

OPERATING DIRECTIVE

Hillsborough County
Aviation Authority

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Subject: Assignment and Utilization of
Authority's Common Use
Baggage Claim Devices

PURPOSE: To establish procedures for the use and assignment of the Authority's baggage claim devices.

BACKGROUND: The bag claim devices are non-exclusive to an airline's use and may be assigned to other users by the Authority. The Authority has developed a bag claim device primary assignment plan, attached as Exhibit 1, which designates primary device(s) for each airline.

The device primary assignment plan is based on the following criteria:

- A. Balancing the baggage claim activities within the terminal building.
- B. Concentrating each airline to a single core of the building.
- C. Co-locating code share airlines.
- D. Minimizing passenger walking distances.
- E. Maintaining adjacency for multi-device users.
- F. Maximizing the overall effectiveness of the operations.

The Authority will periodically evaluate the assignment plan to insure that facilities are utilized effectively. The primary assignment plan may be adjusted as facilities and airline activities change as determined by the Authority. An airline may request use of an additional device from the Authority when for operational reasons their assigned device is unavailable. The Authority will attempt to accommodate requests for additional devices to provide close proximity to the airlines primary bag claim device.

PROCEDURES:

- A. Airline
 - 1. An airline requiring an additional device, other than the one assigned, will contact Operations at 870-8752 and provide the following information as soon as possible:
 - a. Requesting airline
 - b. Proposed time of use.
 - c. Estimate duration of use.

