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## Transfer Passengers Route Support Scheme (RSS)

Valid from January 2018.

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### 1: Introduction:

The Shannon Airport Authority is committed to encouraging airlines to operate new routes to/from Shannon Airport and to promote the continued development of Shannon Airport's route network. It is Shannon Airport's intention to sustain and expand the range of routes available for customers and we recognise that a priority for customers choosing to travel to and from Shannon is efficient and convenient access to global air services. As a commercial company, we wish to encourage the development of services which meet our customers' requirements, and in this regard we will support the commencement of new routes and the expansion and growth of existing services at the West of Ireland gateway.

This Transfer Passenger Incentive scheme aims to assist and reward the participating airline operator to grow the volume of traffic on its short haul operation which in turn will assist the airport in generating increased transfer traffic through its US Preclearance facility.

### 2: Scheme Outline:

For the purposes of this scheme a **Transfer Passenger** means a passenger arriving from another airport ('airport of origin') on one flight who departs aboard a different flight number on the same ticket to an airport or city in the USA, provided that the scheduled time of departure of the USA flight is not more than 5 hours after the scheduled time of arrival of the origin flight. The Transfer passenger must be travelling with an airline that is utilising the US Preclearance facility at Shannon.

To avail of this scheme an airline operator would be required to demonstrate to Shannon Airport's satisfaction that it will maintain a significant marketing drive in the various markets highlighting Shannon as a transfer airport in order to both sustain and grow traffic on approved routes.

### 3: Level of Support

Shannon Airport will offer airlines selling **through fares on through tickets** an incentive to maximise their transfer throughput. An airline that delivers transfer passengers on to the **westbound** sector of our scheduled transatlantic services will be eligible for this scheme.

We have introduced two levels of incentives based on both summer and winter operations. A qualifying airline operating an approved route will be offered the following per transfer passenger incentive at Shannon Airport.

Transfer Incentive per Westbound passenger	
April - October	November - March
€3	€5

#### 4: Transfer Passenger Incentive Criteria:

Subject to approval, an airline operating an approved route may qualify under this scheme if it meets the following criteria:

- a) The airline must sell a through fare on a through ticket.
- b) Agree to sell a through fare online or through its GDS systems.
- c) Agree to market and promote Shannon Airport as a transfer airport to the USA with US Preclearance both on its website and point of sale marketing campaigns in the origin markets.
- d) The airline must automatically transfer checked baggage between flights.
- e) The airline must provide the total number of *transfer passengers by destination* as transmitted via the SITA messaging system on Passenger Transfer Messages (PTMs).
- f) Organise the schedule on nominated routes (i.e. reduce the connecting time between the arriving flight and the departing flight to at most 5 hours).
- g) With regard to code sharing flights, only the operating carrier is eligible.
- h) Where transfer traffic on a route is generated by reducing capacity on other routes with no obvious net economic benefit to the airport, approval will not be granted under the Scheme.
- i) Where the airport authority believes that in light of all relevant criteria, the route shall not provide any significant commercial benefit, it reserves the right to refuse to approve a route under the Scheme. Shannon Airport's decision on these matters is final.

#### 5: Application & Operation of the Scheme

- a) Airlines must lodge written proposals in the Shannon Airport standard format (attached as Appendix 1).
- b) An airline whose proposal has been accepted by Shannon Airport under the terms of this scheme will receive a Route Support Approval letter from the Managing Director to this effect. This letter constitutes an acceptance by Shannon Airport of the route proposal, subject to the airline operating in full accordance with its route proposal to Shannon Airport. No operator may be considered to be approved for support under the Scheme until it has received such an Approval Letter.

##### Payment of Discount

- c) Where approval has been granted, support under this scheme will be provided retrospectively by Shannon Airport at the end of each calendar year by means of credit note or whatever means Shannon Airport deems appropriate.
- d) Airlines qualifying for support under the terms of this scheme must pay all airport charges in full in accordance with Shannon Airport's published Terms and Conditions.
- e) Payments due to Shannon Airport shall be made in full without deductions and the airline operator shall not be entitled to off-set or make any deduction from the charges invoiced.

## 6: Specific Conditions

- a) The Scheme will apply or continue to apply only as long as an airline is fully compliant with the published Shannon Airport Terms and Conditions (available on the airport charges page at [shannonairport.ie](http://shannonairport.ie)), and specifically with respect to:
  - The payment of invoices for all airport charges and any other fees and services provided by the company to the airline, including adhering to credit terms in respect of all Shannon Airport invoices, unless the company, in its absolute discretion, shall otherwise determine.
  - The provision of information, whereby the airline is required to provide Shannon Airport with passenger, cargo and aircraft related information as outlined in the published Shannon Airport terms and conditions, sections 4.16 to 4.34 inclusive.
- b) Shannon Airport reserves the right to amend the terms of the Scheme at any time including the criteria for eligibility to participate in the Scheme. If Shannon Airport makes an amendment, it shall publish the amended scheme on its website located at [www.Shannonairport.ie](http://www.Shannonairport.ie). It is the airline operator's responsibility to keep informed of such updates. All changes to the document will be detailed in Appendix 2 "Register of Revisions."

**Appendix 1:**

**Application for Transfer Passenger Support Scheme**

Route Support Scheme – Transfer passengers		
Operator Name		
Billing Address		
Route Name		
Origin Airport Code	ICAO Designator	IATA Designator
Frequency of Operation Flights per week	Year Round	Seasonal
Aircraft Details	Aircraft Type	Aircraft Capacity
Start Date		
Scheduled Transfer Destination	Scheduled Time(s) of Origin Flights	Scheduled Time(s) of Destination Flights
Contact name		
Email Address		
Date		

**\*Any changes of times to be notified to Shannon Airport**

All applications for route and marketing support can be submitted to [ABD@shannonairport.ie](mailto:ABD@shannonairport.ie)

### Appendix 3: - Register of Revisions

Please find below the complete list of revisions since the 1<sup>st</sup> June 2018.

Date	Section (Page Number)	Comment