

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.

Advanced 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.

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.

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.

Filed Schedule

The flight schedules transmitted to the Authority for the purpose of scheduling all flights on all Gates. Such schedules shall include origination and destination information and IATA coded aircraft type and must be fully consistent with schedules filed with distribution systems (e.g. OAG, Innovata) for the purposes of selling airline tickets. Schedules must be submitted more than 60 days prior to the first day of the month in which the new service would begin.

FIS Flight

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

FIS Gates

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

Gate, Ticket Counter and Aircraft Parking Position Rules

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).

New Flight

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

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.

Summer Schedule Period

The Summer Schedule is identified as the period from the last Sunday in March to the Last Saturday in October.

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.

Winter Schedule Period

The Winter Schedule is identified as the period from the last Sunday in October to the last Saturday in March.

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 Gates and is intended to maximize and facilitate the efficient use of Gates 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.

2.2 Scheduling and Assignment Procedures. Air Carrier assignments of Gates shall be made based on Filed Schedules as specified in Exhibit A and 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.

Days prior to first day of the month schedule will become effective	
60	Filed Schedules submitted by Air Carriers
53	Airport distributes draft Advanced Schedule
48	Air Carriers provide any feedback or schedule changes
40	Final Advanced Schedule published by Airport

Air Carriers planning to operate FIS Flights must submit an initial Filed Schedule to the Authority at the same time international flight schedules are due for the Worldwide Slot Conference for the IATA season in which the requested schedule is to become effective.

Air Carriers unable to schedule flights on their Preferential Use Gates must submit a written notice to the Authority at the same time the Filed Schedules are submitted outlining which flights will require Common Use Gates.

The Authority reserves the right to audit the Filed Schedules 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.

2.3 Gate Assignment Priorities. Before requesting a New Flight on a Common Use Gate, an Air Carrier must first demonstrate that it is unable to schedule the flight on its own Preferential Use Gates. Subject to this limitation, the Authority will assign New Flights on Common Use Gates and, as a last resort, on Preferential Use Gates.

Gate, Ticket Counter and Aircraft Parking Position Rules

2.3.1 Existing Scheduled Service

- (a) Existing Scheduled Service shall have priority to remain on existing Gates.
- (b) Existing Scheduled Service can only be moved from a Gate if there is another Gate available to accommodate the Existing Scheduled Service. The Airport will make a reasonable effort to assign a Gate in close proximity to the Air Carrier's operating space.
- (c) The Airport reserves the right to assign Existing Scheduled Service on Gates but will only assign Existing Scheduled Service to Preferential Use Gates if there are no Common Use Gates available in the adjacent area. The Airport will make a reasonable effort to assign a gate in close proximity to the Air Carrier's operating space.

2.3.2 New Flights

New Flights will be gated based on the following priority. For Air Carriers with Preferential Use Gates, New Flights will be gated on their own Preferential Use Gates first, and on a Common Use Gate if space is not available on their own Preferential Use Gates. For Air Carriers that do not qualify for a Preferential Use Gate, New Flights will be gated on Common Use Gates first, and when no Common Use Gate is available, on another Air Carrier's Preferential Use Gates.

- (a) New Signatory FIS Flight on an FIS Gate
- (b) New Non-Signatory FIS Flight on an FIS Gate
- (c) New Flight on a Preferential Use Gate by an Air Carrier assigned that Preferential Use Gate
- (d) New Signatory Domestic Flight on a Common Use Gate, or another Air Carrier's Preferential Use Gate if no Common Use Gate is available
- (e) New Non-Signatory Domestic Flight on a Common Use Gate, or another Air Carrier's Preferential Use Gate if no Common Use Gate is available

For any conflicts within a category above, flights will be prioritized in the following order:

- (i) Service to a new non-stop destination that has not been served in the last 12 months, and within this category priority will be based on the number of Departing Seats on the scheduled aircraft with priority being given to larger aircraft
- (ii) Service to a non-stop destination that has been served in the last 12 months, and within this category priority will be based on the number of Departing Seats on the scheduled aircraft with priority being given to larger aircraft

Gate, Ticket Counter and Aircraft Parking Position Rules

2.3.3 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 Gate
- (f) Domestic Flight by Signatory Air Carrier not on the Advanced Schedule on a Common Use Gate, or another Air Carrier's Preferential Use Gate if no Common Use Gate is available.
- (g) Domestic Flight by a Non-Signatory Air Carrier not on the Advanced Schedule on a Common Use Gate, or another Air Carrier's Preferential Use Gate if no Common Use Gate is available.

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
- (d) New Flight by a Passenger Carrier on a Cargo Parking Position.

For (c) and (d) 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**

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 28 of each year with the allocation becoming effective for the Winter Schedule Period of that year and the Summer Schedule Period of the following year.

Gate, Ticket Counter and Aircraft Parking Position Rules

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 Schedule Period and Summer Schedule Period as defined in Article 1 of this Regulation. Notification must be sent electronically to sanschedules@san.org. Notification must be submitted no later than the following:

- Summer Schedule Period notification will be due by the last Sunday in August.
- Winter Schedule Period 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 Schedule Period. 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 4 days per week for 4 (four) consecutive weeks will result in the loss of 1 (one) RON allocation per unused RON allocation for the next Schedule Period.

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 Schedule Period and Winter Schedule Period 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 Schedule Period. 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 Schedule Period request will be due by the last Sunday in August.
- Winter Schedule Period 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.

Gate, Ticket Counter and Aircraft Parking Position Rules

2.5.4 RON 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 Gate
- (d) RON on an Aircraft Parking Position on the West Ramp, East Ramp or Commuter Ramp.
- (e) RON on a Preferred RON Parking Position by an Air Carrier assigned to that Preferred RON Parking Position
- (f) RON on Taxi Lane Alpha (Air Carrier must meet the requirements for positioning an aircraft on Taxi Lane Alpha as stated in Exhibit B)

* 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 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 Schedule Period and a fine of \$25,000.00, per aircraft, per day the schedule exceeds the allocated number of RONs.

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 back 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.

Gate, Ticket Counter and Aircraft Parking Position Rules

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 Schedule Period.

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.

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

*Widebody times apply regardless of aircraft capacity due to fueling requirements.

**Additional gates will not be authorized based on a change in average turn time.

Maximum Periods of Use for an Arrival only or Departure only Flight

	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

2.7 Buffer Periods

The required buffer periods between flights on a Common Use Gate are outlined in the table below. Should the operational aircraft change within the buffer period, the longer buffer period prevails (example A330 arrival tow then 737 arrival = 60 minutes).

	Domestic	International	FIS to Domestic	Domestic to FIS
100 Seats or Less	30 Minutes	40 Minutes	40 Minutes	40 Minutes
101 - 150 Seats	30 Minutes	40 Minutes	40 Minutes	40 Minutes
151 - 250 Seats	40 Minutes	40 Minutes	40 Minutes	40 Minutes
Widebody	60 Minutes	60 Minutes	60 Minutes	60 Minutes

*Widebody times apply regardless of aircraft capacity due to likelihood of delay for long haul service and fueling time.

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 sky cap 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 60 days 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 D and Example D-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 E 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 E 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/Summer Schedule Periods. 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

Carrier	Step 1			Step 2	Step 3	Step 4	Step 5		Step 6			Step 7		
	Total RONs	RONs Withheld	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			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 and Summer Schedule Periods (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		Available RONS	Step 1/Stop		Remaining Spots	Departing Seats	% 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		Requests	Additional Allocation										
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	
																0	
Total	63	63	0	12	12	10	10	2						0	61	2	0

Declines<Requests																	
Carrier	Total RONS	Total Allocation	Step 1		Available RONS	Step 2		Remaining Spots	Departing Seats	% Activity From Initial Allocation Formula	Allocation Calculation	Round Down	Step 4		Spots Available	Outstanding Requests	
			Non Compliance Adjustment	Declines		Requests	Additional Allocation						Full Number Round Up	Final RON Allocation			
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	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.
	2024	February 28 Calander Year	Wednesday, February 28, 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

Air Carriers utilizing the Taxi Lane Alpha parking positions must be able to provide personnel and equipment capable of towing the aircraft at the time agreed upon within the prescribed timeframe as listed below in the Letter of Agreement between SDCRAA and the FAA Air Traffic Control Tower. Pushbacks/tow tractors must be capable of expeditiously relocating the aircraft without delay.

Specific Tow Plans for aircraft parked on Taxilane Alpha must be sent to towplans@san.org by 0600 daily.



Federal Aviation Administration

Memorandum

Date: February 16, 2023

To: Regan Rasband, Acting General Manager, Los Angeles District, TWLA

BYRON G Y Digitally signed by
BYRON G Y CHEW
Date: 2023.02.16
15:49:34 -0800
CHEW

From: B. G. Chew, Group Manager, Operations Support Group,
Western Service Center, AJV-W2

Subject: Remain Overnight Aircraft Under Tow from Taxiway Alpha Letter of
Agreement

The Operations Support Group has reviewed the attached Letter of Agreement between San Diego County Regional Airport Authority, Lindbergh Airport Traffic Control Tower and Southern California TRACON regarding Remain Overnight Aircraft Under Tow from Taxiway Alpha and found it to be in compliance with FAA JO 7210.3, *Facility Operation and Administration*.

If you have any questions, contact Joe Ferguson, NISC Contract Support Specialist, Operations Support Group, Western Service Center at (206) 231-4240.

Attachment

Gate, Ticket Counter and Aircraft Parking Position Rules

Exhibit C (continued)

San Diego County Regional Airport Authority, Lindbergh Airport Traffic Control Tower and Southern California TRACON

LETTER OF AGREEMENT

EFFECTIVE: April 1, 2023

SUBJECT: Remain Overnight Aircraft Under Tow from Taxiway Alpha

1. PURPOSE: To define respective responsibilities of the Lindbergh Airport Traffic Control Tower (Tower), Southern California TRACON Traffic Management Unit (SCT TMU), and San Diego County Regional Airport Authority (Authority), with respect to Remain Overnight (RON) aircraft towed from the east end of Taxiway Alpha to the Terminals.

2. SCOPE: The responsibilities and procedures outlined herein, apply to Tower, SCT TMU, and Authority, to ensure efficient handling and timely traffic management in support of relocating RON aircraft from the east end of Taxiway Alpha to their assigned Terminal gate at San Diego International Airport (SAN). This Letter of Agreement (LOA) is temporary, remaining in effect during the construction project of replacing SAN Terminal 1 and canceling on March 31, 2024.

3. DEFINITIONS:

- a. Movement Areas: The runways, taxiways, and other areas of SAN which are used for - taxiing, takeoff, and landing of aircraft (See Attachment 1).
- b. Advisories: Advice and information provided by Tower to assist in the safe conduct of aircraft movements. These advisories do not imply control responsibility in non-movement areas.
- c. RON Relocation: Towing RON aircraft from the east end of Taxiway Alpha to their assigned Terminal gate between 0730-0800L daily.

4. RESPONSIBILITIES:

- a. Authority has overall responsibility for ensuring that Air Carrier Operations at SAN are prepared to facilitate RON Relocation.
- b. Tower is responsible for coordinating with Southern California TRACON (SCT) TMU for RON Relocation.
- c. Tower is responsible for managing push back advisories to facilitate RON Relocation.
- d. SCT TMU is responsible for implementing Traffic Management Initiatives (TMIs) to facilitate movement of RON Relocation.
- e. All parties agree that each is solely responsible for the negligence of its own agents.

5. PROCEDURES:

- a. Authority must:

Gate, Ticket Counter and Aircraft Parking Position Rules

Exhibit C (continued)

San Diego County Regional Airport Authority, Lindbergh Airport Traffic Control Tower and Southern California TRACON

- (1) No later than 0630L daily, provide Tower with a list of the RON aircraft parked on Taxiway Alpha, identifying those aircraft by air carrier, and their assigned Terminal gate.
- (2) Ensure sufficient staff and equipment (including back up tugs and tow bars) are available in a timely manner to ensure minimal disruption of the safe and expedient tow movements of aircraft.
- (3) Ensure Ramp Control does not issue conflicting push back advisories from 0730L-0800L to ensure efficient facilitation of RON relocation.

b. Tower must:

- (1) Not issue conflicting push back Advisories from 0730L-0800L to ensure efficient facilitation of RON Relocation.
- (2) Refer aircraft at Gates 23, 25, 27, 29, 31 and 33-51 to SAN Ramp Control Facility, when applicable for push back Advisories from 0730L-0800L in support of RON Relocation.
- (3) Initiate timely coordination with SCT TMU to enable Traffic Management Initiatives (TMIs) as necessary between 0730L-0800L daily, to support RON Relocation.
- (4) Notify SCT TMU of the estimated time the last RON aircraft is expected to clear Taxiway Alpha or Bravo.

c. SCT TMU must:

- (1) Initiate timely Traffic Management Initiatives (TMIs) as necessary between 0730L-0800L daily, to support RON Relocation.
- (2) Notify SAN Tower of the estimated time of arrival and call sign of the last arrival.

6. ATTACHMENTS:

- a. Attachment 1 - Lindbergh Airport Movement and Non-Movement Areas
- b. Attachments 2 - 5: Construction Phases 4A, 4B, 5A, 5B

Gate, Ticket Counter and Aircraft Parking Position Rules

Exhibit C (continued)

San Diego County Regional Airport Authority, Lindbergh Airport Traffic Control Tower and Southern California TRACON

7. SIGNATURES:

COLLEEN N GOLDEN Digitally signed by COLLEEN N GOLDEN
Date: 2023.02.21 09:20:00 -08'00'

Colleen Golden
Acting Air Traffic Manager
Lindbergh Airport Traffic Control Tower

DALE E RALPH Digitally signed by DALE E RALPH
Date: 2023.02.27 08:18:01 -08'00'

Dale Ralph
Air Traffic Manager
Southern California TRACON



Rick Francis
Vice President & Chief Operating Officer, Operations
San Diego County Regional Airport Authority
San Diego International Airport

Gate, Ticket Counter and Aircraft Parking Position Rules

Exhibit D

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 D-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	13:00-15:00	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 E

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 E-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	27	0	4	4		4	3084	57.92%	0.58	0	0		31.00		0
Delta	12	12	0	4	4			1345	25.26%	0.25	0	0		16.00		0
JetBlue	5	5	0	4	4			480	9.01%	0.09	0	0		9.00		0
Frontier	4	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:

Airline	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
Southwest	27	27	0	7	7	3084	57.92%	8.11	7	0	34.00		0
Delta	12	12	0	4	4	1345	25.26%	3.54	3	1	16.00		0
JetBlue	5	5	0	4	4	480	9.01%	1.26	1	1	7.00		2
Frontier	4	4	0	1	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	