



# Air Operations Area

# Airport Construction Guide

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# INTRODUCTION

## **Introduction**

St. Pete-Clearwater International Airport is committed to maintaining a safe and secure facility. This manual provides general guidance to contractors on the requirements and procedures for construction operations within the Air Operations Area (AOA) as well as the Security Identification Display Area (SIDA) at the Airport.

Construction activity in and around an airport is a complex endeavor that requires coordination with many agencies and adherence to a wide variety of rules and regulations that most contractors are unaccustomed to.

Contractors are expected to conduct their operations in a manner that will provide safe working conditions, protection of the public, protection of property, and adherence to all applicable rules and regulations. It is always the objective of the Airport to achieve incident free and secure construction projects.



## DEFINITIONS

**Air Operations Area (AOA)** - The area of the Airport bounded by a fence of to which access is otherwise restricted and which is primarily used or intended to be used for landing, takeoff, or surface maneuvering or aircraft, and related activities.

**Air Traffic Control Tower (ATCT)** - A facility that provides air traffic control services to aircraft and provides instructions to aircraft, vehicles, or personnel operating in the movement area of an airport.

**Airport** - St. Pete-Clearwater International Airport

**Apron (Ramp)** - The airport apron is the area of an airport where aircraft are parked, unloaded or loaded, refueled, or boarded.

**ID Media** - An Airport issued badge that serves to identify the person wearing it and authorization to operate in and perform different duties at the Airport.

**Federal Aviation Administration (FAA)** - A department of the Department of Transportation which regulates all aspects of civil aviation. These include the construction and operation of airports, the management of air traffic, the certification of personnel and aircraft, and the protection of US assets during the launch or reentry of commercial space vehicles.

**Movement Area** - That part of airport used by aircraft for takeoff, landing, and taxiing, excluding aprons and areas designed for maintenance of an aircraft.

**Non-Movement Area** - Those areas of the AOA not under the control of the Air Traffic Control Tower. The Non-Movement Area consists of aircraft gates, aprons, and perimeter roads.

**Notice to Airmen (NOTAM)** - A notice filed to alert aircraft pilots of potential hazards along a flight route or at an airport that could affect the safety of the flight. NOTAMs are created and transmitted by government agencies or airport operators.

**Perimeter Road** - Vehicle roadway established along the perimeter fence of the airport. Also referred to as the service road.

**Safety Area** - A safety area is the surface surrounding a runway or taxiway prepared or suitable for reducing the risk of damage to airplanes in the event of excursion from the pavement surface. The safety area is part of the movement area and requires clearance from ATCT to enter.



**Security Identification Display Area (SIDA)** - A special security area designated by an airport operator in the US to comply with Federal Aviation Administration (FAA) requirements directed by Federal Aviation Regulations. This is typically the area of an Airport where commercial passenger airlines operate and an identification system must be used in this area

**Sterile Area** - Areas of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, an aircraft operator, or a foreign air carrier. This is typically the security screening and departure lobbies of an airport.

**Transportation Security Administration (TSA)** - An agency of the Department of Homeland Security that has oversees the security of the traveling public. Mainly concerned with air travel, the TSA employs screening officers in airports.

**Federal Bureau of Investigations (FBI)** - A domestic intelligence and security service which serves as the nation's prime federal law enforcement agency.



## Airport ID Media

Each organization with an operational need for Airport ID Media must complete a Letter of Authorization. This agreement establishes the organization's responsibilities pertaining to Airport ID Media and the Airport's master key system. A member of the organization's management or supervisory staff must be designated as the ID Media signatory. This signatory will complete the required Letter of Authorization and designate other members of the supervisory staff that may authorize applications for Airport ID Media and generate request for the issuance of master keys. The signatory and designated supervisory staff is required to complete the Airport ID Media process prior to authorizing any applications for Airport ID media. For construction projects at the Airport the contractor is responsible for authorization and processing of ID Media and keys for all sub-contractors and suppliers. The Airport has several types of ID Media, the type of ID Media issued is determined by the operational need of each applicant.

### **Airport Operations Area (AOA), the Landings, and Public Area ID Media Application Procedures**

1. Applicant reports to the Airport Operations Office with a completed application and two forms of identification. The two forms must conform to the requirements of the I-9 form to establish the applicant's right to be employed in the United States. *If the applicant was born outside of the United States They must include one of the following: Alien Registration Card, I-94 form attached to Foreign Passport, U.S. Passport, Certificate of Naturalization, form DS-1350 certification of U. S. Citizen Born Abroad, form FS-545 Certificate of Birth Abroad, or form FS-240 Consular Report of Birth Abroad.*
2. An authorized signatory of the employer will have reviewed and signed the application. A list of each organization's authorized signers is maintained in the Airport Operations Office. *Applications that are not legible or signed by an authorized signing authority will be not be processed.*
3. Operations personnel using the applicant's two forms of identification will fill out an Identity and Employment requirements form.



4. Airport Operations will complete all necessary procedures to process the applicant for a Security Threat Assessment. When the Security Threat Assessment is returned, the intended employer will be notified of approval or denial via e-mail.
5. If the applicant is approved they will schedule an appointment to complete the process. Applicants must call Airport Operations at 727-453-7816 to schedule an appointment.
6. The applicant will report to the Airport Operations Office to complete all required training with two forms of identification. These Two forms of ID do not have to conform to the I-9 requirements.
7. When the required training is successfully completed the applicant will receive their AOA ID Media.

#### **Security Identification Display Area (SIDA) and Sterile Area ID Media Process**

1. Applicant Schedules an Appointment by calling Airport Operations at 727-453-7816 to complete the fingerprint process.
2. Applicant reports to the Airport Operations Office with a completed application and two forms of identification. The two forms must conform to the requirements of the I-9 form to establish the applicant's right to be employed in the United States. *If the applicant was born outside of the United States, they must include one of the following: Alien Registration Card, I-94 form attached to Foreign Passport, U.S. Passport, Certificate of Naturalization, form DS-1350 certification of U. S. Citizen Born Abroad, form FS-545 Certificate of Birth Abroad, or form FS-240 Consular Report of Birth Abroad.*
3. An authorized signing authority of the employer will have reviewed and signed the application. A list of each organization's authorized signers is maintained in the Airport Operations Office. *Applications that are not legible or signed by an authorized signer will be not be processed.*
4. Operations personnel using the applicant's two forms of identification will fill out an Identity and Employment requirements form.



5. Fingerprints will then be taken electronically and submitted to the TSA and FBI.
6. If the applicant's name or other data appear upon the TSA No Fly, or Selectee Lists the appropriate authorities will be notified.
7. When the Criminal History Records Check and the Security Threat Assessment are received the intended employer's Authorized Signer will be notified via e-mail
8. If the applicant is approved they will schedule an appointment to complete the process. Applicants must call Airport Operations at 727-453-7816 to schedule an appointment.
9. The employee will report to the Airport Operations Office to complete all required training with two forms of identification. These Two forms of ID do not have to conform to the I-9 requirements.
10. When all appropriate required training is successfully completed the applicant will receive their ID Media.

### **Airport ID Media Fees**

#### Credentialing Fees:

CHRC (Fingerprints) processing	\$41.00
ID Media	\$12.00

*Credentialing Fees are invoiced to the organization monthly; with the exception of Landings ID Media which is collected prior to issuance.*

#### ID Media Replacement Fees:

Damaged ID Media Replacement	\$5.00
Lost or Stolen ID Media Replacement	\$40.00

*Replacement Fees are collected prior to the issuance of the replacement ID Media.*





### **Airport ID Media and Key Requirements upon Termination**

The contractor shall **immediately** notify the Airport Security Coordinator or Airport Operations when an Airport ID Media holder's employment has been terminated. This notification must be followed within 24 hours by the return of the Airport ID Media and any Airport issued keys to Airport Operations. The contractor must immediately recover the Airport ID Media and Airport issued Keys from individuals whose employment is terminated or no longer have an operational need for access to the Airport work site.

The contractor will notify the Airport Security Coordinator, in writing, when a subcontractor or supplier is no longer under contract. The contractor will collect all Airport ID Media and Keys from the subcontractor and return them to the Airport Security Coordinator or Airport Operations within 24 hours.

### **Lost or Stolen Airport ID Media and Airport Keys**

If Airport ID Media or Airport issued keys are lost or stolen, it must be reported to the Airport Security Coordinator or Airport Operations immediately, so the ID Media can be deactivated in the Airport's Security Access Control System.

### **Defacement of Airport ID Media**

No stickers, pins, drawings, etc. may be placed on the front of the Airport ID Media. Airport ID Media may not be altered in any form.

### **Displaying of Airport ID Media**

Airport ID Media shall be worn on the front of the outermost garment between the employee's waist and neck at all times while on Airport property. Airport ID Media should only be worn and/or used for access by the employee who the Airport ID Media is issued to. Allowing an unauthorized person to display or use Airport ID Media will result in permanent revocation of the Airport ID Media for whom it is issued.



# ESCORT PROCEDURES

## Escort Procedures

### Pedestrian Escorts

An employee possessing valid SIDA or Sterile Area Airport ID Media with escort authorization may escort other individuals into sterile or secure areas, depending on their access authority, under the following conditions.

- Individuals under escort must have an operational need to access the area.
- The employee providing the escort must remain with line of sight and be close enough to affect the actions of the escorted person(s).
- Employees may not escort other employees whose Airport ID Media is forgotten, lost or missing.
- Maximum number of persons who may be escorted by an ID Media Holder with escort authorization is five (5).
- Individuals escorted into the Sterile Areas will the security checkpoint is active must first complete the passenger screening process.

Any violations of the escort policy will result in revocation of escort privileges and suspension of the Airport ID Media. Employees with suspended or revoked Airport ID Media are not permitted to enter, nor be escorted, into the SIDA or Sterile Areas of the Airport.

### Vehicle Escorts

Airport, Tenant, or contractor vehicles that are authorized and properly equipped may be used to **escort a maximum of two other vehicles** on the AOA. The vehicle providing the escort must lead and is responsible for the trailing vehicle(s).

- Under no circumstances may an employee provide an escort from inside a vehicle that is not properly equipped or unmarked.
- Drivers of escort vehicles must display Airport ID Media with escort authorization.
- All vehicles or persons, including those under escort, are subject to search.
- Drivers of escort vehicles must display Airport ID Media with driving



authorization.

## VEHICLE REQUIREMENTS

### **Non Movement Area**

All vehicles and equipment, except those under escort, must be clearly marked with the company name or logo on both sides in lettering of contrasting color. Markings may be painted on the vehicle, or magnetic signs may be used. Hand-drawn signs are not acceptable.

All contractor vehicles and equipment operating in the AOA must be equipped with 4 way flashers or a flashing amber beacon during daytime work. During nighttime work all vehicles and equipment must be equipped with a flashing amber beacon. Flags and beacons must be mounted on the vehicle or equipment where they are visible from any direction.

### **Movement Area**

All vehicles and equipment, except those under escort, must be clearly marked with the company name or logo on both sides in lettering of contrasting color. Markings may be painted on the vehicle, or magnetic signs may be used. Hand-drawn signs are not acceptable.

All contractor vehicles and equipment operating in the Movement Area must display an orange and white checkered flag or flashing amber beacons during daytime work. During nighttime work all vehicles and equipment must be equipped with a flashing amber beacon. Flags and beacons must be mounted on the vehicle or equipment where they are visible from any direction.

All contractor vehicles and equipment, except those under escort, operating in the Movement Area must be equipped with a two-way airfield radio for communication with ATCT. Call-signs for use while operating in the Movement Area must be pre-arranged and approved by Airport Operations.



## OPERATION OF MOTOR VEHICLES

All personnel operating a motor vehicle within the AOA, to include motorized equipment, will have successfully completed the Airport required driver training and display Airport ID Media with the appropriate driver endorsement. Airport Operations will determine the type of driver authorization based on the contractors operational needs. All persons operating a motor vehicle must possess a valid driver's license issued within the United States or its territories.

## SMOKING AND ALCOHOL

### Smoking

It is prohibited to smoke or carry lighted smoking materials in the following locations:

- Anywhere within the Airport's AOA
- On any apron (ramp) area.
- Within 100 feet of any aircraft.
- In any fuel storage area.
- In any shop, hangar, or service area.

Contractors are only permitted to smoke outside of the area and in designated areas that are pre-approved by Airport Operations.

### Alcohol

It is unlawful to operate a motor vehicle or equipment while the operator is under the influence of an intoxicant and/or controlled substance or under the influence of any drug to a degree which renders the operator incapable of safely operating the vehicle or equipment.



## ACCESS POINTS/GATES

Access to construction areas through vehicle gates shall be coordinated at least twenty four (24) hours in advance with Airport Operations. Only Airport locks or locks pre-approved by Airport Operations may be used. Vehicle gates must be manned by qualified employees with valid Airport ID Media. The employee assigned to perform guard duties at the gate must be present and prepared to perform their duties prior to the gate being unlocked. The contractor will advise Airport Operations when the vehicle gate is unlocked and when it is secured at the end of work for the day.

Employees assigned to provide gate guard services shall be supervised and checked at frequent intervals by the contractor's supervisor and Airport Operations to ensure they are in compliance with all security and safety requirements. Employees assigned to provide gate guard services shall:

- Have the ability to clearly speak, read, and write the English language.
- Must have the ability to communicate directly with Airport Operations by cellular phone provided by the contractor.
- Shall wear a safety vest provided by the contractor.

### Gate Guard Duties

The gate guard is required to check each person entering through the gate for valid Airport ID Media or are under proper escort. Anyone not in compliance will be denied access. Gate guard responsibilities include:

- Checking all incoming individuals for valid Airport ID Media.
- Determining if they have an operational need to access the gate.
- At gates that do not have access control readers, comparing the name on the Airport ID Media with the Airport provided security "Stop List".
- Ensuring that the security gate is closed when not actively being used.
- Maintain a pre-approved log of persons and equipment entering accessing the the AOA through the gate.



## **STOCKPILING**

Stockpiled materials and equipment staging areas must be coordinated and pre-approved by the Airport. All demolished pavement materials and unclassified excavation materials shall be removed and legally disposed of off Airport property or at a location pre-approved by the Airport. Stockpiling material shall be constrained in a manner to prevent movement from either aircraft jet blast or weather events. The contractor shall ensure that the stockpiled materials and equipment are prominently marked and lighted during hours of restricted visibility and darkness.

## **EXCAVATIONS**

Open trenches or excavations are not permitted within the Runway and Taxiway Safety Areas. Open Trenches and excavations in other areas are not permitted unless pre-approved by Airport Operations. The contractor must backfill trenches in the Runway and Taxiway Safety Areas prior to the surfaces reopening by methods approved by the Airport's Engineer. The Safety Areas must be graded to eliminate all ruts, humps, depressions, or hazardous surface variations created by construction activities.

## **EROSION CONTROL**

The Runway and Taxiway Safety Areas must be drained by grading or storm sewers to prevent accumulation and soil erosion to maintain Safety Area standards. The Safety Areas must be cleared and graded and have no potentially hazardous ruts, humps, depressions, or other surface variations, and capable, under dry conditions of supporting emergency equipment and the passage of aircraft without causing structural damage to the aircraft.



## CRANE OPERATIONS

All activities involving cranes must be pre-coordinated with Airport Operations at least 72 hours in advance. The following information is required:

- Maximum extendable height
- Location
- Duration of use
- Hours of operation
- Pictorial of Crane

The top of each crane must be marked by a 3ft. x 3ft. orange and white checkered flag. Cranes must be lowered to its stowed height when not in use or otherwise directed by Airport Operations. If crane operations are present during poor visibility or hours of darkness, then an obstruction light is required on the top of each crane. Airport operations has the right to terminate crane operations.

## TEMPORARY LIGHTING

Temporary or supplementary lighting used in conjunction with nighttime work cannot be located in such a manner as to be an obstruction or hazard. The light shall be placed in a manner approved by Airport Operations as to not create a glare to operating aircraft or the ATCT.

## CONSTRUCTION SIGNAGE

All signs, including signs of a temporary nature, must be approved by the Airport. Design of temporary signage must be created with high quality reflective graphics and shall be consistent with Airport Standards. No hand written signs are permitted at any location on Airport property. Permanent signs must comply with the design details presented in the construction documents.



## CONSTRUCTION SITE CONDITION

The contractor must maintain a clean and orderly project site. All trash and debris must be removed from the premises in a frequency that provides a safe work environment. The contractor will barricade the project site in accordance with the requirements contained in the construction documents. Absolute care and appropriate measures shall be taken to minimize the impact on normal operations at the Airport.

## WILDLIFE MANAGEMENT

Contractors must carefully control and continuously remove waste and loose materials that might attract wildlife. Contractors must be aware of and avoid construction activities that can create wildlife attractants on the Airport, such as:

- Trash
- Standing water
- Tall grass
- Poorly maintained fencing and gates

The contractor shall notify Airport Operations as soon as practical if the contractor recognizes a disruption of a wildlife habitat or increase in wildlife activity.





## FOREIGN OBJECT DEBRIS (FOD) MANAGEMENT

Special care and measures shall be taken to prevent FOD when working in an airport environment. The contractor shall be held responsible for implementing an approved FOD Management Plan. This plan shall have procedures for the prevention, cleanup, and containment of construction material and debris.

- FOD Prevention – aims to stop objects from becoming FOD. This is a proactive approach to eliminating FOD before it becomes a hazards.
- Cleanup - ensures that FOD is picked up before it causes damage or injury.
- Containment – ensures waste and materials do not become FOD during weather events and jet blast. Waste containers with attached lids shall be used on construction sites. Special attention shall be given to securing lightweight construction materials.
- Loose trash inside vehicles is considered FOD.

## HAZARDOUS MATERIALS MANAGEMENT

Contractors operating construction vehicles and equipment on the Airport must be prepared to expeditiously contain and clean-up spills of hazardous materials. The contractor shall be held responsible for implementing approved spill prevention response procedures while operating at the Airport.

## DAILY INSPECTIONS

Airport Operations shall make random inspections and inspections at the end of work each day to ensure conformance with safety procedures, security procedures, and federal regulations.



## **PENALTIES FOR NON-COMPLIANCE**

The following are penalty provisions for noncompliance with security procedures, safety procedures, or rules and regulations. Safety, Security, and operational precautions are necessary at the Airport. Failure of the Contractor to adhere to requirements may have consequences that jeopardize the health, safety or lives of customers and employees at the Airport. Therefore, when the Contractor is found to be in violation of security procedures, safety procedures, or rules and regulations they are subject to the following penalties:

- Revocation or suspension of the contractor employee's Airport ID Media
- Removal of employees involved in the violation
- Enforcement actions of applicable local, state, and Federal enforcement regulations to include penalties.
- Project shutdown

## **NOTIFICATION OF CONSTRUCTION ACTIVITIES**

The Contractor's primary communication link to appropriate Airport personnel is the Airport Engineer or the Project Manager assigned to the project. The contractor is required to contact the Airport Operations Supervisor on-duty prior to the start of work each day and at the end of work each day. Time critical information that could pose an immediate hazard to aircraft or daily operations of the airport shall be communicated directly to the Airport Operations Supervisor on-duty. Medical emergencies and fire emergencies at the Airport should be reported by calling 911; after providing the information to the 911 operator a call shall be placed to the Airport Operations Supervisor on-duty advising of the situation.



# EMERGENCY TELEPHONE NUMBERS

## 911 Police/Fire Emergency

Airport Fire Department (non-emergency)	727-453-7823 (24hrs)
Airport Sheriff's Office (non-emergency)	727-410-3777 (24hrs)

# AIRPORT TELEPHONE NUMBERS

Airport Operations Supervisor On-Duty	727-409-3815 (24hrs)
Airport Security Coordinator	727-453-7815
Airport Operations Manager	727-453-7812
Airport Engineer	727-453-7830
Airport Pass/ID Office	727-453-7816
Airport Main Information Line	727-453-7800