

Gate, Ticket Counter and Aircraft Parking Position Rules

Article 1. Definitions

The following words, terms, and phrases shall have the following meanings. Capitalized words, terms and phrases not defined in this Regulation shall have the meanings ascribed to them in the AOLA.

Advanced Schedule

The monthly schedule produced by the Authority which allocates time slots and Periods of Use for all Gates and all flights at the Airport.

AOLA

The San Diego County Regional Airport Authority Airline Operating and Lease Agreement dated July 1, 2019, or subsequent Airline Operating and Lease Agreement.

Airport

San Diego International Airport (SAN).

Authority

The San Diego County Regional Airport Authority.

Domestic Flight

An aircraft (a) arriving at the airport from a city within the United States or from a city outside the United States designated as a pre-clearance location and which has passengers and/or cargo that do not require clearance by the Federal Inspection Services (FIS) at the Airport, or (b) departing from the Airport.

Emergency Flight

A flight that is subject to a major safety or security concern as determined by the Authority.

Existing Scheduled Service

A flight which is currently operated by a specific Air Carrier at a specific time of day consisting of the Period of Use as defined in Section 2.6 and the Buffer Period as defined in Section 2.7. Changes of less than 30 minutes to Existing Scheduled Service will not be considered a change to Existing Scheduled Service, as long as the change does not conflict with another Air Carrier's Existing Scheduled Service including Buffer Periods as defined in Section 2.7.

Filed Schedule

The flight schedules transmitted to the Authority for the purpose of scheduling all flights on all Gates. Such schedules shall include origination and destination information and IATA coded aircraft type and must be fully consistent with schedules filed with distribution systems (e.g. OAG, Innovata) for the purposes of selling airline tickets. Schedules must be submitted more than 60 days prior to the first day of the month in which the new service would begin.

FIS Flight

An aircraft operation that requires clearance by the Federal Inspection Services (FIS) at the Airport.

FIS Gates

Gates which offer sterile access to the Federal Inspection Services (FIS) for flights that need to clear Customs.

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Flight Record

A published schedule printed, delivered or queried in the month of operational validity (example: May 2018 schedules queried in OAG, Innovata or similar database in May 2018).

New Flight

A flight which is not Existing Scheduled Service and needs to be gated at the Airport.

Preferential Cargo Parking Position

An aircraft parking position that is assigned to a Cargo Carrier on a Preferential Use basis in accordance with the AOLA.

Ticket Counter Position

A ticket counter position is one position at any given ticket counter that is manned by the staff of an Air Carrier.

Article 2 Assignment of Gates and Aircraft Parking Positions

2.1 Purpose and General Requirements. This Regulation governs the Authority's assignment of Gates and is intended to maximize and facilitate the efficient use of Gates while ensuring the equitable treatment of all Air Carriers operating or seeking to operate at the Airport. Air Carriers are required to comply with all the procedures, rules and other provisions of this Regulation. Air Carriers are required to provide the most accurate and timely information and schedules possible. The Authority shall use the information provided by the Air Carriers in the enforcement of this Regulation. The decisions of the Authority under this Regulation are final.

2.2 Scheduling and Assignment Procedures. Air Carrier assignments of Gates shall be made based on Filed Schedules as specified in Exhibit A and with consideration to the FAA by assigning RON positions in such a manner that maintains the most efficient use of the taxiway and runway system

Days prior to first day of the month schedule will become effective	
60	Filed Schedules submitted by Air Carriers
53	Airport distributes draft Advanced Schedule
48	Air Carriers provide any feedback or schedule changes
40	Final Advanced Schedule published by Airport

Air Carriers planning to operate FIS Flights must submit an initial Filed Schedule to the Authority at the same time international flight schedules are due for the Worldwide Slot Conference for the IATA season in which the requested schedule is to become effective.

Air Carriers unable to schedule flights on their Preferential Use Gates must submit a written notice to the Authority at the same time the Filed Schedules are submitted outlining which flights will require Common Use Gates.

The Authority reserves the right to audit the Filed Schedules by Air Carriers with Flight Records to determine whether scheduled flights were actually operated. Should the Authority find material inconsistencies with the Filed Schedules and the Flight Records, the Authority shall simultaneously notify the Air Carrier and the Federal Aviation Administration, Office of Airports, Airport Compliance.

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2.3 **Gate Assignment Priorities.** Before requesting a New Flight on a Common Use Gate, an Air Carrier must first demonstrate that it is unable to schedule the flight on its own Preferential Use Gates. Subject to this limitation, the Authority will assign New Flights on Common Use Gates and, as a last resort, on Preferential Use Gates.

2.3.1 Existing Scheduled Service

- (a) Existing Scheduled Service shall have priority to remain on existing Gates.
- (b) Existing Scheduled Service can only be moved from a Gate if there is another Gate available to accommodate the Existing Scheduled Service. The Airport will make a reasonable effort to assign a Gate in close proximity to the Air Carrier's operating space
- (c) The Airport reserves the right to assign Existing Scheduled Service on Gates but will only assign Existing Scheduled Service to Preferential Use Gates if there are no Common Use Gates available in the adjacent area. The Airport will make a reasonable effort to assign a gate in close proximity to the Air Carrier's operating space.

2.3.2 New Flights

New Flights will be gated based on the following priority. For Air Carriers with Preferential Use Gates, New Flights will be gated on their own Preferential Use Gates first, and on a Common Use Gate if space is not available on their own Preferential Use Gates. For Air Carriers that do not qualify for a Preferential Use Gate, New Flights will be gated on Common Use Gates first, and when no Common Use Gate is available, on another Air Carrier's Preferential Use Gates.

- (a) New Signatory FIS Flight on an FIS Gate
- (b) New Non-Signatory FIS Flight on an FIS Gate
- (c) New Flight on a Preferential Use Gate by an Air Carrier assigned that Preferential Use Gate
- (d) New Signatory Domestic Flight on a Common Use Gate, or another Air Carrier's Preferential Use Gate if no Common Use Gate is available
- (e) New Non-Signatory Domestic Flight on a Common Use Gate, or another Air Carrier's Preferential Use Gate if no Common Use Gate is available

For any conflicts within a category above, flights will be prioritized in the following order:

- (i) Service to a new non-stop destination that has not been served in the last 12 months, and within this category priority will be based on the number of Departing Seats on the scheduled aircraft with priority being given to larger aircraft
- (ii) Service to a non-stop destination that has been served in the last 12 months, and within this category priority will be based on the number of Departing Seats on the scheduled aircraft with priority being given to larger aircraft

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2.3.3 Daily Gating

Gate assignments for unplanned situations (e.g. irregular operations, aircraft mechanical problems, flight crew conflicts, etc.) will be coordinated with the Authority Airside Operations Department. Daily gating will be based on the following priority.

- (a) Emergency Flights have priority on any available Gate
- (b) FIS Flight on a FIS Gate on the Advance Schedule
- (c) Domestic Flight on the Advance Schedule
- (d) FIS Flight on a FIS Gate not on the Advanced Schedule
- (e) Domestic Flight not on the Advanced Schedule by an Air Carrier on its own Preferential Gate
- (f) Domestic Flight by Signatory Air Carrier not on the Advanced Schedule on a Common Use Gate, or another Air Carrier's Preferential Use Gate if no Common Use Gate is available.
- (g) Domestic Flight by a Non-Signatory Air Carrier not on the Advanced Schedule on a Common Use Gate, or another Air Carrier's Preferential Use Gate if no Common Use Gate is available.

2.4 **Cargo Parking Position Priorities.** Cargo Parking Positions will be prioritized as follows:

- (a) Cargo flight on a Preferential Use Cargo Parking Position by an Air Carrier assigned to that Preferential Use Cargo Parking Position
- (b) Existing Scheduled Service of a cargo flight on a Cargo Parking Position by a Cargo Carrier
- (c) New Flight by a Cargo Carrier on a Cargo Parking Position
- (d) New Flight by a Passenger Carrier on a Cargo Parking Position.

For (c) and (d) above flights will be prioritized based on the certified maximum gross landing weight of the aircraft with priority being given to larger aircraft.

2.5 **Remain Over Night (RON) Assignment Priorities.** RON positions will be prioritized on a daily schedule as follows:

- (a) RON on a Preferential Use Gate by an Air Carrier assigned to that Preferential Use Gate
- (b) RON on a Cargo Parking Position by a Cargo Carrier
- (c) RON for Existing Scheduled Service on a Common Use Gate or unused Preferential Gate, or other available Aircraft Parking Position or hardstand.

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(d) RON for a New Flight by a Signatory Air Carrier on a Common Use Gate or unused Preferential Gate, or other available Aircraft Parking Position or hardstand.

(e) RON for a New Flight by a Non-Signatory Air Carrier on a Common Use Gate or unused Preferential Gate, or other available Aircraft Parking Position or hardstand.

Within (d) and (e) RONs at Common Use Gates and unused Preferential Gates will be prioritized based on the earliest following day departure time and proximity to an Air Carrier's operating space. RONs at other available Aircraft Parking Positions and hardstands will be allocated on a pro-rata basis based on each Air Carrier's Departing Seats as defined in the AOLA. See formula in Exhibit A. Assignments shall be made with consideration to the FAA by assigning RON positions in such a manner that maintains the most efficient use of the taxiway and runway system.

2.6 Periods of Use. The maximum Periods of Use for which a flight may be scheduled to occupy any Gate are as follows.

Maximum Periods of Use for a Full Turn

	Domestic	FIS	FIS to Domestic	Domestic to FIS
100 Seats or Less	60 Minutes	75 Minutes	75 Minutes	75 Minutes
101 - 150 Seats	60 Minutes	90 Minutes	80 Minutes	80 Minutes
151 - 200 Seats	90 Minutes	90 Minutes	105 Minutes	120 Minutes
201 - 250 Seats	100 Minutes	120 Minutes	120 Minutes	120 Minutes
Widebody	120 Minutes	180 Minutes	150 Minutes	180 Minutes

*Widebody times apply regardless of aircraft capacity due to fueling requirements.

**Additional gates will not be authorized based on a change in average turn time.

Maximum Periods of Use for an Arrival only or Departure only Flight

	Domestic	FIS
100 Seats or Less	30 Minutes	40 Minutes
101 - 150 Seats	30 Minutes	45 Minutes
151 - 200 Seats	45 Minutes	50 Minutes
201 - 250 Seats	50 Minutes	60 Minutes
Widebody	60 Minutes	90 Minutes

*For any departure that is the first flight of the day for an aircraft after a RON on a Remote Parking Position, an additional 30 minutes will be added to the Maximum Period of Use to allow for security procedures.

2.7 Buffer Periods

The required buffer periods between flights on a Common Use Gate are outlined in the table below. Should the operational aircraft change within the buffer period, the longer buffer period prevails (example A330 arrival tow then 737 arrival = 60 minutes).

	Domestic	International	International to Domestic	Domestic to International
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100 Seats or Less	30 Minutes	40 Minutes	40 Minutes	40 Minutes
101 - 150 Seats	30 Minutes	40 Minutes	40 Minutes	40 Minutes
151 - 250 Seats	40 Minutes	40 Minutes	40 Minutes	40 Minutes
Widebody	60 Minutes	60 Minutes	60 Minutes	60 Minutes

*Widebody times apply regardless of aircraft capacity due to likelihood of delay for long haul service and fueling time.

Article 3. Common Use Ticket Counters

3.1 Purpose and General Requirements. This Article governs the Authority's assignment of Ticket Counter Positions and is intended to maximize and facilitate the efficient use of Ticket Counter Positions while ensuring the equitable treatment of all Air Carriers operating or seeking to operate at the Airport. Air Carriers utilizing Ticket Counter Positions are required to comply with all the procedures, rules and other provisions of this Article. Air Carriers are required to provide the most accurate and timely information and schedules possible. The Authority will rely on information provided by the Air Carriers and by the Common Use System for the implementation of this Article. The decisions of the Authority under this Article are final.

3.2 Scheduling and Assignment Procedures. Assignment of Ticket Counter Positions as they may become available in the future will be based on reasonable and non-discriminatory procedures set by the Authority and outlined in these Regulations. The assignment of one or more Ticket Counter Positions to an Air Carrier does not include the right to use any specific skycap podium, curbside position, Gate, ticketing office or operational support space at the Airport. Ticket counter positions located at the elevated departure roadways are considered common use and are assigned according to availability upon airline request. The Authority shall have the exclusive right and control to assign and move Ticket Counter Position locations to ensure the balanced use of Airport Facilities.

3.2.1 Notice. Air Carrier assignments of Ticket Counter Positions shall be made based on Filed Schedules submitted by Air Carriers no later than 60 days before the first day of the month during which the requested schedule is to become effective. The format for Filed Schedules is specified in Exhibit A. The scheduling process is intended to be completed no later than 30 days before the first day of the month in which the requested schedule is to become effective.

3.2.2 Request for Added Ticket Counter Positions. Any requests for additional Ticket Counter Positions must be provided to the Authority with a minimum of sixty (60) days' prior written notice.

3.3 Ticket Counter Position Assignment Priorities.

In making determinations on the number and location of Common Use Ticket Counter Positions, the following ticket counter guidelines will be adopted. The Authority reserves the right to make final ticket counter allocations in its sole discretion based on the best interests of the Authority and all Air Carriers.

3.3.1 Authority will attempt to assign a "base" allocation of four (4) Ticket Counter Positions irrespective of aircraft size, seat configuration, or passenger counts for up to 4 hours prior to a Scheduled Departure.

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3.3.2 The Authority will attempt to assign all requested Ticket Counter Positions to an airline in the same Terminal or CUPPS-Equipped Terminal location.

3.3.3 In the event there are requests for more Ticket Counter Positions than are available, the Authority will allocate Common Use Ticket Counter Positions based on individual Air Carriers' percentages of originating passengers in 2-hour blocks of time prior to the baggage cut off. So, if an airline has 25% of the originating passengers in T2W in a given 2-hour block prior to the baggage cutoff, it should get allocated 25% of the available ticket counter positions during that 2-hour block.

3.3.4 Notwithstanding 3.3.3 Authority will also consider the following elements when assigning ticket counter positions.

- Existing Ticket Counter position assignments
- Departure time of flight(s)
- Departing passengers per hour
- Checked baggage data
- Air Carrier check in procedures
- Gates in use by Air Carrier
- Availability of Ticket Counter Positions
- Staffing preferences submitted by Air Carriers
- Proximity to adjacent ticket office space within the terminal
- Flights on the Advance Schedule (which have priority over flights not on the Advance Schedule)
- Other operational considerations

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Exhibit A

- STEP 1. Divide each Airline's Departing Seats by all the Departing Seats to determine a percentage of activity for each airline.
- STEP 2. Multiply each Airline's percentage by the total available RON positions.
- STEP 3. Determine each Airline's base RON allocation by rounding DOWN to the nearest whole number.
- STEP 4. Then, allocate the remaining RON positions by rounding UP each decimal remainder to 1 starting with the highest decimal remainder from STEP 2 and stopping when all the remaining RON positions have been allocated.
- STEP 5. Add together the base allocation and the remaining allocation for the total allocation.

Example below shows results for 2017 for 20 available RON spots.

	STEP 1		STEP 2		STEP 3	STEP 4		STEP 5
	2017 ENPL	% Activity	x	RON Positions = initial share	Base Allocation	Remaining Allocation		Total Allocation
Southwest Airlines	3,967,487	37.44%	x	20 = 7.49	7	0.49	1	8
United Airlines	1,396,671	13.18%	x	20 = 2.64	2	0.64	1	3
American Airlines	1,454,495	13.73%	x	20 = 2.75	2	0.75	1	3
Alaska Airlines	1,113,929	10.51%	x	20 = 2.10	2	-	-	2
Delta Airlines	1,268,737	11.97%	x	20 = 2.39	2	-	-	2
Spirit Airlines	287,208	2.71%	x	20 = 0.54	-	0.54	1	1
Frontier Airlines	180,235	1.70%	x	20 = 0.34	-	-	-	-
JetBlue Airways	224,700	2.12%	x	20 = 0.42	-	0.42	1	1
Virgin America	212,158	2.00%	x	20 = 0.40	-	-	-	-
Air Canada	93,274	0.88%	x	20 = 0.18	-	-	-	-
Hawaiian Airlines	107,776	1.02%	x	20 = 0.20	-	-	-	-
British Airways	90,200	0.85%	x	20 = 0.17	-	-	-	-
Japan Airlines	59,916	0.57%	x	20 = 0.11	-	-	-	-
Allegiant	49,480	0.47%	x	20 = 0.09	-	-	-	-
MN Airlines	40,109	0.38%	x	20 = 0.08	-	-	-	-
WestJet	41,043	0.39%	x	20 = 0.08	-	-	-	-
Lufthansa	-	0.00%	x	20 = 0.00	-	-	-	-
Condor	3,902	0.04%	x	20 = 0.01	-	-	-	-
Edelweiss	1,215	0.01%	x	20 = 0.00	-	-	-	-
Volaris	3,948	0.04%	x	20 = 0.01	-	-	-	-
Total	10,596,483	100.00%		20.00	15		5	20