



RAMP ALLOCATION STANDARDS

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 equally among ground handling companies that have agreements with existing scheduled and unscheduled air carriers serving PIE.

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 ground support providers that serve a minimum of 3 scheduled flights a week.
 - a. Only ground support equipment required to provide the level of service contracted for by 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 Gates 1, 12, 14, and 15 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 an equivalent amount of 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.
 - a. Assignments are designated based on the preferred location by each ground handler and their respective airline(s).
 - b. 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.
 - c. The following locations have been designated for parking ground support equipment (see Exhibit A).
 - 1) Behind the baggage claim tunnel, in front of aircraft parking gates 9 and 10: Business Aviation Services is allocated 175'x50' (approximately 8750 sq/ft); Signature Flight Support is allocated 75'x50' (approximately 3750 sq/ft).

- 2) Fuel truck parking is authorized in front of aircraft parking gate 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.
- 3) Aircraft parking gate 2 is designated for ground support equipment, with the exception of fuel trucks.
 - North side of the centerline for aircraft parking gate 2 (140x80') is allocated to Signature Flight Support and contains approximately 11,200 sq/ft of parking space.
 - South side of the centerline for aircraft parking gate 2 (140'x80') is allocated to Aviation Business Services and contains approximately 11,200 sq/ft of parking space.
- 4) The parking area located behind the electrical vault, between vehicle gates L and M, is allocated to Signature Flight Support for ground support equipment, with the exception of fuel trucks. (Approximately 4855 sq/ft).
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. Vehicles shall be inspected by Airport Operations prior to receiving a ramp permit and at each subsequent renewal. It is the ground handlers' responsibility to ensure that the ramp permit is current and that an inspection is scheduled with Airport Operations prior to expiration.
10. Vehicles and equipment that fail to meet and maintain standard safety inspection requirements, or are mechanically inoperative, leaking fluids, etc, must be promptly removed from the terminal ramp.
11. 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.

12. 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.
13. Overnight staging of equipment along the east side of the Federal Inspection Service facility (Customs), adjacent to aircraft parking gate 5 is prohibited.