

OPERATING DIRECTIVE

Aviation Authority

Number: D343.00.01

Effective: 05/20/85

Revised: 04/24/19

Page: 1 of 2

Subject: Air Cargo Apron Operations

PURPOSE: To establish procedures for the use of the air cargo building aircraft parking and Hardstand "D" aprons for air cargo aircraft.

PROCEDURES:

- A. Aircraft and Vehicle Operations: All aircraft and vehicle operations are to be in compliance with Authority Operating Directives, Standard Procedures, and Rules and Regulations, including the Airport Certification Manual (ACM), Ground Operations Manual (GOM), Surface Movement Guidance and Control System (SMGCS) Plan, and the Airport Emergency Plan (AEP).
- B. Aircraft Priorities: The aprons are restricted to air cargo operations unless otherwise approved by the Authority. There will be no exclusive use areas.
- C. Aircraft Parking: All aircraft will park in one of the marked aircraft parking spaces and only as the space markings direct. Aircraft parking will be conducted nose-in toward the cargo building or Hardstand "D". Aircraft will be pushed back from the parking space to the air cargo apron taxilane. Power out will not be permitted for jet aircraft without prior written approval from Airport Operations.
- D. Parking Space Assignment: The parking of aircraft is assigned to users by Airport Operations on a first-come, first-served basis. The ramp parking positions at the Air Cargo facility are numbered 1, 2, 3, 4, 5, 6 and 7. The ramp parking positions at Hardstand "D" are numbered 46 - 58.

Active cargo loading and off loading will take precedence over aircraft storage, but only for apron space, not specific spaces. Tenants with regular aircraft operations will be given a continuing slot assignment on a preferential basis.

- E. Cargo Handling Authorization: Authorization to handle air cargo on the Air Cargo /Hardstand "D" aprons and deliver it to, or receive it from, the general public on the airport is restricted to tenants of the cargo buildings, agent of tenants, and licensed ground handlers.
- F. Apron Access: All cargo tenants will control access to the apron in compliance with the Airport Security Program.

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- G. Aircraft Fueling: Only aircraft fuel servicing hydrant transfer vehicles and approved fuel tenders are allowed to engage in fueling on the aprons. However, no fuel tender shall operate on any of the ramps or aprons without first entering into a written agreement with the Authority as to the specific areas for such operation. Authorized company personnel will be familiar with procedures recommended for safe fueling practices.
- H. Vehicular Operations: Vehicles will be operated in a safe and cautious manner at all times on the apron. Aircraft always have the right of way. The tenant authorizing vehicular access to the ramp is required to assure operating compliance.
- I. Ground Service Equipment: All equipment will be operated only by qualified employees of cargo building tenants or licensed ground handlers.
- J. Delivery Vehicles: Direct loading or unloading to and from the aircraft is prohibited unless prior approval has been granted by Airport Operations.
- K. Aircraft Maintenance: All repairs to aircraft or engines will be made in the areas designated for such purpose. Minor adjustments and repairs may be performed on air cargo aircraft on the aprons when such repairs can be accomplished without inconvenience to other persons.

Any aircraft being repaired on the cargo apron will be moved to another location upon request of the Authority. Engine run-ups above idle on the cargo apron are prohibited.

- L. Facility Maintenance: The Authority is responsible for the maintenance of the aprons. Tenants are responsible for removing debris and litter and for any extraordinary cleanup made necessary by their operation. The Authority will determine whether or not a cleanup project is deemed extraordinary.

APPROVED: Joe Lopano

DATE: 04/24/19