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1. Objective and Scope of Application

The present procedure is aimed at regulating General Aviation operations at Naples Airport. Said procedure does not apply to General Aviation operators based in Naples for operations without passengers to/from their hangars.

2. References

- Navigational Code;
- Regulations for Airport Construction and Operations;
- ICAO ANNEX 14;
- A.I.P. Italia AD2 Lirn;
- Airport Procedure – AIR 008 – Apron Management Service.

3. DEFINITIONS

LOCAL AIRCRAFT	Aircraft belonging to sub – concessionaires based at Naples Airport.
AMS (APRON MANAGEMENT SERVICE)	Service provided in order to regulate the activities and movements of a/m and vehicles on the Apron.
APRON MANAGEMENT OFFICE - A.M.O.	Apron Management Office - GESAC Spa Office, that part of the Airfield Operations Department which conducts the AMS activities under its competence.
CONTROL TOWER – TWR	Air traffic service agency.
APRON 2	Aircraft apron at Naples Airport (see AD2 LIRN 2.5) dedicated to the parking of aircraft, the boarding and disembarking of passengers, loading and unloading cargo and mail and refuelling of aircraft.
AIRCRAFT STAND	A specific area of a stand designated to the parking of aircraft which is referred to as an aircraft stand or, more simply, a stand.
AIRFIELD OPERATIONS	The GESAC S.p.A. department delegated to the activity of managing operations in the movement area.
PPR	Prior Permission Required: a numerical code associated with an authorization to occupy a stand.
STA STD	<ul style="list-style-type: none">• Scheduled Time of Arrival;• Scheduled Time of Departure.
G.A.S.M.	General Aviation Slot Management – a computerized system of PPR processing and management.
MARSHALLER	Personnel charged with assisting/guiding aircraft during movements in the movement area.
MARSHALLING	ICAO standardized method of aircraft guidance in entering and exiting from a stand and in the movement area via signals between the designated member of ground personnel (Marshaller) and the pilot.



GOVERNMENT FLIGHTS	Air transport suited to ensure the transfer, both in Italy and abroad, of the highest government representative in order to conduct their institutional duties. This category may include transport of persons holding offices of foreign states, or any flight activity which, when organized by the Italian government, is serves to assist in situations of calamity, privation or emergency.
FLIGHTS COMPARABLE TO GOVERNMENT FLIGHTS	Flights which, while occupied and operated by private individuals, are designated for government services of a non-commercial nature in the interests of the authorities and public institutions.
RESCUE AND EMERGENCY FLIGHTS	Flight activities which cannot be programmed as they are operated to protect and rescue persons and/or infrastructure struck by catastrophic events and/or medical –health emergencies.

4. GENERAL PROVISIONS

General Aviation activities, with the exception of particularly critical situations and/or limitations, are published via Notams and conducted during the airport's opening / closing hours, as specified in AIP – Italia AD2 Lirn.

The management of General Aviation aircraft parking authorizations falls under the competence of the GESAC Apron Management Office (for the sake of brevity, hereinafter referred to as A.M.O.).

Operators/Air Carriers or Handlers, when delegated by the former, intending to fly to Naples Airport must request the issuance of a PPR from the A.M.O. through the "General Aviation Slot Management" computerized system (hereinafter referred to as G.A.S.M.).

The above is not applicable to flights which qualify as: Government flights, or those comparable to government flights, or rescue and emergency flights.

5. GENERAL AVIATION SLOT MANAGEMENT - G.A.S.M.

The submission, receipt, and subsequent processing of PPR requests are managed by the G.A.S.M. system which is accessible on the Internet and active 24 hours a day. The system is composed of a "Portal Environment" and a "Back Office Environment". The portal environment is dedicated to Operators/Air Carriers or Handlers and can be accessed on the GESAC S.p.A. homepage at "www.aeropotodnapoli.it".

In order to utilize the G.A.S.M. services and obtain access to the dedicated *Reserved Area*, accreditation must be requested.

If the request is approved, the A.M.O., which manages accreditation requests, assigns the required credentials such as username and passwords via e-mail.

The G.A.S.M. system allows accredited Users to autonomously change previously submitted contact information such as telephone numbers, fax numbers and e-mail addresses, etc..

The G.A.S.M. Software Manual, available on the portal in Italian and English, is an integral part of the present procedure.

6. AIRCRAFT APRONS AND STANDS

The Stands dedicated to General Aviation at Naples Airport are localized on APRON 2, stand numbers 61, 62, 63 and 64. Parking on these stands is allowed for a maximum of 3 hours during the daytime. From 18.00 It to 9.00 It, an additional 3 hours are allowed.

Stand n.	Max acft	Dimensions (length x width) m.
61	Falcon 900	34.52 X 31.50
62	Falcon 900	34.54 X 31.34
63	Airbus A321	54.73 X 42.96
64	Airbus A321	53.64 X 42.65

Stand numbers 65 and 66 are dedicated to flights which qualify as commercial or charter, however these stands may be made available to General Aviation as an exception in order to ensure the correct fruition of operations at Naples Airport.

Stand n.	Max acft	Dimensions (length x width) m.
65	Airbus A321	54.04 X 44.85
66	Airbus A321	53.84 X 43.80

While not contradicting the above as regards the primary designation of stands 65 and 66, consideration must be given to the fact that these stands are also the only suitable stands for helicopter parking.

All of the stands cited in the present paragraph are "nose in" and thus require equipment for pushback operations. Consequently, the handler charged with ground services must have sufficient towing equipment to handle the anticipated amount of traffic.

In the event the essential towing devices are unavailable, the handling company must immediately inform the A.M.O. in writing. All General Aviation vehicles must be assisted by a marshaller when entering and exiting the stand. Marshalling activities must be conducted by the handling company in charge of ground assistance services.

7. PPR INSERTION AND MANAGEMENT - PORTAL ENVIRONMENT

The web portal provides a protected, easy-to-use environment for consultation and management as well as an availability chart graphically illustrating stand availability for each time frame and each day for the subsequent 90 days.

By logging onto the portal's Reserved Area, Operators/Carriers or Handlers, on behalf of the former, can autonomously manage their own PPR requests.

This autonomy allows users to:

1. Submit PPR requests to the G.A.S.M. system 24 hours a day;
2. Change and/or cancel previously attributed PPRs;
3. Verify the status of previously inserted PPRs at the A.M.O. Office;
4. consult past requests.

7.1 PPR Variations



PPR authorized flights requiring variations related to change of airport of origin/destination and/or change of aircraft with another of the same dimensions (or smaller) may maintain previously authorized PPR.

PPR authorized flights requiring a change in scheduled arrival or departure times (extended *Ground Time*, earlier STA etc.) or, a change of aircraft which requires a larger stand, may submit a variation request for a previously assigned PPR to the G.A.S.M. system without this necessarily entailing cancellation of the already obtained PPR. Requests for PPR variations follow sequence based upon the time the request is inserted into the system and will be processed in chronological order. However, it must be clearly understood that in the event of refusal and/or the non-availability of stands during the requested timeframe, the previously assigned PPR will be confirmed.

In the event a previously authorized flight will no longer be operated, the Operators/Air Carriers, or the Handler on their behalf, is obliged to cancel the assigned PPR autonomously in the G.A.S.M. system.

8. PPR ASSESSMENT AND ASSIGNMENT METHODS - BACK OFFICE ENVIRONMENT

1. Assess compatibility between aircraft and stand (based upon dimensions as indicated in A.I.P. AD2 LIRN 2 - 5);
2. Assign a PPR bearing a numeric code associated to parking authorization in the event that stand availability has been automatically verified;
3. Propose alternative parking times if there are no stands available during the time frame requested by the Operators/Air Carriers or accredited Handler. Said proposal must be as close as possible to the requested *Ground Time*. A maximum of two (2) further proposals may be advanced by the A.M.O..

In the event stand unavailability is established or the alternative proposed Ground Times are not accepted, the A.M.O. Office shall proceed in refusing the PPR request and duly notify the applicant party,

GESAC assumes no liability whatsoever for any unforeseeable situations or those beyond its control which result in stand non-availability or alternate stand assignment (merely by way of example, including but not limited to, priority flights: non scheduled humanitarian or medical emergency flights, unexpected deterioration of aircraft parking area, etc...) or, should it be ascertained that the handler does not have the necessary vehicles and equipment to service a specific type of aircraft. In the event, situations such as those described above should occur, Gesac is responsible for informing the Operators/Air Carriers or delegated Handlers, of the impossibility of proceeding with the previously authorized PPR, and that the flight operation must be rescheduled in conformity with the irregular situation/event at hand.

9. Flights without PPR

In the event a flight lacking the necessary authorization (PPR) should arrive; the A.M.O. shall provide for:

- a) Assignment of a stand, if available, among those designated to General Aviation, or;
- b) Assignment of a commercial aviation stand, should one be available, once it has been ascertained that said assignment will not be of detriment Airline and Charter flight activities.

Once a stand has been assigned, Airfield Operations shall provide for ensuring that the aircraft is properly parked and secured in place in the indicated parking area; then, based upon the indications provided by the pilot, request the assistance of one of the Handlers conducting General aviation activities at the airport; inform the pilot of General Aviation regulations in effect, and, concurrently provide notice that departure must necessarily take place immediately or, at any rate, no later than the time formally indicated by the A.M.O..



In the event no stands are available, Airfield Operations shall request and arrange with the TWR (IN REGIME DI AMS) temporary positioning near a taxiway until a stand has been freed and made available for use.

In the event of the above described situation in which arrival and/or departure times have not been respected and it has been ascertained that the Operators/Air Carrier were the sole party responsible, thus, causing difficulties in aircraft stand management, the event shall be reported to the local ENAC office at the discretion of the PH of the Movement Area or whoever is delegated in his or her place and, if deemed necessary, the sanctions provided for in the Navigational Code currently in effect shall be applied.

10. GENERAL AVIATION REGISTER

All operations conducted through the G.A.S.M. system are recorded and archived a period of one (1) year. In this manner a General Aviation Register is compiled for the purpose of consultation in the event of any controversy between two or more parties. Said consultation, however, may only take place pursuant to formal authorization on the part of the ENAC.

11. DOCUMENTATION

A load sheet must be compiled for all General Aviation flights. This form, to be compiled and countersigned by both the flight Commander and the Handler in charge of services, and submitted to the A.M.O. office upon arrival prior to any request for release of the departing flight. The load sheet will be conserved and archived at the A.M.O. Office for the duration and according to the terms set forth by laws in effect.