



**ESKİŞEHİR TEKNİK ÜNİVERSİTESİ**  
ESKİŞEHİR TECHNICAL UNIVERSITY

**HPH** Hasan  
Polatkan  
Havalimanı

# ESKİŞEHİR INTERNATIONAL HASAN POLATKAN AIRPORT (AOE/LTBY)

## **2024 FEE SCHEDULES**

January 2024

## CONTENTS

CONTENTS	1
INTERNATIONAL LANDING, LAYOVER SCHEDULE	2
DOMESTIC LANDING, LAYOVER SCHEDULE	4
AIRPORT WORKING HOURS EXTENSION SCHEDULE	7
SAFETY PRECAUTION SCHEDULE	9
AIRCRAFT GUIDANCE SCHEDULE	11
PASSENGER SERVICE SCHEDULE	12
APRON VEHICLE SPECIAL PLATE SCHEDULE	14
SCHEDULE FOR ENTRY CARDS AND DOCUMENT OF DRIVING IN PAT AREAS	17
GROUND HANDLING SCHEDULE	18
CHECK-IN AND TRANSIT COUNTER SCHEDULE	20
VEHICLE, TOOL, MATERIAL AND PERSONAL ALLOCATION SCHEDULE	21
PLACE ALLOCATIONS SCHEDULE	23
FUEL SUPPLY PRIVILEGE SCHEDULE	24
PHOTO AND FILM SHOOTING SCHEDULE	26

## INTERNATIONAL LANDING, LAYOVER SCHEDULE

### 1. CONTENTS:

Includes the Schedule and practical mains related to landing, layover and relevant additional services of all Turkish and foreign registered aircraft (airplane, helicopter, balloon, zeppelin, glider etc.) of Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate used for international flight.

### 2. SCHEDULE CHARTS:

#### a. International Landing Schedules:

	LANDING (EURO)	
1	For Each 1000 kg of Maximum Take off Weight * <i>* For aircraft with a maximum take-off weight over 36000 kg</i>	8,48
2	For aircraft with a maximum take-off weight of 36000 kg and below	320

#### b. International Layovers Schedules:

	LAYOVERS (EURO)	
1	For Each 1000 kg of Maximum Take off Weight * <i>* For aircraft with a maximum take-off weight over 36000 kg</i>	2,00
2	For aircraft with a maximum take-off weight of 36000 kg and below	120

#### c. Additional Services Schedule Chart:

	Additional Services Schedule (EURO)	
1	Lighting / Per Landing or Takeoff	123,40

### 3. PRACTICAL MAINS:

a. Landing and layover fees are calculated via maximum takeoff weight/mass of the aircraft. Ton fractions are completed to 1.000 kg in calculation. Essential certificates for maximum takeoff weight/mass are Registration Certificate, Noise Certificate and Load and Trim Sheet document.

b. Layover; starts with touchdown of the aircraft and ends with engine startup permission. Layover is not charged in case the layover time is two hours or less. In case the layover time exceeds two hours layover fee in 2.b chart is paid for each consequent 24 hours based on landing hour.

c. International line landing fee is settled for Turkish registered aircraft in external line returns at the first airport they land.

d. 'Domestic line layover fee is applied for Turkish registered aircraft following their international line returns since they are national.

e. For Turkish Republic of Northern Cyprus return Turkish registered aircraft domestic line flight process is applied when the land to the airport.

f. For foreign registered aircraft hired by public agency and institutes settled in Turkey, Domestic Line Landing and Layout Schedule is applied provided that they take permission from Ministry of Transportation and Infrastructure for their flight following first entry to Turkey.

g. Lightening schedule is applied for only one of each landing or takeoff on hours when lightening systems are operative, according to seasons and visual conditions. International line lightening is charged in case one of arrival or return airports of Turkish registered aircraft is external and lightening is serviced at both its landing and takeoff. When lightening is serviced only in one direction of the flight, (domestic line / international line) is charged according to the flight direction where the lightening is serviced. Lightening is charged according to landing – take off hours in tower records.

h. In case the aircraft is delayed by Airport Air Traffic Control Department although all procedures for its takeoff are completed and clearance is demanded, layover is not charged for delay time.

i. When takeoff of the aircraft is not permitted by international and national political, military and civil aviation authorities or courts, layover fee in table 2.b is applied during flight prohibition provided that layover is made at an airport area showed by Hasan Polatkan Airport Authority if it is convenient.

j. For aircraft cancelled from registration, essentially laying over losing its flight capability as a result of accident, crash and / or fire etc. out of operator's wish and will; the Schedule provisions are exactly implemented from the date of incident till it's pulled to the inactive area provided that the aircraft is pulled to an inactive area determined by Hasan Polatkan Airport Authority within 30 days following the incident. After the aircraft is pulled to the inactive area showed by Hasan Polatkan Airport Authority within 30 days, %25 of the fee calculated due to the Schedule is charged. After the completion of legal procedures, (the date declared by Directorate General of Civil Aviation is based on.); if it is not removed within at latest six months, Eskişehir Technical University Rectorate is authorized to remove the subject aircraft/to have it removed provided that the fee is charged from aircraft owner or its company.

k. Flight purpose in permission taken from Directorate General of Civil Aviation is based on during the pricing.

l. The Schedule is not applied in following conditions;

(1) For aircraft carrying aid outfit and personnel and disaster victims and accompaniment due to natural disasters or with the purpose of humanitarian assistance,

(2) For aircraft carrying Presidents making formal call,

(3) For aircraft carrying military aid outfit homewards,

(4) For aircraft belonging to Presidency, Ministries and government agencies/institutes,

(5) For aircraft belonging to Turkish Armed Forces and privately allocated making formal call subordinate the military, civil staff and committees,

(6) For aircraft exempted from Schedule by Presidency or Ministry of Transportation and Infrastructure,

(7) For foreign military aircraft due to reciprocity principle,

(8) For aircraft returning to departure airfield by request of governmental authorities or due to technical reasons,

(9) For aircraft making test flight maximum half an hour provided that it is announced before,

(10) For aircraft landing due to emergency disease during flight.

#### 4. PAYMENT OF FEES

a. Payment conditions of fees in this Schedule are determined by Eskişehir Technical University Rectorate.

b. In case domestic air carriers carry their own passengers by hiring foreign registered aircraft, fees in the Schedule are paid by domestic air carrier hiring the aircraft to Eskişehir Technical University Rectorate.

c. Fees in the Schedule are invoiced by adding value added tax to services below 100 TL, 100 TL and above services are free of value added tax; according to article 13.b. of law 3065.

#### DOMESTIC LANDING, LAYOVER SCHEDULE

##### 1. CONTENTS:

Includes the Schedule and practical mains related to landing, layover and additional services for aircraft of domestic air carriers using Turkish registered or foreign registered taxiplane, using Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate for the purpose of domestic line flight.

##### 2. SCHEDULE CHARTS:

###### d. Domestic Line Landing Schedules:

	LANDING (₺)	
1	For Each 1000 kg of Maximum Take off Weight * <i>* For aircraft with a maximum take-off weight over 36000 kg</i>	3,54
2	For aircraft with a maximum take-off weight of 36000 kg and below	1600

###### e. Domestic Line Layover Schedules:

	LAYOVERS (₺)	
1	For Each 1000 kg of Maximum Take off Weight * <i>* For aircraft with a maximum take-off weight over 36000 kg</i>	2,77
2	For aircraft with a maximum take-off weight of 36000 kg and below	1400

###### f. Additional Services Schedule Chart:

	Additional Services Schedule (₺)	
1	Lighening / Per Landing or Takeoff	161,97

##### 3. PRACTICAL MAINS:

a. Landing and layover fees are calculated via maximum takeoff weight/mass of the aircraft. Ton fractions are completed to 1.000 kg in calculation. Essential certificates for

maximum takeoff weight/mass are Registration Certificate, Noise Certificate and Load and Trim Sheet document.

b. Layover; starts with touchdown of the aircraft and ends with engine startup permission. Layover is not charged in case the layover time is two hours or less. In case the layover time exceeds two hours layover fee in 2.b chart is paid for each consequent 24 hours based on landing hour.

c. If layover exceeds 30 days, layover fees in the Schedule are tripled.

d. In domestic and international flights of domestic air carriers, in flights from abroad layover fee in Domestic Line Layover Schedule is applied following the landing of the aircraft to the Airport since they are national.

e. For foreign registered aircraft hired by public agency and institutes settled in Turkey, Domestic Line Landing and Layout Schedule is applied provided that they take permission from Ministry of Transportation and Infrastructure for their flight following first entry to Turkey.

f. For domestic flights of foreign registered aircraft "International Landing and Layover Schedule" is applied.

g. Lightening schedule is applied for only one of each landing or takeoff on hours when lightening systems are operative, according to seasons and visual conditions. International line lightening is charged in case one of arrival or return airports of Turkish registered aircraft is external and lightening is serviced at both its landing and takeoff. When lightening is serviced only in one direction of the flight, (domestic line / international line) is charged according to the flight direction where the lightening is serviced. Lightening is charged according to landing – takeoff hours in tower records.

h. In case the aircraft is delayed by Airport Air Traffic Control Department although all procedures for its takeoff are completed and clearance is demanded, layover is not charged for delay time.

i. When takeoff of the aircraft is not permitted by international and national political, military and civil aviation authorities or courts, layover fee in table 2.b is applied during flight prohibition provided that layover is made at an airport area showed by Hasan Polatkan Airport Authority if it is convenient.

j. For aircraft cancelled from registration, essentially laying over losing its flight capability as a result of accident, crash and / or fire etc. out of operator's wish and will; the Schedule provisions are exactly implemented from the date of incident till it's pulled to the inactive area provided that the aircraft is pulled to an inactive area determined by Hasan Polatkan Airport Authority within 30 days following the incident. After the aircraft is pulled to the inactive area showed by Hasan Polatkan Airport Authority within 30 days, %25 of the fee calculated due to the Schedule is charged. After the completion of legal procedures, (the date declared by Directorate General of Civil Aviation is based on.); if it is not removed within at latest six months, Eskişehir Technical University Rectorate is authorized to remove the subject aircraft/to have it removed provided that the fee is charged from aircraft owner or its company.

k. Flight purpose in permission taken from Directorate General of Civil Aviation is based on during the pricing.

l. The Schedule is not applied in following conditions;

(1)For aircraft carrying aid outfit and personnel and disaster victims and accompaniment due to natural disasters or with the purpose of humanitarian assistance,

(2)For aircraft carrying Presidents making formal call,

(3)For aircraft belonging to Presidency, Ministries and government agencies/institutes,

(4)For aircraft belonging to Turkish Armed Forces and privately allocated making formal call subordinate the military, civil staff and committees,

(5)For aircraft exempted from Schedule by Presidency or Ministry of Transportation and Infrastructure,

(6)For aircraft returning to departure airfield by request of governmental authorities or due to technical reasons,

(7)For aircraft making test flight maximum half an hour provided that it is announced before,

(8)For aircraft landing due to emergency disease during flight,

(9)For aircraft used / hired in exploration, control and forest fire by General Directorate of Forestry, air photographing of General Directorate of Land Registry and Cadastre and public services by public agency and institutes.

#### 4. PAYMENT OF FEES

a. Payment conditions of fees in this Schedule are determined by Eskişehir Technical University Rectorate.

b. In case domestic air carriers carry their own passengers by hiring foreign registered aircraft, fees in the Schedule are paid by domestic air carrier hiring the aircraft to Eskişehir Technical University Rectorate.

c. Fees in the Schedule are invoiced by adding value added tax to services below 100 TL, 100 TL and above services are free of value added tax; according to article 13.b. of law 3065.

## AIRPORT WORKING HOURS EXTENDING SCHEDULE

### 1. CONTENTS:

Includes the Schedule and practical mains related to extending the working hours and / or opening of the airport to be applied to the aircraft flying to Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate except on Airport working days and hours **(Monday, Tuesday, Wednesday, Thursday, Friday 08.30 – 17.30 local), on official and administrative holidays.**

### 2. SCHEDULE CHARTS:

#### a. Aerodrome Working Hours Extending Schedules:

	Service Types	International Line	Domestic Line
	A	(€/h)	(₺/h)
1	Airport Working Hours Extending	462,78	1542,60

### 3. PRACTICAL MAINS:

a. "Airport Working Hours Extending" fee is charged from each air carrier demanding working hours extension and/or taking advantage of this extension in case of delay, additional flight or backup aerodrome demand even not landed, for aircraft flying except on Airport operation working days and hours **(Monday, Tuesday, Wednesday, Thursday, Friday 08.30 17.30 local), on official and administrative holidays.**

b. To open the Airport for planned flight, the period from declared landing hour of the aircraft beginning two (2) hours before for international flights, one (1) hour before for domestic flights to half an hour later the takeoff hour. For delays (extensions) in periods based on according to planned / declared flights, Practical Mains item e is applied for charging.

c. International Line Airport Working Hours Extending fee is charged for aircraft one of which arrival or departure Airport is international.

d. In case more than one aircraft of air carrier demanding the extension use the Airport, a unique fee is charged provided that it is in the mentioned extending period.

e. Extending periods are calculated with half an hour periods. Periods over 15 minutes are calculated as half an hour, below 15 minutes are neglected.

f. Whilst calculating the extending periods, airport operation working days and hours (opening and closing days and hours) are taken into account.

g. In case landing or takeoff is within the working hours the airport is open for flight operations, but the one time period before landing or half an hour time period after takeoff exceeds the working hours, the fee for one hour is charged. In case these periods in landing and takeoff are exceeded (one hour time period before landing or half an hour time period after takeoff), item h provisions are applied.

h. For aircraft to come and / or go on days and hours the airport is closed;

(1) Fee for 3 hours is charged in case the airport is opened international line 3 hours or less.

(2) Fee for 3 hours is charged in case the airport is opened **domestic line** 3 hours or less.



i. 3 hours Airport working fee is accrued for cancellations declared after Airport opening hour.

j. Airport Opening Hours extending demand is made to the Airport by relevant constitution at least two hours before the closing hour of the aerodrome. The Airport is free to satisfy this demand according to the aerodrome conditions.

k. This Schedule is not applied in following conditions;

(1) For aircraft carrying aid outfit and personnel and disaster victims and accompaniment due to natural disasters or with the purpose of humanitarian assistance,

(2) For aircraft carrying Presidents making formal call,

(3) For aircraft carrying military aid to our country,

(4) For aircraft belonging to Presidency, Ministries and government agencies/institutes,

(5) For aircraft belonging to Turkish Armed Forces and privately allocated making formal call subordinate the military, civil staff and committees,

(6) For aircraft exempted from Schedule by Presidency or Ministry of Transportation and Infrastructure,

(7) For aircraft returning to departure airfield by request of governmental authorities or due to technical reasons,

(8) For aircraft landing due to emergency disease during flight,

(9) For periods of operations continued by security, customs, official authorities and resulted from delays or malfunctions of our Airport operations.

#### 4. PAYMENT OF FEES

a. Payment conditions of fees in this Schedule are determined by Eskişehir Technical University Rectorate.

b. In case domestic air carriers carry their own passengers by hiring foreign registered aircraft, fees in the Schedule are paid by domestic air carrier hiring the aircraft to Eskişehir Technical University Rectorate.

c. Fees in the Schedule are invoiced by adding value added tax to services below 100 TL, 100 TL and above services are free of value added tax; according to article 13.b. of law 3065.

## SAFETY PRECAUTION SCHEDULE

### 1. CONTENTS:

Includes the Schedule and practical mains related to fees to be taken in return for safety precautions service given by fire brigade to the aircraft in Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate.

### 2. SCHEDULE CHARTS:

	Aircraft Maximum Takeoff Weight	Foreign Air Carrier	Domestic Air Carrier
1	Between 0-36 Tons	77,13	200,53
2	Above 36 Tons	138,83	431,92

### 3. PRACTICAL MAINS:

a. Safety precaution service is given necessarily to aircraft supplied by liquid fuel and including passengers.

b. For safety precaution service, fire extinguishing vehicle is assigned with its crew.

c. In voluntary claims, service period includes one hour duration beginning with the exit of the fire brigade vehicle from the garage and ending with its return to the garage, if the period is exceeded a second one hour duration fee is charged.

d. In case the aprons are contaminated by aircraft fuel, fees in the chart are charged for fire brigade vehicle assigned for cleaning. Personnel and materials fee is not included.

e. TL column fees in the chart are applied to foreign registered aircraft hired by public institutes following their first entry to Turkey provided that permission is taken from Ministry of Transportation and Infrastructure.

f. This Schedule is not applied in following conditions;

(1) For aircraft carrying aid outfit and personnel and disaster victims and accompaniment due to natural disasters,

(2) For aircraft carrying Presidents,

(3) For aircraft belonging to Presidency, Ministries and government agencies/institutes,

(4) For aircraft belonging to Turkish Armed Forces and privately allocated making formal call subordinate the military, civil staff and committees,

(5) For aircraft exempted from Schedule by Presidency or Ministry of Transportation and Infrastructure,

(6) For foreign military aircraft exempted from fee by Turkish Armed Forces,

(7) For aircraft flying with the purpose of controlling navigation aids,

(8) For foreign military aircraft provided that reciprocity is satisfied,

(9) For safety precaution services given to aircraft in case of all kind of emergencies.

### 4. PAYMENT OF FEES

- a. Payment conditions of fees in this Schedule are determined by Eskişehir Technical University Rectorate.
- d. In case domestic air carriers carry their own passengers by hiring foreign registered aircraft, fees in the Schedule are paid by domestic air carrier hiring the aircraft to Eskişehir Technical University Rectorate.
- e. Fees in the Schedule are invoiced by adding value added tax to services below 100 TL, 100 TL and above services are free of value added tax; according to article 13. of law 3065.

## AIRCRAFT GUIDANCE SCHEDULE

### 1.CONTENTENTS:

Includes the Schedule and practical mains related to fees to be taken in return for aircraft guidance (Follow-me) service with the provided vehicle in PAT areas of Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate.

### 2. SCHEDULE CHARTS:

Aircraft Maximum Takeoff Weight (Aircraft)	International Flights	Domestic Flights
	Euro	TL
Between 0-6 Tons	7,71	38,56
Above 6 Tons	23,13	77,10

### 3. PRACTICAL MAINS:

a. Guidance (Follow-me) service is essential in PAT area for aircraft carrying flammable, sparkler and explosive material in Airport PAT area in terms of security.

b. This Schedule is not applied in following conditions;

(1) For aircraft carrying aid outfit and personnel and disaster victims and accompaniment due to natural disasters,

(2) For aircraft carrying Presidents making formal call,

(3) For aircraft belonging to Presidency, Ministries and government agencies/institutes,

(4) For aircraft belonging to Turkish Armed Forces and privately allocated making formal call subordinate the military, civil staff and committees,

(5) For aircraft exempted from Schedule by Presidency or Ministry of Transportation and Infrastructure,

(6) For foreign military aircraft provided that reciprocity is satisfied.

### 4. PAYMENT OF FEES:

a. Payment conditions of fees in this Schedule are determined by Eskişehir Technical University Rectorate.

b. In case domestic air carriers carry their own passengers by hiring foreign registered aircraft, fees in the Schedule are paid by domestic air carrier hiring the aircraft to Eskişehir Technical University Rectorate.

c. Fees in the Schedule are invoiced by adding value added tax to services below 100 TL, 100 TL and above services are free of value added tax; according to article 13. of law 3065.

## PASSENGER SERVICE SCHEDULE

### 1. CONTENTS:

Includes the Schedule and practical mains related to provided conveniences and given services in Airport and terminal to leaving passengers in Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate.

### 2. SCHEDULE CHARTS:

Per Passenger Service	International Fee (€)		Domestic Fee (₺)
	Passengers Service Fee	Passengers Security Fee	Passengers Service Fee
	14,65	1,54	53,99

### 3. PRACTICAL MAINS:

a. Passenger service fees are paid by air carriers or their contracted ground service organizations to Eskişehir Technical University Rectorate. In these accruals, statements in Load and Trim Sheet forms and other relevant documents to be arranged and submitted by air carrier or ground service organization are the basement.

b. It is the fee taken by Airport/Terminal operators in return for security services given to international leaving passengers using the Airport/Terminal.

c. This Schedule is not applied in following conditions;

(1) For passengers of aircraft carrying aid outfit and personnel and disaster victims and accompaniment due to natural disasters,

(2) For passengers of private aircraft carrying Presidents making formal call,

(3) For aircraft belonging to Presidency, Ministries and government agencies/institutes,

(4) For aircraft belonging to Turkish Armed Forces and privately allocated making formal call subordinate the military, civil staff and committees,

(5) For aircraft exempted from Schedule by Presidency or Ministry of Transportation and Infrastructure,

(6) For foreign military aircraft provided that reciprocity is satisfied.

(7) For passengers of aircraft taking off again returning back to takeoff area due to technical reasons or upon request of government authorities,

(8) For children younger than (including) two years old,

(9) For passengers traveling by Turkish military aircraft,

(10) For passengers of aircraft taking off by making technical landing, (They are exempted even if they make entrance to Turkey),

(11) For foreign members with diplomatic status provided that reciprocity is satisfied,

(12) For flight crew (pilot, flight engineer, cabin crew and technician) and assistant crew included in crew list of air carriers,

(13) In case the flight crew to take the delivery of the aircraft in the next leg of the flight or delivered the aircraft, go on – return from duty with pass ticket.

#### 4. PAYMENT OF FEES:

a. Payment conditions of fees in this Schedule are determined by Eskişehir Technical University Rectorate.

b. In case domestic air carriers carry their own passengers by hiring foreign registered aircraft, fees in the Schedule are paid by domestic air carrier hiring the aircraft to Eskişehir Technical University Rectorate.

c. Fees in the Schedule are invoiced by adding value added tax to services below 100 TL, 100 TL and above services are free of value added tax; according to article 13.b. of law 3065.

## APRON VEHICLE SPECIAL PLATE SCHEDULE

### 1. CONTENTS:

Includes the Schedule and practical mains related to vehicle special plates to be essentially taken from Eskişehir Technical University Rectorate to serve for vehicles operating in PAT areas in Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate.

### 2. SCHEDULE CHARTS:

#### a. Vehicle Special Plate First Issue Schedule Chart:

	Type of Vehicle	Fee ( EURO )
1.	Baggage Car (Trailer)	10
2.	Garbage Truck (Motored – Towable)	10
3.	Septic Tank Tool	10
4.	Water Supply Vehicle	10
5.	De-Icing Tool	60
6.	Passenger Ladder (Towable)	60
7.	Fuel Hydrant Tool	120
8.	Fuel Supply Tank	120
9.	Patient Handicapped Transport Vehicle	130
10.	Belt Loader	275
11.	Luggage Tow Tractor	275
12.	Generator, Air Starter (Towable)	500
13.	Catering Vehicle	500
14.	Passenger Ladder (Motored)	640
15.	Air Conditioning Tool	660
16.	Generator, Air Starter	660

#### b. Vehicle Special Plate Prolongation Schedule Chart:

	Type of Vehicle	Fee EURO
1.	Baggage Car (Trailer)	1
2.	Garbage Truck (Motored – Towable)	1
3.	Septic Tank Tool	1
4.	Water Supply Vehicle	1
5.	De-Icing Tool	6
6.	Passenger Ladder (Towable)	6
7.	Fuel Hydrant Tool	12
8.	Fuel Supply Tank	12
9.	Patient Handicapped Transport Vehicle	13
10.	Belt Loader	27
11.	Luggage Tow Tractor	27
12.	Generator, Air Starter (Towable)	50
13.	Catering Vehicle	50
14.	Passenger Ladder (Motored)	64
15.	Air Conditioning Tool	66
16.	Generator, Air Starter	66

#### c. Temporary Vehicle Special Plate Schedule

In Hasan Polatkan Airport temporary vehicle special plate is free of charge.

### 3. PRACTICAL MAINS:

a. Whether the plate is given or not due to the service and needs, is evaluated and plate is given to those deemed appropriate by Eskişehir Technical University in case the number of required vehicles to be included in airports according to SHY-22 Ground Handling Regulations is exceeded.

b. For vehicles, tools and equipments not included in the chart, the fee of the the closest similar is applied.

c. Staying of vehicles with plate out of service for a long time for whatever reason is not an obstacle to take vehicle special plate fee.

d. Prolongation Fee is continued to be taken for disused vehicles if they are not notified to Eskişehir Technical University Rectorate by related organization and not to be taken out of the PAT area.

e. Return of vehicle special plate to Eskişehir Technical University Rectorate is required for a vehicle of which activity is terminated taking it out of the PAT area for whatever reason. In this case no repayment is made for the remaining period.

f. In case a new model of vehicle is bought with the same plate fee in the Schedule instead of the vehicle with special plate, the plate of the old vehicle is replaced with the new vehicle for free, provided that the operation of entrance to and exit from the PAT area is on the same date. But in case the plate fee of the new vehicle in the Schedule is different, the fees in the Schedule are applied.

g. At the first time while giving the vehicle special plate, fees in Chart 2.a.; for prolongations fees in Chart 2.b. are exactly applied. The first issue fee is valid till the end of that year. Prolongations are in January every year for one year. It is not essential to renew the plate in prolongations.

h. Vehicle special plate is not given at the first issue unless the fee is paid in advance. Prolongation fees are paid in January. Prolongation is not possible unless the fee is paid.

i. The plate of the vehicle is cancelled and it is taken out of the PAT area if the fee is not paid in January and no application is made for prolongation although it expires. When plate is requested later for the same vehicle, the first issue fee is taken and a new vehicle special plate is given.

j. No fee is charged in case the vehicle special plates are requested to be replaced by Eskişehir Technical University Rectorate before the expiration date.

k. Vehicle special plate is given for access to the apron to at most one vehicle with traffic plate of air carriers except ground handling companies and domestic air carriers.

l. Regardless of looking to the first issue date of the vehicle special plate, the period of validity is until 31 December of that year. And prolongations are valid between 01 January / 31 December of the year of belonging.

m. No fee is charged from vehicles sold and transferred to another organization before the expiration date, during vehicle special plate validity period.

n. Temporary vehicle special plate period to be given to organizations in permanent service in the Airport can not exceed 15 (fifteen) days.

o. This Schedule is not applied in following conditions;



(1) For permanent / temporary plates given to vehicles of public institutions and organizations serving in the Airport and non-commercial which must work on the apron due to Airport management and for temporary plates used exceptionally by vehicles of public institutions and organizations permitted to enter PAT areas by Airport authority,

(2) From vehicles of ground handling companies serving in the Airport,

(3) From vehicles of fuel companies serving in the Airport,

(4) From vehicles of catering establishments serving in the Airport,

(5) For temporary plates given to vehicles replenishing water, provisions, beverage etc. to facilities by passing the apron due to service requirements and to vehicles unable to replenish,

(6) For temporary plates to be given to vehicles of contractors (companies like construction, technical operation, cleaning, personnel service) working in the name of Eskişehir Technical University in the Airport,

(7) For temporary plates to be given to vehicles which must enter the apron due to funeral, patient transport etc. duty/service.

#### 4. PAYMENT OF FEES:

a. Payment conditions of the fees in this Schedule are determined by Eskişehir Technical University Rectorate.

b. Value Added Tax is included to the fees in the Schedule.

## **SCHEDULE FOR ENTRY CARDS AND DOCUMENT OF DRIVING IN PAT AREAS**

### **1. CONTENTS:**

Arrangement of entry cards that must be used to enter the Airport and documents for driving in PAT areas for the personnel of organizations serving in Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate is free of charge.

## GROUND HANDLING SCHEDULE

### 1. CONTENTS:

Includes the Schedule and practical mains to be paid to Hasan Polatkan Airport by ground handling organizations with A, B and C group work permission providing ground handling to aircraft making international flight as attributed to SHY-22 Airports Ground Handling Regulations, by air carriers making international flight and providing ground handling permitted in SHY-22 Regulations for themselves and by air carriers providing ground handling for another air carrier in special cases permitted in SHY-22 Regulations.

### 2. SCHEDULE CHARTS:

#### a. Passenger Aircraft Schedule:

Category	Seat Capacity	Compulsory Services				Aircraft Line Maintenance	Flight Operation	Catering Service	Representation	Oversight and Management
		Passenger Services	Load Control and Communication	Ramp	Cargo and Mail					
		EURO								
A	0-50	5	1	10	3	5	5	2	5	5
B	51-100	15	1	30	5	5	5	4	5	5
C	101-150	35	3	60	5	5	5	10	5	5
D	151-200	45	4	80	10	5	5	15	5	5
E	201-250	60	6	100	12	5	5	18	5	5
F	251-300	70	6	120	15	5	5	20	5	5
G	301 and above	80	7	150	20	5	5	25	5	5

### 3. PRACTICAL MAINS:

a. SHY-22 Airports Ground Handling Regulations provision are valid in application of this Schedule.

b. Passenger aircraft are classified according to seat capacity and cargo aircraft are classified according to maximum takeoff weight. Ton fractions related to cargo aircraft maximum takeoff weight are completed to 1000 kg.

c. Fees in passenger and cargo aircraft Schedule charts are paid to Hasan Polatkan Airport by ground handling companies due to SHY-22 Ground Handling Regulations provisions in return for ground handling in international flights.

d. In case any of mandatory ground handling types is made partially, the full fee determined for that handling type is is got since the service is considered as complete. No passenger traffic fee is charged in flights without passengers in both landing and takeoff. No passenger traffic fee is charged in single leg application in case the international leg is empty.

e. Foreign air carriers in question are exempt from that obligation if they certify that aircraft line maintenance and flight operation services are not necessary in airports of our country for their own aircraft or could be made without dispatcher/technician from their own civil aviation authority.

f. The aircraft carrying only baggage are evaluated as cargo aircraft.

g. For passenger traffic service of aircraft making technical landing without picking up and unloading passengers and cargo in case the passengers are taken to transit salon for only ramp service, %50 of fees in chart 2.a. is taken. Fees are applied with no discount for aircraft which do not takeoff just after the removal of the trouble causing the technical landing in case layover is continued.

h. Ground handling for domestic flights is free of charge.

i. This Schedule is not applied in following conditions;

(1) In case ground handling is free of charge for aircraft bringing or delivering relief supplies due to natural disasters etc. with the instruction of the Ministry of Transport and Infrastructure.

(2) For ground handling to be repeated for aircraft returning back from departure point to parking place or to departure square following takeoff at the request of the authorities.

(3) For only these services in question of air carriers if they apply all or part of representation, oversight and management, aircraft private security service and control, flight operation, line maintenance and load control and communication services on their own aircraft by obtaining a working license.

(4) For aircraft returning to the airport of departure or landing to another aerodrome by not landing to the landing aerodrome for meteorological reasons or any other reason in airport systems.

(5) For aircraft landing due to emergency disease during flight.

(6) For foreign military aircraft provided that reciprocity is satisfied.

#### 4. PAYMENT OF FEES:

a. Fees in this Schedule are paid to Eskişehir Technical University Rectorate by people and / or organizations carrying out ground handling services.

b. Fees in the Schedule are invoiced by adding value added tax to services below 100 TL, 100 TL and above services are free of value added tax; according to article 13. of law 3065.

## CHECK-IN AND TRANSIT COUNTER SCHEDULE

### 1.CONTENTENTS:

Includes the Schedule and practical mains to be applied in return for allocation of check-in transit counters used in terminal in Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate.

### 2. SCHEDULE CHART:

	Terminals Allocation	Temporary Allocation (Per Hour / ₺)	Permanent Allocation (For 50 Flights Per Month / ₺)
1	Domestic - International Lines	38,56	1851,12

### 3. PRACTICAL MAINS:

a. In case temporary allocations exceed first 2 hours, %50 more of the fees in Temporary Allocation column is applied for the period exceeding.

b. Periods less than half an hour are completed to half an hour.

c. In temporary allocations, airline and ground handling organizations should make their demands to Hasan Polatkan Airport official at least one hour before counter opening.

d. The period in temporary counter allocations in Hasan Polatkan Airport terminal begins with counter opening, ends with notification of relevant airline carrier or ground handling organization personnel that it closes to Hasan Polatkan Airport official.

e. While delivering the counters in Hasan Polatkan Airport terminal, electronic weighbridges are checked and delivered in good condition and rechecked and received in good condition at the end of the period. In case of damage or malfunction of the electronic weighbridge either during the period of use, or at the time of delivery, damage / malfunction cost is taken from the organization allocated.

f. If there is electronic weighbridge or conveyor, it is included in counter fees.

g. Airline carrier is required to get license to make his own traffic service for making permanent allocation except ground handling organizations. Allocation is made by taking into account the number of monthly flights if the number of counters is not sufficient to meet all requests.

h. In permanent allocations the hourly rate in the Schedule is applied for each flight exceeding 30 flights.

i. Permanently allocated counters can only be used by the allocated organization

### 4. PAYMENT OF FEES

a. Payment conditions of the fees in this Schedule are determined by Eskişehir Technical University Rectorate.

b. Value Added Tax is included to the fees in the Schedule.

## VEHICLE, TOOL, MATERIAL AND PERSONNEL ALLOCATION SCHEDULE

### 1.CONTENTENTS:

Includes the Schedule and practical mains related to the allocation of vehicle, tool, material and personnel in official interventions in case of fire etc. upon request of institutions / organizations within the airport or to be deemed necessary by the Eskişehir Technical University Rectorate in Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate.

### 2.SCHEDULE CHARTS:

	Type	Unit	Fee (TL)
1	Personnel	Hour	45
2	Water	M <sup>3</sup>	2
3	Foam	Liter	10
4	Dry Chemical Powder	Kg	10
5	Disinfection	15 min.	8
6	Ambulance	Hour	150
7	Fire Extinguisher	Hour	250
8	Forklift	Hour	150
9	Tractor	Hour	150
10	Runway Sweeper	Hour	400

### 3. PRACTICAL MAINS:

a. The tools in the chart are allocated with a sufficient number of responsible user personnel. Fees for vehicles, tools, materials and personnel are collected separately.

b. Refueling of allocated vehicles are made by Eskişehir Technical University during allocation.

c. Allocated vehicle, tool, material are used in accordance with maintenance, repair and operating instructions. It cannot be forced to use beyond its capacity and in a damaging way.

d. Responsible personnel of the vehicle and the person/organization allocated are responsible from causing damage / malfunction by using it above the capacity and / or against the maintenance, repair and operating instructions.

e. Allocation period of vehicles starts when the vehicle leaves the garage, ends when the vehicle returns to the garage. One hour is charged from the fractions of the initial allocation period. If the allocation period is exceeded, the first 15 minutes are exempted from the fee, half an hour is charged for each next half hour.

f. Vehicles and tools to be temporarily allocated are allocated after their maintenance and supply.

g. In case of contamination of aprons; the fee for personnel, vehicles, tools and materials allocated for cleaning by Eskişehir Technical University Rectorate is collected from the polluter.

h. In case aprons are contaminated with aviation fuel, the fee for personnel, fire trucks and other vehicles, tools and materials allocated for cleaning by Eskişehir Technical University Rectorate is charged from;

- (1) Fuel company in case of contamination during refueling,
- (2) Polluting organization in case of contamination caused by engine testing and similar reasons.

i. Fire and ambulance vehicles cannot be allocated outside the airport borders except emergencies.

j. Vehicle allocation is made at hours when the airport is open.

k. The Schedule for other services which are not included in this Schedule by name but could be realized is determined by Eskişehir Technical University.

l. This Schedule is not applied in following conditions;

- (1) In interventions in natural disasters or for humanitarian aid,
- (2) In case of using an ambulance in urgent interventions to aircraft accidents, crimes and fires and extraordinary situations where human life is in danger,
- (3) In services given to aircraft in case of aircraft accidents, crimes and fires and other aircraft emergency situations,
- (4) In interventions to accidents, crimes and fires of aircraft (excluding the cost of foam in foaming runway)
- (5) In interventions to all fires within the airport borders and to fires occurring outside the airport but threatening flight security and the the airport buildings and facilities.

#### 4. PAYMENT OF FEES

a. Payment conditions of the fees in this Schedule are determined by Eskişehir Technical University Rectorate.

b. Value Added Tax is included to the fees in the Schedule.

## PLACE ALLOCATIONS SCHEDULE

### 1. CONTENTS:

Includes the Schedule and practical mains related to the allocation of places like offices etc. in terminal and buildings to serving airline and ground handling companies and other institutions / organizations in Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate.

### 2. SCHEDULE CHARTS:

#### a. Terminals and Other Buildings in Airports:

Building	Allocation Place	Fee (m <sup>2</sup> Month)
TERMINAL BUILDING		TL
	Ground Floor	It is determined by the Rectorate of Eskişehir Technical University.
	1. Floor	It is determined by the Rectorate of Eskişehir Technical University.

### 3. PRACTICAL MAINS:

a. Fees are determined by Eskişehir Technical University Rectorate in allocations to be made for institutions, organizations and individuals.

b. Schedule charts do not include commercial public institutions and places like sales shop, display showcase, restaurant, buffet etc. to be allocated to other organizations. Rent amount for them are separately determined by Eskişehir Technical University Rectorate.

c. Electricity and water charges to be used in the office are included in these fees.

d. If the places in question are converted into common use in allocation of places like office etc. in this Schedule by taking permission of Eskişehir Technical University Rectorate, the Schedule is not applied in similar cases, separately determined by Eskişehir Technical University Rectorate.

e. This Schedule is not applied for following individuals and organizations;

(1) For contractors doing business on behalf of Ministry of Transport and Infrastructure or Eskişehir Technical University Rectorate in the Airport.

(2) For non-commercial public institutions / organizations serving in the Airport due to Airport management.

### 4. PAYMENT OF FEES:

a. Payment conditions of the fees in this Schedule are determined by Eskişehir Technical University Rectorate.

b. Value Added Tax is included to the fees in the Schedule.



## FUEL SUPPLY PRIVILEGE SCHEDULE

### 1. CONTENTS:

Includes the Schedule and practical mains related to the share of Eskişehir Technical University to be taken from their income in return for this privilege from the companies that provide fuel supply service in Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate.

### 2. SCHEDULE CHARTS

		From Customs Purchased Fuel	Duty Free / From Fuel Purchased in Transit
		( 1000 Liter)	( 1000 Liter )
1	Privilege Fee	3,08 TL	8,02 EURO

### 3. PRACTICAL MAINS:

- a. Over 500 Liter is completed to 1.000 Liter in calculation.
- b. Fees in the Schedule are paid to Eskişehir Teknik University Rectorate by the companies that provide fuel supply service.
- c. A copy of invoices issued for replenished aircraft are given to Eskişehir Technical University Rectorate by fuel supply companies on the last day of every month.
- d. This Schedule is not applied in following conditions;
  - (1) For aircraft carrying aid outfit and personnel and disaster victims and accompaniment due to natural disasters,
  - (2) For aircraft carrying Presidents making formal call,
  - (3) For aircraft carrying military aid to our country,
  - (4) For aircraft belonging to Presidency, Ministries and government agencies/institutes,
  - (5) For aircraft belonging to Turkish Armed Forces and privately allocated making formal call subordinate the military, civil staff and committees,
  - (6) For aircraft exempted from Schedule by Ministry of Transportation and Infrastructure,
  - (7) For aircraft used in forest fire by General Directorate of Forestry and in air photographing of General Directorate of Land Registry and Cadastre.
  - (8) For noncommercial aircraft belonging to Turkish Aeronautical Association, Northern Cyprus Turkish Aeronautical Association and Civil Aviation Schools of Universities.
  - (9) For noncommercial public institutions/organizations serving in the Airport due to Airport management.

#### 4. PAYMENT OF FEES:

a. Payment conditions of the fees in this Schedule are determined by Eskişehir Technical University Rectorate.

b. Value Added Tax is included to the fees in the Schedule.

## PHOTO AND FILM SHOOTING SCHEDULE

### 1. CONTENTS:

Includes the Schedule and practical mains related to photo and film shooting in Hasan Polatkan Airport operated by Eskişehir Technical University Rectorate.

### 2. SCHEDULE CHARTS

Photo and Film Shooting Schedule		FEE ( EURO )
Film Shooting Time	0-3 Hours	771,3
	3-6 Hours	1542,6
	6-24 Hours	3085,2
Photographing	Daily	771,3

### 3. PRACTICAL MAINS:

a. Written permission is obtained 48 hours in advance from Airport Directorate by natural or legal persons who want who want to take pictures and movies in the Airport.

b. For shootings to be made in the Airport written permission should also be obtained from Airport Local Authority.

c. Following the written permission about shooting, shooting starts after its fee is paid in advance to Eskişehir Technical University Rectorate Revolving Fund account.

d. Service fees like electricity, water, (if additional power / water use is requested other than the systems in the existing site), parking lot, vehicle, equipment, personnel etc. utilized during shooting are charged separately from the natural or legal person making the shooting.

e. Damage and loss Eskişehir Hasan Polatkan Airport will meet due to possible fire, damage etc. during shooting are determined by Airport authority and charged separately from the natural or legal person making the shooting.

f. Daily photographing time covers 24 hours following its start.

g. This Schedule is not applied in following conditions;

(1) For shootings by public institutions / organizations or by private organizations on behalf of public institutions / organizations,

(2) For editorial shootings including the introduction of Eskişehir Technical University,

(3) For editorial shootings.