



# MARCH INLAND PORT AIRPORT AUTHORITY

## REQUIRED PROCEDURES FOR AIRLINES APPLYING FOR OPERATIONAL STATUS AT MARCH INLAND PORT

Civilian Airport Authority on March Air Reserve Base

(RIV)

*Governed by the March Joint Powers Authority*

APRIL 2011

A  
CIVILIAN / MILITARY  
JOINT USE AIRFIELD

## FROM THE AIRPORT DIRECTOR

*Welcome to March Inland Port* (MIP), a military and civilian commercial airport. You have chosen a perfect time to consider March (RIV) for your air service needs. You will find that MIP's operating rates offer airlines an efficient and affordable alternative to larger hub airports in southern California.

MIP maintains its position as a premier facility in global air transportation primarily due to its location and airfield features. Major infrastructure projects include the recent construction of a 280,000 gallon bulk fuel storage facility; which is expandable to 690,000 gallons. We enhanced the flying facility by installing CAT II instrument landing system plus widened taxiways and aprons to accommodate Group V aircraft. Future capital improvements include construction of a 13,300' parallel taxiway west of the runway, construction of additional aircraft parking aprons, general aviation terminal, warehouse/distribution facilities and Group V aircraft hangars.

Our airport developer, March Globalport, is committed to constructing aviation support facilities to fit your needs. MIP coordinates projects with the March Joint Powers Authority, the lead agency for redevelopment of 4,400 acres of surplus military land, to streamline construction project planning and construction. For example, our developer was able to construct a 305,000 square foot sorting hub for DHL in only 14 months.

Excitingly, MIP is listed in the Federal Aviation Administration's (FAA) National Plan of Integrated Airport System (NPIAS) Program. RIV's classified as a reliever in the NPIAS affords access to a host of Federal and State funding opportunities. Overall, the FAA supports MIP strategically as it will relieve future congestion at other airports in southern California.

Rest assured, you can rely on MIP's cooperation in making your business a success. We are committed to creating jobs and seeing you succeed; which ultimately stimulates significant economic benefits in Riverside County.

Again, welcome to March Inland Port!

*Gary W. Gosliga*

Gary W. Gosliga  
Airport Director  
March Inland Port Airport Authority

*At March Inland Port...We Mean Business!*

## TABLE OF CONTENTS

New Airline Tenant Requirements	3
Rental Rates and User Charges	6
Common Use Facilities	7
Fuel Suppliers and Into-Plane Agents	8
Government Agencies	9
Form of Irrevocable Standby Letter of Credit	10
Airside Operating Information	12
New Airline Tenant Check-List	13

## NEW AIRLINE TENANT REQUIREMENTS

All prospective air carriers seeking to commence scheduled service at March Inland Port (RIV) must initiate the following actions before any aircraft operations are Permitted:

- **Carrier Information:** Domestic and International carriers must submit a written request to operate at RIV. Please provide carrier name, business type, address, phone, contact person, three letter code, carrier designation/license, business license, Dun and Bradstreet No., financials (balance sheets for Rev/Exp for four (4) years) and three references. Please describe the type of service (passenger, cargo, scheduled, charter), origins and destinations, annual number of flights, arrival and departure times and fleet mix to the Airport Director, at least 120 days prior to expected start-up.
- **Property and Facility Needs:** If the airline wishes to use existing and available airport facilities, a written request must include projected operational space needs, and be submitted 120 days in advance to allow time for all binding agreements to be processed and executed. Space needed for Air Carrier operations and maintenance space needs may be secured from the airport authority by way of a facility or ground lease, or through a sublease or other arrangement with an existing tenant. The Airport will assist in making arrangements with existing tenants, if necessary.
- **Environmental Reviews:** In some cases, an airline's fleet mix or hours of the day in which the Air Carrier intends to operate aircraft at RIV may require certain environmental reviews. The Air Carrier will be notified if additional reviews are necessary after the Air Carrier's application is reviewed. The Air Carrier will be responsible for costs associated with the required additional reviews.
- **Airport Operating Agreement:** Airlines executing an Operating Agreement are subject to landing fees, fuel flowage fees, parking fees and other fees equally charged to similarly classified airlines at RIV. Fees are adjusted periodically.
- **Provide the following** at least 120 days prior to expected start-up:
  1. A security deposit equal to three (3) months landing fees based on the Carrier's projected schedule and fleet mix, computed at current rates, plus three (3) months lease payments, if applicable. The security deposit is to be in the form of an irrevocable letter of credit drawn on a reputable U.S. bank or financial institution with the March Inland Port Airport Authority, listed as the beneficiary. Cash is not accepted. The security deposit must be in place when executing the Operating Agreement.
  2. A copy of Insurance Certificate naming March Inland Port Airport Authority as additional insured providing:
    - i. Comprehensive General Liability insurance of \$50 Million combined single minimum (Bodily Injury and Property Damage);

- ii. Required minimum insurance amount:
    - a) Workers Compensation (Statutory Limit);
    - b) Bodily Injury by Accident/Disease (\$500,000 each policy);
  - iii. Vehicle and Aircraft (including Helicopter) Liability insurance of \$10 Million each policy (Bodily Injury and Property Damage); and as further described in the attached sample Operating Agreement
3. Provide a current copy of the air carrier's FAA Aircraft Certification and Operating Certificate from the Department of Transportation (DOT).
  4. Copy of air carrier's registration from the Office of the California Secretary of State providing evidence of authorization to conduct business in this state.
  5. Provide a list of service companies that will handle the airline's operations: Fuel Supplier, Aircraft Maintenance Contractor, Ground Handler, etc. RIV vendors are listed on page 9. All service vendors conducting business at RIV are required to possess a Non-Exclusive Vendor Permit issued by the Airport Authority. Permit holders remit monthly airport surcharge payment to the Airport Authority equal to 10% of their gross revenues. Vendors may or may not pass-thru the surcharge to their customers.
  6. March Inland Port has no landing slots or curfews. However, RIV is a "User Fee" airport and as such, must enter into an agreement with the U.S. Customs and Border Protection Office. RIV must provide facilities and pay cost associated with Customs Agents necessary to cover international flights. The Air Carrier is expected to reimburse the Airport Authority for those costs.

PORT DIRECTOR  
U.S. CUSTOMS AND BORDER PROTECTION  
Peter Gordon  
Assistant Port Director  
US Customs and Border Protection  
LAX  
(310) 215-2618 Voice  
(310) 215-2013 Fax  
peter.l.gordon1@dhs.gov

SEND A COPY OF THE PERMIT REQUEST TO:

MARCH INLAND PORT AIRPORT AUTHORITY  
International Operations Administrator  
Federal Inspection Service  
23555 Meyer Dr.  
Riverside, CA 92518

➤ **Monthly Activity Reports:** Each airline serving RIV is required to submit certain monthly reports to March Inland Port Airport Authority or its assigned. Reports include:

1. On the 10th day of each month after start-up, a traffic report including passenger volume, cargo volume and aircraft operations must be completed for the prior month and submitted to the Airport Authority on a Carrier reporting form or forms provided by the Airport Authority, as mutually agreed upon.

2. On the 10th day of each month after start-up, a fuel report including aircraft type, flight number, date and fuel uploads must be completed for the prior month and submitted to the Airport Authority on a Carrier reporting form or forms provided by the Airport Authority, as mutually agreed upon.

➤ **Employee Security Identification:** Must be obtained from the Airport Authority. Call 951.656.7000 for additional information.

➤ **Interline Baggage Recheck Services:** Services currently provided by Freeman Holdings of Riverside, LLC. Please call 951.247.2111 for additional information.

➤ **Signs:** Signage requests must be submitted to the Airport Authority before signage is placed anywhere on the airport. Call 951.656.7000.

➤ **Parking:** Contact the Airport Authority to make arrangements at 951.656.7000.

➤ **Vehicle Airport Permits:** Contact the Airport Authority for vehicle permits. All on-road licensed vehicle are required to have a permit in order to operate on the AOA.

## RENTAL RATES AND USER CHARGES

### Aviation Fueling Fees:

(\$0.045) per gallon for all fuel placed into any commercial aircraft

(\$0.10) per gallon for all fuel placed into any general aviation aircraft

### Petroleum Product Fee:

Gasoline – (\$0.10) per gallon

Diesel – (\$0.10) per gallon

Propane – (\$0.10) per gallon

### Oils and Lubricants -

Oils and other Lubricants - (\$0.25) per gallon

### Landing Fees (when applicable):

\$1.10 per 1000 lbs. of the aircraft certified maximum landing weight

### Vehicle Decal Fees:

\$120.00 per licensed on-road motor vehicle. Vehicle decals are effective July 1<sup>st</sup> through June 30<sup>th</sup> and are renewed annually.

## GENERAL AVIATION

### Landing Fees:

Aircraft less than 12,500 lbs. Maximum Gross Take-off Weight - \$0.00

Aircraft 12,500 lbs.-74,999 lbs. \$1.10 per 1,000 lbs. of Maximum Gross **Take-off** Weight

Aircraft 75,000 lbs. or greater - \$1.10 per 1,000 lbs. of Maximum Gross **LANDING** Weight

## OTHER FEES:

### Hangar (Monthly)

GA Small - \$427.00

GA Large - \$591.00

Commercial - \$5,000.00

### Commercial Parking (Daily)

Group I & II - \$35.00

Group III - \$45.00

Group IV - \$55.00

Group V - \$65.00

### Tie Downs (Daily)

GA Single Engine – \$5.00

GA Multi Engine - \$8.00

Jet / Helicopter - \$15.00

### Commercial Parking (Monthly)

Group I & II - \$700.00

Group III - \$900.00

Group IV - \$1,100.00

Group V - \$1,300.00

### Tie Downs (Monthly)

GA Single Engine – \$55.00

GA Multi Engine - \$88.00

Jet / Helicopter - \$165.00

## COMMON USE FACILITIES

Outside of the runways and taxiways, March Inland Port “Common Use” areas accommodate civil commercial aircraft, general aviation aircraft and aircraft service vendors. These areas are identified as:

- March Inland Port Taxiway “G” and Apron “G” consisting of ten (10) common aircraft use parking gates. Two (2) aircraft parking gates are configured for Group V aircraft.
- March Inland Port Access Gate located at San Michele Ave. The gate is for common use of tenants, air carriers and their employees to access Apron “G”.
- Currently under Construction: A 150,000 sf. General Aviation (GA) apron and public use GA terminal.

**For more information contact:**

March Inland Port Airport Authority  
Airport Director  
23555 Meyer Drive  
Riverside, CA 92518  
(951) 656.7000



## **PERMITTED SERVICE VENDORS – ON SITE**

### **FUEL FARM OPERATOR**

Freeman Holdings of Riverside, LLC.  
General Manager – Bob Casciani  
17301 Heacock Street  
Riverside, CA 92518  
Phone: (951) 247-2111

**NOTE:**

Freeman Holdings has been present at RIV since 2010.

### **INTO-PLANE AGENT / GROUND HANDLER**

Freeman Holdings of Riverside, LLC.  
General Manager – Bob Casciani  
17301 Heacock Street  
Riverside, CA 92518  
Phone: (951) 247-2111

**NOTE:**

Freeman Holdings has been present at RIV since 2010.

---

## **PERMITTED SERVICE VENDORS – OFF SITE**

### **INTO-PLANE AGENT / GROUND HANDLER / CARGO WAREHOUSE**

Total Airport Services, Inc.  
General Manager – George Williams  
1109 Laurel Fig Drive  
Simi Valley, CA 93065  
Phone: (951) 775-7056

**NOTE:**

TAS has been present at RIV since 2007. TAS moved equipment and labor in 2010 to another airport due to lack of carrier activity. TAS maintains their Non-Exclusive Permit at RIV. Service provider is capable for mobilizing to RIV upon request.

## **GOVERNMENT AGENCIES**

### **U.S. Aviation Operation Center**

1701 Columbia Ave.  
College Park, GA 30337  
Phone: (404) 305-5180

### **U.S. Customs and Border Protection**

Peter Gordon  
Assistant Port Director  
US Customs and Border Protection  
LAX  
(310) 215-2618 Voice  
(310) 215-2013 Fax  
peter.l.gordon1@dhs.gov

### **U.S. Dept. of Transportation**

Number 2 Capitol Square  
Atlanta, GA 30334  
Phone: (404) 656-5267

### **U.S. Federal Aviation Administration**

Los Angeles Airports Division Office  
15000 Aviation Blvd.  
Lawndale, CA 90261  
(310) 725-3600

## FORM OF IRREVOCABLE STANDBY LETTER OF CREDIT

**Name of Financial Institution:**

**Address:**

**Date:**

**IRREVOCABLE STANDBY LETTER OF CREDIT NO.:**

**BENEFICIARY:**

**APPLICANT:**

**Licensee**

March Inland Port Airport Authority

23555 Meyer Drive

Riverside, CA 92518

**AMOUNT: (US\$)**

**EXPIRATION:**

We hereby establish this Irrevocable Letter of Credit No. \_\_\_\_\_ in your favor for an amount of \_\_\_\_\_ for the account of Licensee Name.

This Letter of Credit is effective \_\_\_\_\_ and will expire on \_\_\_\_\_ unless renewed as hereinafter provided. Funds under this Letter of Credit are available to you against your draft(s), purportedly signed by your authorized corporate officer, drawn on us bearing the clause "Drawn under Letter of Credit No. \_\_\_\_\_" and the Beneficiary's signed statement reading: "We hereby certify that [CARRIER] has failed, by act or omission, to perform an obligation under, or to otherwise act in accordance with, the Agreement dated \_\_\_\_\_, between \_\_\_\_\_ and March Inland Port for Operational Status at March Inland Port (RIV)."

This Letter of Credit will be automatically renewed for a one-year period upon the expiration of date set forth above and upon each anniversary of such date, unless at least ninety (90) days prior to such expiration date or anniversary thereof we notify both you and your client in writing by registered/courier mail that we elect not to so renew this Letter of Credit.

Upon receipt by you of our notice of election not to renew this Letter of Credit, you may draw hereunder by your sight draft(s) drawn on us and bearing the clause "Drawn under Letter of Credit No. \_\_\_\_\_". This Letter of Credit sets forth in full the terms of our undertaking. Such undertaking shall not in any way be modified, amended or amplified by reference to any document or instrument referred to herein or in which this Letter of Credit is referred to or to which this Letter of Credit is related and any such reference shall not be deemed to incorporate herein by reference any document or instrument. All bank charges and commissions incurred in this transaction are for the applicant's account. We hereby agree with drawers, endorser's and bona fide holders of drafts drawn under and in compliance with the terms of this credit that such drafts will be duly honored upon presentation to the Drawee. The obligation of Financial Institution under this Letter of Credit is the individual obligation of the Financial Institution, and is in no way contingent upon reimbursement with respect thereto. Except as otherwise expressly stated herein, this credit is subjected to the Uniform Customs and Practice for documentary Credits (1993 revision) I.C.C. Publication No. 500. Except as otherwise expressly stated herein, this credit is

subjected to the Uniform Customs and Practice for documentary Credits (1993 revision) I.C.C. Publication No. 500. Notwithstanding Article 17 of said publication, if this credit expires during an interruption of business as described in Article 17, we agree to effect payment if the credit is drawn against within (30) days after resumption of business. As to matters not covered by UCP then the laws of the State of California shall prevail.

Very truly yours,

Financial Institution

BY: \_\_\_\_\_

## AIRSIDE OPERATING INFORMATION

No tenant is allowed to enter the movement areas (runways, taxiways, safety areas, etc.) without an escort from an Airport Operations Supervisor. Escorts will only be conducted during emergency situations. Personnel required to tow aircraft via the movement areas must receive Airport Movement Area training from the Airport Operations Division. Unauthorized entry onto the movement area (runway or taxiway) will result in the immediate suspension of the individual's SIDA badge. The Operations Division is responsible for numerous operating plans and procedures to include the Airport Emergency Plan (AEP), and the Airport Drivers Safety Training Program. Each carrier operating at March Inland Port must be familiar with the procedures contained in the airport's training manuals. The manual contains important telephone numbers and airport maps. A copy is available in the Airport Operations office.

In accordance with federal and airport regulations, any individual who operates a ground vehicle on any portion of the airport requiring a SIDA badge must successfully complete the Airport Drivers Safety Training course before that individual may operate a vehicle. Personnel required to operate a vehicle must successfully complete this course **prior** to obtaining or renewing their SIDA badge, and every year thereafter prior to SIDA badge renewal. Contact the Airport Authority to schedule training.

If you have any questions regarding airside operations, please contact the Airport Authority at (951) 656.7000

## NEW AIRLINE TENANT CHECK-LIST

Domestic Carrier

International Carrier

### Checklist Items:

\_\_\_\_\_ Carrier Information

- \_\_\_\_\_ Company Name and Address
- \_\_\_\_\_ Contact Person
- \_\_\_\_\_ Three letter code
- \_\_\_\_\_ Designation/License
- \_\_\_\_\_ Dun & Bradstreet
- \_\_\_\_\_ Financials
- \_\_\_\_\_ References
- \_\_\_\_\_ Type of Service (Cargo/PAX/Charter)
- \_\_\_\_\_ Flight Schedules and Annual Number of Flights Data
- \_\_\_\_\_ Arrivals / Departures (Time of Day Required to Operate)

\_\_\_\_\_ Facility Needs

\_\_\_\_\_ Security Deposit (ILC)

\_\_\_\_\_ Insurance Certificates

\_\_\_\_\_ FAA Aircraft Certifications and Operating Certificate from DOT

\_\_\_\_\_ Air Carrier Registration (California Corporate Registration)

\_\_\_\_\_ Catering Agreements

\_\_\_\_\_ Ground Handler

\_\_\_\_\_ Cargo Handler

\_\_\_\_\_ Monthly Traffic Report (Template for submission for approval to Airport)

\_\_\_\_\_ Scheduled Monthly Activity Report (Same comment as above)

\_\_\_\_\_ Employee Security Badges Requests (Obtain form from Airport Authority)

\_\_\_\_\_ Airport Signage (Request)

\_\_\_\_\_ Parking (Request)

\_\_\_\_\_ Space Request (Estimated peak hour number of aircraft parking gates)

\_\_\_\_\_ Office/Warehouse/Hangar (Carrier needs: Ground or facility lease request)

\_\_\_\_\_ Lounge (PAX Terminal not constructed)

\_\_\_\_\_ Airport Operating Agreement (Draft Copy)

\_\_\_\_\_ California Corporate Registration

\_\_\_\_\_ U.S. Customs Permit (International)