



CHICAGO DEPARTMENT OF AVIATION
CITY OF CHICAGO

O'Hare Airport Terminal Space Use Protocols
2018 O'Hare Airline Use and Lease Agreement

1. Introduction

1.1. Scope and Purpose

- Pursuant to Section 4.1.6 of the O'Hare International Airline Use and Lease Agreement (the "Airline Use and Lease Agreement" or "AULA"), the Chicago Department of Aviation (the "CDA") is promulgating these Terminal Space Use Protocols (the "TSUPs").
- These TSUPs govern the priorities, procedures, and requirements for the assignment and use of Common Use Premises, Preferential Use Premises, and Exclusive Use Premises in the Terminal Complex and on the Apron Area, including Gate Space and Hardstand Space, Check-in Space, and Baggage Systems use, assignment, scheduling, and accommodation at O'Hare International Airport (the "Airport").
- These TSUPs are intended to promote and facilitate the efficient use of Domestic Common Use Gate Space, International Common Use Gate Space and Preferential Use Gate Space while supporting the equitable treatment of all Air Carriers.
- Air Carriers are expected to accommodate themselves as much as possible on their Preferential Use Gate Space before requesting the use of Domestic Common Use Gate Space or International Common Use Gate Space.
- The City will assign Domestic Common Use Gate Space and International Common Use Gate Space to Air Carriers requesting the use of such Domestic Common Use Gate Space or International Common Use Gate Space using the provisions of these TSUPs.

- Air Carriers are required to comply with all the procedures, rules, and other provisions of these TSUPs and the AULA.
- Air Carriers are required to provide the most accurate and timely information and schedules possible to the Scheduling Manager for use in accordance with the provisions of these TSUPs.
- The City shall implement the accommodation provisions pursuant to Article 5 of the Airline Use and Lease Agreement and supported by provisions contained within these TSUPs.

1.2. Definitions

All capitalized items used in the TSUPs, if not defined in this Section 1.2, shall have the meanings specified in Article 1, “Definitions,” of the Airline Use and Lease Agreement.

“Air Carrier Base Allocation” means the allocation of Common Use Ancillary Space published on a monthly basis by the Scheduling Manager in conjunction with the scheduling of the Common Use Check-in Space, re-check space, Baggage Make-up Space, and Baggage Claim Space.

“Aircraft Gauge” means, collectively, the length, wingspan, and quantity of Seats on an aircraft; with a change in any one of such characteristics that would impact a gate assignment, including altering the applicable Period of Use, being considered a change in Aircraft Gauge.

“CATCo” means the Chicago Airlines Terminal Consortium, a not-for-profit corporation existing under the laws of the State of Illinois and previously known as CICA Terminal Equipment Corporation.

“Common Use Ancillary Space” means the Common Use Premises other than Gate Space or Hardstand Space, which includes Check-in Space, Baggage Make-up Space, and Baggage Claim Space.

“Common Use Ancillary Space Request” means the request an Air Carrier is required to file with the Scheduling Manager for access to Common Use Ancillary Space.

“Cooperating Partner” means an Air Carrier that wishes to transfer an Existing Historical Flight to another Air Carrier with which it has been granted anti-trust immunity by the applicable U.S. and foreign government regulatory bodies (including the U.S. Department of Transportation) if such grants allow those Air Carriers to coordinate schedules with one another at the Airport, provided that it has notified the Scheduling Manager of such designation for a particular IATA Season.

“Displaced Existing Historical Flight” means an Existing Historical Flight on Preferential Use Gate Space that is displaced to Common Use Gate Space or Hardstand Space by new service that is utilizing the Preferential Use Gate Space made available by the displaced flight.

“Essential Air Services” or “EAS” means flights that are part of the U.S. Department of Transportation Essential Air Service program (49 U.S.C. §§ 41731-41748).

“Equivalent Season” means two consecutive IATA Summer Seasons or two consecutive IATA Winter Seasons but does not mean two consecutive IATA Seasons (i.e., an IATA Summer and an IATA Winter Season).

“Existing Historical Flight” means a flight that operated at the Airport in the prior Equivalent Season and that meets each of the following criteria:

- The Operating Carrier is the same as in the prior Equivalent Season. For this purpose, Operating Carrier shall be considered the same if the planned Operating Carrier for the upcoming IATA Season is the same Operating Carrier from the prior Equivalent Season, is an Affiliate or Cooperating Partner of that Operating Carrier, or is a Wet Lease Operator operating on the Operating Carrier’s behalf;
- The city of origin and the city of destination of the arrival and departure flight segments, respectively, are the same as in the prior Equivalent Season; provided, however, that a swap of international-to-international or domestic-to-domestic destinations between two Existing Historical Flights shall be permitted;
- The scheduled time of arrival and departure of the flight segment is unchanged relative to the scheduled arrival and departure from the prior Equivalent Season; and
- The proposed Aircraft Gauge is unchanged relative to the aircraft used on the flight segment from the prior Equivalent Season.

“Expanded Scheduled Service” means a flight that operated at the Airport in the prior Equivalent Season and that meets at least one of the following criteria:

- A flight with a season-over-season increase in the period of operation or number of days per week in a given IATA Season; or
- A flight that previously operated solely within one of the IATA Seasons that will commence operations in the other IATA Season.

“Gate Separation Time” means the time between a scheduled departure or planned tow-off and the next scheduled arrival or planned tow-on at the same Gate Space, as is further outlined in Section 4.1 of these TSUPs.

“Hardstand Space” or “Hardstand” means the areas on the Airfield designated by the City for aircraft parking.

“IATA Season” means either a Summer Season or Winter Season as such seasons are defined by IATA.

“Initial Submission Deadline” means the deadline of 23:59 local time on the date published on the IATA calendar of coordination activities and on the calendar maintained by the Scheduling Manager per Section 2.2 of these TSUPs by which Air Carriers must submit their Initial Schedule Submission and Gate Space Plan to the Scheduling Manager per the requirements of these TSUPs and the AULA.

“Master Common Use Gate Space Plan” means the submission provided by the Chief Operating Officer of the City of Chicago Department of Aviation that describes the quantity, location, and physical characteristics of Common Use Gates and Hardstands as further defined in Section 2.3 of these TSUPs.

“Off-Schedule Operation” means an Irregular Operation and any other operation where the arrival or departure of the flight deviates from the published schedule.

“Operating Carrier” means the Air Carrier operating the flight.

“Period of Use” means the periods of time, as specified in Section 4 of these TSUPs, during which an Air Carrier shall have use of Common Use Gates, Hardstands, or other Common Use Premises as it pertains to Common Use

Premises facilities. Period of Use also means the periods of time, as specified in Section 4 of these TSUPs, during which an Air Carrier shall have scheduling preference for itself and its Affiliates and Alliance Partners within an Air Carrier's Preferential Use Gate Space as specified in Article 5 of the Airline Use and Lease Agreement. This term also applies to Section 5 of these TSUPs for Common Use Ancillary Space.

“Reference Base Allocation” means the Common Use Ancillary Space allocation based on industry standards to be used by the Scheduling Manager as a baseline when allocating Common Use Ancillary Space to Air Carriers.

“Schedule Return Deadline” means the date by which Air Carriers must cancel any flights that had been previously scheduled and coordinated with the Scheduling Manager that the Air Carrier does not intend to operate for the upcoming IATA Season.

“Scheduling Manager” means the third party hired by CATCo with the approval of the City to perform the tasks and duties set forth in Article 5.5 of the Airline Use and Lease Agreement and these TSUPs, who will communicate with the City and Air Carriers in connection with the performance of its work under an agreement with CATCo as approved by the City and in accordance with the AULA and these TSUPs.

“Seasonal Communication” means the communication issued by the Scheduling Manager to the Air Carriers as set forth in Sections 2.3 and 2.4 of these TSUPs.

“Slot Allocation Deadline” means the deadline as published on the IATA calendar of coordination activities and on the calendar maintained by the Scheduling Manager per Section 2.2 of these TSUPs by which the Scheduling Manager must distribute the results of their initial coordination to all Air Carriers that submitted an Initial Schedule Submission requesting flights on Common Use Gate or Hardstand Space.

“Terminal Capacity Parameters” means all relevant information helpful for the Scheduling Manager to assign Common Use Premises as further specified in Sections 2.1 and 2.3 of these TSUPs.

“Wet Lease Operator” means an Air Carrier (“Lessee”) contracted to operate a flight on behalf of another Air Carrier (“Lessor”), whereby the Lessee provides an aircraft, complete crew, maintenance, and insurance to the Lessor.

2. Gate and Hardstand Space Scheduling and Assignment Procedures

2.1. Framework

The procedures and timetables described herein generally align to the worldwide scheduling calendar put forth by IATA. The type of information to be submitted and the timetable specified in Section 2.3 of these TSUPs are intended to be consistent with the Airline Use and Lease Agreement and IATA Level 2 schedule facilitation framework for all Common Use Gate and Hardstand Space without creating conflict with the worldwide scheduling and slot coordination process.

The procedures for coordinating use of Common Use Gate Space, Hardstand Space, and other Common Use Premises also must be aligned with the annual redetermination processes described in Article 5 of the AULA, including:

1. The annual redetermination of the number and locations of Common Use Gate Space pursuant to Section 5.3 of the AULA;
2. The annual redetermination of Preferential Use Gate Space Assignments pursuant to Section 5.4 of the AULA; and
3. Gate accommodation and reassignment during TAP Program construction pursuant to Section 5.6 of the AULA.

As required by Section 5.3 of the AULA, the City will issue a written notice to airlines by April 1st of each year beginning in 2021 designating the amount and locations of Gates to be reserved for Common Use Gate Space, to be effective on October 1 of the same year. Such designations will be implemented in the following IATA Season. Accordingly, the City shall use the designations of Common Use Gate Space in its April 1st notice for its Master Common Use Gate Space Plan submission in April for the upcoming IATA Winter Season. Air Carriers shall file their Initial Schedule Submission to the Scheduling Manager based on the Master Common Use Gate Space Plan as communicated by the Scheduling Manager in the Seasonal Communication.

Similarly, to the extent required by Section 5.4 of the AULA, the City will notify Long Term Signatory Airlines by April 1st of each year beginning in 2021 of

Preferential Use Gate Space to be offered for the twelve-month period beginning in October 1 of the same year. Any changes in Preferential Use Gate Space pursuant to Section 5.4 of the AULA will be implemented in the following IATA Season. Accordingly, Long-Term Signatory Airlines with, or requesting new, Preferential Use Gate Space will ensure that the Gate Space Plans submitted to the Scheduling Manager in May for the upcoming IATA Winter Season are aligned with any changes to the assignment of Preferential Use Gate Space that become effective on October 1st of a given year.

2.2. Scheduling Calendar

The Scheduling Manager shall maintain a calendar providing a twelve-month look-ahead with all dates identified for key coordination activities, including those dates specified by IATA as referenced in Sections 2.3 and 2.4 of these TSUPs.

2.3. Schedule Submissions and Timeline for Use of Domestic and International Common Use Gate and Related Terminal Space

Air Carriers planning to operate at the Airport utilizing Common Use Gate Space or Hardstand Space must make an Initial Schedule Submission to the Scheduling Manager at the same time submissions are due for the semi-annual IATA worldwide scheduling process in which the requested schedule is to become effective. Air Carriers desiring to initiate new service may make an early Initial Schedule Submission and coordinate with the Scheduling Manager, but the early Initial Schedule Submission shall be held for processing as part of the semi-annual scheduling process. The provisions regarding late Initial Schedule Submissions specified in Section 2.5 of these TSUPs shall apply to Initial Schedule Submissions received after the semi-annual scheduling process for the upcoming scheduling season.

#	Task	Responsible Party	Receiving Party	Date
1	Submission of Master Common Use Gate Space Plan and Terminal Capacity Parameters to Scheduling Manager for Common Use Premises	City (Chief Operating Officer)	Scheduling Manager	6 weeks before IATA Initial Submission Deadline
2	Seasonal Communication from Scheduling Manager with Seasonal Gate Space Plan and Seasonal Terminal Capacity Parameters	Scheduling Manager	Airlines	1 month before IATA Initial Submission Deadline
3	Initial Schedule Submission and Common Use Ancillary Space Request to Scheduling Manager	Airlines	Scheduling Manager	IATA Initial Submission Deadline at 23:59 CT
4	Initial Common Use Gate Assignments	Scheduling Manager	Airlines	IATA Slot Allocation Deadline
5	Request for Accommodation for Flights Included in Initial Schedule Submission	Airlines	Scheduling Manager	5 days after IATA Slot Allocation Deadline
6	Semi-Annual Slot Conference	Airlines and Scheduling Manager	N/A	IATA Slot Conference Date
7	Schedule Return Deadline	Airlines	Scheduling Manager	IATA Slot Return Date

The Master Common Use Gate Space Plan for Common Use Premises should include all relevant information needed for the Scheduling Manager to process assignments to Common Use Gate Space and Hardstand Space. This includes:

- Type of aircraft capable of parking within each Common Use Gate Space or Hardstand Space based on the physical configuration of the Common Use Gate Space or Hardstand Space;
- Type of connection between aircraft and terminal—Passenger Loading Bridge or otherwise;
- Presence of fixed aircraft support equipment, including hydrant fueling infrastructure, pre-conditioned air, or ground power;
- Dependencies with adjacent aircraft parking positions;
- Special operating characteristics required at each aircraft parking position related to the movement of aircraft onto the Common Use Gate Space or Hardstand, movement of aircraft off of the Common Use Gate Space or Hardstand, and parking and staging of ground support equipment adjacent to the Common Use Gate Space or Hardstand; and

- Servicing allowed at each Common Use Gate Space or Hardstand, including limitations on catering, cleaning, fueling, or maintenance activities or requirements from Federal agencies pertaining to domestic or international flights.

The Terminal Capacity Parameters should include all relevant information helpful for the Scheduling Manager to process assignments to Common Use Ancillary Space. This includes:

- Check-in and bag drop positions, including self-service kiosk, bag drop, or full-service positions based upon the physical configuration of the check-in facilities, and throughput rates suitable for planning and scheduling purposes;
- Security screening checkpoints, including number of lanes, type of lanes, and throughput rates suitable for planning and scheduling purposes;
- Baggage handling and make-up, including security screening equipment (i.e. explosive detection system equipment or reconciliation area equipment), sortation capabilities, throughput rates, and quantities and physical configurations of cart parking/unit load device parking position facilities;
- Baggage claim, including number of devices, input feed length, presentation length capacity, and physical configuration of each device; and
- FIS Facilities, including primary processing (immigration), baggage claim, secondary processing, or re-check capacity parameters.

Submission of Terminal Capacity Parameters for consideration by the Scheduling Manager shall be done at a level of detail reasonably deemed appropriate by the City. The City shall also submit, when possible or practical, known impacts associated with construction or maintenance activities, particularly when such activities will affect the Common Use Gate or Hardstand availability. Submission of construction-related activities affecting capacity in conjunction with the planning of Common Use Premises and Hardstands does not affect the requirement for the City to coordinate with the Executive Working Group regarding capital program delivery as specified in Section 10.9 of the Airline Use and Lease Agreement.

Seasonal Communication shall be provided in advance of the Initial Schedule Submission to advise all Air Carriers of key dates and logistical information

pertaining to coordination of the upcoming IATA Season. The Scheduling Manager shall include transmission of the Master Common Use Gate Space Plan and Terminal Capacity Parameters to be used in the processing of the seasonal schedule as part of the Seasonal Communication.

The Initial Schedule Submission shall document the requested schedule of all flights to be operated by an Air Carrier and any Affiliates at Common Use Gate Space by day of the week and time of day for the entirety of the IATA Season. Such Initial Schedule Submission shall be provided in electronic format readable in IATA Standard Schedules Information Manual (SSIM) Chapter 6 or 7 format or other form acceptable to the Scheduling Manager to allow the information to be processed by the Scheduling Manager's gate management software.

The Initial Schedule Submission shall specify, for each flight:

- The flight number;
- Scheduled flight arrival and departure times;
- Flight links/turns between arrival and departure flight segments;
- Aircraft equipment type and number of seats; and
- Domestic/International flight designation in industry standard format: domestic, pre-cleared international, or international requiring FIS facilities.

Air Carriers shall also identify any Cooperating Partners to be considered by the Scheduling Manager for the upcoming IATA Season in accordance with the provisions outlined in Section 3 of these TSUPs. Air Carriers shall make the Initial Schedule Submissions required under this Section in accordance with Section 9.6 of these TSUPs.

If an Air Carrier requests changes to an already submitted Initial Schedule Submission for flights which are requested to operate on Common Use Gate Space or Hardstand Space, the provisions regarding late schedule submissions shall apply to flight(s) for which there is a change of equipment type that impacts gate assignments or a change to the scheduled arrival or departure time that would cause the scheduled Gate Separation Time between such flights and the preceding or succeeding flights at the assigned Gate to be reduced below the minimum Gate Separation Times listed in these TSUPs.

Air Carriers modifying any flights scheduled on Common Use Gate Space are required to send updates to the Scheduling Manager on an on-going basis as new information is available. These updates shall be made in IATA Standard

Schedule Information Manual (SSIM) Chapter 6 or 7 format or other form acceptable to the Scheduling Manager to allow the information to be processed by the Scheduling Manager's gate management software.

The Common Use Ancillary Space Request shall document any Air Carrier requests for the use of Common Use Ancillary Space and provide such other information as the Scheduling Manager may reasonably request. The Scheduling Manager shall schedule Common Use Ancillary Space within the Common Use Premises in accordance with Section 5 of these TSUPs.

Air Carriers requesting accommodation in accordance with Article 5 of the AULA shall inform the Scheduling Manager of their request at any time between the time of the Initial Schedule Submission until no later than five days after the IATA Slot Allocation Deadline. Air Carriers may request accommodation only with respect to flights that it included in a timely Initial Schedule Submission, provided that the Scheduling Manager does not include such flights at the times requested in the Initial Common Use Gate Assignments distributed at the Slot Allocation Deadline.

2.4. Schedule Submissions and Timeline for Use of Preferential Use Gate and Terminal Space

Long-Term Signatory Airlines planning to operate flights, or allow their Affiliates to operate flights, from their Preferential Use Gate Space must make an Initial Schedule Submission covering all such flights to the Scheduling Manager at the same time schedule submissions are due for the semi-annual IATA worldwide scheduling process in which the requested schedule is to become effective. Long-Term Signatory Airlines must also inform the Scheduling Manager of any Alliance Partners or other Air Carriers which they intend to voluntarily accommodate on their Preferential Use Gate Space in the Initial Schedule Submission, although Alliance Partners and other voluntarily accommodated Air Carriers must make an Initial Schedule Submission to the Scheduling Manager for those flights.

Long-Term Signatory Airlines may initiate new service for themselves or their Affiliates, or may permit any other Air Carrier, including any Alliance Partners, that is voluntarily accommodated on the Preferential Use Gate Space of the Long-Term Signatory Airline at any time to initiate new service provided that such new service does not conflict with the Long-Term Signatory Airline's obligation to accommodate a Gate Space Requesting Airline pursuant to Section 5.5 of the Airline Use and Lease Agreement.

#	Task	Responsible Party	Receiving Party	Date
1	Seasonal Communication from Scheduling Manager	Scheduling Manager	Airlines	1 month before IATA Initial Submission Deadline
2	Initial Schedule Submission and Gate Space Plan to Scheduling Manager	Airlines	Scheduling Manager	IATA Initial Submission Deadline by 23:59 CT
3	Notice for Need for Accommodation	Scheduling Manager	Airlines	Within 30 days after Initial Submission Deadline
4	Notice of Accommodation Process Completed	Scheduling Manager	Airlines	Within 90 days after Initial Submission Deadline

The Initial Schedule Submission for Preferential Use Gate Space shall document the requested schedule of all flights to be operated by each Long-Term Signatory Airline and any of its Affiliates at the Long-Term Signatory Airline's Preferential Use Gate Space by day of the week and time of day for the entirety of the IATA Season and shall include RON Activities and Scheduled Seasonal Service. Such Initial Schedule Submission shall be provided in electronic format readable in IATA Standard Schedule Information Manual (SSIM) Chapter 6 or 7 format or other form acceptable by the Scheduling Manager to allow the information to be processed by the Scheduling Manager's gate management software.

In addition, Long-Term Signatory Airlines shall clearly identify to the Scheduling Manager the flights of any Affiliates, Alliance Partners, or other Air Carriers that are being voluntarily accommodated on its Preferential Use Gate Space.

The Initial Schedule Submission shall specify, for each flight using Preferential Use Gate Space:

- The flight number
- Scheduled flight arrival and departure times
- Flight links/turns between arrival and departure flight segments
- Aircraft equipment type and number of seats

Long-Term Signatory Airlines with Preferential Use Gate Space are required to submit a Gate Space Plan to the Scheduling Manager each IATA Season in

accordance with Article 5 of the AULA. The Gate Space Plan shall consist of a matrix setting forth each aircraft parking position and related Gate identification number that may be configured within the Long-Term Signatory Airline's Preferential Use Gate Space and indicating the aircraft equipment types (manufacturer and model) that can be accommodated at each aircraft parking position. For multiple aircraft ramp stands, the Gate Space Plan shall identify restrictions imposed on adjacent Gate Space, defined by the largest aircraft type (wingspan and length) than can be accommodated in an adjacent aircraft parking position.

Additionally, the Gate Space Plan submitted by the Long-Term Signatory Airline will reflect any known construction impacts to the Preferential Use Gate Space of the Long-Term Signatory Airline during the IATA Season.

If Air Carrier fails to include in its Gate Space Plan all of the information that is required by Article 5 of the AULA or provisions contained within these TSUPs, the Scheduling Manager shall process such Air Carrier's Initial Schedule Submission as a late Initial Schedule Submission pursuant to Section 2.5 of these TSUPs.

Any schedule submissions required under this section shall be submitted in accordance with Section 9.6 of these TSUPs.

Long-Term Signatory Airlines must submit or cause to be submitted any updated schedules for the use of their Preferential Use Gate Space by the first day of the prior month for the effective calendar month. For example, a Long-Term Signatory Airline must submit an updated schedule for the calendar month of May by April 1st. Long-Term Signatory Airlines may elect to send schedule updates for more than one calendar month. Such updates shall be provided in electronic format readable in IATA Standard Schedule Information Manual (SSIM) Chapter 6 or 7 format or other form acceptable by the Scheduling Manager to allow the information to be processed by the Scheduling Manager's gate management software.

2.5. Late Initial Schedule Submissions

The Scheduling Manager must receive the Initial Schedule Submission by the dates outlined in Sections 2.3 and 2.4 of these TSUPs in order to process requests for Common Use Gate Space and Hardstand Space and any requests for accommodation in Preferential Use Gate Space in accordance with Section 5.5 of the AULA. Initial Schedule Submissions received after the Initial Submission Deadline shall be considered late and subject to the following provisions:

- Flights Requesting Common Use Gate Space or Hardstand Space or accommodation on Preferential Use Gate Space – Late Initial Schedule Submissions shall be processed by the Scheduling Manager after all Initial Schedule Submissions submitted on time. Existing Historical Flights included in a late Initial Schedule Submission shall not be eligible for Priorities 1a or 1b as defined in Section 3.1 of these TSUPs. Any late Initial Schedule Submissions will not be eligible for accommodation on Preferential Use Gates pursuant to Section 5.5 of the AULA and will only be assigned to Common Use Gate Space or Hardstand Space after all other requests have been fulfilled.
- Flights on Long-Term Signatory Airline's Preferential Use Gate Space– Late Initial Schedule Submissions by Long-Term Signatory Airlines will be received by the Scheduling Manager; however, the Scheduling Manager shall first process all requests by Gate Space Requesting Airlines for Preferential Use Gate Space before processing the flights included in a late Initial Schedule Submission. Additionally, late Initial Schedule Submissions by Alliance Partners, Cooperating Partners, or other Air Carriers using a Long-Term Signatory Airline's Preferential Use Gate Space will also be received by the Scheduling Manager; however, the Scheduling Manager shall first process all requests by Gate Space Requesting Airlines for Preferential Use Gate Space before processing the flights included in a late Initial Schedule Submission.

2.6. Changed Schedule Submissions

An Initial Schedule Submission submitted by an Air Carrier shall be deemed effective until superseded by a schedule that has been updated in accordance with Sections 2.3 or 2.4 of these TSUPs. If an Air Carrier requests changes to an already submitted Initial Schedule Submission after the applicable Initial Schedule Submission deadline but before the Scheduling Manager has completed the accommodation process as outlined in Article 5 of the AULA, then the provisions regarding late schedule submissions in Section 2.5 of these TSUPs shall apply to the dates of operation of any flight for which there is (1) a change of Aircraft Gauge, or (2) a change to the scheduled arrival or departure time that would cause the scheduled Gate Separation Time between such flight and the preceding or succeeding flights and planned tows at the assigned Gate Space to be reduced below the minimum Gate Separation Time specified in Section 4.2 of these TSUPs. All Air Carriers shall notify the Scheduling Manager of any changes to an Initial Schedule Submission or any subsequent schedule changes that occur after the Scheduling Manager has completed the accommodation process, in accordance with Sections 2.3 and 2.4 of these TSUPs.

2.7. Confidential or Proprietary Information

An Air Carrier may mark Initial Schedule Submissions and any updates as proprietary, confidential, and non-public business information. Such information shall be protected to the extent provided in Section 5.5.2(a) of the Airline Use and Lease Agreement.

2.8. Schedules Performance Reporting

The City and Scheduling Manager reserve the right to ensure Gate Space and related terminal facilities are allocated in a manner consistent with the TSUPs and the AULA and in a way that maximizes utilization of available capacity.

The Scheduling Manager, in his or her reasonable discretion, shall monitor the historical performance of all Air Carriers using the Airport and, for compliance purposes, the published schedules of all Air Carriers to ensure that actual performance relative to scheduled activity warrants the allocation of Common Use Gate Space or Hardstand Space provided in conjunction with the seasonal scheduling process. Documentation of historical performance relative to scheduled activity shall be produced in the form of Schedules Performance Reports, which shall track performance of airlines using Common Use Domestic, Common Use International, and Preferential Use Gate Space relative to the Initial Scheduling Submission or, if applicable, amended submissions called for in Sections 2.3 and 2.4 of the TSUPs. The City and individual Air Carriers have the right to request that the Scheduling Manager track and produce such documentation.

The Scheduling Manager shall identify Air Carriers that regularly or intentionally demonstrate poor performance relative to the initial or updated scheduled activity and seek explanation for specific instances of potential misuse. The Schedules Performance Reports shall be provided to the Terminal Facilities Advisory Committee. The City or Scheduling Manager shall have the right to discuss such results with the individual Air Carriers.

3. Priority System for Assigning Common Use Gate and Hardstand Space

3.1. Priority System for the Assignment of Common Use Gate Space

The following priorities apply to the advance assignment of Common Use Gate Space and Hardstand Space, regardless of whether such space is configured for domestic or international use, except that arriving flights that require FIS Facilities are not eligible for use of Domestic Common Use Gate Space. These priorities are intended to be consistent with the principles and recommended

practices of the IATA Worldwide Slot Guidelines as applied to Level 2 facilities.

Priority 1 – Existing Historical Flight that operated from Common Use Gate Space and/or Hardstand Space from the prior equivalent IATA Season (i.e., the prior winter or summer scheduling season), as follows:

Priority 1a – Existing Historical Flights with no changes.

Priority 1b – Existing Historical Flights that operated from Common Use Hardstand Space in the prior Equivalent Season that desire the use of Common Use Gate Space (a contact gate). Any such flights that shift from Common Use Hardstand Space to Common Use Gate Space shall have a Period of Use for Common Use Gate Space as specified in Section 4.1 of these TSUPs.

Priority 2 – Change to Existing Historical Flights

Priority 2a – Change in Aircraft Gauge to Existing Historical Flights proposed to operate at the same time as had operated from Domestic or International Common Use Gate Space and/or Hardstand Space in the prior Equivalent Season, with international flights that are not Pre-Cleared having priority over Pre-Cleared international or domestic flights.

Priority 2b – Change of time and Aircraft Gauge to Existing Historical Flights that operated from Domestic or International Common Use Gate Space and/or Hardstand Space in the prior Equivalent Season, with international flights that are not Pre-Cleared having priority over Pre-Cleared international or domestic flights.

Priority 2c – Change of time to Existing Historical Flights proposed to operate with the same Aircraft Gauge that operated from Domestic or International Common Use Gate Space and/or Hardstand Space in the prior Equivalent Season, with international

flights that are not Pre-Cleared having priority over Pre-Cleared international or domestic flights.

Priority 3 – International scheduled flights except for Pre-Cleared international scheduled flights.

Priority 3a – Expanded Service.

Priority 3b – Existing Historical Flight by a Long- or Short-Term Signatory Airlines that previously operated from a different Long-Term Signatory Airline's Preferential Use Gate Space in the prior Equivalent Season and that no longer has the use of the same Preferential Use Gate Space.

Priority 3c – New service or Displaced Existing Historical Flights.

Priority 4 – Domestic or Pre-Cleared international scheduled flights.

Priority 4a – Expanded Service.

Priority 4b – Existing Historical Flight by a Long- or Short-Term Signatory Airlines that previously operated from a different Long-Term Signatory Airline's Preferential Use Gate Space in the prior Equivalent Season and that no longer has the use of the same Preferential Use Gate Space.

Priority 4c – New service, including any services operating as part of the Essential Air Services program, or Displaced Existing Historical Flights.

Priority 5 – Charter, itinerant, general aviation, and other non-scheduled flights operated by an Air Carrier operating scheduled flights at the Airport. Such flights shall be accommodated as facilities are available and shall not be eligible for Priority 1 status nor shall be defined as Existing Historical Flights for the subsequent Equivalent Season. Any charter, itinerant, general aviation or other non-scheduled flight is subject to reassignment (as to both gate and operating time) if a proposed scheduled flight requires accommodation or additional Gate Space.

3.2. Additional Prioritization for International Flights

Within Priority 2 and 3, the following additional priorities shall apply:

1. International arrivals requiring the use of FIS facilities that turn as international departures and remain within their applicable Period of Use.
2. International arrival requiring the use of FIS facilities; arrival segment only.
3. International departure; departure segment only and excluding Pre-Cleared International Flights.

3.3. Additional Prioritization for All Flights

Within each of the general priorities listed in Section 3.1, the following additional priorities shall apply in the order listed below:

1. A year-round flight will have priority over Seasonal Service.
2. A flight with higher weekly frequency will have priority over a flight with lower weekly frequency.
3. A flight scheduled for a longer period of continuous operation in the same season will have higher priority over a flight scheduled for a shorter period of continuous operation.
4. Aircraft with a greater number of Scheduled Seats will have higher priority over aircraft with a lower number of Scheduled Seats.
5. Long-Term Signatory Airlines shall have a higher priority than Short-Term Signatory Airlines, which in turn shall have a higher priority than Non-Signatory Airlines. For this purpose, signatory status of an Airline shall be based on its status at the time of the Initial Schedule Submission.
6. A through or turn flight shall have priority for use of Domestic Common Use Gate Space over RON Activities.

3.4. Relocation Due to Construction

Notwithstanding Sections 3.1 to 3.3, to the extent that an Air Carrier is required to move an Existing Historical Flight from Common Use Gate Space to Common Use Hardstand Space due to temporary construction constraints, that Air Carrier shall have the first priority to return that Existing Historical Flight to Common Use Gate Space (i.e., a contact gate) once Common Use Gate Space is available that can accommodate the Aircraft Gauge of that Existing Historical Flight.

Additionally, to the extent that an Air Carrier is required to adjust the Aircraft Gauge or timing of an Existing Historical Flight to facilitate the closure of, or other constraints to, Common Use Gate Space or Hardstand Space due to construction, then that Air Carrier will have the first priority after Common Use

Gate Space becomes available to (a) reinstate its previously-scheduled Aircraft Gauge and/or timings promptly after coordination with the Scheduling Manager, or (b) reinstate its previously-scheduled Aircraft Gauge and/or timings beginning with the subsequent equivalent IATA Season. In either instance, Air Carriers shall advise the Scheduling Manager of its intentions within 30 days of the elimination of the closure or other constraint affecting Common Use Gate Space or Hardstand Space. The flight in question will retain its original Existing Historical Flight status during the accommodation of construction activity. The Scheduling Manager shall keep a record of the flights of Air Carriers that change Aircraft Gauge or timing in order to accommodate construction activities.

3.5. Common Use Hardstand Priorities

Air Carriers requesting use of Common Use Gate Space may also request use of Hardstand Space for active or inactive flights. The Scheduling Manager shall also have the right to assign Air Carriers to Common Use Hardstand Space to maximize the utility of the Common Use Gate Space when flights are outside the Periods of Use specified in Section 4.1 of these TSUPs.

The Scheduling Manager shall not allocate Common Use Hardstand Space to Air Carriers for active flights if Common Use Gate Space is otherwise available. Additionally, the Scheduling Manager shall not allocate Common Use Hardstand Space for active flights on a planned basis when the availability of handling equipment, including buses, air stairs or ramps, and vehicles to support access to the aircraft for passengers with reduced mobility is not available in sufficient supply to support the active flight. Hardstand Space capable of accommodating active flights shall be identified on the Master Common Use Gate Space Plan and use of Hardstand Space for active or inactive flights shall be subject to any necessary approvals, including from U.S. Customs and Border Protection, the Transportation Security Administration, or the City.

3.6. Use of Common Use Gate Space by Preferential Use Gate Holders

Before assigning Common Use Gate Space or Hardstand Space to any Long-Term Signatory Airline with Preferential Use Gate Space, the Scheduling Manager will first consider how such Long-Term Signatory Airline is scheduled to use its Preferential Use Gate Space at the time of day of the requested flight, while accounting for its buffer operations, as more fully described in Section 5.5.5(a) of the AULA.

A Long-Term Signatory Airline will be required to demonstrate to the reasonable satisfaction of the City that each requested flight of the Air Carrier, any of its Affiliates, or any of its Alliance Partners designated by the Long-Term Signatory

Airline to use its Preferential Use Gate Space for which a Common Use Gate Space or Hardstand Space has been requested could not be accommodated at the Preferential Use Gate Space of the Long-Term Signatory Airline at such time, excluding international arrivals requiring the use of FIS Facilities in instances where the Long-Term Signatory Airline in question does not have any Preferential Use Gate Space with access to FIS Facilities. In evaluating the ability of a Long-Term Signatory Airline to accommodate a requested flight at its Preferential Use Gate Space, the City may assume:

1. Flights of the Air Carrier, its Affiliates, or its Alliance Partners that have been designated by the Long-Term Signatory Airline to use its Preferential Use Gate Space could be operated at Airline's Preferential Use Gate Space provided such Preferential Use Gate Space is available at such time and can accommodate the Aircraft Gauge in question, while accounting for the Air Carrier's buffer operations.
2. Gate occupancy periods at gates within the Preferential Use Gate Space of the Air Carrier, its Affiliates, or its Alliance Partners that have been designated by the Long-Term Signatory Airline to use its Preferential Use Gate Space would be no longer than the Periods of Use specified in Section 4.1 of these TSUPs.
3. Gate Separation Times at the gates within the Preferential Use Gate Space of the Air Carrier, its Affiliates, or its Alliance Partners that have been designated by the Long-Term Signatory Airline to use its Preferential Use Gate Space shall be as prescribed in Table 4.1 in these TSUPs.
4. Long-Term Signatory Airlines leasing at least 1,380 feet of linear frontage will require buffer operations of up to 10% in accordance with Section 5.5.5(a) of the AULA, unless the Long-Term Signatory Airline advises the Scheduling Manager otherwise that it requires less than 10%.

If the Long-Term Signatory Airline cannot so demonstrate, then the requested flight of the Air Carrier, its Affiliates, or its Alliance Partners that have been designated by the Long-Term Signatory Airline to use its Preferential Use Gate Space will be assigned to Common Use Gate Space only if Common Use Gate Space is otherwise available at the time of day in question after all other requested flights have been accommodated in accordance with the procedures and priorities described in Section 3 of these TSUPs. Additionally, Existing Historical Flights from the prior Equivalent Season will be reviewed by the City and Scheduling Manager to determine whether they continue to require access to Common Use Gate Space or Hardstand Space based on the utilization of Air Carrier's Preferential Use Gate Space.

4. Gate Occupancy Periods

4.1. Periods of Use and Gate Separation Times

The Periods of Use and Gate Separation Times to be applied to the Airline Use and Lease Agreement and these TSUPs shall be measured as follows:

IATA Summer Season Period of Use

Aircraft Capacity	Arrival ONLY Time on Gate (Tow Off) ¹		Departure ONLY Time on Gate (RON First Departure) ^{2, 3}		Departure ONLY Time on Gate (Tow On) ³		TURN Total Gate Time ⁴			
	Domestic	International	Domestic	International	Domestic	International	Domestic to Domestic	International to International	Domestic to International	International to Domestic
Less than 100 Seats	30	45	45	60	30	45	60	90	75	75
Between 101 and 180 seats	45	45	60	60	45	45	90	90	90	90
Between 181 and 250 seats	60	60	75	90	60	75	120	135	120	135
Between 251 and 399 seats	60	60	75	105	60	90	120	150	120	135
Equal or Greater than 400 Seats	60	75	90	120	75	105	135	180	135	150

IATA Winter Season Period of Use

Aircraft Capacity	Arrival ONLY Time on Gate (Tow Off) ¹		Departure ONLY Time on Gate (RON First Departure) ^{2, 3}		Departure ONLY Time on Gate (Tow On) ³		TURN Total Gate Time ⁴			
	Domestic	International	Domestic	International	Domestic	International	Domestic to Domestic	International to International	Domestic to International	International to Domestic
Less than 100 Seats	30	45	60	60	45	45	75	90	75	90
Between 101 and 180 seats	45	45	75	60	60	45	105	90	90	105
Between 181 and 250 seats	60	60	90	90	75	75	135	135	120	150
Between 251 and 399 seats	60	60	90	105	75	90	135	150	120	150
Equal or Greater than 400 Seats	60	75	105	120	90	105	150	180	135	165

Gate Separation Times⁵

10 minutes – Common Use International

20 minutes – Common Use Domestic

30 minutes – Preferential Use

30 minutes – Accommodated Flights on another Air Carrier's Preferential Use Gate

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- Commences at scheduled arrival time
- Additional on-gate time required before the first flight of the day for FAA-mandated security sweep of the aircraft before the aircraft is released for crew boarding and provisioning. Applies to the first departure of an aircraft regardless of whether the RON parked on-gate or the aircraft was towed onto the gate.
- Commences at the designated minutes prior to scheduled departure
- Time between scheduled arrival and scheduled departure
- Time between a scheduled departure or planned tow-off and the next scheduled arrival or planned tow-on

The Period of Use for RON Activities shall be from 22:00 to 8:00.

An Air Carrier may request exceptions to the Period of Use through the Scheduling Manager. The Scheduling Manager shall make reasonable efforts to accommodate the Air Carrier's requests for such exceptions, including in situations where an Air Carrier is assigned to a Hardstand position with limited servicing capabilities.

4.2. Ground Service Equipment Removal Requirements

The Gate Separation Times identified above shall apply to all flights for planning purposes in order to facilitate timely operations.

The Air Carrier departing from the Common Use Gate Space shall have not more than ten (10) minutes after the scheduled departure time to remove ground service equipment from the Common Use Gate Space. The Air Carrier arriving to the Common Use Gate Space may commence setting up ground service equipment at the Common Use Gate Space ten (10) minutes before scheduled arrival time.

The Air Carrier departing from the Preferential Use Gate Space shall have not more than ten (10) minutes after the scheduled departure time to remove Ground Service Equipment from the Preferential Use Gate Space. The Air Carrier arriving to the Preferential Use Gate Space may commence setting up Ground Service Equipment at the Preferential Use Gate Space ten (10) minutes before scheduled arrival time.

4.3. Remain Overnight Operations

RON Activities during the periods when the aircraft is operating within its Period of Use ("Active Flight") will be assigned to Common Use Gate Space in accordance with the procedures and priorities described herein. RON Activities during the period when the aircraft is operating outside of its Period of Use will be assigned to Common Use Gate Space in accordance with the same procedures and priorities outlined in Section 3 of these TSUPs as long as such Common Use Gate Space is not required for an Active Flight.

RON Activities or other extended-stay flights assigned to Common Use Gate Space in accordance with such process shall not be required to be moved except as provided herein and shall be assessed a RON Activity parking charge as set forth in the Financial Accounting Protocols.

5. Common Use Ancillary Space

The planning and scheduling of use of Common Use Ancillary Space will be coordinated by the Scheduling Manager in a manner consistent with the AULA and these TSUPs.

5.1. Process for Requesting Use of Common Use Ancillary Space

Air Carriers that require use of Common Use Ancillary Space shall submit a Common Use Ancillary Space Request and provide such other information as the Scheduling Manager may reasonably request at the same time as the Initial Schedule Submission as outlined in Section 2.3 of these TSUPs. The Scheduling Manager shall be responsible for reviewing each Air Carrier's Common Use Ancillary Space Request (submitted in conjunction with the Initial Schedule Submission) before the Schedule Return Deadline and confirming the following with Air Carriers by no later than two weeks prior to the Schedule Return Deadline:

1. Quantity of check-in, re-check, and outbound baggage make-up positions requested per flight.
2. Any synergies that may be achieved when multiple flights are handled simultaneously (if applicable).
3. Requested exceptions to Periods of Use on Common Use Ancillary Space relative to scheduling flight arrival or departure time.
4. Special requests that Air Carriers wish for the Scheduling Manager to take into consideration when addressing Air Carrier's requirements.

If an Air Carrier does not provide a Common Use Ancillary Space Request by the Initial Schedule Submission deadline or respond to the Scheduling Manager's request for confirmation within 30 days of such request being issued the Scheduling Manager will allocate Common Use Ancillary Space to such Air Carrier based on the following criteria:

- Air Carriers with Existing Historical Flights or Existing Historical Flights with modified times but without a change to Aircraft Gauge compared with the prior Equivalent Season will be assumed to require the same amount of Common Use Ancillary Space as was allocated during the prior Equivalent Season.
- Air Carriers that did not operate from Common Use Ancillary Space in the prior Equivalent Season or modified Existing Historical Flights with changes to Aircraft Gauge will be assumed to require the Reference Base Allocation.

The Scheduling Manager will publish all relevant dates associated with the planning and scheduling of Common Use Ancillary Space on a calendar with a 12-month look-ahead as described in Section 2.2 of these TSUPs. The Scheduling Manager will publish proposed Common Use Ancillary Space allocations on a monthly basis and make allocation assignments available for review by all Air Carriers operating from Common Use Ancillary Space no later than two weeks prior to the start of the month.

The Scheduling Manager will maintain an Air Carrier Base Allocation for all Air Carriers operating from Common Use Ancillary Space. The Air Carrier Base Allocation will be the quantity of Common Use Ancillary Space to be assigned on a monthly basis to Air Carriers. The Air Carrier Base Allocation for any Air Carrier shall not be lower than the Reference Base Allocation unless such Air Carrier's Common Use Ancillary Space Request was lower than the Reference Base Allocation.

All Air Carriers planning to operate from Common Use Ancillary Space shall notify the Scheduling Manager of any changes to their initial Common Use Ancillary Space Requests or any subsequent changes that occur after the Scheduling Manager has completed the monthly space allocations. Air Carriers that do not submit a Common Use Ancillary Space Request on time will only be allocated requested space in excess of the Reference Base Allocation after requests from Air Carriers with on-time Common Use Ancillary Space Requests have been fulfilled.

5.2. Reference Base Allocations

The Reference Base Allocations apply to Common Use Ancillary Space and are intended to be consistent with industry standards.

Common Use Ancillary Space Reference Base Allocations

Aircraft Capacity	Processing Positions Single Flight	Processing Positions Per Additional Flight ¹	Period of Use - Domestic		Period of Use - International	
			Start	End	Start	End
Check-in Reference Base Allocation						
100 seats or less	2	1 ^{1/}	3 hours prior to STD	0 minutes prior to STD	4 hours prior to STD	0 minutes prior to STD
Between 101 and 180 seats	3	1 ^{1/}	3 hours prior to STD	0 minutes prior to STD	4 hours prior to STD	0 minutes prior to STD
Between 181 and 250 seats	4	2 ^{1/}	3 hours prior to STD	0 minutes prior to STD	4 hours prior to STD	0 minutes prior to STD
Between 251 and 399 seats	6	2 ^{1/}	3 hours prior to STD	0 minutes prior to STD	4 hours prior to STD	0 minutes prior to STD
Equal or Greater than 400 seats	8	3 ^{1/}	3 hours prior to STD	0 minutes prior to STD	4 hours prior to STD	0 minutes prior to STD
Make-up Positions Reference Base Allocation^{2,3}						
100 seats or less	1	1	3 hours prior to STD	0 minutes prior to STD	4 hours prior to STD	0 minutes prior to STD
Between 101 and 180 seats	3	3	3 hours prior to STD	0 minutes prior to STD	4 hours prior to STD	0 minutes prior to STD
Between 181 and 250 seats	5	5	3 hours prior to STD	0 minutes prior to STD	4 hours prior to STD	0 minutes prior to STD
Between 251 and 399 seats	7	7	3 hours prior to STD	0 minutes prior to STD	4 hours prior to STD	0 minutes prior to STD
Equal or Greater than 400 seats	9	9	3 hours prior to STD	0 minutes prior to STD	4 hours prior to STD	0 minutes prior to STD
Baggage Claim Reference Base Allocation						
Domestic Flights	0.5 linear feet per arriving seat		0 minutes after STA	1 hour after STA	--	--
International Flights	0.7 linear feet per arriving seat		--	--	0 minutes after STA	1 hour after STA
Re-Check and Customer Service Positions Reference Base Allocation						
Re-check	By Request		--	--	0 minutes after STA	2 hours after STA
Customer Service	By Request		0 minutes after STA	1 hours after STA	0 minutes after STA	2 hours after STA

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1. Applicable only if the Scheduled Time of Departure is within 90 minutes of another flight operated by the same Air Carrier. No processing positions are to be added otherwise.
 2. The Scheduling Manager shall reserve the right to delay the start of the Period of Use for Common Use Baggage Make-up Positions by up to 30 minutes after consultation with the affected Air Carrier and, where applicable, ground handling company providing baggage services to the Air Carrier, provided that the baggage handling system and Common Use Baggage Make-up Space for the affected flight(s) allows for such delay. The Scheduling Manager may also consider consecutive flights operated by the same Air Carrier and ground handling company staffing situations when allocating the Common Use Baggage Make-up Space.
 3. Air Carriers without departing flights from the Common Use Premises may request access to baggage make-up positions if re-check activities are occurring within the Common Use Premises. The Reference Base Allocation for re-check only use shall be 12 positions.
- STD – Scheduled Time of Departure.
 STA – Scheduled Time of Arrival.

5.3. Common Use Check-in Space

The Scheduling Manager will allocate Common Use Check-in Space based on the Common Use Ancillary Space Requests submitted by the Air Carriers by applying the following general principles:

- Common Use Check-in Space shall be allocated using the following allocation priorities:
 1. Long-Term Signatory Airlines without Preferential Use Check-in Space or without Preferential Use Check-in Space near the Gate Space supported by the requested Common Use Check-in Space
 2. Short-Term Signatory Airlines
 3. Non-Signatory Airlines that operate scheduled flights.
 4. Non-Signatory Airlines that do not operate scheduled flights.
 5. Long-Term Signatory Airlines with Preferential Use Check-in Space near the Gate Space supported by the requested Common Use Check-in Space.

- Within each priority, Air Carriers with the greater volume of monthly departing Scheduled Seats shall be given priority in the allocation of the Common Use Check-in Space. If an Air Carrier does not operate scheduled flights, the total number of forecasted monthly departing Seats will be used instead.

- Air Carriers are expected to consolidate check-in operations for flights checking in simultaneously. Consecutive check-in positions shall be allocated to the Air Carriers during each utilization period with multiple flights checking in at the same time.

- If multiple Air Carriers choose to jointly operate Common Use Check-in Space, those combined Air Carriers shall be considered a single Air Carrier for the purpose of seat throughput calculations and Common Use Check-in Space allocation. This combined group of Air Carriers shall receive the allocation priority of the member Air Carrier with the highest allocation priority.

The Scheduling Manager will endeavor to minimize the distance between Common Use Check-in Space and the Air Carrier's back office areas when possible when such allocations will not reduce the capacity or operational efficiency of the overall Common Use Check-in Space.

The Scheduling Manager shall notify all Air Carriers if the quantity of Common Use Check-in Space available is insufficient to accommodate all of the Common Use Ancillary Space Requests at the time the Common Use Ancillary Space

Requests are processed. Air Carriers requesting Common Use Check-in Space are encouraged to voluntarily adjust their request with the Scheduling Manager. Any Long-Term Signatory Airlines with Preferential Use Check-in Space may also voluntarily accommodate additional Air Carriers requesting Common Use Check-in Space at this time.

If the Common Use Check-in Space is still insufficient to accommodate all Common Use Check-in space requesting Air Carriers once any voluntary amendments or accommodation have been considered, the Scheduling Manager shall then undertake a check-in desk allocation reduction process. Such a process shall be conducted at the reasonable discretion of the Scheduling Manager while considering the overall Common Use Check-in Space use and operational efficiency. The following measures will be taken in the following order of priority:

- The number of positions in Common Use Check-in Space allocated during the last 45 minutes prior to departure will be reduced. The number of positions in Common Use Check-In Space allocated to the Air Carrier in such circumstances shall not be less than the lower of the applicable Reference Base Allocation and the actual positions requested by Air Carrier, unless an Air Carrier voluntarily agrees to reduce the Reference Base Allocation for its operations.
- The Common Use Check-in Space Period of Use will be reduced; provided, however that such Period of Use, will not be more restrictive than the applicable Reference Base Allocation, unless an Air Carrier voluntarily agrees to reduce the Reference Base Allocation for its operations.
- The number of positions in Common Use Check-In Space allocated during the peak utilization period will be reduced. The number of positions in Common Use Check-In Space allocated to the Air Carrier will at no time be lower than the applicable Air Carrier Base Allocation, unless an Air Carrier voluntarily agrees to reduce the Air Carrier Base Allocation for its operations.

Check-in Space within the FIS re-check area and any baggage claim customer service positions shall be allocated on an as-requested basis following the same principles outlined for Common Use Check-in Space. Period of Use for Check-in Space within the FIS re-check area is different from Common Use Check-in Space as specified in Section 5.2 of these TSUPs.

If, at the completion of the check-in allocation reduction process, the quantity of Common Use Check-In Space available is less than the volume required, the Scheduling Manager shall advise the City and the affected Air Carriers whose

Common Use Check-In Space requests cannot be accommodated. The provisions for accommodation as outlined in Article 5.8 of the AULA shall apply in such circumstances.

5.4. Common Use Baggage Make-up Space

The Scheduling Manager will allocate Common Use Baggage Make-up Space based on the Common Use Ancillary Space Requests submitted by the Air Carriers by applying the following general principles:

- Common Use Baggage Make-up Space shall be allocated using the following allocation priorities:
 1. Long-Term Signatory Airlines without Preferential Use or without Preferential Use Baggage Make-up Space near the Gate Space supported by the requested Common Use Baggage Make-up Space
 2. Short-Term Signatory Airlines
 3. Non-Signatory Airlines that operate scheduled flights
 4. Non-Signatory Airlines that do not operate scheduled flights
 5. Long-Term Signatory Airlines with Preferential Use Baggage Make-up Space near the Gate Space supported by the requested Common Use Baggage Make-up Space.
- Within each priority, Air Carriers with the greater volume of monthly departing Scheduled Seats shall be given priority in the allocation of the Common Use Baggage Make-up Space. If an Air Carrier does not operate scheduled flights, the total number of actual monthly departing Seats will be used instead.
- If multiple Air Carriers choose to jointly operate Baggage Make-up Space, those combined Air Carriers shall be considered a single Air Carrier for the purpose of seat throughput calculations and Common Use Baggage Make-up space allocation. This combined group of Air Carriers shall receive the allocation priority of the member Air Carrier with the highest allocation priority.

The Scheduling Manager shall notify all Air Carriers if the quantity of Common Use Baggage Make-up Space available is insufficient to accommodate all of the Common Use Ancillary Space Requested amounts at the time the Common Use Ancillary Space Request is processed. Air Carriers requesting Common Use Baggage Make-up Space are encouraged to voluntarily adjust their request with the Scheduling Manager. Any Long-Term Signatory Airlines with Preferential Use Baggage Make-up Space may also voluntarily accommodate additional Air

Carriers requesting Common Use Baggage Make-up Space at this time.

If the Common Use Baggage Make-up Space is still insufficient to accommodate all Common Use Baggage Make-up requesting Air Carriers once any voluntary amendments or accommodation have been considered, the Scheduling Manager shall then undertake a make-up unit allocation reduction process. Such a process shall be done at the reasonable discretion of the Scheduling Manager while considering the overall Common Use Baggage Make-up Space use and operational efficiency. The following measures will be taken in the following order of priority:

- Air Carriers will be required to share Common Use Baggage Make-up Space during periods of high demand, where possible or practical based on the make-up facility layout. If required, the Scheduling Manager will make reasonable effort to allocate Air Carriers with the same ground handling company providing baggage services to any shared make-up device.
- The number of positions in Common Use Baggage Make-up Space allocated during the last 30 minutes prior to departure will be reduced. The number of positions in Common Use Baggage Make-up Space allocated to the Air Carrier in such circumstances shall not be less than the lower of the applicable Reference Base Allocation and the actual positions requested by Air Carrier.
- The Period of Use for Common Use Baggage Make-up Space will be reduced; provided, however that such Period of Use will not be more restrictive than the applicable Reference Base Allocation.
- The number of positions in Common Use Baggage Make-Up Space allocated during the peak utilization period will be reduced. The number of positions in Common Use Baggage Make-up Space allocated to the Air Carrier will at no time be lower than the applicable Air Carrier Base Allocation.

If, at the completion of the make-up allocation reduction process, the quantity of Common Use Baggage Make-up Space available is less than the volume required, the Scheduling Manager shall advise the City and the affected Air Carriers whose Common Use Baggage Make-up Space requests cannot be accommodated. The provisions for accommodation as outlined in Section 5.8 of the AULA shall apply in such circumstances.

Where the Common-Use Baggage Make-up Space is configured in such a way that does not reasonably allow the make-up of multiple flights on the same pier or carousel, one pier or carousel shall be allocated for each flight with 101 seats

or more. The applicable Reference Base Allocation shall otherwise be applied with each pier or carousel being capable of handling up to four (4) Make-up positions. The Scheduling Manager shall ensure that multiple baggage handling companies are not simultaneously allocated to one pier or carousel unless agreed with the baggage handling companies

5.5. Common Use Baggage Claim Space

Air Carriers requesting Common Use Baggage Claim Space shall be allocated space by the Scheduling Manager based on the industry standards outlined in Section 5.2 of these TSUPs, and, when possible, Air Carrier preferences. Air Carriers acknowledge that Common Use Baggage Claim Space may be allocated for multiple flights, including flights from different Air Carriers, simultaneously.

5.6. Use of Preferential or Joint Use Terminal Space by Air Carriers Operating from Common Use Gate Space and Hardstand Space

The Scheduling Manager shall identify to the City instances when Common Use Premises are insufficient to accommodate the Common Use Ancillary Space Requests or Reference Base Allocations of Common Use Ancillary Space. Accommodation of Space Requesting Airlines in space other than Gate Space, including Common Use Ancillary Space, shall be done according to the terms outlined in Article 5.8 of the AULA.

6. Operating Procedures

6.1. Daily Flight Schedule and Status Updates

Air Carriers operating on Common Use Premises shall provide day of operation flight schedule and status updates in a timely manner to the Scheduling Manager using available communication channels, including movement messages, email, or telephone calls, when a flight is operating more than 15 minutes early or late relative to its scheduled time of operation. Air Carriers shall provide as much notice as possible when a flight deviating from schedule will require access to Common Use Gate Space or Hardstand Space, and/or other Common Use Premises (including Common Use Ancillary Space).

6.2. Off-Schedule Operations on Common Use Gate Space and Hardstand Space

The City, acting through the Scheduling Manager, will seek to accommodate day of operation Off-Schedule Operations at Common Use Gate Space and/or Hardstand Space equitably in cooperation with all affected Air Carriers. In doing

so, the Scheduling Manager shall apply the following general principles at his or her reasonable discretion to address the specific circumstances at the time:

1. Emergency flights shall have priority over all other flights. Every effort will be made to accommodate emergency flights on an unassigned Common Use Gate Space that will cause the least operational impact on all other Air Carriers.
2. Scheduled flights operating on time will be given priority use of Common Use Gate Space and/or Hardstand Space previously scheduled for its use.
3. A flight operating within 15 minutes of its scheduled time of operation and likely to operate within its allocated Periods of Use will not be displaced to accommodate flights that are operating more than 15 minutes before or after schedule.
4. For flights operating more than 15 minutes from its scheduled time of operation, late flights shall take priority over early flights in instances where the Scheduling Manager was provided advance notice of a flight deviating from its schedule and where it was reasonable to expect such notice to have been provided.
5. Active Flights shall have priority over RON Activities.
6. Non-scheduled flights for which no advance notice was provided to the Scheduling Manager shall have the lowest priority on Common Use Gate Space and Hardstand Space.

An Air Carrier experiencing Off-Schedule Operations shall accommodate itself as much as possible in its Preferential Use Gate Space before contacting the Scheduling Manager to request access to Common Use Gate Space or Hardstand Space.

Air Carriers requesting use of Common Use Gate Space may also request use of Hardstand Space for flights on a day-of-operation basis when Common Use Gate Space is not available for their use as a result of Irregular Operations. The Scheduling Manager shall apply the following priorities when allocating Air Carrier activity to Common Use Hardstand Space:

1. Air Carriers requesting use of the Hardstand Space for active enplaning or deplaning of passengers or baggage or parking of an inactive aircraft awaiting its next flight. The Scheduling Manager shall consider the sufficiency of handling equipment, including buses, air stairs or ramps,

and vehicles to support access to the aircraft for passengers with reduced mobility, when allocating Hardstand Space for active flights.

2. Non-scheduled flights for which Common Use Gate Space is not available.

The Scheduling Manager may require relocation of an aircraft from one Common Use Gate Space or Hardstand Space to another to accommodate other operations when an Air Carrier is outside of its scheduled Periods of Use. The Scheduling Manager will notify the affected Air Carrier as soon as possible in the event an aircraft relocation is required. The Scheduling Manager will not request an Air Carrier to relocate its aircraft if such flight is due to depart within 30 minutes.

The Scheduling Manager may, upon at least 60 minutes notice, and notwithstanding any assignment that may have previously been granted, require that an Air Carrier promptly remove an aircraft that exceeds the Period of Use for RON activities from Common Use Gate Space or Hardstand Space if such removal is necessary, in the reasonable judgment of the Scheduling Manager to accommodate Off-Schedule Operations.

The Scheduling Manager will make all reasonable efforts to park aircraft experiencing Off-Schedule Operations at Common Use Gate Space and Hardstand Space when requested but cannot guarantee the availability of such facilities. An Air Carrier using Common Use Gate Space or Hardstand Space shall be required to demonstrate to the satisfaction of the City and the Scheduling Manager that it has made, or understands that it may be required to make, alternative aircraft parking arrangements at a location at which its aircraft could be parked in the event it must be removed from Common Use Gate Space or Hardstand Space outside of the Air Carrier's scheduled Period of Use.

Aircraft maintenance on Common Use Gate Space or Hardstand Space may be authorized by the Scheduling Manager in accordance with Section 3.3.2 of the Airline Use and Lease Agreement.

An Air Carrier may request exceptions to the Period of Use for day-of Irregular Operations through the Scheduling Manager. The Scheduling Manager shall make reasonable efforts to accommodate the Air Carrier's requests for such exceptions, including in situations where an Air Carrier is assigned to a Hardstand Space with limited servicing capabilities as a result of day of operation Off-Schedule Operations.

6.3. Off-Schedule Operations on Common Use Ancillary Space

The City, acting through the Scheduling Manager, will exercise reasonable efforts to accommodate Off-Schedule Operations within Common Use Ancillary Space, including Common Use Check-in Space, Common Use Baggage Make-up Space, and Common Use Baggage Claim Space. Air Carriers requesting additional allocation of Common Use Ancillary resulting from Off-Schedule Operations shall notify the Scheduling Manager with as much notice as possible to confirm access to Common Use Premises outside of its normal allocated scheduled operation.

6.4. Closures to Common Use Premises

The City or Scheduling Manager will, from time to time, need to close facilities within the Common Use Premises to accommodate construction or maintenance activities.

- **Planned Closures** – Scheduled construction activity for which advance notice can be provided shall be coordinated between the City and airport-stakeholder working groups as required by the Airline Use and Lease Agreement; such notice shall be provided promptly after the construction is scheduled, but not later than 30 days in advance. The Scheduling Manager, airport stakeholder working groups (including the Airline Airport Affairs Committee, the Executive Working Group, and any other groups the City deems appropriate), and the Air Carrier corporate and local representatives designated per Section 9.6 of these TSUPs shall be advised of known reductions in Common Use Premises season-to-season and take such closures into account during the bi-annual schedule coordination process.
- **Unplanned Closures** – The Scheduling Manager will maintain an up-to-date log of facility closures or equipment outages and advise affected Air Carriers per the notice provisions of the AULA and Section 9.6 of these TSUPs of such circumstances as soon as possible when such closures could directly affect planned operations by Air Carriers.

6.5. Ground Support Equipment

An Air Carrier may stage any ground service equipment necessary to support its flight operations at Common Use Gate Space or Hardstand Space, but only in the Apron Areas at such Gates designated for such use. Air Carriers using Common Use Gate Space or Hardstand Space shall remove, when necessary, ground support equipment from the Apron Area adjacent to the Common Use Gate Space or Hardstand Space in adequate time to allow other Air Carriers'

ground handlers enough room to set up required ground equipment to service other aircraft. The minimum rest period between flights should provide a maximum of 10 minutes for an Air Carrier to remove all its equipment from that area after the tow-off of a flight from an aircraft parking position and a maximum of 10 minutes for the subsequent Air Carrier to set up its required equipment in the same area, prior to the on-time arrival of the aircraft. Air Carriers and ground handlers shall not conduct maintenance activities for ground support equipment in Apron Areas or Hardstands without the express permission of the Scheduling Manager.

6.6. Air Carrier Equipment and Supplies

An Air Carrier shall not install or locate any branding, computer, telecommunications, or other equipment, furnishings, or fixtures at any Common Use Gate Space or other Common Use Premises that cannot be removed within or at the end of the applicable Period of Use.

An Air Carrier may use its own ticket stock, baggage tags, boarding passes, and other stock and supplies at Common Use Premises. An Air Carrier's use of such supplies at Common Use Premises shall not compromise or prevent the efficient use of such Common Use Premises, including Gate Space or Hardstand Space, by another Air Carrier, and all such supplies shall be removed from such Common Use Premises, including Gate Space or Hardstand Space, when it is scheduled to be used by another Air Carrier or as otherwise directed by the Scheduling Manager.

6.7. General Operational Requirements

Air Carriers using Common Use Premises shall provide a qualified local manager to manage and supervise the Air Carrier's activities on the Common Use Gate Space and Hardstand Space and other Common Use Premises. Air Carrier shall provide fully trained and qualified personnel as are necessary to conduct its operations in a safe and reliable manner at all times in compliance with all applicable Airport regulations. Air Carrier shall manage its employees and/or ground handlers at the Airport. The Chief Operating Officer of the Chicago Department of Aviation shall provide written notice to an Air Carrier explaining any concerns that the Chief Operating Officer has with an Air Carrier's employee(s) and/or ground handler(s). The Air Carrier shall take all reasonable and lawful steps necessary to address the Chief Operating Officer's objections or concerns.

Air Carrier may not install, erect, maintain, or display at or upon the Common Use Gate Space or other Common Use Premises any signs, placards or other

similar devices visible to the general public, for the purpose of advertising, without the prior written approval of the Commissioner. Signs, placards, or similar devices that support passenger wayfinding and facilitate Air Carrier's operations shall be permitted within the applicable Period of Use. All such signage shall be removed from Common Use Premises within 10 minutes of the termination of such Period of Use.

Air Carrier shall not do or permit to be done any act, which will invalidate or conflict with any fire or other casualty insurance policies covering the Airport or any part thereof.

Air Carriers shall have the obligation to ensure the Gate Ramp is properly cleared for use by their aircraft and is in a safe operating condition for use by others. This includes but is not limited to being clear of equipment, foreign object, debris, GPU cords and PC air hoses.

Each Air Carrier is responsible for ensuring its employees and contractors are properly trained and qualified prior to operating any loading bridge or other terminal equipment, including baggage handling equipment. Each Air Carrier shall ensure that appropriately trained personnel are available throughout the Periods of Use to support its operations.

Air Carrier shall ensure staffing by its own employees, ground handlers, or other third-party vendors is adequate to adhere to the Periods of Use required by these TSUPs and to maintain on-time operations.

It is the responsibility of the Air Carrier to ensure that loading bridge doors, and doors into the FIS Facility, are properly positioned during use and secured upon completion of use.

Equipment malfunctions, spills, debris, or facility problems in the Common Use Premises must be reported to CATCo and cleaned up immediately in compliance with all applicable laws and regulations.

Maintenance responsibilities for Common Use Premises are outlined in the Facilities Maintenance Protocols as defined in the AULA.

7. Compliance

7.1. Fees for Failure to Relocate

An Air Carrier shall be subject to additional fees for its use of Gate Space or Hardstand Space if one of the following occurs:

- An Air Carrier fails to relocate an aircraft capable of movement from Common Use Gate Space or Hardstand Space by the end of the applicable Period of Use or by such later time as authorized by the Scheduling Manager if the Common Use Gate Space is not needed for another flight;
- An Air Carrier that is a Gate Space Requesting Airline exceeds the allowable Period of Use at a Preferential Use Gate Space; or
- An Air Carrier fails to vacate a Gate that it has been directed to vacate in accordance with Section 6.2 of these TSUPs.

The fee shall be \$500 for each successive 15-minute period or fraction thereof until the aircraft is moved. After two hours, the fee will increase to \$1,000 for each successive 15-minute period or fraction thereof until the aircraft is moved. After four hours, the fee will increase to \$2,000 for each successive 15-minute period or fraction thereof until the aircraft is moved.

8. Requests for Reconsideration

If an Air Carrier wishes to dispute the assignment of Common Use Gate Space or request reconsideration of any other decision or action of the Scheduling Manager or Airport staff in connection with the implementation of these TSUPs, then such Air Carrier shall have the right to make a request for reconsideration to the Commissioner in writing. The Commissioner (or his or her designee) shall promptly consider and decide, after review with the Air Carrier requesting reconsideration, on any such request and such Commissioner's decision shall be final if consistent with these TSUPs and the Airline Use and Lease Agreement.

9. Administration

9.1. Scheduling Manager

Under the direction of the City, the Scheduling Manager, in addition to conducting schedule planning and assignment of Common Use Gate Space and assignment of Gate Space Requesting Airlines for accommodation on Preferential Use Gate Space, shall monitor and coordinate the operation of Common Use Gate Space and other Common Use Premises to facilitate

efficient Air Carrier operations and shall ensure that all Air Carriers are informed of matters affecting their operations.

9.2. Reporting and Activities Planning

The Scheduling Manager (or his or her designee) will attend each IATA Slot Conference. At the IATA Slot conference, the Scheduling Manager will work to resolve Gate/flight schedule conflicts and FAA runway/Gate availability conflicts consistent with provisions of the Airline Use and Lease Agreement and these TSUPs.

The Scheduling Manager will advise all Air Carrier(s) desiring to provide flight services requiring Common Use Gate Space of the City's ability to accommodate their aircraft and passengers consistent with the procedures and process set forth in Article 5 of the Airline Use and Lease Agreement and these TSUPs.

The Scheduling Manager will notify all FIS agencies of flight/gate planned activity.

By the IATA Slot Allocation Deadline set forth in Section 2.3, the Scheduling Manager will prepare an initial summary of the seasonal allocation for Common Use Gate Space describing the flight services anticipated for the next season. The need for buses to serve the aircraft parked on Hardstands may be defined in the report as applicable. The initial summary report will be distributed to all Air Carriers that have submitted Initial Schedule Submissions. Such Air Carriers will be notified of the Gate Space allocation for the flight(s) submitted for such IATA Season. The notification will be confirmation of a flight's priority and the planned gate availability for each flight.

A forty-five (45) day review will be conducted prior to the beginning of each month to confirm the aircraft activity for that month. This review should also serve as a forum for discussing schedule problems of the past and current months. If the Terminal Facilities Advisory Committee deems it necessary, a weekly gate plan may be required to be prepared by the Scheduling Manager.

Bus planning and daily Hardstand use may be included as needed as a part of the forty-five (45) day review. Planned use of Hardstands will be defined at the forty-five (45) day review meeting, including as part of irregular operations contingency planning. Circumstances such as weather or airline related operational issues will be reviewed on a daily basis to anticipate any unscheduled need for the use of Hardstands and buses.

As a general practice at the beginning of each day, the Scheduling Manager will review that day's Gate plan with his or her staff and any Air Carriers who have questions or issues concerning such plan.

9.3. Terminal Facilities Advisory Committee

The Terminal Facilities Advisory Committee shall provide advice to the City and Scheduling Manager as specified in Section 5.7 of the AULA.

9.4. Amendments

These TSUPs may be amended by the City from time to time in a manner consistent with the provisions of the Airline Use and Lease Agreement.

9.5. Interpretation

In the event of a conflict between the AULA and the TSUPs, the AULA shall prevail. In the event of any other dispute regarding the interpretation or implementation of any provision of these TSUPs, the City's decision shall be final.

9.6. Notices

Notwithstanding the notice requirements set forth in Section 18.4 of the AULA, each Air Carrier shall provide to the Scheduling Manager, with a copy to the Airport's Chief Operating Officer, the name and contact information for a corporate representative and a local representative, to whom communications and notices required or desired to be provided by the City to the Air Carrier with respect to these TSUPs shall be delivered as set forth below. Such representative(s) (or designee of such representative as communicated to the Scheduling Manager) shall be responsible for all matters relating to the operations of the Air Carrier and its Affiliates at the Airport under these TSUPs and communications with the Scheduling Manager as set forth below.

If an issue arises with respect to these TSUPS that is not identified below, Scheduling Manager shall contact Air Carrier's identified corporate and/or local representative for these TSUPS based, in the reasonable judgment of the Scheduling Manager, on the issue at hand.

With each communication delivered pursuant to these TSUPs, Scheduling Manager simultaneously shall send notice of the same to Air Carrier's general corporate representative(s) identified in Section 18.4 of the AULA.

1. Communications concerning the Initiation of New Service on Common Use Gate Space or Preferential Use Gate Space, or withdrawing all services from the Airport:
 - Air Carrier shall submit this information to Scheduling Manager through its corporate representative(s) as designated to the Scheduling Manager, with a copy to the Commissioner and each of the Real Estate, Finance, and Operations Departments of the Chicago Department of Aviation.
 - Scheduling Manager shall communicate with Air Carrier's identified corporate representative(s) with respect to such information.

2. Communications on Initial Schedule Submissions or Requests for Accommodation
 - Air Carrier shall submit such information to Scheduling Manager through its corporate representative(s), as designated to the Scheduling Manager. The Scheduling Manager shall not consider any such communications that have been submitted by any other party, including Air Carrier's local representative. Submissions shall be in the format specified in Section 2 of these TSUPs.
 - Scheduling Manager shall communicate with Air Carrier's designated corporate representative(s) with respect to such information.

3. Communications on Common Use Ancillary Space Requests and communications or notices other than Initial Submissions required under Section 2 of these TSUPs
 - Air Carrier shall submit such information to Scheduling Manager through its corporate representative(s), as designated to the Scheduling Manager. The Scheduling Manager shall not consider any such communications that have been submitted by any other party, including Air Carrier's local representative(s).
 - Scheduling Manager shall communicate with Air Carrier's designated corporate representative(s) with respect to such information.

4. Communications concerning coordination of day-of and unplanned operations
 - Air Carrier shall submit such information through Air Carrier's local representative to the Scheduling Manager.
 - Scheduling Manager shall communicate with Air Carrier's designated locally based representative with respect to such information



Notices shall be sent to the Scheduling Manager, via email, with a copy in certified mail or messenger services as follows:

- For Scheduling Submissions: ordschedules@igcinc.org
- For general inquiries: plark@igcinc.org
- For certified mail or delivery services:
 - Chicago O'Hare International Airport
 - 10510 W. Zemke Road
 - Chicago, IL 60666
 - Attn: Paul Lark, Airport Scheduling Manager
 - CC: Chief Operating Officer, Chicago Department of Aviation