

OPERATING DIRECTIVE

Aviation Authority

Number: D342.00.05

Effective: 11/01/87

Revised: 05/26/16

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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 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 the Airport Operations Department.
2. Facilities for non-scheduled flights and daily overflow and additional needs of scheduled carriers are assigned by the Airport Operations Department.

For daily unscheduled gate and ticket counter requests, air carriers or their designee should contact the Airport Operations Department at (813) 870-8752 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:

1. All advance gate scheduling requests must be submitted in writing via electronic mail semi-annually to the Director of Operations. Amended requests for gate scheduling will be submitted in writing by the requesting air carrier, or its designee, to the Director of Operations via electronic mail.

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2. Conditional authorization is assumed to be granted unless otherwise notified by Airport Operations Department. Said authorization 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. 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, the Airport Operations Department will notify the affected air carrier in a timely manner.

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 the Airport Operations Department at (813) 870-8752 with the estimated time of arrival (ETA) and the 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.

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5. Late arriving aircraft that 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 that is closest to its scheduled time will generally have priority. However, Airport Operations Department 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 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. 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 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

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in a manner that will not impede gate utilization, 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 or servicing of the aircraft while positioned on the gate and hardstand. Positioning of such equipment must not interfere with adjacent gates or other airline 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 the Airport Operations Department.

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 by request to the Director of Real Estate to those airlines and airline service companies that have current operating agreements with the Authority.

The ticket counter positions are allotted as follows:

- a. Four common use positions for narrow body aircraft,
- b. Eight common use for wide body aircraft

The use of the Authority's 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.

In order to confirm a ticket counter assignment on the day of the flight, air carriers must call the Airport Operations Department at (813) 870-8752 with the estimated time of arrival (ETA) and the estimated time of departure (ETD) information prior to use of each ticket counter.

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When facility demand exceeds capacity, the following will apply in order of priority:

- a. Wide body International Passenger Check-in
- b. Narrow body International Passenger Check-in
- c. Domestic Passenger Check-in

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's facilities may request keys to these facilities through the Real Estate Department, who will complete a maintenance work order request.

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's controlled gates and related facilities to comply 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.

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 debris (FOD) from the aircraft aprons after each use. Users will promptly report malfunctions or damage to the Authority and

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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 the Authority's Maintenance Department or the Airport Operations Center.

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

It is the responsibility of the requesting airline to contact 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 the Authority's Operations Department.

L. Reports:

In the monthly activity report, airlines and airline service companies utilizing Authority's controlled facilities will be required to report facility usage to the Finance Department. The Finance Department will invoice the airlines on a monthly basis for the use of the facilities. Airlines will pay such invoice within ten days after receipt of such invoice.

M. Coordination and Use of the 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 on a per-use basis by request to the Director 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 club room prior to use and for clean-up after use. The Authority will provide basic janitorial service and facility

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APPROVED: Joe Lopano

DATE: 5/26/16