

OPERATING DIRECTIVE

Hillsborough County
Aviation Authority

Number: D342.00.05

Effective: 11/01/87

Revised: 06/25/03

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SUBJECT: Utilization of Authority
Controlled Gates, Hardstands,
Ticket Counter, and Related
Facilities On A Per-Use Basis

PURPOSE: To establish procedures for airlines and airline service companies to request and utilize the Authority's controlled aircraft gates, hardstands, ticket counter and related facilities on a per-use basis.

PROCEDURES:

- A. Facilities: The Authority makes available the gates, hardstands, ticket counters and related facilities on a per-use basis according to needs and at the discretion of the Authority. The facilities currently designated for per-use are indicated on the Attachment 1.
- B. Fees: The fees associated with the use of Authority aircraft gates, hardstands, ticket counters and related facilities are delineated in directive D800.00.01 and may be adjusted from time to time in order to cover the Authority's cost to provide such facilities.
- C. Request and Assignment of Gates:
 - 1. All advance and amended requests for gate scheduling will be submitted by the requesting air carrier, or its designee, to the Director of Operations on form OP-04, Request for Use-Aircraft Gates and Related Facilities, included in this directive.
 - 2. A conditional authorization to use the facilities requested will be issued by Operations within five calendar days of the request receipt date if such facilities are available. Said authorization is conditioned upon the occurrence of no unforeseen circumstance that would prohibit the requesting carrier's use such as the facility being out of service or a change in the requesting carrier's flight arrival time creating a conflict with another previously scheduled flight. A flight with higher priority may also supersede conditional authorization up until the day of the flight.

If a change is necessary after conditional authorization is granted, Operations will notify the affected carrier in a timely manner. Final authorization will be

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disseminated on the day of the requesting carrier's flight. Requests received on the day of a particular flight will be handled as facilities become available, on a first come – first serve basis.

3. To maximize efficient utilization of facilities when facility demand exceeds capacity, the following will apply in order of priority:
 - a. International flights requiring Federal Inspection Services (FIS) facilities.
 - b. International flights not requiring FIS facilities.
 - c. Domestic flights.
 - d. Flights not requiring use of a loading bridge.

Under each level of priority, preference will first be given based on the date the request was received and then to those airlines maintaining an agreement with the Authority.

4. In order to confirm a gate assignment on the day of the flight, air carriers must call Operations at 870-8752 with estimated time of arrival (ETA) and estimated time of departure (ETD) information prior to each gate use. Prior will mean the day of the flight, as soon as reliable information is available to the air carrier, for example, as soon as the flight has departed its upline station and is enroute to Tampa.
5. Late arriving aircraft which conflict with a scheduled flight may be required to:
 - a. Utilize another gate.
 - b. Wait until the gate is available.
 - c. Deplane passengers and relocate to another gate.

In the event two scheduled flights arrive late, that flight which is closest to its scheduled time will generally have priority. Operations will make the final determination concerning such conflicts and will endeavor to do so in a

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reasonable, consistent manner that will best serve the interests of all parties involved.

If facility demand exceeds capacity, the Authority may, at its sole discretion, arrange for the use of gates, hardstands and facilities controlled by other airlines or authorize requesting air carriers to make their own arrangements with another signatory airline. In the event such alternative arrangements are made whether by the Authority or the requesting air carrier, the requesting air carrier will be obligated to pay to the accommodating airline all reasonable fees, if any are charged for the use of such facilities.

D. Passenger Loading Bridges, Ground Power Units, and Preconditioned Air:

No person will be permitted to operate loading bridges, ground power units, or cabin air units without proper, advance training. The Authority will schedule and provide initial training to each company or airline prior to the use of such equipment. Thereafter, it will be the responsibility of each airline and company to train its own personnel in the use of such equipment and, upon request by the Authority, promptly submit written proof of the successful completion of such training for all personnel who operate the equipment.

E. Aprons and Positioning Of Ground Service Equipment:

1. The use of the gates, hardstands and apron area will be in common with all other authorized users. The parking of aircraft and associated ground equipment will be in a manner that will not impede common access or egress routes.
2. Unless otherwise authorized in writing by the Authority, ground service equipment owned or used by any company will only be permitted on the apron for active use and or servicing of the aircraft while positioned on the gate and hardstand. Reasonable time to position such equipment before the arrival of the aircraft will be no more than 20 minutes and should be removed from the gate area immediately after use.

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- F. Request and Assignment of Ticket Counter: The common-use ticket counter, associated conveyer system and baggage make-up area will be made available on a per-use basis to those airlines and airline service companies that have current operating agreements with the Authority.

Each airline or its designee will be responsible for completing and submitting the information contained in form OP-04 to the Director of Operations. Confirmation of ticket counter use will be issued by Operations within ten calendar days of the request receipt date.

The use of the Authority common-use ticket counter will be on a non-exclusive basis. Users will have access to the ticket counter for a reasonable amount of time necessary to check-in passengers for the requested flight.

When facility demand exceeds capacity, international flights will have priority over domestic flights.

Unless prior permission is obtained from the Authority, all airlines and airline service company's equipment, supplies, and materials must be removed from the facility at the completion of the flight operation.

- G. Keys: Air carriers and airline service companies having approved use of Authority facilities may request keys to these facilities. The user of the approved facilities may submit key requests to Maintenance. Maintenance will coordinate with Operations in determining the terms under which all keys will be issued.
- H. Telephones: The Authority has installed common use telephones at the hold room podiums and loading bridge areas. The telephones are restricted to local calls and are to be used for business purposes only.
- I. Security: It is the responsibility of the user of Authority controlled gates and related facilities to comply with Transportation Security Administration Regulation, airport security, as mandated by the airport security program.

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- J. Maintenance of Facilities: It is the user's responsibility to utilize the facilities in a safe, sanitary and responsible manner. Users will remove all foreign object damage from the aircraft aprons after each use. Users will promptly report malfunctions or damage to the Authority and will reimburse the Authority for the repair and replacement of any damaged property caused by the improper use or neglect of the facilities. All maintenance discrepancies will be immediately reported to Maintenance or the Communications Center.
- K. Coordination and Use of Federal Inspection Facilities: It is the responsibility of the requesting airline to contact the applied agencies federal inspection services for proper coordination in serving the international flight.
- L. Reports: In addition to the monthly activity report, airlines and airline service companies utilizing Authority controlled facilities will be required to submit special reporting forms to Finance. Finance will invoice the airlines on a monthly basis the use of the facilities offered. Airlines will pay such statement within ten days after receipt of such statement.
- M. Coordination and Use of International Club Room: The international club room located at airside building F will be made available on a per-use basis to those airlines and airline service companies that have current operating agreements with the Authority. Preference will be given to international carriers.

Each airline or its designee will be responsible for completing and submitting the information as contained in form OP-04, request for use-aircraft gates and related facilities to the Director of Operations. Confirmation will be issued by the Director of Operations within three calendar days of the request receipt date with a copy to Properties.

The use of the club room will be non-exclusive. Users will have access to the club room on a per use basis with a minimum four hour rental period with additional usage charged per hour.

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Users will be responsible for providing all food, beverage, other consumables, glassware and supplies necessary in preparing the club room prior to use and for clean-up after use. The Authority will provide basic janitorial service and facility maintenance. It is the user's responsibility to utilize the facilities in a safe, sanitary and responsible manner. Users will promptly report maintenance issues or damage to the Authority and will reimburse the Authority for the repair and replacement of any damaged property caused by the improper use or neglect of the facilities.

APPROVED: /s/ John Wheat DATE: 06/25/03

HILLSBOROUGH COUNTY AVIATION AUTHORITY
TAMPA INTERNATIONAL AIRPORT
REQUEST FOR USE – AIRCRAFT GATES AND RELATED FACILITIES

1. Air Carrier Name _____ Airline Code: _____
 2. Flt. # _____ ETA (TPA) _____ Arriving From _____ Date _____
 3. Flt. # _____ ETD (TPA) _____ Departing to _____ Date _____
 4. Type of Aircraft _____ Number of Passengers _____
 5. Schedule of Service (daily, one time, etc.) _____
_____ or _____ schedule attached.
 6. Type of service: International _____ Domestic _____
 7. Facilities Requested: Authority Use

_____ Apron	_____
_____ Loading Bridge	_____
_____ Disability Boarding Device	_____
_____ 400 Hz Ground Power (if available)	_____
_____ Cabin Air (if available)	_____
_____ Landside Terminal Baggage Claim	_____
_____ Ticket Counter	_____
_____ F.I.S. Facilities*	_____
_____ In Transit Lounge*	_____
_____ Hardstand	_____
_____ International Club Room	_____ # of hours
- *It is the Air Carrier's responsibility to notify appropriate F.I.S. personnel
8. Ground Handling Company _____
 9. Requested By: Company Name _____ Telephone _____
Name (print) _____ Signature _____
 10. Is this a new request _____ Amendment to a previous request _____

11. Received by Authority: Date _____ Time _____

**Submit to: Director of Operations
Hillsborough County Aviation Authority
P.O. Box 22287
Tampa , FL 33622**

OP-04