

RAMP ALLOCATION POLICIES AND PROCEDURES

PURPOSE

To establish standard procedures for allocating space on the terminal ramp of the St. Petersburg-Clearwater International Airport (Airport, PIE) for the purpose of storing ground support equipment.

GENERAL

The Airport will provide a limited amount of space on the terminal ramp for storage of ground handling equipment and vehicles between flight activity. The availability of space is divided among ground handling companies that have agreements with existing scheduled and unscheduled air carriers serving PIE. The designated storage areas will be determined by Airport Operations and based on operational needs of the airlines and ground handling companies. The designated storage areas are provided for the storage of equipment that is necessary to conduct the airlines and ground handling companies current operations.

PROCEDURES

1. The following standards contain supplemental information that may not have been contained in the Non-Movement Area and Security Training material. All ramp security and driving rules indicated in these documents and/or other policies or lease agreements remain in effect. Any employee failing to comply with these or other ramp procedures are subject to having their PIE access and driving privileges suspended and/or revoked.
2. The Airport has designated predetermined staging areas for airlines and ground support providers.
 - a. Only ground support equipment required to provide the level of service contracted for an existing air carrier is authorized to permanently park equipment at designated staging areas. For example, a ground handler contracted to provide only fueling services may not store baggage carts or air-stairs on the ramp.

- b. If a ground handler is contracted to provide ground services for a non-scheduled charter flight and does not currently hold an agreement with an existing scheduled carrier, they shall be required to remove their equipment from the terminal ramp and return it to their facility at the conclusion of the flight.
3. Ground support equipment may only be staged on the assigned aircraft gate position no earlier than one hour prior to the scheduled arrival time and shall be removed immediately following its departure.
4. Staging ground support equipment on the ramp overnight for morning departures is prohibited.
5. At the conclusion of each flight, all ground support equipment shall be returned to the appropriate staging area.
 - a. Ground support equipment may remain on the gate if the same ground handler is servicing another flight scheduled to arrive within an hour.
 - b. Scheduled cargo carriers operating on their designated positions are exempt from this requirement.
6. Ground handling operators may not utilize or operate another's equipment without expressed prior permission.
7. Each ground support handler will be allocated space on the terminal ramp to store their equipment. Airport Operations has the authority to reallocate or modify staging areas based on gate utilization, flight activity, number of ground handlers, and/or other contributing factors. Unless otherwise designated by the Airport, airline's support equipment (i.e. auxiliary power unit, etc.) must be parked in the same staging area as their respective ground support handler.

- a. Ground support equipment must be parked in an orderly fashion and secured to prevent rolling and being blown during high winds. Ground support equipment must be parked in a manner that will not block service roads or other ground support handler's equipment. The following locations have been designated for parking ground support equipment (as shown on exhibit A).
- 1) **Allegiant:** Aircraft parking position 1 is allocated for Allegiant ground support equipment with the exception of fuel trucks. No vehicles or equipment are permitted to be stored or parked in the area designated for the terminal ramp service road. Behind the baggage claim tunnel, in front of aircraft parking gates 9 and 10, Allegiant is designated a 50' X 175' area as shown on exhibit A of this policy.
 - 2) **Signature Flight Support:** Behind the baggage claim tunnel, in front of aircraft parking gates 9 and 10, Signature Flight Support is designated a 50' X 175' area as shown on exhibit A of this policy. This area is designated for ground support equipment with the exception of fuel trucks.
 - 3) **Quick Flight Services:** The parking area located south of the Airport electrical vault, adjacent to vehicle gates L, is allocated to Quick Flight Services for ground support equipment, with the exception of fuel trucks.
 - 5) **Frontier Airlines:** The parking area located between the passenger gate 1 walk way and the Airport electrical vault (old gate M area) is allocated for Frontier Airlines for ground support equipment and other equipment as needed, with the exception of fuel trucks.
 - 6) **Fuel Trucks:** Fuel truck parking is authorized in front of aircraft parking position 11: Sheltair Aviation is designated two (2) parking spaces; Signature Flight Support is designated two (2) parking spaces. Please note that fuel trucks must be parked at least 10 feet apart and may not be parked over night on the terminal ramp.
8. All ground support equipment that does not have current valid license plates must be registered with the Airport and have a valid vehicle ramp permit affixed to the rear bumper.

9. Each ground handler is responsible for performing foreign object debris (FOD) inspections of their assigned gates preceding and following each flight to ensure no debris is present that could be ingested into an aircraft engine. FOD buckets are located at various locations on the terminal ramp for the purpose of disposing trash and debris.
10. Staging of any equipment, including luggage carts, inside the baggage tunnels is strictly prohibited. Any exceptions to this rule require prior approval from Airport Operations.
11. Overnight staging of equipment alongside the Federal Inspection Service facility (FIS), adjacent to aircraft parking positions 5 and 7 is prohibited. No equipment shall be staged adjacent to the FIS ramp that may interfere with aircraft arriving or departing from the FIS facility.