

Gate Rules & Procedures

Purpose

The *Gate Rules & Procedures* describes protocols adopted for advance scheduling of flight activity at gates, real-time assignment of aircraft to gates, ramp and apron areas used for passenger loading and unloading or overnight aircraft parking. All gates at Oakland International Airport are Common Use and non-exclusive, while some are Preferentially or Secondarily Assigned.

The Airport (Port of Oakland) is responsible for the management of the gates. Airport Operations monitors gate usage and collaborates with the airlines to implement the protocol to optimize gate capacity. Airport Operations strives to provide equitable access to gates, reasonable consistency of gate assignments, and support opportunities for additional flights by currently operating and new airlines. Airport Operations will only deviate from these *Gate Rules & Procedures* when it deems such action is in the best interest of the airport and stakeholders.

I. Stakeholder Responsibilities

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

Airlines

- A. Submit timely and accurate flight schedules to Airport Operations.
- B. Notify Airport Operations of issues and concerns for resolution.
- C. Access to gates for preventive maintenance and repairs
- D. Attend monthly Stakeholder meetings
- E. Immediately notify Airport Operations and FIS representative (when applicable), at the earliest opportunity, of any flight delays, schedule changes, emergencies, or other matters affecting Operations at OAK. Airport Operations must be notified whenever scheduled flights deviate by more than 15 minutes of the scheduled time. Immediate notification will ensure a timely resolution.
- F. Comply with the Airport Duty Manager (ADM) or Airport Operations directions regarding gate/spot assignments.
- G. Update flight information via WebFIDS.
- H. Request prior approval from Airport Operations for every gate change. Contact Airport Operations at 510-563-3361 or via [PASSUR chat](#) (24/7) for **real-time changes** and Airside Administration at 510-563-6431 or via gates@portoakland.com (Monday – Friday from 0800 - 1600) for **expected schedule changes**.
- I. Comply with Terminal Gates, Hold Rooms, and Ticket Lobby standards as specified in section III below.

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II. Scheduling Protocols

Airside Administration will follow these protocols when scheduling gate assignments:

A. Preferential Gate Assignments

Every airline with a preferential gate assignment shall make every effort to schedule flights at OAK from its preferential gate(s). No minimum separation time is required for an airline scheduling activity on its preferential gate. Maximum turn times still apply; however, Airport Operations may approve additional ground times based on the demand for resources.

Although the goal of a preferential assignment is to allow an airline unrestricted access to a particular gate, there are certain circumstances where Airport Operations may require an airline move from a preferential assignment. These situations include:

- Mechanical issue preventing the normal use of the gate
- Terminal issue preventing the normal use of a gate (such as terminal construction)
- Operational need to assign a preferential gate to another air carrier provided the following conditions exist:
 - The airline has other preferential gates and the reassignment to those gates does not create operational issues for the air carrier; or
 - The airport has other common use gates available that can reasonably accommodate the airline and the reassignment does not create operational issues for the air carrier.
- Operational need to block a gate due to adjacency rules as described in Table 3 below.

Note that when airlines are required to be moved off preferential gates for the reasons described above, they will not be charged for the use of a Non-preferential gate while the preferential gate is unavailable.

B. Non-preferential Gate Assignments

Every Airline provided with a non-preferential gate assignment shall have access to a gate suitable for the type of aircraft indicated on the airline schedule as provided in Section D below for the scheduled time of the operation, subject to the provisions and limitations noted in Section C below. Except as a result of an unforeseen event or emergency, such as a maintenance issue that renders a gate inoperative, the Airport shall provide thirty (30) days written notice to any air carrier operating on a non-preferential gate notifying it that a gate is no longer available should a suitable gate not be available to support one or more flights.

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C. Gate Occupancy Times

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. Airside Administration will monitor gate change requests, and if repeated requests for alternate gates are identified due to non-standard scheduled separation time, a non-preferential gate assignment may be issued.

Table 1 – Gate Occupancy Times

DOMESTIC AND INTERNATIONAL FLIGHTS

	WIDE-BODY AIRCRAFT	NARROW-BODY AIRCRAFT
FULL TURN	2:00	1:20
ARRIVAL	1:00	0:40
DEPARTURE	1:20	1:00

Table 2 - Aircraft Parking Spots at OAK

PARKING SPOTS	
TERMINAL 1	1, 3, 3A, 5, 7, 7A, 9, 9A, 11, 15, 17, 14, 12, 10, 8A, 8B, 8, 6, 4
TERMINAL 2	20 - 27, 29 - 32
INTERNATIONAL	1, 1A, 1B, 1C, 3, 3A
WIDE-BODY	1, 3A, 7A, 8B
TANGO	T1 – T5, T5A, T6 – T9
STADIUM	S1-S5, S5A, S5B, S6, S7, S7A, S8, S8A, S9, S9A, S10, S10A, S10B, S11-S15
OMC	1, 1A, 2, 2A, 3, 4, 5, 6, 6A, 7, 8

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Table 3 - Adjacency Rules & Aircraft Parking Matrix

ADJACENCY RULES – WIDE BODY AIRCRAFT

SPOT ASSIGNMENT	CLOSED SPOT
1A	1B
1C	1B
3A	5
7A	9
8B	8A

See **Exhibit A** for Aircraft Parking Matrix

D. Submission of Airline Schedules

Airlines requiring assignments at OAK submit their schedules 45 days in advance of the schedule’s effective date. **Effective January 1, 2023** airlines are required to submit their schedule for the season (Summer/Winter) 60 days in advance of the start of the season. Airlines should highlight changes to aircraft fleet mix (*check Aircraft Parking Matrix*), changes to number of flights, new service destinations and operations requiring additional gates.

Summer 22 (27Mar22 – 29Oct22)	Winter 22 (30Oct22 – 25Mar23)
Summer 23 (26Mar23 – 28Oct23)	Winter 23 (29Oct23 – 30Mar24)
Summer 24 (31Mar24 – 26Oct24)	Winter 24 (27Oct24 – 29Oct25)

Airlines may use their preferred format provided the following information is included:

- Operations dates
- Flight numbers, turns and RONS
- STA/ STD (*local time*)
- Aircraft type
- Origin/Destination airport
- Requested gate assignment

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Schedules should be emailed to gates@portoakland.com

The Airport shall provide each airline written approval of a preferential gate assignment within 20 days after the submission deadline. Non-preferential gate allocations are typically provided 40 days after the submission deadline. Note that non-preferential gate assignments are provided to airlines to confirm space availability at OAK for a given flight and to assist with planning efforts but, notwithstanding other provisions contained within this document, the Airport may change a non-preferential gate assignment at any time.

Non-scheduled operations are assigned on a space-available basis. Charter flights require completion of the charter form.

Gate requests not received by the deadline will be considered based on space availability.

The Airport shall make best efforts to accommodate schedule changes provided such changes do not result in the inability to accommodate a flight that has been approved.

E. Scheduling Conflicts

1. Gates will be assigned based on the on-time submittal of the schedule, and thereafter according to the scheduling protocols.
2. The Airport will consult with the airlines involved to convey flight schedule changes that may resolve the conflict.
3. In addition to the above criteria, the following will also be considered, with preference in this order:
 - Year round versus seasonal flights
 - International flights
 - Aircraft type and passenger capacity
 - Equipment compatibility with the gate in question
 - Flight operating schedule
 - Flight destination

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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 Airport Operations Manager.

F. Assignment and Use of International Gates

OAK will prioritize flights on international gates, along with applying aircraft parking matrix and occupancy standards, in the following order:

- International arrivals that turn as international departures
- International arrivals only (arrival segment only)
- International departures only (departure segment only)
- International arrivals that turn as domestic departures
- Domestic arrivals that turn as international departures
- Domestic arrivals and/or departures
- Charter or nonscheduled international arrivals having made prior arrangements with Airside Administration and requiring use of the International Arrivals Building (IAB).

G. Additional International Gate Scheduling Information

Requests for scheduled international operations should be submitted as far in advance as possible but must be received by the Airport by the dates prescribed in Section D above.

Any airline requesting arrival clearance for Federal Inspections Facility (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.

Airport 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. Terminal Gates/Holdroom/Ticket Lobby Standards

- A. Stanchions – Stanchions shall be utilized in the terminal ticketing lobby and gate hold rooms to manage passenger queues in an orderly fashion. Airlines shall provide heavy duty stanchions with retractable belts. Stanchions shall have a satin aluminum finish with all sign frames (toppers) to match. Signs within the frames must be properly sized to match the dimensions. Retractable belts shall be black and/or branded with the airline

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logo. If an airline does not utilize stanchions as required, the Port will provide the stanchions, however, the retractable belts will be branded with the airport logo. Stanchions may not be stored in public facing areas and all damaged stanchions and parts must be immediately repaired or disposed of properly. Any stanchions not within the immediate ticket lobby area or gate hold room will be disposed of properly.

- B. Storage – Airlines may not store equipment, signs, stanchions behind gate podiums, unless they are deployed daily for operational needs. Responsible airlines will be required to remove all unauthorized items or risk immediate disposal by the Port.
- C. Signs and Bag Sizers at Ticket Counters or Gate Podiums – Airlines may provide informational/directional signs and bag sizers at ticket counters and gate areas. Signs must be professionally fabricated and approved by Terminal Services Manager or the Assistant Director of Aviation. Paper signs are not authorized and will be immediately removed. Bag sizers must remain clean and free of damage.
- D. Passenger Queuing – Airlines will make every effort to ensure passenger queues remain orderly and do not impede overall airport passenger traffic through entrances, exits, breezeways and concourses.
- E. Decorations – Any decorations require approval of Terminal Services Manager or Assistant Director of Aviation and shall not impede passenger flow. Further, decorations must be removed by dates determined by Terminal Services Manager or Assistant Director of Aviation and shall not create passenger distress or confusion.

IV. Ground Support Equipment (GSE) Usage and Storage

Ground Support Equipment (GSE) locations are not specifically assigned to airlines. Airlines, ground handlers, and other tenants are required to work with Airport Operations as necessary to identify locations on the ramp to store GSE.

- A. Airlines are expected to cooperate on GSE storage locations to maximize, to the extent practicable, operational efficiencies for each tenant. Airside Operations does not specifically assign GSE storage or parking locations but may direct equipment to be stored or parked in certain areas to the extent necessary to address operational or safety issues. GSE shall not be stored in such a way as to block other tenants from accessing GSE or other equipment.
- B. Certain spaces where chargers have been installed are designated as electrical charging locations. These locations must be made available to electrical GSE that requires the use of such chargers. In the event the demand for electrical charging locations exceeds the available capacity, equipment shall only be parked in electrical GSE locations to the

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extent necessary to complete charging activities. In such circumstances, Airside Operations may also schedule GSE charging spaces.

- C. GSE may not be staged for an arriving flight more than 15 minutes prior to an arrival except for equipment that does not negatively impact other operations or create a safety hazard.
- D. GSE must never be stored or staged in aircraft envelopes except as necessary to support flight activities.
- E. GSE that may impede the use of a gate by other air carriers must be relocated to a parking location that avoids impacts to other users no more than 15 minutes after a flight has departed.
- F. GSE shall be moved or relocated upon request from Airside Operations as soon as practicable. Extended delays in the removal of equipment may result in specific GSE storage locations being identified for air carriers.

V. General Information

A. Notification of Flight Delays

All airlines must advise the Airport Duty Manager (ADM) and FIS representative (when applicable), at the earliest opportunity, of any flight delays, schedule changes, emergencies, or other matters affecting operations at OAK. The ADM must be notified whenever a scheduled flight deviates by more than 15 minutes of the scheduled time.

B. Off-scheduled operations

An aircraft that does not have an approved gate assignment (i.e. diversion) or arrives at OAK more than 15 minutes early or late for its gate assignment, will be considered "off-schedule." Off-schedule 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.

C. Flight Cancellations

Notify Airport Operations of all flight cancellations.

D. Scheduling of Flights

The ADM 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 ADM. Whether only a "one-time" use and/or with the "permission" of the Airline with a Preferential Gate, approval from the ADM must be obtained.

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E. Regional Jets

At the discretion of the Airport Operations Manager, Regional Jets (RJ's), defined as aircraft with 75 or fewer seats, may be assigned to remote aircraft parking positions, not adjacent to Terminal Gates, even if preferential or non-preferential gates are available.

F. Remain Over Night (RON) Parking

Remain Over Night (RON) aircraft parking assignments at OAK require prior approval. An airline's preferential gate assignment or secondary gate assignment does not express or imply RON position approval.

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.

H. Assignment of Itinerant and Irregular Operations

In gate assignment of itinerant or irregular airline operations, the Airport Operations Manager may consider such criteria as:

- Preferential and secondary gate assignments
- Aircraft parking matrix
- Abutting airline schedules
- Potential passenger congestion issues in the hold room
- Designated operations areas

I. Removal of Aircraft

Airside Operations reserves the right to require the removal of an aircraft from any preferentially or non-preferentially assigned gate, as reasonably determined by the Airport Operations Manager, Airport Operations Superintendent or ADM, on condition that an alternate parking spot is assigned.

J. Mechanical Delays

The Airport may require departing aircraft delayed for mechanical reasons to be relocated from the gate to a remote parking position or another gate when the delay creates conflicts with another operation:

K. Engine Start

Starting or running of aircraft engines for maintenance purposes while aircraft is

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positioned at the gate is strictly prohibited, except for idle engine runs approved by the ADM.

Engine start-up during pushback shall be approved by the ground crew in consultation with the flight 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 unavailable for an operation, the ADM will use their 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 must supply sufficient personnel and equipment to ensure the safety of passengers and to ensure that passengers proceed between the terminal and aircraft parking positions;
- The Airline shall ensure that no vehicles or equipment can cross the path between the terminal and the aircraft during ground boarding/deplaning

N. Lost and Found

Airlines shall timely receive and process all lost and found baggage with the respective Airlines' identifying information that is located within the Airport and turned over to the Airlines by the Airport, Airport stakeholders, or passengers.

O. Modifications

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

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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.

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

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: The individual employed by the Board of Port Commissioners in that position having immediate charge of the Airport (or his/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.

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.

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."

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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.

Full Turn: An arriving flight that deplanes all passengers, bags, and cargo, and is scheduled for a flight departing within the recommended gate occupancy time from the same gate, with passengers, bags and/or cargo.

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.

Ground Support Equipment (GSE): Any piece of mobile equipment, whether or not powered or self-propelled, purpose designed, built, and used for ground handling, servicing, or field maintenance of civil transport aircraft on the ramp area of an airport, including both Vehicles and Equipment.

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 provides access to the IAB. Gates 1, 1A, 1B, 1C, 3 and 3A

Non-preferential gate: Provides any operator access to a gate not in use by a preferential assigned airline.

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 (1st 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: An aircraft parking position that is located away from the terminal area.

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

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.

Gate Matrix

Aircraft Parking Gate Capabilities (Gates 1 - 32)

Updated February 24, 2022

Aircraft	Gates																																					
	1	3	5	7	9	9A	11	15	17	14	12	10	8A	8	6	4	1A*	1B	1C	1D	3A**	7A**	8B**	20	21	22	23	24	25	26	27	28	29	30	31	32		
A380																	L2																					
A350-10																																						
A350-9																																						
A350-8																																						
A340-200																						O																
A340-300																					O																	
A340-500																					O																	
A340-600																					O																	
A330-200																	OS																					
A330-300																OS																						
A300	L2																																					
A310																																						
A319/318																																						
A321-All Models																																						
A320 Sharklet																																						
A330-200 ^																					L1		L1		L1													
A330-300 ^																	L1				L1		L1		L1													
A220-100&300	A3	A1	A2	A1	A3	AA	AA						A3																									
B747																	L1				L1	L2	L2															
B777-200																	L1																					
B777-300ER																	L2				L1																	
B787-8																	L1				L1	L1	L1															
B787-9																	L1				L1	L1																
B767-4ER																																						
B767-300																																						
B767-200	B																																					
B757-300***	L2	L2	L2	L2	L2	L2	L2			L2			L2																									
B757-200***	L2	L2	L2	L2	L1	L2	L1	L2		L2			L2																									
B737-900																	#																					
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B737-500																																						
B737-400																																						
B737-300																																						
B737-200																																						
EMB145																																						
EMB170																	G																					
EMB175	A3	A1			A1	A3	F	F	FF	FF	FF	FF	FF	FF	A3																							
EMB190																																						
EMB195																																						
ERJ 135			E1		E1	E2	E1	E15				E1	E1																									
MD-11																	L2				L1	L2	L2															
MD-90	&																																					
MD-80	&																																					
B727	&																																					
B717	&																																					
DC9	&																																					
RJ-1																																						
RJ-2																																						
RJ-3																																						
DORNIER 328																					DO	DO																
Q400																																						
EMB 135																																						
CRJ																																						

Legend

L1 Door Front Door
 L2 Door Middle Door
 & Groundloading
 # No provisioning truck at R1 door
 % Q400 stop mark at Gate 4 modified for ASA.
 Engineered stop mark for Q400 same as B737 for all other airlines.

Notes

* Gate 1 and Gate 1B are closed when Spot 1A is used, and when A380 is entering Spot 1A, no MD11 and B767 at Gate 1C, PBB slope for A380 is 8.45% (ADA 8.33%)
 ** Gate 5 is closed when Spot 3A is in use. Gate 9 is closed when Spot 7A is in use. Gate 8A is closed when Spot 8B is in use.
 *** B757 Winglets parking capability minimum clearance 20 feet. Gate 3: NO B757-300W PARKING

RJ-1 Mate PBB with RJ
 RJ-2 Mobile Platform
 RJ-3 Ground Loading
 RJ include CRJ and EMB145, note EMB145 shall use roll over platform
 "T" Southwest Airlines Fit Tested for B737-8W, 1/15/2013
 "M" Capable of B737-8W, Need to be Fit Tested
 "E" Use EMB190 Stop Mark, 1/15/2013
 "F" Added on 6/25/2015 for Delta Airlines
 "GL" Ground Load Stop Marking Added, 7/17/15
 1/21/2016, Added B787-9 to 1A, 3A, 7A and 8B
 "FF" Added on 5/17/2016 for Delta Airlines
 "A" Add A318 and A319 to G17 on 2/14/17
 "DO" Add Dornier 328 to G1B and G1C on 7/12/17 "AA" Add A220-100/300 to G11 & 15 on 10/31/17
 "E15" Fit tested ERJ 135 at G15 on June 18th, 2019. "E1" ERJ 135 added on Nov 2nd, 2020
 "A1" Add E175 and A220 to G5 on 9/15/2020, to G9 on 10/6/2019
 "A3" Add E175 and A220 to G3, G8A and G9A on 3/29/2021
 "A2" Add A220 to G7 on 7/8/2021
 "B" Add B767-200 to G1 on 7/13/2020
 "G" Add E170 to G15 on 8/6/2021