



INTERIM AIRSIDE DELIVERY PROCEDURES FOR CONCOURSE B CONCESSION DELIVERIES THROUGH GATE 1E

SCHEDULE

Security Guard Training: August 9th – August 23rd

(You will see training activity in the concessions loading areas during this period)

Concessions and Driver Training: August 26th – August 30th

(More details to come regarding specific training times. Plan additional staff time for new procedure training during this week)

Airside Delivery Procedure Through Gate 1E Begins September 3rd

(On September 3rd, all deliveries will adhere the gate 1E delivery procedure)

Beginning February 2025, all concession deliveries will be made via the Central Warehouse

GATE 1E DELIVERY PROCEDURE

PURPOSE

The purpose of these procedures is to provide direction and guidance for Concourse B deliveries through Gate 1E. This Gate will be used for Concessionaires, Shuttle buses in need of maintenance, and first responders. The vehicle service road that will be used for Concourse B deliveries crosses an active taxi lane. Concessionaires need to be vigilant of their surroundings while traversing this vehicle service road. The procedures in this document are here to minimize risk and prevent incursions and inadvertent deviation of an aircraft.

POLICY

Concessionaires are responsible for maintaining positive control of their escort and following all Airport Rules and Regulations.

CONCOURSE B AIRSIDE DELIVERIES

A gate guard will be on duty from the hours of 0530-1500 at Gate 1E for Concourse B deliveries. Trucks/vehicles will arrive and stage in the primary staging area on Citation Way (see Figure 1 for

directions). The vehicle driver will call the Concessionaire and state that they are ready for inspection (see Figure 2). The concessionaire will confirm with the gate guard whether the driver is authorized to proceed to Gate 1E. Once the notification is given, the driver will proceed to Gate 1E (see Figure 3).

- **Drivers cannot pre-stage outside of Gate 1E.**
- **Concessionaires will be allowed to escort one truck/vehicle at a time. This will maintain a 1:1 ratio for escorting.**
- **If the concessionaire receives more than one call from separate drivers, the concessionaire is responsible to determine who has priority.**
- **A limit of two tractor trailers and a van or pickup truck will be allowed in the Concourse B Unloading Zone.**

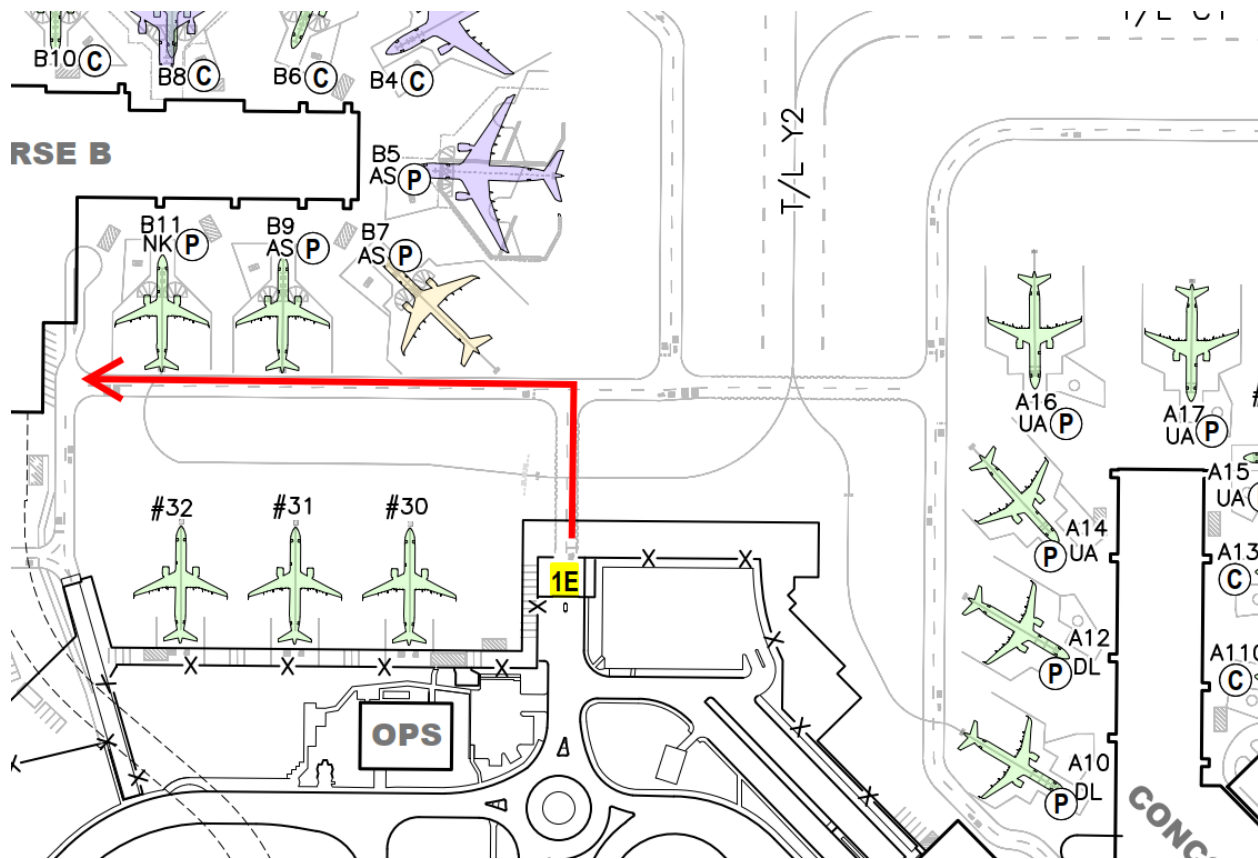
The gate guard at 1E will verify the badge of the concessionaire and the driver's license of the vehicle operator. All drivers must have a valid unexpired drivers license issued by a state or territory of the United States. The gate guard will also inspect both vehicles for any prohibited items entering the secured area. The vehicle will not be allowed in with a prohibited item. The gate guard will maintain a log of access granted to concessionaires, and their escorts through Gate 1E.

Once this is completed, the gate guard will call the Airport Communication Center (ACC) and state how many badges and escorts are ready to proceed through Gate 1E. The ACC will use their normal procedures and open the gate.

The escort and delivery vehicle will then proceed through the gate and make a full stop at the stop sign. The escort will then verify that no aircraft are pushing back from Gates B7, B9, B11, A10, A12, or A14. If the red flashing beacons are on the aircraft (on the top of the aircraft and at the bottom of the aircraft), the escort must wait until they are off. The escort will also verify that no aircraft is located on Taxiway Y2 or any aircraft pushed back from Gates A10, A12, and A14. At no point, will the escort and delivery vehicle proceed in front or behind an aircraft unless directed by Airside Operations. The escort and delivery vehicle must **not** stop inside the zippered marking. Once the path is clear, the escort and delivery vehicle will traverse through the vehicle service road and make a left to proceed to the Concourse B Unloading Zone.

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Once the delivery is made, the escort will provide follow-me services back to Gate 1E with the delivery truck.

FIGURE 1

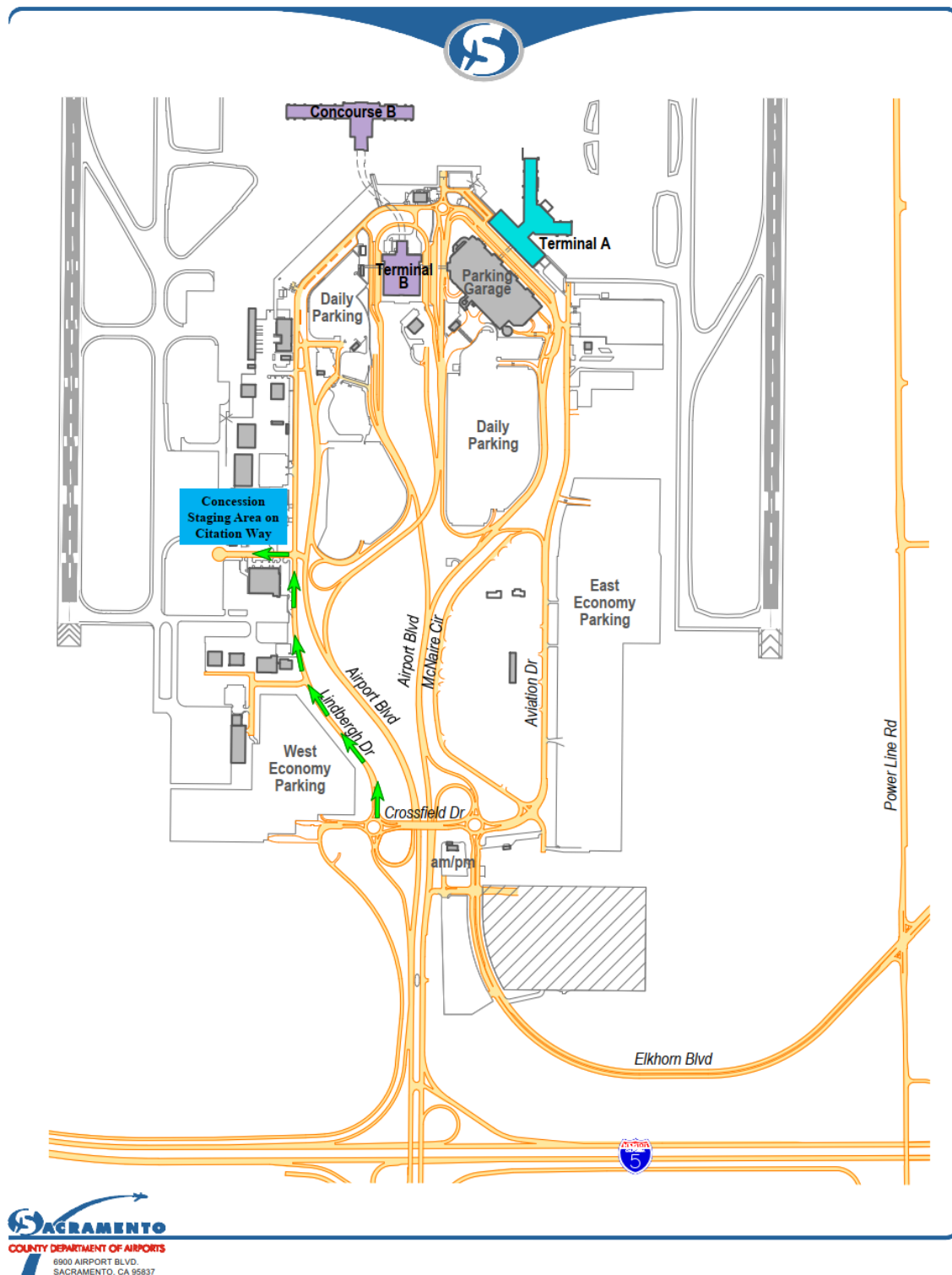
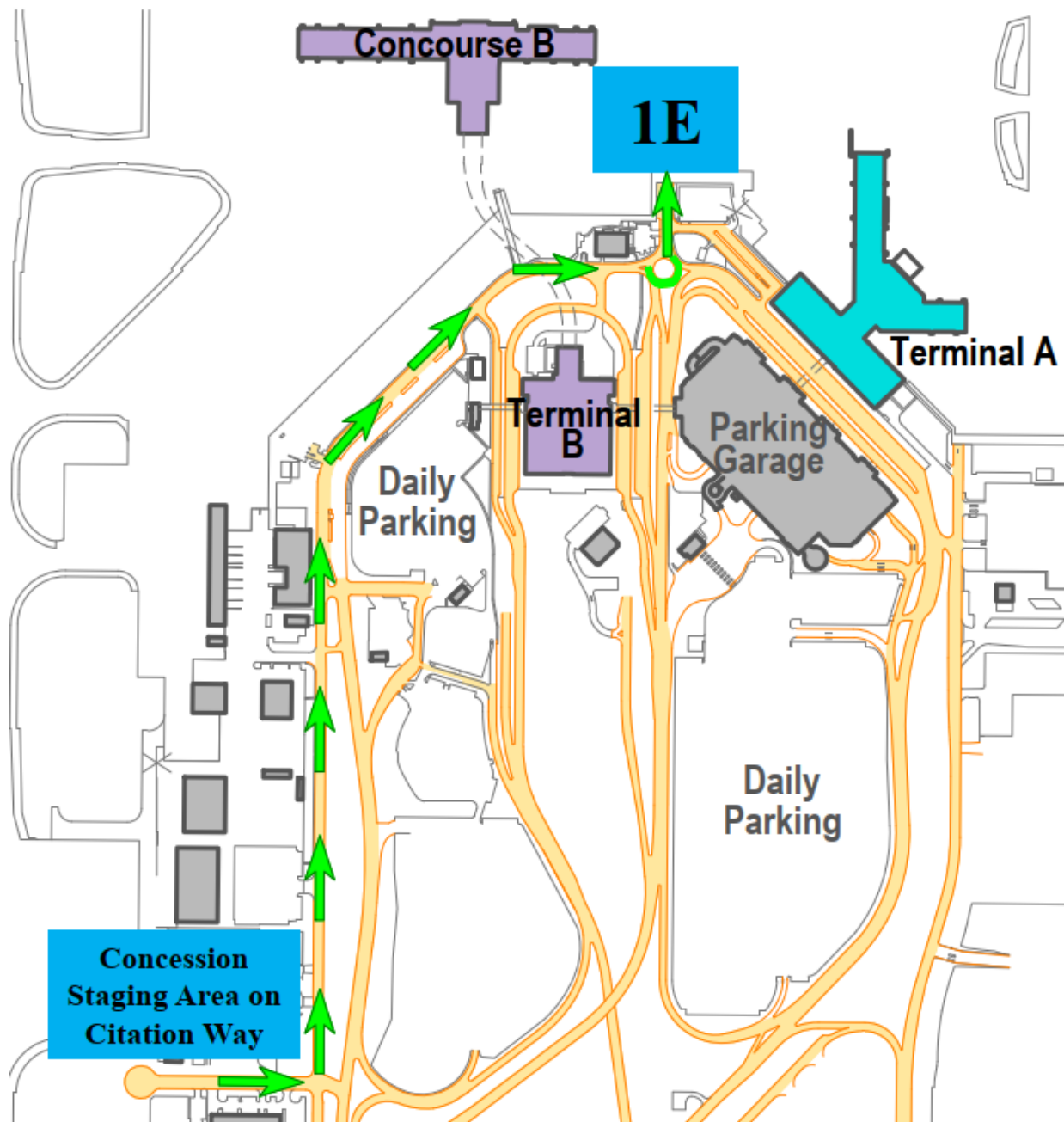


FIGURE 2



FIGURE 3



DRIVING ON THE AOA

The escort and delivery vehicle must make a full stop and verify that it is safe to travel through the zippered marking. They must also verify that Taxilane Y2 is also clear from aircraft.



The example below shows an aircraft that was pushed back from Gates A10, A12, or A14. The escort and delivery vehicle must stop and wait until the aircraft has taxied out. **Escorts will not travel northbound on the vehicle service road behind an aircraft. Failure to comply will result in a citation from Airside Operations.**



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The example below shows an aircraft that is stopped on the vehicle service road. The escort and delivery vehicle must wait for the aircraft to clear to proceed forward. **Escorts will not travel northbound on the vehicle service road in front of the aircraft. Failure to comply will result in a citation from Airside Operations.**



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The example below shows wing walkers prepositioned at Gate B9. This should raise a red flag that there is an incoming aircraft to that gate.



When you look to the right, you see an aircraft established on Taxilane Y2. **Escorts will not travel northbound on the vehicle service road if there is an aircraft traveling southbound on Taxilane Y2.**



The aircraft has crossed the vehicle service road and is now proceeding to the gate.

