



**April 11, 2023**

**To All Air Carriers Operating or Intending to Operate at Chicago O'Hare International Airport for the Winter 2023/2024 Season:**

The Chicago O'Hare Airport Scheduling Manager is bound by Sections 2.3 and 2.4 of the Chicago O'Hare Terminal Space Use Protocols (TSUPs) to communicate a Seasonal Update one (1) month prior to the IATA Winter 2023/2024 Submission deadline, which in this specific case is 11 May 2023.

Thus, this correspondence and IGC website link provided below will provide all Air Carriers operating or intending to operate into Chicago O'Hare with the Terminal Space Use Protocols, Master Common Use Gate Space Plans, Capacity Parameters and, as listed below, the submission deadline dates that will be used to coordinate airport facilities for the IATA Winter 2023/2024 Season which becomes effective on 29 October 2023 and operates through 30 March 2024.

It is critical to do a detailed review of this content and respond with all the required information by the specific due dates.

**Winter 2023/2024 Submission Deadlines:**

1. Schedule Submissions for Use of Preferential Use Gate and Terminal Space including Preferential Gate Space Plans - 11 May 2023. (Section 2.4 of the TSUPs)
  - a. Any Preferential carrier overscheduling R.O.N. flight activity on Preferential Gate Space will be required to submit any anticipated R.O.N. aircraft to utilize Common Use Gate or Hardstand Space as part of their Initial Schedule Submission.
  - b. Monthly schedule updates must be submitted in accordance with Section 2.4 of the TSUPs.
    - i. Monthly schedule updates must be submitted in UTC.
    - ii. Monthly schedule updates in Excel format will no longer be accepted by the Scheduling Manager.
2. Schedule Submissions for Use of Domestic (which includes EAS carriers) and International Common Use Gate and Related Common Use Ancillary Terminal Space if required – 11 May 2023. (Section 2.3 of the TSUPs)
  - a. Preferential carriers requesting access to Domestic Common Use Gate Space (L25, L27)
    - i. Preferential carriers requesting access must submit in SMA format in accordance with IATA Chapter 6. Requesting carriers must also submit justification of this request in accordance with Section 3.6 of the TSUPs.
  - b. Domestic and International Schedule Submissions to be submitted by Network Planning.
  - c. Related Common Use Ancillary Terminal Space requests to be submitted by Local Station Management.
    - i. International and Domestic Common Use Ancillary Space Request forms and instructions are located on the IGC Inc. website under the O'Hare tab.

**Please note the following:**

1. Impact and Penalty for Late Submissions of Initial Schedules and Gate Space Plans (Section 2.5 of the TSUPs)
2. Impact and Penalty for Late/Non-submission of Terminal Ancillary Space Requests will result in the assignment using Section 5.2 of the TSUPs.





### **Impacts to EAS (Essential Air Service) Carriers**

1. EAS carriers not being voluntarily accommodated by Preferential Gate Space carriers at O'Hare will be utilizing the M1A and M1B parking area (aircraft type dependent) or Common Use Gate and/or Hardstand space.
2. EAS carriers will have the option of utilizing Common Use check-in space available at Terminal 3 or at Terminal 5.

### **Common-Use Ticket Counters at Terminal 5**

1. All check-in baggage handling system improvements are anticipated to be completed by Winter 2023/2024.
2. Construction of baggage handling system will continue through 1 March 2024.

All information and associated attachments are posted on the IGC website under the O'Hare tab.  
<https://www.igcinc.org/ohare-international-airport/>

If you have any questions or comments, feel free to contact me directly. Please pass along to those I may have missed or that may be interested in any of the information.

Sincerely,

*Paul Lark*

Paul Lark

Chicago O'Hare Airport Scheduling Manager

