



**Bulletin 01/2017**

**Operating Rules**

**“Benito Juarez” Mexico City international Airport**

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Guidelines for the Assignment of Landing and Takeoff Times (SLOTS).

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# **GUIDELINES FOR THE ASSIGNMENT OF LANDING AND TAKEOFF TIMES (SLOTS)**

## I. Identification Sheet

### Description

This document sets the guidelines to follow for the Assignment of Landing and Takeoff Times (SLOTS) for the “Benito Juárez” Mexico City International Airport (AIBJCM), identifying the general principles for the assignment of SLOTS.

Additionally, it shall identify the initial and season assignment procedures for the landing and takeoff times, among other criteria.

### Objectives

- Guarantee compliance with landing and takeoff times at the AIBJCM.
- Identify the general principles for the assignment of landing and takeoff times at the AIBJCM.
- Publicize the occupation criteria and the eligibility for the right of historical preference.
- Identify the methodology for supervision, evaluation, and rating of the occupation of landing and takeoff times.

### Scope

This guideline shall take effect directly for all Civil Air Transportation that requires the use of a SLOT, for arrival and/or departure from the AIBJCM.

### Type of Process

- Substantive
- Internal Management

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## II. Guidelines

### ONE. OPERATING HOURS

The Benito Juárez International Airport, Mexico City (AICM), has an ordinary operating time of twenty-four hours, from 00:00 a.m. to 23:59 (H-24, PIA - AGA 1-0), therefore the concessionaires or permit holders for regular air transportation of passengers and cargo, as well as non-regular under the passenger charter modality, may request the assignment of a landing and takeoff time during these hours, except those permit holders of non-regular air transportation under the cargo-charter modality and for maintenance and repair work in the workshops located in the airport, which may only request that times are assigned to them within the operating period of 23:00 to 23:59 and from 00:00 to 05:59 a.m. (Executive Order published in the Official Gazette of the Federation on January 13, 1994).

These guidelines are regulated pursuant to the provisions of the General Fundamentals for the Assignment of Landing and Takeoff Times in Airports in Conditions of Saturation, which shall be referenced as General Fundamentals.

### TWO. THE ASSIGNMENT OF LANDING AND TAKEOFF TIMES SHALL BE MADE CONSIDERING

- a) The landing and takeoff times are assigned in order to organize and plan the flights at the AICM and shall be grouped in ranges of five minutes (from 0 to 55 minutes) for each hour, ranges that may be broadened from ten minutes (0 to 60 minutes) to 15 minutes (0 to 45 minutes), after listening to the recommendations of the Operation and Times Committee.
- b) The landing and takeoff times are assigned exclusively for the aircraft flights of the air carriers.
- c) The air carriers must have a landing or takeoff time assigned before operating at the AICM. Some types of flights (for example, humanitarian-aid flights or diplomatic flights, as well as those that are a consequence of bilateral agreements by the federal government), since they are of an official nature and are attended to on airport platforms, are subject to authorization by the competent authority and are subject to assignment of times on the authorized airport capacity.
- d) The air carriers must not intentionally operate services at a time that is considerably different or at a time other than that assigned by the airport administrator, except in unforeseen circumstances or force majeure. All operations that the airport administrator identifies in this circumstance with "ad hoc" times shall be reported directly to the airport authority for the corresponding sanctions. All noncompliances of times assigned prior to the beginning of the season and those assigned in a monthly manner shall be evaluated by the Delays Subcommittee pursuant to the provisions of article 97 and 132 Bis of the Regulations of the Airports Law.

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- e) The assignment of times shall be made on a series of landing and takeoff times, that is, at least five landing and takeoff times requested for the same time and on the same day of the week, distributed regularly in the same season, and assigned in this way, or if this way is not possible, assigned to the same time approximately, therefore the air carrier may identify times with historical priority with a difference of 10 minutes maximum, provided that it does not modify the flight numbers that make up this series. Additionally, the air carrier may modify the flight number in a series, provided that it is for the same type of operation (arrival or departure) and the time assigned is identical.
- f) An air carrier may keep using a series of landing and takeoff times based on their historical right after having accredited their use on 85% or more of the occasions and having had delays, for reasons attributable to the air carrier according to the resolutions of the Delays Subcommittee, on 15% or less of the occasions.
- g) The assignment of landing or takeoff times shall be done during times declared saturated for transfer, concentration, or positioning flights and must be coordinated with the airport administrator.
- h) The supervision, evaluation, rating, and determination of the occupation of assigned landing or takeoff times, as well as the calculation of the occupation percentage of 85% or its noncompliance over 15% for delays attributable based on the determinations of the Delays Subcommittee shall be the responsibility of the times coordinator designated by the Civil Aeronautics Office, the provisions of the General Fundamentals that sets the duties of the times coordinator shall be applicable.

### THREE. THE GENERAL PRINCIPLES FOR THE ASSIGNMENT OF LANDING AND TAKEOFF TIMES

The airport administrator, listening to the recommendations of the operations and times committee and pursuant to the reports issued by the times coordinator, shall assign the landing and takeoff times only to the air carriers that request them each season in order to organize and plan the flights at the airport, as well as to make efficient use of the operation capacity of all the restricted components of airport infrastructure, such as runways, taxiways, aircraft parking zones, gates, terminal capacity, and environmental limitations.

The airport administrator shall assign the landing and takeoff times according to the declared operation capacity at the airport; the assigned quantity of landing and takeoff times must not exceed the airport's operations capacity per hour.

For the purposes of assignment, the following regulatory principles shall be followed:

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- I. The airport administrator shall assign the landing and takeoff times pursuant to the provisions of article 95, section I, letter a, of the Regulations of the Airports Law:
  - a) Regular passenger;
  - b) Non-regular air transportation under the passenger charter modality;
  - c) Regular cargo; and
  - d) Non-regular air transportation under the cargo charter modality, which shall be assigned under the ad hoc regimen and within the time provided for pursuant to the provisions of Guideline One and may be requested with a maximum period of 24 hours before their operation.
  
- II. The airport administrator shall prioritize assignment according to the following:
  - a) To the air carrier that occupied them in the previous equivalent season (historical priority), provided that it has complied with the occupation requirements set in Fundament Five of the General Fundaments.
  - b) To the air carrier that requested changes to the times with historical priority; and
  - c) To the air carrier that sent landing and takeoff times for their planned operations in its initial requests and used the times under an ad hoc regimen that are part of a series at the end of the previous equivalent season, provided that it has met the occupation requirements. The air carrier has the obligation to prove to the times coordinator that it requested this prior to the beginning of the season, that it used it as an ad hoc time, and that it was part of a series at the end of the season.
  
- III. After assigning the landing and takeoff times indicated in section II herein, the airport administrator shall set up a reserve fund that shall include any new time created, which shall be assigned to air carriers that request it pursuant to the following:
  - a) 50% to the air carriers that request them having less than 5 times at that airport and on that day (New Entries), unless these requests are less than 50%; and
  - b) The remaining 50% shall be assigned to air carriers that already operate at the airport and that have requested them.

The landing and takeoff times in the reserve fund shall be assigned pursuant to the following priority principles:

1. To the air carrier that provides regular passenger service as well as non-regular under the charter passenger modality, with respect to regular and non-regular charter cargo, provided that the latter is requested in the time provided for in guideline one.

Prior to the assignment of landing and takeoff times for air carriers that provide the service of regular cargo in their capacity as new entries and given the limitation of positions for this type of aircraft, the airport administrator must verify that the stay times and landing and takeoff times requested shall not be the cause of delay for the carrying out of its operation or of other cargo air carriers.

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2. The broadening of an existing operation to operate during the entire year on the requests for new times and provided that the broadened landing and takeoff time does not correspond to a historical time of another air carrier.

In the event of a tie, the reserve fund times shall be assigned according to the order in which the requests were presented.

- IV. The air carriers may only obtain ad hoc times pursuant to the provisions herein;

When the airport administrator or the times coordinator notices that an air carrier or operator has carried out a landing or take off operation without having an assigned time, they must provide immediate notice to the airport commander so that the corresponding sanction may be placed, including that provided for in article 87, section XII of the Civil Aviation Law.

- V. The landing and takeoff times may be transferred or exchanged between air carriers, provided that both are current with payment of the services indicated in article 96 of the Regulations of the Airports Law; the time in question having been used for at least two equivalent seasons by the original carrier, and notifying the airport administrator of the operation, specifying the time in question, pursuant to article 98 of the Regulations of the Airports Law.
- VI. The landing and takeoff times that do not have a specific route, aircraft, or flight number, the air carrier that they are assigned to may change them from one route or type of service to another, after notification to the airport administrator.
- VII. It shall be the air carrier's responsibility to prove to the times coordinator that the landing and takeoff time was used within a series.
- VIII. The determination of times occupation shall be based on the touchdown (arrivals) and takeoff (departures) times; all of the activities related with the times, including the determination of historical times, shall be stated in UTC, unless an agreement is made to the contrary in the Operation and Times Committee.

### **FOUR. INITIAL ASSIGNMENT PROCEDURE FOR LANDING AND TAKEOFF TIMES**

Only during the two seasons immediately following the implementation of the General Fundamentals for the assignment of landing and takeoff times in airports in conditions of saturation, the airport administrator must identify the historical landing and takeoff times as those assigned in the equivalent previous season.

From which the air carriers must present their request on internationally recognized message forms.



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The airport administrator must carry out the times assignment procedure pursuant to the criteria and priorities provided for in Guideline Five.

### **FIVE. ASSIGNMENT PROCEDURE FOR SEASON LANDING AND TAKEOFF TIMES**

Only for the two seasons immediately following the implementation of the General Fundamentals shall the airport administrator adjust the season start times according to the dates set in section XXXIII of Fundament Two of the General Fundamentals and shall send to each air carrier the details of their times assigned in the previous equivalent. With the dates of the season to be assigned.

After two seasons have gone by, it shall be the responsibility of the times coordinator to deliver to the air carrier the details of their historical times for their review and analysis, before the sending deadline for the list of historical landing and takeoff times.

The air carriers must review the information sent and if they do not agree with the determination of historical times, they must get in touch with the times coordinator as soon as possible to resolve the differences before the agreement deadline for historical landing and takeoff times. The times coordinator shall be the one who attends to the differences and shall inform the airport administrator of what is resolved with each air carrier for their historical times.

The initial requests for historical season times by air carriers must be done based on a series of times and be presented before 23:59 UTC on the sending deadline for initial requests stipulated in the coordination activities Calendar. When presenting their request, the air carriers must use the message forms specified by the airport administrator and, if applicable, indicate priority over the time.

The air carriers must make the requests according to the calendar provided for in Fundament Twenty of the General Fundamentals and using the SSIM message forms required to proceed to attend to the landing and takeoff times request.

The times requests must contain at least the following information:

- a) The date on which the request is presented;
- b) The specific day and time for each operation that it plans on carrying out;
- c) If it is a landing and takeoff operation;
- d) The route;
- e) The flight number;
- f) The characteristics of the aircraft that is planned on being used in the operation; and

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- g) For new times, it must also be indicated if what is being requested is a series of times and/or individual times to complete a series in that capacity. The airport administrator shall not consider requests that do not contain the indicated information.

The airport administrator must verify that the times requested in series by the Air Carriers effectively adhere to the definition of a Series of Times provided for in a letter e) of a guideline two.

The air carriers that do not present their request to the airport administrator on time and correctly invoking priority shall not be assigned landing and takeoff times over which they have that priority in accordance with their occupation.

The airport administrator shall assign the landing and takeoff times according to the available operation capacity, based on the initial request (by season) by the air carriers, according to the following:

- I. The series of times over which the air carriers have historical priority or are formed at the end of the season according to the provisions of Fundament Five of the General Fundaments and corresponds with what is reported by the times coordinator;
- II. The series of landing and takeoff times requested by air carriers in exchange for series of times over which they have historical priority and which are done according to the following:
  - a) The number of times that form the series or, if applicable, the series over which it has historical priority and that are planned on being changed must be equal to or less than the number of times found in the series that are planned on being obtained through the change;
  - b) The change is subject to availability of the times that are requested;
  - c) They may only be done with regard to times that correspond to times subject to saturation in the airfield; and,
  - d) In the event that there are two change requests in a single time and/or series, this shall be assigned taking into consideration the following criteria:
    1. The air carrier that meets the occupation criteria defined in Fundament Five of the General Fundaments;
    2. The time requests that have the purpose of prolonging an existing operation to form an operation for the entire year, provided that the broadening is not on a historical time of another air carrier; and
    3. The effective period of operation for the time that is planned on being obtained through the change; that is, the air carrier that requests assignment of a time to schedule and operate flights during a greater operation period in the same season.

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- III. The reserve fund times shall be assigned pursuant to the provisions of Fundament Four of the General Fundaments. The airport administrator must verify if the air carrier effectively qualifies as a New Entry pursuant to Fundament Seventeen of the General Fundaments; and
- IV. The times coordinator must inform each air carrier, for their review, of the results of the initial coordination, sending the list of initial assignments of landing and takeoff times no later than 23:59 UTC on the deadline for its sending as set in the coordination activities Calendar. This list must be sent at the same time to all air carriers that have requested times at the airport.
- V. The historical landing and takeoff times shall be proposed by the times coordinator to the airport administrator and to the air carriers, in a maximum period of 30 days after the date of reference for historical times, which is when the calculation is done for occupation on 85% or more of the occasions or had delays, for reasons attributed to the Air Carrier, according to the resolutions of the Delays Subcommittee, on 15% or less of the occasions.

### SIX. OCCUPATION CRITERIA AND ELIGIBILITY FOR THE RIGHT OF HISTORICAL PREFERENCE

Historical priority for a series of times shall be identified by the times coordinator, pursuant to section V of Guideline Four.

The times coordinator must punctually provide information to air carriers about the flights that may not meet the minimum use and punctuality requirement of 85% during the season, to allow the air carrier to take the appropriate measures and allow it to keep it in the determination of historical times on the agreement deadline for historical times.

In order to account for these occupation percentages, the following must be considered:

- I. For a new series of times assigned after the sending deadline for the list of initial assignments of landing and takeoff times, the number of times in the series and the date of the first assignment shall be used as a basis to calculate the occupation.
- II. If the operation period for a series of times is broadened after the sending deadline for the list of initial assignments of landing and takeoff times and it is not found within the determination of historical times of another air carrier, the air carrier may choose the historical priority for the broadened operation period, subject to the occupation requirement of the broadened series.
- III. The ad hoc times assigned to air carriers during the season for commercial operations may not opt for the right of historical preference, unless they have been requested as a series before the beginning of the season, or have been assigned as ad hoc during the season and are part of a series at the end of it; provided that they meet the

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provisions in letter c) section II Guideline Three, as well as the occupation requirements set herein.

- IV. If an air carrier has more than one series of times at the same time with identical or superimposed operation periods, the utilization of each series shall be calculated individually.
- V. If a flight operates on more than one day of the week, each day of the week shall be considered as an individual series of times.
- VI. The changes of the time assigned by the coordinator for a part of a series of times shall not affect the eligibility for historical priority, provided that the occupation requirement of 85% is met during the entire operational period of the service.
- VII. The ad hoc modifications not related to the time in a series of times (for example, type of aircraft, flight number, route, or type of service) shall not affect the eligibility for historical priority. The occupation of 85% is calculated during the entire operational period of the service; provided that the landing and takeoff times section VI of Guideline Three are taken into account.
- VIII. The air carriers must notify the airport administrator prior to carrying out the operation of the modifications of aircraft type, flight number, route, or type of service, nonetheless, this shall not affect the eligibility to exercise priority over the times, taking into consideration the provisions of section VI of Guideline Three.
- IX. In the event that an air carrier is subject to insolvency, it shall not be exempt from compliance with the occupation criteria and undue use provided for herein. This circumstance must be notified to the times coordinator and the airport administrator by the air carrier itself so that these times are assigned under the ad hoc regimen for other air carriers and from that time the occupation calculation and compliance shall proceed. Otherwise, the airport administrator shall include them in the reserve fund and they shall lose historical priority.
- X. The occupation percentages and delays for a series of times that have been transferred, interchanged, or operated in a joint manner shall be evaluated pursuant to Fundament Fifteen of the General Fundaments.

### **SEVEN. ASSIGNMENT PROCEDURE FOR AD HOC LANDING AND TAKEOFF TIMES**

The airport administrator, always with the support of the times coordinator, must process all of the additional time requests of the air carriers, but they must give priority to the requests for series of times. These times shall be assigned pursuant to the provisions of article 96 of the Regulations of the Airports Law, and Fundament Four of the General Fundaments, which shall be considered as ad hoc times.

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Times available on account of not having been assigned during the times assignment period, as well as times that have been returned or renounced by the air carriers may be assigned as ad hoc times after the assignment period for season times has concluded pursuant to the Calendar provided for in Fundament Twenty of the General Fundaments and the provisions of Fundament Thirteen of the General Fundaments, as well as when they are canceled by the air carriers as set in Fundament Fourteen of the aforementioned General Fundaments.

The series of landing and takeoff times formed at the end of the previous equivalent season, by the air carrier that requested them prior to the beginning of the season and occupied as ad hoc times shall have historical priority, provided that they have met the occupation and punctuality requirements set in Fundament Fifteen of the General Fundaments and the landing and takeoff times are not a consequence of a time return, in which case the priority for the next season is recognized for the air carrier that returned them.

The airport administrator shall assign the ad hoc times, giving priority to the flights in the order provided for in article 95, section I, letter a, of the Regulations of the Airports Law:

- I. Passenger regulars;
- II. Non-regular air transportation under the passenger charter modality;
- III. Cargo regulars; and
- IV. Non-regular air transportation under the cargo charter modality.

For this last type of flight, landing and takeoff times shall only be assigned in the times authorized in Guideline One, provided that the capacity of platforms for cargo flights allows it.

In the event that two or more requests for assignment of ad hoc times are received for the same time for flights of the same type, priority shall be given to the requests for series of flights and if applicable shall be assigned pursuant to the order of presentation, provided that they meet the request requirements, including the correct coding of SSIM messaging.

The airport administrator must publish on the Internet page that has been set up for the concessionaire of the corresponding airport, the current list of all of the ad hoc times that are available to be assigned during the season, the information must be updated in a timely manner each time there is a new additional time available, or each time there is an ad hoc time available and each time that it is assigned.

The air carriers must request from the airport administrator the landing and takeoff times for the additional services planned on the same day as the operation as extra sections, it being the responsibility of the air carrier to receive confirmation of their assignment before operating. All requests for operations on the same day for a rescue or passenger-protection flight must have authorization from the Office of Civil Aeronautics in order to carry out assignment of landing or takeoff times for the authorized airport capacity.

The air carriers may request from the airport administrator, based on the availability of times that there is during the season, assignment of ad hoc times between one month to seventy-two hours prior to carrying out the landing or takeoff operation, every operation that differs from the assigned time under this circumstance shall be reported to the aeronautic authority for the corresponding sanctions.

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The air carriers may request modifications to the series between one month and 72 hours prior to the carrying out of a landing and takeoff operation, without affecting the eligibility for historical priority.

The air carriers must notify the airport administrator of any change of equipment on the same day or the operational variations regarding their assigned landing and takeoff times, without them having to request a new landing or takeoff time; they must only request assignment of a new time when there are significant operational variations that affect the following days, like delays from workday end, equipment failure and maintenance, or for reasons of force majeure.

The Air Operators may only obtain ad hoc times that have not been requested by the carriers, provided that it is not a prohibited operation pursuant to Fundament Three of the General Fundaments.

### **EIGHT. ADDITIONAL CONSIDERATIONS FOR THE ASSIGNMENT OF LANDING AND TAKEOFF TIMES**

To achieve optimal utilization of the capacity available when assigning the times, the times coordinator and the airport administrator may, for the purposes of occupation and compliance the former and operational coordination the latter, consider the following:

- I. Operational factors for which the air carriers may not operate at the assigned landing and takeoff times, such as adverse weather conditions, winds, and air traffic control, or technical problems, may cause variations in the flight times;
- II. Change in the arrival of a flight at the beginning of a season that has begun its operation in the previous season, which must be assigned as requested in the new season; and
- III. When there are differences of less than 5 weeks on the start and end dates of daylight saving time, at the beginning or the end of the season, consider the following guidelines:
  - a) The times coordinator must set up the way in which the air carrier must send its request for times to the airport administrator before the sending deadline for initial requests;
  - b) Historical priority must be applied to the entire operational period of the service. The historical time shall be the time respected during the majority of the season. Changes of time in these periods must be dealt with as ad hoc changes and must not affect eligibility for historical priority;
  - c) Calculation of the 85% occupation must be applied to the entire period of service operation, including the operations during the seasons;
  - d) The ad hoc time changes for periods of 7 days or less must be assigned as they have been requested, when feasible, by the airport administrator and must be confirmed by the times coordinator as soon as possible; and

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- e) The changes of ad hoc times for periods of 8 days or more also must be assigned by the airport administrator no later than 5 business days from the date of reference for historical times.
- f) The modifications of assigned times shall only take place if they are done for arrival with arrival or departure with departure, changes for an arrival time for a departure time or vice versa shall not be processed.
- g) In the request for time assignment, a flight number must not be duplicated on a single operational day except with a margin of 20 hours of difference, in which case its request may be rejected.
- h) All requests for assignment of landing and takeoff times that have errors in the coding according to the SSIM messaging set as requirements by the airport administrator as provided for in section VI of article 95 of the Regulations of the Airports Law and that are not corrected in a maximum period of one business day or that are presented outside of the dates set in the calendar for assignment of landing and takeoff times shall not be processed and may not state historical priority over any time.
- i) All requests for changes of landing and takeoff times assigned historically, for changes in flight number, equipment, or route, for times requested from the reserve fund or from ad hoc times that have errors in their coding according to the SSIM messaging set as requirements for the airport administrator as provided for in section VI of article 95 of the Regulations of the Airports Law, shall lose their order of presentation and handling until they meet the requirement; for the requests for changes of historical times found within the calendar for assignment of landing and takeoff times.

### **NINE. ADDITIONAL CONSIDERATIONS FOR THE ASSIGNMENT OF LANDING AND TAKEOFF TIMES**

The times coordinator shall supervise, evaluate, and rate the occupation of assigned times and shall take into account the resolutions that are issued by the Delays Subcommittee, which set the persons responsible and the causes that led to the delays and cancellations of landings or takeoffs of aircraft at the airports, according to the provisions of article 97 of the Regulations of the Airports Law. The attributability criteria of the cancellations shall be evaluated pursuant to what is indicated in Fundament Sixteen of the General Fundaments.

For this, they shall take into account the corresponding information for the assigned times, the flight schedules or commercial itineraries of the air carriers, the information on air traffic that is provided by the body or agency that provides the services for air navigation, the information from the arrival and/or departure statements pursuant to article 104 of the Regulations of the Airports Law, or from the arrival or departure operations of the registered flights and the information on the times that correspond to the authorized operations.

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The times coordinator shall identify and supervise each operation made by the air carriers in the corresponding season; regardless of the monitoring done by the airport administrator of the assigned times. Additionally, they shall account for the occupation of each series of times assigned to the air carriers and shall calculate the percentage of total occupation of the series pursuant to the provisions in Fundament Five of the General Fundaments.

The air carriers shall be informed monthly about the series of times that are below the minimum occupation percentage, pursuant to the criteria provided for in Fundament Five of the General Fundaments, the delays attributable to the air carriers and the cases of undue use. Additionally, a monthly report shall be created for the operation and times committee with detailed information on the evaluation of the occupation of the series of times and the cases of undue use that have been presented.

The final report on the evaluation of times shall be presented to the operation and times committee within the two months immediately following the date on which the corresponding season concludes for application of the calculation in the date of reference of historical times, in order for the airport administrator and the air carriers to be able to prepare for the period of times assignment for the following equivalent season.

### TEN. UNDUE USE OF LANDING AND TAKEOFF TIMES

Before the operations are done, the times coordinator must and the airport administrator may, based on the information that is available, carry out the following preventative actions:

- I. Review of the information found in the requests for times presented by the air carriers.
- II. Review of the itineraries of the air carriers and, if available, the commercial information published in public access sources like webpages, tickets, among others;
- III. Review of the flight schedule of the air traffic controller; and
- IV. The others that are considered pertinent.

Based on the actions indicated and the times assigned, it must be identified if there is one of the circumstances of undue use before the beginning of the following operations:

- a) An air carrier keeps times that it does not plan on operating, transferring, exchanging, or using in a joint operation;
- b) An air carrier keeps times for an operation other than that planned, in order to deny capacity to another aircraft operator;
- c) An air carrier requested new times that it does not plan on operating; or
- d) An air carrier requests times for an operation other than the operation indicated, in order to obtain a greater priority.

Changes in a route or changes in aircraft shall not be considered as undue use.

When undue use is determined by the times coordinator, the air carrier shall not have the right to eligibility for historical priority for the times that it has operated or for the times assigned in that condition and shall have a lower priority for future assignments of times. The times coordinator shall turn in the case to the operation committee for the corresponding actions to be taken.



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### ELEVEN. RETURN OF LANDING AND TAKEOFF TIMES

The air carriers shall only keep the times that they intend to operate, transfer, exchange, or use in a joint operation; otherwise they must return all the times that they do not plan on using in the season before the deadline for return of landing and takeoff times.

The air carriers shall keep priority over the returned times for assignment in the next equivalent season. In the event that they return them after the deadline for return of landing and takeoff times, they shall lose priority over those times.

The returned landing and takeoff times shall then be part of the reserve fund and shall be assigned pursuant to the provisions in Fundament Six and Seven of the General Fundaments.

In those cases, in which the times are returned by the air carriers after the end of the initial assignment period for season times, they shall be considered ad hoc times during the season, pursuant to the provisions of Fundament Eight of the General Fundaments.

The airport administrator shall prepare the list that shall contain the returned times, the name of the air carrier that has returned them, and the date of their return; this list must be published pursuant to the provisions of Fundament Eighteen and Twenty of the General Fundaments.

The carriers that intentionally return series of times after the deadline for return of landing and takeoff times shall receive a lower priority in these series of times from the times coordinator during the initial coordination of the following equivalent season and shall notify the airport administrator of this lower priority over these series.

If an air carrier stops operating in an airport in conditions of saturation, it must immediately return to the airport administrator all the times assigned for the rest of that season and for the following season, to be integrated into the reserve fund.

The times assigned to an air carrier that ceases to have a valid concession or permit, according to the provisions of article 14 of the civil aviation law or is in liquidation or bankruptcy shall immediately go to the reserve fund so that the airport administrator may assign it to other carriers, until its operational license is restored or it is declared bankrupt.

### TWELVE. CANCELLATION OF LANDING AND TAKEOFF TIMES

Cancellation of times 5 or more consecutive weeks before the initial assignment shall reduce the eligible period for historical priority, or shall generate individual eligible periods for this priority. When the individual periods are recognized as part of the same service (for example, same flight number, route, etc.), utilization of 85% shall be calculated for the total number of operations in all the periods.

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Cancellation of the periods of less than 5 consecutive weeks shall not reduce the eligible period for historical priority, provided that the total number of cancellations is 15% or less of the period between the first and the last date of the series of times.

An operation canceled after the initial assignment shall be considered as non-occupied for the purposes of accounting for the occupation percentage, except for the cancellations that are done for causes not attributable to the air carrier pursuant to the provisions of Fundament Sixteen of the General Fundaments.

The air carrier that is assigned an ad hoc time because of cancellation of another air carrier shall not generate the right of preference that is referenced in article 95, section I of the Regulations of the Airports Law.

The air carriers must make all the cancellations for holidays before or on the same day of the date that is indicated in the calendar that is published on the airport webpage, pursuant to Fundament Twenty of the General Fundaments, so that these cancellations are not taken into account in the occupation calculus.

All the cancellations that are done by air carriers must be presented to the Delays Subcommittee, including their causes, as well as to the times coordinator for their evaluation and determination of the occupation calculations.

### **THIRTEEN. TRANSFER, EXCHANGE, AND JOINT OPERATION OF LANDING AND TAKEOFF TIMES**

The landing and takeoff times assigned to the air carriers may be transferred, exchanged, or operated jointly among air carriers pursuant to the provisions herein and in the General Fundaments.

#### **A. Transfer and Exchange of Times.**

The air carriers that plan on carrying out a transfer or exchange of times must provide notice of their intention to the airport administrator before the date provided for their operation at least 20 calendar days in advance. This notification must indicate the times part of the transaction and its effective date. The air carrier must attach to its notification all of the necessary elements for the times coordinator to be able to verify if the times may be subject to the transaction.

For the validity of transfers and exchanges, the air carriers must:

- I. Be current with payment of their firm and enforceable operations derived from contributions for the use, enjoyment, or utilization of airspace, or from the payment that substitutes them, as well as from those derived from compensations for airport services; and
- II. That the time has been used for at least two equivalent seasons by the original air carrier, and at least during four equivalent seasons for air carriers that have obtained the time in the capacity of new entrant.

The times coordinator shall confirm, if applicable, that all the air carriers involved in the transfer or exchange have priority over the times subject to the transaction.

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The air carrier to which the landing and takeoff time was transferred or exchanged shall be responsible for all the request and occupation requirements; noncompliance of one of these requirements shall be a reason to determine that a time is not occupied and shall be considered within the occupation evaluation.

For the purposes of transparency for transfers and exchanges, the times coordinator shall publish on their webpage:

- a) The name of the air carriers involved;
- b) The times transferred or exchanged; and
- c) The applicable period.

The airport administrator shall withdrawal the times subject to a transfer or exchange of times when:

- a) The occupation criteria are not met or it is given undue use, provided for herein and in the General Fundaments; and/or
- b) They are done contrary to the provisions of article 98 of the Regulations of the Airports Law of these General Fundaments and herein.

### B. Joint Operation.

The air carriers that intend to carry out a joint operation for landing and takeoff times must provide notice of their intention to the airport administrator before the date provided for their operation, information that they shall provide to the times coordinator. This notification must indicate the times subject to the joint operation and its effective date. The air carrier must attach to their notification all the elements necessary for the times coordinator to be able to verify if the times may be subject to the joint operation.

The joint operation may be carried out provided that the flights involved remain with the identification code of the air carrier to which the landing and takeoff times have been assigned.

The times coordinator shall confirm, if applicable, that all the air carriers involved in the joint operation that have priority over the times subject to that operation.

The air carrier that operates the assigned landing and takeoff time shall be responsible for all the request and occupation requirements; noncompliance of one of these requirements shall be a reason to determine that a time is not occupied and shall be considered within the occupation evaluation.

The times that are subject to joint operations in the terms of the above paragraph shall keep their occupation registry under the air carrier to which they have been originally assigned; therefore, the priority for assignment of times operated jointly, for the next equivalent season, they shall remain with whom had them assigned prior to the beginning of the season, provided that the air carrier who has the times assigned proves that with their occupation or compliance it kept the series.

For the purposes of transparency of the joint operations, the airport administrator shall publish on their webpage:

- a) The name of the air carriers involved;
- b) The times subject to the joint operation; and
- c) The joint operation period.

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The airport administrator shall withdraw the times subject to a joint operation when:

- i) The occupation criteria are not met or are given undue use, provided for herein; and/or
- ii) They are done contrary to the provisions of the General Fundamentals and herein.

At the end of the joint operation, or if the air carrier that operates them loses their operational license, the landing and takeoff times involved in a joint operation shall remain assigned to the original holder of this time.

### **FOURTEEN. CAUSES NOT ATTRIBUTABLE TO AIR CARRIERS**

The delays, cancellations, and operations shall not be attributable to the air carriers when they demonstrate that they are due to one of the motives or circumstances that are described below:

- I. Cancellations and delays whether due to weather conditions, damages to the aircraft by foreign objects, agencies and authorities, restrictions on air transit or on airport infrastructure, noncompliance with the service or damages caused by airport service providers, airport closure or closure of the airspace both of the arrival and the departure airport of the operation in question, insubordinate passengers, acts of illicit interference, placement of a strike or declaration of it, as well as the actions of authorities that exercise their powers on the terminal building or on the airfield, when there is a mandate by any other authority, or those that are derived from unforeseen circumstances or force majeure or any other that is determined by the airport Operation and Times Committee.
- II. When the operations are affected by unforeseen and inevitable circumstances or motives out of the control of the air carriers and that have as a consequence:
  - a) Immobilization or affectation in the operation of the aircraft generally used to carry out the air service in question, for example, adverse weather conditions;
  - b) Closure of an airport or of the airspace; or
  - c) A serious alteration of the operations in the airports in question in specific operations during an important part of the corresponding programming period.
- III. Interruption of the air services caused by actions aimed toward affecting these services, in a way that it is practically or technically impossible for the air carrier to carry out its operations.

In any case, the air carrier must demonstrate to the entity determined by the Delays Subcommittee, within seven business days following that which corresponds to the time of the assigned series, that the cause for cancellation or unrealized operation is not attributable to them, a body that shall resolve the responsibility and the cause of the cancellation; the above, so that the times coordinator may make the qualification and evaluation referenced in Fundamentals Five, Eleven, and Twelve of the General Fundamentals.

### **FIFTEEN. NEW ENTRANTS**

New entrants must demonstrate to the airport administrator the capabilities set in article 9, sections I, II, and IV of the civil aviation law to carry out operations with the times requested.

A new entrant is considered to be an air carrier that requests a series of times in an airport on any day where, if the request of the air carrier is accepted, it would have less than 5 times at that airport and on that day of the week.

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Within the times referenced, any landing and takeoff time assigned in the previous equivalent season for which it has been possible to grant historical priority during the two prior equivalent seasons shall be accounted for, even when they have been returned or reintegrated to the airport.

The times assigned to new entrants must be occupied by the air carriers that have obtained priority to occupy them pursuant to the occupation and undue use criteria provided for in the General Fundamentals and herein.

The times assigned to new entrants may not be transferred or exchanged or operated jointly until they have been operated as indicated in Fundament Fifteen of the General Fundamentals.

### SIXTEEN. ACCESS TO INFORMATION AND TRANSPARENCY

The airport administrator, in addition to what is set in article 94 of the Regulations of the Airports Law, must publish on the webpage of the airport or on the electronic platform referenced for this purpose on the webpage, the following:

- I. The entirety of the standards related to assignment, supervision, and evaluation of the landing and takeoff times, which must be updated each season or each time changes are made to the standard related to assignment, supervision, and evaluation of the landing and takeoff times, as provided by the times coordinator;
- II. All the landing and takeoff operations that are really done, identifying the air carrier that did them and the time assigned for this operation in a weekly manner from Monday through Sunday to be published each Wednesday;
- III. The calendar that indicates the duration of each operational season, which must be published on time, before the period of times assignment and that contains at least:
  - a) The Date of Reference for Historical Landing and Takeoff Times;
  - b) The Deadline for Return of Landing and Takeoff Times;
  - c) The Deadline for Sending the List of Historical Landing and Takeoff Times;
  - d) The Deadline for Agreement of Historical Landing and Takeoff Times;
  - e) The Deadline for Sending Initial Requests; and
  - f) The Deadline for Sending the List of Initial Assignments of Landing and Takeoff Times.
- IV. The forms for the air carriers and operators to request landing and takeoff times, publishing an example of the message coding;
- V. The assigned landing and takeoff times, specifying the details of the assignment, including the following:
  - a) The name of the air carrier to whom each time it was assigned;
  - b) If the time was assigned as historical or ad hoc or through a change request, indicating in this case the time over which there is historical priority and that was subject to the change;
  - c) The way in which the series of assigned times for each season was formed; and
  - d) If the operation planned on being done is landing or takeoff.

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The above information must be published within the ten days following the assignment of the times.



- VI. The list of returned times, which must be published in the period that for this purpose is set in the calendar that is referenced in Fundament Twenty of the General Fundaments;
- VII. The landing and takeoff times that are available during the minimum season by month, which must be published immediately after they have been made available;
- VIII. If applicable, the reasons for which it was not possible to assign a landing and takeoff time, both in the season time requests and in the ad hoc time requests;
- IX. The monthly reports, as well as the final report, on evaluation of occupation by the times coordinator, specifying the percentage of occupation reached in each series of landing and takeoff times and itemizing the times in which delays, cancellations, and unrealized operations were registered; the above in the periods that for this purpose are set in the calendar that is referenced in Fundament Twenty of the General Fundaments;
- X. The monthly report with the determinations by the Delays Subcommittee related to the persons responsible and the causes of the delays and cancellations, which must record the elements that uphold each determination, pursuant to Fundament Five and the Eleven of the General Fundaments; the above in the periods that for this purpose are set in the calendar that is referenced in Fundament Twenty of the aforementioned General Fundaments;
- XI. The determinations of intentional undue use, specifying the persons responsible, the reasons for their determination, and the actions taken as a consequence, pursuant to Fundament Twelve of the General Fundaments; the above in the periods that for this purpose are set in the calendar that is referenced in Fundament Twenty of the General Fundaments;
- XII. The recommendations of the operation and times committee that are communicated to the airport administrator, in public version; the above in the periods that for this purpose are set in the calendar that is referenced in Fundament Twenty of the General Fundaments;
- XIII. The transfer or exchange or joint operation transactions for authorized landing and takeoff times. The above information must be published within the ten days following the corresponding transfer or exchange; and
- XIV. The others determined by the airport administrator.

The airport administrator shall guarantee that the information is registered, incorporated, and processed in those systems that are implemented, whose results may be published for the purposes of corroborating the actions of the times coordinator in matters of supervision, evaluation, and rating of the occupation of times.

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### SEVENTEEN. TOOLS FOR THE ADMINISTRATION OF LANDING AND TAKEOFF TIMES

The airport administrator has an assignment system for time slots of internationally recognized use that allows for efficient administration of the landing and takeoff times and the creation of the information related to the use of them, including the monitoring of a system designed and operated by Mexican Airspace Navigation Services that ties the assigned takeoff time with the flight plan.

The air carriers that operate at the Benito Juárez Mexico City International Airport must equip their aircraft with technological tools that allow for reporting in real time the times of their operations in the period that for this purpose is set in the calendar provided in Fundament Twenty of the General Fundaments.

### EIGHTEEN. ASSIGNMENT CALENDAR FOR LANDING AND TAKEOFF TIMES

- I. The airport administrator must publish on the airport webpage the landing and takeoff times that the airport has grouped in timeslots of sixty minutes.
- II. The airport administrator must publish ten days before the beginning of season coordination the calendar that contains all the dates and periods considered in the procedures for assignment of times, including all the procedures provided in the General Fundaments and herein, these periods must be set according to the global calendar published by IATA on the webpage [www.iata.org/wsg](http://www.iata.org/wsg) and it must contain at least the following dates:
  - a) The Date of Reference for Historical Landing and Takeoff Times;
  - b) The Deadline for Return of Landing and Takeoff Times;
  - c) The Deadline for Sending the List of Historical Landing and Takeoff Times;
  - d) The Deadline for Agreement of Historical Landing and Takeoff Times;
  - e) The Deadline for Sending Initial Requests; and
  - f) The Deadline for Sending the List of Initial Assignments of Landing and Takeoff Times
- III. The airport administrator shall publish the information corresponding to:
  - a) The additional assignments of times during the season, whenever it is done in compliance with what is stipulated in Fundament Eight of the General Fundaments on Fridays for what is assigned from Monday through Sunday;
  - b) The transfers, exchanges, or joint operations, three business days after their realization;
  - c) The returns of times; two business days after their return
  - d) The cancellations; three business days after the Delays Subcommittee delivers them.
  - e) The identification of the times requested and of the air carriers that requested these times, two business days after they have presented their request.
- IV. The airport administrator shall publish:
  - a) The monthly reports of the occupation evaluation by the times coordinator, as well as the final report; two business days after delivery by the Times Coordinator.

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- b) The monthly report distributed by the Delays Subcommittee, related to the persons responsible and the causes of the cancellations; two business days after the delivery.
  - c) The report with the determinations of intentional undue use; on Fridays of those identified from Monday through Sunday.
  - d) The report with the recommendations of the operations and times committee that are communicated to the airport administrator, two business days after acceptance and formalization of the ordinary session.
- V. All the air carriers that operate or intend to operate at the Benito Juárez Mexico City International Airport pursuant to section V of Fundament Twenty of the General Fundaments must have equipped their aircraft with technological tools that allow for reporting in real time the times of their operations. For these purposes, it shall publish the company names of the air carriers that comply with this requirement.