



Ted Stevens Anchorage International Airport

# Airport Operations Manual

March 7, 2025

**ANC**

## **Summary of Changes**

<b>Section</b>	<b>Revision Date</b>	<b>Description of Changes</b>
1	03/07/2025	Added definitions
2	03/07/2025	Revised sections 2.2 & 2.3
3	03/07/2025	Added 3.1 “Enforcement & Compliance”; Revised all sections
4	03/07/2025	Revised sections 4.2 & 4.4
5	03/07/2025	Revised section 5.2
6	10/14/2021	Renamed to “Fueling/Defueling”
7	10/14/2021	Renamed to “Aircraft Deicing”
8	03/07/2025	Added “STAY OFF THE ICE” flyer
9	03/07/2025	Revised section 9.0, 9.1, 9.3, 9.5, 9.8, 9.12, & 9.13
10	03/07/2025	Revised section 10.1 & 10.2
11	03/07/2025	Revised section 11.1
12	03/07/2025	Revised section 12.0
13	10/14/2021	Added Section 13 “Hot Work Areas”
APDX 1	08/20/2020	Hot Work Permit added

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## SECTION 1

### DEFINITIONS

#### 1.1 Definitions

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in the Operations Manual shall have the following definitions:

- **Affiliate Airlines** – An affiliate airline is an airline that has a formal code sharing, marketing, or other cooperative agreement with another airline.
- **Air Operations Area (AOA)** - Any area of the Airport used or intended to be used for the taxing, landing, taking off, or surface maneuvering of aircraft and any contiguous area enclosed within the perimeter fence of the Airport.
- **Air Operations Area Ramp License** - The driving license issued by the Airport Badge Office allowing the holder to operate a motor vehicle on the Air Operations Area after the holder has successfully completed an Air Operations Area Driver Training Program approved by the Airport.
- **Air Traffic Control Tower (ATCT)** - The air traffic control facility (tower) located at the Airport and operated by the Federal Aviation Administration.
- **Aircraft** - Any contrivance now known, designed, invented, or used for powered flight in the air or space.
- **Aircraft Gate** – A designated aircraft loading position, including associated passenger loading bridge, passenger hold room, and other associated facilities and equipment, at the Airport.
- **Airfield Maintenance** - The section established by the Airport that has the responsibility of maintaining the operational areas of the Airport. The section also manages and maintains the state equipment and vehicle fleet assigned to the airport.
- **Airport** - All-encompassing term to describe the Ted Stevens Anchorage International Airport (ANC), including the Lake Hood Seaplane Base (LHD), Lake Hood Strip (LHD), and any other aviation related areas under the management of the Airport Manager. These facilities are owned and operated by the State of Alaska Department of Transportation and Public Facilities.
- **Airport Badge Office** - The office established by Airport Operations that has the responsibility for issuing Airport Identification Badges, ramp permits, commercial vehicle permits, and other related functions.
- **Airport Environmental Office** - The section established by the Airport that has the responsibility of ensuring the Airport, Airport tenants, and users comply with all applicable environmental laws.
- **Airport Facilities** - The section established by the Airport that has the responsibility of maintaining the Airport's facilities and structures.
- **Airport Identification Badge** - The identification badge issued by the Airport Badge Office that allows the holder access to Restricted Areas on the Airport and may allow the holder access to the Air Operations Area (AOA).
- **Airport Leasing** - The section established by the Airport that has the responsibility for establishing and managing Airport lease agreements.

- **Airport Manager** - The Manager of Aviation for the Ted Stevens Anchorage International Airport including Lake Hood Seaplane Base and Lake Hood Strip, or any other person authorized by the Manager to act on behalf of the Manager.
- **Airport Operations** - The section established by the Airport that has the responsibility for all airport operations and other related functions. This section is also responsible for ensuring compliance and enforcement of all airport rules, policies, and regulations.
- **Airport Operations Area** – (AOA) any area inside the perimeter fence that is specifically designed, used, or intended for airport operation.
- **Airport Police and Fire** - The section established by the Airport that has the responsibility for continuing enforcement of laws, rules, and regulations applicable to the Airport. The section is also responsible for providing aircraft rescue and firefighting service along with other related services on the Airport.
- **Apron** - Those areas of the Airport within the Air Operations Area designated for the loading, unloading, servicing, and parking of aircraft. This area is also referred to as the ramp.
- **Camping** – the temporary use of airport land for the purpose of overnight occupancy without a permanently-fixed structure.
- **Commercial Activity** - The exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind, or any revenue-producing activity on the Airport.
- **Commercial Vehicle** - Any vehicle other than a private vehicle.
- **Customs and Border Protection (CBP)** – is responsible for inspecting all passengers, baggage and air cargo
- **Engine Run-Up** - Any aircraft engine running above idle power except when taxiing.
- **Fixed Base Operator (FBO)** – An airport business which handles private aircraft passengers, and services to include fueling.
- **Federal Aviation Regulations (FARs)** - The United States Federal Aviation Regulations as currently amended and promulgated by the Federal Aviation Administration.
- **Federal Inspection Service (FIS)** – Area where CBP conducts immigration and customs inspections
- **Ground Service Equipment** – (GSE) Any equipment that is specifically designed to be used in servicing aircraft.
- **Hazardous Materials** - Any hazardous or toxic materials, pollutants, contaminants, radioactive materials, flammables, explosives, pesticides, emissions, waste, or any other chemicals, materials, or substances whose handling, storage, release, transportation, or disposal is prohibited, limited, or regulated by Federal, State or local authority or, even if not so regulated, is known to pose a hazard or potential threat to the health and safety of any person or to the environment.
- **Hydrant Truck** – Aircraft fuel servicing hydrant vehicle
- **Hydrant Cart** – A towable cart used to deliver fuel from a hydrant to an aircraft.
- **Landside** – Surface or roadway that is outside the AOA perimeter fence that is owned by the airport.
- **Motor Vehicle** - Any self-propelled device in, upon, or by which a person or property may be transported, carried, or otherwise moved from point to point, except aircraft.
- **Movement Area** - The runways, taxiways, and other areas of the airport that are used for taxing, takeoff, and landing of aircraft, exclusive of loading ramps, apron areas, and aircraft parking areas.
- **Non-Movement Areas** - The loading ramps, apron areas, aircraft parking areas, and uncontrolled taxiways.

- **Restricted Area** - Any area of the Airport posted to prohibit entry, or to limit entry or access to specific authorized persons.
- **Runway** - That area designated for the purpose of landing and taking off of aircraft.
- **Runway Visual Range – (RVR)** Surface visibility as measured in feet from the instrumentation point on the runway.
- **Security Identification Display Area (SIDA)** - The area identified in the Airport Security Program that requires continuous display of an airport approved identification.
- **Surface Movement Guidance and Control System – (SMGCS)** The set of rules, procedures, and equipment utilized when the airport visibility drops below 1200RVR. RVR.
- **Tank Vehicle** – Any truck, tank trailer or tractor and semi-trailer combination.
- **Taxiway** - That area designated for the movement of aircraft between the Apron and Runways.
- **Terminal Buildings** - The North and South terminal buildings, and any additions.
- **Tug Alley(s)** - Any interior roadway system or bag makeup area in the terminal building of the Airport.
- **Tug Road(s)** – A road that is used primarily for accessing gates, parking, and remote sections of the airport where non-licensed vehicles and equipment is authorized to operate.
- **Uncontrolled Taxiway(s)** – Taxiways where aircraft and vehicle movement is at the operator's risk/discretion and are not under ATCT control.
- **Vehicle Service Roads** - Painted roadways on aircraft aprons maintained for the purpose of safe vehicle travel.

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## **SECTION 2**

### **GENERAL**

#### **2.1 Authority, scope, and purpose**

This manual provides the Ted Stevens Anchorage International Airport (ANC) Manager's operational orders to airport users. In conjunction with applicable state regulations, these orders provide users general rules of conduct at the airport and provide provisions for violation enforcement. Airport users shall comply with these orders per Alaska Administrative Code 17 AAC 42.020. ANC includes the Lake Hood Seaplane Base (LHD).

#### **2.2 Use of Airport Property**

Any use of airport property for commercial or non-commercial purposes must be approved by the airport manager in accordance with 17 AAC 42.200. Camping, to including sleeping or living in a vehicle, is a prohibited activity on the airport and generally not compatible with airport land use.

#### **2.3 Smoking**

Smoking is prohibited in all enclosed facilities within terminals and State of Alaska DOT/PF facilities. This includes common work areas, conference and meeting rooms, private offices, shared offices, elevators, hallways, cafeterias, employee lounges, stairwells, restrooms, vehicles, and all other enclosed facilities under the airport's authority.

Smoking is not allowed within 20 feet of an entrance, open window, heating, or ventilation system air intake vent at an enclosed area where smoking is prohibited.

The only exception to this policy is the smoking lounge for international transit passengers. This lounge is located on the 3rd floor of the North Terminal. This exception is deemed appropriate because international passengers must remain in the sterile area of the North Terminal and do not have the option of exiting the building.

Smoking and vaping devices include e-cigarettes, vape pens, personal vaporizers, and e-hookah, whether or not the device contains nicotine

Smoking is only permitted in designated areas outside of the North and South Terminals on the public side.

#### ***SMOKING IS PROHIBITED WITHIN THE AIR OPERATIONS AREA (AOA)***

#### **Enforcement**

Compliance for "No Smoking Areas" is normally self-enforced. However, initial complaints should be politely discussed directly with the smoker or forwarded as appropriate to be handled by the Airport Police.

## **Compliance**

Failure to comply with this policy may subject responsible parties to citations by the Airport Police, Anchorage Fire Marshal, MOA Health and Human Services Department, and the State of Alaska.

If clarification or assistance is needed concerning this policy, please contact the Airport Safety Manager at 907-266-2858.

### **2.4 Snow Disposal**

The snow disposal policies and procedures have been developed to reduce contamination, foreign object damage, and wildlife attractants.

Only snow from airport property and airport leased lots can be disposed of on airport property in designated disposal sites. Snow shall not be disposed of in runway or taxiway safety areas, ramps, aprons, roadways, drainage ditches, or any surface other than designated snow disposal sites.

Airport tenants utilizing snow removal contractors must submit a letter with a request for the contractor to be issued a snow disposal permit prior to using airport designated snow disposal sites. All vehicles/equipment used to haul snow to disposal sites must have a current ramp pass and a snow disposal permit issued by the Airfield Maintenance Department. The license or VIN number of the vehicle must be shown on the permit. The snow disposal permit must be prominently displayed in the windshield of the vehicle along with the ramp pass.

Hauling operators will make every effort to dispose of only clean snow at disposal sites. The snow must be free of contaminants and solid objects. Upon the request of Airport Management, airport tenants will provide crews for cleanup of any solids or contaminants deposited in snow disposal sites used by the tenant or their contractors.

A determination of (clean) Landside Snow or (dirty) AOA Snow must be made. Snow which contains deicing chemicals (e.g., potassium acetate, deicing fluids) is classified as AOA Airside Snow and must be placed in approved snow dumps within the AOA perimeter. Snow from areas such as parking lots, administrative areas, and small plane general aviation is classified as Landside Snow and must be placed in approved snow dumps outside the AOA perimeter.

ANC has designated snow storage area (R-4, N-2 B-10) that tenants can push snow to. Whenever pushing out from the gates the snow must be feathered so it doesn't create a berm, or it should be stored near the gates.

## **Enforcement**

Airport Operations and Airfield Maintenance will monitor hauling operations and periodically check snow disposal permits. Persons found disposing of snow in airport disposal sites without a snow disposal permit or disposing of snow in unauthorized areas will immediately forfeit their vehicle ramp permit. Persons disposing of snow in unauthorized locations will be subject to billing for removal of the snow. Any individual disposing of off-airport snow in the snow disposal areas will lose their snow disposal permit and will not be issued a permit in the future.

## **Compliance**

Failure to comply with this policy may subject responsible parties to denial of the privilege to obtain a vehicle ramp pass or future use of airport snow disposal areas.

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## **SECTION 3**

### **AIR OPERATIONS AREA (AOA)**

#### **3.1 Enforcement and Compliance**

Vehicle operations within the airport boundaries must conform with all traffic laws of the State of Alaska, including regulations as prescribed by the Airport Operations Manual. Failure to operate a vehicle in compliance with this section is a violation of Alaska Administrative Code 17 AAC 42.080(a) - Fail To Operate Motor Vehicle In Accordance with Airport Operational Orders.

Airport Police and Airport Operations may stop any vehicle on the AOA to check its condition and to enforce airport regulations. The driver is responsible for compliance with airport rules regardless of who owns the vehicle.

Examples of penalties that may be enforced include but are not limited to:

- Citation and/or loss of driver's license points
- Suspension or revocation of Airport SIDA Badge
- Suspension or revocation of Ramp Driving Endorsement
- Revocation AOA Vehicle Permit and/or Vehicle Impoundment

A comprehensive list of offenses per Alaska Administrative Code can be found in the link below:  
[https://public.courts.alaska.gov/web/scheduled/docs/UMOT\\_17AAC.pdf](https://public.courts.alaska.gov/web/scheduled/docs/UMOT_17AAC.pdf)

#### **3.2 Driving Regulations**

Vehicles shall not be driven at speeds greater than 25 mph on the tug roadways, 15 mph on the side roadways and ramps, and 5 mph in close proximity to aircraft.

Tug vehicles shall not tow more than five (5) carts at a time inside the AOA.

No vehicle may be left unattended except in authorized parking areas.

All vehicles shall use the tug roads to the greatest extent possible. Aircraft ramps shall not be used as a bypass for GSE equipment. Vehicles are prohibited from convenience use of aircraft parking areas to avoid aircraft "pushback". Vehicle operators are required to hold on the tug roads during "pushback" until the aircraft taxis out of the way or the restriction is cleared, and the tug road is again available for traffic. Painted traffic lanes shall be used until reaching a point perpendicular to the destination.

Vehicles shall be operated as if on a public roadway. Use of turn signals, headlights, brake lights, etc. is mandatory.

Extreme caution shall be used when operating vehicles and equipment in the vicinity of aircraft.

Vehicles shall not be driven under aircraft unless that vehicle is specifically designed for such use or your duties require it, and it can be done safely.

Yield the right-of-way to large vehicles and snow removal equipment. They are more difficult to stop and may have reduced visibility.

Yield the right-of-way to enplaning/deplaning passengers. They may not be familiar with airport procedures and hazards.

When operating near running aircraft, extreme caution shall be utilized due to the hazards of jet blast, prop wash, propellers, and engine intakes.

A ground marshaller shall be utilized when operating a vehicle in close proximity to an aircraft.

No vehicle shall be operated in a careless or negligent manner, without due caution, or at a speed or in a manner which could endanger persons or property.

When operating on tug roads and on the ramp always give way to snow removal equipment.

## ***AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY***

### **3.3 Vehicle Requirements**

All vehicles operated on the AOA must comply with the following minimum equipment requirements:

All operational vehicles must be in good running condition and equipped with proper lighting and reflective devices.

All non-operational vehicles must be removed from any common use areas or returned to serviceable condition within 30 days. The owner of any vehicle found to be leaking fluids will be billed for the cost of cleanup and asphalt repairs.

Vehicles are only permitted in aircraft areas if they are equipped with adequate lights, horn, brakes, and a clear vision from the driver's seat.

All operational vehicles that cannot be licensed must be equipped with reflectors on the rear of the vehicle/cart and reflective tape on all four sides and corners of the equipment.

All vehicles traveling on a public roadway must comply with Federal and State requirements for commercial vehicle safety, transporting hazardous materials, licensing and size or weight limitations.

All vehicles used for slow operations (less than 25 mph) shall have a standard international reflective triangle for slow moving vehicles attached to the rear of the vehicle. The reflective triangle shall have no smaller than a 16-inch base.

All towed vehicles shall have a standard international triangle for slow moving vehicles attached to the rear of the last cart in the group.

Vehicles, tugs, and other motorized equipment must have operational headlights, taillights, and brake lights as follows:

Minimum of two white headlights mounted at the same level and at a height of not more than 54" or less than 24".

At least two red taillights mounted at the same level, spaced widely, and positioned no less than 20 inches above the roadway. These lights must be clearly visible from 1,000 feet at night and 300 feet during the day. Brake lights must be illuminated by the application of the service or foot brake.

During hours of darkness (includes one-half hour before sunset and one-half hour after sunrise) and during periods of low visibility all operational lights (headlights, taillights, and flashing yellow beacons) shall be on unless in the near vicinity of aircraft or so as not to cause a visual/glare problem with aircraft.

All vehicles (including non-motorized equipment) shall be prominently marked with reflective tape if standard reflectors are not installed.

All vehicles not registered to an airport tenant or company authorized to operate on the AOA must show proof of insurance for \$5,000,000 dollars or have a letter on file from the responsible company.

All personnel being transported by a vehicle must be in a seat with seat belts worn while vehicle is in motion.

All vehicles must normally be marked with a clearly visible company decal/logo or name affixed on each side of the vehicle. Any letters used as a logo must be a minimum of one and one half (1 ½) inches in height. The overall dimensions of the decal/logo lettering must be a minimum of five (5) inches in height and width. Professionally manufactured magnetic signs are acceptable.

Vehicles must have the appropriate airport registration decal or temporary ramp permit prominently displayed at all times.

Vehicles used both on and off the airport must be licensed and have airport registration decals in addition to a logo/company name unless it is only used on the company leasehold or is a specifically exempted vehicle.

Temporary AOA permits may be issued to vehicles needing AOA access which are not permanently assigned to airport tenants.

## **AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY**

### **3.4 Vehicle Operations on Non-Movement Areas**

Airport Police and Airport Operations may stop any vehicle on the AOA or tug road to check its condition and to enforce airport regulations. The driver is responsible for compliance with airport rules regardless of who owns the vehicle. Vehicles not in compliance may be removed from the AOA or tug road.

If a vehicle operator is involved in an accident the driver must notify the Airport Communication Center immediately (266-2411). If a vehicle breaks down the driver should remain with the vehicle if possible. If you must leave to summon assistance, immediately notify the Airport Communication Center with the location of your vehicle. When driving at night or during times of

reduced visibility it is more difficult to remain oriented. If there is any doubt as to where you are, STOP, and utilize your vehicle's lights/flashers and wait for help.

Additional information can be found in the Badge and Ramp Driving Rules and Regulations Manual, Airport Snow Plan, ANC/ATCT Letter of Agreement, and ANC SMGCS Plan.

The following policy addresses the key items to ensure all personnel working on the AOA understand and follow airport driving rules.

### **3.5 Ramp Driving Authorization**

A ramp driver endorsement is required to operate motorized vehicles or ground service equipment (GSE) in the Air Operations Area (AOA). An endorsement must be requested on the badge request letter by the employer/sponsor. The individual must view the training video and pass a computer-based test to receive a ramp driver endorsement.

Before an individual is allowed to drive unsupervised in the AOA, the individual must satisfactorily complete driver training. Training includes the individual properly operating their primary type of vehicle on the AOA along expected routes with an instructor. If a sponsor/employer has too few employees to have a driver training program or has no trained instructor, contact Airport Operations to obtain either instructor training or individual driver training. Sponsors/employers are required to maintain driver training records for the duration of an individual's employment. Airport Operations may audit training programs to ensure adequate training elements are included and that all ramp drivers have received practical driver training before operating on the AOA unsupervised. In the event of a vehicle related incident, Airport Operations will review the driver's training record.

An individual must have a ramp driver endorsement and valid driver's license to drive vehicles in the AOA that are registered to operate on state roads. Vehicles with exemptions to state registration must be approved by ANC Operations. If the driver's license is suspended or revoked, the individual must immediately surrender their badge to the Airport Badge Office or Airport Operations. A new badge may be requested by the employer/sponsor that reflects the individual's revised status.

There is one manned checkpoint used for vehicle access to the AOA at Gate N10 and automated checkpoints are located at several perimeter access gates, the primary automated entrance is Gate E21. An airport issued I.D. badge with ramp driver endorsement and a valid driver's license are required to proceed onto the AOA through these checkpoints.

### **3.6 Authorized Access**

Only those vehicles necessary for airport operations and support are authorized access to the AOA.

To receive a ramp driver's license, it must be requested on the badge request letter by the employer/sponsor; the individual must view the training video and pass a computer-based test. Individuals must have a valid driver's license to be issued a ramp driver's license. If your driver's license is suspended or revoked, you must surrender your badge to the Airport Badge Office within 72 hours. A new badge without a ramp driver's license may be requested by your employer.

There is one manned checkpoint used for vehicle access to the AOA and SIDA at Gate N10. An automated checkpoint is located at Gate E21. An airport issued I.D. badge is required to proceed through both checkpoints.

### **3.7 Driving on Uncontrolled Taxiways**

Vehicle operators may cross Taxiway E between Taxiway K and Taxiway V without clearance from the ATCT to access remote parking spaces R7-R14 and special deicing operations on Taxiway E1.

Vehicles crossing Taxiway E must yield to all aircraft and cross the taxiway at a 90-degree angle from the zippered vehicle roadway, crossing the taxiway via the most direct route. Vehicles used to cross Taxiway E shall be equipped with an operating yellow beacon and have the headlights turned on at all times.

Vehicle operators may utilize Taxiway E, Taxiway R, and Taxiway Z south of Runway 7R/25L (known as South Airpark) without clearance from the ATCT. Vehicle operators must always yield to aircraft. Vehicles used on Taxiway E must be equipped with an operating yellow rotating beacon and have the headlights turned on.

Vehicle operators may utilize Taxiway S, Taxiway T, and Taxiway U east of Taxiway R without clearance from the ATCT. Vehicle operators must yield to aircraft. All vehicles using Taxiway S, Taxiway T, and Taxiway U east of Taxiway R must be equipped with an operating yellow rotating beacon and have the headlights turned on.

Vehicle operators shall use the adjacent vehicle roadways to the greatest extent possible to access their destination.

## **AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY!**

### **3.8 Vehicle Operations on Movement Areas**

Vehicles operating within the AOA are NOT authorized on movement areas (runways/taxiways) without the express authorization from Airport Operations.

Prior to entering a movement area, the vehicle operator must have clearance from the ATCT. The only exemptions to the clearance requirements are identified in the Letter of Agreement between the airport and the FAA.

### **3.9 Specific Movement Area Operations**

All vehicles operating on the movement areas must be equipped with a radio capable of communicating with the ATCT or be escorted by a vehicle with that capability. Aircraft Tugs providing an aircraft tow are exempt from this requirement if the personnel onboard the aircraft flight deck are communicating with ATCT and have direct contact with the aircraft tug.

Tugs used to reposition air carrier aircraft must be attached to the aircraft and receive clearance from the ATCT to utilize taxiways. If the repositioning requires crossing a runway an escort from Airport Operations is required. Aircraft under tow during hours of darkness/twilight shall have wing lights illuminated.

Aircraft tugs that are not actively repositioning or towing an aircraft may not utilize movement area taxiways.

General aviation aircraft under tow on all ANC runways/taxiways require an escort from Airport Operations.

Only Airport Operations and Field Maintenance personnel may provide follow me service.

During low visibility conditions Airport Operations may impose additional restrictions on access to the movement area by vehicle operators.

Organizations with equipment or facilities located within the movement area that require access must contact Airport Operations prior to entering the movement area and provide the location of the worksite and a contact phone number. Upon exiting the movement area Airport Operations must be notified.

### **3.10 Movement Area Training Requirements**

All individuals operating vehicles on the movement areas are required to complete an annual Airport Movement Area Familiarization Course approved by the Airport Manager or their representative. The course will consist of:

Classroom training

Written testing

Practical testing

Prior to an individual operating a vehicle on the movement area each company/organization must provide a copy of the test results with the employee's name and badge number to the Airport Operations Department.

Airport Operations will have the final authority to determine the individual's need for access to the movement area.

## ***AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY!***

### **3.11 Vehicle Operations on the North Tug Road (Landside)**

The North Tug Road consists of the restricted, non-public roadway leading from Gate N10 and running parallel to Postmark Drive. Any vehicle operating outside of the AOA and on public roadways must be registered and meet Federal and State vehicle requirements unless the vehicle cannot be licensed. Vehicles that cannot be registered may only be operated on the North Tug Road, as it is not a designated public roadway.

### **3.12 Driving Regulations for the North Tug Road (Landside)**

The speed limit is 25 mph.

Vehicles may only pull a maximum of three (3) carts or dollies when operating outside of the AOA.

Non-Licensed vehicles shall only cross Postmark Drive at the designated tug crossing points. They shall not be driven on Postmark Drive at any time.

During low visibility conditions, twilight, and hours of darkness, in addition to normal lighting, the rear towed vehicle must have an international orange reflective triangle (no smaller than a 16-inch base), reflective tape and a rotating yellow beacon or mounted warning light. If the last vehicle does not have the yellow beacon or warning light, it must have an escort vehicle with a flashing yellow beacon or warning light. Towed equipment not equipped with tail and stop lights must be equipped with a flashing yellow warning light when leaving the AOA.

## ***AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY!***

### **3.13 Parking and Storage of GSE**

Aircraft parking ramps shall not be used for GSE vehicle parking, except for GSE vehicles that are in direct and routine support of the aircraft using the ramp.

Aircraft parking ramps shall not be used for cargo storage, or movement without permission from ANC Gate Management.

GSE on the actively used AOA ramps shall be limited to that required to support daily activity.

GSE shall not be parked in a taxi lane so as to impede the taxi route of an aircraft.

GSE shall only be parked in a tenant's leased area unless Airport Operations has approved an alternate arrangement, and the equipment is in serviceable condition and free from leaking any contaminates.

Vehicles will not be cleaned or repaired on the airport unless in a designated shop or as required to remove disabled vehicles.

At no time shall GSE be left in joint use areas when not directly in support of actively loading and unloading aircraft.

GSE shall not be parked within five (5) feet of the terminal building.

Fueling vehicles shall not be parked within fifty (50) feet of the terminal building.

Chocks or parking brakes shall be used even when parked on level surfaces.

Staging GSE on state administered parking gates shall not be staged more than 30 minutes prior to aircraft arrival and shall be removed from state administered parking no longer than 30 minutes after the aircraft departure.

During times of active snow fall or snow clean up staging of GSE equipment on state administered spaces shall be coordinated with ANC Gate Management.

### **3.14 Tug Alleys and Bagwells**

Vehicle parking in terminal tug alleys and bagwells (more than 15 minutes) is prohibited except when engaged in loading and unloading operations. These facilities are not designed to garage parked vehicles for extended periods of time and do not meet building and fire codes for the storage of potentially combustible materials (motorized vehicles).

Engines shall not be left running while vehicles are temporarily parked and should be turned off as soon as possible to minimize fumes.

Non-motorized vehicles may be left unattended in the leased bagwells and bag make-up areas.

No vehicles or carts shall be parked in the entrance or exit of the tug alleys and bagwells.

No maintenance on vehicles is authorized in the tug alleys or bagwells. Disabled vehicles shall be towed outside before attempting to start them or perform any maintenance.

All vehicles must be in good operating condition and be free of any hazardous material leaks.

During winter conditions, vehicles shall be relatively free of snow prior to entering the tug alleys. The tug alleys and bagwells shall not be used as a warm storage area to melt the snow off of vehicles.

During periods of cold temperatures (less than 10 degrees Fahrenheit) vehicles may be parked in the tug alleys and bagwells for an extended period only to warm them for use. A vehicle attendant must remain in the immediate vicinity at all times.

Lavatory service vehicles are not authorized in the tug alleys or bagwells.

Vehicle speed in the tug alleys and bagwells shall be limited to 5 mph.

### **3.15 Vehicle Operations on the North Tug Road (AOA)**

The AOA North Tug Road consists of the roadway that parallels Taxiway Romeo from Taxiway Sierra to Taxiway Victor. This roadway provides tenants located on the north side of the airport access to the remaining airport facilities without leaving the security of the AOA. Vehicles traveling from the North are not required to stop at security checkpoint N10, however all personnel must be in compliance with the SIDA requirements.

All vehicle operators utilizing this roadway shall adhere to the AOA driving regulations. When crossing the intersections of Taxiways Sierra, Tango, Uniform, and Victor vehicle operators are required to yield the right of way to aircraft. Where the roadway transitions through the Airport Police and Fire grounds, drivers are required to be alert to any activities and yield the right of way to emergency equipment.

### **3.16 Use of Sand on the AOA**

Tenants are responsible for clearing snow and controlling ice on the leases located within the AOA. Only FAA approved sand is authorized for use within the AOA. Tenants are required to comply with the most current version of FAA Advisory Circular 150/5200-30. This circular identifies FAA

approved de-icing chemicals and sand available for use in the airport environment. Snow and ice control products containing salt are prohibited on all AOA leaseholds.

Any tenant found using unapproved sand or ice control chemicals will be required to cease operations until all the unauthorized sand or chemicals are removed from the leasehold. The airport will directly charge any tenant not in compliance for expenses incurred to recover unapproved materials from the taxiways and runways. Any questions on this policy can be directed to the Airfield Maintenance Manager at 907-266-2726.

### **3.17 Pets**

Personal pets are not permitted inside the AOA.

### **3.18 Low Visibility Operations/SMGCS Plan**

The Low Visibility Operations/Surface Movement Guidance and Control System (LVO/SMGCS) Plan describes procedures and actions applicable to the airport operator, air traffic control, air carriers, and the other tenants of the airport during periods of reduced visibility. These enhancements, procedures, and actions are in accordance with guidance from the FAA. Airport Operations will notify airlines and airport tenants when LVO/SMGCS procedures have been initiated and terminated.

Ground vehicle operators inside the AOA must use extreme caution while Low Visibility Operations are in effect. The following ramp driving rules are applicable while the Airport is in LVO/SMGCS conditions:

Driving on the ramp during periods of low visibility shall be limited to the extent necessary for the performance of essential job functions.

Carry a radio or cell phone in your vehicle so that you can call for assistance if you become lost or disoriented.

If you become lost or disoriented, pull over to a safe location and STOP DRIVING. Call Airport Operations for assistance at 907-266-2600 or 907-748-2600.

All ramp vehicles must utilize appropriate vehicle lighting as listed in this section of the Ops Manual – headlights, beacons, and strobes (unless operating within the footprint of a parked aircraft).

Aircraft maintenance runs and aircraft under tow must have Airport Operations approval and escort.

To obtain a copy of the LVO/SMGCS Plan or for any questions regarding the Plan please contact Airport Operations at 907-266-2600.

### **3.19 Wearing of High Visibility Clothing and Vests Policy**

Ted Stevens Anchorage International Airport (ANC) has a mandatory requirement for the wearing of High Visibility garments within the Air Operations Area (AOA) and in hazardous working situations throughout landside areas including roadways, terminals, and other buildings.

#### **Definition**

High visibility garments are items of clothing manufactured to meet the apparel meeting ANSI/ISEA 107 – 2020 Class 2 or Class 3 standards.

Garments must be maintained to limit fading and damage. Damaged garments and those that have had the reflectiveness compromised must be replaced. Where High Visibility clothing is supplemented with a warmer piece of clothing (e.g. non-High Visibility overalls or vest), High Visibility clothing must be layered over the top to ensure high visibility compliance.

#### **Applicability**

This policy applies to all ANC employees, tenants, and contractors who are working airside and in hazardous working situations in landside areas such as on and beside roadways. This includes all contractors and other persons under escort who require airside access.

The following are exempt from this requirement:

- Personnel inside vehicles, whether moving or parked.
- Air carrier passengers, while traveling between the terminal building and an aircraft
- Flight crew members, while traveling between the terminal building and an aircraft, or within the operational footprint of their aircraft
- Public safety/law enforcement personnel, in accordance with their specific operational requirements
- Large groups under escort; escorts must still meet high visibility clothing requirements.
- Airfield Maintenance personnel shall adhere to their internal policy pertaining to reflective clothing and are exempt from this policy.

### **3.20 Photography on the AOA**

Employees working on the AOA, or those providing photo opportunity tours to aviation enthusiasts, have unique opportunities to take photos or video and must be considerate to other users of the Airport. The following guidelines shall be adhered to regarding photography or video recording on the AOA:

Any photography/recording and all related activity on the AOA must be performed in a manner which does not materially:

- Interfere with passenger, cargo, or flight operations at the airport.
- Photograph any Airport User (i.e. a company, their employees, or passengers) without such Airport User's consent.

Airport Operations reserves the right to request any airside photography be discontinued or relocated at any time.

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## **SECTION 4**

### **Aircraft Gate and Parking Management Protocols**

#### **4.1 Airport Administered Aircraft Parking Position Protocols**

These Airport Administered Aircraft Parking Position Protocols provide the framework for the efficient and equitable management of the Airport Administered Aircraft Parking Positions at the Ted Stevens Anchorage International Airport (ANC) and the Fairbanks International Airport (FAI). These protocols have been developed by the Alaska International Airport System (AIAS) in consultation with the Signatory Airlines through the Airline Operating Committee (AOC) and the Airlines Airport Affairs Committee (AAAC). These protocols apply to the management of Aircraft Parking Positions for which no Signatory Airline has a Preferential Use Privilege (Airport Administered Aircraft Parking Positions). These protocols are subject to change in accordance with Section 18.26 Incorporation of Exhibits in the AIAS Operating Agreement and Passenger Terminal Lease (Agreement). All capitalized terms used but not defined in these protocols have the meanings provided in the Agreement.

Airport Administered Aircraft Parking Positions are assigned as either Adjacent Aircraft Parking Positions (Adjacent Positions) or Remote Aircraft Parking Positions (Remote Positions):

- Adjacent Positions – are requested and assigned as either Scheduled Use (see Section 1.A) or Ad Hoc Use (see Section 1.B).
- Remote Positions – are requested and assigned as Ad Hoc Use (see Section 1.B).

Scheduled Use applies to a recurring, pre-planned event for passenger processing during the same time of day over a specified period and is requested in advance in accordance with the Master Schedule process in Section 1.A.

Ad Hoc Use is a one-time event which may or may not be pre-planned and is generally requested with short notice ranging from weeks to an immediate need; this includes Irregular Operation (IROP) events and flights that are not on the Master Schedule described in Section 1.A.

Airport Operations may be Airport staff, a contractor, or other controlling entity mutually agreed upon by the AIAS and the airlines.

#### **A. Scheduled Use of Adjacent Positions**

Two times per year Airport Operations will schedule, approve, and publish a Master Schedule of Scheduled Uses. Requests for Scheduled Uses are to be submitted to Airport Operations no later than:

March 1<sup>st</sup> for May 1<sup>st</sup> through September 30<sup>th</sup> schedules, and  
August 1<sup>st</sup> for October 1<sup>st</sup> through April 30<sup>th</sup> schedules.

The Airports will distribute to the stakeholders the final version of the Master Schedule within 14 days of the submission due dates noted above. Requests for Adjacent Positions made after the submission dates will be treated as Ad Hoc Uses and assigned in accordance with Section 1.B.

## **B. Ad Hoc Use of Adjacent or Remote Positions**

Requests for Ad Hoc Use of Adjacent or Remote Positions may be made at any time. Requests for Ad Hoc Use of an Adjacent or Remote Position will be responded to by Airport Operations as soon as possible. Please use the following contacts:

### **ANC**

ANC Ops Gate Management  
907-266-2633 or  
[dot.aia.ops.gatemanagement@alaska.gov](mailto:dot.aia.ops.gatemanagement@alaska.gov)

### **FAI**

FAI Operations  
907-474-2552  
[fai.operations@alaska.gov](mailto:fai.operations@alaska.gov)

1. Assignment of ad hoc parking is first-come-first-served. Due to the limited number of aircraft parking spaces and the primary use being for cargo technical stops or passenger flights, parking spots are intended for Short Term Parking--four hours or less. Long Term Parking—greater than four hours—is limited.
2. The flow-through spots, designated R2-4, R7-14, and P1-3 are primarily used for providing technical stop service on a first-come-first-served basis. Quick turn service is facilitated in these locations by proximity to ground handling services. Generally, aircraft that plan to remain at ANC less than four hours are assigned to these locations. Parking assignments for these spots are made in real-time by ANC Operations in coordination with air carrier contracted ground handlers and air carriers.
3. When space is not available in the flow-through spots or when aircraft are parking longer than four hours, parking is assigned on a space available basis to the following locations:
  - a. North Terminal Gates N1-8. These gates are push back locations and prioritized to aircraft that are processing passengers.
  - b. South Terminal Gates B1,3,4,9,10. These gates are push back locations and prioritized to aircraft that are processing passengers. These parking spots are generally committed to passenger carriers during the summer months.
  - c. Juliet. This area is primarily used for parking a hot load and accomplishing engine run-up but can be used for overflow parking.
  - d. Kulis Air Park Z1-3. These three locations are generally used as overflow parking. These spots are size limited and accommodate MD-11 or smaller aircraft.
  - e. Juliet and Kulis Air Park Z1-3 are not ideal for parking due to the difficulty in moving ground support personnel and equipment the long distances to these spots, which may involve ANC Operations escorted runway crossings.
4. Airlines are required to request ad hoc parking for longer than 4 hours, Airport Operations will evaluate available space and, if space is available, provide a Prior Permission Required (PPR) number to the Airline and its contract ground handler and annotate in ANC's Resource Management System (RMS).

- a. The PPR will specify how many hours are approved by Airport Operations for the designated aircraft to park. To facilitate the building of a coherent parking plan, a PPR must be requested at least 48 hours prior to the scheduled aircraft departure from the previous airport. A PPR will not be issued after that point.
- b. A PPR is valid for landings that occur plus or minus two hours of the land time listed on the PPR and, after landing, for the duration listed in the PPR.
- c. Generally, ANC can provide advance permission for three, simultaneous longer-than-four-hour parking times, assuming North Terminal spots are available.
- d. Airlines that regularly reserve PPR times and don't use them will temporarily be denied PPR issuances. Whether or not to suspend an airline from receiving PPR approvals and the duration of the suspension will be determined by ANC Operations.
- e. An aircraft with an unplanned delay shall not hinder the flow of technical stops or passenger processing, thus it may be required to be towed to an alternate location at the carrier's expense.
- f. Except as listed in paragraph 4.1B4g, when an Airline parks an aircraft at an airport administered space for longer than 4 hours without a PPR or the Airline's aircraft remains after the expiration of the period specified in the PPR and ANC is experiencing congested parking conditions as determined in this paragraph, the Airline is subject to the following fine without proration:

Penalty		
Time Period	Signatory	Non-Signatory
4hrs to 24hrs with no PPR	No penalty	\$1,000.00
Each additional 12 hours over 24 hours with no PPR	\$1,000.00	\$1,000.00
Each additional 12 hours after expiration of PPR	\$1,000.00	\$1,000.00

All times are determined by what is displayed in the ANC RMS. This penalty does not apply to US government (non-charter) or foreign government aircraft.

When a violation occurs:

- i. the Airline and their local agent will be notified of a parking violation and fine by ANC Operations and will email a courtesy copy to the AIAS Controller's Office for billing; and
- ii. the fine continues to accrue, regardless of a subsequent easing in parking congestion, until the aircraft departs ANC or is relocated to a non-airport administered location on the airport; and

- iii. the parking violation is not to be reported on the Airline's monthly Certified Activity Report (CAR); however, the aircraft parking duration is reported on the CAR for payment of normal parking charges.
  - iv. For the purposes of assessing fines, ANC administered parking is considered congested when 90% or more of the available parking locations occupied. For congestion, there are 20 spaces in the ANC inventory considered; R2,3,4,7-14; P1-3; N1,3,5,7,8; Juliet. When 18 or more of these spaces are occupied or unavailable, the penalty is applied. Parking spaces may be temporarily removed from the inventory due to unique circumstances, such as construction or snow storage, and be considered not available for parking.
- g. The following conditions exempt an airline from the penalty listed in paragraph 4.1B4f:
- i. Environmental events at ANC, e.g., earthquake, volcano, severe weather event; or
  - ii. Aircraft actively involved in pre-departure aircraft deicing operations; or
  - iii. ANC Field Maintenance snow clearing operations; or
  - iv. Air Traffic Control directed ground stoppage; or
  - v. Airport closure.

### **C. Resolving Conflicting Use Requests.**

Competing requests for Scheduled and Ad Hoc Uses of Airport Administered Parking Positions shall be resolved using the following priorities (in descending order):

#### Remote Positions

1. Emergency operation including diversionary aircraft (determined by Airport Operations).
2. Scheduled Signatory Airline FIS flight on an international gate
3. Scheduled non-Signatory Airline FIS flight on an international gate.
4. Scheduled Signatory Airline cargo flight
5. Scheduled non-Signatory Airline cargo flight
6. Scheduled Signatory Airline passenger flight
7. Scheduled non-Signatory Airline passenger flight
8. Ad Hoc Signatory Airline cargo flight
9. Ad Hoc non-Signatory Airline cargo flight
10. Ad Hoc Signatory Airline passenger flight
11. Ad Hoc non-Signatory Airline passenger flight

#### Adjacent Positions

1. Emergency operation including diversionary aircraft (determined by Airport Operations).
2. Scheduled Signatory Airline FIS flight on an international gate.
3. Scheduled non-Signatory Airline FIS flight on an international gate
4. Scheduled Signatory Airline passenger flight
5. Scheduled non-Signatory Airline passenger flight
6. Ad Hoc Signatory Airline passenger flight

7. Ad Hoc non-Signatory Airline passenger flight
8. Scheduled Signatory Airline cargo flight
9. Scheduled non-Signatory Airline cargo flight
10. Ad Hoc Signatory Airline cargo flight
11. Ad Hoc non-Signatory Airline cargo flight

Competing requests within a given category for Scheduled Use time periods shall be resolved using the following priorities (in descending order):

1. Year-round scheduled service
2. Existing Scheduled Service
3. For Adjacent Positions, number of seats on aircraft
4. The chronological order of the request

Existing Scheduled Service is defined as a Scheduled Use from the prior scheduling period that has not changed by more than an hour for domestic service or by more than 6 hours for international service and does not conflict with any other Existing Scheduled Service.

Additional conflicts within a given category for Ad Hoc Use will be resolved based on the chronological order of the request. Airport Operations will be responsible for the resolution of conflicting assignments.

#### **D. Periods of Use for Adjacent Positions**

1. Periods of Use.

The maximum Periods of Use for which a flight may be scheduled to occupy:

- a. any Airport Administered Aircraft Parking Position if it is determined by the Airport Director to be needed for an Airline to use on a per turn basis  
OR,
- b. Any Preferential Use Gate at the scheduling request of the Airport (see below), are as follows.

#### Maximum Periods of Use for a Full Turn

	<b>Domestic</b>	<b>FIS</b>	<b>FIS to Domestic</b>	<b>Domestic to FIS</b>
<b>&lt; 101 Seats</b>	75 Minutes	90 Minutes	90 Minutes	90 Minutes
<b>101 - 150 Seats</b>	75 Minutes	105 Minutes	95 Minutes	95 Minutes
<b>151 - 200 Seats</b>	105 Minutes	105 Minutes	120 Minutes	135 Minutes
<b>201 - 250 Seats</b>	115 Minutes	135 Minutes	135 Minutes	135 Minutes
<b>&gt; 250 Seats</b>	135 Minutes	195 Minutes	165 Minutes	195 Minutes

### Maximum Periods of Use for an Arrival only or Departure only Flight

	<b>Domestic</b>	<b>FIS</b>
<b>&lt; 101 Seats</b>	40 Minutes	50 Minutes
<b>101 - 150 Seats</b>	40 Minutes	55 Minutes
<b>151 - 200 Seats</b>	55 Minutes	60 Minutes
<b>201 - 250 Seats</b>	60 Minutes	70 Minutes
<b>&gt;250 Seats</b>	70 Minutes	100 Minutes

### 2. Buffer Periods

The required buffer periods between flights on Adjacent Positions are outlined in the table below. Should the operational aircraft change within the buffer period, the longer buffer period prevails (example A330 arrival tow then 737 arrival = 60 minutes).

	<b>Domestic</b>	<b>International</b>	<b>International to Domestic</b>	<b>Domestic to International</b>
<b>&lt; 101 Seats</b>	30 Minutes	40 Minutes	40 Minutes	40 Minutes
<b>101 - 150 Seats</b>	30 Minutes	40 Minutes	40 Minutes	40 Minutes
<b>151 - 250 Seats</b>	40 Minutes	40 Minutes	40 Minutes	40 Minutes
<b>&gt; 250 Seats</b>	60 Minutes	60 Minutes	60 Minutes	60 Minutes

### **E. Additional Rules and Regulations**

1. Any Scheduled Use or Ad Hoc Use that cannot be accommodated at the assigned Adjacent Position will be requested to deplane at an alternate position and may be required to tow to a subsequent Adjacent Position.
2. Scheduled Uses are not transferable or assignable between airlines.
3. Airlines operating a flight under a mutual handling agreement and Affiliate Airlines are considered the same way as is the Scheduled Use holder.
4. A Scheduled Use not used a minimum of 80% during the preceding month may be revoked.
5. Revoked Scheduled Uses cannot accrue historical precedence.
6. Airport Operations shall be notified immediately of any use extending beyond a scheduled or PPR period. Airport Operations reserves the right to request an Airline to vacate an Airport Administered Parking Position, at airline's expense, if extended use will impact subsequent users.

7. Airport Operations also reserves the right to request an Airline that is out of its scheduled or PPR period of use and that will impact other Scheduled Uses to deplane at an alternate position and may be required to tow to a subsequent Adjacent Position.

The fees for each Scheduled Use and Ad Hoc Use will be as specified in Section 7.01 B 9 of the Agreement – Aircraft Parking Charges. An assigned Scheduled Use or Ad Hoc Use outside of the Period of Use may result in additional fees if the parking position is needed.

#### **F. Conflicting Operational Uses**

To the greatest extent possible, given operational conditions, Airport Administered Parking Position assignments will be honored as originally granted. However, in the event of a conflict, Airport Operations will be responsible for the resolution of conflicting assignments.

Aircraft Parking Position conflicts will be resolved using the following priorities (in descending order):

1. Emergency operation (defined by Airport Operations).
2. Aircraft providing passenger service displacing a RON aircraft in an Adjacent Position if there are no alternative Adjacent Positions available.
3. FIS flight on an international gate if there are no alternative FIS gates available.
4. Scheduled Use within allocated period of use.
5. Ad Hoc flight – on schedule.
6. Scheduled Use outside of allocated period of use – and not impacting another Scheduled Use within its allocated period of use.
7. Ad Hoc flight off schedule and not impacting another Scheduled Use or Ad Hoc flight within its allocated period of use.

#### **G. Preferential Use Gate Protocols**

An airline that has been assigned a Gate as part of its Preferential Use Premises in the Operating Agreement and Passenger Terminal Lease will have priority of use over all other users, subject to the provisions of the Operating Agreement and Passenger Terminal Lease.

##### **1. Airport Scheduling Rights at Preferential Use Gates**

Airport shall have the right, upon reasonable notice to AIRLINE, to schedule at a Preferential Use Gate arrivals and departures by another airline at all periods of time other than AIRLINE's Scheduled Use of that Preferential Use Gate. In accommodating Airport in its right to schedule such operations, AIRLINE shall allow and provide for use of its facilities or equipment, not including ground service equipment or other proprietary equipment, at the Preferential Use Gate or permit use of Airport System equipment and podiums as may be required for the efficient use of the Preferential Use Gate by another airline. Airport shall consider the availability of Airport Administered Aircraft Parking Positions before scheduling airline arrivals and departures at any Preferential Use Gate. If Airport determines that an airline's arrivals or departures need to be accommodated at any Preferential Use Gates, Airport may consider the need for hub connectivity and operational efficiency in selecting the specific Preferential Use Gate where accommodation will be required. Notwithstanding the foregoing and any other provision of these Gate and Parking Management Protocols, Airport shall have the right, upon reasonable notice to AIRLINE, to accommodate at a Preferential Use Gate arrivals and

departures by an airline if AIRLINE is not utilizing the Preferential Use Gate during a Scheduled Use. If an arrival or departure of AIRLINE that would have utilized one of AIRLINE's Preferential Use Gates is early or late and AIRLINE is prevented from utilizing any of its Preferential Use Gates because they are already being utilized by another airline, Airport shall, whenever possible, accommodate AIRLINE's arrival or departure on an Airport Administered Adjacent Aircraft Parking Position at no additional charge to AIRLINE.

## 2. Preferential Use Premises Accommodation Conditions

As a condition of accommodation on any of AIRLINE's Preferential Use Premises, the user of AIRLINE'S Preferential Use Premises shall have executed an agreement that is substantially in the form of the Operating Agreement and Passenger Terminal Lease or an Operating Permit, as applicable, through which the user is bound by insurance and indemnification obligations that are substantially similar to the obligations set forth in the Operating Agreement and Passenger Terminal Lease. These insurance and indemnification obligations shall inure to the benefit of the AIRLINE as a third-party beneficiary for any period of accommodation, and AIRLINE shall not be required to accommodate a user at its Preferential Use Premises if the user's insurance and indemnification obligations are not satisfied.

## 4.2 Ramp Parking Policies

Ted Stevens Anchorage International Airport (ANC) will use available parking locations, remote refueling locations and terminal gates to maximize the efficiency, effectiveness and safety of the airport. This chapter establishes parking policy, standards and limitations to accomplish those goals for aircraft parking at the North Terminal gates (N1 through N8), remote refueling ramp positions (R2 through R4 and R7 through R14), and remote refueling ramps south of Taxiway Uniform (P-1 through P-3). The parking location use is based on a design aircraft size that provides a minimum of 25-foot wingtip clearance between aircraft. Parking usage will normally be limited to the design aircraft or smaller. Airlines parking aircraft larger than the design group for these locations assume full responsibility. Any aircraft larger for the design group for their parking location must use the procedures and parking sequence explained in Special Procedures, paragraph 4.7.

### Basic Parking Rules

- Flow through parking Romeo 2-14 and Papa 1-3 are prioritized for cargo aircraft refueling and proceeding.
- North Terminal gates are prioritized for international and domestic passenger flights.
- Basic ground time in these spots is four (4) hrs. Any extensions require ANC Ops approval.
- Other uses, (crew rest, aircraft maintenance, positioning, etc.) may be approved depending on availability and traffic flow.
- Coordinate extended ground time for Airport Administered Aircraft Parking with ANC Gate Management at:
  - 907-266-2633
  - [dot.aia.ops.gatemanagement@alaska.gov](mailto:dot.aia.ops.gatemanagement@alaska.gov)

- No maintenance is allowed on any terminal gates or flow through spots without ANC Ops approval. Request approval prior to beginning any maintenance.
- Companies are responsible for finding parking for any aircraft delayed for maintenance.
- Group VI parking locations: P2 & P3. Coordinate with ANC Gate Management, 907-266-2633, for any additional Group VI parking as far as possible in advance.
- Aircraft power shall be used judiciously and at minimum levels required for maneuvering in the aircraft parking areas.

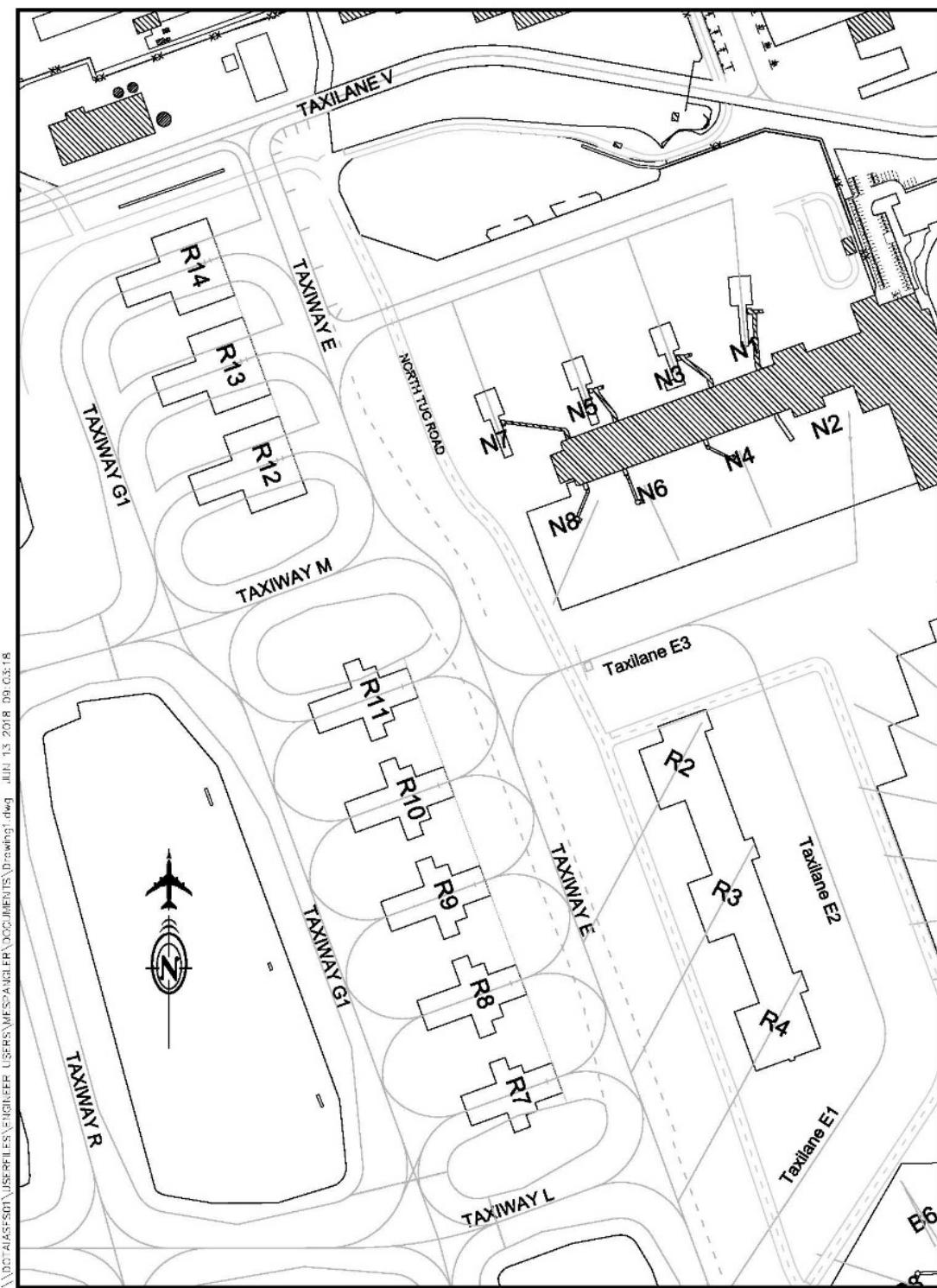
#### **4.3 North Terminal Parking (Figure 1)**

The design aircraft for the North Terminal is the B747-300 with a wingspan of 196 feet. Larger aircraft may be parked in these spaces provided the required restrictions as noted in paragraph 4.7, Special Procedures, are met.

<b>Parking Spot</b>	<b>Design Aircraft</b>	<b>Latitude - Longitude</b>	<b>Restrictions</b>
<b>North Terminal Parking</b>			
N-1	B747-300	61° 10.7" N 149° 59.3" W	1
N-2	B747-300	61° 10.7" N 149° 59.2" W	1
N-3	B747-300	61° 10.7" N 149° 59.3" W	1
N-4	B747-300	61° 10.7" N 149° 59.3" W	1
N-5	B747-300	61° 10.7" N 149° 59.4" W	1
N-6	B747-300	61° 10.7" N 149° 59.3" W	1
N-7	B747-300	61° 10.7" N 149° 59.4" W	1
N-8	B747-300	61° 10.7" N 149° 59.4" W	2

##### **Restrictions - North Terminal Gate Parking**

1. B747-400 or A330/340 aircraft can be parked adjacent to one another only if all procedures in Special Procedures, paragraph 4.7, are used.
2. There are no normal parking restrictions for aircraft with a wingspan of 214' or less.



## Figure 1

#### 4.4 Remote Parking Positions (Figure 1)

The design aircraft for remote parking positions R2 through R7 is the B747-400 with a wingspan of 214'. R2 through R14 have no restrictions for any Group V aircraft or smaller. The design aircraft for the remote parking positions R8 through R14 is the B747-8 with a wingspan of 225'. Larger aircraft may be parked in these spaces provided the required restrictions as noted in paragraph 4.7, Special Procedures, are met.

<b>Parking Spot</b>	<b>Design Aircraft</b>	<b>Latitude - Longitude</b>	<b>Restrictions</b>
<b>Remote Refuel Parking</b>			
R-2	B747-400	61° 10' 34.46" N 149° 59' 17.34" W	1
R-3	B747-400	61° 10' 31.44" N 149° 59' 15.02" W	1
R-4	B747-400	61° 10' 28.40" N 149° 59"12.72" W	1
R-7	B747-400	61° 10' 16.58" N 149° 59' 24.50" W	2
R-8	B747-8	61° 10' 28.70 N 149° 59' 26.11" W	2
R-9	B747-8	61° 10' 30.81" N 149° 59' 27.71" W	2
R-10	B747-8	61° 10' 32.93" N 149° 59' 29.31" W	2
R-11	B747-8	61° 10' 35.05" N 149° 59' 30.91" W	2
R-12	B747-8	61° 10' 40.73" N 149° 59' 38.56" W	2
R-13	B747-8	61° 10' 43.21" N 149° 59' 40.42" W	2
R-14	B747-8	61° 10' 45.68" N 149° 59' 42.29" W	2

#### Restrictions – Remote refueling ramp

1. Aircraft may only execute a left turn out of remote parking positions R2, R3, and R4.
2. Aircraft larger than the design aircraft can be parked adjacent to each other only if procedures 2, 3, 4 and 5 listed in Special Procedures, paragraph 4.7 are used.

#### 4.5 Papa Remote Parking Positions (Figure 2)

The design group for parking position P1 is the B747-400 with a wingspan of 214 feet. The design group for parking position P2 and P3 is Group VI with a wingspan of 262 feet.

<i>Parking Spot</i>	<i>Design Aircraft</i>	<i>Latitude - Longitude</i>	<i>Restrictions</i>
<b>Papa Parking (south of Twy Uniform)</b>			
P-1	B747-400 Group V	61° 11' 11.71" N 150° 00' 05.42" W	1
P-2	Group VI	61° 11' 12.51" N 149° 59' 59.22" W	1
P-3	Group VI	61° 11' 13.24" N 149° 59' 53.57" W	1

#### Restrictions – Papa parking positions

1. Aircraft larger than the design aircraft can be parked adjacent to each other only if special procedures 2, 3, 4 and 5 in paragraph 4.7, Special Procedures, are used. Wingtip clearance of 25 ft. will be maintained with the tug road west of P-1.

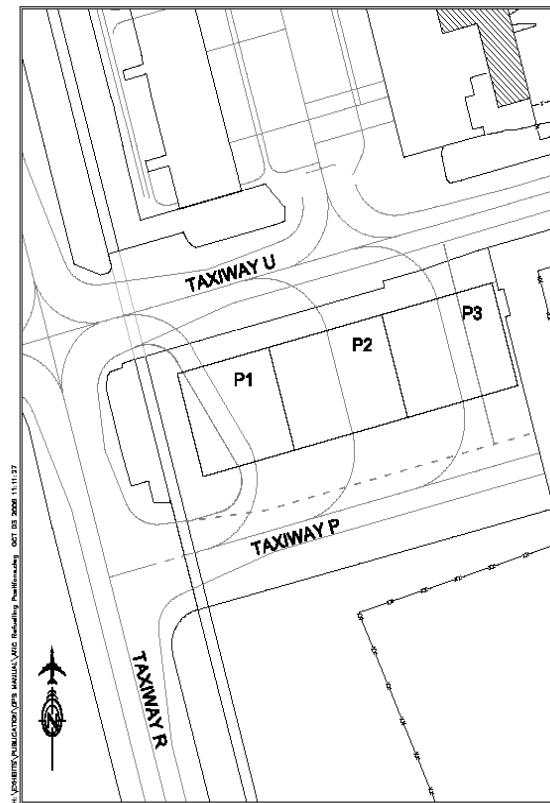


Figure 2

## 4.6 Gate B-3 Cargo Aircraft Parking (Figure 3)

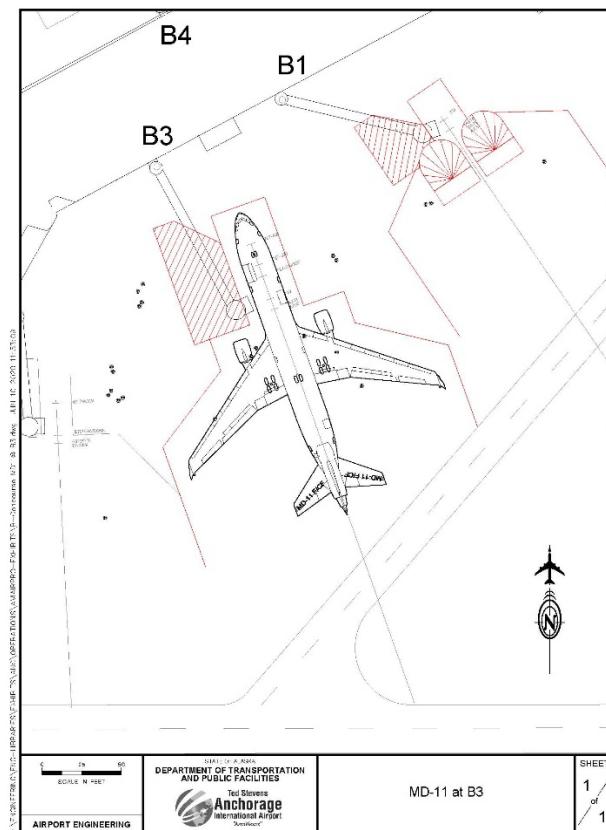
Spot B3 on the B concourse may be used as an overflow position for cargo aircraft. B3 is designed for 767-400 aircraft but can accommodate an MD-11 when special safety procedures are observed, listed in paragraph 4.7.

### Intent and Conditions

- Flights with planned long ground time.
- No AOG or aircraft requiring heavy maintenance.
- B3 jet bridge should be fully retracted.

### Customs and Border Protection Requirements

- Ground handlers notify CBP at the window when the aircraft they are clearing is to be parked at B3
- Prioritize B3 as an overflow option for *outbound international flights* first, then inbound international flights only as a last resort
- Since the B gates are attached to the domestic terminal, the jet bridge cannot be connected to the aircraft at any time and all procedures for international arrivals must be followed to include regulated garbage.



**Figure 3**

## **4.7 Special Procedures**

These procedures shall be used anytime wingtip clearances of 25' cannot be maintained when parking aircraft adjacently. If no reasonable parking alternatives are available, the following required precautions must be followed:

1. Tow-in and pushback is required.
2. Wing walkers with wands and a signaling device are required.
3. In addition to the tow vehicle driver (if under tow), a safety observer will be in charge and utilized in a position where he/she can immediately signal the vehicle operator/pilot to stop.
4. Whenever the 25' minimum wingtip clearance cannot be maintained, airline/ground handler will notify ANC Gate Management 907-266-2633

**NOTE: Airline and ground support companies assume all risk and accept the responsibility and liability for maintaining wingtip clearance and shall hold the airport harmless whenever these special procedures are required to be utilized.**

## **4.8 Aircraft Wheel Chocks**

To enhance safety during aircraft ground operations, all aircraft shall be chocked as follows when utilizing either a terminal gate or any remote refueling spot.

1. All aircraft will comply with their company operations procedures. However, all aircraft will have at least two (2) sets of wheels chocked with an appropriate style chock. Company procedures and environmental conditions may dictate additional measures.
2. Aircraft parked on leased properties will comply with their company procedures.
3. The type and style of chocks used will be at the discretion of each individual company. It is recommended companies utilize a steel ice chock during icy ramp conditions.

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## **Section 5**

### **Aircraft Operations**

#### **5.0 Noise Abatement Procedures and Preferential Runway Use Program**

This Operational Order applies to all turbojet/turbofan aircraft and all other aircraft with a Certified Gross Maximum Takeoff Weight (CGMTW) of 11,500 lbs. or more with two (2) or more engines operating at Ted Stevens Anchorage International Airport. The following procedures and programs were developed to ensure aircraft noise is minimized in residential neighborhoods surrounding the airport, consistent with safe operations. These procedures are in compliance with the runway use preferences in the Environmental Impact Statement for the construction of the North/South runway, the FAA approved Part 150 Noise Study, and the 2002 Comprehensive Ground Noise Study.

##### **Noise Sensitive Runways**

Runways 7R, 7L, and 15 are noise sensitive runways for departures. The Airport Noise Program has indicated that departures from these runways result in the most severe noise impacts. These runways should only be used for departures when operational or safety considerations limit the use of Runways 33, 25L, and 25R.

##### **Preferential Runway Use Program**

The airport has established a preferential runway use program to minimize noise impacts on nearby residential areas. The normal flow of traffic operations, contingent upon weather is as follows.

- Arrivals to the east or south.
- Departures to the north or west.

The preferential runways selected for arrivals and departures are shown below in priority order. Daytime procedures are in effect from 0700 to 2200 hours local time. Nighttime procedures are in effect from 2200 to 0700 hours local time.

PREFERENTIAL RUNWAY USE PROGRAM (In Priority Order)		
	DAYTIME (0700-2200 hrs.)	NIGHTTIME (2200-0700 hrs.)
DEPARTURES	R/W 33	R/W 33
	R/W 7R*	R/W 25L
	R/W 7L*	R/W 25R
	R/W 25L *	R/W 7R
	R/W 25R	R/W 7L
	R/W 15	R/W 15
ARRIVALS	R/W 7R	R/W 7R
	R/W 7L/15	R/W 7L/15
	R/W 33	R/W 33
	R/W 25L/25R	R/W 25L/25R

*\*Runway 25L should be used as the second priority departure runway during daytime hours if weather and traffic conditions allow. Runways 7R and 7L are only listed as the second and third priority during daytime hours in recognition of air traffic considerations.*

Air Traffic Control will issue a noise sensitive advisory message for departures from Runways 7R/7L or Runway 15 during clearance delivery or ground control departure procedures 24 hrs/day when a pilot requests a noise sensitive runway different from the ATC designated active runway.

**Selection of the next preferential runway is allowed under any of the following conditions:**

- If the runway is not clear and dry (i.e. adversely affected by snow, slush, ice, water, mud, rubber, oil, or other substances).
- When winds, including gusts, as recorded by airport wind sensors exceed:
  - I. Crosswind components of 15 knots, or
  - II. Tailwind components of 5 knots.
- The wind parameters cited are used by the airport to determine compliance with the Preferential Runway Use Program. Under FAA regulations (FAR 91.3), the pilot in command is solely responsible for aircraft safety and the final decision on runway selection.
- When wind shear has been reported or forecast or thunderstorms are expected to affect the departure or approach.
- When the combined traffic levels at Elmendorf AFB and Ted Stevens Anchorage International Airport result in excessive airfield traffic congestion and cause unacceptable departure delays.

- Delay alone does not constitute a reason for pilots to request a noise sensitive runway for departure.
- When a preferred runway is closed for snow removal, construction, maintenance, or other reasons, the next priority runway should be used, if feasible, given air traffic and other considerations.

### **Knik Departure**

Runway 7R/7L Knik Departure is not available for use during nighttime hours. The FAA Air Traffic Control Tower will not initiate this flight path during these hours.

### **Thrust Cut-Back Procedures**

The designated Noise Abatement Departure Profiles (NADPs) for departures from Runways 7R/7L or Runway 15 are the FAA Close-in NADP or ICAO Procedure B NADP. All turbojet/turbofan aircraft should employ either of these NADPs on departure from Runways 7R/7L or Runway 15 when safety permits.

### **Reverse Thrust Procedures**

All turbojet/turbofan aircraft arriving during designated quiet hours (2200-0700 local) should use the minimum amount of reverse thrust necessary for the safe operation of the aircraft. Factors that would preclude minimal reverse thrust include:

- Runway contamination.
- Wind/weather conditions.
- Mechanical condition of the aircraft.
- Compliance with ATC instructions to exit the runway at a particular point.
- The PIC's discretion as described in FAR 91.3.

### **Training Flight Operations**

Touch and go and other training operations are allowed contingent upon traffic conditions. Training operations should use the following guidelines.

- Training operations should not occur during nighttime hours.
- (Mon-Fri/2200-0600) (Sat-Sun/2200-0800)
- Circle to land training maneuvers should minimize noise exposure to residential areas south and east of the airport by using an approach to Runway 7R/7L and circle to Runway 33.

## **5.1 Engine Run-Ups**

### **Idle Engine Runs**

Only engine runs at idle are allowed on the ramp areas. Idle engine runs during nighttime hours (2200-0700) require notification of Airport Operations at 907-266-2600.

### **Engine Run-Ups above Idle Power**

Engine run-ups (above idle) are not permitted on any apron or ramp area. Engine run-ups are permitted only at the designated engine run-up location. Alternate run-up locations will be assigned at the discretion of Airport Operations when necessary.

Engine Run-up Location	AIRCRAFT HEADING (True)	AIRCRAFT HEADING (Magnetic)
Taxiway J	091	070

Engine run-ups during nighttime hours are restricted to those aircraft that are hard scheduled for a flight prior to 0800 local time. Every effort should be made to avoid engine run-ups during quiet hours. Any violation of engine run-up policies during quiet hours will result in the aircraft being directed back to the parking apron with no further engine runs authorized until after 0700.

Run-ups during nighttime hours must be done in accordance with the following procedures.

The airline requiring the run-up must request prior approval from the Airport Operations Officer on duty at 907-266-2600. Approval will not be directed for run-ups in progress.

The aircraft operator must provide Airport Operations with the following information:

- Aircraft type
- Aircraft tail number
- Expected power settings
- Run-up location
- Flight # and departure time
- Run-up start time
- Aircraft orientation (heading used)
- Run-up end time
- Actual run-up power settings
- Upon approval, Taxiway Juliet must be utilized as described above. Any variance in compass heading must be coordinated with Airport Operations.

## **5.2 Taxi Training**

Taxi training involves the operation of an aircraft by a non-certificated pilot (mechanic or airline appointee) on the taxiways and runways of the Ted Stevens Anchorage International Airport for purposes of familiarization with the aircraft or airfield. Repositioning from gate to gate or to a run-up location for an authorized engine run cannot be solely considered taxi training.

Taxi training requires prior approval from Airport Operations. The company requesting authorization to conduct taxi training must provide Airport Operations with the estimated start and stop times along with the anticipated route of travel. Dependent on airfield conditions, configuration, and traffic levels Airport Operations may approve, delay, or deny taxi training operations.

Permission from Airport Operations to conduct taxi training does not relieve the aircraft operator of the responsibility to receive appropriate ATC clearances prior to entering the movement area.

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## **Section 6**

### **Fueling/Defueling**

#### **6.0 Safety**

By-passing any safety device on a fueling vehicle or at an Aircraft Fuel Operation Facility is prohibited.

Fuel transfer nozzles shall not be held in the open position by any means other than direct hand pressure of the operator.

Automatic shutoffs will always be enabled and fully operational.

#### **Cessation of Fueling During Lightning**

If lightning flashes are reported in the immediate vicinity of the airport, the decision may be made by Airport Operations to cease all fueling operations. Suspended fueling operations will be enforced by the Airport Fire Department.

#### **No Smoking**

Smoking shall be prohibited within the Aircraft Operation Area (AOA), aircraft fueling vehicles, aircraft hangars, and areas used for cleaning, paint removal, painting operations or fueling. "NO SMOKING" signs shall be provided in accordance with section 310 of the *International Fire Code*. Smoking by any person on or within one hundred (100) feet of a fuel truck or refueling operation is prohibited. Smoking equipment such as cigarette lighters and ash trays shall not be provided in aircraft fueling vehicles.

#### **Radios and cell phones**

During fueling operations only intrinsically safe radios, cell phones, and electrical devices may be used within 50' of the fueling operation.

#### **6.1 Aircraft Fueling/Defueling Regulations**

All fueling and defueling of aircraft, to include aircraft fuel operations and maintenance facilities shall be conducted in accordance with the most current version of the following regulations:

- International Fire Code
- NFPA 407
- NFPA 10
- 14 CFR, FAR139.321
- AC 150/5230-4B
- ATA 103

All tank trucks shall conform to the most current versions of:

- NFPA 385
- NFPA 407
- International Fire Code
- ATA 103

## **6.2 Aircraft Fuel Vendors**

Only airlines and refueling agents approved by Ted Stevens International Airport Operations shall conduct fueling and defueling of aircraft. Airport Operations shall approve all refueling systems, refueling units and refueling trucks. All tenants dispensing fuel on the airport are required to keep a current inventory of all vehicles and equipment used for fueling aircraft and report any changes to the airport fire department. Any new tenants must have the vehicles/units inspected by the airport fire department and establish operating procedures prior to the start of fueling operations.

## **6.3 Prohibited Fueling/Defueling Locations**

### **Hangars and Enclosed Areas**

Aircraft shall be prohibited from fueling and defueling while located within any hangar or any other enclosed area. All aircraft will be fueled outdoors.

### **Distances from Buildings**

During fueling and defueling operations, the vents and fill operations of aircraft fuel tanks shall not be less than twenty-five (25) feet from the airport terminal buildings, hangars, service buildings, or enclosed passenger concourse other than a loading walkway. Aircraft being fueled shall not be positioned so that the vent or tank openings are within 50 feet of any combustion and ventilation air-intake to any boiler, heater; or incinerator room.

Accessibility to aircraft by emergency fire equipment shall be established for aircraft fuel servicing positions.

## **6.4 Fueling Facilities**

### **Fuel Dispensing System**

Fuel from fuel trucks shall be loaded into the fuel tanks of aircraft, storage tanks, or other approved storage tanks only with approved transfer apparatus.

### **Qualified Operations**

During all fueling and defueling operations a qualified person shall be in control of each transfer nozzle and another qualified person shall be in control of fuel pumping equipment to shut off or otherwise control the flow of fuel from the time fueling operations are begun until they are completed. The fueling operator shall monitor the panel during pressure fueling or shall monitor

the fill port during over wing fueling. Fuel flow shall be controlled by the use of a Deadman control device. The use of any object that defeats the Deadman control shall be prohibited.

### **Overflow or Spillage**

Any refueling operation must be physically monitored at tank nozzle connections. Automatic shutoffs must be enabled and fully operational at all times.

Persons engaged in fueling or defueling should exercise care to prevent overflow or spillage and will take proper measures to remove any volatile liquid when spilled. All operations around the spill will be ceased until the spill has been mitigated. The Airport Fire Department must be called to stand by during cleanup of any hazardous material. All spills must be reported to Anchorage Airport Communication Center at 907-266-2411, as well as notification to the Alaska Department of Environmental Conservation (ADEC) at 907-269-3063.

Any person(s) involved with any spill shall remove such spill or ensure qualified contracted personnel clean up the fuel.

### **Storage of Fuel, Refueler Units and Fuel Trucks**

The storage, handling, and dispensing of combustible and flammable oils and fuels must be conducted in accordance with federal, state, local, and airport regulations, including EPA Spill Prevention Control and Countermeasures.

The storage of AVGAS and JET-A fuel at Ted Stevens Anchorage International Airport is restricted only to those facilities provided by or designated by airport operations as an approved storage facility.

All storage tanks must meet industry standards and regulations for the product they contain.

Aggregate storage of petroleum oils and fuel greater than 1320 gallons require compliance with the most current Spill Prevention Control and Countermeasures Plan (SPCC) regulations under 40 CFR 112.

Fuel storage vendors must comply with the most.

Unattended Tank trucks containing fuel shall be parked to allow rapid dispersal in the event of an emergency. Tank trucks shall be arranged in a designated location with a minimum of 10 ft. clear space between parked vehicles for accessibility for fire control purposes. The designated parking location shall be concrete or asphalt and designed to prevent fuel from draining to an adjacent building or storm drain. Tank trucks shall be parked a minimum of 50 ft. from any parked aircraft or building other than maintenance facilities or approved garages designed for the maintenance of fuel servicing tank vehicles.

Parking areas for unattended aircraft fuel servicing hydrant vehicles or carts shall be arranged to provide dispersal of vehicles in the event of an emergency and shall be concrete or asphalt designed to prevent fuel from draining to an adjacent building or storm drain.

### **Loading Platforms and Fill Nozzles**

All loading platforms and fill nozzles at aircraft fuel operation facilities shall be equipped with proper grounding clamps and flexible cables.

### **Maintenance of Area Around Aircraft Fuel Operations Facilities**

Owners and operators of the aircraft fuel operation facilities shall provide a qualified attendant to be in immediate control of the fuel pumping equipment to shut off or otherwise control the flow of fuel from the time fueling operations are begun until they are completed. The attendant shall be knowledgeable of the operation of the fueling system and shall at all times remain outside of the vehicle within 15 feet of the manual shut-off control of the system. It is the responsibility of the owner/operator of the equipment to train, document, and certify the qualified attendants.

### **Loading of Tank Fueling Vehicles at Bulk Plants or Terminals**

Prior to the start of any fueling operations involving the loading or defueling of a tank truck, positive bonding of the truck to the loading rack or top load hose will be made before any fuel connections are made and shall remain in place throughout the loading operation.

Aircraft fuel servicing tank vehicles shall be loaded only at an approved loading rack.

Aircraft fuel servicing tank vehicles shall not be loaded from a hydrant pit under emergency conditions unless permitted by the authority having jurisdiction.

Filling of the vehicle cargo tank shall be under the observation and control of a qualified and authorized operator at all times.

The required Deadman and automatic overfill controls shall be in normal operating condition during the filling operation. The controls shall not be blocked open or otherwise bypassed.

The engine of the tank vehicle shall be shut off before starting to fill the tank.

To prevent leakage or overflow from expansion of the contents due to a rise in atmospheric temperature or direct exposure to the sun, no cargo tank or compartment shall be loaded to the point it is liquid full.

### **Mechanical Overrides**

It is prohibited for any operator to override any safety device on a fueling vehicle, fueling station, fueling cabinet, or aircraft. In the event the aircraft has a faulty gauge or valve, an authorized mechanic employed by the airline can override the overfill valve solely to ensure that an overflow does not occur, providing all reasonable steps are taken. Reasonable is defined as checking dipsticks in wings, taking gauge readings under wing with cockpit gauge, and performing other available checks that do not require the aircraft to be disassembled on the apron.

## **6.5 Fuel vehicles**

### **Place of Loading**

Aircraft fuel trucks shall be loaded only at approved loading facilities except while aircraft defueling.

### **Inspection of Refueling Vehicles**

Aircraft fuel servicing vehicles or carts shall not be operated unless they are in proper repair and free of accumulations of grease, oil, or other combustibles. Additionally, fueling trucks and equipment will be inspected daily prior to use and operated only by qualified personnel. Individual records of such inspections shall be maintained for each unit by each owner/operator and readily available for inspection upon request. Inspection documentation will conform to the standards outline in ATA 103. Any fueled units or trucks containing flammable liquids found to be in an unsafe operating condition shall be taken out of service, repaired, and re-inspected prior to use.

Airport Fire Department and Airport Operations personnel may conduct spot inspections of tank trucks, darts, hydrant trucks, and hydrant carts at any time. Vehicles and equipment found to be in an unsafe operating condition during these spot inspections will be taken out of service by the Anchorage Airport Fire Department. The Enforcement Officer from the Airport Fire Department or Airport Operations will notify the agent responsible for the truck or equipment and the operator will return it for maintenance. After the vehicle or equipment is restored back to a safe operating condition, the Airport Fire Department will re-inspect the vehicle and ensure the corrective actions were completed. Three or more violations of this rule by any organization will result in the vehicle being prohibited from operating on the airport.

Maintenance and servicing of aircraft fuel servicing vehicles and carts shall be performed outdoors or in a building approved for the purpose.

The Airport Fire Department (certificate holder) shall conduct quarterly compliance inspections on all tank truck, darts, hydrant vehicles, hydrant carts, fuel storage areas and loading stations operated by fueling agents.

### **Bonding of Aircraft Fueling Vehicles**

Aircraft fueling vehicles shall be electrically bonded to the aircraft being fueled or defueled. Bonding connections shall be made prior to making fueling connections and shall not be disconnected until the fuel-transfer operations are completed and the fueling connections have been removed.

Prior to making any fueling connection to aircraft, the fueling equipment shall be bonded to the aircraft by use of a cable, thus providing a conductive path to equalize the potential between the fueling equipment and the aircraft.

Transfer apparatus shall be metallically interconnected with tanks, chassis, axles and springs of aircraft-fueling vehicles. Aircraft-fueling vehicles shall be provided and maintained with a substantial heavy-duty electrical cable of sufficient length to be bonded to the aircraft to be serviced. Such cable shall be metallically inter-connected to the transfer apparatus or chassis of

the aircraft-fueling vehicle on one end and shall be provided with a suitable metal clamp on the other end, to be fixed to the aircraft.

In addition to the above, where over wing fueling is concerned, transfer nozzles shall be equipped with *approved* bonding conductors which shall be clipped or otherwise positively engaged with the bonding attachment provided on the aircraft adjacent to the fuel tank cap prior to the removal of the cap.

**Exception:** In the case of over wing fueling where no appropriate bonding attachment adjacent to the fuel fill port has been provided on the aircraft, the fueling operator shall touch the fuel tank cap with the nozzle spout prior to removal of the cap. The nozzle shall be kept in contact with the fill port until fueling is completed.

### **Anti-Spark Exhaust Systems**

Refueling units and all fuel trucks must be equipped with anti-spark exhaust systems. The engine exhaust system shall be designed, located, and installed so as to minimize the hazard of fire.

### **Transfer of Fuel Between Vehicles**

The transfer of bulk aircraft or commercial fuel from one truck to another is prohibited within the boundaries of the airport.

### **6.6 Non-Motorized Hydrant Vehicles (Fuel Carts)**

The use of hydrant carts is allowed in approved locations. Hydrant carts shall not be left unattended when connected to both the hydrant valve and the aircraft fueling point. They may be connected to the hydrant valve only during fueling when aircraft are present.

### **6.7 Fueling of Aircraft**

Aircraft may not be fueled with engines running.

### **Aircraft Occupancy during Fuel Servicing Operations**

If passengers remain on board an aircraft during fuel servicing, at least one qualified person trained in emergency evacuation procedures (flight attendant) shall be in the aircraft at or near a door at which there is a passenger loading walkway, integral stairs that lead downward, or passenger loading stair or stand. A clear area for emergency evacuation of the aircraft shall be maintained at not less than one additional exit. Where fueling operations take place with passengers onboard away from the terminal building and stairways are not provided, such as during inclement weather (diversions), all slides shall be armed, and the Aircraft Rescue Fire Fighting (ARFF) services shall be notified to respond to a standby position in the vicinity of the fueling activity with at least one vehicle. All "NO SMOKING" signs shall be displayed in the aircraft cabin, and the no smoking rule shall be enforced.

## **Filling Tanks**

Care shall be taken in filling all aircraft fuel tanks to allow for heat expansion and said tanks shall not be filled to the point where they will overflow from heat expansion or splashing. All spills must be immediately contained and prevented from entering any drain, culvert, ditch, or soil. All spills must be immediately reported to the Airport Communication Center at (907) 266-2411.

## **6.8 Support Vehicle Fueling/GSE**

Tugs, loaders and other ground support equipment will be fueled primarily at the company lease hold area. When this is not feasible, fueling from a tank vehicle will be permitted not less than 50 feet from aircraft, airport concourses, jet ways or other building. Tank vehicles used to fuel support equipment shall be equipped with a portable fire extinguisher complying with the most current version of section 906 of the International Fire Code (IFC), having a minimum rating of 2-A:20 B:C. During unloading of the tank vehicle, a portable fire extinguisher shall be out of the carrying device on the vehicle and shall be 15 feet or more from the unloading valve. All tank vehicles fueling support equipment must comply with the most current version of IFC, sections 5706.5.4.1 through 5706.8.5 covering the dispensing of class II and III motor vehicle and equipment fuel from tank vehicles.

## **Fueling Vehicles off the AOA**

Unlicensed vehicles directly and solely involved in the support of fueling operations and the airport fuel system are permitted to exit the Restricted Area and drive on the Tug Road for access to the fuel farm facility only. Restricted Area driving and permitting regulations apply, and vehicles are prohibited from leaving airport property or deviating from the assigned route described above.

## **6.9 Fire Extinguishers**

### **Wheeled Fire Extinguishers at Aircraft Parking Spots during Fueling Operations**

During fueling operations, fire extinguishers shall be available on aircraft servicing ramps or aprons. (**NFPA 407, paragraph 5.13.1**).

Portable fire extinguishers at fuel dispensing stations shall be located such that pumps or dispensers are not more than 75 feet from such extinguisher. Fire extinguishers shall be provided as follows: (**International Fire Code, paragraph 2005.6**)

1. Where the open hose discharge capacity of the fueling system is not more than 200 gallons per minute, a minimum of two listed portable fire extinguishers complying with section 906 and having a minimum rating of 20-B:C shall be provided.
2. Where the open-hose discharge capacity of the fueling system is more than 200 gallons per minute but not more than 350 gallons per minute, a minimum of one listed wheeled extinguisher complying with section 906 and having a minimum extinguishing rating of 80-B:C, and a minimum agent capacity of 125 pounds shall be provided.
3. Where the open-hose discharge capacity of the fueling system is more than 350 gallons per minute, a minimum of two listed wheeled fire extinguishers complying with section 906 and having a minimum capacity agent of 125 pounds each, shall be provided.

### **Wheeled Fire Extinguishers placement on the Romeo aircraft parking spots**

Ground handlers servicing aircraft parked at the Romeo aircraft parking spots will be responsible to ensure the proper type and quantity of wheeled fire extinguishers is in place prior to the start of any aircraft fueling operation. Adjacent aircraft parking spots conducting concurrent aircraft fueling operations may co-utilize one 80-B:C, 125-pound wheeled fire extinguisher for both operations as long as the extinguisher is between both aircraft and does not exceed the 75 feet requirement. If fuel flow exceeds 350 gallons per minute, a second wheeled extinguisher shall be positioned to meet distance requirements. Wheeled fire extinguishers required for use at the Romeo aircraft parking spots will be purchased and maintained by the Ted Stevens Anchorage International Airport and will not be used in any other capacity other than at the Romeo spots. These fire extinguishers will remain the property of Anchorage International Airport. Airport Police & Fire and Airport Operations will reserve the right to suspend fueling operations if wheeled fire extinguishers are not utilized as set forth above.

### **Fire Extinguisher Access**

Portable fire extinguishers shall be accessible at all times. Where necessary, provisions shall be made to clear accumulations of snow, ice and other forms of weather-induced obstructions.

### **Extinguisher Readiness**

Portable fire extinguishers shall be maintained in a fully charged and operable condition and shall be kept in their designated places at all times when they are not being used.

### **Maintenance of Fire Extinguishers Required for Aircraft Fuel Servicing**

Fire extinguishers shall be inspected either manually or by means of an electronic monitoring device at a minimum of 30-day intervals. Where manual inspections are conducted, records for manual inspections shall be kept on a tag or label attached to the fire extinguisher, and on an inspection, checklist maintained on file, or by an electronic method. Records shall be kept demonstrating that at least the last 12 monthly inspections have been performed.

All fire extinguishers shall be subjected to maintenance at intervals of not more than 1 year; at the time of hydrostatic test, or when specifically indicated by an inspection or electronic notification. Persons performing maintenance and recharging of extinguishers shall be certified.

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## **Section 7**

### **Aircraft Deicing**

#### **7.0 Aircraft Deicing**

##### **Background**

It is the responsibility of the Airport, Airlines and Tenants to ensure that aircraft deicing operations do not cause a violation of the State of Alaska Water Quality Standards and Federal/State Pollution Discharge Elimination System requirements. Also, the Airport wants to ensure that airlines and deicing companies doing business at the airport are taking measures to reduce the use of aircraft deicing fluids (ADF) and to make it easier in the future to recycle and/or treat deicing fluids that end up in storm water.

Tenants are responsible for clearing snow and controlling ice build-up on their leasehold, including precipitation that falls on their aircraft. Aircraft deicing operations are the responsibility of the airlines and their deicing service providers in accordance with FAA regulations and their own Ted Stevens Anchorage International Airport general permits (ANC-GP). Aircraft specific deicing operations are detailed by the FAA, but companies performing deicing operations are also required (as per the ANC-GP) to deice aircraft in a manner that reduces the amount of glycol discharged into the storm water system.

##### **ADF**

Only propylene glycol is authorized at Ted Stevens Anchorage International Airport (ANC)

##### **Deicing Equipment**

As of August 1, 2017, ADF Users using more than 30,000 gallons of glycol annually, measured as undiluted product, shall use only deicing trucks specifically designed for reducing glycol usage that are equipped with two or more of the following glycol usage reduction tools.

- Forced air
- Proportional mix nozzles
- Low flow nozzles
- Any other FAA or Airport approved glycol usage reduction tool

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## **SECTION 8**

### **Lake Hood Seaplane Base**

This Operational Order establishes policy for the use of Lake Hood Seaplane Base.

#### **8.0 Lakeshore Drive**

This roadway extends from the airport boundary on the northwest corner of Spenard Lake to its intersection with Aircraft Drive. The primary use of this surface is for the movement of vehicles along the north shores of Spenard Lake and Lake Hood. Secondarily, aircraft may use Lakeshore Drive from the Fingers to Floatplane Drive for taxi access to Lake Hood Strip. Even though aircraft have right-of-way when using this roadway, they shall exercise extreme caution and taxi with all available external lights and anti-collision lights on. This surface is a dual-use roadway. Lease and tie-down users must maintain an obstacle free area from the centerline of the roadways out to 45 feet to allow an aircraft with a wingspan of not more than 50 feet to safely taxi. Aircraft shall not taxi on Lakeshore Drive between the northwest corner of the Lake Hood Strip parking and Aircraft Drive.

#### **8.1 Lakeshore Taxiway**

This taxiway extends from the Lake Hood Strip taxiway H2, along the west shore of Lake Hood, to the Office of Aircraft Services. The primary use of Lakeshore Taxiway is for the movement of aircraft. Secondarily, individuals may use this taxiway to access their aircraft or a business along the taxiway. Recreational use of the taxiway is not allowed. When using Lakeshore Taxiway for vehicular access, an individual shall enter the taxiway from Aircraft Drive or Bellanca Way and proceed to their destination by the shortest route on Lakeshore Taxiway. Vehicular and pedestrian traffic are not allowed in the aircraft by-pass area “elephant ear” between Bellanca Avenue and Lake Hood Strip. Lease and tie-down users along Lakeshore Taxiway must maintain an obstacle free area from the centerline of the taxiway out to 45 feet to allow an aircraft with a wingspan of not more than 50’ to safely taxi on Lakeshore Taxiway. Lakeshore Taxiway shall not be used for through vehicular or pedestrian traffic.

#### **8.2 Lakeshore Taxiway Pilot-Controlled Gate**

At the intersection of Lakeshore Drive and Lakeshore Taxiway are a pair of pilot-controlled gates which block access from the public roadway onto Lake Hood Strip (LHD) and Lakeshore Taxiway. Pilots can open these gates by tuning their radio to 121.75 and keying the mike five times.

#### **8.3 Floatplane Drive and Fingers**

These roadways extend from Lakeshore Drive towards the E-W Water Taxi Channel. The primary use of these surfaces are for vehicle access to leases and permits. Secondarily, they may be used by aircraft for taxi access to and from Lake Hood Strip. Even though aircraft have the right-of-way, when taxiing, aircraft shall use extreme caution and have all available external lights and anti-collision lights on. Lease and tie-down users must maintain an obstacle free area from the centerline of the roadways out to 45 feet to allow an aircraft with a wingspan of not more than 50 feet to safely taxi.

## **8.4 Safety Restrictions**

The following measures prescribe authorized use and safety restrictions at Lake Hood.

Lake Hood is an active aerodrome with multiple uses. All individuals must remain vigilant at all times.

Aircraft have priority and vehicles and pedestrians shall always yield to aircraft and safely clear to the far side of the road/taxiway surfaces.

Pedestrians shall remain outside of the double yellow line and give way to aircraft by being far enough off the road or taxiway so as to not allow any portion of an aircraft to pass over them.

Pedestrians shall observe the normal rules associated with traffic. Remain clear of the traffic lanes and walk off to the sides, facing traffic.

Pedestrians should avoid using Lakeshore Taxiway except to access their aircraft or a business along the taxiway.

No bicycles, roller blades, skates, skateboards, or any other means of recreational conveyance are allowed on any taxiway, aircraft tie-down area or ramp.

No hearing restriction device may be worn while using Lakeshore Drive, Lakeshore Taxiway, and Floatplane Drive. The use of such devices reduces an individual's ability to recognize and respond to a potentially dangerous situation.

Pedestrians, vehicles, and visitors shall remain clear of all taxiways, aircraft tie-down areas or ramps unless for authorized aircraft access.

Pets are required to be on a physical leash at all times. Individuals must clean up after their pet. Allowing a pet to urinate or defecate on or around an aircraft tie-down permit is prohibited. This area is a high noise and high activity area that is not compatible with pets.

The individual permits around the Lake Hood Complex are for the exclusive use of the permit holder. When enjoying this State asset, observers will remain clear of the lake fingers and individual permits. Only aircraft tie-down permittees and their guests, employees, and customers are allowed on a tie-down permit area, ramp, lake finger or float slip area. Do not touch, stand-on, lean against, get underneath or otherwise interfere with aircraft or property not your own, or without the owner's express authorization.

Use pedestrian paths where available.

## **8.5 Lake Hood Aircraft Operations**

The purpose of this section is to improve operating procedures and safety, reduce aircraft noise impacts on surrounding neighborhoods, and minimize shoreline erosion.

## **8.6 Taxi Operations**

Slow taxi operations shall be conducted when operating within 200 feet of the shoreline except for the waterlanes.

Pilots shall contact the Air traffic Control Tower (ATCT) on 126.8 before taxing in Lake Hood and Spenard Lake due to congestion and waterlane boundaries.

Pilots must have ATCT clearance to taxi or operate in the areas known as the North Pothole and South Cove.

Pilots who require access to Floatplane Point must have ATCT clearance to taxi and advise ATCT of the destination prior to landing.

No magneto/engine checks shall be conducted while taxing in the Slow Taxi Canal. To reduce bank erosion and noise problems engine checks should be completed as quickly as practical. The preferred area for magneto/engine checks is in Spenard Lake.

Step taxiing is not authorized outside of the waterlanes.

No step taxiing is permitted in the Slow Taxi Canal.

Step taxi may be approved by the ATCT in the takeoff/landing channel upon request. However, pilots shall minimize these requests.

Upon landing pilots should remain on step until clear of the waterlane.

## **8.7 Buoys**

Buoys highlight areas for heighten vigilance, such as proximity to the shoreline or waterlanes. Exercise caution and transit at no greater than slow taxi.

Do not take-off, land or step taxi between buoys and the shoreline. Exercise caution for potential opposite taxiing aircraft and clear to the right IAW 14CFR91.115.

## **8.8 Departure Procedures**

Aircraft may come up on step for takeoffs only in the designated departure areas and waterlanes.

A pilot must taxi out of the canals and be on the lake prior to asking ATCT for departure clearance.

### **The Spenard Lake extended departure procedure:**

All westbound departures that commence from the uncontrolled departure area must advise the ATCT that they will be departing from the uncontrolled departure area. It is the pilot's responsibility to ensure separation from other aircraft while in the uncontrolled departure.

The extended departure may commence no closer than 300 feet south of the North Shore.

**Note:** All areas on Lake Hood and Spenard Lake are uncontrolled except for the designated waterlanes. Contact Lake Hood Tower (126.8) prior to taxiing. Use caution when taxiing. Aircraft may use the uncontrolled area designated "uncontrolled departure area" to come up on the step

for takeoffs to the west. Use extreme caution in this area. ATCT separation services are only provided in the controlled waterlanes.

### **8.9 Preferential Waterlane Use**

Preferential waterlanes for departures are to the north, west, northwest, or south. Departures to the east should be requested only when required by strong wind or sun conditions and designated by the ATCT as the active waterlane.

During nighttime hours, pilots are encouraged to avoid departures to and arrivals from the east and southeast. Nighttime procedures are in effect from 9:00 PM to 7:00 AM. The ATCT will provide noise sensitive advisory notices to all pilots requesting an east departure during nighttime hours.

Do not takeoff or land in the North Pothole due to congestion and wake.

Note: The identified preferential departure and arrival waterlanes for departures and arrivals are advisory. Under FAA regulations (FAR 91.3), the pilot in command is solely responsible for aircraft safety and the final decision on runway selection. However, voluntary compliance will significantly reduce noise complaints and public pressure to formalize more stringent policies.

### **8.10 Touch and Go Procedures**

Touch and go activity is discouraged at LHD.

The ATCT may approve touch and go patterns between 0800 and 2100 contingent upon traffic conditions.

Pilots are allowed a maximum of six (6) touch and go operations per day.

Runway 14/32 patterns should be on the west side of the airport away from residential areas.

### **8.11 Noise Reduction Procedures**

Use these advisory noise reduction procedures whenever safe and practical under the prevailing conditions.

Keep the propeller as slow as practical by reducing the RPM's as soon after takeoff as safely possible.

Fly as high as possible as soon as possible. Use the best angle of climb speed or the best rate of climb when overflying neighborhoods.

Maintain minimum traffic altitude at 1,000 feet or greater over residential neighborhoods, consistent with FAR 91.119 requirements, until maneuvering for landing.

Maintain a high traffic pattern altitude until turning onto the approach base leg. Clean, stable, low power, and low drag approaches are significantly quieter.

Fly over busy highways, industrial areas, or less densely populated neighborhoods whenever possible.

## **8.12 Compliance Program**

The airport will monitor compliance with this Operational Order. Pilots performing procedures that violate this Operational Order may jeopardize their tiedown permits or leases. Air taxi charter operators are responsible for ensuring their pilots comply with this policy.

Air taxi charter operators are encouraged to develop internal operating policies that ensure pilot awareness and compliance with this Operational Order.

## **8.13 Aircraft Wash Facility**

The aircraft wash facility is located on Lakeshore Taxiway across from the Airfield Maintenance Facility. The use of this facility is limited to airport tenants and permit holders. The times of operation will be weather dependent but will normally be from early May until late September. The facility's purpose is to meet the aircraft wash needs of the airport tenants and permit holders and to comply with the airport's watershed protection programs. The system is designed to divert dirty wash water to the sewage treatment plant and prevent wastewater from entering Lake Hood. Winter closure will occur on approximately September 30<sup>th</sup> for maintenance and to prevent mechanical freeze-up. The following restrictions apply to the use of the facility:

No maintenance of any kind is permitted at the site.

Fueling and oil changes are prohibited near the wash facility.

Disposal of regulated material is prohibited.

Only biodegradable cleaning solutions may be used.

Users must provide their own hose.

Failure to follow these established procedures will result in the user being cited or the possible closure of the facility due to permitting restrictions.

## 8.14 Lake Hood Decision Matrix

The following matrix will be used as a guideline to determine the NOTAM status of Lake Hood Seaplane Base and the Lake Hood gravel strip. No grooming of the seaplane base will occur until ice thickness reaches a minimum thickness of 12 inches in all areas.

LHD Decision Matrix	Known to be Safe	Known to be Unsafe	Condition Unknown
Surface Status	With no known hazards. This would probably be used on the lake when the surface is groomed.	This could be used for "Men and Equipment on the surface" or other conditions, or when the lake is marginal or worse during freeze up and break up.	This could be due to recent snowfall, freeze/break-up depending on the amount of open water, or any other time when the conditions were unknown.
Lake Hood (LHD SPB)	<b>Open</b>	<b>NOTAM Closed</b> , with reason. Closed: Ice on surface/minimum ice depth less than 6 inches.  Closed: Soft/rotten/melting ice/overflow.	<b>Open:</b> Surface condition unknown.
Lake Hood Strip (LHD)	<b>Open</b>	<b>NOTAM Closed</b>  This would include ~4+ inches of snow since strip is maintained for normal wheel operations year-round.)	<b>Open:</b> Surface condition unknown.

Winter at Lake Hood Seaplane Base



**ACTIVE AIRCRAFT AREA  
STAY OFF  
THE ICE**

**Unless accessing or operating aircraft**

(auth: 17 AAC 42.02(a)3)

For further information, contact Lake Hood Seaplane Base at (907) 266-2410.



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## **SECTION 9**

### **COMMERCIAL VEHICLES**

#### **9.0 General**

All commercial vehicles must coordinate their use of the commercial roadways with Airport Operations Landside Operations Office. Any operator using the second lane shall not block a vehicle using the first lane (curbside). Vehicles shall not be left unattended at any time on an airport curb or within 300 feet of any airport terminal outside of the AOA.

Solicitation by drivers or passengers of any commercial vehicle on Airport property is prohibited. This shall include both verbal and written forms of solicitation. The only exception to this policy is advertising purchased from a licensed airport concessionaire that offers advertising for a fee.

If passengers are not ready for pickup, commercial vehicles are required to leave the curb and proceed to the commercial vehicle staging area adjacent to the tower before returning to the commercial curb. Commercial curbside waiting for more than ten (10) minutes is not allowed.

All taxicab passenger drop-off will be on the upper ramp (departure level) of the South Terminal and anywhere on the curb at the North Terminal.

**VEHICLES SHALL NOT BE LEFT UNATTENDED AT ANY TIME WITHIN 300' OF ANY TERMINAL BUILDING.**

**VEHICLES MAY NOT STOP TO LOAD OR UNLOAD PASSENGERS IN DESIGNATED CROSSWALKS.**

Violation of this section may result in the revocation of the Commercial Vehicle Permit (CVP) sticker and authorization to conduct business at the Ted Stevens Anchorage International Airport (ANC).

#### **9.1 Taxicabs**

##### **South Terminal**

###### **Anchorage-Based Cabs Passenger Pickup:**

All passenger pick up will be from the taxi line that is located adjacent to the passenger lobby on the commercial curbside of the lower ramp. No more than (eight) 8 taxis shall be at the South Terminal cab line at any one time. If more than eight (8) taxis are in line at the commercial curbside, excess taxis shall stage at the commercial vehicle staging area off Tower Road. The taxi line is also approved for "contract" pickup. Cab drivers may pick up their contract customers even if their cab is not first in line. Contract pickups may also take place in the second lane adjacent to the cab line.

## **North Terminal**

Anchorage-based cabs passenger pickup and drop-off: There are six (6) taxi staging spots at the north end of the passenger lobby on the east side of the island in the commercial vehicle lane. Passenger drop-off at the North Terminal may be anywhere on the curb not allocated to other categories.

### **Out of Town Cabs (South Terminal):**

Out of town taxicabs must meet their customers in one of two locations.

1. The Tour Bus loading area inside the C-Concourse Loading Dock area, i.e. next to the space designated for “Limos over 28’ and Out of Town Taxi.” Taxicab drivers are required to check in at the C9 Guard Shack prior to parking in this area and must always remain with their vehicles (within 10 feet).
2. Inside the parking garage to meet their pre-arranged customers is allowed; drivers will be charged the existing and applicable parking fees upon exit at the parking plaza. Out of town taxicab drivers will not accept a “Curbside Hail” as defined in Title 11, MOA Code.

Out of town taxicabs will not operate at any location along the South Terminal (ST) Commercial Curbside. Out of town cabs will not operate on the inside the ST Lower/Arrivals lanes to make pickups and/or drop offs. All passenger drop offs are approved on the ST Upper/Departures Ramp; a CVP is not required.

### **Out of Town Cabs (North Terminal):**

Out of Town Cabs picking up at the North Terminal must pick up their customers while parked inside the North Terminal Pay Parking Lot.

### **Additional Requirements**

All taxicabs having the ANC CVP must load their customers along the commercial curbside. Loading and/or waiting in a vehicle roadway is prohibited. The CVP sticker must be displayed on the right corner (passenger side) of the windshield, i.e. along with the current/valid MOA CVP.

Taxicab drivers shall not refuse to carry any orderly person or persons upon request if the proper fee is tendered (which includes short hauls) unless the driver is otherwise engaged in a pickup with another customer. Refusal to provide service on the basis of distance to be transported is a violation of Title 17 AAC 42.095, paragraph (n) and may result in revocation of their ANC CVP.

The taxicab driver will not solicit business in any manner nor remove baggage from inside the terminal building for customers. The operator is required to remain within the immediate proximity of the vehicle (i.e. less than 10 feet away). Taxicabs with special handicap permits (HCP) may load wheelchair passengers from any position on the taxicab line, regardless of position in line. HCP pickup on the ST Upper/Departures Ramp may be approved, i.e. with prior request notification to Airport Landside Operations and/or Airport Operations for approval on a case-by-case basis.

## **9.2 Transportation Network Company (TNC) / Ride-Share Operations**

TNC, e.g. Uber and Lyft are approved to operate at ANC. TNC drivers are independently contracted to connect passengers with pre-arranged transportation services offered by drivers.

- These passenger pickups and/or drop-offs are restricted to operating at designated locations at the South Terminal Departure/Upper Ramp and at the North Terminal curbside only.
- Drivers are not authorized to park at the designated pickup/drop-off locations while waiting to be summoned by their customer(s).
- Operating on the South Terminal Arrival/Lower Ramp and/or Commercial Curbside lanes is prohibited.
- These vehicles are required to have their respective company's "trade-dress" (decal) visibly affixed to the windshield.
- The designated waiting area is at the Cell Phone Parking area located off (westbound) International Airport Road and Rutan Place.
- No commercial vehicle permits are required.
- Per occurrence pickup and/or drop-off fees will be based upon the most current published rates.

## **9.3 Airport Shuttle Buses**

### **South Terminal**

Airport Shuttle buses "do not" provide pickup/drop off services on the Upper (Departure) Ramp.

The Airport Shuttle buses has one (1) designated spot for loading and unloading on the Lower (Arrival) Ramp located in front of the taxi staging area on the commercial vehicle lane. Drivers may not leave their buses for any reason while their bus is within 300' of either terminal.

### **North Terminal**

The Airport Shuttle buses has one (1) designated spot for loading and unloading at the curb. Airport Shuttle Bus transportation is on-demand and must be summoned for pick up at the North Terminal. There is a designated wall-mounted phone adjacent the curbside SE end exit door for use to contact the parking office. Pick up spot is outside the North/South Terminal connector hallway. Drivers may not leave their buses for any reason while their bus is within 300' of either terminal.

The Airport Shuttle bus may also be summoned for pickup at the North Terminal by calling the parking office at 907-677-1074.

## **9.4 Courtesy Vehicles**

### **South Terminal**

Courtesy vehicles may pick up passengers at the South Terminal Commercial Curb where signs indicate "Courtesy Vehicles". Courtesy vehicles may drop off passengers anywhere on the upper level (departure level). All curb areas are authorized for "active loading/unloading" only. The vehicle operator must remain in the immediate proximity of the vehicle (within 10 feet). The

operator will not leave their vehicle to solicit business in any manner or to remove baggage from the terminal.

Passengers must be ready with their luggage for pick-up prior to the courtesy vehicle arriving at the curb. The vehicle operator must remain in the immediate proximity of the vehicle (within 10 feet). The operator will not leave this area to solicit business in any manner or to remove baggage from the terminal. Passengers should be ready for pick-up at the designated area to expedite use of this area. The CVP sticker must be displayed on the lower right corner (passenger side) of the windshield. The company logo/name must be visible on the side of the vehicle.

### **North Terminal**

Courtesy vehicles may load/unload anywhere on the curb not designated for another category of vehicle. Courtesy vehicles are also allowed to use the North Terminal second lane when the curb is full, as traffic allows, with no more than three (3) courtesy vehicles operating in the second lane at any one time. If more than three (3) vehicles are operating in the second lane and the curb is full, all other courtesy vehicles must use the parking lot (first 30 minutes free) or “make a loop” until a position at the curb or in the second lane opens up. All courtesy vehicles will operate on a stop and go basis only.

Passengers must be ready with their luggage for pick-up prior to the courtesy vehicle arriving at the curb. The vehicle operator must remain in the immediate proximity of the vehicle (within 10 feet). The operator will not leave this area to solicit business in any manner or to remove baggage from the terminal. Passengers should be ready for pick-up at the designated area to expedite use of this area. The CVP sticker must be displayed on the lower right corner (passenger side) of the windshield. The company logo/name must be visible on the side of the vehicle.

### **9.5 Crew Vehicles**

Only permitted crew vehicles may perform operations on the airside. For operations on the public side, the following applies:

### **South Terminal**

Crew vehicles are considered “courtesy vehicles” by the airport and may only pick-up passengers on the commercial curb at “courtesy vehicle” areas on the commercial curb on the lower (arrival) ramp, including the portion of the commercial curb adjacent the Alaska Airlines Bag Claim (Door #1). At the bus loading area if the commercial vehicle is longer than 28' after checking in with the C-9 guard shack. These spots are “active loading only”. No waiting allowed. All crew vehicle passenger drop-off is to be done on the upper (departure) ramp.

### **North Terminal**

Crew vehicles may load and unload passengers at the North Terminal curbside and at the North Terminal Commercial Curbside. These spots are for ‘Active Loading Only’. Passenger drop-off may be done anywhere on the curb except the designated “People Mover” and/or “Airport Shuttle Bus” stops.

## **9.6 Military Vehicles (No Permit Required)**

### **South Terminal and North Terminal**

All military vehicles loading passengers are to use areas assigned for the category of vehicle being used: Buses are to use the bus loading areas at each terminal; vans are to use the courtesy vehicle areas, etc. All passenger and luggage drop-off must be done on the upper ramp (departures) of the South Terminal. Luggage loading into separate luggage vehicles is to be done at the C-Concourse Loading Dock area or at one of the designated Tour Bus staging areas at the South Terminal, not on the curb.

Military vehicles may pick up passengers in the bus loading area 5 (five) spaces to be shared with tour buses and luggage trucks). Passengers must be ready for pick-up with their luggage. All curb areas are designated “active loading only”. Military vehicle drivers must/shall always remain with their vehicles, without exceptions.

All military vehicles dropping off passengers may use any area of the upper (departures) ramp of the South Terminal and any area of the North Terminal not designated for other categories of vehicles. At the North Terminal all luggage trucks shall be loaded and unloaded in the “bus loading” area at the south end of the terminal.

Note: use of the C-Concourse Loading Dock area or the designated Tour Bus staging areas at the South Terminal requires checking in with guard in the C9 guard shack to be inspected before proceeding to the C-Concourse Loading Dock or Tour Bus Staging area.

## **9.7 Vehicle for Hire - Off Airport Shuttles and Limousines**

### **South Terminal**

Passenger drop-off is on the departure level. Passenger pickup is on the arrival level on the commercial curb. All passenger pick-up areas are for ‘Active Loading Only’. Limousines under 28’ and Off Airport Shuttles may load passengers in shared spaces that are identified by signs that read “Off Airport Shuttles, Limousines under 28’ and Courtesy Vehicles”. Any Limousine longer than 28’ is considered a bus by the airport and must use one of the spaces assigned for “Bus Loading” as designated in section 6.7. The driver must remain with the vehicle at all times (within 10 feet), may not remove baggage from the terminal, will not solicit business in any manner or go inside the terminal for any reason or to locate customers. Airport Commercial Vehicle Permit (CVP) must be visible in the lower right side (passenger side) of the windshield. The company logo and name must be visible on the side of the vehicle.

### **North Terminal**

Off Airport Shuttles, Limousines shorter than 28’ and Courtesy Vehicles will share curb space and may use any spot at the North Terminal curb that is not designated for another use. Limousines longer than 28’ are considered buses and must pick-up and drop-off passengers in one of the five (5) “bus loading only” areas at the south end of the North Terminal. Limousines longer than 28’ may use the one bus spot at the curb for passenger drop-off only. All passenger pick-up and drop-off areas are for “Active Loading Only”. The driver must remain with the vehicle at all times and may not remove baggage from the terminal or go inside the terminal for any reason. Drivers may

wait in the vehicle waiting area at the North end of the North Terminal with other commercial vehicles until the fare is ready for pick-up.

## **9.8 Busses**

### **South Terminal**

Upper ramp (Departures): Passenger drop-off at the South Terminal has a maximum of three (3) cruise line vehicles unloading North of the Alaska Airlines (Door #1) ticket counter. In addition, one bus may drop off fewer than five (5) passengers along the curb in front of the appropriate departing airline. Cruise line vehicles must not stop in front of terminal doors at any time.

Upper ramp (Departures) weight restrictions prohibit more than two (2) motor coaches or box trucks (or a combination of both) side by side on the upper ramp. If a third motor coach or box trucks needs to pass, they must wait for one of the previous two motor coaches or box trucks to pull forward or leave the upper ramp.

Additional upper ramp passenger drop-off is located in between doors three (3) and four (4) on the upper ramp. No more than three (3) Cruise line vehicles from any one company can be loading in this area at the same time.

Lower ramp (Arrivals): Passenger pick up at the South Terminal has a maximum of four (4) cruise line vehicle spots on the lower commercial curbside (on the South side of the red shelter) at any one time including two (2) cruise line vehicles (less than 28' in length) using the “crossover” parking area between the commercial lane and the interior passenger pick-up lane and one (1) on the commercial curb as signs indicate. No more than three (3) cruise line vehicles from any one company can be loading in this area at the same time.

Busses may use the five (5) spaces at the red horseshoes next to the loading dock for passenger or luggage loading. All vehicles must stop at the C9 guard shack and be inspected before proceeding to the loading area. There are also six (6) bus-staging spaces on the East side of the C9 Guard Shack parallel to Terminal Loop Road.

### **North Terminal**

Buses may pick up and drop off passengers in the five (5) designated spaces for buses at the South end of the North Terminal and may drop-off passengers at the North Terminal curb where signage indicates. Buses may stage in the bus staging spaces at the C Concourse if all five (5) spaces at the North Terminal are full. Passengers should be ready for pickup with their luggage prior to the arrival of the bus at any bus passenger pick-up area. Only one (1) space exists on the curb (marked “Tour Bus”) for passenger drop-off and pick-ups located in front of Door #2.

## **9.9 Rental Cars**

### **South Terminal**

Airport rental car companies must use their Rental Car (RAC) Facilities for their customer services. Parking is authorized in front of the RAC to the east side of the South Terminal Commercial Curb. Drivers must always remain with their vehicles.

## **9.10 Air Operations Area Vehicle Permit**

Vehicles operating within the Air Operations Area (AOA) must display an AOA vehicle permit issued by the Airport Badge Office.

AOA vehicle permits are issued for the calendar year expiring December 31 each year. Permit colors change yearly.

## **9.11 Air Operations Area Temporary Ramp Permit**

Vehicles operating within the Air Operations Area (AOA) on a temporary basis must display a Temporary Ramp Permit. Temporary Ramp Permits are issued by the Airport Badge Office with a validity period of up to six (6) months. There is no charge for Temporary Ramp Permits.

## **9.12 Commercial Vehicle Permits**

If any vehicle listed below in categories A through K that picks up passengers at ANC fewer than 12 times a year (infrequent use) – the annual permit fee is \$50.00 regardless of commercial vehicle category.

All Commercial Vehicle Permits are issued by the Airport Badge Office. Commercial Vehicle Permits are issued for the calendar year, expiring December 31<sup>st</sup> each year. Permit color changes yearly. Permit fees are published by the Airport Controller's Office. Commercial Vehicle Permit descriptions and requirements are as follows:

### **Hotel/Motel and Airline Courtesy Vehicle**

- Provides transportation to and from a place of accommodation for no passenger fee
- A Business Activity Permit is not required

### **Limousine**

- Provides pre-arranged transportation for a fee
- A Business Activity Permit is not required
- Municipality of Anchorage Limousine Permit is required

### **Motorhome Rental Business Courtesy Vehicle**

- Provides transportation to off-airport motorhome rental businesses
- A Business Activity Permit is not required
- Municipality of Anchorage Limousine Permit is required

### **Non-Scheduled Shuttle Service**

- Passenger capacity 4-15
- Provides pre-arranged transportation for a fee
- Municipality of Anchorage Vehicle for Hire permit required

### **Off Airport Valet Parking Service, Mobile Aircraft Maintenance and Repair Service, Mobile Food Service and Delivery vehicles Vehicle**

- Company must have a Business Activity Permit issued by Airport Leasing.

### **Off Airport Vehicle Rental Business Courtesy Vehicle**

- Provides transportation to off-airport vehicle rental businesses
- Company must have a Business Activity Permit issued by Airport Leasing

### **Scheduled Bus Service**

- Provides scheduled bus service for a fee
- Department of Transportation permit required

### **Taxi**

- Provides on-demand transportation for a fee
- A Business Activity Permit is not required
- Municipality of Anchorage Taxi Permit is required

### **Tour Passenger Vehicle**

- Provides pre-arranged service as part of a tour package
- One complimentary support vehicle permit is issued as necessary for each permit purchased.

### **Seasonal Tour Group Operations**

- See current Airport Notice
- Airport Notice is updated annually for Tour Groups operating May 10 – September 30 annually

***Reference Anchorage Municipal Code 11.10.010 for additional information on classification of commercial vehicles.***

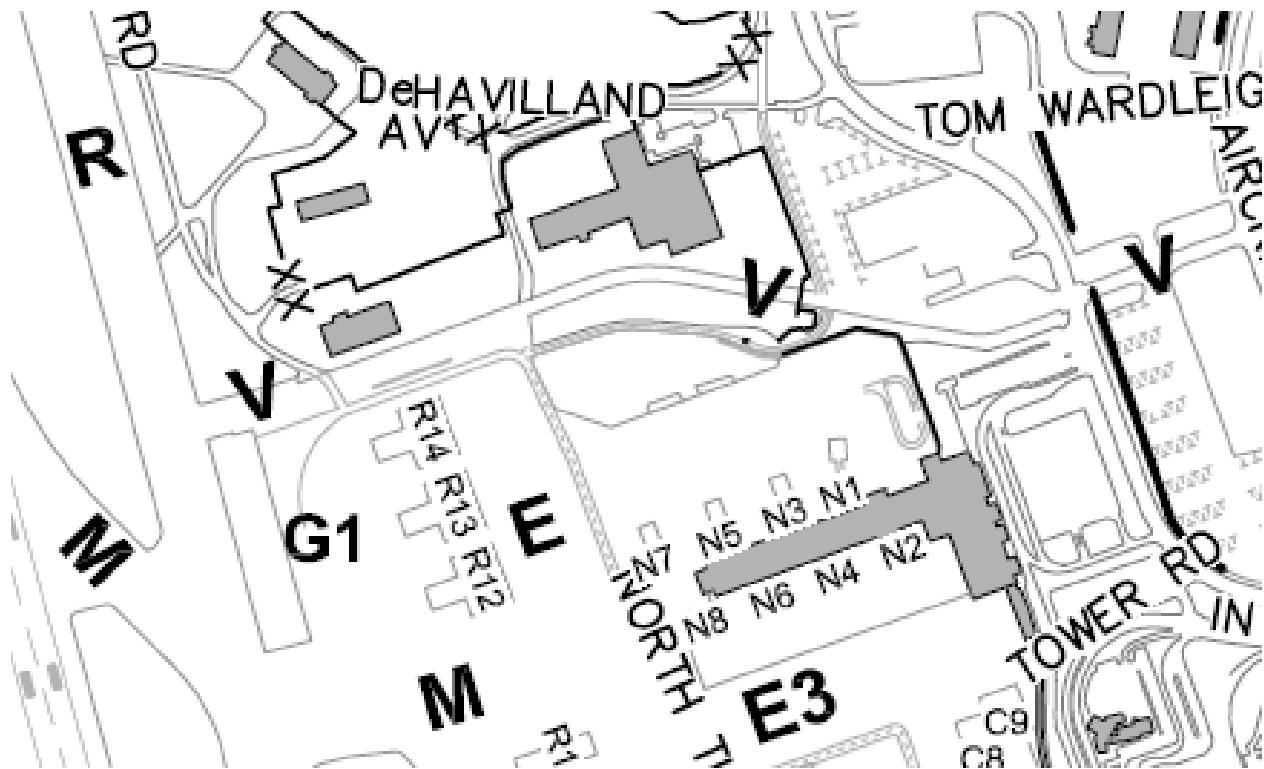
### **9.13 Diesel Trucks Equipped with Diesel Particulate Filter (DPF)**

All vehicles that have engines equipped with an exhaust after-treatment device, such as a Diesel Particulate Filter (DPF), that requires the filter to be cleaned at high temperature (regenerated) while installed on the vehicle shall meet the requirements listed below. DPF regeneration shall be performed only in areas designated by the authority having jurisdiction. DPF regeneration shall not be performed within 100 feet of any aircraft refueling operations. DPF regeneration system piping shall be shielded from engine discharge manifold to the outlet pipe. DPF regeneration-equipped vehicles shall have a listed diffuser installed at the outlet of the exhaust tailpipe. Exhaust gases shall not be discharged where they could ignite fuel vapors that could be released during normal operations or by accidental spillage of fuel. DPF regeneration-equipped vehicles shall have a lockout mode that will prevent automatic regeneration when these vehicles are operated within 100 ft. of aircraft parking areas.

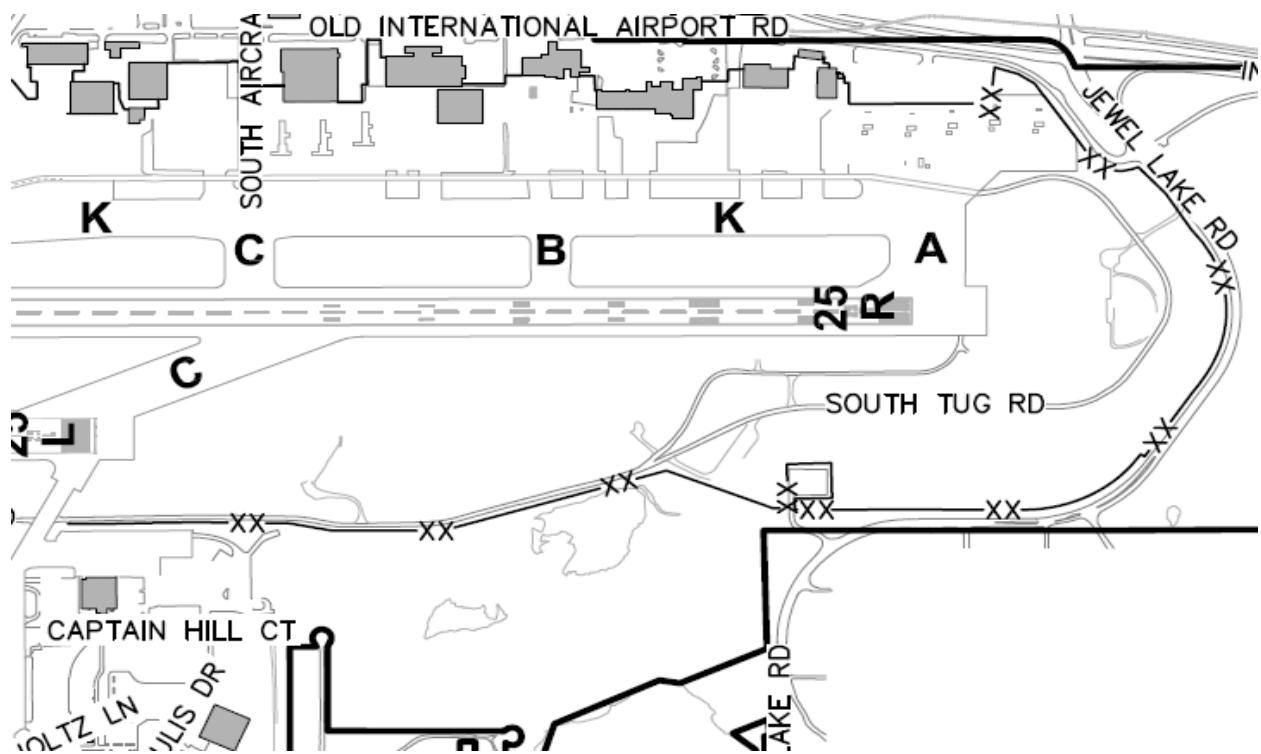
#### **Designated DPF Regeneration Locations on the AOA (Marked by Double XX)**

NOTE: DPF regeneration sites may temporarily change due to Maintenance on the Airfield.

#### **DPF Regeneration site #1, Gravel area inside of gate N-10 (sign posted)**



**DPF Regeneration site #2, Gravel area South Tug Road (sign posted)**



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## **SECTION 10**

### **ENVIRONMENTAL**

#### **10.0 Hazardous Materials**

All Airport tenants who handle, store, transport, or dispose of hazardous materials must do so in a manner that does not result in adverse impacts to the environment.

##### **Marking and Labeling of Hazardous Materials**

All hazardous materials stored at the airport and on airport leaseholds must be properly marked and labeled with the contents of the material and the hazard it presents. Tenants should use the National Fire Protection Association (NFPA) 704 Hazardous Materials Identification System that is intended to provide basic information to firefighters, emergency responders, and employees.

##### **Safety Data Sheets (SDS)**

A current SDS for all hazardous materials used and/or stored by ANC tenants must be accessible and readily available for employees and emergency response personnel.

##### **Container Management**

All drums and other containers shall be stored to prevent discharge of pollutants to the environment. All containers of hazardous materials are to remain closed when not in use. Drums and other containers should be inspected regularly as a precaution to prevent leaking and/or spills. All drums, containers, and storage tanks must be clearly marked with current contents.

##### **Storage Tank Management**

Facilities that store petroleum products or other hazardous materials in aboveground or underground storage tanks above are subject to state and federal regulations governing the tanks. Facilities with aggregate above ground oil storage greater than 1,320 gallons must prepare a Spill Prevention Control and Countermeasures (SPCC) plan in accordance with 40 CFR 112 that address facility spill, personnel training, inspection and record keeping systems. Aboveground storage tanks must be maintained in good condition and be properly labeled with legible markings. Underground storage tanks must undergo a 3<sup>rd</sup> party inspection every three years.

Tenants should follow the fuel management practices found in FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling and Dispensing on Airports.

##### **Disposal of Hazardous Materials/Waste**

Disposal of all hazardous materials and hazardous waste shall be in accordance with all applicable state, federal, and local regulations. Improper disposal of hazardous materials/waste/oils within airport boundaries or property will result in serious consequences. Empty drums and containers must be promptly disposed of in accordance with all applicable regulations.

## **10.1 Spill Prevention and Reporting**

This section establishes policy for the reporting and cleanup of spills and/or releases of fuels, petroleum products, hazardous substances, and other environmental contaminants at the Airport. Its purpose is to present guidelines and regulations so that airport tenants and businesses will report and clean up spills in a responsible manner.

It is the policy of the Ted Stevens Anchorage International Airport to support the sustainable development of the airport through sound environmental practices. To attain these goals, all spills must be cleaned up and reported in accordance with State of Alaska environmental and airport regulations.

**REPORT ALL**

**OIL AND HAZARDOUS SUBSTANCE SPILLS**

ALASKA LAW REQUIRES REPORTING OF ALL SPILLS

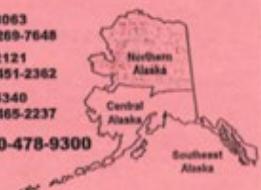
During normal business hours

contact the nearest DEC Area Response Team office:

**Central Area Response Team: Anchorage**  
269-3063  
Fax: 269-7648

**Northern Area Response Team: Fairbanks**  
451-2121  
Fax: 451-2362

**Southeast Area Response Team: Juneau**  
465-5340  
Fax: 465-2237



Outside normal business hours, call: 1-800-478-9300

 Alaska Department of Environmental Conservation  
Division of Spill Prevention and Response

and 800-478-9300

Alaska Department of Environmental Conservation

**Discharge Notification and Reporting Requirements**  
18 AAC 75.300

Anchorage: 269-3063 Fax 269-7648  
24 Hour Non-working hours 1-800-478-9300

Hazardous Substance - must be reported as soon as the person has knowledge of the discharge.

Oil Discharges:

- To Water – Report as soon as the person has knowledge of the discharge
- To Land –
  - Excess of 55 gallons - report as soon as the person has knowledge
  - Excess of 10 gallons but less than 55 gallons – report within 48 hours of having knowledge
  - From 1 gallon to 10 gallons – maintain and provide to the department on a monthly basis, a written record of any discharge
- To Impermeable Secondary Containment Areas –
  - Excess of 55 gallons - report within 48 hours after the person has knowledge of the discharge

## **Regulations and Enforcement**

State of Alaska Law, 17 AAC 42.050, requires that all spills and/or releases of fuels, petroleum products, hazardous substances, and other environmental contaminants to the land, water or other property at the Ted Stevens Anchorage International Airport must be immediately reported to the Airport Manager. The operator or agent responsible for the spill shall report and initiate the cleanup process according to applicable federal, state, and/or local environmental law in a timely manner. Reporting the spill to the Airport does not relieve the responsible party of obligations to also report the spill to the Alaska Department of Environmental Conservation (ADEC) and/or the US Coast Guard.

Failure to comply with the reporting requirements and cleanup requirements as required by law will subject the operator to enforcement actions and penalties imposed by the State of Alaska and the Environmental Protection Agency (EPA).

Airlines and airline ground servicing agents should inspect aircraft parking spots prior to and after ground servicing to ensure the area is clear of any reportable spills. Areas where ground service

equipment (GSE) is parked are to be checked regularly for spills from leaking GSE. Leaking equipment must be removed from the airfield and repaired before returning to service.

When a spill is initially “discovered”, the Airport will normally only go back to the last known user to assign clean up responsibility. Unless the Airport has prior notification, when Airport personnel note a spill; the agent on the spot at the time will be considered the responsible party. It is the prime responsibility of servicing agents to immediately report any spills resulting from their operations as they experience them as well as any spills they find. 17 AAC 42.050 also states; “If a person responsible for a release does not take immediate action to report, contain, and clean up the release, the airport manager shall report, contain, or clean up the release as the manager determines appropriate under the circumstances. The department may seek reimbursement for the department’s costs of assessment, reporting, containment, and clean up, as applicable, from the person responsible for the release”. In the event of a spill the following steps are required:

- Notify Airport Operations through the Airport Communication Center at 907-266-2411 and Airport Environmental at 907-266-2546.
- Notify ADEC at 907-269-7500 of the spills as required on the attached placard. ADEC spill notification forms outline the information that is required in the report. Spills of any size to waters of the United States must be reported to the U.S. Coast Guard’s National Response Center at 1-800-424-8802. The responsible party is required by law, (17 AAC 42.045) to submit copies of all spill and environmental reports to the Airport Manager.
- Initiate containment and cleanup actions that protect workers and the environment from further contamination. Follow these spill response practices:
- Always wear the appropriate personal protective equipment (PPE) to protect yourself and workers.
- Prevent fuels and/or hazardous substances from entering storm sewers or drainage ditches.
- Corrosive spills (acids and bases) should be neutralized.
- Wastewater and sewage spills require cleanup, disposal to a sanitary sewer, and sterilizing of all exposed surfaces with a disinfectant (18 AAC 72.040).
- Additional site assessment and remediation may be required depending on the substance spilled and the size of the release.
- Disposal of all hazardous materials recovered, absorbent materials, PPE and other materials used during the cleanup shall be in accordance with applicable regulations.
- Provide copies of all spill reports to the Airport Environmental Section via fax at 266-2622.

## **Compliance**

The above references to State and Federal regulations are provided as guidance only. Other regulations may apply that are not referenced in this section and the information contained in these regulations may change. The airport does not make any guarantees or assume any liability with the respect to the use of any information contained in this section. To ensure compliance it is recommended that users of this manual check the regulations for changes or consult the appropriate regulatory agency or a qualified professional for further advice.

## **10.2 Solid Waste and Recycled Material**

Tenants must manage all solid waste in a manner that is clean, organized, does not attract wildlife or have adverse impacts to the environment.

All solid waste and recyclable materials must be managed in accordance with Alaska Administrative Code 17 AAC 42.020. 17 AAC 42.020 states: “A person may not place, spill, or dump garbage, trash, sewage, refuse, or other waster material on an airport except in a waste receptacle the Airport Manager has approved for that purpose or in a waste receptacle designed and provided for that purpose by a lessee, permittee, or concessionaire on its premises.”

All trash should be secured in a hard-sided container with a lid and lock bar to avoid attracting wildlife.

The Ted Stevens Anchorage International Airport provides trash compactors at both the North and South Terminals for use by terminal tenants. Recycling containers for office paper, newspaper, and cardboard are located adjacent to the compactors to enhance airport tenant recycling programs. Please follow these guidelines when using the trash compactors and recycling dumpsters:

- Airport tenants are responsible for removing solid waste and recyclable materials generated from their operations. Airport custodial personnel will remove solid waste and recyclable items from the active public areas of the terminal buildings.
- Segregate the different materials and use the appropriate recycling bin for the material you are discarding. Solid waste (trash, garbage) must be placed in trash cans or the compactors, never in the recycling containers.
- Flatten all cardboard boxes before placing in the cardboard bin.
- All material must be completely placed inside the bin to prevent windblown litter (especially shredded office paper). Do not overfill the dumpsters.
- Federal, State, and Local liquid waste disposal regulations apply to material that is excessively wet (>1 gallon) that is placed into compactors and dumpsters.
- Contact Airport Environmental at 907-266-2546 to report problems with solid waste disposal.

## **10.3 Storage of Hazardous Materials**

The Airport is required to ensure the storage of hazardous materials is in accordance with federal, state, and local requirements. Airport tenants are responsible for storing hazardous materials and aircraft tires in a safe manner that is in compliance with applicable fire, safety, and environmental regulations.

### **Flammable and Combustible Material**

Airport tenants encountering passengers with a flammable, combustible, or other hazardous material shall take possession of the material and manage through their own waste disposal program. Tenants who encounter these problems need to have safe and secure storage cabinets to hold the material for proper recycling or disposal under applicable regulations. Storage cabinets must be placed at floor level and no higher than six (6) feet. Storage must be approved for and compatible with the stored material.

Fuels, propane bottles, and other hazardous material shall not be placed in any waste receptacle, poured down drains, sinks, toilets, storm water drains, or on the ground. These actions will constitute illegal disposal of hazardous waste. The Airport will not collect, accept, or dispose of any hazardous material from the airport tenant.

Hazardous materials shall not be stored anywhere within public and/or passenger areas of the main terminals or concourses. Hazardous materials shall be stored only in cabinets approved by the National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA).

### **Ammunition and Fireworks**

Ammunition, fireworks, and flares are a serious potential safety hazard to passengers and Airport employees. Ammunition or fireworks shall never be placed in any waste receptacle or recycling unit. Due to the serious hazards, they present these items must be stored in a safe and secure area until they can be turned over to Airport Police and Fire for proper disposal. Ammunition and other related materials may not be stored in open boxes in tenant office space. Airport tenants must contact Airport Police and Fire in a timely manner to arrange the disposal of ammunition and/or fireworks.

### **Marking and Labeling of Hazardous Material**

See *Hazardous Materials*.

### **Aircraft Tires**

Airlines may store up to six (6) aircraft tires in any leased storage area within the terminals. Tire pressure of any stored aircraft tire shall not exceed 30 psi. In most cases this will be enough pressure to maintain the tires to the rim. Aircraft tires are to be stored in tire racks in an upright position with at least a 4" gap between each stored tire. This gap will facilitate an extinguishing agent's ability to extinguish or cool down the tires in the event of a fire. At no time will aircraft tires be stored lying on their side walls.

### **Compliance**

Failure to comply with these policies and procedures may subject responsible parties to enforcement action by state, federal, and local regulatory agencies. If clarification or assistance is needed concerning this section, please contact the Airport Environmental Office.

## **10.4 Aircraft Sewage Facility**

Disposal of sewage from aircraft lavatory service operations is allowed only to an approved sanitary sewer connected to a wastewater treatment plant. The aircraft sewage facility or "biffy dump" at the North Terminal is the only approved common use facility for ANC tenants. No material other than aircraft lavatory wastes and sewage shall be discharged at this facility. Operators must use only surfactants, disinfectants, and holding tank chemicals approved for discharge to the sanitary sewer systems when servicing aircraft lavatories.

## **Procedures and Guidelines**

The following procedures and guidelines should be adhered to when using the aircraft sewage facility:

- Train all aircraft lavatory service personnel on the proper operation of the trucks and equipment as well as the discharge of collected sewage and rinse water with an emphasis on safety and spill prevention.
- Perform regular inspections of trucks, hoses, valves, tanks, and associated equipment used to transfer lavatory wastes. Utilize buckets or pans to capture drips from hoses and fittings. Empty these containers into the truck or floor drain in the biffy dump to prevent splashing or tracking sewage when the vehicle is moving. Carry absorbent materials and other cleanup supplies on lavatory service vehicles.
- Pull vehicle completely into the building and check equipment alignment to ensure discharges of sewage and blue water flow directly into the floor drain leading to the triturator (muffin grinder) and sanitary sewer.
- After emptying lavatory wastes into the floor drain, equipment shall be moved forward towards the back door prior to washing and rinsing. This prevents any liquids from flowing out of the facility doors to outside ramps and storm drains. All wastewater from washing and rinsing equipment must drain into the sanitary sewer system inside the building.
- Practice good housekeeping techniques and leave the biffy dump clean for the next user.
- Immediately clean up and report spills or other discharges of aircraft lavatory wastes to any area outside the biffy dump. Spills should be reported to Airport Operations through the Airport Communication Center at 266-2411 and Airport Environmental at 266-2546.

## **10.5 Regulations and Enforcement**

Solid, chemical, or hazardous wastes shall not be disposed into any sanitary or storm sewer system. Discharge of non-permitted materials into the sanitary or storm sewer system violates Federal (33 U.S.C. Chapter 26), State (18 AAC 72), and Local (AMC 26.50.050) wastewater discharge regulations. Violation of these laws is punishable by fines and/or criminal penalties. Airport personnel conduct random inspections of the biffy dump to ensure compliance with these laws. The area is also under electronic surveillance to identify violators of the biffy dump procedures.

Failure to comply with lavatory waste disposal procedures may subject the violator to reprimands from the Airport Manager that may prohibit the tenant from future use of the aircraft sewage facility. The Airport Manager will notify the appropriate regulatory agencies of any violations of applicable law to levy applicable fines and/or penalties.

Contact Airport Facilities at 907-266-2432 to report problems with the biffy dump equipment.

## **10.6 Cleaning of Biffy House**

Carriers and their ground handlers who use the biffy house are directly responsible for its cleaning and upkeep.

Once per calendar year the AOC (Airline Operating Council) shall coordinate a cleaning schedule for the biffy house. That information shall include which carrier or ground handler is assigned to

each individual months along with current contact phone numbers. That list shall be submitted to the airport facilities help desk.

Cleaning shall consist of the following:

- Removal of all trash
  - Trash shall be disposed of at the carrier or ground handlers' facilities.
- Washing and or sweeping the floor.
  - Note, gravel is NOT to be swept or washed into the floor drain or grinder.
- Coiling or stowing of all water hoses.

If a carrier or ground handler is determined not to be adhering to the cleaning schedule as submitted, facilities may initiate cleanup procedures and back bill that carrier or ground handler for the associated costs.

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## **SECTION 11**

### **EMPLOYEE/TENANT PARKING**

#### **11.0 Employee Parking Lots**

This section establishes policy for badged employee parking at the Ted Stevens Anchorage International Airport.

#### **11.1 Parking Policy**

Employee parking lots at ANC are designated for the terminal in which the employee works. If an employee works in the South Terminal, the employee shall park in the South Terminal Employee Lot. If the employee works in the North Terminal, the employee shall park in the North Terminal Employee Lot.

Employee parking lots are designated for employee parking only. Misuse of this privilege can result in disciplinary action against the employee and possible tow or relocation of involved vehicle(s) at the employee's expense.

Vehicles over 25 feet in length are prohibited in ANC parking lots.

No employee may park more than one vehicle at the same time in any employee parking lot.

No employee may exceed the designated maximum parking stay allowed in the employee parking lot.

Lot-A (North Terminal Employee Parking Lot) has a maximum parking stay of 24 consecutive hours.

Lot-D (South Terminal Employee Parking Lot) has a maximum parking stay of seven (7) consecutive days.

Observe closed areas and do not park vehicles in barricaded off areas.

Park only in established parking spaces and observe all traffic signs.

#### **11.2 Failure to Comply**

Step-1 (Written Warning): An email will be sent to the employee's department manager/supervisor as notification of the offense.

Step-2 (Badge Suspension): After 24 hours, if the vehicle is not removed, the employee's badge access may be suspended.

Step-3 (Vehicle Impound): After 48 hours, without notice to the employee and at their expense, the (ANC) Airside Operations Superintendent and/or Landside Operations Superintendent may contact the scheduled towing company to tow the vehicle off airport property.

#### **11.3 Reserved Tenant Parking**

It is the Airport's policy that all airport tenants are responsible for the removal of illegally parked vehicles from their leasehold landside parking spaces.

## **11.4 Removal Procedures**

The airport tenant is responsible for selecting the towing company. The tenant must provide an informational call to the Airport Communications Center (ACC) Dispatch at 907-266-2411/2415 with the following information:

- Vehicle license number.
- Towing company and phone number.
- Make and model of vehicle being towed.
- Location of where the vehicle was towed from.

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## Section 12

### Recycling Areas

#### **12.0 Recycling**

The cardboard and newspaper recycling dumpsters are located inside the recycling area in room C1780 on level 1 of the C Concourse. This area is now available for tenants to place newspaper, mixed paper, and cardboard for recycling.

The key to a successful recycling program is to ensure the recyclable materials are separated properly and not contaminated with trash or other waste. Please follow these guidelines when using the recycle room.

#### **12.1 Cardboard**

- A cardboard compactor has been installed to handle recyclable cardboard boxes.
- The cardboard baler will be operated by the Airport's maintenance staff.
- Tenants should place boxes into the baler if it is open and stack them next to it if it is closed or full.
- Remove all Styrofoam, plastic, and any other packaging materials other than cardboard from cartons to be crushed. **ONLY CARDBOARD BOXES ARE TO GO INTO THE COMPACTOR!**

#### **12.2 Newspaper**

- Newspapers and any inserts that come with newspapers are acceptable.
- No magazines, catalogs, etc.

#### **12.3 Mixed Paper**

- All types of office paper, junk mail, paper ream wrappers, brown clasp envelopes, Manila envelopes & folders.
- Glossy paper, paperboard (non-corrugated cardboard).
- Magazines, catalogs, and brochures are acceptable.
- Soft cover books and manuals with glued bindings, phone books.
- Staples and paper clips are permitted, NO metal or plastic bindings.
- NO waxed or coated paper, carbon paper, paper plates, cups, napkins.

***Remember, these containers are not for trash.***

The trash compactor is just outside the recycle room for paper products that cannot be recycled.

If you have any questions regarding the recycling program, contact Airport Environmental at 907-266-2546.

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## **Section 13**

### **Hot Work Areas**

#### **13.0 Purpose**

This bulletin establishes policy, responsibility, and restrictions for the Hot Work Program at Ted Stevens Anchorage International Airport. Procedures for the Hot Work Program are found in the text of the Hot Work Permit. This program is further established for the prevention of unintended ignition of combustible/flammable materials during welding/cutting operations.

#### **13.1 Policy**

It is the Airport's policy of ensuring employee and public safety through a fire prevention program. The Hot Work Program is part of the Airport's fire prevention program.

#### **13.2 Responsibilities**

This policy applies to all federal, state, and tenant employees, and vendors/contractors who perform/contract welding or cutting operations on Airport properties. The procedures shall not apply to cutting and welding operations that may be or become part of routine and normal processes in approved welding shop areas.

The Supervisor for each shop performing welding/cutting tasks shall review hot work procedures for routine/normal operational processes. This review is to be documented and posted in the areas of welding operations.

The person responsible for the hot work is responsible for completing the Hot Work Permit. The Airport Project Engineer(s) or Company Project Manager and/or Airport Fire Official shall review Hot Work Permits to ensure the person responsible has completed the permit.

After the permit has been reviewed the responsible person shall ensure each reviewer is provided a copy of the permit and the permit is posted at the work site.

#### **13.3 Definitions**

**Hot Work** is any activity that could produce flames, sparks, slag, or other hot fragments that might act as an ignition source to flammable materials in the area. "Hot Work" also includes any activity that could generate sufficient smoke or heat to activate a fire alarm detection system. It includes, but is not limited to, welding, flame cutting, torch soldering, heat-treating, pipe thawing, and grinding.

**Fire Watch** is where one or more responsible persons visually check all areas where:

- There is any potential for the hot work to start a fire, or
- Where building spaces that are normally protected by an automatic fire alarm system are unprotected because the alarm has been partially or completely deactivated in order to perform the work.

In areas where there is any direct risk of ignition from the work these checks must be made frequently enough that any fire discovered could be put out with a single fire extinguisher (probably every five minutes or less depending on the nature and amount of flammable materials present). If any smoldering or burning material is discovered fire watch personnel should attempt to put it out with a fire extinguisher and if necessary, manually activate the fire alarm, call 911 to summon additional help and take any additional steps needed to ensure evacuation of building occupants.

In areas where the fire alarm has been deactivated, but where there is not direct risk (nature and amount of flammable materials present, number of people in the building, activities, etc.) of ignition from the hot work, the checks can be made less frequently.

If a fire watch is only required in the immediate area of the hot work, it may be possible for the person doing the work to also maintain the fire watch so that no additional personnel will be needed.

If a fire watch is required in areas where a fire alarm is deactivated, notifying area occupants of the situation may satisfy the fire watch requirement. Occupants are to be told that the fire alarm will be out of service and that if they observe evidence of a fire, they should manually activate the alarm, call 911 to report the situation, and take any other steps necessary to alert other occupants to evacuate.

The individual conducting the fire watch may leave the area momentarily (to use the restroom, retrieve parts or tools from a service vehicle, etc.) as long as they fulfill the requirements described above. Any extended absence will require someone else to take over fire watch during the time they are away.

### **13.4 Precautions**

The following general safety precautions shall be satisfied regardless of welding locations:

- Valves, regulators, hoses, and torches shall be checked prior to operations and at regular intervals throughout operations.
- Welding or cutting on vessels that contain combustible or flammable material is prohibited unless completely purged and residue removed.
- Gas cutting and welding equipment shall be secured to avoid damage and disturbance.
- Personnel performing hot work shall ensure that the atmosphere is free of flammable or combustible vapor. Should there be a doubt, consult with your Company Safety Representative. If your safety representative is unavailable, you may contact Airport Fire Officials (266-2579) or the Safety and Health Officer (266-2641) to determine if work should continue.

### **13.5 Approved Hot Work Areas**

Areas that are not subject to a Hot Work Permit include:

- Welding Shops
- Outdoor areas free of combustible materials (i.e., dry brush, grass, leaves, etc.).

### **13.6 Non-Approved Hot Work Areas**

Individuals performing hot work shall ensure precautions have been taken as prescribed in the Hot Work Permit Form prior to commencing any work. The Responsible Person shall complete the Hot Work Permit Form at least 48 hours prior to commencing any work in non-approved areas unless it is not possible due to an emergency situation. Required precautions include but are not limited to:

- Ensuring adequate ventilation is provided.
- Segregate combustible material at least 35 feet from work area.
- Provide guarding in the form of shielding and covering if combustibles cannot be removed or segregated.
- Remove combustibles from common surfaces when welding on metal walls, partitions, or ceilings is to be completed.
- Special attention to welding or cutting pipes in contact with walls made with combustible materials.
- Posting a fire watch in areas where combustibles cannot be safely segregated from work or where sparks may impact lower levels in cases of elevated work.
- Where a fire alarm has been partly or completely disabled in order to perform the work.

### **13.7 Contractors and Vendors**

Contractor/Vendor Safety Representatives shall evaluate hot work activities to be conducted by contractors or vendors for adherence to the Hot Work Program prior to the start of work.

Contractors and Vendors are required to complete the Hot Work Permit Form at least 48 hours prior to the start of work unless precluded by an emergency situation.

### **13.8 Authoritative Reference**

This bulletin is issued as an operational order in accordance with 29 CFR 1910.252, Welding, Cutting, and Brazing; 29 CFR 1926.350-354, Welding and Cutting; International Fire Code, Chapter 26, and Title 17 AC 42.020, General Rules of Conduct: Violations

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## HOT WORK PERMIT

### **Ted Stevens Anchorage International Airport**

A hot work permit is required 48 hours in advance of any work requiring heat or open flame within a facility/property owned, leased, or managed by the Ted Stevens Anchorage International Airport.

Hot work procedures include welding, torch cutting, grinding, brazing, flame soldering, thawing pipes with torches, and other work where there is potential for fire.

If you are completing this permit, you should be working from a work order, purchase order, or a signed contract. Do not proceed with work if an order or contract has not been issued. This permit is issued and valid only for the job described below and for the date(s) and time(s) specified. This permit must be posted at the job site.

Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Location: \_\_\_\_\_

Work/Purchase Order/Contract Number: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Company/Component Name: \_\_\_\_\_

Supervisor on Site: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Airport Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Fire Watch Required: YES \_\_\_\_ NO \_\_\_\_

The Airport requires a fire watch when the type of work or the work area indicates such a precaution would be prudent and reasonable to protect life and property from fire.

The fire watch person maintains vigilance looking for presence of fire or hazardous conditions within the hot work area. After the work is complete the fire watch will re-inspect the area to make it fire safe.

Fire watch personnel shall be trained in the use of ABC type fire extinguishers, familiar with the facility/equipment, know the procedures for sounding fire alarms, notifying building occupants in case of fire, and notifying the Airport Communication Center (9-911).

If a fire should occur the fire watch should attempt to extinguish or smother the fire using the extinguisher/fire tarp at the work site.

Review By: Airport Project Engineer: \_\_\_\_\_

Safety and Health Officer: \_\_\_\_\_

Airport Fire Official: \_\_\_\_\_

## **SPECIAL PRECAUTIONS**

1. Do not perform cutting or welding work where an open flame would be dangerous. Be sure that cutting and welding equipment is not used where there is any possibility of flammable vapors passing through openings.
2. Move the work to a safe place rather than perform the work in a hazardous location. If the work cannot be moved remove all exposed combustible materials within a 35-foot radius.
3. Sweep floor area clean within a 35-foot radius. Wooden floors will be covered with adequate material where sparks or hot metal is likely to fall.
4. Station a guard to warn persons who might be burned by sparks or hot slag.
5. Use adequate guards and curtains/welding screens where needed. When using fire resistant blankets as a curtain ensure that no opening exists where the curtain meets the floor.
6. Have fire extinguishers available at the site where performing work. Contractors/Vendors will provide their own fire extinguishers.

## **PRE-INSPECTION CHECKLIST**

Pre-inspection is to be completed at the beginning of each day/shift by the person responsible for performing the hot work.

1. Hot work equipment will be inspected and determined to be in good repair prior to the start of work.
2. This work cannot reasonably be done in a shop or other area designated for this purpose and equipped to minimize hazards.
3. No sprinklers will be taken out of service while this work is being done.
4. The potential for smoke, heat, airborne dust, etc., to trigger a fire alarm has been evaluated and appropriate measures will be taken to prevent false alarms (including both local horns

and strobes, and the automatic Fire Dispatch notification). Advance arrangements may be necessary with Facilities Management (266-2432) to deactivate and restore systems or components. Ensure that systems are restored as soon as possible after the completion of work so fire watches can be minimized.

5. There are no combustible fibers, vapors, gases, or liquids in the area, or they will be purged, and the absence of explosive gases or vapors verified with a combustible gas detection instrument prior to work. If there is a possibility of a leak developing in nearby piping, equipment, or tanks containing flammable liquids or gases the area will be continuously monitored for hazardous conditions with appropriate instruments.
6. All combustibles will be relocated 35 feet from the operation and the remainder protected with metal guards or flame proofed curtains or covers (not ordinary tarps).
7. Fire alarms will not be taken out of service, or a suitable fire watch will be arranged. The Facilities Management will be notified 48 hours in advance if it is necessary to disable the alarm system for an entire building.
8. Surrounding floors will be swept clean within a 35-foot radius and if combustible wet down.
9. Ample portable fire extinguishers and trained personnel to use them will be available at the job site. At a minimum a 5-pound ABC rated extinguisher must be present in addition to the normal compliment of building extinguishers.
10. All floor and wall openings, including cracks, within 35 feet of the operations will be tightly covered.
11. The need for a fire watch during work, work breaks, and for 30 minutes after completion has been evaluated and an appropriate number of responsible personnel will be assigned to this duty.
12. There will be no harmful radiation generated by the work. Fire resistant screens will be positioned to protect personnel, property, and equipment.
13. Workers will not be exposed to toxic fumes and the work will not create an indoor air quality issue. Adequate ventilation will be provided to prevent these problems.
14. Prior to starting work, workers will determine the location of the nearest alarm pull station, building fire extinguisher, accessible telephone, and verify a clear escape route from the work area.
15. The person performing the hot work will verify the conditions specified in this permit prior to starting work each day/shift that the permit is in effect. In addition, they will document that verification or re-verification for each day/shift after the start date by adding their initials, with the date, to the permit kept at the work site (directly below the signature line.). Note: If the work needs to be continued beyond the completion date specified on the permit, then a new permit application will be submitted. It is not acceptable to simply keep initialing an expired permit.

**Person Responsible for Performing Hot Work:** I have personally surveyed the work site and attest that the above precautions and pre-inspection items are sufficient to prevent fire and unintended fire alarms as well as to assure the health and safety of workers, bystanders, and building occupants.

---

Date: \_\_\_\_\_

(Full Name Signature is Required)