

# ARRIVAL & DEPARTURE GUIDE

Detailed arrival/departure and ground experience information to help you prepare for your next mission with us.

## **RJCC/CTS**

New Chitose Airport (Hokkaido)

### **PREPARED BY**

UNIVERSAL AVIATION

### **24/7 TRIP SUPPORT**

+81 3 5708 7571

### **OFFICE**

+81 123 46 5925



# ARRIVAL PROCEDURES



## PASSENGERS AND CREW ARRIVALS

### GAT - HOKKAIDO BUSINESS AVIATION CENTER (HBAC)

A Universal Aviation staff member will greet you on the ramp upon arrival. A staff member will pass out Arrival Cards to all passengers and crew before disembarking the aircraft. Most of the details on the Arrival Card will be filled in by a staff member before the aircraft arrives. Passengers and crew will need to sign their Arrival Cards upon arrival. All Gendec documents will be prepared by Universal prior to the flight's arrival.

After passengers and crew disembark, they will be transported by bus from the ramp to the GAT - HBAC for CIQ processing. Everyone must have their passports and Arrival Cards ready to show to the CIQ officials. On average, the drive time from the aircraft to the GAT – HBAC is 5 minutes.

## LUGGAGE

### HANDLED VIA A UNIVERSAL STAFF MEMBER AND PORTERS

Porters will transport luggage from the aircraft to the GAT - HBAC. Luggage is never left unattended. A staff member will assist with processing all luggage through security and customs. Some bags might be inspected at customs. Upon clearing CIQ, everyone's luggage will be transported and loaded onto their ground transport vehicles.

## PARKING

### AIRCRAFT PARKING

Aircraft parking will be available for the months of April – November. No overnight parking during December – March due to snowy conditions.

## DISABILITIES

Depending on the passenger's mobility, they will be assisted by a Universal staff member and escorted to the GAT - HBAC for CIQ clearance. Universal will make the necessary arrangements, please request services prior to arrival.

## PETS

### DOGS AND CATS ARE ALLOWED IN JAPAN

All pets need to be created or on a leash before disembarking the aircraft. Passenger and pets will be transported in a Universal vehicle or via a ramp bus to the animal quarantine area. All arrangements will be managed by Universal through the GAT – HBAC. The passenger must submit the necessary documents for importing the pet prior to arrival.

# DEPARTURE PROCEDURES

## PASSENGERS AND CREW DEPARTURES

### MEET AT THE GAT - HOKKAIDO BUSINESS AVIATION CENTER (HBAC)

A Universal staff member will stand curbside with porters to assist with luggage at the GAT – HBAC. Passengers and crew should arrive at least 30 minutes prior to scheduled departure. Both crew and passengers will be escorted to the CIQ area for processing. Once everyone is cleared from CIQ and the aircraft is cleared for boarding, passengers and crew will be transported in a Universal vehicle or ramp bus to the aircraft for departure.



FBO Ground Services from  
Universal Weather and Aviation, Inc.

## LUGGAGE

### HANDLED VIA UNIVERSAL STAFF MEMBERS AND PORTERS

A Universal porter will assist with all bags and luggage. Your luggage will always be escorted by our porters and never left unattended.

## PETS

### PERMITS AND INFORMATION

Before departure, all pets must be crated or on a leash before entering the GAT-HBAC. Pets must go through an exporting inspection in the animal quarantine area before being cleared to depart. Pets will be transferred from the animal quarantine area to the aircraft on a Universal vehicle or ramp bus after clearing exporting inspection.

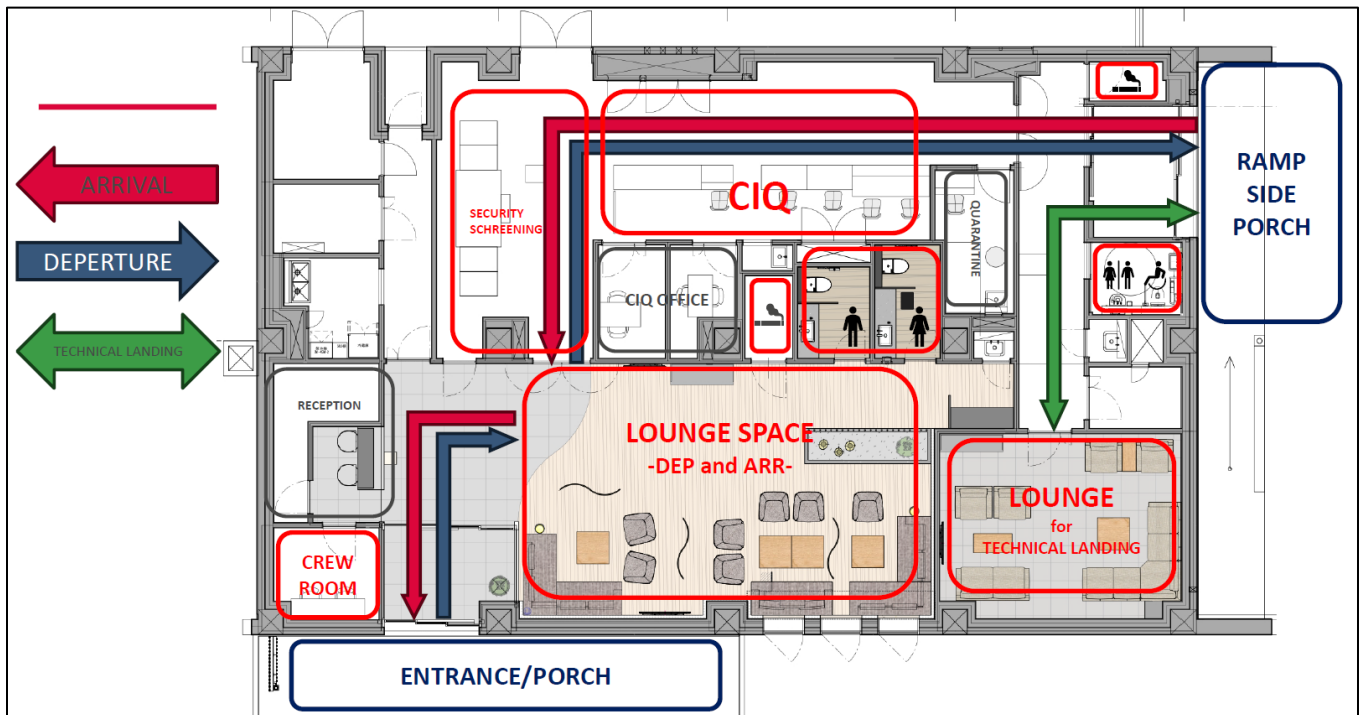
## PASSENGER GROUND TRANSPORTATION

**AIRPORT ADDRESS:** New Chitose Airport, Bibi Chitose, Hokkaido, Japan

**UA OFFICE AIRPORT ADDRESS:** 3F New Chitose Airport Terminal, 987-22 Bibi Chitose, Hokkaido, Japan

**GAT Name:** Hokkaido Business Aviation Center (HBAC)

### HBAC DEPARTURE AND ARRIVAL FLOW



## USEFUL LINKS & RESOURCES

- [JAPAN, HOKKAIDO \(RJCC\) INFORMATION](#)
- [OPERATING IN JAPAN PART 1 - AIRPORTS AND PARKING](#)
- [OPERATING IN JAPAN PART 2 - PERMITS, SLOTS, AND CIQ](#)
- [OPERATING IN JAPAN PART 3 – HANDLING, SECURITY, AND LOCAL SERVICES](#)
- [FOR OPERATIONS BASED IN ASIA-PACIFIC](#)
- [FEASIBILITY-IQ – MISSION PLANNING INTELLIGENCE](#)
- [TRIP SUPPORT](#)



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