



**TO ALL FLIGHT CREWS ARRIVING AT ATLANTIC AVIATION SUN VALLEY**

**THE WEEK OF 7/11/17 – 7/16/17**

**Greetings from Sun Valley!**

We have enhanced our flight support plan for the 2017 Friedman Memorial Airport July event. Our top talent is coming in from all over the country to help support the event and we have allocated plenty of state-of-the-art equipment and enhanced technology to guarantee you have a wonderful service experience.

As you can imagine, there will be a tremendous amount of traffic in and out of the airport during the event week. Therefore, we would like to prepare you for possible delays for departures on Sat 7/15 and Sun 7/16.

Below are some details to ensure you have a smooth arrival and departure while visiting Atlantic SUN.

Our FBO is located at the southwest end of the airfield. We plan to use three parking areas that are all located on the west side of the field. The south parking ramp at the FBO is Section 1; Section 2 is located on the north side of our FBO and within walking distance to/from the FBO; and Section 4 is an area north of the air carrier ramp. Due to logistics, we are unable to take reservations for parking and it will be on a first come basis. FAA will be using GDP (Ground Delay Program). We cannot emphasize enough that arriving early on Tuesday will help you avoid ground and in-flight delays.

Our plan includes the following:

1. The tower may give you a section number. Please watch for a lineman to marshal you into the appropriate section. Your cooperation in parking where you are directed will expedite the unloading and handling of your passengers.
2. All Hertz rental cars will be matched to the arriving aircraft and be driven to the aircraft for loading and unloading passengers.
3. In order to accommodate a large quantity of aircraft in an efficient manner, after you have unloaded your passengers, we will move your aircraft immediately to a parking space. At that time, you may take care of any aircraft needs.
4. Atlantic Aviation will have a field office in our new hangar for your convenience at Section 2. You can check in there and get newspapers and coffee. We will also have additional amenities available for you in the field office. We will have plenty of shuttles that can take you to the FBO so that you can settle your bill or do your flight planning, etc.

5. Due to heightened security, your passengers will not have access to the airfield by car or walking without presenting a photo identification and the tail number of the aircraft. If they do not have the tail number they will need to call their aircraft provider to obtain it.
6. Please be advised that due to the FBO providing additional staff and equipment, there will be special event fees. Special event fees cannot be waived if you do buy fuel.

The airport noise abatement program requests that the usage of APU'S be limited to 30 minutes. Your cooperation with this is appreciated.

Please order catering as soon as possible. It may be difficult to make changes or place new orders with less than a two-day notice due to the large quantity of orders that will be received. However, we understand your situation and will do everything we can to accommodate you. Please keep in mind that most of our grocery stores close at 9pm and don't reopen until 7am. On departure, we will provide only **one set** of newspapers per aircraft, if you need more, please make arrangements in town at Atkinson's Market or Albertson's.

Please know that Atlantic Aviation has crews on standby for fueling and all other services. You will not be delayed in receiving these services. Please know that there is no need to tanker fuel for the thought of being inconvenienced or the fear that we will be unable to adequately handle a large volume of fuel service requests. We want to encourage you to purchase fuel at Atlantic SUN and we are offering the following fuel purchase incentives:

- Double and **Triple** Atlantic Awards based on a minimum uplift
- No increase to our standard posted fuel price during the event
- Volume discounts and contract fuel

Upon arrival, there is a possibility you may experience the airport has all available overnight parking spaces filled. If this happens, we have two solutions available:

- Option One: You will be able to arrive, park your aircraft on the ramp for a limited time in order to unload your passengers, and relocate your aircraft to another airport for overnight parking.
- Option Two: The Airport Authority and Atlantic will try to find a spot for your aircraft but please be aware we have a limited amount of space available. The closest airport to SUN is Twin Falls, 70 miles to the south.

We appreciate your business and hope you have a pleasant trip and look forward to serving you during your stay in the Sun Valley area. Also, we would love for you to attend our Annual Crew Appreciation Party and have attached the invitation!

Sincerely,



Brian Blackburn, General Manager