PPR HANDBOOK

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

Fraport Greece

November 2026

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Version Control

Version	Revision	Description of Revision (incl. list of changes)	Date
01	00	Initial release	28.04.2021
02	00	Update of §2 and §4.1	28.05.2021
03	00	Update of §6.2	26.07.2021
04	00	Modifications all across the document	29.06.2022
05	00	Modifications all across the document	27.06.2023
05	01	Update of §2 and §6.4	03.08.2023
06	00	Modifications all across the document	15.05.2024
07	00	Update of §6.2	25.06.2024
08	00	Modifications all across the document	04.11.2024
08	01	Update of §6.2 & §8.2	07.01.2025
09	00	Update of §6.2 & §6.4	12.05.2025
10	00	Update of §6.2 & §6.4	29.10.2025
10	01	Update of table at §2 and updates for the summer period at §6.2 & §6.4	14.04.2026
10	02	Update of table 4 at §6.2	07.05.2026
11	00	Update of §6 and addition of KLX airport	04.11.2026

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Table of Contents

Version Control 3
Table of Contents 5
List of Tables 6
Terms & Definitions 7
1. Introduction 9
1.1. Objective, Purpose, Expected Result 9
1.2. Scope 9
2. General Guidelines 10
3. PPR for IFR GA/BA Flights at Coordinated (IATA Level 3) and Schedules Facilitated (IATA Level 2) Regional Airports 12
3.1. PPR Procedure & Guidelines 12
3.2. Validity of a PPR 12
3.3. Deleting an Already Confirmed PPR 12
3.4. Corrective Administrative Procedure 12
3.5.PPR Local Rule for Coordinated (IATA L3) and Schedules Facilitated (IATA L2) Regional Airports 13
4. PPR at Non Characterized (IATA Level 1) Regional Airports, for GA/BA, IFR/VFR, State, Ambulance, Training, Military and Helicopter Flights 14
4.1. Deleting an Already Confirmed PPR 14
4.2. PPR Guidelines at Non-Characterized (IATA L1) Regional Airports 14
5. PPR Waiting List 15
6. Operational Requirements 16
6.1. Use of Towbar / Towhead according to Aircraft Dimensions 16
6.2. Overnight Policy 16
6.3. Prior Permission per Service Types other than GA/BA 17
6.4. Joint Use Airports Category A 17
6.5. State Flights 17
6.6. Data Specifications 18
7. Contingency Plan 19
8. Administration 20
8.1. FG PPR PLATFORM 20
8.2. Communication & Contacts 21

List of Tables

Table 1: Quick Reference Chart for Coordinated (IATA L3) and Schedules Facilitated (IATA L2) Regional Airports 13
Table 2: Quick Reference Chart for Non-Characterized (IATA L1) Regional Airports 14
Table 3: Quick Reference Chart for PPR Waiting List 15
Table 4: Maximum Ground Time per Airport (applicable during Winter Season) 16

Terms & Definitions

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.
CFU	IATA Code for Kerkira Airport "Ioannis Kapodistrias"
CHQ	IATA Code for Chania Airport "Ioannis Daskalogiannis"
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.
EFL	IATA Code for Kefallinia Airport "Anna Pollatou"
FG	Fraport Greece, i.e. jointly the four legal entities of: 1. Fraport Regional Airports of Greece A S.A. (FGA) 2. Fraport Regional Airports of Greece B S.A. (FGB) 3. Kalamata Airport S.A. (KLX S.A.) 4. Fraport Regional Airports of Greece Management Company S.A. (FGM)
FSP	Flight Scheduling & Planning (Dept. of FG)
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: - An approved PPR is different than the confirmed slot. - A slot is confirmed without having an approved PPR.
JMK	IATA Code for Mikonos Airport "Manto Mavrogeni"
JSI	IATA Code for Skiathos Airport "Alexandros Papadiamandis"
JTR	IATA Code for Santorini Airport
KGS	IATA Code for Kos Airport "Ippokratis"

KLX	IATA Code for Kalamata Airport "Captain Vasilis Constantakopoulos"
KVA	IATA Code for Kavala Airport "Megas Alexandros"
MJT	IATA Code for Mitilini Airport "Odysseas Elytis"
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
OPB	Operations Cluster B (Dept. of FGM)
OPB-FS	Flight Scheduling & Planning (Section of OPB Dept.)
PPR	Prior Permission Required for Apron Clearance
PPR Applicant	The Ground Handling Services Provided holding a license Category 1 / Ground Administration and Supervision granted by HCAA.
PPR Platform	The system that provides a computerized management of PPR.
PVK	IATA Code for Aktion Airport
RHO	IATA Code for Rodos Airport "Diagoras"
SAR	Search and Rescue
Schedules Facilitated Airport (IATA Level 2)	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.
SKG	IATA Code for Thessaloniki Airport "Makedonia"
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.
SMI	IATA Code for Samos Airport "Aristarchos of Samos"
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
VVIP	Very - Very Important Persons
ZTH	IATA Code for Zakinthos Airport "Dionisios Solomos"

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. For Kalamata Airport, PPR requests shall be submitted via e-mail to the designated e-mail address (see §8.2) within the same 14-day period.

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, with the exception of Kalamata Airport, where PPR requests will be managed via e-mail.

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. PPR requests to Fraport Greece must be submitted at least prior to departure from the airport of origin.

j. The PPR is submitted either with the aircraft's registration or with the flight number depending on Air Operator's Certificate (AOC) availability.

k. PPR swaps or transfers are not permitted.

l. Aircraft registration changes are prohibited unless:

   i. PPRs are requested with flight number, and
   ii. new registration is under the same operator's fleet.

   It is strongly recommended to apply with the aircraft's flight number mode, where applicable, in order aircraft registration field to be editable.

m. Aircraft type changes are prohibited unless:
   i. PPRs are requested with flight number, and
   ii. the new registration is under the same operator's fleet, and
   iii. the aircraft type belongs to the same or lower ICAO aircraft category, and
   iv. in case that the approved PPR is approved with towbar availability, the aircraft change is allowed only if towbar is available.

n. Details regarding access rights and the use of the Platform can be found in *Chapter 8 "*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	Schedules Facilitated (IATA Level 2)	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)
KLX	Coordinated Airport (IATA Level 3)	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

i. 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.

ii. The allocated PPR number is mandatory to be included in the Supplementary Information (SI) field of the GCR slot submissions by the Applicant.

iii. All slot/schedules requests should match exactly with the PPR approval.

iv. 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.

v. PPRs, which are not needed, should be returned to Fraport Greece at least two hours prior to scheduled arrival.

vi. Any change of Apron occupancy, even if change is within the confirmed times, will require an updated/new PPR.

vii. 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 send 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 / Cases	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		
The Applicant should obtain the slot/schedule that matches with the already confirmed PPR; otherwise such PPR will be cancelled. Also, if any inconsistency between confirmed slot/schedule and approved PPR is observed, the PPR will be cancelled.	**within 24 Hours**	**within 2 Hours**	**within 1 Hour**
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.	**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 procedure is not applicable for Kalamata Airport.

The waiting list prioritizes unable to be confirmed requests which will be handled in the event of a change in apron availability. In this case, 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 defined time frame as per below table 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 the defined time frame as per below table 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 the defined time frame as per below table. 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.

Table 3: Quick Reference Chart for PPR Waiting List

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

The maximum number of overnights allowed per FG Operated Airport during the winter period is shown below.

Table 4: Maximum Ground Time per Airport (applicable during Winter Season)

Airport	Maximum Ground Time (days)
SKG	7*
CFU	1 overnight for fixed wing aircraft (towbar availability is mandatory) Helicopters maximum 60 min ground time from 0600z till 1500z.
ZTH	5 overnights for cat A 2 overnights for cat B Aircraft
EFL	Overnights permitted only for CAT A A/C (effective from 10JAN27)
PVK	Fixed wing aircraft: Based on Apron availability (towbar availability is mandatory) Helicopters: no overnight
KVA	Based on Apron availability
CHQ	Based on Apron availability
RHO	7
KGS	Fixed wing aircraft: Based on Apron availability Helicopters maximum 120 min ground time.
JTR	Fixed wing aircraft: Based on Apron availability (towbar availability is mandatory)
JMK	Based on Apron availability
MJT	Based on Apron availability
SMI	Fixed wing aircraft: Based on Apron availability Helicopters maximum 120 min ground time.
JSI	Based on Apron availability
KLX	Based on Apron availability

* Limited positions for longer stay based on Apron Availability.

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 per Service Types other than GA/BA

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

6.4. Joint Use Airports Category A

For CHQ, PVK and KLX 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.

6.5. 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 the approval from the relevant State Authority. The approval must refer to the specific flight and flight nature. VVIP flights with diplomatic clearance not on a state mission do not fall under this category.

If the necessary proof documentation is not received, the flight will be managed as regular GA/BA flight regarding PPR exemption and invoicing, and the request will be processed according to the apron availability.

6.6. 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 FGM Flight Scheduling & Planning Section (OPB-FS), 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. Contingency Plan

The Contingency Plan is not applicable for Kalamata Airport.

The current contingency plan is applicable in the event of a PPR Platform failure that affects the automated handling of PPRs. In case the reported failure is confirmed and the recovery time is unknown or estimated for more than 30 minutes, the contingency plan is activated.

a. A notification e-mail will be sent to all Category 1 GHSP informing about the disruption.

b. All users shall send new PPR requests / PPR updates / PPR deletions for the next 15 hours (only) to xxxppr@fraport-greece.com (where xxx is the 3-letter IATA airport code).

c. Requests received by e-mail will be processed according first comes – first served policy with priority in immediate requests (according to their schedule).

d. Applicants will be notified via e-mail regarding the process and / or completion of their request and the relevant PPR ID.

e. After the system restoration, a notification e-mail will be sent to all Category 1 GHSP.

f. All PPR requests that have been submitted via e-mail during the disruption and have not been processed (reply e-mail received by applicant) need to be submitted again, upon system restoration, in the PPR platform by the applicants.

g. All processed PPR requests will be registered in PPR platform by Fraport Greece staff (PPR team) after the system restoration.

8. Administration

8.1. FG PPR PLATFORM

The FG PPR Platform is not used for Kalamata's requests.

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).

8.2. 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	pvkppr@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

Kalamata Airport S.A.	
KLX	klxppr@fraport-greece.com