



Republic of the Philippines
MANILA INTERNATIONAL AIRPORT AUTHORITY

MIAA Administration Building, MIA Road, Pasay City, Metro Manila

JUN 01 2016

MEMORANDUM CIRCULAR NO. 06

Series of 2016

SUBJECT : POLICY GUIDELINES FOR THE RECORDING, BILLING AND COLLECTION OF AERONAUTICAL FEES AND CHARGES

GENERAL

1. The Manila International Airport Authority (MIAA) by virtue of its charter is authorized to levy and collect charges for the use of its facilities and promulgate rules and regulations to ensure efficiency of airport operations. Part III of MIAA Administrative Order No. 1, series of 2000, specifically prescribes the rates of airport charges for aircraft operating at Ninoy Aquino International Airport (NAIA).

PURPOSE AND SCOPE

2. This Memorandum Circular (MC) sets forth the policy and prescribes the standard procedures in flight data recording, preparation of billing and collection of aeronautical fees and charges to maintain a uniform, complete, timely and accurate data of all domestic and international flights at NAIA.
3. This will apply to scheduled and non-scheduled flight activities at the NAIA.

DEFINITION OF TERMS

4. As used in this MC, the following terms shall mean:
 - a. **Aeronautical Fees and Charges** - rates prescribed in the MIAA Administrative Order No. 1, series of 2000 for the use of facilities, services and properties under the management and control of the MIAA, such as but not limited to the following:
 - 1) **Landing and Take-off Fees** - charges imposed to scheduled and non-scheduled international and domestic flight operations using NAIA facilities computed based on the Maximum Take-off Weight (MTOW) in aircraft's manufacturer certification per landing and take-off.
 - 2) **Aircraft Parking Fee** - charges imposed to scheduled and non-scheduled international and domestic flight operations computed based on the MTOW in aircraft's manufacturer certification and the number of hours parked less two (2) hours free parking.
 - 3) **Lighting Fee** - charges imposed to scheduled and non-scheduled international and domestic flight operations that land, take-off or park during nighttime between 6 o'clock in the evening to 6 o'clock in the morning local time.

- 4) **Tacking Fee** - charges imposed to scheduled and non-scheduled international and domestic flight operations for the use of various loading bridges at the NAIA Terminals computed on an hourly basis depending on the type of loading bridge used.
 - 5) **Ramp Bus Service Fee** - charges imposed to scheduled and non-scheduled international and domestic flight operations for utilizing MIAA owned ramp buses to ferry aircraft crew and passengers from the aircraft to Terminals 1,2,3, or 4 and vice versa for arrivals and departures.
- b. **Air Carrier** - an airline engaged in international or domestic flights providing scheduled and non-scheduled operations from and to NAIA.
 - c. **Debit/Credit Card** - a plastic payment card that provides electronic access to the account of the cardholder at a financial institution as an alternative payment method to cash.
 - d. **Flight Advisory** - a formal flight data notice of communication submitted by the Air Carrier or Operator of scheduled and non-scheduled flights to MIAA containing the aircraft's schedule and route and other details, such as; Name of Owner/Operator, Aircraft Type, Registry No., MTOW (kgs.), etc.
 - e. **Groundhandler/Fix-Based Operator (FBO)** - any of the MIAA-Accredited Groundhandling Service Provider (GHSP) which services includes, but not limited to aircraft maintenance activities; fueling services; loading and unloading of passengers, baggage and freight into aircraft; provide ground support equipment; and provide passenger service agents to non-commercial, non-scheduled, chartered, special and/or corporate flights (Ref. AO No. 1 series of 2000).
 - f. **Maximum Take-off Weight (MTOW)** - maximum structural take-off weight of the aircraft as indicated in the aircraft's manufacturer certificate.
 - g. **MIAA Operations Report Forms** - controlled forms used in the recording of aircraft movement data, as follows:
 - 1) **Daily Flight Operations Report (DFOR)** - a form use to record the actual usage of the NAIA facilities from Landing and Take-off of an aircraft.
 - 2) **Seasonal Flight Schedule** - a form use to report approved timings and frequency of flight approved by Time Slot Committee and Civil Aeronautics Board.
 - 3) **Aerobridge Usage Report (AUR)** - a form use to record the actual usage time of the aerobridge equipment from tack-in and tack-out.
 - 4) **Daily Bus Usage Report (DBUR)** - a form use to record the actual usage time of Ramp Bus from boarding to unloading.
 - 5) **Flight Operations Report (FOR)** - a weekly summary report generated containing flight data usage for the utilization of NAIA facilities and services serve as basis in the computation of aeronautical fees and charges.
 - 6) **Summary of Bus Usage Report (SBUR)** - a report containing the summary of actual time usage of MIAA owned ramp bus use as basis for the calculation of fees and charges.

- h. **Non-Scheduled Flight** - a commercial or non-commercial flight operating not within the fixed schedule and not included in a regular seasonal schedule of the Air Carrier operating at NAIA.
- i. **Operator** - refers to the aircraft owner or pilot of the non-scheduled flight.
- j. **PC Based System** - a MIAA database which keeps electronic record of flight information and passenger data.
- k. **Scheduled Flight** - international and domestic flights included in a regular flight seasonal schedule which the air carrier regularly update through flight advisory to MIAA every time there are changes in the flight information and condition.

STATEMENT OF POLICIES

- 5. The Air Carrier, Operator or Groundhandler/FBO of scheduled and non-scheduled flights shall pay the applicable aeronautical fees and charges to the MIAA for the use of various facilities such as runways, taxiways, apron areas, lighting system and other services at the NAIA. The rate shall be computed according to the nature of flight for each landing and take-off of an aircraft at the NAIA.
- 6. Landing and Take-off and Parking Fees shall be computed by multiplying the prescribed landing / take-off fee rate by the MTOW of an aircraft as indicated in the aircraft's manufacturer certificate for each landing and take-off of an aircraft at the NAIA.
- 7. MIAA owned ramp bus usage shall be charged on a per trip basis. The Air Carrier, Operator or Groundhandler/FBO shall incur a "cancellation charge" or trip charge, if a bus operation is not cancelled before buses are dispatched for that service.

Exemptions:

- 8. The following types of flights may operate to/from NAIA without slot allocated by AGOSD and the landing fees prescribed under Sec. 5 Part III of AO No. 1 series of 2000 shall not be charged:
 - a. Philippine Military aircraft and other aircraft which by law or treaty are exempted from the payment of fees and charges cited herein;
 - b. Foreign-owned aircraft on diplomatic mission;
 - c. Emergency Landings due to inflight emergency e.g. diversions or quick return after take-off;
 - d. Aircraft on mercy flights e.g. relief operation in case of natural calamities, humanitarian flights including those responding to medical emergencies or search and rescue operations;
 - e. Other aircraft landings and/or take-offs that may be authorized by the General Manager as exempt from said fees and charges.

Complete documentation for items "b" and "d" above shall be provided by a third party as proof of the nature of the said flights.

Discounted:

- 9. Aircraft operating under the following categories shall be given a fifty percent (50%) discount of the prescribed rates of landing and take-off fees, parking fees and lighting charges as prescribed under Administrative Order No.1 series of 2000:
 - a. Ferry flights of aircraft and aircraft parts or crew;

- b. Technical landing by non-scheduled flights;
- c. Training planes operated by duly authorized flying schools;
- d. Airmen flight proficiency training or test flights;
- e. Aircraft demonstration flights;
- f. Other flights that may be authorized by the General Manager as subject to said special rates.

The 50% discount shall be explicitly stated in the remarks portion of the Flight Operations Report (FOR) forwarded by concerned OPR to the Accounting Division.

Non-Scheduled Flights:

10. All Operators or Groundhandling/FBO Agents of non-scheduled (both commercial and non-commercial) flight must secure approval of the flight advisory application from MIAA:
 - a. Application must be filed in advance with a minimum notice period of three (3) days; Flight Advisory Application (Annex A)
 - b. The minimum notice period however, may not be insisted upon on cases in paragraphs 8 (a to e) and 9 (b);
 - c. For urgent non-scheduled flight (commercial and non-commercial) that are less than 24 hours from the proposed date of operation shall coordinate with the MIAA-AGOSD.
11. Approval of the submitted Flight Advisory Application is subject to existing procedure of AGMO or upon submission of required information/documentation.
12. All Air Carriers or Operators of non-scheduled flights must secure the services of MIAA accredited Groundhandler/FBO who will assume the responsibility for the full settlement of all applicable aeronautical fees and charges to the MIAA. However, for non-scheduled flight operator who opts to handle its own operation, settlement of fees and charges shall be made directly to MIAA in any mode of payment applicable in item 13.b.
13. No non-scheduled flight shall be allowed to take-off unless the Operator or Groundhandler/FBO has coordinated with AGOSD the following before clearance to take-off is granted:
 - a. Concurrence in the Daily Flight Operations Report as basis for billing of applicable aeronautical fees and charges; or
 - b. Presentation of proof of payment of Aero fees and charges made directly to MIAA thru the following mode of payment:
 - The use of debit/credit cards - MIAA Official Receipt
 - Advance payment thru bank fund transfer - validated deposit/payment slip
 - c. Customs, Immigration, Quarantine and Security (CIQS) approval
14. No aircraft parking at NAIA shall exceed the prescribed period without written consent from the Terminal Managers (TMs)/Assistant General Manager for Operation (AGMO) Authorized Representative. Aircraft that does not depart or are not removed from the terminal gates, hardstands and cargo spots at the agreed upon time, will be charged accordingly.

SYSTEMS AND PROCEDURES

Recording Process of Flight Operations Data

15. For **Landing and Take-off** of an aircraft, activities / time shall be recorded in the Daily Flight Operation Report (DFOR) on a per flight basis (Annex B)

Activity	OPR		Source of Data/Reference
	Scheduled	Non-Scheduled	
a. Records <i>landing time</i> as soon as aircraft touches runway ground	Ramp Control	Ramp Control/AGOSD	Ramp Flight Progress Strips
b. Records <i>parking time</i> as soon as aircraft comes to a full stop on the designated parking area			Manila Control Tower Log
c. Records <i>removal time</i> as soon as removal/pushback of aircraft			
d. Records <i>take-off time</i> as soon as aircraft wheels leave the runway			
e. Advises the landing/parking (inbound) and removal or repositioning/take-off time (outbound). The following Offices shall record the data: <ul style="list-style-type: none"> • Gate Allocation and Flight Information Section (GAFIS) • General Aviation Operations Division (GAOD) • Airport Grounds Operations and Safety Division (AGOSD) 	Ramp Control	Ramp Control/AGOSD	Ramp Flight Progress Strips Manila Control Tower Log
f. Records the Landing and Take-off flight operations data.	GAFIS	GAFIS/AGOD/AGOSD	DFOR

16. For **Tacking Operations**, activities/time shall be recorded in the Aerobridge Usage Report (AUR) for every aerobridge Tack-in/Tack-out. (Annex C)

Activity	OPR	Source of Data/Reference
	Scheduled and Non-Scheduled	
Monitor the following: <ul style="list-style-type: none"> a. Arrival (Tack-in) - aircraft parking, wheel chock-in-place and engine shut down before initiating tack-in procedure b. Departure (Tack-out) - passenger boarding movement until request for tack-out from Air Carrier's Representative or Groundhandling/FBO Agent is received 	Passenger Boarding Bridge Section (PBBS)	
c. Records aerobridge tack-in and tack-out time	PBBS	AUR

17. For MIAA owned **Ramp Bus Operations**, activities/time shall be recorded in the Daily Bus Usage Report (DBUR) for every bus loading/boarding (Annex D)

Activity	OPR		Source of Data/Reference
	Scheduled	Non-Scheduled	
Monitor the following:	AGOSD	AGOSD	Air Carrier's Request
<ul style="list-style-type: none"> a. Arrival - aircraft parking, wheel chock-in-place, engine shut down and air steps engaged before positioning the bus at designated plane side and initiating bus loading procedure b. Departure - embarkation area clear and air steps engaged before positioning the bus at designated plane side; wait for the instruction of the Air Carrier's Representative or Groundhandling/FBO Agent to open the bus 			
<ul style="list-style-type: none"> c. Record bus loading time for Arrival/boarding time for Departure (time start) and parking time at the bus designated parking area (time end) 	AGOSD	AGOSD	DBUR

18. All MIAA controlled forms in items 15, 16 and 17 shall be signed in duplicate by MIAA Terminal Operations and Air Carrier, thru its authorized representative or agent covering every flight activity at their respective Terminal to signify approval as to completeness, correctness and truthfulness of the report in the space provided in the form. The original shall be MIAA's copy and the duplicate is for the Air Carrier which shall be given to its authorized signatory upon concurrence.
19. Completely filled-up and signed forms will be transmitted to the Terminal Administration - Billing Section for encoding of data in the MIAA PC based system not later than 11:00H of the following day.

Billing Preparation (Billing Section, Terminal Administration/GAOD/AGOSD)

20. The preparation and submission of Flight Operations Report (FOR)/Summary of Bus Usage Report (SBUR) to Accounting Division shall be three (3) working days after the cut-off date, as shown below:
- a. For flight operations occurred from **1st to 7th day** of the month, FOR must be submitted to Accounting Division on the **11th or 12th or 13th day** of the month
 - b. For flight operations occurred from **8th to 15th day** of the month, FOR must be submitted to Accounting Division on the **19th or 20th or 21st day** of the month
 - c. For flight operations occurred from **16th to 22nd day** of the month, FOR must be submitted to Accounting Division on the **26th or 27th or 28th day** of the month
 - d. For flight operations occurred from **23rd to last day** of the month, FOR must be submitted to Accounting Division on the **4th or 5th or 6th day** of the following month

21. The FOR shall be signed by the MIAA authorized personnel that the data provided are true, correct and complete to the best of their knowledge. These are as follows:

- a. Prepared by - Head, Billing Section/Aerodrome Transport Services
- b. Reviewed by - Head, Terminal Admin./Manager, GAOD/AGOSD
- c. Certified Correct - Terminal Manager/AOD Manager

22. The workflow for Terminal/GAOD/AGOSD Billing preparation are as follows:

Activity	Timeframe (working days after cut-off)	OPR	Source of Data/Reference
		Scheduled and Non-Scheduled	
a. Receive and check the DFOR/ AUR/ DBUR to ensure that necessary data are complete. b. Encode the data from the forms submitted. c. Check the printed data in the FOR/ SBUR against the entries in the DFOR/ AUR/DBUR to ensure data are correctly encoded. If incorrect/ with discrepancy, edit data. d. If correct/ no discrepancy, generate final print out of FOR/ SBUR for signatures of authorized personnel stated in item 21. e. Forward signed FOR/SBUR to the Terminal Manager / AOD Manager for approval	2 days (Day 01 to 02)	Billing Section/Terminal Admin; GAOD; AGOSD	DFOR Flight Advisory Ramp Flight Progress Strip AUR DBUR FOR/ SBUR
f. Sign (certified correct) the FOR/SBUR g. Transmit the signed (certified correct) FOR/SBUR and electronic data (soft copy) stored in CD-R/DVD-R to Accounting	1 day (Day 03)	Terminal Manager; AOD Manager Terminal Admin: GAOD; AGOSD	FOR/ SBUR FOR/ SBUR (hard copy) and electronic data

Computation of Fees And Charges

23. The Accounting Division - Billing Section shall compute the aeronautical fees and charges based on the following:

- a. Electronic data submittals of OPRs via CD-R/DVD-R. The file should be labeled with the OPR identifier and reporting period.
- b. Hard copy of FOR and SBUR duly certified as to correctness, completeness and truthfulness of the contents by authorized MIAA personnel as mentioned in item 21.

Activity	Timeframe (working days after cut-off)	Source of Data/Reference
1) Checking of FOR/SBUR before accepting. If incomplete, decline acceptance.	1 day (Day 04)	FOR/SBUR (hard copy) and electronic data (soft copy) stored in CD-R/ DVD-R
2) Compute fees and charges, generate Flight Operations and Bill of Charges (FOBC)/Ramp Bus Usage and Bill of Charges (RBUBC) and Transmittal Report (TR) for approval of	4 days (Day 05 to 08)	FOBC RBUBC

Accounting Division Manager or authorized Supervisor.		Transmittal Report
3) If approved, forward the FOBC/RBUC with TR to Collection Division for dissemination.		

24. The Terminal/GAOD/AGOSD Billing Section shall notify the Accounting Division - Billing Section of adjustments/changes on the FOR using the "Dispute/ Adjustment Notification/ Authorization Form" (Annex E). The adjustments shall be processed in the next billing cycle.

Collection Process

25. For Aeronautical Fees and Charges Billed to Air Carrier or Groundhandler /FBO

Activity	Timeframe (No. of days after cut-off)	Source of Data/Reference
a. Receive FOBC /RBUC and distribute to assign collectors.	2 days (working days) (Day 09 - 10)	FOBC/RBUC
b. Serve the FOBC/RBUC to the Air Carrier or Groundhandler/FBO.		
c. Retain "RECEIVED." copy of FOBC/ RBUC for file.		
d. Prepare transmittal report indicating the date of receipt by the Air Carrier or Groundhandler / FBO		
e. Forward transmittal report to Accounting Division.		
f. Issue an Official Receipt (OR) when payment is received.	Account Due Date (15 days upon receipt of FOBC/RBUC) (Day 11 - 25)	Official Receipt
g. Distribute copies of OR as follows: Original - Air Carrier /Groundhandler/FBO Copy 2 - Commission on Audit Copy 3 - Retained by Collector		
h. Prepare Daily Collection Report (DCR) based on the OR issued to record payment transactions for the day.		Daily Collection Report
i. Distribute copies of the DCR to: Original - Commission on Audit Copy 2 - Accounting Division Copy 3 - Collection Division Copy 4 - Cashiering		

Settlement of Account

26. The Air Carrier or Groundhandler/FBO shall have fifteen (15) days from receipt of the FOBC/RBUC to settle its account.

27. If an error/discrepancy in that billing is detected, the Air Carrier or Groundhandler/FBO shall report thru the accomplishment of "Dispute/Adjustment Notification/Authorization Form" (Annex E) supplying the correct data with an explanation of why the original data was incorrect. MIAA will accept the changes only if filed within fifteen (15) days subject to verification and approval of the Terminal Manager/Manager, Airport Operations Department. After the said period, the Air Carrier shall be considered to have waived its right to dispute a particular report.
28. Dispute/s found with merit shall be considered and taken into account in the subsequent billing cycle as adjustment thru the following:
 - a. A separate report if it involves an upward adjustment;
 - b. Issuance of a Credit Memo if it involves a downward adjustment.

Outright Payment of Aeronautical Fees and Charges

29. For outright payment of Aeronautical Fees and Charges thru debit/credit card and bank transfer, the workflow of activities are as follows:

Activity	Source of Data Reference
a. The GAOD/AGOSD personnel on-duty shall: <ol style="list-style-type: none"> 1) Prepare and present the DFOR/ AUR/ DBUR/ FOR/ SBUR to the Air Carrier or Operator and secure concurrence of the recorded data. 2) Compute the fees and charges based on the concurred DFOR/ AUR/ DBUR and prepare the "Order of Payment" slip. 3) Notify the nearest Collection/Cashiering Division Extension Office to collect payment of aeronautical fees and charges and assist the Operator thereat. 	DFOR/AUR/DBUR FOR/SBUR Order of Payment Slip
b. Upon payment, Cashier shall issue an Official Receipt (OR). OR distribution shall follow item 25(g).	Official Receipt
c. Based on the OR issued, Collection/Cashiering Division Extension Office prepares Daily Collection Report (DCR). DCR distribution shall follow item 25 (i).	Daily Collection Report

STATEMENT OF RESPONSIBILITIES

30. The Terminal Operations Group shall be responsible for the recording and billing preparation of all flight operations at their respective Terminals.
31. The GAOD shall be responsible for the recording and billing preparation of all flight operations at the General Aviation Area.
32. The AGOSD/AMS shall:
 - a. Record and prepare the bill of all Ramp Bus usage and all other flights not using Terminal facilities and those not covered by GAOD.
 - b. Guide the Operator with no accredited Groundhandling/FBO Agent in the settlement of applicable fees and charges to the nearest Collection/ Cashiering Division Extension Office.
 - c. Ensure that all aeronautical fees and charges and all outstanding accounts, if any, of non-scheduled flights are duly settled prior to the grant of clearance for take-off.

33. The Airport Operations Department (AOD) shall be responsible for the determination/identification of the correct aircraft MTOW in the billing document; make all MTOW records, including electronic records, updated all the time. If there are changes to the information, coordination with MISD and Accounting Division shall be made immediately.
34. The Office of the AGMO thru the AOD shall be the custodian of flight operations database with an oversight function. Only the OAGMO is authorized to alter or effect changes on the data. The daily flight data shall be consolidated and validated in coordination with Manila Control Tower.
35. The Terminal Managers shall look into the control and management of personnel involved in this undertaking to ensure accuracy of data as sourced from and certified by the Air Carrier's Representative or Groundhandling/FBO Agent after every flight operations.
36. The Accounting Division shall compute and prepare the billing, conduct reconciliation and recording of data. While Collection Division shall ensure that bills are delivered on time and ensure safekeeping of file of receiving copy/ies of aeronautical bills.
37. The Collection Division shall regularly monitor the email advice of the bank for bank transfer payment transactions and ensure issuance of Official Receipts within the next working day to Air Carrier or Groundhandler/FBO.
38. The Management Information System Division (MISD) shall:
 - a. Ensure that the computer system used by the concerned Offices under the Terminal Operations, Terminal Admin. - Billing Section, Accounting Division - Billing Section are maintained and operational at all times thru a regular maintenance check. This is to ensure that flight operations data files are timely and accurately encoded and transmitted at all times;
 - b. Assist in the regular scheduled back-up and safekeeping of files of the computer system used by the Terminal Operations, Terminal Admin. - Billing Section and Accounting Division - Billing Section.
 - c. Forms be made downloadable
 - 1) Flight Advisory Application
 - 2) Dispute/Adjustment Notification/Authorization

PENALTY CLAUSE

39. Unpaid take-off and landing fees are subject to two percent (2%) interest per month computed daily and compounded monthly, reckoned from due date, until the amount is fully paid.
40. If the owner or agent of any aircraft refuses or neglects to pay on demand any rate or charges made in pursuance of Section 17 (Increase or Decrease of Rates) Executive Order 903, the Authority may, in addition to any other remedy provided by law, detain on its own authority, such aircraft, equipment or furniture belonging to the owner or agent of said aircraft, until the amounts due have been paid.
41. Air Carrier or Operator with multiple short notice of entry requirements except for emergency cases may be denied entry and further use of the airport facilities.
42. MIAA personnel found violating any of the provisions of this Circular shall be subject to disciplinary action in accordance with the rules/regulations of the Authority and that of the Civil Service Commission.

COORDINATING INSTRUCTIONS

43. The AGOSD shall regularly check, monitor and coordinate from time to time with Collection/Cashiering Division Extension Office the Daily Flight Schedule concerning flight operations.

CONTINGENT PROVISION

44. The AGMO must coordinate with Manila Control Tower and emphasize the need to maintain a central flight operations database immediately after the issuance of this MC with the corresponding agreement on the veracity of flight information based on the records of Manila Towers.
45. Cash payment shall be accepted as additional option for the outright payment until such time that the Office of the AGMFA setup the facility for the acceptance of credit/debit cards with MIAA depository bank. All dollar-denominated billings shall be paid in Philippine peso based on the peso equivalent computed at the prevailing Bangko Sentral ng Pilipinas (BSP) Reference Rate at the date of the billing.
46. Manpower resources of concerned Offices performing the recording, billing and collection of aeronautical fees and charges shall be augmented accordingly subject to the assessment and evaluation of the Personnel Division.

SUPERSEDING CLAUSE

47. All MIAA issuances inconsistent herewith are hereby superseded.

EFFECTIVITY

48. This MC shall take effect immediately.

For strict compliance.


MGEN JOSE ANGEL A HONRADO AFP (Ret)
General Manager

