

# PPR HANDBOOK

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

Fraport Greece

July 2021

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## Version Control

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02	00	Update of §2 and §4.1	28.05.2021
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## Terms & Definitions

<b>AIP</b>	Aeronautical Information Publication
<b>Ambulance flight</b>	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.
<b>AOC</b>	Air Operator's Certificate
<b>Apron</b>	A defined area intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.
<b>Business Aviation</b>	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.
<b>Coordinated Airport (IATA Level 3)</b>	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.
<b>FG</b>	Fraport Greece
<b>GA/BA</b>	General Aviation / Business Aviation
<b>GCR message</b>	IATA General Aviation Slot Clearance Request/Response message
<b>General Aviation</b>	Operations with civil aircraft for remuneration or hire other than commercial aviation or aerial work (ICAO definition).
<b>GHSP</b>	Ground Handling Services Provider
<b>HCAA</b>	Hellenic Civil Aviation Authority - Civil Service under the Ministry for Infrastructure, Transport and Networks, directed by its Governor and Deputy Governors. Its mission is the organization, development and control of the country's air transport infrastructure, as well as the study and laying of proposals to the Minister of Infrastructure, Transport and Networks concerning the overall policy formulation in air transport.
<b>HSCA</b>	Hellenic Slot Coordination Authority - Official Slot Coordinator for all Greek Airports appointed by the Hellenic State.
<b>IFR</b>	Flight with Instrument Flight Rules
<b>Inconsistencies</b>	Inconsistencies shall mean where: <ul style="list-style-type: none"> <li>- An approved PPR is different than the confirmed slot.</li> <li>- A slot is confirmed without having an approved PPR.</li> </ul>
<b>MTOW</b>	Maximum Takeoff Weight
<b>Non Characterized Airport (IATA Level 1)</b>	Airport where the capacities of all infrastructure at the airport are generally adequate to meet the demands of users at all times.
<b>OCS</b>	Online Coordination System
<b>PPR</b>	Prior Permission Required for Apron Clearance
<b>PPR Applicant</b>	The Ground Handling Services Provided holding a license Category 1 / Ground Administration and Supervision granted by HCAA.
<b>PPR Platform</b>	The system that provides a computerized management of PPR.
<b>SAR</b>	Search and Rescue
<b>Schedules Facilitated Airport (IATA Level 2)</b>	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.
<b>Slot</b>	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.

<b>State flights</b>	Any flight performed by aircraft for military, customs, police or other law enforcement services of a State.
<b>UTC</b>	Coordinated Universal Time
<b>VFR</b>	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 consumers, 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 4 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 14 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: LGSK0001250520/2805201600/2805201700 meaning: PPR for JSI airport – ascending serial number No.0001 issued by Fraport Greece’s system – granted on 25<sup>th</sup> May – arriving on 28<sup>th</sup> May at 16:00 UTC and departing on 28<sup>th</sup> 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 <https://ppr.fraport-greece.com>.
- 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. Details regarding access rights and the use of the Platform can be found in Chapter 6 “Administration” of the current document.

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

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

### 3. PPR for IFR GA/BA Flights at Coordinated Airport (IATA Level 3)

#### 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 Regional Airports to obtain a parking authorization number (PPR - Prior Permission Required for Apron Clearance) from Fraport Greece before applying for a slot 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 requests should match exactly with the PPR approval. Deviation of 20 minutes between confirmed slots versus confirmed PPRs is abolished [i.e. same timings, aircraft type, flight nature (service type), aircraft registration etc.].
- d. In the event of an aircraft arrival/departure at/from any of the Coordinated IATA L 3 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 immediately to the HCAA.
- 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 (SLOT ID)

- **14 Days to 24 hours prior scheduled arrival:** It is mandatory the Applicant, after obtaining the slot that matches with the already confirmed PPR, to include the relevant Slot ID in the Update Slot ID field of the PPR Platform, within 24 hours, in order the PPR process to be considered as completed.
- **3 hours** prior the expiration of the 24 hours timeframe and in case that the Slot ID is not included in the PPR Platform, the Applicant will receive a reminder requesting immediate actions. If no action is taken and after the 24 hours timeframe is expired the PPR will be cancelled.
- **24 hours prior scheduled arrival:** If the PPR is obtained 24 hours prior scheduled arrival the relevant slot ID should be updated in the PPR Platform **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, the relevant slot ID should be updated in the PPR Platform **within 1 hour** after the PPR confirmation, otherwise the PPR will be cancelled.

#### 3.3. Alternative Time Proposal for PPR

If the Applicant receives an alternative time proposal for a PPR; it is mandatory the Applicant to accept or reject the alternative proposed time within **the time frame of 24 hours** otherwise the alternative time proposal will be automatically cancelled.

If the Applicant accepts the alternative proposed time, then the Slot ID procedure in **paragraph 3.2** is valid.

### 3.4. 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.

### 3.5. 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 and requesting for further actions.

### 3.6. PPR Local Rule for Coordinated (IATA L3) Regional Airports

**Table 1: Quick Reference Chart for Coordinated (IATA L3) Regional Airports**

	14 Days prior to scheduled arrival	24 Hours prior to scheduled arrival	On the Day of Ops (00:01-24:00)
The Applicant, after obtaining the slot that matches with the already confirmed PPR, should proceed with completing the relevant Slot ID in the <b>Update Slot ID</b> field of the PPR Platform; otherwise such PPR will be automatically cancelled.	<b>within 24 Hours</b> <b>3 hours</b> prior to the expiration of the 24 hours time frame, the Applicant will receive a reminder requesting immediate actions	<b>within 2 Hours</b>	<b>within 1 Hour</b>
If the Applicant receives an alternative time proposal for a PPR it is mandatory to accept or reject the alternative proposed time, otherwise PPR will be automatically cancelled.	<b>within 24 hours</b>	<b>within 2 Hours</b>	<b>within 1 Hour</b>
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 <b>2 Hours</b> prior to the scheduled arrival
If an Inconsistency between confirmed slot and approved PPR is observed, or a slot is confirmed without an approved PPR, Fraport Greece will send a notification e-mail to HSCA, detailing the discrepancies that are still pending and requesting for further actions.	<b>N/A</b>	<b>As soon as the discrepancy will be observed by FG</b>	<b>As soon as the discrepancy will be observed by FG</b>

## 4. PPR at Schedules Facilitated (IATA L2) and Non Characterized (IATA L1) Regional Airports, for GA/BA, IFR/VFR, State, Ambulance, Training, Military and Helicopter Flights

At Schedules Facilitated (IATA L2) and 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. Alternative Time Proposal for PPR

In exceptional cases where there is a possibility of congestion that will affect the smooth operation of the airport, the Applicant will receive an alternative time proposal for PPR.

In these cases, the validity of the PPR will be as follows:

- **14 days to 24 hours prior scheduled arrival:** If the Applicant receives an alternative time proposal for a PPR, it is mandatory for the Applicant to accept or reject the alternative proposed time **within 24 hours**, otherwise the alternative time proposal will be cancelled.
- **24 hours prior scheduled arrival:** If the Applicant receives an alternative time proposal for a PPR, it is mandatory for the Applicant to accept or reject the alternative proposed time **within 2 hours**, otherwise the alternative time proposal will be cancelled.
- **On the Day of Operation (00:01-24:00):** If the Applicant receives an alternative time proposal for a PPR, it is mandatory for the Applicant to accept or reject the alternative proposed time **within 1 hour**, otherwise the alternative time proposal will be cancelled.

### 4.2. 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.

#### 4.3. PPR Guidelines at Schedules Facilitated (IATA L2) and Non-Characterized (IATA L1) Regional Airports

**Table 2: Quick Reference Chart for Schedules Facilitated (IATA L2) and Non-Characterized (IATA L1) Regional Airports**

	14 Days prior to scheduled arrival	24 Hours prior to scheduled arrival	On the Day of Ops (00:01-24:00)
If the Applicant receives an alternative time proposal for a PPR, it is mandatory to accept or reject the alternative proposed time, otherwise PPR will be automatically cancelled.	<b>within 24 Hours</b>	<b>within 2 Hours</b>	<b>within 1 Hour</b>
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 <b>2 Hours</b> prior to the scheduled arrival

## 5. Operational Requirements

### 5.1. Use of Towbar / Towhead according to Aircraft Dimensions

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

**Table 3: Use of Towbar / Towhead**

Airport	Towbar preferable / limited roll through positions A/C dimensions up to (wingspan x fuselage length)	Towbar mandatory / no roll through positions A/C dimensions larger than (wingspan x fuselage length)
SKG	18,29 m x 20 m	18,30 m x 20,01 m
CFU	30 m x 31,2 m	30,01m x 31,3 m
ZTH	31,7 m x 33,83 m	31,8 m x 33,84 m
EFL	18,29 m x 20 m	18,30 m x 20,01 m
PVK	N/A	All A/C with MTOW $\geq$ 2.001 kg
KVA	13,6 m x 8,56 m	13,61 m x 8,57 m
CHQ	18,29 m x 20 m	18,30 m x 20,01 m
RHO	35,8 m x 40,05 m	35,81 m x 40,06 m
KGS	N/A	All A/C with MTOW $\geq$ 2.001 kg
JTR	41,07 m x 47,32 m	41,08 m x 47,33 m
JMK	N/A	All A/C with MTOW $\geq$ 2.001 kg
MJT	41 m x 47,32 m	41,01 m x 47,33 m
SMI	N/A	All A/C with MTOW $\geq$ 2.001 kg
JSI	17,71 m x 18,97 m	17,72 m x 18,98 m

**Important notice:** For light aircrafts up to 2.000kg MTOW, the use of towbar/towhead is not necessary.



## 5.2. Prior Permission Timeframe per Airport and Service Type

PPR requests to Fraport Greece must be submitted 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
<b>SKG</b>	6hrs	1hr	24hrs	2hrs
<b>CFU</b>	6hrs	2hrs	24hrs	2hrs
<b>ZTH</b>	6hrs	2hrs	24hrs	2hrs
<b>EFL</b>	6hrs	2hrs	24hrs	2hrs
<b>PVK (military)</b>	24hrs	2hrs	24hrs	2hrs (use of civil apron)
<b>KVA</b>	6hrs	2hrs	24hrs	2hrs
<b>CHQ (military)</b>	6hrs	1hrs	24hrs	2hrs (use of civil apron)
<b>RHO</b>	6hrs	2hrs	N/A (May-Oct) Rest period 24hrs	2hrs
<b>KGS</b>	6hrs	2hrs	24hrs	2hrs
<b>JTR</b>	6hrs	1hrs	N/A Summer 24hrs Winter	2hrs
<b>JMK</b>	6hrs	1hrs	N/A Summer 24hrs Winter	2hrs
<b>MJT</b>	6hrs	1hr	24hrs	2hrs
<b>SMI</b>	6hrs	2hr	24hrs	2hrs
<b>JSI</b>	6hrs	1hrs	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 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](mailto:xxxdm@fraport-greece.com) (where xxx is the IATA code of the airport) and not through the PPR Platform.

## 5.3. 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.

#### **5.4. 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 Network Scheduling / OC Duty Manager ([flightscheduling@fraport-greece.com](mailto:flightscheduling@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.

#### **5.5. 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 Fraport Greece Network Scheduling / OC Section (NOS-OC): [flightscheduling@fraport-greece.com](mailto:flightscheduling@fraport-greece.com).

*Aircraft registration:*

*Noise Certificate:*

*AOC:*

*Aircraft Type:*

*Aircraft Dimensions:*

*Aircraft Capacity:*

*Operator:*

*Expected date of Ops:*

## 6. Administration

### 6.1. FG PPR PLATFORM

The FG PPR Platform provides computerized management of the airport PPR (Prior Permission Required) and is aimed to give Fraport Greece notice of flights (GA/BA, IFR/VFR, 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. This includes the possibility to:

- Submit their PPR request to Fraport Greece.
- Modify or Cancel PPR requests.
- Consult the PPR history and status of their own requests.

The portal is available at the following link <https://ppr.fraport-greece.com/>.

Requests for access to the Platform shall be submitted to the Network Scheduling / OC Duty Manager [flightscheduling@fraport-greece.com](mailto:flightscheduling@fraport-greece.com).

## 6.2. Communication & Contacts

CLUSTER A	
<b>SKG</b>	<a href="mailto:skgppr@fraport-greece.com">skgppr@fraport-greece.com</a>
<b>CFU</b>	<a href="mailto:cfuppr@fraport-greece.com">cfuppr@fraport-greece.com</a>
<b>ZTH</b>	<a href="mailto:zthppr@fraport-greece.com">zthppr@fraport-greece.com</a>
<b>EFL</b>	<a href="mailto:eflppr@fraport-greece.com">eflppr@fraport-greece.com</a>
<b>PVK</b>	<a href="mailto:pvkdm@fraport-greece.com">pvkdm@fraport-greece.com</a>
<b>KVA</b>	<a href="mailto:kvappr@fraport-greece.com">kvappr@fraport-greece.com</a>
<b>CHQ</b>	<a href="mailto:chqppr@fraport-greece.com">chqppr@fraport-greece.com</a>

CLUSTER B	
<b>RHO</b>	<a href="mailto:rhoppr@fraport-greece.com">rhoppr@fraport-greece.com</a>
<b>KGS</b>	<a href="mailto:kgsppr@fraport-greece.com">kgsppr@fraport-greece.com</a>
<b>JTR</b>	<a href="mailto:jtrdm@fraport-greece.com">jtrdm@fraport-greece.com</a>
<b>JMK</b>	<a href="mailto:jmkppr@fraport-greece.com">jmkppr@fraport-greece.com</a>
<b>MJT</b>	<a href="mailto:mjtppr@fraport-greece.com">mjtppr@fraport-greece.com</a>
<b>SMI</b>	<a href="mailto:smippr@fraport-greece.com">smippr@fraport-greece.com</a>
<b>JSI</b>	<a href="mailto:jsidm@fraport-greece.com">jsidm@fraport-greece.com</a>