

# Salt Lake City International Airport



## CONSTRUCTION SAFETY AND SECURITY COMPLIANCE MANUAL

March 2018

Refer to the Salt Lake City Department of Airport’s website for the most current edition of this manual.

<http://www.slairport.com>

All forms required for the badging process are found on the Airport’s Badging website.

<http://www.slairport.com/badging>

Form	Description
Fingerprinting and Badge Application	Application for new employees
Badge Renewal Application	Renewal application for expired, lost/stolen badges
General Aviation Badge Application	Application for individuals working in general aviation areas only at Salt Lake City International
ID Badge Access Level Request Form	Used to request changes to an employee’s access through card-controlled doors and gates
Badge Deactivation Form	Used to notify the Airport of badge status changes
Escort-Required Temporary Badge Application	Required for issuance of escort-required badge for individuals working in restricted areas on a temporary basis
Key Request Form	Used to request keys – A \$100 fee is assessed at the end of the project for each non-returned key.
Vehicle Ramp Permit Application	Required for a new or renewed vehicle permit
Authorized Agent Designation Form	Used to designate authorized signers for project

## Manual Revisions

1	July 18, 2012	Pg 36, & ii	Funds withheld from deposit for non-returned keys
2	July 19, 2012	Pg 30-32	Added terminal construction barricades and dust wall requirements
3	July 28, 2012	Pg 59-60	Revised "Badge Request Letter"
4	March 11, 2013	Pg 46	Contact information for security contractor HSS
5	October 1, 2013	Pg 38	Removed requirement for annual recurrent STA Fees
6	October 1, 2013	Pg 40	Updated Replacement Fees for lost/stolen badges
7	October 1, 2013	Pg 43	New ramp permit graphic
8	March 25, 2014	Pgs iv, 35, 40	New office hours
9	July 1, 2014	Pgs 39, 42, 49	Temporary Badges Pending Background Checks are no longer issued. Change in STA fee for General Aviation Badges
10	August 07, 2015	Pgs 42, 43	Remove references to Visitor Badges
11	August 27, 2015	Pg 45	Correct HSS email address
12	March 19, 2018	Multiple	Various format/content changes, exhibits updated

## AIRPORT CONTACT INFORMATION

EMERGENCY TELEPHONE NUMBERS		
<p><b>801-575-2911</b>  <b>FOR</b>  <b>POLICE / FIRE / RESCUE</b></p>		

INFORMATION/COMPLIANCE/ASSISTANCE		
SECTION	PHONE	HOURS
Airport Operations Manager (Ops 60)	801-575-2460	24 Hours/Day 7 Days/Week
Airport Control Center	801-575-2401	24 Hours/Day 7 Days/Week
Airport Engineering	801-575-2961	Monday-Friday 8:00 am – 4:30 pm
Airport Properties	801-575-2894	Monday-Friday 8:00 am – 4:30 pm
Airport Security	801-575-2373	Monday-Friday 8:00 am – 4:30 pm
Airport Badging Office	801-575-2423 (Office) 801-575-2377 (Fax)	Monday-Thursday 8:00 am – 5:00 pm Friday 9:30 am – 5:00 pm

## Table of Contents

<b>CHAPTER 1 – AIRFIELD CONSTRUCTION SAFETY .....</b>	<b>1</b>
1. Coordination.....	2
2. Phasing.....	3
3. Areas and Operations affected by the Construction Activity.....	4
4. Protection of Navigation Aids (NAVAIDs) .....	4
5. Contractor Access .....	5
6. Wildlife Management .....	9
7. Foreign Object Debris (FOD) Management.....	10
8. Hazardous Materials (HAZMAT) Management .....	11
9. Notification of Construction Activities .....	11
10. Inspection Requirements .....	13
11. Underground Utilities .....	14
12. Penalties.....	14
13. Special Conditions.....	15
14. Runway and Taxiway Visual Aids.....	15
15. Marking and Signs for Access Routes .....	18
16. Hazard Marking and Lighting.....	18
17. Runway/Taxiway Safety Area, Object Free Area, Obstacle Free Zone, and Protected Surfaces.....	20
18. Other Limitations on Construction.....	24
<b>CHAPTER 2 – TERMINAL CONSTRUCTION .....</b>	<b>26</b>
Hours of Operations .....	26
Parking .....	26
Employee Requirements.....	26
Construction Area .....	26
Deliveries.....	27
Condition of Construction Site .....	27
Signage .....	2832
Building Permits/Utility Shutdowns .....	32
Height Limitations .....	32
Fire Safety during Construction.....	33

**CHAPTER 3 – SECURITY REQUIREMENTS .....34**

**Airport Issued Identification (ID) Badge Requirements .....34**

**Contractor Registration Requirements .....34**

**Issuance of Airport ID badges .....35**

**Airport ID Badge Renewal/Replacement Procedures .....39**

**Notification Requirement Upon Termination of Employee .....40**

**Refund of Deposit .....40**

**Escort Procedures.....40**

**Vehicle Requirements .....42**

**Access Points/Gates/Gate Guards.....43**

**Fencing .....45**

**Clear Zones .....45**

**Security Violations .....46**

**Working on Sterile Concourses .....48**

**Working in General Aviation Areas .....48**

**GLOSSARY .....50**

**EXHIBITS.....52**

**Exhibit 1 - Runway/Taxiway Safety and Aircraft Movement Areas.....52**

**Exhibit 2 - Terminal Secure Area and Ramp SIDA.....53**

**Exhibit 3 - Airport Assistance Form.....54**

**Exhibit 4 - Construction Badge Request Letter.....56**

**Exhibit 5 - List of Acceptable Documents for Badging.....58**

**Exhibit 6 - Low Profile Portable Plastic Barricades.....59**

**Exhibit 7 - Flat Panel Barricades.....60**

## CHAPTER 1 – AIRFIELD CONSTRUCTION SAFETY

This manual provides general information to contractors, sub-contractors, employees, and suppliers, hereafter referred to as “Contractor”, on the requirements and procedures for accident prevention, safety, and security, at the Salt Lake City International Airport. The manual outlines procedures to be followed by contractors related to construction, repair, or services required by the Salt Lake City Department of Airports (SLCDA) and its tenants. The SLCDA’s safety and security objective is to achieve incident-free and secure construction projects.

Contractors shall conduct their operations in a manner that will provide safe working conditions for all employees, protection of the public, and all others who may be affected by construction activities. Nothing contained in this manual is intended to relieve any Contractor of the obligations assumed by the Contractor under contract with the City or as required by law. Safety and security must be an integral part of each job. Full participation, cooperation, and support are necessary to ensure the safety, security, and health of all persons and property involved in the project.

The purpose of marking, barricading, and lighting airside construction areas is to delineate hazardous areas. These measures are meant to prevent unauthorized incursions into the construction area by personnel, vehicles, equipment, and aircraft. These measures are also in place to prevent construction personnel and vehicles from entering restricted areas and airspace of the airport.

The critical operational areas at the Salt Lake City International Airport, hereafter referred to as “the Airport,” are defined as follows:

- The Airport Operations Area (AOA), for the purpose of this document, is defined as any part of the Airport utilized for aircraft operations and includes any area inside the perimeter fence (Exhibit No. 1).
- The Aircraft Movement Area (AMA) is defined as runways and taxiways that are utilized for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and parking areas. The AMA is a restricted area. All vehicle and pedestrian access is prohibited without the approval of the SLCDA and Federal Aviation Administration (FAA) Air Traffic Control (ATC) (Exhibit No. 1).

The SLCDA reserves the right to review the Contractor’s safety program/record, attend construction safety meetings, and regularly inspect work sites to ensure compliance with the requirements described in this manual and the contract documents. Corrections to the job site for compliance with this manual must be completed in a timely manner or construction activities may be ceased or restricted by SLCDA.

The following sections 1 through 18 are outlined from Chapter 2, Section 1, Paragraph 204 of AC 150 5370-2F “Operational Safety on Airports During Construction” in order to resemble each

project's Construction Safety Phasing Plan (CSPP) and Safety Plan Compliance Document (SPCD). Each project's CSPP and SPCD shall be prepared to comply with the standards and requirements set out in sections 1 through 18 of this manual and AC 150/5370-2F. Requirements and procedures in this manual may be altered in a project's CSPP and SPCD when safety and security are not compromised. Each CSPP is approved by the FAA, and therefore is an extension of the regulations and must be complied with. The SPCD is the contractor's means for complying with the CSPP, and is approved by SLCDCA.

The contractor shall have available at all times copies of the project's CSPP and the SPCD for reference by SLCDCA operations and engineering personnel, and by subcontractors and contractor employees. This manual provides general information to contractors, sub-contractors, employees, and suppliers, hereafter referred to as "Contractor", on the requirements and procedures for accident prevention, safety, and security, at the Salt Lake City International Airport. The manual outlines procedures to be followed by contractors related to construction, repair, or services required by the Salt Lake City Department of Airports (SLCDA) and its tenants. The SLCDA's safety and security objective is to achieve incident-free and secure construction projects.

## 1. Coordination:

Refer to project specific CSPP and SPCD for details

- a) **Contractor Progress Meetings:** Weekly construction meetings shall be scheduled in advance to discuss work progress and to address current or potential security and safety concerns. The standing day, time, and location of the meeting shall be discussed and agreed to at the preconstruction conference. These meetings may be adjusted to a day-to-day basis as necessary for specific work items. Operational safety and security shall be a standing agenda item for discussion during these weekly/daily construction progress meetings.
- b) **Scope or schedule changes.** Changes in the scope and/or duration of the project may necessitate revisions to the CSPP. The FAA Airports Regional or District office shall be promptly notified of any proposed changes to the project's CSPP. Changes to an approved CSPP document require review and approval by SLCDCA and the FAA prior to implementation. In addition, coordinate proposed changes with any and all appropriate local or federal government agencies (i.e. EPA, OSHA, TSA, state environmental agencies, etc.).
- c) **FAA Air Traffic Organization (ATO) coordination.** The Contractor shall coordinate with the Airport through airport engineering and operations early when it needs to schedule airway facility shutdowns and restarts so the airport can coordinate with FAA ATO. Refer to Section 9, "Notification of construction activities" for details notification minimums. Relocation or adjustments to NAVAIDs, or changes to final grades in critical areas, may require an FAA flight inspection prior to restarting the facility. Flight inspections must be coordinated and scheduled well in advance of the intended facility restart. Flight inspections may require a

reimbursable agreement between SLCDA and FAA ATO. Reimbursable agreements should be coordinated a minimum of 12 months prior to the start of construction. (See paragraph 9 “Notification of Construction Activities” (3)(b) for required FAA notification regarding FAA owned NAVAIDs.)

- d) Airport Assistance Form:** SLCDA has a construction “Airport Assistance Form” that shall be utilized if necessary. When the SLCDA determines that the Contractor involved in a construction project is hindering operations at the Airport and that the Contractor is not equipped or unable to rectify the problem within an established timeframe, the “Airport Assistance Form” will be implemented (Exhibit No. 3). The process for this work is as follows:
- i. Airport Inspector or Airport Operations Manager (OPS 60) will initiate work.
  - ii. Airport Maintenance will list equipment and labor used and forward form to Engineering.
  - iii. Engineering will determine billing amount and action to be taken in regards to billing. Engineering will distribute completed form to other divisions.
  - iv. Payment for any Airport assistance will be handled through the standard monthly Contractor invoicing.

## 2. Phasing:

Once it has been determined what types and levels of airport operations will be maintained, the most efficient sequence of construction may not be feasible. In such a case, the sequence of construction will be phased to gain maximum efficiency while allowing for the required operations. The development of the resulting construction phases shall be coordinated with local Air Traffic personnel and airport users. The sequenced construction phases established in the project’s CSPP are incorporated into the project design and are reflected in the contract drawings and specifications.

- a) Phase elements.** The project’s CSPP will detail the following applicable elements for each phase:
- i. Areas closed to aircraft operations
  - ii. Duration of closures
  - iii. Taxi routes
  - iv. ARFF access routes
  - v. Construction staging areas
  - vi. Construction access and haul routes
  - vii. Impacts to NAVAIDs
  - viii. Lighting and marking changes
  - ix. Available runway length
  - x. Declared distances (if applicable)
  - xi. Required hazard marking and lighting
  - xii. Lead times for required notifications

- b) Construction safety drawings:** Drawings specifically indicating operational safety procedures and methods in affected areas (that is, construction safety drawings) are developed for each construction phase. Such drawings should be included in the CSPP as referenced attachments and should likewise be included in the contract drawing package.

### 3. Areas and Operations affected by the Construction Activity:

- a) Identification of affected areas.** Identifying areas and operations affected by the construction will help to determine possible safety problems. The affected areas are identified in the CSPP and the construction safety drawings for each construction phase. These documents will identify the following areas of concern:

- i. Closing, or partial closing, of runways, taxiways and aprons. SLC does not typically allow for partially closed runways in order to avoid creating unnecessary hazardous conditions.
- ii. Closing of Aircraft Rescue and Fire Fighting access routes.
- iii. Closing of access routes used by airport and airline support vehicles.
- iv. Interruption of utilities, including water supplies for firefighting.
- v. Approach/departure surfaces affected by heights of objects.
- vi. Construction areas, storage areas, and access routes near runways, taxiways, aprons, or helipads.

- b) Mitigation of effects.** Establishment of specific procedures is necessary to maintain the safety and efficiency of airport operations. The CSPP must address:

- i. Temporary changes to runway and/or taxi operations.
- ii. Detours for ARFF and other airport vehicles.
- iii. Maintenance of essential utilities.
- iv. Temporary changes to air traffic control procedures. Such changes must be coordinated with the ATO.

### 4. Protection of Navigation Aids (NAVAIDs):

Before commencing construction activity, parking vehicles, or storing construction equipment and materials near a NAVAID, the contractor shall coordinate with Airport Engineering and Operations who will coordinate with the appropriate FAA ATO/Technical Operations office to evaluate the effect of construction activity and determine the required distance and direction from the NAVAID. (See Section 9.d.(3) below.) Construction activities, materials/equipment storage, and vehicle parking near electronic NAVAIDs require special consideration since they may interfere with signals essential to air navigation. If any NAVAID may be affected, the CSPP and SPCD will identify the “critical area” associated with each NAVAID and describe how it will be protected. Where applicable, the operational critical areas of NAVAIDs shall be graphically delineated on the project drawings. Particular attention

shall be given to stockpiling material, as well as to movement and parking of equipment that may interfere with line of sight from the ATCT or with electronic emissions. Interference from construction equipment and activities may require NAVAID shutdown or adjustment of instrument approach minimums for low visibility operations. This condition requires that a NOTAM be filed (see paragraph 9.b below). Construction activities and materials/equipment storage near a NAVAID must not obstruct access to the equipment and instruments for maintenance. Submittal of a 7460-1 form is required for construction vehicles operating near FAA NAVAIDs.

## 5. Contractor Access:

- a) **Location of stockpiled construction materials.** Stockpiled materials and equipment storage are not permitted within the Runway/Taxiway Safety Areas (RSA/TSA) Obstacle Free Zones (OFZ) or Runway/Taxiway Obstacle Free Areas (ROFA/TOFA) of an operational runway or taxiway. All demolished pavement materials and unclassified excavation materials shall be removed and legally disposed of off airport property and not stockpiled on airport property, unless the material is approved by the Airport for recycling and reuse. Stockpiling material shall be constrained in a manner to prevent movement resulting from either aircraft jet blast or wind conditions. Stockpile height shall not penetrate runway primary surfaces, transitional surfaces, or other active protected airspace. Refer to Section 17 for the dimensions and restrictions regarding pertinent protected airspace and surface areas at SLC. The contractor shall ensure that stockpiled materials and equipment adjacent to these areas are prominently marked and lighted during hours of restricted visibility or darkness. Refer to Sections 16 hazard lighting and marking requirements. This includes determining and verifying that materials are stabilized and stored at an approved location so as not to be a hazard to aircraft operations and to prevent attraction of wildlife and Foreign Object Debris / Damage (FOD). Refer to Sections 6 and 7 below for wildlife management and FOD. Stockpiled material shall have silt fence located around the material to prevent FOD from moving onto the active airfield pavements or polluting watercourses.
- b) **Vehicle and pedestrian operations.** Vehicle and pedestrian access routes for airport construction projects must be controlled to prevent inadvertent or unauthorized entry of persons, vehicles, or animals onto the AOA. SLC will coordinate requirements for vehicle operations with airport tenants, contractors, and the FAA air traffic manager. All personnel operating a motor vehicle on Airport property shall have a valid driver's license. Utah State motor vehicle laws will be observed when operating a motor vehicle on the Airport. Aircraft traffic will continue to use existing runways, aprons, and taxiways of the Airport during the time that work under a contract is being performed. The Contractor shall, at all time, conduct the work as to create no hindrance, hazard, or obstacle to aircraft using the Airport. The speed limit on all airside roadways is 20 miles per hour unless otherwise posted. The following are SLCDAs' requirements, and additional requirements and specifications can be found in the project's CSPP and SPCD.

- i. **Construction site parking** will be designated in advance. The CSPP and SPCD will show vehicle parking areas for contractor employees to prevent any unauthorized entry of persons or vehicles onto the AOA, and penetration of protected airspace by parked vehicles. These areas will provide reasonable contractor employee access to the job site. The project area(s) shall be bounded by the approved barricades identifying contractor personnel and vehicle area operation limits. Refer to section 16 of this document for details on approved barricades. These barricaded project limits, haul routes, contractor staging areas, and associated safety and security details are also provided graphically in attached exhibits within the project's CSPP.
  
- ii. **Construction equipment parking.** Contractor employees must park and service all construction vehicles in an area designated by the Airport outside the OFZ and never in the safety area of an active runway or taxiway. Contractor parking and equipment staging areas will be identified as the Contractor Staging Area and are graphically identified in the drawing set and the attached exhibits in the project's CSPP. Inactive equipment shall not be parked on a closed taxiway or runway, unless a complex setup procedure makes movement of specialized equipment infeasible. If it is necessary to leave specialized equipment on a closed taxiway or runway at night, the equipment must be well lighted. Employees shall also park construction vehicles outside the OFA when not in use by construction personnel (for example, overnight, on weekends, or during other periods when construction is not active). Parking areas must not obstruct the clear line of sight by the ATCT to any taxiways or runways under air traffic control nor obstruct any runway visual aids, signs, or navigation aids. SLCDAs will ensure construction equipment parking locations do not effect airport design criteria, surfaces established by 14 CFR Part 77, Safe, Efficient Use, and Preservation of the Navigable Airspace (Part 77), and on NAVAIDs and Instrument Approach Procedures (IAP). See section 9 below for further information.
  
- iii. **Access and haul roads.** All construction vehicles and personnel shall be restricted to the immediate work areas specified by the contract for each project. These areas include the haul routes into the work area, the designated contractor staging area and the area under construction. Use of alternate haul routes or staging areas by the contractor shall not be permitted without prior notification and approval by airport engineering and airport operations. Access or haul routes used by contractor vehicles must be clearly marked to prevent inadvertent entry to areas open to airport operations. Construction traffic must remain on the haul roads, never straying from the approved paths. Maintenance and upkeep of the haul roads are the responsibility of the contractor. Haul roads in any airport traffic areas must be especially monitored for dust and debris to prevent any potential FOD situations. A mechanical sweeper shall be used to remove FOD and contaminants from paved haul routes. Application of water on dirt or gravel haul routes must be provided as often as necessary to control dust. The contractor is responsible for any damage caused by construction traffic on the haul roads, regardless of whether in an approved or un-approved traffic area. Special attention shall be given to ensure that if construction traffic is to share

or cross any ARFF routes that ARFF right of way is not impeded at any time, and that construction traffic on haul roads does not interfere with NAVAIDs or approach surfaces of operational runways. Following construction completion, the contractor shall grade, reseed, clean or otherwise restore the haul route areas to their original conditions prior to construction activities. Work necessary in maintaining the haul roads and compliance with safety and security requirements is considered incidental to the project, and therefore, shall not be directly paid for.

- iv. **Marking and lighting of vehicles** in accordance with AC 150/5210-5, Painting, Marking, and Lighting of Vehicles Used on an Airport. All vehicles and equipment operating on the Airport and in the general vicinity of the safety area or in aircraft movement areas must be marked with flashing yellow/amber beacons or orange and white flags during daylight hours. In addition the vehicles and equipment will have identifying symbols at a minimum of 2-inch block-type characters of contrasting color that are easily legible. During hours of darkness or low visibility they shall be marked with at least flashing yellow/amber beacons. Beacons and flags must be maintained to standards and in good working and operational condition. Beacons must be located on the uppermost part of the vehicle structure, visible from any direction, have peak intensity within the range of 40 to 400 candelas, and flash 75 +/- 15 flashes per minute. Flags shall be 3' by 3' with alternating 1' by 1' international orange and white squares, and shall be replaced by the contractor if they become faded, discolored, or ragged as determined by SLCDA.
- v. **Required escorts.** At no time will vehicles or personnel enter portions of the secure AOA outside the contract area unless permitted and accompanied by an airport approved escort. All construction-related activity taking place within any active area of the AMA requires the presence of a SLCDA escort having radio communication with the FAA control tower unless prior approval is obtained from Airport Operations Manager (OPS 60). Spotters and/or flaggers having radio or telephone contact with the SLCDA may be used with the approval of the on shift Airport Operations Manager (OPS 60). Refer to paragraph "ix. Flagging operations" of this section for details.
- vi. **Training requirements for vehicle drivers** to ensure compliance with SLCDA's vehicle rules and regulations. All personnel who drive a vehicle or operate equipment on the AOA shall take the "Airfield Ramp Driving" computer based training before operating on the AOA, unless properly escorted. The training includes proper vehicle operations on various areas under normal, lost communications, and emergency conditions. Contractors and their personnel will not have unescorted access to the AMA.
- vii. **Situational awareness.** Vehicle drivers must confirm by personal observation that no aircraft is approaching their position (either in the air or on the ground) when given clearance to cross a taxiway, or any other area open to aircraft operations. In addition, it is the responsibility of the escort vehicle driver to verify the movement/position of

all escorted vehicles at any given time. Use of cell phones and personal audio devices are prohibited while driving anywhere in the AOA.

- viii. **Two-way radio communication procedures.** All communication with the Air Traffic Control Tower or other elements of the Airport shall be through the SLCDCA engineer and/or airport operations. Operations personal or SLCDCA Engineer will monitor air traffic control frequencies at all times. Contractors and their personnel do not have unescorted access to the AMA and therefore must coordinate with the project engineer for an escort to access the AMA. At no time shall active taxiways or runways be crossed by construction equipment without notification and proper approval/clearance from SLC Operations and air traffic control.

All flaggers, spotters and observers controlling equipment crossing active aircraft operating areas are required to have a fully operational cellular telephone or SLCDCA approved radio to contact the Airport Operations Manager (OPS 60) to report any problems that may affect aircraft operations. (If available, an Airport radio may be issued to the Contractor for a \$2,000 deposit, refundable if the radio is returned in same condition). Flaggers, spotters, and observers shall be familiar with radio call signs, channels and phone numbers. All observers, spotters, and flaggers will immediately contact the Airport Operations Manager (OPS 60) if any equipment or vehicle becomes disabled or is unable to yield to aircraft for any reason.

- ix. **Flagging operations across taxiways/taxilanes/ramps.** If approved by the Airport Operations Manager (OPS 60), vehicle and pedestrian crossings of active taxiways and high-use or congested ramp areas may be permitted if the following provisions are met:
- The Airport Operations Manager (OPS 60) is notified before any activity begins and when the activity ends every day.
  - Airport Operations has coordinated the activity with Air Traffic Control and has advised the Engineer and Contractor when to begin crossings.
  - An Airport Operations representative is available to contact Air Traffic Control if there are any problems.
  - All involved personnel understand that all equipment and pedestrians must yield to all aircraft. Aircraft always have the right of way.
  - When flagging operations are established to cross active taxiways, a UDOT certified flagger is required on each side of the taxiway.
  - The crossing shall be kept clean at all times using a power sweeper, power broom, and/or hand sweeping.
  - Airport Operations reserves the right to cancel any crossing operation for airport operational need, or contractor's non-compliance.

- c) **Maintenance of the secured area of the Airport:** Salt Lake City International is subject to 49 CFR Part 1542, Airport Security, and must meet standards for access control, movement of ground vehicles, and identification of construction contractor and tenant personnel. The Contractor and its personnel shall be aware of the increased security, and familiar with the security policies of the Airport.
- i. **Fencing and gates.** The Airport and the Contractors must also maintain a high level of security during construction when access points are created in the security fencing to permit construction vehicle access. Temporary gates shall be equipped and/or manned by construction personnel to prevent unauthorized access by vehicles, animals or people. Procedures conforming to SLC security protocols shall be in place to ensure that only authorized persons and vehicles have access to the AOA and to prohibit “piggybacking” behind another person or vehicle. Access shall be made available at all times to all airport emergency vehicles traveling to operations areas within the proximity of the construction work zone. The Department of Transportation (DOT) document DOT/FAA/AR-00/52, Recommended Security Guidelines for Airport Planning and Construction, provides more specific information on fencing. A copy of this document can be obtained from the Airport Consultants Council, Airports Council International, or American Association of Airport Executives.
  - ii. **Badging and other security requirements** can be found in the “Security Requirements” Chapter of this manual.

## 6. Wildlife Management:

The CSPP and SPCD must be in accordance with the SLCDAs’ wildlife hazard management plan. See also AC 150/5200-33, Hazardous Wildlife Attractants On or Near Airports, and FAA Cert Alert 98-05, Grasses Attractive to Hazardous Wildlife. Construction contractors must carefully control and continuously remove waste or loose materials that might attract wildlife. Contractor personnel must be aware of and avoid construction activities that can create wildlife hazards on airports, such as:

- a) **Trash.** Food scraps and trash must be disposed of and contained in a manner that will not attract wildlife.
- b) **Standing water.** The contractor must ensure that the construction site remains free of standing water. Water shall not be allowed to collect and pool for more than any single 24-hour period.
- c) **Tall grass and seeds.** Grass inside the construction site shall be maintained by the contractor at a height that will not attract wildlife. Requirements for turf establishment can be at odds with requirements for wildlife control because grass seed is attractive to birds. Therefore, an approved seed mix specified in the construction documents shall be the only mixture allowed.

- d) **Poorly maintained fencing and gates.** Wildlife exclusion shall be considered while maintaining fencing and gates for the AOA. Maintenance of gates and fencing is addressed in section 5.
- e) **Disruption of existing wildlife habitat.** The Contractor shall notify the Airport through the engineering representative or operations as soon as practical if the Contractor recognizes a disruption of a wildlife habitat or increase in wildlife. Small mammals create a hazard to aircraft by attracting birds of prey, and should be considered a reportable hazard.

## 7. Foreign Object Debris (FOD) Management:

Special care and measures shall be taken to prevent Foreign Object Debris / Damage (FOD) when working in an airport environment. The Contractor shall be held responsible for implementing an approved FOD Management Plan that will be incorporated into the SPCD. The FOD Management Plan will have procedures for prevention, regular cleanup, and containment of construction material and debris.

- a) **FOD prevention** aims to stop objects from becoming FOD. This is a proactive approach to eliminating FOD before it becomes a hazard. Some measures for FOD prevention include: a tool control program, FOD identification incorporated into pre-operational and post-operational inspections of equipment, and FOD recognition incorporated into Point of Entry (POE) inspections. The Contractor will ensure all vehicles related to the construction project using paved surfaces in the AOA shall be free of any debris that could create a FOD hazard.
- b) **Regular cleanup** ensures that FOD is picked up before it causes damage or injury. Special attention will be given to the cleaning of cracks and pavement joints. All taxiways, aprons, and runways must remain clean. Contractors will provide their own equipment for vehicle and equipment washing and clean up. The SLCD A wash facility will be used by Airport personnel only unless specific permission from the Airfield Maintenance Supervisor has been granted. Immediate access to a vacuum-sweeper is required when construction occurs on any pavement area inside the AOA, unless an appropriate alternative has been approved by the Airport Operations Manager (OPS 60) and Engineer.
- c) **FOD containment** ensures waste and materials do not become FOD in wind and jet blast, or attract wildlife. Waste containers with attached lids shall be required on construction sites. Waste container lids must have a securing mechanism or be made of a material that will not allow the lid to be blown open in high winds. Special attention shall be given to securing lightweight construction material (concrete insulating blankets, tarps, insulation, etc.). Specific securing procedures and/or chain-link enclosures may be required.

## 8. Hazardous Materials (HAZMAT) Management:

Contractors operating construction vehicles and equipment on the Airport must be prepared to expeditiously contain and clean-up spills resulting from fuel, hydraulic fluid, or other chemical fluid leaks. Transport and handling of other hazardous materials on an airport also requires special procedures. The contractor is required to develop and implement spill prevention and response procedures for vehicle operations. The contractor shall incorporate these procedures into the SPCD. This includes maintenance of appropriate MSDS data and appropriate prevention and response equipment onsite. The Contractor shall notify the Airport immediately when a spill occurs.

## 9. Notification of Construction Activities:

The following information and procedures are for immediate notification of airport users and the FAA of any conditions adversely affecting the operational safety of the Airport.

- a) **SLC representatives / points of contact:** The contractor’s primary communication link to the appropriate airport personnel is the airport engineer associated with the project. Time critical information that could pose an immediate hazard to aircraft shall be communicated directly to the Airport Operations Manager (Ops 60). Emergencies on the Airport should be reported through the airport emergency phone number (801-575-2911) for the most rapid emergency response.

<b>Airport Emergencies (24hrs/day, 7days/week)</b>	<b>801-575-2911</b>
<b>Airport Operations Manager (Ops 60) (24hrs/day, 7days/week)</b>	<b>801-575-2460</b>
<b>Airport Operations Control Center (24hrs/day, 7days/week)</b>	<b>801-575-2401</b>
<b>Airport Engineering</b>	<b>801-575-2900</b>
<b>Airport Badging</b>	<b>801-575-2423</b>
<b>Airport Security Requirements</b>	<b>801-575-2373</b>

- b) **Notices to Airmen (NOTAM).** Only the Airport may initiate or cancel NOTAMs on airport conditions, and is the only entity that can close and open a runway or taxiway. SLCDCA shall coordinate the issuance, maintenance, and cancellation of NOTAMs about airport conditions resulting from construction activities with tenants and the local air traffic facility (control tower, approach control, or air traffic control center), and shall provide information on closed or hazardous conditions on airport movement areas to the FAA Flight Service Station (FSS) so it can issue a NOTAM. Only the FAA may issue or cancel NOTAMs on shutdown or irregular operation of FAA owned facilities. Therefore, airport engineering and airport operations shall be notified early when construction will require a closure on the AOA, a hazardous condition, or a shutdown or irregular operation of any ILS. Any person having reason to believe that a NOTAM is missing, incomplete, or inaccurate must notify SLCDCA airport operations.

- i. The contractor shall provide written request for all closures of taxiways or runways 72 hours in advance of the closure. This request shall include the times requested and the contractor’s proposed detailed schedule of operations within the area.
- ii. The contractor shall notify the engineer 72 hours in advance of using any equipment that may penetrate the runway primary surface or associated surfaces (14 CFR Part 77).

**c) Emergency notification procedures:** The contractor shall contact the airport engineering representative associated with the construction project in most situations. However, when emergency medical, firefighting, and police response situations exist, the contractor shall use the airport emergency number 801-575-2911. This number will ensure the most rapid emergency response.

<b>Airport Emergencies (24hrs/day, 7days/week)</b>	<b>801-575-2911</b>
<b>Airport Operations Manager (Ops 60) (24hrs/day, 7days/week)</b>	<b>801-575-2460</b>
<b>Airport Operations Control Center (24hrs/day, 7days/week)</b>	<b>801-575-2401</b>
<b>Airport Engineering</b>	<b>801-575-2900</b>

Integrated Public Alert and Warning System (IPAWS) is an internet-based capability that federal, state, local, tribal, and territorial authorities can use to issue critical public alerts and warnings. This system will notify airport employees of an emergency in progress. In the event of an aircraft emergency, severe weather conditions, or any issue as determined by SLCD that may affect aircraft operations, the contractor’s personnel and/or equipment may be required to immediately vacate the area(s) affected. Points of contact for the various parties involved with the project shall be identified and shared at the pre-construction meeting among the various parties. Specific emergency notification procedures shall be incorporated into the project’s SPCD.

**d) Coordination with ARFF Personnel.** The CSPP will detail procedures for coordinating through airport engineering and operations with ARFF personnel, mutual aid providers, and other emergency services if construction requires the deactivation and subsequent reactivation of water lines or fire hydrants; the rerouting, blocking and restoration of emergency access routes; or the use of hazardous materials on the airfield. Construction areas can also create hazards to ARFF response when an incident occurs within the construction site. To the extent possible hazards shall be marked, and ARFF/Emergency Response personnel shall familiarize themselves with the construction site and associated hazards.

**e) Notification to the FAA.**

- i. **Part 77.** Any person proposing construction or alteration of objects that affect navigable airspace, as defined in Part 77, must notify the FAA. This includes construction equipment and proposed parking areas for this equipment (i.e. cranes, graders, other equipment) on airports. FAA Form 7460-1, Notice of Proposed

Construction or Alteration, can be used for this purpose and submitted to the appropriate FAA Airports Regional or District Office. Further guidance is available on the FAA web site at [oeaaa.faa.gov](http://oeaaa.faa.gov).

- ii. **Part 157.** With some exceptions, Title 14 CFR Part 157, Notice of Construction, Alteration, Activation, and Deactivation of Airports, requires that SLCDAs notify the FAA in writing whenever a non-Federally funded project involves the construction of a new airport; the construction, realigning, altering, activating, or abandoning of a runway, landing strip, or associated taxiway; or the deactivation or abandoning of an entire airport. Notification involves submitting FAA Form 7480-1, Notice of Landing Area Proposal, to the nearest FAA Airports Regional or District Office.
- iii. **NAVAIDS.** For emergency (short-notice) notification about impacts to both airport owned and FAA owned NAVAIDs, contact Airport Operations Manager (OPS 60) 801-575-2460.

If construction operations require a shutdown of a NAVAID for more than 24 hours or more than 4 hours daily on consecutive days, the Contractor shall provide a 50-day minimum notice to the Airport prior to facility shutdown. SLCDAs must notify the appropriate FAA ATO Service Area Planning and Requirements (P&R) Group a minimum of 45 days prior to implementing an event that causes impacts to NAVAIDs. SLCDAs will coordinate work for a NAVAID shutdown with the local FAA ATO/Technical Operations office, including any necessary reimbursable agreements and flight checks. The Contractor shall provide procedures in the project SPCD that will address utility outages and cable cuts that could impact NAVAIDs. (See section 11 for underground utilities)

## 10. Inspection Requirements:

- a) **Daily (or more frequent) inspections.** Inspections should be conducted at least daily, but more frequently if necessary to ensure conformance with the CSPP. A sample checklist is provided in the project CSPP and Advisory Circular 150/5370-2F. In addition to the contractor's required inspections, airport operations will inspect the construction site three (3) times a day to ensure compliance with the CSPP and SPCD.
- b) **Final inspections.** Areas that have been closed for construction must have a final inspection from airport engineering and/or airport operations prior to being opened. Airport operations shall inspect runways, taxiways, safety areas, or areas where aircraft operate prior to that area being opened to aircraft. Discrepancies to Part 139 requirements discovered during the inspection shall be corrected prior to the area being opened.
- c) **FAA certification inspections.** New runways and extended runway closures may require safety inspections at SLC prior to allowing air carrier service. The Airport will coordinate with

the FAA Airport Certification Safety Inspector (ACSI) to determine if a certification inspection will be necessary.

## **11. Underground Utilities:**

Special attention shall be given to preventing unscheduled interruption of utility services and facilities. Where required, due to construction purposes, the FAA shall locate all of their underground cables. The contractor shall locate and/or arrange for the location of all the underground cables in a manner that will comply with Utah Code – Title 54 – Public Utilities. When an underground cable is damaged due to the contractor’s negligence the contractor shall immediately repair the cable affected at the Contractor’s own expense. Full coordination between airport staff, field inspectors, and construction personnel will be exercised to ensure that all airport power and control cables are fully protected prior to any excavation. Locations of cabling will be marked, and the markings shall remain visible prior to beginning excavation.

Most, but not all, existing underground utilities are shown in their approximate location on the project’s drawings. The contractor shall notify all utility owners, including SLCD and FAA, 48 hours prior to any excavation that might affect these utilities. If the markings locating the underground lines no longer identify the location of the facilities due to fading caused by time, weather, construction or other reasons, the facilities shall be re-marked prior to excavation. Power-operated or power-driven excavating or boring equipment shall not be allowed within 24 inches horizontally of a marked utility until the utility is located with hand tools. Again, if damage to existing utilities is caused as a result of the contractor’s operations, the utilities shall be immediately repaired to the owner’s satisfaction at the expense of the contractor.

No work shall be done in the vicinity of any electrical cables, communication cables, or duct banks prior to the cables being located by the appropriate organizations. All electrical, communication, and FAA cables shall be “pot-holed” by hand to verify location and depth prior to excavation. The contractor shall obtain FAA approval for all work near known FAA cables prior to excavation.

## **12. Penalties:**

The following are penalty provisions for noncompliance with airport rules and regulations and the safety plans (for example, if a vehicle is involved in a runway incursion). Penalties for security violations are addressed in the “Security Requirements” chapter of this manual.

Safety and operational precautions are necessary at the Airport. Failure of the Contractor to adhere to prescribed 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 safety, operational, or any other procedure in this manual, the Contractor may be issued a misdemeanor citation.

The Operations Division has the option to issue warnings on the first offense based upon the circumstances of the incident. Individuals involved in noncompliance violations may be required to surrender their Airport ID badges pending investigation of the matter. Penalties for violations related to SLCDA procedures include the following:

- i. Warning citation, Airport ID badge confiscation, retraining, and a letter from the employer stating what actions have been taken to prevent the incident from happening again
- ii. Project shutdown and/or removal of personnel involved from the AOA.
- iii. Class B misdemeanor citation – Salt Lake City Ordinance Title 16

### **13. Special Conditions:**

The CSPP will detail any special conditions that affect the operation of the Airport and will require the activation of any special procedures (for example, low-visibility operations, snow removal, aircraft in distress, aircraft accident, security breach, Vehicle/Pedestrian Deviation (VPD) and other activities requiring construction suspension/resumption).

- a) In the event of an aircraft emergency, severe weather conditions, or any issue as determined by SLCDA that may affect aircraft operations, the Contractor's personnel and/or equipment may be required to immediately vacate the area. The contractor will receive notification from airport operations and/or airport engineering when special conditions require the construction site to be vacated. In any event, extreme care should be exercised should construction personnel identify any ARFF (Airport Rescue and Fire-Fighting) vehicle moving toward the Runway with emergency lights displayed. This will generally mean that an emergency situation is imminent. Reference Section 9.

### **14. Runway and Taxiway Visual Aids:**

Areas where aircraft will be operating shall be clearly and visibly separated from construction areas, including closed runways. Throughout the duration of the construction project, the contractor shall verify that these areas remain clearly marked and visible at all times and that marking, lighting, signs, and visual NAVAIDs remain in place, in good condition, and operational.

- a) **General.** Airport markings, lighting, signs, and visual NAVAIDs must be clearly visible to pilots, not misleading, confusing, or deceptive. All must be secured in place to prevent movement by prop wash, jet blast, wing vortices, or other wind currents, and frangible or constructed of materials that would minimize damage to an aircraft in the event of inadvertent contact.

- b) Markings.** Markings must be in compliance with the standards of AC 150/5340-1, Standards for Airport Markings. All existing pavement markings requiring removal shall be obliterated by sandblasting, water blasting, or black paint at the direction of the SLCD. Blacked out markings are temporary, and are not approved at project completion. All permanent pavement markings shall be restored at project completion, and temporary markings shall be obliterated by water blasting or sandblasting.
- i. **Temporarily Closed Runways.** For extended runway closures, markings that lead onto closed runways shall be obliterated or blacked out accordingly to prevent pilot confusion. If a runway/taxiway intersection is to remain open for runway crossings, then markings for the runway crossing shall remain.
  - ii. **Partially Closed Runways and Displaced Thresholds.** When threshold markings are needed to identify the temporary beginning of the runway that is available for landing, the markings must comply with AC 150/5340-1. An X is not used on a partially closed runway or a runway with a displaced threshold.
    - **Partially Closed Runways.** Pavement markings for temporary closed portions of the runway consist of a runway threshold bar and yellow chevrons to identify pavement areas that are unsuitable for takeoff or landing (see AC 150/5340-1).
    - **Displaced Thresholds.** Pavement markings for a displaced threshold consist of a runway threshold bar and white arrowheads with and without arrow shafts. These markings are required to identify the portion of the runway before the displaced threshold to provide centerline guidance for pilots during approaches, takeoffs, and landing rollouts from the opposite direction. See AC 150/5340-1.
  - iii. **Temporarily Closed Taxiways.** Place barricades outside the safety area of intersecting taxiways. For runway/taxiway intersections, place an X at the entrance to the closed taxiway from the runway. If the taxiway will be closed for an extended period, obliterate taxiway centerline markings, including runway leadoff lines, leading to the closed section. If the centerline markings will be reused upon reopening the taxiway, it is preferable to blackout the marking with black paint. This will result in less damage to the pavement when the upper layer of paint is ultimately removed.
  - iv. **Temporarily Closed Airport.** When the Airport is closed temporarily, mark all the runways as closed.
- c) Lighting and Visual NAVAIDs.** This paragraph refers to standard runway and taxiway lighting systems. See section 16 for hazard lighting. Lighting must be in conformance with AC 150/5340-30, Design and Installation Details for Airport Visual Aids, and AC 150/5345-50, Specification for Portable Runway and Taxiway Lights. When disconnecting runway and

taxiway lighting fixtures, disconnect the associated isolation transformers. Alternately, cover the light fixture in such a way as to prevent light leakage. Removing the lamp from energized fixtures shall not be permitted because an excessive number of isolation transformers with open secondaries may damage the regulators and/or increase the current above its normal value. When only a section of the circuit is to be taken out, short loop the desired section of that circuit. Secure, identify, and place any above ground temporary wiring in conduit to prevent electrocution and fire ignition sources.

- i. **Temporarily Closed Runways.** A lighted X is required on closures two (2) hours or greater both at night and during the day, and shall be placed at each end of the runway facing the approach as close as possible to the runway designation markings. For extended closures, the contractor shall ensure that the lighted Xs remain fueled, and SLCDA will maintain them. For runways that have been temporarily closed for an extended period disconnect the lighting circuits or secure switches to prevent inadvertent activation.



- ii. **Partially Closed Runways and Displaced Thresholds.** A runway is partially closed when a portion of the pavement is unavailable for any aircraft operation. A displaced threshold, by contrast, is put in place to ensure obstacle clearance by landing aircraft. The pavement prior to the displaced threshold is available for takeoff in the direction of the displacement, and for landing and takeoff in the opposite direction. Misunderstanding this difference and issuance of a subsequently inaccurate NOTAM can result in a hazardous situation. For both partially closed runways and displaced thresholds, approach lighting systems at the affected end must be placed out of service. Situations that require partially closed runways or displaced thresholds are not typical at SLC, but if special circumstances require it see AC 150/5370-2F for details on the requirements.
  - iii. **Temporarily Closed Taxiways.** If possible, deactivate the taxiway lighting circuits. When deactivation is not possible (for example other taxiways on the same circuit are to remain open), cover the light fixture in such a way as to prevent light leakage.
- d) **Signs.** To the extent possible, signs must be in conformance with AC 150/5345-44, Specification for Runway and Taxiway Signs and AC 150/5340-18, Standard for Airport Sign Systems. Any time a sign does not serve its normal function; it must be covered or removed

to prevent misdirecting pilots. For long term construction projects, consider relocating signs, especially runway distance remaining signs.

## 15. Marking and Signs for Access Routes:

- a) Pavement markings and signs for construction personnel will conform to AC 150/5340-18 and, to the extent practicable, with the Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD) and UDOT highway specifications. Signs adjacent to areas used by aircraft must comply with the frangibility requirements of AC 150/5220-23, Frangible Connections, which may require modification to size and height guidance in the MUTCD. Location of haul routes on the airport site shall be as specified in the project drawing set. If any roadway or taxiway is interrupted because of the means and/or methods used by the Contractor, an alternate detour roadway or taxiway must be provided. The Contractor shall submit a plan to SLCD Operations and Engineering for approval prior to construction. All alternate routes must have proper signage, markings, and be delineated for AOA/AMA use. It shall be the contractor's responsibility to coordinate off-site haul routes with the appropriate owner who has jurisdiction over the affected route.

## 16. Hazard Marking and Lighting:

- a) **Purpose:** Hazard marking and lighting prevents pilots from entering areas closed to aircraft, alerts emergency response personnel to construction hazards, and prevents construction personnel from entering areas open to aircraft. The project's CSPP specifies prominent, comprehensible warning indicators for any area affected by construction that is normally accessible to aircraft, personnel, or vehicles. Hazard marking and lighting is also specified to identify open manholes, small areas under repair, stockpiled material, waste areas, and areas subject to jet blast. The contractor shall also consider marking less obvious construction-related hazards that are applicable to the project making it easier for contractor personnel to avoid them. These hazards include FAA, airport, and National Weather Service facilities cables and power lines; instrument landing system (ILS) critical areas; airport surfaces, such as RSA, OFA, and OFZ; and other sensitive areas.
- b) **Barricades:** All airside construction sites shall be barricaded and lighted to delineate the work areas. Projects on aircraft operating areas in which aircraft or unapproved vehicles may not enter shall be defined by approved barricades. The three approved styles of barricades for airfield construction are Low Profile Portable Plastic Barricades (Exhibit 6), Flat Panel Barricades (Exhibit 7), and Candle Stick Barricades. Low Profile Portable Plastic Barricades shall be continuously linked so that a breach is physically prevented barring a deliberate act. Gaps between Flat Panel Barricades that are meant to exclude aircraft shall be no greater than 10' on paved surfaces. If barricades are intended to exclude pedestrians, they must be continuously linked. Continuous linking of barricades may be accomplished on unpaved areas through the use of a flag rope having alternating orange and white flags that are securely

attached to prevent them from becoming FOD. Provisions must be made for ARFF access if necessary.

- c) **Red hazard marking lights:** Barricades shall have solar/battery powered red flashing lights that meet the luminance requirements of the State Highway Department to identify hazards at night and in low visibility. Lights must be mounted on barricades and spaced at no more than 10 ft apart. Lights must be operated between sunset and sunrise and during periods of low visibility whenever the Airport is open for operations. They may be operated by photocell, but this may require that the contractor turn them on manually during periods of low visibility during daytime hours.
- d) **Supplemental signs:** Construction areas adjacent to active portions of the Aircraft Movement Area (AMA) shall have signs that warn contractor personnel not to enter the restricted area. The signs shall read “Active Taxiway Do Not Enter” or “Active Runway Do Not Enter”, and will meet the specifications provided in contract documents.
- e) **Air Operations Area – General:** Barricades are not permitted in any active safety area. Airside construction sites shall be barricaded and lighted to delineate the work areas. Projects on aircraft operating areas in which an aircraft or unapproved vehicles may not enter shall be defined by approved barricades with red flashing hazard marking lights and flags. The barricades shall be weighted to prevent displacement from jet blast or surface winds. Approved barricades shall be used to close each entrance to the construction area in order to prohibit aircraft and unapproved vehicles from entering the area. For specifications on approved barricades refer to Exhibits No. 6, and No. 7.

Closures greater than 10 hours shall use the approved Low Profile Portable Plastic Barricades marked with diagonal, alternating orange and white reflective stripes, and signs to separate paved construction/maintenance areas from the movement area. Barricades shall be supplemented with alternating orange and white 20” by 20” square flags that are securely fastened to eliminate FOD (Exhibit 6). Barricades must be of low mass; easily collapsible upon contact with an aircraft or any of its components; and weighted or sturdily attached to the surface to prevent displacement from prop wash, jet blast, wing vortex, or other surface wind currents. Barricades may be affixed to the surface off paved areas as long as the mechanism for securing the barricade is frangible at grade level or as low as possible, but not to exceed 3 in (7.6 cm) above the ground.

Closures less than 10 hours shall use barricades approved by SLCDA. The contractor may use the approved Flat Panel Barricades with red flashing hazard marking lights spaced no more than 10’ apart on paved surfaces to define the boundaries of the construction area closed to aircraft. Candle Stick barricades are not approved to delineate construction boundaries on paved surfaces.

- f) **Air Operations Area – Runway/Taxiway Intersections:** Approved highly reflective barricades with lights shall be used to close taxiways leading to closed runways when hazards or

unusable pavement exist on the runways. Runway/taxiway intersection closures greater than 30 minutes shall be barricaded with approved barricades. Approved barricades shall be used at each entrance to prohibit aircraft and unapproved vehicles from entering the closed area. The use of approved Flat Panel Barricades is appropriate for short duration closures.

- g) Air Operations Area – Other:** The unpaved areas of the construction boundaries shall be marked with approved candle stick barricades or flat panel barricades connected with a flag rope with alternating orange and white flags. A setback line shall be maintained in an approved manner at all times if the construction site is within the TOFA of an active taxiway. Potential hazards to ARFF access within the construction site shall be marked and lighted with approved barricades.
- h) Setback lines:** Visible setback lines will be established prior to construction activity taking place adjacent to active runways, taxiways, taxilanes, and aprons. Locations for setback lines are determined by airport operations, and are based on Runway/Taxiway/Taxilane Object Free Areas (ROFA/TOFA). (Reference Section 17 for ROFA and TOFA dimensions) Setback lines will be established with approved barricades and flag lines as described above and in construction details.
- i) Maintenance:** The contractor shall have a person on call 24 hours a day to maintain all barricades used to delineate construction and hazardous areas in fully operational condition. Lights, flags and reflectorized panels shall be maintained in good clean operating condition at all times. Broken lights, reflectorized panels, worn or tattered flags shall be replaced in a timely manner by the contractor at their expense, or construction activities may be restricted or ceased. Lights and flags shall be securely attached to the barricades as recommended by the manufacturer. Water filled barricades shall be maintained and kept full of water or in cold weather an approved material. The contractor must file the contact person's information with SLCDA Engineering and Operations. Lighting shall be checked for proper operation at least once per day, preferably at dusk.

## **17. Runway/Taxiway Safety Area, Object Free Area, Obstacle Free Zone, and Protected Surfaces:**

Runway and taxiway safety areas, Obstacle Free zones (OFZ), object free areas (OFA), and approach/departure surfaces are detailed in AC 150/5300-13. Protections specific to each of these areas/zones/surfaces create limitation for construction activities. An FAA airspace study may be required. The contractor must coordinate with SLCDA if there is any doubt as to requirements or dimensions as soon as the location and height of materials or equipment are known. The CSPP will have drawings showing all safety areas, object free areas, obstacle free zones and approach/departure surfaces affected by the construction project.

- a) Runway Safety Area (RSA):** The surface area centered on the runway that is prepared, maintained, and suitable to reduce the risk of damage to airplanes in the event of

undershoot, overshoot, or excursion from the runway. All objects within the RSA must be fixed by function and frangible as close to grade level as possible, but no higher than 3” above grade. SLC has two (2) RSA boundaries for each runway, which are designated as RSA and RSA(7). RSA boundaries are set to the minimum standards required for each runway, and these areas shall be maintained while the runway is open without exception. RSA(7)s boundaries were set by past requirements, but now exceed the minimum dimension standards. The RSA(7)s shall be maintained to RSA standards, but work may occur in between the RSA and the RSA(7) of an active runway with prior approval from SLCDA when determined that the work will not create a reduction in safety.

Runway	RSA Distance from Centerline (ft)		RSA Width (ft)		RSA Length from End of Runway (ft)
	RSA	RSA(7)	RSA	RSA(7)	
34L/16R	250	322	500	644	1000
34R/16L	250	292	500	584	1000
35/17	250	292	500	584	1000
32/14	150	250	300	500	600

- i. **No construction may occur within the existing RSA** while the runway is open for aircraft operations. Construction between the RSA and the RSA(7) of an active runway may be allowed with special permission from SLCDA.
  - ii. **Excavations.** Open trenches or excavations are not permitted within the RSA while the runway is open. The contractor must backfill trenches before the runway is opened. The use of plates to cover open holes and trenches is not allowed in the RSA. Stockpiled material shall not be permitted within the RSA while the runway is open. The RSA must be graded to eliminate all ruts, humps, depressions, or hazardous surface variations created by construction activities prior to the runway being open.
  - iii. **Erosion Control.** RSAs must be drained by grading or storm sewers to prevent water accumulation and soil erosion must be controlled to maintain RSA standards. The RSA must be cleared and graded and have no potentially hazardous ruts, humps, depressions, or other surface variations, and capable, under dry conditions, of supporting snow removal equipment, aircraft rescue and firefighting equipment, and the occasional passage of aircraft without causing structural damage to the aircraft.
- b) Runway Object Free Area (ROFA):** An area on the ground centered on a runway, taxiway or taxilane centerline provided to enhance the safety of aircraft operations by having the area free of objects, except for objects that need to be located in the ROFA for navigation or aircraft ground maneuvering purposes.

**ROFA Dimensions:**

**34L/16R; 34R/16L; & 35/17: 800 feet wide (400 feet each side of centerline) and 1000 feet off both ends of the runway**

**32/14: 800 feet wide (400 feet each side of centerline) and 600 feet off both ends of the runway**

- i. The contractor must schedule all construction activity within the ROFA 72 hours in advance, and activity may be suspended or restricted during periods of adverse weather conditions. Construction contractors must prominently mark open trenches and excavations within the ROFA, with the approval from Airport Operations and Engineering, and light them with red lights during hours of restricted visibility or darkness. Stockpiled materials and parked equipment are not permitted in the ROFA.
- c) Taxiway Safety Area (TSA):** The TSA is a defined surface alongside the taxiway prepared and suitable for reducing the risk of damage to an airplane unintentionally departing the taxiway. **TSA dimensions are 171 feet wide (85.5 feet each side of centerline)**
- i. All construction activity within the TSA shall require the closure of the taxiway or a designated portion of that taxiway. At no time shall the contractor's personnel enter the TSA unless the taxiway is closed to aircraft, or approval is received from SLCDA Operations for a flagging operation or the contractor's personnel is escorted by an airport representative with AMA access and escort authority.
  - ii. **No construction may occur** within the TSA while the taxiway is open for aircraft operations. The TSA dimensions may be temporarily adjusted if the taxiway is restricted to aircraft operations requiring a TSA that is equal to the TSA width available during construction. AC 150/5300-13, Table 4-1 will provide details if this option is approved for a project. SLCDA will coordinate the adjustment of the TSA width as permitted above with the appropriate FAA Airports Regional or District Office and the FAA air traffic manager and issue a NOTAM.
  - iii. **Excavations.** Open trenches or excavations are not permitted within the TSA while the taxiway is open. Trenches shall be backfilled and restored to TSA requirements before the taxiway is opened. Metal plates are not allowed to cover open trenches or excavations within the TSA.
  - iv. **Erosion Control.** Soil erosion must be controlled to maintain TSA standards. The TSA must be cleared and graded and have no potentially hazardous ruts, humps, depressions, or other surface variations, and capable, under dry conditions, of supporting snow removal equipment, aircraft rescue and firefighting equipment, and the occasional passage of aircraft without causing structural damage to the aircraft.

- d) Taxiway Object Free Area (TOFA): 259 feet wide (129.5 feet each side of centerline)** Unlike the ROFA, aircraft wings regularly penetrate the TOFA during normal operations. Thus the restrictions are more stringent. Except as provided below, no construction may occur within the TOFA while the taxiway is open for aircraft operations.
- i. The contractor must schedule all construction activity within the TOFA 72 hours in advance, and activity may be suspended or restricted during periods of adverse weather conditions. Trenches and equipment shall be properly marked and lighted, and no stockpiled material is permitted in the TOFA.
  - ii. **The taxiway object free area dimensions** may be temporarily adjusted if the taxiway is restricted to aircraft operations requiring a taxiway object free area that is equal to the taxiway object free area width available.
  - iii. **Offset taxiway pavement markings** may be used as a temporary measure to provide the required taxiway object free area. Where offset taxiway pavement markings are provided, centerline lighting or reflectors are required.
  - iv. **Construction activity may be accomplished** without adjusting the width of the taxiway object free area, subject to the following restrictions:
    - Appropriate NOTAMs are issued.
    - Marking and lighting meeting the provisions of Sections 14 and 16 above are implemented.
    - A designated observer/spotter (other than the equipment operator and/or flaggers) is on the site to direct the operator and equipment to yield to oncoming aircraft. The observer/spotter must be able to immediately get the attention of the operator and direct equipment beyond the setback lines.
- e) Obstacle Free Zone (OFZ):** The airspace below 150 feet above the established airport elevation and along the runway and extended runway centerline that is required to be clear of all objects, except for frangible visual NAVAIDs that need to be located in the OFZ because of their function, in order to provide clearance protection for aircraft landing or taking off from the runway, and for missed approaches. In general, personnel, material, and/or equipment may not penetrate the OFZ while the runway is open for aircraft operations. All construction activities near the runway ends must be coordinated with the Airport prior to work beginning.
- f) Runway protected surfaces (Part 77): Runway Primary Surfaces** for runways 16L/34R, 16R/34L, and 17/35 extend out 500 feet each side of the runway centerline at the runway centerline elevation, and 200 feet off each end of the runway. Runway 14/32 primary surface extends out 125' from runway centerline, and 200 feet off the end of the runway. **Transitional Surfaces** begin at the side edges of the primary surface and slope up at a 7:1 (7 feet out 1 foot up) slope up to 150 feet AGL. Parked equipment, stockpiled material, or any other stationary obstructions shall not be permitted to penetrate these surfaces. Any tall

equipment such as cranes or concrete pump trucks that may penetrate these surfaces shall require prior coordination with SLCDAs engineering and operations to determine if a hazard exists and how to mitigate the hazard.

All personnel, materials, and/or equipment must remain clear of the applicable threshold siting surfaces off the ends of the runways, as defined in Appendix 2, "Threshold Siting Requirements," of AC 150/5300-13. Objects that do not penetrate these surfaces may still be obstructions to air navigation and may affect standard instrument approach procedures. Because of the complexity of these protected surfaces, all construction work off the ends of the runway must be coordinated with airport operations prior to proceeding.

- i. **Construction activity in a runway approach/departure area** may result in the need to partially close a runway or displace the existing runway threshold. Partial runway closure, displacement of the runway threshold, as well as closure of the complete runway and other portions of the movement area also require coordination through SLCDAs with the appropriate FAA air traffic manager (FSS if non-towered) and ATO/Technical Operations (for affected NAVAIDS) and airport users.
- ii. **Caution regarding partial runway closures.** When filing a NOTAM for a partial runway closure, clearly state to Operations Control Center (OCC) personnel that the portion of pavement located prior to the threshold is not available for landing and departing traffic. In this case, the threshold has been moved for both landing and takeoff purposes (this is different than a displaced threshold). There may be situations where the portion of closed runway is available for taxiing only. If so, the NOTAM must reflect this condition).
- iii. **Caution regarding displaced thresholds.** Implementation of a displaced threshold affects runway length available for aircraft landing over the displacement. Depending on the reason for the displacement (to provide obstruction clearance or RSA), such a displacement may also require an adjustment in the landing distance available and accelerate-stop distance available in the opposite direction. If project scope includes personnel, equipment, excavation, or other work within the existing RSA of any usable runway end, do not implement a displaced threshold unless arrivals and departures toward the construction activity are prohibited. Instead, implement a partial closure.

## 18. Other Limitations on Construction:

The project's CSPP and SPCD will specify any other limitations on construction, including but not limited to:

### a) Prohibitions.

- **No use of tall equipment** (cranes, concrete pumps, and so on) unless a 7460-1 determination letter is issued for such equipment.

- **Temporary / 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 aimed in a manner that will not create a glare to operating aircraft or the FAA Air Traffic Control Tower.
- **No use of open flame welding or torches** unless fire safety precautions are provided and SLCDA has approved their use.
- **No use of electrical blasting caps** on or within 1,000 ft (300 m) of the Airport property.
- **No use of flare pots** within the AOA.

**b) Restrictions.**

- **Construction suspension required during specific airport operations.**
- **Areas that cannot be worked on simultaneously.**
- **Day or night construction restrictions.**

**Seasonal construction restrictions.** The Airport Operations Manager may restrict construction work during low visibility and snow if he or she determines it poses an unacceptable safety risk.

## CHAPTER 2 – TERMINAL CONSTRUCTION

The following provides the requirements and procedures to ensure the safety and security of the traveling public while limiting disruption to airport activities during terminal construction at the Salt Lake City International Airport.

### Hours of Operations

Normal work hours are 0600 to 1900 or as specified in the construction documents. However, any disruptive construction activities must be scheduled so as not to interfere with Airport operations and will be required to be performed between the hours of 2300 to 0530.

SLCDA reserves the right to curtail or adjust work hours of any activity it deems hindering to airport operations.

### Parking

Construction personnel are allowed use of a designated construction parking area assigned by Airport Engineering and Operations, an airport temporary parking permit may be required. Only necessary vehicles will be permitted at the construction site and must park in designated areas. Additional parking may be added or changed at the discretion of Airport Engineering and Operations.

### Employee Requirements

Due to direct public exposure, all employees must maintain professional behavior at all times. Employees must be dressed in an orderly and neat manner, which consists of long pants, shirts (long or short sleeved), shoes and socks. All personnel are required to wear attire that complies with all OSHA requirements for safety at all times. Personal radios (iPod, MP3/MP4 AM/FM radio) are prohibited for use in any construction area.

Salt Lake City International Airport is a smoke free environment. There is no smoking allowed anywhere within the Airport terminal buildings. Designated smoking areas are found on the terminal fronts and in certain locations on the ramp. All Salt Lake City properties and buildings are a drug free workplace; use of illegal, legal or controlled substances (including alcohol) on the job site is not acceptable and will result in immediate removal from Airport property and loss of access.

### Construction Area

Construction will be confined to within the outlined construction area. This includes all equipment, tools, materials, etc. At no time will any contractor unload or store its equipment, tools, materials, etc. into any adjoining space. Airport engineering will provide an area for secure tool storage if deemed necessary for the project. No tools, equipment, fixtures and materials

shall be left unattended at any time in areas accessible to the public. Where access poses a security concern, a door(s) with a cipher lock shall be installed. The contractor is to secure the premises when not present and to assume responsibility for all tools, equipment, fixtures, and materials in the premises.

## **Deliveries**

Deliveries for all contractor, subcontractor, vendor or agents regardless of contractual relationship, must be coordinated and scheduled through Engineering and Airport Operations with a minimum of two (2) business days notification. Tools, equipment and material are to be received and removed through designated airport receiving points or other locations as determined by Airport Engineering and Airport Operations. Contractors, representative, or “designated personnel” will assist with coordination of deliveries or removals by pre-arrangement. In public areas, large material requires a material handler at each end. This applies to hand carried materials or any loads that extend beyond the length of a cart. All materials are to be delivered via the designated loading access points and approved routes through the Airport.

No delivery of materials is permitted between the hours of 0500 and 2200 in public areas unless prior arrangements have been made through Airport Engineering and Operations. Personnel carrying any material, large tools, equipment, carts, dollies, or hardware are strictly prohibited from using escalators or moving sidewalks. Only designated elevators can be utilized for material delivery and must be approved by Airport Engineering and Operations. The elevator usage hours will be determined by Airport Operations. Prior to the commencement of construction, a materials/debris transport route plan must be coordinated for each job site.

When materials and equipment are delivered, all finishes are to be protected, including but not limited to, terrazzo, carpet and tile flooring, and walls. The Contractor will ensure all proper safety requirements are in place. All delivery or transport carts must be approved by SLCDA and be equipped with nylon, neoprene or pneumatic wheels to prevent marking or scuffing of corridor floors. The contractor may be required to lay a plywood floor for protection. The Contractor will be responsible for any damage to any existing finishes, fixtures or any other damages it causes.

## **Condition of Construction Site**

The contractor must maintain a clean and orderly project site. All trash and debris must be removed from the premises on a daily basis and made safe for any traffic. A walk-off mat will be placed in each entrance of any construction area. The mats must be treated to minimize “foot-tracking” and must be cleaned periodically to maintain its performance. The contractor will provide a barricade around the project site in accordance with SLCDA requirements and construction project specifications. This barricade may not be installed or removed except with prior permission of the SLCDA. The Contractor shall be responsible to maintain the condition of the barricade throughout the construction project. If the barricades are supported or attached to any airport structure, the Contractor, after removal, will be responsible to restore all the finishes back to their original condition.

Access to adjacent spaces for work related to a particular construction process (e.g., under floor, ceiling, and/or roof work) must be coordinated with Airport Engineering and Operations with a three (3) business days advanced request prior to access being granted. Absolute care must be taken so that no Airport or tenant operations are ever interrupted or inconvenienced.

Each Contractor is responsible for dust protection to ensure that no dust created within their premises is allowed to contaminate the concourse or adjacent tenant areas. The contractor must implement a method to prevent and remove any dust, fumes, and pollutants that may be caused by the construction. When temporary plastic sheathing walls are required, they must have zipper type or other means to close off the migration of dirt and debris. If the contractor needs to open the area for operation, all surfaces and equipment must be free of dust and debris. The Contractor shall keep sufficient cleaning equipment at the project area to clean adjacent areas. The Contractor will take any and all preventive measures to curtail the noise level at all times. All construction doors allowing access to the work area are to remain closed at all times.

The Contractor or agent may not store or install any hazardous materials or unmarked containers within the Airport property. The contractor is responsible for removing trash from the premises as well as cleaning up all halls, corridors and dumpster areas. If required, the contractor shall provide an approved covered construction dumpster that will have the Contractor's and project name. The location of dumpster shall be coordinated with Airport Engineering and Operations.

The Airport restrooms may be used for personal hygiene purposes only. No water usage, dumping of waste or cleanup is permitted within the Airport restroom facilities.

### **Terminal Construction Barricades**

The contractor shall take all necessary action to eliminate hazards which might reasonably be expected to cause injury to the public, prevent property damage or to keep the public out of the construction area. In addition to the regulations identified within the specific contract documents, the following precautions are required:

**Barriers/Barricades.** All barriers used on the project must comply with airport standards and be approved by Airport Engineering and Airport Operations. The Contractor shall provide adequate visibility and protection when public use of work areas must be maintained on sidewalks, entrances to buildings, lobbies, corridors, aisles, stairways, and vehicular roadways. Appropriate barriers (i.e., guardrails, barricades, temporary fences or partitions, overhead protection) shall be secured against accidental displacement and maintained in place except where temporary removal is necessary to perform the work. Examples of airport approved temporary barricades for Terminal use are; Off the Wall Billboard Barricade CC42x96, expandable metal barricades, and stanchions with yellow "Caution" retractable belts. This does not constitute a complete list and only gives examples of types and styles of temporary barricades that are approved for Airport Terminal use.

- Caution Tape. The use of caution tape for marking unsafe conditions, open hazards, or work areas is prohibited.
- Egress. Sidewalks, building entrances, lobbies, corridors, aisles, doors, or exits in use by the public shall be clear of obstructions to permit safe ingress and egress of the public at all times.

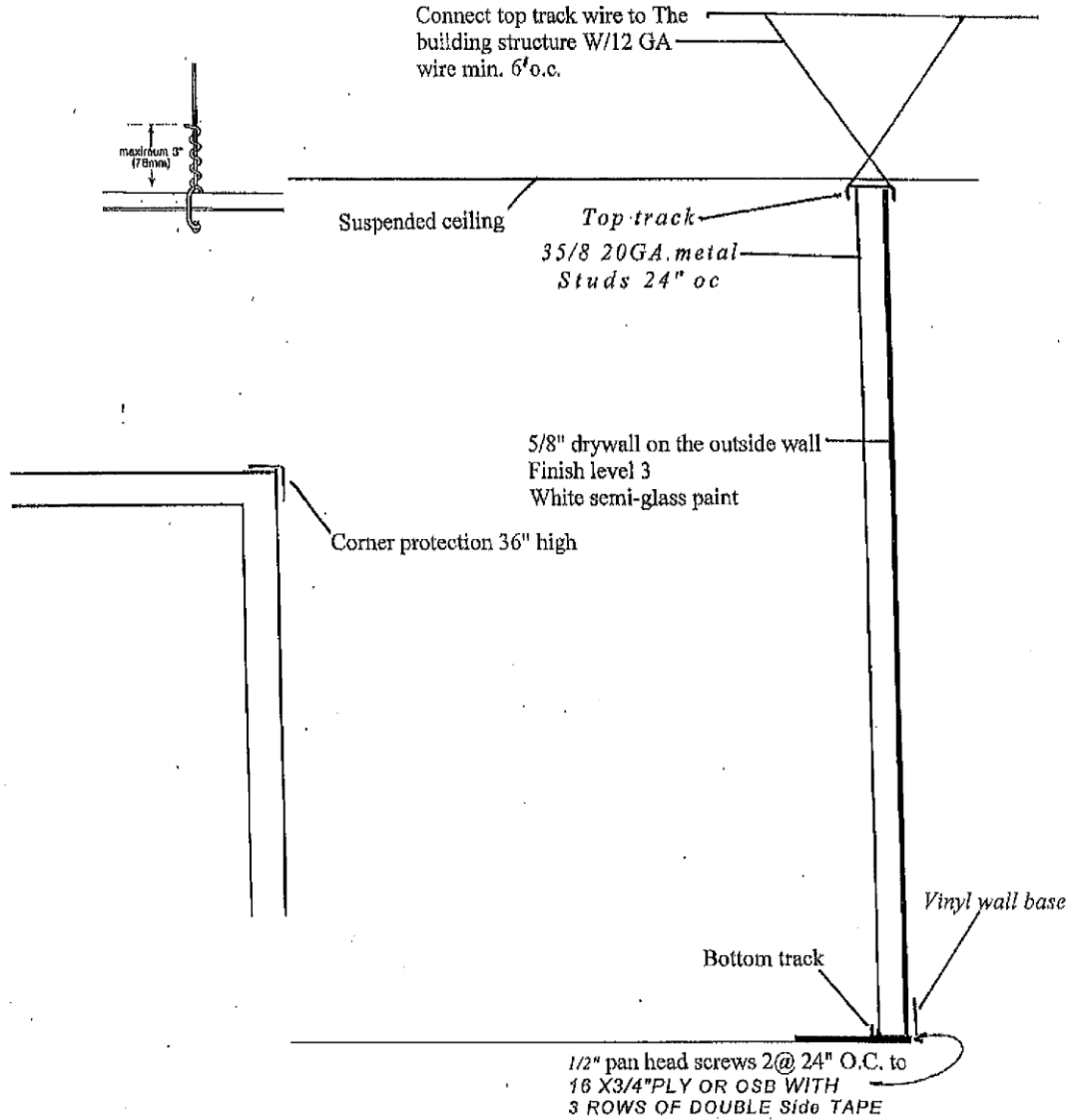
## Dust Walls

It is the intent of SLCDCA that all dust walls/construction barricades are uniform in appearance and conforms to established construction standards. The following details and specifications shall be followed for the erection of dust wall barricades in conjunction with all construction projects located within the Airport. Each dust wall must be completed within a maximum of three (3) nights work and shall be constructed to meet the following minimum specifications.

- 1) The bottom track of the dust wall shall be installed over 16 inch wide strips of  $\frac{3}{4}$  inch plywood; plywood shall be set atop 16 inch wide strips of non-slip rubber membrane. Bottom track shall be secured to plywood with two  $\frac{1}{2}$  inch pan head screws @ 24 inches on center. (See attached diagram)
- 2) Walls shall be constructed of 3  $\frac{5}{8}$  inch metal studs, minimum 20 gauge, at 24 inches on center. Walls shall be braced diagonally to the plywood base plate a minimum of every 6'-0" throughout the length of the wall.
- 3) All dust walls shall be full height to underside of airport ceiling taking care to avoid fire sprinklers, speakers, security cameras and other airport devices.
- 4) Top track shall fit tightly to underside of ceiling and be attached to the building structure above with counter sloping 12 gauge wire at 45 degrees minimum to horizontal at a maximum spacing of 6'-0" on center and shall conform to ASTM C 636 2.1.4 and 2.3.2-4. Support wires shall be unobstructed; under no circumstances shall support wires attach to or bend around interfering equipment or material. (See attached diagram)
- 5) Walls shall be sheathed with either  $\frac{5}{8}$  inch gypsum wall board,  $\frac{1}{2}$  inch fire treated MDF board or  $\frac{1}{2}$  inch fire treated plywood. Seams shall be covered with minimum 3 inch wide masking tape.
- 6) Walls shall be finished with white semi-gloss paint and four inch black vinyl base.
- 7) All outside corners shall have corner guard protection in the form of a 3 inch by 3 inch metal plate matching the angle of the corner and extending a minimum of 4'-0" above finish floor.
- 8) Each dust wall barricade shall be equipped with a pair of inward opening, 3070 hollow metal doors and frame, commercial grade lever lock set with cipher key pad and tamper proof latch plate covers. Doors and frames shall remain unfinished. Ciphred door shall have a self-closure mechanism installed.
- 9) The General Contractor for the project shall install a project sign on the inactive door identifying the contractor's name and contact information. The maximum size for this sign shall be 30 inches wide by 24 inches tall.

- 10) Tenant shall provide and cause to be installed upon the barricade an airport approved graphics package consisting of the concept name, rendering of the proposed facility and name of the concessionaire. Proposed graphics must be approved by SLCD A prior to commencement of the dust wall barricade and installation must be completed within the allotted (three night) timeframe.
- 11) Walk off mats must be maintained immediately inside the doors; mats must cover the full width of both doors and be changed regularly to ensure proper function.
- 12) Contractor is responsible for ensuring the area outside the dust walls is free of all debris, dust, footprints, etc. during the duration of the project.
- 13) Construction of dust walls may not commence until Tenant has received a Notice to Proceed (NTP) by SLCD A. Prior to issuance of the NTP Tenant shall submit for approval a properly dimensioned plan in ¼ inch scale or larger (floor and reflected ceiling) depicting the location of the proposed wall(s) in relation to the premises with the Lease Line clearly identified, along with full color elevation(s) illustrating proposed graphics and signage in ½ inch scale or larger.
- 14) Dust walls may not extend more than 3'-0" beyond Tenant's Lease Line from outside face of wall.
- 15) Prior to construction of the dust walls, Tenant and or Tenant's general contractor shall conduct an on-site meeting with SLCD A regarding the placement and configuration of the wall(s) to ensure no obstructions to passenger flow or infringement on neighboring tenants.

COUNTERSLOPING WIRES AT 45 DEGREES MIN. TO HORIZONTAL. (ASTM C 636 2.1.4) VERTICAL SUPPORT WIRES SHALL BE ATTACHED WITH 3 TURNS AT ENDS WITHIN A 3" LENGTH. WIRES SHALL NOT ATTACH TO OR BEND AROUND INTERFERING MATERIAL OR EQUIPMENT AND SHALL BE INSTALLED TO PREVENT ANY SUBSEQUENT DOWNWARD MOVEMENT. (ASTM C 636 2.3.2-4)



## Signage

All signs, including signs of a temporary nature, must be approved by SLCDCA in writing. Design of temporary signage must be created with high quality graphics and shall be consistent with the Airport's standards. Permanent signs must comply with the design details presented in the construction documents.

## Building Permits/Utility Shutdowns

Contractors are required to have the proper permits and provide three (3) business days advance notice to Engineering and Airport Operations for all core drilling, flame cutting, welding and soldering. All utility shutdowns require a minimum of three (3) business days' prior notification, and approval of the Salt Lake Department of Airports Engineering Department. When the Contractor is required to use temporary power and lighting sources, they must be approved by SLCDCA and meet applicable lighting levels and temporary power requirements that will comply with the latest SLC Building Department's approved edition of the International Building Code and National Electric Code. The Contractor must give SLCDCA Engineering a minimum notice of two (2) business days for all inspections.

SLCDCA requires tenants and their contractors to follow FM Global's Hot Work Permit standards. Hot work includes activities requiring the use of a flame or equipment producing sufficient heat or sparks that can serve as a source of ignition. This could include, but is not limited to, welding, cutting, grinding, or any other activity producing heat, smoke or flames. All contractors and tenants performing these or similar tasks must use a hot work permit system that satisfies all OSHA and SLCDCA requirements. During and upon completion of hot work, the tenant or its contractor shall physically monitor the work area for 60 minutes, including any breaks. The tenant or its contractor shall continue to monitor the hot work area for 3 hours after the work is completed using electronic, visual, or other approved means.

Tenants and contractors are welcome to use their own hot work permit forms. If needed, FM Global hot work permit forms are available and can be obtained at the Airport's Property Management offices, or by calling the Customer/Tenant Relations Coordinator.

## Height Limitations

During demolition and construction work on the exterior of the building, the equipment height shall be limited to a height that shall not penetrate the Federal Aviation Regulations (FAR) Part 77 imaginary surfaces, unless otherwise approved in writing by the Salt Lake Department of Airports Operations. Prior to beginning work, the contractor shall notify Airport Engineering two (2) business days in advance that work will be performed, including start dates and times, the height of all cranes, boom trucks, scaffolds, or similar vehicles or construction equipment or

materials that will be within the AOA. Access to the roof needs to be scheduled through the Airport Engineering and Operations with at least two (2) business days prior notice.

## **Fire Safety during Construction**

Waste Disposal. Combustible debris, rubbish and waste material shall be removed from the building at the end of each work shift.

Smoking. Smoking is prohibited except in approved areas.

Exits. All exit doors and egress paths shall be kept clear at all times. If an emergency exit must be temporarily closed, it must be coordinated with the Airport and the exit sign covered.

Fire Extinguishers. There shall be no less than one approved portable fire extinguisher at the construction site.

Hot Work Operations. A permit is required. A fire watch must be provided and continue for a minimum of 30 minutes after the conclusion of the work. A minimum of one portable fire extinguisher with a 2-A:20-B:C rating shall be readily accessible within 30 feet of the location where hot work is performed.

Fire Protection. A 72-hour advance notice is required for all requests for a shutdown of the sprinkler system and/or fire alarm system. All requests for shutdown of a system must be made to the Airport's Engineering or Properties Divisions. The Airport's Control Center shall be notified of all out-of-service fire alarm systems and the Airport Control Center will notify the Fire Department. Only Airport Maintenance may shut down a fire system.

## **Airport Emergencies**

Notification of any emergency at or near a construction site should be made to the Airport Control Center at 801-575-2911 or ext. 2911 on any airport paging phone. Airport Control Center personnel will dispatch the appropriate responder to investigate and determine the severity of the situation and begin mitigation and recovery measures. Integrated Public Alert and Warning System (IPAWS) is an internet-based capability that federal, state, local, tribal, and territorial authorities can use to issue critical public alerts and warnings. This system will notify airport employees of an emergency in progress.

## CHAPTER 3 – SECURITY REQUIREMENTS

Security at Salt Lake International Airport is required at all times and is everyone's responsibility. It is imperative that orders and/or directives from a Police Officer, TSA or an Airport representative are respected and followed by all involved on the property.

### Airport Issued Identification (ID) Badge Requirements

#### Access Control (Badging) Office Location/Hours

The Access Control Office is located in the parking structure, Terminal 1 side, Parking Level 2. Hours of operation are from 8:00 a.m. to 5:00 p.m. Monday – Thursday and from 9:30 a.m. to 5:00 p.m. on Friday. (NOTE: The Access Control Office will be moving to the Airport Operations Center located at 220 N 3700 W, south of the airport Post Office. The exact date of the move is unknown at the time of this document's release. For exact location of the Access Control Office at any given time, please call them at 801-575-2423.)

#### Who Must Obtain An Airport ID Badge?

Each Contractor employee working at a construction site in secure areas, including the sterile concourses, must obtain an Airport ID badge. This badge must always be displayed on the outermost garment above the waist while inside the secure area. Failure to do so may result in criminal and civil penalties, revocation of the badge, and the individual being barred from the secure area.

#### Contractor Registration Requirements

- Fact Sheet Completed by Airport Project Engineer

The Engineer or sponsoring tenant must complete a construction fact sheet outlining the duration of the contract, the specific door and/or gate numbers for which access is requested, and the name of the Contractor and all subcontractors associated with the project.

Airport ID badges will only access the points specified by the Airport Project Engineer. If additional access is needed, the Project Engineer must coordinate with the Airport's Access Control Section. Access change requests must be submitted on the ID Access Level Change Form. (Form is available in the Badging Office or can be downloaded from the Badging website). **No access changes will be negotiated with Contractors.**

- Badge Request Letter Completed by General Contractor

The Contractor must complete a Construction ID Badge Request Letter (Exhibit No. 4). This letter identifies all subcontractor companies working on the project. If the name of the subcontractor company does not appear on the letter issued by the General Contractor, no

Airport ID badges or ramp permits will be issued to the subcontractor employees until an amended list is received.

Designation of Authorized Signer

The Contractor shall designate a representative(s) who is/are responsible for signing all Airport ID badge applications, including those for subcontractor employees. These individuals are also the contact point for badging and security-related information. These signatures must be included on Form 5.2G “Salt Lake City International Airport Authorized Agent Designation.” If the signature on the application does not match the authorized signatures on the form, the application will not be processed.

All individuals designated as a company authorized signer must receive training on their responsibilities. This training is computer based, takes approximately 45 minutes and must be scheduled with the Access Control Office.

The TSA requires all authorized signers to have an FBI-fingerprint based criminal history records check and a security threat assessment conducted to ensure he or she has not been convicted of a disqualifying offense. These checks must be completed prior to authorizing employees to receive an identification badge for access to secure areas.

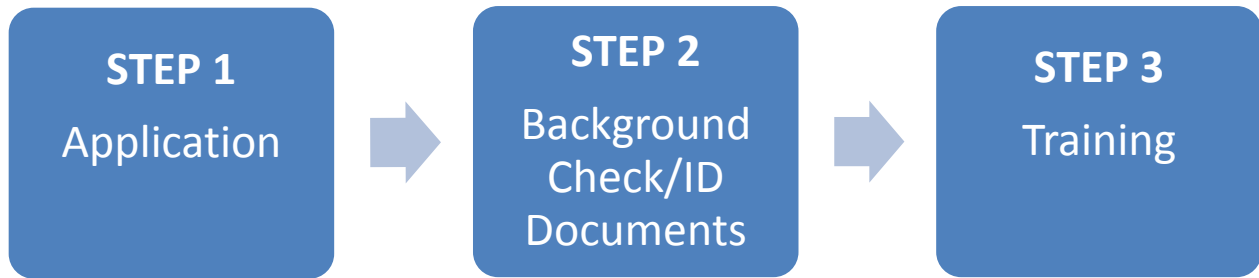
**Issuance of Airport ID badges**

Badge/Vehicle Ramp Permit/Key Deposits

A security deposit is required on each project based on the contract amount as shown in the following table. The full deposit amount must be submitted before any badges, vehicle ramp permits, or keys may be issued. At the completion of the project, a \$250 fee for each non-returned badge, a \$50 fee for each non-returned vehicle ramp permit, and a \$100 fee for each non-returned key will be deducted from the deposit. The remaining balance will be refunded to the contractor. The deposit must be submitted by the General Contractor.

Contract Value	Required Deposit Per Project
\$0 to \$500,000	\$5,000
\$500,001 to \$1,000,000	\$10,000
\$1,000,001 to \$5,000,000	\$15,000
\$5,000,001 to \$10,000,000	\$20,000
\$10,000,001 to \$25,000,000	\$25,000
\$25,000,001 to \$50,000,000	\$50,000
\$50,000,001 to \$100,000,000	\$75,000
Over \$100,000,000	\$100,000

Badge Process



**Step 1 - Application**

An application must be completed for each individual requesting an Airport ID badge. Airport ID badge applications are available from the SLCDCA Access Control Section, or can be downloaded from the Badging Office website at [www.slairport.com/badging](http://www.slairport.com/badging).

All applications must contain an original signature. The application must be signed by an authorized company representative (signatures must be on file in the Access Control Office).

**Step 2 – Background Check/ID Documents**

Identification Documents

Each applicant must provide identification documents that show proof of identity and eligibility to work in the United States. (The list of acceptable documents is attached as Exhibit 5).

Applicants must bring a signed badge application form and two forms of identification to the fingerprinting appointment.

- **The original and one copy of the ID documents are required.**

Criminal History Records Check/Security Threat Assessment

An FBI-fingerprint based criminal history records check (CHRC) and security threat assessment (STA) must be conducted on each employee who will have unescorted access to secure areas or the sterile concourses. The background checks take between 5 to 10 days to complete and a badge may not be issued until both the CHRC and the STA have been conducted.

An appointment must be made with the Access Control Office to have the prints processed. Identification must be presented at the time the prints are processed. TSA guidelines require identification documents to verify the individual's identity and eligibility to work in the United States. **No exceptions to the identification requirements can be made.**

There is a \$30.00 fee to process the fingerprints and security threat assessment. The general contractor is responsible for this cost and will be invoiced each month for prints/STA's submitted on their project. This fee is non-refundable.

No one will be badged for secure or sterile concourse access if the results of a background investigation reveal that the individual has been convicted or found not guilty by reason of insanity, in any jurisdiction, during the previous ten years of any of the following crimes:

- **Forgery of certificates, false marking of aircraft, and other aircraft registration violations**
- **Interference with air navigation**
- **Improper transportation of a hazardous material**
- **Aircraft piracy**
- **Interference with flight crew members or flight attendants**
- **Commission of certain crimes aboard aircraft in flight**
- **Carrying a weapon or explosive aboard an aircraft**
- **Conveying false information and threats**
- **Aircraft piracy outside the special aircraft jurisdiction of the United States**
- **Aircraft lighting violations involving transporting controlled substances**
- **Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements.**
- **Destruction of an aircraft or aircraft facility**
- **Murder**
- **Assault with intent to murder**
- **Espionage**
- **Sedition**
- **Kidnapping or hostage taking**
- **Treason**
- **Rape or aggravated sexual abuse**
- **Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon**
- **Extortion**
- **Armed or felony unarmed robbery**
- **Distribution of, or intent to distribute, a controlled substance**
- **Felony arson**
- **Felony involving a threat**
- **Felony involving willful destruction of property**
- **Felony involving importation or manufacture of a controlled substance**
- **Felony involving burglary**
- **Felony involving theft**
- **Felony involving dishonesty, fraud, or misrepresentation**
- **Felony involving aggravated assault**
- **Felony involving bribery**
- **Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year**
- **Conspiracy or attempt to commit any of the aforementioned criminal acts**

If an FBI record indicates that an employee has a disqualifying offense, the employee will be given the opportunity to correct the record before a decision is made regarding the ability to badge that individual.

If the employee is convicted of a disqualifying crime after the badge has been issued, he/she is required to immediately inform their employer. The employer is obligated to verify the information, confiscate the employee’s identification badge, and return it to the Airport’s Access Control Office.

A warrants check will also be run on the applicant. Individuals with warrants are subject to arrest by Airport Police. Depending on the nature of the warrant, the Airport ID badge may not be issued until the warrant(s) is/are resolved.

**Step 3 - Training**

The Airport offers computer based training courses, which includes video instruction and testing. The required training course is based on the individual’s responsibilities and project location. Training courses include instruction on security, airfield driving and contractor responsibilities. All individuals are required to complete one of the security training courses; airfield driving is only required for individuals who will drive a vehicle on the AOA.

TRAINING COURSES		
Course	Description	Duration
SIDA Access	All employees applying for a SIDA-access Airport ID badge are required to undergo training, pursuant to Transportation Security Regulation Part 1542.213.	One Hour
Sterile Concourse Only	All employees applying for a sterile concourse only badge must complete a basic security awareness training course.	30 Minutes
General Aviation Only	All employees applying for a badge that only provides access to general aviation areas of the Airport (east side) must complete a security awareness training course.	30 Minutes
Airfield Driving	The airfield driving course is only required for employees who will operate a vehicle on the Airport Operations Area (AOA).	One Hour

An appointment for training must be scheduled with the Access Control Office. Training is offered throughout the day, Monday through Thursday, between the hours of 8:30 a.m. and 5:00 p.m., and between 9:30 a.m. and 5:00 p.m. on Friday. The last appointment for training is scheduled at 3:30 p.m.

The criminal history records check and security threat assessment must be cleared before the employee attends the training class. Applicants must show identification to take the training class.

## **Airport ID Badge Renewal/Replacement Procedures**

### Replacement of Lost/Stolen badges

If an Airport ID badge is lost or stolen, it must be reported to the Access Control Section immediately at (801) 575-2423 during normal business hours or after hours to the Airport Control Center at (801) 575-2401, so that the Airport ID badge can be deactivated.

A replacement application must be completed and signed by an authorized company representative (signature must be on file in the Access Control Office). The application form is available in the Airport Badging Office or can be downloaded from the Airport Badging website.

### Replacement Fees for Lost/Stolen Badges

\$50.00 (No charge assessed on a stolen badge if police report is submitted)

\$25.00 Refund for returned lost/stolen badge (if returned prior to expiration)

The employee must submit the found Airport ID badge and receipt in order to obtain a refund.

The \$250.00 non-returned fee will be subtracted from the deposit at the end of the project for any lost/stolen badges, even if replacement fees have been paid and a new badge obtained. If the lost/stolen badge is found and returned prior to the deposit refund, the \$250.00 fee will not be assessed.

### Extension of Airport ID Badges

An SLCD A engineer must submit, in writing, a request to extend the expiration date of the Airport ID badges and provide a new expiration date.

A renewal application signed by an authorized company representative (signature must be on file in the Access Control Office) must be completed for each employee still required on the project.

### Replacement of Inoperable or Damaged Airport ID Badge

If for any reason the Airport ID badge becomes inoperable or damaged, the Airport ID badge holder must return the Airport ID badge to the Access Control Section, and a replacement will be issued at no cost.

### Replacement of a Defaced Airport ID Badge

No stickers, pins, drawings, etc. may be placed on the front of the Airport ID badge. A \$50 fee will be charged to replace an Airport ID badge which has been defaced or altered.

### **Notification Requirement upon Termination of Employee**

The Contractor shall immediately notify the Access Control Section (801) 575-2423 or Airport Operations (801) 575-2401 when an employee is terminated. This notification must be followed within 72 hours by the return of the Airport ID badge and/or written confirmation of this information. The Contractor must recover Airport ID badges from individuals whose employment at the airport is terminated.

The Contractor will notify the Access Control Section, in writing, when a subcontractor is no longer under contract. The Contractor will collect all Airport ID badges and return them to the Access Control Section within 72 hours.

### **Refund of Deposit**

At the completion of the project, a report showing the status of each Airport ID badge will be sent to the Contractor for review. When all Airport ID badges have been accounted for, a \$250 fee will be deducted from the deposit amount for each non-returned badge, including escort-required badges, \$50 for each non-returned vehicle ramp permit, \$100 for each non-returned key, and the remaining balance refunded.

### **Escort Procedures**

**Escort Badges.** All individuals in a secure area must either display a regular Airport ID badge (pictured) or an Airport-issued escort badge. Escort badges must be displayed above the waist on the outermost garment. There is one type of Airport-issued escort badges:

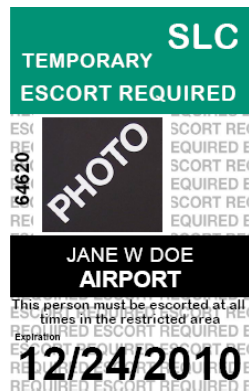
### Temporary Escort-Required Badge

This badge is issued to individuals who need access to a construction site on a temporary basis (less than seven days). The temporary escort-required badge is a pictured badge, and contains the name of the individual being escorted, and the name of the company conducting the escort.

Individuals may not work with a temporary badge for a period greater than seven (7) days and temporary badges may not be used in lieu of obtaining a permanent Airport ID badge. Temporary badges must be returned to the Access Control Office when no longer needed or a \$250.00 fee will be subtracted from the deposit refund.

Temporary badges are issued by the Access Control Office. Requests for temporary badges must be approved by the general contractor's authorized company signer (on file with the Access Control Office). Request forms are available from the Access Control Office and also electronically upon request.

A warrants check will be run on each individual prior to being issued a temporary badge.



**Escort Procedures.** An employee possessing a valid SIDA or sterile area Airport ID badge with the escort icon (“E”) 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 restricted area.
- The employee providing the escort must remain within 20 feet, in line of sight, and close enough to affect the actions of the escorted person.
- Employees may not escort other employees whose Airport ID badge is lost or missing.
- All individuals under escort must display an escort-required badge.
- Individuals escorted into sterile areas must first complete the passenger screening process.

Any violation of the escort policy will result in revocation of this privilege, and all employees of the offending company working on the construction site will be required to obtain a permanent Airport ID badge to work in secure areas.

### Vehicle Requirements



#### Vehicle Markings

All vehicles and equipment, except those under escort, must be marked with the company name or logo on both sides in lettering at least two inches high of a contrasting color. Markings may be painted on the vehicle, or magnetic signs may be used. Hand-drawn signs are not acceptable. Construction vehicles under escort are the responsibility of the properly equipped lead vehicle and are not required to have a flag, beacon or company markings.

All Contractor vehicles and equipment operating in the AOA must display orange and white checkered flags or flashing amber beacons during daytime use and flashing yellow beacons during nighttime use. The flag shall be on a staff attached to the vehicle and shall be at least a 3 foot square having a checkered pattern of International orange and white squares at least one (1) foot on each side. Flags and beacons must be mounted on the vehicle where they are visible from any direction.



Ramp permits

All vehicles, except those under escort, must display a current SLCDA vehicle ramp permit. Permits are available from the Access Control Office. A ramp permit application must be completed for each permit requested and signed by an authorized company representative (on file in the Access Control Office).

- A vehicle ramp permit is required for each vehicle not under escort; permits are not transferable.
- The vehicle license plate number and the driver license of the individual receiving the vehicle ramp permit will be verified to ensure they are valid.

Equipment (backhoes, graders, etc.) that remain at the job site do not require a vehicle ramp permit but must have company markings on both sides, and may be stored in the staging area. Staging areas located within the AOA are not for Contractor employee parking.

Vehicle Escorts

Airport, tenant, or contractor vehicles with valid vehicle ramp permits and properly equipped may be used to escort a maximum of two other vehicles onto the AOA. The vehicle providing the escort must lead and is responsible for the trailing vehicle(s).

- Each vehicle under escort will be searched at the gate prior to entering the secure area. Once the vehicle has been searched, the gate guard will complete an “Under Escort” form that must be placed on the dash of the vehicle and remain there until the vehicle leaves the secure area. The vehicle search is conducted each time the vehicle is escorted into the secure area.

**VEHICLE UNDER ESCORT**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PLATE #: \_\_\_\_\_

COMPANY UNDER ESCORT: \_\_\_\_\_

RESPONSIBLE COMPANY: \_\_\_\_\_

PERSON: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

Vehicle Searched By: \_\_\_\_\_

THIS FORM MUST BE RETURNED TO GATE GUARD WHEN LEAVING THE SECURE AREA  
FORM MAY NOT BE REUSED

- Under no circumstances may an employee provide an escort from inside an unmarked vehicle. Drivers of escorted vehicles must display an escort-required badge.

**Access Points/Gates/Gate Guards**

Access Points

Access to construction sites through vehicle gates shall be coordinated with Airport staff. **Contractor locks shall not be placed on gates. Airport locks will be used.** Manual vehicle gates used for construction access will be unlocked and opened at the beginning of each shift by a Salt Lake City Department of Airports employee. The qualified gate guard must be present and prepared to perform all gate guard duties when the gate is unlocked. At the end of the shift, the gate will be closed and locked by a Salt Lake City Department of Airports employee. The

Contractor shall coordinate all required gate access times twenty four (24) hours in advance with the Engineer.

#### Contractor Provided Construction Gate Guards

Contractor shall provide qualified personnel to perform gate guard services at construction gates used for access to secure areas of the Airport; these gates must be staffed at all times when open and in use. Gate guard services must be provided by a company that has received Safety Act Designation and Certification from the Department of Homeland Security for access control in an airport environment. The Airport currently has two approved security providers working on airport, HSS and G4S; a list of other providers meeting this requirement can be found on the Department of Homeland Security's website at:

<https://www.dhs.gov/prime-contractors>

HSS Contact Information: Nat Newcomer, (801) 473-7641, [nnewcomer@hss-us.com](mailto:nnewcomer@hss-us.com)

G4S Contact Information: Chaz Denbow, (801) 940-4078, [chaz.denbow@usa.g4s.com](mailto:chaz.denbow@usa.g4s.com)

Personnel assigned to provide gate guard services shall obtain an Airport-issued identification badge prior to providing service. To be qualified to obtain the identification badge, personnel shall:

- Undergo a fingerprint based criminal history records check as required by TSR 1542.209 and the TSA security threat assessment. Contractor's employees providing gate guard services shall be able to pass these checks with no convictions for a disqualifying offense as outlined by the Transportation Security Administration (TSA).
- In addition to the SIDA training course, individuals must successfully complete a TSA-required two-hour security training course offered by the Airport which includes training specific to gate guard duties and how to conduct a vehicle inspection. This training must be completed prior to the gate guard's first duty assignment. This is a computer-based training course, and requires an appointment with the Access Control Office.

Personnel assigned to provide gate guard services shall have the ability to clearly speak, read, write and understand the English language.

Personnel assigned to provide gate guard services shall be supervised and checked at frequent intervals by Contractor's supervisor and Department of Airports' personnel to ensure they are in compliance with all security requirements associated with staffing a perimeter gate access point leading to a secure area of the Airport.

Personnel assigned to provide gate guard services shall wear a safety vest at all times.

Personnel assigned to provide gate guard services shall not carry a firearm.

Personnel assigned to provide gate guard services must have the ability to communicate directly with the Airport's Control Center by cellular telephone provided by the Contractor.

The Contractor shall provide temporary restroom facilities for use by the gate guards at the access gate. If the gate is to be used for access at night, the Contractor shall provide and maintain in working condition a temporary light plant to illuminate the gate area.

### Gate Guard Duties

The gate guard is required to check each person entering the secure area through the gate for a valid Airport ID badge or escort-required badge, and the vehicle for a valid ramp permit and company markings. Anyone not in compliance with these requirements will be denied access.

Security responsibilities of gate guards include:

- Checking all incoming individuals and vehicles for Airport authorized identification and permits to prevent unauthorized entrance into secure areas.
- At gates that do not have verification card readers, comparing the name on the identification badge for each individual entering through the gate with an Airport-provided "stop list." If a person's name is on the stop list, entry shall be denied and the Airport's Control Center immediately notified.
- Conducting vehicle searches to ensure that weapons, explosive devices and other prohibited items are not allowed into the secure area of the Airport; if weapons or other prohibited items are found, the gate guard shall prevent entry and immediately notify the Airport's Control Center. All vehicles under escort shall be physically inspected by the gate guard prior to entering the secure area.
- Ensuring that the security gate is closed when not actively being used to prevent security breaches. When not actively in use, the gate will be kept closed and locked. During periods of operation when not actively being used, manual gates must be pulled shut or an approved barricade must be placed in front of the gate to require a vehicle to stop so that an inadvertent entry into the secure area is prevented.

## **Fencing**

If a temporary fence is erected, displacing a portion of the Airport perimeter fence, it must meet permanent fence standards. These standards require 8 feet of chain link fabric with 3 strands of barbed wire angled away from the secure area at 45 degrees, with posts embedded in concrete, as detailed in the contract documents.

## **Clear Zones**

A Clear zone of four feet is required on the public side of the perimeter fence. No equipment or materials may be stored within this clear zone area.

## Security Violations

Violation of the following rules and regulations will result in the issuance of a security violation notice and corrective measures taken with the employee. This list is not inclusive.

- Loaning an Airport ID badge to another individual or using another individual's Airport ID badge.
- Failure to possess an airport-issued or airport-approved ID while in the SIDA or using an escort badge once a permanently-issued ID has been issued.
- Failure to swipe ID card in a CASS reader and close door upon entry into a secure or restricted area.
- Allowing an individual to follow you through a CASS door leading to a secure area, with the exception of individuals under approved Airport escort.
- Failure to remain at a vehicle gate providing access to the secure area until it has closed.
- Failure to wait for the gate to close prior to swiping ID card in the CASS reader or failure to swipe card in reader when entering the restricted area through a vehicle gate.
- Leaving an escorted individual unattended in a secure area or improper use of the escort badge.
- Driving a vehicle in the secure area without the required markings and/or ramp permit.
- Propping open a door that leads to a secure area and leaving it unattended.
- Leaving a door or gate unlocked that leads to a secure area.
- Failure to challenge or report an unbadged individual in the SIDA.
- Bypassing pre-board security screening as a passenger to board an aircraft, or for any other non-work related reason.
- Escorting any individual(s) through a door leading from a secure or non-secure area into a sterile concourse without first taking the escorted person through the pre-board security screening process.
- Leaving tools or other prohibited items unattended in sterile concourses.

When an individual is found in violation of the rules and regulations outlined in the Airport's Security Program, the following steps will be taken. In addition to these measures, if deemed necessary based on the seriousness of the violation, a Class B misdemeanor under Title 16 may also be issued.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<p>Issuance of a security violation notice which will be sent to the individual's employer, who must complete the bottom portion outlining the actions taken and return to the Airport Security Coordinator.</p> <p>ID held by Airport for one business day until violation notice has been completed and returned by the employer and the individual has completed SIDA retraining to ensure he/she is familiar with the security provisions.</p> <p>Assessment of a \$50.00 badge reinstatement fee, which must be paid prior to the reinstatement of the badge.</p> <p>If deemed necessary based on the seriousness of the violation, a Class B misdemeanor under Title 16 may also be issued.</p>	<p>Issuance of a security violation notice, which will be sent to the individual's employer, who must complete the bottom portion outlining the actions taken and return to the Airport Security Coordinator.</p> <p>Three day suspension from access to restricted areas.</p> <p>ID held by Airport until individual completes SIDA retraining to ensure he/she is familiar with the security provisions.</p> <p>Meeting is held with employee, employee's supervisor and the Airport Security Coordinator (or designee).</p> <p>Assessment of a \$100 badge reinstatement fee, which must be paid prior to the reinstatement of the badge.</p> <p>If deemed necessary based on the seriousness of the violation, a Class B misdemeanor under Title 16 may also be issued.</p>	<p>Issuance of a security violation notice, which will be sent to the individual's employer, who must complete the bottom portion outlining the actions taken and return to the Airport Security Coordinator.</p> <p>Permanent revocation of the employee's access privileges.</p> <p>If deemed necessary based on the seriousness of the violation, a Class B misdemeanor under Title 16 may also be issued.</p>

These guidelines will be used as a general rule; however, the Airport Security Coordinator has the authority to take more restrictive actions, up to permanent revocation of the ID for a first or second offense, depending on the seriousness of the violation or the impact to airport security. The individual is also subject to TSA civil penalties. Additionally, the general contractor will be responsible for any TSA civil penalties or fines assessed to the Department of Airports for a violation committed by contractor or subcontractor employees.

## Working on Sterile Concourses

Tools required for construction purposes are allowed on the sterile concourses; however, they may not be taken through the screening checkpoint. Only individuals who have been issued a SIDA badge are allowed to bring tools into a sterile concourse. Access is gained by using a card-controlled door leading to the secure area and then entering a sterile concourse from the secure area (Exhibit No. 2).

Tools must be controlled at all times while in a sterile concourse. Tools not in use must be locked or removed from the sterile area.

All individuals working on a sterile concourse who are not issued a SIDA-access badge must also undergo the fingerprint-based criminal history records check and the security threat assessment. There is a \$30.00 fee for each set of prints/STA. This fee is non-refundable. These individuals will be issued a sterile area access only badge with the indication "sterile area" on the badge to indicate the prints and STA have been cleared.

A warrants check will be completed on each applicant requesting a sterile area badge. If an outstanding warrant exists, the badge will not be issued until the warrant is resolved.

Individuals may be escorted onto the sterile concourse to perform job-related duties on a temporary basis. These individuals are not required to complete the fingerprint-based criminal history records check; however, they will be subjected to additional security screening procedures and must remain under escort by a SIDA-badged individual if working with tools. All individuals working on a sterile concourse under escort must first submit to the security screening process, and display an escort-required badge. Individuals being escorted onto the sterile concourse who have not been issued a temporary badge (pictured escort-required badge) must obtain a sterile area pass from the Access Control Office. The sterile area pass, along with pictured identification, must be presented to the TSA document checker at the screening checkpoint for access.

## Working in General Aviation Areas

All individuals working on the construction site are required to apply for and receive a General Aviation badge. A TSA security threat assessment must be completed before the badge is issued. There is a \$9.00 fee for the security threat assessment. This fee is non-refundable. Each applicant must complete the General Aviation security training course to ensure he or she understands the requirements for working in the general aviation area. The training takes approximately 15 minutes and must be completed prior to issuance of the badge. Training is scheduled through the Access Control Office.

A warrants check will be completed on each applicant requesting a General Aviation badge. If an outstanding warrant exists, the badge will not be issued until the warrant is resolved.

Individuals working in the general aviation area on a temporary basis are not required to obtain a General Aviation badge or display an “escort required” badge; however, the employee must be under continuous escort while working on the construction site.

Individuals making deliveries to the job site who do not have a badge can be escorted. An escort badge is not required.

## GLOSSARY

**Advisory Circular (AC).** Documents produced by the FAA providing guidelines. Advisory Circular(s) are available at Internet address <http://www.faa.gov/airports/resources/advisorycirculars>.

**Air Traffic Control Tower (ATCT, Control Tower, or Tower).** Controls all aircraft and vehicular movement on the aircraft movement area.

**Aircraft Movement Area (AMA).** The taxiways and runways controlled by the FAA ATCT. These areas are defined by movement area boundary lines. (Exhibit No. 1)

**Airport Operations Area (AOA).** The AMA expanded to include ramps/aprons and all areas inside the Airport perimeter fence. (Exhibit No. 1)

**Airport Control Center.** The Control Center receives and routes all calls that come into the Airport. Control Center personnel also receive and dispatch all emergency calls for police, fire and paramedic assistance. The Control Center also handles all dispatch functions for Airfield, Terminal Services, Shuttle, and Maintenance personnel. For routine assistance or to put in a work order, please call (801) 575-2401. For any on-Airport emergency, call 575-2911. This is the 911 line for the Airport and will be answered immediately by a 911 dispatcher. Airport Paging is also housed in the Control Center. Airport Paging Services make audio and visual pages by request for passengers throughout the Airport.

**Apron/Ramp.** The area near the buildings where aircraft load/unload and are serviced—also referred to as the ramp.

**Contractor.** The entity responsible for the completion of a contract or portion of a contract.

**Engineer.** The engineering representative designated to represent the Owner for the purpose of providing the Owner’s directives relating to this Contract and for all administration and communication required between the Owner and the Contractor on Airport projects.

**Federal Aviation Administration (FAA).** Federal agency that governs aviation and activities at civilian airports.

**Foreign Object Debris (FOD).** Unwanted, dangerous items on the ramps, taxiways, and runways that could damage an aircraft, or cause injury to personnel.

**Object Free Area (OFA).** An area on the ground centered on a runway, taxiway, or taxilane centerline provided to enhance the safety of aircraft operations by having the area free of objects, except for objects that need to be located in the OFA for air navigation or aircraft ground maneuvering purposes.

**Obstacle Free Zone (OFZ).** The OFZ is the airspace below 150 feet above the established airport elevation and along the runway and extended runway centerline that is required to be clear of all objects, except for frangible visual NAVIDS that need to be located in the OFZ because of their function, in order to provide clearance protection for aircraft landing or taking off from the runway, and for missed approaches.

**Owner.** Salt Lake City Corporation

**Primary Surface.** A surface longitudinally centered on a runway extending 200' beyond each end of the runway. The width varies from 250' for utility runways having only visual approaches to 1000' for precision instruments runways.

**Transitional Surface.** A surface that extends outward and upward at right angles from the sides of the primary surface and the approach surface at a slope of 7 to 1.

**Safety Areas.**

- **Runway.** Runways 16L/34R and 17/35 are 292 feet each side of the centerline, 1,000 feet off each end; Runway 16R/34L is 322 feet each side of the centerline, 1,000 feet off each end; Runway 14/32 is 200 feet each side of centerline, 600 feet off each end. (Exhibit No. 2)
- **Taxiway.** 85.5 feet each side of the centerline. (Exhibit No. 1)

**Salt Lake City International Airport (Airport) (SLCIA).** Located approximately 5 miles west of Salt Lake City, consisting of approximately 7,500 acres and 4 runways.

**Salt Lake City Department of Airports (Airport) (SLCDA).** A division of Salt Lake City Corporation that is responsible for the Salt Lake City International Airport as well as South Valley Regional and Tooele Valley Airports.

**Secure Area.** This area of the Airport refers to the acreage around the runways, protected by the secure exits from buildings, secure gates, and chain-link fences or any other area identified by SLCDA as secure or restricted.

**Security Identification Display Area (SIDA).** Security Identification Display Area means any area identified in the Airport security program as requiring each person to continuously display, on their outermost garment, an Airport approved identification badge unless under an Airport approved escort. The SIDA at the Salt Lake City International Airport includes the entire area enclosed by the perimeter fence west of Taxiway K. The general aviation areas are not included in the SIDA; however, display of an ID badge is required unless an individual is under escort.

**Sterile Area.** Concourses, jetways, and non-public areas downstream from passenger screening checkpoints are sterile. Every person in these areas must possess an Airport ID badge or be cleared by pre-board screening procedures.

Runway / Taxiway Safety and Aircraft Movement Areas

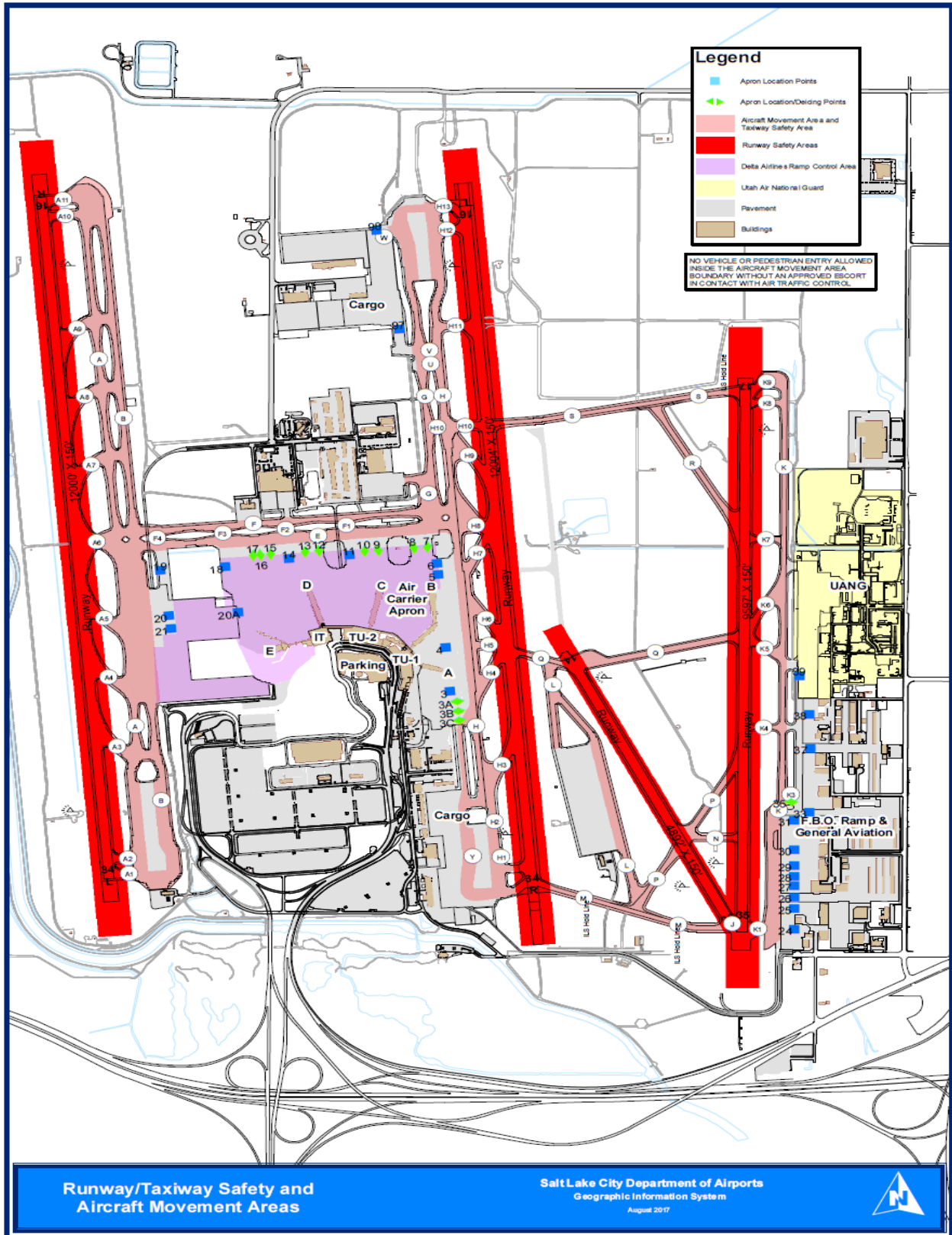
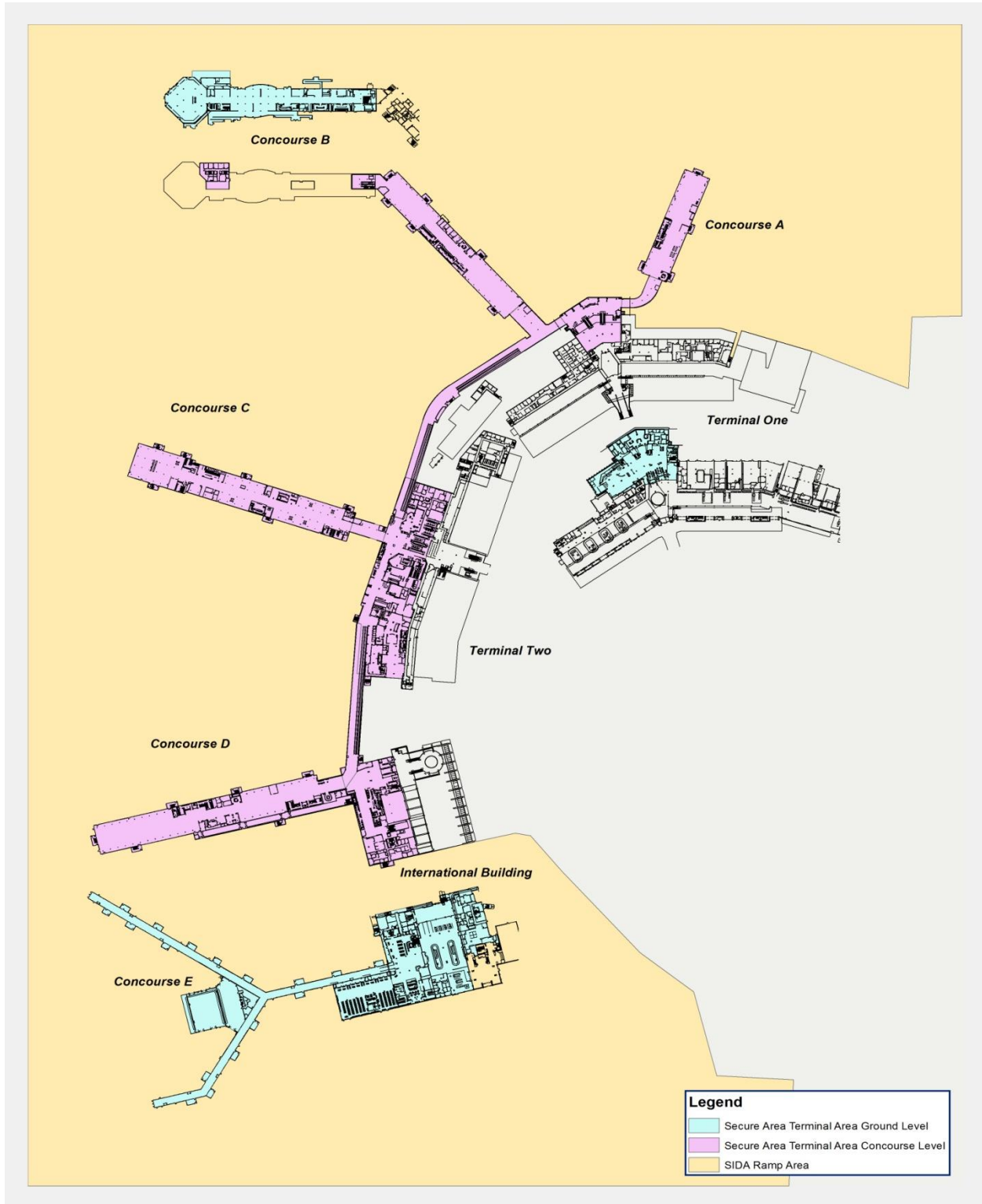


Exhibit 2  
Terminal Secure Area and Ramp SIDA



**Exhibit 3  
Airport Assistance Form**



**SALT LAKE CITY INTERNATIONAL AIRPORT  
AIRPORT ASSISTANCE FORM**

The following information is to be completed by the Airport Operations Manager or Inspector.

<b>SECTION 1 – GENERAL INFORMATION</b>		
Date	Project Number	
SLCDA Personnel Requesting Assistance:	Printed Name	Signature
Assistance Requested For:	Contractor/Company	Authorized Name/Signature
<b>SECTION 2 – WORK REQUESTED</b>		
Description		
Location		
Reason		
Contract Related Work: <input type="checkbox"/> Yes <input type="checkbox"/> No		

The following information is to be completed by the Maintenance.

<b>SECTION 3 – WORK PERFORMED</b>			
Equipment Used		Labor Used	
Start Time	Completion Time	Total Hours	Cost
Notes			

Distribution:  
 Director, Airport Operations  
 Director, Airport Maintenance  
 Director, Airport Finance  
 Director, Airport Engineering  
 Project Contractor  
 File

**Exhibit 3**  
**Airport Assistance Form – Page 2**

<b>SECTION 4 – TYPE OF ASSISTANCE</b>	
Description	Cost/Hour
<b>SWEEPING</b>	
Towed Runway Broom	\$300
Jet Air	\$200
Road Sweeper	\$200
Motor Grader	\$175
Front End Loader	\$175
Drain Cleaning	\$150
Painting	Cost to be Determined
Asphalting	Cost to be Determined
General Labor (included in the above services)	\$ 50
<b>ELECTRICAL ASSISTANCE</b>	
75-foot Boom Truck	\$350
48-foot Boom Truck	\$230
Ditch Witch Trencher	\$230
Light Plant	\$ 85
Underground Locator	\$115
Airfield Lighting Trailer	\$175
Electrical Labor (included in the above services)	\$ 60

Billing in one-hour increments rounded to the next hour with a one-hour minimum charge. Other equipment not listed above will be billed at current shop rates. These costs are effective as of January 2018 and are subject to change.

**Exhibit 4**  
**Construction Badge Request Letter**

**Sample Letter**

**Must Be Printed On Company Letterhead**  
**Include Name, Address and Telephone Number of Company**

**BADGE REQUEST LETTER**

(DATE)

Gary Bilbrey  
Airport Security Coordinator  
Salt Lake City Department of Airports  
P.O. Box 145550  
Salt Lake City, UT 84114-5550

Dear Mr. Bilbrey:

The purpose of this letter is to request airport identification badges for *(your company name)*. These badges will be needed until *(expiration date)*.

*(Your company name)* is engaged in *(a brief description of activities at Salt Lake City International Airport)* and will need access through the following vehicle gates and/or doors:

*(List door and gate numbers)*

*(Your company name)* understands that by requesting airport identification badges we are assuming responsibility for these badges and will ensure a strict accounting, to include prompt reporting of any lost or stolen badges, and return of all badges upon termination or transfer of any employee. We understand that any badge not returned when no longer needed will be assessed a \$250 fee, and employees will be assessed a replacement fee for lost and stolen badges. We also understand we will be assessed \$50 for each non-returned ramp permit and \$100 for each non-returned airport-issued key. Additionally, we will ensure that *(your company name)* employees who are issued Salt Lake City International Airport identification badges comply with the Airport's Security Program.

We will ensure *(your company name)* has met the following Department of Airports insurance requirements: All companies having access to the ramp will maintain Commercial General Liability and Business Auto Liability with limits of \$5 million per occurrence. Companies working on Airport property but not requiring ramp access shall maintain the same coverages with a \$2 million per occurrence limit.

The Airport reserves the right to increase insurance limits and coverage consistent with industry standards, statute or judicial decision, or Airport policy. These insurance policies will name the Salt Lake City Corporation as additional insured.

*(your company name) Point of contact: (include point of contact name, address, and telephone number). Additionally, we would like to request that the following individual(s) be designated as Authorized Signers for (your company name)*

As a condition of any such grant of access, we agree that any Transportation Security Administration fine levied against the Airport as a result of the actions or omission of any *(your company name)* employee, or sub-contractor's employee will be paid by *(your company name)*.

*(If employing a sub-contractor, please attach a second page with company name, point of contact, address, telephone number, and requested badge expiration date; otherwise omit this section)*

Sincerely,

Signature

*(Signature of individual authorized to sign for ID badges)*

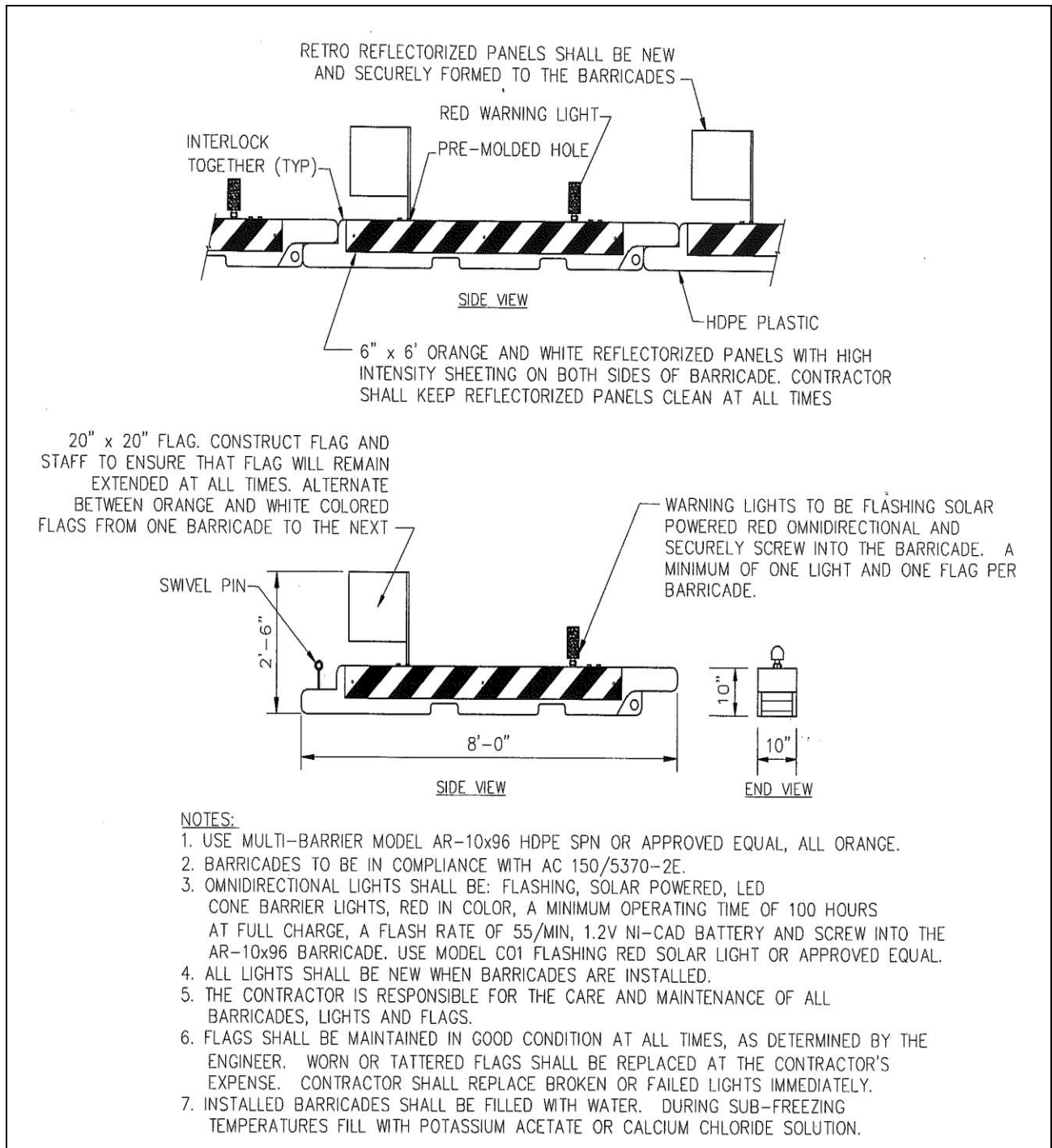
cc: Kathy Dearth, Access Control

**Exhibit 5**  
**List of Acceptable Documents for Badging**

**ALL DOCUMENTS MUST BE UNEXPIRED and must be brought in at time of badge issue and/or renewal**

LIST A	OR	LIST B	AND	LIST C
Documents that Establish Both Identity and Employment Authorization		Documents that Establish Identity		Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
				3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		4. Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal. <b>Birth Cards Are Not An Acceptable Form</b>
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		4. Voter's registration card		
		5. U.S. Military card or draft record		
		6. Military dependent's ID card		
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		
	9. Driver's license issued by a Canadian government authority		5. Native American tribal document	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>For persons under age 18 who are unable to present a document listed above:</b>		6. U.S. Citizen ID Card (Form I-197)
			10. School record or report card	
		11. Clinic, doctor, or hospital record		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	12. Day-care or nursery school record		8. Employment authorization document issued by the Department of Homeland Security	

**Exhibit 6**  
**Low Profile Portable Plastic Barricades**



**Exhibit 7**  
**Flat Panel Barricades**

