



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

JUN 22 2020

MEMORANDUM CIRCULAR NO. 21
Series of 2020

**SUBJECT : SUPPLEMENTAL GUIDELINES IN THE APPLICATION OF
AERONAUTICAL FEES AND CHARGES**

1. GENERAL

Administrative Order No. 1, Series of 2000 provides the fees, dues, charges or assessments for the use of properties, facilities and services of MIAA. This Memorandum Circular is issued to supplement the A.O. which will guide both aircraft operators and MIAA personnel tasked to record and compute airport charges levied on the former.

Fees and charges as provided in said Order, unless amended by a MIAA Board Resolution, shall prevail.

2. SCOPE AND COVERAGE

This MC shall cover operations in all terminals, runways and remote aircraft parking of the Authority.

3. DEFINITION OF TERMS

Actual Time of Arrival or ATA – is the actual time of landing¹

Actual Time of Departure or ATD – is the actual time of take off¹

Actual in block time or AIBT – is the actual time an aircraft in-blocks.

Actual off block time or AOBT – is the actual time the aircraft pushes back/ vacates parking position

Nighttime – The time between 1800H to 0600H, local time

4. POLICIES AND PROCEDURES

4.1. LIGHTING CHARGES-

¹ ICAO AFTM Terminology and Communications – ATFM/SG/5

- 4.1.1. Aircraft that land, take-off or park during nighttime shall be levied additional lighting charges.
- 4.2. AIRCRAFT PARKING –
- 4.2.1. The first two (2) hours of the aircraft parking after arrivals are free. Parking time starts when an aircraft occupies a parking slot.
- 4.2.2. In cases that the aircraft parks less than two (2) hours the remaining time is forfeited.
- 4.2.3. Parking time shall be computed from actual occupancy of parking stand to Final AOBT before take-off. AIBT shall signify when the Aerobridge Operator can safely tack-in the bridge.
- 4.2.4. In the event that an aircraft is repositioned to a private parking, parking time ends during AOBT. Likewise, if an aircraft is repositioned to a MIAA parking, parking charges shall be computed from parking occupancy.
- 4.3. HALF OPERATIONS-
- 4.3.1. Half operation is considered under the following situations:
- 4.3.1.1. If an aircraft arrives as a domestic flight and departs as international or vice-versa;
- 4.3.1.2. Arrives under any provision under Sec. 4.5.1 and departs as a commercial flight or vice versa.
- 4.3.2. The first two (2) hours of parking shall still remain free. In excess thereof, the aircraft shall be charged based on the classification of its departure.
- 4.4. TACKING FEES –
- 4.4.1. As far as practicable, narrow aircraft should be parked in a gate with single tunnel. In the event that a single bridge is not available, the aircraft may be parked at a dual bridge with a rate of a single bridge.
- 4.4.2. Aircrafts that uses dual bridges shall be levied fees for dual bridge whether it uses one or two bridges. Bridge time shall commence when any of the bridges are tacked in and end when all bridges are tacked out. Charges for the use of bridge/s is per hour or fraction thereof. In cases that the bridge is not used for a full hour, the remaining time is forfeited and will not be credited to subsequent activities.
- 4.5. SPECIAL RATES –
- 4.5.1. Grant of special rates in accordance with the provisions enumerated in A.O. No 1, series of 2000 is subject to the approval of the Assistant General Manager for Operations. These provisions are as follows:
- Ferry flights of aircraft and aircraft parts or crew;
 - Technical landing by non-schedule flights;
 - Airmen flight proficiency training or test flights;

- Aircraft demonstration flights

Granting of special rates to flights other than those abovementioned shall be approved by the General Manager.

4.5.2. Airlines/Ground handlers are required to inform the Authority prior to flights if they fall in any of the above provisions. Requests should be filed with the Office of the AGM for Operations at least a day before flight.

4.5.3. Only Aircrafts that arrive and depart under the provisions mentioned above shall be entitled to full special rates. In the event that an aircraft lands but does not depart within said provision, special rates will only apply to either landing or take-off. Other aeronautical fees shall follow the regular rates.

5. SUPERSEDING CLAUSE:

All MIAA circulars, memoranda and other publications in conflict herewith are hereby superseded or modified accordingly.

6. EFFECTIVITY:

This MC shall take effect on 01 July 2020.


EDDIE V. MONREAL
General Manager

