



City of Phoenix Aviation Department Rules & Regulations

Number: 03-10

Authority: This Rule and regulation is promulgated pursuant to City Code Chapter IV, Article 11. 4-2.

Rule and Regulations: **Use of the International Concourse and City of Phoenix Owned Passenger Boarding Gates**

International Concourse: Non-Airline Operational Activities

Non-airline activities such as unscheduled maintenance, contractor work and tours, will require prior notification and approval by the Airside Operations Manager (routinely scheduled maintenance and Federal Inspection Service activities will not be subject to prior notifications).

International Concourse: Airline Operational Use

1. An Airline wishing to schedule a gate will furnish the Airside Operations Manager with flight arrival and departure times, type of aircraft, number of passengers and services required.
2. City of Phoenix passenger boarding gates will be available to all airlines, however, scheduled International carriers will take precedence over unscheduled charters or other domestic airline requests.
3. The maximum time for each scheduled gate use will be three (3) hours and 45 minutes beginning with the scheduled arrival time. Should scheduling conflicts arise, an air carrier may be required to relocate their aircraft to a parking position to allow for other arrivals and/or departures.
4. An airline wishing to use a gate for an unscheduled night will furnish the Airside Operations Supervisor with flight arrival and departure times, type of aircraft, number of passengers and services required.
5. Rates for Gates 13- 17 and 13- 18 at the International Concourse are determined by the City Council.

Jetway Operations and City of Phoenix Owned Passenger Boarding Gates

1. An Airline wishing to schedule a gate will furnish the Airside Operations Supervisor with flight arrival and departure times, type of aircraft, number of passengers and services required.
2. If the gate is determined to be available at the requested time and date, the Airside Operations Supervisor will approve the airline request.

City of Phoenix Aviation Department Rules & Regulations

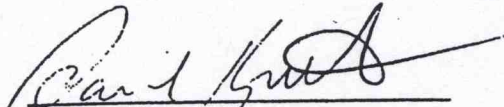
3. All airlines utilizing any City of Phoenix Passenger Boarding Gate, must have its personnel certified to operate the jetway equipment prior to any flight operation. General Aviation staff will be responsible for training and certifying these individuals. Airport Operations will maintain a list of personnel qualified to operate the jetways, and will issue keys for operation of the equipment. Persons operating the jetway must comply with the operating rules posted in the jetway cab. Spot checks will be conducted to insure compliance. In the event of non-compliance, an individual's privilege to operate the jetway may be revoked.
4. The maximum time for each scheduled gate use will be three (3) hours and 45 minutes beginning with the scheduled arrival time. Should scheduling conflicts arise, an air carrier may be required to relocate their aircraft to a parking position to allow for other arrivals and/or departures.

Roles and Responsibilities

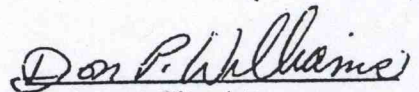
Aviation Department

If the gate is determined to be available at the requested time and date, Operations Administrative staff will log it onto the Gate Scheduling Sheets. The information will also be entered into the computer system for display on the flight monitors in the International Concourse. The Gate Scheduling Sheets will be distributed to all Aviation Sections involved (i.e. General Aviation, Fiscal Management, and Facilities and Services). Airport Operations Staff will insure that the gates are made available according to the schedule and will document the times and dates of use and any services and/or use of facilities provided. An Airside Aviation Supervisor 11 is available 24 hours per day to coordinate gate usage. Aviation Operations staff will prepare a Gate Billing Form for all charter and unscheduled flights and will forward it to Fiscal Management for billing. Fiscal Management will prepare a monthly billing based on information provided by the airline.

The foregoing Rule and regulation is hereby adopted and promulgated this day of March 1st, 1999.



Aviation Director



Assistant City Attorney