

## Local Rules at Payerne civil Airport

Airport PPR Management for civil Aviation

### General

The following procedures are binding for administering airport PPR for Business Aviation operating IFR and VFR flights at Payerne civil Airport.

Payerne Airport will allocate available arrival and departure times by using the web based Prior Permission Required (PPR) system located under the URL: [pprlsmp.swissaeropole.com](http://pprlsmp.swissaeropole.com)

Payerne Airport Procedures for civil Aviation

#### 1. Introduction

The objective of the following procedure is to make full use of the available airport capacity for the benefit of all types of traffic in accordance with applicable rules and regulations. It is designed to ensure that Airport access and operations are administered in a neutral, non-discriminatory and transparent manner.

As the civil operations take place on a military airbase, it also seeks to prevent air traffic control congestion, which can lead to ATC capacity regulations and restrictions impacting all types of traffic.

Contact Payerne Delivery for start up and clearance and weather updates on 121.705 Mhz

#### 2. Availability

Each hour of the day is divided into a 15-minute time slots. As a general rule, each of these slots allow a maximum of 1 departure and 2 arrivals for civil aviation. These figures are subject to change depending on ATC capacity, availability of the infrastructure, time and day of the week.

Actual airport PPR availability is regularly published and updated by the civil Airport authority on the URL mentioned above. All operators and/or their handling agents must visit the website to consult airport PPR slot availability before planning their flights.

Neither the civil Airport authority, nor its local partners can be held responsible for the non-availability of a PPR slot or any last minute closure of the infrastructure.

#### 3. PPR requests for civil Aviation

All requests and bookings are made via the PPR online tool (see conditions in AIP Switzerland LSMP AD 2.20). If the requested time slot is not available, an alternative must to be chosen.

An airport PPR reference number is generated by the PPR system with reference to a Departure (D) or an Arrival (A). It is mandatory to insert the full reference number (*PAYVIPxxxxxA or D*) in field 18 of the FPL (Flight Plan) according to the instructions published in the AIP. Flight plans with missing or incomplete information are subject to rejection.

Speculative requests for airport PPR, without the firm intention to operate, are considered as an abuse of the system (see Paragraph 5 - Monitoring)

#### 4. Return of slots

When an airport slot is no longer required, operators and handling agent must immediately release it (*cancel PPR*). Hence it will be available for other users or will not be deducted from the civil quotas.

#### 5. Flight plan modification and/or delay

- In case the FPL **time** changes, a new airport slot must be selected.
- In case of a FPL **delay** (weather, ATC or technical), the original PPR slot can be maintained.

The civil Airport authority monitors the airport slot use (See Paragraph 5 - Monitoring).

6. *Payerne civil Airport specificities*

**Business Reason:**

Only flights with a valid Business Reason are allowed to operate at Payerne Airport. This Business Reason must be filled in the PPR no later than 24h before the flight.

**PAX and CREW:**

Information related to PAX and CREW must be filled in the PPR no later than 2h before the flight.

7. *Monitoring*

Every departure and arrival must have a fully approved PPR request. The filed FPL is compared with the cleared airport PPR number and should include the said number in the field 18.

In order to minimize congestion or ATC restrictions and delays, all operators shall operate as close to their chosen PPR time slot as possible. **Unjustified inaccuracies between PPR time, Estimated time and/or Actual time will be monitored by the Airport authority.**

Note: the airport slot times must correspond to EOBT for a departure and ETA for an arrival

Any operator and/or PPR user suspected of a slot misuse, or failing to provide the information requested, will be accountable for his/her actions to swiss aeropole SA (Civil Airport Authority).

Examples of slot misuse:

- Operating without an allocated airport slot (except exempted operations).
- Operating in a significantly different way than indicated in the PPR slot request/allocation.
- Operating outside the allocated PPR slot times. (unjustified delays)
- Operating with a different aircraft type category than requested/allocated.
- Failing to return an airport slot in advance, that will not be used (no show).