



Greater Orlando Aviation Authority
Orlando International Airport
Orlando, Florida

Common Use Facilities Procedures

Effective October 1, 2008

Common Use Facilities Procedures

GENERAL

The Greater Orlando Aviation Authority operates, maintains and schedules certain airline facilities, these include ticketing positions, baggage devices, gates and other facilities referred to as Common Use Facilities. The number and location of these facilities vary. The Authority has the right to assign Signatory Preferentially Leased Facilities as needed. In addition, the Authority owns and operates facilities that are used by international flights requiring inspection of passengers and baggage by agencies of the United States government in the exercise of their responsibilities with respect to the movement of persons and property to and from the United States.

Airline Rentable Facilities are under the jurisdiction of the Director of Airport Operations – Terminal or designee, who has final authority over all facility assignments in accordance with these procedures.

No carrier has any right to the exclusive use of any Common Use Facilities.

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DEFINITIONS

The following words, terms and phrases, whenever used herein, shall have the following meaning.

Airline Rentable Space – shall mean rentable space within the terminal complex that is reserved for airline use per the terms of the Airline-Airport Lease and Use Agreement

Airport - shall mean the Orlando International Airport (“MCO”) owned by the City of Orlando And operated by the Greater Orlando Aviation Authority.

Authority - shall mean the Greater Orlando Aviation Authority (“GOAA”).

Air Carrier - refers to any airline authorized to provide service to Orlando International Airport and also having an approved operating agreement with the Authority. Such airlines and services are further defined as follows:

- Charter Airline/Charter Carrier - shall mean an airline which does not qualify as a Scheduled Carrier (as hereafter defined).
- Domestic Services - any flight that originates in the continental United States and does not require use of the FIS facility
- International Services – any flight that originates outside of the continental United States.
- Scheduled Carrier – shall mean an airline holding the required certificates and
 - A. Is an airline designated as a “scheduled carrier” under a bilateral agreement or other treaty obligation of the United States for its routes to Orlando International Airport (the “Airport”), or
 - B. Is an airline 60% or more of whose flight operations at the Airport meet all of the following conditions:
 - 1) the flight schedule conducted by the airline operating the flight to the Airport is contained in the then current edition of the Official Airline Guide (OAG) or similar publication, and the flight is consistently operated pursuant to such schedule;

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- 2) at least one third (1/3) of the seats on such flight are available for reservation and sale to the public, directly by the airline operating the Flight, or through its commissioned agents able to deliver individual, Confirmed and valid tickets/flight coupons at the time and point of sale; and

- 3) individual tickets for the available seats on such flights are available for sale by the airline operating the flight or its commissioned agents up to the time of departure.

Authority's Website - shall mean the official website of the Orlando International Airport Which can be accessed at www.orlandoairports.net

Common Use Facilities – Airline Rentable Facilities that are Authority owned or controlled which include ticket counters, baggage make-up, baggage claim, gate areas and aprons, holding rooms and loading bridges used for the service to the traveling public.

Director of Airport Operations – (for the purposes of this document the term Director will be used from here on out) – the individual or position responsible for coordinating, applying and enforcing all operating procedures governing the use of the Authority Common Use Facilities. The Director shall act as a liaison between the Authority and the Air Carriers serving the airport and shall be responsible for conducting the administration of the FIS, consistent with policies established from time to time by the Authority.

Executive Director – The individual appointed by the Greater Orlando Aviation Authority's Board with the responsibility, management and maintenance of the Orlando International Airport.

Extended Gate Occupancy – Any time in excess of allotted time on a Common Use gate (up to five hours). Refer to the Schedule of Rates and Charges for fees.

FIS - shall mean the Federal Inspection Stations at the Airport used by agencies of the United States government for the inspection of passengers and their baggage, and for the exercise of their responsibilities with respect to movement of persons and property to and from the United States. The FIS shall not include aircraft parking aprons, loading bridges, hold room, ticket counters or facilities for handling baggage after federal inspection.

Historical Inauguration Date – the date upon which a carrier commenced operations at Orlando International Airport.

Non-Signatory Airline – shall mean an airline that has entered into an Airline Operating Agreement with the Authority.

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"Preferential Use Premises" - shall mean airline facilities leased by a Signatory Airline. These facilities include ticket counters, bag claim, bag drop, bag make-up, hold rooms and associated circulation corridors, gates, jetways, loading bridges and Aircraft Parking Apron, which Airline shall have the first right to use. The Authority shall have the right to access and assign the use of said Preferential Use Premises and associated loading bridges and other equipment on a second priority basis to other airlines when same are not reasonably required for Airline's own aircraft operations. The Authority will reimburse the Signatory Airline an accommodation fee as specified in the Airline / Airport Lease and Use Agreement.

RON / Long Term Parking- shall mean Remain Overnight or Remain on Gate and shall apply to any aircraft approved to occupy a gate or parking position in excess of 5 hours.

Service Provider - shall refer to any company permitted by the Authority to provide aircraft services in accordance with ground and passenger handling services for a carrier(s).

Signatory Airline – shall mean an airline that has entered into a long term Airline-Airport Lease and Use Agreement with the Authority.

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FLIGHT SUBMISSION PROCEDURES

All carriers shall submit copies of their proposed flight schedules on a regular basis. Winter/spring flight schedules (01NOV-31MAR) shall be submitted to the Director or designee no later than August 15. The proposed summer/fall flight schedules (01APR-31OCT) shall be submitted no later than January 15. Data received after the published deadline may be given a lower priority in the solution of congestion problems. Only flights operating during said schedule will be accepted for review. Flights that are submitted beyond current schedule will be disapproved.

All schedules shall be submitted by email to MCOSchedules@goaa.org in the format provided in the Authority's Air Carrier Guide and available on the Authority's website. All submissions must include:

- Flight number
- ICAO 3-letter airline identifier
- IATA 2-letter airline identifier
- Type of aircraft including model and series
- City pairs
- FIS status (Pre or Post Cleared)
- Arrival and departure times
- Program beginning and end dates
- Day(s) of operation
- Passenger configuration
- Maximum Gross Landing Weight (MGLW)
- Maximum Gross Take-Off Weight (MGTOW)

Within a maximum of 15 calendar days after the respective reference dates of receipt of said schedule for use of the Authority's Facilities, schedule will be approved or denied with available options and the subject airline notified.

Any revisions to said schedule must be submitted in SMA or SCR formats.

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SCHEDULING PRIORITIES

In determining gate assignments, the following priority will be used:

- A. All scheduled International service will be assigned
- B. All charter International Long Haul service will be assigned
 - Long haul flights shall mean all international flights originating outside of the North American continent.
- C. All charter International Short Haul service will be assigned
 - Short haul flights shall mean all international flights originating from North American continent including the Caribbean basin.
- D. All Domestic service will be assigned.

Should a scheduling conflict exist, the airline that has had the same schedule without change in effect for the longer period of time will have priority.

The desired separation between scheduled uses of each gate is fifteen (15) minutes. However, that separation may be changed at the sole discretion of the Director or designee.

Notwithstanding the above, the Authority reserves the right to amend the facilities schedule as necessary to allow additional scheduled carriers to use the facilities.

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COMMON USE/UNASSIGNED FACILITY OCCUPANCY TIMES

Facility Occupancy

The Facility occupancy guidelines are as follows for all aircraft types:

Gate Occupancy – Maximum occupancy time is 2 hours.

Ticket Counter Occupancy – four (4) ticketing position with a maximum occupancy time of 3 hours per flight, based upon flight close out time.

Baggage Make-Up Occupancy – maximum occupancy time of 3 hours per flight, based upon flight close out time.

Additional Facilities – Are based on availability and Authority approval, fees outlined in the Airport Rates and Charges will apply.

Any questions regarding, resolving facility conflicts or for requesting instructions about the facilities will be directed to the Airport Operations Center at 407 825 3840 or AOC@goaa.org.

Aircraft operating off-schedule shall make every attempt to minimize gate occupancy times to avoid impacting other previously scheduled operations.

Any carrier desiring to use the Authority Facilities for overnight parking (RON) must coordinate such parking with the Director or designee. Notwithstanding Authority's approval of such overnight parking, if the Authority gives carrier one hour notice that said area is required to stage an international aircraft arrival or departure, then the carrier shall remove its aircraft from the area as directed by the Authority.

The Director or designee may extend these times subject to availability. Any carrier exceeding the above stated facility occupancy time will promptly vacate said facility at the time ordered by the Director or his designee, subject only to delays caused by officials of the United States government in connection with the exercise of their responsibilities with respect to the movement of persons and property to and from the United States.

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FEES AND CHARGES

FEES AND CHARGES – The following fees and charges are adjusted at least annually and can be found on the Authority’s website (www.orlandoairports.net).

Facility Fees – User fees applicable to any airline facilities to include gate, apron, hold room, ticketing positions, baggage devices and curbside facilities which are scheduled on a per use basis.

FIS Fees - User fees applicable to the FIS facilities which are scheduled on a per use basis. These fees are adjusted at least annually and the rates published on the Authority’s website (www.orlandoairports.net) on October 1st of each year to coincide with the beginning of the Authority’s fiscal year. The fees are based upon arriving international passengers per flight.

Fees for Additional Facilities – Carriers requesting access to facilities in excess of the allotted amount may, at the discretion of the Director or designee, be granted such access at the rates published on the Authority’s website (www.orlandoairports.net) on October 1st of each year to coincide with the beginning of the Authority’s fiscal year.

Extended Gate Occupancy – Fee charged for extended use of gate facilities in excess of the allotted amount of time, up to five (5) hours.

RON - The fee for gate overnight parking is billed according to Schedule of Rates and Charges for aircraft type and will apply after five (5) hours of occupancy, billed in 12 hour increments.

Equipment Training Fee – This fee is determined by the prevailing rate of the Authority contract prices with the equipment vendor and is provided upon requested.

Off Schedule Fee – Fee charged to post cleared international flights that operate off schedule from the original schedule time resulting in overtime or additional personnel costs. Fees will be based on the following four times listed below.

0 – 59 Minutes Late
60 – 119 Minutes Late
120 – 179 Minutes
180 Minutes and Over Late

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Fees and charges are explained in details in the Airport Schedule of Rates and Charges.

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Delayed Flights – Should an Air Carrier’s flight become delayed, the following procedures will take effect:

- Weather Delay – If the flight is delayed due to weather at OIA, the aircraft will remain at the gate until such time that the weather clears and it becomes safe for the respective personnel to dispatch the flight. Arriving flights that have been holding on the tarmac will have priority for gate usage.

If the flight is delayed due to weather en-route or at destination, the aircraft must depart from the gate and relocate to a holding area so that additional arriving flights may utilize the facilities. If there is enough time to continue accommodate the flight at the gate, the aircraft may remain.

- Maintenance Delays – Understand that only minor maintenance procedures will be allowed to be completed on an aircraft parked at a gate. Major maintenance issues must be completed at a maintenance facility away from the terminal areas including maintenance run-up areas.

If a flight is delayed due to a Maintenance issue that can be fixed or corrected within 30 minutes, the aircraft may remain at the gate. However, if the maintenance cannot be completed within 30 minutes due to required extended maintenance, the aircraft must be removed from the gate and relocated at a maintenance facility.

Arriving flights that are scheduled to utilize a gate that still has an aircraft there due to maintenance will be accommodated at another gate if possible. Otherwise, the aircraft under maintenance must be moved to allow such a flight to utilize the facilities.

The airline that has an aircraft under maintenance is required to contact the Airport Operations Center at 407 825 3840 at regular intervals with updated information so that arrangements may be made as deemed necessary to accommodate additional arriving flights or for decisions regarding the relocation of that aircraft.

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Gate Utilization – As there are only a limited number of gates available for International arriving flights, it may become necessary for the Authority to assign a Signatory airlines leased gate to another air carrier. Every attempt will be made to limit disruption to the Signatory airlines operation. The Authority will reimburse the Signatory Airline an accommodation fee as specified in the Airline / Airport Lease and Use Agreement.

The Airport Operations Center coordinates the usage of the international gates. Due to heavy volume of international flights during peak travel seasons; this coordination of usage is time critical. All attempts will be made to keep the minimum time of 30 minutes between flights departing a gate and a flight arriving at the same gate, but this is not guaranteed. However, if an arriving flight is operating off schedule which would result in the flight being on a gate after its scheduled time, the next on-time flight scheduled for the gate will have priority usage of the gate, even if the gate is a Signatory airlines gate.

The gate for a Signatory airline will be readily available for them to use 30 minutes prior to scheduled arrival time and up to 30 minutes past scheduled departure time. Outside of these times, the Authority will be able to utilize the gate for additional flights. The Authority will reimburse the Signatory Airline an accommodation fee as specified in the Airline / Airport Lease and Use Agreement.