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OPERATIONAL DIRECTIVE NO. 10-01

Effective: MAY 25, 2010

SUBJECT: WAIVER OF LANDING FEES FOR HUMANITARIAN FLIGHTS

PURPOSE: To establish Departmental procedures to provide for the consistent treatment of landing fee waivers for humanitarian flights coming into Miami International Airport.

I. AUTHORITY:

- A. Title 49 United States Code Section 47107(a)(11)
- B. Chapter 25 of the Miami-Dade County Code, Miami-Dade Aviation Department Rules and Regulations, Section 25-1.4

II. DEFINITIONS:

- A. Humanitarian Flights – Flights operating exclusively for humane or compassionate purposes with the intent to alleviate suffering or to promote the well-being of an identified individual or group of people. These flights may carry relief personnel and supplies, such as food, clothing, shelter, medical and or other items needed during or after an emergency and/or disaster. These flights may also be used to evacuate persons from a place where their life or health is threatened by such emergency and/or disaster to a safe haven within the United States. These flights are also known as “Mercy” or “Angel” Flights.
- B. Affidavit - a formal sworn statement of fact, signed by the declarant (who is called the affiant or deponent) and witnessed (as to the veracity of the affiant's signature) by a taker of oaths, such as a notary public.
- C. MDAD – Miami Dade Aviation Department
- D. MIA – Miami International Airport

III. POLICY:

This policy has been developed to provide information supporting a waiver of landing fees at MIA for humanitarian flights that meet the criteria in this Operational Directive. To be eligible for waiver, these flights must provide auditable documentation to support the assertion that no compensation for the flight was received nor subsequently obtained by the flight operator.

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IV. PROCEDURES:

- A. Airlines seeking a waiver of landing fees must submit an original sworn affidavit, (see Exhibit A), attesting the flight is humanitarian, as defined in this Operational Directive (OD) and that no compensation for the flight was received by the operator.
- B. An original sworn affidavit is required for each flight seeking a waiver of landing fees.
- C. Landing fees assessed upon flight arrival will be reversed if a properly completed affidavit is submitted to and accepted by the Aviation Department. The MDAD Finance Division will reverse the landing fee within 30 calendar days of receipt of the affidavit.
- D. Original sworn affidavits must be completed and submitted to the Miami-Dade Aviation Department within 30 calendar days from the date of the actual flight to be eligible for landing fee waiver; provided however, that affidavits relating to humanitarian flights occurring on or after January 12, 2010 to and through the effective date of this Operational Directive will be accepted if they are submitted within 30 calendar days from the effective date of this Operational Directive.
- E. Although it is preferred that airlines use the affidavit form identified in this OD, any properly completed sworn affidavit that includes the following information will be accepted:
 - a. Name of affiant and signature of duly authorized representative clearly stating the flight is for humanitarian purposes and no compensation for operating the flight is being earned by the airline.
 - b. Name of airline, date of the flight, aircraft type or model and registration.
 - c. Name of cargo owners/sponsoring agency and contact information, as applicable.
 - d. Name of passengers/group affiliations and contact information, as applicable.
 - e. Appropriately witnessed and notarized.
- F. All original sworn affidavits will be hand-delivered or mailed to :

(For U.S. Mail)
Miami-Dade Aviation Department – Finance Division
Attn: Sergio San Miguel / Assistant Controller
P.O. Box 526624
Miami, Florida 33152-6624

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(For FedEx or UPS Delivery)
Miami-Dade Aviation Department – Finance Division
Attn: Sergio San Miguel / Assistant Controller
4200 NW 36 Street, Building 5A – 3rd Floor
Miami, Florida 33122

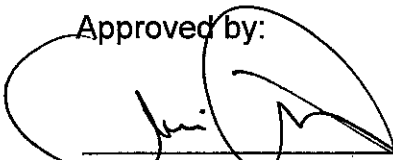
G. The Miami-Dade Aviation Department may, at its discretion, verify (audit) the accuracy of any submitted affidavits within three (3) years from the flight date. Those affidavits concluded to be unverifiable or questionable, at the discretion of the Department, will result in a reversal of the landing fee credit and payable by the airline within 30-days of the reversal.

IV. REVOCATION: *NONE*

V. CROSS REFERENCES: *NONE*

Attachment: Exhibit A – MIA Humanitarian Flight Affidavit

Approved by:



José Abreu, P.E., Aviation Director

Date: 3-2-10



MIA Humanitarian Flight Affidavit

*For the waiver of landing fees at MIA and GAA Airports for attested Humanitarian Flights
Per MDAD Operational Directive No. 10-01*

I hereby affirm that:

I am [title & name] _____ or the duly authorized representative of [airline] _____ and that the airline has operated on [day,month,year] _____ an aircraft whose type or model is _____ and whose flight number/registration is _____ on a humanitarian mission to/from [country] _____ and am attesting that the airline is not receiving compensation from the passengers or cargo owners, identified as follows, to the best of my knowledge:

Cargo Owners or Shippers or Sponsoring Agency for the Cargo Shipment:

Key Contact Name and Address for such Cargo Owners, Shippers, or Sponsoring Agency:

Phone Number(s) _____

And/or the Passengers Names or Group Affiliation are:

Name and Contact Number: _____

Name and Contact Number: _____

I, _____ have read the foregoing MIA Humanitarian Flight Affidavit and assert that the matters stated herein are true to the best of my information, knowledge and belief.

Affiant's Signature: _____

Affiant's Name: _____ **Date** _____

Sworn and subscribed before me on this day of _____, _____

[Notary Public or Commissioner of Oaths]

My commission expires [expiry date] _____

Notice: Only original affidavits will be accepted. Completed affidavits must be received by the Miami-Dade Aviation Department within 30 calendar days from the date of the actual flight to be eligible for a landing fee waiver. Affidavits received beyond this deadline are ineligible. Mail affidavits to MDAD Finance Division, Attn: Assistant Controller, P.O. Box 526624, Miami, FL 33152-6624. No faxes will be accepted. Refer to miami-airport.com/compliance_division.asp for OD 10-01.