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Miami Dade Aviation Department  
P.O. Box 025504  
Miami, Fl. 33102-5504  
<http://www.miami-airport.com>

**OPERATIONAL DIRECTIVE NO. 10-01**  
**Last Amended: May 25, 2010**  
**Effective: October 2, 2021**

**SUBJECT: Waiver of Landing Fees for Humanitarian Flights**

**PURPOSE:** To establish procedures to provide for the consistent treatment of landing fee waivers for humanitarian flights coming into Miami International Airport.

**I. AUTHORITY:**

- A. Operational Directive No. 99-03, Aviation Department Written Directive System.
- B. Operational Directive No. 99-2, Aviation Department Operational Directives
- C. Chapter 25-1.2 - Miami-Dade County Code, Chapter 25 Miami-Dade Aviation Department Rules and Regulations
- D. Chapter 25-1.4 - Miami-Dade County Code, Chapter 25 Miami-Dade Aviation Department Rules and Regulations
- E. Title 49 United States Code Section 47107(a)(11)

**II. DEFINITIONS:**

- A. Humanitarian Flights – Flights operating exclusively for humane or compassionate purposes with the intent to alleviate suffering or to promote the well-being of an identified individual or group of people. These flights may carry relief personnel and supplies, such as food, clothing, shelter, medical and/or other items needed during, or after an emergency and/or disaster. These flights may also be used to evacuate persons from a place where their life or health is threatened by such emergency and/or disaster to a safe haven within the United States. These flights are also known as “Mercy” or “Angel” Flights.
- B. Affidavit - a formal sworn statement of fact, signed by the declarant (who is called the affiant or deponent) and witnessed (as to the veracity of the affiant's signature) by a taker of oaths, such as a notary public.

C. MDAD – Miami-Dade Aviation Department

D. MIA – Miami International Airport

### **III. POLICY:**

This policy has been developed to provide information supporting a waiver of landing fees at MIA for humanitarian flights that meet the criteria in this Operational Directive (OD). To be eligible for waiver, these flights must provide auditable documentation to support the assertion that no compensation for the flight was received nor subsequently obtained by the flight operator.

### **IV. PROCEDURES:**

- A. Airlines seeking a waiver of landing fees must submit an original sworn affidavit, (see Exhibit A), attesting the flight is humanitarian, as defined in this OD and that no compensation for the flight was received by the operator.
- B. An original sworn affidavit is required for each flight seeking a waiver of landing fees.
- C. Landing fees assessed upon flight arrival will be reversed if a properly completed affidavit is submitted to and accepted by the Aviation Department. The MDAD Finance Division will reverse the landing fee within 30 calendar days of receipt of the affidavit.
- D. Original sworn affidavits must be completed and submitted to the Miami-Dade Aviation Department within 30 calendar days from the date of the actual flight to be eligible for a landing fee waiver.
- E. Although it is preferred that airlines use the affidavit form identified in this OD, any properly completed sworn affidavit that includes the following information will be accepted:
  - a. Name of affiant and signature of duly authorized representative clearly stating the flight is for humanitarian purposes and no compensation for operating the flight is being earned by the airline.
  - b. Name of airline, date of the flight, aircraft type or model and registration.
  - c. Name of cargo owners/sponsoring agency and contact information, as applicable.



- d. Name of passengers/group affiliations and contact information, as applicable.
- e. Appropriately witnessed and notarized.

F. All original sworn affidavits will be hand-delivered or mailed to:

(For U.S. Mail)  
Miami-Dade Aviation Department – Finance Division  
Attn: MDAD Controller  
P.O. Box 526624  
Miami, Florida 33152-6624

(For FedEx or UPS Delivery)  
Miami-Dade Aviation Department – Finance Division  
Attn: MDAD Controller  
4200 NW 36 Street, Building 5A – 3<sup>rd</sup> Floor  
Miami, Florida 33122

G. The Miami-Dade Aviation Department may, at its discretion, verify (audit) the accuracy of any submitted affidavits within three (3) years from the flight date. Those affidavits concluded to be unverifiable or questionable, at the discretion of the Department, will result in a reversal of the landing fee credit and payable by the airline within 30 days of the reversal.

## **V. AMENDMENTS:**

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

## **VI. REVOCATION:**

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

**VII. SEVERABILITY:**

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

**VIII. CROSS REFERENCES:** None

**IX. EFFECTIVE DATE:**

This Operational Directive shall become effective 15 days subsequent to its filing with the Clerk of the Circuit Court as Clerk of the County Commission. This operational directive shall remain in effect until revoked or amended.

Approved By:



Ralph Cutié, Aviation Director

Date: \_\_\_\_\_

9/16/21

**Attachment:** Exhibit A – MIA Humanitarian Flight Affidavit  
(This Exhibit can be found on the MDAD Intranet under Forms)



# MIA Humanitarian Flight Affidavit

*For the waiver of landing fees at MIA and GAA Airports for attested Humanitarian Flights  
Per MDAD Operational Directive No. 10-01*

I hereby affirm that:

I am [title & name] \_\_\_\_\_ or the duly authorized representative of [airline] \_\_\_\_\_ and that the airline has operated on [day,month,year] \_\_\_\_\_ an aircraft whose type or model is \_\_\_\_\_ and whose flight number/registration is \_\_\_\_\_ on a humanitarian mission to/from [country] \_\_\_\_\_ and am attesting that the airline is not receiving compensation from the passengers or cargo owners, identified as follows, to the best of my knowledge:

**Cargo Owners or Shippers or Sponsoring Agency for the Cargo Shipment:**

\_\_\_\_\_  
**Key Contact Name and Address for such Cargo Owners, Shippers, or Sponsoring Agency:**

\_\_\_\_\_  
**Phone Number(s):** \_\_\_\_\_

**And/or the Passenger Names or Group Affiliation are:**

**Name and Contact Number:** \_\_\_\_\_

**Name and Contact Number:** \_\_\_\_\_

I, \_\_\_\_\_ have read the foregoing MIA Humanitarian Flight Affidavit and assert that the matters stated herein are true to the best of my information, knowledge and belief.

**Affiant's Signature:** \_\_\_\_\_

**Affiant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sworn and subscribed before me on this day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
**[Noratry Public or Commissioner of Oaths]**

My commission expires [expiry date] \_\_\_\_\_

Notice: Only original affidavits will be accepted. Completed affidavits must be received by the Miami-Dade Aviation Department within 30 calendar days from the date of the actual flight to be eligible for a landing fee waiver. Affidavits received beyond this deadline are ineligible. Mail affidavits to MDAD Finance Division, Attn: MDAD Controller, P.O. Box 526624, Miami, FL 33152-6624. No faxes will be accepted. Refer to [miami-airport.com/compliance/division.asp](http://miami-airport.com/compliance/division.asp) for OD 10-01.