

SACRAMENTO INTERNATIONAL AIRPORT Charter Operations Submittal Form

This form must be submitted to airport operations at least 72 hours prior to arrival but no more than 14 days in advance. Please complete this form entirely and send to Air-CharterRequest@saccounty.net. The Airport will review your request and if approved, and will return the "permit" back to the requesting party. **All entry fields with the (*) on the form must be completed before submitting the form for review/approval.**

Date*	ETA*	Ferry/Live*	Date*	ETD*	Ferry/Live*
Charter operator/contact info		Name:*			
		Phone:*			
		Email:*			
Flight Crew/contact info (24hr contact number)*		Name:*			
		Phone:*			
Aircraft Information		Aircraft Type:*			
		"N" Number:*			
Number of Passengers*					
Nature of Event*					
Ticket Counter space required? (if yes, please include Logo with request)*		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Number of ticket counter positions needed:*					
Pier Sort (baggage system) required?*		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Customs Required? *		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
International gate required? See instructions*		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
International Gate Use*		Arrival <input type="checkbox"/>	Departure <input type="checkbox"/>	Both <input type="checkbox"/>	
Landing Rights Approved? See instructions*		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Ground Transportation Provider/contact number (if applicable)		Name:			
		Phone:			
		Email:			
Name of ground handler/Contact info (24hr contact number)*		Name:*			
		Phone:*			
		Email:*			
Charter Ops Rep on site Contact info		Name:*			
		Phone:*			
		Email:*			

For questions concerning this submittal, contact Airside Operations 916-806-5309

SACRAMENTO INTERNATIONAL AIRPORT
Charter Operations Submittal Form

- **All entry fields with the (*) on the form must be completed before submitting the form for review/approval.**
- **Incomplete request will not be processed.**
- Requests for Ticket counter space and pier sort (baggage system) will be reviewed and assigned by the Airport.
- For ticket counter use, Charter Operator must provide a logo to be displayed on the flight information display monitors.
- **International Gates** – daily scheduled flights have priority over charter operations for gate usage. Charter aircraft are subject to delays on the ramp area until an international gate is available.
- Charter Operators are encouraged to inquire about availability of international gates before submitting charter request form.
- For inbound international flights, **“Landing Rights” must** be requested by the Charter Operator and granted by the US Customs and Border Patrol before submitting charter request form.
- Requestor’s representative must be on site throughout the event to oversee charter operations.
- Requestor must ensure the proper quantity of personnel/equipment are available and must have air stairs, tow bar & tug in the event the aircraft needs to be moved
- Requestor must provide proper escorting per the Airport Security Plan
- Requestor must abide by the Airport’s Rules and Regulations
- Requestor must maintain control of their customers
- Requestor must provide a 24 hour contact number for flight crew and ground handler.
- Airport Operations will complete/issue a Special Activity Notice that will include the landing/parking, gate usage and ticket counter fees (if applicable) to be collected by the requestor

For questions concerning this submittal, contact Airside Operations 916-806-5309