# Local Rule at Geneva Airport
## Airport Slot Management for General and Business Aviation

### General

The following procedures are binding for administering airport slots for General and Business Aviation operating IFR and VFR flights at Geneva Airport on the concrete runway.

Slot Coordination Switzerland (SCS) is responsible for ensuring that all slot allocations are made based on the current applicable rules and the continuous monitoring of all allocated slots. SCS may delegate these responsibilities to a third party.

In Geneva, SCS formally delegates the slot allocation and monitoring functions for General and Business Aviation (GA/BA) to Genève Aéroport. Genève Aéroport will allocate available slots, notified to them by SCS, by using the web based Prior Permission Required (PPR) system.
Genève Aéroport is responsible for regularly uploading all cleared GA/BA airport slots to the SCS database.

The procedures may need to be revised in the event of any changes to the applicable rules and regulations. In this event, Genève Aéroport and SCS will consult the Slot Coordination Committee Airport Geneva (SCCG). The Federal Office of Civil Aviation (FOCA) will decide about the approval of the amended local rule. The local rule will then take effect at an agreed date.

### Geneva Airport Procedures for General and Business Aviation

1. **Introduction**
   The objective of the following procedures is to make full use of the available airport capacity for the benefit of all types of traffic in accordance with applicable rules and regulations. It is designed to ensure that GA/BA operations are administered in a neutral, nondiscriminatory and transparent manner. It also seeks to prevent air traffic congestion which can lead to ATC capacity regulations impacting all types of traffic.

2. **Availability**
   A minimum of 4 airport slots per hour are exclusively assigned to GA/BA. Remaining capacity of the slot pool is available for all types of aviation.
   The allocation of airport slots for GA/BA begins not earlier than 8 weeks prior to the date of operation.

   Actual airport slot availability is published and regularly updated on the PPR website http://ppr.gva.ch. All GA/BA operators and/or their handling agents should consult the airport slot availability prior to requesting slots.

APPROUVE
Office fédéral de
l'aviation civile
Berne
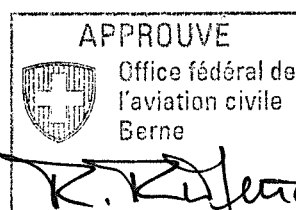
3. **Slot requests and slot allocations for General and Business Aviation**
   All requests and allocations are made via the PPR system or by phone (see conditions in AIP Switzerland LSGG AD 2.20). If the requested airport slot time is not available, an alternative has to be chosen.

   An airport slot reference number is generated by the PPR system. It is mandatory to insert this reference number in field 18 of the ATFM FPL (Air Traffic Flow Management Flight Plan) according to the instructions published in AIP.

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

   Genève Aéroport allows authorized users (home-based handlers and aircraft operators) to request their own airport slot based on availability.

4. **Return of slots**
   All operators and handling agents must immediately return any airport slots they do not require for possible reallocation. In case the ATFM FPL has to be refiled (amended), a new airport slot has to be requested. Genève Aéroport regularly monitors the airport slot use. (See Paragraph 5 – Monitoring).

5. **Monitoring**
   Every departure and arrival must have a cleared airport slot. The filed ATFM FPL is compared with the cleared airport slot.

   In order to minimize congestion and delays, all operators shall operate within the 20-minutes airport slot time frame.

   *Note: the airport slot times correspond to on/off block times.*

   Any operator and/or PPR user suspected of a slot misuse, or failing to provide the information requested, will be required to account for their actions to Genève Aéroport (Authority).  In case no solution can be agreed, the parties involved can apply to the Slot Coordination Committee Airport Geneva (SCCG). If the SCCG deems necessary to impose a sanction, the SCCG will report to FOCA and make a proposal for sanction. FOCA will then report any sanctions/decisions to the SCCG.

   Examples of slot misuse:

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