

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 a Liga pilot.

BEFORE YOU GO

Large N Number

U.S. Customs requires that your aircraft have a large (12") N number. If you do not have one, you must make arrangements for this in advance. A temporary number affixed with painters tape or temporary paint is acceptable.

Important Documents

Be sure you have **USA & Mexican liability insurance**, a **pilot license** and **medical, registration** certificate and a current **airworthiness** for your airplane. The USA law requires an **FCC Radio license** to fly internationally, but we have never been asked for it in the USA or Mexico. It appears to be an obsolete unenforced law.

You should have a **passport**. A **notarized permission is required if a minor child** is traveling w/ only one parent. Current Passport + Visa (Temporary Visitor) or Green Card (Permanent Resident) are the only acceptable forms of I.D. for International air travel & re-entry into the U.S.

The Mexican Government may require permission for LLC **or corporate A/C on a personal flight**. A notarized permission on letterhead is reported to suffice. Review [Flying in & out of Mexico](#) of an example letter.

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: A add-on policy is available from most insurance companies.

The Mexican government allows US liability insurance to provide protection when in the Country of Mexico. In order for this to be accepted, the words "**Liability Insurance in Mexico**" must be stated in your policy and that the limits of coverage are covered

International Gateway Insurance
(800) 423-2646
(619) 422-2671 fax

MacAfee & Edwards
(800) 334-7950
(818) 792-7322 fax

Aero Aviation Insurance
(714) 731-4271
(714) 731-3899 fax

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

Obtain an Annual Permit

Keep your receipt with the authorization form and present both on your return trips to Mexico during the period that the authorization is valid. (1/1 – 12/31)

Foreign pilots purchase their Multi-Entrance Authorization at an International Airport in Mexico (AOE) and are based on one calendar year, the form can be completed and paid for the first time the pilot goes into Mexico each year.

In order to receive this authorization, **the pilot must provide the original and two copies** of the following documents:

- The pilot's license
- The pilot's medical
- The Aircraft Registration
- The Airworthiness Certificate
- The USA & Mexico Insurance Policy

The price for (multi or single) permits is NP\$650.00 (US\$50.00)

The insurance policy must be valid for ninety (90) days or more from the time of entry.

Organize Required Documentation

I put ALL My required forms and flight plans in a single binder. 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 requires originals)
- **Registration & Airworthiness Certificate** (copy OK for Mexico, US requires 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. Also needed if owned by a Corporation or LLC.
- **Copy of your Mexico Insurance policy**
- **U.S. Customs Decal**
- **Passport**

Mexico Forms

eAPISfile.com provides **free** use of its website for filing USA and Mexico eAPIS as well as printing Arrival, FlightPlan, & Landing documents and the immigration form. In addition **eAPISfile.com** connects to the Liga database to auto load any assigned passengers.

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 most MX Airports, which often can be a lengthy process.

The required forms are:

- **Flight Plan (*Plan de Vuelo*)** (4 copies) – At each AOE
- **Arrival Report (*Reporta de Llegada en Vuelo de Ruta*)** (2 copies) At First AOE
- **Mexico Multi-Entry Permit** and proof of payment of entry fee if you have entered earlier in the calendar year. (**KEEP the Receipt with the Permit**)

Flight Planning

Please see the Liga Mexico Charts page for copies of recommended charts and ForeFlight Downloads.

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 (AOE) 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) Mexicali (MMML) or Puerto Penasco (MMPE), 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
Los Mochis	MMLM	Twr	118.8	115.5		09/27	6562	14	N25 41.1 W109 04.9
El Fuerte	MM79		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
Use JLI KUMBA KCXL to avoid the restricted airspace.

File a eAPIS for Departure and Arrival in the USA

Help for eAPIS on eAPISfile.com

We have lots of online help for filing your required eAPIS documents. We have Automated the whole process thru our website. You may find [this document](#) helpful to start. The first time is the hardest but we can help you thru the process. Subsequent trips can be filed in 30-60 seconds.

What is eAPIS? eAPIS is the Electronic Advance Passenger Information System. eAPIS is a U.S. Customs and Border Protection (CBP) web-based application that provides for the collection of electronic traveler manifest information for international travel both in to and out of the United States. eAPIS collects and passes electronic manifests to the Advance Passenger Information System (APIS).

The eAPIS Government filing site is available here: <https://eapis.cbp.dhs.gov>. you will need to use it to get a SenderID. But, file the eAPIS thru eAPISfile.com via the Liga Website to get the full advantage of the Liga integration of Mexico Forms and Passenger data transfers.

Your eAPIS Confirmation Number.

Please print or copy your Confirmation number after filing your eAPIS Documents and take it with you on your trip. This is Only a Confirmation that the eAPIS XML Document was sent to eAPIS and was received.

You will receive a Confirmation via email from eAPIS CBP that will have the same Confirmation Number that is provide via our website.If you do not receive that email after filing, contact US Customs & Border Protection (Local CBP Office). Without it AND a Verbal Clearance you are NOT cleared to enter or Depart or Enter the USA.

For verbal clearance, Please contact the CBP port listed in the eAPISfile.com

Add, Edits or Deletes to your eAPIS Confirmation Number.

Once you have submitted a manifest through eAPIS, if you need to add or change travelers, you can submit another manifest with the same flight information. For deleting travelers, once a manifest has been submitted, travelers cannot be deleted. It is not necessary to do anything further.

To ensure that a CBP officer does not respond to a cancelled flight, please contact the affected CBP airport to advise of the cancellation.

Tell us how we can make it better. We are always looking to improve the system. Please send me your comments at spb@blytheco.com Need help - give him a call at 949 322-4397, I will be happy to walk you thru the process or review your document prior to filing w eAPIS.

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.

- The IFR or VFR flight plan to Mexico can be filed up to 22 hours in advance of border crossing
- The return VFR flight plan from Mexico to the US can be filed 30 days in advance. The Return Flight Plan should be scheduled for a time later than you expect to return. This will give you flexibility on your return and make the return into the US easier as you can update the time via San Diego Radio over MMPE.

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, the LIGA office to let us know where you are and what your updated plans are.

Once in the air, please monitor 123.45, even if you are talking with Center or with Tijuana Approach. We use 123.45 to communicate with one another en route.

Crossing the Border

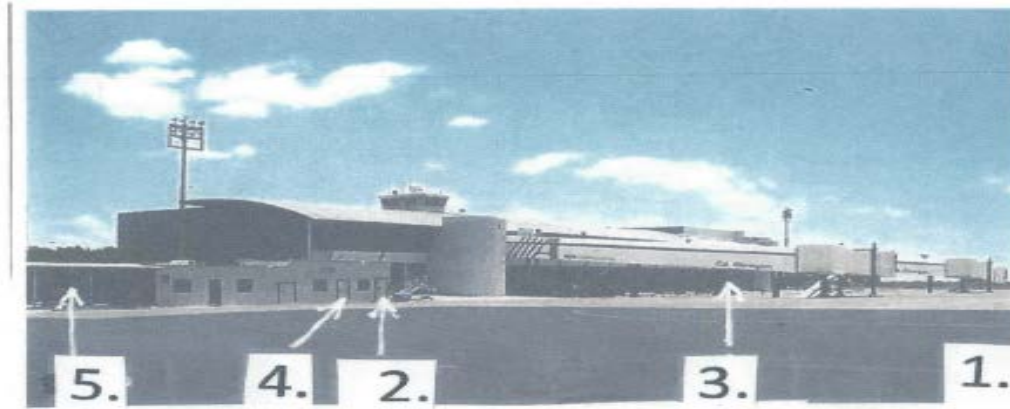
You must be on a discrete transponder code when crossing the border either northbound or southbound. The southbound requirement is a new Homeland Security Office requirement implemented by Customs. If you are told to squawk 1200 before crossing the border, ask if you can keep your current code until 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).

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.

Ciudad Obregon



1. Fuel Airplane – Credit Card or pesos
2. Go to Commandants office (show registration and multi-entry permit)
3. Go to terminal building with your passengers and passports. Fill out visas and have Customs & Immigration stamp your flight plans.
4. Pay fuel and landing fee.
5. Last Stop-Go around back, behind Commandants office with your stamped paperwork for release.

As you exit the aircraft you will be greeted by military personnel requesting some basic information regarding your flight, your pilot's license and aircraft ownership information. Hand them the eAPISfile.com "**Landing Document CEN**" which provides all the information they want in English and Spanish.

You may also be greeted by **Immigration officials** and maybe the dog. They will look in your plane and either inspect the luggage on the ramp or request you bring it to immigration for processing.

You should also request your fuel from the **fuel truck coordinator** at this time. Most pilots like to stay with the Fuel Truck and get the receipt. If not, you can pick it up at the ASA office.

Send your passengers to the **Customs and Immigration** area south of the GA area in the terminal to process their passports. Each person in the aircraft will be required to prove their citizenship with passport, birth certificate, voter's registration card, or military identification card.

You can provide your Passport and eAPISfile.com generated Immigration document to your Passenger to speed up the process. As pilot you are now required to PAY for your Passenger immigration, but you are exempt (approximately \$40/pax).

You should proceed to the **GA Commandant office** with the following paperwork ready to show or purchase your Multi-Entry Permit:

- Prior Multiple-Entry Authorization.
- Your aircraft registration and airworthiness certificate.

- Your pilot's license and medical certificate (photo copies acceptable for Mexico, the U.S. requires originals).
- Your Mexican liability insurance.
- 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

It is best to request a Multi-Entry Authorization (Good for the entire calendar year : 1/1 to 12/31). You will need two copies of all your paperwork plus the originals for this to be issued. If you are staying over New Years - Get a 6 Mo Entry Permit.

Go to the **FlightPlan office**, located behind the GA Commandant office to complete your Arrival and Flight plan documents. If you printed your Arrival document (2 copies) and your FlightPlan to El Fuerte (4 Copies) on eAPISfile.com you can skip this step and proceed to customs and immigration area south of the GA area to meet up with your PAX and get your FlightPlan Stamped as well as pay for the immigration fees and get your Passport back. **Customs & Immigration** will each take a copy of your FlightPlan.

Next proceed to the **Cashier office** (Between the GA Commandant office and the ASA Fuel Office) Here you will Pay for your Fuel and landing fees (approximately US\$7.00 for single, US\$15 .00 for a light twin). The Cashier will also stamp your FlightPlan.

You should now have 2 copies of your FlightPlan with 4 stamps (Commandant, Immigration, Customs, Cashier). Go to the **FlightPlan office**, located behind the GA Commandant office to complete the filing of your FlightPlan. They will ask or give you a release time and contact the Tower.

Find your Passengers and return to your plane. Check Fuel, Oils and do a walk around and prepare for take-off.

El Fuerte

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.

Review the recommended Liga XFTE VFR or Liga XFTE Low Altitude procedures into El Fuerte (MM79) and El Fuerte Airport information. Depart MMCN, and report 20 mile out. When within 20 NM of El Fuerte alert traffic on VHF AM 122.80. The winds usually favor runway 32 at El Fuerte and the windsock is not a reliable indicator. Look for local smoke.

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.

Upon landing at El Fuerte find a parking space in the ramp on in the dirt by the taxiway. Note: No Seems (biting small bugs) are usually at the airport. Put bug spray on in MMCN or as you exit the plane.

As you exit the aircraft you will be greeted by military personnel requesting some basic information regarding your flight, your pilot's license, and aircraft ownership information. Hand them the eAPISfile.com "**Landing Document XFTE**" which provides all the information they want in English and Spanish. or You can write down the information in his book.

Taxi cabs will be available to take you into town and to your hotel. Load up the cab and Lock and Cover your Plane. You should check in at the La Choza Hotel and let other Liga folks know that you have arrived. There is a mandatory pilot's meeting at 6:00PM local time on Friday (Mexican Mountain Time; one hour ahead of PST) at the bar/Patio at the La Choza Hote

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 separate clinics in 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 hotel for breakfast is a good location to meet on Sunday morning.

Pilots' Meeting 6:00 P.M.

We conduct a brief meeting for all of the pilots beginning at 6:00 p.m. (local) on Friday at the one of the local hotels. Location will be announced via an Email. Recently our meeting location is La Choza Hotel in the Patio area. If you do not know where the hotel is located, ask anyone. 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)

WE THE LIGA PILOTS AGREE THAT WE WILL ADHERE TO THE FOLLOWING GROUND OPERATION PROCEDURES DURING SUNDAY MORNING DEPARTURES AT EL FUERTE

- 1 Immediately after start-up and before taxi, accomplish a radio check on 122.8 to confirm that you are in communication with other pilots.
- 2 Because of the many volunteers normally present, there will be no warm-ups in the ramp area. Be aware of your prop wash and blowing dust and dirt.
- 3 **RUNWAY BACK TAXING OPERATIONS** Prior to entering the runway the pilot shall announce on 122.8 his position and intentions. The pilot **MUST** be in radio contact with any plane already on the runway before taxiing onto the runway.
- 4 Visually confirm that no aircraft is taking off.
- 5 Constantly monitor and maintain communication on 122.8.
- 6 When necessary, keep to the right side of the runway to allow clearance for taxiing airplanes to reach the departure end of the runway where they can also warm up and complete pre-takeoff checks.
- 7 Turn on landing lights and announce on 122.8 intention to begin takeoff prior to takeoff roll.
- 8 When an aircraft announces they are beginning takeoff, any pilot in the Number One position on the Ramp shall announce they are holding short of the runway. (*This will give assurance to departing traffic that the runway will remain clear for departure*).

ADDITIONAL CONSIDERATIONS

During exceptionally busy clinics aircraft must park adjacent to the runway to the NW of the ramp entrance. During the Sunday morning departure these aircraft must be accommodated so they can enter the taxi sequence safely.

Therefore, any aircraft parked adjacent to the runway should:

- Load and finish preflight in the parking spot and remain clear of the runway.
- After visually assuring that the runway is clear of ALL aircraft, complete a radio check and announce intentions on 122.8 to pull aircraft onto the runway for start and taxi.
- No aircraft should leave the ramp area until the above aircraft has taxied past the ramp exit area.

On the cab ride to the airport, please remember to brief your passengers regarding the danger posed by propellers and to remain near your aircraft prior to loading.

Meet your passengers at the designated time and place.

Most people leave El Fuerte at 7:00-8:00AM from El Fuerte.

Please caution your Passengers to stay away from aircraft with moving props or flashing beacons.

Review the recommended Liga XFTE VFR or Liga XFTE Low Altitude Departure Procedures from El Fuerte (MM79) After take-off from El Fuerte and at least 40 NM south of Ciudad Obregon you should contact Ciudad Obregon (MMCN) RW 31/13 **118.3** and indicate your intention of landing at Ciudad Obregon.

When you land, request your fuel from the **fuel truck coordinator**. Most pilots like to stay with the Fuel Truck and get the receipt. If not, you can pick it up at the ASA office.

Go to the **FlightPlan office**, located behind the GA Commandant office to complete your Flight plan documents. If you printed your FlightPlan to Calexico (KCXL) (4 Copies) on eAPISfile.com you can skip this step and proceed to customs and immigration area south of the GA area to meet up with your PAX and get your FlightPlan Stamped and turn in your immigration cards.

Next proceed to the **Cashier office** (Between the GA Commandant office and the ASA Fuel Office) Here you will Pay for your Fuel and landing fees. The Cashier will also stamp your FlightPlan.

You should now have 2 copies of your FlightPlan with stamps. Go to the **FlightPlan office**, located behind the GA Commandant office to complete the filing of your FlightPlan. They will ask or give you a release time and contact the Tower.

Find your Passengers and return to your plane. Check Fuel, Oils and do a walk around and prepare for take-off.

After departure from Ciudad Obregon, resume contact with Hermosillo (MMHM) on **121.4** for transition guidance when handed off by the MMCN tower. Monitor the Liga frequency on **123.45** and communicate with Hermosillo, Puerto Penasco (MMPE) on **122.8** and Mexicali on **118.2** just as you did on the southbound flight.

When near Punto Penasco (PPE) contact Flight Services (San Diego Radio) to both amend your arrival time, number and nationality of passengers and to open your USA flight plan. They will assign you a squawk code to use until you cross the border. Remember you must arrive at the time you plan to arrive or up to 15 minutes late, but not even a minute early. You must give US Customs one hour notice prior to landing, however, you can amend a flight plan with 30 minutes notice. The fine for breaking this rule can be up to \$5,000.

Upon landing at Calexico, taxi to Customs (indicate your intention to stop at Customs on the CTAF) and all must stand by your aircraft until directed otherwise by a US Customs

agent. Your passengers will need their passports or proof of citizenship. You will also need originals of all your pilot and plane documentation. You will have to either present or purchase a U.S. Customs Sticker (\$25 per year).

If you did not close your flight plan in the air upon crossing the border, be sure to call San Diego Flight Services to close your flight plan.

Get Fuel, a drink or ice cream say your goodbyes to other Liga volunteers and take off to your home airport. Thank you for all you did to make a difference this weekend.

UPON RETURNING HOME

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