



THE DELAWARE RIVER AND BAY AUTHORITY

DELAWARE AIRPORT OPERATIONS

DELAWARE AIRPARK AIRPORT
127 DURHAM LANE
DOVER, DE 19904
302-735-5519
FAX: 302-735-7751

NEW CASTLE AIRPORT
151 NORTH DUPONT HWY
NEW CASTLE, DELAWARE 19720
302-328-4632
FAX: 302-325-5126

DOVER CIVIL AIR TERMINAL
2199 HORSEPOND ROAD
DOVER, DE 19901
302-736-6614
FAX: 302-736-3673

Dear Dover Civil Air Terminal User:

The Joint Use Agreement (JUA) with Dover AFB allows civilian aircraft to utilize the Air Force's airfield facilities at Dover. Operations into Dover Air Force base requires adherence to the **Mandatory Enhanced Security Procedures (MESP)** established by the Air Force (attached) and the issuance of a Prior Permission Request. Your adherence to the MESP in addition to guidelines established by the Transportation Security Agency will ensure the safe transportation of your passengers to Dover. Issuance of a PPR for the use of the Dover Civil Air Terminal may be obtained by faxing the attached arrival request information to (302) 735-7751 or e-mailing dov-cat@drba.net. If you have any questions, please contact staff at (302) 735-5519. We will gladly assist in any way possible.

There is a landing fee of \$45 during normal business hours (800 – 1600, M-F), and \$55 all other times including holidays. In addition, an aircraft parking fee of \$20 is applicable for aircraft parked for more than 3 hours and within a 24 hour period. **Payment is due upon landing** and may be paid by major credit card or company check. Jet-A fuel is available at the facility through Atlantic Aviation, ILG with prior arrangements. Atlantic requires a minimum fuel purchase of 300 gallons and 24 hour notice. They may be reached at (302) 328-9695. Instrument Approach Procedures for Dover Air Force Base are available for download on www.Fltplan.com.

NOTE: Access to the Civil Air Terminal is by local roads only and cannot be reached via the Air Force base entrances. Because Dover is home to the C-5 and C-17 aircraft, please caution flight crews about the hazards associated with wake turbulence of large aircraft

Sincerely Yours,

Benjamin Clendaniel

Benjamin Clendaniel
Acting Senior Airport Manager, Delaware Airports



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In order to ensure a practical level of security at the Dover Civil Air Terminal and associated facilities located on the Dover Air Force base, the Air Force requires all civilian aircraft comply with the following Mandatory Enhanced Security Procedures (MESP). Failure to comply with the established MESP procedures will result in denial to land at the Dover Air Force base.

Mandatory 72-hour Prior Permission Required (PPR) – Aircraft will be issued a PPR control number for landing approval by calling (302) 735-5519. Aircraft will not be permitted to land without a control number. Change in arrival information must be reported to Dover Civil Air Terminal staff prior to departure for Dover Air Force base.

An accurate Crew/Passenger Manifest must be faxed to Civil Air Terminal officials at (302) 735-7751 at least 24-hours prior to an Estimated Time of Arrival (ETA) – Changes to the approved manifest must be transmitted by fax or telephone prior to departure for Dover Air Force base.

Periodic and random passenger manifest checks may be conducted at the Civil Air Terminal upon arrival and departure of all aircraft using the facility – Failure to provide an accurate updated manifest will result in removal from the Authorized User List (AUL). Passengers, cargo/luggage, and aircraft may be subject to random search by United States Air Force security personnel and military working dogs.

Pilots must perform a comprehensive aircraft security check prior to departure for Dover Air Force base to insure that no weapons, explosives, or other hazardous materials (Biological/Chemical/ Nuclear) are on board

The Pilot-in-Command of aircraft using the Dover Civil Air Terminal is responsible for positively identifying passengers and baggage, prior to arrival and departure from Dover Air Force base

Civilian aircraft are not permitted to land or take-off on Runway 14

Prior to using the Civil Air Terminal, all pilots and crew will be briefed and provided with a copy of the MESP

If there are any questions concerning the MESP, please contact the Dover Civil Air Terminal Manager at (302) 735-5519

**DOVER CIVIL AIR TERMINAL
USER DATA SHEET**

Please complete and return form with request for issuance of a PPR Control Number for use of the Dover Civil Air Terminal. Questions may be directed to (302) 735-5519 or by email at ap-cat@delanet.com.

*******USER CONTACT*******

USER NAME

BILLING ADDRESS

CITY/STATE/ZIP

USER CONTACT NAME

CONTACT TELEPHONE

CONTACT FAX

CONTACT EMAIL ADDRESS

*******AIRCRAFT INFORMATION*******

<u>AIRCRAFT MAKE</u>	<u>AIRCRAFT MODEL</u>	<u>AIRCRAFT REGISTRATION</u>

*******ASSIGNED PILOTS*******

<u>NAME</u>	<u>CREW POSITION</u>	<u>LICENSE/RATINGS</u>

*******ADDITIONAL REMARKS*******



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DOVER CIVIL AIR TERMINAL RELEASE AND INDEMFICATION AGREEMENT

In consideration of being granted permission to use Dover Air Force Base and the Dover Civil Air Terminal, the undersigned user releases forever the United States, including the United States Air Force; their agencies and personnel; the Delaware Department of Transportation and the Delaware River and Bay Authority; their agencies, officials, and employees from every liability arising out of the use of the airfield, supplies, or services by the user. The user will defend, pay or settle all claims or suits against the United States, including the United States Air Force; their agencies and personnel; the Delaware Department of Transportation and the Delaware River and Bay Authority; their agencies, officials, and employees by agents or employees of the user or persons claiming through them or by third parties, and will hold the United States, including the United States Air Force; their agencies and personnel; the Delaware Department of Transportation and the Delaware River and Bay Authority; their agencies, officials, and employees harmless against every such claim or suit, including attorney fees, costs, and expenses arising out of the use of Dover Air Force Base and the Dover Civil Air Terminal by the user. Attached "Exhibit A".

USER Name

By: _____
Representative's Signature

USER's Physical Address

Representative's Name and Title

City/State/Zip

Signature Dated

Telephone

Fax

*****DRBA USE ONLY*****

Received Date: _____

Issued Permit No.: _____

Revised Date: 04/06

“Exhibit A”

- 1)** For purposes of this agreement, the terms “United States Air Force; their agencies and personnel” and “Delaware Department of Transportation and the Delaware River and Bay Authority; their agencies, officials, and employees” shall include:
 - a.** Military personnel and civilian employees of the United States Air Force, including non-appropriated fund employees acting within the scope of their employment, the Delaware Department of Transportation, the Delaware River and Bay Authority, their agencies, officials, and employees, and
 - b.** Heirs, successors, executors, administrators, and assigns of such employees
- 2)** The User will comply with all applicable military regulations as listed in AFR 55-20, as well as, local supplements, directives, and orders.
- 3)** The User will pay or settle every claim for death or injury to United States personnel, or for loss or damage to property of or under the control of the United States or United States personnel, arising out of the use of the military airfield or military supplies or services, by the User, unless the death, injury, loss, or damage results solely from the negligence or willful misconduct of United States personnel.



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DOVER CIVIL AIR TERMINAL – REQUEST FOR LANDING

USER NAME: _____

POINT OF CONTACT: _____

TELEPHONE: (_____) _____ - _____

FAX: (_____) _____ - _____

Please list all aircraft and arrival information requested below and fax to (302) 735-7751 or e-mail ap-cat@delanet.com for issuance of a PPR. Arrival information may be changed up to 24 hours before scheduled arrival time. If there are any questions, please call (302) 735-5519.

ARRIVAL DATE	ETA	ETD	A/C TYPE	TAIL NUMBER
___/___/___	(L)	(L)		N
___/___/___	(L)	(L)		N
___/___/___	(L)	(L)		N
___/___/___	(L)	(L)		N

Dover Civil Air Terminal

Area Services Contacts

Welcome to Dover, Capital of the First State. Below you'll find contact numbers to local services you may find helpful during your stay.

Dover Rental Car Agencies:

Avis	(302) 734-5550
Enterprise	(302) 674-5553
Hertz	(302) 678-0700
Kut Rate	(302) 697-3000
Spallco	(302) 674-2003
Budget	(302) 674-8857

Dover Hotels:

Best Western	(302) 735-4700
Comfort Suites	(302) 736-1204
Days Inn	(302) 674-8002
Hampton Inn	(302) 736-3500
Howard Johnson	(302) 678-8900
Ramada Inn	(302) 734-5701
Sheraton	(302) 678-8500
Fairfield Inn	(302) 677-0900

Transportation Services:

Executive Shuttle	(302) 678-0503
Class Limousine	(302) 674-3055
Five Star Limousine	(302) 674-8448

Security Screener Services:

ITS	(716) 633-2123
Aviation Safeguard	(610) 521-9040