

170 OPERATION AND CONTROL OF AIR CARGO

PROCEDURES FOR ASSIGNING PREFERENTIAL AND COMMON USE PARKING SPACES

170.01 General Parking Space Occupancy Procedures

- .01-1 Each carrier leasing preferential parking spaces shall have the right to schedule flight activity on its preferential parking spaces. All assignments are subject to Airport Operations approval.
- .01-2 Each month the Air Cargo Coordinator (ACC) shall prepare a consolidated gate Schedule of arriving and departing flights as supplied by each carrier.
- .01-3 Each carrier shall make this information available to the ACC no later than 20 days prior to the first of each month. When a schedule change is planned for other than the first of the month, such schedules and gate assignments will be submitted to the ACC 20 days prior to the effective date of the schedule.
- .01-4 The ACC and the carriers will meet, as required, to review the consolidated schedule. Common use carriers will submit to the ACC parking space requirements 20 days prior to the effective date of the schedule. Common use parking space requirements will be incorporated into the consolidated schedule and approved by the ACC at these meetings.

170.02 Criteria for Assigning Common Use Aircraft Parking Spaces and For Scheduling Preferential Spaces By other Than the Preferential Carriers

- .02-1 The maximum common use parking space occupancy period is 10 hours. The maximum preferential parking space use by a non-preferential parking space carrier shall be 4 hours provided it does not impact the preferential users requirements. Either of these time limits may be extended by the ACC but are subject to additional parking fees.
- .02-2 Fees for preferential parking space use by non-preferential carriers shall be the same as those fees for common use parking space.
- .02-3 Each carrier having one or more assigned preferential parking spaces that schedules more flights than it can accommodate on its preferential space(s) may: first, schedule on one of the common use parking spaces, provided no other flight activity is scheduled; and second, may schedule on another carrier's preferential parking space, provided that the carrier holding the right of rest use has not scheduled a conflicting flight. Common use fees will be charged for those spaces used by preferential users other than their preferential spaces.

- .02-4 A conflicting flight shall be defined as a flight which overlaps another or where there is less than 30 minutes between an arrival and a departure.
- .02-5 New entrant carrier operations shall file its schedule and operation requirements with the ACC not less than 30 days prior to the effective date of the schedule. If common use ramp areas are not available, the ACC may assign one or more preferential space(s), as necessary, to accommodate the proposed schedules and operational requirements, provided that each space is vacated on a scheduled basis 40 minutes before the next planned use by the carrier having preferential rights.
- .02-6 Short notice requests for spaces by other carriers shall be considered, to the maximum extent practical, recognizing the spaces scheduled by other carriers. Such requests will be accommodated on common use spaces, if possible, first. If common use spaces are not available, the ACC may assign one or more preferential spaces, provided that each space is vacated 40 minutes before the next planned use by the carrier having preferential rights.
- .02-7 Overnight parking (RON) requests shall be approved by the ACC and are subject to the parking fees established by the Manager of Public Works. Space occupancy in excess of that established in sub-paragraph .02-1 constitutes an RON.

170.03 Off-Schedule Operations

- .03-1 Scheduled flights operating on time shall have priority use of parking spaces previously scheduled for their use.
- .03-2 Preferential parking space users shall accommodate themselves as well as possible on their parking spaces.
- .03-3 Preferential parking space users who cannot accommodate themselves on their space(s) will coordinate with the ACC for accommodation. Every reasonable effort will be made by the ACC to accommodate the preferential user.
- .03-4 Common use parking space users shall be assigned preferential spaces) only as a last resort.
- .03-5 Flights occupying common use parking spaces in excess of the period established in subparagraph .02-1 may be required to vacate temporarily to accommodate an off schedule operation. This will not be required if another parking space is vacant and available, or if the flight is scheduled to leave within 15 minutes of the off schedule flight arrival. Aircraft occupying common use parking spaces will be vacated before aircraft occupying preferential spaces. Failure to vacate shall result in the imposition of overtime fees as set forth in basic lease agreements and/or as stated in subparagraph .05-2.

- .03-6 Should all parking spaces be occupied at a time when the majority of operations are off schedule, assignments shall be made to the common use parking spaces in order of arrival, except that any one preferential carrier may choose any one of its arrivals over another on its preferential parking spaces.

170.04 Emergency Flights

- .04-1 Emergency flight accommodation shall have priority over all other flight scheduling. Every effort will be made to accommodate emergency flights on a common use parking space or at a parking space which will cause the least amount of impact on carrier operations.

170.05 Overtime Fees

- .05-1 Every reasonable effort will be made by the ACC to permit an aircraft once in place to remain. However, there will be circumstances that arise where a carrier occupies a parking space outside of the rules outline herein, or that require moving an aircraft off a parking space to allow another operation, or relocating an aircraft from one space to another, all within the general spirit and intent of these procedures. Should this occur, the ACC will notify the effected carrier as soon as he/she becomes aware of the action or need, no less than 30 minutes before the time the vacating is required.
- .05-2 Should a carrier fail to make a concerted, good faith effort to move the aircraft in question by the time specified, it will be subject to a fee of \$100.00 for each successive 10-minute period or fraction thereof beyond the required time until such time the aircraft is moved. An invoice shall be sent to the carrier on the next working day and shall be payable immediately. The ACC shall not be unreasonable in invoking this provision.

170.06 Fire Extinguisher

- .06-1 General: Each carrier shall be responsible for portable fire extinguishers.
- .06-2 Operable Condition: Portable extinguishers shall be maintained in fully charged and operable condition and kept in their designated places at all times.
- .06-3 Location: Extinguishers shall be conspicuously located where they will be readily accessible and immediately available. They shall be located and positioned in accordance with NFPA 401.
- .06-4 Marking of Location: Extinguishers shall be placed on a red background and shall not be obstructed or obscured from view.
- .06-5 Mounting of extinguishers: Extinguishers shall be installed on hangers or in the brackets supplied, mounted in cabinets, or set in shelves unless the extinguisher are of the wheeled type.

- .06-6 Height of Mounting (wall): Extinguishers having a gross weight not exceeding 40 pounds shall be installed so that the top of the extinguisher is not more than 5 feet above the ground. Extinguishers having a gross weight greater than 40 pounds (except wheeled types) shall be so installed that the top of the extinguisher is not more than 3 1/2 feet above the floor.
- .06-7 Monthly inspection: Extinguishers should be inspected monthly to insure they are in their designated places, to insure they have not been activated or tampered with and to detect any obvious damage, corrosion, or other impairments.
- .06-8 Replacement of Extinguishers: Extinguishers removed from the premises to be recharged shall be replaced by a spare during the period they are gone.

170.07 Placement of Ground Service Equipment (G.S.E.) on the Ramp

- .07-1 General: The responsibility for maintaining proper G.S.E. parking rests with the carrier/owner of the equipment. The preferential carrier is responsible for painting and maintaining G.S.E. parking lines. Before marking the equipment lines on the ramp, the parking scheme shall be presented to the ACC for approval. G.S.E. parking and storage shall be confined to those areas designed as G.S.E. parking, pursuant to lease agreement. Common Use Carriers shall meet with the ACC and obtain approval for any G.S.E. parking.
- .07-2 Ramp Operations: Ramp equipment may be staged for inbound flights. It is the responsibility of the user to move their G.S.E. when not in active use to its designated parking area to allow enough room for any secondary use of aircraft parking spaces and associated ramp when necessary.
 - .07-2(1) When G.S.E. is not in use, the G.S.E. will be put in its designated location in an orderly fashion and when applicable, brakes set. G.S.E. will be kept off aircraft operating surfaces and in its designated parking area when not in use.
- .07-3 Chocks: Each carrier shall supply the chocks necessary for their operation. At no time will chocks be left on the ground or on the ramp. Proper storage of chocks are the responsibility of all carriers.
- .07-4 Automotive and Powered Equipment: This type of equipment will have its own designated location. When not in use, it shall be parked in such location without exception. The brakes shall be set or wheels locked to avoid the possibility of the equipment rolling into other equipment.
 - .07-4(1) The City and County of Denver retains all easement rights to those ramp areas leased for automotive parking and/or staging, more specifically those ramp areas deemed aircraft operating surfaces.

- .07-5 Automotive Traffic on the Ramp: All automotive traffic on the ramp will utilize Vehicle Service Roads while crossing the taxilane north to south or south to north as marked on the ramp and will comply with the rules as stated herein.

No G.S.E. will park unattended outboard of the Fixed Moveable Object Line, (F/MOL).

Inboard of F/MOL = Aircraft operating side

Outboard of F/MOL = Taxiway side

- .07-6 Pedestrian Traffic: Those employees required to work aircraft on the south side of the cargo ramp must cross the taxilane to and from that area via an approved walk path.

170.08 Ground Handling of Aircraft

- .08-1 General: It shall be the responsibility of the local carrier manager to ensure that qualified personnel perform the duties involving the ground landing of aircraft.

- .08-2 Hand Signals: Uniform industry hand signals covering operation and movement of aircraft on the ground have established and shall be used by ground personnel to flight personnel when marshalling aircraft.

- .08-3 Parking Aircraft: In painting aircraft parking guide lines and personnel/equipment holdback lines, the Boeing 727 aircraft shall be used as a model for the hold back lines on all narrow body spaces and the DC-10 aircraft for all wide body spaces. Wheel stop marks, typical of the aircraft type using a specific parking area will be painted on each guide line.

- .08-4 Taxiing Aircraft: When taxiing an aircraft, either in to or out of its designated parking place, precautions should be taken as follows:

.08-4(1) No carrier personnel shall direct and no pilot or mechanic shall taxi, any aircraft, nearer than 20 feet to any building, or 5 feet to any aircraft, ground support equipment, or any other object not specifically designed for closer proximity of aircraft.

.08-4(2) No aircraft shall be taxied such that the wings or any part of the aircraft pass over or under any part of any other aircraft.

.08-4(3) The planning and execution of taxi routes will require the prudent judgment of both pilots and ground personnel. Should any question exist that the above limitation will be met, qualified personnel will be stationed near the portions of the aircraft which are in question. Those persons will remain in close proximity to that portion of the aircraft and by careful observation and timely use of standard signals will

insure that the above limits are met.

- .08-4(4) Prior to any aircraft movement, the pilot or mechanic and/or ground personnel shall all be agreed upon a course of action and upon the signals to be employed. Flight crews, mechanics and/or ground personnel will exercise all possible diligence and caution in moving aircraft.
- .08-5 Chocks: Immediately upon arrival, after engines have spooled down, main gear and/or nose gear will be chocked. Chocks will be placed in front of and behind the gear being chocked.
- .08-6 Powerbacks: Powerback operations are subject to approval by Operations.
- .08-7 Ear Protection: Ear protectors are to be worn by all personnel working around aircraft or motorized equipment when high level noise is produced.

170.09 Ramp Maintenance (Cleanliness)

- .09-1 Good housekeeping habits shall be observed by all carriers. Working areas around the facility and on the ramp shall be maintained in a clean, neat .and orderly manner at all times.
- .09-2 Foreign Object Debris (F.O.D.) barrels will be provided by the airport. One barrel will be located in specified areas and each carrier will be responsible for the timely emptying of F.O.D. barrels in that area.
- .09-3 The Airport will be responsible for scheduled ramp sweeping, however, each carrier will be responsible for daily sweeping and pick up as necessary to maintain a clean and safe ramp area including areas in and around buildings and parked G.S.E.
- .09-4 The Airport will be responsible for scheduled ramp scrubbing in each aircraft parking area. The purpose of the scrubbing is to maintain a safe, oil-free ramp area.
- .09-5 In the event of a major fuel, oil, or hydraulic fluid spill from aircraft or ground support equipment, the carrier or persons responsible shall be liable for the scrubbing.

170.10 Snow Removal

- .10-1 When a snow depth of 2 inches or more is forecast, the City will alert snow crews. When snow depth reaches approximately 2 inches and additional accumulation is expected, snow removal will commence.

- .10-2 Carrier personnel will move the snow accumulated from their areas back to the red wing tip clearance line insuring that snow removal operations in no way block access or impose upon another carrier area, and that accumulated snow piles and berms do not impede aircraft movement.
 - .10-2(1) Once city crews have removed snow piles along the W.T.C. and the associated taxiways, they will not be available for additional snow removal operations until the remainder of the airport is cleared of snow. When time and equipment are available all snow piles remaining on the cargo ramp will be picked up.
 - .10-2(2) City crews will remove snow from any space or arm not occupied by aircraft or G.S.E.
 - .10-2(3) Chocks and unnecessary-G.S.E. will be kept out of aircraft parking areas so as not to impede snow operators or cause damage to snow removal equipment.
- .10-3 The City and County of Denver shall remove snow accumulation from all other areas not otherwise cleared by carriers. The ACC or his/her designee will be available for carrier assistance in coordinating snow removal plans or to answer carrier questions relative to the snow removal plan.

NOTICE

The Rules and Regulations of the Denver Municipal Airport System are provided on the website of Denver International Airport, www.flydenver.com, as a convenience to the public. Copies may also be obtained from the Department of Aviation's Technical Services Office. The City Clerk is the official custodian of all City rules and regulations under the Revised Municipal Code of the City and County of Denver, sections 2-91 to 2-100. Official, current versions of these rules and regulations may be obtained at the City Clerk's office. For the Clerk's office location and hours, visit the City's website, www.denvergov.org.