CITY OF CHICAGO

CHICAGO DEPARTMENT OF AVIATION

O’Hare Airport Terminal Space Use Protocols

2018 O’Hare Airline Use and Lease Agreement

Effective: October 23, 2026

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1. Introduction

1.1. Scope and Purpose

- Pursuant to Section 4.1.6 of the 2018 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").

- In accordance with the AULA, 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 Chicago 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 will 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, 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.

"Annual Gate Space Redetermination" means the process, defined in Articles 5.3 and 5.4 of the AULA, in which the City determines the amount and locations of Common Use Gate Space to be provided and Preferential Use Gate Space to be assigned to each Air Carrier.

"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.

"City" has the meaning as set forth in the AULA and includes the Chicago Department of Aviation ("CDA") and its Commissioner as those terms are defined in the AULA.

"Commissioner" means the Commissioner of the Department of Aviation, her or his designee, or any successor to the duties of such official.

"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.

"Common Use Holdroom Space" means the Holdroom Space serving Common Use Gate Space or otherwise designated by the City to be used in common by Passenger Carriers operating at the Airport.

"Common Use Reference Base Allocation" means the Ancillary Space allocation to be used by the Scheduling Manager as a baseline when allocating Common Use Ancillary Space to Air Carriers.

"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.

"Electronic Visual Information Displays" means equipment owned and installed by an Air Carrier or the City for passenger or employee information purposes, including flight information displays ("FIDS"), gate information displays ("GIDS"), baggage information display system ("BIDS"), or other information display systems at the Airport.

"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 will 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 will 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 and used in common by Passenger Carriers operating at the Airport.

"Hardstand-Related Services" means ground handling services specific to the operation of Hardstand Space, including but not limited to passenger and crew transportation services, and passenger boarding stairs and ramps.

"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 City 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 will 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 will 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.

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

"Preferential Use Reference Base Allocation" means the Preferential Use Ancillary Space allocation to be used by the City or the Scheduling Manager as a baseline when allocating Preferential 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 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 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, below, of these TSUPs are intended to be consistent with the AULA 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 designating the amount and locations of Gates to be reserved for Common Use Gate Space, to be effective on October 1st of the same year. Such designations will be implemented starting October 1st of the same year. Accordingly, the City will 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 must 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 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 starting October 1st of the same year. 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.

With the following exception only, the Scheduling Manager will assign Common Use Premises only to Passenger Carriers that comply with Section 3.9 of the AULA. The Scheduling Manager may, in their sole discretion, assign Common Use Premises to Passenger Carriers that do not comply with Section 3.9 of the AULA only if:

- The Scheduled Operation for which the schedule is submitted occurs within 120 days of promulgation of these Terminal Space Use Protocols
  - If Passenger Carrier is actively demonstrating, to the reasonable satisfaction of the Scheduling Manager, its technical engagement to progress their compliance with Article 3.9 of the AULA, the Scheduling Manager may use their discretion to extend this timeline to May 13, 2027.
- Passenger Carrier is a new entrant whose first Scheduled Operation at the Airport using Common Use Premises has occurred within 120 days of Initial Schedule Submission; or
- Passenger Carrier can demonstrate, to the Scheduling Manager's reasonable satisfaction, that it cannot reasonably comply with Section 3.9 of the AULA.

2.2. Scheduling Calendar

The Scheduling Manager will 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 must 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 will 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	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, but is not limited to:

- 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, bus, or otherwise;
- Presence of fixed aircraft support equipment, including hydrant fueling infrastructure, potable water cabinets, 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;

- 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;
- Limitations on passenger and baggage loading and unloading activities at each Hardstand; and
- Common Use Holdroom Space that may be used for the boarding and deboarding of passenger-carrying aircraft parked on Hardstand Space, including the number and locations of such holdrooms.

The City intends for Common Use Gate Space and Hardstand Space to be used for flights carrying passengers and not as a supplement to all-cargo ramp areas. In the event of a force majeure as described in the AULA, the City may, at its own discretion and in consultation of the Scheduling Manager, make Common Use Gate Space and Hardstand Space available for use by cargo only 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, but is not limited to:

- 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 must be done at a level of detail reasonably deemed appropriate by the City. The City will also submit known impacts associated with construction or maintenance activities, particularly when such activities will affect the availability of Common Use Premises. 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 will 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 will 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 will 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 must 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 must specify, for each flight:

- The flight number;
- Scheduled flight arrival and departure times, expressed in Universal Time Coordinated (UTC);
- 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 must 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 must make the Initial Schedule Submissions required under this Section in accordance with

Section 12.6 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 pursuant to Section 2.5 below will 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 must 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 Scheduling Manager and Air Carrier must agree upon schedule changes before the modified schedules take effect.

The Common Use Ancillary Space Request must 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 will 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 must 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.

O'Hare is classified as a Landing Rights Airport for international arrivals under 19 CFR Part 112.14. Permission from the director of the Port of Entry must be requested and granted prior to an Air Carrier operating flights requiring use of FIS facilities. Permission from the director of the Port of Entry does not

guarantee the availability of Common Use Gate Space, Hardstand Space, or Common Use Ancillary Space and must be requested after seeking and receiving approval from the Scheduling Manager to operate the flight.

O'Hare is classified as an IATA Level 2 Airport for all runway movements by the Federal Aviation Administration ("FAA"). Permission from the FAA for runway movements must be requested and granted prior to an Air Carrier operating flights. Permission from the FAA does not guarantee the availability of Common Use Gate Space, Hardstand Space, or Common Use Ancillary Space and must be requested separate to seeking and receiving approval from the Scheduling Manager to operate the flight.

Air Carriers submitting an Initial Schedule Submission understand flights may be allocated Hardstand Space subject to the priorities and procedures defined in Section 3.4 of these TSUPs. Air Carriers must have adequately trained personnel, equipment, and procedures to operate from Hardstand Space, and must be prepared to provide ground services necessary to operate from Hardstand Space, as further detailed in Sections 9.6 and 9.8 of these TSUPs.

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 must 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 must include RON Activities and Scheduled Seasonal Service. Such Initial Schedule Submission must 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 must 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 must 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

If Air Carrier fails to provide an Initial Schedule Submission, the Scheduling Manager will assume that no flights are scheduled to Air Carrier's Preferential Use Gate Space for the purpose of accommodating a Gate Space Requesting Airline on Preferential Use Gate Space under Article 5 of the AULA, for both the processing of Air Carriers' Initial Schedule Submission, and daily gate assignments.

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 will 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 will identify restrictions imposed on adjacent Gate Space, defined by the largest aircraft type (wingspan and length) that 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 will:

- Process such Air Carrier's Initial Schedule Submission as a late Initial Schedule Submission pursuant to Section 2.5 of these TSUPs, and
- Estimate Air Carrier's gate capacity based on the Linear Frontage of its Preferential Use Gate Space for the purpose of accommodating a Gate Space Requesting Airline on Preferential Use Gate Space under Article 5 of the AULA.

Any schedule submissions required under this section must be submitted in accordance with Section 12.6 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 must 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.

Any Long-Term Signatory Airline making changes to its Preferential Use Gate Space Plan after the Initial Submission Deadline must submit or cause to be submitted an updated Gate Space Plan at least 30 days prior to the change becoming effective, unless a shorter notice period is approved by the Scheduling Manager.

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 will 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 will be processed by the Scheduling Manager after all Initial Schedule Submissions submitted on time. Existing Historical Flights included in a late Initial Schedule Submission will not be eligible for Priority 1 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 will 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 will 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 will 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 must 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 4.1 of these TSUPs.

All Air Carriers must 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. An Air Carrier must not operate flights on Common Use Gates or Hardstands pursuant to a schedule change without prior written agreement between the Air Carrier and the Scheduling Manager.

With the exception of Off-Schedule Operations and voluntary accommodations performed on an ad-hoc basis, Long-Term Signatory Airlines must inform the Scheduling Manager of their intent to begin or terminate voluntary

accommodation of flights operated by Affiliates, Alliance Partners, or other Air Carriers at least ninety (90) days before the effective date.

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 must 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 will 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 will be produced in the form of Schedules Performance Reports, which will 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 will 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 will be provided to the Terminal Facilities Advisory Committee. The City or Scheduling Manager will have the right to discuss such results with the individual Air Carriers.

2.9. Common Use Aircraft Servicing Equipment Storage Assignment

The City will declare the amounts and locations of spaces designated for storage of aircraft servicing equipment to be assigned by the Scheduling Manager for each IATA Season. Only aircraft servicing equipment storage areas meant to support Common Use Gates may be declared. This declaration will be made

concurrently with the Master Common Use Gate Space Plan for Common Use Premises.

Air Carriers using Common Use Gates or Hardstands will submit the name of the ground service entities, third party providers or self-performed, anticipated to service each flight no later than the Schedule Return Deadline. Air Carriers will notify the Scheduling Manager of any change in ground service entity as soon as reasonably possible.

The Scheduling Manager will assign declared aircraft servicing equipment storage spaces at least ninety (90) days before the assignment is effective.

For each ground service entity, the Scheduling Manager will take into account the following factors when assigning declared aircraft servicing equipment storage areas:

- The average daily number of arriving and departing Scheduled Seats on Common Use Gates and Hardstands anticipated during the IATA Season handled by each ground service entity
- The sum of Seats on aircraft towed-on or towed-off Hardstands during the IATA Season, divided by the number of days in the IATA Season. This factor will only be considered for flights not arriving or departing on Common Use Gates or Hardstands
- Aircraft types being handled by each ground service entity
- Other factors affecting operational efficiency (from the perspective of the City, the Signatory Airlines, and Non-Signatory Airlines) or the passenger experience at the Airport

The Scheduling Manager may assess these factors separately for each Apron Area if the distance between those is too great to reasonably service aircraft on other Apron Areas.

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

The Scheduling Manager will seek to allocate flights to Common Use Gate and Hardstand Space in a manner that maximizes the available capacity of Common Use Gate and Hardstand Space, in accordance with the priorities and procedures outlined in Section 3 of these TSUPs.

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

The following priorities apply to the advance assignment of Common Use Gate Space and Hardstand Space. The priorities apply whether such space is a Gate or a Hardstand, or whether such space is configured for domestic or international use. 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 Worldwide Airport Slot Guidelines[1] as applied to Level 2 facilities.

Priority 1 – Existing Historical Flights with no changes 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).

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

[1] Worldwide Airport Slot Guidelines (WASG) published jointly by the Airports Council International, the World Wide Airport Coordinator Group, and the International Air Transport Association. The WASG may be updated from time to time.

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 Scheduled 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 Scheduled 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 will be accommodated as facilities are available and will not be eligible for Priority 1 status nor will 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 will 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 of these TSUPs, the following additional priorities will 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 will have a higher priority than Short-Term Signatory Airlines, which in turn will have a higher priority than Non-Signatory Airlines. For this purpose, signatory status of an Airline will be based on its status at the time of the Initial Schedule Submission.
6. A through or turn flight will have priority for use of Domestic Common Use Gate Space over RON Activities.

3.4. Hardstand Space Assignment Priorities

The Scheduling Manager may allocate flights during the periods when the aircraft is operating within its Period of Use ("Active Flights") to Hardstand Space at their reasonable discretion, subject to coordination with and approval by the City to ensure availability of suitable passenger and crew transportation. When allocating Active Flights to Hardstands, the Scheduling Manager is encouraged to maximize the number of Active Flights that they allocate to Common Use Gate Space. The reasons for which the Scheduling Manager may allocate Active Flights to Hardstand Space include but are not limited to the following:

- Allocating a flight to Hardstand Space would enhance ramp safety, terminal safety, or operational efficiency.
- The demand exceeds capacity available on Common Use Gate Space.

The Scheduling Manager will consider the following allocation priorities when allocating flights to Hardstand Space:

1. Flights unable to use passenger loading bridges available on Common Use Gates.
2. Flights able to use passenger loading bridges available on Common Use Gates.
    2a. Flights with less than 100 seats.
    2b. Flights with between 101 and 180 seats.
    2c. Flights with between 181 and 250 seats.
    2d. Flights with between 251 and 399 seats.
    2e. Flights with 400 seats or more.

Within each allocation priority, the Scheduling Manager will allocate flights to remain on Common Use Gate Space based on factors affecting operational efficiency (from the perspective of the City, the Signatory Airlines, and Non-Signatory Airlines), in the order defined under Section 3.3.The Scheduling Manager will allocate Common Use Holdroom Space, to support active hardstand operations. The choice of Common Use holdroom space will be made at the Scheduling Manager's reasonable discretion.

Air Carriers may also request use of Hardstand Space for Active Flights or flights that are not Active Flights ("Inactive Flights"). The Scheduling Manager will consider such requests if beneficial to the overall operation of the Common Use Gates, Hardstands, and other terminal facilities. When processing such requests, the Scheduling Manager consider the following priorities :

1. Active Flights, based on the prioritization defined in this section of these TSUPs.
2. Inactive Flights towed off from Common Use Gate Space to satisfy the periods of use defined in Section 4.1 of these TSUPs.
3. Inactive Flights towed off from Preferential Use Gate Space to accommodate Gate Space Requesting Airlines under the process defined in Article 5.5.4 of the AULA.
4. Other Inactive Flights (including RON flights) requested prior to the Initial Schedule Submission deadline defined in Section 2.3 of these TSUPs. In the event of simultaneous or overlapping flights, the Scheduling Manager will assign Hardstands from the largest to the smallest aircraft. The priorities defined in Section 3.3 of these TSUPs will apply if two Inactive Flights otherwise receive the same priority.

5. Other Inactive Flights (including RON flights) requested after the Initial Schedule Submission deadline defined in Section 2.3 of these TSUPs, on a first come, first serve basis.

The Scheduling Manager also has the right to assign Air Carriers to 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 will give notice to Air Carriers and the City when allocating flights to Hardstand Space prior to the IATA slot allocation deadline.

Use and prioritization of Hardstand Space for active or Inactive Flights will be subject to any necessary approvals, including from U.S. Customs and Border Protection, the Transportation Security Administration, or the City.

3.5. Relocation Due to Construction

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 must 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 will keep a record of the flights of Air Carriers that change Aircraft Gauge or timing in order to accommodate construction activities.

In order to facilitate construction while maintaining the amount of Linear Frontage assigned to each Long-Term Signatory Airline, the City may temporarily reduce the amount of Common Use Gate Space, use Gate Space that remains vacant pursuant to Article 5.4.5 of the AULA, or construct temporary Gate Space.

The City may make Common Use Gate Space available as gate compensation

for impacts due to ongoing construction. However, any Common Use Gate Space used for construction compensation shall continue to be included in the calculation of the then-current amount of Common Use Gate Space for purposes of redetermination under Section 5.3.1 of the AULA, or the City's ability to adjust the Common Use Gate Space as provided in Section 5.3.3.

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 Scheduling Manager 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. The Long-Term Signatory Airline must provide the following when requesting Common Use Gate Space:

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 must 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. The Scheduling Manager will not consider such flights as Existing Historical Flights in subsequent Equivalent Seasons.

Additionally, as part of its Initial Schedule Submission, Air Carrier must demonstrate that Existing Historical Flights from the prior Equivalent Season continue to require access to Common Use Gate Space or Hardstand Space. Such demonstration will be reviewed by the City and Scheduling Manager 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 will 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 or equal to 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 or equal to 100 Seats	30	45	60	60	45	45	75	90	75	90
Between 101 and 180 seats	45	45	75	60	45	60	90	105	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 Times[5]

10 minutes – Common Use International

20 minutes – Common Use Domestic

20 minutes – Preferential Use

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

NOTES

1. Commences at scheduled arrival time
2. 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.
3. Commences at the designated minutes prior to scheduled departure
4. Time between scheduled arrival and scheduled departure
5. Time between a scheduled departure or planned tow-off and the next scheduled arrival or planned tow-on on the same gate.

The Period of Use for RON Activities will 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 will 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 will 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.

The Scheduling Manager may adjust the periods during which Ground Service Equipment is allowed on Common Use Gate Space at their reasonable discretion.

4.3. Remain Overnight Operations

RON Activities during the periods when the aircraft is operating within its Period of Use 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 must 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 is 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 initial 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 must 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 must 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. Common Use Reference Base Allocations

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

Common Use Reference Base Allocations – Check-in and Baggage Make-up

	Processing Positions			Period of Use - Domestic		Period of Use - International	
	Single Flight (domestic or international)	**Additional Flight Domestic**	**Additional Flight International**	**Start**	**End**	**Start**	**End**
Check-in Reference Base Allocation							
100 seats or less	2	1[1/]	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/]	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	1[1/]	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/]	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[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	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	2	2	2	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	3	4	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	4	6	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	6	8	3 hours prior to STD	0 minutes prior to STD	4 hours prior to STD	0 minutes prior to STD

NOTES
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 will reserve the right to take the following actions 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) allow for such actions:
– Reduce the Reference Base Allocation to 1 Common Use Baggage Makeup Position during the 30 minutes preceding STD.
– Delay the start of the Period of Use for Common Use Baggage Make-up Positions by up to 30 minutes
In doing so, the Scheduling Manager may 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 not operating flights departing from Terminal 5 may request access to baggage make-up positions if re-check activities are occurring within Terminal 5. The Reference Base Allocation for re-check only use will be 12 positions.
4. Flights to Canada will be considered domestic for the purpose of estimating the Common Use Ancillary Space Reference Base Allocation unless the Air Carrier can justify that such flights should be considered international.
STD – Scheduled Time of Departure.
STA – Scheduled Time of Arrival.

Common Use Reference Base Allocations – Other Functional Areas

	Processing Positions			Period of Use - Domestic		Period of Use - International	
	Single Flight (domestic or international)	**Additional Flight Domestic**	**Additional Flight International**	**Start**	**End**	**Start**	**End**
Baggage Claim Reference Base Allocation							
Domestic Flights	0.2 linear feet per arriving seat			0 minutes after STA	1 hour after STA	--	--
International Flights	0.5 linear feet per arriving seat			--	--	0 minutes after STA	1 hour after STA
Re-Check and Customer Service Positions Reference Base Allocation[1/]							
Re-check	1 (by request)			--	--	0 minutes after STA	2 hours after STA
Customer Service	1 (by request)			0 minutes after STA	1 hours after STA	0 minutes after STA	2 hours after STA

NOTES
STD – Scheduled Time of Departure.
STA – Scheduled Time of Arrival.
1. The Scheduling Manager will reserve the right to combine re-check and customer service positions for international flights. The combined Common Use Reference Base Allocation will be of 1 position.

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 will 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 will 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 will 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 will 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 will receive the allocation priority of the member Air Carrier with the highest allocation priority.

The Scheduling Manager will endeavor to allocate Common Use Check-in Space in a manner that maximizes the overall utility of the Common Use Check-in capacity. Air Carriers must provide the functionality needed, including adequate staffing and supplemental equipment, to enable all reasonably anticipated check-in-related activities from any part of the Common Use Check-in Space within each Air Carrier's terminal of operation.

The Scheduling Manager will 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 will then undertake a check-in desk allocation reduction process. Such a process will 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 must 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 will be allocated at the reasonable discretion of the Scheduling Manager or on an as-requested basis, subject to available capacity, 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 must 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 will 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 must be allocated using the following allocation priorities:
    1. Long-Term Signatory Airlines without Preferential Use Baggage Make-up Space or Joint 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 or Joint 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 must 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 must 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 must receive the allocation priority of the member Air Carrier with the highest allocation priority.

The Scheduling Manager will 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 will then undertake a make-up unit allocation reduction process. Such a process will 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 must 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 must 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 will 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 carrousel, one pier or carousel must be allocated for each flight with 101 seats or more. The applicable Reference Base Allocation must otherwise be applied with each pier or carousel being capable of handling up to four (4) Make-up positions. The Scheduling Manager will 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 will be allocated this 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 will identify for 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, must be done according to the terms outlined in Article 5.8 of the AULA.

5.7. Use of Common Use Ancillary Space by Preferential Use Ancillary Space Holders

A Long-Term Signatory Airline will be required to demonstrate to the reasonable satisfaction of the Scheduling Manager that it requires Common Use Ancillary Space to accommodate additional flights operated by Air Carrier, any of its Affiliates, or any of its Alliance Partners designated by the Long-Term Signatory Airline to use its Preferential Use Ancillary Space.

In its demonstration, the Long-Term Signatory Airline will consider the following metrics. These considerations must be based upon Ancillary Space of the same nature as the requested Common Use Ancillary Space:

- Utilization of Air Carrier's Preferential Use or Joint Use Ancillary Space during the preceding 12-month period.
- Anticipated utilization of Air Carrier's Preferential Use or Joint Use Ancillary space during the requested Period of Use.
- Anticipated growth in utilization of Air Carrier's Ancillary Space during the requested Period of Use, compared with the peak utilization of such Ancillary Space during the preceding 12-month period.
- Maximum wait times, passenger density, or other relevant metrics ("Level of Service") achieved on Common Use, Preferential Use, and Joint Use Ancillary Space assigned to Air Carrier during the preceding 12-month period, compared with industry standards, and anticipated Level of Service if the requested Common Use Ancillary Space is not assigned to Air Carrier.
- Other factors affecting the Long-Term Signatory Airline's operational efficiency or the passenger experience at the airport.

When requesting Common Use Ancillary Space, a Long-Term Signatory Airline must consider whether reasonable improvements in processes or changes in policies may reduce Common Use Ancillary Space requirements.

Additionally, as part of its Common Use Ancillary Space Request, Air Carrier must demonstrate that it continues to require access to Common Use Ancillary Space assigned during the prior Equivalent Season.

If the Long-Term Signatory Airline cannot demonstrate the need for Common Use Ancillary Space, the Common Use Ancillary Space may be assigned at the Scheduling Manager's reasonable discretion if space is available and after all other requests for Common Use Ancillary Space have been accommodated.

6. Annual Gate Space Redetermination Additional Provisions

The City will reallocate Gate Space according to the process defined in Section 5 of the AULA.

In calculating each Long-Term Signatory Airline's number of Scheduled Departures under Section 5.4.1(a)(i) of the AULA, the City will include Scheduled Departures of Long-Term Signatory Airline's Affiliates operating in Common Use Gate Space

In calculating each Long-Term Signatory Airline's number of Scheduled Departures under Section 5.4.1(a)(ii) of the AULA, the City will include Scheduled Departures of any Passenger Carrier voluntarily accommodated in Airline's Preferential Use Gate Space if the following conditions are met:

- The Long-Term Signatory Airline has submitted written notice to the Scheduling Manager of its intent to voluntarily accommodate a Passenger Carrier in its Preferential Use Gate Space prior to the beginning of the voluntary accommodation[2], including:
  - The name of the voluntarily accommodated Passenger Carrier,
  - The beginning date of the voluntary accommodation,
  - The anticipated end date of the voluntary accommodation, if any,
  - The Scheduled Departures being voluntarily accommodated, in a format consistent with the Initial Schedule Submission defined in Section 2.3 of these TSUPs,
  - Whether the voluntarily accommodated Passenger Carrier will also be voluntarily accommodated on the Long-Term Signatory's Ancillary Space or Electronic Visual Information Displays; and

- The voluntarily accommodated Passenger Carrier has submitted written notice to the Scheduling Manager of its intent to accept the Long-Term Signatory Airline's voluntary accommodation offer under the conditions listed in its submission; and

- Both the Long-Term Signatory Airline and voluntary accommodated Passenger Carrier have submitted an updated list of voluntarily accommodated Scheduled Departures at the beginning of each month.

In addition, the City will include the Scheduled Departures of any Passenger Carrier voluntarily accommodated in Long-Term Signatory Airline's Preferential Use Gate

[2] The City will only require an updated notice to be submitted if changes to the terms of the voluntary accommodation occur.

Space (a) on an ad-hoc basis or (b) due to Off-Schedule Operations, if the Long-Term Signatory Airline has submitted a written notice to the Scheduling Manager within thirty (30) days after the voluntary accommodation has taken place. This notice will list all Scheduled Departures being voluntarily accommodated in a format consistent with the Initial Schedule Submission defined in Section 2.3 of these TSUPs.

The City will exclude any Scheduled Departures of Airline operating in the Preferential Use Gate Space of any of its Affiliates or Alliance Partners.

The City may, from time to time, designate Holdroom Space where it may require Long-Term Signatory Airlines to use finishes, millwork, and equipment satisfying common use standards developed by the City in their Preferential Use Gate Space. The City will consider the recommendations of the TFAC in its determination of such Holdroom Space.

7. Redetermination of Ancillary Space

7.1. Timing and Process

The City will reallocate Common Use Ancillary Space and Preferential Use Ancillary Space according to the process defined in Section 7 of these TSUPs, if the following occurs within 30 days after the notice provided in Article 5.4.7 of the AULA is given:

- The City determines that the amount or locations of Common Use Ancillary Space should be changed, or
- A Long-Term Signatory Airline requests additional Preferential Use Ancillary Space and the Linear Frontage assigned to the Long-Term Signatory Airline as Preferential Use Gate Space has increased by the higher of 138 linear feet or 5 percent since the completion of the prior Ancillary Space redetermination process.

In addition, the City has the right, but not the obligation, at any time, to convert Common Use Ancillary Space into Preferential Use Ancillary Space for assignment to a Long-Term Signatory Airline if the following conditions are met:

- The Long-Term Signatory Airline would be eligible for Preferential Use Ancillary Space under the provisions of Section 7 of these TSUPs; and,

- Such conversion will not unduly impair the City's ability to accommodate incumbent users of Common Use Ancillary Space or potential new entrant Passenger Carriers on Common Use Ancillary Space that have committed to operate at the Airport if adequate Ancillary Space is made available.

The City may, at any time, and at its own reasonable discretion, convert any vacant Ancillary Space to Common Use Ancillary Space. This space must remain Common Use Ancillary Space until the following instance when the process described in Section 7 of these TSUPs is completed.

The City will issue an updated Premises Notice according to the standards and procedures defined in Article 4 of the AULA if any changes are made to Common Use Ancillary Space or Preferential Use Ancillary Space pursuant to this redetermination process.

7.2. Common Use Ancillary Space

The City's determination of the amount and locations of Common Use Ancillary Space may consider the following factors, among others:

- The recommendations of the TFAC, if any.
- The peak day and daily average Common Use Ancillary Space utilization during the preceding calendar year.
- The projected peak day and daily average Common Use Ancillary Space utilization during the 12-month period from the completion of the Annual Gate Space Redetermination.
- The need to accommodate new entrant Air Carriers or increases in service by Air Carriers already serving the Airport.
- The amount and locations of Common Use Gate Space.
- Planned or completed changes in the Terminal Complex.
- The need to address operational issues or facility imbalances.
- Other factors affecting operational efficiency (from the perspective of the City, the Signatory Airlines, and Non-Signatory Airlines) or the passenger experience at the Airport.

7.3. Preferential Use Ancillary Space

Consistent with Article 4 of the AULA and subject to Exhibit E of the AULA, all remaining Check-in Space, Baggage Make-up Space, and Baggage Claim Space available for use after the City makes its determination of the amount and

location of Common Use Ancillary Space will be offered by the City for use as Preferential Use Ancillary Space or Joint Use Ancillary Space to Qualifying Airlines, as defined in Section 5 of the AULA.

The City will then, exercising its reasonable discretion, assign the amount and locations of Preferential Use and Joint Use Ancillary Space for each Qualifying Airline. The City may consider the following factors, among others, for each Qualifying Airline:

- The amount of Preferential Use Ancillary Space or Joint Use Ancillary Space requested by each Long-Term Signatory Airline.
- The amount and locations of Preferential Use Gate Space, including changes in Preferential Use Gate Space during the preceding Annual Gate Space Redetermination.
- The daily average number of Scheduled Seats during the preceding calendar year, including any Scheduled Seats operated by the Long-Term Signatory Airline's Affiliates and Alliance Partners operating in Airline's Preferential Use Ancillary Space or Joint Use Ancillary Space and any Air Carrier voluntarily accommodated in Airline's Preferential Use Ancillary Space or Joint Use Ancillary Space. The City will use the relevant demand for each type of Ancillary Space as a basis for calculating Scheduled Seats.
- The average percentage of Airline's passengers originating and terminating at the Airport.
- The amount of Ancillary Space reasonably required to handle Airline's demand during the preceding calendar year, and any reasonable growth projected during the 12-month period from the completion of the Annual Gate Space Redetermination.
- Other factors affecting operational efficiency (from the perspective of the City, the Signatory Airlines, and Non-Signatory Airlines) or the passenger experience at the Airport.

The City may reduce the amount of Preferential Use Ancillary Space and Joint Use Ancillary Space assigned to each Qualifying Airline, provided the Preferential Use Ancillary Space or Joint Use Ancillary Space assigned to each Qualifying Airline remains at or above the lower of the applicable Reference Base Allocation as defined in Section 7.4 of these TSUPs or the Air Carrier's request for Preferential Use Ancillary Space or Joint Use Ancillary Space. If, at the completion of the Preferential Use Ancillary Space and Joint Use Ancillary Space assignment process, the amount of Preferential Use Ancillary Space

available is insufficient or inadequate, the City has discretion to assign Qualifying Airline to Common Use Ancillary Space.

If a Qualifying Airline refuses the use of Preferential Use Ancillary Space, the space must be reassigned to Qualifying Airlines that request additional Preferential Use Ancillary Space. Any remaining, unassigned, Ancillary Space must be offered to Long Term Signatory Airlines that are not Qualifying Airlines, from the highest to lowest number of daily average Scheduled Seats during the preceding calendar year. Any remaining Ancillary Space must be designated as vacant Ancillary Space until the next redetermination.

The City will reasonably prioritize the reassignment of Preferential Use Ancillary Space and Joint Use Ancillary Space which had the lowest utilization during the 12-month period from the completion of the Annual Gate Space Redetermination. The City may also reasonably adjust the area assigned to each Qualifying Airline to reduce overall changes required to Ancillary Space assignments.

7.4. Preferential Use Reference Base Allocations

The Preferential Use Reference Base Allocation applies to the assignment of Preferential Use Ancillary Space. These Preferential Use Reference Base Allocations are intended to be consistent with industry standards.

Preferential Use Reference Base Allocations

		Processing Positions	
		All Qualifying Airlines	**Preferential Use Gate Frontage above 139 feet: Additional positions per 138 feet**
Check-in	Positions[1/]	4	1
Baggage make-up	Make-up positions[2/]	4	2
Baggage claim	Linear feet	90	10

NOTES
1. An area of 230 square feet per check-in position will be assumed to calculate the area allocated to each Air Carrier, regardless of the number of in-line check-in positions available at the time of the redetermination process.
2. Baggage make-up allocation will be rounded to the next full makeup position.

8. Exclusive Use Premises

Pursuant to Article 5.8.1 of the AULA, when the City receives requests for additional Exclusive Use Space from more than one Space Requesting Airline which could be accommodated by the same space, the City will take the following factors into account in determining which Space Requesting Airline to award the space:

- The order in which the requests were received by the City,
- The balanced utilization of Airport facilities,
- Operational efficiency (from the perspective of the City, all Signatory Airlines, and all Non-Signatory Airlines),
- The passenger experience at the Airport, and
- Other operational and logistical considerations.

The City will balance each factor in making its determination.

9. Operating Procedures

9.1. Daily Flight Schedule and Status Updates

Air Carriers operating on Common Use Premises must 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 must 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 or other Common Use Premises (including Common Use Ancillary Space).

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

An Air Carrier experiencing Off-Schedule Operations affecting flights on Common Use Gate and/or Hardstand Space must notify the Scheduling Manager as soon as reasonably possible. 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 will apply the following general principles at their reasonable discretion to address the specific circumstances at the time:

1. Emergency flights will have priority over all other flights. Every effort will be made to accommodate emergency flights on an unassigned Common Use Gate Space or Hardstand Space that will cause the least operational impact on all other Air Carriers.
2. Scheduled flights operating on time will be given priority on 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 will 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 will have priority over RON Activities.

6. Non-scheduled flights for which no advance notice was provided to the Scheduling Manager will have the lowest priority on Common Use Gate Space and Hardstand Space.

An Air Carrier experiencing Off-Schedule Operations must 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. An Air Carrier must receive approval from the Scheduling Manager before using Common Use Gate Space or Hardstand Space to operate flights or park aircraft that were initially scheduled to use Preferential Use Gate 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 will apply the following priorities when allocating Air Carrier activity to 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 will 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 is 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, unless otherwise prohibited by applicable Airport regulations.

An Air Carrier may request exceptions to the Period of Use for day-of Irregular Operations through the Scheduling Manager. The Scheduling Manager will 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.

An Air Carrier experiencing Off-Schedule Operations must make reasonable efforts to minimize the period of time during which it uses Common Use Gate Space or Hardstand Space. The Periods of Use defined in Section 4.1 of these

TSUPs must be based upon the revised scheduled time of arrival or departure if the aircraft is off-schedule.

9.3. 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 Space resulting from Off-Schedule Operations must notify the Scheduling Manager with as much notice as possible to confirm access to Common Use Premises outside of its normal allocated scheduled operation.

9.4. 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 activities (including but not limited to construction, special events, and training) for which advance notice can be provided will be coordinated between the City and airport-stakeholder working groups as required by the Airline Use and Lease Agreement; such notice will be provided promptly after the activity 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 12.6 of these TSUPs will 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 all facility closures or equipment outages affecting Common Use Premises and advise affected Air Carriers per the notice provisions of the AULA and Section 12.6 of these TSUPs of such circumstances as soon as possible when such closures could directly affect planned operations by Air Carriers.

9.5. 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 must remove, when necessary or at the direction of the Scheduling Manager or the City, 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 service providers 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 service providers must not conduct maintenance activities for ground support equipment in Apron Areas or Hardstands without the written permission of the Scheduling Manager.

9.6. Hardstand Operations

The City will provide Hardstand-Related Services to handle passenger-carrying Active Flights arriving or departing from Hardstand Space:

- Provision of passenger boarding ramp – The City will make a single passenger boarding ramp available between 10 minutes prior to the start of the Hardstand Period of Use, until the end of the Period of Use. The passenger boarding ramp must be operated by the Air Carrier or its ground service provider.
- Passenger transportation between the Terminal Complex and the Hardstand – The City will provide sufficient transportation capacity to handle all arriving or departing passengers on the flight, with no distinction of travel class or other commercial considerations. Passenger transportation must be available at the following times:
  - Arriving flights: between the start of the Hardstand Period of Use and end of the passenger deplaning process.
  - Departing flights: between the start of the passenger boarding process and the end of the Hardstand Period of Use.
- Flight crew transportation between the Terminal Complex and the Hardstand – The City will provide no more than one dedicated journey for flight crew transportation for each departing or arriving flight from Hardstand Space.

Air Carrier will provide the City with total passenger counts and wheelchair counts for each flight as early as reasonably possible.

The City has the right to choose the equipment it considers most suitable considering aircraft capacity, boarding door height, Hardstand location, equipment availability, wheelchair counts, and other operational considerations. The City may substitute the passenger boarding ramp with equivalent equipment (such as stairs and passenger boarding lifts).

Air Carrier may request additional passenger or flight crew transportation capacity, or passenger boarding ramps or stairways. These services may be provided at the City's reasonable discretion based on availability or other operational considerations. Air Carriers operating Inactive Flights or cargo-only flights not carrying passengers are required to provide their own Hardstand-Related Services and may not request such services from the City.

Air Carriers must seek accommodation on Common Use Gate and Hardstand Space from the Scheduling Manager before requesting Hardstand-Related Services for Off-Schedule Operations occurring at space other than Common Use Gate and Hardstand Space. Such requests will be made at most sixty (60) minutes after landing.

Air Carriers must comply with Hardstand operating procedures as promulgated from time to time by the City.

9.7. Air Carrier Equipment and Supplies

An Air Carrier must 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.

Excluding Gate Information Displays, Air Carrier may not install new Electronic Visual Information Displays in space other than Exclusive Use Premises without the prior written approval of the Commissioner. When reviewing any such request, the Commissioner may consider, among other factors, whether the proposed equipment duplicates any function already provided or planned to be provided within the Terminal Complex.

Any branding, Electronic Visual Information Displays, furnishings, or fixtures in space other than Exclusive Use Premises must follow applicable standards set forth within the Tenant Standard Operation Procedures, as amended from time to time by the City.

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 must 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 must 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.

Air Carrier will use Shared Equipment and Technology at Common Use Premises, as directed by the City. The City may, at its own discretion, approve the use of proprietary equipment and technology at these locations if Air Carrier demonstrates, to the City's satisfaction, that, despite reasonable efforts, it cannot utilize Shared Equipment and Technology.

Air Carrier will not disable or remove Shared Equipment and Technology at Common Use Premises or Preferential Use Premises without the prior written approval of the Commissioner. The cost to disable or remove Shared Equipment and Technology will be paid by Air Carrier.

9.8. General Operational Requirements

Air Carriers using Common Use Premises must 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 must 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 must manage its employees and/or ground service providers at the Airport and ensure that its employees and/or ground service providers comply with all applicable Airport regulations, including but not limited to, current terminal standard operations procedures and Certified Service Provider Program Rules (CSPP).

The Scheduling Manager will provide written notice to an Air Carrier explaining any concerns that the Scheduling Manager has with an Air Carrier's employee(s) and/or ground service provider(s). The Air Carrier must take all reasonable and

lawful steps necessary to address the Scheduling Manager'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 will be permitted within the applicable Period of Use. All such signage must be removed from Common Use Premises within 10 minutes of the termination of such Period of Use.

Except as otherwise allowed in these TSUPs, Air Carrier must not store, stage, or allow to be stored or staged equipment or passenger belongings outside of its leasehold except in space specifically designated for such use by CDA. CDA will notify the Scheduling Manager of changes to space designated for storage and staging of equipment or passenger belongings as soon as possible.

Air Carrier must 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 must ensure the Gate Ramp is properly cleared for use by their aircraft and is in a safe operating condition for use by others as it is the Air Carriers' obligation. 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 must ensure that appropriately trained personnel are available throughout the Periods of Use to support its operations.

Air Carrier must ensure staffing by its own employees, ground service providers, 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.

10. Compliance

Air Carriers are required to ensure compliance with the provisions set forth in the AULA and these TSUPs. The City may impose any fees or warnings outlined in Section 10 of these TSUPs in the event of non-compliance with these provisions.

10.1. Fees for Failure to Relocate

An Air Carrier will 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 9.2 of these TSUPs.
- An Air Carrier or its ground service provider fails to remove ground service equipment from a Common Use Gate 10 minutes after the end of the Period of Use or as directed by the Scheduling Manager.

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

The fee will be doubled if the Scheduling Manager can demonstrate that the failure to relocate has caused harm to another Air Carrier, regardless of the delay.

The Scheduling Manager may waive these fees if the Air Carrier can demonstrate that the failure to relocate is due to reasons outside of the Air Carrier's control.

10.2. Fees for Failure to Comply with Operational Procedures

An Air Carrier will be subject to additional fees and penalties for its use and the use of its Ground Service Providers of Common Use Gate Space or Common Use Ancillary Space, if it or its Ground Servicer Provider fails to follow procedures outlined in Section 9 of these TSUPs.

The following fees will be assessed for every time within the same calendar year that an Air Carrier or its Ground Service Provider fails to follow procedures outlined in Section 9 of these TSUPs:

- A written warning will be issued for the first occurrence.
- A $50 fee will be assessed for the second occurrence.
- A $200 fee will be assessed for the third occurrence or any subsequent occurrence.

These fees will be assessed on a per-item or per-equipment basis. These fees may be in addition to any other fee or penalty imposed by the City for an Air Carrier's failure or the failure of their Ground Service Provider to obey other rules and regulations of the Airport.

11. 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 will have the right to make a request for reconsideration to the Commissioner in writing. The Commissioner (or their designee) will promptly consider and decide, after review with the Air Carrier requesting reconsideration, on any such request and such Commissioner's decision is final if consistent with these TSUPs and the Airline Use and Lease Agreement.

12. Administration

12.1. 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, will monitor and coordinate the operation of Common Use Gate Space and other Common Use Premises to facilitate efficient Air Carrier operations and will ensure that all Air Carriers are informed of matters affecting their operations.

12.2. Reporting and Activities Planning

The Scheduling Manager (or their 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 their staff and any Air Carriers who have questions or issues concerning such plan.

12.3. Terminal Facilities Advisory Committee

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

12.4. 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.

12.5. Interpretation

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

12.6. Notices

Notwithstanding the notice requirements set forth in Section 18.4 of the AULA, each Air Carrier must provide to the Scheduling Manager, with a copy to the Commissioner, 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 must be delivered as set forth below. Such representative(s) (or designee of such representative as communicated to the Scheduling Manager) are 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 will 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 will send notice of the same to Air Carrier's general corporate representative(s) identified in Section 18.4 of the AULA.

The Scheduling Manager may, from time to time, establish standard forms to facilitate processing of notices delivered pursuant to these TSUPs or the AULA. Air Carriers must use the appropriate form when available.

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 must 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 will 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 must submit such information to Scheduling Manager through its corporate representative(s), as designated to the Scheduling Manager. The Scheduling Manager will not consider any such communications that have been submitted by any other party, including Air Carrier's local representative. Submissions must be in the format specified in Section 2 of these TSUPs.
    - Scheduling Manager will 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 Carriers must submit such information to Scheduling Manager through its corporate or local representative(s), as designated to the Scheduling

Manager. The Scheduling Manager will not consider any such communications that have been submitted by any other party. Air Carriers must notify the Scheduling Manager of changes in its representatives within 14 days.

- Scheduling Manager will 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 Carriers must submit such information through Air Carrier's local representative to the Scheduling Manager.
    - Scheduling Manager will communicate with Air Carrier's designated locally based representative with respect to such information

Notices must 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: Commissioner, Chicago Department of Aviation