



Dear Migration Attendees,

Bent Wing Flight Services is looking forward to being your host FBO and gateway airport to Amelia Island. To ensure a safe and smooth arrival and departure for your visit, Bent Wing will initiate the following procedures at KFHB:

- A temporary tower operated by the Florida Army National Guard will be active at the airport from Thursday, October 6 through Monday the 10th. A NOTAM will be published outlining local and ground frequencies as well as operating hours for the tower. All movements on the airfield will be under tower control during published times. The tower will be coordinating all aircraft arrivals at KFHB with Jax Approach.
- A separate NOTAM will be published the week before the event identifying the field as PPR (Prior Permission Required) for transient aircraft during the event. A PPR will be required for each arriving aircraft. A PPR number will be issued upon registration with the FBO and this PPR number will guarantee aircraft parking availability on the airfield.
- An announcement will be placed on the AWOS to identify special events and the temporary tower. Please refer to NOTAMs which will outline frequencies and conditions on the airport.
- Aircraft Parking - The majority of arriving aircraft will be parked on a closed runway. The tower will direct incoming aircraft to a pre-assigned parking area based on the PPR number. FBO staff will greet each aircraft on arrival with parking assistance and shuttle transportation to the main terminal.
- Full-service fuel orders will be taken on arrival and will be delivered during the event and before requested departure day. No full-service orders will be taken on Sunday 10/6. The FBO has a Self-Serve terminal that will be available 24/7 and it will have a discounted price versus full-service.
- There is a Special Event Fee to cover FBO expenses associated with this event. This event fee has been pre-negotiated and is being paid by COPA for each PPR registration. Any aircraft arriving without a PPR number will be taxied to a holding area until proper registration information can be phoned into the FBO and parking assigned.
- Parking Rates: SR20 & SR22 and other single piston aircraft will be \$22.00/night; Twin Piston is \$50/night; Vision Jet \$75/night. All other turbine and jet aircraft will pay the FBO's standard parking rates. Facility fees and minimum fuel requirements will be waived for Migration attendees with a PPR number.

Enclosed please find the COPA PPR registration form. Please complete and e-mail to info@bentwingflightservices.com. A Customer Service Representative will contact you within 48 hours to complete the PPR process.

We hope you enjoy your stay on the Island. Please let us know if we can assist you with anything.

Bent Wing Flight Services



ASSIGNED PPR# _____

2022 COPA MIGRATION – AMELIA ISLAND (KFHB) PPR/ RESERVATION FORM

AIRCRAFT TAIL NUMBER: _____

AIRCRAFT TYPE: _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

ARRIVAL DATE: _____

ETA: _____

NO. OF PAX: ____

DEPARTURE DATE: _____

ETD: _____

NO. OF PAX: ____

TRANSPORTATION ARRANGEMENTS

RENTAL CAR AGENCY: _____

LIMO COMPANY: _____

ANY OTHER NOTES YOU WOULD LIKE TO ADD: _____

Each landing /arrival requires a separate PPR Number. Please fill out a form for each arrival if multiple arrivals are being made during the event. Each PPR number secures a guaranteed parking spot.

Please email this form to info@bentwingflightservices.com. A customer service representative will contact you within 24 hours to confirm your reservation and PPR Number.

We look forward to your visit. If you have any questions prior to arrival or while you are here, please do not hesitate to call us.

Thank you

Bent Wing Flight Services
904-849-4321