

Broward County Aviation Department

Operations Division



Rules and Regulations

1.1 CONTROL OF TERMINAL RAMP AND REMOTE PARKING AREAS FOR AIRCRAFT

I. PURPOSE

To establish a policy and procedure for the control, reporting, and recording of usage for the terminal ramp and remote aircraft parking areas for commercial aircraft at the Fort Lauderdale - Hollywood International Airport.

II. POLICY

The Broward County Aviation Department (BCAD) controls, reports, and records usage of the aircraft remote parking areas to ensure that fees are collected for the use of these facilities.

III. PROCEDURES

A. Scheduling

1. The order of priority for scheduling of Terminal Ramp and Remote Parking areas for aircraft is as follows:
 - a. International flights have priority over domestic.
 - b. Signatory international flight with Non-Signatory international – Signatory will have priority.
 - c. Non-Signatory international with Signatory domestic – International will have priority.
 - d. Signatory vs. Signatory – priority according to FLL market share.
 - e. Non-Signatory with Non-Signatory – priority according to number of scheduled flights at FLL.
2. Aircraft operations will not be scheduled unless the following information is provided:
 - a. Flight/Aircraft Tail Number
 - b. Type aircraft
 - c. Estimated time on-block
 - d. Estimated time off-block
3. All air carriers will submit final monthly schedule(s) of anticipated aircraft operations to BCAD Administration Division – Airlines (954-359-1069) for future operations no later than ten (10) business days prior to the first of the month for which the schedules are being submitted; or no later than ten (10) business days prior to the end of previously scheduled aircraft operations for that air carrier, whichever comes first.
4. Air carriers who fail to submit their proposed schedules after the ten (10) business day limitation above and prior to seventy-two (72) hours of the first proposed on-block time will be considered as being “unscheduled aircraft operations” and therefore subject to a first-come, first served, space available basis at the time of receipt of the proposed schedule.

5. Between seventy-two (72) hours and the first proposed on-block time for unscheduled aircraft operations being proposed and for proposed changes to previously scheduled aircraft operations, such proposals will be submitted to BCAD Gate Control (954-359-1397). These unscheduled aircraft operations or changes to scheduled operations will be scheduled on a first come, first served, space available basis at the time of receipt.
6. Requests for a remote parking spot not previously scheduled will not be approved unless it is the day of the actual aircraft operation and provided that thirty (30) minutes or more exists between the last estimated off-block time and the next scheduled on-block time for any previously scheduled aircraft at the location requested.
7. Air carriers will be advised anytime a request for a spot on-block and/or off-block time for the location requested are denied. Denials may be in the form of an electronic notice or telephone communications.
8. Air carriers will notify BCAD Administration Division – Airlines (954-359-1069) prior to seventy-two hours of a scheduled on-block time or if within seventy-two hours of the scheduled on-block time, notify BCAD Gate Control (954-359-1397) of any cancellation to a previously scheduled parking spot that is no longer required for use by that carrier.

B. Control

1. BCAD has established locations for terminal ramp and remote parking areas for air carrier aircraft with the goal of reducing the need to tow aircraft long distances. These locations are not a guarantee and air carriers are required to schedule use with BCAD Administration Division – Airlines (954-359-1069) prior to seventy-two hours of a proposed on-block time; or BCAD Gate Control (954-359-1397) within seventy-two hours of a proposed on-block time.
2. Requests for use of aircraft parking spots will be reviewed and approved provided the following conditions can be met:
 - a. The request is from a recognized air carrier (necessary for billing).
 - b. There is appropriate spot availability for the area(s) requested, based upon the aircraft size, the timeframe for which parking is required, unusual circumstances (i.e. ADA requirements, fueling, cargo loading operations, etc.), and with consideration for collocation with other operations for that air carrier.
 - c. A minimum of thirty (30) minutes exists between the last estimated off-block time and the next scheduled on-block time for previously scheduled aircraft for that spot prior to approving a authorizing an aircraft being scheduled or changed.
 - d. Consideration is given to the average time required to deplane aircraft passengers for the size of the aircraft, and if a U.S. Customs and Agriculture inspection is required.

3. If it is questionable that deplaning and inspection can be accomplished within the timeframe available, the aircraft may be scheduled for an on-block time for that spot provided the air carrier agrees to tow or move the aircraft off of the spot onto a temporary parking spot provided such spot is available at the time deadline given by Gate Control. Otherwise, the request will be denied.
4. Aircraft parking area schedule conflicts will be resolved in the following order:
 - a. Change of aircraft scheduling assignments to a new per-use aircraft parking spot so that a conflict does not occur. Whenever possible, assignments will take into account the type of equipment, collocation with that air carrier's base of operations (if applicable), and fueling requirements.
 - b. If a per-use aircraft parking spot is unavailable and a preferential use spot appears to be available without conflict, coordination will be made with the preferential use air carrier to use that spot.
 - c. If agreement is not reached for a preferential-use spot being requested and if the expected arrival of the aircraft is within thirty (30) minutes of the off-block time, or the aircraft has landed (whichever comes first), the spot will be scheduled and BCAD Management will be notified that a preferential-use spot was taken.
5. The following actions are considered to be within the control of the air carrier and are therefore unacceptable as a reason for aircraft delays on assigned spots causing a conflict for another aircraft from a different air carrier scheduled next for that spot. Examples of these actions include but are not limited to:
 - a. Catering
 - b. Cleaning
 - c. Staffing limitations
 - d. Connecting passengers for other flights
 - e. Mechanical problems or equipment failures other than those identified as being specific to the aircraft located on the spot such as hydraulic braking system failures or flat tires.
6. The following actions are considered to be outside the control of the air carrier, as it relates to delays causing conflict for another aircraft from a different air carrier scheduled next for that spot. These delays require notification and prior authorization by BCAD management. Example of issues outside the control of the air carrier include but are not limited to:
 - a. Weather delays.
 - b. Diverted aircraft.
 - c. Mechanical delays such as hydraulic braking system failures or flat tires.

- d. Law enforcement or U.S. Customs related problems such as agricultural or enforcement inspection processes.

7. Rules and Conditions for Use:

- a. Air carriers wishing to use aircraft parking areas **MUST HAVE** a pre-arranged contract, agreement, etc., with Broward County. If not, an Aircraft Terminal Ramp and Remote Parking Area Charge Notice will be issued by Airside Operations (see attached).
- b. Other than an aircraft gate on a concourse, air carriers who have been approved for use of a terminal ramp or remote parking area spot must contact AND receive approval from BCAD Gate Control PRIOR to relocating the aircraft to or from that spot.
- c. Some remote parking spots are on Taxiways or Taxilanes that require a BCAD escort and the area to be closed prior to the aircraft arrival at that spot. No activity shall be conducted in the movement and non-movement areas of the airport unless it has been properly coordinated between BCAD, the air carrier, FLL Ramp Control, and the FLL Air Traffic Control Tower.
- d. All remote parking spots that are located on Taxiways, Taxilanes, or are a potential hazard to aircraft movements will be closed and marked with barricades identified with red lighting only by BCAD Operations personnel. Closed areas will be opened and barricades removed only by BCAD Operations personnel.
- e. Aircraft expected to remain on a remote parking spot for an extended period of time, should expect to be scheduled for locations outside of the immediate terminal ramp areas surrounding concourse buildings. An extended period is considered to be twelve (12) or more hours.
- f. Use of aircraft gates are only approved for refueling, loading, unloading of passengers, cargo, mail, catering, interior cleaning, etc. Aircraft maintenance on these spots that will or may cause the aircraft to extend beyond scheduled time is prohibited.
- g. For terminal ramp and remote parking area spots, these will be used for temporary parking of aircraft only unless an Emergency Hardstand Operation exists. Aircraft maintenance, refueling, loading, unloading of passengers, cargo, mail, etc., is prohibited unless given prior approval by the BCAD Operations Division.
- h. All aircraft and equipment/vehicles used to support aircraft parked in terminal ramp or remote parking areas are to be kept within the red containment line or within the lighted barricades surrounding those areas if established, or within the shadow of the aircraft.

- i. The air carrier is responsible for clean-up of any fuel or other fluid spills; clean up and FOD removal of these areas after use. All clean up actions must be completed prior to or immediately after the aircraft is removed. Clean up time necessary after the scheduled off-block time will be documented as if the aircraft is still on the spot.
- j. Prior approval of BCAD Operations Division is required for any deviation from the above Rules and Conditions for Use. Any air carrier that deviates without permission, including placing an aircraft on a terminal ramp or remote parking area without coordination or authorization, will be subject to penalties as described under Chapter 2 of the Broward County Code.

C. FEES

The assessment of fees for the use of terminal ramp and remote parking areas for aircraft will be in accordance with rates and charges approved by the Board of County commissioners.

NOTICE

REMOTE PARKING CHARGE

FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT

An aircraft parking charge is in effect for aircraft parking on unleased space at the Fort Lauderdale-Hollywood International Airport (FLL), other than at the terminal gates. The rates are set forth in Exhibit 39.B to Chapter 39 of the Broward County Administrative Code, a current copy of which is attached to this notice.

Please be advised that the rate for remote parking in effect for the _____
[insert make/model of plane] parked by _____ [insert name of company] at the FLL Remote
Parking Facilities is the rate established for _____ aircraft [insert type of aircraft]. The
effective dates are from _____ to _____ [insert dates].

Please acknowledge receipt of this Notice of Remote Parking Charge, by signing where indicated below.

RECEIPT ACKNOWLEDGED:

Signature

Print Name

Date

1.2 EMPLOYEE TRAINING (RAMP DRIVING)

I. PURPOSE

All persons who are required to drive on the Airport Operations Area (AOA) at Fort Lauderdale-Hollywood International Airport (FLL) and other ramp areas of the Airport must successfully complete the Ramp Driving Class.

II. POLICY

Employees need a valid Florida Driver's License, FLL Security Identification Display Area (SIDA) badge, and authorized approval letter in order to be admitted to the classroom

III. PROCEDURES

Ramp Driving classes are approximately two (2) hours in length. There is no charge for the class.

- A. Classes schedules and locations can be obtained by contacting Airside Operations at www.flrampdriving.org.
- B. Approval must be obtained from Airside Operations in order to attend either class. Approval can be obtained by send an email to www.flrampdriving.org.
- D. For further information on Ramp Driver Training, contact, Airside Operations Manager at (954) 359-1214.

IV. ENFORCEMENT

The Notice of Violation/Citation Form shall be issued by the Director of Operations, and/or designated representatives when an individual violates a rule, regulation, or procedure that governs the safe and secure operation of the Airport.

For a schedule of civil penalties, refer to Broward County Code of Ordinances, Chapter 8½.

1.3 AIRPORT FUELING PROGRAM

I. PURPOSE

This Airport Fueling Program (Program) has been developed by the Broward County Aviation Department (BCAD), and the Broward Sheriff's Office, Department of Fire Rescue - Fire Marshal Bureau (BSODFR-BSODFR-FMB) in order to provide rules and safety procedures for fueling agencies operating at Fort Lauderdale-Hollywood International Airport (FLL) and North Perry Airport (HWO), (hereinafter the Airports). The goal of this program is to give guidance and direction to all fueling agencies operating at the Airports and provide the highest level of safety to the public, to property and to airport employees.

This is achieved through compliance with, but not limited to, 14 CFR 139.321 and all applicable local, state and federal regulations.

II. POLICY

This Program applies to all private companies and aircraft owners approved to provide mobile fueler services on the Aircraft Operating Areas (AOA) at the Airports. Mobile fueler operations include fuel servicing for all types of aircraft and ground service equipment (GSE), with liquid petroleum fuels.

- Any company providing fueling services, or entering into an agreement with a fuel provider, shall comply with all local, state and federal regulations governing fueling contained in this Program.
- Any aircraft owner exercising their privilege to self fuel their own aircraft pursuant to Federal Aviation Administration (FAA) Compliance Manual, 5190.6b, shall obtain prior written authorization from BCAD, shall remit the appropriate fuel flowage fees and shall comply with all local, state and federal regulations governing fueling contained in this Program.
- Any and all fueling personnel shall meet the training requirements of this program and all fueling equipment shall meet the inspection requirements of this program.
- As used in this program, an "Airport Aviation Fuel Truck" is defined as all tankers and hydrant trucks used to transport and/or dispense aviation fuel. Other airport aviation fueling equipment includes portable hydrant fuel carts and portable fueling ladders.
- GSE is defined as ground power units, portable air conditioning carts, air-starts, tugs, pay-movers, belt-loaders, container loaders, catering vehicles, potable water and lavatory service vehicles, mobile stairs, and any other type of identified company vehicles or equipment used for the servicing of an aircraft on the ground.
- GSE fuell trucks are tankers specifically used for the fuel servicing of ground support equipment defined above.

III. PROCEDURE

The Program and the Compliance Decal and the inspection program will be administered by BCAD and BSODFR-FMB. As the Airports operator and certificate holder, BCAD must ensure compliance with regulations affecting fueling operations, specifically 14 CFR 139.321, National Fire Protection Association (NFPA) 407, and the most current version of FAA Advisory Circular 150/5230 - *Aircraft Fuel Storage, Handling, and Dispensing on Airports*, the applicable Florida Statutes, Chapters 2 and 8 ½ of the Broward County Code, and the applicable BCAD Policies and Procedures.

It is important to understand that these are the minimum requirements for fueling operations on the AOA. This Program focuses on safety procedures in aircraft fueling, GSE fueling, self-fueling and fuel handling/storage. It is the responsibility of the individual fueling providers to prescribe how operations are conducted. Company policies, aircraft technical data, fueling equipment manuals and NFPA 407 design and operations chapters should be used to establish operating procedures.

The safety and security requirements of this program will be administered using a three step approach:

- (1) Training of Personnel
- (2) Inspection of Equipment
- (3) Enforcement.

NOTE: The Airport Fueling Program is kept under separate cover and can be obtained by contacting the Airside Operations Manager at (954) 359-1214.

1.4 PROCEDURES FOR REQUESTING BCAD AIRSIDE ESCORTS

I. PURPOSE

To establish the policy and procedures for requests of Airside escorts at Fort Lauderdale-Hollywood International Airport (FLL).

II. POLICY

Broward County Aviation Department (BCAD) provides airfield escorts available to the tenants of Fort Lauderdale Hollywood International Airport. The service will be provided for almost all vehicle movements including towing of aircraft. All requests for runway crossings and for most vehicle movements on taxiways will require a BCAD escort.

III. PROCEDURES

A. Tenants/users requiring escorts need to call the Airport Operations Control Center (AOCC), 24 hours at 954-359-1397. The following information must be provided:

1. The name and location of the agency requesting the escort.
2. The location from where the escort will start and terminate.
3. The time when the escort is required.
4. The type of escort: (i.e. escorting a motor vehicle, a tug, ground support equipment, aircraft, etc).
5. Whether the escorted equipment will need to be escorted back to the starting point.

B. All efforts will be made to respond to the requested starting point with the BCAD escort vehicle within 5 minutes of the request

C. An agency needing to use this service should call in a manner that will allow the escort to respond to the starting point prior to the time that the service is needed. Tenants are advised that it is possible in some circumstances, such as aircraft emergencies, or airfield security issues, the response time for an escort may be delayed. The requesting agency should ask the BCAD representative taking the request if there are any expected delays.

D. If the escort requirement is of a priority nature, such as the need to rapidly reposition an aircraft in order to make a scheduled take-off time or the need to escort a flight crew to customs in a timely manner, please identify this need when making a request.

1.5 RAMP ACCESS DECALS

I. PURPOSE

To establish the policy and procedures for issuing ramp access decals and monitoring authorized access to the Air Operations Area (AOA) at the Fort Lauderdale-Hollywood International Airport (FLL).

II. POLICY

Vehicle access to the AOA is restricted to vehicles that demonstrate an operational need to access the AOA, and that meet the automobile liability insurance coverage requirement established by the Broward County Division of Risk Management. The vehicle will be subject to inspection to ensure it is operating in a safe manner. The issuance and use of these decals is an important element of the Airport's Security Program.

III. PROCEDURES

A. Guidelines for the BCAD Ramp Access Decal Program

The AOA is a restricted area not open to the general public. Access to the AOA is controlled by the Broward County Aviation Department (BCAD) under the guidelines established by Federal Aviation Administration Regulations. Any Company/Agency with a demonstrated need for vehicle access to the AOA must submit a letter on Company letterhead, requesting access and listing those company employees that will be authorized to sign the AOA Vehicle Access Decal Application (Form 705-71). This letter must be signed by the Company's General Manager (Station Manager for tenant airlines).

1. Company/Agency must apply for an AOA ramp access decal by completing Form 705-71 (see Attachment 1). An application must be completed for each vehicle requiring access. (See Appendix A for instructions.)
2. The Form 705-71 must be accompanied by a copy of the vehicle/company Certificate of Insurance indicating the coverage required on the decal application and naming Broward County as an additional insured. Insurance coverage for each vehicle requiring access must be indicated. All certificates or endorsements required herein shall state that Broward County shall be given thirty (30) days notice prior to expiration or cancellation of the policy.
3. Copies of current vehicle registration(s), title(s) or a rental/lease contract(s) must also be provided during the decal process.

4. Decals will be issued for one (1) calendar year or the expiration date on the decal.
5. Drivers of vehicles authorized access under this decal must possess and display a valid issued FLL security badge, a Valid State of Florida Driver's License, and have satisfactorily completed the Airport Ramp Driving Course(s), or be under positive escort by a properly authorized individual.
6. A temporary decal may be issued for less than one (1) year, i.e., short term contractual requirement.
7. The decal is to be affixed to the driver's side of the vehicle, either on the upper outside (left) of the windshield or on the driver's side of the vehicle body frame forward of the driver's compartment, at the closest and highest point available, at/or below eye level, as instructed by BCAD Airside Operations personnel.

B. Replacement Decals:

1. When a company sells or trades a vehicle that has a decal, a new Form 705-71 must be completed. A copy of bill of sale, trade-in-paper, or other document(s) showing a sale or trade must be included. The decal must be removed and returned to BCAD.
2. If a vehicle with a decal is lost or stolen, the company must present an accident or theft report with the appropriate police case number indicated on the application.

NOTE: Instruct applicants that decals must be removed from vehicles that no longer have a need to access the ramp and/or from vehicles requiring a replacement decal and returned to BCAD.

C. Vehicle Safety Inspections

To ensure all vehicles that have access to the AOA are operating in a safe manner, BCAD will conduct random safety inspections. If a discrepancy is noted, the on duty supervisor of the violating Company/Agency shall be issued an NOV and/or Citation.

After such time the violating vehicle shall be subject to immediate removal from the AOA if the violation still exists.

The following safety requirement shall be maintained at all times by any vehicle that has unescorted access to the AOA:

1. Valid Florida License
2. Properly Displayed Ramp Access Decal
3. Proper Company/Agency Identification
4. Headlights in Working Order
5. Tail lights in Working Order
6. Working Brakes
7. Light Bar/Rotating Beacon Operational
8. Clean/Clear Windshield
9. Good Tires
10. Excess Exhaust
11. No Leakage

APPENDIX A
RAMP ACCESS DECAL INSTRUCTIONS

A Company/Agency requesting access to the Aircraft Operations Area (AOA) for Company vehicles must complete and sign a "Vehicle Ramp Access Decal Application" Form 705-71. (See Attachment 1.)

The following information must be provided on the application:

1. Company Name
2. Company Phone Number
3. Company Address
4. Vehicle Year
5. Vehicle Make
6. Vehicle Model
7. Vehicle Color(s)
8. Vehicle Registration Number (License Plate Number, if applicable) and VIN#
9. Vehicle Markings (Logo, Name, etc.)
10. Intended Use of Vehicle
11. Printed Name of Individual Authorized to Request
12. Date of Request
13. Signature of Authorized Representative of Applicant
14. Title of Representative of Applicant

The following Documents must accompany the Application:

1. Signed letter on company letterhead (with initial Permit Application or upon change of authorized Representative of Applicant Form 705-71) addressed to the Broward County Aviation Department, Director of Operations.
2. Original Certificate of Insurance.
3. Proof of Ownership (Registration) or copy of Lease Agreement.

The completed Form 705-71 and required Documents must be presented to the BCAD Operations Section for approval and decal issue.

The issued decal must affixed to the applicable vehicle on the upper outside (left) of the windshield or on the driver's side of the vehicle body frame forward of the driver's compartment, at the closest and highest point available, at/or below eye level.

ATTACHMENT 1



Broward County Aviation Department
Form 705-71 Air Operations Area (AOA)
Vehicle Access Decal Application

BCAD use only
Decal #:
Permanent/Temporary:
Expiration Date:
Issued By: _____ Date Issued: _____

This Decal Application is a request for the described motor vehicle to be admitted and operated on the Air Operations Area of the Fort Lauderdale-Hollywood International Airport for the use indicated. It grants no exemption, or waiver of any kind whatsoever from any Statute, Ordinance, or Regulation. In accordance with the Fort Lauderdale-Hollywood International Airport Security Program, the motor vehicle shall be appropriately marked with a decal so as to be readily identified and the driver or escort must display on their person a valid Airport Security I.D. Badge issued by the Broward County Aviation Department.

Table with 2 columns: Commercial Automobile Liability insurance per occurrence and Commercial General Liability insurance per occurrence. Includes fields for Combined Single Limit for Bodily Injury or Property Damage with \$5 Million or its equivalent options.

Note: A current, signed letter on company letterhead must accompany this application, or be on file with Broward County Aviation Department, Operations Division.

MOTOR VEHICLE INFORMATION AND DESCRIPTION

COMPANY NAME: _____ PHONE: _____

ADDRESS: _____

VEHICLE YR: _____ MAKE: _____ MODEL: _____

VEHICLE COLOR: _____ LIC.#: _____ VIN #: _____

MARKINGS: _____

USE: _____

I confirm that I have read and understand the terms and conditions for obtaining a vehicle access decal (see reverse side) and understand that I must comply with each and every one of them.

SUBMITTED BY: _____ DATE: _____
(Print Name)

(Signature) TITLE _____

TERMS AND CONDITIONS FOR VEHICLE ACCESS DECALS

1. The vehicle is needed on the Aircraft Operations Area (AOA) on a continuing basis in conjunction with operations conducted by the Company, and will be used **ONLY** for the purpose of Company business, as described on the application.
2. The vehicle for which the decal is requested is Company owned and is not a privately owned vehicle. A copy of the vehicle registration must be submitted when applying for a decal.

NOTE: Privately owned vehicles which have a valid need to access the AOA shall be escorted by employees that have been granted escort authority.

Application for leased vehicles must include a copy of the Lease Agreement. The Lease Agreement must indicate the applying Company as the Lessee (not an individual).

3. The vehicle for which the decal is requested will be identified by Company markings/logo on both sides of the vehicle, with lettering of at least 3 inch height.
4. An original CERTIFICATE OF INSURANCE must be provided for: automotive liability to include coverage in an amount not less than \$5,000,000 combined single limit for bodily injury and property damage. Broward County or Broward County Aviation Department must be designated as Additional Insured on the Certificate of Insurance. All certificates must indicate that a 30 day advance notice of any change or cancellation will be provided to the Aviation Department.
5. Decals shall be permanently affixed to all vehicles regularly requiring access to the AOA. They must be placed on the upper left side of the windshield or on the body frame forward of the driver's compartment at the highest point available at/or below eye level.
6. The (user, tenant, etc.) understands that its vehicles, cargo goods and other personal property are subject to being searched when entering or leaving the AOA.
7. It is further understood that BCAD has the exclusive right to prohibit an agent, employee or vehicle from entering the AOA for reasons of safety or under the provisions of the Ft. Lauderdale-Hollywood International Airport Security Program. At the time of the incident, the person denied access to the AOA shall be advised of the reason for such action.
8. The (user, tenant, etc.) acknowledges and understands that these provisions are for the protection of all users of the AOA and are intended to maintain a safe and secure AOA.

1.6 AIRCRAFT ENGINE RUN-UP

I. PURPOSE

To establish procedures for aircraft engine run-ups.

II. POLICY

- A. All aircraft engine runs above idle power must be approved by the Airport Operations and will be closely monitored.
- B. Broward County Aviation Department reserves the rights to terminate any engine run up that are deemed to be unsafe, hazardous or detrimental to airport operations.

III. PROCEDURES

A. Engine Run-Up

- 1. All engine run-ups above idle will be conducted in the designated run-up area.
- 2. In accordance with Broward County Code of Ordinances, Section 2-21J(2) Engine Run Up (a) aircraft shall not be positioned for run-up so that the engine blast shall be directed at spectators, personnel, hangars, shops or other vehicles. Aircraft shall not taxi behind other aircraft in the process of engine run-up. All persons are responsible for any damage from the effects of their engine blast incidental to flight or during ground run-ups and taxiing. All engine run-ups will be conducted in a designated run-up area.
- 3. In accordance with Broward County Code of Ordinances, Section 2-21J (1)(17) Engine Run-Up will be conducted at locations designated by the Aviation Department. Engine run-ups shall not be conducted between the hours of 11:00 p.m. and 7:00 a.m.

B. Idle Power Engine Runs

- 1. Idle power engine runs will be allowed at all aircraft gates (on each concourse) and ramp areas between the hours of 7:00 a.m. and 11:00 p.m. local time. Idle power engine runs at aircraft gates and ramp areas after 11:00 p.m. must be approved by Airport Operations by contacting the AOCC at 954-359-1397.

NOTE: The term "idle power", for the purpose of this procedure, is defined as the lowest percentage of power that the engine will run up at with throttles fully retarded.

1.7 AIRCRAFT INCIDENTS AND ACCIDENTS

I. PURPOSE

To establish procedures for the removal of disabled aircraft.

II. POLICY

Aircraft Rescue and Fire Fighting (ARFF) vehicles have priority over all other personnel and vehicles in response to an emergency. The procedures identified in the Airport Emergency Plan will be the guidelines used during emergency response to an aircraft incident or accident. Aircraft that become disabled on the runway and/or taxiway must be immediately removed so as not to have an adverse impact on Airport Operations.

III. PROCEDURES

A. Emergency Response

1. No person shall interfere with any Aircraft Rescue and Fire Fighting (ARFF) units responding to an emergency situation.
2. No person other than an Aircraft Rescue and Fire Fighting (ARFF) unit shall enter the periphery of an incident scene until authorized by the Incident Commander.
3. All personnel and equipment responding to the emergency must coordinate with the Incident Commander and the Air Traffic Control Tower (ATCT) for access to the Airport Movement Area.

B. Notification/Coordination

In accordance with Broward County Code of Ordinances Chapter 2-29(a) Aircraft accidents, *“Any person operating an aircraft which is involved in an accident or incident on the Airport resulting in injury to any person or damage to any property shall immediately stop such aircraft at the scene of such accident or as close thereto as possible without obstructing other aircraft operations or motor vehicle traffic. The person operating said aircraft shall comply with Federal Aviation Administration notification procedures and, in addition, notify the Department’s Operations Division. Such person shall then return to and remain at the scene of the accident until all reporting requirements specified by the Federal Aviation Administration, and any law enforcement agency having jurisdiction, have been complied with. When a written report is required by Federal Aviation Regulation, a copy of such report shall be submitted to the Director of the Airport’s Operations Division within forty-eight (48) hours of the time of the accident.”*

1. Air Carriers

All Air Carriers involved in an accident or incident while at the Airport shall immediately marshal their assets (personnel/equipment) and standby to be escorted to the appropriate site after the Incident Commander has notified the Airline Station Manager or the Airline Operations Office.

2. Air Carriers not based at the Airport

Airport Operations will coordinate with a fixed based operator (FBO) or other air carriers to assist in the removal of the disabled aircraft from the runway and/or taxiway.

3. General Aviation

Any general aviation or corporate aircraft owner/operator requiring assistance in the removal of disabled aircraft shall contact Airport Operations. A fixed based operator (FBO) may provide assistance if specifically requested by the aircraft owner/operator. Airport Operations shall determine whether an escort is needed for any fixed based operator assistance provided.

- C. Disabled Aircraft

In accordance with Broward County Code of Ordinances Section 2-29(b) Removal of Disabled Aircraft, "Subject to compliance with appropriate Federal Aviation Regulations, aircraft owners, operators, permittees, and tenants shall be responsible for the prompt removal or disposal of disabled aircraft and any contents or parts of the aircraft, unless required or directed to deal such action by the Director, chief fire officer, authorized federal agency, or local law enforcement personnel. When a disabled aircraft is blocking or delaying the use of any portion of the AOA movement and nonmovement areas, the owner or operator of the aircraft shall, as soon as all appropriate governmental agencies authorize same, immediately remove the aircraft from the AOA. If the aircraft is not removed immediately, the Director shall have the right to initiate action to remove the aircraft at the expense and risk of the owner or operator."

1. No person may move any aircraft involved in an accident or incident when the matter falls within the jurisdiction of the National Transportation Safety Board (NTSB) or Federal Aviation Administration (FAA) until such federal officials have given permission for the removal, and such permission has been verified by the Director, or their designated representative on the scene.

2.1 EMPLOYEE PARKING

I. PURPOSE

To establish policy and procedures for administering parking decals and access cards for the utilization of employee parking facilities at the Fort Lauderdale-Hollywood International Airport (FLL) in accordance with the provisions in the Broward County Administrative Code.

II. POLICY

Employee parking facilities are for the exclusive use of airlines, tenant, government and construction employees working in the terminal, parking, cargo and rental car facilities while on duty, or for business related activities in direct support of FLL operations. Parking for personal use is strictly prohibited and parking privileges will be suspended or revoked for violation of this policy.

III. PROCEDURE

A. General Provisions

1. Employee parking fees are based on rates approved and published by the Board of County Commissioners.
2. Parking duration in excess of fourteen (14) days must receive prior approval from the Broward County Aviation Department (BCAD) or the parking management office.
3. Parking of storage containers, motor homes, trailers, boats, or other recreational vehicles is prohibited.
4. An employee may not park more than one (1) vehicle in any facility at a time.
5. Vehicles must be parked in marked parking spaces.
6. Valid parking decals must be permanently affixed to the lower driver side corner of the front windshield.
7. Employees must use assigned parking access cards for access in and out of the parking facilities.
8. Violation to the above provisions may result in parking citations and vehicles being towed at owner's expense.

B. Parking Decals and Access Cards

1. Parking decals and access cards may be obtained individually by authorized employees or in bulk by airlines and tenants located in the terminal area.
2. The parking management office is located on level 1 of the Hibiscus Garage adjacent to the main exit plaza.
 - a. Parking privileges may be renewed monthly or for multiple months.
 - b. Parking decals are non-transferable and fees are non-refundable.
 - c. Employers that purchase and renew permits for multiple months shall provide monthly employee roster updates to the parking management office.
3. Replacement decal, for a newly purchased vehicle or the replacement of damaged windshield, shall be issued at no charge, upon return of the scrapings of the original decal.
4. Parking access cards are not transferable between individuals. Parking decals are not transferable between vehicles; however, an employee may request one (1) additional decal for a second vehicle.
5. An approved lost media fee will be assessed for the replacement of lost parking decals or access cards.
6. Employers must notify the parking management office and return all parking decals and access cards for their employees when employment is terminated at the Airport or non-returned parking media fees will be assessed.

C. Parking Applications and Renewals

1. Parking applications must be signed by an authorized employer representative and by the employee, acknowledging receipt of the employee parking rules and regulations.
2. For multi-month applications and renewals, the employee or authorized employer representative shall indicate the maximum number of renewals and payment options.
3. Employees purchasing or renewing their permit must provide:

- a. A current Airport SIDA badge or employer ID.
 - b. Vehicle registration or proof of ownership for each vehicle requested.
4. Employers shall notify the parking management office when an employee's employment and parking privilege are terminated.

D. Employee Parking Area Access

1. Access to the employee parking facility located in the Cypress Garage is via the proximity card readers co-located at the ticket dispensers on the left and center entrance lanes of the Hibiscus/Cypress garage entrance; then up the helix ramp to level 7 of the Hibiscus Garage; cross the bridge into Cypress Garage and enter employee parking area located at the eastern end of the garage.
 - a. Employees failing to arrive at the designated parking area within 15 minutes of entering the public garage complex will be denied access into the employee parking area and will be charged the regular public parking rates.
2. A proximity access card is valid when the account is current with all fees paid. Access into the parking area expires at midnight on the last day of the month without renewal.
3. For access issues at the proximity readers, employees should press the help button on the lane equipment or contact the parking office at (954) 359-0200 for assistance.
4. Each employee is required to use his or her assigned access card for entry and exit. Parking access cards are not transferrable and piggy-backing behind another vehicle is prohibited.

2.2 COURTESY PARKING FOR AIRLINES AND TENANTS

I. PURPOSE

To establish policy and procedures for distributing and auditing Courtesy Parking Cards for airlines and tenants at Fort Lauderdale-Hollywood International Airport (FLL) in accordance with Chapter 39 of the Broward County Administrative Code.

II. POLICY

Courtesy parking must be approved by the Director of Aviation or his designee, and the courtesy parking cards shall be used only in connection with the individual's job duties at the airport or while conducting county, state, or federal business on behalf of Broward County.

Courtesy Parking Program is administered by the Parking Section of the Broward County Aviation Department (BCAD) to ensure compliance with the requirements outline in this policy and procedure. All courtesy parking transactions are digitally recorded and subject to period review by the parking staff.

Courtesy Parking for personal use is strictly prohibited and parking privileges will be suspended or revoked for violation of this policy.

III. PROCEDURES

A. General Provisions

Courtesy Parking Cards are credit card type cards with a magnetic strip which contains the user information and programming and a number assigned to it. This card will be procured, inventoried, controlled and distributed by the parking staff.

B. Courtesy Parking Distribution

1. Airlines

The distribution of the courtesy parking media is based upon either the percentage of the Airport's passenger traffic that the airline handles at FLL, or the number of employees who have been issued a security ID badge at FLL. The criterion that provides the greatest number of courtesy parking media will be used for distribution.

2. Non-Airline Tenants, Concessions

The distribution of courtesy parking media to non-Airline Tenants will be based on the number of employees assigned to work at FLL

3. Courtesy Parking Distribution Formula

Passenger Traffic	or	FLL Employees	Active Transponders	Max Transponders Allowed for Purchase (*)
Less than 5%		Less than 150	2 transponders	2 transponders
5% to 10%		150 to 250	3 transponders	3 transponders
10.1% to 12.5%		251 to 300	4 transponders	4 transponders
Greater than 12.5%		Greater than 300	5 transponders	5 transponders

4. Option to Purchase

The Director of Aviation may authorize the purchase of additional media at \$100.00 each per month, but not to exceed the number of free courtesy transponders received.

5. Access with Courtesy Parking Cards

- a. Courtesy Parking users must enter a public parking facility, drives to the entry lane, insert the courtesy parking card into the ticket machine. The machine will process the information and returns the card to the user. Once the user retrieves the card, the gate arm goes up and the user can proceed to find an available parking space.

- b. To exit a public parking facility, the courtesy parking card user can utilize any of the exit lanes. Insert the courtesy parking card into the ticket machine, the reader processes the information on the card and returns it to the user. Once the user retrieves the card, the gate arm will go up allowing the user to exit.

- c. If a situation occurs which necessitates pulling a ticket to enter a parking facility, the courtesy parking card should not be used to exit. The courtesy parking card user must take the card over to the parking management office for reprogramming and receive a parking voucher. The courtesy parking card user must present the parking voucher and the ticket to the cashier upon exiting or insert both into the ticket machine sequentially.

2.3 OPERATING GUIDELINES FOR GROUND TRANSPORTATION SERVICES AND USE OF THE GROUND TRANSPORTATION AREAS (GTA) AND UPPER LEVEL DRIVEWAYS AND OTHER AIRPORT FACILITIES

A. Ground Transportation Operations

Each operator is responsible to ensure that their drivers are familiar with these guidelines for operating ground transportation services in the airport. Newly assigned drivers must be given an orientation on the operation of each GTA and terminal curbside. Operators are responsible for the conduct of their employees while operating in the GTA and curbside. Drivers must be familiar with policies including:

1. Consolidated Rental Car Shuttle

- a. Rental Car shuttles must remain in the GTA only long enough to pick-up or drop-off passengers.
- b. Drivers are reminded to load passengers only in the designated area in the GTA.
- c. The lower level GTA is for pick-up of passengers only.
- d. The upper level GTA is for drop-off of passengers only.

2. Taxicab /Share Ride Operations

- a. Loitering in the GTA is not allowed.
- b. Drivers are not allowed to leave the vehicle unattended.
- c. Vehicle repairs are prohibited in the taxicab hold lot or terminal curbside.
- d. No taxicab shall stop, stand or park on Perimeter Road at the entrance to the taxicab hold lot. When the taxicab hold lot is full overflow taxicabs must depart the area and return when the lot re-opens.
- e. No taxicab or other vehicle or person or object shall obstruct the normal business of the taxicab hold lot.
- f. The number of taxi cabs staging in a GTA shall not exceed the number required to be dispatched within a 30 minute wait time and in no case exceed the design limitation of the assigned taxicab queue lane in the GTA.

- g. Passengers may only be loaded in designated taxicab dispatch areas designated at the lower level GTA. Passenger loading outside of the designated taxicab loading area or on the upper level is strictly prohibited.
- h. Taxicab Operators must be in compliance with the current FLL Taxicab Program and have a fully executed Taxicab Program Contract.

3. Courtesy Vehicles (Hotel and Off-Airport Parking Shuttles)

- a. Pick-up on lower level in designated GTA areas only. Drop-offs are permitted on the upper level only. Any deviations to this policy must be approved by BCAD.
- b. Vehicles shall only occupy the GTA for active loading. Staging in the GTA or blocking other ground transportation services is prohibited.
- c. Drivers must remain with their vehicle at all times.
- d. All Courtesy Vehicles must display a decal issued by the Broward County Permitting, Licensing and Consumer Protection Division.

4. Cruise/Charter Bus Operations

- a. Discharge and load only on the GTA_curb at each designated bus passenger loading area on the upper level.
- b. No Cruise/Charter Bus loading or unloading will be permitted on the lower level without prior approval by BCAD.
- c. Escorted passengers must remain on the curb until the bus is ready for loading.
- d. Bus must only access the curb when passengers are ready for immediate loading.

5. Pre-Arranged Ground Transportation

- a. Pick up at the designated commercial vehicle loading zone located in the lower level GTA's. No passenger pick-ups will be permitted directly in front of the terminals. The Commercial Vehicle loading zone shall be restricted to active

loading only.

- b. If passenger(s) is not ready for immediate loading vehicle must park in the garage.
- c. Drivers meeting passengers in the terminal must register at the Ground Transportation Information Booth and meet the passenger at the Ground Transportation Information Booth.
- d. Drivers operating under a Pre-Arranged Ground Transportation Permits shall only hold hand held signs displaying passenger names in designated areas at the Ground Transportation Information Booth. Hand held signs shall be no larger than 12" X 12" and must be dignified and not offensive.

6. Off-Airport Rental Car

- a. Prohibited from operating in the Terminal Roadway or GTA must use the Consolidated Rental Car Facility Bus Stop designated for off airport rental car.
- b. Rental car transactions are prohibited at the terminal curbs.

7. All Commercial Vehicles

- a. The drivers of a bus, courtesy shuttle, limousine, taxicab or similar vehicle shall not stop, stand, or park at any place other than areas designated for such vehicles.
- b. The driver of a commercial carrier used for the transportation of cargo shall not stop, stand, or park at any place other than an area designated by BCAD for such vehicle and shall not impede or hinder the safe movement of traffic at the Airport.
- c. No driver shall stop, stand or park a vehicle in a restricted use zone or Ground Transportation Area when such zone or area has been officially designated and appropriately signed. A "restricted use zone" is defined as an area where parking, standing, or stopping is reserved for an authorized vehicle.

2.4. DESCRIPTION OF DESIGNATED GROUND TRANSPORTATION AREAS

A. Ground Transportation Area 0 (GTA-0)

GTA-0 is located east of Terminal 1. The inner portion of the GTA, lower level, is used by taxi-cab, shared ride limousines and vans.

1. Lower Level

- a. The inside north lane is used as a taxicab or shared ride concession staging area.
- b. The inside south lane is designated for taxi and share-ride vehicle staging.
- c. The middle lane is designated for vehicles to maneuver around other parked vehicles. Speed must be kept below 5 MPH while operating inside the area.

B. Ground Transportation Area 1 (GTA-1)

GTA-1 is located between Terminal 1 and Terminal 2. The inner portion of the GTA, lower level, is used by taxi-cab and authorized bus lines. Listed below are lanes designated activities:

1. Lower Level

- a. The west half of the south lane, inside the GTA is used as a taxi-cab staging area.
- b. The lane marked with diagonal lines is used as a passenger transition area. No vehicles are authorized to be parked within these boundaries. This area is not to be utilized for baggage staging or loading.
- c. The north lane is designated for authorized bus activities, loading and unloading.
- d. The middle lane is designated for vehicles to use to maneuver around other parked vehicles. Speed must be kept below 5 MPH while operating inside the area.

2. The Outer Curb of this GTA is used for the following operations:

- a. Loading Consolidated Rent-A-Car/Cypress Garage shuttles - west end of GTA 1.
- b. Courtesy Vehicles (hotel, off-airport parking operators) - east end of GTA 1.
- c. Tri-Rail bus stop. TRI-RAIL stops are located at the west end of Terminal 1 curbside (under pedestrian bridge to Hibiscus Garage).

3. Upper Level

GTA-1, upper level, is located on the upper level roadway between Terminals 1 and 2 and is used primarily for the following operations:

- a. Loading and off-loading cruise/charter bus passengers.
- b. All other operations as approved by BCAD.

C. Ground Transportation Area 2 (GTA-2)

GTA-2 upper and lower levels are located between Terminal 2 and Terminal 3. The following operations are authorized in this GTA:

1. Lower Level

- a. Inside left lane Consolidated Rent a Car shuttle pick-up operation.
- b. Inside right lane is designated for courtesy vehicle (hotel & off-airport parking).
- c. Single lane closest to AOA wall is designated for taxicab staging for terminal 3 and 4.
- d. A maximum of two luggage trucks are allowed to be staged at the east end of the GTA, in front of gate 530. (Vehicle must always be attended).

2. Outer Curb:

The Outer Curb is used for the following purposes:

- a. Commercial Vehicle loading zone.
- b. TRI-Rail stop is located on the west side of the GTA.
- c. Economy and Inter-Terminal Shuttle Bus Stops.

3. Upper Level:

GTA-2, upper level, is used primarily for the following operations:

- a. Cruise/charter bus passengers (Loading and Unloading).
- b. Rental Car/Cypress Garage Shuttle drop-off.
- c. Other purposes with prior approval by BCAD.

D. Ground Transportation Area 3 (GTA-3)

GTA-3 is located between Terminal 3 and Terminal 4. The following operations are staged from GTA-3:

1. Lower Level:

- a. Consolidated Rent-A-Car/Cypress Garage shuttles Inner lane.
- b. Courtesy vehicles (hotel, off-airport parking) shuttle pick-up stop is located at the east-end of the single lane of the GTA closest to the AOA wall.
- c. TRI Rail stop is located at the West-end outer curb.
- d. Commercial Vehicle Pick-up zone (outer lane).
- e. Economy Lot and Inter-Terminal Shuttle Bus.

2. Upper Level:

GTA-3, upper level, is used for the following purposes:

- a. Loading and unloading of cruise/charter buses.
- b. Any other operational use with prior approval of the BCAD.
- c. Designated delivery truck loading/unloading.

2.5 COURTESY VEHICLE DECALS AND PREARRANGED GROUND TRANSPORTATION PERMITS

A. APPLICATION PROCESS

1. Applicants for Courtesy Vehicle Decals shall make application for a decal to Permitting, Licensing, and Consumer Protection pursuant to the requirements of Chapter 221/2, Broward County Code of Ordinances.
2. Applicants with vehicles that provide seating for nineteen (19) passengers or less capacity shall make application to Broward County Permitting, Licensing, and Consumer Protection.
3. Applicants with vehicles that provide seating for twenty (20) passengers or more shall make application to the Aviation Department, or designated representative.
4. No person shall enter the Airport for the purpose of providing Courtesy Vehicle or Prearranged Ground Transportation Services at the Airport without first obtaining authorization to do so from the Broward County Permitting, Licensing, and Consumer Protection Division or the Aviation Department as outlined above.

B. DEFINITIONS

1. Passenger Seats - The term "Passenger Seats" shall mean vehicles that provide seating for passengers, not including the driver.
2. Prearranged Ground Transportation Services - The term

Prearranged Ground Transportation Services shall mean the transportation for compensation of any passenger who prearranges for transportation services prior to arrival at the Airport's Terminal Complex. The term Prearranged Ground Transportation Services shall not include rental car operations, whether located on the Airport or off the Airport, or any taxi, limousine, or shuttle bus operating at the Airport under a current lease, license, permit, or concession agreement or courtesy vehicle operating with an Airport Decal.

3. Courtesy Vehicle – The term “Courtesy Vehicle” shall mean a vehicle operated by any business (whether operating under a separate license, permit or Agreement with BCAD) as a courtesy to its customers who pay for the primary service provided by the business and transportation is an ancillary benefit to the customers.
4. Terminal Complex shall mean any passenger terminal facility or airport facilities including all roadways and parking facilities associated therewith any expansion thereof or improvement thereto.

C. PROGRAM GUIDELINES

PREARRANGED GROUND TRANSPORTATION (FEES)

1. Prearranged Ground Transportation Services at the Airport that operates vehicles with twenty (20) or more passenger seats (excluding the driver).
 - a. 20-27 passengers: \$50 annual application fee, \$10 annual decal and \$6 per trip.
 - b. 28 passengers or more: \$50 annual application fee, \$10 annual decal fee and \$10 per trip.
 - c. Permit holder must submit a monthly trip fee report to Broward County Aviation Department (Exhibit 1).
2. Prearranged Ground Transportation Services at the Airport that operate vehicles with nineteen (19) or less passenger seats

(excluding the driver).

- a. The limousine or passenger motor carrier must be in compliance with Broward County Licensing, Permitting and Consumer Protection requirements for conducting business in Broward County and have paid a \$50.00 Airport decal fee. The Airport decal for each vehicle operating at the Airport shall be affixed to the windshield of the vehicle in such place as may be designated by the Division.
- b. The driver of a vehicle operating at the Airport shall have in his or her possession, available for inspection, a valid County Chauffeur's Registration from the county of origin and a numbered permit identification card issued by the Broward County Licensing, Permitting and Consumer Protection Division which corresponds to the number of the decal issued to the vehicle.
- c. The vehicle is parked in an Airport public parking facility.
- d. The certificate holder shall maintain on file with the Division proof of insurance complying with the minimum requirements of Section 22½-9C of this Chapter. Failure to maintain the insurance shall result in the immediate revocation of the Airport decal and revocation of all permits or identification cards issued in connection with such decal.
- e. The vehicle operator shall upon demand provide documentation in the form of a trip log or dispatch receipt/record detailing the passenger's name, flight number and airline and expected arrival time.

3. COURTESY VEHICLES

- a. The courtesy vehicle Operator shall purchase a \$50.00 Airport Decal from the Broward County Licensing, Permitting and Consumer Protection Division for each courtesy vehicle operated at the

Airport and decal holder shall maintain on file with the Division proof of insurance complying with the minimum requirements of Section 22½-9C of this Chapter, or vehicles with seating capacity in excess of (19) nineteen passengers must meet the minimum insurance requirements as set forth by both state and/or Federal law, and proof of current vehicle registration. Failure to maintain the insurance shall result in the immediate revocation of the Airport decal

- b. and revocation of all permits or identification cards issued in connection with such decal.
- c. The courtesy vehicle must use the pickup and drop off areas designated by the Airport.

EXHIBIT 1

BROWARD COUNTY AVIATION DEPARTMENT
GROUND TRANSPORTATION-MONTHLY REPORT ON TRIP FEES

COMPANY NAME: _____

MONTH OF: _____

DAY	NUMBER OF TRIPS		DAY	NUMBER OF TRIPS	
	20-27 passenger seats	28 or more passenger seats		20-27 passenger seats	28 or more passengers seats
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		

10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			TOTAL NUMBER OF TRIPS >>>		

VEHICLE CONFIGURATION (20 - 27 PASSENGER SEATS) @ \$6.00 PER TRIP	TOTAL ENCLOSED:
VEHICLE CONFIGURATION (28 OR MORE PASSENGER SEATS) @ \$10.00 PER TRIP	TOTAL ENCLOSED:

D. PERMIT DENIAL OR REVOCATION

1. In the event an application to BCAD for a Prearranged Ground Transportation Service Permit is denied, a written statement shall be furnished to the applicant setting forth the reason why the application for a permit has been denied. BCAD may deny the issuance of a permit for any one of the following reasons:
 - a. The application for a permit is not complete or the applicant has not furnished the information required by BCAD in connection with the application;
 - b. One or more of the statements made in the application is not true;
 - c. Based on the applicant's previous record with regard to providing Prearranged Ground Transportation Services, the issuance of a permit to the applicant will be detrimental to the safety of the public;
 - d. Applicant failed to make timely payments as required by Chapter 39, Fees and other Charges, Aviation of the Broward County Administrative Code under a permit previously held by the applicant; or
 - e. Applicant violated any of the terms and conditions of any federal, state, County, or local law, code, ordinance, rule, regulation, policies, procedures or operational guidelines promulgated by the County or the Aviation Department with regard to providing ground transportation services.

2. Prearranged Ground Transportation Services permits issued by BCAD may be revoked by the Aviation Director for any one of the following reasons:
 - a. Violation of any provision or restriction of permit;
 - b. Any action or series of actions by the permittee, or its employees, agents, representatives, or contractors that adversely affects the safety of the public;
 - c. Discovery of fraud or misrepresentation in the application for a permit;

- d. Permittee failed to make timely payments as required by Chapter 39, Fees and other Charges, Aviation of the Broward County Administrative Code.
 - e. Applicant violated any of the terms and conditions of any federal, state, County, or local law, code, ordinance, rule, regulation, policies, procedures or operational guidelines promulgated by the County or the Aviation Department with regard to providing ground transportation services.
3. Upon notification of the denial or revocation of a permit by BCAD, the applicant or permit holder may request a hearing before a hearing officer, who shall be an attorney in good standing of the Florida Bar, by providing notice of such request to the Office of the County Attorney, by certified mail, return receipt requested, within fifteen (15) business days of notification of such denial or revocation. The Office of the County Attorney is authorized, within fifteen (15) business days of receipt of the request for hearing, to submit a copy of the application for permit or revocation and a statement as to the reason or reasons for such denial or revocation to a hearing officer to be appointed by the Board for a determination of the validity of the denial or revocation. A copy shall also be provided to the applicant or permit holder in accordance with County policy.
- a. The hearing shall be held within ten (10) business days from the receipt by the hearing officer of the material submitted by the Office of the County Attorney.
 - b. The parties to the proceeding shall be the applicant or permit holder in accordance with County policy and the Aviation Director, or his/her designee. The Aviation Director, or his/her designee, shall be represented by the Office of the County Attorney. At the hearing the applicant or permit holder may be represented by counsel.
 - c. The hearing officer shall issue a notice of hearing date, which shall be sent by certified mail, return receipt requested, to the parties and the Office of the

County Attorney, and such notice of hearing shall contain the date, time and place of the hearing.

- d. Testimony shall be taken upon oath or affirmation and evidence applicable to quasi-judicial proceedings shall govern. The testimony of witnesses shall be taken first in support of the denial or revocation of the permit. The parties may testify and present witnesses on their behalf. A court reporter shall make a record of the proceeding. A record shall be kept of all evidence received or considered in addition to the oral testimony. The cost of the court reporter shall be shared equally by the County and the applicant or permit holder.
- e. The hearing officer shall make findings of fact and enter an order within seven (7) business days of the conclusion of the hearing, which shall be immediately sent to the parties by certified mail, return receipt requested, or if a party is represented by an attorney, by mail to such party's attorney.
- f. Either party may file an appeal of the hearing officer's decision by filing a petition for writ of certiorari in the court with jurisdiction to rule on such matters.

E. ENFORCEMENT

1. The enforcement is vested in the Broward County Sheriff, and each of his/her deputies, the authorized representatives of the Aviation Department or Broward County Licensing, Permitting and Consumer Protection Division and other enforcement officers and persons as may be lawfully authorized.
2. In addition to all other penalties, remedies, or other enforcement measures established within this division, or as otherwise provided by law, violations of this division shall be subject to civil penalties as provided by Chapter 81/2 of the Broward County Code of Ordinances; and such civil penalties shall be imposed as set forth in Section 81/2-16, "Schedule of Civil Penalties".

5.1 BAGGAGE INFORMATION DISPLAY POLICY

I. PURPOSE

To establish a consistent Baggage Information Display System (BIDS) policy and procedure for all airlines and ground handlers operating at the Fort Lauderdale - Hollywood International Airport (FLL), and to enhance customer service by ensuring that baggage flight arrival information is displayed on the appropriate BIDS above the baggage claim carousel.

II. POLICY

All baggage arrival information must be displayed by the airlines at a designated baggage carousel before passengers arrive at the baggage claim area.

III. PROCEDURES

Baggage Carousel Information Devices (BCID) are strategically located above each arrival baggage carousel in all terminal baggage claim areas. The BCID is capable of displaying up to four (4) flights for a particular carousel. A list with all airlines input codes is found next to every Baggage Tug Input Device (BTID) pad. The following procedures will apply to all airlines and ground handlers operating at FLL.

- A. In order to reflect the correct baggage carousel, airlines or/and ground handlers must enter flight arrival information on the Flight Information Display System (FIDS.)
- B. It is the responsibility of each airline and/or ground handler to program the BCID with their own flight arrival information.
- C. In order to have the flight displayed in the BCID, arrivals must be entered in the FIDS by the airline and/or ground handler as soon as the aircraft blocks in by depressing the **F12 key** on the AIW keyboard. The flight arrival information will automatically be displayed above the predetermined carousel before the passengers reach the baggage claim area.
- D. When the tug driver reaches the inbound baggage belt, the tug driver will start the carousel by depressing the carousel start button. If the carousel is occupied by another airline or another flight, the tug driver needs to move to a different carousel. The tug driver will advance to the next available carousel and enter the flight information in the carousel BTID pad before offloading the bags. The system will automatically transfer the flight information to the new carousel position.

5.2 FLIGHT INFORMATION DISPLAY SYSTEM (FIDS) POLICY

1.1 PURPOSE

To establish a consistent Flight Information Display System (FIDS) policy and procedure to ensure that arrivals, departures, gate information, and flight irregularities are displayed for airport users at convenient locations designated by the Broward County Aviation Department (BCAD).

1.2 SCOPE

This applies to all carries for consistency in maintaining accurate update of the Flight Information Display System (FIDS) at Fort Lauderdale-Hollywood International Airport and to maintain compliance with flight status change notification as specified in 14-CFR-259.8

1.3 DEFINITIONS

- A. Flight Information Display System: displays airlines flight information consisting of Departure and Arrival information and flight status change notification.
- B. AIW: Airline input workstations for flight information input and making needed changes in flight information and may have the capability of overriding the interface.
- C. Ground Handler: A company contracted by an airline to perform the ramp services such as loading and unloading the aircraft. The services may include fueling and cleaning of aircraft.
- D. ETD: Estimated time of departure
- E. ETA: Estimated time of arrival
- F. BCAD: Broward County Aviation Department

1.4 POLICY

All flight information is to be displayed in the FIDS by the airlines at designated locations. Airlines are required by BCAD to update BCAD FIDS each time an arrival or departures exceeds schedule by 15 minutes.

1.5 PROCEDURES

FIDS monitors are strategically located throughout all levels of the terminal, concourse, and Rental Car Center. Flight information displayed in each Terminal, reflect flights only for that particular Terminal. The following procedures will apply to all BCAD and proprietary FIDS:

- A. Installation of Airline Input Workstation (AIW)
1. In case the airline computer system is not able to interface with BCAD's FIDS, BCAD will provide one Airline Input Workstation (AIW) which is required to operate the FIDS.
 2. BCAD will install an AIW in either the ATO or OPS leased space at the airline's choice. BCAD will provide a second AIW at the airline's expense. BCAD will provide a "train the trainer" program to airline or their ground handler's employees as needed.
 3. Airlines are responsible for the maintenance of the AIW installed by BCAD in their leased space.
 4. The airlines or their ground handlers are responsible for entering and updating all flight schedule information on BCAD's FIDS. In addition, airlines that choose to operate and maintain their own in-house Flight Information system pages will do so in their exclusive leased space.
 5. The following are the criteria used to justify an Airline input Workstation (AIW) computer terminal installation installed by BCAD:
 - Signatory carriers with three (3) or more daily departures.
 - Non-signatory carriers that enplane 5,000 passengers or greater per month.
 - Ground handlers that service companies that meet the number of enplanements criteria.
- B. Flight schedule changes must be updated by the airline at the same time the schedule change is published. Airlines are responsible for maintaining the integrity of their flight information.
- C. BCAD will monitor the integrity of the system by verifying the accuracy of the flight information. BCAD has the capability of overriding the system to add and/or delete inaccurate information.
- D. Airlines are required by BCAD to update BCAD FIDS each time an arrival or departures exceeds schedule by 15 minutes. The word DELAYED may not be used as a substitute for a revised ETA or ETD. The revised ETA or ETD must be entered in the remarks section prefaced by the word NOW, i.e. NOW (ETA), NOW 3:15P, NOW (ETD), NOW 4:15P.
- E. In case of possible accident, there will be no comment.
- F. Per Flight Status Change Notification 14-CFR-259.8; Flight delays, diversions and/or cancellations of thirty (30) minutes or more must be posted by the airline as soon as the information is received by that airline. Those airlines and/or Ground Handlers that do not have the capability to update the FIDS computer terminal must contact Gate Control or Communication Center to have their flight

updated.

- G. Since the primary users of the BCAD FIDS are passengers and other airport patrons, it is important not to use airline terminology such as IN-RANGE, AT GATE, ON APPROACH or ARRIVING. Such phrases serve to confuse passengers and generate more questions. FIDS remarks updates must be limited to DEPARTED, ARRIVED, BOARDING or the new ETA or ETD.
- H. During instances of undeterminable departure delays such as ATC gate holds, flow control and creeping mechanical delays, the airline must make every attempt to display a revised ETA or ETD. When the airline is unable to ascertain a new ETA or ETD, the word DELAYED may be substituted for the revised ETA or ETD. The airline is expected to update the ETA or ETD as soon as definitive information is obtained.
- I. Keep in mind the FIDS is displayed in the Airport Website. It is very important that the flight information is accurate. Meet and greeters come to the airport and/or park in the garage and cell waiting area based upon the information displayed on the FIDS.

5.3 FLIGHT DELAY PROCEDURES

I. PURPOSE

To establish procedures and to ensure that airlines serving Fort Lauderdale-Hollywood International Airport offer the highest level of customer service.

II. POLICY

All airlines are to required to meet a minimum Customer Services Standard to process passengers in the most professional and respectful manner, including non-routine operations, extended delays and/or cancellations.

III. PROCEDURES

- A. In order to support the needs of passengers, meeter & greeters, a centralized location has been established. As soon as a delay of 30 minutes or greater has been identified, the airline and/or ground handler should notify immediately the **Airport Operations Control Center (AOCC) at (954) 359-1210**. The AOCC will then notify the following:
 - 1. Gate Control
Gate control will access gate availability and ticket counter availability in case of per use contract. Ensure that the Flight Information Display System (FIDS) is updated.

2. Concessions
Advise concessions in case of extended delays and/or cancellations during the evening in order to prepare them to have proper staff to handle the needs of our patrons.
 3. Ground Transportation
Advise parking lots shuttles, limo services and taxi cabs (in case delays occurring during late hours in the evening).
 4. Security and Safety
Advise BSO, BCAD personnel and Security Check Point.
- B. It is the airline's responsibility to keep their passengers informed concerning any flight delay as information becomes available. There should be frequent updated announcements in case of an unconfirmed time of arrival or departure. For flights with confirmed (extended delay) arrival or departure of more than one hour, announcements should be made every hour. It is also the airline's responsibility to keep their ground handler (in case the airline uses a ground handler for passenger services and/or ramp) informed in order to have the proper staffing available to handle non-routine situations. The FIDS should also be kept updated all times.
- C. For delays on International arriving flights, the airlines shall notify the CBP Command Center to ensure there are available inspectors when flight arrives.

5.4 LOADING BRIDGE TRAINING

1. PURPOSE

To establish a policy and procedure to ensure that all persons who are required to operate a Broward County Aviation Department (BCAD) owned loading bridge have successfully completed the Loading Bridge training. (All loading bridges are owned by BCAD).

II. POLICY

The provisions of this policy and procedure shall apply to all airlines and/or ground handlers using loading bridges. All airlines and ground handlers shall comply with the provisions of this policy. BCAD has established a Train the Trainer program for those airlines and ground handlers that have the need to operate BCAD owned loading bridges. A video will be made available for airline's and ground handler's instructors to facilitate the training of their staff at their own pace.

III. PROCEDURES

- A. All airlines and/or ground handlers shall contact the Terminal Operations Manager at 954-359-2580 as soon as practical when the need arises to train their personnel in operating a BCAD owned loading bridge.
- B. The Terminal Manager will make a Loading Bridge Training video tape available to the instructor of the airline or ground handler.
- C. Upon completion of each class, airline and/or ground handler instructors must submit a training roster to the Terminal Operations Manager. The Terminal Manager will issue a certification sticker to be placed on the individual's Airport issued security badge. The certification sticker is non-transferable to any other form of ID and/or individual.
- D. BCAD Terminal Operations personnel will perform random audits, and a Notice Of Violation (NOV) will be issued to those individuals operating a BCAD owned loading bridge without a loading bridge certification sticker.
- E. The Certification stickers are available at the Credential Section of BCAD Security Division for replacement when a new ID badge is issued. The employee may need to remind the attending Customer Service Representative.

5.5 PUBLIC ANNOUNCEMENT SYSTEM GUIDELINES (PAGING)

1.1 PURPOSE

To establish a consistent usage of the Public Address System by airlines and ground handlers.

1.2 SCOPE

This applies to all the announcement system within the Airport Terminal Facilities at the Fort Lauderdale-Hollywood International Airport (FLL).

1.3 DEFINITIONS

- A. Public Address System: broadcasting of information to either all occupants or individuals within the Airport Terminal Facilities
- B. Paging: Calling attention of individual or group of persons to relay information.
- C. Zones: grouping for task implementation.
- D. Control Center: Information nerve center of Airport Operations

1.4 POLICY

BCAD will monitor to ensure that all airlines and ground handlers comply with the provisions of this policy when using the Public Address System.

1.5 PROCEDURES

The zones will be comprised of the following areas:

- A. Gate: Gate announcements will be restricted to gate and concourse (i.e.: flight announcements, boarding calls, etc.) In case paging is required within the Terminal or Baggage Claim Area, contact your Ticket Counter or your Baggage Service Office.
- B. Ticket Counters: ticket counters will be able to page passengers in the Baggage Claim area, Concourse, and Terminal. Boarding announcements shall not be made from Ticket Counters and/or Baggage Service Office except during instances of extended delayed flights (i.e. mechanicals, weather, etc.).
- C. Baggage Service Office: the Baggage Service Offices will have the same capability and restrictions as the Ticket Counter. Please ensure that announcements are made in a professional manner. Pages and announcements depicting any type of advertisement are prohibited.
- D. Emergencies: the Communications Center has the capability to page throughout all terminals in case of an emergency.

5.6 **STANCHIONS, BAG SIZERS AND SIGNAGE**

I. **PURPOSE**

To establish the policy and procedures for the uniformity of stanchion posts, bag sizers and signage for airlines and terminal tenants at the Fort Lauderdale - Hollywood International Airport.

II. **POLICY**

The Broward County Aviation Department (BCAD) Operations Division has established standards for stanchion posts and bag sizers.

- A. All stanchion posts shall be made of brushed aluminum (satin) and be of the retractable belt type. They can be purchased from Visiontron (part # 300SC). Color of the retractable belts shall be "Navy" (Visiontron Custom Dark Blue Belt). Inclusion of company logos or names will not be permitted.
- B. All stanchion posts and bag sizers must be kept in good repair. The Aviation Department reserves the right to request items in disrepair to be removed and replaced.
- C. Stanchion posts and bag sizers shall not impede the normal terminal traffic flow, nor interfere with another tenant's operation. The stanchion posts shall not extend farther than 25 feet from the ticket counter.
- D. Ticket Counter queuing signage shall be 14" x 11" engraved plastic in a frame that attaches to the stanchion posts. For better visibility, BCAD will allow the signage being used by Delta and Spirit at entrance of the passenger queuing. Only ENTER, EXIT, and baggage check-in time prior to departure will be allowed. However, BCAD reserves the right to have any inappropriate signage changed or removed. All requests for signage, stanchions, or other notification mechanism not consistent with this policy shall be required to be processed through the Project review Committee (PRC)
- E. Bag sizers shall be made of polished chrome and shall not exceed the dimensions of 5' 3" high x 2' 6" wide x 1' 8" deep. Choice of signage color attached to the bag sizer and inclusion of company logos or names shall be at the discretion of the air carrier. Only one bag seizer will be allowed at the entrance of the security checkpoint. Also, bag seizers will be allowed in the confines of the airlines ticketing lobby queuing.

III. SECURITY CHECKPOINT

All signage in the security checkpoint shall be the same size as the ticket counters (14" x 11"). Besides EXIT or ENTER, only TSA signage will be permitted in the security checkpoint queuing.

IV. PROCEDURES

Stanchion posts and bag sizers shall not impede the normal terminal traffic flow, nor interfere with another tenant's operation. In the case of per use airline tenants, bag sizers shall be placed out no earlier than 15 minutes prior to the scheduled use of gates/ticket counters and must be removed no later than 15 minutes after a flight's departure. BCAD will furnish the stanchions for per use ticket and gate counters.

5.7 TERMINAL PROMOTIONAL ACTIVITIES

I. PURPOSE

To establish the policies and procedures for promotional activities in the terminal building, and to outline procedures for the application, review, and approval of terminal building promotional activities.

II POLICIES

- A. Promotional activities in the airline terminal building will be limited to the following:
 - 1. Art and displays that provide public service messages.
 - 2. Airline and concession promotions conducted within the limits of leased areas.
 - 3. Advertising conducted under the terms of the terminal building advertising contract.
- B. All promotional activities, with the exception of concession promotions and advertising contracts will be of limited duration and will be subject to the discretion of the Terminal Manager. Such promotional activities will be permitted only where they do not interfere with the normal operation of the terminal building.
- C. With the exception of concession promotions, the sale of food and beverages associated with a promotion is prohibited.
- D. Banners to promote new service and awards may be hung for a period not to exceed two (2) weeks in the Tenant's leased area. Promotions for Credit Cards will not be allowed.
- E. Clean-up activities associated with any promotion, unless otherwise specified, will be the responsibility of the agency organizing the promotion.

III. PROCEDURES

- A. Action by Applicant
 - 1. With the exception of terminal building concessionaires, any organization, tenant, or other person, including BCAD, wishing to hold a promotional activity in the terminal building must submit a written request to the Terminal Manager at least seven (7) days in advance of the date of the promotional activity.

2. The written request should include, but not be limited to, the following information:
 - a. Detailed description of the proposed activity
 - b. Sketches that illustrate the promotion
 - c. Proposed duration
 - d. Proposed location and space requirements
 - e. Other special requirements (e.g., power)
 - f. Description of any banners to be hung. Additionally, the length of time (no longer than two weeks) that the banners are to be hung should be indicated.
3. After approval of the promotion, applicants are to coordinate the set-up, operation, and removal of the promotion with the Terminal Manager.
4. All amendments to the promotion as described in the application must be submitted for approval to the Terminal Manager.

B. Action by BCAD

1. All applications for promotional activities received by the BCAD are to be forwarded to the Terminal Manager. The Terminal Manager is to review all applications against the following criteria:
 - a. Has adequate information been provided to describe the proposed promotion?
 - b. Does the proposed promotion conform to the policy outlined in Part II above?
 - c. Is the proposed promotion compatible with the aesthetic standards of the terminal building?
2. All letters approving promotions within the Airport Terminal Complex are to be provided to the Director of Operations, who is also to be provided with a copy of the original application package.
3. The Terminal Manager is to ensure that appropriate contact is made with the promotion organizer prior to the start of the promotion, and is to ensure that appropriate communications are kept with organizers during the course of the promotion.
4. The Terminal Manager is to ensure that the area used for promotion is returned to its original condition after completion of the promotion.

5.8 USE OF BCAD TERMINAL FACILITIES

I. PURPOSE

To establish a policy and procedure to ensure that signage, podiums, ticket counters, hold room areas and loading bridges are utilized in a manner set forth by the Broward County Aviation Department (BCAD).

II. POLICY

BCAD Terminal Operations will monitor to ensure that all airlines and ground handlers shall comply with the provisions of this policy when using County facilities.

All airlines and/or ground handlers using County facilities who share common-use ticket counters and/or gates on a first come, first serve basis, subject to BCAD' need to accommodate all users and shall follow the procedures set forth herein. All airlines and/or ground handlers are subject to the applicable BCAD rates and charges.

III. PROCEDURES

A. GENERAL

1. All airlines and/or ground handlers wishing to start service at the Airport shall meet with the BCAD Operations (including Security), Airline Management Section, Finance, and Planning and Development Divisions, to coordinate activities and review BCAD policies.
2. All airlines and/or ground handlers shall notify the Operations Division (Gate Control Office) as soon as practical in the event of any schedule changes, flight delays, or other flight irregularities.
3. All airlines and/or ground handlers must receive approval from the Aviation Department through the Design Review Committee (DRC) and/or Project Review Committee (PRC) prior to any construction or modification to County facilities.
4. The Operations Division will provide information related to per use ticket counter and gate assignment policies, facilities and signage.
5. The Operations Division will be responsible for periodic inspections of facilities to observe and report contract/lease compliance.
6. The Airline Management Section will provide a publication of a weekly ticket counter schedule, and a publication of a weekly gate schedule.
7. The BCAD Operations and Security Divisions will provide information on Security identification Display Area (SIDA) badge classes, ramp driving classes, and employee parking decals.
8. The Airline Management Section will provide information on Field Usage Agreements, Terminal Building Lease Agreements, and the related contractual issues.
9. The Finance Division will provide information on airport rates and charges,

- self reporting calculations and monthly invoicing.
10. The Planning and Development Division will provide information on modification to County facilities.

B. TICKET COUNTER PER USE

1. Airlines/ground handlers that require ticket counter positions must contact the Business Division and Gate Assignment Office for all ticket counter assignments. Position(s) are assigned on a first come, first served basis, and are subject to BCAD's need to accommodate all users.
2. In accordance with the current BCAD rates and charges, per use ticket counters are assigned as follows: Domestic flights - two hours, International flights - three hours. Overtime charges will be applied at the discretion of the County, at twice the rate, based on one half hour (.5 hour) increments. Requests for ticket counter positions must be in writing faxed to the Airlines Business Manager, Jim Kelly at ((954) 359-6183.) *Ticket counter positions reserved but not used due to a flight cancellation, and not cancelled in writing within four (4) hours of usage, will be charged the same rate as if used.*
3. In order to accommodate other airlines, airlines and/or ground handlers that are assigned ticket counter space are required to remove their proprietary equipment and other items used in processing passengers, **including trash**, within ten minutes after scheduled departure.
4. In Terminal 4, the back wall plasma board as well as the over the counter LED display, will be controlled by Gate Control office according to positions assigned. The airline logo will be displayed according to the times reserved.
5. BCAD will provide a local telephone line at the ticket counter. The airline and or ground handler must supply the physical telephone equipment. Any requests for additional telephone lines will be at the expense of the airline/ground handler.

C. GATE AND HOLD ROOM PER USE

1. Airlines/ground handlers that require a BCAD gate must contact the Operations Division Gate Control Office for all gate assignments. Gates are assigned on a first come, first served basis, and are subject to BCAD's need to accommodate all users. Scheduling priorities include the need for FIS clearance and aircraft type.
2. In accordance with the current BCAD rates and charges, gates are scheduled as follows: Narrow Body Aircraft - 1 hour, Wide Body

Aircraft - 2 hours. Overtime charges will be applied at the discretion of the County, at the normal rate, based on one half hour (.5 hour) increments. Gates reserved but not used due to a flight cancellation, and not cancelled in writing within four (4) hours of usage will be charged the same rate as if used.

3. In order to accommodate other airlines, airlines and/or ground handlers that are assigned gates are required to remove their proprietary equipment and other items used in processing passengers, **including trash**, within ten minutes after scheduled departure.
4. The gate LED flight display board and color monitor on the gate backdrop will be controlled by the Gate Control Office according to the assigned gate. The flight number and destination will be displayed on the LED board according to the times reserved. The airline logo will be displayed in the color monitor.
5. BCAD will provide a local telephone line at the gate check in podium. The airline and/or ground handler must supply the physical telephone equipment. Any requests for additional telephone lines will be at the expense of the airline/ground handler.

5.9 PER-USE GATE AND TICKET COUNTER ASSIGNMENT POLICY

I. Purpose

To establish a policy and procedure to ensure that Broward County Aviation Department (BCAD) Per-Use gate and ticket counters at Fort Lauderdale-Hollywood International Airport (FLL) are utilized effectively and efficiently.

II. Policy

- A. It is the policy of BCAD that all Per-Use gates and ticket counters be assigned to meet the requirements of the requesting air carrier and/or Ground Service Providers. BCAD reserves the right to best manage Per-Use gates and ticket counters taking into consideration constraints of security checkpoints, Customs and Border Protection requirements, passenger flow and congestion, and the use of Per-Use gates and ticket counters in other terminals and concourses.
- B. All air carriers and/or Ground Service Providers operating from Per-Use gates and/or ticket counters shall follow the procedures set forth herein. Air carriers and/or Ground Service Providers are subject to all applicable Broward County rules, regulations, rates, fees, and charges.

III. Procedures

A. DEFINITIONS

- 1. **Ad Hoc:** A flight formed for one specific purpose; such as, a charter airline flight as opposed to a regularly scheduled flight.
- 2. **Charter Airline:** An air carrier that conducts passenger-carrying operations in which the departure time, departure location, and arrival location are specifically negotiated with the customer or the customer's representative. Tickets are only sold through that particular customer.
- 3. **EVIDS:** Electronic Visual Information Display System.
- 4. **FLL:** The airport Identifier for the Fort Lauderdale-Hollywood International Airport.
- 5. **Gate Control - Operations:** A section of the BCAD Operations Division responsible for the short-term assignment of Per-Use gates, and/or ticket counters, and/or aircraft remote parking areas from day of operation i.e. less than 72 hours prior to the approved departure date and time.

6. **Gate Control - Planning:** A section of the BCAD Airlines Management Administration responsible for the long range flight scheduling (i.e. more than 72 hours from day of operation) of Per-Use gates and/or ticket counters.
7. **Ground Service Provider:** A permitted airline service company, authorized by BCAD, which provides ramp and/or passenger services to air carriers.
8. **Per-Use:** Any BCAD gate and/or ticket counter that is not currently under a current preferential lease agreement with Broward County.
9. **Priority List:** Ranking by type of air carrier operating at FLL (Signatory, scheduled, charter, etc.) through which Per-Use gates and/or ticket counters are assigned.
10. **Rate Schedule:** Rates, Fees and Charges established through Chapter 39 of the Broward County Administrative Code and approved by the Board of County Commissioners, Broward County, Florida.
11. **Scheduled Airline:** An air carrier engaged in transport service operated pursuant to published flight schedules. The air carrier must have a current certificate issued by the Federal Aviation Administration, authorizing scheduled service or be registered as an air taxi.
12. **Signatory Airline:** An air carrier which has a current Airline-Airport Lease and Use Agreement (Signatory Agreement) with Broward County, Florida.
13. **Summer Season:** The period of time between approximately May 1 and October 31.
14. **Winter Season:** The period of time between approximately November 1 and April 30.

B. PROCEDURE

1. Per-Use gates shall be assigned for a minimum of one (1) hour for narrow body aircraft and two (2) hours for wide body aircraft (including Boeing 757s). Any use of Per-Use gates beyond the allotted timeframe will be subject to the Overtime charges, as provided for in the Rate Schedule.
2. Per-Use ticket counters shall be assigned for two (2) hours prior to

departure for domestic flights, and three (3) hours prior to departure for international flights. Per-Use ticket counters maybe used beyond the allotted time, if they are available, and if approved by BCAD. Additional charges will apply according to the Rate Schedule.

3. Airlines requesting Per-Use gates and/or ticket counters are required to submit flight schedules for the Winter Season and the Summer Season.
4. Any flight schedules or schedule changes submitted after the established deadlines for Winter or Summer Season will be considered after all flight schedules received by the established deadlines have been addressed.
5. Flight schedules that have been approved and not operated within seven (7) days of the commencement scheduled date will have approvals withdrawn. Future considerations will require a re-submission of the flight schedule. Approval of re-submitted flight schedules will be based upon the availability of Per-Use gates and/or ticket counters.
6. BCAD will not accept any schedule that is submitted with unknown cities (i.e. TBA, XXXX, etc.)
7. BCAD will attempt to schedule at least 20 minutes between flights assigned to Per-Use gates.
8. Requests for Per-Use gates and/or ticket counters for “ad hoc” flights will be subject to the availability of Per-Use gates and/or ticket counters.
9. Post-cleared flights are subject to verification.
10. Airline flight schedule changes during the year must be submitted in writing and must have prior written approval by BCAD, and are subject to availability of Per-Use gates and/or ticket counters.
11. An airline may request the use of additional Per-Use gates and/or ticket counters, beyond that which has been assigned. Gate Control Operations will review and may accommodate such requests on a first come, first serve basis, subject to availability of Per-Use gates and tickets counters. For use of Per-Use gates and/or ticket counter for periods longer than 72 hours, the air carrier shall contact Gate Control - Planning.
12. Airlines and/or Ground Service Providers must notify Gate Control - Planning or Gate Control - Operations, depending on day of operation,

that the necessary arrangements for payment with the appropriate concourse ticket checking Security Firm have been completed, prior to receiving Per-Use gate and/or ticket counter assignments from BCAD.

13. Air carriers and/or Ground Service Providers are required to remove their proprietary equipment, signs, trash and other materials used in the processing of passengers from assigned Per-Use Gates and/or ticket counters, at scheduled departure times, unless the airline is experiencing a delay.
14. Airlines and/or Ground Service Providers must notify Gate Control – Operations immediately in the event of any flight schedule changes, flight delays or other flight irregularities.
15. Airlines and/or Ground Service Providers must immediately advise Gate Control Operations if assigned Per-Use gates and/or ticket counters are not required and cancel the assignment request, otherwise charges for such use will apply. Per-Use gates and/or ticket counters reserved, but not used, due to a flight cancellation, and not cancelled in writing within four (4) hours of usage will be charged, as established by the Rate Schedule.
16. Gate Control - Planning will:
 - a. Review and analyze submitted schedules and assign Per-Use gates and/or ticket counters for air carriers based on the Priority List, below.
 - b. Discuss with airlines and/or Ground Service Providers concerning any conflicts in order to accommodate airline's and/or Ground Service Providers requests.
 - c. Publish and distribute weekly the daily Per-Use ticket counter assignments to all airlines and Ground Service Providers.
 - d. Manage EVIDS in all terminals.
 - e. Publish and distribute monthly airline schedules.
17. Gate Control - Operations will:
 - a. Monitor daily operations of all arrival and departures times.
 - b. Monitor and adjust gate and ticket counters assignments, within 72 hours of scheduled arrival and/or departure time.
 - c. Immediately notify air carriers and/or Ground Service Providers of any changes to gate or ticket counter assignments.

- d. Assign remote parking assignments, including Remote Overnight Aircraft Parking.
 - e. Tracking of airline diversions for accounting purposes.
18. Use of Preferential Gates
An air carrier may be assigned to operate on a gate preferentially leased by another carrier. In this situation, the County shall:
- a. Contact the leasing carrier to request use of the preferentially leased gate.
 - b. The leasing carrier shall not be required to accommodate a requesting airline, if all of the leasing carriers gates are occupied by the carriers own flights, or other airlines being accommodated for schedule, weather or mechanical reasons.
 - c. If accommodated, the requesting carrier will be required to vacate the gate at least 60 minutes prior to the leasing carriers next scheduled use of the gate, unless mutual agreement is reached in advance.
19. The Broward County Aviation Department reserves the right to make changes to gate assignments and other County resources due to contractual obligations, weather and other unforeseen circumstances in order to make the best use of airport resources. In all cases, every effort will be made to offer alternative resources as applicable.

C. PRIORITY LIST

- 1. Gate Control - Planning will assign Per-Use gates and ticket counters based on the following Priority List:
 - a. Signatory Airline - International Post-Cleared flights.
 - b. Schedule Airline - International Post-Cleared Flights.
 - c. Charter Airline - International Post-Cleared Flights.
 - d. Signatory Airlines - Domestic/International, Pre-Cleared Flights.
 - e. Scheduled Airline - Domestic/International, Pre-Cleared Flights
 - f. Charter Airline - Domestic/International, Pre-Cleared Flights.
 - g. Any air carrier requiring the use of Per-Use gates and/or ticket counters, submitting a flight schedule after the deadline dates, either for Winter or Summer Season, i.e. June 25th and January 1st, respectively.

- h. Other (e.g. Signatory Airline or Scheduled Airline) operating charter flight.
- i. Conflict resolution /“Tie-Breaker”:
 - 1. Conflicts within priority classifications will be determined by frequency of flights (see #2).
 - 2. Priority will be given to those flights that operate with greater frequency (i.e. Seven days per week versus once per week). Total frequency will be determined over the term of the schedule in its entirety. (eg. Schedule term is Nov 1 to Jan 31 = 92 days. A flight with a greater total number of operations during this period will have priority).
 - 3. In determining frequency, a flight will be defined as the same origin and destination segment, which has a arrival time within 30 minutes of each other. (eg. Flight 123 operates BOG-FLL at 1600 from Nov 1 to Dec 31; Flight 456 for the same airline is scheduled to operate BOG-FLL at 1615 from Jan 1 to Jan 31 for the purposes of this would be considered the same flight).
 - 4. If a tie still exist, the carrier with the highest composite passenger market share at FLL over the last 12 months prior to the flight schedule submittal deadline shall prevail.

D. HARD STAND OPERATIONS

During times of limited gate capacity due to construction, gate outages, or during aircraft emergencies, Gate Control will assign arriving aircraft to a remote parking area. The intent of this procedure for International Arrivals is not to increase gate or passenger capacity and is strictly to assist in an emergency or reduced gate capacity due to construction or outage. A delayed arrival which results in an aircraft arriving when a gate is not available is NOT considered an emergency except if the 4 hours Ground Time Limitation is being exceeded. Specific procedures for Hardstand Operations can be found at: BCAD SOP Resources.

- 1. NOTIFICATIONS - Normally and airline operations office will know in advance of a Diversion which results in an unscheduled arrival. However, Gate control may become aware of an unscheduled arrival due to other sources. Regardless, the Gate Controller or the airline operations staff will contact each other to identify an available gate spot. If no spot is available, notifications will occur to ensure FAA regulations are met in deplaning passengers.

- a. International Operations - Upon receipt of information that an unscheduled international arrival will occur and an emergency exists, the Gate Controller will immediately notify the Duty Operations Supervisor, all BCAD Operations personnel, and Shuttle One via radio. Upon confirming that a hardstand operation exists, Gate Control will then call Customs and Border Protection (CBP) Command Center and notify them of the International Hardstand Operation. This must occur at least two (2) hours prior to the commencing of the operation. During this period, Gate control and the airline must communicate to each other the number of passengers, crew and wheelchair passengers aboard the aircraft, as well as the flight number, type aircraft, ETA and expected hardstand location. Only one (1) international hardstand operation will occur at any given time. BCAD Operations will notify the AOCC when the bus is on-scene and when leaving the hardstand. Gate Control will call CBP Command Center when the bus is en-route to the Federal Inspection Services (FIS) building. This process may occur several times and calls are required each time a bus departs. Notice from Operations will be given via radio when the deplaning is completed, and Gate Control will again call CBP to advise that deplaning is complete and all remaining passengers are en-route. A final call will be made by Operations personnel via radio when all passengers and airline personnel are safely in passport control and a final call will be made to the CBP Command Center advising them.

- b. Domestic Operations - Upon receipt of information that an unscheduled domestic arrival will occur and an emergency exists, the Gate Controller will immediately notify the Duty Operations Supervisor, all BCAD Operations personnel, and Shuttle One via radio. Upon confirming that a hardstand operation exists, Gate Control will then call TSA Operations Center via telephone, the Duty Operations Supervisor, all BCAD Operations personnel, and Shuttle One via radio that the hardstand has been confirmed. BCAD Operations will notify the AOCC when the bus is on-scene and when leaving the hardstand. Gate Control will call TSA Operations Center when the bus is en-route to the terminal building. This process may occur several times and calls are required each time a bus departs. Notice from Operations will be given via radio when the deplaning is completed, and Gate Control will again call TSA to advise that deplaning is complete and all remaining passengers are en-route. A final call will be made by Operations personnel via radio when all passengers and airline personnel are safely in the terminal and Gate Control will make

a final call to TSA advising them.

5.10 WHEELCHAIR STORAGE POLICY

1.1 PURPOSE

To establish the policy and procedure for the storage of wheelchairs by airlines and/or ground handlers in the terminals.

1.2 POLICY

- A. To avoid safety hazards, fire code violations, and damage to the terminals, all wheelchairs that are used by airlines and/or ground handlers are to be stored in designated locations only.
- B. The Broward County Aviation Department (BCAD) will designate areas on the curbside and/or ramp side of each terminal for the storage of wheelchairs.
- C. Wheelchairs are not permitted to be stored in the, concourses, vestibules or loading bridges. Any approved storage of wheelchairs at the ticket counter lobby shall be cordoned off.

1.3 PROCEDURES

- A. Designation of Wheelchair Storage Areas
 - 1. The Terminal Manager will designate wheelchair storage locations for each terminal, both curbside and ramp side.
 - 2. The Terminal Manager will coordinate the designated location for the storage of wheelchairs with each airline and/or ground handler.
 - 3. Any wheelchairs that are stored in areas other than those designated will be removed by BCAD.
- B. Terminal Inspections
 - 1. The Terminal Section of the Operations Division will conduct routine inspections of each terminal.
 - 2. During the course of the terminal inspections, it will be noted if any wheelchair(s) are being stored in any area not designated as a wheelchair storage area.
 - 3. Airlines and Ground handlers are responsible for the retrieval of wheelchairs left in the Parking Garages.

4. If any wheelchair(s) are being stored in an unauthorized area, the Terminal Manager or Terminal Supervisor will contact the airline station manager and/or ground handler manager, and advise that wheelchairs are being stored in an unauthorized location. The airline and/or ground handler will immediately remove the wheelchairs and relocate them to an approved storage area.
5. If after one (1) hour, there are wheelchair(s) remaining in unauthorized areas, they will be removed by BCAD, at the expense of the airline and/or ground handler.

C. Special Needs on a Temporary Basis

1. If an airline and/or ground handler requires storage of wheelchairs to fulfill a temporary special need in an area not designated by BCAD, then a written request is to be sent to the Terminal Manager for such permission at least 24 hours prior to the requirement.
2. Such permission will be handled on a case-by-case basis and is only intended for one (1) days duration and should not be interpreted as a permanent condition.