

BROMMA STOCKHOLM AIRPORT COORDINATION COMMITTEE (BACC)

RULES OF PROCEDURE

BACKGROUND EC 95/93

In Article 5 of Regulation (EEC) No 95/93 the responsible authority shall ensure that a Coordination Committee is set up at a coordinated airport. The same Coordination Committee may be designated for more than one airport. Membership of this Committee shall be open at least to the air carriers using the airport(s) in question regularly and their representative organizations, the managing body of the airport concerned, the relevant air traffic control authorities and the representatives of general aviation using the airport regularly.

1. THE COORDINATION COMMITTEE

The tasks of the Coordination Committee shall be to make proposals concerning or advise the coordinator and/or the member state on:

the possibilities for increasing the capacity of the airport determined in accordance with Article 3 or for improving its usage

the coordination parameters to be determined in accordance with Article 6

the methods of monitoring the use of allocated slots

local guidelines for the allocation of slots or the monitoring of the use of allocated slots, taking into account, inter alia, possible environmental concerns, as provided for in Article 8(5)

suggestions for improvements to traffic conditions prevailing at the Airport in question

serious problems encountered by new entrants, as provided for in Article 10(9)

discussions on all questions relating to the capacity of the Airport

mediation between all parties concerned on complaints on the allocation of slots, as provided for in Article 11

2. Members and observers

2.1 Membership of the Committee is open:

to operators with scheduled traffic

to operators with AOC based on Bromma

to airport operator

to ANSP

to the coordinator responsible should also attend the meetings as an observer

to air carriers intending to use the airport on a regular basis shall be accepted as observers
to a representative of the Swedish competent member state authority shall be invited as observers

2.2 There shall be a register of members and observers and each member is responsible of notifying the Secretary of correct name with address, telephone and email-address

2.3 New members shall contact the Secretary in order to be called as a member to the BACC

2.4 Each Member shall delegate an individual to be its Authorized Representative ("the Authorized Representative") at Meetings

2.5 No Member shall be represented by more than one Authorized Representative

2.6 Each Member and observer can bring up to two advisors to each meeting

2.7 When an airline cease to operate on a regular basis at BMA, this airline will no longer be a member of the BACC

3. Voting

3.1 The following procedures shall apply whenever a vote is required

At the spring BACC slot committee meeting for the following summer season the number of voting rights will be based on the slot status from the historic baseline date registered on 31 January for that summer season together with statistics from the current winter program

At the autumn BACC slot committee meeting for the following winter season the number of voting rights will be based on the slot status from the historic baseline date registered on 31 August for that winter season together with statistics from the current summer program

3.2 The total number of votes is 900 representing 100%

The secretary of the Committee shall determine the 708 votes of the air carriers between them in proportion with the number of slots calculated under paragraph 3.1.

The secretary of the Committee shall determine the 92 votes of the General Aviation representatives between them in proportion with the number of slots calculated under paragraph 3.1.

If one carrier receives more than 40% of the votes their share will be limited to 40%. The secretary will recalculate the total of votes that exceed 40% and allocate them to the other carriers proportionately. This is based on 4 carriers or more.

3.3 The remaining 100 votes will be allocated as follows:

Airport Authority (Swedavia) 50 votes

Air traffic Control (LFV) 50 votes

3.4 An operator may vote for itself

3.5 The coordinator has no voting rights

3.6 The complete list of voting rights per operator will be distributed by the coordinator prior to the meeting

3.7 Disputes about voting procedures or the number of votes a member is entitled to cast shall be settled in the meeting

4. Meetings

4.1 The annual meeting takes place during spring. At least one other meeting should take place in the autumn

4.2 The secretary shall give at least seven clear day's written notice of meetings to each member and observer

4.3 The secretary shall prepare the agenda in cooperation with the chairman

4.4 The report of the discussion in the committee shall be in English

5. Alterations of the Rules of procedure

5.1 Any alteration of these rules of procedure must be approved by at least two thirds of the votes cast at a meeting

5.2 Written requests for a meeting to alter these rules of procedure must be received by the secretary not less than fifteen clear days before the meeting at which the alteration is to be considered

5.3 At least ten clear working days' notice in writing of such a meeting setting out the terms of the alteration to be proposed shall be sent by the secretary to each member and observer

6. Chairman and Secretary

6.1 The chairman is the Airport director at Bromma Stockholm Airport

6.2 The Secretary shall be an employee of Bromma Stockholm Airport but shall be a different person from the airport's authorized representative

7. Subcommittees

7.1 The Committee may appoint sub-committees

8. Costs and expenses

8.1 Reasonable and proper administration cost shall be met by Bromma Stockholm Airport

9. Agenda

Meeting opened

Appointment of keeper of the minutes

Minutes from last meeting

Information from Bromma Stockholm Airport

Information from the LFV, Swedish Air Navigation Service

Information from the ACS, Airport Coordination Sweden

Information from the Swedish Transport Agency

Other issues

Next meeting

Meeting closed