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**ENTRY AND EXIT PROCEDURE**

**LOCAL AND INTERNATIONAL GENERAL AVIATION FLIGHTS FOR PRIVATE AIRCRAFT**

**COSTA RICAN REGISTRATION**

**DANIEL ODUBER QUIRÓS INTERNATIONAL AIRPORT**

**(MRLB)**

The Civil Aviation Authority, to regulate ground aircraft traffic and provide the greatest possible safety and convenience to passengers and crews arriving or departing on local and international general aviation flights at Daniel Oduber Quirós International Airport (MRLB), announces the implementation of the following procedures:

**International Flight Arrivals:**

1. When the aircraft enters Daniel Oduber Quirós International Airport, it must proceed to the Apron position assigned by the Ramp Operations Supervisor.
2. The aircraft operator must contract the services of a Ground Handling Company, which will aid aircraft parking guidance, passenger transportation, baggage handling, and procedures with the Airport Administration and government authorities (regarding passengers, crew, cargo, and the aircraft).
3. The Ground Handling Company must coordinate in advance with the Ramp Operations Unit of the airside operator regarding the arrival of flights, detailing: the date and time of aircraft arrival, date and time of departure, aircraft type, and the number and availability of towbars or equipment for relocating the aircraft, to assign its space on the Apron. Finally, the Ground Handling Company will send the airside operator a request detailing the above information. This information must also specify the availability of a towbar or equipment for relocating the aircraft and indicate the personnel and contact telephone numbers available in case the airport operator needs to relocate the aircraft for special reasons. The airport operator on the airside reserves the right to authorize or deny flights based on information provided by ground handling and apron space availability.
4. The ground handling company must notify the terminal building operator's operations department of the arrival of flights in advance, detailing the following: the date and time of aircraft arrival, the date and time of departure, the type of aircraft, and the number of passengers for use of the Passenger Terminal.
5. The ground handling company must notify the airport's Facilitation and Security authorities sufficiently in advance of the arrival of flights, detailing the date and time of aircraft arrival, the date and time of departure, the type of aircraft, the aircraft registration, the origin, the number and names of passengers.
6. Additionally, the ground handling company representative must confirm the flight's actual arrival time to the Ramp Operations Unit at 2668-0065. Once the estimated time is available, they must notify Terminal Building Operations.

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7. The Control Tower will inform the airside operator's Ramp Operations Unit as soon as it receives information about the aircraft's arrival at the airport, indicating the registration, aircraft type, origin, and estimated arrival time at the airport.
8. Once the flight arrives, the ground handling company must transfer passengers from the ramp to the terminal building. Passengers must enter the terminal through the immigration access doors.
9. Once passengers enter the terminal, they proceed with immigration to be screened by immigration authorities at the counters, subject to availability at the time. If there are many passengers waiting to be checked in, the Ground Service Company representative must guide their passengers to the Special Passengers counter and coordinate with the immigration officer for their assistance. They do not have priority over special passengers who are currently being assisted.
10. The Ground Service Company representative must transfer baggage to the arrival baggage area, using the baggage belt to transport it to the baggage claim area. They may also use the oversized baggage door.
11. The passenger, collecting their baggage alone or accompanied by the Ground Service Company representative, proceeds with Customs and the Ministry of Agriculture and Livestock controls, and then proceeds to the exit.
12. Pilots must follow the same procedure as passengers.

#### **International Flight Departures:**

1. The aircraft operator must contract the services of one of the ground handling companies to provide the following services: aircraft parking guidance, passenger transportation, maintenance, and other services.  
  
Baggage handling, procedures with the Airside Operator, Terminal Building Operator, and government authorities (regarding passengers, crew, cargo, and the aircraft).
2. Passengers and crew must enter the International Terminal lobby and go through security checks to the boarding gates or to the aircraft, considering the following:
  - 2.1 Once passengers enter the lobby, they proceed to Immigration to be screened by immigration authorities at the counters, depending on availability at the time. If there are many passengers waiting to be screened, the Ground Service Company representative must guide their passengers to the special passenger counter and coordinate their assistance with the Immigration officer. They do not have priority over special passengers being served at the time.
3. The Ground Handling Company representative will be responsible for completing the corresponding immigration procedures for passengers and crew with Immigration authorities (the visible immigration procedure is followed).

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4. Once passengers and their carry-on baggage are checked in at Gate 3 (Security X-ray filter), they must proceed to the door that connects this area to the employee corridor, following the designated route to the apron exit gate. Passengers then exit the Terminal to the vehicle located on the apron, from where they and their crew will be transported to the aircraft.
5. Passengers, crew, and baggage must be transferred to the aircraft by the Ground Handling Company representative.
6. Before the aircraft departs, the Ground Handling Company representative must report to the Airport Operator's office on the airside to present the Ticket containing the Operator and aircraft information. To do so, if you have a line of credit with the Directorate General of Civil Aviation, simply present the receipt to demonstrate that you will assume the full costs of operating the aircraft for airport services; otherwise, you must pay in cash.

**International flights arriving as transit flights:**

1. This procedure applies to aircraft arriving as an international flight at Daniel Oduber Quirós International Airport to make a stop and then depart as an international flight.
2. When the aircraft enters Daniel Oduber Quirós International Airport, it must proceed to the apron and park in the position assigned by the Ramp Operations Supervisor.
3. The aircraft operator must contract the services of one of the ground service companies to provide guidance for aircraft parking and procedures with the airport operator on the airside and government authorities (regarding passengers, crew, cargo, and the aircraft).
4. Additionally, the representative of said company will coordinate with the Ramp Operations Unit prior to the flight's arrival. To this end, the ground handling company will send a request to the airside airport operator's office detailing the information indicated above: aircraft arrival date and time, departure date and time, aircraft type, number and availability of towbars or equipment to relocate the aircraft, to assign space on the apron. The airside operator reserves the right to authorize or deny the arrival of flights based on the information issued by the airside operator's Ramp Operations Supervisor and the availability of space on the apron.
5. Additionally, the ground handling company representative must confirm the flight's actual arrival time in advance to the airside operator's Ramp Operations Unit, so that the latter can indicate where the aircraft should be parked.

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6. Before the aircraft departs, the ground handling company representative must appear at the airside airport operator's office to present the Ticket containing the operator and aircraft information. To do so, simply present the receipt stating that you assume the full costs of operating the aircraft for airport services.

**International Departure, Arrival, and Transit Flights with Passengers Requiring Special Procedures:**

1. If any of the passengers entering/departing on an aircraft or helicopter, in the opinion of the Ground Service Company operator, may pose a risk to airport security, the operator may request the airside airport operator to coordinate with the facilitation authorities. The special care procedure will be applied. Each request will be reviewed by the airport operator, who may reject or approve it based on the respective analysis carried out with the corresponding authorities.
2. Passengers on airside ambulance flights and/or medical transfers who, due to their condition, require entry or exit by ambulance to or from the airport may do so directly through the security checkpoint called **Papa 11**, accompanied by the medical support personnel necessary to maintain the patient's stability. Coordination must be made at least 4 hours prior to the flight's arrival by the representative of the ground service company with the airport operations unit of the airside operator. Medical support personnel on airside ambulance flights who are to transport a departing patient must undergo the corresponding immigration check following the normal procedure.
3. The personnel of the airside operator's ramp operations unit will be responsible for escorting the ambulance into and out of the airport. However, the ground service company will be responsible for handling immigration procedures for the patient who will be departing in the ambulance (including paramedics, if applicable). The patient's non-medical baggage must be handled normally.
  - 3.1. Other accompanying people must follow the procedures for passengers on "International Flights Arriving or Departing," as applicable.
  - 3.2. If the authorities require the patient to travel to the aircraft area to conduct a check, the ground service company will be responsible for transporting the patient.
4. In the case of paramedics who come on board and need to accompany passengers to the medical center, they will be departed and re-entered in the ambulance, subject to approval by the authorities. This coordination will take place at the foot of the aircraft.

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### **Arrival and Departure Procedure for Private Aircraft and Passengers on Local Flights:**

All owners of private aircraft without an operating certificate must pay for airport services in cash at the Administration office (DGAC).

- For passengers arriving at AIDOQ on local flights, they will be guided by the crew through the apron and sidewalks of the terminal to the **Papa 9 Bravo** departure stand. Airport Operations personnel must notify the Airport Police so they can facilitate the departure of said passengers.

All pilots in command of an aircraft without an Operating Certificate must immediately report to the Ramp office after parking so that Ramp Operations supervisors can guide them to the DGAC offices to pay for the respective aeronautical services.

- Pilots of domestic aircraft on local flights must guide their passengers through the Immigration Departures stand; After passing through immigration, you must proceed to the Airport Police checkpoint, where both your belongings and passengers must be checked, in accordance with current regulations. After this final checkpoint, you will also be guided by the crew through checkpoint Papa 9 Alfa and then proceed to the apron to board the aircraft.

The documents that must be presented upon request by the Professional Immigration Police are the following:

#### **Valid, current physical identification document for Costa Ricans:**

Adults: National Identity Card

Minors over 12 years of age: TIM (minor identification card), otherwise, a birth certificate issued by the TSE (Spanish State Tax Administration Service).

#### **Valid, current physical identification document for foreigners:**

Current passport

DIMEX (Immigration Identity Document for Foreigners)

### **Departure and arrival of international flights with domestically registered aircraft:**

For operations at Daniel Oduber Quirós International Airport, domestically registered aircraft on international flights arriving or departing are exempt from the need to hire a ground service company to assist them.

Prior to presenting the Flight Plan, the pilot must go to the terminal operator's office and pay the terminal usage fee per passenger. The terminal building operator's representative will issue a cancellation slip to the pilot, which must be submitted to the airport administration to prove payment.

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**General observations and clarifications:**

1. All aircraft arriving on an international flight and departing as domestic flights, as well as those arriving on a domestic flight to depart international flights, will be in the parking position assigned to them by the airport Ramp Operations Supervisor:
  - a. Helicopters must comply with the same procedures as those stipulated for aircraft.
  - b. They must operate from the area designated for this purpose by the Ramp Operations Supervisor of the airside operator.
2. The helicopter operator must contract the services of a ground service company to aid helicopter parking guidance, passenger transportation, baggage handling, procedures before the airport operator's office on the airside, procedures before the Aeronautical Information Services (AIS-ARO), and any other procedures required for this purpose.

**REPLACES WITH MODIFICATIONS AIC A41/20 DATED 07 OCT 2020**