

# Handling Regulations

These Handling Regulations has been translated directly from the Danish language.  
In the event of any discrepancies between the Danish and English language versions, the Danish  
language version is the governing text.

ODE / EKOD

Hans Christian Andersen Airport

These regulations are valid from 1. January 2022

§1.	General information .....	3
§2.	Ramp Handling .....	5
§3.	Passenger Handling .....	6
§4.	Premium Handling .....	7
§5.	Others .....	8
§7.	Cancellation .....	9



## §1. General information

### Article 1 Opening hours

The airport opening hours are according to AIP Danmark. PPR for opening of the airport outside official opening hours.

### Article 2 Exemption from tariff regulations

By exception, the management of HCA Airport may grant writing exemption from these tariff regulations.

### Article 3 VAT

All prices are exclusive of VAT. VAT will be added according to the VAT Act.

### Article 4 Payment

Debtor with address in Denmark, Greenland and Faroe Islands – payment options:

- Invoice forwarded per email. Payment term 10 days nett
- Credit card
- Mobilepay 92243. Aircrafts registration and invoice number indicated

Debtor with address outside Denmark, Greenland and Faroe Islands – payment options:

- Credit card
- Bank transfer – prior agreement minimum 72 hours before landing
- Invoice forwarded per email – prior agreement minimum 72 hours before landing. Payment term 10 days nett

Commercial cards, issued within or outside of EU/EEA and private cards issued outside EU/EEA, will be surcharged with a fee, which will be shown on your receipt. The fee rate may vary depending on the type of card and the country of origin.

### Article 5 Failing payment

In the event of failing payment charge and interest rate may be added.

Failing payment will cause cash payment in the future and any agreement about invoice payment will be cancelled.

### Article 6 Non-payment

In the event of non-payment of fees, the regulations in § 71 and § 146 of the Air Navigation Act apply about distress and lien.



Article 7 Responsibility  
HCA Airport is not responsible for theft or damage caused by fire, water etc. to the aircraft, its equipment, crew, passengers, landing etc. during the aircraft's stay on the airport grounds, inside or outside of hangars.

Article 8 Currency  
Payment in DKK and EURO. All prices are indicated in DKK.  
Exchange rate 7.4 DKK per 1.0 EURO.

Article 9 Weight limits  
All weights limits (mass limits) in these regulations are the highest MTOW in kilogram in accordance with the aircraft's flight manual.

Article 11 Fuel  
Jet A1 and AV-Gas per Air BPs tariff.

Payment methods:

1. Air BP Sterling card - recommended for easy and fast expedition
2. Air BP Contract
3. Air BP Fuel release
4. Cash to HCA Airport (see § 1 article 4)

Payment methods 2 and 3 demand, that the airline company in advance contacts AIR BP and gets a fuel release. It is not possible to tank fuel, before fuel release is received from Air BP.

It is only the airline company responsibility to catch up the fuel release.

Air BP: +97 15 04 53 60 32 or [airbpoutofhours@bp.com](mailto:airbpoutofhours@bp.com)



## §2. Ramp Handling

- Marshalling
- Placement and removal of chocks
- Stairs
- Engine start-up assistance
- Assistance for closing of aircrafts doors
- Transport and loading of baggage – not large baggage fx. musical instruments and ski

MTOW	DKK
0 - 19.999 kg	333,- per hours or part thereof
20.000 - 39.999 kg	733,- per hours or part thereof
40.000 - 59.999 kg	867,- per hours or part thereof
60.000 - 79.999 kg	1.000,- per hours or part thereof
80.000 kg -	1.133,- per hours or part thereof

For all aircrafts with MTOW exceeding 5.700 kg Ramp Handling is compulsory.

Minimum payment is 3 hours.

Aircrafts taxis directly to repair shop or hangar are exempt.

Ramp Handling starts 2,5 hours before scheduled departure.

Ramp Handling starts 1 hour before scheduled arrival, if there are no departing passengers.



### §3. Passenger Handling

- Baggage weighing
- Passenger check-in
- Passenger boarding and de-boarding on the pilot`s request

Number of seats	Passenger handling DKK
1 - 49	300,- per hours or part thereof
50 - 99	500,- per hours or part thereof
100 - 149	700,- per hours or part thereof
150 - 199	900,- per hours or part thereof
200 -	1.100,- per hours or part thereof

Minimum payment is 3 hours.

Ramp Handling starts 2,5 hours before scheduled departure.



## §4. Premium Handling

Premium Handling includes:

- Coordinating car rent, limousine service, hotel and catering
- Filling of hot water and coffee
- Ice cubes
- Toilet and water service (not drinking water)
- Disposal of waste
- Ground power
- Access for vehicles at airside at upon arrival and departure

Premium handling is booked minimum 48 hours before landing:  
[handling@hca-airport.dk](mailto:handling@hca-airport.dk)

Premium handling DKK 2.000,- per aircraft.



## §5. Others

Air starter .....	DKK	1.000,-
Ground power pr. hours or part thereof .....	DKK	450,-
Toilet and water service (not drinking water) .....	DKK	525,-
Vehicle access per vehicle per time .....	DKK	500,-
Catering Ramp Handling <sup>1</sup> .....	DKK	900,-
Interior Cleaning <sup>2</sup> .....	DKK	2.500,-
Ice cubes per 2 kg.....	DKK	75,-
Coffee / hot water per pitcher / container .....	DKK	75,-
De-ice at a time exclusive liquid.....	DKK	1.250,-
De-ice per litre liquid .....	DKK	40,-
Crew per hour or part thereof.....	DKK	600,-

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<sup>1</sup> Standard Ground Handling Agreement of 2013, Section 3, 3.15.1, 3.15.3

<sup>2</sup> Standard Ground Handling Agreement of 2013, Section 3, 3.10.1(b)(2,4,6,8)





## **§7. Cancellation**

Article 1 Service due to these handling regulations will be invoiced with 25%, if the services are cancelled under 48 hours and before 24 hours before landing.

Article 2 Service due to these handling regulations will be invoiced with 50%, if the services are cancelled under 24 hours before landing.



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Email [handling@hca-airport.dk](mailto:handling@hca-airport.dk)

These handling regulations replace all previous handling regulations

