

CHARGES GUIDE

Regulated Charges



Last update: April 2024.



Index

Lisbon Airport	04
Porto Airport	08
Faro Airport	12
Beja Civil Terminal	16
Azores Airports	19
Madeira Airports	23
Charges Description	27
Landing / Take off.....	27
Aircraft Parking	31
Air Bridges and GPS	31
Passenger Service.....	32
Airport Opening Time.....	32
PRM Charge (Passenger with Reduced Mobility)	32
Security Charge	33
Other Entities (ANAC and Terminal Control)	33
Regulatory Framework	34
BILLING AND CHARGES PAYMENT.....	36
CONTACTS.....	38

CHARGES GUIDE

Regulated Charges

Lisbon Airport

Porto Airport

Faro Airport

Beja Civil Terminal

Azores Airports

Madeira Airports



CHARGES GUIDE 2024

Lisbon Airport 1/3

TRAFFIC

LANDING / TAKE-OFF ^A

Per ton	Base	Surcharge
Aircraft up to 25 tons	8.99 €	1.80 €
Above 25 to 75 tons	10.70 €	2.15 €
Above 75 to 150 tons	12.56 €	2.52 €
Above 150 tons	9.56 €	1.92 €
Minimum	423.40 €	84.92 €

Noise Category

R1	2.00
R2	1.50
R3	1.25
R4	1.05
R5	1.00
R6	0.80
R7	0.75
R8	0.70

PARKING

Traffic areas ^B

Aircraft up to 45 tons	
Up to 24 hours (per minute)	0.3982 €
24 to 48 hours or fraction	278.59 €
48 to 72 hours or fraction	458.94 €
Above 72 hours or fraction	664.01 €



CHARGES GUIDE 2024

Lisbon Airport 2/3

Aircraft over 45 tons	
Up to 24 hours (per minute)	0.0089 €
24 to 48 hours or fraction	6.20 €
48 to 72 hours or fraction	10.20 €
Above 72 hours or fraction	14.76 €
Surcharge (per periods of 15 minutes or fraction)	93.15 €
Air bridges (GPS not included)	
1 bridge, per minute of use up to two hours	3.59 €
1 bridge, per minute of use beyond two hours	4.66 €
GPS	
Per minute of use	1.88 €
HANGAR	
Per ton and per 24 hours or fraction	5.03 €
PASSENGER SERVICE (PER DEPARTING PASSENGER)	
Local passengers	
Schengen Area	16.15 €
Outside the Schengen Area	27.14 €
Transfer Passengers	
Schengen Area	12.69 €
Outside the Schengen Area	21.02 €
GROUND HANDLING	
Passenger Assistance (per period and check-in desk)	
15-minute or fraction, first four periods	2.60 €
Per following 15-minute periods or fraction	2.51 €
Per month	2 157.70 €

CHARGES GUIDE 2024

Lisbon Airport 3/3

Baggage Assistance (per processed baggage)

Self-Baggage Drop off	0.42 €
Conventional Check-in desk	0.53 €

EQUIPMENT

CUPPS and CUSS per departing passenger	0.214 €
BRS per piece of baggage processed by the system	0.096 €

AUTONOMOUS REGULATION

Security ^C

Per departing passenger	1.80 €
-------------------------	--------

PRM

Per departing passenger	0.69 €
-------------------------	--------

OTHER ENTITIES ^D

Security Charge (per departing passenger) ^E

Flights inside Schengen Area	1.76 €
Intra EU flights outside Schengen Area	3.67 €
International flights	7.13 €
Terminal Control ^F	173.41 €
Slots ^G	0.85 €

A Landing/take-off charge = MTOW*(Base Factor*Noise Category + Surcharge).

B The charge does not apply from 00h00 to 06h00 in the parking period up to first 24h.

C In accordance with Ministerial Order no. 268-A/2023 published on 23 August 2023.

D Invoiced and collected by third parties.

E In accordance with Ministerial Order no. 268-A/2023 published on 23 August 2023. Invoiced and collected by ANAC.

F In accordance with Ministerial Order no. 448/2023, published on 22 December 2023. Invoiced and collected by NAV E.P.E..

G In accordance with 11.º-A Decree-Law no. 96/2018, 23 November. Invoiced and collected by NAV E.P.E..

CHARGES GUIDE

Regulated Charges

Lisbon Airport

Porto Airport

Faro Airport

Beja Civil Terminal

Azores Airports

Madeira Airports



CHARGES GUIDE 2024

Porto Airport

1/3

TRAFFIC

LANDING / TAKE-OFF ^A

Per ton	JAN - MAR / NOV - DEC		APR - OCT	
	Base	Surcharge	Base	Surcharge
Aircraft up to 25 tons	5.62 €	1.20 €	5.96 €	1.27 €
Above 25 to 75 tons	6.85 €	1.46 €	7.26 €	1.55 €
Above 75 to 150 tons	8.08 €	1.73 €	8.56 €	1.83 €
Above 150 tons	5.68 €	1.21 €	6.01 €	1.28 €
Minimum	140.72 €	30.05 €	148.98 €	31.82 €

Noise Category

JAN - DEC

R1	2.00
R2	1.50
R3	1.25
R4	1.05
R5	1.00
R6	0.80
R7	0.75
R8	0.70

PARKING

Traffic areas (per ton) ^B

All aircraft (per ton and per 24 hours or fraction)	1.95 €
Min. amount, if the exemption time has been exceeded	48.64 €
Surcharge (per periods of 15 minutes or fraction)	58.46 €

Air Bridges (does not include use of GPS)

1 bridge, per minute of use up to two hours	2.28 €
1 bridge, per minute of use beyond two hours	2.73 €

CHARGES GUIDE 2024

Porto Airport 2/3

JAN - DEC

2 bridges, per minute up to two hours	3.43 €
2 bridges, per minute after two hours	4.08 €
GPS	
Per minute of use	0.28 €
HANGAR	
Per ton and per 24 hours or fraction	3.92 €
PASSENGER SERVICE (PER DEPARTING PASSENGER)	
Local passengers	
Schengen Area	8.77 €
Outside the Schengen Area	16.60 €
Transfer Passengers	
Schengen Area	6.56 €
Outside the Schengen Area	12.83 €
GROUND HANDLING	
Passenger Assistance (per check-in desk)	
Per 1st hour or fraction	7.78 €
Per following half hours or fraction	3.78 €
Per month	1193.49 €
Baggage Assistance (per processed baggage)	
Conventional Check-in desk	0.44 €
EQUIPMENT	
CUPPS and CUSS per departing passenger	0.205 €
BRS per piece of baggage processed by the system	0.091 €
07. AUTONOMOUS REGULATION	
Security ^c	
Per departing passenger	1.80 €



CHARGES GUIDE 2024

Porto Airport

3/3

JAN - DEC

PRM

Per departing passenger

0.69 €

OTHER ENTITIES ^D

Security Charge (per departing passenger) ^E

Flights inside Schengen Area

1.76 €

Intra EU flights outside Schengen Area

3.67 €

International flights

7.13 €

Terminal Control ^F

173.41 €

Slots ^G

0.85 €

^A Landing/take-off charge = MTOW*(Base Factor*Noise Category + Surcharge).

^B Aircrafts with MTOW >100 tons: first 3 hours free of charge. Aircrafts with MTOW <= 100 tons: first 1,5 hours free of charge.

^C In accordance with Ministerial Order no. 268-A/2023 published on 23 August 2023.

^D Invoiced and collected by third parties.

^E In accordance with Ministerial Order no. 268-A/2023 published on 23 August 2023. Invoiced and collected by ANAC.

^F In accordance with Ministerial Order no. 448/2023, published on 22 December 2023. Invoiced and collected by NAV E.P.E..

^G In accordance with 11.º-A Decree-Law no. 96/2018, 23 November. Invoiced and collected by NAV E.P.E..

CHARGES GUIDE

Regulated Charges

Lisbon Airport

Porto Airport

Faro Airport

Beja Civil Terminal

Azores Airports

Madeira Airports

CHARGES GUIDE 2024

Faro Airport

1/3

TRAFFIC

LANDING / TAKE-OFF ^A

Per ton	JAN - MAR / NOV - DEC		APR, OCT		MAI - SEP	
	Base	Surcharge	Base	Surcharge	Base	Surcharge
Aircraft up to 25 tons	1.18 €	0.23 €	5.58 €	1.11 €	6.96 €	1.39 €
Above 25 to 75 tons	1.44 €	0.29 €	6.75 €	1.35 €	8.43 €	1.68 €
Above 75 to 150 tons	1.69 €	0.34 €	7.95 €	1.59 €	9.93 €	1.98 €
Above 150 tons	1.44 €	0.29 €	6.75 €	1.35 €	8.30 €	1.68 €
Minimum	29.30 €	5.85 €	139.42 €	27.84 €	174.05 €	34.76 €

Noise Category

JAN - DEC

R1	2.00
R2	1.50
R3	1.25
R4	1.05
R5	1.00
R6	0.80
R7	0.75
R8	0.70

PARKING

Traffic areas (per ton) ^B

All aircraft (per ton and per 24 hours or fraction)	1.96 €
Min. amount, if the exemption time has been exceeded	48.94 €
Surcharge (per periods of 15 minutes or fraction)	58.80 €

Air Bridges (does not include use of GPS)

Bridges, per minute up to 30 minutes	2.75 €
Bridges, per minute between 31-60 minutes	3.05 €

CHARGES GUIDE 2024

Faro Airport

2/3

JAN - DEC

Bridges, per minute between 61-90 minutes	3.38 €
Bridges, per minute over 90 minutes	3.75 €

GPS

Per minute of use	0.34 €
-------------------	--------

HANGAR

Per ton and per 24 hours or fraction	3.95 €
--------------------------------------	--------

AIRFIELD OPENING

(Per two hours or fraction)

Extension/anticipation	832.60 €
Commercial opening	1348.06 €
Reopening in emergency not subject to legal exemption	832.60 €

PASSENGER SERVICE (per DEPARTING PASSENGER)

JAN - MAR
/ NOV - DEC

APR, OCT

MAY - SEP

Travel within the Schengen Area	7.82 €	8.30 €	8.77 €
Travel outside the Schengen Area	10.60 €	11.17 €	11.80 €

GROUND HANDLING

JAN - DEC

Passenger Assistance (per period and check-in desk)

15-minute periods or fraction	1.97 €
-------------------------------	--------

Baggage Assistance (per processed baggage)

Conventional Check-in desk	0.44 €
----------------------------	--------

EQUIPMENT

CUPPS and CUSS per departing passenger	0.205 €
BRS per piece of baggage processed by the system	0.091 €

AUTONOMOUS REGULATION

Security ^c

Per departing passenger	1.80 €
-------------------------	--------



CHARGES GUIDE 2024

Faro Airport

3/3

JAN - DEC

PRM

Per departing passenger

0.69 €

OTHER ENTITIES ^D

Security Charge (per departing passenger) ^E

Flights inside Schengen Area

1.76 €

Intra EU flights outside Schengen Area

3.67 €

International flights

7.13 €

Terminal Control ^F

173.41 €

Slots ^G

0.85 €

A Landing/take-off charge=MTOW*(Base Factor*Noise Category+ Surcharge).

B Aircrafts with MTOW >100 tons: first 3 hours free of charge. Aircrafts with MTOW <= 100 tons: first 1,5 hours free of charge.

C In accordance with Ministerial Order no. 268 A/2023 published on 23 August 2023.

D Invoiced and collected by third parties.

E In accordance with Ministerial Order no. 268 A/2023 published on 23 August 2023. Invoiced and collected by ANAC.

F In accordance with Ministerial Order no. 448/2023, published on 22 December 2023. Invoiced and collected by NAV E.P.E..

G Application only during the IATA summer season. In accordance with 11.°-A Decree-Law no. 96/2018, 23 November. Invoiced and collected by NAV E.P.E..

CHARGES GUIDE

Regulated Charges

Lisbon Airport

Porto Airport

Faro Airport

Beja Civil Terminal

Azores Airports

Madeira Airports



CHARGES GUIDE 2024

Beja Civil Terminal 1/2

TRAFFIC

LANDING/TAKE-OFF

Traffic areas (per ton)^A

All aircraft (per ton and per 24 hours or fraction)

1.68 €

Minimum amount

42.00 €

Surcharge (per periods of 15 minutes or fraction)

50.62 €

GPS

Per minute of use

0.81 €

HANGAR

Per ton and per 24 hours or fraction

3.40 €

AIRFIELD OPENING

Extension/Anticipation (Per 2 hours or fraction)

271.00 €

PASSENGER SERVICE (PER DEPARTING PASSENGER)

Schengen Area

9,01 €

Outside the Schengen Area

14,00 €

GROUND HANDLING

Passenger assistance (per check-in desk)

Per 1st hour or fraction

6.84 €

Per following half hours or fraction

3.34 €

Per month

1 050.00 €

Baggage Assistance (per processed baggage)

Conventional Check-in desk

0.38 €

EQUIPMENT

CUPPS and CUSS per departing passenger

0.202 €



CHARGES GUIDE 2024

Beja Civil Terminal 2/2

AUTONOMOUS REGULATION

Security ^B

Per departing passenger

1.80 €

PRM

Per departing passenger

0.69 €

OTHER ENTITIES ^C

Security Charge (per departing passenger) ^D

Flights inside Schengen Area

1.76 €

Intra EU flights outside Schengen Area

3.67 €

International flights

7.13 €

Terminal Control ^E

152.25 €

^A The charge applies immediately after the aircraft's block time

^B In accordance with Ministerial Order no. 268-A/2023 published on 23 August 2023.

^C Invoiced and collected by third parties.

^D In accordance with Ministerial Order no. 268-A/2023 published on 23 August 2023. Invoiced and collected by ANAC.

^E Charged by Portuguese Air Force.

CHARGES GUIDE

Regulated Charges

Lisbon Airport
Porto Airport
Faro Airport
Beja Civil Terminal
Azores Airports
Madeira Airports



CHARGES GUIDE 2024

Azores Airports 2/3	Ponta Delgada	Santa Maria	Horta	Flores
TRAFFIC				
LANDING / TAKE-OFF ^A				
Per ton				
Aircraft up to 25 tons	4.23 €	4.23 €	4.23 €	4.23 €
Above 25 to 75 tons	5.17 €	5.17 €	5.17 €	5.17 €
Above 75 to 150 tons	6.08 €	6.08 €	6.08 €	6.08 €
Technical Stops	4.58 €	1.38 €	4.58 €	4.58 €
Noise Category			Every Airport	
R1			2.00	
R2			1.50	
R3			1.25	
R4			1.05	
R5			1.00	
R6			0.80	
R7			0.75	
R8			0.70	
PARKING				
Traffic areas (per ton) ^B				
All aircraft (Per ton and per 24 hours or fraction)			1.86 €	
Surcharge (per periods of 15 minutes or fraction)			55.99 €	
GPS				
Per minute of use			0.83 €	
HANGAR				
Per ton and per 24 hours or fraction			3.76 €	



CHARGES GUIDE 2024

Azores Airports 2/3	Ponta Delgada	Santa Maria	Horta	Flores
AIRFIELD OPENING				
Extension/anticipation	792.63 €	792.63 €	394.86 €	318.11 €
Commercial Opening	873.19 €	873.19 €	683.45 €	546.71 €
Reopening in emergency not subject to legal exemption	792.63 €	792.63 €	470.76 €	470.76 €
PASSENGER SERVICE (per DEPARTING PASSENGER)			Every Airport	
Schengen Area			9.38 €	
Outside the Schengen Area			19.11 €	
GROUND HANDLING				
Passenger Assistance (per check-in desk)				
Per 1st hour or fraction			7.27 €	
Per following half hours or fraction			3.67 €	
Per month			1103.54 €	
Baggage Assistance (per processed baggage)				
Conventional Check-in desk			0.45 €	
EQUIPMENT				
CUPPS and CUSS per departing passenger			0.205 €	
BRS per piece of baggage processed by the system			0.091 €	
AUTONOMOUS REGULATION				
Security ^c				
Per departing passenger			1.80 €	
PRM				
Per departing passenger			0.69 €	
OTHER ENTITIES ^d				
Security Charge (per departing passenger) ^e				
Flights inside Schengen Area			1.76 €	
Intra EU flights outside Schengen Area			3.67 €	



CHARGES GUIDE 2024

Azores Airports

2/3

Every Airport

International flights

7.13 €

Terminal Control ^F

173.41 €

A Landing/take-off charge = MTOW*Base Factor*Noise Category.

B Aircrafts with MTOW >100 tons: first 3 hours free of charge.

C In accordance with Ministerial Order no. 268-A/2023 published on 23 August 2023.

D Invoiced and collected by third parties.

E In accordance with Ministerial Order no. 268-A/2023 published on 23 August 2023. Invoiced and collected by ANAC.

F In accordance with Ministerial Order no. 448/2023, published on 22 December 2023. Invoiced and collected by NAV E.P.E. .

CHARGES GUIDE

Regulated Charges

Lisbon Airport
Porto Airport
Faro Airport
Beja Civil Terminal
Azores Airports
Madeira Airports



CHARGES GUIDE 2024

Madeira Airports	1/3	Madeira		Porto Santo	
TRAFFIC					
LANDING / TAKE-OFF ^A					
Per ton					
Flights between Madeira and Porto Santo					
Up to 25 tons		8.05 €	8.05 €	APR - MAI / OCT - DEC 7.04 €	JUN - SEP 8.86 €
Above 25 to 75 tons		9.77 €	9.77 €	8.51 €	10.75 €
Above 75 tons		11.50 €	11.50 €	10.04 €	12.65 €
Flights to other destinations					
Up to 25 tons		11.52 €	11.52 €	10.04 €	12.65 €
Above 25 to 75 tons		13.96 €	13.96 €	12.20 €	15.36 €
Above 75 tons		16.42 €	16.42 €	14.36 €	18.07 €
Minimum ^B		226.55 €	226.55 €	197.98 €	249.21 €
Noise Category				Every Airport	
R1				2.00	
R2				1.50	
R3				1.25	
R4				1.05	
R5				1.00	
R6				0.80	
R7				0.75	
R8				0.70	
PARKING					
Traffic Areas (per ton) ^C					
Per ton and per 24 hours or fraction				1.69 €	
Maintenance areas (per ton and per 24 hours or fraction)				1.24 €	
Surcharge (per periods of 15 minutes or fraction)				50.56 €	

CHARGES GUIDE 2024

Madeira Airports	2/3	Every Airport
HANGAR		
Per ton and per 24 hours or fraction		3.44 €
PASSENGER SERVICE (PER DEPARTING PASSENGER)		
Between Madeira and Porto Santo		13.84 €
Flights inside Schengen Area		17.20 €
Outside the Schengen Area		21.43 €
GROUND HANDLING		
Passenger Assistance (per check-in desk)		
Per 1st hour or fraction		6.41 €
Per following half hours or fraction		3.12 €
Per month		980.73 €
Baggage Assistance (per processed baggage)		
Conventional Check-in desk		0.44 €
EQUIPMENT		
CUPPS and CUSS per departing passenger		0.205 €
BRS per piece of baggage processed by the system		0.091 €
07. AUTONOMOUS REGULATION		
Security ^P		
Per departing passenger		1.80 €
PRM		
Per departing passenger		0.69 €
OTHER ENTITIES ^E		
Security Charge (per departing passenger) ^F		
Flights inside Schengen Area		1.76 €
Intra EU flights outside Schengen Area		3.67 €
International flights		7.13 €



CHARGES GUIDE 2024

Madeira Airports

3/3

Terminal Control ^G	173.41 €
Slots ^H	0.85 €

A Landing/take-off charge = MTOW*Base Factor*Noise Category.

B This night shift is based on the table of the Lisbon Astronomical Observatory (<http://oal.ul.pt/publicacoes/almanaques/dados-de-2020/>).

C Aircrafts with MTOW >100 tons: first 3 hours free of charge.

D In accordance with Ministerial Order no. 268-A/2023 published on 23 August 2023.

E Invoiced and collected by third parties.

F In accordance with Ministerial Order no. 268-A/2023 published on 23 August 2023. Invoiced and collected by ANAC.

G In accordance with Ministerial Order no. 448/2023, published on 22 December 2023. Invoiced and collected by NAV E.P.E..

H Application only during the IATA summer season. In accordance with 11.o-A Decree-Law no. 96/2018, 23 November. Invoiced and collected by NAV E.P.E..

Schedule Regulated Charges

CHARGES DESCRIPTION
REGULATORY FRAMEWORK



Charges 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, but also according to the noise level of the aircraft, and is due for each aircraft landing.

The calculation is made as follows:

$$\text{LANDING | TAKE-OFF CHARGE} = \text{MTOW} * (\text{BASE FACTOR} * \text{NOISE CATEGORY} + \text{SURCHARGE})$$

MTOW - Maximum take-off weight according to the aircraft's certificate.

Surcharge - to recover estimation error adjustments¹, if applicable.

Base factor:

- Amounts charged in each category are cumulative, i.e., aircraft with a MTOW over 25 tons 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.

Noise category - Depending on the aircraft's classification, a factor will be assigned according to the following table:

NOISE CLASSES	R1	R2	R3	R4	R5	R6	R7	R8
Category	2	1,5	1,25	1,05	1	0,8	0,75	0,7

ANA models its landing charge according to the noise level of each aircraft, for the purpose of encouraging use of the ANA airport network by aircraft which are less noisy.

This modulation rate is applied in a non-discriminatory way, across ANA's entire network and all of its Users, in compliance with ICAO recommendations in Annex 16 and the aircraft noise level ranking system of the ACI – Airports Council International.

The aircraft in each category of the above table are classified according to the aircraft noise evaluation system developed by ACI. This evaluation system is aimed at providing information on the aircraft's ranking vis-à-vis the latest noise reduction technology for comparable aircraft in terms of weight. Through the noise evaluation system, aircraft are categorized into eight different noise classes (R1 to R8) based on three noise measurements: Flyover (TKO); Sideline (LAT) and Approach (APP), as appearing in the aircraft noise certificate.

¹ Recovery or reimbursement of deviations between the actual unit regulatory revenue and the RRPC for this same year, in accordance with the economic regulatory model. Such deviations may result in deficits in revenues collected from customers. These deficits in revenues collected cannot be recovered until the second year, by means of increased charges.

CHARGES GUIDE 2024

Categorization into one of the 8 noise classes, applies only to aircraft certified in accordance with ICAO Annex 16, Chapters 2, 3, 4, 5 and 14, and uses the corresponding noise certification data. The limits set in chapter 3 of Annex 16 of the ICAO for each noise measurement, considering the aircraft's MTOW and number of engines, are calculated using the following formulas:

Sideline (LAT)

MTOW	0 - 35 tons.	35 - 400 tons.	400 tons and more
	94	80,87 + 8,51 log MTOW ton	103

Approach (APP)

MTOW	0 - 35 tons.	35 - 280 tons.	280 tons and more
	98	86,03 + 7,75 log MTOW ton	105

Flyover (TKO)

MTOW	0 - 48,1 tons.	48,1 - 385 tons.	385 tons and more
	89	66,65 + 13,29 log MTOW ton	101

3 engines

MTOW	0 - 28,6 tons.	28,6 - 385 tons.	385 tons and more
	89	69,65 + 13,29 log MTOW ton	104

4 engines

MTOW	0 - 20,2 tons.	20,2 - 385 tons.	above 385 tons
	89	71,65 + 13,29 log MTOW ton	106

For the 3 noise measurements, Flyover (TKO), Sideline (LAT) and Approach (APP) the aircraft categorization process considers as mandatory:

- The deviation between the amount shown in the noise certificate and the limits for each noise measurement in Chapter 3 of Annex 16 of the ICAO.
- The cumulative deviation resulting from the combined sum of each noise measurement deviation.

CHARGES GUIDE 2024

Criteria for classifying aircraft in the various classes of the Aircraft Noise Evaluation System of the ACI (2010) – to be achieved simultaneously:

Criteria to be obtained simultaneously	CLASSES							
	R1	R2	R3	R4	R5	R6	R7	R8
	(F)	(E)	(D)	(C)	(B)	(A)		
Cumulative EPNdB deviation from the standard of the ICAO, Chapter 3 standard of at least:	Less than 0	0 or more	5 or more	10 or more	15 or more	20 or more	25 or more	30 or more
Individual EPNdB deviation from the standard of the ICAO, Chapter 3 in each noise measurement of at least:	NA	0	1	2	3	4	5	6

To initially classify an aircraft or a change in an aircraft’s sound category, mandatory information and documentation must be sent.

Any aircraft operating at ANA network airports lacking the information and documentation needed for its classification will be automatically assigned to category R1 for invoicing purposes.

The necessary data shall be made available through one of the following ways:

- **LOOP Portal** – Data will be effective for billing purposes the day of its insertion or update at ([loopdata.app](#))
- **ANA’s Airline Data Base Portal** - Data will be effective for billing purposes after ANA’s validation. To access the portal, airport Users must send an email to:
 1. dcaanalytics@ana.pt
 2. helpdesk@ana.pt
- For sporadic operations, through the following email dcaanalytics@ana.pt - Data will be effective for billing purposes after ANA’s validation.

Information required per aircraft:

01. Aircraft registration;
02. Aircraft Serial Number;
03. ICAO Aircraft operator;
04. ICAO, annex 16 Chapter;
05. ICAO aircraft type;
06. MTOW – Maximum take-off weight(kg);
07. Number of engines;
08. Seating;
09. Flyover- Aircraft noise values take-off (EPNdB);
10. Aircraft noise values sideline (EPNdB);
11. Aircraft noise values approach (EPNdB).



Required documentation:

Aircraft Noise Certificate.

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 FAP² and is the same as Faro airport.

² For more information contact FAP (See chapter "Contacts - OTHER ENTITIES")

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

At Lisbon, Porto and Faro Airports a minimum value for each parking period is applied.

Only in Lisbon Airport, four hourly categories were defined. The defined categories are cumulative.

The following operations are exempt of parking charges in the first forty-eight 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 fifteen 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 for the use of supplying electrical energy transformed to 400hz provided through GPS.

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 FAP³ (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 with 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.

³ For more information contact FAP (See chapter "Contacts - OTHER 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.

Other 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. and by FAP in the specific case of Beja Civil Terminal.

c) Allocation of Time Slots

This fee is due for the allocation of time slots per operated slot by the Air Navigation of Portugal - NAV Portugal, E.P.E. (NAV Portugal, E.P.E.).

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 to 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'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

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

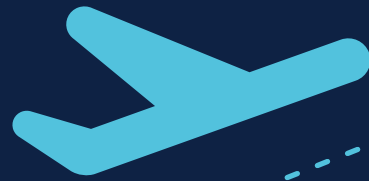
Regulated Charges

Pursuant to what is established in Article 42 (1) of Decree-Law no. 254/2012, only 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	
Flights between Madeira / Porto Santo	Landing and Take-Off Charge
	Parking Charge (including the use of Air Bridges and GPS)
	Hangar Charge
Assistance to Passengers with Reduced Mobility (PRM) Services	Passengers Service / Charge Aerodrome Opening Charge / Assistance Fee for PRM
Security Systems and Services of the airport perimeter	Landing and Take-Off 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

SCHEDULE OF CHARGES

Billing and Charges Payment



Rules of invoice processing, dispatch and payment

Charges Category	Billing schedule ¹	Payment Terms
Traffic Security PRM	3 invoices are issued per month for the following periods: 1 st invoice period 1 st to 10 th calendar days; 2 nd invoice period 11 th to 20 th calendar days; 3 rd invoice period 21 st to last day of each month.	<ul style="list-style-type: none">• Cash basis (prompt payment) regime;• Pre-payment regime;• Granting of credit: payment within 15 days from date of the issuance of invoices;• Through payment representative (handler).
Regulated Handling	One monthly invoice is issued, dated the last day of each month.	
Equipment	One monthly invoice is issued, dated the last day of each month.	
Others	One monthly invoice is issued, dated the last day of each month.	

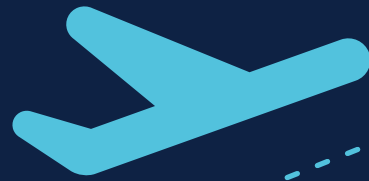
Details of payment terms

- Invoices and payments are made in euros.
- Regulated charges do not include VAT.
- In the cash basis regime, the payment of all services must be made immediately after the invoice issuance, including terminal control duties from NAV, E.P.E. The payment shall be made by the company or by the handler at airport services, prior to take-off.
- In the pre-payment regime, the payment of services estimated by ANA based on the flight schedule shall be made prior to any operation.
- To apply for the credit payment regime, the client shall submit a written request to ANA, which will be subject to a case by case evaluation. In the case that this regime is accepted, ANA reserves the right to make its decision to grant credit subject to the provision of a guarantee. The payment of invoices must be made within the established period, and the amount owed cannot, in any situation, exceed the amount of the guarantee presented. 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.
- The credit conditions assigned may be modified or cancelled by ANA with a five working days notice.
- In the event of non-compliance situations ANA may determine, without prior notice, the cancellation of the assigned credit and the consequent change to the cash / prepayment regime. The suspension of the provision of services will also be possible. 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.

¹ Not applicable to the cash basis payment regime, since in this scheme all services and accesses provided are invoiced immediately by aerodrome services (SOA).

SCHEDULE OF CHARGES

Contacts





CHARGES GUIDE 2024

Billing Services

Coordination

Marta Ramos — msramos@ana.pt

Sede - Rua D, Edifício 120, 2º Piso, Aeroporto de Lisboa 1700-008 Lisboa - Portugal

Tel.: (+351) 21 841 35 00 - ext. 24281

Lisbon Airport | Beja Civil Terminal — faturacao.ahd@ana.pt

Faro Airport — faturacao.afr@ana.pt

Porto Airport — nucleoclientes@ana.pt

Azores Airport — faturadaa@ana.pt

Ponta Delgada Airport | Horta Airport | Santa Maria Airport

Flores Airport

Madeira Airport — faturacao.dam@ana.pt

Madeira Airport | Porto Santo Airport

Official Entities

Portuguese Civil Aviation Authority

Economic Regulation

Rua B, Edifício 4 - Aeroporto Humberto Delgado, 1749-034 Lisboa

Tel.: (+351) 21 842 35 00 / (+351) 21 284 22 26

dre.dee@anac.pt

Força Aérea Portuguesa (FAP)

Tel.: (+351) 214 723 500

saf_faturacao@emfa.pt

Air Traffic Navigation

NAV Portugal, E.P.E.

Rua D - Edifício 121, Aeroporto de Lisboa, 1700-008 Lisboa

General

Tel.: (+351) 21 855 31 00

geral@nav.pt

Slot Coordination

Tel.: (+351) 21 855 38 06/07

slotcoordination@nav.pt

<https://slots.nav.pt/en>

www.ana.pt



ANA
AEROPORTOS
DE PORTUGAL

POWERED BY **VINCI** AIRPORTS