

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.

Advance Gate 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.

Calendar of Coordination Activities

The document found in the Worldwide Airport Slot Guidelines (WASG) that specifies the deadline dates of the facilitation process to be followed by airlines and facilitators.

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.

Domestic Gate

Gates which offer sterile access to the Terminal for Domestic Flights but do not provide sterile access to Federal Inspection Services (FIS) for flights that need to clear Customs. All Gates except Gates 46 through 51 are Domestic Gates.

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.

FIS Flight

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

Gate, Ticket Counter and Aircraft Parking Position Rules

FIS Gates

Gates which offer sterile access to the Federal Inspection Services (FIS) for flights that need to clear Customs. Gates 46 through 51 are the current FIS Gates.

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).

Historics Baseline Date

23:59 UTC on 31 January for Summer Seasons and 23:59 UTC on 31 August for Winter Seasons as listed in the Calendar of Coordination Activities.

Initial Submission Deadline

Date set by which airlines must submit their planned operations to coordinators and facilitators as listed in the Calendar of Coordination Activities.

New Scheduled Service

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

Next Equivalent Season

The same season the following year. E.g. Summer 2026 would be the Next Equivalent Season to Summer 2025.

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.

Preferred RON Parking Position

An off Gate, remain overnight aircraft parking position that is assigned to the carrier whose assigned RON Gate would be directly blocked by an aircraft occupying the parking position.

Previous Equivalent Season

The same season as the previous year. E.g. Summer 2025 would be the Previous Equivalent Season to Summer 2026.

Resources

Gates, Ticket Counters, and Aircraft Parking Positions.

Schedule Facilitator

The organization or individual designated by the Authority responsible for collecting data on planned operations at SAN and recommending voluntary schedule adjustments as necessary.

Summer Season

The schedule season that begins the last Sunday in March until the start of Winter Season.

Gate, Ticket Counter and Aircraft Parking Position Rules

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.

Week

A week consists of Monday through Sunday.

Winter Season

The schedule season that begins the last Sunday in October until the start of Summer Season.

Worldwide Airport Slot Guidelines (WASG)

The publication by Airports Council International (ACI), the International Air Transport Association (IATA) and the Worldwide Airport Coordinators Group (WWACG) to provide the global air transport community with a single set of standards for the management of airport slots at coordinated airports and of planned operations at facilitated airports.

Gate, Ticket Counter and Aircraft Parking Position Rules

Article 2. Assignment of Gates and Aircraft Parking Positions

2.1 Purpose and General Requirements. This Regulation governs the Authority's assignment of Authority Resources and is intended to maximize and facilitate the efficient use of Resources 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.

2.1.1 Level 2 Schedule Facilitation

The Authority has designated the Airport as a Level 2 Terminal Schedule Facilitated Airport and will follow the guidelines for schedule facilitation set by the Worldwide Airport Slot Guidelines. Any rules defined in this Regulation will supersede any conflicts with the Worldwide Airport Slot Guidelines.

2.2 Scheduling and Assignment Procedures. The Authority will follow the timeline set by the IATA Calendar of Coordination Activities for the purpose of Level 2 Terminal Schedule Facilitation. There are **TWO** mandatory submission requirements outlined below.

2.2.1 Level 2 Terminal Facilitation Submissions

Air Carriers must submit flight schedules following guidelines in the Worldwide Airport Slot Guidelines (WASG), by the deadlines stated in the IATA Calendar of Coordination Activities to the Authority's designated Schedule Facilitator utilizing the SSIM Chapter 6 format. Schedules must be kept up to date with the Schedule Facilitator.

2.2.2 SAN Resource Management Submissions

Air Carriers must submit their flight schedules as approved through the SAN Level 2 Facilitation Process at least two months prior to the first day of the month in which the schedule would begin. Schedules must be submitted via email to sanschedules@san.org in an appropriate format for loading into the Authority's Resource Management System for the purpose of final Gate assignment following the timeline in the table below:

Final Gate Assignment Timeline	
By the 1 st of each month	Two months out final schedules submitted by Air Carriers
7 business days following the 1 st of each month	Airport distributes draft advance Gate schedule
12 business days following the 1 st of each month	Air Carriers provide any feedback
By the final day of each month	Final Advance Gate Schedule published by Airport

The Authority reserves the right to audit the flight schedules submitted 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.

Gate, Ticket Counter and Aircraft Parking Position Rules

2.3 Gate Assignment Priorities. Existing and New FIS Flights shall have priority over Existing and New Domestic Flights on FIS Gates as noted below. Existing Domestic Flights shall have priority for Gates ahead of New Domestic Flights in the priority order set below in their respective categories.

2.3.1 Preferential Use Gates

An Air Carrier's submitted schedule will first be assigned to its Preferential Use Gates. Retiming may be requested for flights that do not fit on Air Carrier's Preferential Use Gates to maximize Preferential Use Gate utilization. If an Air Carrier is unable to retime a flight to fit on their Preferential Use Gate, the flight will be assigned to a Gate based on its Existing Scheduled Service or New Scheduled Service priority.

2.3.2 FIS Flights

Due to the limited number of FIS Gates, both Existing Scheduled Service (FIS Flight) and New Scheduled Service (FIS Flight) shall have priority over any Existing Scheduled Service (Domestic Flight) that was assigned to a FIS Gate from the Previous Equivalent Season. Air Carriers will be notified if their Domestic Flight is scheduled on a FIS Gate. FIS Gate assignments will be prioritized as follows:

- a) Existing FIS Flight that plans to operate unchanged from the Previous Equivalent Season on a FIS Gate
- b) Existing FIS Flight that plans to change time or equipment type from the Previous Equivalent Season on a FIS Gate
- c) New FIS Flight on a FIS Gate
- d) Existing Domestic Flight on a FIS Gate*
- e) New Domestic Flight on a FIS Gate*

*Reference Sections 2.3.3 and 2.3.4 for respective priorities.

2.3.3 Existing Scheduled Service (Domestic Flight)

Existing Scheduled Service shall have priority for Domestic Gate assignments. The Airport will make a reasonable effort to assign a Gate near the Air Carrier's operating space for flights operating on Common Use Gates. Existing Scheduled Service will be prioritized as follows:

- a) Existing Scheduled Service that plans to operate unchanged from the Previous Equivalent Season that was assigned to a Preferential Use Gate or Domestic Common Use Gate.
- b) Existing Scheduled Service that plans to operate unchanged from the Previous Equivalent Season that was assigned to a FIS Gate.
- c) Existing Scheduled Service that plans to change time or equipment type from the Previous Equivalent Season that was assigned to a Preferential Use Gate or Domestic Common Use Gate.
- d) Existing Scheduled Service that plans to change time or equipment type from the Previous Equivalent Season that was assigned to a FIS Gate.
- e) New Scheduled Service (Domestic Flight). *

*Reference Section 2.3.4 for priority order.

Gate, Ticket Counter and Aircraft Parking Position Rules

2.3.4 New Scheduled Service (Domestic Flight)

New Flights that do not exceed the Maximum Period of Use will be given priority over New Flights that exceed the Maximum Period of Use in all categories below. New Scheduled Service will be gated based on the following priority:

- a) New Scheduled Service on a Preferential Use Gate by an Air Carrier assigned that Preferential Use Gate.
- b) New Scheduled Service on a Domestic Common Use Gate.
- c) New Scheduled Service on a FIS Gate.
- d) New Scheduled Service on another Air Carrier's Preferential Use Gate.

For any New Scheduled Service conflicts within Sections 2.3.2 or 2.3.4 above, flights will be prioritized in the following order:

- i. Service to a new non-stop destination that was not served in the Previous Equivalent Season:
 - a. New operations that extend an existing seasonal operation into a year-round operation.
 - b. The schedule that offers the greatest number of departing seats over the full season.
 - c. The higher number of Departing Seats on the scheduled aircraft.
 - d. For flights Requiring FIS Gates Only:
 - i. The flight with the greatest distance in nautical miles from SAN
- ii. Service to a non-stop destination that was served in the Previous Equivalent Season:
 - a. The route that currently has the fewest number of Departing Seats per Week.
 - b. The schedule that offers the greatest number of departing seats over the full season.
 - c. The higher number of Departing Seats on the scheduled aircraft.
 - d. For flights Requiring FIS Gates Only:
 - i. The flight with the greatest distance in nautical miles from SAN

2.3.5 Ad Hoc Operations

Ad hoc operations, to include but not limited to charters, sponsored service, and flights operated as one off for special events requesting use of the Terminal or remote aircraft parking positions will be evaluated and approved after all Existing and New Scheduled Service has been Gated. Requests received after the Initial Submission Deadline will be processed first come first served. All requests must be submitted to the Authorities designated Schedule Facilitator utilizing the SSIM Chapter 6 format. Additional documentation requested by the Authority may be required prior to operation.

2.3.6 Preferential Use Gate Accommodation

Air Carriers with Preferential Use Gates may be required to accommodate one or more scheduled flights of other Air Carriers during periods of non-scheduled use in accordance with Section 4.5 of the AOLA. Accommodations will be finalized as of the Historic Baseline Date for each respective Summer Season and Winter Season.

Gate, Ticket Counter and Aircraft Parking Position Rules

2.3.7 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 Use Gate
- f) Domestic Flight by an Air Carrier not on the Advanced Schedule on a Common Use Gate.
- g) Domestic Flight on another Air Carrier's Preferential Use Gate.

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

For (c) 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) Parking. RON aircraft will have the final priority for Gate assignments behind scheduled same day turns. Flights scheduled to arrive prior to 0630 and depart the same day will be considered RON aircraft.

2.5.1 RON Allocation

RONs 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. The allocation of RON parking shall take place no later than February 28th of each year with the allocation becoming effective for the Winter Season of that year and the Summer Season of the following year.

2.5.2 RON Usage Notification

Air Carriers must notify the Authority as to how many of the allocated RON positions from Section 2.5.1 they will use throughout the Winter Season and Summer Season. Notification must be sent electronically to sanschedules@san.org. Notification must be submitted no later than the following:

- Summer Season notification will be due by the last Sunday in August.
- Winter Season notification will be due by the last Sunday in March.

Failure to notify the Authority by the due date will result in the Air Carrier being allocated 0 (ZERO) RONs for the Season. All RONs will be considered unused and may be allocated to other Air Carriers under section 2.5.3.

Failure to schedule and operate the declared number of RON aircraft a minimum of-80% of the time during the period allocated will result in the loss of 1 (one) RON allocation per unused RON allocation for the Next Equivalent Season.

Gate, Ticket Counter and Aircraft Parking Position Rules

2.5.3 Declined RON Distribution

Additional RON assignments, in addition to the number of RONs allocated under Exhibit A, may be granted to Air Carriers on a Summer Season and Winter Season basis. If an Air Carrier elects to use less than the maximum number of RONs allocated under Exhibit A or fails to notify the Authority of their number of RONs under Section 2.5.2, the declined RON assignments will become available to all Air Carriers for that Season. Requests for additional RON assignments must be sent electronically to sanschedules@san.org. Requests for additional RON assignments will be due no later than the following:

- Summer Season request will be due by the last Sunday in August.
- Winter Season request will be due by the last Sunday in March.

The Authority will communicate the distribution of the additional RON assignments within 5 business days of the request due date. See Exhibit B for formula.

2.5.4 RON Parking Assignment Priorities

RON parking positions will be prioritized based on the earliest following day departure time and proximity to an Air Carrier's operating space. 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. RON positions will be prioritized on a monthly 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 on a Common Use Gate or unused Preferential Use Gate
- d) RON on a remote Aircraft Parking Position
- e) RON on a Preferred RON Parking Position by an Air Carrier assigned to that Preferred RON Parking Position

* Air Carriers with access to Preferred RON Parking Positions may voluntarily elect to utilize the Preferred RON Parking Positions at their discretion unless required based on the prioritization order above. Preferred RON Parking Positions will not be included in the calculation of available RON parking positions.

*North Ramp Parking is reserved for but not limited to Charter Operations, extra aircraft due to irregular operations, aircraft on maintenance and GA overflow. North Ramp Parking is not available for scheduled temporary repositioning of aircraft. North Ramp Parking will not be allocated as part of the scheduled RON Assignments. North Ramp Parking will not be included in the calculation of available RON parking positions.

2.5.5 RON Scheduling

All RONs must be scheduled to depart within 18 hours of arrival unless prior authorization is obtained from the Authority. Any approval to allow aircraft to sit for more than 18 hours will not grant an Air Carrier the ability to exceed their maximum number of nightly RONs without prior approval from the Authority.

Unless prior approval from the Authority is granted, scheduling more RONs than the amount allocated by the Authority will result in the loss of 3 RON allocations for the Next Equivalent Season and a financial penalty of \$25,000.00 per aircraft, per day the schedule exceeds the allocated number of RONs.

Gate, Ticket Counter and Aircraft Parking Position Rules

2.5.6 Cessation of Service

If an Air Carrier ceases service (not including seasonal periods with no operations), any allocated RON parking will revert to the Authority and may be distributed under Section 2.5.3 until the RON parking equation under Exhibit A is determined for following annual period.

2.5.7 RONs due to Mechanicals/Irregular Operations

Aircraft that RON due to mechanical issues or irregular operations are expected to be routed out as soon as practical following the repair or irregular operation resolution. Air Carriers who are observed regularly keeping additional aircraft overnight, above and beyond their allotted number of RON aircraft under Section 2.5.2, will receive a written notice of noncompliance from the Authority. Further noncompliance will result in the loss of 1 (one) allocated RON from the Next Equivalent Season.

2.5.8 RON Tow Plans

Tow plans for RON aircraft shall be sent to towplans@san.org twice daily as follows:

- Submit AM Tow Plan by 0530
- Submit PM Tow Plan by 2000

2.6 Periods of Use. The maximum Periods of Use for which a flight may be scheduled to occupy any Gate are as follows. Flights that exceed the Maximum Period of Use may be accommodated on a Gate as availability permits or required to tow off then back to the same or different Gate.

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

Maximum Periods of Use for Arrival only or Departure only Flight (aircraft that tow)

	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.

Gate, Ticket Counter and Aircraft Parking Position Rules

2.6.1 Aircraft Maintenance

Aircraft on scheduled or unscheduled maintenance shall be prepared to reposition if the time on the Gate is beyond the time noted in the Maximum Period of Use tables above. At the discretion of Airside Operations, aircraft may remain on a Gate beyond the Maximum Period of Use so long as other resources are able to accommodate the future flights for the Gate being occupied.

2.6.2 Aircraft Repositioning

Air Carriers must have the ability to tow any aircraft they operate at all times. After being directed by Airside Operations, should an air carrier fail to reposition an aircraft from an aircraft parking position at a specified time, the following compounding financial penalty structure will apply:

From the time Airside Operations directs the aircraft to be moved:

Each successive 15-minute period or fraction thereof until the aircraft is moved.	\$1000
After one hour, each successive 15-minute period or fraction thereof until the aircraft is moved.	\$2000
After two hours, each successive 15-minute period or fraction thereof until the aircraft is moved.	\$4000

When the Authority requires an aircraft to be repositioned, a call will be placed to the Air Carrier's operations contact from a recorded line, noting the Gate and time that the aircraft must be moved. A minimum of 30-minutes notice will be given ahead of the time the aircraft is required to be repositioned. The Authority will utilize available technology which may include but not be limited to video footage and ADS-B data to determine if the aircraft was removed on time or if a financial penalty is to be assessed. Written notification of a violation and financial penalty will be sent to Authority Airline Relations, local air carrier management, and the corporate real estate representative within 5 business days of the incident. The air carrier will have 5 days to appeal the financial penalty to the Authority's Vice President/Chief Operating Officer. Financial penalties will be billed through the Authority.

Aircraft on an aircraft parking position longer than scheduled or that exceed the Maximum Period of Use (Section 2.6) may be required to reposition with consideration given to aircraft on maintenance and medical emergencies.

2.7 **Buffer Periods**

All flights shall be scheduled with a minimum buffer of 20 minutes prior to arrival. FIS Flights, where the departure city exceeds 2300nm from SAN shall be scheduled with a minimum buffer of 60 minutes prior to arrival. The buffer periods apply to all Preferential Gates, Common Use Gates and FIS Gates.

Gate, Ticket Counter and Aircraft Parking Position Rules

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 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 air carrier 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 two months before the first day of the month during which the requested schedule is to become effective. The assignment 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. Authority may recalculate each Air Carrier's ticket counter allocation on an annual or as-needed basis as deemed necessary by the Authority.

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.

In making determinations on the number and location of common use Ticket Counter Positions, the following ticket counter assignment 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 The Authority shall assign a base allocation of four (4) Ticket Counter Positions for domestic carriers and five (5) Ticket Counter Positions for international carriers irrespective of aircraft size, seat configuration, or passenger counts for up to four hours prior to a Scheduled Departure.

3.3.2 The Authority will attempt to assign all requested Ticket Counter Positions to an air carrier in the same terminal or CUPPS-equipped terminal location.

Gate, Ticket Counter and Aircraft Parking Position Rules

3.3.3 Ticket counter positions will be allocated based upon each Air Carrier's total number of seats in its daily two-hour peak period. The table below lists the number of ticket counter positions allocated based upon an Air Carrier's peak seat count.

Seats	Domestic	International
1-230 seats	4	5
231-350 seats	4	8
351-470	5	10
>470 seats (Every +120 seats)	1	2

An Air Carrier's total number of ticket counter positions shall be limited to no more than forty percent (40%) of the ticket counter positions available in the terminal in which the Air Carrier operates, provided, however, that the Authority shall have sole discretion to waive this limit. See Exhibit C and Example C-1 attached. In addition, the Authority reserves the right to maintain a minimum of four vacant Ticket Counter Positions for a potential future air carrier entrant.

If an Air Carrier elects to use fewer Ticket Counter Positions than allocated, the declined positions will become available for allocation to other Air Carriers operating in the vicinity.

If additional Ticket Counter Positions remain available after all ticket counter allocations have been made, an Air Carrier may request supplemental ticket counter positions. The Authority will allocate additional positions using the methodology described in Exhibit D attached. Requests for additional Ticket Counter Positions must be provided to the Authority with a minimum of sixty (60) day's prior written notice. The Authority shall calculate and inform Air Carriers of additional allocations within 30 days of the date supplementary counter positions are requested.

In the event there are requests for more Ticket Counter Positions than are available, the Authority will allocate Ticket Counter Positions utilizing the methodology described in Exhibit D attached or coordinate sharing of Ticket Counter Positions if flight schedules allow.

If allocated Ticket Counter Positions go routinely unused outside of peak operating hours by an Air Carrier, the Authority reserves the right to reallocate said positions to other Air Carriers if needed.

Notwithstanding this section, 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 Advanced Schedule (which have priority over flights not on the Advance Schedule)
- Other operational considerations

Gate, Ticket Counter and Aircraft Parking Position Rules

Exhibit A

Remain Over Night (RON) Allocation Formula

The allocation of RON Aircraft will take place annually no later than February 28th of each year. The Authority will determine the total number of aircraft parking positions that will be made available to all Air Carriers for the upcoming Winter Season/Summer Season. All Air Carriers Serving SAN with scheduled service will be granted the ability to RON one (1) aircraft on a nightly basis inclusive of any Preferential Use Gates. Air Carriers with Preferential Use Gates will be granted the ability to RON aircraft equal to the number of Preferential Use Gates that they have rated under the AOLA. The following formula will be used to determine the total number of spots each Air Carrier will be granted (reference Section 2.5.1). See Example A-1 below.

- Step 1 – Determine the number of available RONs for assignment by subtracting any RONs held for Irregular Operations from the total number of RON parking positions available.
- Step 2 – Assign each Air Carrier with Preferential Use Gates the number of Preferential Use Gates they rate under the AOLA.
- Step 3 – Assign 1 (one) RON parking position to all Air Carriers that do not have at least 1 (one) Preferential Use Gate.
- Step 4 – Determine the number of RONs Available for Allocation by subtracting the sum of Steps 1-3 from the Total RONs.
- Step 5 – Divide each Air Carriers Departing Seats by the total of all the Departing Seats to determine each Air Carriers Percentage of Activity.
- Step 6 – Calculate the Initial Allocation of RONs by multiplying each Air Carriers percentage of activity by the number of RONs Available for Allocation. Then, round each Air Carriers number DOWN. The remaining RONs following the rounding down will be distributed by rounding UP each decimal remainder to 1 (one) starting with the highest decimal remainder to the smallest decimal remainder and stopping when all the remaining RONs Available for Allocation have been allocated.
- Step 7 – Each Air Carriers Total Allocation is determined by adding Step 2, Step 3, the Initial Allocation from Step 6.

Gate, Ticket Counter and Aircraft Parking Position Rules

Example A-1

	Step 1			Step 2	Step 3	Step 4	Step 5		Step 6			Step 7	
	Total RONs	RONs Witheld	Available RONs for Assignment	Preferential Gates	Non Preferential Carriers	RONs Available for Allocation	Departing Seats	% of Activity	Allocation Calculation	Round Down	Round Up	Initial Allocation	Total Allocation
Air Canada				0	1		117,393	0.87%	0.19			0	1
Alaska Airlines				6	0		2,234,763	16.47%	3.62	3	1	4	10
Allegiant Air				0	1		81,933	0.60%	0.13			0	1
American Airlines				6	0		1,407,653	10.37%	2.28	2		2	8
British Airways				0	1		90,512	0.67%	0.15			0	1
Delta Airlines				6	0		1,550,006	11.42%	2.51	2	1	3	9
Frontier Airlines				1	0		368,762	2.72%	0.60		1	1	2
Hawaiian Airlines				0	1		170,366	1.26%	0.28			0	1
Japan Airlines				0	1		36,388	0.27%	0.06			0	1
JetBlue Airways				1	0		301,497	2.22%	0.49			0	1
Lufthansa				0	1		47,466	0.35%	0.08			0	1
Southwest Airlines				6	0		5,202,284	38.34%	8.44	8		8	14
Spirit Airlines				1	0		309,308	2.28%	0.50		1	1	2
Sun Country Airlines				0	1		45,288	0.33%	0.07			0	1
United Airlines				6	0		1,576,675	11.62%	2.56	2	1	3	9
WestJet				0	1		28,182	0.21%	0.05			0	1
Total	63	0	63	33	8	22	13,568,476	100.00%	22.00	17	5	22	63

Gate, Ticket Counter and Aircraft Parking Position Rules

Exhibit B

Declined Remain Over Night (RON) Distribution Formula

Twice a year, Air Carriers are required to notify the Authority of the number of RONs allocated under Exhibit A they intend to use for the upcoming Winter Season and Summer Season (reference Section 2.5.2). Air Carriers can report that they will use all the allocated RONs or choose to decline some or all the allocated RONs. At the same time, Air Carriers looking to exceed the number of RONs granted under Exhibit A can submit a request for additional RONs. The following formula will be used to distribute the declined RONs to requesting Air Carriers (reference Section 2.5.3). See Example B-1 for formula below. See Example B-2 for due dates below.

- Step 1 – Begin with the current years' Total RON Allocation number from Step 7 of Exhibit A. Subtract any adjustments for noncompliance. Subtract the Declined RON parking. The total will give you the amount of Available RONS for distribution. Place the Requests in the next column. If the total number of Requests is less than the total number of Available RONs, then allocate all requests to all Air Carriers as requested and the allocation is complete. If the total number of Requests is greater than the number of Declines, continue to Step 2.
- Step 2 – When the total number of Requests is greater than the number of Declines, allocate 1 (one) additional RON to each requesting Air Carrier starting with the carrier who had the greatest number of Departing Seats to the least from the current years' RON Allocation Formula and continue down until all requesting Air Carriers have received 1 (one) additional allocation or the number of Additional Allocations has been depleted. If the number of allocations has been depleted following this step, the allocation is complete. If there are remaining Allocations, continue to Step 3.
- Step 3 – Place the Departing Seats from the current years' RON Allocation Formula for the remaining Air Carriers in the next column. Next, to get the Activity Percentage, divide each remaining Air Carriers departing seats by the total number of departing seats of the remaining Air Carriers. Next, to get the Allocation Calculation, multiply each remaining Air Carriers percentage by the number of allocations remaining following Step 2. Then, round the Allocation Calculation number DOWN for each Air Carrier who has outstanding requests. If an Air Carriers outstanding requests are less than what they would be allocated when rounding down, then only allocate the number of requests outstanding for that carrier. The remaining RON allocation following the rounding down will be distributed by rounding UP each decimal remainder to 1 (one) starting with the highest decimal remainder and stopping when all the remaining RONs Available for Allocation have been allocated.
- Step 4 – If additional allocations and requests remain, continue adding 1 allocation to each Air Carrier with outstanding requests starting with the highest total Allocation Calculation number to the lowest. The process will repeat until all allocations have been allocated.

Gate, Ticket Counter and Aircraft Parking Position Rules

Example B-1

Declines>Requests																	
Carrier	Total RONS	Total Allocation	Step 1			Step 1/Stop				% Activity From Initial Allocation Formula	Allocation Calculation	Round Down	Round Up	Second Round RON Allocation	Final RON Allocation	Spots Available	Outstanding Requests
			Non Compliance Adjustment	Declines	Available RONS	Requests	Additional Allocation	Remaining Spots	Departing Seats								
Air Canada		1				1	1									2	
Alaska Airlines		10				5	5									15	
Allegiant Air		1		1												0	
American Airlines		8				3	3									11	
British Airways		1		1												0	
Delta Airlines		9		2												7	
Frontier Airlines		2		1												1	
Hawaiian Airlines		1				1	1									2	
Japan Airlines		1		1												0	
JetBlue Airways		1														1	
Lufthansa		1		1												0	
Southwest Airlines		14		1												13	
Spirit Airlines		2		1												1	
Sun Country Airlines		1		1												0	
United Airlines		9		1												8	
WestJet		1		1												0	
																0	
																0	
Total	63	63	0	12	12	10	10	2						0	61	2	0

Declines<Requests																	
Carrier	Total RONS	Total Allocation	Step 1			Step 2				Step 3				Step 4			Outstanding Requests
			Non Compliance Adjustment	Declines	Available RONS	Requests	Additional Allocation	Remaining Spots	Departing Seats	% Activity From Initial Allocation Formula	Allocation Calculation	Round Down	Round Up	Full Number Round Up	Final RON Allocation	Spots Available	
Air Canada		1				1	1					0	0			2	0
Alaska Airlines		10				5	1		2,234,763	25.27%	1.52	1	0	1	13		2
Allegiant Air		1		1								0	0			0	0
American Airlines		8				3	1		1,407,653	15.92%	0.95	0	1	1	11		0
British Airways		1		1								0	0			0	0
Delta Airlines		9		2								0	0			7	0
Frontier Airlines		2		1								0	0			1	0
Hawaiian Airlines		1				1	1					0	0			2	0
Japan Airlines		1		1								0	0			0	0
JetBlue Airways		1										0	0			1	0
Lufthansa		1		1								0	0			0	0
Southwest Airlines		14				3	1		5,202,284	58.82%	3.53	2	0			17	0
Spirit Airlines		2		1								0	0			1	0
Sun Country Airlines		1		1								0	0			0	0
United Airlines		9		1								0	0			8	0
WestJet		1		1								0	0			0	0
Total	63	63	0	11	11	13	5	6	8,844,700	100.00%	6	3	1	2	63	0	2

Gate, Ticket Counter and Aircraft Parking Position Rules

Example B-2

	Calander Year	2023-2024 Important Dates	
2023	February 28 Calander Year	Tuesday, February 28, 2023	Annual RON Allocation Formula under Exhibit A will be distributed no later than this date. RON allotment will be valid for the Winter 2023 schedule period beginning October 29, 2023 and Summer 2024 schedule period beginning March 31, 2024. Seat numbers from Calander Year 2022 will be used.
	Last Saturday in March	Saturday, March 25, 2023	Winter 2023 Schedule Period Ends
	Last Sunday in March	Sunday, March 26, 2023	RON Usage notification from the Air Carriers is due to the Authority for the Winter 2023 Schedule Period running from October 29, 2023 until March 30, 2024. Confirm RON usage, report declined RON allocations and requests for additional RON parking due. Failure to respond by this date will result in ZERO RON allocations.
	Last Sunday in March	Sunday, March 26, 2023	Summer 2023 Schedule Period Begins.
	Friday Following Due Date	Friday, March 31, 2023	Authority to communicate final RON allocations for the Winter 2023 Schedule Period running from October 29, 2023 until March 30, 2024.
	Last Sunday in August	Sunday, August 27, 2023	RON Usage notification from the Air Carriers is due to the Authority for the Summer 2024 Schedule Period running from March 31, 2024 until October 26, 2024. Confirm RON usage, report Declined RON allocations and requests for additional RON parking due. Failure to respond by this date will result in ZERO RON allocations.
	Friday Following Due Date	Friday, September 1, 2023	Authority to communicate final RON allocations for the Summer 2024 Schedule Period running from March 31, 2024 until October 26, 2024.
	Last Saturday in October	Saturday, October 28, 2023	Summer 2023 Schedule Period Ends
	Last Sunday in October	Sunday, October 29, 2023	Winter 2023 Schedule Period Begins.
	February 28 Calander Year	Wednesday, February 28, 2024	Annual RON Allocation Formula under Exhibit A will be distributed no later than this date. RON allotment will be valid for the Winter 2024 schedule period beginning October 27, 2024 and Summer 2025 schedule period beginning March 29, 2025. Seat numbers from Calander Year 2023 will be used.
2024	Last Saturday in March	Saturday, March 30, 2024	Winter 2023 Schedule Period Ends
	Last Sunday in March	Sunday, March 31, 2024	RON Usage notification from the Air Carriers is due to the Authority for the Winter 2024 Schedule Period running from October 27, 2024 until March 29, 2025. Confirm RON usage, report Declined RON allocations and requests for additional RON parking due. Failure to respond by this date will result in ZERO RON allocations.
	Last Sunday in March	Sunday, March 31, 2024	Summer 2024 Schedule Period Begins.
	Friday Following Due Date	Friday, April 5, 2024	Authority to communicate final RON allocations for the Winter 2024 Schedule Period running from October 27, 2024 until March 29, 2025.
	Last Sunday in August	Sunday, August 25, 2024	RON Usage notification from the Air Carriers is due to the Authority for the Summer 2025 Schedule Period running from March 30, 2025 until October 25, 2025. Confirm RON usage, report Declined RON allocations and requests for additional RON parking due. Failure to respond by this date will result in ZERO RON allocations.
	Friday Following Due Date	Friday, August 30, 2024	Authority to communicate final RON allocations for the Summer 2025 Schedule Period running from March 30, 2025 until October 25, 2025.
	Last Saturday in October	Saturday, October 26, 2024	Summer 2024 Schedule Period Ends
	Last Sunday in October	Sunday, October 27, 2024	Winter 2024 Schedule Period Begins.

Gate, Ticket Counter and Aircraft Parking Position Rules

Exhibit C

Ticket Counter Allocation Formula

Determine each Air Carrier's total seats during its two-hour daily peak period (see Example D-1). Calculate the Ticket Counter Position allocation using the seats chart below. No Air Carrier shall be allocated more than 40% of the Ticket Counter Positions in the terminal in which it operates:

Seats	Domestic	International
111-230 seats	4	5
231-350 seats	4	8
351-470	5	10
Every +120 seats	1	2

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.

Gate, Ticket Counter and Aircraft Parking Position Rules

Example C-1

Ticket Counter Allocation by Seats Based Upon July 2022 Schedule

Airline	Peak Hour	Total Seats During Peak Hour	Ticket Counter Position Allocation	Final Allocation	Percentage of Total Positions	Positions Over 40% Cap
New T1 (25 positions is 40%)						
Southwest	8:00-10:00	3,084	27	25	44%	+2
Delta	6:15-8:15	1,345	12	12	19%	-
JetBlue	8:00-10:00	480	5	5	8%	-
Frontier	4:00-6:00	416	4	4	6%	-
Sun Country	16:00-18:00	186	4	4	6%	-
Total			52	62 positions available		
Existing T1 (16 positions is 40%)						
Southwest	8:00-10:00	3,084	27	16	66%	+11
Frontier	4:00-6:00	416	4	4	10%	-
Sun Country	16:00-18:00	186	3	3	7%	-
Spirit	8:00-10:00	364	5	5	12%	-
Total			39	41 positions available		
T2E (18 positions is 40%)						
Alaska	8:00-10:00	1,607	14	14	30%	-
American	6:15-8:15	1,466	13	13	28%	-
Allegiant	9:00-11:00	528	5	5	11%	-
Total			32	46 positions available		
T2W-East Side (10 positions is 40%)						
Delta	6:15-8:15	1,345	12	10	50%	+2
Japan Airlines		186	5	5	21%	-
British Airways		297	8	8	33%	-
JetBlue	8:00-10:00	480	5	5	21%	-
Total			30 **	24 positions available		
T2W-West Side (13 positions is 40%)						
Hawaiian	8:00-10:30	467	5	6	16%	-
Air Canada	11:00-1:00	315	8	6	25%	-
Lufthansa		293	8	8	25%	-
WestJet	13:00-1500	174	5	6	16%	-
United	6:15-8:15	1,245	11	15	34%	-
Total			37 **	32 positions available		

*Domestic airlines assigned a minimum of 4 positions; international airlines assigned a minimum of 5 positions

**Airlines share ticket counter space

Seats	Domestic	Int'l
1-230	4	5
231-350	4	8
351-470	5	10
> 470		
Every +120 seats	1	2

Gate, Ticket Counter and Aircraft Parking Position Rules

Exhibit D

Additional Ticket Counter Position Assignment Methodology

If an Air Carrier wants to request additional Ticket Counter Positions than initially allotted and Ticket Counter Positions are available in the terminal in which the Air Carrier operates, the Air Carrier must submit a request for additional Ticket Counter Positions. The below methodology will be used to allocate Air Carrier requests for additional Ticket Counter Positions beyond the initial allocation.

Example E-1 on the following page illustrates the formula below.

- Step 1 – Begin with the current Total Ticket Counter Position Allocation from Example D-1. Add any declined positions. The total will represent the number of Ticket Counter Positions available for distribution. Place the requests for additional Ticket Counter Positions in the next column. If the total number of allocations or requests is less than the total number of available Ticket Counter Positions, then allocate all requests to all Air Carriers and the allocation is complete. If the total number of allocations or requests is greater than the available number of Ticket Counter Positions, continue to Step 2.
- Step 2 – When the number of requests is greater than the number of Ticket Counter Positions available, enter the departing seats from the current Ticket Counter Position allocation formula for the remaining Air Carriers in the next column. Next, to get the activity percentage in each terminal, divide each remaining Air Carrier's departing seats by the total number of departing seats of the remaining Air Carriers in each terminal. Next, to get the allocation calculation, multiply each remaining Air Carrier's percentage by the number of allocations remaining. Then round the allocation calculation number down for each Air Carrier that has outstanding requests. If an Air Carrier's outstanding requests are less than what they would be allocated when rounding down, then only allocate the number of requests outstanding for that carrier. The remaining position allocation following the rounding down will be distributed by rounding up each decimal remainder to one starting with the highest decimal remainder and stopping when all the remaining positions available for allocation have been assigned.
- Step 3 – If additional requests remain, continue adding one allocation to each Air Carrier with outstanding requests starting with the highest total allocation calculation number to the lowest. The process will be repeated until all available positions have been assigned.

Gate, Ticket Counter and Aircraft Parking Position Rules

Example D-1

If requests < positions available:																
Airline	Total Ticket Counter Positions	Ticket Counter Position Allocation	Declines	Available Ticket Counters for Allocation	Requests	Additional Allocation	Remaining Locations	Departing Seats	Activity Percentage	Allocation Calculation	Round Down	Round Up	Full Number Round Up	Final Position Allocation	Positions Available	Outstanding Requests
Southwest		27	0		4	4		3084	57.92%	0.58	0	0		31.00		0
Delta		12	0		4	4		1345	25.26%	0.25	0	0		16.00		0
JetBlue		5	0		4	4		480	9.01%	0.09	0	0		9.00		0
Frontier		4	0		1	1		416	7.81%	0.08	0	0		5.00		0
Total	62	48	0	14	13	13	1	5325	100%	1	0	0	0	61.00	1.00	

If requests > positions available:													
	Total Ticket Counter Positions	Ticket Counter Position Allocation	Declines	Available Ticket Counters for Allocation	Requests	Departing Seats	Activity Percentage	Allocation Calculation	Round Down	Round Up	Final Position Allocation	Positions Available	Outstanding Requests
Airline													
Southwest		27	0		7	3084	57.92%	8.11	7	0	34.00		0
Delta		12	0		4	1345	25.26%	3.54	3	1	16.00		0
JetBlue		5	0		4	480	9.01%	1.26	1	1	7.00		2
Frontier		4	0		1	416	7.81%	1.09	1	0	5.00		0
Total	62	48	0	14	16	5325	100%	14	12	2	62.00	0.00	