Ari Salmenkorva	+358 8 851 8800	+358 8 851 8899	<a href="mailto:ari.salmenkorva@finavia.fi">ari.salmenkorva@finavia.fi</a>
<b>Terminal Manager</b>	Jouni Aikio	+358 8 851 8801		<a href="mailto:jouni.aikio@finavia.fi">jouni.aikio@finavia.fi</a>
<b>Tower / Timetable coordination</b>		+358 8 851 8820	+358 8 851 8892	<a href="mailto:efksafis@finavia.fi">efksafis@finavia.fi</a>
<b>Ground Handling Companies, contacts page 13</b>				
<b>RTG</b>				
<b>SGS</b>				
<b>Fuel Supplier</b>				
<b>Airport</b>		+358 8 851 8850	+358 8 851 8891	<a href="mailto:EFKSKunnossapito@finavia.fi">EFKSKunnossapito@finavia.fi</a>

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### ROVANIEMI (RVN)

Airport	Contact	Phone	Fax	e-mail
Airport Manager	Martti Oinas	+358 16 363 6500 +358 40 544 6841	+358 16 363 6599	<a href="mailto:Martti.Oinas@finavia.fi">Martti.Oinas@finavia.fi</a>
Terminal Manager	Kari Poutanen	+358 16 363 6505 +358 40 841 6505	+358 16 363 6592	<a href="mailto:Kari.Poutanen@finavia.fi">Kari.Poutanen@finavia.fi</a>
Slot contact				<a href="mailto:slot.efro@finavia.fi">slot.efro@finavia.fi</a>
<b>Ground Handling Companies, contacts page 13</b>				
Airpro				
RTG				
SGS				
<b>Fuel Supplier</b>				
Oy Shell Ab / Airpro		+358 40 531 1297	+358 16 363 6449	<a href="mailto:rvn@airpro.fi">rvn@airpro.fi</a>

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### KEMI-TORNIO (KEM)

Airport	Contact	Phone	Fax	e-mail
<b>Airport Manager</b>	Kari Pinola	+358 16 211 8700	+358 16 211 8799	<a href="mailto:kari.pinola@finavia.fi">kari.pinola@finavia.fi</a>
<b>Terminal Manager</b>	Annikki Laurikainen	+358 16 2118704	+358 16 211 8799	<a href="mailto:annikki.laurikainen@finavia.fi">annikki.laurikainen@finavia.fi</a>
<b>Tower / Timetable coordination</b>		+358 16 2118720	+358 16 2118792	
<b>Ground Handling Companies, contacts page 13</b>				
<b>RTG</b>				
<b>Fuel Supplier</b>				
<b>Airport</b>		+358 16 2118720		

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### CONTACTS TO GROUND HANDLING SERVICES

#### ***Airpro Oy***

Jarkko Jääskeläinen  
Ground Handling Manager  
Tel. +358 9 8277 2555, +358 400 696 057  
[jarkko.jaaskelainen@airpro.fi](mailto:jarkko.jaaskelainen@airpro.fi)  
[www.airpro.fi](http://www.airpro.fi)

#### ***RTG Ground Handling Ltd***

Managing Director  
Risto Mäntykangas  
Tel. +358 14 4455 920, +358 40 7077 447  
[risto.mantykangas@readytogo.fi](mailto:risto.mantykangas@readytogo.fi)  
[www.readytogo.fi](http://www.readytogo.fi)

#### ***SAS Ground Services Finland Oy***

Managing Director  
Eeva Engfelt  
Tel. +358 50 327 6857  
[eeva.engfelt@sas.fi](mailto:eeva.engfelt@sas.fi)  
HELKZSK  
[www.sasground.com](http://www.sasground.com)

## Lapland Airports charges and contacts 2009-2010

### ANNEX I

## INSTRUCTIONS FOR NON EU CARRIERS APPLYING FOR A FLIGHT PERMIT IN FINLAND

Traffic rights permits are granted by the Civil Aviation Authority. Applications shall be sent to CAA Finland, **telefax: 358 9 4250 2937, AFTN: EFHKYAYX, e-mail: [permissions@fcaa.fi](mailto:permissions@fcaa.fi)**

The application shall include the following information:

- a) Name and address of the operator
- b) flight number
- c) type and registration numbers of the aircraft
- d) purpose of flight and number of passengers and/or nature and amount of cargo
- e) flight route and dates in question as well as estimated times of arrival/departure at each airport
- f) in case of a charter flight, name of the charterer

Office hours are from 8.00 to 16.15 local time Monday to Friday. Applications are not dealt with outside office hours.

Before permission can be granted the following documents are needed:

1. the Air Operator Certificate of the airline concerned
2. the Airworthiness Certificate of the airline concerned
3. Documentation on satisfactory insurance cover: from 30 April 2005 the following insurance requirements apply to all air carriers using the airspace of the EU members States:

**Third party liability insurance** requirements for aircraft are listed in the following table:

MTOM (maximum take-off mass)	SDRs (special drawing right)
< 500 kg	750.000
< 1 000 kg	1.500.000
< 2 700 kg	3.000.000
< 6 000 kg	7.000.000
< 12 000 kg	18.000.000
< 25 000 kg	80.000.000
< 50 000 kg	150.000.000
< 200 000 kg	300.000.000
< 500 000 kg	500.000.000
over 500 000 kg	700.000.000

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**Passenger liability insurance** in operations to/from the Community airports the minimum amount required per passenger/single accident covering death or bodily injury shall be at least 250.000 SDR.

4. Noise certification: the maximum noise levels of jet aircraft operating to/from Community airports and with maximum MTOM of 34.000 kg or over or with seating capacity over 19 must not exceed the limits set down in ICAO Annex 16, Volume I, Part II, Chapter 3.
5. ACAS II documentation: All civil fixed-wing turbine-engine aircraft having a maximum MTOM over 5 700 kg or seating capacity over 19 shall, when flying in the Community airspace, be equipped with an airborne collision avoidance system (ACAS II).
6. EGPWS documentation: Turbine aircraft with MTOM over 5.700 kg or with seating capacity over 9 shall be equipped with a ground proximity warning system with a forward looking terrain avoidance function (EGPWS).
7. National Civil Aviation Security Programme: Regulation (EC) No. 2320/2002, Article 5 requires EU member States to ensure that all air carriers providing service from that State, establish, implement and maintain Air Carrier Security Programmes appropriate to meet the requirements of its National Civil Aviation Security Programme.

Pls. note 1: Passenger aircraft with a MTOM over 45.000 kg or with seating capacity over 60 shall be equipped with strengthened flight crew compartment door.

Pls. note 2: SAFA (Safety Assessment of Foreign Aircraft) ramp checks may be performed at Finnish airports.