



Common Use Facilities Operating Procedures

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Airport Operations

RECORD OF REVISION

Revision Number	Revision Date	Effective Date	Affected Pages	Summary
11 – 01	4.27.11	4.27.11	all	Initial issue and distribution. Manual conformity due 6.30.10.
11 – 02	10.31.11	10.31.11	3, 5, 7	definitions, scheduling priorities, Rates & Charges
11 – 03	11.09.11	11.09.11	5	flight submission procedures
11 – 04	12.08.11	12.08.11	3	definition; Preferential
11 – 05	12.18.12	12.18.12	6	Adjusted Occupancy Times Table to reflect correct allocation of ticket positions.
16 – 01	12.30.16	12.30.16	1	PMGA logo
19 – 03	02.26.19	03.21.19	2 – 7	definitions, general, Scheduling Priorities, Common Use Facility Occupancy Times, Flight Delays, Mechanical Delays, and Cancellations.
20 – 01	12.16.19	01.01.20	All	Format, grammatical errors, definitions, Occupancy Maximums, Resource Assignment, Assignment Change Requests, Required Communication, attachments
21-01	10.28.2021	11.01.2021	All	Revision to all sections; Added Shared Systems and Structures; Added Operating Principles; Added Equipment Training; Added Equipment Storage and Staging
22-01	04/19/2022	04/19/2022	8, 19	Added definition of significant unplanned maintenance and updated the procedures under RON and Scheduled/Unscheduled Maintenance.

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DEFINITIONS

The following words, terms, and phrases, whenever used herein, shall have the following meaning:

Airport – shall mean the Phoenix-Mesa Gateway Airport. (for the purposes of this document the term “Airport” will be used from this point forward)

Airport Authority – The Phoenix-Mesa Gateway Airport Authority (PMGAA), a Joint Powers Airport Authority authorized under the laws of the State of Arizona, its successors and assigns, formed pursuant to Arizona Revised Statutes §2-351 et seq.

Air Carrier, Airline, or Carrier - refers to any airline authorized to provide service to or from Phoenix-Mesa Gateway Airport (Airport) and with PMGAA to do so. Such airlines and services are further defined as follows:

Charter Airline/Charter Carrier - shall mean an airline that does not qualify as a Scheduled Carrier (as hereafter defined).

Scheduled Carrier – shall mean an airline holding the required certificates and;

- A. Designated as a “scheduled carrier” under a bilateral agreement or other treaty obligation of the United States for its routes to Airport; or
- B. 60% or more of the flight operations at the Airport meet all the following conditions:
 1. The flight schedule conducted is published as scheduled service for purchase by the public; and
 2. At least one third (1/3) of the seats on such flight are available for reservation and sale to the public, directly by the airline operating the flight, or through its commissioned agents able to deliver individual, confirmed and valid flight coupons or e-tickets at the time and point of sale; and
 3. Individual tickets for the available seats on such flights are available for sale by the airline operating the flight or its commissioned agents up to the time the flight closes check-in.

Common Use Facilities – shall mean any PMGAA owned or controlled facilities intended for use in passenger processing located at the Charles L. Williams Terminal including ticket counters, boarding gates, baggage make-up, baggage delivery, baggage claim, ramp areas, aprons, aircraft parking spots, holding rooms and all other resources associated with passenger processing.

Director of Operations & Maintenance (for the purposes of this document the term “Director” will be used from this point forward) – the individual or position responsible for coordinating, applying, and enforcing operating procedures governing the use of Airport Common Use Facilities. The Director shall act as a liaison between PMGAA and the Air Carriers serving the airport and shall be responsible for conducting the administration of the Common Use Facilities, consistent with policies established from time to time by the PMGAA.

Airport Operations is designed for the Director with the authority to carry out the processes, procedures, and actions described in this document for the purpose of coordinating common use resources.

Domestic Service/ Domestic flight - any flight that originates in the continental United States and does not require use of the Federal Inspection Service (FIS) facility. Take note that flights originating in a foreign country that have been Pre-Cleared by USCBP are considered domestic flights for these purposes.

Exclusive Use – shall mean offices, breakrooms, operations offices, baggage service offices, or other space assigned or leased to an air carrier which is used exclusively by that air carrier. There are no exclusive use rights granted in passenger processing areas, aircraft parking spots, or public areas.

Executive Director - that person designated by PMGAA’s Board of Directors with the responsibility to manage, operate, and maintain the Airport.

Originating Departure – the aircraft’s first departure of the day, typically after an RON.

Preferential Use of Common Use Facilities – The Executive Director may grant an Air Carrier non-exclusive Preferential Use of Common Use Facilities. Air Carriers with Preferential Use of Common Use Facilities are granted scheduling priority over such Common Use Facilities over all other Air Carriers for scheduled arrivals and departures provided the Air Carrier has complied with the Schedule Submission Procedures outlined within these operating procedures. The Director maintains responsibility for setting the final schedule for all Common Use Facilities and Preferential Use of Common Use Facilities in accordance with these operating procedures. Preferential Use does not include RON/long-term parking.

RON / Long Term Parking - shall mean “Remain Overnight” or “Remain on Gate” and shall apply to any aircraft approved to occupy a Gate(s) (including the corresponding parking spot(s)) or remote parking spot more than 3 hours and typically overnight.

Routine Scheduled Maintenance – routine scheduled shall mean maintenance which is intended to be completed during scheduled RON or aircraft downtime. Typically referred to as “letter checks” and are routinely scheduled so no to cause irregular operations.

Service Provider - shall refer to any company permitted by PMGAA to provide aircraft services in accordance with ground and passenger handling services for a carrier(s).

Significant Unplanned Maintenance – shall mean maintenance that must occur due to unplanned outage of aircraft systems or components. Typically, unplanned maintenance results in unscheduled irregular operations, aircraft swaps, and aircraft out of service for unknown or prolonged amounts of time. This type of maintenance also includes troubleshooting to determine the source of maintenance deficiencies.

Terminating Arrival – an aircraft’s last arrival of the day, typically followed by an RON.

Turn – is considered the ground operation components of the arrival and coinciding departure of a single aircraft operated by an air carrier, including an arriving flight number, and departing flight number commencing at the “On Block” time and terminating at the “Off Block” time, in which the duration may not exceed 119 minutes.

GENERAL

PMGAA operates, maintains, and schedules certain terminal resources and associated facilities at the Airport, including but not limited to ticket counters, baggage make-up, baggage conveyances, baggage claim, ramp areas, aprons, aircraft parking spots, holding rooms and other passenger processing and aircraft servicing facilities referred to as Common Use Facilities. The number and location of these facilities vary.

All Common Use Facilities are under the jurisdiction of the Director, who has final authority over facility assignments in accordance with these procedures. The facility is equipped with Regulatory Signage in accordance with Title 14 and Title 49 of the Code of Federal Regulations. Supplemental airline signs must be approved by the Director prior to installation.

No carrier has any right to the exclusive use of any Common Use Facilities.

SHARED SYSTEMS AND STRUCTURES

The Airport owns and maintains the following systems, infrastructure, and equipment for the purpose of providing common use facilities. These systems, infrastructure, and equipment are

presented on an 'as is' condition and is not liable for damage, including incidental or consequential damages. Air Carriers are liable for damage caused by their employees, contractors, vendors, agents, and other service providers performing on behalf of the Air Carrier.

AIRCRAFT GROUND POWER EQUIPMENT

Airport owned stationary ground power units are inspected and maintained by PMGAA. Air Carrier employees, agents, contractors, and vendors shall connect, disconnect, and switch the power on and off for aircraft servicing. Charges shall apply as per the most current version of the Airport Rates and Charges. Air Carrier employees, agents, contractors, and vendors shall ensure power is switched off when not in use and shall care for ground power equipment to prevent misuse and abuse. Cords shall be properly stowed in a manner that is orderly and obstruction free while preventing damage and abuse.

AIRCRAFT PRE-CONDITIONED AIR

Airport owned stationary pre-conditioned air units are inspected and maintained by PMGAA. Air Carrier employees, agents, contractors, and vendors shall connect and disconnect air ducts, and switch air on and off. Air Carrier employees, agents, contractors, and vendors shall switch power off when not connected to an aircraft and shall care for ground power equipment in order to prevent misuse and abuse. Air duct connections shall not be dragged on the ground and vehicles shall not park on air hoses. Air duct connectors shall be properly stowed in a manner that is orderly and obstruction free while preventing damage and abuse.

AIRCRAFT WHEELED FIRE EXTINGUISHERS

PMGAA provides, maintains, and inspects wheeled aircraft fire extinguishers at common use aircraft parking spots in accordance with the National Fire Protection Association standards. These wheeled aircraft fire extinguishers are available for use in the event of an aircraft or airside emergency requiring the use of extinguishing agent. Wheeled fire extinguishers shall not be moved from designated location except for use in an emergency or to facilitate emergency response vehicle access to an emergency. A path from the extinguisher to the aircraft shall always be kept clear of obstructions, including vehicles, service equipment, and ladders. The use of wheeled fire extinguishers shall be reported to the Airport Operations Center.

BAGGAGE MAKE-UP SYSTEM

The Airport operates and maintains the shared premises used for checked baggage conveyance, screening, and sortation. Each common use ticket counter position is equipped with a baggage scale and display. Air Carrier employees, agents, contractors, and vendors shall not walk, step,

or place any items on the scale aside from checked baggage items. Use of the scale shall be in a manner that preserves the proper functioning and calibration of the scale.

Baggage conveyance is provided by a belt and motor system which transport baggage from the ticket counters through the required screening process to a shared re-circulating carousel. Baggage conveyance systems are only to be used for the movement of passenger baggage and shall not be ridden, walked on, or abused. Each Air Carrier shall have access to the carousel to sort checked baggage. At least one cart per flight is allowed per Air Carrier. All conflicts regarding baggage carousel access shall be reported to the Airport Operations Center for resolution.

CROWD CONTROL AND QUEUE MANAGEMENT

Crowd control and queue management equipment, including stanchions are provided by the Airport and are arranged to provide the most efficient use of the common and shared space. Branded queue management equipment such as stanchions and signs may be used at the discretion of the Director and must be removed upon request.

ELECTRONIC SIGNAGE

The Airport owns, maintains, and controls dynamic backwall signage at each ticket counter podium and each gate podium. Additional electronic signage is in the baggage claim identifying baggage delivery belts. The Airport may determine that information displays are necessary to support the common use system or provide additional public information.

Use of electronic signage is limited to Airline flight information. Use of signage for any other purpose by the Airline, including advertising or affiliate products is not permitted. Obscuring FIDS displays or using paper signs over FIDS to post information in conflict with FIDS is prohibited.

FLIGHT INFORMATION DISPLAY

The Flight Information Display System (FIDS) provides Air Carrier flight information including the Air Carrier name, flight number, gate, time of arrival or departure, city of origin or city of destination. FIDS are placed at various locations in the public and sterile areas of the facility.

Templates and layout of the FIDS display is under the sole control of the Airport. Air Carriers are responsible for providing their approved logo to be used on the FIDS display. Changes to logo must be communicated to the Airport Operations Center for updates to the FIDS.

GATES, HOLDROOMS, AND DEPARTURE AREA

Gate hold rooms and departure areas are assigned in conjunction with gate assignments. Furnishings, gate counters, common use passenger processing equipment, and electronic signage is provided. Air Carriers shall not display signs or information without prior permission from Airport Operations Director. The Airport provides all regulatory signs common to all carriers. All branded signs, equipment, and materials shall be removed following a flight departure unless the same Air Carrier is scheduled for the next flight at the same gate. Air Carriers may coordinate with the Airport Operations Center on the branded material, equipment, and signs remaining in the gate area.

KEY ISSUANCE

Some common use components are secured by lock and key. Air Carriers may request key issuance to named individuals using the key request process. Keys are non-transferrable, must be returned to the Badging Office when the individual no longer needs access, and unauthorized reproduction is prohibited. Keys are only issued to individuals in possession of a valid SIDA badge and all keys remain the property of Phoenix-Mesa Gateway Airport. Lost, stolen, and unreturned keys must be immediately reported to Airport Operations. Current Rates & Charges apply. Air Carriers shall designate a person to serve as the key liaison with the responsibility of key accountability and audit completion.

Key Request forms are available on the Airport website Documents and Forms page under Forms and Applications: <https://www.gatewayairport.com/policiesdocumentsandforms>. The completed form must be signed by an authorized manager and submitted to the Airport Badging Office.

PASSENGER LOADING RAMPS

The Airport provides one passenger level-boarding ramp (PLBR) for each aircraft loading and unloading operation. Airlines must have a signed ACAA Agreement on file with the Airport Business Development Office to operate the aircraft PLBR. In instances where the PLBR is not compatible with the aircraft or is out of service, Airlines shall contact the Airport Operations Center to coordinate the use of alternate equipment. Airlines and their agents are responsible for safely and correctly moving, operating, positioning, and securing level boarding passenger ramps, and shall take care to avoid misuse and abuse. Unsafe conditions and maintenance issues shall be reported immediately.

POTABLE WATER

PMGAA provides an aircraft watering point that is maintained in compliance with FDA Regulations 21 CFR 1240 Subpart E and 21 CFR 1250 Subpart D. Air Carriers using the Airport

aircraft watering point as a source of potable water are responsible for the safe and compliant transfer of water from the watering point into a compliant transport container and transfer into the aircraft. Air Carriers shall preserve the clean and sanitary conditions of the watering point, with the water hose stowed off the ground and capped. Air Carrier employees, agents, contractors, and vendors shall immediately notify the Airport Operations Center if maintenance is needed.

PUBLIC ADDRESS SYSTEMS

The Airport provides a public address system throughout the Common Use Facility. The public address system is used by the Air Carriers gate boarding announcements, schedule information, baggage delivery information, and by the Airport for regulatory announcements. Zones are available to limit announcements to certain locations or to broadcast in all areas of the Common Use Facility.

TELEPHONES AND COMMUNICATIONS

Telephones are provided at the gate and ticket counter podiums. The telephones provide on-Airport, local, and long-distance calling. Long-distance charges may be billed to the Air Carrier.

OPERATING PRINCIPLES

APRON AND EQUIPMENT CONDITIONS

Air Carriers including their employees, agents, contractors, and vendors shall ensure the gate apron is left in a safe, neat, and clean condition. Air Carriers shall clean up fluid spills or leaks or the release of pollutants in accordance with federal, state, and local laws including storm water pollution prevention requirements. Bagged and unbagged trash and onboard service items taken off of aircraft shall be removed from the gate apron and properly disposed of.

Air Carriers including their employees, agents, contractors, and vendors shall immediately report unsafe apron conditions or malfunctioning equipment through the Airport Operations Center. Air Carriers are financially responsible for damage caused by their employees, agents, contractors, and vendors. The Airport shall issue a billable work order to the Air Carrier for the cost of repairing or mitigating damage and spills. If a determination is made that the Air Carriers employees, agents, contractors, and vendors were in violation of Airport Rules & Regulations, a Notice of Violation will be issued.

GATE APRON MARKINGS

Apron markings and stop bars are provided on all common use and preferential use aircraft parking spots. In the event a new stop bar is required, the Airport Operations Center will coordinate a marking solution with the Air Carrier and Airport staff.

BAG HYGIENE PRACTICES

The Airport baggage handling and conveyance system transports passenger baggage from the checked baggage input point, through security screening, to the baggage sortation carousel. This system is susceptible to performance degradation if basic baggage hygiene practices are not followed. Proper baggage hygiene practices shall be adhered to by all system users. Baggage conveyor belts shall be started before placing baggage on the belt. Loading the baggage on the belt before starting may result in motor damage and take a portion of the system out of commission for a period of time.

Baggage orientation – All bags, whether in a tub or not, should be oriented lengthwise and centered on the belt. If a bag is not in a tub, it should be placed on the belt with the largest surface area in contact with the belt.

Baggage separation – A minimum 12” gap is required between two pieces of baggage placed on the belt at induction points to allow for baggage maneuvering at downline inspection points.

Baggage with wheels – Bags with wheels should be placed on the belt with the wheels in the up position and toward the direction of travel and the baggage tag affixed to the trailing handle. If this positioning makes the bag unsteady, place it in a tub with the wheels down.

Hooks and straps – Remove all hooks and straps from the bag. If not possible, place the bag in a tub, including duffel bags with wheels.

Pockets and zippers – All pockets and zippers shall be closed and ensure there are not long, hanging pull straps or cords attached. Otherwise, place in a tub.

Car seats – Place car seats in a baggage tub. When placing car seats in a tub, ensure all straps are fully inside the tub and it is in a stable position. If this is not possible, hand deliver to the baggage inspection room and placed on the straight belt prior to the TSA Explosive Detection System.

Large Items – Large items should be hand delivered to the baggage inspection room and placed on the straight belt prior to the TSA Explosive Detection System.

Odd-shaped items – Items such as hockey sticks, poster tubes, strollers, walkers, and similar items should be placed in a tub. Otherwise, hand delivered to the baggage inspection room and placed on the straight belt prior to the TSA Explosive Detection System.

Soft-sided bags – Soft bags shall be placed in a tub.

Over-packed bags – Over-packed bags are often unstable on the conveyor belt. These bags shall be placed in a tub.

Golf bags – Golf bags may be placed on the conveyor belt, provided a proper orientation is achieved. Hard sided cases shall be placed wheels up.

SCHEDULE SUBMISSION AND RESOURCE ALLOCATION

Air Carriers shall submit copies of proposed schedules to the Director no less than 60 days prior to the schedule's effective date. The Director shall have no less than 15 working days to review proposed schedules. Late schedule submissions will be assigned resources after other requests have been accommodated.

Schedules shall be submitted via e-mail to control@gatewayairport.com in an Standard Schedules Information Manuals (SSIM) file to facilitate processing in the Airport operations resource management system.

At a minimum, all submissions must include the following information:

- A. Flight number
- B. IATA 2-letter Air Carrier identifier (International Air Transport Association)
- C. Type of aircraft to include the model and series
- D. City pairs
- E. Proposed arrival and departure times
- F. Schedule beginning and end dates
- G. Proposed day(s) of operation

The Director shall approve or deny requests for use of Common Use Facilities within 15 days of the schedule submission.

GATE PLANNING REVIEW AND ASSIGNMENT

RESOURCE ASSIGNMENT PRIORITIES

It is the intent of PMGAA to offer Air Carriers, including new entrants, access to the Common Use Facilities. Every effort is made to accommodate schedules. These policies and procedures are intended to maximize the efficiency of common use resources while endeavoring to treat all airlines equitably.

PMGAA manages the scheduling of all Common Use Facilities for Air Carriers in the best interests of PMGAA. When a conflict exists in Air Carrier schedules resulting in the Airport Operations Center being unable to accommodate, the following priorities will be employed to deconflict the overscheduling.

The following priorities will be used at common use gates and preferential gates during non-scheduled periods. In most cases Air Carrier schedules can be accommodated. In the event that two aircraft need the same gate in the same time period, the following priorities are used to resolve the conflict.

Priorities	Common Use Gate	Preferential Use Gate
Priority 1	Airline with no preferential use agreement	Airline with preferential use agreement
Priority 2	Yearly service over seasonal service	Yearly service over seasonal service
Priority 3	Weekly frequency	Weekly frequency
Priority 4	Passenger capacity	Passenger capacity
Priority 5	Length of service in market	Length of service in market
Priority 6	Length of time at Gateway	Length of time at Gateway

LATE SCHEDULE SUBMISSIONS

Flight schedule submissions requesting a Common Use or Preferential Use gate with less than the required advance notice will be assigned to gates after all other requests have been accommodated.

COMMON USE FACILITY OCCUPANCY TIMES

The domestic portal gate and ticket counter occupancy times are as follows:

Aircraft Category	MAX Gate Occupancy Hours*	MAX Number of Ticket Positions	MAX Ticket Counter Occupancy Hours*
70 seats or less	3	1	2.0

70 to 250 seats	3	2	2.0
251 seats or more	3	3	3.0

*The Director may extend occupancy times at their sole discretion.

Extended gate occupancy over Common Use Occupancy Times will result in supplemental service fees as published in the Fee, Service and Rental Rates.

DAILY GATE MANAGEMENT

Air Carriers and the Airport Operations Center are expected to be in continuous communication throughout the day to coordinate adjustments to the gate assignments due to operational anomalies and irregular operations. Air Carriers must communicate tail assignments, delays, updated ETD/ETA, and any other disruption to the Carriers operational plan.

The Airport Operations Center will assign a boarding gate (including the corresponding parking spot and hold room) for each flight departing or arriving through the Common Use Facilities.

Assignments will be completed and posted no later than 120 minutes before the first departure of each calendar day and based on the most recently submitted schedule approved by the Director 45 days prior.

Air Carriers are required to follow the assignments as reflected in the common use system. This may be accomplished through aircraft repositioning or tail reassignment.

Air Carriers may submit a request for a change to the assigned boarding gate (including the corresponding parking spot and hold room). Each request must be submitted to control@gatewayairport.com. Each request will be evaluated by the Director or designee and promptly approved or denied. Some reasons why assignment change requests may be denied:

- Schedule conflict with another scheduled departure or scheduled arrival at the same or adjacent boarding gate (including the corresponding parking spot and hold room).
- Incompatible aircraft type.
- Request to use a resource that is out of service.
- Inadequate time between change request and scheduled departure time.
- Failure to provide written request or adequately communicate the need for change.
- The change would adversely impact the scheduled arrival or departure of another air carrier's operation.

Requests for assignment changes must be submitted to the Airport Operations Center more than 75 minutes before the applicable departure or arrival. The 75-minute timeline is intended to enable the processing of the request to ensure effective communication with passengers in the terminal via passenger information displays. Assignment changes are prohibited without the Director's approval. The Airport Terminal Paging System is not to be used in conflict with the Flight & Gate Information Displays.

Air Carriers reporting tail swaps shall submit tail assignments for all aircraft routing through the remainder of the day.

Air Carriers operating off-schedule shall make every attempt to minimize boarding gate (including the corresponding parking spot and hold room) occupancy times to avoid affecting other previously scheduled operations.

No aircraft may occupy a boarding gate (including the corresponding parking spot and hold room) longer than 24 hours without prior request and approval to do so. Parking of air carrier aircraft for durations greater than three (3) hours (RON) are subject to reassignment, and requests for change of reassignment are subject to the same change process defined above.

All questions and schedule conflict resolutions should be directed to the Airport Operations Control Center at control@[gatewayairport.com](mailto:control@gatewayairport.com) and 480-988-7570.

Prior to operating the first flight of the day after a RON, each carrier will verify boarding gate (including the corresponding parking spot and hold room) assignments.

FLIGHT DELAYS, MECHANICAL DELAYS AND CANCELLATIONS

PMGAA delay and cancellation protocols are intended to meet or exceed the requirements of Federal Regulations in Title 14 of the Code of Federal Regulations related to passenger protections and any future enhancement of such rules. PMGAA will coordinate individual contingency and recovery plans with each Air Carrier.

The Airport Operations Center must be notified when a flight arrival or departure deviates by more than 15 minutes of the scheduled time.

In accordance with 14 CFR 259.8.c, and to ensure timely updates to passenger information displays, Air Carriers shall advise the Airport Operations Center within 30 minutes of known flight delays, mechanical delays, and schedule changes affecting operations or passengers. Air Carriers are responsible for providing passenger updates in accordance with 14 CFR 259.

Aircraft without an approved parking assignment (i.e. diversion) or arriving more than 15 minutes late for its parking assignment will be considered “Delayed”. Delayed arrival flights will be reassigned by the Airport Operations Center on an “as-available” basis. Such reassignments shall not interfere or otherwise cause delay to other flights operating on-time.

Delayed or diverted arriving aircraft waiting more than 30 minutes for reassignment will be reassigned/accommodated in the next available aircraft parking area. Passengers on delayed aircraft will be deplaned in accordance with 14 CFR 259. The Director will make available remote parking facilities and passenger boarding ramps or air stairs as practicable. Passenger transportation to the terminal will be arranged in coordination with the Air Carrier.

The Director has the right to require the removal of an aircraft delayed for mechanical reasons from the terminal parking area to a remote aircraft parking position.

Air Carriers shall notify the Director of scheduled flight cancellations as soon as possible and no later than 30 minutes after becoming known to the Air Carrier.

Air Carriers and their representatives are responsible for communicating with their passengers inside the Charles L. Williams Terminal & aprons in the following minimum instances:

- A. Notification of a delayed departure.
- B. Notification of a flight cancelation.
- C. Notification of changes in the status and length of a delay.
- D. Notification of a baggage delivery delay of more than 30 minutes.
- E. All other instances required by 14 CFR 259.

The Airport Terminal Paging System is provided for Air Carrier communication with passengers.

EQUIPMENT TRAINING

Users of the Common Use Facilities are required to contact the Director to coordinate training on the use of Airport Common Use Facilities & Equipment for its employees and/or Service Providers. Such equipment consists of, and is not limited to, the Common Use Terminal Equipment (CUTE), baggage conveyance and sortation equipment, passenger level-board ramps and any other equipment as may be deemed necessary by the Director.

EQUIPMENT STAGING AND STORAGE

Air Carriers and Service Providers performing ramp handling in the common use ramp areas will be permitted to stage ground service equipment (GSE) 30 minutes prior to scheduled arrival of the aircraft. All equipment must be removed immediately after the departure of the aircraft. All ramp handling equipment, when not in use, must be parked in an area designated by the Director.

Ground equipment shall not block access or egress of fuel trucks to or from aircraft at any time.

Inoperative or disabled equipment will be removed from the common use ramp area immediately after aircraft departure, if not sooner. Inoperative or disabled equipment shall be removed from designated GSE parking areas.

RATES, FEES AND CHARGES

Use of all Airport facilities is contingent upon the payment of fees associated with such use. Fees for Common Use Facilities are based upon the most current published Airport Rates & Charges or negotiated operating agreements.

Carriers occupying the Common Use Facilities beyond the established occupancy times are subject to operational surcharges as posted on the Airport's most current Airport Rates and Charges. Fees may also apply to carriers that operate off schedule resulting in overtime or additional personnel costs to keep facilities operating past normal operating hours.

RON AND SCHEDULED/UNSCHEDULED MAINTENANCE

Air Carriers occupying a boarding gate parking spot for the purpose of scheduled maintenance or a RON must request and receive parking assignment approval from the Airport Operations Center prior to such activity.

Routine scheduled maintenance activity is permitted in a boarding gate parking spot provided this activity does not interfere with its own or another Air Carrier's ability to operate as scheduled and is subject to all other sections of this document.

Air Carriers performing unscheduled or routine scheduled maintenance at a boarding gate parking spot must be able to move the aircraft within 30 minutes if requested to do so by the Airport Operations Center.

Significant unplanned maintenance with an unknown estimated time of repair (ETR), an ETR past the scheduled RON end time, or which requires significant disassembly, specialized

equipment, jacks, or prevents movement within 30 minutes upon request from the AOC is not allowed on boarding gate parking spots.

Air Carriers shall request parking assignments for aircraft that are out of service or undergoing unscheduled maintenance before commencing maintenance activities.

Air Carriers performing maintenance in the boarding gate parking spot are responsible for adhering to the Airport Rules & Regulations, PMGAA Storm Water Pollution Prevention Plan and Best Management Practices, and the Spill Prevention, Counter-measures, Containment and Clean-up Plan.

RESOLUTION OF DISPUTES

If conflicts arise between an Air Carrier and the Airport over the use of the Common Use Facilities, the Air Carrier shall have the right to appeal, directly and in writing, to the Executive Director. The Executive Director's decision shall be in writing and shall be final.

