



**National
Airports
Corporation**
PAPUA NEW GUINEA

AERONAUTICAL CHARGES CIRCULAR TO THE INDUSTRY

No 2/2024

To : All Air Operators

From : Office of the Managing Director

Date : 09th February 2024

SUBJECT : **PROVISION OF MONTHLY AIRCRAFT FLIGHT INFORMATION
DATA TO NAC**

1. BACKGROUND

The National Airports Corporation Limited (NAC) is appreciative of the industry cooperation and understanding in respect of the application, maintenance and adherence to the conditions of aeronautical charges as stipulated on all our NAC's airports' Condition of Use which is also accessible on our website

<http://www.nac.com.pg/files/%20Condition%Of%Use%Agreement%20Final.pdf>

In accordance with Clauses 6 and 27 in the Conditions of Use (COU) respectively, all air operators are required to provide to NAC within 7 Calendar Days after the end of each calendar month, a monthly summary by flights of the information required as per Schedules 4 and 6 and particularly in accordance with Clause 6.1 (c). This information will be used to determine the

Air Operators' use of an Airport and the utilization of the Aeronautical Services and to calculate the Aeronautical Charges.

2. WHY NAC NEEDS STATISTICAL INFORMATION

The statistical information provided by the Air Operators to NAC under clause 17.5 is not just for calculating the Aeronautical Charges but also to assist NAC:

- i. Monitor growth in activity and efficiently manage all Airports;
- ii. Assist NAC in its future planning and to ensure that all the Air Operators' future needs are catered for; and
- iii. To be more proactive in assisting RPT Operators to grow passenger demand

3. OCCASSIONAL USERS

Occasional users of the airports are required to sue Schedule 4 prior to their arrival.

4. OTHER USERS

All other users are required to use Schedule 6 when submitting their monthly statistical returns.

5. PENALTY FOR NON – COMPLINANCE

Air Operators who refuse or do not provide their monthly aircraft flight data to NAC will be refused access to airport facilities and services.

Copies of Schedules 4 and 6 are hereby attached for your noting and adherence.

Approve for Issue,



DOMINIC KAUMU, OL OBE

Acting Managing Director & CEO

SCHEDULE 4 - NOTIFICATION OF AIRCRAFT DETAILS & INFORMATION FOR OCCASIONAL USERS

Date:

Operator:

Address:

Tel:

Fax:

Email:

General Information

Arrive Date/Time:

Departure Date/ Time:

Aircraft Type:

Number of Passengers:

Certificate of Registration holder (if not Operator)

Registration:

Name:

Address:

Tel:

Owner (if not certificate of registration holder)

Name:

Address:

Tel:

SCHEDULE 6 – STATISTICAL INFORMATION

In order that Flight data may be analysed by NAC for both accounting and marketing purposes, NAC requires that Air Operators return data each month within seven (7) calendar days of the end of each calendar month in a spreadsheet format, thus:

1. Flight Type (International or Domestic)
 2. Flight Month
 3. Flight Date
 4. Flight Time
 5. Origin
 6. Destination
 7. Flight No.
 8. Aircraft Registration
 9. Aircraft Type
 10. Passenger Seats
 11. Passenger (Full Fare) Carried
 12. Passenger (Infant) Carried
 13. Passenger (Transit) Carried
 14. Passenger (Transfer) Carried
 15. Cargo (kg)
- a. Each of the items above represent a field, or column, in an Excel or Text file;
 - b. each flight should be recorded as a separate row; and
 - c. both departures and arrivals should be listed separately