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**OPERATIONAL DIRECTIVE NO. 96-56**

**Last Amended Date: March 2, 2012**

**Effective: October 2, 2014**

**SUBJECT: GATE ASSIGNMENTS AT MIAMI INTERNATIONAL AIRPORT**

**PURPOSE:** To establish policy and guidelines for airline gate assignments at Miami International Airport (MIA).

**BACKGROUND:**

The Gate Control Section of Miami-Dade Aviation Department (MDAD) Airside Operations manages all terminal gate usage at MIA. The gate control function includes the assignment of available gates, hardstands, remotes, and cargo spots among the numerous domestic and foreign flag airlines that operate at MIA. Growth in flight activity has resulted in conflict when air carriers request gates or concourses already in use by another airline. These competing demands have created an imbalance in the utilization of concourses and Federal Inspection Station (FIS) facilities. The MIA's Gate Control Section will continue to optimize the use of existing facilities and preside over airline disputes for aircraft gates, hardstands, remotes and cargo spots.

Miami International Airport will be in compliance 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 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.

The Department intends to install Common Use Terminal Equipment (CUTE) equipment at all gates other than those at which the assigned airline has met the criteria for a dedicated gate and the assigned airline has requested and received MDAD approval to leave its proprietary equipment in place.

**I. AUTHORITY:**

- A. Chapter 25, of Miami-Dade County Code, Aviation Department Rules and Regulations.
- B. Operational Directives (OD) No. 99-03, Written Directive System.
- C. Title 49, Code of Federal Regulations, Part 21, Civil Rights Act of 1964

**II. POLICY:**

- A. The Gate Control Section of Airside Operations is the authority in charge of the implementation and administration of the MIA gate management policy and guidelines.

- B. The two sub-sections of the Gate Control Section, Advance Planning/Scheduling and Real-Time Operations, will work independently and in concert with each other to ensure that all gates, hardstands, remotes, and FIS facilities are optimized with the least inconvenience to airlines and passengers.

### III. GUIDELINES:

#### A. 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 in order 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 annexed Gate Priority List.
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. 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 make adjustments 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 make adjustments 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.
4. **Scheduled Inter-Gate Time:** Gate Controllers will assign same airline flights with a minimum of 15 minutes between gate assignments and dissimilar airline flights with 30 minutes between flights.
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. As previously indicated in this document, MDAD will not permit a Boeing 747 or similar capacity aircraft to park on a hardstand position due to the operational difficulties associated with transporting the passengers to the terminal.
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, 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.
9. **Airport Disruptions:** In the event of airport or airline disruption, an airline may be required to use a non-preferred gate, 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, 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.

### C. Criteria for Dedicated Gates

Major domestic air carriers, as defined by the U.S. Department of Transportation (DOT), that have operated at MIA for a minimum of twenty (20) years and have invested heavily in a proprietary infrastructure, shall have the right, but shall not be required to, retain or install proprietary equipment at such gate if the following are met:

1. 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, the airline shall have the right but shall not be required to, install its proprietary equipment at such gate. Proprietary equipment installed at a gate shall not preclude MDAD from assigning another carrier to that gate due to operational necessity.
2. Airlines requesting to operate with proprietary equipment shall maintain a seven (7) day minimum average of ten daily operations (arrivals and departures), for each gate. In the event that the airline's schedule is modified and the new schedule does not meet the criteria for dedicated 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.

### 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,

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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 in order to fully recover these costs.

**IV. EFFECTIVE DATE:**

This amended OD shall become effective 15 days subsequent to its being filed with the Clerk of the Circuit Court as required by Sections 2-3 and 2-4 of the County Code.

**V. AMENDMENTS:**

MDAD reserves the right to amend this OD at any time and from time to time, and notice of such amendment will be furnished to all affected parties who register with MDAD. Such amendment shall become effective 15 days subsequent to its being filed with the Clerk of the Circuit Court.

**VI. SEVERABILITY:**

If any court of competent jurisdiction determines that any provision in this OD is illegal or void, the remainder of the OD shall continue in full force and effect.

**REVOCAATION:** OD 96-56 effective May 6, 2003.

**CROSS REFERENCE:** None

  
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Emilio T. González, Aviation Director

Date: 9/16/14

**ANNEX:**

Gate Priority List at MIA

To view all MDAD Written Directives refer to [http://www.miami-airport.com/compliance\\_division.asp](http://www.miami-airport.com/compliance_division.asp)

## 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. **Ground Load, RJ-Commuter Type Aircraft, for International and Domestic Flights:**

All ground load, RJ-Commuter type aircraft 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.