

# Charges Guide

ANA Network



# Index

---

<b>1. Airlines</b>	<b>3</b>
1.1 Price List	4
Humberto Delgado Airport	
Porto Airport	
Faro Airport	
Beja Airport	
Azores Airports	
Madeira Airports	
1.2 Charge Description	15
1.3 Regulatory Framework	19
1.4 Incentives	21
<b>2. Billing and Payment Charges</b>	<b>80</b>
<b>3. Glossary</b>	<b>82</b>
<b>4. Contacts</b>	<b>84</b>

**IMPORTANT:** This document is issued for information purposes only, providing a quick reference to the charges applied in airports under ANA's responsibility.

**Updated: 1<sup>st</sup> of January 2020**



# 1. Airlines

1.1 Price List

1.2 Charge Description

1.3 Regulatory Framework

1.4 Incentives

## 1.1 Price List

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

### Humberto Delgado Airport

#### CHARGES

##### 1. LANDING/TAKE-OFF

Aircrafts up to 25 tonnes, per tonne	€ 6.56
Aircrafts 25 to 75 tonnes, per tonne above 25 tonnes	€ 7.81
Aircrafts 75 to 150 tonnes, per tonne above 75 tonnes	€ 9.17
Aircrafts over 150 tonnes, per tonne above 150 tonnes	€ 6.97
Minimum charge per landing	€ 308.89

##### 2. PARKING

Traffic Areas (a):	
Aircrafts up to 14 tonnes (per 24h or fraction)	
up to 12h or fraction	€ 29.07
12h to 24h or fraction	€ 29.07
24h to 48h or fraction	€ 72.60
48h to 72h or fraction	€ 119.60
over 72h or fraction	€ 172.82
Aircrafts over 14 tonnes (per tonne)	
up to 12h or fraction	€ 1.95
12h to 24h or fraction	€ 1.95
24h to 48h or fraction	€ 4.87
48h to 72h or fraction	€ 8.03
over 72h or fraction	€ 11.62
Surcharge (per 15 minutes or fraction)	€ 73.33
Air Bridge (GPS included)	
1 Air bridge, per minute of use, up to 2 hours	€ 4.30
1 Air bridge, per minute of use, over 2 hours	€ 5.14
GPS (Ground Power System)	
per minute of use	€ 1.48

##### 3. HANGAR

per tonne and per 24h or fraction	€ 3.95
-----------------------------------	--------

#### 4. PASSENGER SERVICE (per departing passenger)

Passenger O/D	
Flights inside Schengen Area	€ 11.05
Intra EU flights outside Schengen Area	€ 19.57
International flights	€ 19.57
Transfer Passengers	
Flights inside Schengen Area	€ 8.74
Intra EU flights outside Schengen Area	€ 15.47
International flights	€ 15.47

#### 5. EQUIPMENT

CUPPS (Common Use Processing Passenger System) e CUSS (Common Use Self-Service) - per departing passenger	€ 0.188
BRS (Baggage Reconciliation System) - per baggage processed at the system	€ 0.084

#### 6. SECURITY (b)

per departing passenger	€ 1.94
-------------------------	--------

#### 7. OFFICIAL ENTITIES (c)

Security Charge	
Flights inside Schengen Area	€ 1.53
Intra EU flights outside Schengen Area	€ 3.20
International flights	€ 6.21
Terminal Control	€ 73.26

#### 8. ASSISTANCE TO PASSENGERS WITH REDUCED MOBILITY

per departing passenger	€ 0.45
-------------------------	--------

(a) For aircrafts up to 100 tonnes: are not due for the first 30 minutes after landing and 30 minutes before take-off. For aircrafts over 100 tonnes: are not due for the first 90 minutes after landing and 90 minutes before take-off.

(b) Amount corresponding to that which the Airport Operating Entity currently receives. The charge amount proposed for 2020, 1.74€ per departing passenger, will be in force after the publication of the Decree-Law.

(c) Amount corresponding to which the Official Entities (ANAC and security forces) currently receives and billed by them.

## Porto Airport

CHARGES	Jan-Mar; Nov-Dec	Apr-Oct
<b>1. LANDING/TAKE-OFF</b>		
Aircrafts up to 25 tonnes, per tonne	€ 4.75	€ 5.03
Aircrafts from 25 to 75 tonnes, per tonne above 25 tonnes	€ 5.78	€ 6.12
Aircrafts from 75 to 150 tonnes, per tonne above 75 tonnes	€ 6.81	€ 7.22
Aircrafts over 150 tonnes, per tonne above 150 tonnes	€ 4.79	€ 5.07
Minimum charge per landing	€ 118.75	€ 125.75
<b>2. PARKING</b>		
<b>Traffic Areas (a)</b>		
All aircrafts (per tonne and per 24h or fraction)	€ 1.66	€ 1.66
Surcharge (per 15 minutes or fraction)	€ 49.93	€ 49.93
<b>Air Bridge (GPS not included)</b>		
1 Air bridge, per minute until 2 hours	€ 1.95	€ 1.95
1 Air bridge, per minute after 2 hours	€ 2.33	€ 2.33
2 Air bridge, per minute until 2 hours	€ 2.93	€ 2.93
2 Air bridge, per minute after 2 hours	€ 3.49	€ 3.49
<b>GPS (Ground Power System)</b>		
per minute of use	€ 0.24	€ 0.24
<b>3. HANGAR</b>		
per tonne and per 24h or fraction	€ 3.35	€ 3.35
<b>4. PASSENGER SERVICE (per departing passenger)</b>		
<b>Passenger O/D</b>		
Flights inside Schengen Area	€ 9.59	€ 9.59
Intra EU flights outside Schengen Area	€ 16.27	€ 16.27
International flights	€ 16.27	€ 16.27
<b>Transfer Passengers</b>		
Flights inside Schengen Area	€ 7.70	€ 7.70
Intra EU flights outside Schengen Area	€ 13.04	€ 13.04
International flights	€ 13.04	€ 13.04
<b>5. EQUIPMENT</b>		
CUPPS (Common Use Processing Passenger System) and CUSS (Common Use Self-Service) - per departing passenger	€ 0.188	€ 0.188

BRS (Baggage Reconciliation System) - per baggage processed at the system	€ 0.084	€ 0.084
<b>6. SECURITY (b)</b>		
per departing passenger	€ 1.94	€ 1.94
<b>7. OFFICIAL ENTITIES (c)</b>		
Security Charge		
Flights inside Schengen Area	€ 1.53	€ 1.53
Intra EU flights outside Schengen Area	€ 3.20	€ 3.20
International flights	€ 6.21	€ 6.21
Terminal Control	€ 73.26	€ 73.26
<b>8. ASSISTANCE TO PASSENGERS WITH REDUCED MOBILITY</b>		
per departing passenger	€ 0.45	€ 0.45

(a) For aircrafts up to 100 tonnes: are not due for the first 45 minutes after and 45 minutes before take-off. For aircrafts over 100 tonnes: are not due for the first 90 minutes after landing and 90 minutes before take-off.

(b) Amount corresponding to that which the Airport Operating Entity currently receives. The charge amount proposed for 2020, € 1.74 per departing passenger, will be in force after the publication of the Decree-Law.

(c) Amount corresponding to which the Official Entities (ANAC and security forces) currently receives and billed by them.

## Faro Airport

<b>CHARGES</b>	<b>Jan-Feb; Dec</b>	<b>Mar; Nov</b>	<b>Apr-Oct</b>
<b>1. LANDING/TAKE-OFF</b>			
Aircrafts up to 25 tonnes, per tonne	€ 0.83	€ 1.24	€ 5.72
Aircrafts 25 to 75 tonnes, per tonne above 25 tonnes	€ 1.01	€ 1.51	€ 6.93
Aircrafts 75 to 150 tonnes, per tonne above 75 tonnes	€ 1.18	€ 1.77	€ 8.17
Aircrafts over 150 tonnes, per tonne above 150 tonnes	€ 1.01	€ 1.51	€ 6.93
Minimum charge per landing	€ 20.75	€ 31.00	€ 143.00
<b>2. PARKING</b>			
<b>Traffic Areas (a)</b>			
All aircrafts (per tonne and per 24h or fraction)	€ 1.73	€ 1.73	€ 1.73
Surcharge (per 15 minutes or fraction)	€ 51.69	€ 51.69	€ 51.69
<b>Air Bridge (GPS included)</b>			
Air Bridges, per minute up to 30 minutes	€ 2.71	€ 2.71	€ 2.71
Air Bridges, per minute 30-60 minutes	€ 2.97	€ 2.97	€ 2.97
Air Bridges, per minute 61-90 minutes	€ 3.27	€ 3.27	€ 3.27
Air Bridges, per minute +90 minutes	€ 3.60	€ 3.60	€ 3.60
<b>3. HANGAR</b>			
per tonne and per 24h or fraction	€ 3.48	€ 3.48	€ 3.48
<b>4. AERODROME OPENING</b>			
(Per 2 hours or fraction)			
Continuity/ Anticipation	€ 731.92	€ 731.92	€ 731.92
Commercial opening	€ 1,185.04	€ 1,185.04	€ 1,185.04
Emergency reopening - not legally imposed	€ 731.92	€ 731.92	€ 731.92
<b>5. PASSENGER SERVICE (per departing passenger)</b>			
Flights inside Schengen Area	€ 9.14	€ 9.14	€ 9.88
Intra EU flights outside Schengen Area	€ 11.58	€ 11.58	€ 12.51
International flights	€ 11.58	€ 11.58	€ 12.51
<b>6. EQUIPMENT</b>			
CUPPS (Common Use Processing Passenger System) e CUSS (Common Use Self-Service) - per departing passenger	€ 0.188	€ 0.188	€ 0.188

BRS (Baggage Reconciliation System) - per baggage processed at the system	€ 0.084	€ 0.084	€ 0.084
---	---------	---------	---------

#### 7. SECURITY (b)

per departing passenger	€ 1.94	€ 1.94	€ 1.94
-------------------------	--------	--------	--------

#### 8. OFFICIAL ENTITIES (c)

<b>Security Charge</b>			
Flights inside Schengen Area	€ 1.53	€ 1.53	€ 1.53
Intra EU flights outside Schengen Area	€ 3.20	€ 3.20	€ 3.20
International flights	€ 6.21	€ 6.21	€ 6.21
<b>Terminal Control</b>	€ 73.26	€ 73.26	€ 73.26

#### 9. ASSISTANCE TO PASSENGERS WITH REDUCED MOBILITY

per departing passenger	€ 0.45	€ 0.45	€ 0.45
-------------------------	--------	--------	--------

(a) For aircrafts up to 100 tonnes: are not due for the first 45 minutes after and 45 minutes before take-off. For aircrafts over 100 tonnes: are not due for the first 90 minutes after landing and 90 minutes before take-off.

(b) Amount corresponding to that which the Airport Operating Entity currently receives. The charge amount proposed for 2020, 1.74€ per departing passenger, will be in force after the publication of the Decree-Law.

(c) Amount corresponding to which the Official Entities (ANAC and security forces) currently receives and billed by them.

# Beja Airport

## CHARGES

1. PARKING	
Traffic areas	
All aircrafts (per tonne and per 24h or fraction)	€ 1.46
Surcharge (per 15 minutes or fraction)	€ 43.92
Maintenance areas (per tonne and per 24h or fraction)	
up to 12 weeks	€ 1.08
after 12 weeks	€ 1.46
2. HANGAR	
per tonne and per 24h or fraction	€ 2.95
3. PASSENGER SERVICE (per departing passenger)	
Flights inside Schengen Area	€ 8.21
Intra EU flights outside Schengen Area	€ 10.15
International flights	€ 13.28
4. EQUIPMENT	
CUPPS (Common Use Processing Passenger System) e CUSS (Common Use Self-Service) - per departing passenger	€ 0.188
BRS (Baggage Reconciliation System) - per baggage processed at the system	€ 0.084
5. SECURITY (a)	
per departing passenger	€ 1.94
6. OFFICIAL ENTITIES	
Security Charge	
Flights inside Schengen Area	€ 1.53
Intra EU flights outside Schengen Area	€ 3.20
International flights	€ 6.21
Terminal Control	€ 73.26
7. ASSISTANCE TO PASSENGERS WITH REDUCED MOBILITY	
per departing passenger	€ 0.45

(a) Amount corresponding to that which the Airport Operating Entity currently receives. The charge amount proposed for 2020, 1.74€ per departing passenger, will be in force after the publication of the Decree-Law.

(b) Amount corresponding to which the Official Entities (ANAC and security forces) currently receives and billed by them.

## Azores Airports

### CHARGES

#### 1. LANDING/TAKE-OFF

Aircrafts up to 25 tonnes, per tonne	€ 3.32
Aircrafts 25 to 75 tonnes, per tonne above 25 tonnes	€ 4.05
Aircrafts over 75 tonnes, per tonne above 75 tonnes	€ 4.77
Technical Stops Santa Maria Airport - value per tonne	€ 1.08
Technical Stops other airports - value per tonne	€ 3.59

#### 2. PARKING

Traffic Areas (a) :	
All aircrafts (per tonne and per 24h or fraction)	€ 1.58
Surcharge (per 15 minutes or fraction)	€ 47.39
GPS (Ground Power System)	
per minute of use	€ 0.70

#### 3. HANGAR

per tonne and per 24h or fraction	€ 3.19
-----------------------------------	--------

#### 4. AERODROME OPENING (Per 2 hours or fraction)

Ponta Delgada and Santa Maria Airports	
Continuity/Anticipation	€ 670.83
Commercial opening	€ 739.01
Emergency reopening - not legally imposed	€ 670.83
Horta Airport	
Continuity/Anticipation	€ 334.18
Commercial opening	€ 578.43
Emergency reopening - not legally imposed	€ 398.42
Flores Airport	
Continuity/Anticipation	€ 269.23
Commercial opening	€ 462.70
Emergency reopening - not legally imposed	€ 398.42

<b>5. PASSENGER SERVICE (per departing passenger)</b>	
Flights inside Schengen Area	€ 8.36
Intra EU flights outside Schengen Area	€ 12.94
International flights	€ 17.25
<b>6. EQUIPMENT</b>	
CUPPS (Common Use Processing Passenger System) e CUSS (Common Use Self-Service) - per departing passenger	€ 0.188
BRS (Baggage Reconciliation System) - per baggage processed at the system	€ 0.084
<b>7. SECURITY (a)</b>	
per departing passenger	€ 1.94
<b>8. OFFICIAL ENTITIES (b)</b>	
<b>Security Charge</b>	
Flights inside Schengen Area	€ 1.53
Intra EU flights outside Schengen Area	€ 3.20
International flights	€ 6.21
<b>Terminal Control</b>	€ 73.26
<b>9. ASSISTANCE TO PASSENGERS WITH REDUCED MOBILITY</b>	
per departing passenger	€ 0.45

(a) Amount corresponding to that which the Airport Operating Entity currently receives. The charge amount proposed for 2020, 1.74€ per departing passenger, will be in force after the publication of the Decree-Law.

(b) Amount corresponding to which the Official Entities (ANAC and security forces) currently receives and billed by them.

# Madeira Airports

## CHARGES

Jan-May; Oct-Dec

Jun - Sep

### 1. LANDING/TAKE-OFF

	Jan-May; Oct-Dec	Jun - Sep
<b>Madeira Airport</b>		
<b>Flights between Madeira / Porto Santo</b>		
Aircrafts up to 25 tonnes, per tonne	€ 6.31	€ 6.31
Aircrafts from 25 to 75 tonnes, per tonne above 25 tonnes	€ 7.66	€ 7.66
Aircrafts over 75 tonnes, per tonne above 75 tonnes	€ 9.02	€ 9.02
<b>Other flights</b>		
Aircrafts up to 25 tonnes, per tonne	€ 9.02	€ 9.02
Aircrafts from 25 to 75 tonnes, per tonne above 25 tonnes	€ 10.95	€ 10.95
Aircrafts over 75 tonnes, per tonne above 75 tonnes	€ 12.88	€ 12.88
Minimum charge per operation - night operations (a)	€ 177.70	€ 177.70
<b>Porto Santo Airport</b>		
<b>Flights between Madeira / Porto Santo</b>		
Aircrafts up to 25 tonnes, per tonne	€ 5.52	€ 6.94
Aircrafts from 25 to 75 tonnes, per tonne above 25 tonnes	€ 6.69	€ 8.43
Aircrafts over 75 tonnes, per tonne above 75 tonnes	€ 7.88	€ 9.92
<b>Other flights</b>		
Aircrafts up to 25 tonnes, per tonne	€ 7.88	€ 9.92
Aircrafts from 25 to 75 tonnes, per tonne above 25 tonnes	€ 9.57	€ 12.05
Aircrafts over 75 tonnes, per tonne above 75 tonnes	€ 11.26	€ 14.17
Minimum charge per operation - night operations (a)	€ 155.30	€ 195.47
<b>2. PARKING</b>		
<b>Traffic Areas</b>		
All aircrafts (per tonne and per 24h or fraction)	€ 1.43	€ 1.43
<b>Maintenance areas (per tonne and per 24h or fraction)</b>		
	€ 1.05	€ 1.05
Surcharge (per 15 minutes or fraction)	€ 42.79	€ 42.79
<b>3. HANGAR</b>		
per tonne and per 24h or fraction	€ 2.91	€ 2.91
<b>4. PASSENGER SERVICE (per departing passenger)</b>		
Flights between Madeira / Porto Santo	€ 12.14	€ 12.14
Flights inside Schengen Area	€ 14.98	€ 14.98
Intra EU flights outside Schengen Area	€ 18.57	€ 18.57

International flights	€ 18.57	€ 18.57
<b>5. EQUIPMENT</b>		
CUPPS (Common Use Processing Passenger System) e CUSS (Common Use Self-Service) - per departing passenger	€ 0.188	€ 0.188
BRS (Baggage Reconciliation System) - per baggage processed at the system	€ 0.084	€ 0.084
<b>6. SECURITY (a)</b>		
per departing passenger	€ 1.94	€ 1.94
<b>7. OFFICIAL ENTITIES (b)</b>		
Security Charge		
Flights inside Schengen Area	€ 1.53	€ 1.53
Intra EU flights outside Schengen Area	€ 3.20	€ 3.20
International flights	€ 6.21	€ 6.21
Terminal Control	€ 73.26	€ 73.26
<b>8. ASSISTANCE TO PASSENGERS WITH REDUCED MOBILITY</b>		
per departing passenger	€ 0.45	€ 0.45

(a) This night operation is based on the table of Lisbon's Observatório Astronómico (<http://oal.ul.pt/publicacoes/almanaques/dados-de-2020/>)

(b) Amount corresponding to that which the Airport Operating Entity currently receives. The charge amount proposed for 2020, 1.74€ per departing passenger, will be in force after the publication of the Decree-Law.

(c) Amount corresponding to which the Official Entities (ANAC and security forces) currently receive and billed by ANAC.

## 1.2 Charge Description

### 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.

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<sup>1</sup> and is the same as Faro airport.

### 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.

---

<sup>1</sup> For more information contact FAP (See chapter “Contacts – Official Entities)

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

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.

This charge shall be increased by a surcharge for every 15 minutes or part thereof. This count begins ten minutes after the scheduled time for the removal of the aircraft and the removal order is given with no less than twenty minutes of advanced notice.

## Air Bridges and GPS

These charges are due for the provision of air bridges and also for the use of supplying electrical energy transformed to 400hz provided through GPS.

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

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.

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.

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<sup>2</sup> (Portuguese Air Force) and ANA, the airport opening charge at Beja airport, is applied by FAP and is the same as Faro airport.

## PRM Charge (Passenger Reduced Mobility)

Airlines operating in ANA Network airports shall pay this charge, per embarked passenger, due to the service of passengers with reduced mobility.

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.

---

<sup>2</sup> For more information contact FAP (See chapter “Contacts – Official Entities)

## 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. This charge shall be paid per embarked passenger.

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.

## Official Entities (ANAC and Terminal Control)

### a) Security charge applied by ANAC

This charge is due to general costs, regarding ANAC and security forces, which concern the prevention and suppression of unlawful interference against civil aviation. The levy of this charge is ANAC's responsibility.

### b) Terminal Control

This charge is due to the performance of air traffic control operations of approach and aerodrome, including the use of radio aids for landing or take-off by NAV Portugal, E.P.E.

## 1.3 Regulatory Framework

### Regulatory Framework of Economic Regulation Model

Decree-Law no. 254/2012, of 28 November and the concession contracts entered into between the Portuguese State and ANA and ANAM established the economic regulation model for the Airport Sector, based on setting the limit amounts for revenue per passenger resulting from regulated activities allowed the concessionaire and control and adjustment mechanisms that the Concessionaire should respect and fulfil.

Generically, the economic regulation model is grounded on the following legal and regulatory basis

#### **Decree-Law 254/2012**

Regulates in one sole law the general legal framework for ANA, SA's airport public service concession; the licensing regime for private use of assets pertaining to the public domain of the airport, the set of charges applied to national airports; the legal regime of the Security Charge and Assistance to Persons with Reduced Mobility Charge; the principles and rules of economic regulation applicable to National airports.

#### **Annex 12 of the ANA and ANAM Concession Contracts**

Classifies the Regulated and Monitored Activities and defines the Revenue Price Cap (RPC) and the Regulated Revenue Price Cap (RRPC) per terminal passenger, as well as the RPC evolution and adjustment mechanisms.

#### **Annex 7 of the ANA and ANAM Concession Contracts ANAM**

Defines the service quality regime to be applied to the Lisbon, Porto, Faro and Ponta Delgada Airports.

### Regulated Charges

Pursuant to that established in Article 42 (1) of Decree-Law no. 254/2012, only the Traffic Charges are subject to Economic Regulation. However, through (2) of that same Article, it is possible that other charges may be subject to economic regulation in light of the Concession Contract or other title that sets the activities and services specifically subject to economic regulation.

---

**Decree-Law 254/2012**


---

Activities Associated to Traffic	Landing and Take-Off Charge
	Parking Charge (including the use of Air Bridges and GPS)
	Hangar Charge
	Passengers Service Charge
	Aerodrome Opening Charge
Assistance to Passengers with Reduced Mobility (PRM) Services	Assistance Fee for PRM
Security Systems and Services of the airport perimeter	Security Charge

---

**Annex 12 of the ANA and ANAM Concession Contracts**


---

Availability of check-in desks or any infrastructure associated to passenger processing, including common-use computer platforms	Passenger Handling Charge
	CUPPS (Common Use Passenger Processing System) and CUSS (Common Use Self-Service) Charge
Supply and maintenance of the infrastructure associated to luggage reception, treatment, handling and reclaim	Baggage Handling Charge
	BRS (Luggage Reconciliation System) Charge

## 1.4 Incentives

ANA Traffic Growth Incentives Program is aimed at the growth of commercial air traffic at ANA airports by encouraging the passenger traffic growth on existing operations and the opening of new frequencies and new airport routes.

This Program was designed to encourage airlines to develop their services at ANA airports network, to promote traffic growth as well as to make more efficient use of each airport's capacity.

The Incentives Program applicable at Porto, Faro, Azores, Madeira and Beja is published on ANA's site:

<https://www.ana.pt/en/business/airlines/incentive-system>



## 2. Billing and Charges Payment

## Rules of invoice processing, dispatch and payment

Charges Category	Billing schedule <sup>3</sup>	Invoice issuing	Payment Terms
Traffic Security PRM	3 invoices are issued per month for the following periods: 1st invoice period: 1st to 10th calendar days; 2nd invoice period: 11th to 20th calendar days 3rd invoice period: 21st to last day of each month	The Airport shall invoice until the 5th calendar day after each invoicing period ends.	Cash basis (prompt payment) regime; Pre-payment regime;
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.	Grating of credit: payment within 23 days from date of issue od 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.	Through payment representative (handler).
Others	One monthly invoice is issued, dated the last day of each month.	The Airport shall facilitate invoices until the 3th calendar day after each invoicing period ends..	

### Details of payment terms:

- The invoices and the payments will be in euros. The payment terms granted are applicable to all ANA network.
- In cash basis system, the payment of all services due shall be made immediately after the invoice issuing, including terminal control duties from NAV, EP. The payment shall be made in aerodrome services prior to take off by the company or its handler.
- In pre-payment regime, the pre-payment of invoices must be assured and articulated with the responsible of ANA identified for the follow up of the client's current account;
- For the granting of credit, the client shall submit a written request to ANA, which will be subject to a case-by-case assessment. ANA reserves the right to make its decision of granting credit dependent on the provision of a guarantee. The payment should be executed within the defined deadline. In case of non-compliance with the due date agreed for the invoices payment, daily late interest shall be payable by the debtor until the effective date of payment.

<sup>3</sup>)Not applicable to the cash basis payment regime, since in this scheme all services and accesses provided are invoiced immediately by aerodrome services (SOA)

- In the event of non-compliance with the terms established for the current account, the cancellation of credit and alteration to the prompt/ prepayment scheme, or suspension of services provision may be determined.



# 3. Glossary

## GLOSSARY

### **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.



# 4. Contacts

## Airport Charges

### Isabel Gonçalves

[Idgoncalves@ana.pt](mailto:Idgoncalves@ana.pt)

Aeroporto de Lisboa – Piso 4 – Alameda das Comunidades Portuguesas – 1700-111 Lisboa  
Tel. +351 218 413 510

## Billing Services

### Helder Vilhena

[hgvilhena@ana.pt](mailto:hgvilhena@ana.pt)

Aeroporto de Lisboa – Piso 4 – Alameda das Comunidades Portuguesas – 1700-111 Lisboa  
Tel. +351 218 413 642

### Cláudia Correia

[cscorreia@ana.pt](mailto:cscorreia@ana.pt)

Aeroporto de Faro - 8006-901 Faro  
Tel. +351 289 800 674

### Zulmira Marques

[zsmarques@ana.pt](mailto:zsmarques@ana.pt)

Aeroporto Francisco Sá Carneiro (Porto) - Pedras Rubras - 4470-558 Maia  
Tel. +351 229 400 600 (Ext. 41041)

### Aurélia Chaves

[amchaves@ana.pt](mailto:amchaves@ana.pt)

Aeroporto João Paulo II (Ponta Delgada) - 9500-253 Ponta Delgada  
Tel. +351 296 205 408

### Susete Peixoto

[sopeixoto@ana.pt](mailto:sopeixoto@ana.pt)

Aeroporto da Horta - 9900-321 Castelo Branco - Horta  
Tel. +351 292 943 511

### Ana Paula Andrade

[apandrade@ana.pt](mailto:apandrade@ana.pt)

Aeroporto de Santa Maria - 9580-908 Vila do Porto  
Tel. +351 296 820 024

### Daniel Mateus

[dmmateus@ana.pt](mailto:dmmateus@ana.pt)

Aeroporto das Flores - 9970-320 Santa Cruz das Flores  
Tel. +351 292 592 212

### Paula Carrasco

[pccarrasco@ana.pt](mailto:pccarrasco@ana.pt)

Aeroporto de Beja - EM 528-2, ao km 3,3 - 7800-745 S. Brissos, Beja  
Tel. +351 284 001 020 (ext. 30961)

### Henrique Freitas

[hmfreitas@ana.pt](mailto:hmfreitas@ana.pt)

Aeroporto da Madeira | Aeroporto do Porto Santo - Aeroporto do Porto Santo  
T: +351 291 520 700 (ext. 73410)

## Marketing Aviation Department

**Francisco Pita**

[fvpita@ana.pt](mailto:fvpita@ana.pt)

Aeroporto de Lisboa – Piso 4 – Alameda das Comunidades Portuguesas – 1700-111 Lisboa

Tel. +351 218 445 184

**Lisbon Airport and Beja Airport****Bruno Costa**

[bgcosta@ana.pt](mailto:bgcosta@ana.pt)

Aeroporto de Lisboa – Piso 4 – Alameda das Comunidades Portuguesas – 1700-111 Lisboa

Tel +351 218 413 500

**Porto Airport****Maria da Glória Oliveira**

[mgoliveira@ana.pt](mailto:mgoliveira@ana.pt)

Aeroporto Francisco Sá Carneiro (Porto) - 4470-558 Maia

Tel. +351 229 432 400 (ext. 41020)

**Faro Airport****Helder Lemos**

[hdlemos@ana.pt](mailto:hdlemos@ana.pt)

Aeroporto de Faro – 8006-901 Faro

Tel. +351 289 800 796

**Azores Airports**

[azores.aiports@ana.pt](mailto:azores.aiports@ana.pt)

Aeroporto João Paulo II (Ponta Delgada)

Aeroporto da Horta

Aeroporto de Santa Maria

Aeroporto das Flores

9500-253 Ponta Delgada

Tel. +351 296 205 401

**Madeira Airports****Cátia Vieira**

[cmvieirafnc@ana.pt](mailto:cmvieirafnc@ana.pt)

Aeroporto da Madeira

Aeroporto do Porto Santo - 9100-105 Santa Cruz

Tel.+351 291 520 755

Fax: +351 291 520 736

**Official Entities****Autoridade Nacional de Aviação Civil (ANAC)**

Direção de Regulação Económica

Rua B, Edifícios 4, 5 e 6 - 1700-008 Lisboa

Tel. +351 218 423 500

**Força Aérea Portuguesa (FAP)**

[sa.facturacao@emfa.pt](mailto:sa.facturacao@emfa.pt)