

# REPUBLIC OF ALBANIA

## Non-AIRAC

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## UEFA EUROPA CONFERENCE LEAGUE FINAL SLOT COORDINATION PROCEDURE

Attention Air Carriers who will operate flights to Tirana International Airport (TIA) between 24<sup>th</sup> May and 26<sup>th</sup> May 2022 for the UEFA Europa Conference League Final.

- The Event Slot Clearance Requests (SCRs) processing will start on date 06/05/2022. Official closing date for charter flight slot applications and clearance permit is 15/05/2022.
- Slot requests for charter and general aviation flights must be sent in SCR format to e-mail: [ihuqi@tirana-airport.com](mailto:ihuqi@tirana-airport.com) and [info-trafficrights@acca.gov.al](mailto:info-trafficrights@acca.gov.al).
- The limitations are not applicable to charters from team flights in the relation to the final match. Details of such flights must be included in the "SI" field for the slot request.
- A team flight is a flight carrying players, the team trainer and his assistants, others directly linked to the respective team and flights with relatives. Flights carrying VIPs, sponsors, management of the respective national football organization are not considered as team flights.
- All SCRs shall contain turnaround arrival and departure requests (linked format) in order to secure parking (including ferries with service type "P").
- Due to high volume of traffic, there may be difficulties with fueling. But if fueling is necessary, fueling companies will provide fueling only on arrival. In this case crew must be present, or the aircraft must be open during parking with responsible person for fueling on board.
- To ensure the flight departure on time, the aircraft APU shall be serviceable.
- After arrival at TIA the crew must remain onboard during the time enough to obtain the ground handling services straightly on arrival.
- The crew must be present at TIA 2 hours before departure due to crew transfer times to remote parking area, aircraft handling, etc. The crew meeting point-information counters in Main Terminal, and Business Aviation Terminal, dependently on terminal determination for each operator.
- Aircraft Operators intending to operate flights specially for this event must use service type "O" when applying for the live sectors.
- Each arriving passenger on special/charter flights for this event:
  - shall have valid travel documents (passport has to be valid at least 3 months, or a valid ID card for the EU citizens);
  - be checked in and have boarding pass printed for return flight at the Origin airport to minimize time of departure procedures;
  - No checked baggage allowed on charter flights arriving on match day and leaving after match.

- Slot allocation will follow this priority:
  - State flights;
  - Scheduled flights;
  - Team Flights;
  - Club's VIPs, sponsors, media, and guests;
  - Special and charter (service type O) flights for this event operated on aircraft code (C only);
  - General Aviation flights (aircraft codes A and B);
  - Others.
- Due to the foreseen lack of the ordinary parking stands, aircraft will be handled on apron and then will be repositioned on the non-ordinary parking stands on the taxiways.
- Push-back and towing equipment only for aircraft type: A320 family, B737 family.
- Since Airport Authorities will separate charters with fans onboard between different timeframe, we shall need the following information to be presented:
  - Charter Agreement (with football club or tour operator);
  - Team Name, if applicable;
  - Fueling Company Name;
  - Payment Method (payment for ground handling services and airport fees shall be provided through prior agreement or Proforma);
  - Crew Accommodation During Match;
  - Any Other Important Information on Passengers Onboard (team, official supporters, fans, specific VIP requests.).
- An example of an SCR we would expect:  
  
SCR  
S22  
10MAY  
TIA  
NXX001 XX002 24MAY 180320 YYY1200 01301YYY OO  
SI 24/7 TEL NUMBER, E-MAIL ADDRESS  
SI OPERATION ON BEHALF OF THIS TEAM  
SI PAYER NAME  
SI PAYMENT METHOD  
SI FUELING COMPANY NAME  
SI CREW ACCOMMODATION DURING MATCH  
SI COACHES OPERATOR XXX, NAME, PHONE, E-MAIL  
SI ANY OTHER INFO  
GI BRGDS
- For general aviation flights, in the SI (supplementary information) field of the SCR, the following information shall be presented:
  - Contacts 24/7 (e-mail and phone number);
  - Team Name, if applicable;
  - Passenger and Ground Handling Agents;
  - Fueling Company Name;
  - Payment Method (payment for ground handling services and airport fees shall be provided through prior agreement or Proforma);
  - Crew Accommodation During Match;
  - Any Other Important Information on Passengers Onboard (team, official supporters, fans, specific VIP requests).
- This information shall be submitted at least 72 hours before ETA.
- If the above mentioned information will not be provided, slot request will be rejected.

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Due to the limited number of stands and large number of planned operations, refusal to grant approval for parking may be expected. In case the approval for longer parking has not been granted, aircraft relocation to alternative aerodrome should be taken into account.

For the Flight Plan submitted for acknowledge to EUROCONTROL, please insert at field 18 Remark.

RMK/ (Support Team name)

Additional Information may be obtained from:

**TIA Operation Duty Manager:**

Post: Operation Duty Manger  
Working hours: 24h  
Phone: + 355 4 381 600/ 753, Mob.: +355 692022005  
Email: odm@tirana-airport.com  
SITA: TIAAPXH, TIACOXH  
URL: www.tirana-airport.com

**TIA Ground Handling Department:**

Post: Izmirin Huqi  
Ground Handling Director  
Phone: +355 4 2381 703, Mob.: +355 698022777  
Fax: +355 4 2381 545  
Email: ihuqi@tirana-airport.com  
URL: www.tirana-airport.com

Fuel Companies:

**Air BP Fuel Company**

Post: Nexhmedin Krasniqi  
Station Manager  
Phone: +355 68 90 49539  
Email: Nexhmedin.Krasniqi@ec1.bp.com

**AV International Group Sh.a Fuel Company**

Post: Besmir Bare  
Site Manager  
Phone: +355 52 250 013, +355 694079371  
Email: besmir.bare@romanoport.com.al, office@avinternationalgroup.al

Suggested alternative airports:

**Kukes International Airport**

Post: Altin Janku  
Operation Manager

Phone: +355 697015951

Email: operations@kuiport.al

Operational hours: SR-SS (Please refer to AIP Albania)

**Prishtina International Airport:**

Post: Arben Hoti  
Slot Coordination Manager

Phone: +383 49 911 333

Email: ahoti@limakkosovo.aero

Post: Rrona Randobrava  
Revenue Manager

Phone: +383 49 911 060

Email: rrandobrava@limakkosovo.aero

Post: Jasemine Kamberi  
Assistant to COO

Phone: +383 49 911 301

Email: jkamberi@limakkosovo.aero

**Podgorica International Airport:**

Post: Head of Operations

Phone: +382 20 444 240

Email: mihailo.cupic@apm.co.me

Post: Head of Handling

Phone: +382 20 444 237

Email: vlado.jecmenica@apm.co.me

Post: Operations

Phone: +382 20 444 242

Email: dispatch.podgorica@apm.co.me