

# **EXHIBIT I**

## **PROCEDURES REQUIRED FOR NEW AIRLINES APPLYING FOR OPERATIONAL STATUS AT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT**

**REVISED: FEBRUARY 2004**

**BENJAMIN R. DE COSTA  
AVIATION GENERAL MANAGER**

## **WELCOME FROM THE AVIATION GENERAL MANAGER BENJAMIN R. DECOSTA**

Welcome to Hartsfield-Jackson Atlanta International Airport, the world's busiest airport. You could not have chosen a more exciting period to provide air service to Atlanta. Hartsfield-Jackson has been the world's busiest airport for a number of years, and now, to meet the demand, we are embarking upon a \$5.4 billion capital improvement program.

This \$5.4 billion program will ensure that Hartsfield-Jackson maintains its position as a premier facility in global air transportation. Major projects include the development and construction of a fifth runway, new international terminal, consolidated rental car facility, and the addition of a south terminal.

Already, visitors to the existing facility rate it high for its efficiency and amenities. The passenger terminal complex includes the terminal building; a light-filled, three-story atrium; and Concourses T, A, B, C, D and E (a state-of-the-art international facility completed in 1994). The Atrium's 43,000-square-foot Executive Conference Center boasts 24 meeting rooms and 18 individual workstations.

Hartsfield-Jackson's underground-automated people mover connects all concourses with the terminal. The wait between trains, at any of the 13 stations, is approximately two minutes.

A Metropolitan Atlanta Rapid Transit Authority (MARTA) station is conveniently located inside the terminal to provide easy access for your passengers, whisking them from the Airport to downtown Atlanta, only 15 minutes away, and beyond.

In the end, however, it is our staff on whom you can rely to assist in making your operation successful. Our mission plainly stated is "To be the World's Best Airport by Exceeding Customer Expectations." In that regard, I encourage you to call on me or any member of my staff for assistance.

The information contained in this handbook is subject to change. Please contact the Department of Aviation's Marketing Division for the latest version of this handbook.

Again, welcome to the Hartsfield-Jackson family. I look forward to a long and prosperous partnership with you.

Sincerely,

Benjamin R. DeCosta  
Aviation General Manager

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## NEW AIRLINE TENANT REQUIREMENTS

All prospective air carriers seeking to commence scheduled service at Hartsfield-Jackson Atlanta International Airport (H-JAIA) must initiate the following actions before any aircraft operations are started:

- Domestic and international airline representatives must submit a written request, describing the type of service (passenger, cargo, scheduled, charter), frequency, destinations, projected schedule, requested arrival and departure times, and type of aircraft to the Department of Aviation Property Manager, at least 90 days prior to expected start-up.
- If the airline wishes to use ticket counters, terminal, and other airline support space, a written request must include projected operational space needs, and be submitted 90 days in advance to allow time for all binding agreements to be processed and executed. Space needed for airline operations may be obtained directly from the Airport under a Temporary Space Permit, or through a sublease or other arrangement with an existing tenant. The Airport will assist in making arrangements with existing tenants, if necessary.
- Airport Use License Agreement: Airlines executing this document are subject to Landing Fee rates charged similarly classified airlines at the Airport. Landing fees are adjusted periodically.
- An airline can apply to join the International Fuel Consortium (ATLECON), which offers preferred fuel rates to its members (for international flight operations only). Contact ATLECON at (404) 815-3500 with questions and for further information .
- Provide the following information at least 90 days prior to expected start-up:
  1. A minimum security deposit of three (3) months landing fees based on your projected schedule and type of aircraft, computed at either the signatory or non signatory rate, plus three (3) months of estimated lease payments, if applicable, based on any exclusively leased premises, is required prior to start-up of aircraft operations. The security deposit is to be in the form of an irrevocable letter of credit drawn on a reputable U.S. bank or financial institution with the City of Atlanta, Department of Aviation, listed as the beneficiary. Cash is not accepted.
  2. A copy of Insurance Certificate naming the City of Atlanta, Department of Aviation as additional insured providing:
    - i. Comprehensive General Liability insurance of \$15 Million combined single minimum (Bodily Injury and Property Damage);
    - ii. Required minimum insurance amount: a) Workers Compensation (Statutory Limit); b) Bodily Injury by Accident/Disease (\$500,000 each policy);
    - iii. Vehicle and Aircraft (including Helicopter) Liability insurance of \$15 Million each policy (Bodily Injury and Property Damage). Call the Department of Aviation Property Management Division at (404) 209-1700 for information.

3. An up-to-date copy of the air carrier's FAA Aircraft Certification and Operating Certificate from the Department of Transportation (DOT).
4. Copy of air carrier's registration from the Office of the Georgia Secretary of State providing evidence of authorization to conduct business in this state.
5. The names of the companies that will handle the airline's operations: Fuel Supplier, Aircraft Maintenance Contractor, Ground Handler, etc.
6. The airline's public information number for passengers seeking flight information.
7. Atlanta has no landing slots or curfews. However, Atlanta is a "landing rights" airport, and as such, a permit must be obtained from the U.S. Customs office when operating international flights.

THE MAILING ADDRESS IS AS FOLLOWS:      PORT DIRECTOR  
 U.S. CUSTOMS SERVICE  
 4341 INTERNATIONAL PARKWAY, SUITE 600  
 ATLANTA, GEORGIA 30354  
 TELEPHONE: (404) 765 – 2314

SEND A COPY OF THE PERMIT REQUEST TO: INTERNATIONAL OPERATIONS DIRECTOR  
 FEDERAL INSPECTION SERVICE  
 C/O TBI AIRPORT MANAGEMENT, INC.  
 PO BOX 45838  
 HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT  
 ATLANTA, GEORGIA 30320

- Monthly Activity Reports. Each airline serving Atlanta is required to submit certain monthly reports to the Department of Aviation. They include:
  1. On the 10th day of each month after start-up, a traffic report (Appendix I) must be completed for the prior month and submitted to the Department of Aviation Market Research Analyst, Marketing & Public Relations Division at (404) 209-2942 via facsimile.
  2. Scheduled Monthly Activity Report (Appendix II) which is a forecast of next month's flights and is used for billing landing fees which the airline, not its handling agent, is responsible to pay. This form is submitted to the Department of Aviation Accounting Division (404) 530-7338 via facsimile.
- All new airlines conducting international operations at Concourse E must sign a contract for use of the FIS (Federal Inspection Services). Contact International Operations Director at (404) 530-2000 .
- Employee Security Identification is obtained from the Department of Aviation Security, call (404) 530-6667 for additional information.
- Interline baggage recheck services are currently provided by Delta Air Lines, call (404) 714-7222 for additional information.

- Airport “Name of Airline” Signs: For your sign needs throughout the airport, forward a letter of request to the Department of Aviation Construction Inspector, at (404) 209-3170.
- Parking: A free car parking space is provided to the airline’s station manager. Contact the Department of Aviation Parking Manager to make arrangements at (404) 209-1700.

# NEW AIRLINE TENANT REQUIREMENTS

## ADDITIONAL INFORMATION

- The FIS international passenger charge varies each quarter, but averages about \$14.00 per arriving passenger and \$13.00 per departing passenger. Airlines must deplane passengers at the FIS facility in order for them to be processed through U.S. Customs and Immigration. The airline, however, may use one of the domestic gates of its handling agent for enplaning passengers to reduce the overall FIS passenger charge. For further information, contact the FIS Director at (404) 530-2000 .
- An Information Guide for Concourse E Operations is attached for your information and use. Please contact International Facility Director, at (404) 530-2000 for additional information.
- Monthly payment of Passenger Facility Charges (PFCs) is required by the U.S. Government (FAA). The PFC fee is required to be collected by the airlines and remitted to the City of Atlanta, Department of Aviation, P.O. Box 20509, Atlanta, GA 30320 pursuant to FAA Order 5500.1 Chapter 6 - *Passenger Facility Charge Collection, Handling and Remittance of PFC's*.
- Actual fuel charges will vary depending upon the fuel company chosen by the airline. The into-plane service charge is approximately \$0.065 per gallon. Free Trade Zone (FTZ) fuel is available at all concourses upon prior arrangement. Contact Airport Group International (AGI) at (404) 530-2090, extension 18, to make arrangements.
- In-Flight Caterers:            Gategourmet (404) 530-6325  
   LSG-Skychef (404) 767-3171
- Aircraft Maintenance:        Delta Air Lines (404) 714-7438
- Ground Handling: For comparative purposes only, ground handling (ramp and passenger ticketing) ranges from \$400 to \$1,200 per aircraft turn. Please contact the various handlers for specific quotations. The exact amount will depend upon the airline or ground-handling agent that is chosen. While the following list is not exhaustive, below are some of the companies that provide handling services on the airport.

Airport Group Int'l (passenger & ramp) (404) 530-2090  
Integrated Airline Services (ramp) (404) 768-0073  
Midwest Express (passenger, ramp) (404) 530-2467  
Evergreen Aviation (ramp) (404) 766-3553  
Delta Air Lines (passenger, ramp & cargo) (404) 714-5237

- Airline charges (for complete cargo handling) by cargo handling companies average approximately \$0.035 per pound. While the following list is not exhaustive, below are some of the companies that provide handling services on the Airport.

Lufthansa Air Cargo (404) 443-2511

Swissport Cargo Service (404) 767-8785

Worldwide Flight Services (404) 763-2038

Perishable Group International (404) 767-1700

AGI Cargo (404) 768-0340

Alliance Airlines (404) 559-0244

Evergreen Aviation (404 ) 766-3553

- Atlanta Airlines Stations Manager Associations: There are a number of these associations. These include:

Atlanta Airlines Manager's Association (404) 761-1828

Atlanta International Carriers Association (AICA) (770) 887-0083

Atlanta Airlines Sales and Marketing Association (AASMA) (404) 233-7300

**RENTAL RATES AND USER CHARGES**  
**(COST PER SQUARE FOOT PER ANNUM)**  
**AS OF FEBRUARY 1, 2004**

**TERMINAL**

Upper Level	\$32.50
Lower Level Finished	\$12.00
Lower Level Unfinished	\$11.25

**CONCOURSES "A - D"**

Boarding Level	\$17.50
Lower Level Enclosed (finished)	\$12.00
Lower Level Unenclosed (finished)	\$11.25

**CONCOURSE "E"**

Upper Level	\$17.50
Boarding Level	\$17.50
3rd Level	\$17.75
Apron Level	\$12.00
Baggage Level	\$ 6.50
*Charge per arriving passenger	\$ 8.34
*Charge per departing passenger	\$ 6.12

**CONCOURSE "T"**

Boarding Level	\$21.75
3rd Level	\$21.75
Lower Level Finished	\$12.00
Lower Level Enclosed	\$12.00
Lower Level Unenclosed	\$11.25
Atrium Rate:	\$36.00 per sq. ft
Aircraft Parking Apron:	\$ 1.50 per sq. ft.

Rates subject to change periodically.

\* Adjusted Quarterly

## COMMON USE FACILITIES

The Department of Aviation (DOA) provides passenger gates and ticket counters at Hartsfield-Jackson Atlanta International Airport for domestic common use. TBI Airport Management, Inc. (TBI) manages the operation of the Domestic Common Use facilities on behalf of the Department of Aviation.

Gates: Common use gates provide users with loading bridges facilities, fueling connections, cycle 400Hz power, check-in lounges, and parking for wide-body aircraft. Domestic Common Use gate lounges seat 50-150 passengers and have LED flight information displays at each check-in position. Telephone equipment is installed and ready for immediate use, however, long distance service remains the responsibility of the user airline.

Routine aircraft turn-around time per gate is ninety minutes. Additional gate turn-ground time may be submitted to TBI for approval. Schedules are to be submitted monthly whether or not changed from the previous month. Operators are expected to provide TBI with times and days of operation, origins and destinations and aircraft type. Efforts will be made to accommodate airline requests such as preferences for specific gates, and ticket counters whenever operation conditions permit. Each change in arrival and departure time or aircraft substitution must be conveyed to the TBI coordinator. TBI will post corresponding schedules and update ETA/ETD postings on the H-JAIA Airport Wide FIDS as a service to users.

Fees as of February 1, 2004 for Domestic Common Use gates are:

- \$150 per Narrow Body per turn
- \$100 for Narrow Body overnight parking
- \$200 per Wide Body per turn
- \$100 for Wide Body overnight parking
- \$80 per Regional Aircraft per turn

Fees as of February 1, 2004 for Common Use ticket counters is:

- \$5.00 per position per hour

Fees as of February 1, 2004 for Common Use Baggage Claim Carrousel is:

- \$50.00 per arriving flight

All fees are subject to change periodically. For information regarding scheduling and availability contact:

TBI Airport Management, Inc.  
International Operations Director  
PO Box 45838  
Hartsfield-Jackson Atlanta International Airport  
Atlanta, Georgia 30320  
Phone: (404) 530-2000 Fax: (404) 530-2016

## **FUEL SUPPLIERS**

ATOFINA I  
AIR BP  
BRITISH PETROLEUM  
CHEVRON  
CITGO

## **INTO-PLANE AGENTS**

Airport Group International  
3400 Inner Loop Road  
Atlanta, Georgia 30320  
Phone: (404) 530-2054  
Fax: (404) 530-2045

Aircraft Service International Group  
211 Aviation Boulevard  
Atlanta, Georgia 30354  
Phone: (404) 363-0126  
Fax: (404) 362-3701

## **GOVERNMENT AGENCIES**

**U.S. Aviation Operation Center  
1701 Columbia Ave.  
College Park, GA 30337  
Phone: (404) 305-5180  
Fax: (404) 305-5154**

**U.S. Customs Border Protection  
4341 Int'l Parkway  
Suite 600  
Atlanta, GA 30354  
Phone: (404) 675-1300  
Fax: (404) 615-1296**

**U.S. Dept. of Agriculture  
19 MLK Jr. Drive  
Atlanta, GA 30334  
Phone: (404) 656-3685  
Fax: (404) 651 - 7947**

**U.S. Customs Border Protection  
Agriculture Quarantine Station  
P.O. Box 45408  
Atlanta, GA 30320  
Phone: (404) 564-2290  
Fax: (404) 564-2305**

**U.S. Dept. of Transportation  
Number 2 Capitol Square  
Atlanta, GA 30334  
Phone: (404) 656-5267  
Fax: (404) 657-8389**

**U.S. Federal Aviation Administration  
Atlanta Airport Traffic Control Tower  
1100 Aviation Blvd  
Hapeville, GA 30354  
Phone: (404) 669-1200  
Fax: (404) 669-1224**

**U.S. Fish & Wildlife Service  
12700 Spine Road, Concourse E  
Atlanta, GA 30320  
Phone: (404) 763-7959  
Fax: (404) 763-7560**

**U.S. Food & Drug Administration  
60 Eighth Street NE  
Atlanta, GA 30309  
Phone: (404) 347-4265  
Fax: (404) 347-1913**

**Bureau of Citizenship & Immigration  
MLK Jr. Federal Bldg.  
77 Forsyth Street SW, Room 281  
Atlanta, GA 30303  
Phone 1-800-375-5283  
Phone: (404) 763-7816  
Fax: (404) 331-7931**

## FORM OF IRREVOCABLE STANDBY LETTER OF CREDIT

Name of Financial Institution:

Address:

Date:

IRREVOCABLE STANDBY LETTER OF CREDIT NO.:

BENEFICIARY:

APPLICANT:

City of Atlanta, Department of Aviation  
Hartsfield-Jackson Atlanta International Airport  
6000 N. Terminal Parkway, Atrium Suite 435  
Atlanta, Georgia 30320-2533  
Attention: Art Bacon

Licensee  
Address

AMOUNT: (US\$)

EXPIRATION:

We hereby establish this Irrevocable Letter of Credit No. \_\_\_\_\_ in your favor for an amount of \_\_\_\_\_ for the account of Licensee Name.

This Letter of Credit is effective \_\_\_\_\_ and will expire on \_\_\_\_\_ unless renewed as hereinafter provided.

Funds under this Letter of Credit are available to you against your draft(s), purportedly signed by your authorized corporate officer, drawn on us bearing the clause "Drawn under Letter of Credit No. \_\_\_\_\_" and the Beneficiary's signed statement reading: "The amount of the draft represents funds owned to the Beneficiary as a result of Licensee's default". Partial drawings are permitted hereunder.

This Letter of Credit will be automatically renewed for a one-year period upon the expiration of date set forth above and upon each anniversary of such date, unless at least ninety (90) days prior to such expiration date or anniversary thereof we notify both you and your client in writing by registered/courier mail that we elect not to so renew this Letter of Credit.

Upon receipt by you of our notice of election not to renew this Letter of Credit, you may draw hereunder by your sight draft(s) drawn on us and bearing the clause "Drawn under Letter of Credit No. \_\_\_\_\_".

This Letter of Credit sets forth in full the terms of our undertaking. Such undertaking shall not in any way be modified, amended or amplified by reference to any document or instrument referred to herein or in which this Letter of Credit is referred to or to which this Letter of Credit related and any such reference shall not be deemed to incorporate herein by reference any document or instrument.

All bank charges and commissions incurred in this transaction are for the applicant's account.

We hereby agree with drawers, endorser's and bona fide holders of drafts drawn under and in compliance with the terms of this credit that such drafts will be duly honored upon presentation to the Drawee. The obligation of Financial Institution under this Letter of Credit is the individual obligation of the Financial Institution, and is in no way contingent upon reimbursement with respect thereto.

Except as otherwise expressly stated herein, this credit is subjected to the Uniform Customs and Practice for Documentary Credits (1993 revision) I.C.C. Publication No. 500. Notwithstanding Article 17 of said publication, if this credit expires during an interruption of business as described in Article 17, we agree to effect payment if the credit is drawn against within (30) days after resumption of business. As to matters not covered by UCP then the laws of the State of Georgia shall prevail.

Very Truly Yours,  
Financial Institution  
BY: \_\_\_\_\_

## Concourse E Operations Information Guide

### OVERVIEW

Concourse E at Hartsfield-Jackson Atlanta International Airport is provided by the City of Atlanta for services and activities associated with international flight operations. The Department of Aviation, through the services of TBI Airport Management, Inc., operates, maintains and assigns the use of the Federal Inspection Service (FIS) facilities.

The Concourse E facility opened September 21, 1994 and is the newest of six passenger concourses at H-JAIA. Concourse E is a 2.4 million square foot facility with 28 gates, all of which are designed for common-use and two configurations. Each gate can be configured for international or domestic arrivals as may be required by federal authorities or customer airlines. Concourse E is a 24 hour facility with limited restrictions which apply only to international arrivals. Information on limitations is available from U.S. Customs and Border Protection.

Additional aircraft may be parked at the four satellite locations adjacent to Concourse E. These positions are for common-use and will accommodate either domestic or international flight operations. Flight activity at these positions can occur in conjunction with activities in the main facility. Deplaning and enplaning of passengers at these positions is accomplished through the use of "Plane Mate" mobile lounges.

The Concourse E facility is designed for the flow of high volume passenger traffic and gate parking for every type of passenger aircraft, as demonstrated by the operations that occurred during the Summer Olympic Games of 1996.

The gates and baggage carrousel are assigned daily by TBI Airport Management Control Center personnel. Assignments are based upon operational requirements, federal inspection needs, flight schedules and airline requests. Gate and carrousel assignments are available and published 4-6 hours in advance of the operation activities and monitored by TBI Airport Management Control Center personnel. Assignment schedules are transmitted via facsimile daily to each federal agency, customer airline and service provider, as well as being displayed on the Flight Information Display System (FIDS).

Customer airlines are expected to provide TBI Airport Management Control Center with arrival and departure information, including times and projected passenger counts. Information regarding changes in equipment type, flagstops and pre-clearances is also required. TBI Airport Management Control Center can be contacted at (404) 530-2020 or facsimile (404) 530-2078 for planning and gate assignment information.

Each Concourse E gate is equipped with 400 Hz power and pre-conditioned air. The pre-conditioned air system eliminates the need for operators to maintain separate and individual heating and air conditioning units.

Bonded and non-bonded fuel systems are located at each gate parking position in order to accommodate both domestic and international fueling needs. Fuel delivery to the aircraft is the responsibility of the customer airline.

Gate boarding lounges are equipped with computers, software, boarding pass printers, operations printers and boarding pass counting devices. Common Use Terminal Equipment (CUTE) computers are located at each gate with software that is capable of matching formats of each SITA member airline. Departure flight information is displayed at each gate on LED screens and is controlled from the FIDS position in the TBI Airport Management Control Center. Airline logos and other corporate identifiers are displayed at each gate on high resolution 27 inch monitors. Airlines are responsible for providing TBI Airport Management "camera-ready" artwork for logos or other corporate identifiers they wish displayed. Artwork should be submitted six weeks in advance. Contact: Jerry Estes, Manager of Operations at (404) 530-2000 Monday-Friday or facsimile (404) 530-2016 for artwork requirements.

## **INTERNATIONAL**

Configurations for international arrivals must be established prior to flight arrival. Customer airlines are responsible for advising U.S. Customs and Border Protection via intercoms located in each gate vestibule to confirm that all associated doors have been secured. Following verification by U.S. Customs and Border Protection, doors leading away from the inspection areas are electronically disabled. This procedure establishes the international configuration which remains in effect until deplaning is completed and confirmation is conveyed to U.S. Customs and Border Protection.

Arriving international passengers enter the building and ascend into the Passport Control inspection hall by the escalators or elevators at each gate. The Passport Control area is staffed with contract personnel for queue coordination and interpreters for communication assistance. There are 84 primary inspection stations capable of handling 6,000 passengers per hour.

In-transit lounges are provided for passengers traveling to international destinations who do not wish to enter the United States or those not having proper documents.

Upon leaving Passport Control, passengers proceed to the lower level of the U.S. Customs and Border Protection inspection areas and claim their luggage. Passengers are directed to appropriate carousels by 2 large LCD message boards. Each of the 12 oversized baggage carousels in the U.S. Customs and Border Protection area are identified by number and have LCD screens that identify each arrival flight. Courtesy carts are provided for passenger ease and convenience and to facilitate the baggage inspection process.

Adjacent to U.S. Customs and Border Protection is the Baggage Re-Check Area where luggage is re-checked to its final destination. Here, airlines have ticketing counters, coordinators, interpreters and baggage handlers to provide passenger assistance.

Passengers leaving the re-check area are screened by TSA personnel before entering the sterile area. An information booth is located just past the TSA checkpoint and is staffed with multi-lingual interpreters.

**DOMESTIC**

Domestic arriving passengers may deplane and enter the Concourse E facility via the gate lounge door and continue to their next flight or the Terminal Building without inspection.

**CONCESSIONS AND SERVICES**

Concourse E has the service of duty-free shops, currency exchanges, restaurants, vending centers, news stands, a variety of other shops, ATMs and a U.S. Postal depository.

**FEES**

Estimated fees for Concourse E are based on an estimated per passenger basis. These estimated passenger counts are received by TBI Airport Management from each respective airline. This figure is used to calculate the estimated quarterly billing. At the end of each quarter the charges will be recalculated based on the actual passenger counts provided by each respective airline and a true-up invoice/credit will be generated.

Overnight Parking fees are \$100.00 per aircraft per night.

## Concourse E Operations Contact Guide

For additional information contact:

**TBI Airport Management, Inc.**  
**International Operations Manager**  
**Mr. Jerry Estes**  
**Hartsfield-Jackson Atlanta International Airport**  
**P.O. Box 45838**  
**Atlanta, Georgia 30320**  
Telephone (404) 530-2000  
Facsimile (404) 530-2016

Airlines planning to operate international arrivals must obtain landing rights approval from U.S. Customs and Border Protection. Following receipt of approval, a request for gate space and parking must be submitted to TBI Airport Management.

Submit requests for landing rights to:  
**U.S. Customs and Border Protection**  
**Anita Terry-McDonald**  
**4341 International Pkwy.**  
**Suite 600**  
**Atlanta, GA 30354**  
Telephone (404) 765-2314  
Facsimile (404) 765-2227

Submit copies for landing rights to:

**U.S. Customs and Border Protection**  
**Willie Anderson**  
**P.O. Box 45527**  
**Atlanta, GA 30320**  
Telephone (404) 763-7831  
Facsimile (404) 763-7457

**U.S. Customs and Border Protection**  
**Tom Rezba**  
**Atlanta Perishables Building**  
**1270 Woolman**  
**Atlanta, GA 30354**  
Telephone (404) 564-2299  
Facsimile (404) 564-2295

**U.S. Public Health**  
**Terrence Daley**  
**USPHD Quarantine Station**  
**P.O.Box 45256**  
**Atlanta, GA 30320**  
Telephone (404) 639-1220  
Facsimile (404) 639-1224

**U.S. Fish & Wildlife**  
**Pat Rogers**  
**P.O. Box 45287**  
**Atlanta, GA 30320**  
Telephone (404) 763-7959  
Facsimile (404) 763-7560

Submit all allocation and parking requests to:

**TBI Airport Management, Inc.**

**International Operations Manager**

**Mr. Jerry Estes**

**P.O.Box 45838**

**Atlanta, GA 30320**

Telephone (404) 530-2000

Facsimile (404) 530-2016

## **International Arrivals In-Transit Lounge Concourse E Operations Guide**

### **IN-TRANSIT LOUNGE**

The City of Atlanta operates facilities at Hartsfield-Jackson Atlanta International Airport for arriving passengers to await flight connections from one foreign country to another. These facilities are designated as In-Transit Lounges and are located adjacent to the Federal Inspection Station (FIS) on Concourse E. The In-Transit Lounges are managed on behalf of the City of Atlanta by TBI Airport Management, Inc., and are operated in compliance with applicable Immigrations and Nationalization Laws, Federal Regulations and Guidelines established by prior agreement.

### **Facilities**

Lounges are located on the third floor of Concourse E. The main lounge is a 3,400 square foot facility located adjacent to gate E15 near Passport Control. The lounge has a separate 400 square foot room for smokers and another 300 square foot tiered play area for children. It is designed to operate independent of other FIS facilities and services and to meet most needs for the in-transit passenger. The lounge is equipped with restrooms, diaper changing stations, telephones, computer ports, three televisions with satellite connections, baggage storage, refrigeration, microwave oven, food service station and ice making equipment. Multi-lingual signs and placards are displayed throughout the lounge.

### **Custody & Responsibility**

The introduction and removal of foreign in-transit passengers to/from the lounge is the responsibility of the airline on which they arrive. The delivering airline shall:

1. Provide Advance Passenger Information System (APIS) data to U.S. Customs and Border Protection prior to flight arrival.
2. Deliver to U.S. Customs and Border Protection and TBI Airport Management manifests of foreign in-transit passengers including:
  - a) Arrival flight numbers
  - b) Complete Passenger Names
  - c) Dates of Birth
3. Escort passengers to and from the lounge at a ratio of not less than one representative per group of 20 passengers.
4. Deliver all documents required for continuing passenger travel to the TBI Airport Management attendant.
5. Provide lounge representation at a ratio of not less than one representative per 50 passengers.
6. Prohibit in-transit passengers from exiting the lounge except to board their departing flight.
7. Prohibit in-transit passengers from intermingling with passengers except others who are also in-transit.
8. Ensure that all doors to the boarding lounge are locked or are secured by audible alarm and audible alarms are operative, prior to be escorting passengers to their departing flights.

***Foreign in-transit passengers are the custody of the inbound air carrier until boarded on their departing flight. Thereafter, the outbound air carrier assumes custody until the flight has departed the United States.***

**Personnel**

Lounge staff and host services are provided by TBI Airport Management on behalf of the City of Atlanta and are maintained during all hours of operations. Service providers, caterers, cleaners, maintenance and translators are the responsibility of TBI Airport Management. Each airline that introduces passengers to the lounge shall be represented by at least one lounge attendant. Airline representations shall not be at a ratio of not less than one representative per 50 passengers present.

**Services**

Refreshments and snacks are available without charge whenever the lounge is in operation. Carte items include rolls, sandwiches, snack foods and beverages. Hot meals are not offered and cannot be purchased. Periodicals and reading materials are available in various languages. Select varieties of cigarettes are available upon request. Currency exchange cannot be offered. Interpreters are available upon request through TBI Airport Management International Services. Emergency paramedical service is provided through the HJAIA Fire Bureau. Health problems MUST be reported promptly to TBI Airport Management, who in turn, shall notify U.S. Public Health and Customs and Border Protection.

**Catering Schedule**

05:00 – 11:00	Sweet rolls, donuts and bagels and/or muffins
11:00 – 19:00	Assorted adult and children sandwiches, potato chips and cookies
Opening to Closing	Coffee/tea, assorted soft drinks and juices, milk, ice, biscoff, pretzels and peanuts

**Lounge Procedures**

TBI Airport Management will maintain a Registration Log on each passenger entering the lounge. The Registrations Log shall include:

1. Passenger Full Name
2. Country of Citizenship
3. Arriving Flight
4. Destination
5. Departing Flight and Time
6. Number of Checked Bags

Further, TBI Airport Management will provide a system for storage and retrieval of travel documents, passports and tickets on behalf of the custodial airline while their passengers are in the lounge. TBI Airport Management will assign an identifier to passengers as they register and in turn use the identifier to file any documents that may be received.

The numbering system will consist of seven alpha and numeric characters. The first three digits shall indicate the sequence registration upon arrival to the lounge. The following two places are alpha characters to indicate the custodial airline. The final two digits will indicate the number in the traveling party; families often travel on a single passport or group ticket.

Example 1: File Number **035DL03** indicates visitor(s) #35 arrived on Delta in a party of three.

Example 2: File Number **057SR01** indicates visitor #57 arrived on Swissair in a party of one.

TBI Airport Management will also record the ATL Badge Number of the airline representative escorting visitors to/from the lounge.

Visitors are required to clear Passport Control prior to entering the lounge. Once in-transit passengers have entered the in-transit lounge, they will not be allowed to mix with other passengers except other lounge guest prior to being boarded on their departing flight.

Prior to escorting visitors to their departure flight, the U.S. Customs and Border Protection Roving Control Center (RCC) must be notified and U.S. Customs and Border Protection will monitor the movement. U.S. Customs and Border Protection RCC may be contacted by calling via the Baker Intercom or by telephone at (404) 765-2240.

If at any time it appears that an in-transit passenger has left the lounge or an audible alarm has been activated, the lounge personnel must report the incident immediately to the TBI Airport Management Control Tower. TBI Airport Management will notify the Duty Supervisor, the U.S. Customs and Border Protection Duty Officer and Atlanta Police. Lounge personnel may be required to furnish details pertinent to the incident and/or documentation regarding the missing passenger(s).

### **Baggage Facilities**

Baggage for foreign in-transit visitors will be secured and monitored in a storage cage located on the east side of the bag room on the first sub floor of the (FIS) at International Concourse E. There is an entrance and an exit in a one-way traffic direction setup.

### **Cage Staff Personnel**

In-Transit Baggage Storage Cage personnel are provided by TBI Airport Management on behalf of the City of Atlanta. TBI Airport Management will provide at least one person from opening to closing, more when needed based on amount of baggage. There may be times when there is no need for personnel to be present, in which case the baggage cage will be secured until reopened by TBI Airport Management personnel.

### **Baggage Cage Procedures**

All arriving in-transit luggage, for which the departing flight's ETD is more than one hour from the inbound flight's block time, will be delivered to the baggage cage for secure storage. All in-transit luggage must be manually logged in and out. It is the responsibility of the baggage cage personnel to log in/out all in-transit baggage when it is dropped off and/or picked up. It is the responsibility of the baggage cage personnel to ensure that no in-transit luggage will be returned to an in-transit passenger while they are in Atlanta without authorization from a U.S. Customs and Border Protection Supervisor.

## **PROCEDURES FOR ESTABLISHING A SECURITY ACCOUNT**

Transportation Security Regulation (TSR) 1542 requires the airport operator to establish procedures to control personnel and vehicle access to the air operations area (AOA). All individuals seeking authorization for, or seeking authority to authorize others to have unescorted access privileges to the security identification display area (SIDA), must follow the procedures for obtaining security identification media, i.e. badges and vehicle access permits:

### Authorization for Unescorted Access Privileges

An air carrier, airport tenant, governmental agency or an entity conducting business at H-JAIA must sponsor companies for unescorted access to secured or restricted areas. The sponsor will provide a sponsorship letter to the Department of Aviation, Attn: Aviation Security Division. At minimum, this letter must contain the company's name, point of contact, business telephone number, and nature of work, duration of the activity and work site location.

### Designation of Authorizing Agent

The sponsored company must designate, in writing, an individual to serve as the company's representative for all security related matters. This individual must attend an authorizing agent briefing given by the Assistant Security Manager or designated representative. The purpose of this briefing is to explain the administrative security requirements associated with obtaining security media. The briefing is scheduled for each Monday, Wednesday, and Friday at 11:00 a.m. in the Aviation Security Division Administrative Conference Room.

### Insurance Documentation

The company requesting access must also have at least one million (\$1,000,000) dollars of general liability insurance coverage. Companies requiring vehicle access are required to have at least ten million (\$10,000,000) dollars of general or excess liability insurance.

### Submission of Required Documentation

The sponsored company shall provide the individual, designated as the security representative, with a copy of the sponsorship letter, a letter authorizing the individual to serve as the security representative, a certificate of insurance listing the City of Atlanta as an additional certificate holder, and access requirements. These documents should be presented at the initial briefing to expedite the process. During the briefing, the authorizing agent will complete a Company Information form and Authorizing Agent form to be maintained in the company's file.

## PROCEDURES FOR individuals obtaining security IDENTIFICATION media:

### FBI Fingerprint-based Criminal History Records Check

TSA's Fingerprint Rule requires each airport operator and aircraft operator to adopt a security program under TSR 1542.209, respectively, to conduct fingerprint-based criminal history record checks (CHRC's) for individuals if they have not already undergone CHRC's. The rule applies to those who either have, or applied for: Unescorted access authority to the Security Identification Display Area (SIDA) of an airport; authority to authorize others to have unescorted access; and screening functions. The rule will ensure that individuals in these positions do not have disqualifying criminal offenses.

### Security Awareness Training

All personnel must attend an airport sponsored or approved Security Awareness Training class prior to receiving security badges. Companies approved for unescorted access may schedule individuals for the SIDA classes, at (404) 530-6667. Classes are held Monday through Friday at 9:00 a.m., 10:30 a.m., 1:00 p.m., and 2:30 p.m. Employees attending the training must bring the completed badge application and an approved identification card. Recurrent SIDA training is required during renewal process.

### Airport Driver Safety Training

All designated drivers must show proof of completion of the Airport Driver Safety Training (ADST) program by providing the ADST course completion form. Please contact Airport Operations at (404) 530-6620 for scheduling and more information. Recurrent driver safety training is required during renewal process.

### Vehicle Access

This policy applies to all airport tenants and users seeking authorization for or seeking authority to authorize others to operate a licensed motor vehicle on the SIDA of H-JAIA. Companies requiring vehicular access into the SIDA must submit a security identification display area (SIDA) vehicle access request. The request must contain the vehicle's make, model, color, VIN, and license number. A copy of the vehicle's state registration or lease documentation must be attached for each vehicle. Vehicles must be registered to the requesting company. The company must have at least ten million dollars (\$10,000,000) of automobile liability insurance.

The procedures outlined in this memorandum are intended to expedite the process for granting unescorted access privileges for your activities while maintaining a safe and secure airport for the traveling public and the airport community. Your assistance is requested to ensure that we provide quality service while complying with applicable security regulations. If you have questions concerning this process, please contact the Department of Aviation Security Manager, at (404) 530-6667.

**HOURS OF OPERATION, COST AND PHONE NUMBERS  
(ARE SUBJECT TO CHANGE)**

**Hours of Operation**

<b>Service</b>	<b>Hours Hour of Operation</b>
<b>Administrative Office</b>	Monday - Friday 8:15 am to 5:00 pm
<b>Badge Processing</b>	Monday - Friday 8:15 am to 4:45 pm * except for Wednesday 8:15 am to 3:45 pm * Closed for lunch daily 12:00 to 1:00 pm
<b>Fingerprinting</b>	Monday – Friday 9:00 am to 11:00 am & 1:00 pm to 3:00 pm
<b>Vehicle Access Permits</b>	Monday - Friday, 8:15 am to 4:45 pm * except for Wednesday 8:15 am to 3:45 pm
<b>Security Awareness Training</b>	Monday – Friday 9:00 am, 10:30 am, 1:00 pm, 2:30 pm
<b>Airport Driver Safety Training</b>	Contact DOA Operations at (404) 530-6620 for schedule.

**Cost**

<b>Item</b>	<b>Cost</b>
<b>SIDA and NON-SIDA Badges</b>	
New or Renewal	\$10.00
Not Returned	\$50.00
1st Lost	\$50.00
2nd Lost	\$100.00
3rd Lost	\$200.00
<b>Fingerprinting</b>	\$50.00
<b>Vehicle Access Permits</b>	
Decal	\$20.00
New or Renewal Permit	\$20.00
Lost Permit	\$50.00
Non-Returned Permit	\$50.00
<b>Security Awareness Training</b>	Free

**Phone Numbers and Address**

<b>Main</b>	(404) 530-6667
<b>Fax</b>	(404) 530-6839
<b>Mailing Address</b>	Aviation Security Division P.O. Box 20509 Atlanta, GA 30320

## AIRSIDE OPERATING INFORMATION

No tenant is allowed to enter the movement areas (runways, taxiways, safety areas, etc.) without an escort from an Airport Operations Supervisor. Escorts will only be conducted during emergency situations. Personnel required to tow aircraft via the movement areas must receive Airport Movement Area training from the Airport Operations Division. Unauthorized entry onto the movement area (runway or taxiway) will result in the immediate suspension of the individual's SIDA badge.

The Operations Division is responsible for numerous operating plans and procedures to include the Airport Certification Manual (ACM), Airport Emergency Plan (AEP), and the Airport Drivers Safety Training Program. Each carrier operating at Hartsfield-Jackson must be familiar with the procedures contained in the ACM. This manual contains important telephone numbers and airport maps. A copy is available in the Airport Operations Division office.

In accordance with federal and airport regulations, any individual who operates a ground vehicle on any portion of the airport requiring a SIDA badge must successfully complete the Airport Drivers Safety Training course before that individual may operate a vehicle. Personnel required to operate a vehicle must successfully complete this course **prior** to obtaining or renewing their SIDA badge, and every two (2) years thereafter prior to SIDA badge renewal. Contact the Airport Operations Division at (404) 530-6620 to schedule training.

An aircraft run-up (blast) pad is located on the northwest end of the airfield adjacent to the Delta Air Lines hangar (north). Contact the Airport Operations Division for pad availability and use. You must receive permission prior to using the pad.

The ramps (gate areas) are controlled by ramp controllers located in Concourse C and E ramp towers. Contact TBI Airport Management at (404) 530-2000 for ramp control procedures. Delta Air Lines operates the ramp tower on Concourse A. Your gate assignment (if applicable) will determine which ramp tower controls the movement of your aircraft on the ramps.

Contact the Airport Operations Division for information concerning the Surface Movement Guidance and Control System (SMGCS) for low visibility operations, severe winter weather operating procedures (aircraft deicing, defrosting, etc.), and the Foreign Object Debris (FOD) Prevention Program.

If you have any questions regarding airside operations, please contact the Airport Operations Division at (404) 530-6620.

## AATC SERVICES

AATC services include:

- Lost and Found for the terminal, security checkpoint, the public parking lots and common areas on the concourses.
- Operation of the employee parking lots #2 and #3 and the bus service to and from the lots.
- Maintenance and janitorial services.
- Ramp sweeping and snow removal.
- Document verification services through a contract with DAL Global Services, Inc.

The following are the procedures for all airline tenants of Hartsfield-Jackson Atlanta International Airport who receive AATC's maintenance and operations services, revised as of December 18, 1997:

- A deposit of at least six (6) months of estimated M&O Expenses will be required for AATC to provide M&O Services.
- The deposit will have to be received prior to AATC initiating M&O Services and may be made in the form of a check or irrevocable letter of credit.
- The estimated expenses used to calculate the deposit will be based on square footage assigned or an average of the actual M&O for the most recent twelve (12) months for the airline.
- AATC will have the right to apply a portion or all of the deposit amount against any outstanding invoices that are not paid within 30 days of the invoice date. The airline will then be required to pay additional amounts to make whole the required deposit amount.
- AATC will pay interest on the advance deposits that are equal to the investment interest AATC earns on its overnight investments made through its commercial checking account.
- AATC management will exempt those existing airline tenants with a prompt payment record from the deposit requirement. However, if such tenant becomes a slow-paying tenant, as defined below, the deposit requirement will be imposed. A slow-paying tenant is defined as one from whom payments are received more than 45 days from invoice date more than two (2) times in any twelve (12) month period after July 1, 1996. The exemption contained in this paragraph does not apply to airline tenants with less than twelve (12) consecutive months of payment history with AATC.
- Discontinuance of M&O services will automatically occur when a tenant's invoice is still unpaid 30 days from the due date. AATC's continuation of such services after such date shall not constitute a waiver of its rights under the preceding sentence. Discontinuance of M&O services will include:
  - Any and all work order requests excluding those of an emergency nature as interpreted by the AATC executive director or his designee.

- All janitorial services, pest control, exclusive elevator, maintenance, waste removal, window washing, and ramp sweeping.

The stockholders of AATC shall have the right to direct AATC to take such additional measures with respect to delinquent carriers as they might deem necessary to protect the corporation interest, based on the particular circumstances presented, which additional measures could include suspension of utility services.

- Repayment of the deposit is to be made immediately after reconciliation of the final invoice once the tenant ceases Atlanta Operations.
- Repayment of the deposit may also occur upon twelve (12) consecutive months of timely payments of invoices and the approval of the AATC stockholders to return said deposit.
- The above advance payment procedure does not negate the established procedures for financial penalty for payments received after the due date of the AATC invoice.

**AATC AVERAGE M&O COSTS  
PER SQUARE FOOT PER MONTH  
AS OF FEBRUARY 1, 2004**

	<b>UPPER</b>	<b>LOWER</b>
<b>TERMINAL</b>	<b>\$ 2.65</b>	<b>\$ 0.56</b>
<b>Concourse T</b>	<b>\$ 2.08</b>	<b>\$ 0.62</b>
<b>Concourse A</b>	<b>\$ 2.10</b>	<b>\$ 0.50</b>
<b>Concourse B</b>	<b>\$ 2.48</b>	<b>\$ 0.52</b>
<b>Concourse C</b>	<b>\$ 2.58</b>	<b>\$ 0.49</b>
<b>Concourse D</b>	<b>\$ 2.12</b>	<b>\$ 0.77</b>
<b>Concourse E</b>	<b>\$ 0.81</b>	<b>\$ 0.35</b>

Rates subject to change periodically.

# AUTOMATED PEOPLE MOVER SYSTEM

## OVERVIEW

The Hartsfield-Jackson Atlanta International Airport Automated People Mover (APM) System forms the spine of the airport that links the terminal Ticketing and Baggage Claim with five concourses. The Adtranz pinched loop system is fully automated and operates in two underground tunnels separated by a Passenger Mall containing walkways and moving sidewalks. Approximately 85% of the airport's passengers and visitors use the APM system to travel to their destination, in addition to airport employees and airline flight crews.

## STATUS

The airport's APM system is the busiest in the world in terms of passengers. The system is currently transporting approximately 1,307,652 passengers per week.

## APM SYSTEM DATA

Manufacturer	Bombardier
Guideway Length	3 Miles
Operating Configuration	Pinched Loop
Stations	14
Switches	18 (14 Pivot; 3 Rotary; 1 Turntable)
Cruising Speed	25 MPH
Loop Time	17:35/9 Trains
Headway	1:25/9 Trains
Operating Days	365 Days/Year
Operating Hours	0530 - 0130 (20 Hours)
Reliability	99+%
Fleet Size	49 C-100 Vehicles
Train Size	4 Vehicles
Trains in Service	6- 10 Trains in service depending on time of day and passenger demand
Train Capacity	300 - 350 People per Train
Capital Investment	\$300M
Operating Budget	\$10M

# **APPENDICES**

## NEW AIRLINE TENANT CHECK-LIST

	Domestic Carrier	International Carrier
<b>Fuel Agreements</b>	_____	_____
<b>Catering Agreements</b>	_____	_____
<b>Ground Handler</b>	_____	_____
<b>Cargo Handler</b>	_____	_____
<b>Submit Public Phone Number</b>	_____	_____
<b>Obtained Monthly Traffic Report</b>	_____	_____
<b>Obtained Scheduled Monthly Activity Report</b>	_____	_____
<b>Arrange For Security Checkpoint Payment</b>	_____	_____
<b>Arrange For PFC Payment</b>	_____	_____
<b>FIS Contact</b>	_____	_____
<b>Employees' Security Badges</b>	_____	_____
<b>Interline Baggage Recheck Services</b>	_____	_____
<b>Airport Signage</b>	_____	_____
<b>Station Manager's Parking</b>	_____	_____

# NEW AIRLINE TENANT CHECK-LIST

	<b>Domestic Carrier</b>	<b>International Carrier</b>
<b>Airline Associations</b>	_____	_____
<b>Space Requests</b>		
<b>Gate</b>	_____	_____
<b>Ticketing</b>	_____	_____
<b>Office</b>	_____	_____
<b>Lounge</b>	_____	_____
<b>Cargo</b>	_____	_____
<b>Airport Use License Agreement</b>	_____	_____
<b>International Fuel Consortium</b>	_____	_____
<b>Landing Fee Deposit</b>	_____	_____
<b>Georgia Corporate Registration</b>	_____	_____
<b>Insurance Certificate</b>	_____	_____
<b>FAA Aircraft Certification and Operating Certificate</b>	_____	_____
<b>U.S. Customs Permit</b>	_____	_____

Hartsfield-Jackson Atlanta International Airport  
 TRAFFIC REPORT  
 Page 1 of 3

Airline: \_\_\_\_\_ Month: \_\_\_\_\_  
 Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

PASSENGER VOLUME

Concourses	Domestic Passengers					International Passengers						
	T	A	B	C	D	E	T	A	B	C	D	E
Atlanta Enplaned												
Revenue												
Non-Revenue												
<b>Subtotal</b>												
Connecting On												
Revenue												
Non-Revenue												
<b>Subtotal</b>												
Atlanta Deplaned												
Revenue												
Non-Revenue												
<b>Subtotal</b>												
Connecting Off												
Revenue												
Non-Revenue												
<b>Subtotal</b>												
Direct Transit												
Revenue												
Non-Revenue												
<b>Subtotal</b>												
<b>TOTAL</b>												

Please fax completed form to Marketing Analyst @ 404-209-2942 by the 10th of each month.

**Hartsfield-Jackson Atlanta International Airport**  
**TRAFFIC REPORT**  
**Page 2 of 3**

Airline: \_\_\_\_\_ Month: \_\_\_\_\_  
 Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**CARGO**

	DOMESTIC	INTERNATIONAL
<b>LOADED</b>		
Freight & Express		
Mail		
<b>Total Loaded</b>		
<b>UNLOADED</b>		
Freight & Express		
Mail		
<b>Total Unloaded</b>		
<b>THRU</b>		
Freight & Express		
Mail		
<b>Total Thru</b>		
<b>TOTAL FREIGHT &amp; EXPRESS</b>		
<b>TOTAL MAIL</b>		
<b>GRAND TOTAL CARGO</b>		

Please fax completed form to Marketing Analyst @ 404-209-2942 by the 10th of each month.

Conversion Table:  
 1 Metric Ton = 2204.6 pounds  
 1 Metric Ton — 1,000 kilograms

**Hartsfield-Jackson Atlanta International Airport  
AIRCRAFT OPERATIONS**

**Page 3 of 3**

Airline \_\_\_\_\_ Month \_\_\_\_\_

Aircraft Type Departures	Maximum Landed Weight	DOMESTIC		INTERNATIONAL	
		Arrivals	Departures	Arrivals	Departures
A300					
A320					
A340					
B707-320					
B727-LIGHT					
B727-NORM					
B727-100					
B727-200					
B737-100					
B737-200					
B737-300					
B737-400					
B747-200B					
B747-300					
B747-400					
B757-200					
B767-200					
B767-300					
C208					
CV640					
DC6					
DC8-61					
DC8-62					
DC9-10					
DC9-15					
DC9-30					
DC9-31					
DC9-32					
DC9-41					
DC9-50					
DC9-80					
DC10-10					
DC10-30					
DHC DASH 7					
DHC DASH 8					
E120 EMB					
L188					
L1011-1					
F28-1000					
F28-4000					
F100					
MD11					
MD80					
SD3-30					

**Hartsfield-Jackson Atlanta International Airport  
MONTHLY ACTIVITY REPORT - LANDING FEES**

Airline \_\_\_\_\_

Month & Year \_\_\_\_\_

	<b>AIRCRAFT TYPE</b>	<b>MAXIMUM CERTIFICATED GROSS LANDING WEIGHT</b>	<b>NUMBER OF LANDINGS</b>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

AUTHORIZED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATED: \_\_\_\_\_

Note: Please submit this report to Deborah Reeves via letter or via our Fax No. (404) 530-7338 or email [Deborah.reeves@atlanta-airport.com](mailto:Deborah.reeves@atlanta-airport.com) at your earliest convenience.