

APPROVED BY
Order No 1R- 153 of
the Chief Executive Officer of State
Enterprise Lithuanian Airports of
4 September 2018

Description of Procedure for Allocation of Aircraft Parking Stands

The purpose of this Description is to determine the priorities for the allocation of aircraft parking stands at SE Lithuanian Airports Vilnius Branch.

The Airport Operational Unit of the Operations Division of SE Lithuanian Airports, Vilnius Branch, shall be responsible for the allocation of aircraft parking stands.

1. Concepts and Definitions

- 1.1. **Remote aircraft parking stand** means a stand where for the purposes of servicing an aircraft, passengers are transported by buses.
- 1.2. **Contact aircraft parking stand** means a stand where a telescopic boarding bridge is used for passenger boarding to/from the aircraft (stands 45-50).
- 1.3. **Aircraft parking stands used for passenger boarding to/from the aircraft on foot** mean stands 1, 2, 45, 46A, 47A, 48, 48A, 49A, 50 and 29 (a single scheme of all stands is provided in Annex No 1 to this Procedure).

2. General Principles for the Allocation of Aircraft Parking Stands

- 2.1. In accordance with the stand availability during flight arrival and/or departure, taking into account a flight schedule.
- 2.2. In accordance with the stand parameters (length, width) and aircraft dimensions (wing span, aircraft length).
- 2.3. To achieve the optimum efficiency of service in aircraft parking stands, aircrafts shall be parked in the apron in the order based on the aircraft ground handling companies performing their handling procedures.
- 2.4. Aircraft parking stands 35, 36, 37 are allocated, if possible, to the aircrafts undergoing technical maintenance.
- 2.5. Aircraft storage area behind parking stand 54 is allocated for long-term parking (repair, preservation).
- 2.6. If an aircraft arrives prior to the scheduled arrival time and the allocated stand is occupied, the aircraft that arrived too early may be allocated the remote aircraft parking stand.
- 2.7. If an aircraft arrives after the scheduled arrival time, the pre-assigned parking stand shall not be allocated if it negatively affects the allocation of stands to other aircrafts.

2.8. The requirements of the State Border Guard Service are taken into account when allocating the stands.

2.9. The minimum time between the flights that are pre-assigned the same parking stand is 30 minutes (40 min during the calendar winter period). If the time between the flights is less than 30 min (less than 40 min during the calendar winter period) a later arriving aircraft shall be assigned the remote aircraft parking stand.

2.10. Due to the airport infrastructure characteristics, the stands 45, 46, 46A, 47A, 48, 48A, 49A and 50 for passenger boarding to/from the aircraft on foot are allocated only if it does not interfere with the use of a telescopic boarding bridge to carriers requesting to use it.

2.11. In order to ensure the security of passengers, the movement on foot from/to the aircraft parking stands 1 and 2 shall be prohibited, if aircraft ground handling is performed or aircraft arrival/departure is planned in aircraft parking stand 45.

2.12. If an aircraft has to be towed to another parking stand due to changes in aircraft rotation or a malfunction, the airline shall bear the related costs incurred by the aircraft ground handling company.

3. Priorities for the Allocation of Stands

	Contact stands	Aircraft parking stands, which are available for passenger boarding to/from the aircraft on foot	Remote stands
	45-50	45, 46, 46A-49A, 48, 50, 1, 2, 29	Remaining
Priorities	1. For aircrafts using telescopic boarding bridges.	1. Only if there is no need to use aircraft parking stands 45-50. 2. *Aircrafts with a higher number of departing passengers. *During peak time when several aircrafts of different airline companies depart in an hour, in view of the airport infrastructure specifics, the aircraft parking stand, where the boarding of passenger on foot is possible, is allocated to the airline company the aircraft(s) whereof carry a higher number of departing passengers at that time.	1. Aircrafts with less than 100 seats. 2. Aircrafts with a time between flights exceeding 2 hours.
The actual allocation of aircraft parking stands may be subject to amendment depending on the operational circumstances			