

# **BRAČ AIRPORT**

*Airport Brač L.t.d. - CROATIA*



## **C J E N I K aerodromskih usluga**

VRIJEDI OD  
**Travanj 2021.**

## ***Airport Services PRICE LIST***

VALID FROM  
***April 2021***

**SADRŽAJ**  
CONTENT

1. OPĆI UVJETI  
*GENERAL CONDITIONS*
2. DEFINICIJE I SKRAĆENICE  
*DEFINITIONS OF TERMS ABBREVIATIONS*
3. OPIS USLUGA  
*SERVICES DESCRIPTIONS*
4. POPIS USLUGA PRIHVATA I OTPREME ZRAKOPLOVA UKLJUČENIH U REDOVITI CJENIK USLUGA PREMA IATA SGHA  
*LIST OF SERVICES INCLUDED IN PRICES IN ACCORDANCE TO IATA SGHA*
5. NAKNADA AGENCIJI ZA CIVILNO ZRAKOPLOVSTVO  
*CROATIAN CIVIL AVIATION AGENCY TAX*
6. CJENIK USLUGA  
*SERVICES PRICES*
7. USLUGE NA POSEBAN ZAHTJEV  
*SERVICES ON REQUEST*
8. KONTAKTI  
*CONTACTS*

\* CROATIAN TEXT SHALL PREVAIL

**PROPISI KOJI SE ODOSE NA PLAĆANJE AERODROMSKIH NAKNADA**

Temeljem članka 42. Zakona o zračnom prometu (NN 69/09, 84/11, 54/13, 127/13, 92/14), Aerodrom Brač donosi Cjenik aerodromskih usluga.

**Referentni dokumenti:**

- ⦿ **Propisi Republike Hrvatske:**
  - Zakon o zračnom prometu (NN 69/09-1663, 84/11, 54/13, 127/13, 92/14)
  - Pravilnik o pružanju zemaljskih usluga (NN 61/15)
  - Pravilnik o naknadama zračnih luka (NN 65/15)
- ⦿ **Međunarodni propisi i preporučena praksa:**
  - Council Directive 96/67/EC of 15 October 1996 on access to the groundhandling market at Community airports. (Official Journal L 272, 25/10/1996 p. 0036 - 0045)
  - S.I. No. 505/1998 - Regulations Entitled European Communities (Access To The Groundhandling Market At Community Airports) Regulations, 1998
  - IATA Airport Development Reference Manual, 9th Edition, January 2004
  - Regulation (EC) No 1107/2006 of the European Parliament and of the Council of 5 July 2006 concerning the rights of disabled persons and persons with reduced mobility when travelling by air
  - ICAO Airport Economics Manual, ICAO Doc 9562 / drugo izdanje - 2006
  - Directive 2009/12/EC of the European Parliament and of the Council on Airport Charges of 11. 03. 2009
  - ICAO's Policies on Charges for Airports and Air Navigation Services, ICAO Doc 9082 / 8th Edition - 2009
  - ACI - Policies and Recommended Practices Handbook 2009; 7th Edition; 2009

**Cjenik aerodromskih usluga Aerodroma Brač odobrila je Hrvatska agencija za civilno zrakoplovstvo.**

**Cjenik aerodromskih usluga vrijedi do opoziva odnosno promjene.**

**Aerodrom Brač zadržava pravo početkom godine obaviti korekcije naknada za polovicu vrijednosti indeksa EU LIBORA-a.**

**REGULATIONS ON PAYMENT OF AERODROME CHARGES**

*According to Article 42. Air Traffic Act (OG 69/09), Airport Brač is introducing the Airport Services Price List.*

**Reference documents:**

- ⦿ **Croatian Legislature::**
  - *Air Traffic Act (OG 69/09-1663)*
  - *Ordinance on provision of groundhandling services (OG 39/10-1004)*
- ⦿ **International Legislature and recommendations:**
  - *Council Directive 96/67/EC of 15 October 1996 on access to the groundhandling market at Community airports. (Official Journal L 272, 25/10/1996 p. 0036 – 0045)*
  - *S.I. No. 505/1998 — Regulations Entitled European Communities (Access To The Groundhandling Market At Community Airports) Regulations, 1998*
  - *IATA Airport Development Reference Manual, 9th Edition, January 2004*
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  - *ICAO Airport Economics Manual, ICAO Doc 9562 / drugo izdanje – 2006.*
  - *Directive 2009/12/EC of the European Parliament and of the Council on Airport Charges of 11. 03. 2009.*
  - *ICAO's Policies on Charges for Airports and Air Navigation Services, ICAO Doc 9082 / 8th Edition – 2009.*
  - *ACI – Policies and Recommended Practices Handbook 2009; 7th Edition; 2009.*

*The Airport Services Price List has been approved on behalf of Croatian Civil Aviation Agency.*

*The Airport Services Price List will apply unless the users are notified otherwise, in other words until revocation.*

*Airport Brač reserves the right to review and adjust charges according to ½ of EU LIBOR index value at the beginning of each year.*

# 1. OPĆI UVJETI

## *GENERAL CONDITIONS*

**1. OPĆI UVJETI****GENERAL CONDITIONS**

- 1.1. Zahtjevom za korištenjem usluga u zračnom prometu smatra se kako je svaki korisnik po načelu pristupanja prihvatio sve odredbe Cjenika.**  
*Every user requiring and using air traffic services is considered to accept all conditions of the Price List, on the principle of acceptance.*
- 1.2. Nakon objavljivanja Općih uvjeta i Cjenika aerodromskih usluga, smatra se kako je iste prihvatio svaki korisnik usluga Aerodroma Brač.**  
*It is to be considered, that after being published, the General Conditions and Airport Services Price List are accepted by every user having operated and used Airport Brač services.*
- 1.3. Cijene usluga navedene u Cjeniku jedinstvene su za usluge pružene u domaćem i međunarodnom prometu.**  
*The charges in the Price List are unique for services rendered in domestic and international air traffic.*
- 1.4. U suglasnosti s člankom 10. Direktive 2009/12/EC o aerodromskim naknadama, Aerodrom Brač ugovara s prijevoznikom paket usluga. Nakon postignutog dogovora, prijevoznik nema pravo odbiti dio usluga.**  
*In compliance with Article 10 of the Directive 2009/12/EC on airport charges, Airport Brač contracts with air carrier a package of services. After the reached agreement, the air carrier has no right to refuse part of the services.*
- 1.5. Obračun i naplata pruženih usluga operatoru zrakoplova obavlja se u skladu s potpisanim ugovorom.**  
*Calculation and charge of services rendered for aircraft operator are performed in accordance with signed contracts.*
- 1.6. Operatori zrakoplova koji ne posjeduju ugovor s Aerodromom Brač obvezni su korištenje usluga platiti prije uzlijetanja.**  
*The aircraft operators, who do not have a contract with Airport Brač, shall pay for rendered services prior to take off.*
- 1.7. Naplata pruženih usluga zračnim prijevoznicima iz točke 1.5. obavlja se:**
- ⦿ u gotovini
  - ⦿ kreditnim i debitnim karticama: American Express, Diners, Master Card, Maestro, VISA classic, VISA elektrton (osim ACZ naknade)
- Charge of services rendered to air carriers from item 1.5. shall be performed as follows:*
- ⦿ in cash
  - ⦿ credit & debit cards: American Express, Diners, Master Card, Maestro, VISA classic, VISA electron (except ACZ tax)
- 1.8. Porez na dodanu vrijednost (PDV) nije uračunat u cijene navedene u Cjeniku.**  
*Value Added Tax (VAT) is not included in charges quoted in the Price List.*
- 1.8.1. Inozemni zračni prijevoznici (poduzetnici koji posjeduju AOC) oslobođeni su plaćanja poreza na dodanu vrijednost (PDV) u skladu sa zakonom. Inozemne pravne i fizičke osobe, operatori zrakoplova, koji nisu zračni prijevoznici, obvezni su platiti porez na dodanu vrijednost (PDV).**  
*International air carriers are exempted from Value Added Tax (VAT) in accordance with the Law.*  
*International legal and physical persons, aircraft operators, other than air carriers, must pay Value Added Tax (VAT).*
- 1.8.2. Aerodrom Brač ima pravo uvida u Aircraft Operate Certificate (AOC) kako bi ustanovio za koju vrstu prometa je prijevoznik registriran.**  
*Airport Brač has the right to inspect Aircraft Operate Certificate (AOC) in order to determine for which type of transport is the air carrier registered.*
- 1.8.3. Domaćim pravnim i fizičkim osobama, operatorima zrakoplova, kao i zračnim prijevoznicima, porez na dodanu vrijednost (PDV) obračunat će se sukladno, članaku 13. Zakonu o PDVu od 1.1.2010. i prema članku 103. Pravilnika o PDV-u.**  
*To domestic legal and physical persons, aircraft operators, as well as air carriers, Value Added Tax (VAT) will be calculated according to article 13 of VAT Law of 01 January 2010 and article 103 of VAT By law.*

- 1.9. Javne pristojbe određene od strane autoritarnih tijela nisu uključene u cijenu usluga, te će ih u potpunosti snositi korisnik usluge.**  
*Public taxes regulated by authority bodies are not included in the services charges, and will be entirely borne by the service user.*
- 1.10. Obračun i naplata pruženih usluga mogu se obaviti u svakoj konvertibilnoj valuti na način što se cijene izažene u EUR preračunaju u željenu valutu po srednjem tečaju Hrvatske narodne banke na dan ispostavljanja računa. Obračun i naplata pruženih usluga zračnim prijevoznicima koji imaju status nerezidenta određuju se Annex-om B.**  
*Calculation and charge of rendered services can be performed in any currency, the charges quoted in EUR are to be calculated into preferred currency in accordance with the official exchange rate of Croatian National Bank (Hrvatska narodna banka) on the date of the invoice issuance.  
Calculation and charge of rendered services to Air Carriers with non-resident status, shall be agreed by Annex B.*
- 1.11. Po prekoračenju roka plaćanja obračunavaju se zakonom propisane zatezne kamate. Za sve sporove između korisnika usluga i Aerodroma Brač oko naknada i primjena odredbi Cjenika i Općih uvjeta poslovanja, nadležan je sud u Splitu. Aerodrom Brač može od korisnika usluga zahtijevati instrument osiguranja plaćanja.**  
*For delayed payments, interest will be added to the debtor in accordance with the law.  
All disputes regarding charges, Price List and General Business Conditions between airport services users and Airport Brač will be submitted to the court in Split.  
Airport Brač may require payment security instrument from the services user .*
- 1.12. Sva plaćanja koja Aerodrom Brač obavi u ime korisnika trećim osobama (npr. smještaj, prijevoz i sl.), korisnik će nadoknaditi Aerodromu Brač po stvarnom trošku, uvećanom za 10% manipulativnih troškova.**  
*All charges wick Airport Brač pays to the third Parties on behalf of user (e.g. accomodation, transport to hotel, and similar) the user shall remunerate to Airport Brač all such costs, increased by 10% of manipulative costs.*
- 1.13. U slučaju izvanrednog događaja (Emergency), posebne usluge pružene zrakoplovu bit će zaračunate zračnom prijevozniku po naknadama, iz Cjenika na poseban zahtjev zračnog prijevoznika. Eventualno uporaba izvanjskih usluga i opreme bit će prefakturirano zračnom prijevozniku po stvarnim naknadama uvećano za 10% manipulativnih troškova.**  
*In case of emergency, special services rendered to aircraft shall be charged to air carrier in accordance with charges from Price List of Services on Special Request.  
Possible use of external services and equipment shall be re-invoiced to air carrier in accordance with actual charges, increased for 10% of manipulative costs.*
- 1.14. Cjenik aerodromskih usluga specificira u kojim se slučajevima cijene usluga u zračnom prometu povećavaju ili smanjuju. Korištenje smanjene cijene za jednu vrstu usluga isključuje mogućnosti istovremenog korištenja smanjene cijene za bilo koju drugu vrstu usluga.**  
*The Airport Services Price List specifies in which cases the charges of airport services provided are increased or reduced. Using a reduction on one provision excludes using any other at the same case.*
- 1.15. Aerodrom Brač može korisnicima odobriti komercijalne popuste i druge povlastice. Komercijalna smanjenja naknada mogu se korisnicima odobriti na ime količine i učestalosti pruženih usluga u zračnom prometu, kao i u slučaju posebnog poslovnog interesa. Detaljan opis popusta na službene cijene prikazan je u dodatku ovog cjenika pod nazivom Politika poticaja.**  
*Airport Brač can grant commercial discounts and other benefits to the users. Commercial reductions can be granted to the users regarding the quantity and the frequency of the airport services effected, as well as in case of special business interest. Detail discount policy is regulated in Annex named Incentive policy.*
- 1.16. Cjenik aerodromskih usluga javno je dostupan o objavljen na veb stranicama Aerodroma Brač.**  
*The Airport Services Price List is public document available on Airport Brač web pages.*
- 1.17. Izmjene i dopune Cjenika usluga moraju se provoditi u skladu s poslovnom politikom Aerodroma Brač te sukladno Zakonu o zračnom prometu (NN 69/09, članak 42.).**  
*Price List changes and supplements are to be carried out in accordance with the Airport Brač business policies and according to Air Traffic Act (OG 69/09 art. 42.)*
- 1.18. Navedeni Opći uvjeti poslovanja odnose se na sljedeće usluge u zračnom prometu:**

- ⦿ **Uporaba uzletno-sletne staze (LANDING);**
- ⦿ **Uporaba osvjjetljenja za uzletno-sletnoj stazi i manevarskim površinama (LIGHTING);**
- ⦿ **Prihvat i otprema zrakoplova, putnika, prtljage, robe i pošte (HANDLING);**
- ⦿ **Uporaba stajanke za zrakoplove i drugih površina za boravak zrakoplova (PARKING);**
- ⦿ **Čekanje na zahtjev.**

**Posebne usluge putnicima:**

- ⦿ **Usluge putnicima (PASSENGER SERVICES);**
- ⦿ **Sigurnosno – zaštitni pregledi (SECURITY CHECK).**

*Above mentioned General Conditions will be applied to the following services:*

- ⦿ *Runway for take off and landing usage (LANDING);*
- ⦿ *Illumination of runway and manoeuvring areas usage (LIGHTING);*
- ⦿ *Aircraft, passengers, baggage, cargo and mail handling (HANDLING);*
- ⦿ *Aircraft apron stands and other aircraft parking areas usage (PARKING);*
- ⦿ *Waiting on request.*

*Special services to passengers:*

- ⦿ *Passenger service (PASSENGER SERVICE);*
- ⦿ *Security check (SECURITY CHECK).*

# 2. DEFINICIJE I SKRAĆENICE

## *DEFINITIONS & ABBREVIATIONS*



**DEFINICIJE I SKRAĆENICE**  
*DEFINITIONS OF TERMS ABBREVIATIONS*

- ⑥ **Ambulantni let** - let u svrhu prijevoza bolesnih ili ranjenih osoba, kojima je već pružena liječnička pomoć ili kojima se neki pacijent prevozi iz jedne medicinske lokacije na drugu.  
*Ambulance flight* - flight transporting of sick or wounded persons, that have already been given medical attention or transporting a patient from one medical location to another.
- ⑥ **Baza javnog zračnog prijevoznika** - zračna luka na kojoj je zračni prijevoznik utemeljio predstavništvo koje djeluje kao administrativni i operativni centar prijevoznika i na kojoj je baziran minimalno jedan zrakoplov upisan u njegov AOC.  
*Base of public air carrier* - an airport with based representative office operating as administrative and operative centre of the air carrier, with minimally one registered aircraft in its AOC.
- ⑥ **Charter let** - let koji je unaprijed rezerviran za određeni datum i za točno određenu destinaciju. Zrakoplovne dokumente za takav oblik prijevoza prodaje isključivo zakupac toga leta.  
*Charter flight* - flight booked in advance for specific date and strictly defined destination. Flight documents for such transport are sold exclusively by airline which operates the flight.
- ⑥ **Članovi letačkog osoblja** - osobe u zrakoplovu čija je dužnost obavljanje leta i koji su u posjedu dozvole za letačko osoblje.  
*Crew members* - persons being on board of the aircraft for their duty to perform the flight and which are in possession of licences for flight crew.
- ⑥ **Domaći zračni promet** - svako uzlijetanje i slijetanje u zračnim lukama unutar državnih granica Republike Hrvatske  
*Domestic air traffic* - every flight taking off and landing at the airports within the borders of the Republic of Croatia.
- ⑥ **Infant (INF)** – dijete, putnik do navršene dvije godine života.  
*Infant (INF)* – child, passenger under two years of age.
- ⑥ **Javni prijevoz u zračnom prometu** - svaki vid zračnog prijevoza koji prometuje sukladno zakonskim propisima, općim uvjetima, koji je svima dostupan i za koji prijevoznik ima izdan certifikat od nadležnih zrakoplovnih vlasti.  
*Public Transport* - any air transport that is available to anyone, following the legal regulations and general conditions, and for which the air carrier has obtained certificate from competent civil aviation authority.
- ⑥ **Komercijalno zrakoplovstvo** - komercijalni prijevoz osoba ili stvari zrakoplovom u zamjenu za naplatu ili drugu vrstu naknade, koja je dostupna javnosti ili koja se, ako nije dostupna javnosti, obavlja u skladu s ugovorom između zračnog prijevoznika i korisnika usluge, pri čemu korisnik usluge nema nikakvu kontrolu nad zračnim prijevoznikom.  
Komercijalno zrakoplovstvo dio je civilnog zrakoplovstva (općeg zrakoplovstva, charter i linijskog zračnog prijevoza) koji podrazumjeva operacije zrakoplova, pod uvjetom da pilot posjeduje vrijedeću komercijalnu licencu, da je zrakoplov registriran za komercijalno letenje i da operator zrakoplova posjeduje certifikat (Air Operator's Certificate - AOC).  
*Commercial aviation* - commercial air transport operations involving the transport of passengers, cargo and/or mail, undertaken for money or other kind of compensation, which is accessible to the public, or, if not accessible to the public, performed as agreed/contracted between air carrier and service user, where the user has no control over the carrier.  
*Commercial aviation is the part of civil aviation (general aviation, charter and scheduled airline service) that involves operating aircraft if the pilot holds a valid commercial pilot's certificate, if the aircraft holds a valid commercial registration and if the operator holds a certificate (Air Operator's Certificate - AOC).*
- ⑥ **Korisnik zračne luke** - svaka fizička ili pravna osoba odgovorna za zračni prijevoz putnika, pošte i/ili tereta iz/ili prema dotičnoj zračnoj luci.  
*Airport user* - any natural or legal person responsible for the carriage of passengers, mail and/or freight by air from, or to the airport in question.
- ⑥ **Linijski zračni prijevoz** predstavlja seriju letova sa sljedećim karakteristikama:
  - dostupnost sjedišta ili kapaciteta za prijevoz tereta ili pošte ponuđeni su javnosti za individualnu nabavu
  - prometovanje između dvije zračne luke prema unaprijed objavljenom redu letenja
  - imaju karakteristiku letova koji su toliko redoviti ili česti da predstavljaju prepoznatljive sistematične serije*Schedule flights* - represent series of flights of the following characteristics:
  - Available seats or capacity for carriage of cargo or mail offered to the public for individual purchase
  - Air traffic between two airports in accordance with flight schedule made in advance
  - Very regular or often flights which thus represent recognizable systematic series

- ⦿ **Maksimalna dopuštena težina prilikom uzlijetanja (M.T.O.W.)** - maksimalna dopuštena težina zrakoplova prilikom uzlijetanja, navedena u službenoj dokumentaciji (Letačkom priručniku - AFM). Ako ti dokumenti nisu predloženi, kod obračuna treba uzeti u obzir najviši M.T.O.W. za određeni tip zrakoplova. Bilo kakvo refundiranje nije moguće.  
Svaki započeti dio tone zaračunava se kao cijela tona.  
*Maximum take-off weight of an aircraft (M.T.O.W.) - as stated in the aircraft flight desk documents (Airplane Flight Manual - AFM). If these documents are not presented, the highest M.T.O.W. for particular aircraft type shall be taken. No refunds will be possible. Each started ton is to be considered as the whole one.*
- ⦿ **Međunarodni zračni promet** - sva uzlijetanja i slijetanja u inozemnim zračnim lukama, odnosno letovi koji prelaze državne granice Republike Hrvatske.  
*International air traffic - every flight taking off or landing at the airports abroad, i.e. crossing the borders of the Republic of Croatia.*
- ⦿ **Noćno opsluživanje** - usluge koje se pružaju između 22:00 i 06:00 sati po lokalnom vremenu.  
*Night handling - the services provided between 22:00 and 06:00 hours local time.*
- ⦿ **Opće zrakoplovstvo** - svi zrakoplovi i helikopteri koji pripadaju prijevoznicima koje posjeduju dozvolu za zračno taksiranje ili prometovanje, ili nekom pojedincu, letačkom klubu ili tvrtki čija glavna djelatnost nije prijevoz putnika uz naplatu i koji za pozivni znak upotrebljavaju registraciju zrakoplova.  
*General aviation - all aircraft and helicopters belonging to companies with an air-taxi or air work licence, or to an individual, a flying club or a company whose main objective is not to provide revenue passenger transport and using own Tail number - Registration - instead of official Callsign.*
- ⦿ **Pokusni let** - let nekog zrakoplova koji se obavlja radi ispitivanja motora, instrumenata ili okvira trupa zrakoplova. Takav se let smatra tehničkim letom.  
*Test (check) flight - flight of an aircraft, performed to test either engine, instrument or frame. It is to be considered as technical flight.*
- ⦿ **Posada zrakoplova** - osobe koje obavljaju određene poslove u zrakoplovu tijekom vremena letenja, a posjeduju i vrijednu dozvolu za obavljanje tih poslova.  
*Flight crew member - a licensed crew member charged with duties essential to the operation of an aircraft during flight duty period.*
- ⦿ **Poslovno zrakoplovstvo** - svi zrakoplovi i helikopteri za čije letove prijevoznici ne prodaju karte.  
Dio zrakoplovstva koji podrazumijeva operacije ili uporabu zrakoplova od strane kompanije za prijevoz putnika ili robe kao ispomoć u vođenju poslovanja, koji ne lete sa svrhom javnog prijevoza, kojim zrakoplovima lete piloti s najmanje komercijalnom dozvolom instrumentalne klase (IBAC 1998).  
*Business aviation - all aircraft and helicopters for which flights the carriers don't sell tickets. Sector of aviation which concerns the operation or use of aircraft by companies for the carriage of passengers or goods as an aid to the conduct of their business, flown for purposes generally considered not for public hire and piloted by individuals having, at the minimum, a valid commercial pilot license with an instrument rating (IBAC 1998).*
- ⦿ **Povratni let** - let nekog zrakoplova koji se vraća nakon polaska, a prije dolaska do odredišta, ili promjena leta zbog posebnih razloga, izvan redovite kontrole. Takav se let smatra tehničkim letom.  
*Returning flight - flight of an aircraft that is returned after departure, before reaching its destination or alternation, due to a special reason, beyond normal control. It is to be considered as technical flight.*
- ⦿ **Povremeni zračni promet** - komercijalni prijevoz osoba i/ili stvari koji nije linijski, a koji se obavlja uz posebno ugovorene uvjete, npr. *charter* prijevoz, taksiprijevoz, panoramski letovi i sl.  
*Non-scheduled flights - commercial flights for an agreed time with hired or engaged aircrafts e.g. charter, taxi, panoramic flights, etc.*
- ⦿ **Pozicijski let** - svaki let zrakoplova koji slijeće ili uzlijeće bez ukrcavanja putnika ili utovara tereta radi daljnijeg prijevoza.  
*Position flight - each flight landing or taking off without the payload for purposes of subsequent transportation of passengers or cargo.*
- ⦿ **Prazni let** - svaki let zrakoplova kod kojeg pri slijetanju ili uzlijetanju nije vršen ukrcaj ili iskrcaj putnika, odnosno utovar prtljage, robe ili pošte.  
*Ferry flight - each flight of an aircraft where no passenger embarks or disembarks, and no baggage, cargo and mail are handled at landing or take off.*
- ⦿ **Prinudno slijetanje** - slijetanje u slučaju nekog izvanrednog događaja (bolest ili smrt putnika, tehnički kvar na zrakoplovu, itd.) ili zbog prijetnje nasiljem.

**Emergency landing** - landing in the case of emergency event (illness or death of passenger, technical defect on aircraft, etc.) or the threat of violence.

- ⦿ **Pružatelj zemaljskih usluga** - svaka fizička ili pravna osoba koja drugima pruža jednu ili više kategorija zemaljskih usluga.  
*Supplier of Ground Handling Services* - any natural or legal person supplying third parties with one or more categories of ground handling services.
- ⦿ **Putnički zrakoplov** - redoviti ili povremeni komercijalni prijevoz putnika i njihove prtljage.  
*Passenger aircraft* - scheduled and non-scheduled commercial air transport of passengers.
- ⦿ **Putnik** - svaka osoba koja se prevozi zrakoplovom, a nije član posade.  
*Passenger* - any person on board of an aircraft, not being crew member.  
- **PAP** - putnik / passenger  
- **PAX** - putnici / passengers
- ⦿ **Redoviti zračni promet** - linijski komercijalni prijevoz osoba i/ili stvari.  
*Scheduled flights* - commercial flights with a liner air carrier according to announced time table.
- ⦿ Riječi "**putnik**", "**prtljaga**", "**teret**" i "**pošta**", kad se spominju u uvjetima i cjeniku aerodromskih usluga, uključuju sve osobe i robu koja se prevozi zrakoplovom zračnog prijevoznika.  
*Terms as "passenger", "baggage", "cargo", and "mail", used in conditions and charge lists shall include all those persons and goods that are to be transported in the carrier's aircraft.*
- ⦿ **Samostalno obavljanje zemaljskih usluga** - situacija kada neki korisnik zračne luke za sebe izravno obavlja jednu ili više kategorija usluga zemaljskog opsluživanja i ne sklapa nikakav ugovor s nekom trećom osobom, poradi pružanja tih usluga.  
*Self-handling* - a situation in which an airport user directly provides for himself one or more categories of groundhandling services and concludes no contract of any description with a third party for the provision of such services.
- ⦿ **Školski let** - let nekog zrakoplova koji se obavlja isključivo radi školovanja letačkog osoblja.  
*Training flight* - flight of an aircraft, performed exclusively in order to train the flying crew members.
- ⦿ **Tehničko slijetanje** - svako slijetanje zrakoplova iz drugih, a ne komercijalnih razloga, npr. izvršeno radi tehničkih, meteoroloških i navigacijskih razloga, pod pretpostavkom kako između slijetanja i uzlijetanja nije nastupila nikakva promjena glede komercijalnog tereta (*payload*), osim goriva.  
*Technical landing* - each aircraft flight performed other than commercial reasons, e.g. due to technical, meteorological and navigational reason, where between the landing and subsequent take off no commercial change of load (payload), except fuel, occurs.
- ⦿ **Zaštitni pregled** – pregled osoba ili stvari koja se obavlja prije svakog leta u skladu sa zakonskim uvjetima.  
*Security screening* - security check of persons or things done before each flight, following the legal requirements.
- ⦿ **Transforni putnik** - putnik koji dolazi u zračnu luku i odlazi iz te zračne luke drugim zrakoplovom i drugim brojem leta, a čija je glavna svrha nastavak putovanja.  
*Transfer passenger* - a passenger arriving and departing from the airport with a different aircraft under a different flight number and whose main purpose is to continue the trip.
- ⦿ **Tranzitni putnik** - putnik koji dolazi u zračnu luku tranzitnim letom i koji je nakon toga napušta pod istim brojem leta, istim ili zamjenskim zrakoplovom zbog kvara prvobitnog zrakoplova, bez napuštanja carinske zone.  
*Transit passenger* - a passenger arriving at the airport on a through-flight and leave it with the same flight number on the same or replacing aircraft due to a breakdown of the former, without having left the customs area.
- ⦿ **Zemaljsko opsluživanje** - usluge koje se u zračnim lukama pružaju korisnicima zračnih luka u skladu s Dodatkom B1.  
*Groundhandling* - services provided to airport users at airports as described in the Annex B1.
- ⦿ **Zračni prijevoznik** - operator zrakoplova s valjanom dozvolom (AOC) za obavljanje zračnog prijevoza, koji komercijalno prevozi osobe i/ili stvari zrakoplovima.  
*Air carrier* - aircraft operator with valid licence for air transportation (AOC) involved in commercial air transport of passenger, cargo and/or mail.

# 3.

## **OPIŠ USLUGA**

*SERVICES  
DESCRIPTION*

**3. OPIS USLUGA  
SERVICE DESCRIPTION****3.1. USLUGA SLIJETANJA I UZLIJETANJA  
LANDING AND TAKE OFF SERVICE****OPIS USLUGE**

**Uporaba manevarske površine - uzletno-sletne staze pri slijetanju i uzlijetanju zrakoplova i staze za vožnju koju zrakoplovi koriste između uzletno-sletne staze i stajanke.**

**Uporaba izgrađenih objekata i instalacija za osvjjetljenje uzletno-sletne staze za instrumentalni neprecizni prilaz sukladno ICAO standardima.**

**Naknada se naplaćuje od trenutka slijetanja na uzletno-sletnu stazu zračne luke Brač.**

*SERVICE DESCRIPTION*

*Use of manoeuvring area - runway for landing and take off and taxiway between the runway and apron. Use of built-in facilities and installations for lighting of runway, as per instrumental non-precision approach runway according to ICAO standards.*

*The claim to this charge shall arise the moment an aircraft touches the ground of Airport Brač.*

**JEDINICA MJERE**

**M.T.O.W. - maksimalna dozvoljena težina pri uzlijetanju, a prema Svjedodžbi o plovidbenosti zrakoplova izražena u metričkim tonama. Svaki započeti dio tone zaračunava se kao cijela tona.**

*UNIT OF MEASURE*

*M.T.O.W. - maximum take off weight, in accordance with Certificate of Airworthiness, expressed in metric tons. Every part of started ton is to be calculated as a whole ton.*

**3.2. USLUGA BORAVKA ZRAKOPLOVA  
AIRCRAFT PARKING SERVICE****OPIS USLUGE**

**Uporaba stajanke za boravak zrakoplova.**

**Osiguranje zrakoplova podmetačima.**

**Vrijeme naplate usluge počinje nakon završetka besplatnog razdoblja od 4 sata.**

*SERVICE DESCRIPTION*

*Use of apron use for aircraft parking.*

*Aircraft securing by chocks.*

*The calculation of parking charge starts after free period of 4 hours.*

**JEDINICA MJERE**

**M.T.O.W. - maksimalna dozvoljena težina pri uzlijetanju, a prema Svjedodžbi o plovidbenosti zrakoplova izražena u metričkim tonama. Svaki započeti dio tone zaračunava se kao cijela tona.**

*UNIT OF MEASURE*

*M.T.O.W. - maximum take off weight, in accordance with Certificate of Airworthiness, expressed in metric tons. Every part of started ton is to be calculated as a whole ton.*

**3.3. USLUGA PUTNIČKOG SERVISA  
PASSENGER SERVICE****OPIS USLUGE**

**Putnički servis uključuje uporabu svih nekomecijalnih sadržaja u putničkoj zgradi.**

**Putnički servis uključuje:**

- **Naknadu za putnike (PAX TAX)**
- **Naknadu za putnike s posebnim potrebama (PRM)**
- **Naknadu za zaštitu (SEC TAX)**

*SERVICE DESCRIPTION*

*Passenger service includes use of all non-commercial facilities in the Passenger Building.*

*Passenger service includes:*

- *Passenger service charge*
- *Passengers with reduced mobility service*
- *Security service*

- **JEDINICA MJERE**  
Osnova za obračun putničkog servisa je broj odlazećih putnika na pojedinom letu.

## UNIT OF MEASURE

The basis of calculation of passenger service charge is the number of departing passengers per flight.

**Naknadu za domaći putnički servis plaćaju odlazeći putnici koji sa zračne luke Brač odlaze na putovanje unutar Hrvatske;**

*Domestic passenger service charge is paid by departing passengers who travel from Airport Brač within Croatia.*

**Naknadu za međunarodni putnički servis plaćaju odlazeći putnici koji sa zračne luke Brač odlaze na putovanje u inozemstvo.**

*International passenger service charge is paid by departing passengers who travel from Airport Brač out of Croatia.*

**3.4. USLUGA PUTNICIMA S POSEBNIM POTREBAMA (PRM)***PASSENGERS WITH REDUCED MOBILITY SERVICE (PRM)*

- **OPIS USLUGE**  
Sukladno Uredbi (EZ) br. 1107/2006 Europskog parlamenta i vijeća od 5. srpnja 2006. g., o pravima osoba s invaliditetom i osoba smanjene pokretljivosti, a koje koriste zračni prijevoz, Aerodrom Brač dužan je pružiti pomoć takvim putnicima.

Pomoć se pruža na sljedeći način:

"Osoba s invaliditetom" ili "osoba smanjene pokretljivosti" je svaka osoba čija je pokretljivost prilikom korištenja prijevoza smanjena zbog bilo kakvog tjelesnog oštećenja (senzornog ili lokomotornog, trajnog ili privremenog), intelektualnog invaliditeta ili nedostataka, ili bilo kojeg drugog uzroka invaliditeta, ili zbog starosti, i čije stanje zahtijeva odgovarajuću pažnju i prilagođavanje njenim posebnim potrebama za uslugama koje su na raspolaganju svim putnicima.

Nadležni prijevoznik dužan je izvjestiti Aerodrom Brač o potrebi pružanja pomoći najmanje 24 sata prije objavljenog polaska leta. U slučaju zakašnjele obavijesti, Aerodrom Brač ne može jamčiti pomoć u skladu s objavljenim standardima. Za pravovremeno izvještenje odgovoran je prijevoznik.

Pomoć, za koju je zadužen Aerodrom Brač, uključuje:

Pomoć i organiziranje postupaka koji su potrebni kako bi se osobama s invaliditetom i osobama smanjene pokretljivosti omogućilo:

- Ⓞ najaviti svoj dolazak u neku zračnu luku i svoj zahtjev za pomoć prijave na određenim mjestima unutar i izvan zgrada terminala sukladno članku 5 Uredbe (EZ) br., 1107/2005;
- Ⓞ doći od nekog određenog mjesta do šaltera za registraciju putnika;
- Ⓞ predti i registrirati svoju prtljagu;
- Ⓞ od šaltera za registraciju putnika doći do zrakoplova, uz obavljanje emigracijskih, carinskih i sigurnosnih postupaka;
- Ⓞ ukrcati se u zrakoplov, uz osiguranje invalidskih kolica i druge potrebne pomoći;
- Ⓞ od ulaza u zrakoplov doći do svojih sjedala;
- Ⓞ spremiti i uzeti svoju prtljagu u zrakoplovu;
- Ⓞ doći od svojih sjedala do vrata zrakoplova;
- Ⓞ iskrcaju se iz zrakoplova pomoću invalidskih kolica i uz drugu potrebnu pomoć;
- Ⓞ prijeći put od zrakoplova do prostora za preuzimanje prtljage, te preuzeti prtljagu uz obavljanje imigracijskih i carinskih postupaka;
- Ⓞ prijeći put od prostorije za preuzimanje prtljage do nekog određenog mjesta;
- Ⓞ ako su u tranzitu ili transferu, prekrcati se na sljedeći let, uz pomoć na zemaljskoj i zračnoj strani i izmenu terminala, ovisno o potrebi;
- Ⓞ prema potrebi doći do sanitarnih čvorova.

Kad nekoj osobi s invaliditetom ili sa smanjenom pokretljivošću pomaže neka osoba u pratnji, toj se osobi, na njen zahtjev, treba omogućiti pružanje potrebne pomoći u zračnoj luci, te prilikom ukrcaja i iskrcaja.

Aerodrom Brač obaviti će prihvati i otpremu sve potrebne opreme za kretanje, uključujući opremu kao što su električna invalidska kolica, pod uvjetom da se o tome pošalje upozorenje 24 sata unaprijed i ovisno o mogućim ograničenjima prostora u zrakoplovu, te uz primjenu relevantnih zakonskih propisa o opasnim tvarima.



**Aerodrom Brač omogućit će privremenu zamjenu oštećene ili izgubljene opreme za kretanje unutar područja terminala i stajanke, s time što zamjenska oprema ne mora biti nužno jednaka onoj oštećenoj ili izgubljenoj.**

**Aerodrom Brač omogućit će prihvat i otpremu priznatih pasa pratitelja, kad je to slučaj.**

**Aerodrom Brač osigurat će priopćavanje informacija koje su potrebne za putovanje zrakoplovom, u formatima koje takve osobe mogu koristiti.**

#### *SERVICE DESCRIPTION*

*According to Regulation (EC) No. 1107/2006 of the European Parliament and of the Council of 5th July 2006, concerning rights of disabled persons and persons with reduced mobility when travelling by air, Airport Brač is responsible for assistance to such passengers.*

*The assistance shall be given as follows:*

*'Disabled Person' or 'Person with Reduced Mobility' means any person whose mobility when using transport is reduced due to any physical disability (sensory or locomotor, permanent or temporary), intellectual disability or impairment, or any other cause of disability, or age, and whose situation needs appropriate attention and the adaptation to his or her particular needs of the service made available to all passengers.*

*The responsible carrier shall notify Airport Brač about the need for assistance at least 24 hours before published departure of the flight. In case of later notification, Airport Brač can not guarantee the assistance according to published standards. The timely notification shall be the responsibility of the carrier.*

*Assistance under responsibility of Airport Brač comprises:*

*Assistance and arrangements necessary to enable disabled persons and persons with reduced mobility to:*

- communicate their arrival at an airport and their request for assistance at designated points inside and outside terminal buildings mentioned in Regulation (EC) No. 1107/2006, Article 5;*
- move from a designated point to check-in counter;*
- check-in and register baggage;*
- proceed from check-in counter to aircraft, with completion of emigration, customs and security procedures;*
- board the aircraft, with provision wheelchairs or other assistance needed, as appropriate;*
- proceed from aircraft door to their seats;*
- store and retrieve baggage on the aircraft;*
- proceed from their seats to the aircraft door;*
- disembark from the aircraft, with the provision of wheelchairs or other assistance needed, as appropriate;*
- proceed from the aircraft to baggage hall and retrieve baggage, with completion of immigration and customs procedures;*
- proceed from baggage hall to a designated point;*
- reach connecting flights when in transit or transfer, with assistance on air and land sides, and within between terminal, as needed;*
- move to the toilet facilities if required.*

*Where a disabled person or person with reduced mobility is assisted by an accompanying person, this person must, if requested, be allowed to provide necessary assistance at the airport and with embarking and disembarking.*

*Airport Brač will perform ground handling of all necessary mobility equipment, including electric wheelchairs, subject to advanced 24 hours warning and to possible limitations of space on board of the aircraft, and subject to the application of relevant legislation concerning dangerous goods.*

*Airport Brač will enable temporary replacement of damaged or lost mobility equipment, although not necessarily on a like for like basis.*

*Airport Brač will enable ground handling of recognised assistance dogs, when relevant.*

*Airport Brač will enable communication of information needed for taking flights in accessible formats.*

#### ○ **JEDINICA MJERE**

**Osnova za obračun PRM naknade je broj svih odlazećih putnika na pojedinom letu i bit će obračunata prema broju putnika koji su platili putnički servis.**

#### *UNIT OF MEASURE*

*The assessment basis for the PRM charge is the number of departing passengers and shall be collected in connection with passenger service charge.*

**3.5. USLUGA ZAŠTITNOG PREGLEDA  
SECURITY SERVICE**○ **OPIS USLUGE**

**Aerodrom Brač, kao operator civilne zračne luke koji obavlja poslove i upravlja poslovima na manevarskoj površini, stajanci i u putničkom terminalu, dužan je ispunjavati temeljne zahtjeve u odnosu na:**

- ⦿ **potreban prostor i opremu za osnovne i posebne zaštitne preglede putnika, prtljage, drugih osoba i stvari koje ulaze u područja uvjetno zabranjenog kretanja, kritične dijelove područja uvjetno zabranjenog kretanja, kao i u sva druga osjetljiva područja i objekte zračne luke;**
- ⦿ **Zaštine preglede putnika, prtljage, stvari i drugih osoba koje ulaze u ograničena područja kretanja;**
- ⦿ **zaštitu i kontrolu pristupa zračnoj strani, područjima uvjetno zabranjenog kretanja, kao i drugim osjetljivim područjima i objektima zračne luke;**
- ⦿ **urede i druge prostore za praćenje stanja sigurnosti.**

*SERVICE DESCRIPTION*

*Airport Brač as the operator of civil airport, that operates and manages the manoeuvring area, apron and passenger terminal is obliged to fulfil the essential requirements to:*

- ⦿ *space and equipment needed for basic and special security checks of passengers, baggage, other persons and items entering the security restricted areas, critical parts of restricted areas as well as other sensitive airport areas and facilities;*
- ⦿ *basic security checks of passengers, baggage, items and other persons entering the security restricted areas;*
- ⦿ *the protection and control of access to airside, security restricted areas as well as other sensitive airport areas and facilities;*
- ⦿ *offices and other facilities for monitoring the security performance.*

○ **JEDINICA MJERE**

**Osnova za obračun zaštitne naknade je broj odlazećih putnika na pojedinom letu.**

*UNIT OF MEASURE*

*The basis of calculation for security charge is the number of departing passengers per flight.*



## 4.

Popis usluga prihvata i  
otpreme zrakoplova  
uključenih u redoviti cjenik  
usluga prema IATA SGHA

*List of services included in  
prices in accordance to  
IATA SGHA*

**4. USLUGA PRIHVATA I OTPREME ZRAKOPLOVA UKLJUČENIH U CIJENI USLUGA PREMA SGHA**  
*AIRCRAFT HANDLING SERVICE INCLUDED IN SERVICES PRICES ACCORDING TO IATA SGHA*

- **PRIHVAT I OTPREMA PUTNIČKIH ZRAKOPLOVA**  
*HANDLING OF PASSENGER AIRCRAFT*
- **OPIS USLUGE**  
Prihvat i otprema zrakoplova, putnika i stvari u dolasku i odlasku, sukladno IATA SGHA Annex A iz 2013 godine.  
Popis aerodromskih usluga za zrakoplove, putnike i prtljagu (opsluživanje) uključenih u jednu naknadu za opsluživanje koju obavlja Aerodrom Brač.  
Dodatak B1 sastavljen je prema preporukama IATA AHM Dodatku A (uzeti u obzir Poglavlje 8 Sporazuma o zemaljskom opsluživanju i lokalne standarde propise).

*SERVICE DESCRIPTION*

*Aircraft, passengers and baggage handling in arrival and departure, in accordance with IATA SGHA Annex A 2013.*

*List of airport services for aircraft, passengers and baggage (handling) included in a single operation charge performed by Airport Brač.*

*Annex B1 is formed according to recommendations of IATA AHM Annex A (Chapter 8 Ground Handling Agreement and local standards and regulations were taken in consideration).*

**Kratice**

- RHC** – naknada za usluge na stajanci
- THC** – naknada za usluge putničkog i operativnog prihvata
- SEC** – usluga zaštite
- RQ** – usluga na zahtjev (dodatna naplata)

*Abbreviations*

- RHC* – Ramp Handling Charge
- THC* – Terminal Handling Charge
- SEC* – Security Service
- RQ* – Service on Request (additionally charged)

**Jedinica mjere**

**M.T.O.W.** - maksimalna dozvoljena težina pri uzlijetanju, a prema Svjedodžbi o plovidbenosti zrakoplova izražena u metričkim tonama. Svaki započeti dio tone zaračunava se kao cijela tona.

*Unit of measure*

*M.T.O.W.* - maximum take off weight, in accordance with Certificate of Airworthiness, expressed in metric tons. Every part of started ton is to be calculated as a whole ton.

- **SGHA**

SECTION 1		REPRESENTATION, ADMINISTRATION AND SUPERVISION
<b>THC</b>	<b>1.1</b>	<b>General</b>
THC	1.1.2	Liaise with local authorities.
THC	1.1.3	Indicate that the Handling Company is acting as handling agent for the Carrier.
THC	1.1.4	Inform all interested Parties concerning movements of the Carrier's aircraft.
<b>THC</b>	<b>1.2</b>	<b>Administrative Functions</b>
THC	1.2.1	Establish and maintain local procedures.
THC	1.2.2	Take action on communications addressed to the Carrier.
THC	1.2.3	Prepare, forward, file and retain for a period specified in Annex B, messages / reports / statistics / documents and perform other administrative duties in the following areas (a) station administration (b) passenger services (c) ramp services

		(d) load control (h) support services (i) security
THC	1.2.4	Maintain the Carrier's manuals, circulars, etc., connected with the performance of the services.
<b>RHC</b>	<b>1.3</b>	<b>Supervision and/or Co-ordination</b>
RHC	1.3.3	Ensure that the third party(es) is (are) informed about operational data and Carrier's requirements in a timely manner.
RHC	1.3.4	Liaise with the Carrier's designated representative.
RHC	1.3.6	Meet aircraft in arrival and liaise with crew.
RHC	1.3.8	Verify dispatch of operational messages.
RHC	1.3.9.	Note irregularities and inform the Carrier.
<b>RHC</b>	<b>1.4</b>	<b>Station Management</b>
RHC	1.4.7	Perform and report quality/performance measurements
RHC	1.4.8	Handle the contents of Carrier's company mail pouches

**SECTION 2 PASSENGER SERVICES**

<b>THC</b>	<b>2.1</b>	<b>General</b>
THC	2.1.1	Inform passengers and/or public about time of arrival and/or departure of Carrier's aircraft and surface transport.
THC	2.1.2	Make arrangements for stopover, transfer and transit passengers and their baggage and inform them about services available at airport.
THC	2.1.3	When requested by the Carrier (a) provide, special equipment, facilities and specially trained personnel, for assistance to (1) unaccompanied minors (2) persons with reduced mobility (PRMs)
THC	2.1.4	(a) Provide (b) Arrange for passenger assistance when flights are interrupted, delayed or cancelled. Such assistance shall include: (3) transportation (5) personnel
THC	2.1.6	(a) Notify the Carrier of complaints and claims made by the Carrier's passengers.
THC	2.1.7	Report to the Carrier any irregularities discovered in passenger and baggage handling.
<b>CIP</b>	<b>2.1.8</b>	(a) Provide or (b) Arrange for (1) check-in position(s) (2) service counter(s) (3) transfer counter(s) (6) other facilities as specified in Annex B
<b>THC</b>	<b>2.2</b>	<b>Departure</b>
THC	2.2.1	Perform pre-flight editing.
THC	2.2.2	Check and ensure (a) that tickets are valid for the flight(s). The check shall not include the fare. At the following locations: (1) check-in area (3) transfer counter (4) gate

		(6) other as specified in Annex B
THC	2.2.3	(a) Check travel documents for the flight(s) concerned.  In the event that the Handling Company does not have access to information that verifies visa validities the Handling Company will not have liability. The Handling Company shall not be liable for immigration fines in the event of non-bona fide travel documents or other events which are outside of their control.
THC	2.2.4	(a) Weight and/or measure checked and/or cabin baggage. (b) Record baggage figures for: (1) initial flight (2) subsequent flight(s) At following locations: (a) check-in area
THC	2.2.5	Excess baggage (a) determine excess baggage (b) issue excess baggage ticket (c) collect excess baggage charges (d) detach applicable excess baggage coupons At the following locations: (1) check-in area
		<b>RQ</b> <b>RQ</b>
THC	2.2.6	Tag (a) checked baggage (b) cabin baggage for (1) initial flight (2) subsequent flight(s) At the following locations: (a) check-in area (c) transfer counter (d) gate (e) off airport (f) other as specified in Annex B
CIP	2.2.7	Effect conveyance of checked baggage to the baggage sorting area. At the following locations: (a) check-in area (c) transfer counter (d) gate (e) other as specified in Annex B
CIP	2.2.8	Effect conveyance of Out of Gauge (OOG) checked baggage to the baggage sorting area. At the following location: (a) check-in area
THC	2.2.10	(a) Carry out the Carrier's seat allocation or selection system (b) Issue boarding pass(es) (c) Detach applicable flight coupons for (1) initial flight, (2) subsequent flight(s) At the following locations: (a) check-in area
		<b>RQ</b>
THC	2.2.11	Handle (a) Denied Boarding process At the following locations: (1) check-in area (3) transfer counter (4) gate (5) other as specified in Annex B
THC	2.2.12	Direct passengers (a) through controls to departure gate (b) to connecting transport to the airport, in case of off airport services
THC	2.2.13	Handle upgrade/downgrade functions At the following locations: (a) check-in area

		(d) gate
		(c) other as specified in Annex B
THC	2.2.14	Handle standby list At the following locations: (a) check-in area
THC	2.2.15	At the gate perform (a) verification of cabine baggage (b) boarding process (c) reconciliation of passenger numbers with aircraft documents prior to departure (d) other gate functions as specified in Annex B
THC	2.2.16	(a) Collect (b) Reconcile (c) Handle and forward to Carrier transportation documents (flight coupons, or other flight related documents) uplifted from departing passengers
<b>THC</b>	<b>2.3</b>	<b>Arrival</b>
	2.3.1	<b>RQ</b> (a) Perform Opening/closing aircraft passenger doors
THC	2.3.2	Direct passengers (a) from aircraft through controls
THC	2.3.3	(a) Provide (1) transfer counters (2) Connection services (3) Baggage recheck
THC	2.3.4	Handle lost, found and damaged property matters. (b) Arrange for (1) acceptance of baggage irregularity reports (2) entering of data into baggage tracing system (5) delivery of delayed baggage to passengers <b>RQ</b> <b>RQ</b> (6) handling of communications with passengers

### SECTION 3 RAMP SERVICES

#### 3.1 Baggage Handling

CIR	3.1.1	Handle baggage in (1) baggage sorting area
RHC	3.1.2	Prepare for delivery onto flights (a) bulk baggage
RHC	3.1.3	Establish the number and/or weight of (a) bulk baggage and provide the load control unit with the information.
RHC	3.1.4	Offload (a) bulk baggage
RHC	3.1.5	Prioritise baggage delivery to claim area
RHC	3.1.6	Deliver to claim area (a) baggage (b) Out of Gauge (OGG)
	3.1.7	Transfer baggage (a) Provide (1) Sortation of transfer baggage (3) Transport of transfer baggage to the sorting area of the receiving carrier
CIR RHC		
RHC	3.1.8	<b>RQ</b> Handle crew baggage

#### 3.2 Marshalling

RHC	3.2.1		(a) Provide marshalling at arrival and/or departure
	<b>3.3</b>		<b>Parking</b>
RHC	3.3.1		(a) Provide (b) Position and/or remove wheelchocks
RHC	3.3.2		(a) Provide (b) Position and/or remove (6) safety cones
	<b>3.4</b>		<b>Ancillary Items</b>
RHC	3.4.1	<b>RQ</b>	(a) Provide (c) Operate (1) ground power unit
	<b>3.5</b>		<b>Ramp to Flight Deck Communication</b>
RHC	3.5.2		Perform ramp to flight deck communication (c) during engine starting
	<b>3.6</b>		<b>Loading and Unloading</b>
RHC	3.6.1		(a) Provide (c) Operate (1) passengers steps
RHC	3.6.3		(a) Provide equipment for loading and/or unloading
RHC	3.6.4		(a) Provide delivery and pick-up of (1) baggage (2) mobility devices at aircraft doors or other agreed points
RHC	3.6.5		(a) Provide assembly and transport of (1) baggage (5) documents (6) Company mail between agreed points on the Airport
RHC	3.6.6		(a) Unload aircraft, returning lashing materials to the Carrier (b) Load and secure Loads in the aircraft (c) Redistribute Loads in aircraft (d) Operate in-plane loading system (e) Report final load distribution to the Load Control unit
RHC	3.6.7		Open, close and secure aircraft hold doors. (a) aircraft lower deck (b) aircraft main deck
RHC	3.6.8	<b>RQ</b>	(b) Arrange for ballast
???	3.6.9	<b>RQ</b>	(b) Arrange for safeguarding of all loads requiring special handling during (1) loading/unloading (2) transport between aircraft and designated point on the airport
	<b>3.7</b>		<b>Safety Measures</b>
CIR	3.7.1		(a) Provide (1) portable fire extinguisher on motorized/selfpropelled ramp equipment (2) ramp fire extinguisher, if not provided by airport authority (b) arrange for (1) attendance of airport fire services at aircraft
RHC	3.7.2		Perform visual external safety/ground damage inspection of (a) doors and panels and immediate surroundings (b) other inspection items as specified in Annex B (1) immediately upon arrival

			(2) immediately prior departure and communicate the results to flight crew or Carrier's representative
RHC	3.7.3.		Check that all doors and access panels are properly closed and locked
	<b>3.8</b>		<b>Moving of Aircraft</b>
RHC	3.8.1	<b>RQ</b>	(a) Provide (1) tow-in and/or push-back of aircraft (2) towing of aircraft between other points (4) wing-walker(s)
CIR	3.8.2		(a) Towbar to be provided by the Carrier (c) Store and maintain towbar(s) provided by the Carrier
	<b>3.9</b>		<b>Exterior Cleaning</b>
RHC	3.9.1	<b>RQ</b>	Perform cleaning in accordance with Carriers written instructions of (a) flight deck windows (b) cabin windows (c) aircraft integral steps (d) slats and leading edges (e) wings (1) upper surface (2) lower surface (f) flaps extended (1) upper surface (2) lower surface (g) ailerons (1) upper surface (2) lower surface (i) fuselage (1) upper surface (2) lower surface (j) horizontal stabiliser (k) vertical stabiliser
	<b>3.10</b>		<b>Interior Cleaning</b>
RHC	3.10.1	<b>RQ</b> <b>RQ</b> <b>RQ</b> <b>RQ</b>	Clean (a) flight deck, if specified, under the control of a person authorised by the Carrier (b) passenger and crew compartments (other than flight deck) (1) empty ash trays (2) dispose of litter (3) clear waste from overhead stowage (4) wipe tables (5) seats, seat back pockets and passenger service units (6) floors (7) empty refuse bins (8) surfaces in pantries, galleys (sinks, working surfaces, ovens and surrounds) and toilets (wash basins, bowls, seats, mirrors and surrounds) (b) remove, as necessary, any contamination caused by airsickness, spilled food or drink and offensive stains
RHC	3.10.2	<b>RQ</b>	Remove and dispose of (a) litter/waste (b) food and food-related material (galley waste)
RHC	3.10.3	<b>RQ</b>	Perform cabin dressing (a) blankets/duvets (fold/place in designated locations) (b) arrange seat belts (c) make up berths including crew (d) replace head rests (e) replace pillow covers (f) restock toilet items (g) replace/restock seat back pocket items (h) other cabin items as specified in Annex B (1) materials provided by the Carrier (2) materials provided by the Handling Company
RHC	3.10.4	<b>RQ</b>	(a) Disinfect

		<b>RQ</b>	(b) Deodorize aircraft with (1) materials provided by Carrier (2) materials provided by Handling Company
<b>RHC</b>	3.10.5	<b>RQ</b> <b>RQ</b>	(a) Provide (b) Arrange for laundrying of (1) cabin items (blankets/duvets/pillow cases) (2) linen
<b>RHC</b>	3.10.6	<b>RQ</b>	Clean (a) cargo compartments (b) ULDs
	<b>3.11.</b>		<b>Toilet Service</b>
<b>RHC</b>	3.11.1	<b>RQ</b>	(a) Provide (1) servicing (empty, clean, flush and replenish fluids)
	<b>3.14</b>		<b>Storage of Cabin Material</b>
<b>CIR</b>	3.14.1	<b>RQ</b> <b>RQ</b>	(c) Provide (d) Arrange for forstorage space for the Carriers cabin material
<b>RHC</b>	3.14.2	<b>RQ</b>	Take inventory
<b>CIR</b>	3.14.3	<b>RQ</b> <b>RQ</b>	(a) Provide (b) Arrange for replenishment of stocks
	<b>3.15</b>		<b>Catering Ramp Handling</b>
<b>RHC</b>	3.15.1	<b>RQ</b>	Unload/load and stow catering supplies from/on aircraft.

#### **SECTION 4 LOAD CONTROL, COMMUNICATIONS AND FLIGHT OPERATIONS**

	<b>4.1</b>		<b>Load Control</b>
<b>THC</b>	4.1.1		Deliver load control related documents between aircraft and airport buildings and vice versa
<b>THC</b>	4.1.2		(a) Process (b) Sign documents and information, including but not limited to, loading instructions, load and trim sheets, Captain's load information and manifests where: (1) Load Control is performed by the Handling Company
	<b>4.2</b>		<b>Communication</b>
<b>THC</b>	4.2.1		Inform all interested Parties concerning movements of the Carrier's aircraft
<b>RHC</b>	4.2.2		(a) Compile, receive, process and send all messages in connection with the services performed by the Handling Company. The Handling Company is authorized to use Carrier's originator code or double signature procedure (b) Inform the Carrier's representative of the contents of such messages
<b>RHC</b>	4.2.3		(a) Provide (b) Operate means of communication between the ground station and the Carrier's aircraft
	<b>4.3</b>		<b>Flight Operations – General</b>
<b>THC</b>	4.3.1		Inform the Carrier of any known project affecting the operational services and facilities made available to its aircraft in the areas of responsibilities specified in Annex B.
<b>RHC</b>	4.3.2		(a) Provide (b) Arrange for meteorological documentation and aeronautical information (1) at the airport location as defined in Annex B
<b>RHC</b>	4.3.3		(a) Provide



delivery of flight operations related documentation to the aircraft and obtain signature of the pilot-incommand, where applicable  
 (1) at the airport location as defined in Annex B

RHC	4.3.8		(c) Deliver (1) the fuel order
	<b>4.4</b>		<b>Crew Administration</b>
THC	4.4.2	<b>RQ</b>	Arrange hotel accommodation for crew layover (a) scheduled (b) non-scheduled
THC	4.4.3	<b>RQ</b> <b>RQ</b>	(a) Provide (b) Arrange for crew transportation to/from off airport locations
THC	4.4.4	<b>RQ</b>	Direct crews through airport facilities
THC	4.4.5	<b>RQ</b>	Liaise with (1) crew layover hotel(s) (2) crew transportation company (3) on crew call and pick-up timings

## SECTION 5 CARGO AND MAIL SERVICES

n/a

## SECTION 6 SUPPORT SERVICES

### 6.1 Accommodation

CIP	6.1.1	<b>RQ</b>	Provide the Carrier with (a) office space (b) storage space (c) other facilities, as specified in Annex B
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### 6.2 Automation/Computer systems

CIP	6.2.1	<b>RQ</b> <b>RQ</b> <b>RQ</b>	(a) Provide (b) Arrange for (c) Operate computer hardware and other equipment (as specified in Annex B) to enable access to (1) Carrier's system (2) handling Company's system (3) other system
CIP	6.2.2	<b>RQ</b>	Perform the following functions in (a) Carrier's system (b) handling Company's system (c) other system for (1) training (2) passenger reservations and sales (3) passenger service (4) baggage reconciliation (5) baggage tracing (6) operation, load control (10) maintenance reporting (11) other functions
CIP	6.2.3	<b>RQ</b> <b>RQ</b> <b>RQ</b>	Manage Automated Self Check-in device(s) and (a) Provide (b) Arrange for (1) stock control (2) stock replenishment (3) hosting (4) routine maintenance (5) servicing and repair (6) other, as specified in Annex B

### 6.3 Unit Load Devices (ULD) Control

CIR	6.3.1	<b>RQ</b>	(a) Provide
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			or
		<b>RQ</b>	(b) arrange for storage space for ULDs (1) passengers ULDs (2) cargo ULDs (3) post office mail ULDs (4) other ULDs
<b>THC</b>	6.3.2	<b>RQ</b>	Take action to prevent damage, theft or unauthorised use of the Carrier's ULDs in the custody of the Handling Company. Notify the Carrier immediately of any damage or loss.
<b>THC</b>	6.3.3	<b>RQ</b> <b>RQ</b>	(a) Take physical inventory of ULD stock and maintain records. (b) Compile and despatch ULD control messages
<b>THC</b>	6.3.4	<b>RQ</b>	Prepare ULD exchange control documentation for all transfers of ULDs and obtain signature(s) of the transferring and receiving carrier(s) or approved third parties and distribute copies
<b>THC</b>	6.3.5	<b>RQ</b>	Handle lost, found and damaged ULDs and notify the Carrier of such irregularities
	<b>6.4</b>		<b>Fuel Farm (Depot)</b>
<b>THC</b>	6.4.1		Liaise with fuel farm suppliers
<b>THC</b>	6.4.2	<b>RQ</b> <b>RQ</b>	(a) Inspect the Carrier's fuel farm product deliveries for contamination, prior to storage. Notify the Carrier of results (b) Inspect fuel farm storage and/or appliances. Notify the Carrier of results
	<b>6.5</b>		<b>Ramp fueling/Defueling Operations</b> <u>(***istakanje goriva nije moguće / *no defueling available)</u>
<b>THC</b>	6.5.1		Liaise with ramp fuel suppliers
<b>THC</b>	6.5.2		Inspect fuel vehicles and/or appliances for contamination. Perform water detection checks
<b>THC</b>	6.5.3*		Supervise fueling operations***
	**		
<b>RHC</b>	6.5.4*	<b>RQ</b>	Prepare aircraft for fueling***
	**		
<b>THC</b>	6.5.5	<b>RQ</b>	Drain water from aircraft fuel tanks
	6.5.6*		(a) Provide
	**		(b) Arrange approved fuelling equipment*
<b>RHC</b>	6.5.7*		Fuel aircraft with quantities of products requested by the Carrier's designated representative
	**		
<b>THC</b>	6.5.8		Check and verify the delivered fuel quantity
<b>THC</b>	6.5.9	<b>RQ</b>	Deliver the completed fuel order to the Carrier's designated representative
	<b>6.6</b>	<b>RQ</b>	<b>Surface transport</b>
<b>THC</b>	6.6.1	<b>RQ</b>	(a) Provide the transport of (2) baggage between (a) airport and town terminal (b) airport and other agreed points (c) separate terminals at the same airport
	<b>6.7</b>		<b>Catering Services – Liaison and Administration</b>
<b>THC</b>	6.7.1	<b>RQ</b>	Liaise with the Carrier's Catering supplier

## **SECTION 7 SECURITY**

### **7.1 Passenger and Baggage Screening and Reconciliation**

<b>THC</b>	7.1.1		(a) Provide (2) security questioning.
------------	-------	--	--

- |     |       |  |
|-----|-------|--|
| SEC | 7.1.2 | (a) Provide  |
|     |       | (1) screening of checked baggage   |
|     |       | (2) screening of transfer baggage  |
|     |       | (3) screening of mishandled baggage                                      |
|     |       | (4) physical examination of checked, transfer and mishandle baggage      |
|     |       | (5) identification of security cleared baggage                           |
| SEC | 7.1.3 | (b) Arrange for  |
|     |       | (1) screening of passengers  |
|     |       | (2) screening of cabin/unchecked baggage                                 |
|     |       | (3) physical examination of passengers and cabin/unchecked baggage       |
| SEC | 7.1.4 | (a) Provide  |
| THC |       | (1) identification of passengers prior to boarding                       |
| THC |       | (2) reconciliation of boarded passengers with their baggage              |
| RHC |       | (3) positive baggage identification by passengers                        |
| RHC |       | (4) offloading of baggage for passengers who fail to board the aircraft. |

#### **7.4 Ramp**

- |     |       |   |
|-----|-------|---|
| THC | 7.4.1 | (a) Provide   |
|     |       | (b) Arrange for control of access to  |
|     |       | (1) aircraft  |
|     |       | (2) designated areas  |
| THC | 7.4.2 | (a) Provide   |
|     |       | (b) Arrange for   |
|     |       | (1) searching of  |
|     |       | (2) guarding of   |
|     |       | (3) sealing of  |
|     |       | (a) aircraft  |
|     |       | (b) designated areas  |
|     |       | (c) baggage in the baggage make-up area   |
| THC | 7.4.3 | (a) Provide   |
|     |       | (1) to safeguard all Loads during the transport between aircraft and designated locations |
|     |       | (2) during offloading and loading of aircraft   |

### **SECTION 8 AIRCRAFT MAINTENANCE**

#### **8.5 Parking and Hangar Space**

- |     |       |           |                   |
|-----|-------|-----------|-------------------|
| RHC | 8.5.1 | <b>RQ</b> | (a) Provide       |
|     |       |           | (1) parking space |

# 5.

## **NAKNADA AGENCIJI ZA CIVILNO ZRAKOPLOVSTVO**

*CROATIAN CIVIL AVIATION  
AGENCY TAX*

**5. NAKNADA ZA AGENCIJU ZA CIVILNO ZRAKOPLOVSTVO**  
**CROATIAN CIVIL AVIATION AGENCY TAX**

- **OPIS USLUGE**  
**Naknada za obavljanje i razvoj djelatnosti Agencije za civilno zrakoplovstvo (ACZ), NN 40/10.**

*SERVICE DESCRIPTION*

*Tax for the conduct and development of the Croatian Civil Aviation Agency (CCAA) activities, OG 40/10.*

- **JEDINICA MJERE**  
**Osnova naknade je broj odlazećih putnika u civilnom zračnom prometu.**

*UNIT OF MEASURE*

*The tax basis is the number of departing passengers in civil air traffic.*

- **IZUZEĆE**  
**ACZ naknadu ne plaćaju sljedeće kategorije putnika:**
  - Ⓞ **tranzitni putnici**
  - Ⓞ **djeca do 2 godine (INF)**
  - Ⓞ **putnici sa servis kartama (ID00, ID90)**

*EXCLUSION*

*CCAA Tax is not paid by the following categories of passengers:*

- Ⓞ *transit passengers*
- Ⓞ *children under 2 years of age (INF)*
- Ⓞ *passengers with service tickets (ID00, ID90)*

- 5.1. NAKNADA USLUGE AGENCIJE ZA CIVILNO ZRAKOPLOVSTVO**  
**ACZ naknadu plaćaju svi putnici u odlasku, u domaćem i međunarodnom civilnom zračnom prometu.**

*SERVICE CHARGE*

*The CCAA Tax is to be paid by all departing passengers in domestic and international civil air traffic.*

<b>NAKNADA AGENCIJE ZA CIVILNO ZRAKOPLOVSTVO</b> <i>CROATIAN CIVIL AVIATION AGENCY TAX (CCAA TAX)</i>	<b>EUR (€)</b>
<b>Domaći putnički servis</b> <i>Domestic passenger service</i>	<b>0,68</b>
<b>Međunarodni putnički servis</b> <i>International passenger service</i>	<b>1,37</b>

# 6.

# **CJENIK USLUGA**

# *SERVICES PRICES*

**6. CIJENIK USLUGA**  
*SERVICES PRICES***6.1. NAKNADA USLUGE SLIJETANJA I UZLIJETANJA**  
*LANDING CHARGE*

Naknada usluge je nedjeljiva i obuhvaća operaciju slijetanja i uzlijetanja zrakoplova.

*The service charge is indivisible and includes landing and take off.*

<b>NAKNADA ZA SLIJETANJE I UZLIJETANJE</b> <i>LANDING CHARGE</i>	<b>EUR (€)</b>
<b>M.T.O.W. po toni</b> <i>up to 4 tons M.T.O.W. per ton</i>	<b>13,00</b>

**6.2. NAKNADA USLUGE PUTNIČKOG SERVISA**  
*PASSENGER SERVICE CHARGE*

<b>NAKNADA PUTNIČKOG SERVISA (PAX TAX)</b> <i>PASSENGER SERVICE CHARGE (PAX TAX)</i>	<b>EUR (€)</b>
<b>PUTNIČKI ZRAKOPLOVI</b> <i>PASSENGER AIRCRAFT</i>	
<b>Domaći putnički servis</b> <i>Domestic passenger service</i>	<b>12,00</b>
<b>Međunarodni putnički servis</b> <i>International passenger service</i>	<b>21,00</b>

○ **IZUZEĆA**

Naknadu za putnički servis ne plaćaju sljedeće kategorije putnika:

- ⊗ **djeca do 2 godine (INF)**
- ⊗ **putnici sa servis kartama (ID00, ID90)**
- ⊗ **posade zrakoplova (DHC)**
- ⊗ **osoblje Aerodroma Brač**

*EXEMPTIONS*

*Passenger service charges are not paid by the following categories of passengers:*

- ⊗ *children up to 2 years of age (infants - INF)*
- ⊗ *passengers with service tickets (ID00, ID90)*
- ⊗ *aircraft crew (DHC)*
- ⊗ *Airport Brač personnel*

**6.3. NAKNADA USLUGE OPSLUGE PUTNIČKOG ZRAKOPLOVA**  
*HANDLING CHARGE*

Naknada usluge obuhvaća ukupnu operaciju prihvata i otpreme putnika i zrakoplova, odnosno sve usluge navedene u Standardnom Annex-u B koji je sastavni dio ovog cjenika. Cijene usluga nedjeljive su.

*The service charge includes a total passenger and aircraft handling operation during turnaround i.e. all services quoted in the Standard Annex B that are enclosed to this Charge List.*  
*The charge of service is indivisible.*

**Kategorije zrakoplova prema M.T.O.W.**

*Aircraft categories according to M.T.O.W.*

<b>NAKNADA OPSLUŽIVANJA ZRAKOPLOVA</b> <i>AIRCRAFT HANDLING CHARGE</i>		
<b>Od (tona)</b> <i>From (tons)</i>	<b>Do (tona)</b> <i>To (tons)</i>	<b>Ukupno naknada</b> <i>Total charge</i> <b>EUR (€)</b>
4 +	10	<b>280,00</b>
10+	18	<b>580,00</b>
18 +	23	<b>1050,00</b>
23 +		<b>1400,00</b>

**6.4. NAKNADA ZA USLUGE BORAVKA ZRAKOPLOVA**
*PARKING CHARGE*

**Za boravak zrakoplova do 4 sata od vremena slijetanja, naknada za boravak se ne naplaćuje. Naknada se obračunava za svaka započeta 24 sata. U slučaju prekoračenja besplatnog razdoblja parkiranja od 4 sata, vrijeme obračuna naknade boravka započinje od stvarnoga početka parkiranja.**

*First 4 hours after landing time, are free of charge.*

*The charge is calculated for every started period of 24 hours.*

*In case of exceeding of free 4 hours parking time, the calculation period starts from the beginning of actual block-to-block time.*

<b>NAKNADA BORAVKA ZRAKOPLOVA</b> <i>AIRCRAFT PARKING CHARGE</i>	<b>EUR (€)</b>
<b>svaka metrička tona M.T.O.W. za 24 sata</b> <b>(prva 4 sata boravka se ne naplaćuju)</b> <i>each metric ton of M.T.O.W. per 24 hours</i> <i>(first 4 hours are free of charge)</i>	<b>4,00</b>

**6.5. DODATNA NAKNADA U SLUČAJU PRODULJENJA RADNOG VREMENA**
*ADDITIONAL CHARGE IN CASE OF EXTENSION OF OPERATING TIME*

**Za pružanje usluge neophodnom opremom i radnicima, potrebnima za prihvat na poseban zahtjev izvan radnog vremena, odobrenog za civilnog operatora aerodroma sukladno Narodnim novinama zaračunat će se dodatna naknada.**

**Naknada za operaciju zrakoplova izvan službenog vremena otvorenosti obračunava se za svaki započeti sat.**

**U slučaju zakašnjelog otkazivanja (unutar 24h) najavljenog leta izvan otvorenosti, naknada se obračunava za svaki započeti sat, do vremena najavljenog (i/ili) predviđenog za slijetanje, odnosno polijetanje zrakoplova.**

*For the provision of necessary equipment and personnel to be rendered on special request out of the official operating time as approved for the Civil Aerodrome Operator according to Croatian Official Gazette, additional charge will be calculated.*

*The service charge for aircraft operation out off airport official opening hours is charged per each commenced hour.*

*Should announced flight out of operating hours be too late cancelled (under 24h), the service will be charged per each commenced hour, until time of foreseen landing or take-off of aircraft.*

**ČEKANJE ZRAKOPLOVA VAN VREMENA OTVORENOSTI ZRAČNE LUKE**
*AIRPORT OPERATIONS OUTSIDE PUBLISHED AIRPORT OPENING TIME*

**Naplata će se primjenjivati kako slijedi:**

**Vrijeme između dvije otvorenosti dijeli se na pola:**



- ⦿ **prva polovica za produžetak otvorenosti po satu, računajući unaprijed,**
- ⦿ **druga polovica za uranjenu otvorenost po satu, računajući unatrag.**

*Charge will be applied as follows:*

*Period between two openings is divided on two halves:*

- ⦿ *first half per hour, counting forward,*
- ⦿ *second half per hour, counting backward.*

<b>NAKNADA ČEKANJA ZRAKOPLOVA</b> <i>AIRCRAFT WAITING CHARGE</i>	<b>EUR (€)</b>
<b>do 5,7 t M.T.O.W. po satu</b> <i>up to 5,7 tons M.T.O.W. per hour</i>	<b>120,00</b>
<b>preko 5,7 – 20 t M.T.O.W. po satu</b> <i>above 5,7 – 20 tons M.T.O.W. per hour</i>	<b>250,00</b>
<b>preko 20 t M.T.O.W. po satu</b> <i>above 20 tons M.T.O.W. per hour</i>	<b>350,00</b>

- **Sljedeće kategorije izuzete su od plaćanja aerodromskih naknada:**
  - A. zrakoplovi uključeni u operacije potrage i spašavanja,**
  - B. zrakoplovi koji se koriste za humanitarnu pomoć u slučaju prirodnih nepogoda ili stanja nužde,**
  - C. zrakoplovi u nevolji,**
  - D. državni zrakoplovi koji pružaju hitnu medicinsku pomoć,**
  - E. državni zrakoplovi koji obavljaju letove protupožarne zaštite,**
  - F. državni zrakoplovi koji obavljaju letove za posebna djelovanja,**
  - G. zrakoplovi hrvatske vojske kada lete u vojne svrhe**
  - H. zrakoplovi crvenog križa Republike Hrvatske**

*The following aircraft shall be exempt from airport and user charges:*

- (a) aircraft involved in search and rescue operations,*
- (b) aircraft used for humanitarian assistance in case of a natural disaster or state of emergency,*
- (c) aircraft in distress*
- (d) state aircraft which provide emergency medical aid*
- (e) state aircraft which perform fire fighting protection,*
- (f) state aircraft which perform special activity flights.*
- (g) Croatian military aircraft when flying for military purposes and*
- (h) Republic of Croatia Red Cross aircraft.*

**6.6. SMANJENJE (-%) ODN. POVEĆANJE (+%) CIJENA AERODROMSKIH USLUGA**  
**CHARGE REDUCTION (-%) or INCREASE (+%) OF AIRPORT SERVICES**

<b>ZRAKOPLOV</b> <i>AIRCRAFT</i>				
<b>USLUGA</b> <i>SERVICE</i>	<b>LANDING</b>	<b>CIR</b>	<b>HANDLING</b> <b>(THC+RHC)</b>	
<b>tehničko slijetanje</b> <i>technical landing</i>	- 25 %	- 25 %	/	
<b>probni let</b> <i>test flight</i>	- 25 %	- 25 %	/	
<b>povratni let</b> <i>return flight</i>	- 25 %	- 25 %	- 25 %	
<b>školovanje – samo touch and go*</b> <i>training - touch and go only*</i>	- 25 %*	/	- 75 %	
<b>helikopteri</b> <i>helicopters</i>	- 50 %	/	/	
<b>noćno opsluživanje</b> <i>night handling</i>	/	/	+ 25 %	
<b>u dane državnih praznika RH</b> <i>on Croatian national holidays</i>	/	/	+ 25 %	
<b>ponavljanje usluge zem. opsl.</b> <i>repeated handling service</i>	/	/	+ 25 %	
<b>prazni let</b> <i>ferry flight</i>	/	/	- 25 %	
<b>ambulantni let</b> <i>ambulance flight</i>	/	/	- 50 %	
<b>PUTNICI</b> <i>PASSENGERS</i>				
<b>USLUGA</b> <i>SERVICE</i>	<b>PAX TAX</b>	<b>SEC TAX</b>	<b>CCAA TAX</b>	<b>CIP</b>
<b>djeca do 2 god. (INF)</b> <i>children up to 2 years of age (INF)</i>	- 100 %	- 100 %	- 100 %	- 100 %
<b>servis karte (ID 00, ID90)</b> <i>service tickets (ID00, ID90)</i>	- 100 %	- 100 %	- 100 %	- 100 %
<b>osoblje Aerodroma Brač</b> <i>Airport Brač personell</i>	- 100 %	- 100 %	- 100 %	- 100 %
<b>posade zrakoplova DHC</b> <i>aircraft crew (DHC)</i>	- 100 %	- 100 %	- 100 %	- 100 %
<b>tranzitni putnici</b> <i>transit passenger</i>	/	/	- 100 %	/

# **7.**

## **USLUGE NA POSEBAN ZAHTJEV**

*SERVICES ON SPECIAL REQUEST*

**7. USLUGE NA POSEBAN ZAHTJEV**  
**SERVICES ON SPECIAL REQUEST**

<b>BROJ USLUGE</b> <i>SERVICE ITEM</i>	<b>OPIS USLUGE</b> <i>SERVICE DESCRIPTION</i>	<b>JEDINICA MJERE</b> <i>MEASURE UNIT</i>	<b>CIJENA EUR</b> <i>PRICE EUR</i>
<b>1.</b>	<b>RADNA SNAGA</b> <i>MANPOWER</i>		
<b>1.1.</b>	<b>Pomoćni radnik</b> <i>Unskilled workman</i>	<b>1 h</b>	<b>15,00</b>
<b>1.2.</b>	<b>Kvalificirani radnik</b> <i>Skilled workman</i>	<b>1 h</b>	<b>25,00</b>
<b>2.</b>	<b>UTOVAR / ISTOVAR</b> <i>LOADING / UNLOADING</i>		
<b>2.1.</b>	<b>Balastna vreća</b> <i>Ballast bag</i>	<b>1 kom</b> <i>1 pc</i>	<b>10,00</b>
<b>2.2.</b>	<b>Istovar utovarenog tereta</b> <i>Unloading of loaded load</i>	<b>1 kg</b>	<b>0,50</b>
<b>3.</b>	<b>ČIŠĆENJE ZRAKOPLOVA</b> <i>AIRCRAFT CLEANING</i>		
<b>3.1.</b>	<b>IZVANJSKO ČIŠĆENJE</b> <i>EXTERIOR CLEANING</i>		
<b>3.1.1.</b>	<b>Izvanjsko čišćenje prozora pilotske kabine</b> <i>Exterior cleaning of flight deck windows</i>	<b>1 operacija</b> <i>1 operation</i>	<b>20,00</b>
<b>3.1.2.</b>	<b>Čišćenje integralnih stepenica zrakoplova</b> <i>Aircraft integral steps cleaning</i>	<b>1 operacija</b> <i>1 operation</i>	<b>40,00</b>
<b>3.2.</b>	<b>UNUTRAŠNJE ČIŠĆENJE</b> <i>INTERIOR CLEANING</i>		
<b>3.2.1.</b>	<b>Čišćenje putničke kabine</b> <i>Passenger cabin cleaning</i>		
	→ <b>do 50 sjedala</b> <i>up to 50 seats</i>	<b>1 operacija</b> <i>1 operation</i>	<b>75,00</b>
	→ <b>preko 51 sjedala</b> <i>over 51 seats</i>	<b>1 operacija</b> <i>1 operation</i>	<b>100,00</b>
<b>3.2.1.</b>	<b>Čišćenje prozora putničke kabine</b> <i>Passenger cabin Windows cleaning</i>		
	→ <b>do 50 sjedala</b> <i>up to 50 seats</i>	<b>1 operacija</b> <i>1 operation</i>	<b>50,00</b>
	→ <b>preko 51 sjedala</b> <i>over 51 seats</i>	<b>1 operacija</b> <i>1 operation</i>	<b>85,00</b>
<b>3.2.2.</b>	<b>Čišćenje pilotske kabine i prozora <sup>(b)</sup></b> <i>Flight deck and windows cleaning <sup>(b)</sup></i>	<b>1 operacija</b> <i>1 operation</i>	<b>40,00</b>
<b>4.</b>	<b>OPREMA (uključujući rukovatelja)</b> <i>EQUIPMENT (operator included)</i>		
<b>4.1.</b>	<b>Follow me vozilo</b> <i>Follow me vehicle</i>	<b>1 vožnja</b> <i>1 ride</i>	<b>10,00</b>
<b>4.2.</b>	<b>Zemaljski elektro agregat - GPU 28V</b> <i>Ground Power Unit - GPU</i>	<b>1h</b>	<b>125,00</b>
<b>4.2.1.</b>	<b>Zemaljski el. agregat za opće zrakoplovstvo- GPU</b> <i>Ground Power Unit for General Aviation - GPU</i>	<b>1 start</b>	<b>30,00</b>
<b>4.3.</b>	<b>Zemaljski elektro agregat - GPU 115V 400 Hz</b> <i>Ground Power Unit - GPU</i>	<b>1h</b>	<b>250,00</b>
<b>4.4.</b>	<b>Vozilo za vodu</b> <i>Portable water servicing unit</i>	<b>1 operacija</b> <i>1 operation</i>	<b>40,00</b>
<b>4.5.</b>	<b>Vozilo za servisiranje toaleta</b> <i>Toilet servicing unit</i>	<b>1 operacija</b> <i>1 operation</i>	<b>45,00</b>
<b>4.6.</b>	<b>Vatrogasno vozilo</b> <i>Fire engine</i>	<b>1h</b>	<b>300,00</b>
<b>4.7.</b>	<b>Transportna traka</b> <i>Conveyer Belt</i>	<b>1h</b>	<b>60,00</b>
<b>4.8.</b>	<b>Traktor za vuču kolica prtljage</b> <i>Baggage transport tractor</i>	<b>1h</b>	<b>40,00</b>
<b>4.9.</b>	<b>Kolica za prijevoz prtljage</b> <i>Baggage transport cart</i>	<b>1h</b>	<b>3,00</b>

<b>BROJ USLUGE</b> <i>SERVICE ITEM</i>	<b>OPIS USLUGE</b> <i>SERVICE DESCRIPTION</i>	<b>JEDINICA MJERE</b> <i>MEASURE UNIT</i>	<b>CIJENA EUR</b> <i>PRICE EUR</i>
4.10.	<b>Kombi (<i>mini-bus</i>) za prijevoz putnika i prtljage</b> <i>(Mini-bus) Van for passenger and baggage transport</i>	1 km	1,30
4.11.	<b>Električna jedinica za osvjetljenje</b> <i>Lighting power unit</i>	1h	10,00
4.12.	<b>Usisavač</b> <i>Vacuum cleaner</i>	1h	10,00
4.13.	<b>EKOPOR - sredstvo za čišćenje stajanke</b> <i>EKOPOR - Apron cleaning agent</i>	1 kg	5,00
4.14.	<b>LABUDOL - sredstvo za ispiranje i dezinfekciju toaleta zrakoplova</b> <i>LABUDOL - aircraft toilet flushing and disinfection agent</i>	1 l	5,00
4.15.	<b>Punjenje gume dušikom</b> <i>Tire inflation with Nitrogen gas</i>	1 guma <i>1 tire</i>	5,00
4.16.	<b>Uporaba osvjetljenja u svrhu školovanja</b> <i>Using of lighting for training flight(s)</i>	1 h	250,00
<b>5.</b>	<b>SIGURNOST</b> <i>SECURITY</i>		
5.1.	<b>Sigurnosni razgovor i provjera putnih dokumenata na šalteru za registraciju</b> <i>Security interview and control of passengers documents at check-in counters</i>	po letu <i>per flight</i>	30,00
5.2.	<b>Provjera putnih isprava na izlazu</b> <i>Identification of passengers' documents at gate</i>	po putniku <i>per passenger</i>	0,30
5.3.	<b>Identifikacija prtljage kod zrakoplova (prtljaga koja nije utovarena)</b> <i>Baggage identification in front of the aircraft (prior to first loading)</i>	po putniku <i>per passenger</i>	0,30
5.4.	<b>Naknadna identifikacija prtljage</b> <i>Subsequent baggage identification</i>	po putniku <i>per passenger</i>	0,50
5.5.	<b>Numerička identifikacija</b> <i>Numerical identification</i>	po putniku <i>per passenger</i>	1,00
5.6.	<b>Traženje i istovar sumnjivog tereta</b> <i>Searching for and unloading of suspectable load</i>	1h	50,00
<b>6.</b>	<b>PARKIRANJE ZRAKOPLOVA</b> <i>AIRCRAFT PARKING</i>		
6.1.	<b>Postavljanje sigurnosnih čunjeva</b> <i>Security cones placing</i>	1 operacija <i>1 operation</i>	5,00
<b>7.</b>	<b>ADMINISTRATIVNI POSLOVI</b> <i>ADMINISTRATIVE FUNCTIONS</i>		
7.1.	<b>Provjera, potpisivanje i prosljeđivanje računa, naloga za opskrbu, računa za manipulaciju i radnih naloga, a u ime Prijevoznika</b> <i>Invoices, supply orders, handling charge notes and work orders checking, signing and forwarding on Carrier behalf</i>	1h	40,00
7.2.	<b>Osiguravanje ili organiziranje meteorološke dokumentacije i aeronautičke obavijesti za pojedini let</b> <i>Meteorological documentation and aeronautical information providing or arranging for each flight</i>	po letu <i>per flight</i>	10,00
<b>8.</b>	<b>RAZNO</b> <i>VARIOUS</i>		
<b>8.1.</b>	<b>POSLOVNI PROSTORI <sup>(c)</sup></b> <i>COMMERCIAL CONCESSION <sup>(c)</sup></i>		
8.1.1.	<b>Šalter za registraciju</b> <i>Check-in counter (desk)</i>	po letu <i>per flight</i>	125,00
8.1.2.	<b>Uredski prostor u prizemlju pristanišne zgrade</b> <i>Ground floor office</i>	m <sup>2</sup> / mj. <i>sq.m/month</i>	30,00
8.1.3.	<b>Uredski prostor na katu pristanišne zgrade</b> <i>1<sup>st</sup> floor office</i>	m <sup>2</sup> / mj. <i>sq.m/month</i>	25,00

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<b>8.1.4.</b>	<b>Ostali uredski prostor</b> <i>Other office space</i>	<b>m<sup>2</sup> / mj.</b> <i>sq.m/month</i>	<b>17,50</b>
<b>8.2.</b>	<b>SKLADIŠNI PROSTOR <sup>(c)</sup></b> <i>WAREHOUSE AREAS <sup>(c)</sup></i>	<b>m<sup>2</sup> / mj.</b> <i>sq.m/month</i>	<b>7,50</b>
<b>8.3.</b>	<b>USLUGE</b> <i>SERVICES</i>		
<b>8.3.1.</b>	<b>Čišćenje i odvoz smeća</b> <i>Cleaning and garbage disposal</i>	<b>m<sup>2</sup> / mj.</b> <i>sq.m/month</i>	<b>3,50</b>
<b>8.3.2.</b>	<b>Električna energija</b> <i>Electric power expenses recovery</i>	<b>m<sup>2</sup> / mj.</b> <i>sq.m/month</i>	<b>8,50</b>
<b>8.3.3.</b>	<b>Voda i kanalizacija</b> <i>Running water expenses recovery</i>	<b>m<sup>2</sup>/osoba/mj.</b> <i>sq.m/person/month</i>	<b>1,00</b>
<b>8.4.</b>	<b>TELEKOMUNIKACIJSKI PRIKLJUČCI</b> <i>TELECOMMUNICATION CONNECTION</i>		
<b>8.4.1.</b>	<b>Direktni telefon</b> <i>Direct telephone</i>	<b>kom / mj.</b> <i>pc per month</i>	<b>20,00</b>
<b>8.4.2.</b>	<b>Telifaks</b> <i>Telefax</i>	<b>kom / mj.</b> <i>pc per month</i>	<b>20,00</b>
<b>8.4.3.</b>	<b>Internet pristup (preko servera)<sup>(d)</sup></b> <i>Internet link (via sever)<sup>(d)</sup></i>	<b>linija / mj.</b> <i>line per month</i>	<b>70,00</b>
<b>8.4.4.</b>	<b>Informacijski monitor<sup>(d)</sup></b> <i>Information monitor<sup>(d)</sup></i>	<b>kom / mj.</b> <i>pc per month</i>	<b>100,00</b>
<b>8.4.5.</b>	<b>Televizijski prijamnik <sup>(d)</sup></b> <i>Television set <sup>(d)</sup></i>	<b>kom / mj.</b> <i>pc per month</i>	<b>100,00</b>

**NAPOMENE:**
**NOTES:**

- (a) **Najmanja obračunska jedinica je 30 minuta.**  
*The least accounting unit is 30 minutes.*
- (b) **Usluga se obavlja isključivo uz nazočnost ovlaštene osobe prijevoznika.**  
*Service is performed exclusively under the Carrier authorised person control.*
- (c) **Uredi i skladišta se daju u zakup u potpunosti neopremljeni (bez namještaja i uređaja). Prije opremanja prostora, zakupnik mora dobiti suglasnost Aerodroma Brač na plan unutrašnjeg uređenja i opreme.**  
*Office premises are leased without furniture and equipment. Prior to furnishing and equipping the office premises and warehouses, the lease-holder must submit the interior furnishing and equipping plan to Airport Brač for approval.*
- (d) **ako postoji priključak**  
*if there is a connection*

**8. KONTAKTI**  
*CONTACTS***ADRESA****AERODROM BRAC d.o.o.**  
**GORNJI HUMAC 145**  
**21414 GORNJI HUMAC**  
**Hrvatska****ADRESS****AIRPORT BRAC, LTD.**  
**GRONJI HUMAC 145**  
**HR-21414 GORNJI HUMAC**  
**CROATIA**web: [www.airport-brac.hr](http://www.airport-brac.hr)

SITA: BWKAPXH

**UPRAVA**  
**MANAGENENT**Tel.: +385 (0)21 559 701  
Fax: +385 (021) 559 709  
e-mail: [airport-brac@airport-brac.hr](mailto:airport-brac@airport-brac.hr)**INFORMACIJE**  
**INFORMATIONS**Tel + 385 (0)21 559 711  
Fax + 385 (0)21 559 722  
e-mail: [info@airport-brac.hr](mailto:info@airport-brac.hr)**PRIHVAT I OTPREMA**  
**HANDLING**Tel + 385 (0)21 559 711  
Fax + 385 (0)21 559 722  
e-mail: [groundoperations@airport-brac.hr](mailto:groundoperations@airport-brac.hr)**8. ODOBRENJE CJENIKA**  
**PRICE LIST APPROVAL**