

OPERATING DIRECTIVE

Aviation Authority

Number: D342.00.05

Effective: 11/01/87

Revised: 05/14/26

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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 air carriers and air carrier service companies to request and utilize the Authority's controlled aircraft gates, hardstands, ticket counters, and related facilities on a per-use basis.

PROCEDURES:

A. Facilities:

The Authority makes available the gates, hardstands, ticket counters, and related facilities according to needs and at the discretion of the Authority.

1. Facilities for new entrant and scheduled flights are assigned by the Real Estate Department in coordination with Airport Operations.
2. Facilities for non-scheduled flights and daily overflow and additional needs of scheduled carriers are assigned by Terminal Operations.

For daily unscheduled gate and ticket counter requests, air carriers or their designee should contact Airport Operations at (813) 870-8770 for per-use coordination.

B. Fees:

The fees associated with the use of Authority aircraft gates, hardstands, ticket counters, and related facilities are delineated in Standard Procedure S800.02 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 and Hardstands:

1. All advance gate and hardstand scheduling requests must comply with the following guidelines:
 - a. Be submitted in writing via electronic mail to Terminal Operations.

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- b. All air carriers should submit their flight schedule seventy-five (75) days prior to the first day of the month in accordance with the schedule outlined below:

Days prior to first day of the month schedule will become effective	
75	filed schedules submitted by air carrier to TPA Resource Systems Manager
69	TPA Resource Systems Manager distributes draft advanced schedule to air carrier
62	air carrier provides feedback to TPA Resource Systems Manager for schedule changes
55	final advanced schedule published by Authority and distributed to air carrier

- c. Schedule requests should highlight the number of Authority gates and hardstands that will be needed taking into account the maximum periods of use detailed in Section D of this Standard Procedure.
- d. By the deadlines outlined above, Terminal Operations will review needs and assign per-use gates or hardstands based on the following factors:
- i. Arrival time.
 - ii. Departure time next morning.
 - iii. Red Eye arrivals.
 - iv. Time between first and last morning departure.
 - v. Once an air carrier receives approval from Terminal Operations on per-use gate assignments, the air carrier will be responsible for submitting their reservations into AeroCloud (or similar service) for the following month.
 - vi. Day of operational impacts will be handled on a case-by-case basis and availability of resources at the discretion of Terminal Operations.

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- e. Amended requests for gate and hardstand scheduling will be submitted in writing by the requesting air carrier to Terminal Operations via electronic mail.
 - f. The Authority has the final discretion on all per-use gates and hardstand assignments.
2. Upon publishing of final advanced schedule in accordance with Paragraph C(1)b above by the Authority, authorization is granted and is conditioned upon the occurrence of no unforeseen circumstance that would prohibit the requesting air carrier's use, such as the facility being out of service or a change in the requesting air carrier's flight arrival time creating a conflict with another previously scheduled flight.
- If a change is necessary after authorization is granted, Terminal Operations will notify the affected air carrier in a timely manner.
3. Unscheduled requests for Authority gates or hardstand parking positions received on the day of a particular flight will be handled in accordance with the following guidelines:
- a. Availability of facilities, resources, and other gates.
 - b. Order of assigned priorities as specified in Paragraph C(4) below.
 - c. Operational limitations or restrictions due to inclement weather, Irregular Operations (IROP) events, construction activities, airport emergencies, etc.
 - d. Time of operation.
 - e. Review, discretion, and approval of request by Terminal Operations in accordance with Paragraph C(1)d above and other mitigating factors.
 - f. The air carrier assigned a gate or hardstand position is responsible for updating AeroCloud (or similar service).

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4. To maximize efficient utilization of facilities when facility demand exceeds capacity, the following will apply to flights in order of priority:
 - a. International (Scheduled) – Federal Inspection Station (FIS) Required
 1. Widebody
 2. Narrowbody
 - b. International (Scheduled) – No FIS Required
 1. Widebody
 2. Narrowbody
 - c. International (Unscheduled/Diversion) – Regardless of FIS Requirement
 1. Widebody
 2. Narrowbody
 - d. Domestic (Scheduled)
 1. Widebody
 2. Narrowbody
 - e. Domestic (Unscheduled/Diversion)
 1. Widebody
 2. Narrowbody
 - f. Remote Stand/No Loading Bridge Required
 1. International widebody or narrowbody
 2. Domestic widebody or narrowbody
5. Tiebreakers: In the event of a tie of any two or more flights in a given category referenced in Section C.4 of this Standard Procedure, then the following will be used as tiebreakers:
 - a. Schedule Submission – preference will be given to flights that meet the submission schedule outlined in Section C.1.b of this Standard Procedure.

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- b. Historical Precedence – preference will be given to flights which have operated on a given common use gate during the same period one year prior (day of week adjusted) as the requested flight.
6. Late arriving aircraft that conflict with a scheduled flight may be required to do the following:
- 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 that is closest to its scheduled time will generally have priority. However, Terminal Operations will make the final determination concerning such conflicts and will endeavor to do so in a 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 air carriers or authorize requesting air carriers to make their own arrangements with another signatory air carrier.

D. Periods of Use:

The periods of use for which a flight may be scheduled to occupy any gate are as follows:

	Domestic	FIS	FIS to Domestic	Domestic to FIS
100 Seats or Less	60 minutes	75 minutes	75 minutes	75 minutes
101 - 150 Seats	80 minutes	80 minutes	80 minutes	80 minutes
151 - 200 Seats	90 minutes	90 minutes	90 minutes	90 minutes

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201 - 250 Seats	110 minutes	110 minutes	110 minutes	110 minutes
Widebody	160 minutes	160 minutes	160 minutes	160 minutes

1. In the event of a half-turn (tow on or off gate for departure or arrival, respectively) then the time on gate would be half of the time allotted for a full turn.
2. For any departure that is the first flight of the day for an aircraft after a Remain-Over-Night (RON) on a RON hardstand position, an additional 30 minutes will be added to the period of use to allow for security procedures.
3. Aircraft Maintenance:

Aircraft on scheduled or unscheduled maintenance should be prepared to reposition if the time on the gate is beyond the time noted in the period of use tables above. At the discretion of Airside Operations, aircraft may remain on a gate beyond the maximum period of use so long as other air carrier operations are not adversely affected.

4. Buffer Periods:
 - a. The required buffer periods between flights of different air carriers on a common use gate are outlined in the table below. Half of the noted buffer period will be applied prior to arrival and half following departure. The total buffer period will be a combination of the buffer from the previous aircraft to the buffer of the next aircraft. (example A350 departure followed by a B737-800 arrival would be 30 minutes following the A350 plus 20 minutes before the B737-800 for a total buffer of 50 minutes).

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	Domestic	International	FIS to Domestic	Domestic to FIS
100 Seats or Less	30 minutes	40 minutes	40 minutes	40 minutes
101 - 150 Seats	30 minutes	40 minutes	40 minutes	40 minutes
151 - 250 Seats	40 minutes	40 minutes	40 minutes	40 minutes
Widebody	60 minutes	60 minutes	60 minutes	60 minutes

- b. The required buffer periods between flights of the same air carrier on a common use gate are outlined in the table below.

Number of Preferential Use Gates	Time
0	20 minutes
1-2	20 minutes
3-6	15 minutes

- c. This buffer schedule will apply equally for full or half-turns.

E. 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. Prior to initial operations, air carriers will request training through the Airport Maintenance Department by calling (813) 870-8740. Thereafter, it will be the responsibility of each air carrier 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

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operate the equipment. Use of such equipment must also comply with criteria outlined in the TPA Ground Operations Manual (GOM).

F. Aprons and Positioning of Ground Service Equipment (GSE):

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 gate utilization, common access, or egress routes.
2. Unless otherwise authorized in writing by the Authority, GSE owned or used by any company will only be permitted on the apron for active use or servicing of the aircraft while positioned on the gate and hardstand. Positioning of such equipment must not interfere with adjacent gates or other air carrier operations and must be removed from the gate area immediately after use.
3. New entrant ground equipment parking assignments must be requested through the Real Estate Department in conjunction with Terminal Operations.

G. Request and Assignment of Ticket Counter:

The per use ticket counter, associated conveyer system, and baggage make-up area will be made available on a per-use basis by request to the Vice President of Real Estate to those air carriers and air carrier service companies that are authorized to operate at the Airport by the Authority.

The ticket counter positions are generally allotted based upon each air carrier's total number of seats per two-hour period as follows:

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Seats	Domestic	International
1-230 seats	4	5
231-350 seats	4	8
351-470 seats	5	10
>470 seats (Every +120 seats)	1	2

The allocation will begin 3.5 hours prior to departure for domestic and international pre-clear flights and will begin 4.5 hours prior to departure for international FIS flights. All allocations will end at departure.

The use of the Authority's per-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, the following will apply in order of priority:

1. Wide body International Passenger Check-in.
2. Narrow body International Passenger Check-in.
3. Domestic Passenger Check-in.

Unless prior permission is obtained from the Authority, all air carriers and air carrier service company equipment, supplies, and materials must be removed from the facility at the completion of the flight operation.

H. Keys:

Air carriers and air carrier service companies having been approved to use the Authority's facilities may request keys to these facilities through the Real Estate Department, who will complete a maintenance work order request.

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I. Telephones:

The Authority has installed common use telephones at the hold room podiums. The telephones are restricted to local calls and are to be used for business purposes only.

J. Security:

The user of the Authority's controlled gates and related facilities is responsible for complying with Transportation Security Administration Regulations and the Airport Security Program, as mandated by the Airport Security Plan. Any compliance failures resulting in a fine shall be the responsibility of the air carrier utilizing the facilities.

K. Maintenance of Facilities:

Users are responsible for utilizing the facilities in a safe, sanitary, and responsible manner, and will remove all foreign object debris (FOD) from the aircraft aprons after each use. Users will promptly report malfunctions or damage to the Authority and provide reimbursement to 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 the Authority's Maintenance Department or the Airport Operations Center (AOC) at (813) 870-8770.

L. Coordination and Use of Federal Inspection Services (FIS) Facilities

Air carriers are responsible for contacting U.S. Customs and Border Protection (CBP) for approval to conduct international flights. Access to the FIS area must be approved by CBP and will be coordinated with Terminal Operations for both retiming of existing services and all-new services.

M. Reports:

In the monthly activity report, air carriers and air carrier service companies utilizing Authority's controlled facilities will be required to report facility usage to the Finance Department. The Finance Department will invoice the air carriers on a monthly basis for

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the use of the facilities. Air carriers will pay such invoice no later than 10 days following the end of the month being reported.

N. Coordination and Use of the International Club Room:

The International Club Room located at Airside F will be made available on a per-use basis to those air carriers and air carrier service companies that are authorized to operate at the Airport by the Authority. Preference will be given to international carriers on a per-use basis by request to the Vice President of Real Estate.

The use of the International Club Room will be non-exclusive. Users will have access to the International Club Room on a per-use basis at a fixed charge for the first four-hour rental period with additional usage charged per hour.

Users will be responsible for providing all food, beverages, other consumables, glassware, and supplies necessary in preparing the International Club Room prior to use and for clean-up after use. The Authority will provide basic janitorial service and facility maintenance. Users are responsible for utilizing 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: 

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