THE PORT AUTHORITY OF NY & NJ

Susan M. Baer
Director

March 25, 2013

To: Air Carriers and Foreign Air Carriers Serving LaGuardia Airport (LGA), John F. Kennedy International Airport (JFK), Newark Liberty International Airport (EWR), and Stewart International Airport

Subject: Apron Hardstand Allocation Procedures to be Provided in Support of the Applications for Authority to Impose and Use Passenger Facility Charges 12-08-C-00-LGA, 12-08-C-00-JFK, 12-08-C-00-EWR, and 12-08-C-00-SWF

On March 8, 2013, the Port Authority of New York and New Jersey (Port Authority) received partial approval of its applications to the Federal Aviation Administration (FAA) for authority to impose and use Passenger Facility Charge (PFC) revenue at LGA, JFK, EWR, and SWF, numbered 12-08-C-00-LGA, 12-08-C-00-JFK, 12-08-C-00-EWR, and 12-08-C-00-SWF (the Applications). In its decision and in accordance with the Port Authority's request, the FAA deferred its determination on the Terminal 3 Redevelopment & Capacity Project (A03-591) ("Project") until no later than July 8, 2013, so that the Port Authority may provide the FAA with appropriate procedures for allocating use of the apron hardstands ("Apron Hardstand Allocation Procedures") and complete the notice and consultation process for such procedures in accordance with 14 CFR Part 158. The Port Authority will be conducting a supplemental consultation meeting with air carriers and foreign air carriers and soliciting comments from those carriers, as well as the general public, on the Apron Hardstand Allocation Procedures prior to submitting the procedures to the FAA. The Apron Hardstand Allocation Procedures are attached to this notice for each carrier's review and comment. The supplemental consultation meeting is scheduled as follows:

April 25, 2013 at 10:00 AM EDT
Conference Room 930
225 Park Avenue South, 9th Floor
New York, NY 10003

Carriers are encouraged to attend the supplemental consultation meeting to discuss the Apron Hardstand Allocation Procedures. The information provided and topics for discussion at the supplemental consultation meeting will be limited to the Apron Hardstand Allocation Procedures in support of the Project. The Apron Hardstand Allocation Procedures are meant to supplement, not replace, the information the Port Authority has previously provided to the carriers as part of the initial consultation and review process on the Applications for this Project.

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14 CFR Part 158.230 requires that carriers provide written acknowledgement of receipt of this notice within 30 days of issuance. Furthermore, carriers may provide written certification of agreement or disagreement with the Project, based upon a review of the supplemental information being provided (the Apron Hardstand Allocation Procedures) to the Port Authority no later than May 28, 2013. Carriers failing to provide timely acknowledgement of the notice or timely certification of agreement or disagreement with the Project, based upon the Apron Hardstand Allocation Procedures, are considered to have certified their agreement.

For purposes of official correspondence and notification, please send all correspondence to:

Ms. Patty Clark
Senior Advisor for Aviation Policy
225 Park Avenue South, 9th Floor
New York, NY 10003
passengerfacilitycharge@panynj.gov

Please submit any comments to the Port Authority no later than May 28, 2013, using either the following email address or physical address:

passengerfacilitycharge@panynj.gov
Ms. Patty Clark
Senior Advisor for Aviation Policy
225 Park Avenue South, 9th Floor
New York, NY 10003

Thank you for your attention.

Sincerely,

Susan M. Baer
Director
Aviation Department

JFK International Air Terminal LLC (JFKIAT)

Former Terminal 3 Site – Hardstand Allocation and Operation Procedures

Overview:

JFKIAT, on behalf of The Port Authority of New York and New Jersey ("the Port Authority") and pursuant to the Space Permit for the Terminal 3 site at JFK (AYE-066) ('the Permit"), will manage and coordinate the allocation, usage and availability of hardstand positions located on the Terminal 3 site. Hardstand capacity will be made available to the JFK Airport community for the purpose of aircraft parking, and if and when permitted by the airport General Manager, for live hardstand operations. Pursuant to the Permit, the Permittee Carriers (Delta Air Lines and its Affiliate Carriers, as defined in the Permit) will be granted preferential use rights, but not exclusive use rights to the hardstands. JFKIAT will act as a monitor for the airport operator, constantly reviewing and allocating hardstand capacity at the Terminal 3 site in a manner consistent with the Permit with the ultimate goal of maximizing the utilization of every available hardstand position, while at the same time protecting the operational integrity of its use.

These Hardstand Allocation and Operation Procedures will be posted for public review and comment at a public website (TBD). All comments will be reviewed by each of JFKIAT, Port Authority, and the Permittee (Delta Air Lines) and discussed at the next quarterly "Hardstand Use Meeting" teleconference (see Oversight / Operational Integrity Section IV – Monitoring/Auditing).

Procedures:

Seasonal Scheduling:

I. JFKIAT will begin its review of the anticipated hardstand demand twice a year, with its initial review commencing at a minimum of 30 days prior to the beginning of each International Air Transport Association (IATA) summer and winter Schedules Conference. This initial review will consider the preliminary flight schedules required to be submitted to JFKIAT by the Permittee Carriers 30 to 90 days prior to the beginning of each IATA summer and winter Schedules Conference.

II. Due to the likely reconfiguration of carrier flight schedules after each Schedules Conference, and prior to the applicable summer or winter season, Permittee Carriers are required to submit updated flight schedules and proposed hardstand use schedules to JFKIAT no later than 45 days prior to the start of the applicable IATA summer or winter season. After receipt of these updated schedules, JFKIAT will use UltraResource Stand Planner, a gate/parking management system commonly used by the airport industry, or other industry-accepted scheduling software, to complete its review of the anticipated demand projected by the Permittee Carriers for the applicable IATA summer or winter season to ensure that the use of all available parking positions is maximized.

    a. UltraResource Stand Planner will be used for both strategic and day-to-day hardstand planning. It has the capability to graphically display either the current or anticipated usage of hardstand positions and allows for easy allocation of unused hardstand capacity.

i. JFKIAT will determine the forecasted hardstand demand of the Permittee Carriers based upon its comparison of the Permittee Carrier's flight schedules and the proposed hardstand position usage submitted by the Permittee Carriers.

ii. In order to maximize the allocation of available capacity, JFKIAT will use its established parking standards as a guide when reviewing submitted schedules.

1. An arriving aircraft will not be expected to reposition to a parking position until Scheduled Time of Arrival Plus 60 Minutes.

2. A departing aircraft will be expected to reposition from the parking position no later than Scheduled Time of Departure Minus 90 Minutes

iii. JFKIAT will allocate the hardstand positions to the Permittee Carriers in a manner that assures maximum and efficient utilization of all hardstand positions.

III. After allocation of hardstand positions to the Permittee Carriers, JFKIAT will post the remaining hardstand availability at a public website (TBD) no less than 42 days prior to commencement of the applicable summer or winter season. Other Scheduled Aircraft Operators[1] will then be able to request use of the available hardstand positions.

a. Remaining available hardstand positions will be allocated in the following order based on demand:

i. Other Scheduled Aircraft Operators using Terminal 4

1. JFKIAT shall schedule Terminal 3 hardstand usage for Other Scheduled Aircraft Operators using Terminal 4 only if there are no available hardstands on the Terminal 4 site.

ii. Other Scheduled Aircraft Operators

b. Should JFKIAT not be able to accommodate any parking request:

i. If capacity exists for only a portion of the time requested, that carrier will be advised of the number of hours parking is available.

ii. If capacity does not exist for any portion of the time requested, that carrier's request will be placed into a waiting list for possible accommodation at a future date.

c. Regardless of allocation of hardstand positions as part of the Seasonal Scheduling process, any aircraft operator will be able to make an Ad-Hoc request at any time with approval being based upon available capacity at the time of the request.

IV. After reviewing submitted hardstand use requests, JFKIAT will complete the Seasonal Hardstand Schedule produced by UltraResource Stand Planner and make it available for review and comment no later than 35 days prior to the beginning of each season on a public website (TBD). The comment/review period for the Seasonal Hardstand Schedule will be 10 days. JFKIAT

[1] A Scheduled Aircraft Operator is defined as any civil aircraft operator providing regular flights on a published schedule. For purposes of these Procedures, this term includes incumbent carriers at JFK as well as any new entrant that has expressed an interest to JFKIAT (or on whose behalf the Port Authority has informed JFKIAT of such interest) in serving JFK during the upcoming season.

encourages Scheduled Aircraft Operators to review and make comments/suggestions on how to better improve hardstand utilization. All comments will be reviewed by each of JFKIAT, Port Authority, and the Permittee and discussed at the next quarterly "Hardstand Use Meeting" teleconference (see Oversight/Operational Integrity Section IV – Monitoring/Auditing) which will be scheduled no more than 15 days after the end of the comment/review period.

V. After the Seasonal Schedule planning process is completed, and subject to any Revised Hardstand Schedule, any capacity that remains will be allocated as follows:

   a. For Ad-Hoc Requests

   b. For IROPS/SWAP situations as needed (in addition to the three hardstand positions that are available to ATC or the Surface Management Program office for use as prescribed in IROPS/SWAP Situations).

Schedule Revisions:

I. JFKIAT understands that carriers occasionally may still have the need to build up or build down their Seasonal Schedules. Permittee Carriers must submit revised flight schedules to JFKIAT at least 30 days before any revised flight schedule takes effect. JFKIAT will then compare the revised flight schedules to the updated flight and proposed hardstand use schedules submitted by the Permittee Carriers for the Seasonal Scheduling process.

II. Taking into consideration the revised flight schedule for the Permittee Carriers, JFKIAT will adjust the Schedule and issue a Revised Hardstand Schedule. As with the Seasonal Scheduling process, JFKIAT will attempt to allocate the hardstand positions to the Permittee Carriers in a manner that assures maximum and efficient utilization of all hardstand positions.

III. Allocation of any additional hardstand positions being requested by the Permittee Carriers shall be subject at all times to commitments made to Other Scheduled Aircraft Operators in the Seasonal Schedule prior to JFKIAT's receipt of any revised schedules from the Permittee Carriers.

IV. If JFKIAT's review of the Permittee Carriers' revised flight schedules results in additional hardstand positions being made available to Scheduled Aircraft Operators other than the Permittee Carriers, such available positions will be allocated as follows:

   a. To any Scheduled Aircraft Operator that is on a waiting list for hardstand positions for that time period

   b. For Ad-Hoc Requests

   c. For IROPS/SWAP situations as needed (in addition to the three hardstand positions that are available to ATC or the Surface Management Program office for use as prescribed in IROPS/SWAP Situations).

V. JFKIAT will make available any Revised Hardstand Schedule produced by UltraResource Stand Planner for review and comment no more than 2 days after completion of the initial review process at a public website (TBD). The comment/review period of the Revised Hardstand Schedule will be 10 days. JFKIAT encourages Scheduled Aircraft Operators to review and make comments/suggestions on how to better improve hardstand utilization. All comments will be reviewed by each of JFKIAT, Port Authority, and the Permittee and discussed at the next quarterly "Hardstand Use Meeting" teleconference (see Oversight/Operational Integrity Section IV – Monitoring/Auditing).

Ad-Hoc Requests:

I. JFKIAT anticipates that there will be occasions where carriers will need to make Ad-Hoc Requests for aircraft parking for any number of reasons (including diversions to JFK due to weather or other causes). These requests will be handled on a first come, first served basis.

   a. Scheduled Aircraft Operators will contact the JFKIAT Ramp Tower and speak to the Ramp Supervisor on Duty.

   b. The Ramp Supervisor will take the parking request from the carrier and determine whether the request is in conflict with the Seasonal Schedule and any applicable Revised Hardstand Schedule and if parking is in fact available. As Ad-Hoc Requests are normally for a short duration, the Ramp Supervisor will do the following:

      i. Manipulate the current day's hardstand schedule in an attempt to find a parking position for the request.

      ii. If parking is not available for the entire duration, advise the carrier how much time is available for parking.

IROPS/SWAP Situations:

I. During IROPS or SWAP situations, JFKIAT will identify a minimum of three parking positions that will be available on a common use basis as part of the JFK airport ground metering program for the duration of the situation.

II. Allocation of the identified parking positions will be performed by Air Traffic Control and/or the Port Authority's Surface Management Program office as part of the ground metering program and implemented by JFKIAT in cooperation with airline operations staff at JFK.

III. All parking positions not specifically identified by JFKIAT as being available as part of the ground metering program during IROPS/SWAP situations will be subject to the standard scheduling and allocation provisions.

Oversight / Operational Integrity:

I. JFKIAT will be solely responsible for the hardstand planning and will maintain oversight in all aspects of utilization and allocation.

II. Seasonal and Revised Schedule Planning:

   a. A JFKIAT staff member responsible for Capacity Planning will obtain and review the submitted Permittee Carrier schedules and assemble the Seasonal and Revised Hardstand Schedules. These Schedules and actual hardstand usage will be continuously monitored to identify additional or unused capacity at the former Terminal 3 Site.

   b. These Hardstand Schedules will not only be available to Scheduled Aircraft Operators desiring to use Terminal 3 site hardstands but will be used by the JFKIAT Operations Staff in their day-to-day planning.

III. Ad-Hoc / IROPS Planning:

a. A JFKIAT staff member responsible for the Capacity Planning reviews the hardstand Schedule daily, when on duty, in the morning.

    i. When necessary, the staff member will contact the JFKIAT Ramp Personnel with suggestions and recommendations on how to better maximize the utilization of the hardstands.

b. JFKIAT has a Ramp Supervisor on duty 24 hours a day who obtains updates from the Airlines. These updates are put into UltraResource Stand Planner and the hardstand utilization is then maximized with unused hardstand positions being made available to all Scheduled Aircraft Operators.

c. JFKIAT also has a Ramp Manager on shift who oversees the Ramp Supervisor who acts as the senior representative of JFKIAT and is capable of making any necessary day-of decisions related to hardstand allocation and utilization.

IV. Monitoring/Auditing

a. Using data from such sources as the airport operator's eCater and Aerobahn information systems as well as data contained in UltraResource Stand Planner, JFKIAT will monitor the actual usage of hardstand positions compared to allocated hardstand positions.

b. JFKIAT commits to performing an audit of actual hardstand position usage against scheduled usage.

    i. An audit of the Hardstand Schedule will take place within 14 days after the last day of the 2-month period beginning with the implementation of the initial Seasonal Hardstand Schedule, and every 2 months thereafter. The results of the audit will be posted for review at a public website (TBD).

c. If any carrier is determined, through Schedule Audits or site monitoring, to have consistently underutilized/not utilized hardstand positions which have been allocated to that carrier, either per operation or relative to the duration of operation, without notifying JFKIAT of any change in schedule, JFKIAT has the authority to reallocate such hardstand positions or revise the duration of the hardstand allocation until the subsequent Seasonal Scheduling process. JFKIAT shall also take instances of underutilization/non-utilization into consideration in determining future allocations for that carrier in the next Seasonal Hardstand Schedule.

    i. Any days during which the FAA determines that the Operating Authorizations are not in effect shall be excluded from review for utilization

d. JFKIAT will hold a quarterly "Hardstand Use Meeting" via teleconference. This forum is open to the Port Authority and all Scheduled Aircraft Operators and addresses issues relating to hardstand use including schedule adherence, complaints of irresponsible use, and the hardstand use policies and procedures. Issues identified at these meetings are formally recorded in "minutes" that will be posted for public review at a public website (TBD). JFKIAT will then work with the carriers and the airport operator to resolve issues and follows up with reports on status at subsequent quarterly hardstand use meetings.

V. Ground Handling

a. If a Scheduled Aircraft Operator requires ground handling services while occupying a hardstand position, the procurement and cost of such services are the sole responsibility of that Scheduled Aircraft Operator, it being understood that the Scheduled Aircraft Operator shall not be required to use the Permitee's services for ground handling. Scheduled Aircraft Operators must notify the JFKIAT Ramp Manager if such services are being provided while occupying a hardstand position.

Sample Hardstand Planning Sheets

Below are samples of the hardstand planning sheets JFKIAT currently uses for the Seasonal Hardstand Planning for Terminal 4 Carriers.

- A typical Saturday for the Winter 2013 season is shown in the examples.
- The examples produced are based on data from UltraResource Stand Planner which will be the system used in managing the hardstand positions on the Terminal 3 site.
- In order to easily identify both hours where there is either an abundance of capacity or a shortfall of capacity, the Hardstand Planning Sheets (see Figure 1) will be converted into an Excel spreadsheet which color codes availability (see Figure 2).
- Both of these charts will be posted for public review at a public website (TBD) as part of the schedule and audit review processes.

Figure 1: JFKIAT Hardstand Planning Sheets

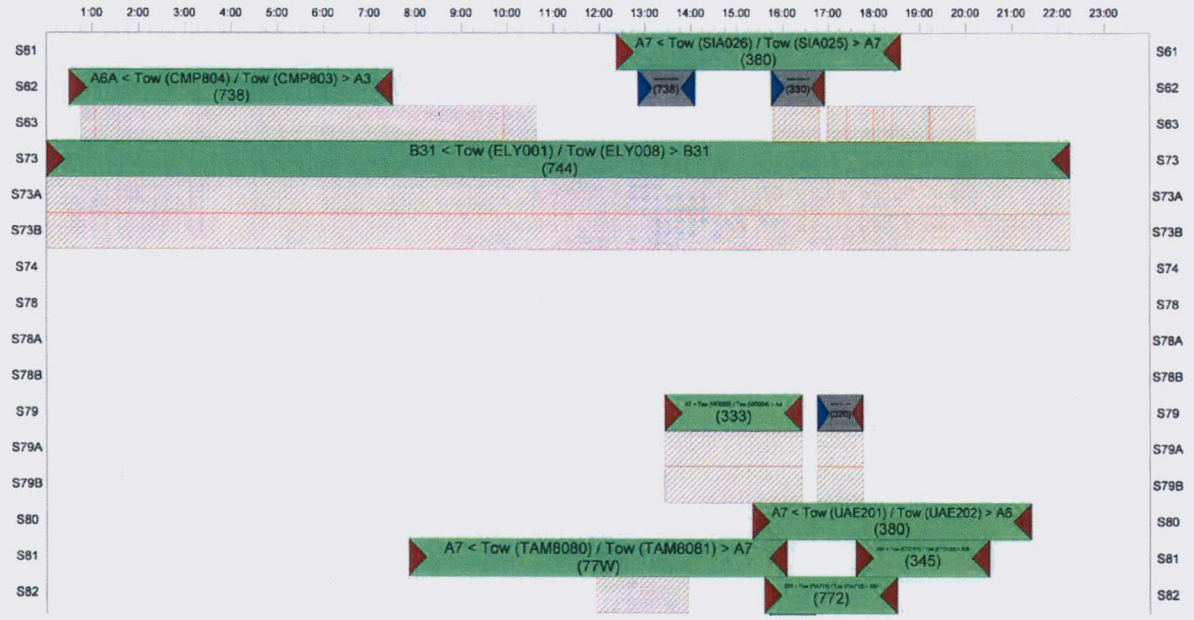

Figure 1 shows the hardstand demand for a 24 hour period as shown in the UltraResource Stand Planner. Hardstands are shown graphically and allow the user to manipulate the assigned parking positions in order to maximize each positions daily utilization. All JFKIAT Operations Staff refer to these Seasonal and Monthly Schedules on a daily basis when performing their duties.

Figure 2: Hardstand Demand Summary

Hardstands Available by Hour - Winter 2012-2013

	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
Saturday														4		1	0	1	2					

In order to easily identify the number of positions that are available the chart in Figure 1 is converted into an Excel Spreadsheet. A green block indicates that there are more than 4 positions available. When there are 4 or fewer positions, the green block is changed to yellow. When there is 1 or no positions available, the yellow block is changed to red. The color coding allows for easy, at a glance view of

available positions. All JFKIAT Operations Staff as well as JFKIAT Senior Management have access to this excel chart.