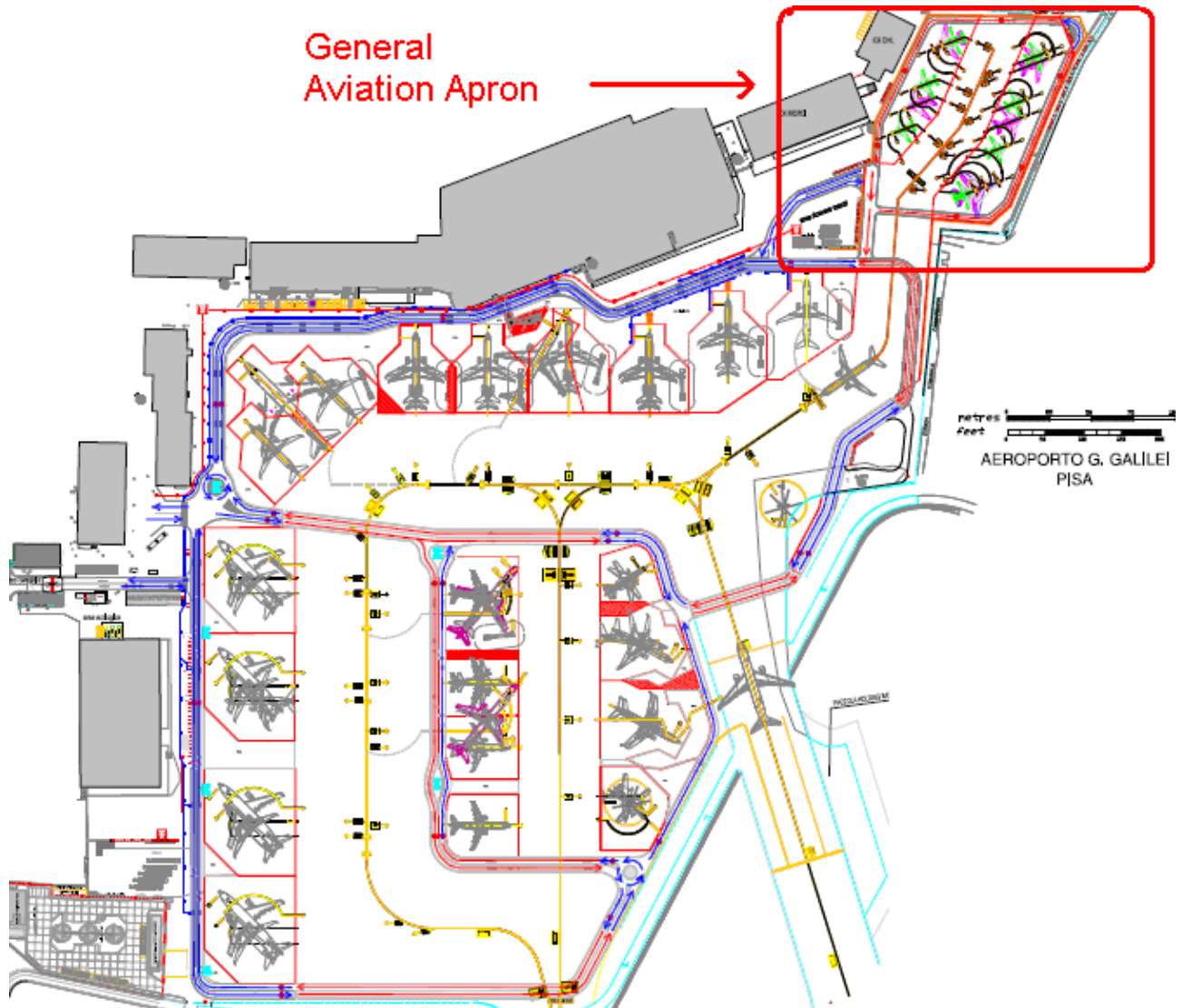


### 1.2.5 General Aviation.

Parking Permission Requests (PPR) for General Aviation are managed and released by Toscana Aeroporti under the Airport Operations Center (AOC) responsibility.

The picture here below shows the Airport Terminal as well as the Commercial Aviation apron and the area used for General Aviation traffic, called General Aviation Apron (A/G).

The picture here below shows airport terminal, commercial aviation apron and General Aviation Apron (highlighted in red colour).



The stands which can be assigned to General Aviation flights are the following:

- up to 7 stands which can be assigned simultaneously on the General Aviation Apron (this is the maximum number of contemporary A/Cs to be assigned among all the possible configurations. Regarding the possible configurations allowed on the apron, please refer to the information reported in the following section "Configuration of General Aviation Apron";

- N.4 stands used simultaneously on the commercial apron, with the following capacity:

Stand n.	<b>41*</b>	<b>42**</b>	<b>43</b>	<b>44</b>
Width A/C metres	27,30	A/M ICAO class	A/M ICAO class	27,20
Length A/C metres	27,50	Charlie	Charlie	27,25

\*to be assigned on frequencies 2,3,4 and for 1 hour maximum drop off only.

\*\*It can be assigned for 1 hour maximum drop off only.

- Stand n.40 used for helicopters

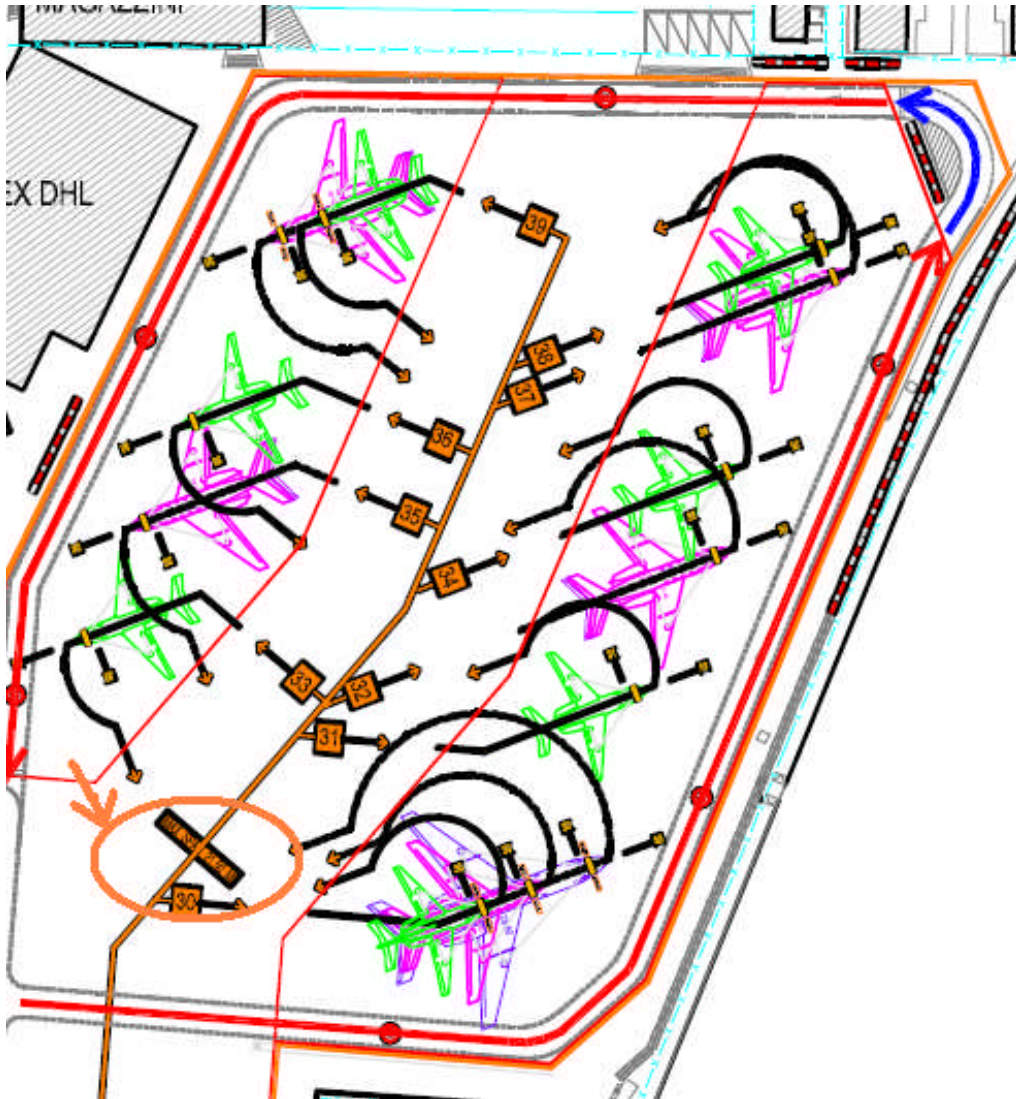
stand n.	40
<b>Max. Width*</b>	<b>25,13</b>

\*Helicopter Max. width with rotors on (moving).

The access to General Aviation Apron is allowed only to aircrafts whose maximum wing span is:

- 28,50 metres: exclusively for access to stand 30 only;
- 21,50 metres: for the rest of General Aviation Apron. This restriction is indicated by a specific horizontal marking which is drawn right after lead-in line to stand n. 30.

“MAX SPAN 21,50M”.



Aircraft movements in/out the General Aviation Apron have an impact on the perimeter road in the zone highlighted here below, therefore during A/C entrance and/or exit the General Aviation Apron, the eastern side of the perimeter road in entrance to General Aviation Apron is restricted (fig.1). Any vehicles passing through the above mentioned area must strictly respect apron horizontal markings, especially “stops” and “jet blast” signs.

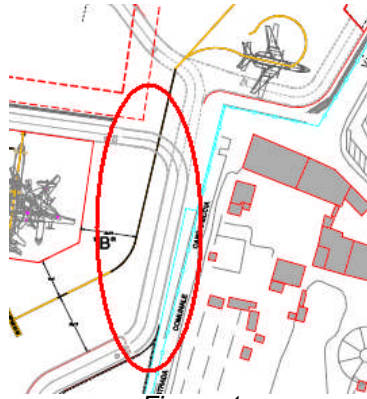
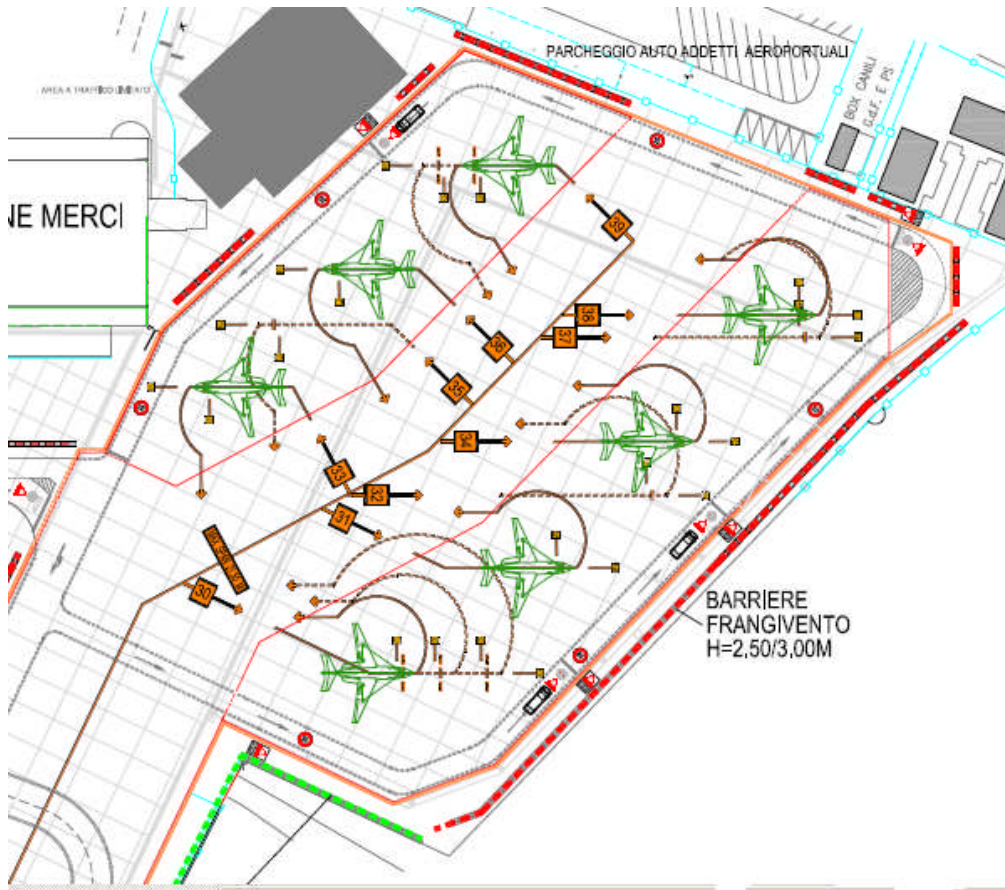


Figura 1

On the perimeter road the areas subjected to Jet Blast and the zones of possible A/C involvement / crossing are indicated by specific horizontal signs.

The stands designated for A/C parking on General Aviation Apron are numbered from 30 to 39 and they are positioned in overlapping positions in order to maximize the space according to different types of A/Cs and dimensions. The maximum number of A/Cs contemporarily allowed on the General Aviation apron is n. 7 A/Cs. (width 17,10mt, length 15,80 mt).



Stands n.30 and n. 39 have more than one stop bar (from 2 to 3) which are to be used according to the A/C type and its dimensions.

The word "stand capacity" intends the A/C maximum dimensions, in terms of A/C wing span and length in meters, that each stand can support.

| The General Aviation A/C stands capacity is the following:

stand n.	30C	30F	30G	31	32	33	34	35	36	37	38	39C	39F
Largh. A/M mt. A/C width metres	17,10	21,40	28,50	17,10	21,40	17,10	17,10	21,40	17,10	21,40	17,10	17,10	21,40
Lungh. A/M mt. A/C lenght metres	15,80	21,00	30,30	15,80	21,00	15,80	15,80	21,00	15,80	21,00	15,80	15,80	21,00

For all the stands listed above, both A/Cs entrance and exit are in self manoeuvring.

East side A/G stands:

- stand 30, has three possible positions considered as A/C stop bars.
  - Stop bar 1 for A/C type similar to "C56X" (on AOS NICE ATM named "30C")
  - Stop bar 2 for A/C type similar to "F2TH" (on AOS NICE ATMA/Cs named "30F")
  - Stop bar 3 for A/C type similar to "GLEK" (on AOS NICE ATM named "30G")
- stand 31
- stand 32
- stand 34
- stand 37
- stand 38

| Apron West side stands:

- stand 33
- stand 35
- stand 36
- stand 39, which has three possible positions considered as A/C stop bars
  - stop bar 1 for A/C type similar to "C56X" (on AOS NICE ATM named "39C")
  - stop bar 2 for A/C type similar to "F2TH" ("39F")

ATTENTION! Due to General Aviation apron configuration various stands overlapping, a stand allocation restricts the use of others.

In order to proceed with stand assignation, stand restrictions due to overlapping are outlined here below :



STAND	30C	30F	30G	31	32	33	34	35	36	37	38	39C	39F
30C				SI	SI	SI	SI	SI	SI	SI	SI	SI**	SI**
30F				NO	SI	SI	SI	SI	SI	SI	SI	SI**	SI**
30G				NO	SI	SI	SI	SI	SI	SI	SI	SI**	SI**
31	SI	NO	NO		NO	SI	SI	SI	SI	SI	SI	SI**	SI**
32	SI*	SI*	SI*	NO		SI	NO	SI	SI	SI	SI	SI**	SI**
33	SI*	SI*	SI*	SI	SI		SI	NO	SI	SI	SI	SI**	SI**
34	SI*	SI*	SI*	SI	NO	SI		SI	SI	NO	SI	SI**	SI**
35	SI*	SI*	SI*	SI	SI	NO	SI		NO	SI	SI	SI**	SI**
36	SI*	SI*	SI*	SI	SI	SI	SI	NO		SI	SI	SI	NO
37	SI*	SI*	SI*	SI	SI	SI	NO	SI	SI		NO	SI**	SI**
38	SI*	SI*	SI*	SI	SI	SI	SI	SI	SI	NO		SI**	SI**
39C	SI*	SI*	SI*	SI	SI	SI	SI	SI	SI	SI	SI		
39F	SI*	SI*	SI*	SI	SI	SI	SI	SI	NO	SI	SI		

For each stand, green coloured cells show all possible matches, and the possibility to assign other stands simultaneously. Red coloured cells instead show stands which cannot be used because they are overlapped or partially affected, hence inhibited.

**ATTENTION:**

\* it is possible to use only one stop bar among the following: 30C, 30F, 30G: The use of stand 30 in any of the three positions inhibits the others. For example, the use of position 30C inhibits both 30F and 30G.

\*\* it is possible to use one stop bar among the following: 39C, 39F. For example, the use of position 39C inhibits 39F.

The General Aviation apron follows the Airport's opening / closure times, as published on AIP, for the only exception of particular situations that might occur (limitations, works in progress) which are generally issued on Notams.

The Airport Operator receives by the Handler on behalf of the Airline or the Operator (from now on named Airline) the handling requests for General Aviation Flights.

The Airport Operator, in accordance to the available stands (stands capacity and availability) as well as the movements capacity (issued on AIP), authorizes the request by assigning a code (PPR). State flights, ambulance, humanitarian, emergency do not require a PPR number.

The Airport operator grants transparent criterias, in order to avoid any forms discrimination or partiality when handling the PPR requests, authorising times of arrival / departure, ground time and parking assignation of General Aviation flights.

Here below are described the obligations of the:

1. Airline and/or Handler, w ho asks for the PPR;
2. Airport Operator, w ho receives and assigns the PPR authorization.

### 1. Obligations of the Airline and/or Handler:

a. The PPR requests must be sent exclusively in a written form by filling in and signing the specific "PPR request" form, w hich can be downloaded from Pisa Airport Internet site: [www.pisa-airport.com](http://www.pisa-airport.com). The form w ill be sent:

- Via mail to. [genav@pisa-airport.com](mailto:genav@pisa-airport.com),
- Via fax to n.+39 050 916047,

When asking for the PPR please make sure the follow ing information are provided:

- Handling company to w hom the service is required,
- date
- type of flight (Commercial, Private);
- Aircraft registration, type of Aircraft and its dimensions (mt)
- Scheduled date and time of arrival and departures
- Maximum Take Off Weight
- Origin / Destination
- N.of pax on arrival and departure
- call sign in/out (if it is a Taxi Flight or an Ambulance Flight)
- main services required: Fuel, Toilette service, water service, Hotel accomodation, catering, transfer, other)
- Name of company w ho requires the service
- Address and contacts (phone, mail, Sita)
- Company address;
- VAT (or fiscal code);
- credit card type and number (compulsory even if the method of payment chosen is different: cash / on credit )
- confirmation that the conditions indicated ("Regolamento di Scalo") have been read and accepted.

PPR request incomplete or unsigned w ill not be taken into consideration.

The Airline can send additional information such as loads (heavy bags, estimated number of bags etc), fuel cards available (ex. Esso Bp, Aloa,...), fuelling company requested.

b. Any requests must be submitted to the Airport Operator starting from 15 days up to 3h prior days prior the scheduled arrival date/time

c. should the Airline cancel the flight, a written notification must be sent at least 6 hour prior STA. For cancellations done later than 6h, as well as no show , a 200 Euro penalty will be applied.

d. w hereas the Airline Operator:

- does not arrive (no show);
- and/or does not respect the PPR assigned, and this brings to a saturation of the movement capacity,

the Airport Operator will proceed immediately to report the occurrence to the Civil Aviation Authority, Local DA, in order to define the appropriate measures.

Any extensions to the scheduled times requested will be evaluated by the Airport Operator, who will check the availability of the stands as well as the movements. The ground time extension request must be received in a written form (no verbal authorizations will be allowed).

For the only exception of delays on departure which are specifically authorized by the Airport Operator, for all delays on departure exceeding 60' a penalty of Euro 100 (for each hour or fraction) will be applied and a report will be sent to the Civil Aviation Authority.

For Each PPR request released by the Airport Operator, the Airline/Handler accepts all the conditions expressed in the present document Regolamento di Scalo, 1.2.5 "General Aviation". The Airline/Handler is also responsible to notify any possible variations to what has been already authorized (for example change of aircraft).

## 2. Airport Operator's obligations:

- a. the exclusive assignment of Civil Aviation stand to Airlines or Handlers is not allowed.
- b. With reference to ENAC prot. 28/12/2006 0002881/OF/OFI, the Airport Operator must record all the information regarding the services requested and confirmed with the PPR number. In case of refusal the Airport Operator must offer an alternative slot. In order to make sure the activities are managed in a clear and transparent way, for each PPR request the Airport operator will fill in a booking form named "registro delle prenotazioni" where the main requests are reported (date and time of arrival and departure, type of aircraft, PPR authorized or not). The file "Registro delle prenotazioni" is signed by the Civil Aviation Authority Local D.A. and can be accessed only after a written request and authorization, to the Director of the Local DA ENAC.
- c. The Airport Operator will send written notification (confirmation or refusal) maximum 48 hours after receiving of the PPR; in case of requests arrived between 48h - 3h prior the STA the requests will be processed maximum before 3h from STA.
- d. The stand assignment must not take into consideration any commercial aspects.
- e. It is forbidden to assign Commercial Aviation Apron stands to Civil Aviation Flights whereas the adjacent stand are occupied with Commercial Aviation Aircrafts in order to respect the security measures.
- f. On monthly bases the Airport Operator will issue on the web site the movements capacity available for each hour/day [www.pisa-airport.com](http://www.pisa-airport.com).

## Stand assignment and parking criterias:

- a. Each aircraft must be compatible in terms of length and wingspan to the stand assigned. (ref AIP AGA 2.35 where all the stands dimensions are reported).
- b. The PPR are assigned in chronological order according the requests arrived, until the saturation of the availability of the stands/movement capacity.
- c. Requests exceeding 72h will be taken into consideration only in low traffic periods in order to avoid limitations to other Airlines/Handlers.
- d. The scheduled times of arrival and departure of the General Aviation flights must respect the General Aviation capacity in terms of movements per hours (General Aviation capacity = total movements availability - Commercial flights which have already been scheduled)
- e Named:
  - STA** scheduled time of arrival of a flight with PPR assigned;
  - STD** scheduled time of departure of a flight with PPR assigned;



The PPR and therefore its stand allocation, will be done in order to make sure that when a parking is assigned to an aircraft, no other flights (STA) can be assigned to the same stand for the next 60' (from STD).

f. for those A/Cs whose dimensions exceed those of the General Aviation stands (ICAO Class Charlie) the PPR release is subject to the availability of stands, and Commercial Flight operations, considering also the separations required between General Aviation flights and Commercial ones.

#### **4. PPR suspended or revoked**

The PPR can be revoked by the Airport Operator up to 48 hours from STA should the area (movement area) be unavailable due to unpredictable reasons and occurrences (works in progress, sudden priority flights humanitarian or ambulance, technical problems on the apron, manoeuvring area ) and no other solutions can be offered

Flights with a PPR authorization who:

- Request a variation to the scheduled times of arrival /departure exceeding 1 hour,
  - and/or a change of aircraft which requires a stand with a bigger capacity,
- require a new PPR release. The PPR previously assigned will be therefore cancelled.

The flightplans that do not respect the scheduled times of arrival (as per PPR authorization) will be suspended.

The Airport operator will send on daily basis the list of General Aviation Flights programmed for the following day (PPR list) to ENAV (ITALY-NMP).

ENAV (ITALY – NMP) will check that the flightplan timings are coherent to the STA as per PPR assigned and will contact NMOC tactical operations in order to require the flightplan suspension for those flights who are not.

Those flights which will not respect the STA due to traffic flow restrictions, will not be suspended.

#### **5. Documentation**

For all General Aviation flights, each Handler sends the DUV (Dichiarazione Unica del Vettore according to Italian Regulation) for arrival and departure. The records have to be sent for each movement on arrival and / on departure simultaneously to the aircraft movement itself and, in any case, before flight departure.

As for Extra Schengen inbound/ outbound flights, The Handler must provide to Toscana Aeroporti (in the flight file) passengers list.