

**BROWARD COUNTY AVIATION DEPARTMENT
Resource Planning and Management
Schedule Submission Process (SSP)**

Purpose:

The Broward County Aviation Department (County) has established a policy for the use and allocation of County operated and controlled gates, the use of preferential non-exclusive gates, baggage carousels, ticket counters, and the use of other airport facilities.

The purpose of this policy and procedure is intended to maximize and facilitate the efficient use of resources while ensuring the equitable treatment of all air carriers and to ensure that the demand for air service is managed responsibly by the County.

The policy identified in this document shall be followed by all air carriers to ensure that no one carrier is afforded a competitive advantage over another and that all air carriers are provided with equal access to airport facilities, as required by the Federal Aviation Administration's (FAA) grant assurances obligations.

Policy:

The County shall, to the extent practicable, provide gate access to accommodate a requesting air carrier by using the provisions of this policy. The County reserves the right to best manage Fort Lauderdale-Hollywood International Airport (FLL) facilities, taking into consideration constraints of security checkpoints, Federal Inspection Services (FIS) facility congestion, passenger flow, and roadway congestion.

All air carriers and/or ground service providers operating at FLL shall follow the policy set forth herein. Air carriers and/or ground service providers are subject to all applicable Broward County rules, regulations, rates, fees, and charges.

Air carriers shall be required to provide the most accurate and timely schedule in accordance with the Schedule Submission Process (SSP) requirements.

All international air carriers that request landing rights from Customs and Border Protection (CBP) shall notify, concurrently, BCAD of the landing rights request.

In accordance to the FAA's recommendation to FLL's 2022 Competition Plan, upon the formal schedule request the County will distribute an updated airport map. This map will depict gates that are preferentially leased to carriers, Per-Use gates, and remain overnight spots.

Definition:

Accommodating Airline - An airline whose Preferential Non-Exclusive Use Gate is used to accommodate a requesting airline.

Airline/Air Carrier - A passenger air carrier providing scheduled or nonscheduled service at the Airport.

Airport - The Fort-Lauderdale-Hollywood International Airport (FLL).

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.

County - The County of Broward, Florida, and, where appropriate, Aviation Department (BCAD) acting through its CEO or other authorized agent.

Domestic Flight - An aircraft flight originating at or destined for an airport within the 50 United States, District of Columbia, Puerto Rico, the U.S. Virgin Islands, or another U.S. territory.

Gate Control - A section of the BCAD Operations Division designated to monitor, control, and manage per-use gates, ticket counters, capacity on preferential use gate, and aircraft remote parking areas from day of operation i.e. less than 72 hours prior to the approved departure date and time.

Gate - The aircraft parking position, apron areas for staging ground service equipment, passenger boarding bridge and passenger hold room.

Ground Service Provider - A permitted airline service company, authorized by BCAD, which provides ramp and/or passenger services to air carriers.

International Flight - An aircraft flight originating at an airport outside the 50 United States, District of Columbia, Puerto Rico, the U.S. Virgin Islands, or another U.S. territory.

Narrow Body Aircraft - A fixed wing aircraft designed to transport passengers having a single passenger aisle with 75 or more seats, aircraft design group III and IV.

New Air Carrier/Airline – Any air carrier, having not served FLL in the previous two (2) years.

New Scheduled Service - Flight service to/from a new city pair for the Airport that has not had scheduled service in the previous two years.

Per-Use - Any BCAD gate and/or ticket counter that is not currently under a current preferential non-exclusive lease agreement with Broward County.

Preferential Non-Exclusive - A gate that has been assigned to an airline through an Airport Use and Lease Agreement and Terminal Building Lease Agreement for preferential non-exclusive use.

Regional Jet/Commuter Aircraft - A fixed wing aircraft designed to transport passengers having a single passenger aisle with less than 100 seats.

Remote Parking Area - An aircraft parking location, without a passenger boarding bridge, not immediately adjacent to a concourse.

Schedule Submission - An excel template in the County's approved format, to be submitted in advance by an Airline by a set date, stipulating its planned flight activity for a specific season providing details such as city pairing, time of arrival and departure, flight numbers, days of operations, and dates of service.

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.

Signatory Airline - An air carrier which has a current Airline-Airport Lease and Use Agreement (Signatory Agreement) with Broward County, Florida.

Terminal Building Lease Agreement - The Agreement between Broward County and the Signatory Airline which specifies the financial obligations, terms of use, and other responsibilities that each party assumes with respect to the use of the airport's facilities.

Wide Body Aircraft - A fixed wing aircraft designed to transport passengers having at least two passenger aisles and categorized as an aircraft design group IV and above.

Schedule Submission Process

Quarterly, all airlines must make schedule submissions to the County by the due date communicated by BCAD.

<i>Flight Schedule Months</i>	Task	Date
January 1 - March 31	Submission Date	September 1
	BCAD Approval	October 15
April 1 - June 30	Submission Date	December 1
	BCAD Approval	January 15
July 1 - September 30	Submission Date	March 1
	BCAD Approval	April 15
October 1 - December 31	Submission Date	June 1
	BCAD Approval	July 15

These dates are subject to change and will be communicated to all air carriers through the SSP. Schedules will be submitted to BCAD Administration – Resource Planning and Management at dbyam@broward.org. All schedules shall be on the proper form supplied by BCAD. Signatory airlines are required to identify flights which require a per-use gate upon their schedule submittal.

Air carriers who fail to submit their schedules by the above specified due dates and on the required BCAD approved form, forfeits their priority status. All changes to approved schedules must be submitted two months prior to the requested change commencing.

FLL has two Federal Inspection Services (FIS) Facilities for processing international post cleared arriving passengers (Terminal 1, and Terminal 4). BCAD reserves the right to limit international operations based on the overall hourly designed capacity within the Federal Inspection Services (FIS) Facility. Passenger throughput ratings may fluctuate based on Customs and Border Protection (CBP) staffing.

Air carriers that lease preferential non-exclusive gates under the Terminal Building Lease Agreement (TBLA) are expected to maximize the use of their preferential non-exclusive gates prior to requesting the use of a per-use gate. Air carriers should carefully plan their schedules to ensure that facilities are available to accommodate proposed schedules and growth.

The County shall, in accordance with the TBLA Section 2.3.2, attempt to accommodate requesting air carriers on per-use gates before scheduling arrivals and departures at any preferential non-exclusive gate. If a requesting air carrier cannot be accommodated on a per-use gate, the County shall notify the requesting air carrier. The requesting air carrier shall make reasonable efforts to seek voluntary accommodation from another air carrier for the use of a preferential non-exclusive gate. The County reserves the right to use an air carrier's preferential non-exclusive gate, provided, the County's actions does not cause undue impacts to the accommodating air carrier. When the County elects to use a preferential non-exclusive gate, the County shall notify the accommodating air carrier as soon as practical.

Any air carrier that cannot be accommodated on a County operated gate or a preferential non-exclusive gate will be considered for a hardstand operation. Hardstand operations that would place an undue hardship on either of the FIS facilities may not be considered. CBP will determine what cities are eligible for a hardstand operation and should be determined in advance.

Per Use Gate Priority - International

BCAD will apply the procedures and priorities described below to assign nonstop flights to County gates and to resolve any conflicting requests among or between flights.

Priority 1: International flight using a wide body aircraft. Any air carrier planning scheduled service with a wide body aircraft from an international destination is afforded Priority 1 to County gates with FIS Facility access.

Priority 2: Flights flying continuous service (within 5 minutes of its previous time) during the previous corresponding season (Example: Winter 2019 to Winter 2020). The Resource Planner will use the week with the most flight operations from the previous season, as a baseline, to evaluate the flights priority status.

Priority 3: New air carrier flying to an already served, or new destination.

Priority 4: Existing carrier flying to an already served, or new destination.

Priority 5: An air carrier submitting a schedule change after the schedule change deadline.

Priority 6: All charter, itinerant, and other non-scheduled flight operations will be accommodated as facilities are available. Any charter, itinerant, or other non-scheduled flight operation is subject to reassignment if proposed schedule flight operation requires additional facilities.

In the event of a conflict between two identical priority flights, the following sub-priorities will be used as a resolution:

Priority A: The destination with the highest regional passenger demand, based on DOT and other data sources.

Priority B: The flight with the most frequencies.

Priority C: The flight that has been flying the same route for the longest period of time.

Per Use Gate Priority - Domestic

BCAD will apply the procedures and priorities described below to assign flights to County gates and to resolve any conflicting requests among or between flights.

Priority 1: Flights flying continuous service (within 5 minutes of its previous time) during the previous corresponding season (Example: Winter 2019 to Winter 2020). The Gate Manager will use the week with the most flight operations from the previous season, as a baseline, to evaluate the flights priority status.

Priority 3: New air carrier flying to an already served, or new destination.

Priority 4: Existing carrier flying to an already served, or new destination.

Priority 5: An air carrier submitting a schedule change after the schedule change deadline.

Priority 6: All charter, itinerant, and other non-scheduled flight operations will be accommodated as facilities are available. Any charter, itinerant, or other non-scheduled flight operation is subject to reassignment if proposed schedule flight operation requires additional facilities.

In the event of a conflict between two identical priority flights, the following sub-priorities will be used as a resolution:

Priority A: The destination with the highest regional passenger demand, based on DOT and other data sources.

Priority B: The flight with the most frequencies.

Priority C: The flight that has been flying the same route for the longest period of time.

Gate Occupancy

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. Any use of Per-Use gates beyond the allotted timeframe will be subject to the Overtime charges, as provided for in the rate schedule.

All air carriers are expected to adhere to their arrival/departure times while operating on the County gates. Any IROPS, should be communicated promptly to the Airport Operations Control Center (AOCC). Off schedule flights, within 72 hours, will be handled by Gate Control on a case by case basis, however, BCAD will not burden an air carrier as a result of another air carrier's early or late arriving/departing flight.

Enforcement

Occupancy periods on gate shall be consistent with the approved schedules and charges shall apply as outlined in Chapter 39 (Airport Rates and Charges) of the Broward County Code.

BCAD reserves the right to take appropriate administrative action as outlined in the TBLA or issue civil penalties as outlined in Chapter 2 (Airports) of the County Code and through Chapter 8.5 (Schedule of Civil Penalties).