

Construction Safety and Security Compliance Plan



**Safety
Starts here**

For the Yuma Pilot Center

December 2009 through May 2010



This Airport Safety Construction Plan is based on the guidance of FAA Advisory Circular 150/5370-2E, "Operational Safety on Airports During Construction"

Table of Contents

I.	Construction Safety.....	6
II.	Construction Project Overview.....	7
	A. Project Description.....	7
	B. Starting the Project.....	8
	C. Responsibilities.....	8
	D. Protecting Airport Property and Navigation Aids	8
III.	Construction Activity.....	9
	A. Construction Areas.....	9
	B. Normal Construction Duty Hours	9
	C. Safety Meetings:	9
	D. Closure of Airport Operations Areas	10
	E. Provisions for Handling Emergencies.	10
	F. Construction Vehicles and Pedestrian Traffic	10
IV.	Project Safety Plan Checklist.....	11
	A. Site Access.....	11
	B. Excavation and Trenches	11
	C. Utilities and Fire Lines.....	12
V.	Safety Areas	12
	A. Design Standards	12
	B. Restricted Areas	13
	C. Taxiways and Taxilanes on Aprons.....	13
VI.	Flaggers and Observers.....	14
	A. Communications	14
	B. Crossings.....	14
VII.	Construction Limit Boundaries.....	14
	A. Setback Lines	14
	B. Trenches, Excavations, and Stockpiled Material	15
	C. Equipment Height	15
	D. Construction Vehicle Traffic	15
	E. Limitations of Construction	15
	F. Marking and Lighting of Closed or Hazardous Areas on the Airport	16
VIII.	Airport Safety Considerations.....	16
	A. Potential Hazards	16
	B. Aircraft Emergency.....	17
IX.	General Safety Issues.....	17
	A. General.....	17
	B. Fines and Warnings.....	18
	C. Signs.....	18
	D. Barricades	18
	E. Lighting.....	19
	F. Pavement Markings	20
	G. Haul Routes.....	20
	H. Transition Ramps	20

I.	Grade and Vegetation	20
J.	Closures/Interruptions.....	20
K.	Staging Areas and Environmental Compliance	20
L.	Debris Hazards.....	21
M.	Airport Assistance.....	21
X.	Security Requirements	21
A.	Airport Issued Identification (ID) Badge Requirements.....	21
B.	Types of Badges.....	26
C.	Escort procedures.....	27
D.	Vehicle Requirements.....	27
E.	Access Points/Gates/Gate Guards.....	28
F.	Contractor Provided Construction Gate Guards	28
G.	Gate Guard Duties:	29
H.	Fencing.....	29
I.	Clear Zone.....	29
J.	Security Violations.....	29
K.	Working in General Aviation Areas	30
XI.	Glossary	31
	Exhibit No. 1–Air Operations Area	33
	Exhibit No. 2–Aircraft Movement Area	35
	Exhibit No. 3–Runway/Taxiway Safety Zones	36
	Exhibit No. 4 - Construction Badge Application.....	39

Airport Emergency Numbers

Emergency Phone Numbers

Fire	Call 911
Police	Call 911
Ambulance	Call 911

YCAA Points of Contact

Airport Director	726-5882 Ext 223
Chief Financial Officer	726-5882 Ext 213
Maintenance Director	941-2392 (cell)
Operations Director	726-5882 Ext 156
Operations Desk	726-5882 Ext 160
Operations Duty Officer	941-1836 (cell)

MCAS Yuma Points of Contact

Station Operations Officer	269-3558
Airfield Operations Officer	269-3327
Airfield Ops Chief	269-3230
Antiterrorism Officer	269-6223
ATC Facility RWS	269-2231
Compliance Division	269-2809
Mission Assurance Director	269-2351
Dispatcher	269-2385
Environmental Department	269-2282
Facilities Management Officer	269-2071
Fire Dispatch	269-2285
Physical Security Branch	269-5363
PMO Desk Sergeant	269-2204
Provost Marshal	269-6223
Section Leader	269-3494
Station Comptroller	269-2236
Support Division	269-3161
VAL Supervisor	269-6511
NCIS	269-2305

I. Construction Safety

This Safety Plan provides both general and specific information to Contractors on the requirements and procedures for accident prevention, safety, and security, at Yuma International Airport. This includes construction, repair, or services required by the Yuma County Airport Authority (YCAA) and its tenants. The YCAA's safety objective is to achieve accident-free construction projects.

Contractors shall conduct their operations in a manner that will provide safe working conditions for all employees and the 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 or supplier of the obligations assumed by the Contractor under contract with the Airport or as required by law.

Safety must be an integral part of each job. Full participation, cooperation, and support are necessary to ensure the safety 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 and prevent unauthorized incursions into the area by personnel, vehicles, equipment, and aircraft during construction.

Requirements and procedures in this manual may be altered, on a case-by-case basis, if determined by the YCAA that safety is not compromised and the proposed alternative better meets operational or project needs. Any such alterations or deviations shall be at the sole discretion of YCAA.

The critical operational areas at Yuma International Airport, hereafter referred to as "the Airport," are defined as follows:

The **Aircraft 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, taxiways, and other areas of the Airport 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 YCAA and FAA Air Traffic Control (Exhibit No. 2).

The YCAA reserves the right to review the Contractor's safety program/record and periodically inspect work sites for compliance with the requirements described in this manual and the contract documents.

II. Construction Project Overview

A. Project Description

1. The Project includes the construction of an aircraft administration and maintenance center for the Air and Marine Division of Customs and Border Protection. The Aircraft Center will include civil and architectural construction that will take place within the Airport Aircraft Operations Area (AOA). Much of the construction will take place in and around the DCC main aircraft parking apron which interfaces with Taxiway F. The specific Scope of Work for which the Contractor is engaged on this Project is detailed in the Project Manual and Drawings.
2. During all phases of construction, the Construction area must be blocked off from the rest of the airport by erecting low profile lighted barricades along Taxiway F-1 on the north side.
3. Under no circumstances will construction personnel, vehicles or equipment enter or approach within 70 feet of Taxiway F-1, without first notifying the Airport Operations Officer who will then arrange for NOTAMs to be published directing aircraft to use Taxiway H instead.

B. Starting the Project

1. The work will begin within ten (10) days after the Contractor has received a written Notice to Proceed. The calendar day count will begin ten (10) days after the Notice to Proceed is issued or on the first day of construction, whichever occurs first. All work shall be completed within the consecutive calendar days depicted on the Bid Summary Sheet.
2. The Contractor will contact the Airport Director ten (10) days before the start of construction to submit the necessary airport security information for all vehicles and personnel, which will be required inside the airport security fence during construction.
3. Special security precautions are required and identification of all vehicles and personnel entering onto the airport will be necessary. Further instructions of above requirements will be provided at the Pre-Construction Conference.
4. The Pre-Construction Conference shall also be attended by at least one FAA Airways Facilities team member to advise on any issues associated with planned excavations and other construction activity.
5. The airport is operated in strict compliance with Federal Aviation Regulations - which prohibits unauthorized persons or vehicles in the Air Operations Area. Equipment and workmen will be restricted to the work area defined on the plans. Any violation by Contractor's personnel will subject the Contractor to penalties imposed by FAA.

C. Responsibilities

1. The Contractor will assume all fines against the Owner assessed to them by the FAA for the Contractor's security violations. Typical fines are ten thousand dollars (\$10,000.00) or more per incident.
2. The Contractor shall maintain the security integrity between the public and Air Operations Area. All barricading designs and their phasing shall be submitted to the Airport Director and approved by them in writing prior to erection.
3. Security badges will be required for Contractor/Subcontractor supervisory personnel. Yuma International Airport will conduct training classes at no cost to the Contractor prior to issuing security badges. All gate guards will require security badges. All Contractor forces shall be under direct control of Contractor/Subcontractor personnel who are badged.

D. Protecting Airport Property and Navigation Aids

1. Restricted areas are fenced and must remain fenced at all times. Any required temporary fences and/or gates will be constructed by the Contractor. These gates will remain closed and locked or a guard will be provided at the Contractor's expense. The Contractor will furnish the guard with a roster of his personnel and ensure that each individual has adequate identification. The contractor must maintain a sign-in sheet, kept on a daily basis, recording the names and company of all employees working on the job site. A copy shall be given to airport management each day. Duplicate keys for each lock will be turned over to the airport authorities. Gate guards provided by the Contractor shall be provided a direct or indirect method of communications to contact

the Authority. Direct contact is for a guard to have immediate access to a telephone. Indirect access would be the guard having a radio communicator to an individual who has direct access.

2. There are no navigation aids in the vicinity of this construction project.

III. Construction Activity

A. Construction Areas

1. The Contractor shall be responsible for delineating the limits of the work areas, air operations areas; taxiways and aircraft parking aprons, etc. with cones, lighted barricades and/or other low profile devices spaced not more than 10 feet apart on runways, taxiways and taxilanes used by aircraft and as approved by the Airport Director(s) to preclude inadvertent entry into these locations by Contractor's forces. Contractor access and haul routes shall be marked with cones, barricades and traffic control devices including signage to ensure control of construction traffic.
2. The Contractor is required to submit for approval, to the Airport Operations Director, any additions or changes to the barricade plan in Exhibit 2 at least five (5) working days prior to commencing work at the site. The Contractor's equipment and personnel are not permitted within any air operations areas without approval of the Airport Director(s) and the Airport Operations.

B. Normal Construction Duty Hours

1. Construction activity is scheduled for daylight operating hours only. Any changes to this schedule must be coordinated during the weekly safety meetings at least one week in advance.
2. If inclement weather or other factors preclude normal construction the Contractor must contact the on duty Airport Operations Officer to ensure normal shutdown procedures are completed.

C. Safety Meetings:

1. The contractor shall schedule and hold weekly safety meetings at a location designated by the owner and at other times as requested by the owner or required by progress of the work. The contractor, the owner, and all subcontractors active on the site shall be represented at each meeting. The contractor may, at its discretion, request attendance by representatives of its suppliers, manufacturers, and other subcontractors.
2. These meetings are vital to identify any activity which may impact airport operations. Any construction activity that may impact airport operations must be briefed at least one week prior to allow for coordination with MCAS Yuma and publishing any required NOTAMs (Notice to Airmen).
3. The contractor shall preside at the meetings and provide for keeping of the minutes and provide the owner with a copy of the minutes. The purpose of the meetings will be to review any safety issues that have been identified, arrange for any changes that require interface with airport operations, discuss changes in procedures and personnel, and resolve other problems that may develop.

4. The results of normal weekly safety inspections shall be a special briefing item at all weekly safety meetings.

D. Closure of Airport Operations Areas

1. Closure of the Airport Operations Areas will be required when work is conducted in any of the following areas.
 - a) Within 60' of any Taxiway
 - b) Within 100' of any Runway edge or 200' of runway centerline, whichever is further.
 - c) Within Aircraft Parking Aprons
2. At the end of each working day or when the Contractor is not actively engaged in work in these above mentioned areas, the Contractor shall remove all construction equipment and materials, and erect required traffic control and barricade devices.

E. Provisions for Handling Emergencies.

1. In the event of an emergency, first call 911. Next, call the on-duty Airport Operations Officer.
2. It is possible that emergencies may arise during the progress of the work which may require special treatment or make advisable extra crew shifts to continue the work for twelve (12), eighteen (18), or even twenty-four (24) hours per day. These emergencies may be caused by damage or possible damage to nearby existing structures or property, or by accidents. The contractor must be prepared in case of such emergencies, to make all necessary repairs, and will promptly execute such Work when required by the Engineer.
3. The after-hours/emergency response sequence to be utilized for this project is as follows. The Contractor will respond to the site of the problem and stabilize the situation by:
 - a) Erecting traffic control signs and barricades to safely divert traffic/motorists and/or pedestrians from the problem area.
 - b) Contacting the City of Yuma Water Division to close any valves, as may be necessary.
 - c) Contacting the Engineer responsible for the project or if the Engineer is not available, contacting the Yuma County Airport Authority, Inc. Maintenance Director or the Airport Operations Officer on duty.
 - d) Commencing such remedial activities as may be necessary to stabilize the site and protect any adjacent infrastructures.

F. Construction Vehicles and Pedestrian Traffic

1. The Contractor must keep the Yuma County Airport Authority, Inc., Maintenance Director; the Airport Operations Office; and the Engineer informed of all restrictions to traffic flow due to the construction operations.

2. The Contractor must protect both pedestrians and vehicular traffic at all times with properly positioned warning signs, devices and / or flaggers. All traffic control must be in accordance with the Manual of uniform Traffic Control Devices and with applicable Arizona and local codes. The Contractor must submit a traffic control plan to the owner for review and approval prior to the start of construction.
3. The Contractor is responsible for the inspection of all traffic control installations used in conjunction with this project and shall inspect, at least twice daily, to ensure same conforms to the approved Traffic Control Plan. It is recommended that this inspection take place at the start and end of each workday, and approximately the same time on non-working days and at any other time such inspection may be required.
4. The Contractor must provide the name and telephone number of those persons responsible for these inspections and who are available for emergency after-hours call out.

IV. Project Safety Plan Checklist

A. Site Access

1. The owner will provide, not later than the date when needed by the Contractor, access to the property upon which the work is to be done. This does not relieve the Contractor of obtaining the necessary training required to operate inside the Airport Operations Area (AOA) and Secure Areas as identified by the Department of Homeland Security.
2. The owner will designate a staff person as access representative to coordinate all access, utility and systems interruptions, security, traffic control and any other conflicts resulting from the construction process.
3. The Contractor will be responsible to provide and maintain security-badged personnel in all areas of work. The owner will provide security-training classes when requested one week in advance by the contractor.
4. Access to the DCC Apron area will be through Gate 14 on Arizona Avenue just south of 40th Avenue.

B. Excavation and Trenches

1. The Contractor shall furnish, erect, and maintain markings and associated lighting of open trenches, excavations, temporary stock piles, and his/her parked construction equipment that may be hazardous to the operation of emergency fire-rescue or maintenance vehicles on the airport in reasonable conformance to FAA Advisory Circular 150/5370-2e, Operational Safety on Airports During Construction Activity. The Contractor shall identify each motorized vehicle or piece of construction equipment in reasonable conformance to FAA Advisory Circular 150/5370-2e.
2. The Contractor shall furnish and erect all barricades, warning signs, and markings for hazards prior to commencing work which requires such erection and shall maintain the barricades, warning signs, and markings for hazards until their dismantling is directed by the Engineer. Open-flame type lights shall not be permitted within the air operations areas of the airport.

C. Utilities and Fire Lines

1. The Contractor shall contact a representative of affected utility companies or providers to coordinate any of the Contractor's work that may involve a specific utility and he shall coordinate his operations with the utility to facilitate the satisfactory completion of the work.
2. At least forty-eight (48) hours prior to commencing excavation, the Contractor shall call Blue Stake Center between the hours of 7:00 a.m. and 4:30 p.m. Monday through Friday, for information relative to the location of buried energy, communications and water utilities at 1-800-STAKE-IT.
3. The Contractor shall take full responsibility of costs incurred due to damage to utilities as a result of grading or excavation operations. Utility locations shown on the Plans are approximate, and all utilities are not necessarily shown. The possibility of conflicts with in-place utilities-in-service exists. The Contractor shall make all arrangements necessary to maintain utility service to all existing uses during the full term of the work.
4. It shall be the responsibility of the Contractor to contact the utility companies in order for them to determine if there is a need for any bracing or shoring of power or telephone poles during the construction of the project. If bracing or shoring is necessary, the Contractor shall effect this work to the satisfaction of the utility company.
5. Any activity that impacts known or probable fire lines will first be discussed in the weekly safety briefings for coordination with YFD and MCAS personnel.

V. Safety Areas

Runways and taxiways have safety areas as shown on Exhibit No. 3. These safety area dimensions will be based on the type of aircraft using the runway and taxiway during construction activities.

A. Design Standards

The runway and taxiway safety areas / shall be:

1. Cleared and graded and have no potentially hazardous ruts, humps, depressions, or other surface variations.
2. Drained by grading or storm sewers to prevent water accumulation.
3. Capable under dry conditions of supporting construction and maintenance equipment, aircraft rescue, fire-fighting equipment, and the occasional passage of aircraft without causing structural damage to the aircraft.
4. Free of objects, except for objects that need to be located in the runway safety area because of their functions. These objects shall be constructed on low impact resistant supports (frangible mounted structures) to the lowest practical height with the frangible point no higher than 3 inches above finished grade. Other objects, such as manholes, shall be constructed at grade. In no case shall their height exceed 3 inches above grade.

5. The dimensions of the safety areas vary and will be as described in Exhibit No. 3 or as shown in the contract drawings. If runway and taxiway closures are necessary, construction may be limited to nighttime, requiring 24-hour prior coordination. Anything that impacts aircraft operations shall be coordinated with the Airport Operations Officer on duty or the Airport Maintenance Director through the appropriate Project Engineer.

B. Restricted Areas

Object Free Area (OFA), Obstacle Free Zone (OFZ), Primary Surface and Transitional Surface.

1. Runway and Taxiway Surfaces. When aircraft operations are being conducted on a runway or taxiway, construction activity is prohibited within any of the above listed areas, as defined in the Federal Aviation Administration's (FAA) Advisory Circular (AC) 150/5300-13, "Airport Design" current edition, unless approved on a case-by-case basis by the Airport Operations Officer on duty or the Airport Maintenance Director, where construction equipment and material is properly marked and lighted.
2. These restricted areas vary depending on runway or taxiway design group. A taxiway OFA extends, as a minimum, out to 130 feet from the centerline for group IV aircraft and 160 feet for group V.
3. A runway primary surface extends out to 500 feet from the runway centerline and the transitional surface is a 7:1 slope up to 150 feet. Any equipment in these areas must be approved by the Airport Operations Officer on duty or the Airport Maintenance Director.
4. When working near a runway or taxiway ask the Airport Operations Officer on duty or the Airport Maintenance Director for assistance in defining these areas before work begins.
5. Approach Surfaces: When aircraft operations are being conducted near an active runway, construction activity is prohibited to penetrate the surfaces, defined in AC 150/5300-13, "Airport Design" unless approved by the Airport Operations Officer on duty or the Airport Maintenance Director. The runway threshold may be relocated or displaced to eliminate the penetration.

C. Taxiways and Taxilanes on Aprons

1. Construction activity may be safely permitted within safety areas of taxiways and on aprons in use provided the activity is first coordinated with the Airport Operations Officer on duty or the Airport Maintenance Director, local notice to airmen (NOTAMs) are issued, marking and lighting provisions are implemented, and it is determined that the height of equipment and materials is safely below any part of the aircraft using the taxiway/taxilanes that might overhang those areas. Construction activity is allowed no closer than 130 feet from the centerline of an active taxiway or taxilane. This taxiway object-free area is equal to 0.7 times the wingspan of the largest predominant aircraft plus 10 feet (currently [aircraft type]).

VI. Flaggers and Observers

All flaggers will complete Contractor Drivers Training and be issued an Airport Contractors Security Badge. It is the Contractors responsibility to provide certified flaggers.

A. Communications

1. All flaggers, spotters and observers controlling equipment crossing active aircraft areas are required to have a fully operational cellular telephone or YCAA approved radio to contact the Airport Operations Officer on duty or the Airport Maintenance Director to report any problems that may affect aircraft operations. They shall be familiar with radio call signs, channels and phone numbers. All observers and flaggers will immediately contact the Airport Operations Officer on duty or the Airport Maintenance Director if any equipment or vehicle becomes disabled or is unable to yield to aircraft for any reason.
2. Under no circumstances will Contractor personnel use normal air to ground radio frequencies or transmit on Tower or Ground Control frequency. If such a transmission must be accomplished the Contractor will contact the on duty Airport Operations Officer.

B. Crossings

If approved by the Airport Operations Officer on duty or the Airport Maintenance Director, vehicle and pedestrian crossings of active taxiways and high-use or congested ramp areas may be permitted if the following provisions are met:

1. The Airport Operations Officer on duty or the Airport Maintenance Director is notified before any activity begins and when the activity ends every day.
2. Airport Operations has coordinated the activity with Air Traffic Control and has advised the Engineer or Contractor when to begin crossings.
3. An Airport representative is available to contact Air Traffic Control if there are any problems.
4. All involved personnel understand that all equipment and pedestrians must yield to all aircraft. Aircraft always have the right of way.
5. When flagging operations are established to cross active taxiways a flagger is required on each side of the taxiway.

VII. Construction Limit Boundaries

A. Setback Lines

Visible setback lines will be established prior to construction activity taking place adjacent to active taxiways and aprons. All vehicles, equipment, and construction activity must stay behind these lines unless provisions are made with Airport and Engineering personnel. Locations where setback lines will be placed is determined by the Airport's largest predominant aircraft (typically a KC-135), and setback lines will be located at 130 feet from the taxiway or apron taxilane centerline.

At the discretion of Airport Operations and Engineering personnel, setback lines will be delineated according to the scope and timeframe of each project. Short-term projects (less than 10 hours duration) involving limited personnel may be delineated with spray paint and/or wooden laths placed 20 feet apart. For projects involving numerous personnel and subcontractors, setback lines will be delineated with rubber-based upright delineators with alternating orange and white flag lines between delineators. Contractors will maintain setback lines in a clearly visible condition until project completion. If approved by the Airport Operations Officer on duty or the Airport Maintenance Director, construction may be permitted within the setback lines if the following provisions are met:

1. A designated observer/spotter (other than the equipment operator) 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. Equipment must be in position to immediately respond.
2. It is determined by Airport Operations and Engineering personnel that the height of the equipment and materials is safely below any part of the aircraft using the AOA that might overhang those areas.
3. Vehicles and equipment are under escort by Airport Operations, Engineering, or YCAA personnel that are in contact with the Air Traffic Control Tower or if equipment is being directed by an approved flagger or observer/spotter.

If the above-stated provisions cannot be met, construction activity will not be allowed until a taxiway/apron closure can be scheduled with Air Traffic Control.

B. Trenches, Excavations, and Stockpiled Material

Open trenches exceeding 3 inches in depth and 5 inches in width or stockpiled material are not permitted within the limits of safety areas of operational runways. Coverings for open trenches or excavations shall be of sufficient strength to support the weight of the heaviest aircraft operating on the runway or taxiway. Construction contractors must prominently mark open trenches and excavations at the construction site, as approved by the airport operator, and light them with red lights during hours of restricted visibility or darkness.

C. Equipment Height

Construction activity shall be prohibited when equipment penetrates the imaginary surface described in Title 14 CFR Part 77 and any restricted area as defined in AC 150/5300-13, "Airport Design" current edition, unless a favorable airspace finding has been made by the FAA and the YCAA, and approved by the Airport Operations Officer on duty or the Airport Maintenance Director. Equipment that penetrates the Part 77 imaginary surface must display a checkered flag during daytime use and a red obstruction light during nighttime use.

D. Construction Vehicle Traffic

Because each construction situation differs, the Contractor must coordinate construction vehicle traffic with the YCAA.

E. Limitations of Construction

1. Open-flame welding or torch-cutting operations are prohibited unless adequate fire and safety precautions are provided.
 2. Stockpiled material should be constrained in a manner to prevent movement resulting from aircraft blast or wind conditions. Material will not be stored near areas susceptible to jet blast.
- F. Marking and Lighting of Closed or Hazardous Areas on the Airport
1. When areas on the Airport is closed or present hazards due to construction activities, they should be marked and lighted according to AC 150/5340-1H “Standards for Airport Markings”, current edition. Marking and lighting must be approved by the Airport Operations Officer on duty or the Airport Maintenance Director.
 2. If construction involves an extended closure of a runway, an illuminated cross (“X”) shall be required at each end and shall be serviced and maintained by the Contractor. The lighted crosses (“X”) shall be provided by the Airport.

VIII. Airport Safety Considerations

The Contractor will be required to coordinate work so as to satisfy clearance requirements for arrival and departure of scheduled aircraft and maintain compliance with AC 150/5370-2E "Operational Safety on Airports During Construction", current edition. The AC sets forth guidelines for maintaining desired levels of operational safety during construction. All construction personnel should become familiar with the contents of this AC.

A. Potential Hazards

Potential hazards include the following:

1. Excavation adjacent to runways, taxiways, and aprons.
2. Stockpiled earth, construction material, temporary structures, and other obstacles in proximity to aircraft operations areas and approach zones.
3. Runway surfacing projects resulting in excessive lips greater than 1 inch for runways and 3 inches for edges between old and new surfaces at runway edges and ends.
4. Heavy equipment, stationary or mobile, operating or idle near the AOA or in safety areas.
5. Proximity of equipment or material that may degrade radiated signals or impair monitoring of navigational aids.
6. Tall but relatively low visibility units, such as cranes, drills, and the like, in critical areas such as safety areas and approach zones.
7. Improper or malfunctioning lights or unlighted airport hazards.
8. Holes, obstacles, loose pavement, trash, and other debris on or near the AOA.
9. Failure to maintain fencing during construction to deter human and animal incursion into the AOA.
10. Open trenches alongside pavement.

11. Improper marking or lighting of runways, taxiways, and displaced thresholds.
12. Attractions for birds, such as trash, grass seeding, or ponded water on or near airports.
13. Inadequate or improper methods of marking temporarily closed aircraft operations areas, including improper and unsecured barricades.
14. Obliterated markings on active operational areas.

NOTE: Safety area encroachments, improper ground vehicle operations, and unmarked or uncovered holes and trenches in the vicinity of aircraft operating surfaces are the three most recurring threats to airside safety during construction.

B. Aircraft Emergency

In the event of an aircraft emergency or severe weather conditions that may affect aircraft operations as determined by YCAA, the Contractor's personnel and/or equipment may be required to immediately vacate the area.

IX. General Safety Issues

A. General

1. The Contractor must, at all times, conduct the work in conformance with requirements of the YCAA and the FAA.
2. 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 times conduct the work as to create no hindrance, hazard, or obstacle to aircraft using the Airport.
3. Runway closures, when authorized, are typically from 2300 to 0600 hours. The Contractor will schedule and organize the work so that a minimum of closings or crossings of runways and taxiways will be required during the project.
4. All construction-related activity taking place within any active area of the AMA requires the presence of a YCAA escort having radio communication with the Control Tower. Spotters and/or flaggers having radio or telephone contact with the YCAA may be used with the approval of the on shift Airport Operations Officer on duty or the Airport Maintenance Director. Any command or instruction given by the control tower, the YCAA, flaggers, or spotters shall be immediately obeyed.
5. The Contractor may be working on an active AOA in which jet takeoff noise can be as high as 120 decibels. All Contractor personnel shall comply with industry standards for personal hearing protection when working within these areas.
6. The Airport environment requires a high degree of care to control debris and dust. Spilled material on active roadways, taxiways, runways, and aprons shall be swept up immediately. The Contractor shall be aware that the AOA is subject to jet blasts, which are equivalent to wind velocities of 75 to 90 miles per hour; therefore, constant dust control measures will be required to prevent loose material from blowing across the airfield.

7. Sanitary facilities shall be provided at appropriate locations for the Contractor's employees. Public facilities at the Airport are not to be used.
8. The speed limit on all airside roadways is 25 miles per hour unless otherwise posted. The speed limit on aircraft ramps is 15 miles per hour and 5 miles per hour within 100 feet of any aircraft.
9. Peak hours for the AOA are from 0600 to 2300. Non-peak hours are defined as the period from 2300 to 0600.
10. All personnel operating a motor vehicle on Airport property shall have a valid driver's license and appropriate Airport Security Badge.
11. Use of audio earphones and headsets are prohibited on the AOA unless directly related to job requirements.
12. Beacons and flags must be maintained in good working condition. Flags shall be replaced if they become faded, discolored, or ragged.
13. Manholes, drain inlets and junction boxes must have approved covers in place at all times or they must be barricaded to clearly denote the uncovered opening.

B. Fines and Warnings

1. Safety and security 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, security, badging/licensing requirements or any other procedure in this manual, the Contractor may be issued a misdemeanor citation.
2. 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.
3. Penalties for violations related to YCAA procedures include the following:
 - a) Warning citation, Airport ID badge confiscation, retraining, and a letter from the employer stating what action if any has been taken to prevent this from happening again.
 - b) Project shutdown and/or removal of personnel involved from the AOA.

C. Signs

All permanent signs affected by construction shall be replaced by temporary signs acceptable to the YCAA. The Contractor shall submit a sign relocation plan to the YCAA for approval prior to any relocation of any existing signs. When construction takes place near the AMA and at the discretion of Airport Operations and Engineering personnel, signs stating "ACTIVE RUNWAY/TAXIWAY DO NOT ENTER" shall be required.

D. Barricades

1. Airside construction sites shall be barricaded and lighted to delineate the work area. Extended projects on paved surfaces delineating hazardous areas which an aircraft may

not enter, shall be defined by collapsible barricades with omni-directional red flashing beacons and flags. The collapsible barricades shall be weighted or sturdily attached to the ground surface to prevent displacement from jet blast or other surface wind currents.

2. Construction areas closed less than 10 hours on taxiways, runways or ramps shall be defined by the placement of Type II Construction Barricades with red flashing beacons such as the one shown below. The barricades shall be secured in place with two sandbags.
3. Red flashing beacons are not required on barricades during daylight hours and good visibility. Barricades shall be placed 20 feet apart beginning with a barricade placed on the centerline of taxiway, runway or ramp areas. The Contractor shall have a person on call 24 hours a day to maintain all barricades including lights and flags used to delineate construction and hazardous areas in fully operational condition.



Type II Barricade Type III Collapsible Barricade Low Profile Airport Barricade Upright Delineator

4. Construction projects over 10 hours on non-paved areas in active taxiway and runway object free areas (Runway Object Free area, group IV, 400' from centerline; Taxiway Object Free area, group IV, 129.5' from centerline) shall be barricaded with rubber based upright delineators placed 20' apart with alternating orange and white flag lines between delineators along the construction boundary facing the taxiway or runway. Remaining construction boundary lines shall be barricaded to adequately delineate any hazardous areas.
5. For projects under 10 hours in active taxiway and runway object free areas, at the discretion of Airport Operations and Engineering personnel, boundaries may be delineated with spray paint and/or wooden laths placed 20' apart. Open trenches and excavations in taxiway and runway object free areas must be marked and lighted with red lights during hours of restricted visibility or darkness.

E. Lighting

1. Temporary light plants used in conjunction with nighttime work cannot be located in such a manner as to be an obstruction or hazard. In addition, these light plants cannot be located where the glare of the light will cause visual or physical interference to operating aircraft and the FAA Air Traffic Control Tower.
2. When existing edge lighting is rendered inoperable on an active runway or taxiway, the Contractor must install temporary edge lights. The lights and wiring shall meet National Electrical Code (NEC) Article 300, and AC 150/5340-24 "Runway and

Taxiway Edge Lighting System," current edition, for permanent lighting. Any active runway or taxiway lights requiring temporary removal shall be replaced by a temporary installation. A temporary connection shall be made to connect all remaining active runway or taxiway lights in a construction area where several lights may have been decommissioned.

3. Temporary edge lights shall be securely fastened down and the electrical power cable shall not be driven across. Airfield lighting cables operate at high voltage. They have the potential of 5000 volts and should have only qualified personnel handling them.
4. The Contractor shall provide red obstruction lights for all stationary cranes erected on the construction site. All moveable cranes shall be equipped with red obstruction lights if the boom cannot be lowered during hours of darkness. The Operations Division will issue NOTAMs on obstructions; lighting; the Contractor shall notify the Engineer if any relocation takes place.
5. All construction personnel that are working on the AOA during hours of darkness shall wear clothing with reflective markings.

F. Pavement Markings

1. All existing pavement markings requiring removal shall be obliterated by either sandblasting or black paint at the direction of the YCAA.
2. Temporary markings consist of paint or temporary preformed marking tape (removable).
3. All permanent pavement markings shall be restored at project completion.

G. Haul Routes

Haul Routes on this project will not cross any active taxiways. The only approved entrance to the work site is through the entrance gate on Arizona Street south of 40th Avenue.

H. Transition Ramps

Construction projects on airside may involve overlays and/or milling operations on runway or taxiway surfaces. This operation will require the construction of temporary ramps to allow runway or taxiway use between actual work shifts during the airside non-peak hours.

I. Grade and Vegetation

Unless specified, all construction grades and vegetation must be restored to their original condition and be free of ruts and depressions. Appropriate seed shall be planted.

J. Closures/Interruptions

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 the Engineer for approval prior to use. All alternate routes must be properly delineated for AOA/AMA use.

K. Staging Areas and Environmental Compliance

The staging area cannot be located in high traffic areas within the AOA. Any staging areas used must be left environmentally clean during and at completion of the construction

project. This includes keeping the area clean of debris, oil spills, and other undesirable elements. Any hazardous or regulated waste material produced by the Contractor must be properly disposed of at the Contractor's expense according to all local, state, and federal regulations. The Contractor may be required to provide test results to confirm an area has been left environmentally clean with any contamination removed.

L. Debris Hazards

1. FOD (Foreign Object Damage) is a prime concern during any airport construction project. Activity will be taking place in close proximity to active aircraft.
2. Each construction project will have procedures for regular cleanup and containment of construction material and debris. Special attention will be given to the cleaning of cracks and pavement joints. All taxiways, aprons, and runways must remain clean. Waste containers with attached lids shall be required on construction sites.
3. Special attention should be given to securing lightweight construction material (concrete insulating blankets, tarps, insulation, etc.). Specific securing procedures and/or chain-link enclosures may be required.
4. Contractors will provide their own equipment for vehicle and equipment washing and clean up. The YCAA wash facility shall be used only by Airport personnel unless specific permission from the Airport Maintenance Director has been granted.
5. When working in an airport environment, immediate access to a power sweeper is required when construction occurs on any aircraft pavement area unless an appropriate alternative has been approved by the Airport Operations Officer on duty or the Airport Maintenance Director and Engineer.

M. Airport Assistance

If YCAA 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 may implement corrective action and bill the contractor for any expenses involved as follows:

1. Airport Maintenance will complete the work and provide an itemized list of expenses to the Project Engineer.
2. The Project Engineer will validate the billing amount and action to be taken in regards to billing.
3. Approved payment for any Airport assistance will be handled through the standard monthly Contractor invoicing.

If anything affects aircraft operations, violates, or is in noncompliance of FAA or any other contract requirement, the Airport Operations Officer on duty or the Airport Maintenance Director must be notified immediately.

X. Security Requirements

A. Airport Issued Identification (ID) Badge Requirements

1. Who Must Obtain An Airport ID Badge

- a) Contractor employees 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 and 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.
- b) Contractor employees working at a construction site in Airport Movement Areas, that are outside secure areas or sterile concourses, must either obtain an Airport ID badge or be operating under a Badged supervisor. A Supervisor can escort no more than five employees who must always be within his direct verbal communication. All Airport badges 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.

2. Registration

- a) 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 Engineer. If additional access is needed, the Engineer must coordinate with the Airport Operations Office. No access changes will be negotiated with Contractors.

- b) The Contractor must complete a Construction ID Badge Application for each employee (Exhibit No. 4).
 - (1) The TSA requires all authorized signers to have an FBI-fingerprint based criminal history records check conducted to ensure he or she has not been convicted of a disqualifying offense. This check must be completed prior to authorizing employees to receive an identification badge for access to secure areas.
 - (2) If the name of the subcontractor company does not appear on the letter issued by the Contractor, no Airport ID badges or ramp permits will be issued until an amended list is received.
- c) Application Process for Security Badges
 - (1) An application must be completed for each individual requesting an Airport ID badge.
 - (2) Airport ID badge applications are available from the YCAA Airport Operations Office. The office is located in main Terminal Building on the ground floor. Hours of operation are from 8:00 to noon and 1:00 to 5:00 Monday through Friday.

Telephone Number: (928) 941-2396

- (3) All applications must be an original; no copies will be accepted. All applications must be submitted to the Airport Operations Office a minimum of 24 hours prior to the employee starting the fingerprint/badging process.
- (4) If an applicant has been convicted of any of the crimes listed on page 2 of the application, within the last ten years, he/she is not eligible to obtain an Airport ID badge for access to secure areas or the sterile concourses.
- (5) The application must be signed by an authorized company representative (signatures on file in the Airport Operations Office (page 3 of the application)).

d) Criminal History Records Check

- (1) An FBI-fingerprint based criminal history records check must be conducted on each employee who will have unescorted access to secure areas or the sterile concourses.
- (2) An appointment must be made with the Airport Operations Office to have the prints processed. Two forms of identification must be presented at the time the prints are processed. At least one of the two forms of identification must have been issued by a government authority, and at least one must include a photo.
- (3) 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 guilty by reason of insanity, in any jurisdiction, during the previous ten years of any of the following crimes:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Aircraft lighting violations involving transporting controlled substances • Aircraft piracy • Aircraft piracy outside the special aircraft jurisdiction of the United States • Armed or felony unarmed robbery • Assault with intent to murder • Carrying a weapon or explosive aboard an aircraft • Commission of certain crimes aboard aircraft in flight • Conspiracy or attempt to commit any of the aforementioned criminal acts • Conveying false information and threats • Destruction of an aircraft or aircraft facility • Distribution of, or intent to distribute, a controlled substance • Espionage • Extortion • Felony arson • Felony involving a threat • Felony involving aggravated assault • Felony involving bribery • Felony involving burglary • Felony involving dishonesty, fraud, or | <ul style="list-style-type: none"> • Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year • Felony involving importation or manufacture of a controlled substance • Felony involving theft • Felony involving willful destruction of property • Forgery of certificates, false marking of aircraft, and other aircraft registration violations • Improper transportation of a hazardous material • Interference with air navigation • Interference with flight crew members or flight attendants • Kidnapping or hostage taking • Murder • Rape or aggravated sexual abuse • Sedition • Treason • Unlawful entry into an aircraft or airport isa that serves air carriers or foreign air carriers contrary to established security requirements. • Unlawful possession, use, sale, |
|---|---|

misrepresentation

distribution, or manufacture of an
explosive or weapon

- (4) 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.
- (5) Once a badge has been issued, the employee is required to immediately inform the employer of any convictions for one of the disqualifying crimes during their current employment. The employer is obligated to verify the information, confiscate the employee's identification badge and return it to the Airport's Operations Office.
- (6) In addition to the fingerprint-based records check, a warrants check will also be run on the applicant.

Individuals with warrants are subject to arrest by Airport police, and the Airport ID badge will not be issued until the warrant(s) is/are resolved.

- (7) Once the fingerprints have been submitted, the employee may work in secure areas or sterile concourses under approved escort until the fingerprint results are received.

3. Training

- a) All employees applying for a SIDA-access Airport ID badge are required to undergo training, pursuant to Transportation Security Regulation Part 1542.213.
- b) The Airport offers a computer based training course, which includes video training and testing. Training is offered throughout the day, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. There are two training courses, security (SIDA) and airfield driving. Each course takes approximately one hour to complete. The airfield driving course is only required for employees who will operate a vehicle on the airport operations area (AOA). An appointment must be scheduled with the Airport Operations Office. These courses are also available online at www.yumairport.com.
- c) The results of the criminal history records check must be received before the employee attends the SIDA training class.

4. Issuance of Airport ID badges

- a) There is a \$2,000 deposit for the initial issue of Contractor Airport ID badges. This amount will be refunded to the Contractor at the completion of the project if all Airport ID badges are returned.
- b) The deposit must be submitted by the Contractor only. Deposits will not be accepted from subcontractor companies.
- c) Prior to obtaining an Airport ID badge, the applicant is required to show two forms of ID, one of which contains a picture. Acceptable forms of ID include a driver's license, social security card, state ID card, military ID card, etc.

5. Airport ID badge renewal/replacement procedures

a) Replacement of Lost/Stolen badges

(1) If an Airport ID badge is lost or stolen it must be reported to the Airport Operations Office immediately at 941-2396 so that the Airport ID badge can be deactivated.

(2) A replacement fee must be paid as follows:

First replacement: \$10.00

Second replacement: \$500.00

Third replacement: \$1,000.00

Third replacement requires approval from the Airport Security Coordinator.

(3) If the Airport ID badge is later found and returned, a partial refund will be given as follows:

First replacement: None

Second replacement: \$100.00

Third replacement: \$500.00

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

b) Extension of Expired Airport ID Badge

The Engineer must submit, in writing, a request to extend the expiration date of the Airport ID badges and provide a new expiration date.

c) 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 Airport Operations Office, and a replacement will be issued at no cost.

d) Replacement of a Defaced Airport ID Badge

No stickers, pins, drawings, etc. may be placed on the front of the Airport ID badge. A \$500 fee will be charged to replace an Airport ID badge which has been defaced or altered.

6. Termination of employee

a) The Contractor shall immediately notify the Airport Operations Office (928) 941-2396 when an employee is terminated. This notification must be followed within 72 hours by the return of the terminated employee's Airport ID badge and written confirmation of the termination. The Contractor must recover Airport ID badges from individuals whose employment at the Airport or with their company is terminated.

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

7. Refund of deposit

- a) A printout 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 deposit refund will be issued.
- b) Once the project has been completed, lost or stolen Airport ID badges that have not been replaced in accordance with the lost/stolen badge fee schedule are not eligible for any refund.

B. Types of Badges

The various types of Airport issued badges are shown below. All badges must be displayed above the waist on the outermost garment.



1. SIDA badges are for all individuals in the SIDA or in a secure area who must display a SIDA Airport ID badge. SIDA Badges are Red and clearly display the Current Year.
2. Contractor Badges are normally for those engaged in airport construction who need access to a construction site on a temporary basis. They are Yellow and display the Contractor's company name. The contractor badge signifies the individual has completed Contractor Driver and Security Training and is authorized to escort five individuals.
 - a) Contractor Badges may not be used in lieu of obtaining a permanent Airport ID badge.
 - b) Contractor Badges are issued by the Airport Operations Office (Badging Office). Requests for construction escort badges must be approved by the general contractor's authorized company signer (on file with the Airport Operations Office). Request forms are available from the Airport Operations Office.
 - c) A warrants check will be run on each individual prior to being issued a Contractor Badge.
 - d) All Contractor Badges under the management of a General Contractor must be returned to the Airport Operations Office to receive the \$2,000 deposit.
3. General Aviation Badges

- a) General Aviation Badges are normally issued to pilots and aircraft owners. They signify the individual has completed Flightline Driver and Security Training and is authorized to escort five individuals.
- b) General Aviation Badges are blue in color and normally include the individuals title or aircraft tail number.

4. Airfield Driver Badges

- a) Airfield Driver Badges are normally issued to Airport tenant employees who need to drive on the flight line such as FBO fuel truck handlers.
- b) They are orange in color and include the name of the tenant company.

C. Escort procedures

An employee possessing a valid Contractor ID badge may escort other individuals into the secure area under the following conditions:

1. Individuals under escort must have an operational need to access the secured area.
2. 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.
3. Employees may not escort other employees whose Airport ID badge is lost or missing.

D. Vehicle Requirements

1. Vehicle markings

- a) All vehicles and equipment, except those under escort, must be marked with the company name or logo on both sides in no less than 2-inch-high letters of a contrasting color. Markings may be painted on the vehicle, or magnetic signs may be used.
- b) All Contractor vehicles and equipment operating in the AOA must display orange and white checkered flags or flashing yellow 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.

2. Ramp Driving Privileges

- a) All vehicles must be driven by personnel trained and authorized to drive in the Airport Operations Area. Driver's training is provided during the Security Training.
- b) All vehicles in the Airport Operations Area must be commercial vehicles with logos on the side or other commercial markings. Any vehicle driving in the Aircraft Movement Area must be flagged or have an approved beacon installed and in use.
- c) Vehicles may not be "escorted."
- d) Equipment (backhoes, graders, etc.) that remain at the job site may be stored in the staging area. Staging areas located within the AOA are not for Contractor employee parking.

E. Access Points/Gates/Gate Guards

1. All gates used for Contractor access must be staffed by qualified and trained gate guards provided by the Contractor at all times when the gates are open and in use. The gate guard is required to check each person entering the secure area through the gate for a valid Airport ID badge, contractor badge, or flightline driver's badge and valid vehicle markings. Anyone not in compliance with these requirements will be denied access.
2. When not actively in use, the gate will be kept closed and locked. During periods of operation, the gate 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.
3. Access to construction sites through vehicle gates shall be coordinated with Airport staff. Contractor locks shall not be placed on gates. Airport locks shall be used.
4. Vehicle gates will not be unlocked or opened until a qualified gate guard is 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 an Airport Operations Officer. The Contractor shall coordinate all required gate access times twenty-four (24) hours in advance with the Engineer.

F. Contractor Provided Construction Gate Guards

1. Contractor shall provide qualified personnel to perform gate guard services at construction gates used for access to secure areas of the Airport.
2. 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:
 - a) Undergo a fingerprint based criminal history records check as required by TSR 1542.209 Contractor's employees to be used to provide gate guard services shall be able to pass this check with no convictions for a disqualifying offense as outlined by the Transportation Security Administration (TSA).
 - b) 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.
3. Personnel assigned to provide gate guard services shall have the ability to clearly speak, read, write and understand the English language.
4. Personnel assigned to provide gate guard services shall be supervised and checked at frequent intervals by Contractor's supervisor and Airport Operations 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.
5. Personnel assigned to provide gate guard services shall wear a safety vest at all times.
6. Personnel assigned to provide gate guard services shall not carry a firearm.

7. Personnel assigned to provide gate guard services must have the ability to communicate directly with the Airport Operations Officer on duty by cellular telephone provided by the Contractor.
8. 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.

G. Gate Guard Duties:

1. Security responsibilities include:

- a) Checking all incoming individuals and vehicles for Airport authorized identification and permits to prevent unauthorized entrance into secure areas.
- b) 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 Operations Officer on duty shall be immediately notified:
- c) 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 Operations Officer on duty.
- d) Ensuring that the security gate is closed when not actively being used to prevent security breaches.

H. 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. Moveable temporary fencing is not authorized if the fence is part of the Airport's Perimeter Security

I. Clear Zone

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.

J. Security Violations

1. 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.
 - a) Loaning an Airport ID badge to another individual or using another individual's Airport ID badge.
 - b) Failure to possess an airport-issued or airport-approved ID while in the SIDA.
 - c) Failure to swipe ID card in a CASS reader and close door upon entry into a secure or restricted area.

- d) Allowing an individual to follow you through a CASS door leading to a secure area, with the exception of individuals under approved Airport escort.
 - e) Failure to remain at a vehicle gate providing access to the secure area until it has closed.
 - f) 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.
 - g) Leaving an escorted individual unattended in a secure area.
 - h) Driving a vehicle in the secure area without the required markings.
 - i) Propping open a door that leads to a secure area and leaving it unattended.
 - j) Leaving a door or gate unlocked that leads to a secure area.
 - k) Failure to challenge or report an individual without an Airport ID in the SIDA.
2. 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.
- a) First Offense:
 - (1) ID held by Airport until individual goes through Security retraining to ensure he/she is familiar with the security provisions.
 - (2) If deemed necessary based on the seriousness of the violation, a Class B misdemeanor under Title 16 may also be issued.
 - b) Second Offense:
 - (1) ID held by Airport
 - (2) Meeting is held with employee, employee's supervisor, and the Airport Security Coordinator (or designee).
 - (3) Permanent revocation of the employee's access privileges.
 - c) The 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 may also be responsible for any TSA penalties or fines assessed for the violation.

K. Working in General Aviation Areas

- 1. All supervisors working on the construction site are required to apply for and receive a Contractor's badge. Each applicant must complete the Contractor training to ensure he/she understands the requirements for working in the general aviation area. The training takes approximately 20 minutes and must be completed prior to issuance of the badge. Training is scheduled through the Airport Operations Office.
- 2. A warrants check will be completed on each applicant requesting a Contractor badge. If an outstanding warrant exists, the applicant must resolve the issue before a badge will be issued.

3. Individuals working on the construction site on a temporary basis are not required to obtain a Contractor's badge; however, the employee must be under continuous escort while working on the construction site.
4. Deliveries to the job site can be made with the use of a delivery badge and proper escort.
5. Vehicles operating on the general aviation area ramp outside leased areas, are required to have company markings on both sides of the vehicle and display approved flags or operating beacon.

XI. Glossary

Advisory Circular (AC): Documents produced by the FAA providing guidelines for airport facilities. Advisory Circular(s) are available at Internet address:
www.faa.gov/arp/150acs.cfm

Air Traffic Control Tower (ATCT, Control Tower, or Tower): Controls, by radio communications, all aircraft and vehicular movement on the aircraft movement area.

Aircraft Movement Area (AMA): The taxiways and runways controlled by the FAA ATCT. Movement area boundary lines define these areas. (Exhibit No. 2)

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

Airport Operations Office: The Airport Operations Office receives calls that come to the Airport that deal with anything on the "inside" of the perimeter fence, called "Airside." Operations Office personnel also receive and coordinate all emergency calls for police, fire and paramedic assistance. For airport assistance that does not deal with administrative questions or questions about the airlines, please call (928) 941-2396.

Apron: 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.

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: For the purposes of this project the Owner is the Yuma County Airport Authority.

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.

Safety Areas: Runway: Runways 3R/21L and 3L/21R are 250 feet each side of the centerline, 1,000 feet off each end; Runway 8/26 is 250 feet each side of the centerline, 1,000 feet off each end; Runway 17/35 is 250 feet each side of centerline, 1,000 feet off each end. (Exhibit No. 3)

Safety Areas: Taxiway: 85.5 feet each side of the centerline. (Exhibit No. 3)

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 (YCAA) 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 Yuma International Airprot includes the entire area enclosed by the 12" red line on the Airport Terminal apron just north of Taxiway A.

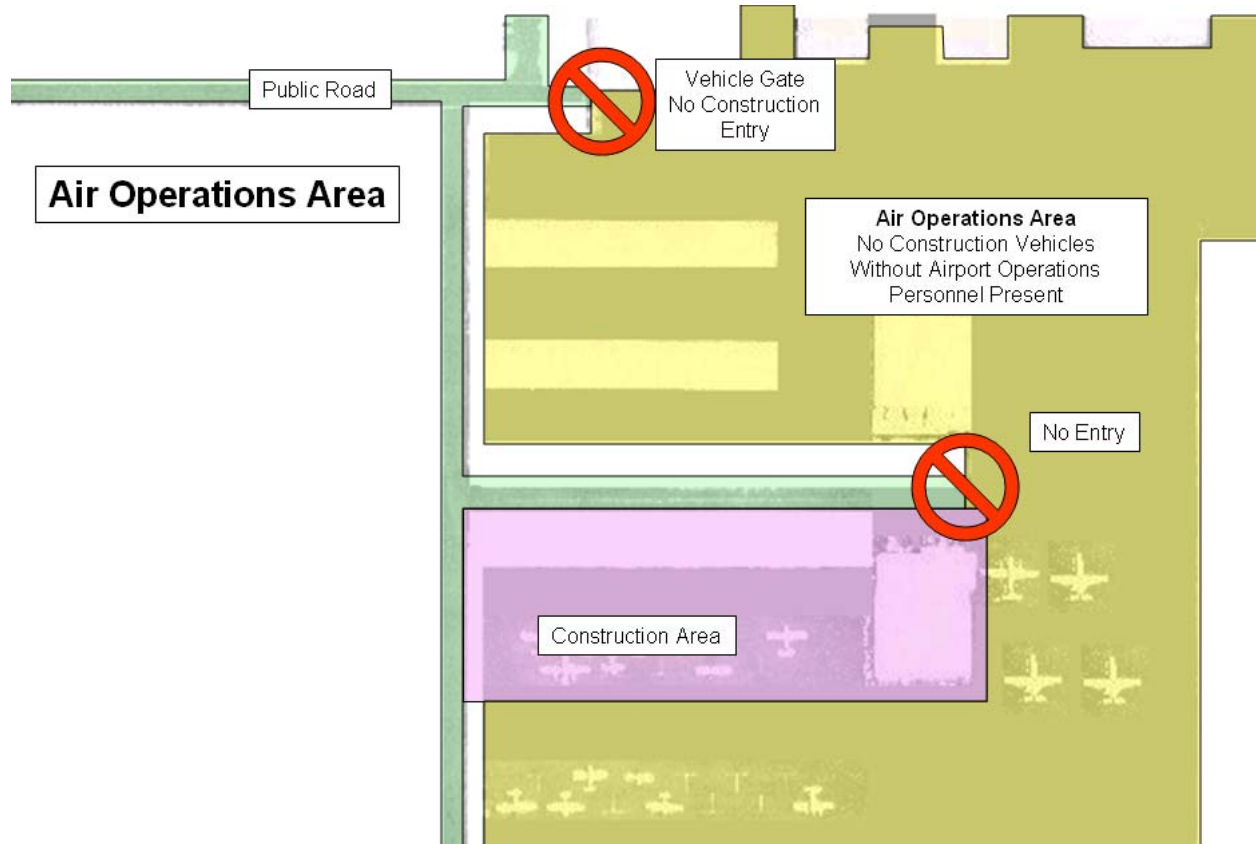
Sterile Area: Concourses, jetways, and non-public areas downstream from passenger screening checkpoints are sterile. Every person in these areas must possess an Airport ID badge or be cleared by pre-board screening procedures. Escorts are not allowed into sterile areas.

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.

Yuma International Airport (NYL): Located on the south edge of Yuma at the corner of 32nd and Pacific. The airport is co-located with Marine Corps Air Station Yuma and is composed of approximately 3,000 acres and 4 runways.

Yuma County Airport Authority (YCAA): A non-profit organization that is responsible for managing the safe execution of aviation for Yuma County. Note that the YCAA is not a division of, or a part of, the County of Yuma. The Airport Authority organization is established by Arizona Statute as an independent public agency.

Exhibit No. 1–Air Operations Area



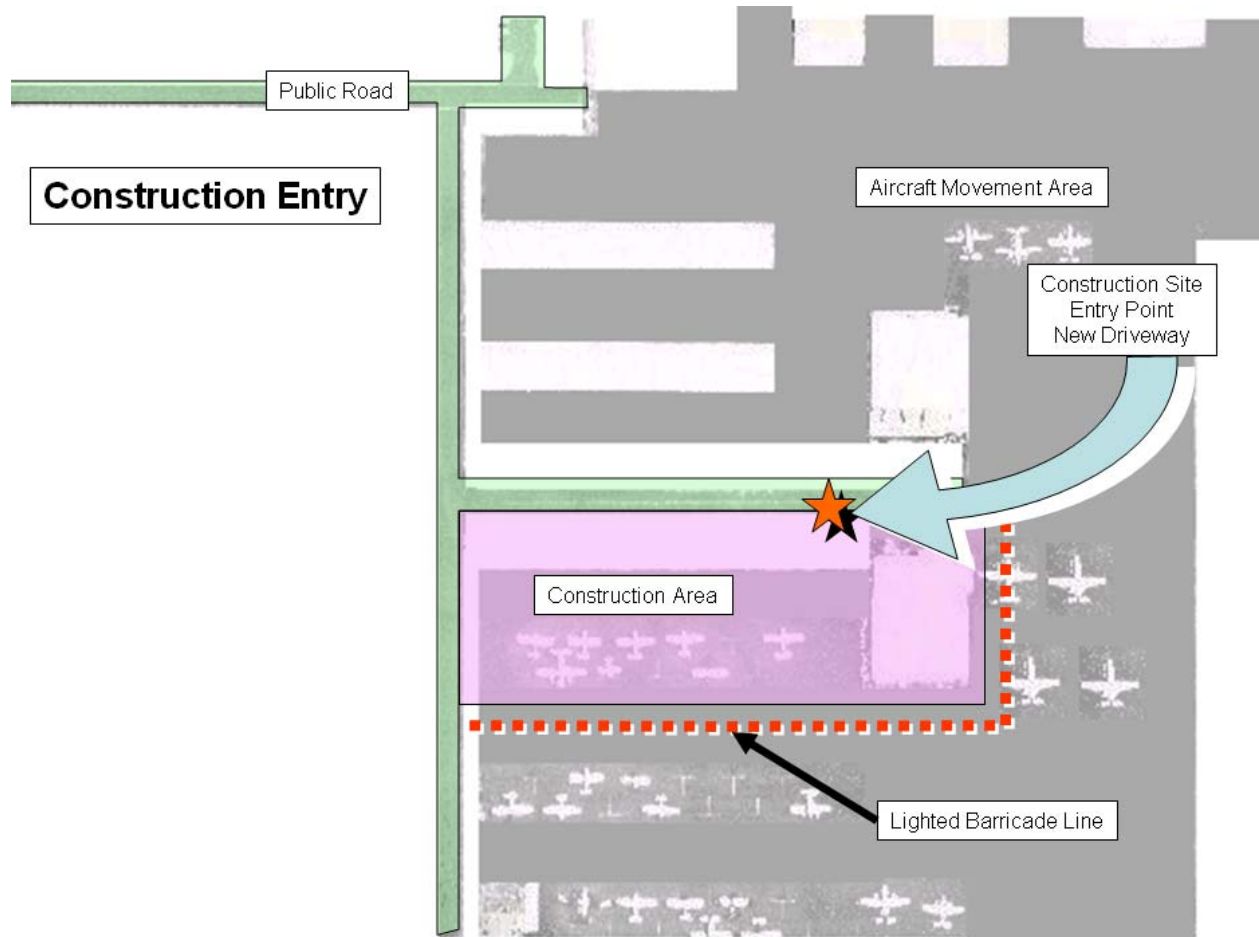


Exhibit No. 2—Aircraft Movement Area & Barricade Plan

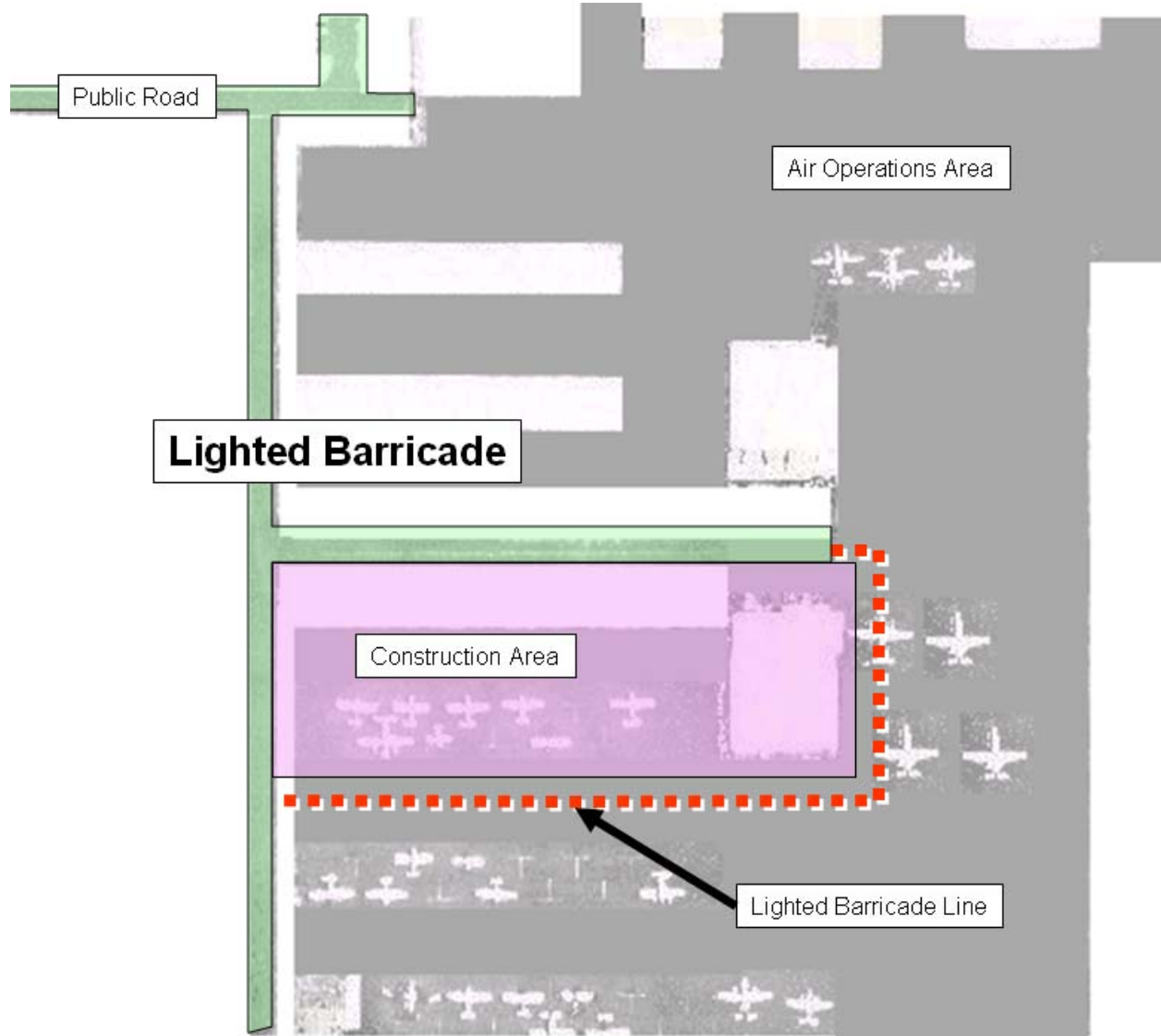
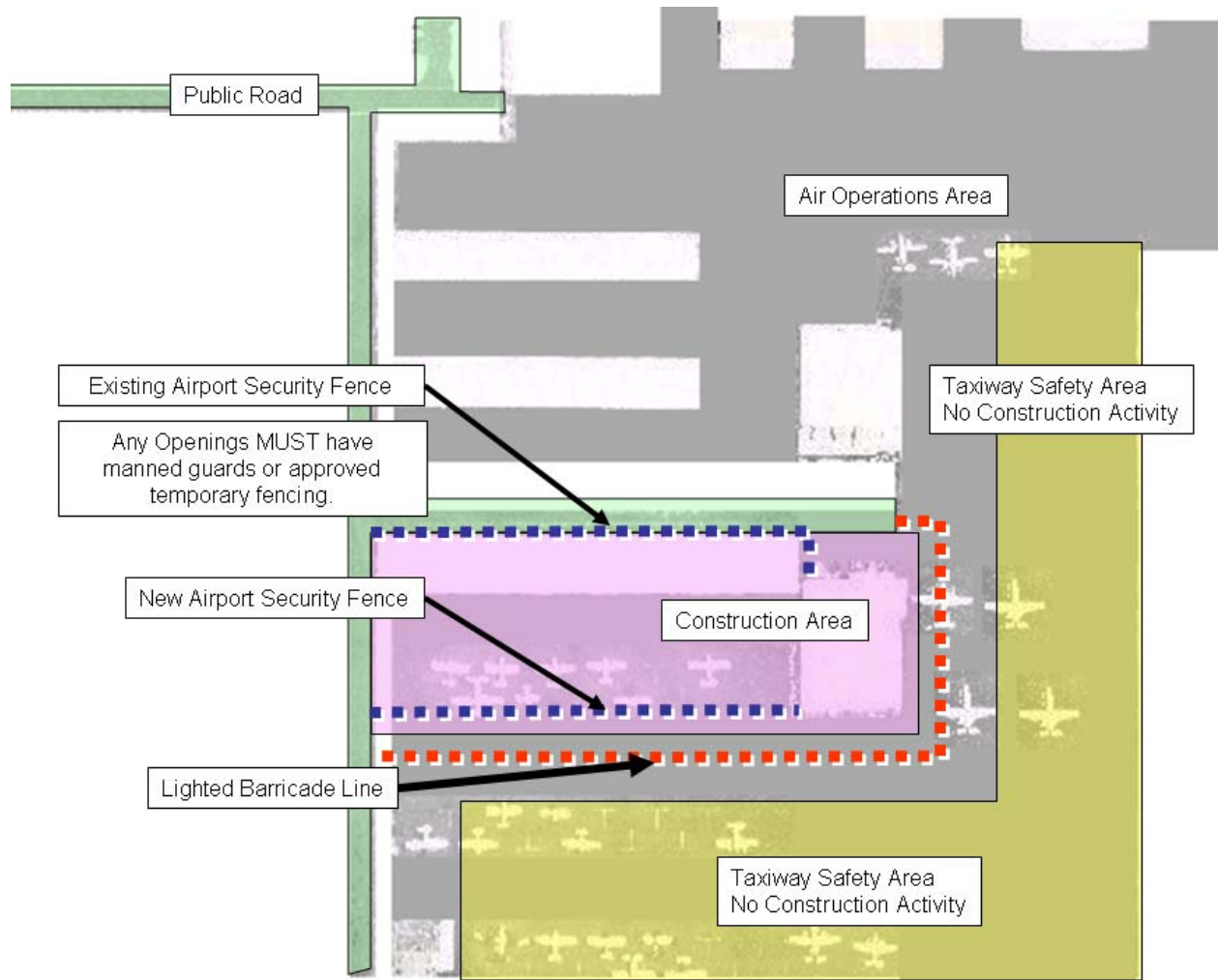
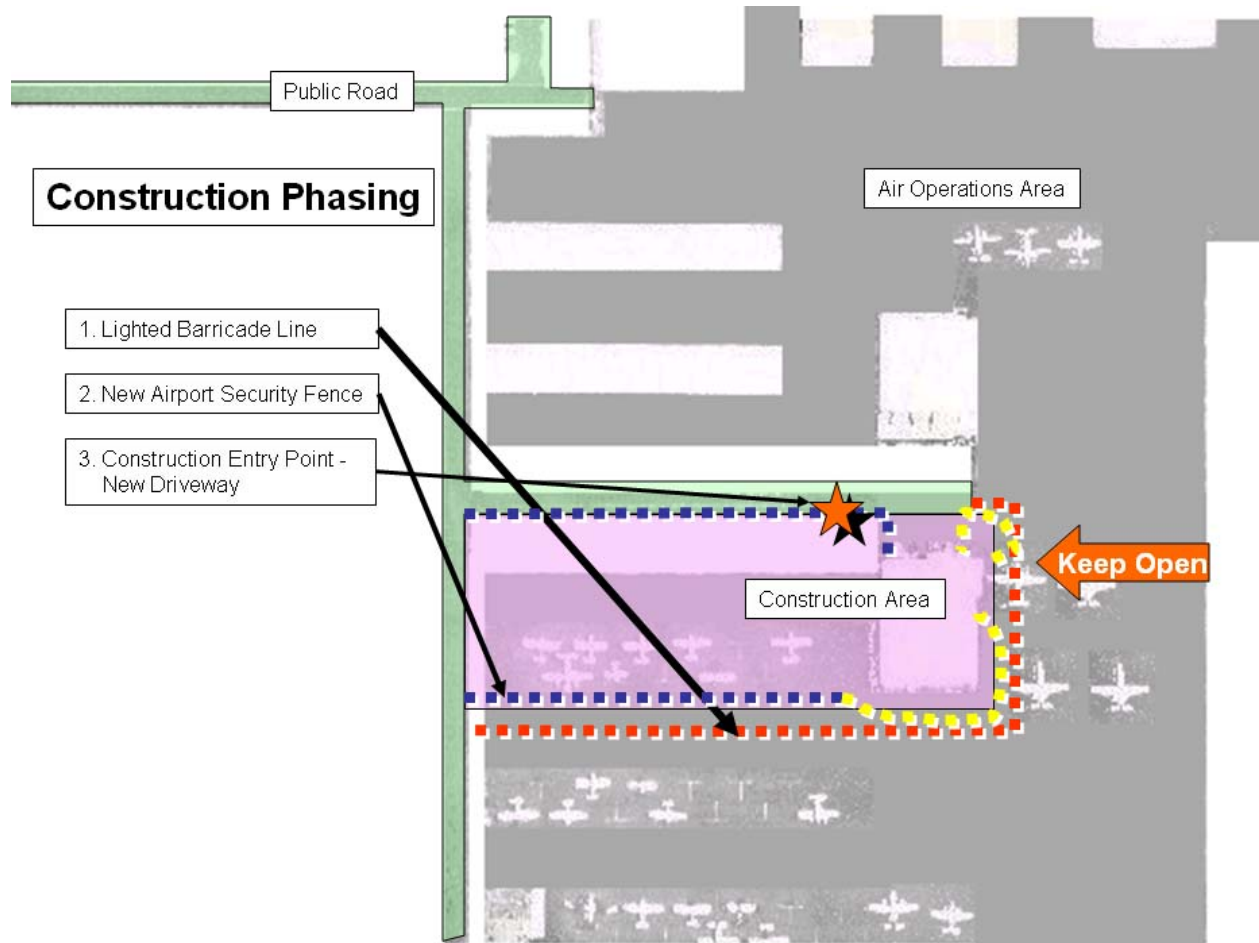


Exhibit No. 3 – Safety Zones and Security Fencing





Construction Phasing – Security Fencing

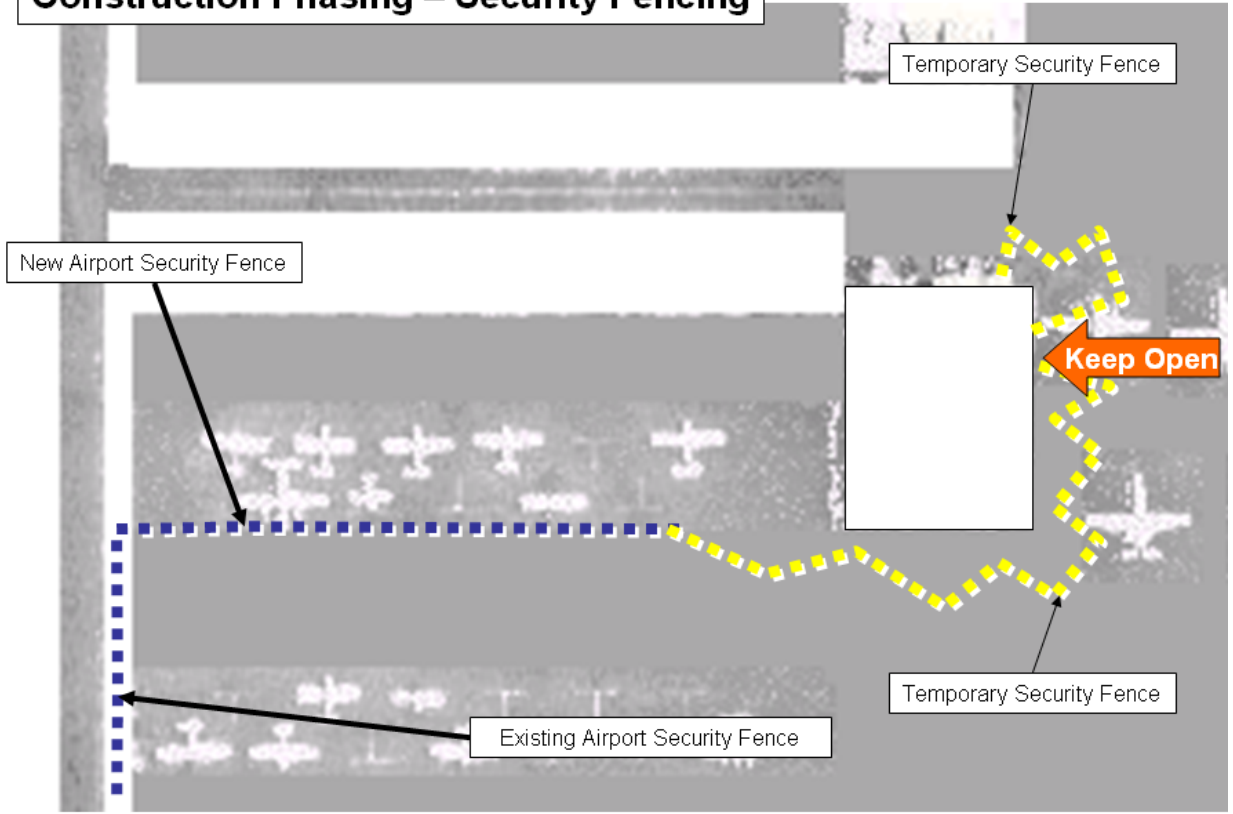


Exhibit No. 4 - Construction Badge Application

Section 1 – Applicant Information

Name	_____	_____	_____	_____
	First	Middle	Last	Alias
	_____	_____	_____	
	Date of Birth	State (If born in US)	County (if not born in US)	
Race	White <input type="checkbox"/> Black <input type="checkbox"/> Latino <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Other <input type="checkbox"/> _____			
Address	_____			
	Street	City	State	Zip
Phone	_____			
	Home	Work	Cell	email address
Personal	_____	_____	_____	Male <input type="checkbox"/>
	SS#	Height Ft	Inches	Weight
				Female <input type="checkbox"/>
Eyes	Black <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Hazel <input type="checkbox"/>			
Hair	Black <input type="checkbox"/> Brown <input type="checkbox"/> Blonde <input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> Bald <input type="checkbox"/>			
Driver's License	_____			
	DL Number	State Issued	Expires	
	US Citizen <input type="checkbox"/> Permanent Resident Alien <input type="checkbox"/>			
	Registered Alien Until <input type="checkbox"/> _____ Alien Registration Number: A _____			
Citizenship	_____ m/d/y			

The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both (See Section 1001 of Title 18, United States Code). In accordance with Federal Regulations (49 CFR 1542.209(i)(2) and 49 CFR 1544.229(i)(2), I agree to notify Airport Operations within 24 hours if I am convicted or found not guilty by reason of insanity of any of the disqualifying offenses listed on Page 2 of this application. I also agree that I have received and understand the Yuma County Airport Authority rules and regulations and those violations of these rules and regulations may result in suspension or revocation of my airport issued identification badge.

Signature _____ Date _____

Section 2 – Company Information (if applicable)

This section must be completed by an authorizing agent.

GA Pilot or Aircraft Owner

Company Name	_____	Applicant's Job Title	_____
My signature below certifies that I have reviewed this application for accuracy and authorize the Yuma International Airport to issue an airport issued identification badge to the individual listed above. If the employee listed above is terminated, resigns or is convicted of any of the disqualifying offenses listed on page, I will notify Airport Operations within 24 hours:			
Authorizing Agent Name	_____	Signature	_____