

# Facilitation Manual



## September/24



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## Chapter 1 - Introduction

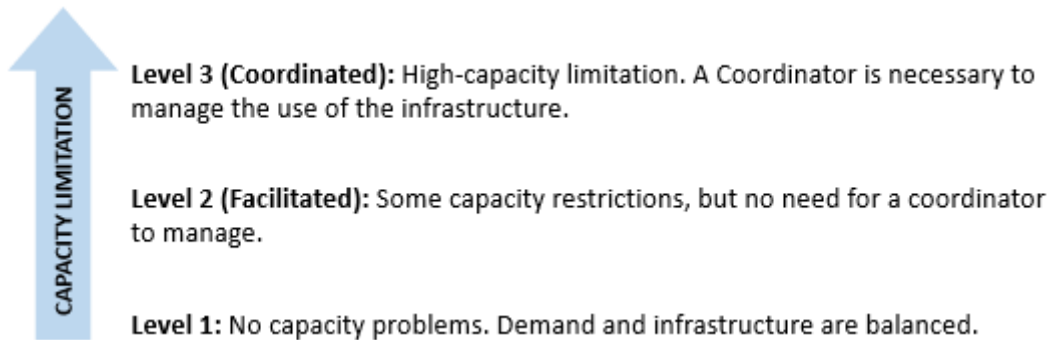
This document refers to the facilitation phase of Belo Horizonte International Airport (BHIA) as of the Summer Season (S17), and must be followed by air operators and airlines that operate commercial flight at that airport. BH Airport can modify the contents of this document any time, if necessary.

This manual has been prepared following the ANAC (Aviation Civil National Agency) Resolutions and the Guidelines World for IATA (International Air Transport Association).

## Chapter 2 - Activity Level and Airport Capacity Declaration

### 2.1 Airport Activity Level

According to IATA, airports are classified according to the saturation level of their capacity, as described below:



Belo Horizonte International Airport is declared as an Airport of Interest (or facilitated), according to IATA level 2 slot coordination in the Summer Season of 2017 (S17). In this way, the airport will use the facilitation mechanism in order to reduce the lack between infrastructure and demand. The Airport will lead the facilitation mechanism through a transparent methodology of coordination with airlines and others entities of the airway industry.

### 2.2 Capacity Declaration

The Operational Planning Area of BH International Airport will determinates the airport capacity for Terminals and Aprons. The CGNA (Air Navigation Management Center, in Portuguese) will define the runway capacity. Any capacity change will be informed immediately, and the declaration will be updated.

## Chapter 3 - Facilitation Process

The facilitation process will occur according to the guidelines established by IATA and guided by ANAC (National Civil Aviation Agency)

### 3.1 Communication

Operational Planning Area leads the facilitation activities. The staff consists of:

- Robson - Operations Manager
- Felipe Brandao Santos – Operational Planning Analyst

All requests, queries and recommendations should be addressed to the following contacts:

	Up to 3 days before the operation	Less than 3 days before the operation
<b>Contact</b>	Felipe Brandão	APOC Staff
<b>E-mail</b>	<a href="mailto:slot@bh-airport.com.br">slot@bh-airport.com.br</a>	<a href="mailto:apoc@bh-airport.com.br">apoc@bh-airport.com.br</a>
<b>Telephone</b>	+55 31 98940-2597	+55 31 3689-2037

Any communication on schedule facilitation must be done in writing and addressed to [slot@bh-airport.com.br](mailto:slot@bh-airport.com.br) for operations up to 3 (three) days before the flight operation, after this period the communication must be made in writing and addressed to [apoc@bh-airport.com.br](mailto:apoc@bh-airport.com.br). Any verbal communication will not be considered as official communication and is not recommended, except at Slots Conference.

Any communication about the time and their allocation must be done according the IATA chapter 6 - SSIM and sent electronically by email. Message sent as attachments will not be accepted.

Any communication must be done in SMA format (IATA) in local Time (LT), following the official time in Brasilia. Messages sent in UTC will be processed but allocated in our database in local time (LT).

### 3.2 Official Working Hours

From Monday to Friday (08:00a.m. - 05:00p.m.), according to the official time of Brasilia, excluding Brazilian and local holidays. National holidays on Tuesday



or Thursday can be waived on Monday or Friday, respectively. We recommend consulting the Airport Operations Center on holiday amendment to avoid delay in the time of response.

For requests within the three (3) days but outside of business hours, contact the APOC supervisor.

### **3.3 Process**

In the **Summer Season 2025 (S25)**, the process of allocating commercial flights schedules (domestic, International, passengers and cargo) will be carried out as described below:

#### **3.3.1 Disclosure of the Declaration of Capacity – 09/09/2024**

BH Airport will publish the Declaration on its website (<https://site.bh-airport.com.br/SitePages/pt/publicacoes/temporadas.aspx>).

#### **3.3.2 Historic slots distributed by coordinators (SHL) – 09/16/2024**

The Belo Horizonte International Airport is currently classified as level 2 (facilitated) and is not obligated to disclose the SHL, however for tiebreaker criteria at the initial allocation, it will be used based on the operated schedule in the **Summer Season (S24)**

#### **3.3.3 Agreed Historic Deadline (AHD) – 10/03/2024**

Due to the non-disclosure of the SHL, there is no obligation to validate it by Airline Company.

#### **3.3.4 Initial Submission Deadline – 10/10/2024**

All Airlines must submit their requests as new flights (Action Code 'N') for regular or for cargo flights.

The BH International Airport recommends that be informed the flight status (new routes, frequency, exclusion, or any relevant changes).

For a tiebreaker, will be considered the historic based in the operated schedule in the **summer season (S24)**

Historic is every flight that maintains its frequency, time of arrival and departure (accepted variation of up to 120 minutes), seat and numbers. Changes in origin or destination flight, flight number or aircraft type can be accepted.

All flights must be required in LT format.

#### **3.3.5 Initial Slot Allocation distributed to Airlines (SAL) – 11/07/2024**

BH Airport will confront all requests and identify periods when such requests exceed the declared capacity. In these conditions, the time will be allocated according to priority criteria as described in Chapter 4 of this manual. All airlines will be informed of any flight schedule changes.

### ***3.3.6 Slot Conference (SC) – 11/19/2024 to 11/22/2024***

During the SC, the Airlines that operate international and national flights will be able to discuss their schedules making exchanges and review previously denied schedules.

### ***3.3.7 IATA Series Return Deadline (SRD) – 01/15/2025***

According to the facilitation calendar, in this stage, airlines must return to BH Airport all schedules that will not be operated.

### ***3.3.8 Slot National Conference (SCB) – 01/22/2025 to 01/24/2025***

At SCB, all Airlines can review their requests previously denied, exchange schedules between airlines, return and negotiate new schedule allocations.

### ***3.3.9 Historic Baseline Date (BDR) - 01/31/2025***

The reference base is disclosed to all airlines. This base will be a reference for schedules management in the **summer season S26**.

### ***3.3.10 Season S25 – 03/20/2025 to 10/25/2025***

During the period of validity of the season, the flights listed in the reference base and their eventual changes will be operated by airline company and monitored by BH Airport. It is important to note that after the disclosure of the BDR, changes to the allocated times will be accepted as well as returns and requests for new times or flights, however, these adjustments will not be incorporated into the Reference Base.

## **Chapter 4 - Time allocation Priority Criteria**

For an efficient allocation, BH Airport will follow the priority criteria below:

### **4.1 Initial Submission (SAL)**

The Initial Submission will observe the following priority order:

1. Eligible slots historic (minimum 80% efficiency in punctuality and regularity in the previous equivalent season);
2. Slots Historic Changes that maintain the time variation of a maximum of 120 minutes, above this variation, a new slot will be considered;

3. New Slots Requests.

#### 4.2 Conflicts e tiebreakers criteria

1. Regular passenger service, with a minimum performance of 80% (regular and punctuality) in the previous equivalent season:

- a. Largest series of slots;
- b. Largest Aircraft (number of seats, but aircraft with a difference of up to 20% from the highest offered will have the same priority).

2. Regular Cargo Service:

- a. Largest series of slots;
- b. Largest aircraft (transported cargo, but aircraft with a difference of up to 20% from the highest offered will have the same priority);
- c. Higher index of total operational efficiency in the previous equivalent season.

3. Other operations.

## Chapter 5 - Facilitation Rules

### 5.1 Local Rules

For an efficient planning of international flights, BH Airport will only accept SMA messages with linked flights (arrival and departure), including the overnight flight indication (according to chapter 6 of the SSIM). Domestic flights do not need to have their schedules matched, but there must be a balance between arrivals and departures.

Any official communication must be done by email previously registered in the BH Airport contact bank.

All flights that do not constitute a series of slot (at least five equals' schedules at same day of week) must be request and allocated only after the SCB.

Any addition or change of approved schedule during the season must be requested at least 3 days before to the operation, with BH Airport being responsible for responding within that period.

In the event that a request is made within a period of less than 3 days before the operation, the airline must contact the APOC (Airport Operations) by email to [apoc@bh-airport.com.br](mailto:apoc@bh-airport.com.br) with a copy to [slot@bh-airport.com.br](mailto:slot@bh-airport.com.br).

In case of change of schedule or cancellation within the period of 2 days, the scheduled time will be maintained (there will only be an update of estimated time), which may represent a loss of efficiency and regularity.

Maximum ground time is equal to 3 hours respecting the permanence in the jet bridge area (according to the Capacity Declaration). BH Airport must analyze requests for a longer ground time. The overnights aircrafts or a longer ground time are subject to towing to remote positions, respecting the balance of the apron at the time of the operation.

BH Airport's Operational Planning will determine the capacity of aprons and terminals, while the CGNA (Air Navigation Management Center, in Portuguese) will define the runway capacity. The results of these capacity studies will be communicated to airlines as soon as they are finalized, through the Airport's Capacity Declaration:

- 1. Terminal Overload:** In the event of high demand are allowed allocation overloads and it will be compensated in the subsequent periods. The values are defined in the Airport's Capacity Declaration.
- 2. Apron Area Overload:** Are allowed if the airline with a high ground time owns a hangar at airport area, in case, it undertakes to tow the aircraft after the passengers disembarking.
- 3. Runway Overloads:** are not allowed.

It is APOC's responsibility to confirm or reject any schedule request. If any stakeholder has any objection in relation to the time allocation process, the latter must send a writing recommendation to the email address [slot@bh-airport.com.br](mailto:slot@bh-airport.com.br). However, the APOC has autonomy over actions to such recommendations.

Any change in this document, with no previously advice or discuss with the stakeholders. The update of this manual will be communicated in appropriated time for the adequacy actions by all those involved in the airport facilitation process.



## 5.2 General Rules

The time allocation does not include permission for air service. After confirming the schedule at BH Airport, the airline is responsible for registering the flight with ANAC. In case of the airline does not obtain the authorization in time for operation, it must be informed to BH Airport as soon as possible.

The schedules can be exchanged between airlines under BH Airport supervision, respecting the airport capacity.

## Chapter 6 - Schedule Monitoring

The schedule monitoring is realized to ensure the most efficient use of airport resources, so that quality, flexibility and effectiveness of the facilitation process are developed.

The main objective of the monitoring is providing collaborative support to the airlines in their operations and avoid underutilizations of airport schedules.

Every month, results of regularity (minimum of 80%) and punctuality (75%) of the airlines will be presented at ACDM meetings, carried out by Airport Operations Center. At this meeting, the airlines will be given the opportunity to present a solution to adapt the operation to the flight schedule.

In case of flight series that do not have their operation adequate to the schedule, within the period defined in the ACDM meeting, will cause discussion with the airline to review the continuity the schedule.



**Coordinated Airports and Interest Airports  
Activities Calendar / Summer Season 2025 (S25)**

<b>ACTIVITIES - ANAC RESOLUTION 682</b>	<b>SUMMER SEASON (S25)</b>
Disclosure of the Declaration of Capacity	09/09/2024
Historic Slots Distributed by Coordinators (SHL)	09/16/2024
Agreed Historics Deadline (AHD)	10/03/2024
Initial Submission Deadline (ISD)	10/10/2024
Initial Slot Allocation distributed to Airlines (SAL)	11/07/2024
Slot Conference (SC)	11/19/2024 to 11/22/2024
IATA Series Return Deadline (SRD)	01/15/2025
Slot National Conference (SCB)	01/22/2025 to 01/24/2025
Historics Baseline Date (BDR)	01/31/2025
Duration of Season	03/30/2025 to 10/25/2025
<b>Ordinance No 13.355/SAS, From December 13th, 2023</b>	
<b>Calendar Source: ANAC</b>	

