

**ANNEX 4.1**  
**GENERAL AVIATION TRAFFIC MANAGEMENT**  
**PROCEDURE**

<i>Document Code</i>	/
<i>Document Type</i>	<i>Annex to CIA Airport Regulations</i>

**APPROVAL:**

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<i>Rev. N:</i>	<i>0</i>
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## REFERENCE DOCUMENTS:


DOCUMENT LEVEL	Code (paragraph) and Title
<i>External Documents</i>	<ul style="list-style-type: none"><li>• AIP Italia AD2 LIRA</li></ul>
<i>Internal Documents</i>	<ul style="list-style-type: none"><li>• Ciampino Airport Regulations</li><li>• Airport Manual</li></ul>

## REVISION REGISTER

Revision	Revised Section and Chapter	Revision description
0	/	First issue

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## 1. PURPOSE AND SCOPE OF APPLICATION

General Aviation represents the complex of activities related to privately owned, individual or company airplanes, air clubs, aerial work and business aviation, including air taxi flights, thus excluding any scheduled or charter commercial transport activity.

In particular, as regards the air taxi business, this refers only to non-scheduled flights performed on demand with aircraft with seat / passenger configuration not exceeding 19.

This procedure is intended to regulate the management of General Aviation flights at Ciampino Airport, with reference to the process of evaluating, modifying, canceling and managing PPR requests.

This procedure applies to General Aviation air taxi, private and ambulance flights.

Par. 3.3.1 does not apply to ambulance flights.

## 2. GENERAL PROVISIONS AND OPERATIONAL LIMITATIONS

General Aviation operations follow the times stated in the Airport Regulations, in the Airport Manual and in AIP AD2 LIRA.

General Aviation aircrafts operation is subject to a landing permission (Prior Permission Required – PPR) issued by Airport Managing Company depending on the availability of parking stands. PPR request is performed by the Handler through a dedicated IT platform made available by Aeroporti di Roma.

PPR may be issued only within airport opening times (from 06.00lt to 23.00lt) for commercial and private flights, except for emergency / medical rescue operations or for state activities.

Ciampino airport daily operation is limited by the provisions of Ministerial Decree 345/18. In particular, up to a maximum of 61 daily movements of General Aviation may be authorized to operate at the airport except for medical / emergency / rescue flights.

Furthermore, for the operational period 01 May - 30 September, parking for General Aviation ferry-in flights, with MTOW aircraft greater than 23 tons, is allowed for a maximum of 24 hours, excluding based Operators.


## 3. FLIGHT ALLOCATION – PPR MANAGEMENT

General Aviation flights allocation is performed through the Electronic PPR system, with a web interface whose access is reserved for Handlers, if duly registered and authorized, according to the procedures described in the next paragraph.

REMARK: The web interface communicates directly with the airport information system (ADBIM).

The milestones of PPR assignment process implemented by ADR are shown below:

1. Availability check of residual movements on the arrival and departure dates of flight. With reference to the maximum number of 61 movements / day, the following procedures are adopted:
  - until the 56 movements are reached, ADR proceeds with the approval of the PPR applications, submitted by the Operators, according to the requests sequence.

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- the 5 movements left are considered stand-by for any unplanned departure request for aircrafts on ground or for return-to-base flights of based Operators. The approval of stand-by requests takes place during the operating day.
2. Check of parking stand availability as per Airport Manual - Part E - Sect. 15 and AIP AD2 LIRA 2 – 9.
  3. In the event of a positive outcome in checks 1) and 2), assignment of the PPR.
  4. In the event of a negative result in checks 1) and / or 2), proposal of alternative parking times as close as possible meeting the initial Ground Time request. In the event of non-acceptance of the alternative Ground Time proposal, ADR proceeds to deny the PPR request.

The generated PPR code consists of two parts.

The first part is a 3-digit series in which:

- the first number identifies the aircraft category as follows:
  - **value 1** identifies all aircraft having dimensions equal to or less than Dassault Falcon 20/200 (IATA Aircraft Type DF2)
  - **value 2** identifies all aircraft having dimensions greater than DF2 and equal or smaller than Dassault Falcon 50 / 50EX (IATA Aircraft Type DF5)
  - **value 3** identifies all aircraft having dimensions greater than DF5 and equal or smaller than Dassault Falcon 900LX (IATA Aircraft Type D9L)
  - **value 4** identifies all aircraft having dimensions greater than D9L and equal or smaller than Gulfstream Aerospace IV (IATA Aircraft Type GJ4)
  - **value 5** identifies all aircraft having dimensions greater than GJ4.
- the remaining 2 digits identify the progressive number of authorization for the aircraft category, relating to the date of arrival of the flight. The numerical progression is generated according to the chronological sequence of date/time group shown on the PPR requests received by ADR.

The second part, separated from the first by a slash (/), identifies the estimated date of arrival of the flight (day-month).


Example: a D9L aircraft planning to arrive at CIA on 10th April will have a PPR code 301 / 10APR, the second D9L aircraft requesting a stop for the same date will have a PPR code 302 / 10APR.

PPR requests denied by ADR, both for the daily movement limit reached and for stand unavailability, will be included in a specific waiting list (stand-by list) according to the *"first come first served"* criterion. In case of any cancellations, this waiting list will be used for PPR assignment, according to the requests chronological order.

The aforementioned scheme was implemented with the aim of granting a transparent planning strategy and, together with the chronological PPR allocation logic, it was introduced as an official tool for the PPR assignment management.

### 3.1 Electronic PPR

The reception and subsequent processing of PPR requests are handled by the Electronic PPR system active 24 hours a day.

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The system consists of a "Portal Environment" and a "Back-Office Environment".

### 3.1.1 Portal Environment

The portal is the environment used by the Handler, available on the home page of Aeroporti di Roma S.p.A. website at following link <https://adrppr.adr.it/adrPprWeb/>

To use the Electronic PPR System services, it is mandatory to request accreditation and obtain credentials for access to the dedicated area.

The system allows accredited Users to modify, in full autonomy, the contacts previously entered.

Registering as a "Handler" allows to operate on the platform in the name and on behalf of the Airline/Operator.

### 3.1.2 Back-Office Environment

It is ADR's management environment for PPR requests. It manages the accreditation requests and assigns by e-mail the credentials, such as username and password, in case of positive evaluation.

## 3.2 General Aviation Slot Management – operation

PPR requests shall be made at least 4 hours before the scheduled arrival time of the flight (STA).

### 3.3 Entry and management of PPR requests - portal environment

The application allows Handlers to:


- send a PPR request
- view the requests list and monitor the status
- modify some data of a request
- cancel a request

ADR, after examining the request received via the electronic form, may accept or deny it based on what is described in the previous paragraphs.

Handlers will be able to check the status of requests sent through the application. In any case, after each request is processed by ADR, appropriate notification will be sent to the e-mail addresses specified during registration on the site.

To request a PPR, the Handler must fill in the appropriate form to provide the following information:

- the estimated date / time of arrival and the estimated date / time of departure; both values must be expressed in GMT.
- origin and destination airports, that automatically allow the system to calculate the flight area. Airport can be indicated both in IATA and ICAO coding.
- the estimated number of passengers on arrival and on departure.
- flight plan "call sign" and aircraft registration (should the registration be already present in ADR database, the additional fields will be automatically filled in).

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- airline (should the airline be already present in ADR database, the additional fields will be automatically filled in).
- flight type

Finally, it will be necessary to attach the following documentation in the dedicated environment:

- Air Operator Certificate (AOC) – for air taxi and ambulance flights.
- Certificate of Registration – for private flights.
- Airworthiness Certificate - for private flights.
- Noise Certificate – for all flights.

By accessing the dedicated area on the portal, the Handler is allowed to manage independently his own requests. This autonomy includes the possibility of:

1. Enter the PPR requests into the system H24;
2. Modify and / or delete PPR already authorized;
3. Check the processing status of the PPR requests already entered;
4. Check the history of PPR requests already submitted.

### **3.3.1 Cancellation of a PPR already authorized**

Should the Airline/Operator be no longer able to operate the previously authorized flight, he is obliged to cancel the corresponding PPR through the requesting Handler.

Cancellation must necessarily be sent at least 48 hours before the scheduled flight arrival time (STA). Failure to comply with the aforementioned time limits (48 h - STA) will constitute grounds for reporting to ENAC DA Lazio - Rome Ciampino Airport Office for the relevant follow-up, according to the provisions of article 705 of the CdN.

PPR cancellations, not compliant with what is stated in the previous paragraph, will be reported to ENAC DA Lazio - Rome Ciampino Airport Office on a weekly basis providing all data held by ADR.

**REMARK 1:** The cancellation of a PPR, aimed at bringing forward or postponing the operational date of arrival of the flight by  $\pm 24$  h (terms described in par. 3.3.2), will not be considered a cancellation for the purposes of notification to ENAC DA Lazio - Airport Office Rome Ciampino. It is understood that ALL the data of the new PPR request must be unchanged (flight type, aircraft registration and routing); otherwise, the canceled flight will be reported to ENAC DA Lazio - Rome Ciampino Airport Office.


**REMARK 2:** The cancellation of PPR in which the "date of the PPR request" and the "flight arrival date" coincide, will not be reported to ENAC DA Lazio - Rome Ciampino Airport Office as such cancellations do not involve loss of capacity at the airport.

### **3.3.2 PPR request variation: Airport of Origin / Destination - ETA / ETD - Aircraft change**

Changes to an already approved PPR request may only affect the following information:

- a) modification of the arrival time and / or departure time, provided that they fall within the same operational dates of the original request;



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- b) change of the aircraft with another one belonging to the same category or to a lower category (as indicated in par. 3);
- c) change of the destination of the flight departing from Ciampino.

Should the change to the PPR request relate to information not falling within the above indicated points (e.g. change of operating date, Ground Time extension, advance of STA, change of aircraft with a larger size than the one previously communicated, change of arrival flight routing, carrier change, etc.) it will be necessary to proceed with a new PPR request.

The new PPR request will not have the previous acquired priorities, that is, it will have to respect the sequence criterion determined by the submission order. It will be processed according to the chronological order of the instances remaining in the system on the basis of residual availability (stands and daily movements).

**REMARK 1:** The Airline/Operator will be able to avail himself of the Ground Handler exchange option for an approved PPR without losing the acquired priority.

### 3.4 Causes of suspension /revocation of the PPR


The PPR is suspended or revoked, up to 24 hours from the estimated arrival, in cases where, for unforeseeable reasons and / or beyond the will of the Airport Managing Company, occurs an unavailability of the spaces and an alternative allocation is not possible (sudden events of global significance, sudden unavailability of aircraft parking areas, etc.).

Where situations such as those described above occur, ADR is responsible for informing the Airline/Operator or the Handler, if appointed by the former, of the impossibility of following up on the PPR already authorized, thereby revealing the imperative need that the flight operations are rescheduled in accordance with the anomalous situation / event that is the subject of the information.

## 4. DIVERTED FLIGHTS WITHOUT PPR

In case of arrival of a diverted flight, therefore without the necessary authorization (PPR), ADR will assign a parking stand.

After parking stand assignment, ADR staff will support the pilot in selecting one of the Handlers performing General Aviation activities.

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## 5. ACRONYMS AND DEFINITIONS

**Base aircraft:** Aircraft belonging to sub - concessionaires based at Ciampino airport.

**Aircraft stand:** A specific area of an apron used for the parking of an aircraft also called parking stand or simply STAND.

**ELECTRONIC PPR:** Computerized processing and management system for PPR requests.

**PPR (Prior Permission Required):** numeric code associated with the authorization process for the occupation of the parking stand.

**STA:** Scheduled arrival time.

**STD:** Scheduled departure time.

**Rescue and emergency flights:** Flying activity that cannot be planned as it is operated to protect and rescue subjects and / or infrastructures affected by catastrophic events and / or medical-health emergencies.

**State Flights:** State flight qualification can refer to different types of air transport:

- Institutional state transport (Legislative Decree 6 July 2011 no. 98);
- State transport for security purposes in support of the activities of the Organizations responsible for the protection of national security (PCM directive 23 September 2011);
- State transport for protection purposes (Article 1.2 of Legislative Decree 2002 n. 83);
- State transport for emergency health reasons;
- State transport for humanitarian reasons (art. 4, paragraph 1, PCM directive 23 September 2011)

**Flights comparable to state flights:** Flights which, although held by private individuals and exercised by them, are used as a non-commercial state service as they operate in the interest of the authorities and public institutions or recognized as Equivalent by provision of the Administrative Authority.

**State aircraft:** Art.744 CdN - State aircraft are military aircraft and those, owned by the State, used in institutional services of the State police forces, Customs, the National Fire Brigade, the Department of Civil Protection or in any other State service. Without prejudice to the provisions of article 744, fourth paragraph, the Ministry of Infrastructure and Transport may, with its own provision, equate to State aircraft those aircraft which, although belonging to private individuals and being operated by them, are used for a State service of a non-commercial nature.