



# TENANT DIRECTIVE

**BWI:** 211.2  
**Date:** January 24, 2019  
**Distribution:** B

**TITLE:** ASSIGNMENT AND USE OF GATES AND GATE HOLDROOMS AT  
BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD  
MARSHALL (BWI MARSHALL) AIRPORT

## **I. References**

- A. Code of Maryland Regulations (COMAR) 11.03.01.02V
- B. BWI Use and Lease Agreement
- C. 49 CFR Part 1542, Airport Security
- D. FAR Part 121, Certification and Operations: Domestic, Flag, and Supplemental Air Carriers and Commercial Operators of Large Aircraft
- E. BWI Airport Security Program
- F. This Directive supersedes BWI Tenant Directive 211.2 dated November 21, 1994.

## **II. Definitions**

- A. Aircraft Gate - A location on the Terminal Apron Area, co-located with Boarding Facilities, designated by the Airport for the parking of aircraft and ramp equipment and the loading and unloading of passenger aircraft.
- B. Boarding Device - A device installed at some Terminal Aircraft Gates that facilitates passenger access to and from holdrooms and aircraft.
- C. Boarding Facilities – A Gate Holdroom and Boarding Device.

- D. Common-Use Gate Holdroom – A Gate Holdroom not leased by any single entity and used in common by airlines as assigned by Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA).
- E. Gate Holdroom - An area within the Terminal Building adjacent to or in the proximity of or otherwise co-located with an Aircraft Gate that is intended as a holding area for passengers awaiting aircraft arrival/departures.
- F. Preferential Use - Use of an Aircraft Gate having priority, but not exclusivity, by an Airport Tenant Airline who leases the co-located Gate Holdroom.
- G. Tenant Directive 401.1 – Tenant Directive published by MDOT MAA that establishes rates, fees, and charges for airlines, tenants, and airport operators.
- H. Remote Apron Area - Paved area at the Airport used for ramp hardstand parking of aircraft.

### **III. Directive Statement**

- A. Aircraft Gates and Remote Apron Areas at BWI Marshall Airport are the property of the MDOT MAA and are not assigned exclusively to any one carrier. The Airport Operations Center has the discretion to deviate from the gate scheduling priorities outlined in this Directive as needed for operational reasons.
- B. Aircraft Gate assignments shall be requested from the Airport Operations Center (410-859-7018). Authority to order an Aircraft Gate vacated rests with the Airport Operations Center.
- C. Each airline or its designee is responsible for providing its current flight schedule and any changes thereto as they occur to Airport Operations.
- D. The leasing airline has Preferential Use of its leased Boarding Facilities. The short-term, one-time, or occasional use of an airline's leased Boarding Facilities by another airline may be assigned by Airport Operations. Airport Operations will make reasonable efforts to avoid scheduling other airline aircraft operations at the leasing airline's Preferential Use Boarding Facilities if other conveniently located Common-Use Boarding Facilities are available.
- E. When Airport Operations assigns such occasional use, the leasing airline will report the number of other airline departures from its Preferential Use Boarding Facilities on its Monthly Activity Report and will be permitted to deduct from its monthly charges the per-use Common-Use fee for the other airline use as shown in Tenant Directive 401.1.

F. From time to time, MDOT MAA may foresee that it will be unable to accommodate requested flight scheduling at Common-Use Boarding Facilities. When this occurs, MDOT MAA will require the requesting airline to coordinate with an airline with Preferential Use Boarding Facilities to establish an accommodation arrangement. If this is unsuccessful, MDOT MAA will coordinate with the airlines as provided for in the BWI Use and Lease Agreement Terminal Facility Use and Control provisions.

G. Preferential Use Gate Holdroom Sublease

Consent of the MDOT MAA for any sublease shall be requested by letter from the leasing airline and the request must be approved in writing by MDOT MAA prior to commencement of any sublease arrangement with another airline. An executed copy of any sublease document shall be provided for MDOT MAA's approval as soon as possible, but not later than 30 days in advance of commencement of the sublease.

H. Scheduling Common-Use Aircraft Gates

The Airport Operations Center will assign use of Aircraft Gates, Boarding Facilities, and mobile lounges (Planemates) for specified time periods only. The Airport Operations Center may grant a time extension for use of these facilities if no conflict will exist with a subsequently arriving aircraft. If the Airport Operations Center does not grant an extension, the facilities will be vacated and the aircraft at the Aircraft Gate in question will be relocated to another position after notification by the Airport Operations Center.

Irregular operations or diversions may affect gate scheduling priorities.

Late arriving aircraft which conflict with other aircraft already at assigned Aircraft Gate positions may be assigned another position.

I. International Common-Use Gate scheduling priority

NOTE: Due to the limited number of Design Group V Aircraft Gates, Design Group V aircraft will be given priority notwithstanding the order listed below.

1. International arriving aircraft requiring access to the FIS turning to depart to an international destination.

a. Aircraft seating more than 250 passengers will be allotted 210 minutes for each turn, including a 15-minute buffer before the scheduled arrival and a 15-minute buffer after the scheduled departure time.

- b. Aircraft seating between 150 and 249 passengers will be allotted 150 minutes for each turn, including a 15-minute buffer before the scheduled arrival and a 15-minute buffer after the scheduled departure time.
    - c. Aircraft seating less than 149 passengers will be allotted 120 minutes for each turn, including a 15-minute buffer before the scheduled arrival and a 15-minute buffer after the scheduled departure time.
  2. International arriving aircraft requiring access to the FIS but then towed to a domestic gate or Remote Apron Area.
    - a. Aircraft seating more than 250 passengers will be allotted 135 minutes for each turn, including a 15-minute buffer before the scheduled arrival.
    - b. Aircraft seating between 150 and 249 passengers will be allotted 90 minutes for each turn, including a 15-minute buffer before the scheduled arrival.
    - c. Aircraft seating less than 149 passengers will be allotted 45 minutes for each turn, including a 15-minute buffer before the scheduled arrival.
  3. International departing aircraft.
    - a. Aircraft seating more than 250 passengers will be allotted 195 minutes for each turn, including a 15-minute buffer after the scheduled departure.
    - b. Aircraft seating between 150 and 249 passengers will be allotted 90 minutes for each turn, including a 15-minute buffer before the scheduled departure.
    - c. Aircraft seating less than 149 passengers will be allotted 75 minutes for each turn, including a 15-minute buffer before the scheduled departure.
  4. Other aircraft as assigned by Airport Operations.

- J. Domestic Common-Use Gate scheduling priority
1. Airlines which exclusively use MDOT MAA installed common-use equipment.
  2. Domestic airlines with access to their proprietary computer equipment.
  3. An airline operating an aircraft turn receives priority for Aircraft Gate scheduling over a terminating flight.
  4. Other aircraft as assigned by Airport Operations.

NOTE: An effort will be made to accommodate air carriers with Preferential Use Boarding Facilities at Common-Use Gate Holdrooms on the same concourse.

- K. Scheduling Remote Apron Area Aircraft Parking.
1. The Airport Operations Center will assign Remote Apron Area parking positions on an as needed basis.
  2. Priority for aircraft parking positions on North Cargo apron shall be given to cargo carriers with leased space in the cargo complex.

L. Gate Holdroom Use

In the case of an airline with Preferential Use Boarding Facilities making its own arrangements for the use of another airline's Preferential Use Gate Holdroom, any reimbursement arrangements for such occasional or infrequent use are coordinated among the involved airlines.

**IV. Procedures**

- A. Letters to MDOT MAA by airlines requesting consent to any sublease of Gate Holdrooms to another airline will be addressed to:

Director, Office of Commercial Management  
Maryland Aviation Administration  
P.O. Box 8766  
BWI Airport MD 21240-0766

- B. Airline flight schedules, Aircraft Gate use requests, or Aircraft Gate change requests shall be submitted to the Airport Operations Center, Third Floor, Concourse C, BWI Airport Terminal, telephone 410-859-7018, as requests arise or changes become known.

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John A. Stewart  
Director  
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