

USE OF AIRPORT COMMON USE FACILITIES


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**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

OPERATING DIRECTIVES

Title: Use of Airport Common Use Facilities Operating Directive	Number: 01-4A
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Authority Signature: ROSEMARY A. VASSILIADIS, DIRECTOR OF AVIATION	No. of Pages: 43

OPERATING DIRECTIVE 01-4A: USE OF AIRPORT COMMON USE FACILITIES

This Operating Directive 01-4A, Use of Airport Common Use Facilities Operating Directive, dated September 1, 2023 is a subsection of Operating Directive 01-4, dated June 1, 2001 and supplements but does not modify or change Operating Directive 01-4, dated June 1, 2001. This Operating Directive 01-4A, Use of Airport Common Use Facilities Operating Directive, shall be effective September 1, 2023.

A. *APPLICABILITY*

The Clark County Department of Aviation (hereinafter DOA) supports common use passenger processing infrastructure and services, in all Terminal Complex space, for both domestic and international operations. The purpose of this Operating Directive is to promote and facilitate the efficient use of Harry Reid International Airport’s (hereinafter Airport) common use facilities while ensuring equitable treatment of all Airlines using such facilities. This Operating Directive establishes shared common use terminal equipment protocols, as may be applicable for use in the common use and preferential use facilities, and complements but does not supersede the Airport Use and Lease Agreement. In the event of a conflict between this Operating Directive and the terms of the Airport Use and Lease Agreement, the terms of the Airport Use and Lease Agreement will apply for all Signatory Airlines. The DOA reserves the right to modify, revise, or adjust this Operating Directive periodically in order to meet business objectives and to achieve efficient use of the Airport’s facilities operated by the Airlines.

B. *DEFINITIONS*

The following definitions apply solely for the purposes of this Operating Directive, unless the context otherwise requires.

“**Airline**” or “**Air Transportation Company**” shall mean a person, company or corporation providing air transportation by aircraft for the purpose of carriage of persons, cargo, mail, and/or other property.

“**Affiliate Carrier**” or “**Affiliate**” shall mean any Air Transportation Company that provides air transportation services for Airline, operates essentially under the same trade name as Airline at the

Airport, and uses essentially the same livery, airline code, and/or flight number designation as Airline. Airline and any Affiliate shall be counted as one entity for the purposes of computing any Joint Use Formula, MII formulas, and/or minimum utilization clauses. Airline shall be responsible for submitting all payments, statistical reports, and other requirements on behalf of any Affiliate. An Affiliate Carrier will not be eligible to enter into a separate operating permit with DOA for operations at the Airport. The term Affiliate Carrier shall not include any carrier that is providing Air Transportation services on behalf of Airline that is a code-share partner or marketing partner and that is flying such flights under such carrier's own livery.

“Baggage Handling System” or “BHS” shall mean the baggage system, including all associated components, hardware, software, and/or other associated equipment and facilities that is required to transport baggage from any ticketing, skycap, and/or other similar passenger check-in location, either on or off Airport property, that is owned, operated and maintained by DOA and provided to Airline for the purpose of transporting baggage from such areas to the Transportation Security Administration (TSA) for screening purposes and then to a designated baggage make-up area that is assigned for use by Airline either as Preferential Use Space or as Common Use Space.

“Common Use Space” shall mean the areas specifically designated by AVIATION in the Terminal Complex for the purpose of allowing multiple Air Transportation Companies to provide air transportation services to the traveling public. Such areas shall be assigned to AIRLINE by AVIATION for specific portions of the day to accommodate AIRLINE's flight operations. Common Use Space is more specifically defined as follows:

1. **“Common Use Baggage Make-Up”** shall include all carrousel and/or piers that are located in one of the Airport screening nodes, the surrounding baggage make-up space within the screening node, and the surrounding areas available for tug and baggage cart and/or baggage container staging.
2. **“Common Use Baggage Service Office” or “BSO”** shall include any BSO that is shared by multiple Air Transportation Companies for the purpose of providing customer services relating to baggage service.
3. **“Common Use Gates”** shall include, but is not limited to, holdrooms, gate apron areas designating the aircraft parking envelope and ramp equipment staging, and jetbridges.
4. **“Common Use Ticket Counter”** shall include, but is not limited to ticket counter positions and associated equipment, ticket queuing space, skycap check-in positions, and skycap queuing.
5. Other areas as may be designated by Director during the Term of this Agreement.

“Department of Aviation” or “DOA” shall mean the department that has been designated by the Board of County Commissioners, through Title 20 Ordinance, to provide oversight and management of the airports within the Airport System, which includes Harry Reid International Airport. It is understood by both parties that the terms “Department of Aviation” and “Aviation”

may be used interchangeably and during the course of business operations with Airline and other tenants and/or users of the Airport.

“Exclusive Use Space” shall mean the space leased to Airline, by DOA, for use by only Airline. Such areas are more clearly defined to include, but not be limited to, non-public areas such as airline ticket offices (behind ticket counters), and airline operations areas.

“Non-Signatory Airline” shall mean any Airline using the Airport which is not a Signatory Airline, as defined in this Operating Directive.

“Preferential Use Space” shall mean the non-exclusive space in the Terminal Complex assigned by DOA to Airline for which Airline has preferential, but not exclusive use rights in accordance with this Operating Directive. Such areas may include, but shall not be limited to, passenger check-in areas (excluding airline ticket offices), skycap podiums, aircraft gates and their associated passenger loading bridges, apron area, holdroom, and related equipment assignments.

“Signatory Airline” shall mean any Airline that has executed and delivered to DOA an executed Airport Use and Lease Agreement covering the use and occupancy of facilities at the Airport, and is therefore governed by such Agreement. Such Airline must be able to meet specific requirements and/or minimum standards for Signatory Airline status as may be established by the Director of Aviation.

C. SHARED SYSTEMS AND SERVICE INFRASTRUCTURE

The DOA owns, maintains, and will provide the following systems, service infrastructure, and equipment at areas in the Airport designated as Common Use Space. The DOA supports the following systems, infrastructure, and equipment for use by the Airlines in an “as-is” condition and is not liable for any damages, including any incidental or consequential damages. Airlines are liable and financially responsible for any damage caused by their employees, contractors, vendors, agents and other service providers performing on behalf of Airlines to any of the following systems or services. Airline agrees to indemnify, defend, same and hold harmless Clark County and its officers, officials, agents, and employees from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation and litigation) to the extent caused, or alleged to be caused, in whole or in part, by the wrongful, negligent or willful acts, or errors or omissions of Airline or any of its owners, officers, directors, agents, employees or contractors arising out of or related to Airline’s occupancy and use of the common use facilities or the Airport. This indemnity includes any claims arising out of the failure of Airline to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. Airline must indemnify DOA from and against any and all claims, except those arising from DOA’s own negligent or willful acts or omissions. Airline will be responsible for primary loss investigation, defense and judgment costs where this indemnification applies.

C.1. Telephones and Communications

The DOA provides telephones at the Airport, including ticket counter agent positions, departure area check-in counters, and other shared use areas. The telephones provide on-airport and local calls, and may access the long-distance service chosen by the Airline. Long distance calls will be billed directly to the Airline by its long-distance provider.

C.2. Public Address System

The DOA provides a public address (PA) system throughout the Airport Terminal Complex. The DOA provides PA service in all public areas, including passenger hold room areas. Local pages, such as boarding announcements in the departure areas, shall be made by Airline personnel. The PA system in the Federal Inspection Station (FIS) area is on a separate zone and controlled from within the international concourse.

C.3. Common Use Passenger Processing Systems (CUPPS)

DOA supports and maintains all Common Use Equipment, which shall be situated at every ticket counter, self-bag drop systems, skycap, gate podium, kiosk, and gate counter position. DOA makes no express warranty as to the operability of the equipment and the sole extent of liability of DOA with respect to the equipment shall be limited to repair and/or replacement of malfunctioning equipment. DOA will respond as expeditiously and as reasonably as possible to technical difficulties with the Common Use Equipment after Airline has notified DOA of such difficulties through the DOA's designated central help desk number (702) 261-5125. Airline shall ensure the same responsiveness and assistance to DOA staff to identify and resolve Airline and/or Airline-vendor issues relating to Airline's applications that run in conjunction with the Common Use Equipment systems. Airline will work cooperatively with DOA for the implementation of other new technologies to improve the efficiency of the Airport.

The DOA provides a standard set of all computer equipment, including workstations, scanners, boarding gate readers, boarding pass printers, bag tag printers, ticket counter printers, paper and bag tag stock, kiosks, touchscreen and/or standard monitors, mice and keyboards, MSR/OCR readers for credit card and passport processing, curbside check-in areas, departure area check-in counters, baggage recheck counters, self-bag drop systems and other infrastructure that may be required for a CUPPS platform. This also includes any special devices required for Airline operations including radio frequency identification (RFID) bag tag printers.

Airline must supply adequate computer addressing to allow Airline operations to occur at any Airport location assigned to Airline by DOA for any CUSS or CUPPS application. Airline must maintain adequate IT infrastructure to support the use of these systems in their preferential lease space, as well as in other common use areas identified by DOA for the benefit of passengers traveling through the Airport.

Airline may be asked to supply its own boarding pass and SpeedCheck™ (kiosk) stock in the use of the Common Use Equipment at all Preferential Use Space and Common Use Space positions from time to time. However, in the event that DOA needs to assign

Preferential Use Space to another air carrier, Airline shall remove its own stock and allow the other air carrier to use the DOA-supplied stock. When utilizing DOA-assigned Common Use Space or Preferential Use Space, the air carrier may use either its own stock or DOA's common stock. If the air carrier elects to use its own stock, it shall be responsible to remove all stock from the DOA's equipment at the end of the usage period. Any material change in Airline stock shall be subject to approval by DOA. In the event that DOA deems Airline stock to be injurious to DOA's Common Use Passenger Processing Systems (CUPPS), Airline will immediately cease usage of the offending stock upon such notice by DOA. DOA reserves the right to sell and collect applicable advertising revenues that may be generated from the reverse side of any DOA-supplied stock, provided that such advertisement shall not be of any other Air Transportation Company.

DOA will supply all Radio Frequency Identification (RFID) bag tag stock for use in the Baggage Handling System. Airline shall be required to meet the IATA / ATA standards for the twenty-one inch (21") bag tag (or as the standard may be amended by IATA / ATA), prior to the start-up of activities at the Airport. Additionally, Airline shall provide to DOA the necessary Baggage Service Messages (BSMs) that will be required to facilitate Airline's baggage through the Baggage Handling System that utilizes RFID technology to track and route baggage to the appropriate baggage carousel. DOA makes no express warranty as to the operability of the technology and/or baggage handling system equipment and the sole extent of liability of DOA with respect to the technology and/or baggage handling system equipment shall be limited to repair and/or replacement of malfunctioning equipment. DOA will respond as expeditiously and as reasonably possible to technical difficulties with the BHS equipment after Airline has notified DOA of such difficulties through DOA's designated central help desk number (702) 261-5125. Airline shall ensure the same responsiveness and assistance to DOA staff to identify and resolve Airline and/or Airline-vendor issues relating to Airline's applications that run in conjunction with the RFID, BHS, and BSMs systems. Airline will not be allowed to use its own bag tag stock, unless specifically approved to do so in writing by DOA, which must at the time meet any and all standards that may be reasonably set forth by DOA for such stock. DOA reserves the right to sell and collect applicable advertising revenues that may be generated from the reverse side of any DOA-supplied bag tag stock, provided that such advertisement shall not be of any other Air Transportation Company.

The DOA also provides the network connection needed for CUPPS from DOA owned equipment to the equipment room. Airline shall provide needed network connections and equipment from the Airport Intermediate Distribution Frame (IDF) equipment room to its proprietary systems, including long distance telephone service. No proprietary equipment connections will be permitted to be installed or used in any public facing Common Use Space or Preferential Use Space. Airlines shall be responsible for certifying its common use application(s) with the DOA's CUPPS platform provider prior to provisioning of its application on the CUPPS production system. CUPPS workstations shall display the DOA's template with Airline approved logos. Any change to Airline logos must be coordinated with the DOA prior to its use on CUPPS workstations.

C.4. Common Use Self Service (CUSS) Kiosks

The DOA provides common use self-service kiosks and associated infrastructure which allow passengers to check-in using the Airline's CUSS applications on the DOA's CUSS kiosks. The DOA also provides network connectivity needed for CUSS kiosks from the kiosk location to a DOA owned IDF equipment room. Airline shall provide needed network connectivity from the Airline gateway to its backend departure control system (DCS) or host system. Airlines shall be responsible for certifying its CUSS application(s) with the DOA's CUSS platform provider prior to provisioning of its application on DOA's CUSS production kiosks. No proprietary equipment will be allowed as part of the CUSS system.

CUSS kiosks will display the DOA's template with Airline approved logos. Any change to Airline logos must be coordinated with the DOA prior to its use on CUSS kiosks.

As the DOA upgrades its CUSS platform, Airline shall be responsible for providing a compliant application. Also, any future addition, relocation or other substantive changes to DOA's CUSS infrastructure might require compliance with US Department of Transportation (DOT). In such case, the Airlines shall provide a CUSS application that is both IATA CUSS and ADA compliant.

C.5. Flight Information Display System

The Flight Information Display System (FIDS) provides Airline flight information that includes the Airlines name, flight number, gate, time of arrival and departure, and city of origin and destination. FIDS monitors are placed at various locations of the Terminal Complex areas and within the public areas of the Terminals.

The DOA reserves the right to modify the templates and layout pertaining to the flight information displayed on the FIDS monitors. Airlines shall be responsible for providing its approved logo to be used by the DOA for displaying its flight information on FIDS monitors. Airlines must coordinate any modification to its approved logo with the DOA before such change can be displayed on FIDS monitors.

C.6. Digital Signage

The DOA owns and maintains dynamic backwall signage. Electronic display signs are located over each ticket counter agent position and at each check-in position in the departure area. Electronic signs are also located in the baggage claim area. Other signs will be located where the DOA determines that information displays are necessary to support the CUPPS platform or provide public facing information.

The DOA manages the database of information displayed on the signs. Airlines are permitted to submit templates for approval to the DOA for the purpose of displaying standard information at ticket counters and gate holdroom areas. In addition, Airlines shall submit critical information such as any timeline requirements, duration of any templates if

applicable, and relevant technical contact information. The DOA will ensure best efforts to approve and incorporate into the Common Use system electronic signs in a timely manner. If any technical issues arise while displaying Airline templates, the electronic sign shall default to DOA approved content.

Use of electronic signage is strictly limited to Airline flight information. Use of electronic signs for any other purpose by the Airline including advertisement or its affiliate's products and services is not permitted.

C.7. Custodial Service

The DOA provides custodial services for both Common Use Space and Preferential Use Space per [Exhibit A - Maintenance Matrix](#), and provides trash receptacles at ticket counters, in hold rooms, and within the gate podiums. Airlines shall properly dispose of trash removed from its operations in a manner acceptable to the DOA and, for international operations, U.S. Customs and Border Protection.

Airlines are required to participate in the Department recycling program. The DOA provides the approved recycling bins.

C.8. Pest Control

The DOA provides an Integrated Pest Management (IPM) program in public Terminal Complex areas and throughout both Common Use Space and Preferential Use Space. Airlines / Tenants shall provide an IPM program and maintain facility hygiene throughout its Exclusive Use Space. An effective IPM program along with facility hygiene will discourage the development of pest populations. Airlines shall be responsible for its Exclusive Use Space and will be responsible for any associated costs for not maintaining an IPM within its Exclusive Use Space.

C.9. Passenger Boarding Bridges

The DOA provides and maintains passenger-boarding bridges at Common Use Gates. While the passenger-boarding bridges are designed to accommodate most aircraft models, they may not be compatible with all aircraft due to doorsill heights and Americans with Disabilities Act accessibility standards. The DOA and Airlines cooperate to provide boarding and deplaning assistance devices where level entry loading bridges are not available. In circumstances where passenger boarding bridges or associated equipment are not compatible with an aircraft or are inoperable, Airlines shall contact the DOA to coordinate the use of acceptable alternate equipment or lift provided by the DOA. Airlines shall operate the passenger boarding bridges and return them to the stowed position after each use. Airlines, their contractors, agents and vendors are required to switch the power off when not in use, and shall care for the passenger boarding bridges and equipment in order to prevent its misuse or abuse. Airlines shall notify the DOA of any issues with the passenger-boarding bridges and associated equipment.

The DOA will provide additional train-the-trainer style training for passenger-boarding bridges on an as needed basis, as requested by an Airline, based on gate schedule and instructor availability.

Card or key access is required to operate the passenger-boarding bridges and Airlines shall designate qualified persons to operate passenger-boarding bridges.

The DOA performs nightly custodial cleaning of public areas and County-owned passenger-boarding bridges. Airlines shall immediately place a work order request for any spills or other incidents that require additional custodial cleanup.

C.9.a. Aircraft Ground Power Equipment

County-owned passenger-boarding bridges are equipped with ground power units. Although the DOA maintains and regularly inspects these facilities, Airlines, their contractors, agents, and vendors, shall connect and disconnect power cables and switch the power on and off. Airlines, their contractors, agents and vendors are required to switch the power off when not in use, and shall care for the ground power equipment in order to prevent its misuse or abuse.

C.9.b. Pre-Conditioned Air

County-owned passenger-boarding bridges are equipped with pre-conditioned air. Airlines, their contractors, agents and vendors shall connect and disconnect air ducts and switch the air on and off. Airlines, their contractors, agents and vendors are required to switch the power off when not in use, and shall care for the pre-conditioned air equipment in order to prevent its misuse or abuse.

C.9.c. Fire Extinguishers at Passenger-Boarding Bridges

The DOA provides, maintains, and regularly inspects fire extinguishers at each Common Use Gate and Preferential Use Gate in conjunction with National Fire Protection Association standards. In general, the extinguishers are available at the gate or an adjacent gate for use in the event of an aircraft or airside emergency requiring the unit. After usage of the unit, the Airport Control Center should be contacted.

C.10. Potable Water

The DOA provides potable water cabinets with bibs at Common Use Gates and Preferential Use Gates. The DOA repairs and maintains the potable water system at all gates. No chilling capability will be furnished. Airlines shall keep the connections in a clean and sanitary condition.

C.11. Baggage Make-Up Area

The DOA operates, repairs, and maintains the Common Use Baggage Make-Up system. The DOA equips each Common Use Ticket Counter agent position with a baggage scale and display. A shared baggage conveyor shall be used to transport checked baggage through the required screening process to an assigned re-circulating carousel in the baggage make-up area. Airlines shall ensure that their employees, agents, and contracted representatives comply with the bag hygiene practices set forth by the DOA.

Airlines are responsible for removing their passengers' baggage from the carousel in a timely manner. Airlines shall inspect baggage makeup devices and all default belts to ensure baggage has not been left behind.

C.12. Gate Hold Rooms In Departure Areas

The DOA assigns departure area gate hold rooms in tandem with Common Use Gate assignments. The DOA provides furnishings in the departure areas and a check-in podium with electronic signage to display the Airline's name and flight information. Airlines shall not display any information on the signage without prior approval of the DOA. The DOA provides all signage required by law that is common to all air transportation companies, noting that international and domestic flights have different requirements. Regulatory signage approved by the appropriate government agencies will be the default signage provided at Common Use Gates and Preferential Use Gates by the DOA. Airlines shall not display any regulatory signage customized to their operation, additional signage in, around, or on the gate podium counters, walls or in queue lines. All signage, branded equipment, and materials shall be removed following a flight departure unless the same Airline is scheduled for the next operation at the same gate or the aircraft is scheduled to RON and depart from that gate. Other arrangements may be approved by the DOA to accommodate day-to-day operational anomalies. While actively working a flight, Airlines may display branding information/logos in departure areas in conjunction with signage requirements outlined in [Section D.6](#) of this Operating Directive.

The DOA provides each check-in podium with common use workstations, which includes a computer, mouse, keyboard, monitor, ticket printer, boarding pass printers, document printer, hand scanner, MSR/OCR reader, biometric camera, and self-boarding gate, as required. Doors to the ramp and passenger boarding bridge shall be controlled by card access, issued by the DOA Security Office.

C.13. Hydrant Fueling

A bulk Airport fuel storage facility and underground distribution and hydrant fueling system serves the Airport. The fuel consortium (an organization comprised of Airline representatives), through its operating agent, shall operate and maintain the hydrant fueling system, including removing oil and cleaning the fuel pit drain interceptor pits, in coordination with the DOA. The operating agent shall dispense fuel from the ground and pump it into the aircraft.

C.14. Ground Service Equipment (GSE) Parking for Designated Airline Vehicles

Parking or storage of aircraft GSE at a gate position, baggage make-up and drop-off locations, or at an aircraft apron location that in any way interferes with Airport operations, including the movement of passengers, baggage, cargo or other aircraft, is prohibited at all times. Equipment may be staged at a Common Use or Preferential Use Gate no earlier than 30 minutes prior to flight arrival.

The Airline must remove all equipment immediately following an aircraft departure, unless another flight operation for that same Airline is scheduled by the DOA at the same gate or as directed by the DOA. At all other times, equipment must be staged at designated locations that have been identified by DOA, in close proximity of Common Use Gates and Preferential Use Gates. In a joint effort, the DOA designated representative, in coordination with Airside Operations, will coordinate with Airlines and GSE providers on acceptable staging to keep gates clear when operations warrant alternate scheduled use of the gate.

Unattended equipment staged in violation of this Section, or not removed at the request of the DOA, may be removed and impounded at the owner's expense. In addition, failure to comply with the provisions of this Section may result in a violation and administrative assessment in accordance with the Airport Operating Directives.

C.15. Locks and Key Cores

Refer to the Airport's Facilities Division Key & Lock Policy for policy on responsibility, eligibility, and approval to issue keys at the Airport. The purpose of the guidelines is to establish procedures for the safe and secure process of issuing locks and keys. The policy is made available to all Airport tenant operators and posted on the Airport's website: <https://www.harryreidairport.com>.

Approval to issue keys for all ticket counters and gate podiums is handled through the DOA Business Office. The locking mechanisms at the passenger boarding bridges for card or key access must be approved through the DOA Security Office. Airline will ensure that Airline owned key cores are not placed on any DOA controlled equipment doors or podium drawers that contain or access DOA IT equipment.

C.16. Automated Access to Airport Resources

In the future, the DOA may utilize a common use resource management system (RMS) to automatically manage Airline access to Airport resources including gates, check-in workstations, carousels, and other. In such scenario, the DOA's resource management system will validate the use of Airport resources against Airline's scheduled time prior to allowing the use of those resources. Airline users will be given access to the Airport resources automatically upon login if the Airline is scheduled to operate at that location at that time.

Airline users will be denied access to those resources if the Airline is not scheduled to operate at that location when the user tries to log in. For irregular operations and other scenarios that require moving Airlines to a new ticket counter or gate, or scheduling the Airline to a different location, the Department will make those changes within the resource management system so the Airport resource access requests by the approved Airline can be granted automatically upon login.

D. GENERAL AIRLINE OPERATING PRINCIPLES

D.1. Gate Apron Condition

Airlines, including their vendors, agents and contractors shall ensure that the gate apron is left in the same acceptable condition, as it was prior to flight operations. Airlines are responsible to contain and clean up any fluid spills or the release of pollutants in accordance with federal, state, and local laws; including Storm Water requirements.

Airline tenants must immediately report all unsafe apron conditions or malfunctioning equipment to the DOA through its Airport Control Center at 702-261-5125 and in accordance with the Airport Operating Directives. Failure to notify the Airport's Control Center shall result in the issuance of a Notice of Violation and be subject to enforcement and penalties established under the Airport Operating Directives.

Airlines are liable and financially responsible for any damage the Airline, their partners, vendors, agents, and contractors cause to apron property. Once a determination is confirmed that a tenant has caused damage to the apron or any DOA owned equipment and apron property, the DOA will issue a billable work order to the appropriate authority.

D.1.a. Gate Apron Markings

Gate apron markings and stop bars are provided at all Common Use and Preferential Use Gate apron areas that comply with FAA and ICAO standards. The DOA provides stop bars for all aircraft anticipated at Common Use Gates based on Airline schedules submitted to the DOA. In the event a new stop bar is required at a Common Use or Preferential Use Gate for an aircraft reflected on an upcoming schedule, the DOA will coordinate a marking solution with that Airline. The Airline will not modify a portion of the gate envelope including hydrant cart parking areas without DOA pre-approval.

D.2 Aircraft Maintenance

Airlines may conduct pre-departure or post-arrival aircraft maintenance incidental to the immediate operation of the aircraft at a Common Use and Preferential Use Gate in accordance with Airport Operating Directive requirements. Other maintenance performed on the aircraft during a turn operation or RON operation at a Common Use Gate is acceptable so long as the aircraft does not exceed the gate dwell times approved for that

operation and; which does not disrupt the Airport's ability to efficiently assign gating resources or its surrounding areas.

Extended maintenance of an aircraft that is expected to exceed established dwell times will be assigned to a remote parking area away from a Common Use or Preferential Use Gate. In such cases, Airlines shall coordinate a remote location with the DOA and Airside Operations. Airlines performing non-routine, post arrival and pre-departure aircraft maintenance that exceeds established dwell times may be charged an administrative assessment in accordance with the Airport Operating Directives.

D.3 Equipment Damage and Repair

Airlines, including their contractors, agents, and vendors shall ensure any Airport owned equipment that is utilized by the Airline is left in the same acceptable working condition as it was prior to their use. Airlines are liable and financially responsible for any damage they, their partners, vendors or contractors cause to Common Use Premises or Preferential Use Premises.

D.4 Baggage Hygiene Practices

The Airport baggage handling systems (BHS) transports passenger bags through security screening equipment that requires bags to be tracked throughout their journey through the system, from the checked baggage input conveyors, inline explosive detection system and out to the baggage make-up carousels. The Airport baggage handling systems have limitations and are susceptible to degraded performance if certain basic baggage hygiene practices are not followed. Poor baggage hygiene results in bag jams, degraded system performance, system malfunctions, and even full system outages. All persons utilizing these systems must adhere to baggage hygiene procedures.

D.4.a. Protocol to Clear Baggage Jams

The protocol varies by each Terminal Complex and system and is identified as follows:

D.4.a.1. Inbound Baggage Belts

- If a jam occurs at the loading belt, visible to the Airline employee or their agent, the Airline can clear it
- If the jam occurs elsewhere in the system:
 - Call the Airport Control Center at 702-261-5125
 - Provide the location of the fault
 - Stand by until Airport staff arrives
 - Follow instructions of Airport staff as needed

D.4.a.2. Outbound Baggage Belts

- Airport's contracted maintenance provider monitors the system and dispatches someone to clear the jam
- Airlines should call the Airport Control Center at 702-261-5125
- Provide the location of the fault
- The most common causes of baggage jams inside an inline explosive detection system are:
 - Loose baggage straps
 - Duffle bags and garment bags not in tubs
 - Overstuffed bags not in tubs (items unstable on the conveyor belt will roll on inclines and declines)
 - Wheels down on the conveyor belt
 - Orientation of bags on the conveyor belt
 - Oversized and odd sized baggage

D.4.b. Elements of Good Baggage Hygiene

D.4.b.1. Baggage Orientation

All bags, whether in a tub or not, should be oriented lengthwise and centered on the belt. If bags are not in a tub, they should be placed with the largest surface area possible facing down on the conveyor belt.

D.4.b.2. Baggage Separation

A minimum 36" gap is required between any two pieces of baggage being placed on a conveyor belt at induction to ensure the system can properly track and distribute the baggage.

D.4.b.3. Baggage With Wheels

Bags with wheels should be placed on the conveyor belt with the wheels up and facing the direction of belt travel, with the bag tag affixed to the trailing handle. If this position makes the bag unsteady, place the bag in a tub with the wheels down.

D.4.b.4. Hooks and Straps

Remove all hooks and straps from the bag. If not possible, place the bag in a tub, including duffel bags with wheels. Passengers tend to load their bags wheels up, but these bags often have non-removable straps on the opposite side that can get tangled in the conveyor belt.

D.4.b.5. Pockets and Zippers

All pockets and zippers shall be closed and ensure there are no long, hanging pull straps or cords attached. Otherwise, place the bag in a tub.

D.4.b.6. Car Seats

Place car seats into a tub. When placing a car seat in a tub, it should first be wrapped or placed in a plastic bag to ensure straps and other parts remain in a fixed position. If the car seat does not fit, then place the car seat on an oversized conveyor belt.

D.4.b.7. Large Items

Large items should be placed on the oversized conveyor belt. Large is considered more than 21.5 inches high and more than 54 inches long.

D.4.b.8. Odd Shaped Items

Items such as hockey sticks, poster tubes, strollers, walkers and similar items must be placed in a tub if possible. The item shall be placed on the oversized conveyor belt.

D.4.b.9. Soft-Sided Baggage

Soft bags shall be placed in a tub to ensure the lowest profile possible.

D.4.b.10. Over-Packed Baggage

Over-packed bags are often unstable when placed on the conveyor belt and must be placed in a tub.

D.4.b.11. Golf Bags

Golf Bags may be placed on the conveyor belt, provided proper bag orientation is achieved. Wheels must be up and facing the direction of travel.

D.4.c. Baggage Tags

Proper placement of bag tags cannot be overstated. Bag tag data is used for tracking bags through security protocols, generating vital system performance reports, and time-stamping bags into and out of TSA screening zones. Bag tags must be placed on the bag in a manner that affords the highest probability of a successful read. Airline representatives are also responsible to ensure that all previous flight bag tags are removed.

D.4.d. Baggage Tubs

The Airport purchases and maintains baggage tubs for Common Use in all Terminals for common use baggage systems. Airlines shall properly care for and utilize the baggage tubs to minimize bag jams and to facilitate the proper flow and orientation of baggage through the baggage handling system. Airlines shall accumulate tubs at appropriate locations and return tubs to ensure their availability for other users. Broken or unusable tubs should be stored at an appropriate location and periodically reported for replacement by submitting a request to DOA.

D.5. Scheduling Submissions and Administration

The administration of Common Use Space and Preferential Use Space will be conducted by the DOA. Airline shall be required to submit to DOA, its proposed flight schedule for the next ninety (90) day period in an electronic format provided by DOA, every thirty (30) days, so that DOA may utilize such information to make reasonable determinations on how to best utilize the Airport facilities and to assign such facilities to meet facility demands during peak time periods subject to the provisions of this Operating Directive.

Airline shall reasonably provide to DOA such proposed schedules, using a standard format provided by DOA, including but not limited to the submission of such schedules utilizing a secure log-in web-based application with specific log-in information and passwords for each Airline, on a monthly basis and for a period covering no less than ninety (90) days in advance, to allow DOA to anticipate Airline's future facility requirements.

DOA will use the submission of such schedules for the purpose of assigning and tracking utilization of facilities, using the prioritization formulas established by DOA, and subject to the provisions of this Operating Directive. DOA will make every effort legally available to DOA to keep such proprietary information confidential, however, DOA will be allowed to share such information in a general form to the TSA for the sole purpose of allowing them to anticipate the staffing levels that will be required to operate the security checkpoints and the baggage screening facilities, or other services that may be provided by TSA in the future.

Airline shall not commence any schedule that includes the use of Common Use Space or other non-preferential facilities, without the prior written approval of the DOA. Additionally, Airline shall accommodate its scheduled flights, as well as any flights of any Air Transportation Company that Airline ground handles, on the Preferential Use Gates that it has been assigned. DOA reserves the right to deny the request by Airline for the use of any Common Use Space if, as determined by DOA, such flight(s) can be accommodated on Airline's Preferential Use Gates.

A schedule submission by an Airline shall be accurate, contain all required information of this Operating Directive, and deemed effective for the period submitted or until it is superseded by another schedule submission.

D.5.a. Schedule Format

All Airline schedules shall be submitted by e-mail to lasairskd@lasairport.com in the DOA's accepted electronic format, Standard Schedules Information Manual (SSIM file), to allow the information to be processed by the DOA's gate management software. All submissions must include:

- 1) Flight number
- 2) IATA 2-letter Airline identifier (International Air Transport Association)
- 3) Type of aircraft including model and series
- 4) Department pairs - origin/destination airport
- 5) Show all linked flights
- 6) FIS status (Pre or Post Cleared)
- 7) Arrival and departure times (Local Las Vegas Time)
- 8) Schedule beginning and end dates
- 9) Day(s) of operation

In addition to the information contained in the SSIM file, Airlines should provide a text note summarizing the following:

- 1) Flights requesting a Common Use Gate or flights by a Preferential Use Airline that cannot be accommodated at their Preferential Use Gate that would need accommodation.
- 2) Number of RON aircraft spots above what can be accommodated at a Preferential Use Gate.

D.5.b. Late Schedule Submissions

Flight schedule submittals requesting a Common Use or Preferential Use Gate with less than the required advance notice will be assigned to gates only after all other requests have been accommodated.

D.5.c. Gate Planning and Review

The DOA will respond via email to all schedule requests within a maximum of 10 calendar days after the submission deadline date.

To monitor scheduling progress, the Department encourages the Airline's use of the gate management software's web portal for gating status, updates and assignment information. The DOA Airside Operations Office should be contacted for access.

D.5.d. Gate Assignment Priority

It is the DOA’s intent to offer Airlines, including new entrants desiring to provide scheduled service, access to the Airport and to provide adequate gate positions and space in its facilities. New Entrant Airline shall mean any airline that has not operated regular scheduled commercial passenger service at the Airport at any time during the twelve (12) month period prior to the first day of commencing operations. Therefore, the DOA will make every effort to first accommodate flights on Common Use Gates. If the DOA determines in its reasonable judgement that a flight cannot be accommodated at Common Use Gates, the DOA will seek to assign a Preferential Use Gate during periods that a Preferential Use Gate is not scheduled by an Airline to operate at such gate.

The DOA will apply the following priorities to flights needing gate assignments at Common Use Gates and, in the event of an accommodation, at a Preferential Use Gate during non-scheduled periods.

DOA reserves the right to implement policies, on a flight by flight basis, to maximize the gate capacity and availability of gates to all Airlines. While in most cases aircraft can be accommodated, the following priorities will be applied to resolve any conflicts between flights needing the same gate at the same time:

PRIORITY	AIR SERVICE
Priority 1	Trans-oceanic airline with permanent / scheduled service (any flag carrier)*
Priority 2	Trans-oceanic airline with permanent / scheduled service, using freedom rights*
Priority 3	International airline with permanent / scheduled service*
Priority 4	Domestic airline with permanent / scheduled service
Priority 5	Other Oceanic airline with permanent / scheduled service (any flag carrier)
Priority 6	International airline with temporary / scheduled service*
Priority 7	International airline with a turn time that exceeds the DOA Maximum turn time
Priority 8	Domestic airline with a turn time that exceeds the DOA Maximum turn time
Priority 9	Any airline with a schedule that was changed within 30 days of the proposed start date
Priority 10	Any airline with a schedule that was submitted within 90 days of the proposed start date
Priority 11	Domestic airline with temporary / scheduled service
Priority 12	Trans-oceanic airline with permanent / charter service (any flag carrier)*
Priority 13	Trans-oceanic airline with temporary / charter service (any flag carrier)*
Priority 14	International airline with permanent / charter service*
Priority 15	International airline with temporary / charter service*
Priority 16	Domestic airline with permanent / charter service
Priority 17	Domestic airline with temporary / charter service
Priority 18	General Aviation requiring Customs and Border Protection

** Flights that require Federal Inspection Services at an international gate*

Airlines that are equal given the criteria will be gated according to the following:

- 1) Signatory versus Non-Signatory
- 2) Capacity in market (Seats into market. Average number of flights per week)
- 3) Compliance with schedule submittal process (90 day schedule every 30 days)
- 4) Flights – Number of flights in market
- 5) Airline history in market (destination market)
- 6) Trans-oceanic (A flight that crosses an ocean to reach the published destination)

For the purposes of this Operating Directive, the above terms are defined as follows:

- 1) “Permanent” – Year round
- 2) “Temporary” – Intermittent or seasonal
- 3) “Scheduled” – Flight listed as scheduled service in the Official Airline Guide (OAG)
- 4) “Charter” – Flight not listed as scheduled in the OAG
- 5) “International” – International Flag Carriers
- 6) “Domestic” – US Flag Carriers

The DOA will utilize the following separation times between flights when scheduling and assigning its gate resources at Common Use Space:

- 1) **30 Minutes** - schedule separation between flights conducted by different Airlines at the same gate.
- 2) **20 Minutes** - schedule separation between flights conducted by the same Airline at the same gate.

D.5.e. Gate Swaps / Trading Between Airlines

Trading gates between Airlines is prohibited. Airlines are required to work with the DOA for gating changes to the approved gating schedule. Unauthorized gate use

without prior communication with the DOA may incur an administrative assessment in accordance with the Airport Operating Directives.

D.5.f. Daily Gate Management Protocols

Airlines are expected to maintain continuous communication with the DOA on changes to their baseline gate assignments driven by day-to-day operational anomalies. Airlines must communicate daily line-ups, updated ETA/ETDs, tail swaps, and/or any impending delays to the DOA for overall planning and coordination purposes. Flights assigned to gates through the gate planning review and assignment process will be honored in day-to-day assignments except when:

- 1) Flight is off schedule. A flight is considered off schedule when arrival or departure times deviate +/- 15 minutes from scheduled operations.
- 2) Airline implements a flight swap that exceeds the original ground time scheduled at the gate under the baseline gate schedule.

In conjunction with DOA, early arrivals of flights may opt to either wait for the assigned gate to be vacated or be accommodated at an alternate available gate. The DOA will determine if the flight can be accommodated at a Common Use Gate or Preferential Use Gate without impacting another baseline gate scheduled flight, provided the action does not create additional delays at the alternate gate.

During daily operations, in all cases, flights communicated by the FAA control tower deemed an "emergency" that require a gate, will take precedence over all gating priorities.

D.5.g. Excess Gate Times

The following table depicts gate occupancy times consistent with industry practice. An Airline may be required to remove an aircraft from a Common Use Gate at the discretion of the DOA. Failure to remove an aircraft from the gate may incur an administrative assessment per the Airport Operating Directives. Maximum gate dwell periods are outlined as follows:

Maximum Gate Dwelling Periods			
Description	Regional Jet / Commuter	Narrow Body Aircraft	Wide Body Aircraft
Arriving Domestic Flight*	45 minutes	60 minutes	75 minutes
Terminating Domestic or Pre-Cleared Flight*	45 minutes	60 minutes	75 minutes
Domestic Turn or Pre-Cleared Flight	60 minutes	90 minutes	120 minutes
International Arrival*	45 minutes	75 minutes	90 minutes
International Arrival / Domestic Departure Flight+	60 minutes	90 minutes	120 minutes
International Turn Flight	90 minutes	90 minutes	180 minutes

**Aircraft must be removed from the gate following the operation as requested*

+For an international arrival the Airline must accommodate the DOA request to conduct the domestic departure portion of the turn from a non-international gate

DOA has the right to schedule or otherwise assign all space within the Airport, including, but not limited to, Preferential Use Space, and Common Use Space. Airline acknowledges that DOA will assign the use of Preferential Use Space and Common Use Space, and that such assignments will be reasonably determined at the sole discretion of the DOA to meet the operational needs of the Airport. Airline also acknowledges that it will cooperate and work with any other Airline that may be assigned to such Preferential Use Space and Common Use Space, if applicable.

If DOA approves Airline to lease Preferential Use Space at the Airport, the Airline will also be required to lease the Terminal Complex space(s) associated with that Preferential Use Gate or Ticket Counter. DOA will identify for Airline the associated Exclusive Use Space that is associated with the requested Preferential Use Gate(s) or Ticket Counter(s) and Airline will be required to lease the space exclusively while assigned the Preferential Use Space.

D.6. Signage

Airlines shall utilize the electronic signage provided by the DOA on the back wall behind the ticket counter for displaying the Airline's logo during its use of the ticket counter. The DOA also provides all signage required by law that is common to all air carriers at Common Use Space and Preferential Use Space areas, noting that International and Domestic flights have different requirements. Airlines shall provide the DOA with new and/or updated regulatory compliance language for signage revisions. Airlines shall not display any additional signage at ticket counters, back wall, or in the queue lines without the prior written permission of the DOA. Any such signage including bag sizers and Airline specific messaging must be removed and relocated immediately after use of the Common Use Ticket Counters to the Airline ticket office (ATO), baggage service office (BSO), or storage area arranged for by the DOA consistent with display restrictions of this Operating Directive.

Airlines are required to remove their information from the electronic signage when they are finished using the agent position(s) at the ticket counter. In most cases this will be accomplished automatically when ticket agents sign out of the CUPPS system. If the Airline information does not revert to the DOA's default messaging, Airlines should contact the DOA for action from the Airport Help Desk.

CURBSIDE:

Refer to the Airport Tenant Improvement Manual for signage standards for Airlines. The purpose of the standard is to provide Airlines with guidelines as to the appearance of the curbside area. Each area is defined in detail below with Airline and DOA responsibilities.

The DOA will provide, install, and relocate all curbside signs referenced in this section. At those terminals where adequate space is not available to hang pendant airline signs, the Airline Tenant(s), Designer, Contractor, Architect or other interested party may request to work with DOA Business Office to arrive at a mutually acceptable solution. Advertisement of any kind is strictly prohibited.

Airline Pendant Signs

At Terminals where frontages, canopies or overhangs are sufficient to adequately display pendant or hanging Airline signage, the following standard will apply:

- Sign color will be consistent with the terminal architecture and corresponding signage scheme allowing for new signage schemes to be deployed at new terminals.
- The Airline name alone will be shown on each sign face.
- No Airline logos will be permitted on signs.
- The text will be: Helvetica Bold, Centered, 4½” tall, and no more than 2 lines of text.

Curbside Check-In Podium

The DOA will provide, install, and relocate the podium signs. The DOA will provide updated digital and/or printed signage in and around the Airlines assigned curbside check-in area. No other signage is permitted in the curbside check-in podium area. Advertisement of any kind is strictly prohibited.

Curbside Check-In Queuing

The Airlines will work with the DOA to establish a stanchion plan for their curbside check-in queuing area. The stanchion plan should include any stanchion signage that the airlines will require. Once the stanchion plan has been developed and approved, Airlines shall not make changes to the plan. The DOA will provide stanchions and signs for use. Stanchions or stanchion belts that have an Airline name printed on them may not be used.

The DOA will provide all stanchion signs indicated on the approved stanchion plan. If an Airline wishes to provide their own stanchion signs, all signs must comply with the Airport Tenant Improvement Manual. Airline logo and logotype format or names are prohibited. All stanchion signs supplied by Airlines must match color, size, and font of DOA provided signs.

If an Airline wishes to add additional stanchion signage to the queuing area, DOA approval is required. If existing signs are damaged and need replacement, the

Airline should submit a work order to the DOA. Only professionally fabricated signs conforming to the Airport Tenant Improvement Manual and DOA provided bag sizers are permitted within the curbside check-in queuing area. Advertisement of any kind is strictly prohibited.

TICKETING:

Refer to the Airport Tenant Improvement Manual for signage standards for Airlines. The purpose of the standard is to provide Airlines with guidelines as to the appearance of the ticketing area. Each area is defined in detail below with Airline and DOA responsibilities.

Ticket Counter and Back Wall

As part of the concept approval for the back wall the airline will submit the display text and colors to be used on the signs above the ticket counter.

No banners may be displayed on back wall or counter front surface unless DOA Business Office has given prior approval. Upon approval, banners shall only be displayed for the time frame indicated by the Business Office. Advertisement of any kind is strictly prohibited.

If code sharing graphics are desired, they must be submitted by the Airline in the required digital format and approved by DOA prior to being displayed. Graphics will consist of corporate signatures centered in an 8" high x 3'-6" long display panel. Multiple panels will be displayed in one column below the primary Tenant identification.

Ticket counter tops are to be free from advertisement, as defined in the Airport Tenant Improvement Manual. Only signs mandated by the Transportation Security Administration (TSA) and or Federal Aviation Administration (FAA) are permitted.

The DOA will maintain the approved display text used on the digital signage above the ticket counter. Digital Signage content must be submitted by the Airline and approved by DOA prior to being displayed.

The back wall area is separated into two (2) classes: Common Use Ticket Counter Area and Leased Ticket Counter Area.

Common Use Ticket Counter Area

For Common Use Ticket Counter area, the Airlines shall not place any advertisement and/or logos on the back wall. The DOA may provide video screens, when applicable, that will display the Airline's logo when the Airline is using the counter for check-in. When a Preferential Use counter

is not in use the Airline logo will be displayed unless the area is being used operationally for another purpose. When a Common Use counter is not in use the DOA Airport logo will be displayed. Airline must submit an electronic copy of their logo for approval and use by DOA. Advertisement of any kind is strictly prohibited.

Leased Ticket Counter Area

Installation of any signage element to the back wall requires DOA review and approval and will be the responsibility of the Airline Tenant. Prior to any approved installation, the airline Tenant shall comply with Airport Tenant Improvement Manual.

Ticket Counter Queuing Area

The Airlines will work with the DOA to establish a stanchion plan for their ticket counter queuing area. The stanchion plan should include any stanchion signage that the Airlines will require. Once the stanchion plan has been developed and approved, Airlines shall not make changes to the plan. The DOA will provide stanchions for use. Stanchions or stanchion belts that have an Airline name printed on them may not be used. Advertisement of any kind is strictly prohibited.

The DOA will provide all stanchion signs indicated on the approved stanchion plan. If an Airline wishes to provide their own stanchion signs, all signs must comply with the Airport Tenant Improvement Manual. Airline logo and logotype format or names are prohibited. All stanchion signs supplied by Airlines must match dimension, color, materials and font of DOA provided signs.

If an airline wishes to add additional stanchion signage to the queuing area, DOA approval is required. If existing signs are damaged and need to be replaced the airline should submit a work order to the DOA for replacement.

Only professionally fabricated signs conforming to the Airport Tenant Improvement Manual and DOA provided bag sizers are permitted within the ticket counter queuing area. Advertisement of any kind is strictly prohibited.

Bag Sizers

The Airlines will provide bag sizers for informational purposes only. No advertising is allowed.

First Class Carpet Mats

First Class carpet mats are permitted on the tile in front of the ticket counter only. Carpet mats may be printed with the airline name, logo, and “First Class Check-In” (or trademarked equivalent). Carpet mats may incorporate color scheme deemed appropriate for Airline.

DEPARTURE GATES:

Airline names and logos will only appear on the video monitors incorporated into back wall of Gate Podium. DOA will supply and maintain the monitors in Gate areas. DOA will maintain the information displayed on the monitors. Advertisement of any kind is strictly prohibited.

BAGGAGE CLAIM:

Airline names will only appear on the video monitors incorporated above the baggage belts. DOA will supply and maintain the monitors in Baggage Claim areas. DOA will maintain the information displayed on the monitors.

D.7. Common Use Ticketing Counters

The DOA to the extent possible and consistent with efficient use of resources and the requirements set forth in this Operating Directive assigns common use ticket counters and baggage make-up units based on schedules submitted by Airlines.

The DOA takes into account ticket counter space availability, usage of kiosks, usage of curbside counters, the Airline’s number of scheduled flights, and the aircraft size and seat configuration, and factors it all in when assigning ticket counters and baggage make-up units (methodology provided below). A schedule of assignments shall be issued by the DOA on a weekly basis. Ticket counter positions in the check-in areas may be used for three (3) hours before and until fifteen (15) minutes after the scheduled departure of a flight. Airlines shall contact the DOA with scheduling questions.

Additional ticket counter usage policies:

- All common use equipment at each ticket counter shall remain in a configuration that will allow an Airline to perform its required check-in processes at the ticket counter. Airlines shall log off the equipment when the Airline's schedule assignment is finished.
- Paper or boarding pass stock unique to an Airline may not be left in printers without prior written permission of the DOA. RFID bag tag stock provided by the DOA may be left in the printer or removed depending on the Airline preference.
- Airlines shall leave the ticket counters in a neat and orderly condition and remove all proprietary items from the area at the end of each schedule assignment period.

- Airlines shall inspect their assigned ticket counters for proper functionality at the beginning and end of each scheduled use. Airlines shall immediately report any technology issues to the DOA Information Systems (IS) Service Desk at 702- 261-4357.
- If utilized, Airlines shall inspect the ticketing kiosk's functionality and report any issues to the DOA IS Service Desk at 702- 261-4357.
- A work order request for any BHS baggage belt functionality issues shall be submitted by contacting the Airport Control Center at 702-261-5125.

Airlines must utilize and occupy all ticket counters assigned to it by the DOA. Any assigned ticket counter that is not utilized and occupied may be reassigned by the DOA. DOA Terminal Operations will manage day-to-day ticket counter allocation requirements. While every effort will be made to maintain consistency with ticket counter allocation, the DOA reserves the right to deny and/or adjust ticket counter assignments to accommodate the overall operational needs and physical space limitations of the Airport.

The DOA assigns, where applicable, storage space for forms, bag tags, boarding passes, and similar items at ticket counters, gate podiums, or recheck counters. The DOA assigns and schedules the use of the common use baggage handling system make-up areas consistent with the assignment and scheduling of the ticket counter locations.

D.7.1. METHODOLOGY:

- Counter positions will be allocated for a period of one hundred eighty (180) minutes prior to departure.
- All airlines operating at LAS will be assigned a minimum allocation of ticket counters dependent on aircraft size, seat configuration, or passenger counts.
- A principle of “Flex” positions to the standard allocation will be adopted to provide adequate number of positions for larger counts of passenger processing. See table directly below for total allocations.
- Multiple flights with departure times within ninety (90) minutes are expected to consolidate processing and will be assigned a modified “Flex” number of ticket counters.
- During periods of high demand airlines may be required to scale down the number of ticket counters during the last 30-45 minutes prior to departure but at no time will this be less than the number of standard allocation positions.

D.7.2. RULES AND EXCEPTIONS:

- Multiple flights within the ninety (90) minute period with different aircraft type and seat capacity will receive a final allocation, which is a derivative of the average seat counts of the flights involved.

D.7.3. OTHER CONSIDERATIONS:

- Additional ticket counter positions or extended hours at assigned ticket counter positions will be assessed on a case-by-case basis and approved if the request can be accommodated. Airlines must be prepared to comply with assignments provided per the protocols described above.
- Any change to ticket counter position assignments on the day of operation must be coordinated through DOA Terminal Operations.
- Ticket counter position assignments for a delayed flight (with prior delay notice) may be changed to avoid impacting adjacent operations of a scheduled on-time flight. The scheduled on-time flight will have priority.
- Ticket counter position assignments for a delayed flight (without prior delay notice) may be required to close operations at assigned positions, if the operation impedes on another airline’s operation. Alternate ticket counter assignments for continued operations will be made by DOA Terminal Operations. DOA Terminal Operations will work with the airlines involved to allow for the most efficient use of space.

TICKET COUNTER ALLOCATION			
SINGLE FLIGHT			
SEAT COUNT	STANDARD ALLOCATION	FLEX	TOTAL ALLOCATION
< 50	1	1	2
50 – 160	2	1	3
161 – 240	3	1	4
241 – 350	4	2	6
> 351	5	2	7
TWO FLIGHTS – OVERLAPPING DEPARTURES WITHIN 90 MINUTES			
AVG. SEAT COUNT	STANDARD ALLOCATION	FLEX	TOTAL ALLOCATION
< 50	1	2	3
50 – 160	2	2	4
161 – 240	3	2	5
241 – 350	4	2	6
> 351	5	2	7
THREE OR MORE FLIGHTS – OVERLAPPING DEPARTURES WITHIN 90 MINUTES			
AVG. SEAT COUNT	STANDARD ALLOCATION	FLEX	TOTAL ALLOCATION
< 50	2	2	4
50 – 160	3	2	5
161 – 240	4	2	6
241 – 350	5	3	8
351 – 449	6	3	9

450 – 549	7	3	10
550 – 649	8	3	11
650 – 749	9	3	12
850 – 949	10	3	13
950 – 999	11	3	14
> 1,000	12	4	16

D.8. Queuing / Stanchions / Signage

The DOA provides and maintains the stanchions for use at Common Use and Preferential Use Space. Stanchions are used for queuing by the Airlines within designated queuing areas and will be managed in a manner that allows the efficient use of check-in areas and gates by multiple Airlines during the day.

Associated gate equipment specific to Airline operations such as bag sizers, baggage information signage, boarding zone flag signage, and other like branded items shall be removed following a flight operation unless the next operation by the same Airline is scheduled at that specific gate, an aircraft by the same Airline is scheduled at that specific gate location to RON and then depart from that gate, or as directed by the DOA to accommodate day-to-day operational anomalies. Such branded equipment may not interfere with another Airline's authorized use of ticketing and gate locations or an adjacent ticketing or gate flight operation. Failure to comply may result in an administrative assessment in accordance with the Airport Operating Directives.

For Common Use Space, Airline queuing plans within the designated queuing area shall be submitted to and approved in advance by Airport Terminal Operations. Harry Reid International Airport is a common use facility that requires approvals for use of ticket counters, queue configuration, kiosks and curbside counters, which are assigned accordingly. Changes to these locations require the completion and submission of a Ticket Counter/Queue Change Request Form to the Terminal Operations Office for review and approval. The form is made available to all Airport tenant operators and posted on the Airport's website: <https://www.harryreidairport.com>.

Any signage that is utilized in queuing areas must be pre-approved by Terminal Operations and the Business Office (signage guidance provided below). Airline branded signage and equipment such as bag sizers at Common Use Space must be removed following a flight operation unless another flight operation by the same Airline is scheduled within ninety (90) minutes and the same ticket counters are assigned. Such branded equipment may not interfere with another Airline's authorized ticketing operations. Failure to comply with the provisions of this Section may result in an administrative assessment in accordance with the Airport Operating Directives.

- Signs must fit 11” x 14” vertical fixed designated sign holders
- All tenant signage must be approved by the DOA through the Business Office

- All tenants must furnish their own designated sign holders and meet the specifications for [Lavi Industries](#) sign holders
- Any deviation from the [Lavi](#) holders must be approved in advance by the Business Office and Terminal Operations
- No paper signage is allowed at the ticket counters

DOA Terminal Operations will provide stanchion maze configurations for the ticket counters and a mutually agreed upon stanchion plan. Terminal Operations and Business Office must approve any changes to this configuration.

E. COMMON USE OPERATIONS

E.1. Common Use Administration

The DOA maintains responsibility for setting the final schedule for all Common Use Space in accordance with this Operating Directive.

E.2. Department Scheduling Rights and Accommodation

A Requesting Airline must make a schedule submission per Section D above in order to be assigned Common Use Space. The DOA shall first attempt to accommodate that Airline's flight(s) at Common Use Space or RON locations, if schedules require or if the Requesting Airline is an Affiliate of an Airline with a Preferential Use Gate, the Department shall first attempt to accommodate the Requesting Airline on such Preferential Use Gate. If adequate premises are unavailable the Department will work with the Requesting Airline in good faith to either seek use of Preferential Use Gates assigned to another Airline or work with the Requesting Airline to modify its schedule submission to accommodate the flight(s) at a Common Use Gate.

After the schedule has been approved and finalized by DOA Airside Operations, changes made by any Airline to flight operations that are greater than +/- 10 minutes from the original submission will be treated as new flights that will be accommodated in accordance with above Section D. The DOA will make every attempt to accommodate the changed schedule to maintain continuity of the Airline's operation, however, accommodation cannot be guaranteed. Airlines have the sole responsibility to submit accurate flight schedules by the submission deadline.

DOA Airside Operations will publish a final schedule for the upcoming scheduled week at least three (3) days prior to the commencement of the scheduled week.

F. PREFERENTIAL USE OPERATIONS

F.1. Preferential Use Administration

An Airline may enter into a letter of agreement for Preferential Use at the mutual discretion of such Airline and the DOA. Under such letter of agreement, the Airline is granted scheduling priority of such Preferential Use Gate over all other Airlines. The Aviation Department maintains responsibility for setting the final schedule for all Preferential Use Gates in accordance with this Operating Directive.

F.2. Accommodation on Preferential Gates

In addition to the provisions in Section D of this Operating Directive, Preferential Use Airlines must:

- Identify flights and RONS that will operate at the Preferential Use Gates assigned to the Airline; and
- Identify flights and RONS that must be accommodated outside of the Airline's assigned Preferential Use Gates, either on a Common Use Gate or another Air Carrier's Preferential Use Gate and demonstrate why such flights cannot reasonably be scheduled on the Airline's Preferential Use Gate(s).

The DOA, consistent with efficient gate utilization goals, will attempt to accommodate Requesting Airlines at Common Use Gates before scheduling Requesting Airlines' arrivals and departures at any Preferential Use Gate used by an Accommodating Airline.

An Accommodating Airline shall have scheduling priority at all of its Preferential Use Gates for all of its approved schedule periods, provided the Airline has complied with the schedule submission requirements of Section D above.

The DOA shall have the right, upon reasonable notice to and in consultation with the Accommodating Airline, to schedule Preferential Use Gate arrivals and departures by a Requesting Airline at all periods of time other than the Preferential Use Airline's periods of time scheduled to utilize the Preferential Gate as follows:

- DOA Airside Operations will coordinate a suitable gate with the Accommodating Airline. The DOA may direct use of a different Preferential Use Gate if the DOA determines that a different selection is warranted under the circumstances.
- The Accommodating Airline shall allow and provide for use of its Preferential Use Gate as may be required for the Requesting Airline's efficient use of the Airport's facilities.
- Requesting Airline shall leave the Preferential Use Gate in the same condition as when the Requesting Airline commenced use of the facilities.

The Preferential Use Airline may revise its schedule submission and agrees that its amendments to its schedule submission shall be accurate, submitted to the DOA per guidelines set in Section D above and made in good faith.

If the Accommodating Airline subsequently amends its schedule submission in a manner that conflicts with the operation of the Requesting Airline, DOA Airside Operations shall work with both Airline's to relocate the scheduled flight(s) to another Preferential Use Gate they utilize, a Common Use Gate, if available, or another Airline's Preferential Use Gate.

If the Accommodating Airline's revision of its schedule submissions are persistently inaccurate or not made in good faith as to prevent scheduling a flight(s) at their Preferential Use Gate, DOA Airside Operations may, in its sole discretion, re-designate that gate as a Common Use Gate.

A Requesting Airline may be accommodated at the Accommodating Airline's Preferential Use Gate for the published upcoming scheduled week; unless a revised schedule submission results in the following:

- The Requesting Airline discontinues the flight(s) for which it sought accommodation; or
- A Common Use Gate becomes available during a time that will accommodate the Requesting Airline's requested period of use and aircraft size.

DOA Airside Operations shall have the continuing right to schedule arrivals and departures for subsequent calendar month periods as operationally necessary.

If an Accommodating Airline's off-schedule operation interferes with the accommodation of a Requesting Airline's flight, the Accommodating Airline shall follow the Daily Gate Management Protocols listed in Section D. The DOA will work with the Accommodating Airline to utilize another of its Preferential Use Gates as appropriate to accommodate the size aircraft and time of operation.

F.3. DOA Scheduling Rights and Accommodation

After the schedule has been approved and finalized by DOA Airside Operations, changes made by any Airline that are greater than +/- 10 minutes from the original submission will be treated as new flights that will be accommodated in accordance with Section D. The DOA will make every attempt to accommodate the changed schedule to maintain continuity of the Airline's operation, however, accommodation cannot be guaranteed. Airlines have the sole responsibility to submit accurate flight schedules by the submission deadlines.

DOA Airside Operations will publish a final schedule for the upcoming scheduled week at least three (3) days prior to the commencement of the scheduled week.

F.4. Minimum Gate Utilization Requirements

All Preferential Use Space shall be assigned to Airline by the DOA on a preferential, nonexclusive use basis. Continuous assignment of Preferential Use Space is subject to Airline maintaining DOA's minimum gate utilization standards.

- It is understood that this does not constitute nor shall it be in any way construed or implied that these are "eligibility" requirements that, once met by an Airline, should entitle Airline to lease or otherwise lay claim to any additional facilities at the Airport.
- It is further understood by Airline that the purpose of the provisions contained herein shall be for recovery and reassignment to another Airline or reverting back to DOA as Common Use Space, in the event that Airline is not using the assigned facilities in an efficient and/or effective manner, as determined by DOA. Airline understands that such provisions are necessary to allow DOA to meet the increasing demands for air service into the Las Vegas Valley.
- Airline is required to submit its proposed flight schedule for the next ninety (90) day period in an electronic format provided by DOA, every thirty (30) days, so that DOA may utilize such information to make reasonable determinations on how to best utilize the Airport facilities and to assign such facilities to meet facility demands during peak time periods.
- DOA will use the submission of such schedules for the purpose of assigning and tracking utilization of facilities, using the prioritization formulas established by DOA.
- Airline shall not commence any schedule that includes the use of Common Use Space or other non-preferential facilities, without the prior written approval of the DOA. Additionally, Airline shall accommodate its scheduled flights, as well as any flights of any Air Transportation Company that Airline ground handles, on the Preferential Use Gates that it has been assigned. DOA reserves the right to deny the request by Airline for the use of any Common Use Space if, as determined by DOA, such flight(s) can be accommodated on Airline's Preferential Use Gates.

Upon failure of Airline to maintain the minimum gate utilization standards, DOA may issue written notice of its intent to reassign all or a portion of Airline's Preferential Use Space, as Common Use Space, or as Preferential Use Space of another Airline. Upon receipt of such notice, Airline will have thirty (30) days to demonstrate to DOA that it will meet DOA's utilization standard for such Preferential Use Space. Otherwise, upon expiration of such thirty (30) day notice period DOA shall make the reassignment. DOA shall use the following, as minimum criteria, for the purpose of determining Airline's facility utilization, any prioritizations for any space assignments and/or space utilization purposes. Such minimum criteria will be used to determine Airline's utilization of Preferential Use Space and any assignment of all Common Use Space. AVIATION reserves the right to establish additional criteria to determine prioritization of Common Use Space.

- If Airline's utilization of such Preferential Use Gate is less than an average of nine hundred (900) total seats, based on a seven (7) day average, OR seven hundred fifty (750) seats plus five (5) flights per gate, per day into the Las Vegas market, based on a seven (7) day average, for the previous ninety (90) day period, DOA may reassign such Preferential Use Gate to another Airline or reclaim such Preferential Use Space and designate same as a Common Use Gate without cost to DOA or further claim by Airline for such reassignment. In determining Airline's gate utilization, DOA may consider seasonal dynamics of airline scheduling.

G. INTERNATIONAL OPERATIONS AND COMMON USE

The International Concourse is intended to be used by all Airline operations that originate in a foreign country, arrive at the Airport, and require FIS clearance. This section seeks to optimize the limited availability of Common Use Space within the International Concourse. No Common Use Gates designated by the Airport as International Gates shall be assigned as Preferential Use Gates. International Gate resources are exclusively Common Use Premises controlled and managed by the DOA.

G.1. International Flight Schedule Submittals

International Airline operations schedule submissions shall be submitted to the Department based on the procedures outline in Section D above. Any Airline requiring arrival clearance for FIS inspection must also obtain landing rights approval from Customs and Border Protection (CBP). Landing rights approval by CBP **does not** entitle or guarantee an Airline a gate assignment, gate availability, access to the FIS or use of the Airport.

G.2. Schedule Submission Format

All Airline schedules shall be submitted by e-mail to lasairskd@lasairport.com in the DOA's accepted electronic format, Standard Schedules Information Manual (SSIM file), to allow the information to be processed by the DOA's gate management software. All submissions must include the information outlined in Section D above.

G.3. International Gate Planning and Review Process

The Department will respond via email to all International schedule requests within a maximum of fifteen (15) calendar days after the schedule submission deadline date. If, during the review process, an adequate International Gate requiring FIS usage and clearance of its passengers is unavailable based on the schedule submission, DOA Airside Operations will work with the Requesting Airline in good faith to modify its schedule submission to accommodate the flight(s) at an International Gate.

DOA Airside Operations will publish a final schedule for the upcoming scheduled week at least three (3) days prior to the commencement of the scheduled week. After the schedule has been approved and finalized by DOA Airside Operations, changes made by any Airline to flight operations that are greater than +/- 10 minutes from the original submission will

be treated as new flights that will be accommodated in accordance with above Section D. The DOA will make every attempt to accommodate the changed schedule to maintain continuity of the Airline's operation, however, accommodation cannot be guaranteed. Airlines have the sole responsibility to submit accurate flight schedules by the submission deadline.

Airlines must accommodate a request by the DOA to remove the aircraft from an International Gate, which is expecting an International Arrival and departs as a domestic flight, to allow for other International operations or gate flexibility of the International Concourse.

G.4. Late Schedule Submissions

International flight schedule submittals requesting an International Gate with less than the required advance notice will be assigned to gates only after all other requests have been accommodated.

G.5. Excess Gate Time

International aircraft scheduled to have excess ground times may be required to remove the aircraft from the gates at the discretion of the DOA and in conjunction with the maximum gate dwelling time periods. Failure to remove an aircraft from the gate may incur a financial penalty per the Airport Operating Directives.

G.6. International Daily Gate Management Protocols

International Airlines are expected to maintain continuous communication with DOA Airside Operations on changes to their baseline gate assignments driven by day-to-day operational anomalies. Airlines must communicate daily line-ups, updated ETA/ETDs, tail swaps, and/or any impending delays to DOA Airside Operations for overall planning and coordination. Flights assigned to International Gates through the gate planning review and assignment process will be honored in day-to-day assignments except when:

- The International flight is off schedule. An international flight is considered off schedule when arrival or departure times deviate +/- 30 minutes from scheduled operations.
- The Airline implements a flight swap that exceeds the original ground time scheduled at the gate under the baseline gate schedule and in conjunction with the maximum gate dwelling time periods.

Late or early arrivals of International flights may opt to either wait for the assigned gate to be vacated or be gated at an alternate gate, if available. DOA Airside Operations will determine if the flight can be accommodated at a Common Use Gate or Preferential Use Gate (if pre-cleared) without impacting another baseline gate scheduled flight, provided the action does not create additional delays at the alternate gate.

G.7. Assignment and Scheduling of International Recheck Counters

The DOA shall assign and schedule the use of the ticket positions at the recheck counters located at the exit of the FIS. Airlines may use at least one position from the arrival time of an International flight until thirty (30) minutes after the last passenger from that International flight exits the FIS. Additional ticket positions may be assigned at the discretion of the DOA. Scheduling questions or concerns shall be directed to the DOA Terminal Operations.

G.8. FIS Baggage Claim Area

Airlines shall transport baggage from their arriving flights to a common international baggage belt. The baggage belts are assigned by the DOA and are located on ramp level at the East end of the International Terminal Complex. The baggage belts transport baggage to dedicated re-circulating carousels in the baggage claim section of the FIS. Signs located at the baggage belts indicate which conveyor must be used to transport the baggage to its corresponding carousel.

U.S. Customs and Border Protection requires unclaimed baggage to be inspected and removed by the responsible Airline from the FIS within 30 minutes of flight arrival. Airline personnel shall be present in the FIS to accommodate this requirement.

For the convenience of connecting passengers, international recheck counters and associated baggage screening belts are located just outside the FIS area. After screening, the bags will arrive on a carousel located ramp-side on the East end of the International Terminal Complex. Airline representatives shall remove bags from the International recheck carousel.

G.9. International Trash Storage and Handling

Refer to the Airport's International Trash Handling Policy for DOA procedures on storage and handling of international trash at the Airport. The purpose of the standard is to provide Airlines with guidelines as to the proper and safe handling of all international refuse received for sterilization. The procedures are made available to all Airport tenant operators and posted on the Airport's website: <https://www.harryreidairport.com>.

G.10. Biometric Exit Program

In compliance with Department of Homeland Security (DHS) Biometric Air Exit, Harry Reid International Airport has implemented a facial biometric based solution. This solution has been fully integrated into the departure gates where automated self-boarding gates are currently deployed. The biometric exit program incorporates a one-step onboarding and verification process that has the capability to be integrated with an Airline's departure control system. If the one-step process is not available, U.S. Customs and Border Protection (CBP) officers will utilize other methods for biometric verification. At Harry

Reid International Airport, CBP requires a 100% collection of biometrics on all international departures.

H. CHARTER REQUESTS

Airlines shall submit all charter requests to DOA Airside Operations at least five (5) days before the effective operating date. Airlines shall contact DOA Airside Operations at lasairskd@lasairport.com for the appropriate charter request form. DOA Airside Operations will work with the charter operator for gate availability. Requests made less than five (5) days before the effective operating date may result in inability to accommodate the charter operation.

Criteria for special consideration of a private charter on the East Side Airfield:

- When Airline submits their request for special consideration, the following information is provided no later than five (5) days before departure or arrival (as applicable) of the operation:
 - Airline.
 - Arrival and Departure Time.
 - For arrivals, the origination airport, and for departures, the destination airport.
 - Type and series of aircraft.
 - Duration of aircraft parking time.
 - The business or group chartering the operation and approximate number of passengers.
 - Ground service provider(s).
 - Name of ground transportation provider(s) that will be picking up passengers and baggage. Include approximate number and type of vehicles.
 - Details on the screening of passengers and baggage arriving and departing.
 - Information regarding any weapons on board to include the number, type, and its location.
 - Whether or not the operation will be a sterile operation or a non-sterile operation.
 - Whether or not the arriving aircraft on the West Side would require repositioning tow back to the Airport terminal in order to rotate crew and aircraft for another commercial departing flight.

- Sterile Private Charter operations will receive special consideration for approval to gate at the Terminal Complex if all passengers and baggage arriving and departing are sterile and Airline meets the following qualifications: The Airline must arrange in advance for TSA / DOA approved screening, pay all associated TSA screening fees, and have full FSD approval. FSD requires 72-hours advanced notification from Airline for departures from LAS.
 - The preferred location for the sterile Private Charter operation is at one of the gates leased by the Airline or at other airports owned and operated by Clark County, Nevada, and specified by DOA. If that is not possible, a request for a County gate may be made. If a County gate is not available, the Airline may request to use an off-gate location as outlined below. All East Side Airfield operations at a gate must be approved in advance by the Airside Operations Division. The Private Charter operation should not affect any County Gate usage and/or scheduling.
 - All enplaning passengers must be processed at the ticket counter assigned to the Airline, go through a TSA security checkpoint, and board through the Terminal Complex, as assigned. All deplaning passengers must exit through the Terminal Complex. All outbound baggage on such operations must go through the designated baggage handling node.
 - No buses will be allowed on the Airfield for ramp side enplaning, deplaning, or screening. The sterile Private Charter operation should not include any ground transportation component on the secure ramp side for loading and/or unloading passengers and baggage directly from the aircraft. Any ground transportation operation involvement will be required to go to the non-secure DOA designated locations of the Airport and the ground transportation company must be included in the Airports current AVI Program.
 - If weapons are on the aircraft and they are not in locked containers in the cargo hold, Metro's presence will be required. No weapons are allowed in the Terminal Complex.
 - Airline meets all applicable DOA, Federal, and State requirements.
- Non-Sterile Private Charter operations requesting to be ground handled on the East Side of the Airfield will only receive special consideration for approval if Airline has first pursued and exhausted the above criteria for sterile operations and all Fixed Based Operators are completely full and unable to safely accommodate additional Private Charter Aircraft.
 - All non-sterile East Side Airfield operations at an off-gate location must be approved in advance by Airside Operations. The Airline must submit the

above requested information no later than 5 days before departure or arrival (as applicable) of the operation.

- The only East Side Airfield operations which will be considered for off-gate parking are non-sterile sports teams, their booster clubs, and military operations. The location for such operations is a holding pad as designated by Airside Operations.
- Enplaning and deplaning passengers shall not enter sterile areas of the Terminal Complex. If necessary, the Airline shall be responsible for transportation of said passengers to and from the aircraft through non-sterile areas of the Airport. The Airline is responsible for providing all escorting necessary for the operation, including the costs of such escorts. DOA will provide oversight, as necessary, of the operation to ensure compliance with Airport Operating Directives.
- Any service provider for the operation must be authorized by the Department of Aviation Business Office to provide such service to that operation. The Airline is responsible to see that the operation meets all applicable DOA, Federal, and State requirements.
- Aircraft engaged in Part 91, Part 125, and Part 135 operations are not permitted to park or remain overnight on the East Side Airfield of the Airport. Such aircraft must depart the Airport or reposition to one of the FBO's unless they are using an alternative airport owned and operated by Clark County, Nevada and specified by DOA.

I. FEES AND SURCHARGES

Airlines will be assessed fees in accordance with Clark County Code and as further explained in this Section. The fees are established annually by the DOA as described in Chapter 20.10 – Air Transportation and Aviation Support Providers Rentals, Fees, and Charges, and Regulations ([link](#)). The fees are made available to commercial aircraft operators and posted on the Airport's website: <https://www.harryreidairport.com>.

I.1. Common Use Fees

Common Use Fees are charged for use of Common Use Space on a reported per use basis.

The DOA has the right to authorize other air carriers to use Airline's assigned Preferential Use Space, when such facilities are not required for Airline's operating flights, as determined by the schedule submitted to DOA by Airline for gate/ramp control purposes. Airline shall have the right to require the other air carriers to indemnify Airline against liability arising out of such use. DOA may require Airline, at no expense to Airline, to relocate its aircraft to an aircraft parking apron by issuing a DOA Directed Relocation, so that Airline's Preferential Use Gate(s) may be used by others for active actual flight operations.

In the event that Airline is required to vacate a Preferential Use Gate for use by another Air Transportation Company for enplaning and/or deplaning activities, Airline will not be charged any applicable RON charges as long as the aircraft remains at an RON position under the same DOA Directed Relocation event.

Conversely, if Airline is requiring the use of a Preferential Use Gate that has been assigned to another air carrier for their operations, Airline will be subject to the payment to DOA of all applicable per turn fees that are in effect at that time. Such fees shall be collected by DOA and shall become part of the rate base, as if they were collected for use of a Common Use Gate.

Airline shall be responsible to push its aircraft from a Preferential Use Gate if issued a DOA Directed Relocation (DDR), within thirty (30) minutes of being directed to do so by DOA's Ramp Control staff or at least thirty (30) minutes prior to the scheduled use of such Preferential Use Gate by another Air Transportation Company. Airline shall bear all costs of such DDR operations. DOA shall track the number of uses of such Preferential Use Gate(s) by other air carriers, unless it is an Affiliate Carrier of Airline who has use of such gate as a Preferential Use Gate or unless such use is by a carrier who Airline ground handles. Signatory Airlines will receive an annual credit as part of the year-end true-up, equaling the applicable per turn fee for either a narrow body aircraft operation or a wide body aircraft operation, that would be collected by DOA for the use of such Preferential Use Gate as a Common Use Gate. Such credit will be included in the overall year-end true-up, to either off-set any additional amounts owed to DOA or to be added to amounts that will be due Airline as part of the calculations.

For each aircraft flight operation, which equates to one arrival plus departure, accommodated at a DOA controlled gate, Airline shall be charged the current Common Use Aircraft Gate Fee at the rates determined and established under Clark County Code (Title 20 Ordinance).

Airline's total Common Use Aircraft Gate Fees at a single gate shall be capped. Such cap shall be set on a monthly basis for each Common Use Gate used by Airline, at a number of narrow body aircraft turns and/or a number of wide body aircraft turns (using a seven (7) day average), intended to approximate the amount of revenue that would be paid to DOA if such gate (including holdroom and gate use fee) were leased by Airline.

The capped Common Use Gate Fees are not intended to be a cap on the amount of aircraft per turn fees paid at a single gate, but rather a cap for each individual Airline using a single gate. DOA reserves the right to adjust the number of narrow body and/or wide body turns that establishes the capped fees.

If Airline schedules the use of a Common Use Gate, thereby making it unavailable for use at that time by another air carrier, and for any reason does not use such Common Use Gate, Airline will be charged for the use of the gate, as if it actually operated on said gate.

The DOA shall have the right to authorize other air carriers to use Airline's ticket counter, queuing, sky cap areas, and baggage make-up areas assigned to Airline as Preferential Use Space, when such positions are not required for Airline's operating flights. This right does not include the right to use Airline's airline ticket office(s) behind the ticket counters. AVIATION will charge such air carriers the current fee applicable for use of DOA Common Use Space. Such fees shall be collected by DOA and shall become part of the rate base, as if they were collected for use of any Common Use Space.

1.2. Remain Overnight (RON) Aircraft Parking

The DOA reserves the right to mandate an aircraft parked at a Preferential Use Gate be moved to an RON parking position if the Preferential Use Gate is deemed necessary to accommodate another flight operation.

Each Airline shall pay Off-Gate RON Aircraft Parking Fees for each aircraft parking position used which is beyond or off of a Preferential Use Space aircraft gate, at the rates established under Clark County Code (Title 20 Ordinance). Such rates shall also apply to the use of any cargo ramp aircraft parking position used for aircraft maintenance activities or other non-cargo activities. Fees for Airline Off-Gate RON Aircraft Parking Fees will be waived in an amount equal to 0.4 aircraft parking spaces per leased gate, using standard rounding to the nearest integer, to the extent such spaces are available, or other formula deemed necessary and mutually agreed to by both parties.

Off-Gate Airport Parking positions for RON aircraft shall be assigned, subject to the submission of a ninety (90) day flight schedule, on a common use, nonexclusive use basis, at the discretion of the DOA. All such positions shall be assigned by the DOA, to meet the operational needs of the Airport, and will be subject to all applicable fees. Airline must not use and/or schedule activities that will result in more than the designated number of RON spaces without the prior written approval of DOA, which may be rescinded with ten (10) days written notice to Airline.

1.3. Reporting and Payment Requirements

Not later than fifteen (15) days after the end of each month, Airline will electronically file with DOA on forms provided by DOA, at the email address identified herein, a written report for activity conducted by Airline during said month, and separately, a written report for activity handled by Airline for each air carrier not having an agreement with DOA, or not providing for its own submission of activity data to DOA. Such reports shall be emailed to DOA (activityreports@lasairport.com), and shall comply with all applicable Department of Transportation reporting requirements for commercial air transportation. Such activity shall include, but is not limited to, the following:

- The number of aircraft operations;
- The number of domestic Revenue Passengers with enplaned and deplaned passengers reported separately;

- The number of international Revenue Passengers with enplaned and deplaned passengers reported separately;
- The number of Non-Revenue Passengers with enplaned and deplaned passengers reported separately;
- The number of Connecting Passengers;
- The number of Through Passengers;
- The number of Aircraft Arrivals, including the amount of Maximum Certificated Gross Landing Weight; and
- The number of pounds of cargo, mail, freight, and express shipments, both domestic and international, reported separately by each category.

Airlines shall submit their monthly Common Use activities report in DOA's accepted electronic format to activityreports@lasairport.com or submit with payment at:

Clark County Department of Aviation
Accounts Receivable
P.O. Box 11005
Las Vegas, NV 89111-1005

Via Express Mail:

Clark County Department of Aviation
Harry Reid International Airport
Attn: Accounts Receivable
5757 Wayne Newton Blvd.
Las Vegas, NV 89119

Payments of Airline's Common Use Space Fees and Joint Use Space shall be due fifteen (15) days from DOA's issuance of invoice, and shall be deemed delinquent if not received within five (5) days of the due date.

In the event Airline fails to submit its monthly activity reports as required above, DOA shall estimate the Rentals, Fees, and Charges based upon the highest month of the previous twelve (12) month's activity reported by Airline and issue an invoice to Airline for the same. If no activity data is available, DOA shall reasonably estimate such activity and invoice Airline for same. Airline shall be liable for any deficiencies in payments based on estimates made; payment for said deficiencies shall be deemed due as of date such Rentals, Fees, and Charges was due and payable. If such estimate results in an overpayment by Airline, DOA shall apply such overpayment as a credit against subsequent amounts due for such Rentals, Fees, and Charges from Airline; provided, however, Airline shall not be entitled to any credit for interest on payments of such estimated amounts

EXHIBIT A – TENANT MAINTENANCE MATRIX

A = Airport (DOA) Responsibility T = Tenant Responsibility *9		EXCLUSIVE			PREFERENTIAL USE						COMMON USE						OTHER						
		Interior Space *1	Covered Apron	Uncovered Apron	Ticket Counter	Skycap Podium	Holdroom	Jetbridge & Baggage Slide	Gate Use Area	Covered Apron	Uncovered Apron (to VSR)	Baggage Make-Up	Ticket Counter	Skycap Podium	Holdroom	Jetbridge & Baggage Slide	Gate Use Area	Covered Apron	Uncovered Apron (to VSR)	Baggage Make-Up	Joint Use Space *2	Common Areas	Public Areas
AIRSIDE																							
a. Apron Sweeping	-	T	T	-	-	-	-	-	T	T	T	-	-	-	-	-	T	T	T	-	-	A	-
b. Pavement Repairs	-	A	A	-	-	-	-	-	A	A	A	-	-	-	-	-	A	A	A	-	-	A	-
c. Aircraft Line	-	A	A	-	-	-	-	-	A	A	A	-	-	-	-	-	A	A	A	-	-	A	-
d. Lead-in	-	A	A	-	-	-	-	-	A	A	A	-	-	-	-	-	A	A	A	-	-	A	-
e. Line Painting	-	A	A	-	-	-	-	-	A	A	A	-	-	-	-	-	A	A	A	-	-	A	-
f. Other Line Painting (with DOA approval)	-	T	T	-	-	-	-	-	T	T	-	-	-	-	-	-	-	-	-	-	-	-	-
BAGGAGE HANDLING SYSTEM (BHS)																							
a. Maintenance & Repairs	-	-	-	-	A	A	-	-	-	-	-	A	A	A	-	-	-	-	-	-	A	A	A
b. Carousel/Pier Hygiene	-	-	-	-	T	T	-	-	-	-	-	T	T	-	-	-	-	-	-	-	T	-	-
BUILDING COMPONENTS																							
a. Exterior Structure & Roof	A	-	A	-	A	A	A	A	-	A	-	A	A	A	A	-	A	-	-	A	A	A	A
c. Interior Ceilings	T	-	-	-	A	-	A	A	-	-	-	A	A	-	A	-	-	-	-	-	A	A	A
d. Interior Walls	T	-	-	-	A	-	A	A	-	-	-	A	A	-	A	-	-	-	-	-	A	A	A
e. Interior Flooring	T	-	-	-	A	-	A	A	-	-	-	A	A	-	A	-	-	-	-	-	A	A	A
f. Doors, Rollup Doors, and Windows	T	-	-	-	A	-	A	A	-	-	-	A	A	-	A	-	-	-	-	-	A	A	A
g. Casework/Millwork	T	-	-	-	A	A	A	-	-	-	-	A	A	A	-	-	-	-	-	-	A	A	A
h. Door Lock Cylinders & Keys	A	-	-	-	A	A	A	A	-	-	-	A	A	A	A	-	-	-	-	-	A	A	A
i. Cabinet/Drawer Lock Cylinders & Keys	T	-	-	-	T	T	T	-	-	-	-	A	A	A	-	-	-	-	-	-	A	A	A
ELECTRICAL																							
a. Primary Distribution	A	A	A	-	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
b. Interior Distribution to/from POC *3	T	-	-	-	A	A	A	A	-	-	-	A	A	A	A	-	-	-	-	-	A	A	A
c. Exterior Lighting	A	A	A	-	A	-	-	-	A	A	A	A	-	A	-	-	A	A	A	A	A	A	A
d. Interior Lighting	T	-	-	-	A	A	A	A	-	-	-	A	A	A	A	-	-	-	-	-	A	A	A
e. UPS/Emergency Back-Up Power	T	A	A	-	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
FIRE PROTECTION																							
a. Fixed Automatic System *4	A	A	-	-	A	A	A	A	-	A	-	A	A	A	A	-	A	-	-	A	A	A	A
b. Portable Fire Extinguishers	T	A	T	-	A	A	A	A	A	A	T	A	A	A	A	A	A	T	A	-	A	A	A
HEATING/VENTILATION/AIR CONDITIONING																							
a. Primary Distribution	A	-	-	-	A	-	A	A	-	-	-	A	A	-	A	-	-	-	-	-	A	A	A
b. Supplemental HVAC System *5	T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
PLUMBING																							
a. Primary Supply (Domestic Hot & Cold)	A	A	A	-	-	-	-	A	A	A	A	A	-	-	-	A	A	A	A	A	A	A	A
b. Interior Distribution to/from POC *3	T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	A	A	A
c. Fixtures	T	T	-	-	-	-	-	-	-	-	-	A	A	A	-	-	-	-	-	-	A	A	A
d. Supplemental Water Systems *6	T	T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
e. Sewer/Wastewater Drains *7	T	T	A	-	-	-	-	-	-	-	-	A	A	A	-	-	-	-	-	-	A	A	A
CUSTODIAL																							
a. Housekeeping & Trash Removal	T	T	T	-	T	T	A	T	A	T	T	T	T	T	A	T	A	T	A	T	A	T	A
b. Window Cleaning	T	T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
c. Compactors/Dumpsters	-	-	T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	A	A
SECURITY - ACCESS CONTROL																							
a. Airport Card Readers/Keypads	A	A	A	-	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
b. Other Card Readers (with DOA approval)	T	T	T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
c. Airport CCTV	A	A	A	-	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
d. Other CCTV (with DOA approval)	T	T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
INFORMATION TECHNOLOGY																							
a. CUTE/CUSS/MUSE Systems	A	-	-	-	A	A	A	-	-	-	-	A	A	A	A	-	-	-	-	-	A	A	A
b. FIDS/GIDS/RIDS	A	-	-	-	A	A	A	-	-	-	-	A	A	A	A	-	-	-	-	-	A	A	A
c. Network Cabling/Cable Plant	T	-	-	-	A	A	A	-	-	-	-	A	A	A	-	-	-	-	-	-	A	A	A
d. Telephone System Cabling/Cable Plant	T	-	-	-	A	A	A	-	-	-	-	A	A	A	-	-	-	-	-	-	A	A	A
e. Ticketing/Baggage Claim Paging	-	-	-	-	A	-	-	-	-	-	-	-	A	-	-	-	-	-	-	-	-	A	A
f. Gate/Holdroom Paging	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	A	A
g. General Paging	-	-	-	-	A	A	A	-	-	-	-	-	A	A	A	-	-	-	-	-	-	A	A
h. Proprietary Paging Systems	T	T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
PEST CONTROL																							
a. Chemical Treatments	T	T	A	-	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
b. Traps	T	T	A	-	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
SIGNAGE																							
a. Exterior Signs	-	T	-	-	-	A	-	A	A	A	A	A	-	A	-	A	A	A	A	A	A	A	A
b. Interior Signs/Labels	T	-	-	-	A	-	A	A	-	-	-	A	A	-	A	-	-	-	-	-	A	A	A
c. Other Signs *8	T	T	-	-	A	A	A	A	-	-	-	A	A	A	A	-	-	-	-	-	A	A	A
*NOTES																							
1. "Interior Space" includes any enclosed space located within an Airport-owned building (Terminal, Concourse, Baggage Node, GSE building, or Hangar).																							
2. "Joint Use Space" includes the Security Checkpoints and associated support spaces.																							
3. For Electrical and Plumbing systems within tenant spaces, "POC" indicates Point of Connection with the Airport's primary distribution system.																							
4. "Fixed Automatic System" includes the automatic fire sprinkler system and associated smoke detectors and annunciators (horns & strobes).																							
5. "Supplemental HVAC System" includes any system installed to provide additional cooling/heating beyond that provided Airport-wide.																							
6. "Supplemental Water System" includes any additional systems installed to enhance the water system provided Airport-wide, such as reverse-osmosis systems or water heaters to provide water at higher temperatures than Airport domestic standard.																							
7. Sewer/wastewater drain lines up to the tie-in point with the Airport's main sewer lines.																							
8. "Other Signs" refers to temporary signage for traffic direction/detours, special events, etc.																							
9. In instances when multiple tenants' leased/assigned areas are located within a shared corridor, or when multiple tenants are assigned to the same area on a rotating schedule, the affected tenants will share responsibility.																							