

LIGA INTERNATIONAL RECOMMENDED PROCEDURES FOR PILOTS

Welcome LIGA Pilot!

You are about to embark on some important and rewarding work. We want you to feel fully prepared for your journey to Mexico and have compiled this information to assist you. While this contains our most up-to-date information, procedures in Mexico do change from time to time. A good source of the latest information on flying to Mexico is the Baja Bush Pilots website, with which we suggest you supplement this information. After reviewing this material, we also recommend that you speak with an experienced LIGA pilot to gain a further understanding of, and preparation for, your initial trip to Mexico with LIGA. Our volunteer coordinator, Pat Savage (pat@ligainternational.org), can put you in touch with such a pilot if she has not already done so.

BEFORE YOU GO

Mexican Insurance

You *must* have an insurance policy issued by a Mexican liability carrier before you travel to Mexico. If you do not have such policy, you might consider using one of the following entities that have been used by our pilots successfully in the past:

International Gateway Insurance Brokers

Phone: (800) 423-2646

Fax: (619) 422-2671

Email: igib.com

You can order and print your policy on line.

MacAfee & Edwards

Phone: (800) 334-7950

Fax: (818) 792-7322

Aero Aviation Insurance

Phone: (714) 731-4271

Fax: (714) 731-3899

You must take a copy of your Mexican insurance policy with you to Mexico!

Large N Number

U.S. Customs requires that your aircraft have a large N number. If you do not have one, you must make arrangements for this in advance. A temporary number affixed with tape or temporary paint is usually acceptable.

Flight Planning

You will need the CH-22 WAC Chart, as well as approach plates for Mexico if instrument-rated. Some of our pilots fly direct from their home base to an Airport of Entry (discussed below) in Mexico. Others require a fuel stop, usually at Calexico (KCXL), before continuing south of the

border. Whatever is the case, your first point of landing in Mexico must be an International Airport of Entry (designated on your CH-22). Most of our pilots land at Ciudad Obregon (MMCN), where we generally have had a good experience with the airport authorities, customs, and immigration. (Among other things, certain fees and surcharges are currently waived for LIGA at the Ciudad Obregon Airport.)

Below is a chart of waypoints and frequencies that you may find useful in flight planning:

Airport Name	ID	Apch	Tower	VOR	ATIS	Runway	Length	Elv	GPS Location
Mexicali	MMML	twr	118.2	115.0	127.6	10 / 28	8530	72	N32 37.8 W115 14.5
Tijuana	MMTJ	119.5	118.1	116.5	127.9	09 / 27	9711	499	N32 32.5 W116 58.3
Ensenada	MMES	twr	119.75	400n		11 / 29	4892	66	N31 47.7 W116 36.1
San Felipe	MMSF	twr	118.5			13 / 31	5170	150	N30 56.0 W114 49.0
Puerto Penasco	MPPE	twr	122.8	112.1		11 / 21	4900	30	N31 21.0 W113 32.0
Guaymas	MMGM	twr	118.6			02 / 20	7700	89	N27 58.0 W110 55.0
Hermosillo	MMHO	121.4	118.7	112.8	127.7	05 / 23 11 / 29	7546 3609	646	N29 05.7 W111 02.8
Ciudad Obregon	MMCN	twr	118.3	115.1	127.6	13 / 31	7500	243	N27 23.6 W109 50.0
Loreto	MMLT	twr	118.4	113.2		16 / 34	7218	10	N25 59.4 W111 20.9
El Fuerte			122.8			14 / 32	4128	225	N26 23.5 W108 36.0
San Blas			122.8						N26 04.1 W108 43.53
El Carrizo			122.8						N26 22.46 W109 01.45

Please note that when returning from Mexico and clearing Customs in Calexico that a Calexico Direct Julian flight path will clip the corner of restricted area 2510A

Obtain an Annual Permit From Mexico City (Optional)

You may wish to obtain an annual permit from Mexico City allowing your aircraft to enter and exit the country multiple times during the year without paying the 52-dollar ATC “fee” each time. Follow the instructions that accompany the Multi Entry form (On our website) to fax your request to Mexico City. Most pilots find that it takes several weeks to receive the authorization. On your first trip after receiving your authorization from Mexico City, you will be required to pay the ATC fee and will receive a receipt. Keep your receipt with the authorization form and present both on your return trips to Mexico during the period that the authorization is valid. This will exempt you from further ATC fees that year.

Organize Other Required Documentation

In addition to the annual permit from Mexico City, if you choose to obtain one, be sure you have the following additional documents organized and ready for your departure:

- Pilot’s Certificate and Medical Certificate (copy OK for Mexico, US may require originals)
- Registration and Airworthiness Certificate (copy OK for Mexico, US may require originals)

- Notarized letter from the registered owner giving you permission to take the plane into Mexico if you are not the person shown on the registration
- U.S. Customs Form 178
- Passport or Birth Certificate

Mexico Forms (Optional)

After your first trip, you may choose to complete yourself the forms that the airport officials at your Airport of Entry will otherwise complete on your behalf. As the forms are in Spanish, we recommend that you have another LIGA pilot assist you in completing the forms the first time. Having the forms completed in advance will expedite your handling at Ciudad Obregon, which often can be a lengthy process. The required forms are:

Flight Plan (Plan de Vuelo) (3 copies)

Aircraft Entrance (Internacion de Aeronaves) (4 copies)

Insurance Certificate

Arrival Report (Reporta de Llegada en Vuelo de Ruta) (2 copies)

Mexico Entry Permit (if you have one) and proof of payment of entry fee if you have entered earlier in the calendar year.

File a Flight Plan

Call San Diego Flight Service (800-439-4322) to file your flight plan. We request that all LIGA pilots either be on an IFR flight plan in U.S. airspace or use VFR flight following. Either way, you need a flight plan to cross the border. San Diego handles hundreds of these each week, and they know the procedure better than other flight service stations. When you complete your flight plan, tell Flight Service that you need a “return customs notification” for the date of your return (usually Sunday). You must indicate the U.S. Airport of Entry to which you will be returning, generally San Diego Brown (KSDM), Calexico (KCXL) or Yuma (KYUM), and the time at which you anticipate you will return. Flight Service will then notify Customs when to expect you.

Contact Your Passengers

The trip manifest that will be emailed to you has contact information for all of your passengers. We recommend that you contact each of them early in the week before the trip to arrange a meeting location and time and to give them directions to the airport, if necessary. Be sure your passengers have a way to reach you the night before, and the morning of, departure. It is a good idea to remind your passengers to bring their passport or Birth Certificate. Also, advise them of any weight limitations for their baggage. If you find that any of the contact information on the manifest is inaccurate, please notify Pat Savage (pat@ligainternational.org) of any corrections.

DAY OF DEPARTURE

We request that all planes be off the ground by 8:00 a.m. If you are not off by 10:00 a.m., call the LIGA office at (909-875-6300) and report your estimated time of departure. If you cannot

make your planned destination in Mexico, call the El Fuerte Hotel (011-52-698-893-0226) and the LIGA office (909-875-6300) to let us know where you are and what your updated plans are.

Once in the air, please monitor 122.85, even if you are talking with Center or with Tijuana Approach. We use 122.85 to communicate with one another en route. We conduct roll call every hour, on the hour, starting at 9:00 a.m. (See below.)

Crossing the Border

You must be on a discrete transponder code when crossing the border either northbound or southbound. The southbound requirement is a new Homeland Security Office requirement implemented by Customs. If you are told to squawk 1200 before crossing the border, ask if you can keep your current code until reaching the border or call San Diego on 122.6 and request a new squawk code. If you land at Calexico or Imperial for fuel en route to Mexico, call San Diego FSS on the FBO phone, and they will give you a new squawk code.

As you cross the border heading south, call the nearest towered airport and report crossing the border, usually Mexicali (118.2) or Tijuana (119.5).

Roll Call

Roll call is conducted on 122.85 every hour on the hour starting at 9:00 a.m. When your name is called, respond with the following, and only the following: **the identifier or name of the station to which you are navigating, your distance from and bearing to the station.** Please do not include any other information during the roll call. If you have additional information that you need to report, or need to talk with another pilot in close proximity to you for purposes of separation, please wait until roll call is completed.

It is imperative that you report for roll call! We conduct the roll call for search and rescue purposes. If you do not report, and we cannot otherwise account for your whereabouts (e.g., someone heard you cleared to land at Obregon), we are compelled to start looking for you!

En Route

Our experience with the controllers in Mexico is excellent. All speak English and will have little trouble understanding you if you speak slowly and distinctly. When you call Mexican controllers, first state your N number and await a response. Then state your type aircraft, departure point, destination, altitude and position. You will be given a squawk code and asked to report at various positions and then told when to leave frequency and the next frequency suggested. Mexican controllers prefer that you speak English unless you are 100% fluent in Spanish. Unless otherwise instructed, contact Mexican Towers 50DME out.

Obregon

When you land at Ciudad Obregon, you may be approached by a teenager in uniform with a semi-automatic weapon. No alarm, this is normal; he just needs to record your information on an aircraft arrival form.

Ask the fuel truck folks for the amount of liters you want in each side (3.78 liters = one gallon).

Send your passengers off to the potty (one in Terminal, one in Commandant's office) and to Immigration with their passports. There they will show their passport and fill out a Customs Form (*Forma Migratoria para Turista*). Tell them to enter 180 days under "Starting from Date of Entrance" so they need to complete the form only twice per year.

Go to the Commandant's office, and hand in your :

Flight Plan (*Plan de Vuelo*) (3 copies)

Aircraft Entrance (*Internacion de Aeronaves*) (4 copies)

Insurance Certificate

Arrival Report (*Reporta de Llegada en Vuelo de Ruta*) (2 copies)

Mexico Entry Permit (if you have one) and proof of payment of entry fee if you have entered earlier in the calendar year.

The Commandant will stamp everything, and send you off to Customs and Immigration in the adjacent terminal. There you will show your passport and fill out a Customs Form (*Forma Migratoria para Turista*). Enter 180 days under "Starting from Date of Entrance" so you need to complete the form only twice per year. Get everything stamped again.

Go back to the Fuel Office and get the fuel receipt. Take the fuel receipt and your Flight Plan to the Cashier, where you will pay for your fuel (credit cards usually OK but the machine doesn't work sometimes), and get more stamps. Take your fuel receipt and flight plan back to the Commandant, where you will get your Aircraft Entrance (*Internacion de Aeronaves*).

Guard your Aircraft Entrance (*Internacion de Aeronaves*) with your life. You must show this document every time you land at another airport in Mexico and surrender it at the last airport when leaving Mexico. **This is an Important Document. Do Not Lose It.**

El Fuerte

As you arrive at El Fuerte you will fly over a small lake (the one on the right if you see two) then a river then the town. The airport is just beyond the town. You will almost be lined up for a left downwind for 32. Common traffic advisory frequency is 122.80. There is no radio at the airport.

You should be aware that the windsock on the field at El Fuerte is not operational, but the prevailing winds generally favor a landing to the northwest (runway 32). Most often you will have a light crosswind from the west. At El Fuerte, the airport officials will meet your plane and ask for your name and pilot's license number, and may ask to see a copy of your flight plan from Ciudad Obregon.

When departing 32 maintain runway heading until 500 agl. There is a tower to the left very close to the airport and two to the right a little further north.

Before leaving the airport, make arrangements with your passengers for a meeting time and location for Sunday morning. As we operate three separate clinics in three different cities, there is a possibility that you may not see some or all of your passengers after departing the airport on Friday. Therefore, it is *imperative* that you have a plan to meet them on Sunday. *Bear in mind* that the local time is one hour later, and take this into consideration when planning your meeting time on Sunday (*i.e.*, make sure all of your passengers know about the time difference and that you are all operating on the same “clock”). Most find that the Hotel El Fuerte is a good central location to meet on Sunday morning.

Pilots’ Meeting 6:00 P.M. – Hotel El Fuerte

We conduct a brief meeting for all of the pilots beginning at 6:00 p.m. (local) on Friday at the Hotel El Fuerte, otherwise known as “Roberts”. If you do not know where the hotel is located, ask anyone. We generally meet in the bar area adjacent to the restaurant. At the meeting, among other things, we make assignments for aircraft departing to our outlying clinics in San Blas and El Carrizo on Saturday morning. Therefore, it is important that you be in attendance, if at all possible.

Immediately following the pilots’ meeting, we conduct a brief meeting of the volunteers – which is especially important for first-timers. If you have any first-time LIGA volunteers, or any other passengers that are unsure to which clinic they have been assigned or where they should go on Saturday morning, please encourage them to attend the volunteer meeting. Following the pilots’ and volunteer meeting, we generally go somewhere for dinner.

DAY OF RETURN (SUNDAY)

Meet your passengers at the designated time and place. Most find that the Hotel El Fuerte is a good central location. The hotel restaurant also has an excellent breakfast, which many choose to enjoy before departing. Most people meet their passengers between 7:00 a.m. and 9:00 a.m. (local) on Sunday.

Upon departing El Fuerte, you will need to return to Ciudad Obregon or another Mexican Airport of Entry (whether or not you need fuel). There, you will be asked to surrender your Aircraft Entrance document, and you will file an International Flight Plan to your U.S. Airport of Entry.

En route, if it appears that your time of arrival at your U.S. Airport of Entry is going to differ from the time that you filed with San Diego FSS, call San Diego Radio on 122.6 and tell them you need to “update your border crossing flight plan ETA”. You can usually reach San Diego just north of Puerto Penasco VOR. You can then be up to 15 minutes late at your airport of arrival for your updated arrival time, but not early. Plan accordingly.

Upon landing at your U.S. Airport of Entry, you will be directed to the appropriate position for Customs. Stay with your aircraft, and have all of your passengers stay there, until a customs officer comes to see you. You will have to either present or purchase a U.S. Customs Sticker (\$25 per year). You may also be asked to present your pilot’s license, medical certificate, aircraft registration, and airworthiness certificate. You and your passengers may also be asked

for passports and other identification. It is very useful if you have your Customs Form completed in advance. This will expedite your processing.

UPON RETURN

Please call or email volunteer coordinator Pat Savage (pat@ligainternational.org) or (714-257-9952) when you're back home on Sunday to advise us of your safe return.