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Miami-Dade Aviation Department
P.O. Box 025504
Miami, FL 33102-5504
<http://www.miami-airport.com>

OPERATIONAL DIRECTIVE NO. 96-56
Last Amended Date: October 2, 2014
Effective: October 13, 2021

SUBJECT: ASSIGNMENT OF COMMON USE GATES AT MIAMI INTERNATIONAL AIRPORT

PURPOSE: Each gate within the Terminal Building at Miami International Airport (MIA) is designated by the Miami-Dade Aviation Department (MDAD) as either a Preferential Use Gate or a Common Use Gate. The eligibility standards and regulations governing an Airline's use of Preferential Gates are set forth in the 2018 Airline Use Agreement (AUA) and the Preferential Gate Use Agreements executed by each eligible airline.

This policy strictly establishes the requirements and guidelines used by the Department's Airside Operations Division Gate Control Section in assigning gates designated by MDAD as Common Use.

I. AUTHORITY:

- A. Operational Directives No. 99-03, Aviation Department Written Directive System
- B. Operational Directive No. 99-2, Aviation Department Operational Directives
- C. Chapter 25-1.2 - Miami-Dade County Code, Chapter 25 Miami-Dade Aviation Department Rules and Regulations
- D. Title 49, Code of Federal Regulations, Part 21, Civil Rights Act of 1964
- E. Title 49, Code of Federal Regulations, Part 27, Subpart B, Accessibility Requirements in Specific Operating Administration Programs, Section 27.72, Airport Facilities
- F. Title 14, Code of Federal Regulations, Part 382, Nondiscrimination on the Basis of Disability in Air Travel

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II. DEFINITIONS:

- A. MDAD – Miami-Dade Aviation Department
- B. AUA – Airline Use Agreement
- C. FIS – Federal Inspection Station
- D. CUTE – Common Use Terminal Equipment
- E. FIDS – Flight Information Display System
- F. DOT – U.S. Department of Transportation

III. POLICY:

- A. The Gate Control Section of MDAD's Airside Operations Division is responsible for managing all terminal gate assignments and usage at MIA. The gate control function includes the assignment of available Preferential and Common Use gates, hardstands, remotes, and cargo spots among the numerous domestic and foreign flag airlines that operate at MIA.
- B. The Gate Control Section is divided into two sub-sections, Advance Planning/Scheduling and Real-Time Operations. Both areas will continue to optimize the use of existing facilities, including concourses and the Federal Inspection Stations (FIS), while minimizing disruption and inconvenience to the airlines and passengers.
- C. The Gate Control Section will preside over airline disputes for aircraft gates, hardstands, remotes, and cargo spots.
- D. All Common Use and some special usage Preferential gates at MIA are equipped with Common Use Terminal Equipment (CUTE) and each airline shall pay a Gate Usage Fee as set forth in the Department's Rates, Fees and Charges approved annually by the Board of County Commissioners.
- E. MDAD will comply with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, which states no person on the grounds of race, creed, color, national

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origin, ancestry, age, disability or sex shall be excluded from participating in, denied benefits of, or be otherwise subjected to discrimination in the use of said Premises.

- F. MDAD will comply with all the requirements pursuant to Title 14, Code of Federal Regulations, Department of Transportation, Part 382, Nondiscrimination on the Basis of Disability in Air Travel and Title 49, Code of Federal Regulations, Department of Transportation, Part 27, Subpart B, Accessibility Requirements in Specific Operating Administration Programs: Airports, Railroads and Highways in regards to providing lifts, ramps and other devices for those passengers with disabilities requiring assistance boarding aircraft.

IV. GUIDELINES:

A. Gate Control Section – Advance Planning/Scheduling:

1. **Airline Schedule Change Submission for Existing Service:** A schedule change is defined as any change made to the existing flight record, including but not limited to, flight numbers, arrival time, departure time, days operated and aircraft equipment changes.
 - a. Airlines with existing services at MIA shall submit their proposed schedule changes no later than 14 working days in advance of the effective schedule change.
 - b. Daylight saving time changes (April to October) must be submitted no later than 30 working days in advance of the effective date.
2. **Airline Schedule Submission for New Airlines or Service:** New airlines starting service into MIA or those adding new services shall submit the new or expanded proposed schedule with a minimum of 30 working days in advance of the effective date.
3. **Schedule Analysis:** Upon receipt of the airline schedules, the Advance Planning/Scheduling sub-section will load this information into the Flight Information Display System (FIDS) and gate manager software program to identify and resolve potential conflicts that could cause delays or inconvenience to airlines and passengers. Gate assignments will be made in accordance with the attached Exhibit A Gate Priority List.

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4. **Schedule Review and Confirmation:** After completing review of flight schedules, the Gate Control Section will notify airlines of potential conflicts and proposed solutions to accommodate their flight schedule. Solutions will include, but will not be limited to, an adjustment of arrival and departure times and assignment to a non-preferred gate, concourse, or hardstand position. When conflicts have been resolved, a gate plan will be loaded into the FIDS system and printed for daily airline assignments.
5. **Wide-body Aircraft Operations:** MDAD will not permit a B747 or similar capacity wide-body aircraft to operate from a hardstand position due to operational difficulties associated with transporting the passengers to the terminal.

B. Gate Control Section – Real-Time Operations:

1. **Gate Assignment:** On flight day, airlines must provide the Gate Controllers with the confirmation of each flight in need of a gate assignment. This confirmation will consist of arrival and departure flight numbers, times, passenger counts, and aircraft type and registration. If there are no conflicts at that time, a gate assignment will be issued based on the gate plan established by the Advance Planning/Scheduling sub-section. Gate Controllers will only adjust if there is a conflict.
2. **Real-Time Conflict:** If the airline requesting a gate assignment has changed equipment type or deviated from the scheduled arrival or departure time by more than 15 minutes, the Gate Controller may re-assign the flight to another gate, concourse, or hardstand so as not to interfere with a flight that is operating on schedule. Gate Controllers will only adjust if there is a conflict.
3. **Maximum Gate Occupancy Time:** The maximum gate occupancy time (in minutes) that will be permitted is:
 - a. Turn around flight: 120 minutes
 - b. Arrival only (international or domestic): 60 minutes
 - c. Departure only (international or domestic): 60 minutes
 - d. Turn around flights (arrival and departure) with a planned-gate occupancy time in excess of the maximum may be scheduled as a separate arrival and departure operation. If demand warrants, the carrier may be required to remove the aircraft from the gate and relocate to another gate, hardstand, or remote spot.

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4. **Scheduled Inter-Gate Time:** Under ideal conditions, during peak periods, Gate Controllers will assign flights with a minimum of 15 minutes between gate assignments for same airline and 30 minutes between gate assignments for dissimilar airlines.
5. **Multiple Concourse Assignments:** Whenever possible, gate assignments will be made by minimizing the assignment of a single carrier flight or a group of carriers with MDAD-recognized connecting passenger arrangements onto multiple concourses. Assignments to multiple adjacent concourses will be regarded as more acceptable than assignments to multiple non-adjacent concourses.
6. **Early Arrivals:** Early arrivals which cannot be accommodated at their planned gate or concourse area because of conflicts with other gate assignments will be given the alternative to hold for a gate in their preferred concourse area, take an available gate in a non-preferred concourse or take a hardstand position.
7. **Delays:** When a delayed arrival causes a gate assignment conflict with a flight that has a confirmed estimated time of arrival (ETA) the aircraft with the earliest arrival time will be given the use of the gate. The Gate Control Section will make every effort to adjust the gate plan to minimize the impact on other carriers. The Gate Control Section will regularly review late arrivals or departure performances resulting in gate assignment conflicts. As a result of these reviews, the Gate Control Section may choose to assign carriers with consistent delays or early performances to a non-preferred gate, different concourse, and remote or hardstand position.

The Gate Control Section will accommodate flights with a delayed departure by adjusting the gate plan while minimizing the impact to other carriers. Excessive departure delays due to aircraft mechanical problems or flow control may result in the aircraft being towed to another gate, concourse, remote or hardstand position. Gate Control may deviate from the above delay procedures to avoid assignment of a B747 or similar capacity aircraft to a hardstand or remote position.

8. **ETA and Estimated Time for Departure (ETD) Reporting:** All airlines will report their ETA to the Gate Control Section immediately upon departure of the aircraft from the origin airport. All airlines will immediately advise the Gate Control Section of any delays that will cause the ETD to be changed to a later time.

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9. **Airport Disruptions:** In the event of airport or airline disruption, an airline may be required to use a non-preferred gate, different concourse, remote or hardstand position.
10. **Unauthorized Gate Use:** The unauthorized use of a gate or a hardstand position at the airport is strictly prohibited and considered a violation of Chapter 25 of the Miami-Dade County Code, Airport Rules and Regulations.
11. **Gate Assignment Priority:** When a real-time operation conflict occurs for an international or domestic flight, the priority list will be used to determine which flights will be re-assigned to a non-preferred gate, different concourse, or hardstand position. International flights will take priority on international gates and domestic flights will take priority on domestic gates.
12. **Aircraft Gates:** Aircraft gates at MIA shall be striped for the largest aircraft down to the smallest commercial aircraft that can be accommodated at that gate, using minimum accepted aircraft clearances. For MDAD, 20' for wingtip, 15' for engine nacelles, 8' for wingtip leading edge and fuselage, shall be used as accepted clearances.
13. **Boarding Assistance to Individuals with Disabilities:** When passenger level boarding is not available and remote boarding is required, MDAD Airside Operations will arrange to provide a suitable boarding device as required by Title 49, Part 27, Subpart B, Accessibility Requirements in Specific Operating Administration Programs, 27.72, Boarding Assistance for Aircraft.
 - a. The Miami-Dade Aviation Department owns and operates all passenger loading bridge gates at Miami International Airport and all gates are considered common use, therefore the Aviation Department will either make a gate available or provide access to an appropriate device for rental to carriers (international or domestic) in need of boarding or deplaning a passenger with a disability.
 - b. Air carriers shall require that passengers wishing to receive boarding and deplaning assistance requiring the use of a lift or other device to check-in for the flight one hour before the standard check-in time for the flight. If the passenger checks in after this time, every effort will be made to provide the necessary equipment, without delaying the flight. (Title 14, Part 382.99)
 - c. This directive does not exempt air carriers from their compliance with Title 49 and Title 27 requirements.

C. Criteria for Installation of Proprietary Equipment Gates:

1. MDAD has wired most gates for Common Use Terminal Equipment (CUTE) and has installed CUTE at many gates at MIA. At some gates where the using Airline qualifies for installation of Proprietary Equipment, MDAD has not installed CUTE. MDAD always reserves the right to install or replace CUTE at any gate, and/or provide mobile CUTE equipment when and if it becomes available, whether the gate is then being used on a preferential use basis so that the gate may be used by another Airline that chooses not to use the proprietary equipment, or whether the gate is being used on a common use basis. Additionally, MDAD reserves the right not to allow proprietary equipment to be installed if its operational characteristics or level of efficiency is below the standard then acceptable to MDAD, or if it will interfere with the functionality of MDAD equipment or CUTE.
2. To the extent that the Airline's proposed schedule can be accommodated at a gate or gates where no other Airline needs to be assigned as determined by MDAD from time to time, and the Airline (a) maintains a 7 day minimum average of 10 daily departures at MIA and (b) has a minimum of 5 departures per day from a gate that can accommodate narrow body aircraft, or a minimum of 4 departures per day from a gate that can accommodate wide body or jumbo body aircraft, for at least 21 days out of each month, unless the gate is out of service for maintenance, such Airline shall have the right, but shall not be required, to install its proprietary equipment at such gate. Such equipment shall be installed at the Airline's cost. Proprietary equipment installed at a gate shall not preclude MDAD from assigning another Airline to that gate due to operational necessity, provided that the Gate Control Section of MDAD determines that the assignment does not conflict with the regular scheduled use of the gate by the Airline that has installed proprietary equipment on the gate.
3. If the schedule of the Airline with proprietary equipment on a gate is modified and the new schedule does not allow the Airline to meet the criteria for placement of proprietary equipment on gates, the Airline, upon request from the Department, shall remove its proprietary equipment at its sole expense, and shall use the CUTE equipment provided by MDAD at that gate.
4. If an Airline modifies its schedule by increasing the number of flights and can meet the criteria for placement of proprietary equipment on an additional gate or gates, then the Airline may install proprietary equipment on such additional gate or gates at its cost if MDAD determines that such gate or gates are available for the installation of such equipment.

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D. Fees for CUTE Equipment:

Each airline using a gate equipped with CUTE shall pay an additional CUTE User Charge as determined by the Department on each departing seat operating from that gate. Such charge shall be established at a rate sufficient to cover the amortized cost of the CUTE gate equipment, as well as its installation, operation and maintenance costs associated with such equipment. The Department shall adjust the charge from time to time as airline schedules change to fully recover these costs. In the event a gate is equipped with both CUTE and an airline's proprietary equipment, an airline using only its proprietary equipment shall not be required to pay the CUTE charge.

V. AMENDMENTS:

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

VI. REVOCATION:

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

VII. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified, and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

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VIII. EFFECTIVE DATE:

This operational directive shall become effective 15 days subsequent to its filing with the Clerk of the Circuit Court as Clerk of the County Commission. This operational directive shall remain in effect until revoked or amended.



Ralph Cutié, Aviation Director

Date: 9/24/21

Attachments:
Exhibit A – Gate Priority List at MIA

GATE PRIORITY LIST AT MIA

1. Scheduled International and Domestic Aircraft Flights:

- Scheduled wide-body international flights have priority for wide-body international gates.
- Scheduled wide-body domestic flights have priority for wide-body domestic gates.
- Scheduled narrow-body international flights have priority for narrow-body international gates (may also use wide-body gates, if available).
- Scheduled narrow-body domestic flights have priority for narrow-body domestic gates (may also use wide-body gates, if available).

2. Scheduled Charter International and Domestic Flights:

- Scheduled Charter wide-body international flights have priority for wide-body international gates.
- Scheduled Charter wide-body domestic flights have priority for wide-body domestic gates.
- Scheduled Charter narrow-body international flights have priority for narrow-body international gates (may also use wide-body gates, if available).
- Scheduled Charter narrow-body domestic flights have priority for narrow-body domestic gates (may also use wide-body gates, if available).

3. Non-Scheduled Ad-Hoc Charter International and Domestic Flights:

- Non-Scheduled Charter wide-body international flights have priority for wide-body international gates.
- Non-Scheduled Charter wide-body domestic flights have priority for wide-body domestic gates.
- Non-Scheduled Charter narrow-body international flights have priority for narrow-body international gates (may also use wide-body gates, if available).
- Non-Scheduled Charter narrow-body domestic flights have priority for narrow-body domestic gates (may also use wide-body gates, if available).

4. Extra-Section International and Domestic Flights:

- Extra-Section wide-body international flights have priority for wide-body international gates.
- Extra-Section wide-body domestic flights have priority for wide-body domestic gates.
- Extra-Section narrow-body international flights have priority for narrow-body international gates (may also use wide-body gates, if available).
- Extra-Section narrow-body domestic flights have priority for narrow-body domestic gates (may also use wide-body gates, if available).

5. Regional jet or commuter aircraft whose passengers are ground loaded for International or Domestic Flights will be assigned to loading bridge gates, if available; otherwise, a ground load gate or hardstand will be assigned.

6. Fuel Stop International and Domestic Flights:

- Fuel Stop wide-body international flights have priority for wide-body international gates, if available.
- Fuel Stop wide-body domestic flights have priority for wide-body domestic gates, if available.
- Fuel Stop narrow-body international flights have priority for wide-body international gates (may also use wide-body and international gates, if available).
- Fuel Stop narrow-body domestic flights have priority for narrow-body domestic gates (may also use wide-body and international gates, if available).

7. Ferry International and Domestic Flights:

- Ferry wide-body international flights have priority for wide-body international gates, if available.
- Ferry wide-body domestic flights have priority for wide-body domestic gates, if available.
- Ferry narrow-body international flights have priority for wide-body international gates (may also use wide-body and international gates, if available).
- Ferry narrow-body domestic flights have priority for narrow-body domestic gates (may also use wide-body and international gates, if available).

8. Non-Compliant Airlines (arrivals and departures)

- All Non-Compliant wide-body international flights have priority for wide-body international gates, if available.
- All Non-Compliant wide-body domestic flights have priority for wide-body domestic gates, if available.
- All Non-Compliant narrow-body international flights have priority for wide-body international gates (may also use wide-body and international gates, if available).
- All Non-Compliant narrow-body domestic flights have priority for narrow-body domestic gates (may also use wide-body and international gates, if available).

Note: MDAD will not permit a wide-body or similar capacity aircraft to park on a hardstand position due to operational difficulties associated with the transportation of passengers to the Terminal Building.