

160 OPERATION AND CONTROL OF CONCOURSE GATES

160.01 Definitions

Accommodating Airline

An Airline whose Preferential Use Gate is used to accommodate a Requesting Airline.

Airline

A passenger air carrier providing scheduled or nonscheduled service at the Airport.

Airport

The Denver International Airport (DEN), formerly referred to as DIA.

Airport Use and Lease Agreement

The Agreement between the City and County of Denver and the Signatory Airline which specifies the financial obligations, terms of use, and other responsibilities that each party assumes with respect to the use of the airport's facilities.

City

The City and County of Denver, Colorado, and, where appropriate, its Department of Aviation acting through its CEO or other authorized agent.

City Gate

A Gate that is not a Preferential Use Gate.

City Ramp Tower

The entity or person designated by the City to monitor, control, assign and manage City Gates and capacity on Preferential Use Gate.

Domestic Flight

An aircraft flight originating at or destined for an airport within the 50 United States, District of Columbia, Puerto Rico, the U.S. Virgin Islands, or another U.S. territory.

Existing Scheduled Service

Flight service to/from a city pair already served by that airline, within 30 minutes of the previously scheduled arrival/departure times as compared to the previous year for the same month, with the same or similar equipment type that does not impact gate assignments.

Gate

The aircraft parking position, apron areas for staging ground service equipment, loading bridge and passenger holdroom.

IATA Season

Either an IATA Summer Season or an IATA Winter Season.

IATA Summer Season

IATA northern summer season beginning on the last Sunday in March through and including the last Saturday before the last Sunday in October.

IATA Winter Season

IATA northern winter season beginning on the last Sunday in October through and including the last Saturday before the last Sunday in March.

International Flight

An aircraft flight originating at an airport outside the 50 United States, District of Columbia, Puerto Rico, the U.S. Virgin Islands, or another U.S. territory that is not a Pre-Cleared Flight.

Narrow Body Aircraft

A fixed wing aircraft designed to transport passengers having a single passenger aisle with 100 or more seats, but less than 190 seats.

New or Expanded Scheduled Service

When an airline schedules flight service that does not meet the criteria as Existing Scheduled Service.

Period of Use

For a Scheduled Operation, this shall be no greater than the Maximum Gate Occupancy Period in Section 160.05 plus the buffer periods defined as applicable in Section 160.06-5 or 160.06-6.

Pre-Cleared Flight

An aircraft flight originating from an airport in another country at which passengers clear U.S. customs, immigration, and other federal inspections before boarding their flight to the Airport.

Preferential Use Gate

A Gate that has been assigned to an Airline through an Airport Use and Lease Agreement as a Preferential Use Aircraft Gate.

Regional Jet/Commuter Aircraft

A fixed wing aircraft designed to transport passengers having a single passenger aisle with less than 100 seats.

Remain Overnight (RON) Flight

An aircraft flight remaining or scheduled to remain at the Airport, after the end of the service day for that aircraft, typically occurring between the hours of 10:00 p.m. of one day and 6:00 a.m. of the following day.

Remote Parking Area

An aircraft parking location, without a loading bridge, not immediately adjacent to a concourse building.

Requesting Airline

An Airline that has requested the use of a Gate at the Airport.

Schedule Submission

A report, to be submitted in advance by an Airline, providing such detail as the City may reasonably require regarding the Airline's requested schedule of flights.

Scheduled Operations

An Airline's operation (arrival or departure) that occurs pursuant to a schedule that is published in the Official Airline Guide (OAG) or any successor publication sixty (60) days prior to the first day of the month in which Airline's schedule would take effect, and that is also submitted to the City in a Schedule Submission as required under Section 160.04.

Wide Body Aircraft

A fixed wing aircraft designed to transport passengers having at least two passenger aisles, or having a single passenger aisle with 190 or more seats.

160.02 Purpose and Scope

- .02-1 This regulation is intended to maximize and facilitate the efficient use of Gates while ensuring the equitable treatment of all Airlines.
- .02-2 Airlines are expected to accommodate themselves as much as possible on their Preferential Use Gates before requesting the use of a City Gate.
- .02-3 The City will assign City Gates to Airlines requesting the use of such Gates using the provisions of this Regulation and other factors deemed applicable at the sole discretion of the City. The decisions of the City are final.
- .02-4 Airlines are required to comply with all the procedures, rules, and other provisions of this Regulation.
- .02-5 Airlines are required to provide the most accurate and timely information and schedules possible.

160.03 Accommodation on Preferential Use Gates

- .03-1 The City shall, consistent with the priorities set forth in 160.06, attempt to accommodate Requesting Airlines at City Gates before scheduling Requesting Airlines' arrivals and departures at any Preferential Use Gates. If a

Requesting Airline cannot be accommodated on a City Gate, the City shall notify the Requesting Airline as specified in this section 160.04-1. The Requesting Airline shall make commercially reasonable efforts to seek voluntary accommodation from another Airline. If such voluntary accommodation cannot be reached within five (5) days after notice from the City, the Requesting Airline may ask that the City seek accommodation on a Preferential Use Gate.

- .03-2 An Airline shall have scheduling priority at all of its Preferential Use Gates for all of its Periods of Use with respect to its Scheduled Operations, subject to the terms of this Section 160.03 and provided the Airline has complied with the Schedule Submission requirements of Section 160.04.
- .03-3 The City shall have the right, upon reasonable notice to and in consultation with an Accommodating Airline, to schedule at a Preferential Use Gate arrivals and departures by a Requesting Airline at all periods of time other than the Accommodating Airline's Periods of Use for its Preferential Use Gates, as follows:
 - (1) The Accommodating Airline in collaboration with the City may select the specific Preferential Use Gate at which such accommodation will occur. The City in collaboration with the Accommodating Airline may direct the use of a different Preferential Use Gate if the City determines that a different selection is warranted under the circumstances.
 - (2) Airline shall allow and provide for use of its facilities at the Preferential Use Gate as may be required for the Requesting Airline's efficient use of the Preferential Use Gate.
 - (3) Requesting Airlines shall leave the Preferential Use Gate in as good condition as when the Requesting Airline commenced use of such Preferential Use Gate, reasonable wear and tear excepted.
- .03-4 Airline may revise its Schedule Submission pursuant to Section 160.04. Airline agrees that its amendments to its Schedule Submission shall be accurate, submitted to the City in a timely manner and made in good faith.
- .03-5 If an Accommodating Airline subsequently amends its Schedule Submission in a manner that conflicts with the operation of a Requesting Airline, the Accommodating Airline shall relocate the Requesting Airline to another Preferential Use Gate of the Accommodating Airline that can accommodate the size of the Requesting Airline's aircraft. Should the Accommodating Airline not have another suitable Preferential Use Gate available, the Accommodating Airline must immediately notify the City so that other options may be explored for the Requesting Airline.
- .03-6 If the Accommodating Airline's revisions of its Schedule Submissions are persistently inaccurate or not made in good faith, the City may, after

consultation with the Accommodating Airline, suspend or revoke Airline's right under Section 160.03-5 to relocate a Requesting Airline.

- .03-7 A Requesting Airline shall be accommodated at Airline's Preferential Use Gate for a period of one (1) calendar month; unless a revised Schedule Submission pursuant to Section 160.04 results in the following during such calendar month:
- (1) the Requesting Airline discontinues the flight(s) for which it sought accommodation; or
 - (2) a City Gate becomes available during a time that will accommodate the Requesting Airline's requested Period of Use and size of aircraft.
- .03-8 The City shall have the continuing right to schedule arrivals and departures by a Requesting Airline in accordance with this Section 160.03 for subsequent calendar month periods.
- .03-9 If an Accommodating Airline's off-schedule/irregular operation interferes with the accommodation of a Requesting Airline, the Accommodating Airline shall retain scheduling priority in that particular instance; provided, however, that the Accommodating Airline shall notify the City Ramp Tower as soon as possible and if the City Ramp Tower cannot accommodate the Requesting Airline at a City Gate then the Accommodating Airline shall make commercially reasonable efforts to accommodate the Requesting Airline at another of its Preferential Use Gates that can accommodate the size of the Requesting Airline's aircraft.
- .03-10 Notwithstanding anything to the contrary set forth in this Section 160.03, in the event an Airline does not actually utilize its Preferential Use Gate during the Period of Use for a Scheduled Operation, the City Ramp Tower may, after providing notice to the Airline, accommodate the flight of another Airline on that Preferential Use Gate during that open Period of Use.
- .03-11 The City shall charge any Airline that is accommodated on a Preferential Use Gate the same charges that the Airline would have paid to use a City Gate and the City shall credit the collected payment to the Accommodating Airline. Accommodating Airlines may not demand any additional payments. The City shall advise an Accommodating Airline of any activity by a Requesting Airline on their Preferential Use Gates.

160.04 Gate Scheduling and Assignment Procedures

- .04-1 Airlines planning to operate International Flights must make an initial International Flight Schedule Submission to the City at the same time they are due for the Worldwide Slot Conference for the IATA Season in which the requested schedule is to become effective. The City should notify Airlines of

initial City Gate assignments prior to the beginning of the next month. Before the middle of the month after the Worldwide Slot Conference, a final International Flight Schedule Submission must be made to the City. The City should notify Airlines of final City Gate assignments prior to the beginning of the next month.

IATA Season	Task	Date
Winter	Initial International Flight Schedule Submission to DEN	IATA WSG Initial Submission Deadline
	Initial City Gate International Flight Assignments	IATA SAL Deadline
	Final International Flight Schedule Submission to DEN	July 15
	Final City Gate International Flight Assignments	August 1
Summer	Initial International Flight Schedule Submission to DEN	IATA WSG Initial Submission Deadline
	Initial City Gate International Flight Assignments	IATA SAL Deadline
	Final International Flight Schedule Submission to DEN	December 15
	Final City Gate International Flight Assignments	January 1

.04-2 All Airlines must make Domestic Flight Schedule Submissions to the City no later than the first day of the month, two months prior to the month in which the requested schedule is to become effective. The City should notify Airlines of City Gate assignments 45 days prior to the month in which the requested schedule is to become effective.

Flight Schedule Month	Task	Date
January	Domestic Flight Schedule Submission to DEN	November 1
	City Gate Domestic Flight Assignments	November 15
February	Domestic Flight Schedule Submission to DEN	December 1
	City Gate Domestic Flight Assignments	December 15
March	Domestic Flight Schedule Submission to DEN	January 1
	City Gate Domestic Flight Assignments	January 15
April	Domestic Flight Schedule Submission to DEN	February 1
	City Gate Domestic Flight Assignments	February 15
May	Domestic Flight Schedule Submission to DEN	March 1
	City Gate Domestic Flight Assignments	March 15
June	Domestic Flight Schedule Submission to DEN	April 1
	City Gate Domestic Flight Assignments	April 15
July	Domestic Flight Schedule Submission to DEN	May 1
	City Gate Domestic Flight Assignments	May 15

Flight Schedule Month	Task	Date
August	Domestic Flight Schedule Submission to DEN	June 1
	City Gate Domestic Flight Assignments	June 15
September	Domestic Flight Schedule Submission to DEN	July 1
	City Gate Domestic Flight Assignments	July 15
October	Domestic Flight Schedule Submission to DEN	August 1
	City Gate Domestic Flight Assignments	August 15
November	Domestic Flight Schedule Submission to DEN	September 1
	City Gate Domestic Flight Assignments	September 15
December	Domestic Flight Schedule Submission to DEN	October 1
	City Gate Domestic Flight Assignments	October 15

- .04-3 The Schedule Submission shall be provided to the Assistant Director of Airside Operations/Ramp Tower, in electronic format readable in International Air Transport Association (IATA) Standard Schedules Information Manual (SSIM) format or as the City may otherwise reasonably request to allow the information to be processed by the City's gate management software.
- .04-4 A Schedule Submission submitted by an Airline shall be deemed to be effective until superseded by another Schedule Submission.
- .04-5 If an Airline requests changes to an already submitted Schedule Submission for flights which are requested to operate on a Gate that Airline does not Preferentially Lease after the applicable Schedule Submission deadline, then the provisions regarding late schedule submissions shall apply to flight(s) for which there is
- (1) a change of equipment type that impacts gate assignments (or)
 - (2) a change to the scheduled arrival or departure time that would cause the scheduled buffer period between such flight and the preceding or succeeding flights at the assigned Gate to be reduced below the minimum buffer period listed in paragraphs 160.06-6 and 160.06-7.
- .04-6 If an Airline requests the use of a City Gate with less than the required advance notice, those flights will be assigned to City Gates only after all other requests have been accommodated.
- .04-7 Required Schedule Submission Information: In addition to the information contained in the SSIM file, please provide a text note summarizing the following:
- Flights requested to operate on a Gate that Airline does not Preferentially Lease.

Average number of RON aircraft above what can be accommodated on the Airline's Preferentially Leased Gates.

160.05 Maximum Gate Occupancy Periods

.05-1 The following maximum gate occupancy periods apply to City Gates and any Preferential Leased Gate where a Requesting Airline is operating.

	Regional Jet and Commuter Aircraft	Narrow Body Aircraft	Wide Body Aircraft
Originating Flight	45 minutes	60 minutes	75 minutes
Terminating Domestic or Pre-Cleared Flight	30 minutes	45 minutes	60 minutes
Through/Turn Domestic or Pre-Cleared Flight	45 minutes	60 minutes	75 minutes
Terminating International Flight	45 minutes	60 minutes	75 minutes
Through/Turn International Flight	60 minutes	75 minutes	120 minutes

.05-2 If directed by Airport Operations, should an Airline fail to relocate an aircraft capable of movement from a Gate at a specified time or occupy a Gate longer than the maximum gate occupancy period, it will be subject to a fee of \$250 for each successive 15-minute period or fraction thereof until the aircraft is moved. After two hours, the fee rate will increase to \$500 for each successive 15-minute period or fraction thereof until the aircraft is moved. After four hours, the fee rate will increase to \$1,000 for each successive 15-minute period or fraction thereof until the aircraft is moved.

160.06 Gate Use Priority

.06-1 An emergency flight shall have priority over all other flights. Every effort will be made to accommodate emergency flights on an unassigned Gate or at a Gate which will cause the least impact on all Airlines' operations.

.06-2 The City will apply the procedures and priorities described below to assign flights to City Gates and to resolve any conflicting requests among or between flights.

Level 1: Existing International Flight Using Wide Body Aircraft: Any Airline planning nonstop Existing Scheduled Service with a wide body aircraft from an international destination is afforded first level priority to City Gates with FIS access.

Level 2: Existing International Flight Using Narrow Body/Regional Jet/Commuter Aircraft: Any Airline planning nonstop Existing Scheduled Service with a narrow body/regional jet/commuter

aircraft from an international destination is afforded second level priority to City Gates with FIS access.

Level 3: New or Expanded International Flight Using Wide Body Aircraft: Any Airline planning nonstop New or Expanded Scheduled Service with a wide body aircraft from an international destination is afforded third level priority to City Gates with FIS access.

Level 4: New or Expanded International Flight Using Narrow Body/Regional Jet/Commuter Aircraft: Any Airline planning nonstop New or Expanded Scheduled Service with a narrow body/regional jet/commuter aircraft from an international destination is afforded fourth level priority to City Gates with FIS access.

Level 5: Existing Scheduled Service by Signatory Airlines without a Preferential Use Gate. Existing Scheduled Service by any Signatory Airline that does not have a Preferential Use Gate shall be afforded fifth level priority.

Level 6: Existing Scheduled Service by Signatory Airlines with a Preferential Use Gate. Existing Scheduled Service by any Signatory Airline with a Preferential Use Gate shall be afforded sixth level priority.

Level 7: New or Expanded Scheduled Service by a Signatory Airlines. New or Expanded Scheduled Service by any Signatory Airline shall be afforded seventh level priority.

Level 8: Existing Scheduled Service for Non-Signatory Airlines shall be afforded eighth level priority.

Level 9: New or Expanded Scheduled Service for Non-Signatory Airlines shall be afforded ninth level priority.

Level 10: Charter, Itinerant and Other Non-scheduled Services. All charter, itinerant and other non-scheduled flight operations, even by an Airline that operates scheduled flight operations at the Airport, will be accommodated as facilities are available. Any charter, itinerant or other non-scheduled flight operation is subject to reassignment (as to both gate and operating time) if a proposed scheduled flight operation requires accommodation and/or additional gate facilities.

.06-3 Should more than one airline be afforded the same priority level, other factors, such as year-round service verses seasonal service, availability of Preferential Use Gates, and aircraft size will also be taken into consideration.

- .06-4 A through/turn flight will have priority for use of a Gate over a RON aircraft.
- .06-5 For Domestic and Pre-Cleared flights, there should be at least 20 minutes between each scheduled departure and the next scheduled arrival.
- .06-6 For International Flights, there should be at least 30 minutes between each scheduled departure and the next scheduled arrival.
- .06-7 Airport Operations reserves the right to require an airline to relocate its aircraft after deplaning passengers and baggage at a City Gate.
- .06-8 As allowed by Airport Operations, an RON Flight may remain at a City Gate, provided that it is the last scheduled arrival for that Gate and the first scheduled departure for that Gate.

160.07 Off-Schedule/Irregular Operations

- .07-1 Airlines scheduled to use a City Gate that are experiencing off-schedule operations shall notify the City Ramp Tower as soon as possible.
- .07-2 An Airline experiencing delayed flight operations shall accommodate itself as much as possible on its Preferential Use Gates before contacting the City Ramp Tower to request the use of another Gate.
- .07-3 During off-schedule/irregular operations all City Gate assignment decisions will be made by the City Ramp Tower using the following guidelines and priority levels above.
 - (1) Scheduled flights and charters operating on time will have priority use of Gates previously scheduled for their use.
 - (2) A through/turn flight will have priority for use of a Gate over a RON aircraft.
- .07-4 There will be circumstances that arise that require moving an aircraft off a Gate, or relocating an aircraft from one Gate to another, to allow another operation. Normally, this will not be required if the aircraft on the Gate is scheduled to leave within 30 minutes. The City Ramp Tower will notify the affected airline as soon as possible of the requirement to relocate an aircraft.
- .07-5 If all City Gates are full and a conflict cannot be resolved, then Hard-Stand/Bussing operations at a remote parking area may be activated.

160.08 Facility Management

- .08-1 All Airline flight activity on a City Gate, another Airline's Preferential Use Gate, or Remote Parking Area shall be tempered with cooperation and good judgment. Spills or debris will be reported and cleaned up immediately.
- .08-2 All Airlines shall remove ground support equipment immediately following the departure of their aircraft from a City Gate or an Accommodating Airline's Preferential Use Gate when required to allow other Airlines/ground handlers to set up required ground equipment to service their aircraft.
- .08-3 Prior to use and after use, airlines have the obligation to ensure the Gate/Remote Parking Area is properly configured for use by their aircraft and is in a safe operating condition for use by others. This includes but is not limited to being clear of equipment, foreign object debris (FOD), and GPU cords and PC air hoses are properly stowed.
- .08-4 Each Airline is responsible for ensuring its employees and contractors are properly trained and qualified prior to operating any loading bridge.
- .08-5 For City Gates, janitorial service in the holdrooms, FIS inspection area, loading bridges, ramps and walkways is the responsibility of the Airport.
- .08-6 For City Gates, snow removal on the ramp is the responsibility of the Airport.
- .08-7 It is the responsibility of the using Airline to ensure that loading bridge doors, and doors into the FIS facility, are secured upon completion of use.
- .08-8 Equipment malfunctions or facility problems will be reported to Airport Maintenance Control, 303-342-2800, immediately.
- .08-9 City Gates may be equipped by the City with Common Use equipment. The City shall be responsible for the maintenance and upkeep of the Common Use equipment.
- .08-10 An international arrival requiring FIS may not disembark from Gate A40 when any flight is boarding or a domestic flight is deplaning at Gate A42. If either of these Gates are Preferentially Leased, the operations of the Airline with the Preferential Lease will have priority.
- .08-11 An international arrival requiring FIS may not disembark from Gate A46 when any flight is boarding or a domestic flight is deplaning at Gate A44. If either of these Gates are Preferentially Leased, the operations of the Airline with the Preferential Lease will have priority.

