IGC, Inc.
P.O. Box 66581
Chicago O'Hare International Airport
Chicago, IL 60666

7 April 2026

To All Air Carriers Operating or Intending to Operate at Chicago O'Hare International Airport for the Winter 2026/27 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 Winter 2026/27 Submission deadline, which in this specific case is **7 May 2026**.

Thus, this correspondence and IGC (International Gate Control) 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 (International Air Transport Association) Winter 2026/27 Season which becomes effective on **25 October 2026** and operates through **27 March 2027.**

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

Winter 2026/27 Submission Deadlines:

1. Schedule Submissions for Use of Preferential Use Gate and Terminal Space including Preferential Gate Space Plans –**7 May 2026**. (Section 2.4 of the TSUPs)
    a. Any Preferential carrier overscheduling Remain Overnight Operations (RONs) - that plan to utilize Common Use Gate or Hardstand Space must be included 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 –**7 May 2026**. (Section 2.3 of the TSUPs)
    a. Domestic and International Schedule Submissions to be submitted by Network Planning.
        i. Schedules submitted by Local Station Management will not be accepted.
    b. 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 on the IGC Inc. website under the O'Hare–Seasonal 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.

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Impacts on EAS (Essential Air Service) Carriers

1. EAS carriers not being voluntarily accommodated by Preferential Gate Space carriers at O'Hare will be utilizing the International Common Use Gates and/or Hardstand space at Terminal 5.
2. EAS carriers will be scheduled to Common Use check-in space available at Terminal 2 or Terminal 5 as defined within the capacity declaration.

Note to Common Use Departing Carriers

1. Following the schedule submission approval process a form will be sent to Local Station Management to complete related to specific overhead check-in signage information.

All information and associated attachments are posted on the IGC website under the O'Hare – Seasonal tab. https://www.igcinc.org/seasonal-communication/

If you have any questions or comments, feel free to contact me directly. Pass along to those I missed or interested in the information.

Sincerely,

Paul Lark

Paul Lark

Chicago O'Hare Airport Scheduling Manager