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		<p>AIC 12/22 October 27, 2022</p>	

**Owen Roberts International Airport
Scheduled Facilitation effective 31st October 2021**

1. Introduction

1.1 Owen Roberts International Airport has been granted by IATA as a level two Scheduled facilitated airport. This Aeronautical Information Circular serves to notify all aircraft operators of the requirements for slot approval.

2. Scheduled Facilitator Details

2.1 Airport Co-ordination Limited

Slot Requests SMA via Email slots@acl-international.com

Slot Requests online includes constraint availability www.online-cordination.com

3. General slot information

3.1 All requests for GCM are to be submitted in SMA (SSIM - Chapter 6) format using standard IATA codes for airport destinations and aircraft types. Slot requests submitted via the Online coordination system (OCS) will automatically be generated in the required format.

3.2 All requests for GCM should be submitted in UTC. For info: GCM local time is UTC – 5 hrs on a year-round bass.

3.3 Scheduled Arr/Dep times can be submitted to the exact minute and do not require round to the nearest 5 minutes

3.4 Standard IATA scheduling seasons/dates/deadlines will apply

3.5 Reason codes for adjustments will be provided in standard SSIM format.

3.6 Non-based carriers should submit schedules in linked Arr/Dep format where possible. This is to assist with the facilitation of a maximum ground time constraint.

3.7 ACL will record any refused schedule adjustments at GCM as per WASG 7.4 (Worldwide airport Slot Guidelines)

4. Specific slot approval Information for GCM

- 4.1 All requests must be submitted either by the operator or the Ground Handler to ACL 48 hours prior to operation.
- 4.2 Urgent requests (Medevacs etc) that are required to operate at short notice will be approved by the Airport Operations Command Centre (AOCC) slot@caymanairports.com all other operators must endeavour to submit requests in a timely manner.
- 4.3 Flight plans must not be filed unless a slot approval has been approved by ACL or the AOCC
- 4.4 Due to limited general aviation apron parking space, aircraft parking maybe restricted to a maximum of 72 hours between the months of November and April especially during holiday periods such as Christmas, New Year and Easter. General aviation operators should liaison with their ground handling service provider to obtain information on parking restrictions during this period.
- 4.5 All operators are expected to cancel any slot approvals in a timely manner should their operational requirements change. Operators who obtain approval and do not use the slot will be closely monitored and the CIAA will communicate with the operators directly and advise them of their responsibilities as this affects other operators who may wish to operate at those times.
- 4.6 In the event of operational delays including weather, or technical issues and to ensure that slot facilitation is not too onerous for operators, slots are only required only to be re submitted in the following circumstances. This is to ensure our capacity restraints are not breached.
- Commercial carriers with delay of more than 2 hours
 - Non-commercial with delay of more than 4 hours
- 4.7 The current requirements for the submission of flight plans (ICAO Doc 4444) in the event of any 30-minute delay still applies and must be adhered to for all operators

5. Queries

5.1 Queries concerning the content of this AIC should be directed to the Airport Operations Command Centre:

Email: AOCC@caymanairports.com

Telephone: 1-345-244-5845

This AIC Supersedes AIC 23/21