

SECTION 9 - COMMON USE TERMINAL AREA

A. INTRODUCTION

The City operates common use facilities located in Terminal A which 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 to and from the United States ("International Terminal A"). All Federal Inspection Services are located in International Terminal A. International Terminal A is also used for charter operations and some domestic flights.

B. OPERATING PROCEDURES

The following procedures have been developed for use by the airline operators at International Terminal A, in order to facilitate the best use of that space.

1. Scheduling Process

Any Air Carrier desiring to use International Terminal A must first file a Flight Service Submission Form with the Airport Operations Department (available through Airport Operations Office). The Airport Operations Department will then determine if the Division of Aviation will grant operating privileges to the petitioning Air Carrier. Upon granting the right to operate out of the International Terminal A, the Division of Aviation will give the Air Carrier a numbered operating certificate that must be kept on file for inspection by the Division of Aviation. No Air Carrier will operate out of International Terminal A without the prior approval of the Director of Aviation.

2. Gate Assignments

International Terminal A will be used for all arriving flights requiring access to the Federal Inspection Services and other permitted flights on a common use, priority basis. Priorities for the use of the gates are defined to assure an equitable use of the International Terminal A gates during periods of peak demand.

No flight is to be scheduled to operate from International Terminal A until the schedule has first been submitted to and approved by the Airport Operations Department. No flight will be assigned ticket counter positions, a gate or the use of common use facilities until its schedule has first been approved by the Airport Operations Department. All gates and associated facilities are under the jurisdiction of the Division of Aviation, which shall have final authority over all assignments.

Each year, each Air Carrier shall submit copies of its proposed upcoming winter/spring schedules to the Airport Operations Department no later than October 1, along with a description of the Aircraft type(s) that will be operated during that period. Each year, each Air Carrier proposed upcoming summer/fall schedules will be submitted no later than April 1, along with a description of the Aircraft type that will be operated during that period. Schedules received after the published deadline may be disregarded or given a lower priority in the solution of congestion problems.

It shall be the responsibility of the airline or ground handler to notify the Airport Operations Department when a scheduled flight deviates by more than 15 minutes from prior scheduled or advised time as soon as such information is known. The Division of Aviation reserves the right to change common use facility assignments including, without limitation, gate assignments, at any time to effect the best use of the terminal. All schedule deviations should be brought to the attention of the Airport Operations duty officer either directly at (215) 937-6914, or through the Airport Communication Center at (215) 937-6800. The Division of Aviation reserves the right to change gate assignments due to circumstances occurring subsequent to any previous assignment.

Gate time limits will be enforced at all times. Advance notice of not less than ten (10) minutes will be given that an Aircraft will have to be moved to another location. Penalty charges will be assessed in accordance with Division of Aviation procedures and the Rates and Charges Regulation.

The permissible gate occupancy times are as follows:

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|----|--------------------------------------------|-----------|
| a. | Originating or in-transit departing flight | 1.0 hours |
| b. | Terminating or in-transit arriving flight | 1.0 hours |
| c. | Turnaround flight | 2.0 hours |

Classes of Airlines are as follows:

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|----|----------|------------------------------------|
| a. | Class 1: | Signatory International Airlines |
| b. | Class 2: | Non - signatory scheduled airlines |
| c. | Class 3: | Charter operators |
| d. | Class 4: | Other |

Definitions of Classes are as follows:

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| Class 1: | Flights operated by an airline signatory to the Memorandum of Understanding for the use of the |
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International Terminal A and/or the International Terminal Use and Lease Agreement.

Class 2: Scheduled arriving or in-transit scheduled flights requiring Federal Inspection Services operated by an airline not signatory to the Memorandum of Understanding for the use of the International Terminal A and/or the International Terminal A Use and Lease Agreement.

Class 3: Charter flights with passengers enplaning and/or deplaning at the Airport.

Class 4: Flights, such as diversions, not having passengers scheduled to enplane or deplane at the Airport.

When conflicts arise in gate assignments due to schedule deviations, the Division of Aviation will change assignments to effect the best use of the terminal.

For the purposes of gate scheduling, gate holdovers for air traffic control and/or flight plan reasons are prohibited, Holdover areas have been designated for such purposes by the Division of Aviation, and shall be assigned by the Air Traffic Control Tower depending on conditions, by numerical number 1-5. See Exhibit D.

3. Charter Operations

Any Air Carrier desiring to use the International Terminal A to operate a charter schedule must complete and submit a Flight Services Submission Form (available through Airport Operations Office) to the Airport Operations Department for approval, No operations will be approved until the Air Carrier has completed the entire flight schedule application process.

Every charter or itinerant carrier of passengers which, pursuant to agreement or regulation, occupies or is scheduled to occupy a common use area at the Airport shall submit or have on file with the Division of Aviation a security deposit or surety bond in the amount of One Hundred Thousand Dollars (\$100,000) or such other amount as the Director of Aviation shall deem appropriate in his/her sole discretion, which amount or any part thereof shall be forfeited to the Division of Aviation for the restoration cost associated with any and all damage to the ticket counter, holdroom, or other area of the Airport used during the Air Carrier occupancy or scheduled occupancy of the common use facilities or for the maintenance and custodial costs incurred by the Division of Aviation as a result of the Air Carrier's failure to maintain the common use facilities in accordance with these rules and regulation. The

Director of Aviation shall determine the amount of such damages in its reasonable discretion. The damages provided by these rules and regulations shall in no way represent a limitation on damages available to the Division of Aviation for the liabilities of any Air Carrier. Any unused portion of the deposit is refundable upon completion of the charter's approved flight schedule.

In addition, the Division of Aviation will not give final approval of a charter operator's proposed flight schedule until the charter operator has made financial arrangements for payment of all applicable rates and charges with the Airport Finance Department. Charter airlines will not be allowed to operate at the Airport without having made prior financial arrangements. Any deviation from the airline's approved operating schedule, or failure to meet the payment agreement, will result in the remaining schedule being canceled.

All tour operators are required to provide two (2) on-site representatives at the Airport four (4) hours in advance of the scheduled departure, to remain until one (1) hour after the actual departure of the flight. These individuals will serve as liaisons between the Airport, ground handler, charter airline, and passengers, and must have authority/decision powers for the Air Carrier and/or tour operator.

The names of the representatives must be provided at least 48 hours in advance to the Airport Operations Department. Failure to provide a minimum of two (2) knowledgeable representatives will be grounds for the Director of Aviation to suspend the charter operations.

In the event that a flight is delayed or canceled, it is the responsibility of the tour operator representative(s) to inform the Airport Operations Department of the status of their operations. Further, it is the responsibility of the tour operator representative to inform the passengers of their trip's status. The Airport assumes no responsibility for the tour operator's passengers.

All groups arriving at the Airport en masse by bus, shall be held on the bus until such time as it is feasible to allow the passengers into the ticketing area. The tour representative, in conjunction with the ground handler, shall at all times seek to minimize the level of congestion in all common areas of the Airport, and expedite the flow of their passengers through the Terminal Buildings.

4. Common Use Ticket Counter Assignment

The Division of Aviation will assign the common use ticket counter positions. A sign holder is available above each agent position to display the airline logo and pertinent flight information. The display of flight information on Airport monitors is handled through the ground handlers.

5. **Baggage Make-Up Area**

Each ticket counter position is equipped with a baggage scale and display. A common baggage conveyor activated at key control stations and located adjacent to the back wall will be used to transport checked baggage to the baggage makeup area. There is no automated baggage sorting capability.

Each Air Carrier or ground handler sharing a baggage belt is responsible for removing its passengers' baggage from the belt and transporting the baggage to its Aircraft. Air Carrier and ground handlers are responsible for clearing baggage jams on the conveyors. Each Air Carrier and ground handler sharing a bag belt is responsible for shutting off the bag belts unless being utilized by an Air Carrier.

6. **Baggage Claim Area**

The Air Carrier or ground handler is responsible for transporting baggage from its arriving flight to the baggage conveyor systems located on the west (International) and east (Domestic) sides of the terminal which transports baggage to dedicated carousels in the baggage claim area. Monitors located at the conveyor belt area indicate which conveyor is to be used to transport the baggage to its corresponding carousel.

The Director of Aviation will assign baggage conveyors, carousels and transfer recheck counters to alleviate congestion and conflicts in the baggage delivery and the baggage claim areas. Removal of the baggage from the accumulator conveyor and delivery to the connecting flights is the Air Carrier's and ground handler's responsibility.

7. **Occupancy Times for Ticket Counter, Signage Holders, and Baggage Make-Up Facilities**

The permissible occupancy times for ticket counter, signage holders, and baggage make-up facilities ("the facilities") are as follows:

(See table on next page)

Aircraft Type	# of Ticket Counter Positions	Time Limits on Use of Facilities
B727, B737, A320, DC9	2 positions	1.5 hrs. international 1.5 hrs. domestic
DC8, DC9-80, B720	2 positions	2 hrs. international 2 hrs. domestic
DC8-60, B757, B767	3 positions	2.5 hrs. international 2.5 hrs. domestic
L1011, DC10, B767- 300	4 positions	3.0 hrs. international 3.0 hrs. domestic
B747, B777, MD11, A340	4 positions	3.0 hrs. international 3.0 hrs. domestic

The Airport Operations Department may within its sole discretion, extend the above times depending on flight activity schedules and demand. Any Carrier exceeding the above stated occupancy time will promptly vacate the area when directed by the Airport Operations Department.

Air Carriers occupying the facilities beyond the allotted times will be subject to additional facility fees set forth in the current Rates and Charges Regulation.

8. Remote and Overnight Aircraft Parking
Remote Parking will be assigned by the Airport Operations Department. The Remote Parking Areas will be used in the event that:
 - a. the Air Carrier has exceeded its allotted gate time.
 - b. an Aircraft has a mechanical problem which requires it to be repositioned away from its assigned gate.
 - c. all International Terminal A gates are in use, in which case it will be assigned to the lowest priority user and/or the airline deviating the most from its schedule.

The Airport Operations Department will assign an overnight parking location, if requested with the schedule submittal, when the gate schedules area distributed for that particular day.

Any Carrier desiring to use the International Terminal A or any other Apron for overnight Aircraft parking must first coordinate such parking with the

Airport Operations Department Notwithstanding the Division of Aviation approval of such overnight parking, if the Division of Aviation gives an Air Carrier one hour notice that said area is required to effect the best use of the Airport facilities, then the Air Carrier shall remove its Aircraft from the area as directed.

The fees for gate and or remote airfield overnight parking are governed by the charges set forth in the current Division of Aviation Rates & Charges Regulation. See Appendix H or contact the Airport's Finance Department for current rates and charges.

9. Transit Lounge

With prior coordination and approval by the Director of Aviation and United States Customs, the transit lounge may be used by an airline to hold passengers during layovers or when transferring from one international flight to another without clearing the required Federal Inspection Services. The lounge has direct access to and from the international arrivals Sterile Area.

It is the Air Carrier's responsibility to escort the passengers to the transit lounge, ensure they remain in that area and escort them back to their departing Aircraft.

10. Departure Areas

Departure areas will be assigned by the Airport Operations Department in accordance with the International Terminal A Gate Assignment Schedules as published by the Airport Operations Department. Seating, a check-in podium, logo sign holder and flight information display are provided by the Division of Aviation at each departure area. Doors to the loading bridges are controlled by Airport ID Badge access and cipher locks.

11. Passenger Security Screening

Pre-board passenger screening is the responsibility of the Air Carriers. It is the responsibility of a non-signatory airline to arrange for the use and payment for pre-board passenger screening services through its host airline or service company.

12. Curbside Baggage Check

Security requirements for international departures do not permit curbside check-in.

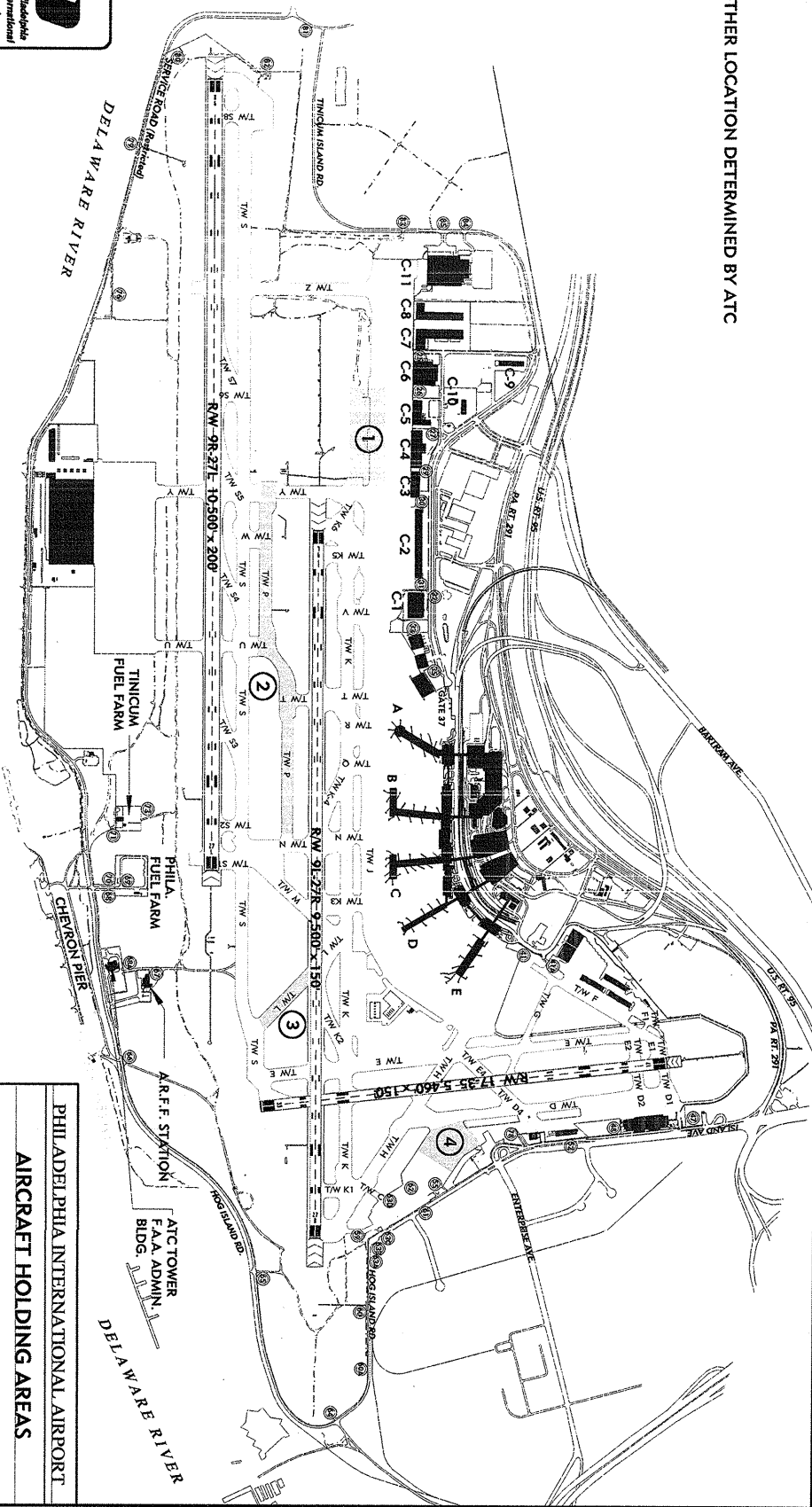
13. Common Use Computer Equipment

Only Division of Aviation approved common use computer systems are permitted to be installed at the ticket counters, gates and arrivals area of International Terminal A facility. Portable computer units are not permitted. The airlines are responsible for the design, procurement, installation and maintenance of the common use computer equipment system.

14. Tenant Improvements

Airlines and other Tenants/Concessionaires occupying leased space in Terminal A may be permitted to improve and modify their space subject to current Division of Aviation Tenant improvement procedures. The procedures require the Director of Aviation's approval prior to any modifications to the space and will require preparation of plans by a registered architect or engineer if building structure or systems are involved. See also Section 2.0., Tenant Construction Requirements.

5 ANOTHER LOCATION DETERMINED BY ATC



PHILADELPHIA INTERNATIONAL AIRPORT
AIRCRAFT HOLDING AREAS
EXHIBIT D