

## **PART 1 – GENERAL**

### **1.1 SUMMARY**

- A. These Procedures specify requirements and limitations imposed on construction and maintenance activity within the Aircraft Operations Area (AOA), the purpose of which is to ensure the safe and efficient operation of the Airport while providing maximum allowable flexibility for personnel. Any deviation from the procedures as stated herein constitutes a violation and shall be subject to enforcement in accordance with subsection 1.14.

### **1.2 RELATED REQUIREMENTS**

- A. Section 01 18 16, Protection of Existing Underground Utilities and Cables
- B. Section 01 35 13.13.01, Minimum Standards for Construction and Maintenance on AOA Appendix

### **1.3 AOA PROCEDURES**

- A. Construction projects at the Airport are reviewed through conferences prior to the start of work to establish the parameters within which the work can be performed.
- B. Construction projects within the Security Identification Display Area (SIDA)/AOA require that personnel display appropriate Airport Access/Identification Badges issued in accordance with subsection 1.11.
- C. Motor vehicles entering the AOA must display an AOA Access Permit and be in compliance with subsection 1.12.
- D. Construction projects that take place in the public areas of terminal concourses (sterile area) to include “back of house” areas such as offices and concessions within the Security Identification Display Area/Air Operations Area (SIDA/AOA) require a tool management plan in accordance with Section 01 35 13.13.01.
- E. Prior to beginning the Project, the Contractor shall submit to the Owner’s Authorized Representative and the Airport Department of Public Safety (DPS) a security plan that describes how the Contractor intends to provide for the security of the construction site, Contractor staging area, and property throughout the duration of the project.
- F. The Contractor’s Authorized Representative (CAR) is responsible for ensuring that these procedures are followed. Any exceptions require specific authorization by the Airport’s Operations Department and DPS on a case-by-case basis.
- G. Disruption of underground Utilities on the Airport can cause degradation of aviation safety, and wide spread loss of the use of airport facilities and or services. Procedures concerning underground utilities location and protection are located in Section 01 18 16, and shall be adhered to at all times.
- H. Progress meetings are to be held weekly unless otherwise stated in Contract Documents, in order to discuss schedules, planned closures, dig book, safety and security issues, and other related matters.
- I. The Contractor is required to conduct daily safety briefings with all workers who will access AOA construction sites and include topics relevant to these requirements and the activities being performed. Discuss specific project movement restrictions as well as general AOA safety procedures and guidelines. Follow the safety meeting agenda provided by the Owner’s Authorized Representative (OAR). The meeting will be

conducted both in English and Spanish when the size of the worker population requires bilingual communications, and will be attended by all Contractor and subcontractor personnel working inside the AOA that day. The Contractor shall record meeting attendance, including attendees' names and employers, and shall provide a copy of the attendance sheet to the OAR. Failure by the Contractor or Subcontractor personnel to attend these mandatory meetings could result in AOA access being denied to those individuals.

- J. The Contractor's designated Quality Control representative will conduct an "AOA Readiness Checklist" review with all personnel prior to crews entering the AOA. The AOA Readiness Checklist form is included in Section 01 35 13.13.01.
  - 1. The AOA Readiness Checklist is to be provided by the OAR upon completion. The purpose of the checklist is to ensure that all personnel entering the AOA understand the limits of the designated work area, have all tools, materials, and equipment necessary to complete the planned activities, and have verified the operability of all powered equipment and hand tools prior to entering the AOA.
  - 2. The intent of the AOA Readiness Checklist is to reduce or eliminate superfluous travel to and from the work site due to Contractor's lack of initial readiness. The OAR will not call for Operations escort until the checklist review is complete.
- K. Prior to the start of any project on the AOA, the Contractor, through the OAR, shall provide the Airport Operations Center (AOC) with an Emergency Phone List listing the pager, cell phone and/or home phone numbers of key members of the construction team including the OAR. The listing shall be in priority order for contacting personnel during off-duty hours, and specifically identify the individual(s) on call 24-hours a day for emergency maintenance of hazard lighting and barricades. This list shall be revised as required.
- L. Project management including the Contractor's Safety Officer must be on duty at the Airport whenever the Contractor is performing work on the AOA.
- M. The Contractor shall document the condition of the work site and access roads to it prior to start of construction and restore the area to original (or better) condition when area is no longer marked as a construction site. This requirement does not apply to attaining a stand of grass as long as grass has been planted.

#### 1.4 FORMS AND INSTRUCTIONS

- A. The following forms and instructions are included in Section 01 35 13.13.01 for the Contractor's use, as applicable on the Project:
  - 1. Contractor's AOA Readiness Checklist
  - 2. Lockout Procedure for Airfield Series Lighting Circuits
  - 3. Lockout Log for Airfield Series Lighting Circuits
  - 4. Airfield Closure/Activity/Circuit Lockout Request Form
  - 5. Airfield Closure/Activity/Circuit Lockout Instructions
  - 6. Airport Construction Security Procedures Tool Management Plan
  - 7. AOA Escort Release/Pick up Point Notice/Instructions
  - 8. Airport Airspace Review Form

**MINIMUM STANDARDS FOR CONSTRUCTION AND MAINTENANCE ON THE AOA**  
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**1.5 CONSTRUCTION - AIRCRAFT MOVEMENT AREA**

- A. When construction is being performed within the Aircraft Movement Area (AMA), the following procedures will apply:
1. All vehicle operators shall abide by the Airport Driving Handbook, published by the Operations Department and available at the following location:  
<https://www.dfwairport.com/operations>.
  2. The OAR will provide notification to and obtain approval from Airfield Operations before entering the AOA and proceeding into the construction site.
  3. Approval to enter closed areas within the Movement Area must be obtained from Airfield Operations Port Control.
  4. A log of each vehicle entering and exiting the closed area shall be maintained by Port Control or his/her designee.
  5. Contractors are required to obtain approval to clear a work site which must be compliant with these requirements.
  6. The OAR will again notify Airfield Operations when the construction activity has been cleared of all personnel.
  7. Summary of Notification Requirement: Notify the OAR in advance of commencement of the following work activities by not less than the number of calendar days shown:

<b><u>Activity</u></b>	<b><u>Notice (Days)</u></b>
1. Work Activities in AOA	Daily **
2. Airfield Operations Escort	2
3. Installation of Safety Area and Object Free Area boundary and Haul Route Markers	5
4. Temporary Lighting	5
5. Disconnect or Disabling of Power Circuits	5
6. Rerouting of ARFF Road	14
7. Runway/Taxiway Closure (First Notice)	30*
8. Runway/Taxiway Closure (Second Notice)	7
9. Crane Operations (FAA Approval)	60*
*Denotes "Notice" process initiated by the Airport ** Daily schedules of work activities, closures, and circuit lockouts within the AOA must be submitted in writing by email or other means to the Coordination Center.	

B. Vehicle Operator

1. As approved by Airfield Operations, contractors may designate personnel to complete Airport-approved training for driving within the AMA. Successful completion of the annual training includes passing all required tests.
2. Trained and qualified vehicle operators shall only drive routes within the AMA

specified by Airfield Operations. These routes shall not include crossing of an active Runway or any portion of an active Runway Safety Area (RSA). Vehicle operators will not operate in the AMA during Surface Movement Guidance & Control System (SMGCS) Conditions (low visibility operations).

3. No vehicle shall operate unescorted within the AMA unless it is equipped with an operational flashing yellow beacon, an Airport Board radio (800 MHz, contractor furnished), and a VHF frequency radio (contractor furnished) to monitor FAA ATCT communications.
4. All vehicles, unescorted and escorted, operating within the AMA shall not interfere with aircraft operations and must always yield right-of-way to aircraft and emergency vehicles.
5. Airfield Operations may suspend or discontinue contractor vehicle operations involving AMA-trained drivers at any time it is deemed necessary for safety and/or operational purposes.

**C. Personnel Escort Requirements**

1. At least one person with escort privileges possessing an Airport Identification/Access Badge must escort any individual or group of un-badged persons.
2. The proximity of the badged person to non-badged person(s) must be such that the unbadged person(s) must remain within sight and sound of the escort at all times and be under the control of the badged escort individual at all times.
3. At a minimum, the CAR, Contractor's Quality Control Representative, Safety Officer, and all Subcontractor superintendents, foremen, and lead men will be badged. Although other members of the construction work force may obtain an Airport Identification/Access Badge, not all badged personnel will be granted escort privileges based on job classification.
4. The maximum ratio for escorting individuals within the AOA/SIDA will be one AOA badged individual to five non-badge individuals.

**D. Vehicle Escort Requirements**

1. Each Certified Movement Area Escort (CMAE) must be currently licensed as required by the State of Texas, possess valid insurance coverage as required by the Airport, possess a valid and unexpired Airport Identification/Access Badge with the "CM" endorsement and escort privileges, and be thoroughly familiar with the provisions of this Section. A CMAE must escort all other vehicle operators at all times within the movement area.
2. A CMAE must possess their unexpired AMA Driver's Certification on their person during all times driving unescorted within the AMA. That certification must be presented to an Airport Board employee upon request.
3. In order to sustain AMA driving privileges, a CMAE must ensure training (retraining) is completed within 12 consecutive calendar months of their initial or previous retraining session.
4. The vehicle operated by a CMAE during the performance of a vehicle escort within the AMA shall be clearly marked with "ESCORT" on both sides and on the back of the vehicle. The minimum height of the letters must be four (4) inches. Magnetic signs are acceptable.

5. A maximum of five (5) vehicles may be escorted for a total of six (6) vehicles including the CMAE vehicle.
  6. Vehicle operators must have the ability to communication via radio or phone with project management and each vehicle must possess a map of the Project site with detailed depictions of AOA entrance/exit points, Haul Roads, restricted areas, and other vital information.
  7. Dedicated escort requirements must be coordinated with Airfield Operations in advance through the OAR.
- E. All vehicle escorts must enter the AOA through a DPS Security services staffed AOA gate.
- F. The escort and person(s) to be escorted will meet prior to the escort and verbally communicate the location of the intended destination, the route to be taken, and give further instruction as necessary. All escorts for construction projects on the AOA, including, without limitation, the AMA, shall be performed in a manner calculated to ensure that the escorted party (Contractor equipment, vehicles, personnel, etc.) will be released from the escort only at the designated Release Point inside the construction work area.

**Details of Contractor Provided Escort Operations (Details of an Airport provided escort are identical to using an Airfield Agent):**

1. The CMAE will arrive at location to begin an escort.
2. The CMAE will get out of his/her vehicle and meet with all personnel who will be under their escort and will pass out laminated Release/Pick-Up Point Escort Instruction sheets to the operator of each vehicle to be escorted.
3. The CMAE will ensure there is at least one (1) badged person for every five (5) non-badged persons.
4. The CMAE shall verbally instruct each vehicle operator to follow the escort vehicle at all times, and as closely as considerations of safety will permit, until the vehicles are released from the escort at the Release/Pickup Point preferably located at least 50' inside of the construction work area. Contractor shall be responsible for the materials and maintenance of the Release/Pickup Point.
5. The CMAE will then escort the vehicles to the Release Point within the construction work area.
6. Upon arrival at the construction work area Release Point, the CMAE will drive around it and verify that all vehicles have arrived.
7. After the CMAE has verified that all escorted vehicles have arrived, all escorted vehicles will be directed to stop and their drivers to return the laminated escort instruction sheets back to the Airfield Operations employee.
8. Same procedure will apply for escorting vehicles out of the construction work area to an AOA gate.
9. The CMAE will not terminate the escort or release any escorted party except at a designated Release Point. For example, the CMAE shall not release the vehicle(s) being escorted outside of a cone line established for a closure and allow the vehicles to drive past the cone line into the work area unescorted.

The CMAE will perform the escort past the cone line into the construction work area.

10. The CMAE will release the escort at the designated Release Point, ensuring all vehicles being escorted follow the escort vehicle past the established cone line and inside to their work area.
  11. An Escort performed to construction work areas on the AOA in which a closure of a Taxiway or Runway is not in effect and an established Release Point is not being used will be conducted in a manner that the vehicles will be released at the designated point agreed to by the CMAE and the person being escorted. The release of the escort will be agreed to at the verbal briefing performed prior to the CMAE getting underway.
- G. Airport provided escorts must be coordinated with Airfield Operations in advance though the OAR.
- H. Contractors may perform an escort only along established Haul Roads provided the following procedures are adhered to:
1. The vehicle operator displays a valid Airport Identification/Access Badge.
  2. The vehicle displays a valid AOA Access Permit.
  3. The vehicle is clearly marked with a three-foot square orange and white checkered flag for daytime activities or a 360-degree rotating or flashing amber light for daytime or nighttime activities.
  4. Supervisor vehicles shall have a rotating or flashing amber light that operates continuously

**NOTE: Only authorized Airport Board and FAA personnel or their assigned agents may perform escorts off established Haul Roads.**

#### 1.6 HAUL ROADS

- A. Airfield Operations must approve the establishment of Contractor Haul Roads. Prior to approving Haul Road activities, the following must be established:
1. Green flags or markers, not to be smaller than six (6) inches square mounted on wooden stakes no higher than eighteen (18) inches above the ground, must prominently mark each side of the Haul Road at intervals of not more than 100 feet apart.
  2. Stop signs (30 inches x 30 inches), or other traffic control devices, conforming to the Texas Manual of Uniform Traffic Control Devices (TMUTCD), must be clearly posted on either side of intersecting roadways, emergency roads, Taxiways and other areas specified by the Airfield Operations. Signs must normally be no nearer than 160 feet (193 feet for certain taxi routes) from the Taxiway centerline or ten (10) feet from the edge of the emergency road.
  3. In some cases, traffic control signal lights may be required for controlling Taxiway crossings. When signal lights are used, they shall have either eight (8) inch or twelve (12) inch circular red and green lenses, and shall normally be located a minimum of 160 feet (or up to 193 feet) from the Taxiway centerlines and between 2 and 10 feet from the outside edge of the Haul Road surface. The signal height shall be no less than nine (9) feet or more than fifteen (15) feet above the Haul Road surface. Approval for use of traffic control signal

lights will be approved on a case by case basis only by Airfield Operations.

4. Flaggers, wearing bright reflective outer clothing, shall be posted at each crossing to control Haul Road traffic either through flags or traffic signals. A flagger may not be allowed to perform any other function and must be able to speak and understand English.

For active Taxiway crossings, flaggers shall have completed Airport-approved training concerning the AMA. Successful completion of the annual training includes passing all required tests. Each flagger must actively monitor a VHF tower radio (Contractor furnished) tuned into the appropriate frequency when engaged in flagging operations at or near an active Taxiway. Unless otherwise specified, a flagger is required on each side of the active Taxiway to be crossed, i.e., two (2) for a single crossing point.

5. Paved areas must be kept clean at all times. An operational vacuum sweeper driven by a CMAE shall be provided at each active Taxiway crossing during hauling operations. The sweeper vehicle may not be used as an escort vehicle.
6. All vehicles shall stop at each Taxiway and/or emergency road before crossing to ensure the route is clear.
7. Construction vehicles must yield right-of-way to all Airport vehicles and aircraft at all times.
8. Hauling operations will be discontinued at the direction of Airfield Operations when the operation of the airfield warrants due to inclement weather or other conditions affecting aircraft movement.
9. Provide wheel wash stations for the removal of mud from trucks and other vehicles at the following locations:
  - a. Prior to entry onto public thoroughfares.
  - b. Prior to crossing Airport roadways, Ramps, Taxiways and Runways.

**Note: If the Contractor can successfully exhibit his ability to keep the paved areas, listed above, clean, the OAR may waive the requirement for wheel wash stations.**

#### 1.7 CLOSING AIRFIELD AREAS

- A. No portion of the airfield may be closed to aircraft or vehicles without specific authorization from Airfield Operations. Any construction activity that affects the utilization of roadways, Taxiways, Runways, Navigational Aids (NAVAIDs), or associated electrical circuits must be prearranged and scheduled in accordance with contract documents, and specific approval granted by Airfield Operations. The Lockout Procedure for Airfield Series Lighting Circuits is included in Section 01 35 13.13.01.
- B. The following activities are considered an impact to airfield areas and require closures:
  1. Obstruction of any roadway or emergency access road.
  2. Objects, excavations, men, or material within:
    - a. Runway Safety Area - 250 feet from the centerline

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- b. Runway Safety Area - 1000 feet off the end
  - c. Taxiway Object Free Area - 160 feet from centerline (193 feet for certain taxi routes)
  - d. Taxilane Object Free Area - 138 feet from centerline (up to 167 feet for certain taxi routes)
  - e. Within a NAVAID Critical Area (NCA)
- C. Initial notification of intended airfield closures should be prearranged no less than 30 Calendar Days in advance, except where noted otherwise within the Contract Documents or as granted by Airfield Operations on a case-by-case basis.
- D. In order to enable proper coordination of airfield activities, a description of all AOA activity and planned closures must be e-mailed to the Coordination Center by 11:00 a.m. of the morning preceding nighttime closures (7:00 p.m. to 7:00 a.m.) and/or the following day's daytime closures (7:00 a.m. to 7:00 p.m.). For closures on a holiday, daytime on the day following a holiday, Saturday, Sunday and daytime on Monday, the request must arrive at the Coordination Center by 11:00 a.m. on the last Working Day prior to the holiday or weekend. The Contractor will complete an Airfield Closure/Activity/Circuit Lockout Request form, included in Section 01 35 13.13.01, and submit to the OAR with time to meet the requirement to receive the request to the Coordination Center by 11:00 a.m. Notification of cancellation of scheduled closures should be submitted to the Coordination Center by the most expeditious means available.
- E. Airfield Operations reserves the right to refuse any closure due to unforeseen conditions that may require continued utilization of the area for aircraft operations. These conditions include, but may not be limited to:
  - 1. Inclement weather/low visibility conditions
  - 2. Delayed aircraft operations
  - 3. Closures of higher priority (e.g. urgent maintenance activities)
  - 4. Emergency situations
- F. Closures require the placement of low profile barricades (edge of grass to edge of grass) with reflective tape and red flashing lights placed across closed Taxiways or portions of the Runway. Airfield Operations can require the Contractor to modify the locations of the barricades from what may be shown on the Plans if in their opinion such modification is necessary due to aircraft utilization of the Airport. Lighted cones may be approved in certain circumstances at the discretion of Airfield Operations. For closures involving a cross Taxiway intersecting at a Runway, the closure will include the portion of that same Taxiway on the opposite side of the Runway.
- G. Runway closures require the placement of lighted "X's" at each end of the Runway if personnel or equipment will be on the Runway at any time. Preferably, those will be trailered X's. Note, Runway closures are only restrictions for aircraft takeoffs and landings and not necessarily restrictions for aircraft taxi operations on available Runway pavement.

On Runways with intersection departures, the placement of barricades (edge of grass to edge of grass) with reflective tape and red flashing lights placed across the closed Runway to prevent inadvertent departures from the intersection will be directed by Airfield Operations, i.e., south of Taxiway Z, north of Taxiway B.



- H. For work that requires any Runway closure, any required construction equipment, materials, etc. shall be mustered on-site or at a designated area approved by the OAR prior to the execution of a Runway closure. Prior to a Runway closure, the Contractor may also be required to demonstrate the good working order of his equipment, availability of materials if off-site, adequacy of material quantities on-hand, or any other factors which might delay the Contractor's work and subsequent reopening of the closed Runway to the satisfaction of the OAR and/or Airfield Operations.
- I. All areas closed to aircraft operations must be prominently marked and lighted in accordance with these standards, or as directed by Airfield Operations or the OAR. **No construction activities will be allowed to begin prior to completion of all marking and lighting requirements as well as the installation of the Release/Pick up Point.**
- J. Taxiway guidance signs, centerline lights, and edge lights that could otherwise lead an aircraft into a closed area shall be deactivated and/or covered as directed by Airfield Operations. Signs must be obscured with blank panels. Plastic wrap is prohibited.
- K. Taxiway centerline markings that could otherwise lead an aircraft into a closed area shall be obliterated by means of water blasting. Any existing markings that are effected by the removal operations must be restored for continuity, i.e., centerline removed over top of Runway edge marking.
- L. For any work activity located at or beyond the Runway holding position markings and on or within 50 feet of the outside edge of the taxiway shoulder, a Runway closure is required regardless of the distance from the Runway centerline.

#### 1.8 MARKING AND LIGHTING

- A. All construction equipment must be marked by a 3-foot square orange and white checkered flag during daylight hours or an amber rotating or flashing beacon during daylight or nighttime. Supervisory and escort vehicles must display a 360-degree amber rotating or flashing beacon. For nighttime construction, certain other vehicles, cranes, and pieces of construction equipment may require lighting as directed by Airfield Operations.
- B. All excavations and closed areas on the AOA must be prominently marked with low profile barricades with reflective tape and lighted with red flashing lights or as directed by Airfield Operations and the OAR.
- C. The low profile barricades shall be interconnected and must extend from edge of grass to edge of grass or across entire paved surface of closed area.
- D. No construction activities will be allowed to end before all excavations have been marked and lighted as required.
- E. Excavations adjacent to full strength Taxiway pavement of an active Taxiway or excavations within a Taxiway Safety Area shall be marked with lighted barricades that must be as low as possible to the ground; of low mass; easily collapsible upon contact with an aircraft or any of its components; and weighted or sturdily attached to the surface to prevent displacement from prop wash, jet blast, wing vortex, or other surface wind currents. If the barricades are affixed to the surface, they must be frangible at grade level or as low as possible, but not to exceed 3 inches above the

ground. Non-frangible hazard markings, such as concrete barriers, metal-drum type barricades or timbers (railroad ties) shall not be used in the AOA.

- F. Excavations within the Non-Movement Areas shall be marked with collapsible barricades marked with diagonal, alternating orange and white stripes; each barricade attached or joined together with two flashing red lights on each end.
- G. Excavations within ten (10) feet of emergency roads shall be marked with lighted Type A barricades or Airport approved traffic control devices.
- H. Orange construction fencing shall be used in the AOA as depicted in the construction phasing plans in accordance with the following:
  - 1. Plastic construction fencing shall not be utilized within a Runway or Taxiway Object Free Area (OFA), within 138 feet (up to 193 feet in some locations) of a taxiway centerline, or in any other area where jet blast could be a problem.
  - 2. Approval of the material by the OAR is required before using construction fencing on the AOA.
  - 3. Construction fencing and supports must be kept in a satisfactory condition (all supports in place, material securely attached to the supports and no tears in the material).
  - 4. The use of construction fencing is no substitute for prominently marking and lighting an excavation.
  - 5. When used to mark the boundaries of the construction site, the posts shall have a white reflective marker at the top of the post that is visible from outside the construction site.
- I. Barricades, cones, and/or construction fence shall be removed when directed by the OAR or when the requirement for marking of hazardous areas no longer exists.
- J. Release/Pick Up Point markings shall consist of three (3) foot square black and white checkered flag located within a group of five (5) orange cones with amber lights placed 50 feet inside of the closed area
- K. All marking, lighting, signs, flags, cones, barricades, and other safety related devices shall be maintained to 100 percent serviceability at all times.

#### 1.9 SAFETY AREAS

- A. A Safety Area is the surfaces surrounding a Runway and Taxiway in which no potentially hazardous ruts, humps, depressions, or other surface variations (in excess of 3 inches) may exist. Surface conditions must be capable under dry conditions of supporting the Aircraft Rescue and Fire Fighting (ARFF) vehicles and other heavy equipment, and supporting the occasional passage of aircraft without causing major damage to the aircraft.
- B. Safety Area dimensions are as follows:
  - 1. Runways: 250 feet either side of centerline, 1000 feet off each end.
  - 2. Taxiways: 107 feet either side of the centerline, total 214 feet side (131 feet from centerline on certain taxi routes).
- C. The Contractor may be required to immediately terminate his work within an RSA at the instructions of the OAR or Airfield Operations. Work may be performed outside

an RSA without closure as long as weather minimums are not less than 1000-foot ceiling and/or three (3) miles visibility.

- D. Barricades with lights and interconnected will be required to mark the RSA adjacent to the actual work areas.
- E. Barricades will be required to be placed on both sides of the nearest Taxiway intersection to prevent any planes turning into the closed area.

#### 1.10 PROTECTED SURFACES

##### A. Obstacle Free Zone

- 1. An Obstacle Free Zone (OFZ) is a three-dimensional area involving imaginary surfaces in the vicinity of a Runway. Objects, vehicles, and stockpiled material will not be permitted to penetrate an OFZ whenever the weather conditions are below an 800 foot ceiling or less than two miles visibility and aircraft are using an Instrument Landing System (ILS) approach.
- 2. OFZ surfaces are as follows:
  - a. An inner-transitional surface OFZ begins at 200 feet from the Runway centerline, rises vertically to an elevation of 39 feet above the Runway elevation, and then slopes 6:1 to a height of 150 feet above the established Airport elevation. (For Category II/III Runways, the surface rises vertically to an elevation of 23 feet above the Runway elevation and then slopes 5:1 for a distance of 657 feet from the Runway centerline, then slopes 6:1 to 150 feet above the established Airport elevation.)
  - b. An inner-approach OFZ begins 200 feet from the Runway threshold at the same elevation as the Runway threshold and ends 200 feet beyond the last approach light unit. Its width is 400 feet and it rises at a slope of 50:1.
  - c. Objects that do not penetrate the OFZ may still require approval by the Airport Operations Department based on the requirements contained in Federal Aviation Regulation Part 77.

##### B. Object Free Area

- 1. An Object Free Area (OFA) is a two-dimensional area surrounding a Runway, Taxiway, and Taxilane within which no object may be located that is not completely mobile and capable of clearing the OFA for each passing aircraft. EXCEPTION: Airport Approved objects such as barricades, markers, flags, and lights used to define excavations are allowed to remain within the OFA with approval from Airfield Operations.
- 2. Normal OFA dimensions are as follows:
  - a. Runways – 400 feet from centerline.
  - b. Taxiways – 160 feet from centerline. (193 feet for certain taxi routes).
  - c. Taxilanes – 138 feet from centerline. (167 feet for certain taxi routes).
- 3. Airfield Operations must authorize construction activities within OFAs in advance.
- 4. No objects will be allowed to remain within a Taxiway or Taxilane OFA above barricade height.

5. At the approval of Airfield Operations, mobile equipment and/or personnel on foot may operate within the OFA provided it is properly marked and lighted, and a flag person is used to signal the pullback of all persons and equipment for each passing aircraft. A flag person may not be allowed to perform any other function.
6. Using "pull back" procedures when working within a Taxiways' OFA during nighttime hours is prohibited unless the area of work has sufficient light in the opinion of Airfield Operations. Sufficient light may include artificial light that is either existing or supplied by the Contractor. If it is chosen to bring in additional artificial light for the work area, a layout plan shall be submitted to Airfield Operations for approval. At a minimum, the plan shall show the type(s) of light, the location of light(s) and whether or not the light(s) will be shielded. Airfield Operations may require additional information to determine the impact of construction lights on airfield operations.

**Exception: No activities will be allowed within 160 feet (193 feet for certain taxi routes) of a High Speed Exit (HSE) Taxiway unless that HSE Taxiway is closed.**

**C. NAVAID Critical Area**

1. Work will not be authorized within an NAVAID Critical Area (NCA) without specific approval by Airfield Operations.
2. NCAs include Runway ILS NAVAIDS and microwave signal paths.

**D. Criteria for Marking Construction Sites, Safety Areas, OFA, and NCAs**

1. White markers or flags are used to prominently mark the boundaries of construction sites when such marking is determined to be feasible. Alternatively, orange construction fence may be used for this purpose in accordance with subsection 1.6.H above.
2. Red markers or flags must prominently mark the boundary of a RSA and a Taxiway OFA. Prior to beginning any activity within 50 feet of the RSA or Taxiway OFA, the boundary shall be further marked with low profile barricades that are interconnected.
3. Yellow markers or flags must prominently mark the boundary of a Runway OFA (400 feet from a Runway centerline) and an NCA. NOTE: Construction activities are subject to being terminated whenever visibility is at or below 3/4 mile, except as approved on a case-by-case basis.
4. All markers/flags must be made of reflective material and be no smaller than 6 inches square mounted on 2 inches x 2 inches wooden stakes no higher than 18 inches above the ground. Each marker or flag must be placed no further apart than 50 feet and extend to the limits of the construction site. NOTE: Airfield Operations on a case-by-case basis may grant exceptions.
5. No work shall begin in areas requiring these markers or flags until the OAR have confirmed the correct placement.
6. The markers or flags must be continuously maintained as installed unless work is confined to periods when the associated Runway, Taxiway, or Taxilane is closed or the NAVAID has been removed from service.
7. Workers and equipment are prohibited from passing beyond red or yellow

markers or flags designating a Safety Area, OFA, or NCA without the approval of the OAR as obtained from Airfield Operations on a case-by-case basis except when the associated Runway or Taxiway/Taxilane is closed.

8. Markers or flags shall be removed when directed by the OAR or when work within these areas is completed.

**E. Trenches, Excavations, and Stockpiles**

1. No trenches or excavations will be permitted within the following areas:
  - a. Within 250 feet of a Runway centerline.
  - b. Within 1000 feet from the Runway end.
  - c. Within 107 feet (131 feet on certain taxi routes) of a Taxiway centerline unless the opening is properly barricaded and lighted.
2. Stockpiles (including spoils piles) are not permitted within the boundaries of the AOA; however, the Contractor may submit a request to the OAR for a stockpile within the AOA. When such a stockpile is permitted, it shall be restricted to 3 feet tall and shall not be permitted in the following areas unless additional specific approval has been granted:
  - a. Within 400 feet of a Runway centerline.
  - b. Within 160 feet of a Taxiway centerline (193 feet on certain taxi routes).
  - c. Within 138 feet of a Taxilane centerline (167 feet on certain taxi routes).
  - d. Within 2700 feet of the end of a Runway (Runway OFA Extension).
  - e. Within an NCA.
3. All trenches, excavations, and stockpiles must be prominently marked and lighted.

**F. Staging of Construction Equipment**

1. Construction equipment is not permitted to be staged (stored) within the boundaries of the AOA; however, the Contractor may submit a request to the OAR for equipment storage within the AOA. When such an authorization has been obtained, the equipment shall not be permitted in the following areas unless additional specific approval has been granted:
  - a. Within 400 feet of a Runway centerline.
  - b. Within 160 feet of a Taxiway centerline (193 feet on certain taxi routes).
  - c. Within 138 feet of a Taxilane centerline (167 feet on certain taxi routes).
  - d. Within 2700 feet of the end of a Runway (Runway OFA Extension).
  - e. Within an NCA.
2. All construction equipment authorized to be staged (stored) within the boundaries of the AOA, must be prominently marked and lighted as directed and approved by the OAR.

**G. Use of Extended Height Equipment**

1. The use or installation of extended height construction equipment (more than

20 ft. high) such as cranes, "cherry pickers", drill rigs, and batch plants are prohibited without prior approval of the Airport.

2. The Contractor shall provide advanced notice for the use of such equipment at any location on the Project site. The Contractor shall complete and submit to the OAR the Airport Airspace Review Form included in Section 01 35 13.13.01.
3. No such equipment shall be transported onto the Airport site prior to the approval of Airfield Operations through the OAR.
4. If utilized at night or in conditions of poor visibility (less than 3 miles visibility), the equipment must be lighted in accordance with FAA Advisory Circular 70/7460-1 (most current version) Obstruction Marking and Lighting and/or as directed in the airspace study. Lights must be visible throughout 360°, and steady burning red lights must have a minimum light intensity of 32.5 candelas and flashing red lights shall have a peak effective intensity of  $2000 \pm 25 \%$  candela.
5. This equipment shall be lowered to its stowed height when not in use or as directed by the OAR in concurrence with Airfield Operations.

**H. Maintenance of Construction Areas**

1. Construction boundaries shall be clearly defined and marked/fenced as directed by Airfield Operations.
2. The Contractor shall be responsible for maintaining construction areas to the same standards used on the remainder of the airfield including such items as:
  - a. Maintaining grass height of 6 inches to 10 inches.
  - b. Maintaining the work area to remain clear of debris, trash, and excessive construction materials at all times.
  - c. Maintaining all markers, barricades, cones, signs, lighting and erosion control devices in proper working/functional condition.

**1.11 CONSTRUCTION - NON-MOVEMENT AREAS**

When construction activity is performed within the Non-Movement Area of the AOA (Ramp, Taxiway, etc.), the procedures established for the movement area generally apply unless otherwise authorized by Airfield Operations, EXCEPT:

Unescorted access through Terminal Security Gates is limited to those persons displaying a valid Airport Identification/Access Badge encoded with "terminal gate access" authorization. The term "Terminal gate access" is defined as any badge holder whose badge has been encoded to grant access through security gate checkpoints within passenger terminals. Those badge holders who do not have terminal gate access privileges encoded in their badge must be escorted by someone who has terminal access privileges.

**1.12 AIR OPERATIONS AREA SECURITY**

- A. Each employee working within the AOA must be briefed on AOA security regulations and a record of such training maintained by the Contractor. Each employee must attend AOA Safety Coordination meetings prior to the start of work within the AOA that includes security enforcement subject matter. Failure to attend may result in employee being denied access to the AOA.

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- B. Each non-badged employee that is allowed escorted access to the AOA for the purpose of construction activities must possess and render for inspection government-issued picture identification. Identification documents shall be subject to being verified through a credential check process by the Airport. All non-badged individuals will be required to carry valid government issued identification with them at all times while working inside the AOA.
- C. It is the responsibility of every Airport Identification/Access Badge holder to challenge anyone in the AOA who does not have an Airport Identification/Access Badge prominently displayed unless that individual is under escort by a properly badged individual with escort authority.
- D. Construction storage/office areas located outside the AOA must be secured to prevent unauthorized entry by the public.
- E. The Contractor shall maintain project related AOA fences intact and secure at all times. A 10 foot clear zone will be maintained on both sides of the fence. The clear zone will remain free of stockpiled materials and/or vehicles.
- F. Notify Airfield Operations each Working Day, through the OAR, prior to initial entry of any personnel into the AOA. Airfield Operations shall be notified again after the last personnel leave the AOA at the end of each workday.
- G. The Contractor shall utilize approved AOA staffed gates to gain access to the AOA provided coordination has been made through the OAR and the DPS. The Contractor may also request approval from the Airport Operations Department and the DPS to install a new gate (normally such gates are not approved within the SIDA). If approved, a gate number will be assigned by DPS and a work order will be submitted to install a DPS approved lock. Gates in the Central Terminal Area (CTA) will require Access Control equipment and will be manned by DPS Security Officers. Gates not located in the CTA will also be manned by DPS Security Officers.
- H. The Contractor will be responsible for funding and coordination of staffing with DPS and the OAR. Additionally, the Contractor will be responsible for installing an air conditioned and heated security post, restroom and telephone. Specifications for guard houses may be obtained from the Airport Design Criteria Manual. Any exceptions will be at the discretion of the DPS.
- I. All AOA gates, that are not automatic or manned, shall be secured with a single Airport locking mechanism.
- J. The use of Contractor provided locks in place of or in addition to Airport locks is specifically prohibited. The DPS will not issue an AOA gate key to the Contractor or any Subcontractor on the Project.
- K. In the event that construction requires a portion of the AOA fence or gate to remain open on a temporary basis, the opening will be secured by a DPS Police or Security Officer.
  - 1. The Contractor shall be responsible for the funding and coordination of staffing with DPS. The DPS provides Police or Security Officers from the off-duty employment pool. Contact the DPS Airport Security Staffing Coordinator (972-973-4710) or by email at [asi@dfwairport.com](mailto:asi@dfwairport.com).
  - 2. All fence openings or gates shall remain closed until the Security Officer has verified the vehicle and all occupants are authorized to enter the AOA.

3. Persons or vehicles with proper identification shall be denied entry if their presence in the AOA is not related to the Project. Unauthorized entry shall be reported immediately to the DPS and the AOC.
- L. Entrance through Terminal Security Gates in the CTA may be permitted under the following conditions:
  1. Unescorted access through Terminal Security Gates is limited to those persons displaying a valid Airport Identification/Access Badge programmed with "access" authorization in a vehicle displaying a valid AOA Vehicle Access Permit.
  2. A person issued an Airport Identification/Access Badge with "access" must present their badge to the DPS Airport Security Officer or DPS authorized representative for validation.
  3. A person issued an Airport Identification/Access Badge with "access" authorization but does not have the badge in their possession or a person issued a badge without "access" authorization shall not be permitted to enter the AOA through a Terminal Security Gate even under escort.
  4. A person who does not possess a valid Airport Identification/Access Badge or has not been issued a badge may be allowed to enter the AOA through a Terminal Security Gate only on official business and only when under escort. The non-badged individual will be documented on a visitor's log along with the authorized individual conducting the escort and must also have a valid government issued photo identification on their person at all times.
  5. The maximum ratio for escorting individuals within the CTA will be one (1) Airport Identification/Access Badge individual with escort authority to five (5) non-badged individuals. Non-badged individuals must remain within visual and physical proximity to the badge holder and also must have valid government issued photo identification on their person at all times.
  6. No one will be permitted to enter a Terminal Security Vehicle Gate on foot. All persons and property are subject to inspection by security personnel.

**NOTE: Violations of AOA security requirements within Contractor controlled areas of responsibility, which result in criminal or civil penalties, or fines shall be the responsibility of the Contractor and/or individual to resolve or pay, and may result in the temporary or permanent suspension of the Airport Identification/Access Badge.**

- M. For AOA access and/or construction activities in the west airfield, all badged personnel shall successfully complete the West Cargo Area training program. Upon completion of the training, each badge holder must request the West Cargo Matrix be added to their badge access through the authorized signatory.

#### **1.13 AIRPORT IDENTIFICATION/ACCESS BADGE**

- A. No person shall enter the SIDA/AOA without authorization. Any person found on the SIDA/AOA without proper identification as described herein shall be considered unauthorized, removed from the SIDA/AOA, and subject to prosecution and suspension or revocation of the Airport Identification/Access Badge.
- B. All persons authorized access to the SIDA/AOA shall clearly display a valid Airport Identification/Access Badge issued by the Airport on their outer garment, above the



- waist and below the neck or shall be escorted by an authorized agent of the Airport, the FAA, or a representative of the airline or tenant.
- C. It is the responsibility of every Airport Identification/Access Badge holder to challenge anyone on the SIDA who does not have a valid Airport Identification/Access Badge prominently displayed unless that individual is obviously under proper authorized escort.
- D. The ACO administers Airport Identification/Access Badges and is managed by the DPS: The Airport Identification/Access Badge is an easily identifiable badge, about the size of a standard credit card. It must be prominently displayed on the outermost garment above the waist and below the neck of the person to whom it was issued.
- E. Applications
1. New applications for an Airport Identification/Access Badge shall be submitted in the manner prescribed by the ACO and coordinated with the OAR. Copies of the application may be obtained from the OAR. Instructions for filling out the form are on the back of the form. Care should be followed in filling out the application.
  2. Each applicant must submit to a criminal history records check through submission of fingerprints to the FBI. In addition, each applicant must receive an "Approved" Security Threat Assessment (STA) result from the TSA prior to badge issuance. Those persons who have been convicted of a disqualifying crime and/or who do not receive an "Approved" STA result from the TSA per CFR 1542 shall be denied a badge.
  3. Upon approval of the Airport, the application shall be submitted on-line to the ACO located at Terminal D, on the departure level, between Gates 19 and 22.
  4. The fees for fingerprinting and the Airport Identification/Access Badge shall be per the current Schedule of Charges.
- F. Revocation
1. Violation of AOA Rules and Regulations, Policies and Procedures, is grounds for immediate revocation of Airport Identification/Access Badge.
  2. Upon termination or upon conclusion of the requirement to access the SIDA, the employees of the Contractor shall be responsible for immediately surrendering the Airport Identification/Access Badge to the authorized signatory.
  3. The Contractor shall be billed a non-returned badge fee for all badges not returned to the ACO within ten (10) Working Days from the date the ACO is notified of the termination of access privileges.
  4. DPS and the badge holder's sponsor have authority to revoke an Airport Identification/Access badge. If an individual's Airport Identification/Access Badge is revoked, the person will be immediately escorted from the SIDA/AOA or detained by DPS.
- G. Authority
1. The authority to produce and issue an Airport Identification/Access Badge lies solely with the Airport.
  2. No person shall produce, copy, issue, or use a similar badge at the Airport.

3. No person shall in any way alter an Airport Identification/Access Badge.
4. The Airport Identification/Access Badge is the sole property of the Airport and issued for the exclusive use of the individual identified thereon.
5. The Airport Identification/Access Badge must be surrendered for inspection upon request of an authorized agent of the Airport.

#### 1.14 AIR OPERATIONS AREA ACCESS PERMIT

- A. No motor vehicle shall enter the AOA unless such vehicle displays an AOA Access Permit or is under escort by a duly authorized agent of the Airport, the FAA, or tenant responsible for the AOA gate through which the person is to enter.
- B. The ACO administers Access Permits for the AOA.
- C. A permanent Access Permit is an easily identifiable decal affixed to the left front and rear bumpers of the vehicle to which the permit has been issued and is valid for a maximum of three (3) years. It displays the permit number and expiration date.
  1. A temporary permit is a green colored hanging card placed on the rear-view mirror of the vehicle to which the permit has been issued. A temporary permit is not transferable to another vehicle. This permit is valid for a specific period of time up to 90 Calendar Days, and contains the following information:
    - a. Vehicle license plate number
    - b. Expiration date
    - c. AOA rules
  2. Applications
    - a. An application for an Access Permit shall be submitted in the manner prescribed by the DPS and coordinated with the OAR. Copies of the application may be obtained from the OAR or the DPS webpage at: <https://www.dfwwairport.com/badge/>
    - b. An application for an Access Permit approved by the sponsoring Airport department shall be submitted to the ACO for issuance. **Note: Contact the Airport Risk Management Office for insurance requirements necessary to obtain a vehicle permit.**
  3. Revocation
    - a. Violation of the AOA Rules and Regulations is grounds for immediate revocation of AOA vehicle access authority.
    - b. Upon termination or upon conclusion of the requirement to access the AOA, the employer/holder shall be responsible for surrendering the Access Permit to the Airport.
  4. Authority
    - a. The authority to produce and issue an Access Permit lies solely with the Airport.
    - b. No person shall produce, copy, issue or use a similar permit at the Airport.
    - c. No person shall in any way alter an Access Permit.

- d. An Access Permit is issued for the exclusive use of the vehicle identified on the permit application.

#### 1.15 MOTOR VEHICLES ON AOA

##### A. Authorization and Registration of Vehicles

1. No motorized vehicle shall enter the AOA unless its driver thereof is duly authorized to operate such vehicle on state or municipal highways and has duly authorized access to the AOA/SIDA (if required). All persons authorized unescorted access to the AOA/SIDA shall display an Airport Identification/Access Badge issued by the Airport.
2. No motorized vehicle shall enter the AOA unless such vehicle displays an Access Permit issued by the Airport, or is under proper escort.
3. All traffic within the AOA shall comply with all lawful orders, signals, or directions of any authorized agent of the Airport. When signs or pavement markings control such traffic, they shall be obeyed unless otherwise directed by an authorized agent of the Airport.

##### B. Safe Operation of Vehicles:

1. No vehicle shall be operated within the AOA in a careless or negligent manner, in disregard of the rights and safety of others, at a speed or in a manner which endangers persons or property, while the driver thereof is under the influence of an intoxicant, or if such vehicle is so loaded or poorly maintained as to endanger persons or property.
2. Prior to driving within the AOA, the vehicle operator must complete the Airport Driver Training Program on AOA Awareness and/or Nonmovement Area driving. For activities in the west airfield, the vehicle operator must also complete the West Cargo Area driver's training.
3. Night or Low Visibility Operations: For night or low visibility operation, all headlights, tail lights, and running or clearance lights on the vehicle shall be operational. The driver of each vehicle shall be responsible for the proper operation of such lights. During SMGCS conditions (visibility less than 1,200 feet visibility) there may be restrictions on the use of vehicles on the AOA. Vehicles not directly in support of aircraft operations will not be allowed access to the AMA; and non-essential vehicles in support of aircraft operations should not be operated on Ramps and aircraft parking areas.
4. Vehicles to Stay to the Right: All vehicles on the AOA shall remain on the right side of a roadway, shall pass any vehicle approaching on an open unmarked traffic area to the right, and shall yield the right-of-way to vehicles approaching from the driver's right unless otherwise directed by sign, signal, or an authorized agent of the Airport or when necessary to maintain the safe operation of the vehicle relative to traffic flows.
5. Vehicle Speed:
  - a. The maximum speed limit on all AOA Ramps is 20 mph and is enforced by the DPS.
  - b. Vehicles operating on the Ramps, Aprons, and operational areas of the Airport shall proceed with care. Erratic driving and excess speeds on these areas are forbidden. Judgment of such excess speed or erratic

driving shall lie with the DPS, Airfield Operations, the OAR, and other authorized agents of the Airport.

6. Involvement of Vehicles in Accidents:

The driver of any vehicle involved in an accident within the AOA, which results in injury or death to any person or damage to any property, shall stop at the scene of the accident and render such assistance as may be needed. The driver shall also provide his or her name, address, and operator's license number to the person injured or to the representative of the owner of the property damaged or to any officer or witness of the injury. Further, the operator shall immediately notify the AOC and submit a report of that accident to the DPS.

7. Parking Vehicles:

- a. No person shall park a vehicle or permit the same to remain in the AOA except at such places and for such a period of time as may be prescribed or permitted by the Airport or under emergency conditions.
- b. No person shall stop or park a vehicle so as to block a driveway, an AOA gate, an aircraft gate or a fire lane, or in other than authorized areas or within 15 feet of a fire hydrant.

8. Right-of-Way:

All motor vehicles on the AOA shall yield the right-of-way to aircraft in motion under all conditions, and all Airport vehicles have right-of-way over Contractor vehicles.

C. Prohibited Vehicles:

1. The use of motorcycles, bicycles, and two-wheeled motor scooters on the AOA is prohibited. EXCEPTION: DPS vehicles.
2. Vehicles that are not in sound mechanical order with adequate lights, horn, brakes, and have clear vision from the driver's seat are prohibited from operating on the AOA.
3. Trailers and semi-trailers shall be equipped with proper brakes so that when disengaged from towing vehicle, neither aircraft engine blast nor wind shall cause them to become free rolling. Positive couplings shall be required for all towed equipment.
4. Vehicles that have not obtained specific authorization from Airfield Operations are prohibited from operating on active portions of the AMA. When authorized, vehicles shall have a radio transceiver or shall be escorted by a vehicle with such equipment to ensure clear two-way radio communication with the Control Tower, and all operators shall have had successfully passed ground vehicle operator training prior to operating vehicles on the AMA.

D. Driving Under Aircraft: It is prohibited to drive under any portion of an aircraft.

E. Taxiway: At no time shall a vehicle enter an active Taxiway, unless it is operated by an AMA trained and qualified driver and appropriately equipped, or accompanied or directed by a radio-equipped vehicle in contact with, and has been so authorized by the FAA Tower.

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- F. Runway: At no time shall a vehicle enter a Runway, unless it is accompanied or directed by a radio-equipped vehicle in contact with, and has been so authorized by the FAA Tower.
- G. Taxiway: At no time shall a vehicle enter an active Taxiway, unless it is operated by an AMA trained and qualified driver and appropriately equipped, or accompanied or directed by a radio-equipped vehicle in contact with, and has been so authorized by the FAA Tower.
- H. Runway: At no time shall a vehicle enter a Runway, unless it is accompanied or directed by a radio-equipped vehicle in contact with, and has been so authorized by the FAA Tower.
- I. Driving between Aircraft and Loading Gate: No Person shall drive any vehicle between an aircraft and a loading gate, when passengers are using the surface walkway between such gate and aircraft, or between an aircraft signal person and an aircraft being pushed out or preparing to taxi.
- J. Driving Distance from Exhaust: Modern, large jet aircraft produce exhaust velocities that can be hazardous to vehicle operations as much as 70 feet behind the aircraft at idle thrust. At the thrust levels required for an aircraft to start moving from a stop, that distance increases to as much as 300 feet. Therefore, extreme caution must always be exercised whenever passing behind large jet aircraft.
- K. Fueling or De-fueling of Vehicles:  
No person shall fuel or de-fuel vehicles, or other equipment, in an enclosed space at the Airport without the prior approval of the DPS Fire Prevention Bureau.
- L. Special Vehicle Marking:  
Vehicles operating on a Runway or Taxiway that do not require an escort must display an amber-rotating beacon.

**1.16 ENFORCEMENT OF AOA PROCEDURES**

Violations of any of these procedures may, at the discretion of the Vice President of Operations (Vice President of Public Safety for regulatory statutes, i.e. Airport Rules & Regulations) or his/her designated representative(s) and depending on the severity of the violation, result in the following:

- A. A verbal and/or written warning.
- B. The individual or vehicle in violation being temporarily or permanently removed from the AOA.
- C. The Contract work being stopped until corrective measures are taken to preclude a recurrence of the violations.
- D. Civil and/or criminal penalties per applicable local, state, and federal laws and the Code of Rules and Regulations.

**1.17 RULES AND REGULATIONS FOR THE CONTROL OF AOA BOUNDARY CROSSING BY VEHICLES**

**A. General Requirements**

- 1. Statement of Policy: It is the policy of the Airport that all vehicles, unless otherwise authorized herein, shall enter and exit the AOA via established gates.

2. Authority for Enforcement: The Vice President of Public Safety is designated the Administrator of the Code of Rules and Regulations (Administrator) for the control of AOA boundary crossings. He/she may establish procedures not inconsistent with the Code of Rules and Regulations that he/she determines are necessary to affect the policy of the Code of Rules and Regulations. The DPS shall be responsible for the enforcement of the Code of Rules and Regulations.
- B. Enforcement of AOA Boundary Crossing Regulations
1. Violations
    - a. If the Administrator determines that a badge holder violates terms of its operating authority, the Code of Rules and Regulations, the Administrator may notify the holder in writing of the violation and by written order direct the holder to correct the violation within a reasonable period of time. In setting the time for correction, the Administrator shall consider the nature of the violation.
    - b. If the violation involves equipment that is unsafe or functioning improperly, the Administrator or his/her authorized agent shall order the holder to immediately cease use of the equipment.
    - c. If the Administrator determines that a violation is an imminent and serious threat to the public health or safety, the Administrator or his/her authorized agent shall order the holder to correct the violation immediately. If the holder fails to comply, the Administrator shall promptly take, or cause to be taken, any action considered necessary for the immediate enforcement of the order.
  2. The Administrator shall include in a notice issued under this subsection:
    - a. An identification of the violation;
    - b. The date of issuance of the notice;
    - c. The time period within which the violation must be corrected;
    - d. A warning that failure to comply with the order may result in suspension or revocation of operating authority; and
    - e. A statement indicating that the order may be appealed to the Executive Vice President Airport Operations.
- C. Service of Notice
1. A holder shall designate and maintain a representative to:
    - a. Receive service of notice required under the Code of Rules and Regulations to be given a holder; and
    - b. Serve notice required under the Code of Rules and Regulations to be given a driver employed or contracting with a holder.
  2. Notice required under the Rules and Regulations to be given:

A holder must be personally served by the Administrator or on notice sent by certified United States mail, five (5) day return receipt requested, to the holder or the holder's designated representatives.

- a. A driver must be personally served by the Administrator or notice sent by certified United States mail, to the address last known to the Administrator of the person to be notified, or to the designated representative for the driver.
- b. Service executed in accordance with this subsection constitutes notice to the person to whom the notice is addressed. The date of service for a notice that is mailed is the date of receipt.

**D. Appeal**

1. A holder may appeal a correction order issued under subparagraph 1.b. above or any other action of the Administrator if an appeal is requested in writing not more than fourteen (14) Calendar Days after notice of the order or action is received.
2. The Executive Vice President Airport Operations shall act as the appeal-hearing officer in an appeal hearing under this subsection. The hearing officer shall give the appealing party an opportunity to present evidence and make argument in his/her behalf.
3. The hearing officer may affirm, modify, or reverse all or part of the order of the Administrator.

**1.18 SURFACE INCIDENTS AND RUNWAY INCURSIONS**

The Contractor shall perform all work in compliance with this Section, and avoid surface incidents and Runway Incursions at all possible cost. Should a surface incident or Runway Incursion occur due to the Contractor's negligence, it will constitute a violation and shall be subject to enforcement per subsection 1.14. Entry into the AMA without a CMAE or authorized Airport provided escort and AOA Construction Escort Release/Pick Up Point Instruction Card or without clear instruction/direction from a flag person at a controlled intersection are examples of violations.

Course of action for such occurrence includes a monetary fine of \$30,000 for each occurrence.

**A. Definitions**

1. Surface Incident is an unauthorized or unapproved movement within the designated movement area (excluding Runway Incursions) or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight. Examples include, but are not limited to, not yielding right-of-way to aircraft; entering a Taxiway when not qualified, under escort, or directed by a flag person; or depositing debris on a Taxiway resulting in a stopped or damaged aircraft.
2. Runway Incursion is any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft. Examples include, but are not limited to, crossing the Runway holding position marking or entering the RSA from the grassy area regardless of whether or not an active aircraft operation was taking place at the time.

- B. An AOA Incident Review Board, chaired by the Vice President of Operations or his/her authorized designee will review the facts surrounding movement area surface

- incidents and/or Runway Incursions including the affected Contractor and/or department's policies and procedures.
- C. The Review Board's recommendation(s) will be coordinated with the Human Resources advisor (if required), and a decision as to the level of disciplinary action to be taken per Airport Board Policy will be made by the Chairman.
  - D. The Chairman will notify the affected Contractor and/or department vice president of the disciplinary action to be administered.

**1.19 SURFACE INCIDENTS AND RUNWAY INCURSIONS PREVENTION BONUS**

A Project monetary bonus incentive in the amount of \$50,000 ("Surface Incidents and Runway Incursions Prevention Bonus") may be added to the monies owed the Contractor under the Contract, should the Project be completed without any surface incident and Runway Incursion within the Contract Time and the option is included in the Contract Documents. Under no circumstances will the Contractor be due or the Airport be liable for such bonus incentive if any surface incident or Runway Incursion occurs, or if the Project is delayed.

**PART 2 – PRODUCTS**

Not Used.

**PART 3 – EXECUTION**

Not Used.

**PART 4 – MEASUREMENT AND PAYMENT**

Not Used.

**- END OF SECTION -**