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JAMAICA CIVIL AVIATION AUTHORITY
AERONAUTICAL INFORMATION CIRCULAR

P.O. BOX 8998
C.S.O. KINGSTON
JAMAICA

AIC
A 03/14
30 September, 2014

WHITE
(AIC Colour Code)

AIRCRAFT REFUELLING MANAGEMENT

Ian Fleming International Airport (MKBS)

1. Purpose and Scope

This document details the procedures to be followed by pilots and air operators desiring or undertaking refueling activities at Ian Fleming International Airport (MKBS).

2. Concessionaire

2.1 All commercial refuelling activities at the Ian Fleming International Airport are undertaken by the sole Fuel Concessionaire, Jamaica Aircraft Refuelling Services Ltd. (JARS).

2.2 All payments for fuel are to be made to JARS.

2.3 Under the directives of a JARS representative, payments may be made to the Airports Authority of Jamaica (AAJ) in the following exceptional circumstances:

- a) JARS credit card facility is unserviceable
- b) AAJ is providing direct handling services for the aircraft requiring fuel

3. Procedures

3.1 During published operational hours: 7:00 am to 7:00 pm (1200 – 0000 UTC) Daily

3.1.1 Requests for fuel are to be made directly to JARS via telephone numbers 1-876- 999-2788 and 1-876-844-9156.

3.1.2 Persons making requests through the AAJ will be directed to JARS.

OR

3.2 Outside of published operational hours: 7:01 pm – 6:59 am (0001 – 1159 UTC) Daily

- 3.2.1 Persons must first obtain approval to operate into or out of the aerodrome (that is, to land or to take off) by contacting the Senior Operations Officer for Ian Fleming International Airport via Email message sent to ifia@aaj.com.jm at least twenty-four hours (24 hrs) prior to the desired aircraft refuelling activities.
- 3.2.2 Once approval is granted, requests for aircraft fuel may then be made directly to JARS via telephone numbers 1-876-999-2788 and 1-876-844-9156, no less than twenty-four hours (24 hrs) prior to the desired aircraft refuelling activities.
- 3.2.3 Consideration will be given to exceptional cases that are unable to meet the stipulated twenty-four hour request requirement.

4. Documentation

- 4.1 JARS or Ian Fleming International Airport Operations Personnel will issue the aircraft Refuelling Management Form to the Pilot.
- 4.2 The Pilot will complete and sign the Aircraft refuelling Management Form.
- 4.3 JARS will counter-sign the completed Aircraft Refuelling Management Form.
- 4.4 JARS will refuel the aircraft as authorised by the Aircraft Refuelling Management Form.
- 4.5 The Pilot will confirm receipt of the fuel by counter signing the Form in the space provided along with JARS Delivery Ticket.
- 4.6 The original copies of the forms will be retained by the Pilot. JARS and Ian Fleming International Airport Operations Personnel will file their copies of the Aircraft Refuelling Management Form and Delivery Tickets.

5. Contact

For clarification or additional information contact Ian Fleming International Airport at:

Telephone: (876) 975 3101 or (876) 975 3734

Email: ifia@aaj.com.jm