

MEMORANDUM



Renee Garcia
Acting City Solicitor

**City of Philadelphia Law Department
Regulatory Law Unit - Airport Division**

TO: Atif Saeed, CEO, Philadelphia International Airport

FROM: Eva Miller, Senior Attorney

DATE: February 5, 2024

SUBJECT: Amendment to PHL Regulation Related to Wingmate Pass

I have reviewed the attached Appendix I of the PHL Rules and Regulations, which was revised as of February 5, 2024, and submitted to the Law Department. The regulations are legal and in proper form. In accordance with Section 8-407(a) of the Philadelphia Home Rule Charter, you may forward these amended regulations to the Department of Records where they will be made available for public inspection.

Thank you.

Enclosures (1)

THE CITY OF PHILADELPHIA
DEPARTMENT OF AVIATION

PHILADELPHIA INTERNATIONAL AIRPORT RULES AND REGULATIONS MANUAL

(Revised as of February 5, 2024)

The City of Philadelphia is the owner and operator of Philadelphia International Airport. The City of Philadelphia, through its Department of Aviation, hereby promulgates these changes to Appendix I of the Philadelphia International Airport Rules and Regulations Manual. All existing provisions of Appendix I of the Rules and Regulations Manual, as they apply to the Philadelphia International Airport, are hereby repealed and superseded by the Rules and Regulations Contained in Exhibit A attached hereto and made apart hereof.

All other existing Rules and Regulations, as they apply to the Philadelphia International Airport shall continue in full force and effect except as those expressly modified herein.

THE CITY OF PHILADELPHIA
DEPARTMENT OF AVIATION

DocuSigned by:
By: 
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Atif Saeed, A.A.E., IAP
Chief Executive Officer &
Director of Aviation
Philadelphia International Airport

Filed: 2/5/2024

Exhibit A

APPENDIX I- REGULATIONS FOR PHL WINGMATE PASS PROGRAM

1. Scope

The Wingmate Pass program is available for the personal use of non-ticketed Airport guests that would like to access the Airport terminals post-security. The pass permits guests to assist family members to their gate, greet loved ones arriving on domestic flights, and discover the Airport's extensive offerings including 150+ restaurants, bars and shops, and award-winning art exhibitions.

2. Application

- a. All Wingmate Pass program applicants must submit a Wingmate Pass application. Multiple visitors may be submitted under one application.
- b. Wingmate Pass program applicants over the age of 18 must have a government issued photo identification. Wingmate Pass program applicants under the age of 18 who have a government issued photo identification are encouraged to bring it for TSA verification.
- c. The Wingmate Pass application will require the following information for each applicant: first and last name (as it appears on the applicant's passport, driver's license, or other government-issued photo identification), date of birth, gender, email, and reason for visiting the Airport.
- d. The Wingmate Pass application will require applicants to select a desired entry time within a two-hour range and a desired TSA security checkpoint. If approved, applicants must enter through during the two-hour range at the TSA security checkpoint indicated on the Wingmate digital pass.
- e. All Wingmate Pass program applicants, including minors under the age of 18, must complete an application and receive an approved digital Wingmate Pass. Any applications for minors under the age of 18 must list an adult over the age of 18.
- f. The TSA requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. Section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Website at: www.tsa.gov.
- g. The TSA reserves the right to deny any application. If your application has not been approved you will receive an email from phl@wingmate-pass.com indicating that your application has not been approved.
- h. The DOA will use personal information collected on the Wingmate Pass application to manage the program; address violations of Wingmate Pass program requirements; and for program improvement purposes.

- i. The DOA's third-party vendor for the Wingmate Pass program is MIS-Choice. For more information, please see: <https://www.airline-choice.com/privacy-policy>.

3. Terms of Use

- a. Wingmate Passes are only valid for the date applied for and stated on the digital pass. Printed passes will not be accepted.
- b. All Wingmate Pass program participants must enter through the standard security checkpoint lanes available at Terminals D/E and A-East. Wingmate Passes will not be accepted at any other Airport checkpoints. TSA PreCheck is not valid for the Wingmate Pass program.
- c. Entry with a valid Wingmate Pass through security is available from 4:00 AM through 9:00 PM in accordance with the two-hour range reflected on the participant's digital pass. Wingmate Pass program participants must exit through Airport security by 10:00 PM. See <https://www.phl.org/flights/security-information/checkpoint-hours> for checkpoint hours of operation.
- d. Minors under the age of 18 must always remain under escort by an approved adult Wingmate Pass participant. Minors under the age of 18 will not be permitted through the TSA security checkpoint without an approved adult Wingmate Pass participant.
- e. One adult Wingmate Pass participant can accompany up to three minor participants.
- f. Wingmate Pass program participants must limit visits to six (6) hours or less once through Airport security.
- g. Commercial or business/professional use or activities post Airport security using a Wingmate Pass is expressly prohibited.
- h. Engaging in Expressive Activity (as defined in Appendix A of the Airport Rules and Regulations) using a Wingmate Pass is expressly prohibited. Individuals wishing to conduct Expressive Activity must apply for a permit in accordance with the regulations outlined in Appendix A of the Airport Rules and Regulations.
- i. The Wingmate Pass program may not be used to meet passengers arriving on international flights at the Airport. Members of the public may meet international passengers arriving at the Airport at the International Arrivals Hall located in Terminal A-West on the 3rd Floor.
- j. Wingmate Pass program participants are subject to the terms contained in this Appendix I (including the requirements and restrictions set forth in the Frequently Asked Questions, below), all other Airport Rules and Regulations, including those pertaining to the public use of the Airport, as well as all local, state, and federal laws and regulations. Any person who refuses to comply with these terms, rules, regulations and/or laws may be considered a trespasser.

4. Violations

- a. Any individual who may pose a security risk, a nuisance, or distraction to any Airport personnel, passengers, or other visitors and/or who interferes with the safe and efficient operation of the Airport and/or who violates any of the applicable terms, rules regulations, and laws as described herein is subject to the following: (1) removal from the Airport; (2) revocation of the privilege to participate in the Wingmate Pass program; (3) issuance of a notice of violation; and/or (4) issuance of a fine.

WINGMATE PASS PROGRAM FREQUENTLY ASKED QUESTIONS (FAQS)

1. What is the Wingmate Pass?

The Wingmate Pass is available for the personal use of non-ticketed Airport guests that would like to access the Airport terminals post-security. The pass permits guests to assist family and friends to their gate, greet loved ones arriving on domestic flights, and discover the Airport's extensive offerings, including 150+ restaurants, bars and shops, and award-winning arts exhibitions.

2. How does the Wingmate Pass work?

a. Step 1: Apply online.

- i. Wingmate Pass applicants can be submitted up to seven (7) days in advance of the date you are applying for. Same day applications are permitted.
- ii. The Wingmate pass application will require the following information: first and last name (as it appears on your passport, driver's license, or other government-issued photo identification), date of birth, gender, email, and reason for visiting the Airport.
- iii. The Wingmate pass application will require you to select a two-hour security entry window and TSA security checkpoint. You will only be granted access during that time slot and TSA security checkpoint. Once you've submitted your application, you will receive an email confirming that your request has been received from phl@wingmate-pass.com.
- iv. The Wingmate Pass program is limited to 75 visitors a day.

b. Step 2: Receive your approved Wingmate Pass.

- i. Your application will be reviewed by TSA to determine your approval status.
- ii. If you applied in advance, you will receive an email after 12:00AM on the day of your visit with your approval status.
- iii. If you applied for same-day entrance, you will receive an email within fifteen (15) minutes with your approval status.
- iv. If you are approved for entry, you will receive an email from phl@wingmate-pass.com with a digital Wingmate Pass.

c. Step 3: Arrive at the Airport & enter through a TSA security checkpoint.

- i. On the day of your approved visit, arrive at the Airport's Terminals D/E or A-East TSA security checkpoint for entry.
- ii. Entry will only be permitted at the TSA security checkpoint and during the two-hour window stated on your digital Wingmate Pass.

- iii. Be sure to have your approved digital Wingmate Pass and your valid form of photo identification to be permitted through the TSA security checkpoint. Printed Wingmate Passes will not be accepted.
 - iv. Wingmate Pass program participants are subject to the same security regulations as ticketed passengers, including security checkpoint wait times. Please review all security reminders to ensure your access to the Airport terminals will be granted.
- d. **Step 4: Discover the Airport**
- i. Be your guest's ultimate Wingmate. Join them in discovering the Airport's extensive offerings, including 150+ restaurants, bars, and shops, and award-winning arts exhibitions.

3. What hours may I enter the Airport with the Wingmate pass?

- a. Entry with a valid Wingmate Pass through security is available starting at 4:00 AM. While the Wingmate Pass is valid until 10:00 PM, the last entry through security is at 9:00 PM. See <https://www.phl.org/flights/security-information/checkpoint-hours> for TSA security checkpoint hours of operation.
- b. All Wingmate Passes expire at 10:00 PM. Participants must exit the Airport terminals by 10:00 PM.
- c. Wingmate Passes are only valid for the date applied for and stated on your digital pass. Wingmate Pass program participant visits are limited to six (6) hours once through Airport security.

4. How will I know if my Wingmate Pass visit is approved?

- a. Your application will be reviewed by TSA to determine your approval status.
- b. If you applied in advance, you will first receive a confirmation email confirming that your request has been received. After 12:00 AM on the day of your visit you will receive a second email with your approval status.
- c. If you applied for same-day entrance, you will receive an email within fifteen (15) minutes with your approval status.
- d. If you are approved for entry, you will receive an email from phl@wingmate-pass.com with a digital Wingmate Pass.

5. How do I update the information on my application/pass?

- a. Once an application is submitted you cannot update the information. If information needs to be updated, please submit a new application.

6. What is the process for going through security with a Wingmate Pass?

- a. Wingmate Pass program participants are subject to the same security regulations as ticketed passengers. Please review all security reminders to ensure your access to the Airport terminals will be granted.
- b. Before arriving at the Airport ensure you have received an email from phl@wingmate-pass.com stating that your Wingmate Pass has been approved. Be sure to have your digital Wingmate Pass and valid form of government-issued photo identification handy when you reach the TSA security checkpoint.
- c. All Wingmate Pass program participants must enter through the standard TSA security checkpoint lanes available at Terminals D/E and A-East. Wingmate Passes will not be accepted at any other security checkpoints or through TSA PreCheck lanes.
- d. A valid form of government-issued photo identification, that matches the full name stated on your digital Wingmate Pass, is required at the TSA security checkpoint. Only valid forms of identification accepted by TSA can be used for the Wingmate Pass program.
- e. No more than one personal item is permitted through the TSA security checkpoint for Wingmate Pass participants. Personal items are limited to a purse, small bag, or briefcase. Personal items are subject to search.
- f. All TSA-prohibited items for ticketed passengers, are also prohibited for Wingmate Pass. Please review the list of TSA-prohibited items prior to your arrival at <https://www.tsa.gov/travel/security-screening/whatcanibring/all>.

7. Are there designated security checkpoints I must enter through with a PHL Wingmate Pass?

All Wingmate Pass program participants must enter through the standard TSA security checkpoint lanes available at Terminals D/E and A-East. The Wingmate Pass does not grant expedited entry. Pass participants must wait in line with ticketed passengers to be processed. Wingmate Passes will not be accepted at any other security checkpoints or through TSA PreCheck lanes.

8. Can I access all terminals once I enter through the A-East and D/E Security Checkpoints?

Yes! Once you have cleared security at the required checkpoints you may access all PHL terminals including A-West, A-East, B, C, D, E & F. All PHL terminals are connected and accessible by foot. Or you can utilize the courtesy shuttle bus connecting Terminals A and C with Terminal F.

9. Is a Wingmate participant subject to the same security wait times as ticketed passengers?

Yes, the Wingmate Pass does not grant expedited entry. Pass participants must wait in line with ticketed passengers to be processed at a security checkpoint.

10. Can I use TSA PreCheck?

Wingmate Passes will not be permitted through TSA PreCheck lanes at any Airport Terminal. All Wingmate Pass program participants must enter through the standard TSA security checkpoint lanes available at Terminals D/E & A-East.

11. What items can I bring with me?

- a. Wingmate Pass program participants are subject to the same security regulations as ticketed passengers. Please review all security reminders to ensure your access to the Airport terminals will be granted.
- b. No more than one personal item is permitted through a TSA security checkpoint as a Wingmate Pass program participant. Personal items are limited to a purse, small bag or briefcase.
- c. All TSA prohibited items for ticketed passengers, are also prohibited for Wingmate Pass program participants. Please review the list of TSA-prohibited items prior to your arrival at <https://www.tsa.gov/travel/security-screening/whatcanibring/all>.

12. Can I bring my service animal as a Wingmate participant?

Yes, service animals are permitted. Please note service animals are subject to TSA screening and Section 2.G of the Airport Rules and Regulations at <https://www.phl.org/about/about-us/policies>

13. Where should I park at the Airport?

The DOA recommends parking in the Airport's short term and garage parking, which has easy access to the TSA security checkpoints and to the Airport's terminals. Visit <https://www.phl.org/parking> for more information.

14. Are there any perks for Wingmate Pass Program Participants?

There are exclusive Wingmate Pass deals that can be redeemed at many of the Airport's dining and shopping options. Visit <https://visit.philamarketplace.com/wingmate/> to view the latest deals and learn how to redeem with your digital Wingmate Pass.

15. When should I sign up for the Wingmate Pass?

Wingmate Pass applications can be submitted up to seven (7) days in advance of the date you wish to apply for. Same day applications are also permitted.

16. Where do I sign up for the Wingmate Pass?

- a. Prior to submitting the Wingmate Pass application, please review all information provided here including the Wingmate Pass Terms of Use, above.
- b. Your Wingmate pass application can be submitted at Wingmate-pass.com.
- c. Please be sure you have received your pass confirmation email, including an approved digital Wingmate Pass, prior to arriving at the Airport.

17. Can minors use the Wingmate Pass?

- a. Minors under the age of 18 must always remain under escort by an approved adult Wingmate Pass participant. Minors under the age of 18 will not be permitted through the TSA security checkpoint without an approved adult Wingmate Pass participant.
 - i. One adult Wingmate Pass participant can accompany up to three minor participants.
- b. All Wingmate Pass participants, including minors under the age of 18, must complete an application and receive an approved digital Wingmate Pass.
- c. Any applications for minors under the age of 18 must list an adult over the age of 18. You can add another applicant by clicking the “Add Another Visitor” button under the “Visitor 1 Information” section. You will not be able to submit your application request without an adult over the age of 18 on the application.
- b. Photo identification is not required for minors under the age of 18 for the Wingmate Pass program. For Wingmate Pass participants under the age of 18 who have a TSA-approved photo ID, we recommend bringing your valid photo identification to the TSA security checkpoint.

18. Can groups use the Guest Pass?

All non-ticketed guests must submit their own Wingmate Pass application and receive an approved Wingmate Pass to the Airport terminals.

19. Can I access lounges with an approved Wingmate Pass?

Utilizing lounges with a Wingmate Pass is not permitted. In most cases a boarding pass is required for lounge entry. Please contact your airline or card provider for more information.

20. How will you use personal information collected on my Wingmate Pass Application?

- a. Personal information collected on the Wingmate Pass application will be reviewed by the TSA for background check and eligibility verification purposes.
- b. The DOA will use personal information collected on the Wingmate Pass application to manage the program; address violations of Wingmate Pass program requirements; and for program improvement purposes.
- c. The DOA's third-party vendor for the Wingmate Pass is MIS-Choice. For more information, please see <https://www.airline-choice.com/privacy-policy>.

21. Can I exit the terminals and re-enter with my Wingmate Pass?

No, re-entry with your Wingmate Pass is not permitted once you have exited the Airport terminals to the pre-security area.

22. Can I use the Wingmate Pass to accompany international passengers departing or arriving at the Airport?

- a. You may assist passengers departing from the Airport on an international flight unless they are required to go through customs to board their flight.
- b. The Wingmate Pass program does not apply to those individuals meeting passengers arriving on international flights to the Airport. Most international flights require passengers to clear U.S. Customs. You can meet international passengers arriving at the Airport at the International Arrivals Hall located in Terminal A-West on the 3rd floor.

23. Can I use the Wingmate Pass program if I am not a U.S. Citizen?

Yes non-U.S. Citizens may participate in the Wingmate Pass program pending approval of the Wingmate Pass application by TSA. Please follow the process & regulations outlined on the Wingmate homepage at <https://phl.org/wingmate>.

24. Is there a limit to how many Wingmate participants can escort a passenger at a time?

There is no limit to how many approved Wingmate participants can accompany a passenger.

25. Is there a cost to apply for Wingmate?

The Wingmate Pass is a free program.

26. Am I able to track my application status?

- a. No, you cannot track your application. If you have questions regarding your application, please contact wingmatepass@phl.org

- b. If you applied in advance, you will first receive a confirmation email confirming that your request has been received. After 12:00 AM on the day of your visit you will receive a second email with your approval status.
- c. If you applied for same-day entrance, you will receive an email within fifteen (15) minutes with your approval status.
- d. If you are approved for entry, you will receive an email from phl@wingmate-pass.com with a digital Wingmate Pass.

27. Who can I contact if I have more questions about the Wingmate Pass?

Email the DOA at wingmatepass@phl.org.