

## **PART 1 – GENERAL**

### **1.1 SUMMARY**

This section covers the requirements for the contractor to acquire access to the airport's airside and Revenue Area (RA) as identified in the section 01 11 00 Summary of Work.

### **1.2 IDENTIFICATION/ ACCESS BADGES**

A. The Contractor and all Subcontractors must obtain and pay for all Airport Identification/Access Badges and Access Permits as required by the Airport. (A list of Fees & Charges can be found on Access DFW's website: [www.dfwairport.com/accessdfw](http://www.dfwairport.com/accessdfw) under Fees & Charges.)

1. All appropriate forms and applications must be obtained, completed and submitted to Access DFW. Badging and AOA Vehicle Permits: The Contractor and all Subcontractors must be onboarded with the Access DFW and an Authorized Signatory must be assigned to request badging privileges and AOA permits. For further information contact ACCESS DFW at 972-973-5100

### **1.3 TERMINATING EMPLOYEES**

- A. The Authorized Signatory must immediately log in to SAFE and terminate the employee in SAFE immediately. All Airport ID Badge are property of the DFW Airport and must be returned to Access DFW. Badges can be returned 24 hours a day, 7 days a week by using the Airport ID drop box located outside the entrance of Access DFW. This is a TSA requirement and is very important to ensure that all Airport ID Badges at DFW are properly accounted for
- B. Failure to return a badge within 5 days after termination or access is no longer needed will result in a \$120 non-refundable unreturned badge fee, billed to the company by DFW Airport

### **1.7 UNACCOUNTED FOR BADGES**

An unaccountable ID badge is one that has been lost, stolen, or is missing, with an unexpired date on the front of the badge.

Access DFW monitors unaccountability percentages for each company and may suspend new badges and renewals until the company re-gains control of the badges issued to the company. You may also be required to meet with Access DFW and DFW management if unaccountable badges remain high. It is a key requirement of your Authorized Signatory job duties that each week you run the Unreturned Badges report (in the Reports tab in SAFE) and proactively recover all unaccountable badges, unless they have been lost or stolen. Failure to comply could result in the above consequences.

### 1.5 AOA VEHICLE ACCESS PERMITS

Air Operations Area (AOA) Permits, including AOA vehicle Access Permits, Temporary AOA Vehicle Access Permits, and AOA Equipment Permits are the means by which a motor vehicles and ground handling equipment signify that they are properly insured and authorized to enter and operate on the AOA and the SIDA.

All vehicles and ground handling equipment entering security gates, commonly referred to as "AOA gates" must comply with the following:

- A. Must display valid, unexpired AOA Permits or be under escort by an agent of the Airport Board, a representative of the airlines, or a tenant responsible for the AOA gate through which the vehicle or ground handling equipment is entering.
- B. Must be marked with the company name and/or logo for identification purposes.
- C. Are subject to inspection by security personnel, and ground handling equipment being brought into the SIDA for the first time must be inspected by DPS security personnel at the AOA gate.
- D. Must Affix the permit to the vehicle to which the AOA Permit was issued on the driver's side front and rear bumper of the vehicle, or for tractor trailers, the AOA Permits must be affixed to the driver's side front and driver's side rear of the tractor.

### 1.6 VEHICLE PERMIT ISSUANCE

The following will help you determine which AOA permit application is needed:

- A. Select "Annual Vehicle Permit" for Permit Type when the following conditions apply:
  - 1. Your company is an airline tenant, government agency, Airport concessionaire, or the Airport Board; OR
  - 2. Your company is a contractor or vendor for an airline tenant, government agency, Airport concessionaire, or the Airport Board whose contract/agreement expires on the last day of the calendar year (ex: contract term begins on 05/15/2019 and expires on 12/31/2019).
- B. Select "Temporary" for Permit Type when the following condition applies
  - 1. Your company is a contractor or vendor for an airline tenant, government agency, Airport concessionaire, or the Airport Board whose contract/agreement expires prior to the end of the last day of the calendar year (ex: contract term begins on 01/01/2019 and expires on 09/30/2019).
- C. Select "Equipment" for Permit Type when the following condition applies
  - 1. Your company is an airline tenant, government agency, the Airport Board, or an Airport Board contractor that has ground handling equipment that will remain in the SIDA and the ground handling equipment does not traverse through AOA gates after being brought into the SIDA.

Please make sure you allow two to three business days for application processing and permit issuance. Access DFW will contact you when the permits are ready to be picked up.

#### 1.7 VEHICLE PERMIT INSURANCE REQUIREMENTS

All policies must be written through a licensed company authorized by the Texas State Board of Insurance to transact that class of insurance business in the State of Texas, with a minimum rating of 'A-', 'VII' by A. M. Best Company. If the rating of any insurer should fall below this standard, you shall cause the policy to be replaced promptly by an acceptable insurance policy.

**Commercial General Liability (CGL)**

**Limit Any One Occurrence.....\$ 1,000,000**

CGL must be written on an "Occurrence Form."

**Business Automobile Liability**

**Combined Single Limit for Each Accident ..... \$500,000**

Coverage must apply to all vehicles (owned, non-owned, or hired) operating on our site/location, or transporting our people or property off our site.

**Excess / Umbrella Liability**

**Air Operations Area (within air operations area) ..... \$10,000,000**

Coverage must apply in excess of all required primary Liability insurance and must be at least as broad as the underlying Liability insurance.

This coverage limit may be satisfied by adding the amounts of CGL and Excess/Umbrella Liability to arrive at a total of \$10,000,000. The same would be applicable for Business Auto Liability and Excess/Umbrella Liability to arrive at a total of \$10,000,000.

#### 1.8 SECURITY

**A. Security Violations:**

If an employee with your company receives a Violation Notice, the Authorized Signatory will also receive the notice and be responsible for ensuring that the proper follow-up and response to the Airport is provided by the employee. In all circumstances, DFW Airport reserves the right to penalize an individual for security violations. Penalties/fees may be assessed based on the consultation and coordination with TSA.

**B. Pedestrian Traffic at AOA Vehicle gates:**

TSA Regulations prohibit pedestrian traffic through AOA vehicle gates. Violators may receive a Violation Notice.

**C. DFW Violation Appeal Process:**

If your company's employee receives a Violation Notice, they have the ability to appeal it. Details explaining the violation appeal process are included in the original security Violation Notice letter.

#### 1.9 REVENUE AREA ACCESS

It is the policy of the Owner to promote adequate and efficient vehicle services and operations at the Airport. To this end, Rules and Regulations for RA use is developed to protect the public health and safety, and promote public convenience and necessity, while minimizing adverse effect on public parking capacity and protection of revenues. Specifically, it is the policy of the Owner that all vehicles, including private vehicles, unless otherwise noted in Section 01 11 00 Summary of Work, shall enter and exit the RA via the North and South Control Plazas or via crossover gates as specified by the contract.

#### 1.10 AUTHORITY FOR ENFORCEMENT

The Employee Parking Office (EPO) is designated to administer the Airport Vehicle Rules and Regulations to control RA use. The EPO may, establish procedures consistent with the Rules and Regulations which EPO determines necessary. The Airport Department of Public Safety (DPS) shall be responsible for the enforcement of the Rules and Regulations.

#### 1.11 OPERATING AUTHORITY

- A. The EPO administers and Transportation Business Unit (TBU) approves all requests for access to the RA. The Contractor and his subcontractors must request approval for 24-hour access in designated RAs. Approval will be only for contract work for the duration of this contract.
- B. Access to the RA is managed by the TBU at the EPO. Email the EPO at [Prkpri@DFWAirport.com](mailto:Prkpri@DFWAirport.com) or call 972-973-8040 to start the request. The following documentation is required but not limited to:
  - 1. Notice-To-Proceed (NTP) Letter
  - 2. The Contract Agreement
  - 3. Specifications Section 01 11 00 Summary of Work
- C. Once all the above is received by the EPO, the Parking Guest Relations Manager will set up a meeting to instruct the Authorized Signatory on how to input vehicles into the system
- D. At any point a change order (CO) is issued that effects this access, to include any extensions to the contract, Contractor must email the CO to the EPO for modification to the approved access. Any failure to inform the EPO in a timely manner will result in termination of access.
- E. Any violations to policy and procedures presented by the TBU and/or EPO could result in termination of access to one or more of vehicles associated with this contact.

- F. The prime contractor will be responsible for processing and access to all sub-contractors and will take on all responsibilities of their actions.
- G. All access to the RA is based on each vehicle having an NTTA toll tag and each account **MUST** be associated to an active credit card (no cash accounts).
- H. If access to the revenue area is required as defined by the Summary of Work, daily fees will be waived.

#### **1.12 ENFORCEMENT**

##### **A. Violations**

If TBU and/or EPO determines that the Contractor violates terms of its Operating Authority or the Code of Rules and Regulations, TBU and/or EPO may notify the Contractor, of the violation and may either deny or terminate access to RA based on the nature of violation.

#### **PART 2 – PRODUCTS**

Not Used.

#### **PART 3 – EXECUTION**

Not Used.

#### **PART 4 – MEASUREMENT AND PAYMENT**

Not Used.

**- END OF SECTION -**