

AIRPORT FORMALITIES

Semester-vi

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UNIT -I

1. Introduction to Airports- Domestic, International
2. Common Air Transport Terms and Definitions
3. Air Transport Abbreviations and Meanings
4. Airline Phonetics

INTRODUCTION TO AIRPORTS- DOMESTIC, INTERNATIONAL

MEANING

The definition of an airport is a place where airplanes take off and land that has all the services and buildings needed to take care of the airplanes, passengers, and cargo.

A place where aircraft can land and take off, usually equipped with hangars, facilities for refuelling and repair, accommodations for passengers, etc.

A place where aircraft take off and land, usually equipped with hard-surfaced landing strips, a control tower, hangars, aircraft maintenance and refuelling facilities, and accommodations for passengers and cargo



DOMESTIC

A **domestic Airport** is an airport that handles only domestic flights—flights within the same country. Domestic airports do not have customs and immigration facilities and so cannot handle flights to or from a foreign airport.

These airports often have short runways sufficient to handle short or medium haul aircraft and regional air traffic. Security check / metal detectors are used in most countries, but in many cases, they were installed decades after security checks for international flights had become commonplace.

Domestic Airport means an airport serving any commercially operated aircraft flying to the relevant airport from a point of origin, or flying from the relevant airport to a point of destination,



INTERNATIONAL

An **international airport** is an airport with customs and border control facilities enabling passengers to travel between countries. International airports are usually larger than domestic airports and often feature longer runways and facilities to accommodate the heavier aircraft commonly used for international and intercontinental travel. International airports often also host domestic flights.

COMMON AIR TRANSPORT TERMS AND DEFINITIONS

Advance Notice means the notice a passenger provides an airline of a needed service or accommodation prior to the travel date. For example, a passenger with a disability may be required to provide the airline advance notice if the passenger needs certain special assistance during travel.

Passenger Check-in Requirements are the requirements a passenger must meet to complete check-in. A carrier may cancel a reservation if the passenger does not meet all applicable requirements. These requirements may include:

- cut-off time prior to departure to obtain a boarding pass or document verification (if necessary, for example, if traveling on an international itinerary),
- time limits applicable to checking baggage in accordance with the carrier's rules, and
- arrival at the departure gate. It is the passenger's responsibility to arrive at the airport with sufficient time to complete all ticketing, baggage check, and security procedures, and to be at the gate prior to the airline's deadline for arriving there.

Passengers should check with their airline or travel agent for applicable check-in requirements for their flight.

Alternate Transportation is used in a situation in which a passenger is denied boarding because the flight is oversold and the carrier offers the passenger transportation on a different flight or other transportation accepted and used by the passenger.

Baggage Allowance means the number of pieces of carry-on luggage a passenger may bring into the aircraft cabin, the number of pieces of luggage a passenger may check in the baggage compartment of the aircraft, and the size and weight limitations that apply to both carry-on luggage and checked luggage. Allowances may vary for different airlines. Therefore, passengers are encouraged to check with the airline in advance regarding limits on the size, weight, and number of pieces of baggage for their specific itinerary

Baggage Fee means the fee an airline charges for carrying on or checking a piece of luggage. There may be additional fees for oversize or overweight baggage that exceeds a carrier's baggage allowance. A passenger should check the carrier's website and his or her e-ticket confirmation to learn the fee that applies for the journey.

Class of Service means the cabin location and type of accommodation a passenger receives depending on the type of fare he or she buys. Many carriers have different classes of service that have different amenities. To identify the class of service, a passenger must refer to the fare purchased and the carrier's rules associated with that fare.

Checked baggage means passenger baggage that is transported in the baggage compartment of the aircraft, not in the cabin. Typically, a passenger will receive a baggage claim ticket when the passenger checks baggage with a carrier.

- For domestic trips, the DOT does not prohibit airlines from excluding liability for loss, damage or delay of goods and baggage, including valuable, fragile, or perishable items. However, airlines are required to provide notice of the existence of such exclusions

Code-share Flight means a flight that is operated by an airline other than the one in whose identity the flight is marketed. When a flight is a code-share flight, the “designator code” (typically a two-character code that is either two letters or a combination of a letter and a number) for the flight will be the code of the marketing carrier, rather than the code of the airline that will actually operate the flight. Airlines and travel agents must disclose the existence of a code-share flight to consumers when they market air transportation in their name or code that is operated by another carrier.

Confirmed reserved space means space on a specific date and on a specific flight and class of service that has been requested by a passenger and verified by the airline as being reserved for the accommodation of the passenger. It does not usually mean a specific seat on the aircraft.

Contingency Plans for Lengthy Tarmac Delays are plans for lengthy tarmac delays at U.S. airports during which passengers do not have the opportunity to deplane. Most larger U.S. and foreign carriers are required to have such a plan.

The plans must include an assurance that the carrier will not permit an aircraft to remain on the tarmac longer than three hours for domestic flights and four hours for international flights without providing the opportunity to deplane, subject to safety, security, and air traffic control reasons.

Carriers must provide assurances regarding services such as food and water that the carrier will provide during a lengthy tarmac delay. Each carrier must post its contingency plan for lengthy tarmac delays on its website in an easily accessible form.



Fare means not only the amount paid for air transportation but also the category of ticket a passenger can buy. There are many categories of fares offered by carriers and each fare category generally has its own specific rules. A passenger should read the rules associated with the fare before purchase to understand whether the fare is refundable or allows changes to the itinerary.

Force Majeure Event means an event outside of the carrier's control that can alter a carrier's schedule resulting in flight delays, schedule changes, and flight cancellations. Usually these events include weather conditions, acts of God, or any other event not reasonably foreseeable by the carrier and not within the airline's control.

Denied Boarding Compensation is compensation to which a passenger may be entitled if the passenger is involuntarily denied boarding from a flight on which the passenger holds a confirmed reserved space and more passengers check in than there are available seats on the flight.

Interline itinerary means an itinerary other than a code-share flight (see above) that includes transportation on two or more airlines on one ticket during a single journey.

Minimum Connecting Time means the shortest time interval required in order to transfer a passenger and his or her luggage from one flight to a connecting flight. Minimum connecting times are published for each airport and for various itineraries at that airport (e.g., online vs. interline connection, domestic vs. international itinerary).

Sometimes the minimum connecting time at a particular airport will also vary by airline. Minimum connecting times are not specified by or regulated by the federal government.

Qualified Individual with a Disability is a term used by the Department to identify airline passengers who are entitled to certain accommodations under the Department's regulation implementing the Air Carrier Access Act.

Standby Passenger is a passenger attempting to travel on a flight without confirmed reserved space on that flight. For example, a passenger may fly standby if the passenger misses a flight or the passenger tries to switch to an earlier flight.

As the passenger does not have a reservation on the flight for which he or she is standing by, the passenger is not guaranteed to travel on that flight. Seats sometimes become available for standby passengers as a result of “no shows” — passengers holding confirmed reserved space who do not appear for their flight and do not cancel their reservation.

Stopover means a deliberate interruption of a journey between the origin and destination that is agreed to by the carrier and the passenger, and is scheduled to exceed a specified number of hours (often 4 hours on a domestic itinerary and over 24 hours on international itineraries).

Travel Credit/Voucher can mean a coupon or other document (such as an electronic voucher) that can be applied toward the purchase of air transportation on that airline. Vouchers and travel credits are sometimes given by a carrier as compensation in lieu of denied boarding compensation and for service disruptions.

Acceptance of the voucher may release the carrier from the obligation to provide other or additional compensation in the limited cases where such compensation is required (e.g., involuntary denied boarding compensation).

Consumers should be aware, that because there are different types of travel credits and vouchers, each kind has its own terms and conditions that apply to its use. The most common conditions are:

- Expiration dates (i.e. the voucher must be used within a certain period of time from its issuance to the passenger),
- Non-transferable status (i.e. the voucher cannot be used by a person other than the person to whom the airline issued it),

- Capacity controls, whereby some travel vouchers and credits can only be used for a certain number of seats on a flight, even if other seats are still available for sale. When this is the case it can limit the number of flights on which a consumer can use the voucher or credit. Unaccompanied Minor means a youth who travels without an adult. Most airlines offer certain
- Blackout dates or city restrictions (e.g., the voucher can only be used on flights within the 48 contiguous United States, the voucher can only be used for certain types of midweek travel, the voucher cannot be used during holiday travel periods), and



Unaccompanied Minor services, usually for a fee. Airline policies, including age restrictions, vary on unaccompanied minors, so if a parent is considering purchasing the service, he or she should check the airline's policies before buying a ticket. Airlines often require a legal guardian to fill out forms specifying who will be meeting the child at the airport.

AIR TRANSPORT ABBREVIATIONS AND MEANINGS

ABBREVIATIONS	MEANINGS
A	
A/A	Air to Air
A/C	Aircraft
ADR	Advisory Route
ADREP	Accident and Incident Data Reporting
ADS-C	Automatic Dependent Surveillance-Contract
B	
BA	Braking Action
BBML	Baby Meal
BCN	Beacon (Aeronautical ground light)
BCSI	Broadcast
BDRY	Boundary
BHS	Baggage Handling System
C	
C/F	Workability
CA	Cabin Attendant
CAA	Civil Aviation Authority
CAB	Cabin (crew)
COUR	Courier
CP	Captain (Commander)

D	
D	Dangerous Area
DA/DH	Decision Altitude/Height
DEP	Depart or Departure
DUR	Duration
DVOR	Doppler VOR
E	
E	Young's Modulus
E	Examiner
EAD	European AIS Database
EANPG	European Air Navigation Planning Group
EASA	European Aviation Safety Agency
ECAC	European Civil Aviation Conference
F	
FA	Final Approach
FAA	Federal Aviation Administration
FAX	Facsimile/Fax
FDPS	Flight Data Processing System
FDR	Flight Data Recorder

G	
G/A	Ground-to-Air
G/G	Ground to Ground
GA	Go Around, Go Around
GS	Ground Speed
GST	Glide Slope Intercept Altitude
H	
H24	Continuous Day and Night Service
HA	Continuous Day and Night Service
HAA	Height above airport elevation
HX	No Specific Working Hours
HX	Cancelled Flight Plan
Hz	Hertz
I	
IA	Initial Approach
IAC	Instrument Approach Chart
IAF	Initial Approach Fix
IAL	Instrument Approach and Landing Charts
IFPS	Integrated Initial Flight Plan Processing System

J	
JAA	Joint Aviation Authorities.
JAR	Joint Aviation Requirements of the Joint Aviation Authorities.
JAR-OPS	Joint Aviation Regulations
K	
K	Bulk Modulus
Km	Kilometre
Kt	Knot
KÖi	Public Private Partnership (PPP)
L	
L	Left (Runway Identification)
LAM	Local Area Multiliterate
LAN	Local Area Network
LASE	Light Amplification by Stimulated Emission of radiation
R	
LED	Light Emitting Diode

M	
M	MACH Number (Followed by figures)
M	Meters (Preceded by figures)
MW	Meteorological Watch Office
O	
MZ	Maximum Zero Fuel Weight
FW	
N	
N	North or Northern Latitude
N	Porosity
ND	Non-Directional Radio Beacon
B	
NE	North-East
NIL	No Items Listed
NM	Nautical Mile

O	
O	Operation Control
O/R	On Request
OAC	Oceanic Area Control Center
OAT	Operational Air Traffic
OBS	Obstacle
T	
OCA	Oceanic Control Area
P	
PAT	Precision Approach Terrain Chart
C	
PAX	Passenger
PSN	Position
PSR	Primary Surveillance Radar
PTT	Push/Press to Talk

Q	
QBI	Compulsory IFR Flight
QFE	QFE
QFU	Magnetic Orientation of Runway
QM	Quality Manual
QMS	Quality Management System
R	
RADNET	Radar Network
REG	Registration
R/T	Radio/Telephony
RVR	Runway Visual Range
S	
SAFA	Safety Assessment of Foreign Aircraft
SANA	Safety Assessment of National Aircraft
SAR	Search and Rescue
SITA	Integrated Information and Telecommunications Services
SPA	Single Pilot Aircraft
SUR	Surveillance

T	
TAF	Tactical Air Force
TC	Tropical Cyclone
TCP/IP	Transmission Control Protocol / Internet Protocol
TKO	Take-Off
TWR	Tower
U	
U/S	Unserviceable
UAC	Upper Area Control Center
UCA	Upper Control Area
UHF	Ultra-High Frequency
UIC	Upper Information Center
V	
VAL	Valuable Cargo
VASIS	Visual Approach Slope Indicator System
VIP	Very Important Person
VLAN	Virtual Local Area Network
VPN	Virtual Private Network

W	
WAN	Wide Area Network
WAP	Wireless Application Protocol
WDI	Wind Direction Indicator
WWW	World Wide Web
WX	Weather

X XRAY	X-Ray
Y	
YD	Yard
YİD	Yap-İşlet-Devret
Z	
Z	Co-ordinated Universal Time (in meteorological messages)

AIRLINE PHONETICS

If you're new to the aviation industry, you may just be learning about the aviation alphabet. The world of aviation requires a different alphabet for the military, air controllers, pilots and agents within the airlines. Because certain letters sound very similar, the International Civil Aviation Organization (ICAO) created the International Radiotelephony Spelling Alphabet. In order to be sure that letters are pronounced and understood correctly, no matter what language is spoken, the aviation alphabet helps to avoid mistakes.

This alphabet takes letters and makes it easier to understand, even with interference and static. Think of how sometimes M and N or P and V could sound similar – this alphabet helps to prevent any issues between the cockpit and the tower.

For example, think of an aircraft tail number such as N352W. This would be over the radio as “November Three Five Two Whiskey”.

PHONETIC ALPHABET

A Alfa

B Bravo

C Charlie

D Delta

E Echo

F Foxtrot

G Golf

H Hotel

I India

J Juliett

K Kilo

L Lima

M Mike

N November

O Oscar

P Papa

Q Quebec

R Romeo

S Sierra

T Tango

U Uniform

V Victor

W Whiskey

X X-ray

Y Yankee

Z Zulu