

## 5. Exemptions and reductions

- 5.1 Aircraft engaged in Search and Rescue operations are exempted from all airport/aerodrome charges upon presentation of proof that such aircraft was designated by the Namibia Civil Aviation Authority (NCAA) to engage in Search and Rescue operations for that particular flight.
- 5.2 Aircraft certificated in the private category in their Airworthiness Certification are exempted from passenger charges. All other aircraft are not exempted from passenger charges, irrespective of the use of the aircraft save where another exemption under these rules apply.
- 5.3 Transit passengers, defined as those passengers:
- 5.3.1 Same plane through transit;
  - 5.3.2 Transit through flight or change of gauge, ticketed as one flight; are exempted from charges at such airport/aerodrome up to and including 6 hours.
- 5.4 Transfer passengers, defined as those passengers:
- 5.4.1 Online transfer – a change from the service of one carrier to another service of the same carrier.
  - 5.4.2 Interline Transfer – the service of another carrier (interline carrier) and ticketed over two or more flight coupons and shown in the itinerary i.e ticketed points are exempted from charges at such airport/aerodrome up to and including 6 hours.
- 5.5 Namibian and foreign State aircraft in the service of the military, customs or police are exempted from landing and parking charges, but not from passenger charges, upon presentation of proof that:
- 5.5.1 Such aircraft is in the service of the military, customs or police.
  - 5.5.2 The purpose of the particular flight is related to military, customs or police operations; and
  - 5.5.3 In case of a foreign aircraft, that such aircraft is a State aircraft.
- 5.6 Landing charges on test flights are ordered by the Namibia Civil Aviation Authority.
- 5.7 Mercy flights are exempted from after hours charges but not from passenger, landing or parking charges.

## 6. Methods of payment

Landing charges and parking charges are levied:

- 6.1 at daily rates payable at the time the aerodrome is used, or
- 6.2 in the case of regular users, on demand at the end of each calendar month in respect of charges accruing during the month, provided prior arrangement for a Bank Guarantee of Payment is in place.
- 6.3 prompt payment of passenger service charges at departure AD, to the particular Aerodrome supervisor.
- 6.4 prompt payment upon arrival, to the particular Aerodrome supervisor, the new applicable landing and parking fees according to the maximum certified mass in kilograms on an aircraft.

- 6.5 Non-compliance with this Regulation will result in the Airports Company Limited resorting to other strict measures i.e. refusing to provide service or charging annual interest of 2.5% above prime rate, on all outstanding balances exceeding 30 days from Invoice date etc.
- 6.6 Aircraft operators in and out of any airport operated by Namibia Airports Company and who do not have an account with Namibia Airports Company are advised to utilize the speed point facility situated at the fire station or the apron office. Alternatively aircraft operators may pay for the services rendered in cash.
- 6.7 The NAC may, at an airport/aerodrome under its management, refuse the provision of any relevant activity (as defined in section 1 of the Act) to any user with an outstanding account in respect of airport/aerodrome charges.
- 6.8 All other rules and charges is contained in the Government Notice No 20 published in the Government Gazette of 5 February 1999 (No 2045), remain applicable, save where amended by publication in terms of s 5(1) of the Act.

## 7. Cargo

Nil

# PART "B": AERODROME CHARGES APPLICABLE TO SWAKOPMUND

## SWAKOPMUND AERODROME CHARGES

### 1. LIABILITY TO PAY AERODROME CHARGES

- 1.1 In terms of the provisions of Part 139 of the NAMCARS, paragraph 139.01.06 aerodrome charges shall be payable by the operator, pilot and/or owner of an aircraft to Swakopmund Municipality.
- 1.2 In terms of the provisions by the council of the Municipality of Swakopmund under section 30 (1)(u) of the Local Authority Act, 1992 (Act 23 of 1992) as amended aerodrome charges shall be payable by the operating pilot and/or owner of an aircraft to Swakopmund Municipality. The council of the Swakopmund Municipality further amends the charges and fees in respect of aerodrome facilities, as set out in the schedule (refer to GEN 4.1-7): Effective 01 July, with an annual increment of 5%
- 1.3 Aerodrome charges for aircraft and passengers consists of:
- 1.3.1 a landing charge payable at the Swakopmund Municipal Aerodrome at the time a flight terminates.
- 1.3.2 a parking charge payable at the Swakopmund Municipal Aerodrome where an aircraft is parked.
- 1.3.3 a passenger service charge payable at Swakopmund Municipal Aerodrome before a flight commences (payable by the aircraft operator, pilot and/or owner engaged in commercial and /or private air transport operations;
- 1.3.4 An administration fee per transaction i.e admin and documentation fee (for approved account holders) and a cash handling & admin fee (for non account holders ) will be payable at the Swakopmund Municipal Aerodrome.
- 1.3.5 Private clients flights passengers, only charged when utilizing the terminal facility;

### 2. NOTIFICATION OF MOVEMENT OF AIRCRAFT

- 2.1 Immediately after an aircraft has landed at Swakopmund Municipal Aerodrome, the operator, pilot and/or owner of that aircraft shall give written notice to the aerodrome officials at Apron office, on the prescribed

landing/departure register, of the time of arrival of that aircraft together with such other information as required by the aerodrome officials.

- 2.2 Immediately before an aircraft is to take off from Swakopmund Municipal Aerodrome, the operator, pilot and/or owner of that aircraft shall give written notice on the prescribed landing/departure register to the aerodrome officials, of the expected time of departure of that aircraft and any such information required by the aerodrome officials and pay all aerodrome charges payable to the aerodrome officials, unless such operator has previously entered into a credit agreement with Swakopmund Municipal Aerodrome, which agreement is valid and operational at the time of departure.

### 3. LANDING AND PARKING CHARGES

- 3.1 The following landing and parking charges are applicable to Swakopmund Municipality for the use of the facilities at Swakopmund Municipal Aerodrome.

3.1.1 The charges, **inclusive of VAT**, applicable in respect of aircraft other than a helicopter, are as follows: Training flight touch and goes [T&G] payable of 20% of aircraft landing fees. However, all **full stop** landing irrespective the activity, should be charged normal landing fee.

#### AERONAUTICAL CHARGES: 2022/2023

	Maximum certificated mass in Kilogram of an aircraft up to and including:	Landing Charges (N\$)	Helicopter landing, Training flight T&G's and Parking shall be charge 20% of the appropriate landing charge. (N\$)
A	500 kg	42.65	8.50
B	1 000 kg	68.70	13.75
C	1 500 kg	100.70	20.15
D	2 000 kg	137.40	27.50
E	2 500 kg	175.30	35.10
F	3 000 kg	209.65	41.95
G	3 500 kg	245.20	49.05
H	4 000 kg	279.55	55.90
I	5 000 kg	349.40	69.90
J	6 000 kg	419.30	83.85
K	7 000 kg	490.40	98.10
L	8 000 kg	560.25	112.05
M	9 000 kg	629.00	125.80
N	10 000 kg	698.85	139.80
	Thereafter for every additional 1000kg or part thereof an additional:	68.00	21.30

### PASSENGER SERVICE CHARGES

Non-scheduled flights	91.20
Scheduled Flights	91.20

### ADMINISTRATION CHARGES

Admin & documentation fee (approved account holders only)	5.90
Cash handling & admin fee (non account holders only)	18.95

### ALL THE ABOVE PRICES ARE INCLUSIVE OF VAT

#### 3.2 Reductions

- 3.2.1 When a landing is carried out by helicopter, the charge shall be 20% of the appropriate landing charge.
- 3.2.2 Training flight touches and goes [T&G] payable of 20% of aircraft landing fees but full stop landing will be charge appropriate landing charge

#### 3.3 Exemptions

- 3.3.1 Namibian Presidential and foreign state aircraft;
- 3.3.2 Aircraft engaged in search and rescue operations;
- 3.3.3 Aircraft engaged in test flights, when such flights are required by the Executive Director of Namibia Civil Aviation Authority (proof of such request to be provided to validate the exemption);
- 3.3.4 Any crew member on duty;
- 3.3.5 Any person under the age of two (2) years.
- 3.3.6 Skydive Parachute passenger charge;

#### 3.4 Transit passengers, defined as those passengers;

##### 3.4.1 Same plane through transit without leaving the AD site before departure

3.5 Namibian and foreign State aircraft in the service of the military, customs or police are exempted from landing and parking charges, but not from passenger charges, upon presentation of proof that:

- 3.5.1 Such aircraft is in the service of the military, customs or police.
- 3.5.2 The purpose of the particular flight is related to military, customs or police operations; and
- 3.5.3 In case of a foreign aircraft, that such aircraft is a State aircraft.

3.6 Landing charges on test flights are ordered by the Namibia Civil Aviation Authority.

3.7 Mercy flights are exempted from after-hours charges but not from passenger, landing or parking charges.

3.8 Motor-glider and microlight is certainly exempted from paying landing charges hence, its weight below 450kg

#### 4. PASSENGER SERVICE CHARGES

4.1 The passenger service charge shall be calculated on the basis of the number of embarking passengers on an aircraft and the appropriate tariff applicable to each passenger as set out below:

4.1.1 Per departing passenger on a scheduled flight: N\$ 91.20 including VAT

4.1.2 Per departing passenger on a non-scheduled flight: N\$ 91.20 including VAT

#### 5. GENERAL RULES

5.1 Should the aircraft be on a permanent or long term lease to a private person, private operator, commercial operator, airline, Charter Company, etc, the lessee of the aircraft may be charged instead of the registered owner.

5.2 A written request to this effect has to be submitted to the accounting officer of Swakopmund Municipality, which request will not unreasonably be withheld. The final decision in this regard is however at the discretion of the accounting officer of the Swakopmund Municipal Aerodrome.

5.3 Aerodrome user or aircraft owner should give the aerodrome personnel official notification for aircraft change e.g. sell, buy or rental if not so then last user of the aircraft will be liable for landing fee and etc.

#### 6. METHOD OF PAYMENT FOR LANDING, PARKING AND PASSENGER DEPARTURE CHARGES:

Landing charges, parking charges, passenger service charges and administration charges are levied:

6.1 At daily rates payable in cash or utilize the speed point facility, at the aerodrome apron office, at the time the aerodrome is used, or

6.2 In the case of a regular user where the registered owner or operator has not defaulted in respect of payment of previous accounts and who is creditworthy and of good standing, without demand at the end of each calendar month in respect of charges accrued during that month, provided that, at the discretion of the accounting officer of the Swakopmund Municipal Aerodrome, prior arrangement for a Bank guarantee of payment is in place.

6.3 Non-compliance with these rules and regulations will result in the management of Swakopmund Municipality resorting to prohibiting movement of aircraft on the aerodrome and other strict measures i.e. refusing services, clamping of aircraft when parked and charging interest at "MORA" rate on all outstanding balances exceeding thirty (30) days from Invoice date, as well as permanent withdrawal of credit facilities if any.

6.4 Should the pilot refuse or fail to fill in the landing/departure register, Swakopmund Municipality will charge a flat rate of "rate N" to the registered owner of the aircraft, subject to its rights set out herein. All the pilots are obliged to fill in landing/departure register irrespective whether they are account holder or non-account holder.

**Note:** Note must be taken that the Swakopmund Municipal Aerodrome is NOT a state/parastatal owned or operated aerodrome but is privately owned and operated by the Swakopmund Municipality.

### PART "C": AERODROME CHARGES APPLICABLE TO ARANDIS

#### ARANDIS AERODROME CHARGES

## 1. Liability to pay aerodrome charges

1.1 In terms of the provisions by the council of the Municipality of Swakopmund under section 30 (1) (u) of the Local Authority Act, 1992 (Act 23 of 1992) as amended, aerodrome charges shall be payable by the operating pilot and/or owner of an aircraft to Swakopmund Municipality. The council of the Swakopmund Municipality further amends the charges and fees in respect of aerodrome facilities, as set out in the schedule (refer to GEN 4.1-7): Effective 01 July 2017, with an annual increment of 5%.

1.2 Aerodrome charges consists of:

1.2.1 a landing charge, payable at the Arandis aerodrome at the time a flight terminates.

1.2.2 a passenger service charge, payable at Arandis aerodrome before a flight commences.

1.2.3 Parking at Arandis aerodrome is free of charge at owner/operator risk

## 2. Notification of movement of aircraft

2.1 Arandis aerodrome is a private airfield and prior permission must be obtained. Diversions and

unforeseen landings must be reported within 48 hours. Requests or notices of landing must be sent via fax to Southern Energy Company, Fax no 064 20 3984 or via e-mail to [sharonb@sec.com.na](mailto:sharonb@sec.com.na), atleast 12 hours before a flight. Copies of the Request Form are available from Sharon Burger at [sharonb@sec.com.na](mailto:sharonb@sec.com.na). The following information will be required:

- a) Aircraft Registration.
- b) Aircraft Type
- c) Operator/Owner's Name and address
- d) Date of Landing
- e) Number of passengers embarking
- f) Name of Pilot

2.2 Before an aircraft is to take off from Arandis aerodrome the operator of that aircraft shall make sure that proper authorisation for landing was obtained.

## 3. Landing Charges

3.1 The following landing and parking charges are applicable to the Arandis Aerodrome.

3.2 The charges, **exclusive of VAT**, applicable in respect of aircraft other than a helicopter, are as follows:

Maximum certificated mass in Kilogram of an aircraft up to and including:		Landing Charges (N\$ Excl VAT)
A	500	15.00
B	1000	30.00
C	1500	70.00
D	2000	75.00
E	2500	90.00
F	3000	110.00

Maximum certificated mass in Kilogram of an aircraft up to and including:		Landing Charges (N\$ Excl VAT)
G	4000	160.00
H	5000	200.00
I	6000	250.00
J	7000	360.00
K	8000	400.00
L	9000	450.00
M	10000	500.00
Thereafter for every additional 1000kg/2200lb or a share thereof an additional rate of:		60.00
Passenger fees – (N\$ Incl VAT p/p)		50.00

### 3.3 Exemptions

- 3.3.1 Namibian Presidential and foreign state aircraft
- 3.3.2 Aircraft engaged in search and rescue operations
- 3.3.3 Test flights ordered by the Namibia Civil Aviation Authority.

### 3.4 Reductions

- 3.4.1 No reductions for landings carried out for the purpose of aircrew training, unless approved in writing by airport management.

## 4. Passenger service charges

- 4.1 The passenger service charge shall be calculated on the basis of the number of embarking passengers on an aircraft and the appropriate tariff applicable to each passenger as set out below:

4.1.1 Per departing passenger on a scheduled flight: N\$ 50.00 including VAT

4.1.2 Per departing passenger on a non-scheduled flight: N\$ 50.00 including VAT

### 4.2 Exemptions

- 4.2.1 Namibian and foreign state aircraft
- 4.2.2 Aircraft engaged in search and rescue operations
- 4.2.3 Aircraft in the private operation category
- 4.2.4 Aircraft engaged in test flights, when such flights are required by the Namibia Civil Aviation Authority.
- 4.2.5 Any crew member on duty
- 4.2.6 Any person under the age of two

## 5. General rules

Should the aircraft be on a permanent or long lease to a private person, private operator, commercial operator, airline, charter company, etc, the lessee of the aircraft may be charged instead of the registered owner. A request to this effect has to be submitted in writing to the accounting officer of the West Coast Aviation. which request will not unreasonably be withheld. The final decision in this regard is however at the discretion of the accounting officer of the Arandis Airfield.

### 6. Method of payment for landing, parking and operator's departure fee:

- 6.1 Landing charges and passenger service charges are levied:
  - 6.1.1 At daily rates payable at presentation of invoice from the accounting officer. No payments to be made to the airport personnel.

6.1.2 In the case of a regular user where the registered owner or operator has not defaulted payment of previous accounts and who is credit worthy and of good standing, on demand at the end of each calendar month in respect of charges accruing during that month, provided that, at the discretion of the accounting officer of the Arandis Airfield prior arrangement for a Bank Guarantee of payment is in place.

6.1.3 Non compliance with these rules and regulations will result in the management of Arandis Airfield resorting to prohibiting movement of aircraft on the airfield.

**Note:** Note must be taken that the Arandis Aerodrome is not a state/parastatal owned or operated aerodrome but is owned and operated by the West Coast Aviation, which is a private entity entirely.