

OPERATING DIRECTIVE

Hillsborough County
Aviation Authority

Number: D360.02.03

Effective: 12/05/02

Revised: _____

Page: 1 of 1

Subject: Passenger Boarding Bridges

PURPOSE: To provide procedures for the maintenance of the airport's passenger boarding bridges.

GENERAL: The passenger boarding bridges are owned and maintained by the Authority. Maintenance is responsible for the maintenance of all passenger boarding bridges and their associated ancillary equipment including pre-conditioned air systems and ground power units. The tenants are responsible for the operation of systems assigned for their use.

PROCEDURES:

A. Maintenance and Repair of Bridges and Ancillary Equipment:

1. Maintenance provides all preventive and corrective maintenance on the bridges and associated systems.
2. Calls for repair of malfunctioning equipment should be directed to Maintenance Work Control or the Communications Center. Systems recovery engineers will be dispatched as needed.
3. Maintenance will make every effort to minimize disruption to tenant operations when performing work on the bridges. In the event of prolonged outage, Maintenance will coordinate with Operations to determine the availability of alternate equipment.

B. Reimbursable Expenditures:

1. Tenants are responsible for the proper operation of the passenger boarding bridges. Any equipment damaged by accident or through improper operation will be subject to reimbursement by the tenant for all costs associated with the repair.
2. Wear-item components such as pre-conditioned air system hoses and fittings, and ground power cables and cable heads requiring replacement through normal use will be replaced without charge to the tenant.

APPROVED: /s/ John Wheat

DATE: 12/10/02