



**OaklandInternational**  
**Gate Rules and Procedures**

## **Purpose**

The *Gate Rules and Procedures* provide the Airport staff, Airlines and Ground Handlers guidance on advance scheduling of flight activity at Gates and real-time assignment of aircraft to Gates, ramp and apron areas used for passenger loading and unloading or overnight aircraft parking. Conflicts that may occasionally arise regarding Gate usage and assignments will be resolved through the use of the *Gate Rules and Procedures* contained within this document.

## **Operating Philosophy**

All Gates at Oakland International Airport are Common Use and non-exclusive, and some are Preferentially or Secondarily Assigned. The Airport will allow scheduling of aircraft operations that result in safe and efficient use of all Gates. Airside Operations may deviate from these *Gate Rules and Procedures* when it deems such action in the best interest of the Airport, Airlines and Ground Handlers.

The goals are as follows:

- To optimize use of Gates;
- To provide reasonable certainty of Gate availability to facilitate the Airlines' schedules;
- To provide equitable access to the Gates;
- To provide reasonable consistency of specific Gates to which flights are assigned to support efficient Airline operations and to minimize ground equipment movements;
- To support opportunities for additional flights by both currently operating and new entrant Airlines;
- To promote safe operating practices.

## **I. Responsibilities**

The Airport is responsible for the management of the Gates, which includes the time between scheduled operations. Airside Operations monitors Gate usage and works with the Airlines to assign or reassign aircraft to optimize Gate capacity.

Following are the prescribed responsibilities of the stakeholders who are subject to the *Gate Rules and Procedures*, and must be adhered to accordingly.

### Airside Operations

- Review Airline schedules, resolve conflicts, assign or reassign Gates, and/or Remote Aircraft Parking Positions as required.
- Communicate Gate availability to Airport staff, Airlines and Ground Handlers.



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- Develop Gate usage schedules and make daily Gate assignments.
- Assign Gates in real-time.
- Ensure timely correspondence between Airside Operations, Airlines, and Ground Handlers to share information and advise of Gate management issues.
- Facilitate the Gate Management meetings as needed.
- Send monthly email notifications to remind air carriers of the schedule submission due date from [Gates@portoakland.com](mailto:Gates@portoakland.com).

### Airlines

- Provide timely and accurate flight schedules to Airside Operations.
- Provide Airside Operations with issues and concerns for resolution.
- Participate in Gate Management Meetings when conducted.
- Provide immediate notification to Airside Operations, or the Manager on Duty (MOD) and FIS representative (when applicable), at the earliest opportunity, of any flight delays, schedule changes, emergencies, or other matters affecting Operations at OAK. The MOD must be notified whenever a flight scheduled to a gate deviates by more than 15 minutes of the scheduled time. Immediate notification will ensure a timely resolution.
- Comply with the MOD or Airside Operation's directions regarding Gate assignments.
- Interact with the ULTRA Gate Management System internet WebFID to update delayed departure flight information. NOTE: Delayed arrival flight information is automatically populated by Flight Direct or Airline corporate feed.
- Provide the Airport with a list of linked flight information with each Schedule Submittal Form.
- Request prior approval from Airside Operations for every Gate change. Contact the MOD at 563-3360 (24/7) for real-time changes and Airside Administration at 563-6430 (Monday – Friday from 0700 - 1630 hours) for projected schedule changes.

## **II. Scheduling Protocols**

Airside Operations will follow these protocols when making Gate assignments:

- Reasonable effort will be made to assign each Airline Gate(s) in close proximity to the Airline's operating space.
- Reasonable effort will be made to assign an Airline to the same Gate(s) on a regular and consistent basis.



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- Consideration may be given to locate flights strategically near concessions and/or services for passenger.

**A. Preferential Gate Assignments**

Every airline with a Preferential Gate Assignment shall make every effort to schedule its flights at OAK from its Preferential Gate(s). Every Airline with a Preferential Gate who submits its Schedule Submittal Form by the date due (45 days prior to the schedule effective date) will receive first priority for the use of its Preferential Gate for the schedule submitted. No minimum separation time is required for an Airline scheduling activity on its Preferential Gate. Maximum turn times, in Table 1, will apply.

**B. Secondary Gate Assignments**

Every Airline with a Secondary Gate assignment will not have the Secondary Gate Assignment terminated with less than thirty (30) days written notice from the Airside Operations Manager, and the termination will only become effective on the last day of a calendar month.

**C. The following establishes the Gate utilization times for flight activity:**

1. There will not be less than fifteen (15) minutes of scheduled separation time between a departure of one flight and the arrival of another flight using the same Gate unless the two flights are of same company. Airport staff will monitor gate change requests, and if repeated requests for alternate gates are identified due to non-standard scheduled separation time, the Airport may issue a secondary gate assignment.
2. Table 1 reflects the maximum allowable times for aircraft operations on gates.

**Table 1 - Maximum Allowable Times for Aircraft on Gates**

<b>DOMESTIC FLIGHTS AND INTERNATIONAL FLIGHTS</b>		
	<b>WIDE-BODY AIRCRAFT</b>	<b>NARROW-BODY AIRCRAFT</b>
<b>TURN</b>	2:00	1:20
<b>ARRIVAL</b>	1:00	0:40
<b>DEPARTURE</b>	1:20	1:00



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D. Submission of Airline Schedules

A Schedule Submittal Form must be routinely submitted, as prescribed herein, whether or not the Airline's flight schedule changes from the prior month, or if the Airline's current flight schedule is likely to extend more than 30 days. This ensures that Airside Operations approves and schedules all Gate assignments each month.

1. Each Signatory Airline must submit to Airside Operations a complete schedule of all aircraft operations at OAK. The schedule must be received 45 days prior to the schedule's Effective Date. The "Effective Date" is the first day of each month regardless if the schedule changes within each month. All schedules must be submitted on the Schedule Submittal Form.
2. If the schedule submittal date (45 days prior to the schedule effective date) falls on a holiday or week-end, schedules shall be submitted on the weekday preceding that date. This ensures there is no less than a 15 day review process.
3. No credit will be given for early submittals. All schedules will be reviewed beginning 45 days prior to the effective date.
4. Airlines should share information regarding changes to aircraft fleet mix, major changes to number of flights, new service or destinations, etc. as soon as they are aware of such changes.
5. Exhibit 1 is the current Schedule Submittal Form, which requires the following information:
  - Flight Effective Date
  - Flight Discontinued Date
  - Flight Numbers
  - Arrival / Departure Time (local time for OAK)
  - Aircraft Type
  - Origin/Destination Airport
  - Requested Gate (if Airline has a Preferential Gate)
  - Show all Linked Flights
  - Request for secondary gate use by Preferential Gate Users

A sample Schedule Submittal Form may be downloaded at the Oakland International Airport <http://oaklandairport.com> web site. From the Home page, navigate to the bottom of the Home page and click the OAK Gate Management section under the Tenant heading. Locate the OAK Schedule Submittal Form.xls (Excel Format) just above this section. The completed form should be emailed to [Gates@portoakland.com](mailto:Gates@portoakland.com).

6. Non-scheduled operations will be assigned a Gate on a space-available basis.
7. Requests from an Airline with a Preferential Gate for a Secondary Gate Assignment, due to dual or triple operations, must be highlighted on the Schedule Submittal Form.



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8. The Airside Operations Manager will provide each Airline with written approval of a Preferential Gate Assignment 10 days after receipt of their schedule. This will provide the carrier with a confirmation of the schedule at least thirty-five (35) days in advance of the Effective Date.
9. The Airside Operations Manager will provide each Airline with written approval of a Secondary Gate Assignment 15 days after receipt of their schedule. This will provide the carrier with confirmation of the schedule at least thirty (30) days in advance of such proposed Effective Date.
10. If there is not a Gate available for an Airline's proposed Secondary Gate Assignment, or for late submittals of the Schedule Submittal Form, the Airside Operations Manager will provide the Airline with written alternative times when Gates are available.
11. An Airline with a Preferential Gate Assignment will be notified in writing of scheduled Secondary Gate Assignments to its Preferential Gate.
12. Regarding late schedule changes, the Airside Operations Manager will attempt to accommodate such schedule changes by an Airline with a Preferential Gate. However, if a conflict with an Airline that has an approved Assignment results because of the late schedule change by either a Preferential or Secondary Assignment, the Airline with the approved Assignment will not have its Assignment terminated with less than thirty (30) days written notice from the Airside Operations Manager, which termination will become effective on the last day of the calendar month.

E. Scheduling Conflicts

In the event an insufficient number of Gates exists to meet the demand for newly scheduled flights, and/or there is a conflict in Gate assignment between two or more Airlines, the following criteria will be used to determine Gate assignments in this order:

1. Gates will be assigned based on the on-time submittal of the Schedule Submittal Form, and thereafter according to the scheduling protocols.
2. Airside Operations will consult with the Airlines involved to negotiate flight schedule changes that will resolve the conflict.
3. In addition to the above criteria, the following will also be considered:
  - International flights.
  - Aircraft type and passenger capacity.
  - The type of equipment that is compatible with the gate in question.



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- The number of days per week the flight will be operating.
  - The flight destination.
4. In all cases, the final decision regarding regular assignments to a gate when no changes are made to a schedule will be made by the Airside Operations Manager.

F. **Assignment and Use of International Gates**

Gates 1, 1A, 1B, 1C, will not be preferentially assigned.

Gates 3 and 3A may be preferentially assigned to an operator with a sufficient number of International flights, as determined by the Director.

International arrivals requiring use of the International Arrivals Building (IAB) will be assigned as follows:

- Gates will be assigned based on the on-time submittal of the Schedule Submittal Form, and thereafter according to the scheduling protocols.
- Airside Operations will consult with the Airlines involved to negotiate flight schedule changes to resolve the conflict.

Notwithstanding the above, the following criteria will also be used to make the gate assignment:

- Charter or nonscheduled international arrivals having made prior arrangements with Airside Operations and requiring use of the IAB.
- Other domestic arrivals and/or departures that cannot be accommodated on Domestic Gates.

When there is a conflict in Gate assignments for the International Gates between two or more airlines, the following criteria will be used in this order to determine Gate assignments:

**Gate 1**

- International wide body arrivals and departures.
- Domestic wide body arrival and departures.
- International narrow body arrival.
- International narrow body departure.
- Domestic narrow body arrival and departure.
- Domestic charter arrival and departure.



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### **Gate 3**

- International narrow body arrivals if Gate 1 is in use. International operations may schedule to use a domestic gate for departure.
- Gate 3A – International wide body arrival and departures if Gate 1 is in use, which may require the re-assignment of flights scheduled on Gate 5.
- International narrow body departures.
- Gate 3A – Domestic wide body flights if Gate 1 is in use, which may require the re-assignment of flights scheduled on Gate 5.
- Domestic narrow body arrivals and departures.
- Charter narrow body arrivals and departures.

#### **G. Additional International Gate Scheduling Information**

Due to limited Gate availability for Federal Inspection Services (FIS) operations, requests for scheduled international operations should be submitted as far in advance as possible, but must be received by Airside Operations not less than forty-five (45) days prior to the schedule's Effective Date.

Any Airline requesting arrival clearance for FIS inspection must first obtain OAK approval for use of the IAB and for Gate assignment. Landing rights approval by the FIS **DOES NOT** entitle or guarantee an airline a Gate assignment, Gate availability, access to the IAB, or use of the Airport.

Airside Operations may require an airline to reposition its aircraft to a Domestic Gate following the arrival and deplanement to facilitate an arriving international flight at an International Gate.

### **III. General Information**

#### **A. Notification of Flight Delays**

All Airlines must advise the MOD and FIS representative (when applicable), at the earliest opportunity, of any flight delays, schedule changes, emergencies, or other matters affecting Operations at OAK. The MOD must be notified whenever a flight scheduled to a gate deviates by more than 15 minutes of the scheduled time.



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**B. Flight Delays**

An aircraft that does not have an approved Gate assignment (i.e. diversion), or arrives at OAK more than 15 minutes late for its Gate assignment, will be considered “Delayed.” Delayed flights will be reassigned on a Gate-available basis. Such reassignment(s) shall not interfere or otherwise cause delay to other flights operating on-time. Delayed flights waiting more than 30 minutes for reassignment will be reassigned/accommodated on the next available Gate.

**C. Flight Cancellations**

Notify the MOD as soon as possible of all scheduled flight cancellations.

**D. Scheduling of Flights**

The MOD can approve any change to an Airline’s Gate assignment(s).

No aircraft may taxi onto an open Gate, nor unilaterally relocate its aircraft to another Gate, without obtaining the approval of the MOD. Whether only a “one-time” use and/or with the “permission” of the Airline with a Preferential Gate, approval from the MOD must be obtained.

**E. Regional Jets**

At the discretion of the Airside Operations Manager, Regional Jets (RJ’s) may be assigned to alternate aircraft parking positions, away from the Terminal Gates.

The Airside Operations Manager may consider aircraft with a seating capacity of less than 80 seats a non-qualifying Signatory Airline for use of its Preferential Gate Assignment.

**F. Remain Over Night (RON) Parking**

No Airline will be allowed to RON on Gate 1. The Airside Operations Manager approves all Remain Over Night (RON) aircraft parking assignments at OAK. An Airline’s Preferential Gate Assignment or Secondary Gate Assignment does not express or imply RON position approval.

- An Airline may RON its aircraft at its assigned gate as long as no Airline has a scheduled Secondary Gate Assignment on that Gate.

**G. Emergency Flights**

Emergency flight accommodations shall have priority over all other Gate scheduling. Every effort will be made to accommodate emergency flights on an unassigned Gate or at a Gate which will cause the least impact on other Airline operations.





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H. Assignment of Itinerant and Irregular Operations

Prior to assigning Gates to itinerant or irregular operations, first consideration will be given to Preferential or Secondary Gate Assignments

The Airside Operations Manager, in order to accommodate itinerant or irregular operations, may require an Airline to reschedule aircraft to another Gate to accommodate such operations. In Gate assignment of itinerant or irregular airline operations, the Airside Operations Manager may consider such criteria as:

- The other Gate is assigned preferentially,
- The type of aircraft that any particular Gate can handle,
- Size of Gate hold room,
- Abutting airline schedules,
- Potential passenger congestion issues in the hold room of Gate and an Airline's proximity to its own ramp offices, and/or
- Designated operations areas.

I. Removal of Aircraft

Airside Operations reserves the right to require the removal of an aircraft from any Preferentially or Secondarily Assigned Gate at any time, as reasonably determined by the Airside Operations Manager or MOD, and provided that they will provide a Remote Aircraft Parking Position to park the aircraft.

J. Mechanical Delays

The Airside Operations Manager will require departing aircraft delayed for mechanical reasons to be relocated from the Gate to a Remote Aircraft Parking Position under the following conditions:

1. Within thirty (30) minutes prior to the next scheduled flight arrival at the Gate.
2. It is at the discretion of the MOD to allow the Airline to reposition its aircraft to another Gate for a predetermined time and/or require the aircraft to relocate to a Remote Aircraft Parking Position.
3. There will not be any schedule adjustment to accommodate a mechanical delay that would affect any other Airline's scheduled activity.

K. Engine Start

Starting or running of aircraft engines for maintenance purposes while aircraft is positioned at the Gate is strictly prohibited, with the exception of idle engine runs approved by the MOD.



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Engine start-up during pushback is strictly prohibited, except when approved by the Ground Handler crew.

L. Aircraft and Vehicle Maintenance

Airlines may not conduct aircraft or vehicle maintenance at the Gates, except routine maintenance which does not disrupt normal operations at the Gate or surrounding areas.

M. Passenger Ground Boarding/Deplaning

If a Gate with a Passenger Boarding Bridge is out of service, the MOD will use his/her best effort to accommodate the affected flight on another Gate with a Passenger Boarding Bridge or on a Gate without a Passenger Boarding Bridge.

Airlines performing ground boarding/deplaning must adhere to the following guidelines:

- The Airline should supply sufficient personnel and equipment to ensure the safety of passengers;
- The Airline shall ensure that no vehicles or equipment can cross the path between the Terminal and the aircraft during ground boarding/deplaning.

N Modifications

The *Gate Rules and Procedures* are subject to change by action of the Director. Airlines will be provided 30 days advance written notice of proposed rule changes to allow for Airline review and comment.

## *Glossary*

**Airline or Airlines:** The operator of aircraft used in scheduled or non-scheduled passenger air transportation operations.

**Airline Operating Agreement:** The agreement between the Port and those Signatory Airlines providing service at the Airport, including its *Annex "A" Space/Use Permit*, and any attachments or amendments thereto, each as approved as to form by the Port Attorney.

**Airport:** The Oakland International Airport (OAK) owned and operated by the Port of Oakland.

**Airside Operations Manager:** The individual employed by the Board of Port Commissioners with the responsibility to manage day-to-day Airside activities, including administration of the Gate Management Rules and Procedures (or his or her designee) acting under the direction of the Assistant Director of Aviation.

**Assistant Director of Aviation:** That individual employed by the Board of Port Commissioners in that position having immediate charge of the Airport (or his or her designee) acting under the direction of the Director of Aviation.

**Arrival:** A flight by an Airline to deplane passengers, baggage and cargo.

**Common Use Gates:** All aircraft Gates at the Airport, some of which may be Preferentially or Secondarily Assigned at the sole discretion of the Airside Manager.

**Departure:** A flight by an Airline outbound to a specific destination.

**Destination:** An individual airport at a particular location.

**Director:** The individual employed by the Board of Port Commissioners as the Director of Aviation.

**Discontinue Date:** Date upon which service for a specific flight shall terminate.

**Domestic Flight:** A flight by an Airline providing scheduled commercial air service, including scheduled charter service, from OAK to destinations within the United States.

**Domestic Gate:** A Gate that provides direct access to and from the sterile area. All gates at OAK are Domestic Gates

**Effective Date:** Date upon which service for a specific flight shall commence.



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**Emergency Flight:** Any aircraft emergency by nature of safety, security or other that is deemed necessary to arrive at OAK for passenger terminal or remote parking. Stated emergencies may include but not limited to “medical on-board” or “requests for LEO or security to meet the aircraft”.

**Federal Inspection Services (FIS):** Those services provided by federal agencies responsible for the inspection of passengers, baggage and cargo entering the United States, including but not limited to the Department of Homeland Security, Transportation Security Administration, Customs and Border Protection, Immigration and Customs Enforcement, U.S. Department of Agriculture and the U.S. Department of Health.

**Gate or Gates:** The portion of the Airport comprised of the aircraft parking position, Passenger Boarding Bridge (wherever applicable) and passenger hold room serving commercial airline aircraft; and includes hard-stand Positions 1B and 1C.

**International Arrivals Building (IAB):** Port Building M114 at the Airport where Federal Inspection Services are provided.

**International Flight:** A flight providing scheduled or unscheduled commercial air service, including charter service to/from Oakland for origins/destinations outside the United States.

**International Gate:** A gate or position that provides direct access to and from the sterile area, and also provides access to the IAB. Gates 1, 1A, 1B, 1C, 3 and 3A

**Manager on Duty (MOD):** The individual employed by the Board of Port Commissioners and assigned by the Airside Operations Manager to coordinate the immediate affairs of the Airport.

**Passenger Boarding Bridge:** Motorized bridge attached to the Terminal, used for the enplaning and deplaning of passengers.

**Preferential Gate Assignment:** Provides a Signatory Airline with first priority use for its own aircraft to such Gate(s) for a full calendar month (1<sup>st</sup> day of the month through the last day of the month) when such schedule has been submitted pursuant to the Scheduling Protocols; also known as **Preferential Gate** or **Preferentially Assigned Gate**.

**Regional Jets (RJ's):** Aircraft with a maximum seating capacity less than 80 seats, as defined in Jane's *All the World's Aircraft*.

**Remote Aircraft Parking Position(s):** An aircraft parking position that is located away from the terminal area.

**Remain Over-Night (RON):** An aircraft that parks over night at a gate or ramp area.



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**Schedule Submittal Form:** That form (in such electronic format as deemed acceptable by the Airside Operations Manager) that must be submitted by a Signatory Airline and approved by the Airside Operations Manager before a Gate assignment is approved.

**Secondary Gate Assignment:** Provides any operator access to a gate not in use by a preferential assigned airline.

**Signatory Airline:** An Airline that has executed the *Airline Operating Agreement*.

**Sterile Area:** The area of the Airport designated from time to time by the Assistant Director of Aviation to which access is controlled by the inspection of persons and property in accordance with federally-approved security programs.

**Terminal:** All buildings and structures located within the Airport for the purpose of flight ticket purchase, passenger enplanement and deplanement, including sterile areas and adjoining aprons and roadways, public lobby waiting, baggage check-in and pick-up and those other services related to public passenger air transport.

**Turn:** A flight by an Airline that deplanes passengers, baggage and cargo upon arrival, remains at the Gate and then enplanes passengers, baggage and cargo within the allotted time specified in the Gate Rules and Procedures for the purposes of departing a flight to another destination other than the Airport.