

# OPERATIONAL CAPACITY STATEMENT

## Season S24

From March 31<sup>st</sup> 2024 to October 26<sup>th</sup> 2024

May 2<sup>nd</sup> 2024

**Concessionária Aeroporto Rio de Janeiro S.A.**

Rio de Janeiro International Airport/Galeão – Antônio Carlos Jobim

### Revision Control

| Revision | Date of update | Description                                                  |
|----------|----------------|--------------------------------------------------------------|
| 00       | 30/08/2023     | Initial issue                                                |
| 01       | 02/05/2024     | Review of Slots facilitation team contact and MCT parameters |

## Summary

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## 1. Introduction

The Operational Capacity Statement of Rio de Janeiro’s International Airport/Galeão (SBGL; GIG) is a document prepared by *Concessionária Aeroporto Rio de Janeiro S.A. (Concessionária; RIOgaleão)* with the purpose of presenting the aerodrome’s operational characteristics and its conditions, valid for Season Summer 24 (S24), effective from March 31<sup>st</sup> 2024 to October 26<sup>th</sup> 2024.

|                                                                           |
|---------------------------------------------------------------------------|
| <b>Rio de Janeiro International Airport/Galeão – Antônio Carlos Jobim</b> |
| ICAO code: SBGL                                                           |
| IATA code: GIG                                                            |
| Working Hours: H24                                                        |
| Technical Responsible: Dimas Dellamagna Salvia                            |
| Phone: +55 21 3721-9000                                                   |

### 1.1 Characteristics

The Rio de Janeiro International Airport has two runways for take-off and landing, with the following characteristics:

- Runway 10/28 – dimensions: 4.000 meters x 45 meters PCN 78/R/A/W/T
- Runway 15/33 – dimensions: 2.930 meters x 47 meters PCN 73/F/B/X/T
- Rescue and Fire Fighting Category: CAT – 10
- ILS CAT-1 on thresholds 15 and 28
- ILS CAT-2 on thresholds 10

## 2. Capacity

### 2.1 Runways

The runway capacity approved by Air Navigation Management Center (“*Centro de Gerenciamento da Navegação Aérea*” – CGNA) for Season S24 is 60 (sixty) movements per hour, as below:

| Runway Capacity | 60 minutes | 15 minutes | 5 minutes |
|-----------------|------------|------------|-----------|
| Total           | 60         | 15         | 05        |
| Arrival         | 30         | 09         | 04        |
| Departure       | 30         | 10         | 04        |

## 2.2 Apron Stands

The aircraft parking stands can be classified as maneuver or long stay, and they are distributed as follows:

| Critical Aircraft | Apron 1 | Apron 2 | Apron 3 | Apron 5 | Total |
|-------------------|---------|---------|---------|---------|-------|
| Code F            | -       | -       | 3       | -       | 3     |
| Code D/E          | -       | 11      | 10      | 9       | 30    |
| Code C            | 47      | 17      | 9       | 22      | 95    |

The positions available for aircraft parking will depend on the fleet mix parked on the apron. To achieve the best use of apron positions, the following factors will be considered: slot schedule, ground time, aircraft type, parking rules and operational efficiency.

The determination of apron positions for rotary-wing and fixed-wing aircraft for General Aviation – Group II is determined by the RIOgaleão Operations Center (COR).

### 2.2.1 Long stay stands

#### Commercial Aviation – Group I

Among the stands listed above, those used for Group I aircrafts in long stay are distributed as follows:

- Apron 1 – 01 to 05, 07, 09, 10, 12 and 13;
- Apron 1\* – 06, 08, 11, 120, 122, 124, 126, 128, 130, 132, 134, 135, 137, 139, 141 and 143 to 149;
- Apron 2 – 95 to 99 and 103 to 119;
- Apron 5 (TECA) – TE14, TE17, TE19, TE21 and TE22.

If RIOgaleão identifies the misuse of long stay parking stands, to accomplish activities that must be carried out on maneuver positions, the airline or aircraft operator will be charged a maneuver position fee.

The activities that are exclusive to maneuver stands are: passenger processing (boarding and disembark), aircraft cleaning, maintenance (scheduled or not), catering services, among others.

\* Stands limited to Code C aircrafts, except for A321 e E295.

#### General Aviation – Group II

The Group II aircrafts in long stay can be allocated at Apron 1 stands, as its availability: 128, 130, 132, 134, 136, 138\*\*, 140, 142, 144, 146, 148\*\* and 149\*\*.

\*\* Stands that the aircraft can leave by its own means as it does not require towing for departure if the stands next to it are vacant (limited to Code C aircrafts).

## 2.3 Passenger Terminal

| Passenger Terminal Dynamic Capacity (Pax/Hour) |           |         |
|------------------------------------------------|-----------|---------|
| Flight Nature                                  | Departure | Arrival |
| Domestic                                       | 3.409     | 3.054   |
| International                                  | 2.200     | 2.184   |

The dynamic capacity above describes the potential occupancy of critical areas of the passenger terminal per hour.

The parameters used for capacity analysis are calculated using the methodology established in the Concession Contract's Annex II.

For flight allocation, it may be adopted an occupancy rate (load factor) accordingly to the aircraft's seats capacity.

## 3. Operational Rules

### 3.1 General Procedures

- i. The flight operations and/or the parking of unauthorized aircraft at the aerodrome without the approval of the airport administration will subject the operator or owner of the aircraft to the relevant sanctions, including the actions provided by ANAC's Decision nº 13 from 18th February 2014.
- ii. All operators must follow the Diverted Flights Plan published by CGNA (available on <http://portal.cgna.gov.br>).
- iii. The carriers that offer regular air transport service at GIG are eligible to join the Operational Excellence Program ("*Programa de Excelência Operacional*"), elaborated jointly by the parties. The manual can be requested via e-mail to the Airport & Operations Planning team (see item 4).
- iv. The non-regular flights approval is conditioned on the agreement of RIOgaleão's operational procedures for this type of service.
- v. According to the Concession Contract, only operations carried out in the civil apron are under RIOgaleão responsibilities.
- vi. It is mandatory for airlines:
  - a. to update the airport operational system with the flight's information such as: status; estimated passengers' amount; delay reason if the departure is over than 15 minutes late; confirmed passengers, cargo and mail amount;
  - b. to submit the fare information regarding the passengers, cargo and mail amount transported after the flight operation, in compliance with ANAC's Resolution nº 464 from February 22<sup>nd</sup> 2018;

- c. to do the check-in for all flights with at least 30 passengers booked and issue boarding passes with a bar code or QR code, whenever Terminal 2 access controls are used.
- vii. The operations with more than 15 (fifteen) minutes of advance or delay in relation to its scheduled time must be coordinated with the RIOgaleão Operations Center (see item 4).
- viii. For rescheduled, additional and/or canceled flights within 03 (three) days in advance, the RIOgaleão Operational Center must be consulted (see item 4). Subsequently, a slot message must be sent, attending IATA's standard SMA format (detailed procedure in item 3.4).
- ix. Compliance with operations planning is an important premise in defining the airport's capacity and for the consequent allocation of operational resources. In this way, the non-coordination of anticipations or delays, as well as diverted flights, may cause the degradation of the level of service, especially in this last case.
- x. Engine tests can be held at Taxiway K between Taxiways L2 and M, and on Taxiway M between Taxiways T and U. It is required to be previously coordinated with RIOgaleão Operational Center (see item 4).
- xi. Aircraft nationalization and certification must be previously authorized by RIOgaleão, and it will be held only in the maneuver area on Apron 5 (TECA).
- xii. The aircraft's staying during the day or overnight are subject to towing to an area that will be jointly defined between the COR and the airline or aircraft operator.
- xiii. In compliance to ANAC's RBAC nº 153, item 153.123 (b), it is mandatory that General Aviation – Group II operators place traffic cones to protect the aircraft's engines and ends during its stay at the airport.

### 3.2 Procedure for new airlines

- i. For the installation of new regular airlines, contact the Aviation Development Team (see item 4).
- ii. All airlines must submit the information described below to be registered in the Airport's operating systems. Such information must be sent by e-mail to the Slots Facilitation and RIOgaleão Operational Center teams (see item 4):
  - airline data – IATA and ICAO codes, name and country;
  - fleet data – IATA and ICAO codes by aircraft model, seat capacity by class, registration and Maximum Take-Off Weight (MTOW);
  - data regarding the Plan for Removal of Disabled Aircraft ("*Plano de Remoção de Aeronaves Inoperantes*" - PRAI) and the Policy on Assistance to Aircraft Accident Victims and their Families ("*Plano de Assistência às Vítimas de Acidente Aeronáutico e Apoio a Seus Familiares*" – PAFAVIDA).
- iii. In accordance with the Credit and Collection Policy from RIOgaleão ("*Diretrizes de Concessão de Crédito e de Cobrança*"), it is necessary:
  - to open a company in Brazil;

- issuance of a National Register of Legal Entities (“*Cadastro Nacional da Pessoa Jurídica*” – CNPJ) for billing;
- to open a bank account in Brazil for invoice payment.

For more information about credit and billing policies, contact the Airport Fees Accounts Receivable team (“*Contas a Receber – Aero*”) (see item 4).

- The new regular airlines must contact the RIOgaleão Operational Center to train their teams regarding the RIOgaleão’s operational system.
- The airlines must inform RIOgaleão in case there is a change in the handling service, with the contacts of the person responsible for operating the airline at the airport.
- The General Aviation – Group II operations must be coordinated with RIOgaleão Operational Center, through a request on the RIOgaleão website, under the Executive Aviation option ([www.riogaleao.com/corporativo/page/aviacao-executiva](http://www.riogaleao.com/corporativo/page/aviacao-executiva)). For rotary-wing aircraft operations, the contact must be made at least 01 (one) hour in advance and the maximum stay on the ground of 02 (two) hours and parking in the maneuver area. For fixed-wing aircraft operations, the contact must be made at least 04 (four) hours in advance and a maximum stay on the ground of 02 (two) hours and parking in the maneuver area. Authorization must be obtained beforehand from the RIOgaleão Operational Center for requests regarding long stay and to stay longer on the ground.

### 3.3 Allocation and Operationalization Parameters

#### 3.3.1 Aircraft Ground Time

| Minimum Ground Time (Turn around / Arrival and Departure) |               |              |
|-----------------------------------------------------------|---------------|--------------|
| Aircraft Type                                             | Flight Nature | Minimum Time |
| Up to 109 seats                                           | Domestic      | 30 minutes   |
|                                                           | International | 40 minutes   |
| Over 109 seats                                            | Domestic      | 40 minutes   |
|                                                           | International | 45 minutes   |

| Maximum Ground Time (In boarding bridge stand) |                 |                 |                 |                 |
|------------------------------------------------|-----------------|-----------------|-----------------|-----------------|
| Flight Type                                    | Cat. C Aircraft | Cat. D Aircraft | Cat. E Aircraft | Cat. F Aircraft |
| Transit                                        | 70 min.         | 120 min.        | 120 min.        | 180 min.        |
| Arrival                                        | 45 min.         | 60 min.         | 60 min.         | 90 min.         |
| Departure                                      | 60 min.         | 120 min.        | 120 min.        | 120 min.        |

- The minimum ground time can be reduced by at least 10 (ten) minutes and the airline is obliged to consider in its ground time planning the need to meet operational safety requirements and time for the execution of the related Operating Procedures.



- ii. The maximum ground time expected is applicable for the use of contact stands (boarding bridge).
- iii. It will not be allowed to exceed the maximum ground times on a boarding bridge without the prior authorization of RIOgaleão, which may request towing to another stand, to be defined by RIOgaleão Operational Center.

### 3.3.2 Check-in counters availability

| Check-in counters |                        |
|-------------------|------------------------|
| Terminal          | Domestic/International |
| TPS 2             | 174                    |

- i. Allocation Method – The check-in counters assigned to each airline are allocated as follows:
  - The check-in counters amount allocated for international airlines considers the aircraft seat capacity, as declared in the approved slots;
  - The check-in counters amount allocated for domestic airlines considers the capacity share in terms of seats offered.
- ii. Check-in Opening – The check-in counters assigned to each airline must open and be manned as per the criteria below. The interval between operations can be changed after consulting RIOgaleão Operational Center, depending on the availability.
  - 04 (four) hours prior to the scheduled departure time for international flights;
  - 03 (three) hours prior to the scheduled departure time for domestic flights.
- iii. Check-in operations – In order to maximize the use of counters infrastructure, airlines must use shared check-in system, in accordance with RIOgaleão standard procedure in compliance to ANAC's Resolution nº 208 from November 22<sup>nd</sup> 2011.

### 3.3.3 Baggage Claim infrastructure availability

| Baggage Claim Belts Amount |    |
|----------------------------|----|
| Domestic                   | 06 |
| International              | 06 |

| Baggage Claim Time |               |              |
|--------------------|---------------|--------------|
| Flight Nature      | First Baggage | Last Baggage |
| Domestic           | 15 minutes    | 30 minutes   |

|               |            |            |
|---------------|------------|------------|
| International | 20 minutes | 45 minutes |
|---------------|------------|------------|

The baggage claim times are considered from the block-on time until the baggage is delivered on the claim belt. The baggage claim process management is fully under airlines' responsibility.

### 3.3.4 Security Screening and Migration Control

| Security Check Point |            |                         |
|----------------------|------------|-------------------------|
| Domestic Departure   | Connection | International Departure |
| 12                   | 03         | 10                      |

| Migration Control |            |             |
|-------------------|------------|-------------|
|                   | Emigration | Immigration |
| Counters          | 20         | 32          |
| E-gates           | 06         | 06          |

The migration control process management is fully under the Federal Police responsibility.

### 3.3.5 Minimum Connecting Time (MCT)

| Connection Type               | Minimum Connecting Time (MCT) |
|-------------------------------|-------------------------------|
| Domestic - Domestic           | 35 minutes                    |
| International - International | 55 minutes                    |
| Domestic - International      | 60 minutes                    |
| International - Domestic      | 90 minutes                    |

The methodology for defining the Minimum Connecting Time (MCT) is under the following premises:

- Passengers processed in boarding bridges;
- It is considered the expected walking time plus the processing times average;
- The walking speed of 1,3 m/s, according to the IATA'S level of service parameter for airports level "C" (*Airport Development Reference Manual – 9th Edition*);
- The processing time per passenger is observed in field surveys carried out monthly at this airport;
- The management of migration control is under the Federal Police responsibility;
- The management of customs control is under the Brazilian Revenue and Customs responsibility;
- The check-in and baggage processing management is under the airline's responsibility;

- Changes in airline practices or operational alterations may result in different time results.

### 3.4 Slot Facilitation

RIOgaleão follows slot facilitation guidelines established by the International Air Transport Association (IATA) and corroborated by the National Civil Aviation Agency (*“Agência Nacional de Aviação Civil”* – ANAC), including meeting the deadlines established in the Calendar of Coordination Activities.

The slot requests and queries for regular and non-regular flights must be sent to [slot@riogaleao.com](mailto:slot@riogaleao.com), with a copy to [planejamentooperacional@riogaleao.com](mailto:planejamentooperacional@riogaleao.com) and [operacoes.cor@riogaleao.com](mailto:operacoes.cor@riogaleao.com), following IATA’s SMA standard format (as per Chapter 6 of the IATA Standard Schedule Information Manual – SSIM). RIOgaleão operates in local time (UTC -3), so the start and end date and time of the seasons follow the local time. It is at the airline's discretion whether to send the message in UTC time or in local time.

During the period covered by the Calendar of Coordination Activities, the messages are processed manually. After the Historic Baseline definition, the process becomes automatic (provided there are no impediments to this, such as inconsistencies in the SSIM format and the need to make an offer).

In accordance with ANAC’s Resolution nº 440 from September 08<sup>th</sup> 2017, airlines must register the air transport service on the Agency system after the slot approval.

#### 3.4.1 Initial Submission

On the Initial Submission, slots must be submitted with the action code according to the type of request (maintain or modify historic, new slot request etc.) and in pairs, to allow the ground time analysis. The domestic airlines with hub schedule are exempt of such obligation, however the arrival and departure operations there must be balanced and the flights pairs must be sent after the Historic Baseline definition and in periodic updates throughout the season.

#### 3.4.2 Slot allocation priority criteria

For the Slot Initial Allocation (SAL), the following order of priority will be considered:

- i. Eligible slot historic (minimum regularity of 80%);
- ii. Slot historic change;
- iii. New slot requests.

In case of a tie or conflict in the allocation of slots, the criteria are:

- i. Regular passenger flights, within minimum performance of 80% in regularity in the previous equivalent season:
  - a. Largest slots series;
  - b. Largest aircraft (seats capacity).
- ii. Regular cargo flights:
  - a. Largest slots series;

- b. Largest aircraft (freight transported);
  - c. Highest overall operational efficiency index in the previous equivalent season.
- iii. Other operations.

For the arrivals and departures monitoring, RIOgaleão uses the regularity performance parameter of 80% adherence between the allocated slot and the slot performed. Regarding punctuality, the tolerance for early and late arrivals and departures is 15 (fifteen) minutes.

## 4. Contacts

| Team                                   | E-mail                                                                                           | Phone                                                    |
|----------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Aviation Development                   | <a href="mailto:programadeincentivos@riogaleao.com">programadeincentivos@riogaleao.com</a>       | +55 21 98549-5129                                        |
| Slots Facilitation                     | <a href="mailto:planejamentooperacional@riogaleao.com">planejamentooperacional@riogaleao.com</a> | +55 21 3398-9426                                         |
| Slot management system                 | <a href="mailto:slot@riogaleao.com">slot@riogaleao.com</a>                                       | -                                                        |
| RIOgaleão Operations Center (COR)      | <a href="mailto:coa@riogaleao.com">coa@riogaleao.com</a>                                         | +55 21 3398-1502<br>+55 21 3398-1503<br>+55 21 3398-1504 |
| Airport & Operations Planning          | <a href="mailto:planejamentooperacional@riogaleao.com">planejamentooperacional@riogaleao.com</a> | +55 21 3398-1510<br>+55 21 99626-6157                    |
| Cargo Operations Control Center (TECA) | <a href="mailto:ccoteca@riogaleao.com">ccoteca@riogaleao.com</a>                                 | +55 21 3398-6425                                         |
| Airport Fees Accounts Receivable       | <a href="mailto:contasareceber.aero@riogaleao.com">contasareceber.aero@riogaleao.com</a>         | +55 21 3721-9120                                         |
| Airport Billing                        | <a href="mailto:tarifacaoaeroportuaria@riogaleao.com">tarifacaoaeroportuaria@riogaleao.com</a>   | +55 21 3398-4063                                         |

Inquiries and business queries (e.g., regarding the installation of a new airline) must be submitted to the Aviation Development team.

Inquiries and doubts regarding the infrastructure capacity (runways, apron, and terminals) and slot processing must be submitted to the Airport & Operations Planning team.

Inquires and doubts regarding operations within the Operational Window or General Aviation must be submitted to the RIOgaleão Operations Center (COR).