

**REGULATED CHARGES GUIDE 2017**  
**ANA GROUP**



## CONTENTS

ANA GROUP AIRPORTS.....	3
OPERATION PROCEEDINGS IN ANA GROUP AIRPORTS.....	3
BILLING AND PAYMENT OF CHARGES.....	4
DEFINITIONS.....	5
TRAFFIC CHARGES.....	6
LANDING/TAKE OFF.....	6
AIRCRAFT PARKING.....	8
HANGAR.....	9
AIR BRIDGES AND GPS.....	9
PASSENGER SERVICE.....	10
AIRPORT OPENING TIME.....	11
PRM CHARGE (PERSONS REDUCED MOBILITY).....	12
SECURITY CHARGE.....	12
REGULATED HANDLING CHARGES.....	13
PASSENGER HANDLING CHARGE.....	13
BAGGAGE HANDLING CHARGE.....	13
EQUIPMENT CHARGES.....	13
CUPPS and CUSS.....	13
BRS.....	13
REGULATORY FRAMEWORK.....	14
GENERAL INFORMATION.....	15

### IMPORTANT:

This document is issued for information purposes only, providing a quick reference to the charges applied in ANA Group airports. Only the published legal texts shall prevail.

**ON FORCE SINCE JUNE 11, 2017**

## **ANA GROUP AIRPORTS**

A ANA, S.A. is responsible for the management, operation and development of eight airports, according to a concession contract awarded by the State.

The airports are:

- Lisbon Airport
- Francisco Sá Carneiro Airport
- Faro Airport
- Beja Civil Terminal

In the Azores Islands:

- João Paulo II Airport
- Santa Maria Airport
- Horta Airport
- Flores Airport

In the Madeira Islands:

- Madeira Airport
- Porto Santo Airport

## **OPERATION PROCEEDINGS IN ANA GROUP AIRPORTS**

All flights landing on or taking-off Portuguese territory will be subject to Portuguese Civil Aviation legislation and penal determinations of police and public security in force in Portugal.

Information about requirements and authorizations needed to operate in Portuguese territory is available in **AIP PORTUGAL** or at the following address:

AUTORIDADE NACIONAL DA AVIAÇÃO CIVIL  
Direção de Regulação Económica  
Rua B, Edifícios 4, 5 e 6  
1700-008 LISBOA  
Tel. +351 218 423 500  
Fax. +351 218 423 582

To operate in ANA airports, it is necessary to fulfil a Traffic Form (Formulário de Tráfego), regarding aircraft's arrival and departure.

## BILLING AND PAYMENT OF CHARGES

The processes regarding the billing schedule and subsequent invoices payment, for each category of regulated charges, are the following:

Regulated charges	Billing schedule	Invoice issuing	Credit payment
Traffic Security PRM	3 invoices are issued per month for the following periods: a) 1st invoice period: 1st to 10th calendar days b) 2nd invoice period: 11th to 20th calendar days c) 3rd invoice period: 21st to last day of each month	The Airport shall invoice until the 5th calendar day after each invoicing period ends.	Payment shall be made within 23 days from the date of issue of the invoices
Regulated Handling	one monthly invoice is issued, dated the last day of each month	The Airport shall facilitate invoices until the 5th calendar day after each invoicing period ends.	Payment shall be made within 23 days from the date of issue of the invoices
Equipment	one monthly invoice is issued, dated the last day of each month	The Airport shall facilitate invoices until the 5th calendar day after each invoicing period ends.	Payment shall be made within 23 days from the date of issue of the invoices

The invoices and the payments will be in Euro.

Invoices shall become immediately payable after the issue of the invoice (customers under the prompt payment scheme). Any other payment method shall require a written request to the airport operator (credit payment scheme). The airport operator reserves the right to request payment guarantees if credit payment is authorized.

All expenses incurred with payment shall be supported by the debtor.

In case the due date agreed upon is not complied with, default interest shall be payable by the debtor.

The airport operator reserves the right to refuse to provide airport services in the event of failure to collect past due invoices.

## **DEFINITIONS**

### **Technical Stops**

Technical stop means the use of the airport by an aircraft for other purposes than passenger, cargo or mail embarkation or disembarkation.

### **Passengers departing on Schengen flights**

All passengers whose destination is any country subscribing Schengen Agreements, including Portugal (Mainland, Madeira and Azores).

### **Passengers departing on non-Schengen intra-EU flights**

Passengers travelling to a EU country that has not subscribed Schengen Agreements.

### **Passengers departing on international flights**

Passengers travelling to any other destinations not included in the two previous categories.

### **Direct transit passenger**

Passengers that after a short stay at a given airport, continuing their journey in the same aircraft, without changing the flight number, or in another aircraft with the same flight number due to technical problems.

### **Transfer passenger**

Passengers arriving at an airport or aerodrome, in an aircraft with a given flight number, and departing in a period of time not exceeding 18 hours, or in the case of airports in the Azores, in a period of time not exceeding 24 hours, in that same aircraft or another with a different flight number or in other aircraft with the same flight number - unless the aircraft change is due to technical problems - and whose destination is not the origin airport.

Aircraft using the airport are subject to the following charges, exclusive of VAT (Value Added Tax).

## TRAFFIC CHARGES

### LANDING/TAKE OFF

Landing/Take-Off charge is due for each landing operation.

Landing/Take-Off charge is levied on the basis of the maximum take-off weight (MTOW) as stated in the Certificate of Airworthiness or in any other document that may be considered appropriate for this purpose and is due for each aircraft landing.

Amounts charged in each category are cumulative, i.e., aircraft with a MTOW over 25 tonnes will be charged accordingly with the amounts established for each intermediate category where they may fall into.

Minimum charge per landing – Each landing/take-off operation on Lisbon, Porto or Faro airports will support a minimum value for landing.

LANDING/TAKE OFF - per tonne	LISBON	PORTO	FARO January and February	FARO March and Nov. 2017	FARO From April until Oct. 2017	FARO Dec. 2017
Mainland Airports						
Aircrafts up to 25 tonnes, per tonne	6.23	5.29	2.30	3.45	5.32	2.30
25 to 75 tonnes, per tonne above 25 tonnes	7.41	6.42	2.80	4.19	6.46	2.80
75 to 150 tonnes, per tonne above 75 tonnes	8.71	7.57	3.29	4.93	7.61	3.29
over 150 tonnes, per tonne above 150 tonnes	6.61	5.32	2.80	4.19	6.46	2.80
Minimum charge per landing	259.59	105.88	46.01	69.01	106.39	46.01

LANDING/TAKE OFF - per tonne	JOÃO PAULO II	SANTA MARIA	HORTA	FLORES	A. R. MADEIRA
<b>Azores Airports</b>					
Aircrafts up to 25 tonnes, per tonne	3.16	3.16	3.16	3.16	9.02
25 to 75 tonnes, per tonne above 25 tonnes	3.86	3.86	3.86	3.86	10.95
over 75 tonnes, per tonne above 75 tonnes	4.54	4.54	4.54	4.54	12.88
Technical Stops - value per tonne	3.42	1.03	3.42	3.42	
<b>Flights between Madeira and Porto Santo</b>					
Aircrafts up to 25 tonnes, per tonne					6.31
25 to 75 tonnes, per tonne above 25 tonnes					7.66
over 75 tonnes, per tonne above 75 tonnes					9.02
Minimum charge per operation (night operations)					177.7

A. R. - Autonomous Region

Exemptions:

- Operations exclusively made for the official transportation of State or Government heads and ministers and operations under reciprocity agreements, confirmed by the Ministry of Foreign Affairs.
- Operations by military aircraft or others, performing official military missions, non-remunerated or under special agreements binding the Portuguese State, as confirmed by the competent entities.
- Operations for search and rescue, medical emergencies, internal security, civil protection and humanitarian missions, as demonstrated by documents.

Aircraft returning back to the airport due to technical breakdown, weather conditions or other cases of force majeure, duly demonstrated.

Aircraft used for local flights of test, instruction and training flights may benefit from a reduction of at least 50%.

According to the protocol signed between the FAP (Portuguese Air Force) and ANA, the landing charge at Beja airport, is applied by FAP and is the same as Faro airport.

For more information contact FAP: Fax +351 214 712 786, e-mail: [sa.facturacao@emfa.pt](mailto:sa.facturacao@emfa.pt)

## AIRCRAFT PARKING

Parking charges are due for each parked aircraft, and are variable according to the parking areas (traffic areas, maintenance areas or other).

Parking charges are not due for the first 90 minutes after landing and 90 minutes before take-off.

In Lisbon airport, for aircrafts up or equal to 100 ton, parking charges are not due, for the first 30 minutes after landing and 30 minutes before take-off.

Parking charges are due for certain periods of time and are based on the tonnage metrical unit of the aircraft maximum take-off weight.

PARKING CHARGE	LISBON	PORTO	FARO	BEJA	A.R. AÇORES	A.R. MADEIRA
<b>Traffic Areas</b>						
<b>All aircraft (per tonne and per day)</b>		1.60	1.62	1.46	1.50	1.43
<b>Aircraft till 14 tonnes (per day)</b>						
up to 24h or part	27.53					
24h to 48h or part	68.78					
48h to 72h or part	113.30					
over 72h or part	163.72					
<b>Aircraft more than 14 tonnes</b>						
up to 24h or part (per tonne)	1.85					
24h to 48h or part (per tonne)	4.62					
48h to 72h or part (per tonne)	7.61					
over 72h or part (per tonne)	11.01					
<b>Maintenance Areas</b>						1.05
up to 12 weeks (per tonne and per day)				1.08		
over 12 weeks (per tonne and per day)				1.46		
<b>Surcharge (per 15 min or part thereof)</b>	69.47	48.40	48.42	43.92	45.15	42.79

Lisbon Airport applies four categories in the following terms:

- aircraft with MTOW till 14 tonnes, whose charge is based only on schedule category;
- aircraft with MTOW more than 14 tonnes, whose charge is based on schedule category associated with aircraft MTOW.



The defined categories are cumulative.

The following operations are exempt of parking charges in the first 48 hours after landing, provided that the airport is not used as their home base:

- Operations exclusively made for the official transportation of State or Government heads and ministers and operations under reciprocity agreements, confirmed by the Ministry of Foreign Affairs;
- Operations by military aircraft or others, performing official military missions, non-remunerated or under special agreements binding the Portuguese State, as confirmed by the competent entities;
- Operations for search and rescue, medical emergencies, internal security, civil protection and humanitarian missions, as demonstrated by documents.

## HANGAR

This charge is levied on parked aircraft in hangars.

HANGAR CHARGE	LISBON	PORTO	FARO	BEJA	A.R. AÇORES	A.R. MADEIRA
Per tonne and per day	3.73	3.25	3.25	2.95	3.03	2.91

## AIR BRIDGES AND GPS

For the use of the air bridges and GPS, the following charges apply:

### Air bridge

This charge is due for the provision of air bridges to embark and disembark passengers.

AIR BRIDGES CHARGE For utilization period	LISBOA	PORTO	FARO
1 airbridge, per minute, till 2 hours	4.08	1.89	2.90
1 airbridge, per minute, more than 2 hours	4.86	2.25	3.46
2 airbridge, per minute, till 2 hours		2.84	4.35
2 airbridges, per minute, more than 2 hours		3.38	5.19

In Lisbon and Faro Airports, this charge includes the use of GPS equipment.

## GPS (Ground Power System)

This charge is due for the use of supplying electrical energy transformed to 400hz provided through GPS

GPS CHARGE - For utilization period	LISBON	PORTO	JOÃO PAULO II
Per minute	1.40	0.24	0.67

The following operations are exempt of air bridge and GPS charges, provided that the use of such equipment is essential for the operation, as acknowledged by the airport managing body.

- Operations exclusively made for the official transportation of State or Government heads and ministers and operations under reciprocity agreements, confirmed by the Ministry of Foreign Affairs.
- Operations by military aircraft or others, performing official military missions, non-remunerated or under special agreements binding the Portuguese State, as confirmed by the competent entities.
- Operations for search and rescue, medical emergencies, internal security, civil protection and humanitarian missions, as demonstrated by documents.

## PASSENGER SERVICE

Passenger Service charge is levied on each departing passenger and billed directly to the operators, according to their destination.

PASSENGER SERVICE CHARGE	LISBON	PORTO	FARO	BEJA	A.R. AÇORES	A.R. MADEIRA
<b>O/D Passengers</b>						
Flights inside Schengen Area	10.45	9.15	8.99	8.06	7.81	14.83
Intra EU flights outside Schengen Area	18.65	12.80	11.43	10.00	12.17	18.42
International flights	18.65	15.62	11.43	13.13	16.28	24.37
Flights between Madeira and Porto Santo						11.99
<b>Transfer Passengers</b>						
Flights inside Schengen Area	8.67	9.15	8.99	8.06	7.81 (a)	14.83
Intra EU flights outside Schengen Area	11.05	12.80	11.43	10.00	12.17 (a)	18.42
International flights	14.72	15.62	11.43	13.13	16.28 (a)	24.37
Flights between Madeira and Porto Santo						11.99

a) See Exemptions

Exemptions:

- Children under 2 years old;
- Passengers in direct transit through the airport;
- Transfer passengers at Santa Maria, Ponta Delgada, Horta and Flores airports who have as their final destination the other islands of the Azores Archipelago;
- Passengers from any aircraft returning to the airport for technical, meteorological or similar reasons;
- Passengers departing on aircraft exclusively used for the transportation of State or Government heads and ministers and operations under reciprocity agreements, confirmed by the Ministry of Foreign Affairs;
- Passengers departing on military aircraft or others, performing official military missions, non-remunerated or under special agreements binding the Portuguese State, as confirmed by the competent entities;
- Passengers departing in aircraft used for search and rescue, medical emergencies, internal security, civil protection and humanitarian missions, as demonstrated by documents;
- Passengers departing in aircraft used for local flights of test, instruction and training flights.

### AIRPORT OPENING TIME

This charge is due whenever the airport opens off-schedule, under exceptional circumstances. The request for such opening must be presented at least 3 hours prior notice.

The values of this charge vary according to the nature of the operation, the schedule of the operation and the type of aircraft. The charge is levied every two-hour period or fraction.

OPENING AIRPORT CHARGE	FARO	JOÃO PAULO II	SANTA MARIA	HORTA	FLORES
Continuity/Anticipation	685.50	639.02	639.02	318.33	256.46
Commercial reopening	1,109.88	703.96	703.96	550.98	440.76
Emergency reopening - not legally imposed	685.50	639.02	639.02	379.52	379.52

All operations of search and rescue as well as urgent humanitarian missions, urgent internal security missions or urgent civil protection missions, duly demonstrated, are exempt.

According to the protocol signed between the FAP (Portuguese Air Force) and ANA, the airport opening charge at Beja airport, is applied by FAP and is the same as Faro airport.

For more information contact FAP: Fax +351 214 712 786, e-mail: [sa.facturacao@emfa.pt](mailto:sa.facturacao@emfa.pt)

## PRM CHARGE (PERSONS REDUCED MOBILITY)

Airlines operating in ANA Group airports shall pay a charge of **€0.40** per departing passenger. This value of PRM charge is on force, according to Aviation Authority (ANAC) approval, based on the Decree Law 254/2012, 28th November.

The invoice of this charge will follow the invoicing rules, including exemptions, applicable to passenger service charge. This charge is not applied to General Aviation.

## SECURITY CHARGE

Security charge is due for services rendered to air transport passengers and is meant to partially cover the costs of staff and equipment regarding civil aviation security for the prevention and suppression of unlawful interference against civil aviation.

Pursuant to Decree Law nº 254/2012, 8th November, two different components in the Security Charge were established:

- a) One part corresponding to the amounts received by Official Entities (ANAC, MAI, SEF), to be charged by ANAC per departing passenger.

SECURITY CHARGE	Flights inside Schengen Area	Intra EU flights outside Schengen Area	International flights
Official entities	1.53	3.2	6.21

- b) A second part of the security charge is related to the amounts allocated to the Airport operator and to be directly charged to the users of the airports by managing body, per departing passenger.

A value of **€1.94** is charged on each departing passenger for all flights. Airports managing body are responsible for collecting this component.

Exemptions:

- Children under 2 years of age;
- Passengers in direct transit through the airport;
- Transfer passengers at airports in Santa Maria, Ponta Delgada, Horta and Flores, who have as their final destination the other islands of the Azores Archipelago;
- Passengers in official missions that depart on aircraft of Portuguese State or Foreign State private services, on the basis of reciprocity agreements.

## REGULATED HANDLING CHARGES

### PASSENGER HANDLING CHARGE

The passenger handling charge is due by the service providers and by the airport or aerodrome users in auto assistance regime.

CHECK-IN DESKS	LISBON	PORTO	FARO	BEJA	A.R. AÇORES	A.R. MADEIRA
First four periods of 15 minutes or part thereof	1.94		1.64			
Following 15 minutes or part thereof	1.88		1.61			
First hour or part thereof		6.44		5.94	5.86	5.42
Next half hours or part thereof		3.13		2.89	2.97	2.64
Desk/Month	1,489.62	988.20		911.12	889.65	830.03

### BAGGAGE HANDLING CHARGE

The baggage handling charge is due by the service providers and by the airport or aerodrome users in auto assistance regime.

BAGGAGE HANDLING	LISBON	PORTO	FARO	BEJA	A. R. AZORES	A. R. MADEIRA
Per embarked baggage processed at the sorting baggage system	0.38	0.36	0.36	0.33	0.34	0.36

## EQUIPMENT CHARGES

### CUPPS and CUSS

The CUPPS (Common Use Passenger Processing System) and CUSS (Common Use Self-Service) charge, is due to the use of these systems; its amount is **€0.188** per departing passenger.

### BRS

The BRS (Baggage Reconciliation System) charge is due to the use of this system; its amount is **€0.084** per baggage processed.

## **REGULATORY FRAMEWORK**

Charges due by the use of facilities and airport services as well as commercial activities are ruled by the following legislation:

### **Economic Regulation**

Decree-Law n°. 254/2012, of 28th November, in writing given to it by Decree-Law n. 108/2013 of 31 July, in compliance with the European Directive n°. 2009/12/CE, defines the economic regulation which must be observed in national airports.

In addition, annex 7 and annex 12 of ANA, S.A. Concession Contract, and annex 7 and annex 12 of ANAM, S.A. Concession Contract also addresses the economic regulation and quality service regime.

### **Traffic Charges, Handling Charges, Equipment Charges**

Decree-Law n°. 254/2012, of 28th November, regulates the airports services and equipment, as well as the development of any commercial activity developed by a third entity in airports areas.

This Decree-Law defines the charges due by land, buildings and facilities occupancy, as by the development of any commercial activities in airports areas and by the use of airports equipment.

### **PRM Charge**

Decree-Law n°. 254/2012, of 28th November, in compliance with the Regulation (CE) n°. 1107/2006, of the European Parliament and of the Council, of 5th July, establishes conditions of legal regime application related to reduced mobility and disabled passengers (PRM) rights and establishes the charge due by the PRM assistance levied to airlines which use Portuguese airports.

### **Security Charge**

Decree-Law n°. 254/2012, of 28th November, regulates the security charge due by each embarked passenger in Portuguese airports.

## GENERAL INFORMATION

### For general information on airport charges

Isabel Gonçalves  
ldgoncalves@ana.pt  
DMA - Aviation Marketing Department  
Lisbon airport, 4°  
Alameda das Comunidades Portuguesas  
1700-111 Lisboa  
Tel. +351 218 413 510  
Fax. +351 218 413 856

Susete Peixoto  
sopeixoto@ana.pt  
Horta airport  
9900-321 Castelo Branco - Horta  
Tel. +351 292 943 511  
Fax. +351 292 943 519

### For questions on invoices

Helder Vilhena  
hgvilhena@ana.pt  
Lisbon airport  
Alameda das Comunidades Portuguesas  
1700-007 Lisboa  
Tel. +351 218 413 642  
Fax +351 218 413 650

Ana Paula Andrade  
apandrade@ana.pt  
Santa Maria airport  
9580-908 Vila do Porto  
Tel. +351 296 820 024  
Fax. +351 296 886 170

Cláudia Correia  
cscorreia@ana.pt  
Faro airport  
8006-901 Faro  
Tel. +351 289 800 674  
Fax. +351 289 818 802

Daniel Mateus  
[dmateus@ana.pt](mailto:dmateus@ana.pt)  
Flores airport  
9970-320 Santa Cruz das Flores  
Tel. +351 292 592 212  
Fax. +351 292 592 243

Zulmira Marques  
zsmarques@ana.pt  
Francisco Sá Carneiro (Porto) airport  
Pedras Rubras  
4470-558 Maia  
Tel. +351 229 400 600 (Ext. 41041)  
Fax. +351 229 432 406

Paula Carrasco  
pccarrasco@ana.pt  
Beja airport  
EM 528-2, ao km 3.3  
7800-745 S. Brissos, Beja  
Tel. +351 284 001 020 (Ext\_30961)  
Fax. +351 284 001 023

Aurélia Chaves  
amchaves@ana.pt  
João Paulo II (Ponta Delgada) airport  
9500-253 Ponta Delgada  
Tel. +351 296 205 408  
Fax. +351 296 286 923

Henrique Freitas  
[hmfreitas@ana.pt](mailto:hmfreitas@ana.pt)  
Madeira airport  
Porto Santo airport  
9100-105 Santa Cruz  
T: +351 291 520 700 (Ext.73410)  
Fax: +351 291 520 736

### **Aviation Marketing**

Bruno Costa  
[bgcosta@ana.pt](mailto:bgcosta@ana.pt)  
DMA - Aviation Marketing Department  
Lisbon airport, 4°  
Alameda das Comunidades Portuguesas  
1700-111 Lisboa  
Tel. +351 218 445 184  
Fax. +351 218 413 675

Helder Lemos  
[hdlemos@ana.pt](mailto:hdlemos@ana.pt)  
Faro airport  
8006-901 Faro  
Tel. +351 289 800 796  
Fax. +351 289 818 802

DAA (Azores Airport Board)  
[azores.aiports@ana.pt](mailto:azores.aiports@ana.pt)  
João Paulo II (Ponta Delgada) airport  
Horta airport  
Santa Maria airport  
Flores airport  
9500-253 Ponta Delgada  
Tel. +351 296 205 401  
Fax. +351 296 286 923

Maria da Glória Oliveira  
[mgoliveira@ana.pt](mailto:mgoliveira@ana.pt)  
Francisco Sá Carneiro (Porto) airport  
4470-558 Maia  
Tel. +351 229 432 400 (ext. 41020)  
Fax +351 229 484 597

Cátia Vieira  
[cmvieirafnc@ana.pt](mailto:cmvieirafnc@ana.pt)  
Madeira airport  
Porto Santo airport  
9100-105 Santa Cruz  
Tel.+351 291 520 755  
Fax: +351 291 520 736