

OPERATING DIRECTIVE

Aviation Authority

Number: D342.00.04

Effective: 10/01/99

Revised: 03/24/17

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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 baggage 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 baggage 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 baggage 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

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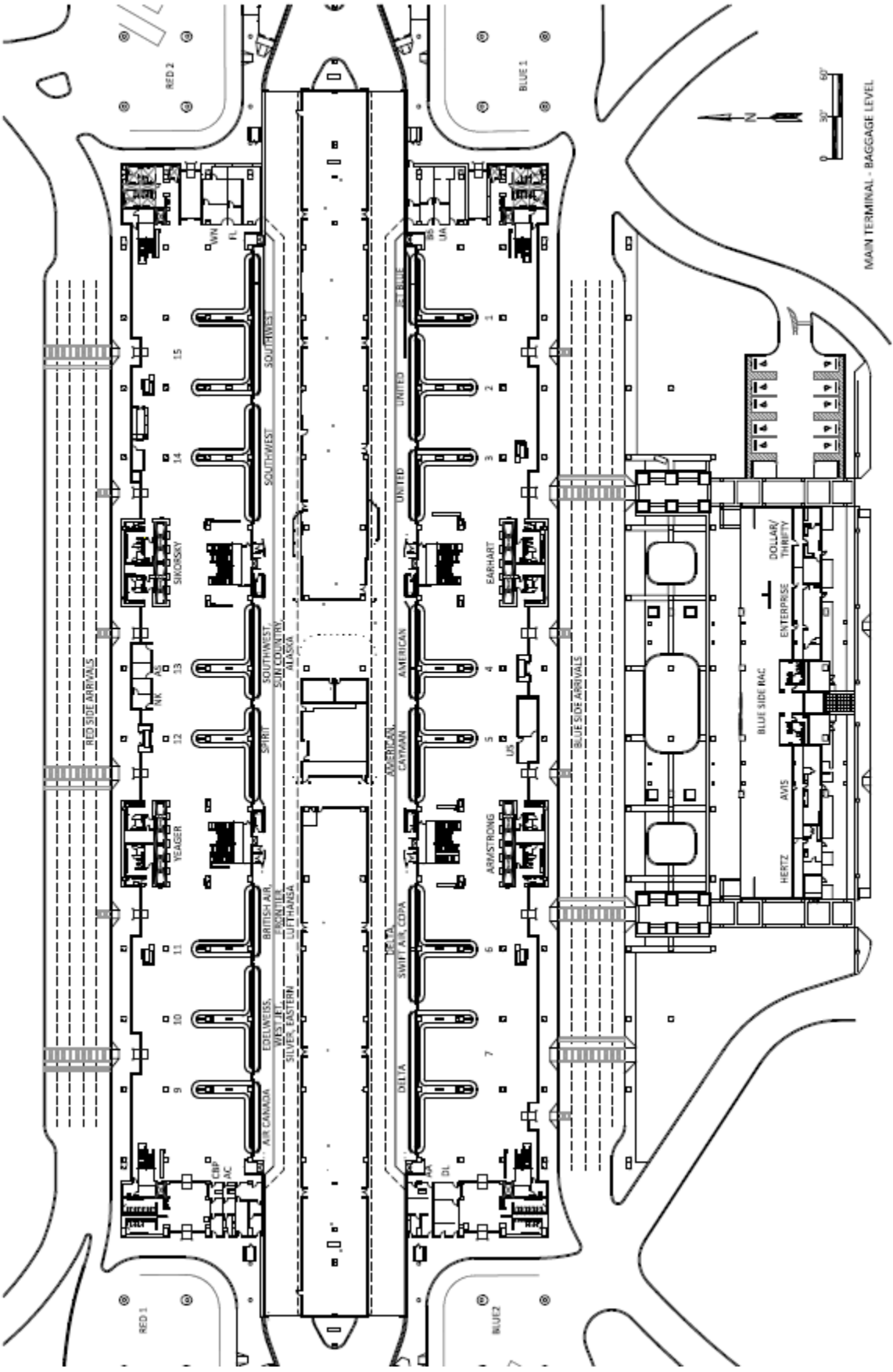
- c. Estimated duration of use
 - d. Type of aircraft and passenger load
 - e. Reason for request
2. Airline will input device assignment information into the appropriate flight information system.
 3. Airline tug drivers will be advised of device assignment and will input flight information into the tugman device.
 4. Airline will remove all unclaimed baggage from the devices immediately following each operation.

B. Authority

1. Upon receiving a request from an airline for the use of an additional device, other than the one assigned, the Authority will:
 - a. Review the device assignment plan to locate the appropriate device that would best meet the requesting airlines needs.
 - b. Review the device utilization schedule and contact the primary assigned airline for the recommended device.
 - c. Verify the availability of the device from the assigned airline.
 - d. Advise requesting airline which device is available so they may enter the information into the Electronic Visual Information Device System.

APPROVED: Joe Lopano

DATE: 03/24/17



MAIN TERMINAL - BAGGAGE LEVEL