

# Clark County Department of Aviation

## Special Event PPR and Departure Concept of Operations

Special Event: Formula 1 Las Vegas Grand Prix  
Event Dates: November 14-21, 2023

Revision Number: 6.0  
Revision Date: 10/31/23

Due to the unprecedented high-volume aviation operations projected in the greater Las Vegas area during the aforementioned special event, the Clark County Department of Aviation is enforcing a parking reservation program for General Aviation (GA) at Harry Reid International Airport (LAS), Henderson Executive Airport (HND), and North Las Vegas Airport (VGT) from Tuesday, November 14 (0000 hours) until Tuesday, November 21 (1159 hours).

### A. Overview

#### Prior Permission Required (PPR) Requirements

- LAS Airport will issue a Notice to Air Mission (NOTAM) closing LAS to all aircraft that do not possess a PPR number
- Transient GA aircraft will receive a PPR from their respective Fixed Based Operator (FBO), and base tenants will be assigned a unique PPR number
- Only arriving aircraft that with an approved PPR number in conjunction with FBO/tenant parking approval will be authorized to enter, park, and off-load passengers on the FBO ramps
- All arrival operations must receive an approved PPR number from an FBO in advance, and enter the approved PPR number into block 11 remarks section on their flight plan (see exhibit 2 below) prior to departing from the originating airport
- Scheduled FBO arrivals that fail to enter an approved PPR number into their flight plan may be denied access to land by Air Traffic Control (ATC)

#### Non-PPR Aircraft Arrivals

- All aircraft that land without a PPR will be denied parking access at both FBO's and directed to either re-sequence for immediate departure or proceed to the Westside Charter Ramp for fueling (if necessary)
- All Non-PPR aircraft that proceed to the Westside Charter Ramp will receive last priority fueling and are required to re-sequence for departure from LAS within 15 minutes after fueling is complete
- All Non-PPR aircraft that land at LAS while the NOTAM is active will be reported to Federal Aviation Administration (FAA) Flight Standards District Offices (FSDO) for potential punitive actions
- Un-approved arrivals will **NOT** be authorized to deplane passengers on the Westside Charter Ramp

**NOTE: Drop/Go operations may be available at HND or VGT, however a PPR is still required. For questions dial 702-261-7775.**

#### Drop & Go Operations

- All Drop & Go operations at LAS must receive an approved Drop & Go PPR number from an FBO and enter the PPR number into block 11 remarks section of their flight plan (see exhibit 2 below) prior to departing from the originating airport
- Scheduled Drop & Go arrivals that fail to enter an approved PPR number into their flight plan may be denied access to land by ATC

## Base Tenants

- Base tenants must ensure their designated PPR number is added to block 11 remarks section of their flight plan (see exhibit 2 below) for all scheduled inbound flights while the Special Event PPR NOTAM is active
- Base tenants are expected to modify flight schedules, operations, and times to ensure they contain all of their flight operations within their designated/approved lease hold, hangar, and parking areas
- FBO's will issue designated PPR numbers to all sub-tenants for use during operation

## B. Summary of Responsibilities/Actions

### Clark County Department of Aviation (CCDOA)

The CCDOA will establish a controlled non-movement ramp area surrounding the Westside Charter Ramp in support of special events that project high-volume aviation operations. Aircraft ingress/egress to and from the Westside Charter Ramp will be controlled by a Charter Ramp Controller utilizing frequency 130.0 for instructions. All arrivals and departures are required to remain in two-way radio contact with the Charter Ramp Controller prior to ingress and egress of the ramp area. Arriving aircraft will exit Taxiway H and hold at the designated inbound spot to await taxi clearance as directed. The Westside Ramp Controller will issue taxi instructions to direct arrivals to either the CBP ramp or Hot Fueling Area. When complete, aircraft will contact the Charter Ramp Controller for taxi clearance to a designated egress point on the non-movement area. At the egress point, aircraft will contact Ground Control for taxi from the ramp to their pre-approved FBO or for departure.

#### CCDOA responsibilities:

1. Issue NOTAM closing LAS airport to all Non-PPR General Aviation traffic (see exhibit 1 below)
2. Control the ingress and egress of the Westside Charter Ramp (Charter Ramp Control 130.0)
3. Assign and approve all aircraft parking on the Westside Charter Ramp
4. Coordinate tail number and PPR number vetting with FBO's to determine aircraft parking status
5. After vetting, the Charter Ramp Controller will issue taxi instructions to inbound aircraft to proceed to either fueling area or temporary CBP ramp
6. When fueling or CBP processing is complete, Charter Ramp Controller will issue outbound taxi instructions to aircraft for re-position to FBO ramp or departure re-sequencing

### Transient GA Aircraft at LAS w/PPR

Transient GA aircraft are required to receive prior parking approval and an approved PPR number from their respective FBO prior to arriving. All arrivals SHALL enter their approved PPR number into the remarks section 11 of their flight plan (see exhibit 2 below) prior to departure. Failing to add the PPR number into the flight plan may result in a denial of landing approval into LAS.

#### Transient GA Aircraft w/PPR responsibilities:

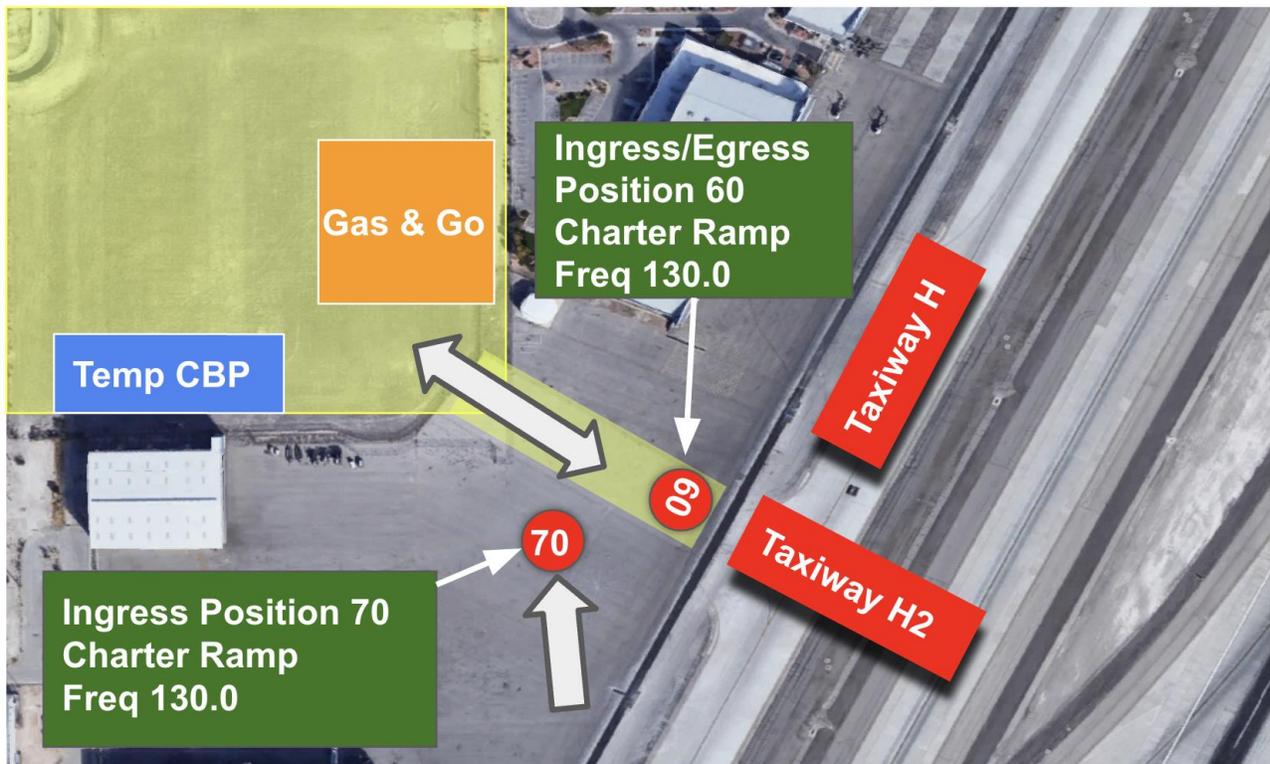
1. Contact your respective FBO/Operation Center to receive a PPR number
2. Do not share the PPR number with anyone outside immediate aircrew
3. Save your PPR number and ensure to enter the number into the remarks section 11 of your flight plan (see exhibit 2 below) for all scheduled flights while the NOTAM is active
4. Upon arrival, advise LAS Ground Control of your desired parking location and that you have an approved PPR

## Transient GA Aircraft at LAS without PPR

Transient GA aircraft that do not receive an approved PPR will **not** have the ability to deplane aircraft and will be immediately directed to re-sequence for departure. LAS, HND, and VGT airports require a PPR throughout the special event, aircrews may need to plan for a drop and go at HND, or departure enroute to airports outside of the greater Las Vegas Area.

### Transient GA Aircraft without PPR responsibilities:

1. Aircrews that fail to obtain a PPR and pre-approval from an FBO are required to pursue alternate landing locations while the Special Event PPR NOTAM is active
2. Arrivals that successfully land at LAS while the Special Event NOTAM is active can expect the following:
  - a. Aircraft will be denied ramp parking access at both FBO's
  - b. After parking has been denied, aircrews are expected to contact Ground Control 121.1 for taxi clearance to the Westside Charter Ramp (see below)
  - c. Prior to exiting Taxiway H, aircraft are expected to contact Charter Ramp Control on 130.0 for instructions
  - d. Charter Ramp Control (130.0) will issue entry spot and taxi instructions to an open fueling location
  - e. During fueling (if necessary) aircrews are expected to make arrangements to land at an alternate airport outside of the greater Las Vegas area
  - f. Passengers will not be authorized to deplane at the Westside Charter Ramp
  - g. Aircrews will be reported to FAA FSDO for potential punitive action
  - h. When fueling is complete, aircrews will contact Charter Ramp Control 130.0 for taxi



## Based Assigned/Tenant GA Aircraft

Based assigned/local tenant aircrafts will require a PPR while the Special Event NOTAM is active. Coordination for parking and PPR assignments will be managed by local operations and/or assigned FBO.

### Based Assigned/Tenant GA responsibilities:

1. Contact your respective FBO/Operation Center to receive a PPR number
2. Do not share the PPR number with anyone outside of immediate aircrew
3. Save your PPR number and ensure to enter the number into the remarks section 11 of your flight plan (see exhibit 2 below) for all scheduled flights while the NOTAM is active
4. Upon arrival, advise LAS Ground Control of your desired parking location and confirm that you have an approved PPR

## FBO Aircraft

FBO's will have limited parking available for transient General Aviation aircraft due to demand that exceeds ramp parking capacity. For this reason, parking reservations are required and all arrivals requiring FBO services will be issued a PPR. All arrivals **MUST** possess an approved PPR number and FBO parking approval or services will be denied upon landing.

### FBO responsibilities:

1. Contact the CCDOA to be issued a set of unique PPR control numbers
2. Issue PPR number to all arriving aircraft that will be serviced by the FBO
3. Maintain the parking integrity of all FBO parking reservations on ramp areas (restrict Non-PPR aircraft from gaining parking access)
4. Ensure necessary fueling, ground support equipment, and staff are available to support all scheduled and approved operations
5. Provide fueling, ground support services, and wing walkers to support FBO approved operations at the Westside Charter Ramp (at CCDOA request)
6. FBO's will not park any aircraft on the Westside Charter Ramp without CCDOA approval
7. FBO's will not deplane passengers for transportation on the Westside Charter Ramp without CCDOA approval
8. FBO's will not tow any aircraft in/out of Westside Charter Ramp without CCDOA approval

## C. Departure Information

Aircrews are strongly encouraged to use the Pacer app (<http://pacer.aero>) during special events at LAS, HND, and VGT airports to submit their updated expected departure time. Pacer is a departure management system that allows aircrews to select anticipated departure times and avoid compacted departure windows. By gaining the ability to observe real-time departure constraints, aircrews may better anticipate the length of potential ground delays and/or avoid delays altogether by adjusting their departure schedule. LAS airport encourages 100% participation in this program as its success depends on maximum involvement. Your flight information and time submissions are not visible to other Pacer users—departure demand data is anonymous. Follow these steps:

1. Go to <http://pacer.aero> and establish a free account, if you do not have one already, and sign in.
2. After signing in, you will see the departure demand chart. Bars represent the number of departures, and the black line represents the departure rate advertised by ATC. If the

bars extend above the black line, there is a possibility of departure delays during that period.

3. To update your departure time, tap Submit Departure Intent, which will take you to the My Flights page.
4. On the My Flights page tap on “Add a Flight” or “Edit Departure Intent” (for a previously entered flight) and follow the instructions. Note that you must have a valid PPR number to submit a time when PPR procedures are in effect.
5. On the next page find the 15-minute timeframe you expect to taxi (use arrows below chart to change timeframe), tap the desired time bar, and tap Submit. That’s it!
6. Keep expected taxi times up to date as plans change. To update your expected taxi time, tap the menu icon (☰) at top-left and select My Flights then Edit Departure Intent.

See Exhibit 3 below and visit [https://sites.mitre.org/mobileaviationresearch/ for more information](https://sites.mitre.org/mobileaviationresearch/for%20more%20information).

## D. Questions/Comments

For questions regarding PPR availability, call 702-261-7775. Email any additional questions or comments to [eventplans@lasairport.com](mailto:eventplans@lasairport.com).

**Exhibit 1: Sample NOTAM (example only)**

!LAS 11/XXX LAS AD AP CLSD TO NON SKED TRANSIENT GA ACFT EXC PPR 702-261-7775 2311140500-2311212300

**Exhibit 2: Sample Flight Plan (example only)**

|  |                            |   |                  |   |                   |                     |                      |
|--|----------------------------|---|------------------|---|-------------------|---------------------|----------------------|
| U.S. DEPARTMENT OF TRANSPORTATION<br>FEDERAL AVIATION ADMINISTRATION |                            | (FAA USE ONLY) <input type="checkbox"/> PILOT BRIEFING <input type="checkbox"/> VNR   |                  |   | TIME STARTED      | SPECIALIST INITIALS |                      |
| <b>FLIGHT PLAN</b>   |                            | <input type="checkbox"/> STOPOVER   |                  |   |                   |                     |                      |
| 1. TYPE  | 2. AIRCRAFT IDENTIFICATION | 3. AIRCRAFT TYPE / SPECIAL EQUIPMENT  | 4. TRUE AIRSPEED | 5. DEPARTURE POINT  | 6. DEPARTURE TIME |                     | 7. CRUISING ALTITUDE |
| <input type="checkbox"/> VFR   |                            |   |                  |   | PROPOSED (Z)      | ACTUAL (Z)          |                      |
| <input type="checkbox"/> IFR   |                            |   | KTS              |   |                   |                     |                      |
| <input type="checkbox"/> DVFR  |                            |   |                  |   |                   |                     |                      |
| 8. ROUTE OF FLIGHT   |                            |   |                  |   |                   |                     |                      |
|  |                            |   |                  |   |                   |                     |                      |
| 9. DESTINATION (Name of airport and city)                            |                            | 10. EST. TIME ENROUTE   |                  | 11. REMARKS   |                   |                     |                      |
|  |                            | HOURS   | MINUTES          | PPR: DOA-3456   |                   |                     |                      |
| 12. FUEL ON BOARD  |                            | 13. ALTERNATE AIRPORT(S)  |                  | 14. PILOT'S NAME, ADDRESS & TELEPHONE NUMBER & AIRCRAFT HOME BASE |                   | 15. NUMBER ABOARD   |                      |
| HOURS  | MINUTES                    |   |                  |   |                   |                     |                      |
|  |                            |   |                  | 17. DESTINATION CONTACT/TELEPHONE (OPTIONAL)                      |                   |                     |                      |
| 16. COLOR OF AIRCRAFT  |                            | CIVIL AIRCRAFT PILOTS. FAR Part 91 requires you file an IFR flight plan to operate under instrument flight rules in controlled airspace. Failure to file could result in a civil penalty not to exceed \$1,000 for each violation (Section 901 of the Federal Aviation Act of 1958, as amended). Filing of a VFR flight plan is recommended as a good operating practice. See also Part 99 for requirements concerning DVFR flight plans. |                  |   |                   |                     |                      |

FAA Form 7233-1 (8-82)  
Electronic Version (Adobe)

CLOSE VFR FLIGHT PLAN WITH \_\_\_\_\_ FSS ON ARRIVAL

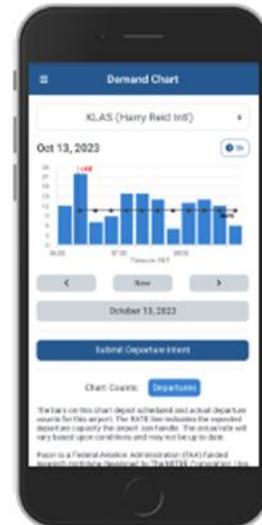
## Exhibit 3: PACER User Guide



# pacercer

## User Guide

Scan QR code or visit: [www.pacer.aero](http://www.pacer.aero)



### registering with pacer

1. Scan the QR code above which will take you to the pacer web application
2. Click "Register"
3. Read the terms of agreement and fill out the fields in the registration page and click "Register"

### saving pacer to your home screen:

**Apple:** Once on the pacer website via Safari ([www.pacer.aero](http://www.pacer.aero)), click the Share button icon (📄). Scroll past the Copy button until a list of options appears. Select "Add to Home Screen." You will then be prompted to save or change the name. Select "Add" on the top right. An icon for pacer will then be saved to your home screen.



**Android:** After you have navigated to [www.pacer.aero](http://www.pacer.aero) on your web browser, select the overflow button (⋮) in the top right corner. A menu panel will pop up. Click either "Add to Home Screen" then "Add", or click "Install app."



### Submit a Departure Time (PPR Req'd)

- Tap on the blue button below the demand chart, "Submit Departure Intent." This will take you to the "My Flights" page.
- If this is a new entry tap "Add a Flight" and on the next page select departure airport, enter PPR number, your tail number, and tap "Continue". If you are updating an existing flight tap, "Edit Departure Intent".
- On the next page your selected departure time will be shown as a 📍 on the chart. You can adjust your time by tapping directly on the demand chart in the area above the time bins. Toggle time bins by selecting the arrows under the demand chart. Once you have selected your intended departure time tap, "Submit".

### using pacer (LAS-HND-VGT specific)

#### Submit a Departure Time (When PPR Not Required)

- To submit a departure time, click on the blue button below the demand chart, "Submit Departure Intent." You will need to provide a departure time, tail number/callsign, origin, and destination and click "Continue."
- Your selected departure time will be shown as a 📍 on the chart. You can adjust your time by tapping directly on the demand chart in the area above the time bins. Toggle time bins by selecting the arrows under the demand chart. Once you have selected your intended departure time, tap "Submit."

#### View Demand Information

- To access the demand chart, click on the menu (☰) in the top left corner and select "Demand Chart."
- Swipe the bars left or right to change the timeframe being viewed.
- The rate line indicates the expected capacity that an airport can handle.

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For more information, please contact: [pacer@mitre.org](mailto:pacer@mitre.org)

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