



AIRPORT OPERATIONAL SAFETY & SECURITY REQUIREMENTS

APPLICABLE TO CONSTRUCTION ACTIVITIES
WITHIN THE AIRPORT'S AIR OPERATIONS AREA (AOA)
(UPDATED 11/16/2018 SUPERSEDES ALL PREVIOUS EDITIONS)

1. INTRODUCTION

1.1 Purpose:

This document, "San Diego International Airport's Airport Operational Safety & Security Requirements", has been prepared to:

- a) define standards and specify procedures for, and acceptable means of compliance with, Federal Aviation Regulations (FAR) governing the operational safety on airports during construction. Said regulations may include, but are not limited to applicable provisions of *FAR Part 139*, construction safety measures described in Federal Aviation Administration (FAA)'s *Advisory Circular (AC) 150/5370-2G, Operational Safety on Airports During Construction*, and in the SDIA's *Airport Certification Manual (SAN-ACM)* and *Airport Security Program (SAN-ASP)*;
- b) provide contractors, construction project sponsors, construction administrators and inspectors, and other persons associated with any construction activities at SDIA with guidelines by which the above-mentioned regulatory requirements may be met; and
- c) support and facilitate construction activities while continuing to maintain the level of safety and security required for airport and aircraft operations.

1.2 Applicability:

The requirements, standards, procedures set forth herein pertain to all construction projects occurring within airport's Air Operations Area (AOA) or its restricted areas as further defined below. They also apply to consultants, contractors, their subcontractors, suppliers, and all other persons under their control, who conduct any activities within the AOA or restricted areas of the airport. For the purposes of this document, "construction" shall also include "maintenance" activities.

1.3 Additional Information:

Additional information or clarification regarding the above-mentioned standards and procedures may be obtained by contracting SDIA office of the Director, Airside & Terminal Operations thereof.

1.4 Enforcement:

- a. By requesting and being granted the authorization to enter the airport's AOA or other restricted areas, a recipient of this document shall have:
 - (i) read, understood, and voluntarily consented to comply with all applicable provisions of this document; and
 - (ii) assumed the responsibility to inform all persons associate with the recipient's activities at SDIA of the pertinent provisions of this document and their requirement to comply therewith.
- b. Unless expressly exempted in advance by the Airside Operations Department, failure by any person to comply with any of the requirements set forth in this document may result in the denial of access of said person to the AOA (e.g. suspension or revocation and confiscation of the SDIA issued Security ID badge and/or Vehicle Permit, removal of the violating vehicle and/or person from the AOA, etc.), in addition to other corrective measures (e.g. required retraining or testing, temporary suspension of construction activities, documented warning, reprimand, citation, fine, etc.).
- c. Designated "*Airport Operations Representatives*" (i.e. personnel listed in subparagraph 2.e), are authorized, and have the responsibility and authority, as and when applicable, to enforce the pertinent requirements set forth in this document.

2. DEFINITIONS:

For the purpose of this document:

- a. "*Air Operations Area*" (AOA) means any area of Airport situated within the perimeter fence line which is used primarily for aircraft parking, taxiing, refueling, landing, take off and surface maneuvering, includes the airfield, aprons, ramps, taxiways and aircraft movement areas.
- b. "*Aircraft Movement Area*" means to include the runways, taxiways, safety areas, instrument landing system (ILS) critical areas, height restrictive areas and other of the Airport which are normally under the control of the Airport Traffic Control Tower (ATCT) by reason of their function to support the landing, take-off and

ground maneuvering of aircraft. Entering or crossing an active (i.e. not closed) aircraft movement area always requires a clearance from the "ATCT or Tower."

- c. "*Safety Area*" means an area abutting the edges or ends of a movement area. A "runway safety area" or "taxiway safety area" is defined, for the purposes of this document only, by the distance from any point located within said area to the edge or centerline of the runway or taxiway.

Runway Safety Area: includes any point within 250 feet of the runway's centerline or extended centerline (extended beyond its physical ends).

Note: RSA should not have open excavation areas in excess of 3 inches for safe aircraft operations.

Taxiway Safety Area: includes any point within 107' feet of the taxiway centerline.

Taxiway Object Free Area: includes any point within 160' of the taxiway centerline.

A safety area has no sudden or excessive change in grade, is capable of supporting the weight and ground movement of an aircraft without damage to said aircraft, and is free of any "obstructions" that could be a hazard to aircraft operations. "Obstructions" may include natural or man-made objects, stockpiled materials, equipment, vehicles, terrain depressions, open excavation in excess of 3 inches deep.

Entering or crossing the safety area of an active (i.e. not closed) runway or taxiway always requires a specific clearance from the Airport Traffic Control Tower (Tower).

- d. "*Restricted Area*", as used in this document, shall generally mean any area to which access is specifically controlled. Such areas may include the AOA, any terminal area beyond the security check points, the international arrival/departure area, areas exclusively leased to the airlines or otherwise designated for the exclusive use of a specific tenant, and generally any area not normally opened to the non-controlled access of the general public. Access into these restricted areas requires prior arrangement with and approval from the tenant(s) involved and/or the Airside Operations Department.

Of special emphasis are those restricted areas (also known as "*critical areas*") designed and designated for the operational or physical protection of the airport's navigational aids or visual aids. Crossing or access into these critical areas, requires prior arrangement with and approval from Airside Operations personnel and positive clearance from the Tower.

- e. *"Airport Operations Representatives,"* The San Diego County Regional Airport Authority (Authority), Airside Operations Department represents the "Airport Operator" and is directly responsible for compliance with Federal Aviation Regulations and other applicable regulations governing airport operations and construction activities' operational safety on the airport.

For the purposes of this document, an "Airport Operations Representative" is any employee of the Airside Operations Department who has been trained and qualified in airport operations, and authorized to interpret, apply, and enforce airport rules, regulations and procedures, as prescribed in his/her job duties and responsibilities.

For the purposes of this document, a list containing the name, title, and contact phone number of Airside Operations key personnel (i.e. *"Airport Operations Representatives"*) is located at the end of this document (see paragraph 12.).

- f. *"Contractor"*, as used in this document, is meant to include the project consultant(s), general or prime contractor, subcontractors, their suppliers and any firms, agencies or persons employed by or associated with them to perform any construction activities at the airport. The contractor shall provide Airport Operations personnel with a list of key personnel, with decision authority, especially decisions to be made in case of emergency. This list shall contain names, positions, business phone numbers and other 24-hour numbers (such as pagers, cellular phones, answering services, etc.) for immediate contact, *on site as well as off site*, under normal conditions or in case of emergency at the work site.
- g. *"Badge" (or "SAN ID Badge")*, as used in this document, shall mean an Airport Security Identification Badge issued by the Access Control Office to identify a person authorized to have access to SDIA's certain specific restricted areas.
- h. *"AOA Driving Privileges"* means those accorded to a SAN Badged person who has received training on, and consented to abide by all rules and procedures governing the operations of a motorized vehicle within SDIA's AOA.
- i. *"Vehicle Permit"* means a permit Issued by the SDIA's Access Control Office to identify a vehicle allowed to be operated within SDIA's AOA.

Note: *Additional information on the detailed procedures, requirements and application for a SAN ID Badge, Vehicle Permit, on their various types, conditions of use and privileges, as well as the allowance and requirement for escort, etc. may be obtained by consulting the pertinent provisions contained elsewhere in the project specifications or by contacting the Access Control Office.*

3. IDENTIFICATION OF PERSONS

- 3.1 All persons authorized access onto the airport's AOA or any restricted area may be required to be in company uniform or have in their possession a valid company identification card or an I.D. card acceptable to Airport Operations personnel;
- 3.2 Each person so authorized shall display, when entering and while in the AOA, on his/her outermost clothing, in a readily visible manner, an appropriate SAN Badge.
- 3.3 In certain cases, a "Visitor" badge Issued for temporary access to the AOA under direct escort by authorized SAN Badged persons will be permitted. The "Visitor" badge must be clearly displayed on his/her outermost clothing.

4. VEHICLE IDENTIFICATION, MARKINGS, LIGHTING AND EQUIPMENT

- 4.1 All vehicles licensed to operate on a public street or highway when used within the AOA shall meet all State requirements with regards to registration, insurance, safety and other mechanical equipment, including equipment required for night operations or operations in the rain.
- 4.2 All vehicles entering, and while operating within the AOA, shall display:
 - a. Either a 3' x 3' orange and white checkered flag (daytime operations only), or a rotating or 360 degree flashing amber light (daytime and nighttime operations) in a manner to make it visible from any direction; and
 - b. A company name or logo on both sides of the vehicle, readable from a distance of no less than 50 feet.

Note: Certain special-purpose vehicles, such as backhoes, forklifts, earthmovers, trenchers, etc., may be exempted from compliance with this provision, as determined by Airport Operations personnel on a prior approval basis.

- 4.3 Depending upon its location relative to an aircraft movement area or safety area, a vehicle or equipment of certain height may be required to be equipped with an obstruction flag and/or light, as determined by Airport Operations personnel.
- 4.4 In addition, all vehicles entering, and while operating within the AOA, shall display, in a readily visible manner, as prescribed, an appropriate *Vehicle Permit*, except as maybe exempted for certain type of construction vehicle/equipment on a case by-case basis.

5. VEHICLE OPERATIONAL REQUIREMENTS

- 5.1 The contractor shall make available to Airport Operations personnel a description of the work area(s), vehicle and equipment access route(s) between the airport access gates(s), various work sites on the airport, and vehicle and equipment staging/parking/storage area(s) within the AOA, and times and/or duration of these vehicular activities for the whole duration of the project. A drawing, such as a site plan, appropriately annotated, may be used to provide said description.
- 5.2 The contractor shall ensure that such a description of designated vehicle operations/parking areas has been approved by Airport Operations personnel *before* any construction-related vehicle is allowed access onto any portion of the AOA.
- 5.3 Access
- a. All authorized vehicles and persons shall enter and exit the AOA through designated gate(s) only.
 - b. While in the AOA, vehicle movements between various points shall be only on designated routes and all vehicles and persons shall remain within the designated areas. Deviation from the designated routes or areas shall be allowed *only when approved in advance* by Airport Operations personnel or necessitated by immediate emergency conditions.
 - c. All vehicles and persons entering, and while within the AOA, shall comply with the identification measures mentioned in paragraphs 3. and 4. above, and will adhere to the "escort" rules and procedures as prescribed by SDIA's current Airport Security requirements.
 - d. The contractor's responsibility for controlling the access of persons and vehicles onto the AOA or other restricted areas when such responsibility is assigned and/or authorized by either the project's plans and specifications or by Airport Operations personnel are of prime importance.
 - (i) Designated gates shall be kept closed and locked at all times when not in *actual* use.
 - (ii) Should the contractor provide a duly authorized and badged guard at an approved access gate, the guard will be physically present at said gate and will allow access only to properly badged or escorted persons, and properly permitted or escorted and equipped vehicles.
 - (iii) Whenever the access gate is guarded but not in actual use, the guard may keep the gate unlocked but in a closed position.

- e. All vehicles regardless of duration of work on a project, should have a vehicle permit. The exemption being those vehicles operating in delivery only capacity (asphalt/concrete trucks). In the event that the prime's vehicle or subcontractor vehicle (being operated by a driver with a badge and driving endorsement) is OTS for maintenance and another vehicle is substituted, access can be granted by the AODM by contacting the SOC and approving access of the vehicle in question.

5.4 Parking and Operations

- a. No person shall operate a motorized vehicle on any portion of the AOA unless:
 - (i) said person has in his/her possession a current and valid State license to operate such a vehicle;
 - (ii) said person displays in a readily visible manner a valid SAN Badge *with an AOA Driving Privilege endorsement*;
 - Note: A vehicle operator *continuously maintained under escort* is not required to have the AOA Driving Privilege endorsement.
 - (iii) the vehicle displays a SDIA-issued Vehicle Permit.
- b. Aircraft, emergency vehicles, Airside Operations Department vehicles, passengers/flight crews in the process of enplaning or deplaning aircraft, and aircraft ground support equipment (GSE), including aircraft servicing vehicles such as fuel trucks, tow tugs, baggage carts, etc. have the right of way over all construction vehicles.
- c. No vehicle shall be operated or parked in such a manner as to hamper the safe movements of aircraft, vehicles, or passengers/flight crews mentioned in 5.4.b. above.
- d. For construction vehicles, the maximum speed on aircraft parking ramps is *15 MPH and 5 MPH in the immediate vicinity of an aircraft*. It is *25 MPH* elsewhere on the airport, unless otherwise posted. Notwithstanding these speed limits and regardless of the posted speed limit, no one shall drive faster than conditions permit.
- e. No vehicle or equipment shall be left unattended on the AOA, unless it is properly parked in a designated area, has its engine turned off, and its parking brake positively set.
- f. No vehicle or equipment shall be left unattended on any designated

aircraft parking area whether said area is occupied or vacant.

- g. No metal-track vehicle shall be operated on any paved surface, unless authorized in advance by Airport Operations personnel, or by the tenant when within an exclusive leasehold area.
- h. Depending upon their locations relative to the airport's movement areas or safety areas, vehicles or equipment of certain height may be required to be relocated elsewhere or lowered to their minimum height when in storage or otherwise not in use.
- i. Contact an Airport Operations Representative for compliance with special provisions and procedures if the presence or operations of cranes within the AOA are planned as part of the construction activities.

6. PROTECTION OF UTILITIES AND SERVICES

6.1 Utilities Interruption and Restoration

- a. All *intentional* (planned) interruptions or restorations of utilities (e.g. power, telephone, data, water, sewer, storm drain, etc.) whether surface or underground, must be approved by and coordinated with Airport Operations personnel *in advance*.

All contractors and subcontractors must obtain and complete a "Tenant Advisory" (TA) form or a "Tenant Informational Notice" (TIN) form from their Airport Authority Project Manager. This information must be approved by the Project Manager, and to be *submitted* by the Project Manager *no less than 72 hours before the activity commence*.

Forms are located in ECMS,
Go to the Public Folder
Policies and Procedures Folder
1105 Tenant Advisories & Informational Forms (templates)

- b. All *accidental* (unplanned) interruptions of utilities (e.g. power, telephone, data, water, sewer, storm drain, etc.) must be reported immediately to the Airside Operations Duty Manager on duty at 619-400 2710 or San Diego Harbor Police at 619-686-8000, and, when applicable, to the tenant project's manager or inspector.

6.2 Repair and Restoration of Utilities

- a. It is the responsibility of the contractor to promptly effect repairs to utilities interrupted by his activities or within an area under his control.
- b. Certain utilities regardless of ownership identified by Airport Operations personnel to be critical to the safe; efficient, or economical operation of the airport, must be functionally restored immediately following any interruption.
- c. In the event Airport Operations personnel have any reason to believe that the contractor is unable to have the repair work performed or completed in a timely or satisfactory manner, given the prevailing circumstances, Airport Operations personnel, at their discretion, will have the option of having the repairs accomplished by a private party, Authority resources, public utility company or other agencies.
- d. In any event, all costs and expenses associated with the utility restoration whether initiated by the contractor or by the Authority (under the circumstances described in 6.2.c. above), will be borne by the contractor and the contractor will not be compensated for any loss incurred as a result of the utility interruption or the resulting restoration works.
- e. All restorations of utilities must be approved by and coordinated with Airport Operations personnel in advance of contractor operations.

7. ADVANCE NOTICE, NOTICE TO AIRMEN

- 7.1 Airport Operations personnel shall be notified by the contractor, during normal business hours (i.e. 8:00 am • 5:00 pm, Monday through Friday, excluding holidays):
 - a. *at /least 24 hours in advance*, of any construction activities which will not necessitate the closure of any active or restricted area;
 - b. *at /least 72 hours in advance*, of any construction activities which will necessitate the closure of any active or restricted area. If such closure requires significant coordination with other activities, or tenant or airport operations, Airport Operations personnel may require advance notice greater than 72 hours.

- 7.2 The 24- or 72-hour advance notices mentioned above shall include the following information:
- a. Location and boundaries of the area(s) needed for construction activities and of the area(s) proposed to be closed.
 - b. Dates and times of construction activities or of facility closure; dates, times and anticipated impacts of planned utility interruption, if applicable.
 - c. Nature and extent of construction activities.
 - d. Height of the tallest equipment to be used.
 - e. Measures proposed to be taken by the contractor to mitigate any adverse
 - f. Other useful or pertinent information.
- 7.3 When appropriate or applicable, Airport Operations personnel will initiate the issuance of a Notice to Airmen (NOTAM) and approve the requested activities and/or closure. When appropriate, the contractor will be provided with a copy of said NOTAM.

8. MARKINGS OF CONSTRUCTION AREAS OR HAZARDOUS CONDITIONS

- 8.1 All areas closed for construction and all areas where hazardous conditions exist because of construction, repair or maintenance activities shall be properly marked by the contractor, so as to be readily visible during daytime and nighttime. Additionally, certain hazardous conditions (such as open trenches) or objects (stockpile, equipment, etc.) present within a construction area must be coordinated *in advance*, and so allowed only under the conditions prescribed by Airport Operations personnel (e.g. additional barricades, obstruction lights, etc.).
- 8.2 Appropriate barricades, flashers, markers, temporary directional or informational signs, acceptable to the Airside Operations Department in quantity and design, shall be installed as directed:
- a. to define work areas and hazardous conditions areas created by construction activities; and
 - b. upon the closure of, and to define the "closed" portion of the runway, a taxiway, ramp area or other normally active area.

NOTE: Airport Operations personnel shall be notified *in advance* of this installation, as per 7.1.b. and 7.2

- 8.3 It is the responsibility of the contractor to have the barricades, flashers, markers, signs, etc. inspected on a regular basis, particularly immediately before the end of each day's work, to make sure they are located, positioned, spaced and operating as intended.

Should subsequent inspection by Airport Operations personnel reveal the installation to be unsatisfactory for any cause, the contractor will be required to take immediate corrective measures.

- 8.4 Failure by the contractor to take corrective measures in a timely or satisfactory manner, as prescribed in 8.3 above, may result in Airport Operations personnel initiating needed remedial actions and all costs associated therewith will be charged to the contractor.
- 8.5 The contractor shall notify Airport Operations personnel, as soon as an area is no longer needed to be closed for construction activities and is ready to be reopened and returned to normal operations. Barricades, flashers, markers, temporary signs *shall not be removed* until the area is inspected by Airport Operations personnel and any noted discrepancies are corrected.

9. AUTHORITY TO CLOSE OR REOPEN A RUNWAY, TAXIWAY, RAMP AREA, SAFETY AREA, CRITICAL AREA, OR OTHER AREA WITHIN THE AOA

- 9.1 Only authorized Airport Operations personnel have the authority to declare a runway, taxiway or ramp area "closed" or, following such closure, "re-opened" to aircraft operations.
- 9.2 Advance coordination with Airport Operations personnel is required to ensure the area is inspected for safety and compliance with operational standards and noted discrepancies corrected *prior* to reopening.

10. ADDITIONAL SAFETY PROVISIONS

- 10.1 No gas-torch/electrical welding/cutting, open flame, storage or disposal of any construction or waste material shall be authorized on the airport, except at locations designated in advance, and under conditions prescribed in the project's plans and specifications or by Airport Operations personnel (e.g. no open flame within 50ft of an aircraft or aviation fuel truck or container, requirement for an on-site fire watch, etc.).
- 10.2 No discharge, spilling or littering of any substance shall be allowed on the airport. The contractor shall ensure that materials and objects used or stored in the AOA are properly secure, so as not to become dispersed by the wind or jetpropeller blast. Further, vehicle operators shall, before entering and while within the AOA, ensure that materials and objects transported in/on their vehicles are adequately secured, so as not

to fall or become dispersed by the vehicle's motion, wind or jetpropeller blast.

- 10.3 Air, ground and surface water, and noise pollution prevention and control measures shall be continuously exercised by the contractor, by means and methods prescribed in the project's plans and specifications, or acceptable to Airport Operations personnel.
- 10.4 No maintenance, servicing or refueling of any vehicle or equipment shall be authorized on the airport, except at locations designated in the project's plans and specifications or approved in advance by Airport Operations personnel.
- 10.5 Lighting or illumination of the work areas or storage areas shall be hooded or directed so as not to impede upon the vision of air traffic controllers or pilots operating at the airport. Emission, by the contractor, of magnetic or radio energies via communications or other devices which might interfere with air traffic control, radio navigational aids, aircraft communications or navigation is *expressly prohibited*.

11. REPORTING OF AND RESPONSE TO UNSAFE CONDITIONS, ACTIVITIES, POTENTIAL OR ACTUAL SECURITY VIOLATIONS, INCIDENTS OR ACCIDENTS

- 11.1 All observed or known unsafe conditions or activities, all potential or actual security violations, and all accidents or incidents occurring on the airport and involving bodily injury or damages to property, regardless of the severity, ownership, or origin, shall be immediately reported to the Airside Operations Duty Manager at 619-400-2710 or San Diego Harbor Police at 619-686-8000.
- 11.2 No person, except emergency response personnel and other authorized Authority personnel, shall approach the scene of any emergency within the AOA unless requested to do so by emergency response, law enforcement, or Airport Operations personnel, or unless it is obvious that immediate lifesaving necessity so requires.
- 11.3 In the event of an airport emergency, instructions given by emergency response personnel, law enforcement personnel, or Airport Operations personnel, including instructions to stop work or to vacate an area or a facility, will be Imperative and immediately complied with by the contractor.

12. AIRSIDE OPERATIONS DEPARTMENT'S KEY PERSONNEL

For the purpose of this document the personnel listed below are the Airside Operations Department's key personnel ("Airport Operations Representatives")

Airside Operations Duty Managers	619-400-2710
Zebra 2 from 10:00p.m. - 6:00a.m.	619-572-7820
Note: if no answer, contact Harbor Police	619-686-8000

Dean Robbins Manager, Airside Operations	619-400-2761
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Cameron Burkel Manager, Aviation Security & Law Enforcement	619-400-2767
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Clint Welch Director, Aviation Security & Public Safety	619-400-2766
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13. AMENDMENT TO THIS DOCUMENT

13.1 All provisions contained in this document are effective upon receipt by the recipient and will remain in effect until canceled, superseded or otherwise amended.

13.2 Requests for corrections, additions, deletions, amendments or clarification relative to any provision contained in this document should be directed to the undersigned.



Jeff Rasor, Director
Airside & Terminal Operations
November 16, 2018

