



March Inland Port

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

2021

**A
CIVILIAN / MILITARY
JOINT USE AIRFIELD**

FROM THE AIRPORT DIRECTOR

Welcome to March Inland Port (MIP), a military and civilian commercial airport. 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. Recent improvements include construction of a 260,000-gallon bulk JET-A fuel storage facility (which is expandable to 680,000 gallons and currently in the entitlement and design phase), taxiway widening to accommodate Design Group V aircraft, LED taxiway lighting and a new Executive General Aviation Terminal. A CAT II ILS, which was decommissioned in 2011, can be reactivated with carrier capital investment. Future capital improvements include construction of a parallel taxiway west of the runway, construction of additional aircraft parking aprons, taxiway improvements, warehouse/distribution facilities and aircraft hangars. MIP coordinates projects with the March Joint Powers Authority (MJPA), the governing authority for MIP.

MIP is listed in the Federal Aviation Administration's (FAA) National Plan of Integrated Airport System (NPIAS) Program as a public use airport. MIP's classified as a "reliever airport" in the NPIAS program affords access to limited Federal funding opportunities for capital improvements. Overall, the FAA supports MIP strategically as it will relieve future congestion at other airports in Southern California.

As with identifying RIV's positive attributes, it is equally important to specify challenges carriers may face. MIP may only land 10,500 aircraft annually at March Air Reserve Base (MARB) limiting carrier operational growth and competition with other carriers that may already operate at MIP. The airport is closed between 23:00 and 07:00 (PST) daily and is closed on holidays. Carriers desiring to operate during nighttime closures are required to pay for additional labor for tower and airfield operational personnel via long-term agreements. A California Environmental Impact Report (EIR) and an MIP Threshold of Significance Study (TSS) are required. Both include a tremendous level of transparency and community involvement and can take up to 18 months to complete. The Air Force must concur with the findings and support the new carrier activity. They must also concur with proposed nighttime flight operations and additional labor requirements to include Tower, Airfield Operations and ARFF. RIV is also a one-runway field. Carriers will experience runway closures and are expected to revise operation in such events. Lastly, RIV is first and foremost a military field. Civil carriers can expect delays as military flight operations have priority over civil carrier activity.

We are committed to creating jobs and facilitating your success; which ultimately stimulates significant economic benefits in Riverside County.

Gary W. Gosliga

Gary W. Gosliga
Airport Director
March Inland Port Airport Authority

At March Inland Port...We Mean Business!

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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 (whether owned by third-party or Authority), 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 (NEVP) 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. Authority must be notified within 30 days of any changes to/in Vendors during the term of the Agreement. Vendors are not permitted to conduct services until an NEVP has been issued.
 6. March Inland Port does not have US Customs. However, RIV may be able to initiate a "User Fee" 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.
 7. RIV is outside of the 70 mile radius for Long Beach US Customs. Due to the distance, US Customs requires that RIV be assigned permanent Agents on site. Agent and their families relocate to the region. Due to the level of commitment, carriers must accept the Long-Term agreement (usually 5-10 years) and financial commitments of a "User Fee" status. Facilities must be constructed to US Customs specification and Customs vehicles are required. Such facilities and motor vehicle requirement are paid by Carrier.
- **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.
- **Aircraft and Ground Equipment 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):

\$1.35 per 1000 lbs. of the aircraft certified maximum landing weight

Tenant Vehicle Decal Fees:

\$120.00 per licensed on-road motor vehicle. Vehicle decals are effective July 1st through June 30th 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 (Not Available)

GA Small - N/A

GA Large - N/A

Commercial - N/A

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 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
14205 Meridian Pkwy., STE 140
Riverside, CA 92518
(951) 656.7000

PERMITTED SERVICE VENDORS – ON SITE

FIXED-BASE OPERATOR (FBO) – Fuel and Ground Handling

Freeman Holdings of Riverside, LLC.

General Manager

17301 Heacock Street

Moreno Valley, CA 92551

Ph. 760.246.7794

Fax. 760.246.4625

smohror@millionair.com

GROUND HANDLER

Contact FBO

GOVERNMENT AGENCIES

U.S. Aviation Operation Center

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

U.S. Customs and Border Protection

Port Director
US Customs and Border Protection
LAX
(310) 215-2618 Voice
(310) 215-2013 Fax

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, endorsers 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: _____

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)

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 airport 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 an airport identification badge must successfully complete the Airport Driver Safety Training course before that individual may operate a vehicle. Personnel required to operate a vehicle must successfully complete the driver training course **prior** to obtaining or renewing their airport badge, and every year thereafter prior to the badge expiration date. Contact the Airport Authority to schedule training.

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

