



**CIVIL AVIATION DIRECTION GENERAL
AIR NAVIGATION DEPARTMENT
AIS/MAP**

AIC

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**AERONAUTICAL INFORMATION
CIRCULAR**

No. 07/A9
Date: 07/06/01

FAL

**ENTRANCE AND EXIT PROCEDURES
INTERNATIONAL GENERAL AVIATION AND LOCAL FLIGHTS
JUAN SANTAMARIA INTERNATIONAL AIRPORT**

The Civil Aviation Direction General, in order to ordain aircraft's ground traffic as well as to give the biggest security and facilitation to passenger, crew members, that enter or leave on international general aviation and local flights from Juan Santamaría International Airport, communicates, implementation of the following procedures:

International Flights Arrivals:

1. When aircraft enters at Juan Santamaría International Airport, shall go toward the Remote International Apron (Cargo Ramp). This is the only authorized apron to board and un-board international passengers.
2. The aircraft operator shall hire services of one of the Ground Handling Companies that offers attendance to: aircraft parking guide, passengers' transport, baggage handling, Airport Administration and government Authorities' proceeding.
3. The Ground Handling Company, shall coordinate with the Airport Administration' Operations Office as minimum 12 hours in advance of flights arrival, detailing: time and date of entrance, time and date of exit, aircraft type, passengers' number and availability of tow bar, In order to assign a space at Remote Apron. The Administration reserves the right, to authorize or not, flights entrance according to available space at remote apron.
4. Additionally the representative of Ground Handling Company, shall confirm the real time of flight arrival, at least two hours in advance, to the Airport Administration' Operations Office (440-8257), that will take charge of informing all Airport' Authorities.



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5. Once the flight arrived, the Ground Handling Company shall transfer passengers from Cargo Ramp to International Terminal. Entrance to facilities shall be carried out by the door that the Administration designates. The Ground Handling Company shall confirm with the Airport Administration' Operations Office. The door will be guarded by a security official of the Airport Administration, which will take charge of making the door opening at the moment that is required. When not official is available, the Ground Handling Company, shall coordinate with the Airport Administration' Operations Office (440-8257), for door opening.
6. Once passengers enter the Terminal they go to Migration to be checked by migratory authorities at counters 11 or 12, accordance availability.
7. The representative of Ground Handling Company, shall transfer baggage to International Terminal basement and use the special baggage band or beyond measure (band 4), so it can be transported to baggage claim area.
8. The passenger accompanied by representative, pick up baggage, and continue, conventional path, passing by Customs' controls and Agriculture and Cattle Ministry.
9. The pilots shall follow the same procedure that passengers do. In case they require enter to the aircraft again, they can do it, once they have gone to migratory and customs controls. The entrance shall be done accompanied by personnel of Ground Handling Company, through checkup security position denominated, "**Papa 2**".
10. If requires, the aircraft can be transferred from International Ramp toward North Hangars' area, once Customs' authorities, Ministry of Agriculture and Cattle, Control Drugs' Police, Intelligence Management / Security and Airport Police have emitted its authorization. For this, the personnel of Airport Administration' Operations Office will move to the area and will obtain the signature of authorization of the entities mentioned previously (the signature of each entity will be included inside the form used by the personnel of Airport Administration' Operations Office to register the flight). If some of the government authorities doesn't become present in the established time (30 minutes after arrival time of the aircraft), it will proceed with the aircraft release.



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The real time of aircraft arrival and the release time from International Apron will be in writing. Once obtained the corresponding authorizations or 30 minutes established lapsed, the Operation Office, will take charge, sending the form via fax to the Control Tower, so, these authorize the airplane' transfer to North Hangars.

11. The passengers that come, in ambulance flights and because of their condition they require to leave in ambulance from the airport, can make it directly from the security position "Papa 2". The coordination shall be made by the representative of the Ground Handling Company with the Operations' Office, which will take charge making the respective coordination with all the authorities. The companions that come in the airplane shall follow the established procedures for passengers that come, in international flights.

International Flights Exits:

1. When the aircraft leaves from Juan Santamaría' International Airport in International flight, it shall leave from the International Remote Apron (Cargo Ramp). This is the only authorized apron to board and un-board international passengers. If the aircraft is located in another area of the Airport, it shall be transferred to this apron.
2. The aircraft operator shall hire services of one of the Ground Handling Companies, so that, it offers service of: aircraft parking guide, passengers' transport, baggage' handling, Airport Administration and government Authorities' Proceeding.
3. Passengers and crew members shall enter to the International Terminal lobby and pass through the security filters toward boarding lounges.
4. The representative of the Ground Handling Company, will be responsible of carrying out the corresponding migratory steps of passengers and crew members to Migration authorities (the invisible migration procedure is followed).
5. Passengers shall address to the door that the Airport Administration designates, guarded by the representative of the Ground Handling Company. The security official of the Airport Administration, located at the designated door, will take charge opening the door so that, the passengers get off the Terminal to the vehicle located at apron and it will transport the passengers and crew members to the aircraft. The security official will confirm via radio with the Airport Administration' Operation Office the departure time of the flight to allow the passengers exit. At day time when there is not official available, the representative will coordinate directly with the Airport Administration' Operations Office, the door opening.



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6. Baggage will be entered by the employees' access, located at west side of the International Terminal. This will be checked with X rays' machines by the Airport' Police official outstanding at the area (Position 15). If the Airport' Police requires a physical' inspection of baggage, the representative of the Ground Handling Company, will take charge locating and transferring the passenger to the checkup position, so that, he will be present at check' time.
7. Passengers, crew members and baggage shall be transferred to the airplane by Ground Handling Company.
8. Before aircraft departure, the representative shall cancel the airport' fees and present the respective vouchers to the Airport Administration' Operations Office, which will emit the "**pase y salvo**". This one shall be presented to Aeronautical Information Services Dependence (AIS-ARO) for flight plan approval. The "**pase y salvo**" won't be emitted more than 90 minutes in advance of flight' departure time.

International flights that enter as transit:

1. This procedure applies for aircrafts that enter as international flight to Juan Santamaría' International Airport, to carry out a technical stop and then depart as international flight.
2. When the aircraft enters to Juan Santamaría' International Airport shall go toward remote International Apron (Cargo Ramp). This is the only authorized apron, so an in transit' international flight operates.
3. The aircraft operator shall hire services of one of the Ground Handling Companies, so it offers attendance to: aircraft' parking guide, Airport Administration and government Authorities' proceeding.



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4. Additionally the representative of the company, will coordinate with the Airport Administration' Operations Office, as minimum 12 hours in advance flights' arrival, with the objective of being able to assign them a space at the apron. The Administration reserves the right, to authorize or not, flights entrance according to available space at remote apron.
5. Before aircraft departure, the representative of the Company shall cancel the airport' fees and present the respective vouchers to the Airport Administration' Operations Office, which will emit the "**pase y salvo**". This one shall be presented to Aeronautical Information Services Dependence (AIS-ARO) for flight plan' approval and it only be emitted until the aircraft be on ground and parked at International Apron.

Local flights:

1. All local flights that enter and leave from Juan Santamaría International' Airport, and do not have physical facilities at the Air Terminal shall operate from Hangars North' Area. In case of aircraft, that because of their performance cannot enter through taxi-ways Echo and Foxtrot to North' Hangars, they can operate at International Apron (Cargo Ramp). To carry out this, it shall coordinated previously with the Airport Administration' Operations Office, who will be the only one that will be able to extend the respective authorization. If the operation is made at International Apron, shall hired services, of one of the Ground Handling Companies.
2. All passengers and crew members entering to North Hangars' Area shall register at position identified as "**Papa 2**". The aircraft operator shall remit a list to this position, with the name of the passengers that will board the aircraft. With this information the security' official will take charge making identity verification of passengers and crew members.
3. All aircrafts that enters on international flight and shall leave as local, must be transferred to North' Hangars, so they could operate from there, locally. The aircraft' movement shall be made as established at point 10 of "International Flights Arrivals" procedure.

REPLACES AIC 06/A08 WITH MODIFICATIONS.