

EXHIBIT I

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

REVISED: FEBRUARY, 2002



**BENJAMIN R. DeCOSTA
AVIATION GENERAL MANAGER**

WELCOME FROM THE AVIATION GENERAL MANAGER
BENJAMIN R. DeCOSTA

Welcome to Hartsfield Atlanta International Airport, the world's busiest airport. You could not have chosen a more exciting period to provide air service to Atlanta. Hartsfield has been the fastest growing airport in the world for a number of years, and now, to meet the demand, we are embarking upon the most astounding capital improvement program in aviation history.

This \$5.4 billion project will ensure that Hartsfield 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'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 Rail System (MARTA) station is conveniently located inside the main 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 family. I look forward to a long and prosperous partnership with you.

Sincerely,



Benjamin R. DeCosta
Aviation General Manager

TABLE OF CONTENTS

New Airlines Tenants Requirements.....	1-3
Rental Rates and User Charges.....	4
Common Use Facilities.....	5
Fuel Suppliers.....	6
Government Agencies.....	7
Irrevocable Standby Letter of Credit.....	8-9
Information Guide for Concourse E Operations.....	10-11
Procedures for Obtaining Security Identification Media.....	12-13
Airside Operating Information.....	14
AATC Services.....	15-16
AATC Average M&O Costs.....	17
Automated People Mover System.....	18
New Airline Tenant Check-List.....	19-20
Appendix I - Traffic Report.....	21-23
Appendix II - Monthly Activity Report -Landing Fees.....	24



NEW AIRLINE TENANT REQUIREMENTS

All prospective air carriers seeking to commence scheduled service at Hartsfield Atlanta International Airport (HAIA) 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 lease/use ticket counters and lease terminal or 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 can be obtained directly from the airport, 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 Agreement: Signatory carriers benefit from reduced landing fees, and currently save of US \$0.39 per 1,000 pounds of maximum landed weight. Landing fees are adjusted periodically.

There is no charge to become a signatory carrier. Carriers will benefit from participating in decisions concerning expansion projects and developments at the airport, many of which inevitably impact all airlines. (Appendix I).

Additionally, a signatory carrier would qualify to join the International Fuel Consortium, which offers preferred fuel rates to its members (for international flight operations only). Contact the Department of Aviation Property Manager at (404) 209-1700 for questions and execution.

✂ Provide the following information within at least 90 days prior to expected start-up:

1. An up to date audited Financial Statement, bank reference, and bank contact.
2. 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 US bank or financial institution with the City of Atlanta, Department of Aviation, listed as the beneficiary. Cash is not accepted.
3. 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 \$15 Million each policy (Bodily Injury and Property Damage). Call the Department of Aviation Property Management Division at (404) 209-1700 for information.
4. An up-to-date copy of the air carrier's FAA Aircraft Certification and Operating Certificate from the Department of Transportation (DOT).
5. 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.



NEW AIRLINE TENANT REQUIREMENTS

6. The names of the companies which will handle the airline's operations: Fuel Supplier, Aircraft Maintenance Contractor, Ground Handler, etc.
7. The airline's public information number for passengers seeking flight information.
8. Atlanta has no landing slots or curfews. However, Atlanta is a "landing rights" airport, and as such, a permit must be obtained from the US Customs office when operating international flights.

THE MAILING ADDRESS IS AS FOLLOWS: PORT DIRECTOR
U.S. CUSTOMS SERVICE
700 DOUG DAVIS DRIVE
HAPEVILLE, GEORGIA 30354
TELEPHONE: (404) 763-7020

SEND A COPY OF THE PERMIT REQUEST TO: INTERNATIONAL OPERATIONS DIRECTOR
FEDERAL INSPECTION SERVICE c/o AIRPORT GROUP INTERNATIONAL
PO Box 2071
HARTSFIELD 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; the airline's station manager usually prepares these reports. 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) 209-2953 via facsimile.
 3. The Atlanta Airlines Terminal Corporation (AATC) requires a monthly report of the airline's revenue passengers in order to bill the carrier for passenger security checkpoint services.
Call AATC (404) 530-2113 for more information regarding this report.
- ✈ All new airlines arriving or departing from the International Terminal must sign a contract for use of the FIS (Federal Inspection Services). Contact International Operations Director at (404) 530-2099.
- ✈ 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 Coordinator to make arrangements at (404) 209-1700.



NEW AIRLINE TENANTS 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) 530-2099.
- ✦ 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). A departure fee of \$3.00 per passenger must be forwarded to the City of Atlanta, Department of Aviation, P.O. Box 20509, Atlanta, GA 30320.

- ✦ Actual fuel charges will vary depending upon the fuel company chosen by the airline. The in-the-plane service charge is approximately \$0.065 per gallon. Free Trade Zone (FTZ) fuel is available at Concourse E upon prior arrangement. Contact Airport Group International (AGI) at (404) 530-2090 to make arrangements.

✦ In-Flight Caterers: Gategourmet-Dobbs (770) 991-4512 LSG-Skychef (404) 767-3171

✦ Aircraft Maintenance: Delta Air Lines (404)714-7438 Northwest Airlines (404) 530-3258

- ✦ Ground Handling: For comparative purposes only, ground handling (ramp and passenger ticketing) ranges from \$600 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. Add \$100 if the aircraft parks overnight on the ramp. While the following list is not exhaustive, below are 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) 714-7258

- ✦ 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 the companies that provide handling services on the airport.

Mercury Air Cargo (404) 768-2518 Cargo Service Center (404) 767-8785
Aerolink International (404) 763-2038 Perishable Group International (404) 767-1700
Airport Group International (404) 530-2090 Alliance Airlines (404) 559-0244
Evergreen Aviation (704) 394-5122

- ✦ Atlanta Airlines Stations Manager's Association: There are a number of these associations. Perhaps the four most prominent are:

Atlanta Airlines Manager's Association (404) 530-8710
FIS Facilitation Committee (404) 210-6099
Atlanta International Carriers Association (AICA) (770) 477-5443
Atlanta Airlines Sales and Marketing Association
(AASMA) (770) 487-8773



CURRENT RENTAL RATES AND USER CHARGES (COST PER SQUARE FOOT PER ANNUM)

TERMINAL

Upper Level	\$32.50
Lower Level Finished	\$ 8.75
Lower Level Unfinished	\$ 6.75

CONCOURSE 's"A - D"

Boarding Level	\$10.00
Lower Level Enclosed (finished)	\$ 5.00
Lower Level Unenclosed (finished)	\$ 3.00

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	\$11.10
Charge per departing passenger	\$ 7.74

CONCOURSE "T"

Boarding Level	\$21.75
3rd Level	\$17.50
Lower Level Finished	\$12.00
Lower Level Enclosed	\$ 9.25
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.



COMMON USE FACILITIES

The Department of Aviation (DOA) provides passenger gates and ticket counters at Hartsfield Atlanta International Airport (HAIA) for domestic common use. Airport Group International (AGI) manages the operation of the Domestic Common Use facilities on behalf of the Department of Aviation.

Gates: Common use gates provide users with jetway 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 AGI for approval. Schedules are to be submitted monthly whether or not changed from the previous month. Operators are expected to provide AGI 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 AGI coordinator. AGI will post corresponding schedules and update ETA/ETD postings on the HAIA Airport Wide FIDS as a service to users.

Current fees for Domestic Common Use gates are:

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

Fees subject to change periodically

Planned fee for Common Use ticket counters is
\$ 5.00 per position per hour

For information regarding
scheduling and availability contact:

Airport Group International
International Operations Director
PO Box 45568
Hartsfield Atlanta
International Airport
Atlanta, Georgia 30320
Phone: 404-530-2000
Fax: 404-530-2016



FUEL SUPPLIERS

Airport Group International
3400 Inner Loop Road
Hapeville, GA 30354
Phone: 404-530-2054
Fax: 404-762-7872

Ogden Ground Services
PO Box 20931
Atlanta, GA 30320
Phone: 404-762-0597
Fax: 404-762-8372

B&B Oil Company
2906 Martins Street
East Point, GA 30344
Phone: 404-768-7700
Fax: 404-768-2918

Atlanta Fuel Company
PO Box 93586
Atlanta, GA 30377
Phone: 404-792-9888
Fax: 404-792-2202

Power Oil Company
PO Box 190
Austell, GA 30168
Phone: 770-944-8296
Fax: 770-944-1581



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
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. Dept. of Agriculture
Agriculture Quarantine Station
P.O. Box 45408
Atlanta, GA 30320
404-763-7716

U.S. Dept. of Transportation
Number 2 Capital Square
Atlanta, GA 30334
Phone: 404-656-5267
Fax: 404-699-4483

U.S. Federal Aviation Administration
1100 Aviation Blvd
Hapeville, GA 30354
Phone: 404-669-1200
Fax: 404-669-1224



U.S. Fish & Wildlife
1270 Woolman Place
Atlanta, GA 30354
Phone: 404-767-1700
Fax: 404-559-4380

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

U.S. Immigration & Naturalization
MLK Jr. Federal Bldg.
71 Foryth Street SW
Atlanta, GA 30303
Phone 1-800-375-5283
Atlanta, GA 30320
Phone: 404-763-7816
Fax: 404-763-7716



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 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.



FORM OF IRREVOCABLE STANDBY LETTER OF CREDIT

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: _____



INFORMATION GUIDE FOR CONCOURSE E OPERATIONS

OVERVIEW

The Department of Aviation provides Federal Inspection Services (FIS) on Concourse E at Hartsfield Atlanta International Airport (HAIA) for activities associated with International flight operations. Airport Group International (AGI) provides management and operation of the FIS on behalf of the Department of Aviation (DOA).

The present FIS facility opened September 21, 1994 and is located in the newest of the six passenger concourses at HAIA. Concourse E is a 2.4 million square foot facility with 24 gates, all of which are designed for common use in either of 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 that apply only to international arrivals. Information on limitations is available from the U.S. Customs Department at the address shown in the appendix.

Additional aircraft may be parked at the four satellite sites located adjacent to the concourse. 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 of the main facility. Deplaning and enplaning of passengers is accomplished through the use of "Plane Mate" mobile lounges.

The facility at Concourse E is designed for the flow of high volume passenger traffic and gate parking for every type of passenger aircraft.

The AGI Control Center personnel assign the gates and baggage carrousel. 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 AGI Control Center personnel. Assignments 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 AGI Control Center with arrival and departure information, including times and projected passenger counts. Information regarding changes in equipment type, flag stops and pre-clearance is also required. Contact the Concourse E Tower Control Center at (404) 530-2020 or by facsimile at (404) 530-2078 for planning and gate assignment information.

Concourse E provides each gate with 400hz 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 LCD screens and is controlled from the FIDS position in the AGI Control Center. Airline logos and other corporate identifiers are displayed at each gate on high-resolution 27-inch monitors. Airlines are responsible for providing AGI with "camera-ready" artwork for logos or other corporate identifiers they wish displayed. Artwork should be submitted six weeks in advance. Contact AGI Manager of Operations at (404) 530-2000 Monday-Friday or facsimile (404) 530-2016 for artwork requirements.



INFORMATION GUIDE FOR CONCOURSE E OPERATIONS

INTERNATIONAL

Configuration for international arrivals must be established prior to flight arrival. Customer airlines are responsible for advising U.S. Customs via intercoms located in each gate vestibule to confirm that all associated doors have been secured. Following verification by Customs, 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 Customs.

Arriving international passengers enter the building and ascend into the U.S. Immigration and Naturalization Service (INS) inspection hall by the escalators or elevators at each gate. The INS area is staffed with contract personnel for queue coordination and interpreters for communication assistance. There are 84 primary inspection stations capable of handling 6000 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 INS, passengers proceed to the U.S. Customs and Agriculture 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 Customs 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 Customs 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 that provide passenger assistance.

Passengers leaving the Re-Check area are screened by Airport Security personnel before entering the Arrivals Lobby. This area provides seating and restroom facilities for persons waiting to meet arriving passengers. An information booth is located in the Arrivals Lobby and is staffed with multi-lingual interpreters.

DOMESTIC

Domestic Arriving passengers may deplane and enter the facility via the gate lounge door and continue to their next flight or the terminal without inspection.

CONCESSIONS AND SERVICES

Concourse E has 3 Duty-Free shops, 2 Currency Exchange locations, 7 Restaurants, 4 Newsstands, a Novelty shop, Specialty shop, Leather store, Book store, Music store, several ATMs, a U.S. Postal depository and a vending center.



PROCEDURES FOR OBTAINING SECURITY IDENTIFICATION MEDIA

Reference: Federal Aviation Regulation (FAR), Part 107, and Airport Security

Referenced regulation requires the airport operator to establish procedures to control personnel and vehicle access to 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), should follow the outlined procedures for obtaining security identification media. i.e. badges and vehicle access permits:

- a) Authorization for Unescorted Access Privileges: An air carrier, airport tenant, government agency or an entity conducting business at HAIA must sponsor companies/individuals for unescorted access to the restricted areas. The sponsor will provide a sponsorship letter to the Department of Aviation, Attention: Security Division. At a minimum, this letter must contain the company's name, point of contact, business telephone number, nature of the work, duration of the activity and work site location.
- b) Designation of Authorizing Agent: The sponsored company must designate, in writing, an individual who will serve as the company's representative for security related matters. This individual shall coordinate with the Security Division prior to the issuance of security media to the company.
- c) Submission of Required Documentation: The sponsored company shall provide its employment history verification procedures, certificate of insurance and access requirements to the Security Division.
- d) Personnel Access: The company shall conduct a ten (10) year employment history verification check on each individual requiring unescorted access in accordance with FAR.
- e) SIDA Training: All personnel must attend an airport sponsored or airport approved SIDA training class prior to receiving security badges. Companies approved for unescorted access may schedule individuals for the airport sponsored classes at (404) 530-6667. Classes are held Monday through Friday at 10:00 am, 11:30 am and 1pm. Employees attending the training must bring the completed badge request form, employment history verification, and a company identification card. Also, employees must have two forms of personal identification of which one must contain the bearer's photograph i.e. driver's license, passport, military or state identification.
- f) Vehicle Access: Companies requiring vehicular access into the restricted area, must submit a vehicle permit request form. The request must contain the vehicle make, model, license number, color and owner's name. A copy of the vehicle's state registration or lease documentation must be attached for each listed vehicle.
- g) Driver's Training: All designated drivers must show proof of completion of an airport approved driver's training and safety awareness program prior to receiving SIDA badges. Please contact Airport Operations at (404) 530-6620 for additional information concerning this requirement.



PROCEDURES FOR OBTAINING SECURITY IDENTIFICATION MEDIA

- h) Security Media Cost: There is a processing fee of \$5.00 for each security item.
- i) Hours of Operations: Airport Security office hours are 8:15 AM - 5 PM daily, Monday through Friday. Badges are issued from 8:15 am - 4:45 PM. The telephone number is (404) 530-6667.

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.



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.

The Operations Division maintains the Airport Certification Manual (ACM) and Airfield Drivers Safety Training Program. Each carrier operating at Hartsfield 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 office.

All personnel who will be operating a ground vehicle on the airfield must complete the Airfield Drivers Safety Training Program. Each tenant is responsible for providing the training. An instructional video and multiple choice test is available in the Airport Operations office.

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 Airport Group International 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.

Low visibility operations: Contact the Airport Operations Division for information concerning the Surface Movement Guidance and Control System (SMGCS).



AATC SERVICES

- ✂ 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.
- ✂ Security checkpoint operations through a contract with ITS.

A deposit is required for M&O Services as shown on the attached M&O Deposit Procedures.

The following are the procedures for all airline tenants of Hartsfield 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 tenants 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.



AATC SERVICES

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.

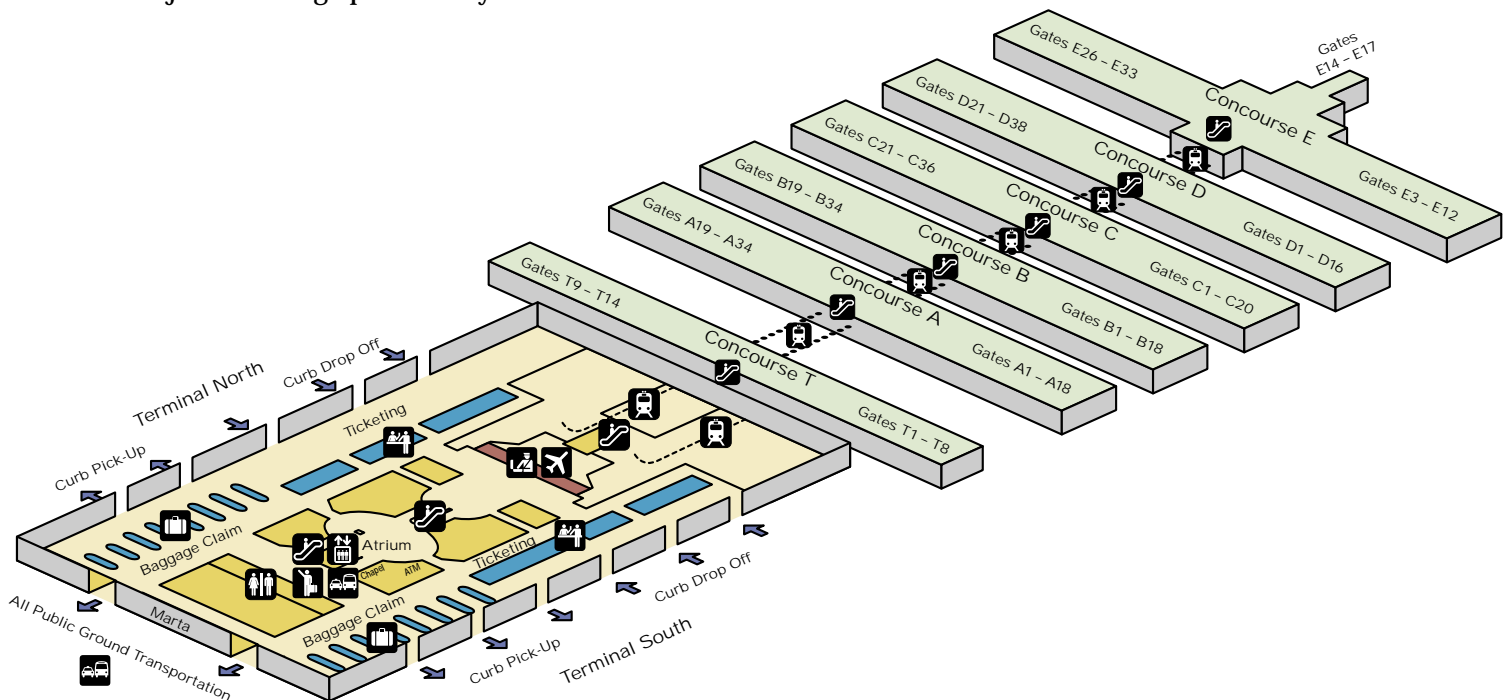
- ✈️ Repayment of the deposit is to be made immediately after reconciliation of the final invoice once the tenant ceases Atlanta Operations.
- ✈️ Repayment of the deposit may also occur upon twelve (12) consecutive months of timely payments of invoices and the approval of the AATC stockholders to return 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

	UPPER	LOWER
TERMINAL	\$ 2.91	\$ 0.62
Concourse T	\$ 2.31	\$ 0.70
Concourse A	\$ 2.32	\$ 0.56
Concourse B	\$ 2.53	\$ 0.58
Concourse C	\$ 2.64	\$ 0.53
Concourse D	\$ 2.41	\$ 0.90
Concourse E	\$ 0.96	\$ 0.43

Rates subject to change periodically.



AUTOMATED PEOPLE MOVER SYSTEM

OVERVIEW

The Hartsfield 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 70% 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.



The APM system was placed into service on September 21, 1980. The initial fleet consisted of seventeen C-100 vehicles and APM operations began with six, two car trains serving twelve stations.

STATUS

The airport's APM system is the busiest in the world in terms of passengers. The system is currently transporting approximately 1,153,846 passengers per week.

APM SYSTEM DATA

Manufacturer	Adtranz
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	44 C-100 Vehicles
Train Size	4 Vehicles
Trains in Service	6 - 9 Trains in service depending on time of day and passenger demand
Train Capacity	300 - 350 People per Train
Capital Investment	\$500M
Operating Budget	\$10M



APPENDICES



NEW AIRLINE TENANT CHECK-LIST

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



NEW AIRLINE TENANT CHECK-LIST

	Domestic Carrier	International Carrier
Space Requests		
Gate	<input type="checkbox"/>	<input type="checkbox"/>
Ticketing	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input type="checkbox"/>	<input type="checkbox"/>
Lounge	<input type="checkbox"/>	<input type="checkbox"/>
Cargo	<input type="checkbox"/>	<input type="checkbox"/>
Airport Use Agreement	<input type="checkbox"/>	<input type="checkbox"/>
International Fuel Consortium	<input type="checkbox"/>	<input type="checkbox"/>
Landing Fee Deposit	<input type="checkbox"/>	<input type="checkbox"/>
Georgia Corporate Registration	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certificate	<input type="checkbox"/>	<input type="checkbox"/>
FAA Aircraft Certification and Operating Certificate	<input type="checkbox"/>	<input type="checkbox"/>
US Customs Permit	<input type="checkbox"/>	<input type="checkbox"/>





Hartsfield Atlanta International Airport
 TRAFFIC REPORT
 Page 1 of 3

Airline: _____

Month: _____

Submitted by: _____

Phone: _____

Date: _____

Domestic Passengers

PASSENGER VOLUME

International Passengers

Concourses	T	A	B	C	D	E	T	A	B	C	D	E
Atlanta Enplaned												
Revenue												
Non-Revenue												
Subtotal												
Connecting On												
Revenue												
Non-Revenue												
Subtotal												
Atlanta Deplaned												
Revenue												
Non-Revenue												
Subtotal												
Connecting Off												
Revenue												
Non-Revenue												
Subtotal												
Direct Transit												
Revenue												
Non-Revenue												
Subtotal												
TOTAL												

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





Hartsfield Atlanta International Airport

TRAFFIC REPORT

Page 2 of 3

Airline: _____

Month: _____

Submitted by: _____

Phone: _____

Date: _____

CARGO

DOMESTIC

INTERNATIONAL

LOADED		
Freight & Express		
Mail		
Total Loaded		
UNLOADED		
Freight & Express		
Mail		
Total Unloaded		
THRU		
Freight & Express		
Mail		
Total Thru		
TOTAL FREIGHT & EXPRESS		
TOTAL MAIL		
GRAND TOTAL CARGO		

Conversion Table:

1 Metric Ton = 2204.6 pounds

1 Metric Ton — 1,000 kilograms

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





Hartsfield Atlanta International Airport

AIRCRAFT OPERATIONS

Page 3 of 3

Airline: _____

Month: _____

Aircraft Type	Maximum Landed Weight	DOMESTIC		INTERNATIONAL Arrivals
		Arrivals	Departures	
A300				
A320				
A340				
B707-320				
B727-LGHT				
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				

