

PPR HANDBOOK

General & Business Aviation Flights, IFR/VFR, State, Military, Training, Ambulance & Helicopter Flights

Fraport Greece

June 2024

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Version Control

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Terms & Definitions

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| AIP | Aeronautical Information Publication |
| Ambulance flight | Flight with the purpose of transportation of sick or injured person or for the purpose of transportation of implants, operated by state aircraft or a private company aircraft. |
| ANOC | Airports Network Operations Center |
| AOC | Air Operator's Certificate |
| Apron | A defined area intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance. |
| ATC | Air Traffic Control |
| Business Aviation | The sector of General Aviation which concerns the operation or use of aircraft by companies for the carriage of passengers or goods as an aid to the conduct of their business, where the aircraft are flown for purposes generally considered not for public hire and are piloted by individuals having, at a minimum, a valid commercial pilot license with an instrument rating. |
| Coordinated Airport (IATA Level 3) | Any airport where, in order to land or take off, it is necessary for an air carrier or any other aircraft operator to have a slot allocated by a coordinator, with the exception of State flights, emergency landings and humanitarian flights. |
| FG | Fraport Greece |
| GA/BA | General Aviation / Business Aviation |
| GCR message | IATA General Aviation Slot Clearance Request/Response message |
| General Aviation | Operations with civil aircraft for remuneration or hire other than commercial aviation or aerial work (ICAO definition). |
| GHSP | Ground Handling Services Provider |
| GSCN | Ground Services Confirmation Number |
| HCAA | Hellenic Civil Aviation Authority |
| HSCA | Hellenic Slot Coordination Authority - Official Slot Coordinator for all Greek Airports appointed by the Hellenic State. |
| IATA | International Air Transport Association |
| ICAO | International Civil Aviation Organization |
| IFR | Flight with Instrument Flight Rules |
| Inconsistencies | Inconsistencies shall mean where: <ul style="list-style-type: none"> - An approved PPR is different than the confirmed slot. - A slot is confirmed without having an approved PPR. |
| LT | Local Time |
| Non Characterized Airport (IATA Level 1) | Airport where the capacities of all infrastructure at the airport are generally adequate to meet the demands of users at all times. |
| NOTAM | Notice to Airmen |
| OCS | Online Coordination System |
| PPR | Prior Permission Required for Apron Clearance |
| PPR Applicant | The Ground Handling Services Provider holding a license Category 1 / Ground Administration and Supervision granted by HCAA. |
| PPR Platform | The system that provides a computerized management of PPR. |
| SAR | Search and Rescue |

| | |
|---|--|
| Schedules | Airport where there is potential for congestion during some periods of the day, week, or season which can be resolved by schedule adjustments mutually agreed between the airlines and facilitator. |
| Facilitated Airport (IATA Level 2) | |
| Slot | The permission given by a coordinator in accordance with the European Regulation 95/93 as amended to use the full range of airport infrastructure necessary to operate an air service at a coordinated airport on a specific date and time for the purpose of landing or take-off as allocated by a coordinator. |
| State flights | Any flight performed by aircraft for military, customs, police or other law enforcement services of a State. |
| UTC | Coordinated Universal Time |
| VFR | Flight with Visual Flight Rules |

1. Introduction

1.1. Objective, Purpose, Expected Result

The implementation of the following Prior Permission Required (PPR) procedure and guidelines are deemed necessary in order to ensure that operations at the FG Operated Airports are conducted in a way that allows maximizing the use of airport resources, to optimize benefits to customers, to ensure equal and transparent treatment and to minimize possible flight delays.

1.2. Scope

This document states the PPR procedure and guidelines, which apply to all flights in the category of General Aviation / Business Aviation (GA/BA), IFR/VFR, State, Ambulance, Training, Military and Helicopter flights that operate at FG Regional Airports.

It is applicable to the Ground Handling Services Providers (GHSP) awarded with the Category 1 license by HCAA conforming to the Basic Ground Handling Regulation.

2. General Guidelines

- a. It is mandatory for all flights in the category of General/Business Aviation (GA/BA), IFR/VFR, State, Military, Ambulance, Training and Helicopter flights, scheduled to operate at FG Regional Airports, to obtain a parking authorization number (PPR - Prior Permission Required for Apron Clearance), either for granting approval or as a means of prior advise.
- b. The following categories are exempted from PPR procedure:
 1. SAR flights.
 2. Flights in state of emergency.
 3. Flights of aircraft rendering assistance or being on a mission in disasters.
 4. Ambulance flights operated by state aircraft.
- c. Allocation of PPRs to the Applicant will take place based on the order of entry.
(First comes - first served).
- d. PPR Platform users can apply for an Apron clearance within 14 calendar days before the scheduled arrival of the flight.
- e. Parking authorization number (PPR – Prior Permission Required) will consist of alphanumeric and symbol characters:
 1. The first 4 letters will be the ICAO four letter code of the airport;
 2. the next 5 digits will be the serial number of the authorization;
 3. the next 6 digits will be the date the authorization was granted;
 4. the next 10 digits will be the confirmed by Fraport Greece date and time (in UTC) of the arrival flight separated by a slash from the previous 15 characters, and;
 5. the next 10 digits will be the confirmed by Fraport Greece date and time (in UTC) of the departure flight separated by a slash from the previous 10 characters.

Example: LGSK00001250520/2805201600/2805201700 meaning: PPR for JSI airport – ascending serial number No.00001 issued by Fraport Greece’s system – granted on 25th May – arriving on 28th May at 16:00 UTC and departing on 28th May at 17:00 UTC.
- f. In assessing the application for a PPR, Fraport Greece takes into account the available parking stands.
- g. PPRs for all types of flights are managed and released by Fraport Greece via PPR Platform.
- h. Access to PPR Platform is given to Ground Handling Services Providers (GHSP) with a valid Category 1 license by HCAA conforming to the Basic Ground Handling Regulation.
- i. The PPR is submitted either with the aircraft’s registration or with the flight number depending on Air Operator’s Certificate (AOC) availability.
- j. Aircraft registration swap is only allowed for the same Air Carrier. It is strongly recommended to apply with the aircraft’s flight number mode, where applicable, in order aircraft registration field to be editable.
- k. Aircraft type change is only allowed for the same Air Carrier and for aircraft type with the same or lower ICAO aircraft category. In case that the approved PPR is approved with towbar availability, the aircraft change is allowed only if towbar is available.
- l. Details regarding access rights and the use of the Platform can be found in *Chapter 7 “Administration”* of the current document.

The Level of Coordination for Airports operated by Fraport Greece is characterized as per below table depending on IATA season:

| Airport | Summer Season | Winter Season |
|----------------|--------------------------------------|----------------------------------|
| SKG | Schedules Facilitated (IATA Level 2) | Non Characterized (IATA Level 1) |
| CFU | Coordinated Airport (IATA Level 3) | Non Characterized (IATA Level 1) |
| ZTH | Coordinated Airport (IATA Level 3) | Non Characterized (IATA Level 1) |
| EFL | Coordinated Airport (IATA Level 3) | Non Characterized (IATA Level 1) |
| PVK | Non Characterized (IATA Level 1) | Non Characterized (IATA Level 1) |
| KVA | Non Characterized (IATA Level 1) | Non Characterized (IATA Level 1) |
| CHQ | Coordinated Airport (IATA Level 3) | Non Characterized (IATA Level 1) |
| RHO | Coordinated Airport (IATA Level 3) | Non Characterized (IATA Level 1) |
| KGS | Coordinated Airport (IATA Level 3) | Non Characterized (IATA Level 1) |
| JTR | Coordinated Airport (IATA Level 3) | Non Characterized (IATA Level 1) |
| JMK | Coordinated Airport (IATA Level 3) | Non Characterized (IATA Level 1) |
| MJT | Non Characterized (IATA Level 1) | Non Characterized (IATA Level 1) |
| SMI | Non Characterized (IATA Level 1) | Non Characterized (IATA Level 1) |
| JSI | Schedules Facilitated (IATA Level 2) | Non Characterized (IATA Level 1) |

3. PPR for IFR GA/BA Flights at Coordinated (IATA Level 3) and Schedules Facilitated (IATA Level 2) Regional Airports

3.1. PPR Procedure & Guidelines

- a. It is prerequisite for Air Carriers of GA/BA and non-commercial flights, scheduled to operate at Coordinated IATA Level 3 and Schedules Facilitated IATA Level 2 Regional Airports to obtain a parking authorization number (PPR - Prior Permission Required for Apron Clearance) from Fraport Greece before applying for a slot/schedule submission to HSCA.
- b. The allocated PPR number is mandatory to be included in the Supplementary Information (SI) field of the GCR slot submissions by the Applicant.
- c. All slot/schedules requests should match exactly with the PPR approval.
- d. In the event of an aircraft arrival/departure at/from any of the Coordinated IATA L3 or Schedules Facilitated IATA L2 Regional Airports without a PPR having been allocated for that landing or departure and/or outside the time period for which a PPR has been obtained, notification will be sent to the HSCA.
- e. PPRs, which are not needed, should be returned to Fraport Greece at least two hours prior to scheduled arrival.
- f. Any change of Apron occupancy, even if change is within the confirmed times, will require an updated/new PPR.
- g. Live airport runway availability can be checked through OCS online portal <https://www.online-coordination.com>. GHSPs are encouraged to consult the runway availability prior to making an application and target PPR request at times where runway slots seem to be available, whenever possible, in order to avoid unnecessary back and forth correspondence.

3.2. Validity of a PPR

- **14 Days to 2 days prior scheduled arrival:** It is mandatory the Applicant, to obtain the relevant slot/schedule that matches with the already confirmed PPR, **within 24 hours**, in order the PPR process to be considered as completed. If any inconsistency between confirmed slot/schedule and approved PPR is observed the PPR will be cancelled.
- **1 day (00:01-24:00) prior scheduled arrival:** If the PPR is obtained 1 day prior scheduled arrival the relevant slot/schedule should be obtained **within 2 hours** after the PPR confirmation, otherwise the PPR will be cancelled.
- **On the Day of Operation (00:01-24:00):** If the PPR is obtained on the Day of Operation of the scheduled arrival, slot/schedule should be obtained **within 1 hour** after the PPR confirmation otherwise the PPR will be cancelled.

3.3. Deleting an Already Confirmed PPR

All aircraft operators have to effectively operate the confirmed PPRs.

PPRs that are confirmed but not needed, should be returned to Fraport Greece immediately as soon as the Applicant has the notice and for the cases that the notice occurs on the day of operations no later than 2 hours prior to scheduled arrival time.

3.4. Corrective Administrative Procedure

If an Inconsistency between confirmed slot and approved PPR is observed or a slot is confirmed without an approved PPR, FG will sent a notification e-mail to HSCA, detailing the discrepancies.

3.5. PPR Local Rule for Coordinated (IATA L3) and Schedules Facilitated (IATA L2) Regional Airports

Table 1: Quick Reference Chart for Coordinated (IATA L3) and Schedules Facilitated (IATA L2) Regional Airports

| Date of PPR confirmation | 14 Days prior to scheduled arrival | D-1 (00:01-24:00) | On the Day of Ops (00:01-24:00) |
|--|---|---|--|
| Cases | | | |
| Time-window for action | | | |
| <p>The Applicant should obtain the slot/schedule that matches with the already confirmed PPR; otherwise such PPR will be cancelled.</p> <p>Also, if any inconsistency between confirmed slot/schedule and approved PPR is observed, the PPR will be cancelled.</p> <p>If an inconsistency between confirmed slot/schedule and approved PPR is observed, or a slot/schedule is confirmed without an approved PPR, Fraport Greece will send a notification e-mail to HSCA, detailing the discrepancies that are still pending.</p> | within 24 Hours | within 2 Hours | within 1 Hour |
| | As soon as the discrepancy will be observed by FG | As soon as the discrepancy will be observed by FG | As soon as the discrepancy will be observed by FG |
| PPRs, which are confirmed but not needed. | PPRs should be returned to Fraport Greece immediately as soon as the Applicant has relevant knowledge | PPRs should be returned to Fraport Greece immediately as soon as the Applicant has relevant knowledge | PPRs should be returned to Fraport Greece immediately as soon as the Applicant has relevant knowledge and not later than 2 Hours prior to the scheduled arrival |

4. PPR at Non Characterized (IATA Level 1) Regional Airports, for GA/BA, IFR/VFR, State, Ambulance, Training, Military and Helicopter Flights

At Non-Characterized (IATA L1) Regional Airports for GA/BA, IFR/VFR, State, Ambulance, Training, Military and Helicopter flights slot coordination process is not a requirement. However, a PPR should be obtained through the PPR Platform, as a means of prior advice to Fraport Greece. This procedure will allow Fraport Greece to manage the airports' resources in an optimum manner and avoid possible delays.

4.1. Deleting an Already Confirmed PPR

PPRs, which are confirmed but not needed, should be returned to Fraport Greece immediately as soon as the Applicant has the notice and for the cases that the notice occurs on the day of operations no later than 2 hours prior to scheduled arrival time.

4.2. PPR Guidelines at Non-Characterized (IATA L1) Regional Airports

Table 2: Quick Reference Chart for Non-Characterized (IATA L1) Regional Airports

| Date of PPR confirmation Case | 14 Days prior to scheduled arrival | D-1 (00:01-24:00) | On the Day of Ops (00:01-24:00) |
|---|---|---|--|
| Time-window for action | | | |
| PPRs, which are confirmed but not needed. | PPRs should be returned to Fraport Greece immediately as soon as the Applicant has relevant knowledge | PPRs should be returned to Fraport Greece immediately as soon as the Applicant has relevant knowledge | PPRs should be returned to Fraport Greece immediately as soon as the Applicant has relevant knowledge and not later than 2 Hours prior to the scheduled arrival |

5. PPR Waiting List

The waiting list prioritizes unable to be confirmed requests which will be handled in the event of a change in apron availability following a cancellation. In this case (cancellation), the first requested PPR of the waiting list will be handled. The final approved time schedule may differ up to 2 hours before or after the requested time. If the Applicant receives same as requested or an alternative time proposal for a PPR in the waiting list, it is mandatory the Applicant to accept or reject it within the time frame of 2 hours otherwise the proposal will be cancelled.

Following options apply:

- Case A: PPR requests without already approved times (9999): User should accept (via e-mail) the approved PPR within 2 hours in order PPR to remain valid. Otherwise, the approved PPR will be revoked and the next PPR on the waiting list will be handled.
- Case B: PPR requests which hold approved times different than the requested: User should clarify (via e-mail) which PPR should remain valid within 2 hours. Otherwise, the improvement of the PPR will be withdrawn and the next PPR on the waiting list will be handled. The already approved PPR remains valid.

| Date of PPR confirmation Case | 14 Days prior to scheduled arrival | D-1 (00:01-24:00) | On the Day of Ops (00:01-24:00) |
|--|---------------------------------------|----------------------|------------------------------------|
| Time-window for action | | | |
| If the Applicant receives a notification with proposal for the waiting list; it is mandatory the Applicant to accept or reject the proposal, otherwise the proposal will be cancelled. | within 2 Hours | within 1 Hour | within 1 Hour |

6. Operational Requirements

6.1. Use of Towbar / Towhead according to Aircraft Dimensions

Limited roll-through positions are available at FG Operated Airports for specific aircraft dimensions. Towbar / towhead existence depends on aircraft wingspan and fuselage length.

For PPR which are approved under the condition that there is appropriate towbar and towhead availability, the towbar and towhead is mandatory regardless of the aircraft dimensions, as it is a pre-requisite for the PPR granted.

For aircraft dimensions for which appropriate towbar/towhead is mandatory please, refer to AIP AD 2.20.1.2 "GA/BA and Non-commercial flights".

6.2. Overnight Policy

Limited positions are available at specific FG Operated Airports for overnight during summer period as mentioned below.

Table 3: Maximum Ground Time per Airport

| Airport | Maximum Ground Time (days) |
|---------|--|
| SKG | 5 |
| CFU | 5 (for Aircraft only) |
| ZTH | 1 |
| EFL | Limitations as per below for max ground time * |
| PVK | Based on Apron availability |
| KVA | Based on Apron availability |
| CHQ | Based on Apron availability |
| RHO | 7 |
| KGS | Based on Apron availability for Aircraft only. Helicopters maximum 120min. |
| JTR | Limitations as per below for max ground time ** |
| JMK | Limitations as per below for max ground time ** |
| MJT | Based on Apron availability |
| SMI | Based on Apron availability for aircraft / No overnight for helicopters |
| JSI | 7 |

***EFL airport:** From 31/03/2024 until 26/10/2024 and within airport's operating hours, the maximum ground time for flights allocated to the declared apron positions is 90 minutes. There are limited no-declared positions for longer stay based on Apron Availability.

****JTR and JMK airports:** From 01/06/2024 until 15/09/2024 and from 04:00 until 19:30, the maximum ground time for GA/BA flights is 40 minutes.

For airports that there is no limitation of maximum ground time as per above table and overnight request exceeds the 15 days, a prior communication with ANOC is required, via e-mail to xxxppr@fraport-greece.com, (where “xxx” is the 3-letter IATA airport code).

6.3. Prior Permission Timeframe per Airport and Service Type

PPR requests to Fraport Greece must be submitted at least in accordance with the timeframe below and prior to their departure from the airport of origin.

Table 4: Prior permission timeframe per Airport and Service type

| Airport | GA/BA (IFR/VFR) | Helicopters | Training, Test (Occupying Apron) | Military, Ambulance, State |
|----------------|-----------------|-------------|------------------------------------|----------------------------|
| SKG | 2hrs | 2hrs | 24hrs | 2hrs |
| CFU | 2hrs | 2hrs | 24hrs | 2hrs |
| ZTH | 2hrs | 2hrs | 24hrs | 2hrs |
| EFL | 2hrs | 2hrs | 24hrs | 2hrs |
| PVK (military) | 24hrs | 2hrs | 24hrs | 2hrs (use of civil Apron) |
| KVA | 2hrs | 2hrs | 24hrs | 2hrs |
| CHQ (military) | 6hrs | 2hrs | 24hrs | 2hrs (use of civil Apron) |
| RHO | 2hrs | 2hrs | N/A (May-Oct) Rest period 24hrs | 2hrs |
| KGS | 2hrs | 2hrs | 24hrs | 2hrs |
| JTR | 2hrs | 2hrs | N/A Summer 24hrs Winter | 2hrs |
| JMK | 2hrs | 2hrs | N/A Summer 24hrs Winter | 2hrs |
| MJT | 2hrs | 2hrs | 24hrs | 2hrs |
| SMI | 2hrs | 2hrs | 24hrs | 2hrs |
| JSI | 2hrs | 2hrs | 24hrs | 2hrs |

PPR is not required for the below type of flights:

- SAR flights.
- Flights in state of emergency.
- Flights of aircraft rendering assistance or being on a mission in disasters.
- Ambulance flights operated by state aircraft.

For School, Training and Test flights that require use of the Apron, Prior Permission (PPR) by Fraport Greece is required prior departure from the airport of origin. In addition, prior approval from the ATC is required. For

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runway use only (touch & go) prior approval from the ATC is required and approval by Fraport Greece via e-mail at xxxm@fraport-greece.com (where "xxx" is the 3-letter IATA airport code) and not through the PPR Platform.

6.4. GA/BA Ground Services Confirmation Number (for JMK, CFU and KGS Airports exclusively)

All GA/BA flights operating at **JMK, CFU and KGS airports only** must obtain a confirmation on the availability and sufficiency of the GA/BA ground services from the Ground Handling Services Providers (GHSPs).

For the effective period per airport, check the relevant published NOTAM.

- a. The GHSPs should send daily to FG the list of the upcoming (next-day) approved PPRs with respective GA/BA GSCN. The list shall be sent on the **previous day of the scheduled time of arrival the latest by 20:00LT**.
For PPR approvals during the **day of operation**, the GA/BA GSCN must be obtained immediately and should be distributed to FG the latest within 2 hours after obtaining the PPR and at least 2 hours prior to scheduled arrival.
- b. If the GA/BA GSCN has not been obtained and communicated to FG according to the above timeframe, FG will send a written reminder to the involved representative and GHSP.
- c. Further to the written reminder and if the involved representative does not comply with the procedure, the PPR will be revoked.
- d. Ground Services Confirmation Number will consist of alphanumeric and symbol characters:
 - i. the first 3 letters will be the acronym of the GHSP;
 - ii. the next 6 numbers will be the date the authorization was granted by the GHSP;
 - iii. the next 2 digits will be the serial number of the authorization by the GHSP, followed by slash (/);
 - iv. the next 5 digits will be the date of the flight operation (arrival sector), followed by slash (/);
 - v. the last letters/digits will be the flight number (arrival) or the registration of the flight;

First example: SWP20052301/23MAY/LLK501 meaning: GSCN – ascending serial number No.01 issued by SWP – granted on 20th May – flight of arrival is LLK501 arriving on 23MAY.

Second example: GDA22062302/26JUN/SXTEST meaning: GSCN – ascending serial number No.02 issued by GDA – granted on 22nd June– flight of arrival is SXTEST arriving on 26JUN.

Table 5: Quick Reference Chart for GSCN

| Date of PPR confirmation | Anytime excl. Day of Ops | On the Day of Ops (00:01-24:00) |
|---|--|---|
| Case | Time-window for action | |
| The GHSP should send to FG the list of the approved PPR with respective GA/BA GSCN. | D-1 the latest by 20:00LT | Immediately the latest within 2 Hours after obtaining PPR and at least 2 Hours prior to scheduled arrival |

6.5. Joint Use Airports Category A

For CHQ and PVK airports which are joint use airports Category A, special permission is required (restrictions according to AIP GEN 1.2.5.2.3) for GA flights (that do not operate under AOC). Each individual operator applies through its GHSP Category 1 to D1 (HCAA) to grant the prerequisite permission.

6.6. State Flights

For any flight performed by aircraft for military, customs, police or other law enforcement services of a State or any flight declared as a "State flight" by State authorities, as described in the Commission Regulation (EC) 1358/2003, the relevant proof documentation must be submitted to the ANOC Duty Manager (anocdm@fraport-greece.com) prior to the departure of the flight, in order for it to be registered with the appropriate service type.

Acceptable proof documentation is either the approval from the relevant State Authority or a written statement or request from a State charterer towards the aircraft operator.

If the necessary proof documentation is not received, the flight will be registered under a different IATA service type and will be invoiced accordingly.

6.7. Data Specifications

For aircraft registrations that operate for the first time in FG operated airports, the below data have to be provided before the operation of the flight by the aircraft operator or the GHSP to FG ANOC unit: flightscheduling@fraport-greece.com.

Aircraft registration
Noise Certificate
AOC
Aircraft Type
Aircraft Dimensions
Aircraft Capacity
Operator

In case the Noise Certificate is not provided in due time, the PPR may be cancelled.

7. Administration

7.1. FG PPR PLATFORM

The FG PPR Platform provides automated management of the airport PPR (Prior Permission Required) and aims to give Fraport Greece notice of flights (GA/BA, Military, State, Ambulance, Training and Helicopter flights) optimizing the processes involved.

Through the PPR Platform, the GHSP on behalf of the Air Carrier is able to autonomously manage its PPR requests, which include the following actions:

- Submit PPR request to Fraport Greece.
- Modify or Cancel PPR requests.
- Check availability of parking.
- Apply to PPR waiting list in case of unavailability.

Detailed guidelines are available at PPR platform Help menu.

Requests for access to the Platform shall be submitted to ANOC unit xxxppr@fraport-greece.com (where “xxx” is the 3-letter IATA airport code).

7.2. Communication & Contacts

| CLUSTER A | |
|------------------|--|
| SKG | skgppr@fraport-greece.com |
| CFU | cfuppr@fraport-greece.com |
| ZTH | zthppr@fraport-greece.com |
| EFL | eflppr@fraport-greece.com |
| PVK | pvkdm@fraport-greece.com |
| KVA | kvappr@fraport-greece.com |
| CHQ | chqppr@fraport-greece.com |

| CLUSTER B | |
|------------------|--|
| RHO | rhoppr@fraport-greece.com |
| KGS | kgsppr@fraport-greece.com |
| JTR | jtrppr@fraport-greece.com |
| JMK | jmkppr@fraport-greece.com |
| MJT | mjtppr@fraport-greece.com |
| SMI | smippr@fraport-greece.com |
| JSI | jsippr@fraport-greece.com |