

ARRIVAL & DEPARTURE GUIDE

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

LEMD/MAD

Adolfo Suárez Madrid–Barajas Airport

PREPARED BY

UNIVERSAL AVIATION

24/7 SUPPORT

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ARRIVAL PROCEDURES



PASSENGERS AND CREW ARRIVALS

EXECUTIVE TERMINAL

A Universal Aviation staff member will meet the crew and passengers upon arrival. A couple of Universal's Mercedes vans will be waiting to drive everyone to the Main Executive Terminal. On average, the drive time to the Executive Terminal is 2 to 3 minutes from Ramp 6 and 5 to 7 minutes from Ramp 7.

CIQ is located inside the Executive Terminal. Once everyone has cleared the CIQ process, they will be escorted to the Executive Terminal's entrance, where ground transport will be waiting for them.

A Universal staff member will communicate with your driver to ensure everyone has a smooth ground transport pickup. Ground transport drivers may pick up crew and passengers at the entrance of the Executive Terminal landside. On average, it can take approximately 20 minutes after landing to exit the airport.

LUGGAGE

HANDLED VIA A UNIVERSAL STAFF MEMBER

Upon clearance to deplane, luggage will be transferred from the aircraft to the Executive Terminal. All luggage will be placed in the trunk of a Universal Aviation vehicle transport vehicle unless requested otherwise.

PARKING

RAMP 6 OR RAMP 7

Parking will be assigned 2hrs prior to your arrival. In most cases aircraft are assigned parking on Ramp 6 or Ramp 7. The aircraft will stay at same stand it arrives at, however, we suggest the brakes are left in the off position in case we need to reposition the aircraft.

PET ARRIVALS

DOGS, CATS, FERRETS, AND GECKOS ARE PERMITTED

To enter Spain with your pet, it must be at least 12 weeks and 21 days old. All pets will need to have a microchip or other approved type of identification on their bodies, a current rabies vaccine, a health inspection certified by an official veterinarian in your home country (with Spanish translation), and certified copies of the identification and vaccination documents. Review the [approved types of documentation](#) needed to enter Europe with a pet.

On rare occasions, you may be asked to write a declaration in which you will have to specify the purpose of your trip and indicate that your intent is to keep your pet with you and not to sell it. For additional information on traveling with [your pets](#), visit the [EUROPA website](#).

DEPARTURE PROCEDURES

PASSENGER AND CREW DEPARTURES

EXECUTIVE TERMINAL

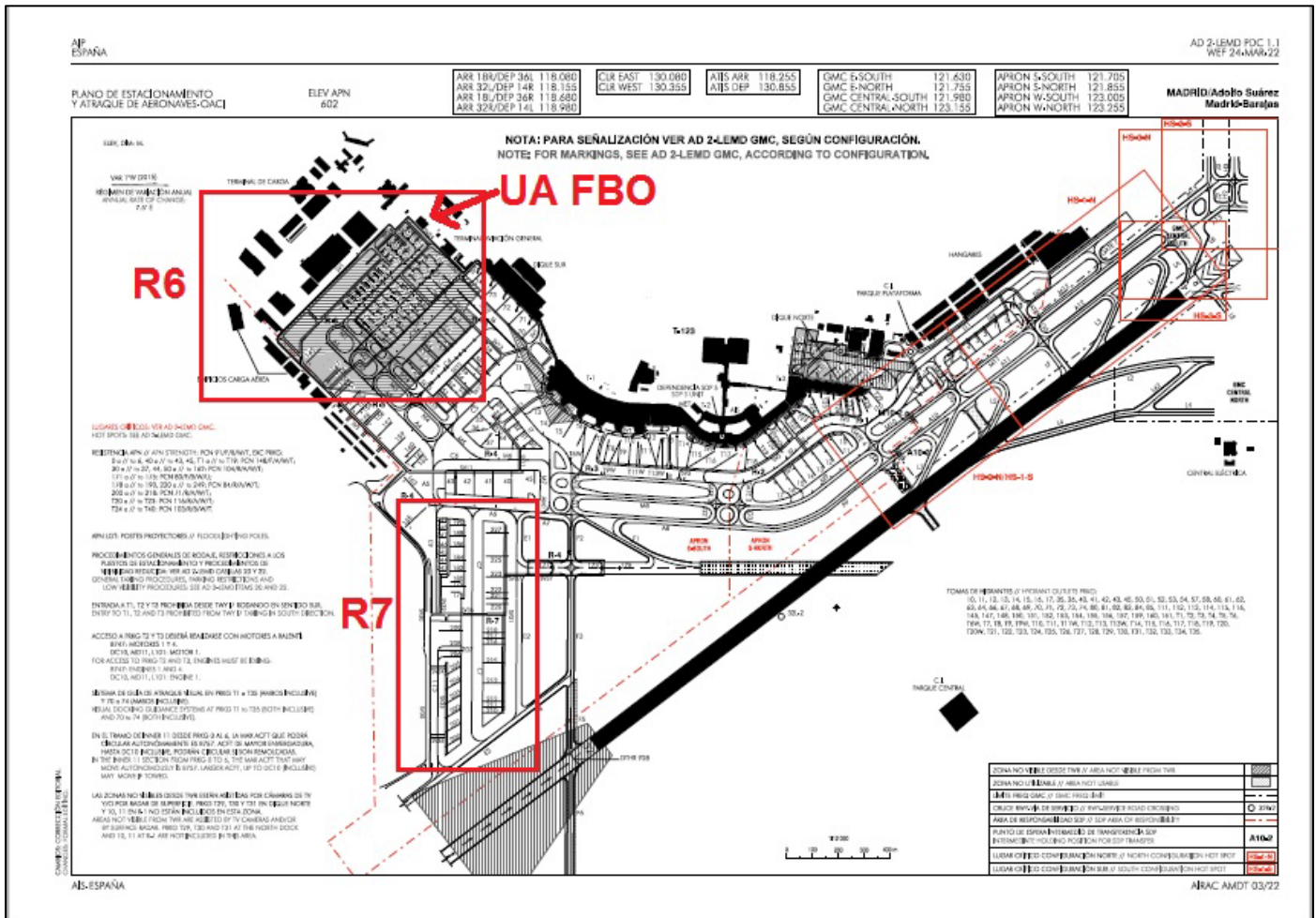
Our team will meet the passengers and crew members at the entrance of the Executive Terminal. They will be escorted to the CIQ area, where crew and passengers will be processed. Passports will need to be processed if the destination is a non-Schengen country. A Universal porter will assist with all bags and luggage.

Depending on the amount of luggage, the expected processing time is 10 minutes. On average, passengers and crew members can be in and out of the airport in 20 minutes. Passengers must all board at the same time.

GROUND TRANSPORTATION

AIRPORT ADDRESS

AV DE LA HISPANIDAD, S/N, 28042 MADRID, SPAIN



FBO Ground Services from
Universal Weather and Aviation, Inc.

COVID-19 SAFETY

For the most current Covid-19 updates and regulations, contact your Universal Aviation representative.

USEFUL LINKS & RESOURCES

- [MADRID, SPAIN \(LEMD\) INFORMATION](#)
- [EXPANDING PRESENCE IN SPAIN](#)
- [FEASIBILITY - IQ - MISSION PLANNING INTELLIGENCE](#)
- [TRIP SUPPORT](#)