



# Ground Rules for Construction

## June 2020

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**Date:** June 1, 2020

**To:** All TAA Tenants, Consultants and Contractor  
**From:** Victor Palma,  
Airport Engineer, Planning and Engineering Department  
**Re:** Ground Rules for Construction at Tucson International Airport  
and Ryan Airfield

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Each year facilities at Tucson International Airport (TUS) and Ryan Airfield (RYN) are constructed, renovated, modified or demolished to suit the ever-changing needs of the aviation industry.

The elements of this work are often complex and may impact a variety of operations, security and safety considerations.

Responsibility for the overall coordination of facilities construction, renovation, modification or demolition is assigned to the TAA Planning and Engineering Department.

The Planning and Engineering Department acts as the central point of coordination between tenants or TAA sponsored construction activities at TUS and RYN and the various TAA departments as well as agencies such as the Federal Aviation Administration (FAA), the City of Tucson, Pima County, the State of Arizona, and other agencies having jurisdiction over the airports.

Tenant development/improvement coordination is performed by the TAA Planning and Engineering Division, Lorraine Behr, Project Manager, 520-573-4869. No tenant improvements may be undertaken without the review and approval of TAA.

The “Ground Rules for Construction” handbook provides a source of information to guide tenants, contractors and consultants in this complex process.

Please take the time to carefully review these requirements and ensure they are shared with all personnel who will be part of your firm’s activities at TUS or RYN.

The goal of the TAA is to ensure that tenant/TAA sponsored development activities progress in a timely manner while ensuring that all requirements and standards,

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including safety and security are complied with.

If you have any questions regarding these requirements or if we may be of further assistance, please call Victor Palma at 520-573-4853.



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## Ground Rules for Construction

Date	June 1, 2020
Authorized By	Victor Palma
Supersedes Procedure	May 1, 2018

### PURPOSE

#### SCOPE:

It is the objective of the Tucson Airport Authority (TAA), certificated operator of TUS and RYN, to promote a safety culture on airports during construction. Since safety cannot be compromised, the TAA requires everyone play a vital role by complying with operational safety best practices while under construction.

This guide is not meant to cover all aspects of airfield construction projects, but is intended to serve as an outline of the major items required by the Federal Aviation Administration (FAA), Occupational Safety and Health Administration (OSHA), the Arizona Department of Transportation (ADOT), TAA Fire and Police Departments, the TAA Planning and Engineering (P&E) Division, TAA Airside Operations and other agencies having jurisdiction.

All other matters that apply during the course of construction of TAA projects will be coordinated by the TAA P&E Division as required. Any deviation from the instructions contained in this handbook must be coordinated with and approved by the TAA P&E Division.

The operations of engineers, architects and other technical personnel shall also be governed by these guidelines.

#### PROJECT RESPONSIBILITY:

Project responsibility varies from project to project. However, the general rules apply:

- TAA contracted projects shall be managed by TAA staff, who are responsible for security, safety and access to airport operation areas and facilities.
- Contractors shall be responsible for ensuring its employees under their control comply with OSHA standard work procedures.
- All requests for new addresses must be requested through TAA. Contact TAA's Planning and Engineering Department, Administrative Support Assistant, (520-573-4845) to request a new address.

## AIRPORT SECURITY

**AIRPORT IDENTIFICATION BADGES:** Anyone with unescorted access to the Air Operations Area (AOA), Security Identification Display Area (SIDA), Secured Area or the Sterile Area at Tucson International Airport must be under proper escort at all times or be issued a TUS badge authorizing them to be in that area. A person needing a TUS badge MUST present a work authorization form to the Airport Security Office (ASO) signed by an authorized representative to begin the badging process. The ASO is located on the baggage claim level of the airport center area. They may be contacted at (520) 573-8156 regarding any badging process questions.

The badging process requires a complete background check of the applicant and may take up to three (3) weeks to complete. In addition to the background check an applicant MUST receive security training on airport operations. Applicants MUST schedule an appointment to begin the badging process and present two (2) forms of ID along with their Work Authorization Form to begin the process. Those forms of ID may be a state issued driver's license, social security card, birth certificate, passport or passport card. Failure to present required documents will delay the badging process.

Any person that is to have driving privileges must complete additional training with TUS Airside Operations.

Restricted areas for the airport(s) also include certain utility rooms, operation areas, electrical rooms and terminal building areas not open to the general public and may be within the AOA, SIDA, Secured or Sterile areas. Entrance to these areas will be permitted on a case-by-case basis depending on need.

The contractor shall be solely responsible for all personnel working on the project and will ensure that personnel remain within the assigned work areas. Any person not cooperating with these requirements or the instructions of the TAA P&E Division, Construction Services Administrator/ Project Officer will be required to leave the restricted area. In addition, their supervisor will be notified.

On TAA sponsored projects, the contractor will be responsible for having sufficient staff and/or sub-contracted staff obtain a TUS identification badge with escort privileges, issued by the Airport Security Office. Contractor badged staff shall maintain positive control over non-badged

workers in the area where all work is being conducted in the AOA or SIDA areas. All contractor badged employees are required to take and successfully pass the TAA Non- Movement Area Driver Training if work will be conducted on the airfield. Refer to the TAA Airside Driving

Program for Tucson International Airport for more information pertaining to driving rules and regulations.

All tenant improvement sponsored projects must be approved by the TAA. Tenants are responsible for complying with all security, and driving rules and regulations. All badged personnel are required to adhere to the security rules and regulations.

**FIREARMS:** Firearms are not permitted on Airport Property. Arrest and confiscation may result. This includes all persons issued a Concealed Weapon Permit by the Arizona Department of Public Safety.

**CARTRIDGE ACTIVATED FASTENER DRIVERS:** Cartridge activated drivers of any nature require the prior approval of and coordination with TAA Police Department.

**ESCORTS AND ACCESS CONTROL:** When any non-badged personnel require access to the restricted areas, they must be under approved escort at all times.

- **TAA Projects:** The contractor shall provide sufficient badged employees to maintain positive control of all workers. Generally, this requires the badged escort to maintain visual contact and be in close proximity to be able to talk with all escorted personnel. All work shall be coordinated through the STOP meetings. For details on the STOP process refer to the procedure in the Appendix A.
- **Tenant Improvement Projects:** If desired, the tenant request that TAA provide escort personnel on a reimbursable basis subject to availability of escort personnel. All requests for TAA escorts shall be made at the STOP meeting to coordinate escort availability and to allow the processing of a *Letter of Authorization* for escort charges. Contact TAA's Planning and Development Secretary at 520-573-5116 to make the necessary arrangements.

Personnel responsible for manning AOA access points must be approved by the TAA Police Department, be in possession of a current TUS Stop List, and comply with specific inspection and access instructions.

**FENCE GATES:** Federal Aviation Regulations (FAR) Part 139 and Transportation Security Administration (TSA) 1542.203 require that the airport take appropriate action to ensure safeguards against purposeful, inadvertent and unauthorized entry of persons, vehicles or large domestic animals onto any airport operations area. Therefore, in compliance with these Federal Regulations, all gates to Tucson International Airport and Ryan Airfield shall be locked at all times. If not locked, a TAA P&E Division, Construction Services Administrator, Project Officer, or

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authorized contractor/tenant escort will be on duty at the gate and will possess a current Stop List. If a gate is utilized outside of its normal operating parameters such as staffed and monitored for entry a Change in Condition must be obtained through the Airport Security Coordinator and approved by the TSA. Change of Conditions may take up to 45 days for approval which may cause a delay in a project if not obtained prior to commencement of work. A TSA approved Change of Condition must also be obtained if it is necessary to dismantle or relocate existing fencing, establish temporary fencing, or fence off the construction site from the operational areas. Any temporary or interim fencing shall be approved by the TAA P&E Division prior to construction and will be inspected prior to the temporary fencing being used as a secure barrier. Temporary fencing shall be in serviceable condition, free of loose components, holes, excessive gaps between the bottom of the fence and the ground. All removable panels shall be fitted with a locking device to prevent unauthorized removal of access. Any temporary gates are required to be secured with a TAA padlock that may be daisy chained to other approved padlocks. Construction requiring Gate access to the AOA, SIDA and the secured and sterile areas may have formal procedures in place to facilitate multiple vehicle access through TAA Gates. It will be the Contractor's responsibility to coordinate operational access and requirements needed to fulfill formal procedures set up for each individual gate by inquiring to the TAA Project Manager that is responsible for the project. An Example of a formal gate entrance procedure has been placed in the Appendix B.

All project related modifications or operational changes to the security doors or fencing surrounding the airport shall be approved in writing by the TAA Planning and Engineering Department, the TAA Police Department and, if necessary, the TSA. All new fencing or modifications shall be in accordance with TAA Fencing Standards that are available at the TAA P&E Division and on the TAA website at the following link:

<https://www.flytucson.com/taa/business/taa-resources>.

**SECURITY OF CONTRACTOR YARDS / MATERIALS:** The TAA is not responsible for the security of areas designated for construction yards or storage/staging areas. The contractor shall provide suitable means to secure these areas. If temporary fences are used, the contractor shall secure all gates before leaving. If TAA personnel discover an open gate after hours, the contractor will be required to respond to the location and secure the gate. The contractor shall be responsible for the general clean-up of the contractor's yard after project completion. Clean-up may include testing/disposal of contaminated soil material (i.e. oil or hydraulic spills).

If the contractor discovers items stolen from the designated construction yard or storage/staging areas, the contractor will promptly report the incident to the Airport Communication Center or TAA Police Department

**PHOTOGRAPHY:** Photos of any kind are not allowed to be taken while contractor, tenant or engineer personnel are working around security checkpoint areas or within the airport SIDA and

Secured Areas. Photographing these areas will result in the person(s) being asked to leave the job site immediately. Photos of sensitive security areas and access badges are strictly prohibited.

**CONSTRUCTION SAFETY VESTS:** In order for badged and unbadged personnel to be identified on construction sites, TAA has adopted a construction safety vest color standard to be utilized in AOA construction work zones. All badged personnel should wear yellow/green construction safety vests. Non-badged personnel should wear orange safety vests. This is only applicable for work within the TUS AOA, SIDA or Sterile areas that requires badged escorts.

## AIRPORT SAFETY

**CONSTRUCTION SAFETY AND PHASING PLAN:** The project's Construction Safety and Phasing Plan (CSPP) is the primary tool to ensure safety compliance when coordinating construction activities. This document identifies all aspects of the construction project that pose a potential safety hazard to airport operations and outlines respective mitigation procedures for each hazard. The TAA is responsible for establishing and enforcing the CSPP. Contractors accept compliance with the CSPP by signing the Safety Plan Compliance Document prior to notice to proceed.

**CONTRACTOR'S EMERGENCY CONTACT:** Designation of a responsible contractor's representative, available on a 24-hour basis, including telephone number, must be provided to the TAA Planning and Engineering Division prior to the start of construction. It is required that this person respond in a timely manner to all requests from TAA regarding emergencies connected to the project.

TAA EMERGENCY CONTACTS	
P&E Division Office	520-573-4811 (business hours)
P&E Construction Services Administrator	520-573-8014 (business hours)
Airport Communications Center	520-573-8182 (24 hours) or 911
TAA Police/Fire Departments	520-573-8111 (24 hours) or 911

**EMERGENCY DIRECTIONS:** In case of any emergency on the airport, personnel will be advised by the TAA P&E Division, Construction Services Administrator, Project Officer, Construction Ground Rules for Construction – June 2020

Safety Officer, or uniformed personnel of any emergency action to be taken. It is expected that all personnel will follow directions immediately.

If, while working in the operational area, fire and/or police personnel respond to an emergency and take up positions along the taxiways, or any other area that may involve the project, all personnel will immediately stop work and be ready to move out of the area if directed to do so.

**ACCIDENT AND INJURY REPORTING / EMERGENCY AID:** Report all injuries and accidents, including any property damage, to Airport Communications Center at 520-573-8182 or 911 and

to the TAA P&E Division, Construction Services Administrator, Project Officer, or Construction Safety Officer immediately. A police report may be taken, as appropriate.

**SMOKING:** Smoking is prohibited at or in the vicinity of hazardous operations and materials, all

aircraft parking and fueling areas and inside TAA buildings. Smoking outside of TAA buildings are marked as smoking designated areas and are the only areas in which this may occur.

Smoking areas shall be designated by the TAA P&E Division, Construction Services Administrator. Where smoking is permitted, safe receptacles shall be provided by the on tractor for smoking materials. Smoking shall not occur on the construction site and any discarded smoking buttes found on the site will be addressed with the construction superintendent about personnel not adhering to this policy.

**VEHICLE OPERATION WITHIN THE RESTRICTED AREAS OF THE AIRPORT:** All badged personnel with driving privileges and all construction crews shall attend and pass the TUS Airside Drivers Training (Non-Movement Area), administered by the TAA, prior to operating vehicles within the Air Operations Area. This two-part course involves: 1) a computerized training and test administered by the Air Security Office, and 2) Classroom training administered by the Air Operations Department. For TUS/RYN prior to operating vehicles within the Air Operations Area. See the TUS Airside Driving Rules and Regulations for specific information pertaining to this training.

The use of personal vehicles within the restricted areas of the Tucson International Airport and Ryan Airfield is prohibited. Parking of personal vehicles in and around the terminal area is not permitted. The site for contractor's construction trailer and employee parking will be restricted to a pre-arranged location determined by the plans and specification documents or by the TAA P&E Division.

As part of the contractor's safety plan, the contractor should have in place proper procedures to ensure safe driving on the airfield. Since the airfield is a unique environment driving procedures and recommendations shall be reviewed and discussed during the pre-construction meeting.

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**IDENTIFICATION OF CONSTRUCTION VEHICLES AND EQUIPMENT:** All contractor / consultant vehicles and equipment shall be identified with permanent lettering, as outlined in the most current FAA Advisory Circular 150/5210-5D, Painting, Marking and Lighting of Vehicles Used on an Airport. Vehicles must display a TAA-approved company logo that is at least 10" X 10" and is placed on the driver and passenger sides of the Vehicle. Company owned, but not lettered vehicles, shall be marked with magnetic signs with the company name and shall be at least 10" x 10" mounted on each side of the vehicle. Magnetic signs must also be easily readable from 20' away. All company vehicles admitted within the AOA shall have a copy of vehicle registration (or rental / lease contract) and insurance card in the name of the company.

All contractor / consultant vehicles and equipment operating in the Non-Movement Area shall be equipped with an operating amber beacon (steady yellow) or a flag on a staff attached to the highest part of the vehicle so that the flag will be readily visible. The flag should be not less than three (3) feet square consisting of a checkered pattern of international orange and white squares of not less than one (1) foot on each side and displayed in full view above and waving free of the top of vehicles and equipment.

All consultant / contractor vehicles and equipment operating within the Movement area during the hours of darkness shall be equipped with flashing or a rotating beacon or approved equivalent on the highest part of the vehicle or equipment.

Vehicles not properly equipped as described above will be denied access. Vehicles and equipment in the Movement Area is prohibited unless escorted by a radio equipped escort vehicle with a radio to communicate with the TUS Air Traffic Control Tower (ATCT).

The amber beacon and flag shall be in accordance with FAA A/C 150/5210-5D.

**SAFETY SETBACKS:** Construction work shall remain clear of runway and taxiway safety areas and runway approach areas:

Runway Safety Areas	
TUS - All:	500' wide and 1,000' beyond each end of runway
RYN:	150' wide and 300' beyond each end of runway

Taxiway Safety Areas	
TUS, Commercial:	171' wide

TUS, G.A:	Varies; confirm with Construction Services Administrator
RYN, All:	79' wide

Note: Widths are centered on referenced facilities.

Runway Approach Area Slope			
TUS		RYN	
11R	34:1	6R	50:1
29L	34:1	24L	20:1
11L	50:1	6L	20:1
29R	34:1	24R	20:1
21	34:1	15	20:1
3	34:1	33	20:1

Note: slope begins 200' from and at the same elevation as the runway threshold at centerline):

Construction work that is required inside safety areas shall be done at off-peak times when the runway or taxiway may be closed. All Movement Area closures shall be coordinated with the TAA operations division during the weekly Short-Term Operational Phasing (STOP) meeting. Coordination of work on the Airfield requiring any of TAA resources (escorts, NOTAM's, operational specialist, safety closures, etc..) needs to be vetted/discussed during the STOP meeting a week prior to the work being performed. All contractors must submit airfield work requests using the "Contractor Airfield Work Request Form" at least one week, preferably two weeks, prior to field work and be received by no later than 9:00am AST on Tuesday the week

before work to be performed. These forms shall be submitted to: a). Tucson Airport Authority (TAA) Project Manager (may be PM/CM consultant) b). Jose Aguilar, Project Engineer: [jaquilar@flytucson.com](mailto:jaquilar@flytucson.com). The detailed STOP procedure and a step-wise example is provided in Appendix A.

**EMERGENCY ACCESS:** The Fire Department shall be contacted when construction could alter or block access routes and/or hydrant water supply.

	<u>Non-Emergency</u>	<u>EMERGENCY</u>
TAA Fire Department	520-573-8110	911
TAA Police Business	520-573-8182	911

Access for use of heavy fire equipment shall be provided to the immediate job site at the start of construction and maintained until all construction is completed. Free access from the street to fire hydrants and to outside connections for standpipes, sprinklers, or other fire extinguishing equipment, whether permanent or temporary, shall be provided and maintained at all times.

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Protective pedestrian walkways shall not be so constructed as to impede access to hydrants.

Arrangements shall be made so that fire fighters will have immediate access to the premises when called. The TAA Fire Department shall be contacted to establish access ways of sufficient dimension to allow maneuvering of fire equipment.

No material or construction shall interfere with access to hydrants, Siamese connections, or fire extinguishing equipment. During construction or demolition operations, free access to permanent, temporary or portable first-aid fire equipment shall be maintained at all times.

Shut down of any water supply system on airport properties shall be coordinated with the TAA Fire Department through the TAA P&E Division, Construction Services Administrator or Project Officer, 520-573-8014, 48-hours prior to interruption of service.

**STORAGE OF HAZARDOUS / FLAMMABLE MATERIALS:** The use and storage of flammable material must have PRIOR approval of the TAA Fire Department. The Contractor shall follow OSHA/NFPA requirements for the storage of hazardous / flammable materials. Combustible waste material and rubbish shall not be stored or allowed to accumulate within the building or in the immediate vicinity and shall be removed from the premises as rapidly as practicable. All leaks/spills of petroleum products or hazardous materials will be immediately reported to the Fire Department, Director of Environmental Services and the TAA Construction Services Administrator / Project Officer. It will be the contractor's responsibility to have them cleaned up and properly disposed of off airport property and to provide TAA with disposal records. Rubbish or debris shall not be burned on TAA properties.

Asphalt or tar kettles shall not be used inside or on the roof of any building. There shall be at least one approved fire extinguisher of a minimum 20-B:C classification within thirty (30) feet of each asphalt kettle during the period such kettle is in use, and one additional 20-B:C classification fire extinguisher on the roof being covered. Kettles will be equipped with tight fitting covers, and an attendant will be available at all times while the kettle is in operation.

**THE CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT):** The Contractor shall be familiar with OSHA standards that currently contain lockout/tag out related requirements and employ all OSHA required measures for the control of hazardous energy (lockout/tagout) during the execution of the work performed under the Contract Documents. A Pre-Event Meeting shall be held on site during normal business hours at least forty-eight (48) hours in advance of the work with the Contractor, TAA, and the Design Professional to review the work to be undertaken, to familiarize all parties with existing system and controls that will be shut down and restarted, and to confirm lockout/tagout procedures to be employed. When feasible, TAA prefers that a joint lockout/tagout procedure be used. The contractor shall provide a multi-position hasp and both the Contractor and TAA will attach their own separate locks. No system shall be energized until such time that both parties have removed their locks, indicating a safe situation to energize. If the work involves the Airfield Lighting System the persons responsible



for lockout/tagout will make indicated entries in the logbook located in the Power Vault. In the event that work will be done after hours, TAA will be on site or other arrangements will be made.

**OPEN FLAME:** Any open flame operation which can include but not limited to welding, or cutting torch operations will require a permit issued by the TAA Fire Department. This no-cost permit will be issued following a site inspection. Permits will be issued for the duration of the job. The contractor is responsible for following OSHA requirements regarding welding, along with all safety precautions as stated on the Cutting and Welding permit which includes providing fire safety equipment i.e. a fire extinguisher – minimum size: 10 lb. To ensure workers are in compliance with the permit regulations TAA Fire will conduct spot inspections during the job. At the end of the job the hot work permit will be collected by Construction Services Administrator or Project Officer. All hot work permits will be collected at the end of each month from Planning and Engineering to file. Request may be placed by calling the Airport Communications Center at 520-573-8182 or via the TAA Planning and Development, Construction Services Administrator or Project Officers by radio.

**HAZARD COMMUNICATIONS:** Tenants and/or contractors shall comply with all provisions of the OSHA Hazardous Communications Program. Safety Data Sheets (SDS) shall be provided for all required materials used at the site. These shall be placed in a central location at the site in an organized manner. If there are two non-hazardous materials combined into a third hazardous one, specific SDS sheets shall be provided.

SDS sheets shall be checked by the TAA Planning and Engineering, Construction Services Administrator or Project Officer prior to any operation in or around buildings to ensure that all safeguards have been provided. In no case shall the work interrupt normal business operations unless prior arrangements have been made.

The TAA Fire Department shall be notified by the Planning and Engineering, Construction Services Administrator, Project Officer, or Construction Safety Officer prior to the start of the application of paints, primers, varnish, sealer, etc. particularly when spray application is used.  
**THIS IS MANDATORY.**

**POTENTIALLY CONTAMINATED SOILS OR MATERIALS:** Contractor shall immediately notify TAA's Director of Environmental Services, by phone 520-573-4805 of Contractor's discovery of any potentially contaminated soil or any other contaminated material ("Contamination") while performing work at TUS or RYN. If the Director of Environmental Services is unavailable, Contractor shall call the Airport Communications Center at 520-573-8182 and request assistance contacting TAA Environmental Services personnel.

The Contractor shall not continue work in the area of the Contamination until TAA's Director of Environmental Services has made a determination of the nature of the contamination. If such contamination is the result of a Release by the Contractor or the Tenant, the entity responsible for the contamination will be required to remove and properly dispose of the

contamination in compliance with all applicable federal, state, and local regulations and guidelines. In addition, the entity must provide TAA with required documentation of proper disposal. If such contamination is not the result of a release by the Contractor or the Tenant, TAA will be responsible for the removal and proper disposal of the contamination. In such event, the Contractor will cease all work in the area of the contamination until such time that TAA's Director of Environmental Services has completed the removal of the contamination. Any contamination removed by TAA shall be considered an unsuitable material and defined in the Contract Documents and will be the responsibility of the Contractor and/or Tenant to replace with suitable material.

**SPILL REPORTING AND CLEANUP:** Contractor shall immediately report all spills to TAA's Airport Communications Center at 520-573-8182. Contractor shall provide the following information:

- Identification of the spilled substance (if known),
- Approximate location of the spill,
- Estimated spill volume or area,
- Actions being taken to contain and clean up the spill,
- Need for additional assistance,
- Name and phone number of person reporting the spill.

A spill is defined as a discharge of a hazardous material or pollutant that may have an adverse effect on public health or the environment. Contractor shall be responsible for the immediate clean-up of all spilled substances and spill-impacted materials. Contractor shall dispose of all spilled substances and spill-impacted materials in compliance with applicable federal, state, and local regulations and guidelines. In addition, the Contractor shall provide TAA with required documentation of proper disposal.

**BLASTING:** Blasting is prohibited on any TAA properties.

**HEARING PROTECTION:** Contractors shall be required to abide with OSHA protocols in the protection against the effects of noise exposure when working on airport property. Jet aircraft on take-off, landing and engine run-up; have been measured at a noise level in excess of 100-decibels.

Alert all personnel to the potential danger of jet blasts to persons and property, and emphasize the importance of using caution in operational areas. The velocity of jet blasts at take-off thrust may exceed that of tornadoes and hurricanes.

AIRCRAFT	DISTANCE BEHIND AIRCRAFT		WIND VELOCITY
DC-9	10	FEET	200 MPH
DC-9	100	FEET	100 MPH
727	10	FEET	700 MPH
727	100	FEET	180 MPH
747	10	FEET	700 MPH
747	100	FEET	260 MPH
DC-10	10	FEET	700 MPH
DC-10	100	FEET	260 MPH

**SAFETY BARRICADES:** Open trenches, excavations and stockpiled material at the construction site shall be prominently marked and barricaded in accordance with FAA Advisory Circular 150/5370-2G: *Operational Safety on Airports During Construction*. All barricades used on the airport must be weighted or staked and tied sufficiently to prevent wind or jet blast from blowing the barricades into aircraft, vehicles, pedestrians or adjacent facilities. The contractor shall submit a barricade plan to the TAA prior to construction. See: *TAA's Barricade Procedure for Construction and Maintenance on Tucson International Airport and Ryan Airfield* available at the TAA P&E Division. In addition to the abovementioned, the contractor shall be familiar and comply with all OSHA requirements for trenching and excavations.

Stockpiled material shall be constrained in a manner to prevent movement resulting from aircraft blast or wind conditions in excess of 10 m.p.h. The location of stockpiles shall be approved by the TAA P&E Division.

Debris and loose material capable of causing damage to aircraft landing gear, propellers, or being ingested in jet engines, shall not be placed within or allowed to be blown into active operational areas. Material tracked on these areas, such as dirt, mud, etc., will be removed continuously during the work project.

**TEMPORARY WIRING AND LIGHTING:** All temporary wiring, including extension cords, for construction use shall be effectively grounded in accordance with the National Electrical Code.

Temporary lights shall be equipped with guards to prevent accidental contact with the bulb, except that guards are not required when the construction of the reflector is such that the bulb is deeply recessed.

Temporary lights shall be equipped with heavy-duty electric cords with connections and insulation maintained in safe condition. Temporary lights shall not be suspended by their electric cords unless cords and lights are designed for this means of suspension. Splices shall have insulation equal to that of the cable.

Care shall be taken to ensure that all temporary lighting is removed before suspended ceiling systems are installed.

Temporary jumper cabling and light fixtures for airfield use shall be connected and maintained in accordance with the project contract documents and FAA Standards.

**EQUIPMENT SERVICE AREAS:** Service areas for construction equipment shall not be located within buildings or in the vicinity of hazardous operations or materials or aircraft parking or fueling areas. No disposal of waste oils, grease, fuel, etc., shall be permitted on TAA properties. All spills shall be IMMEDIATELY removed by the contractor and properly disposed of off airport property and disposal records provided to TAA Planning and Engineering Department.

**CONFINED SPACE PROGRAM:** Any person entering a confined space as defined by OSHA 29 CFR 1910.146 shall follow their company's confined space program. The program shall be in accordance with OSHA Rules and Regulations. The contractor will be responsible for their employees Confined Space training and certifications. TAA may request copies of training and certifications at any time.

During the pre-construction meeting a TAA representative will inform contractor of workplace permit spaces and hazards that have been identified from TAA experience with the confined spaces on TAA property. (Tower tunnel, manholes, fuel pits etc...). The contractor will provide TAA within 7 days of the Notice to Proceed a copy of their Confined Space Program and an example of a Confined Space Permit.

TAA routinely inspects confined spaces and has identified them as being either Permit-Required or Non-Permit Required.

OSHA defines a Permit-Required Confined Space as having the following characteristics:

- The space has the potential to contain a hazardous atmosphere.
- The space may contain a material that has the potential for engulfing the entrant.
- The space has the configuration that may trap the entrant.
- The space contains a recognized serious health and safety hazard.

A Non-Permit Confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

The contractor shall coordinate with TAA prior to entering any confined spaces. The contractor will call TAA ACC (dispatch) 520-573-8182 with the location, duration and if it is a "Permit Required", or "Non-Permit" confined space entry. Airport Communications Center (ACC) will relay information to the fire department of confined space entry activity in case of emergency.

The first time a contractor enters a Permit-Required Confined Space on the jobsite, TAA Fire Department will meet the contractor at the space and review conditions with them. After that point (and on any Non-Permit Spaces) the TAA Fire Department will complete random checks on the contractor's confined space permit/program.

The contractor shall keep a record of all atmospheric testing, checklists, permits, etc. at the worksite. The contractor will call ACC once the work is completed to advise the entry has been terminated. The contractor will also call ACC if any changes in condition have been noticed.



## TENANT IMPROVEMENT

**TENANT IMPROVEMENT STANDARDS:** TAA has TIA Tenant Improvement Standards and TAA Tenant Signage Guidelines. These requirements can be found on the TAA website, [www.flytucsonairport.com](http://www.flytucsonairport.com) or by contacting the TAA's Tenant Improvement's key contact at [lbeh@tucsonairport.org](mailto:lbeh@tucsonairport.org) or 520-573-4869. All tenant construction; improvements and signage shall incorporate these requirements as appropriate. A hard copy can also be obtained at the TAA Planning and Engineering Department.

## MISCELLANEOUS REQUIREMENTS

**TEMPORARY AND PERMANENT UTILITIES:** Unless other arrangements are made with TAA, the Contractor shall arrange for and pay for all utilities, i.e., water, electric, phone hookups. A fire hydrant will be designated in writing from the TAA Planning and Engineering Department for construction water use. A meter shall be obtained from the City of Tucson, Water Department by the contractor. The locations of all service points shall be approved in writing by the TAA Planning and Engineering Department.

**LABOR DISPUTES:** If any labor dispute, picketing or demonstrations take place during the contract period, the contractor must contact the TAA Police Department, Airport Security Coordinator, 520-573-8133 and request a First Amendment Packet. Permission to exercise First Amendment Rights is required prior to any activity. Upon approval of request to exercise First Amendment Rights, the contractor will be issued an Activity Permit, that must be kept with them at all times, stay in the designated areas, and wear the airport-issued First Amendment Activity Permit badge at all times they are on airport property.

**HAUL ROUTES:** Routing of haul traffic shall be coordinated with the TAA Planning and Development, Construction Services Administrator (520-573-8014). All haul routes shall be approved in advance by the TAA Planning and Engineering Department.

**BARRICADES:** See: *TAA's Barricade Procedure for Construction and Maintenance on Tucson International Airport and Ryan Airfield*. A copy is available at TAA Planning and Engineering Department.

**CRANES:** See: *TAA's Procedures for Notification of Crane Use at Airport or Within Airspace of Airport*. A copy is available at TAA Planning and Engineering Department. Note that a thirty (30) calendar day notification is required for FAA plus an additional three (3) business days to allow TAA staff investigation, FAA form 7460-1 preparation, and notification procedures. All cranes will be flagged during the day and lowered during official sunset to sunrise if they are not in use. Cranes must be lighted during night or times of limited visibility. See: *FAA Advisory Circular 70/7460-1, Obstruction Marking and Lighting*.

**LOCATIONS OF EXISTING FACILITIES:** The tenant/contractor shall ensure that all existing utilities and facilities are properly located and marked prior to construction. A "Blue Stake" meet shall be arranged by the tenant/contractor and the TAA P&E Division, Construction Services Administrator (520-573-8014) advised of the date and time so that arrangements may be made for the TAA Maintenance Department and other agencies to locate airport related/owned

facilities. TAA Maintenance Department personnel will aid in the location of facilities but are not available to perform work on the project, trouble-shoot or loan equipment.

**WEEKLY PROGRESS MEETINGS (TAA Contracted Projects):** Weekly progress meetings shall be held to ensure that all parties are aware of the nature of the upcoming week's construction. TAA P&E personnel may attend these meetings as appropriate to monitor scheduling and operations. TAA P&E Division shall be provided with an updated weekly schedule.

**CONSTRUCTION ADJACENT ACTIVE PAVEMENTS:** The pavement edges of active pavements (taxiways, runways, aprons) shall not exceed three (3) inches difference in elevation between finished pavement grade and adjacent shoulder grades. A 1:1 taper shall be included in the 3" drop-off. The pavement open to traffic shall have no holes or humps.

**CONSTRUCTION STORM WATER POLLUTANT PREVENTION PROGRAM:** TAA participates in the United States Environmental Protection Agency (EPA) construction storm water pollutant protection (SWPPP) permitting program. TAA has a site-wide construction SWPPP program for both Tucson International and Ryan Airfields. All construction projects exceeding one acre must comply with the EPA construction SWPPP permitting requirements.

The Contractor will need to prepare a site-specific construction SWPPP plan and a Notice of Intent (NOI) form and submit them to TAA for review and approval. The approved NOI must be submitted to EPA 72-hours before starting work. A copy of the site-specific construction SWPP plan must be available at the job site.

Required Permit	Time Frame	Information From	Reference
Welding	Daily	TAA Fire Department	Page 7
Construction Water	2 working days	TAA P&E	Page 10
SWPPP / NOI	3 working days	TAA P&E	Page 11

#### **GUIDANCE FOR COMPLETING DISADVANTAGED BUSINESS ENTERPRISE (DBE) REPORTING (INITIAL TO FINAL):**

The required reporting for DBE compliance includes four documents – (1) Disadvantaged Business Enterprise Agreement Participation Certification, (2) Monthly Certification Statement of DBE Utilization, (3) Final Certification Statement of DBE Utilization, (4) Certification of Payment to DBE Firms – Final and SBC Monthly Certification Statement of (5) SBC Utilization (if applicable). The forms can be found in Appendix C.

- **Disadvantaged Business Enterprise Agreement Participation Certification:** The contractor/consultant will submit the signed certification upon execution of the subcontracts between the awarded contractor/consultant and DBE firms. Submitter will include the project number and project name. Also included is the name of the

Ground Rules for Construction – June 2020

DBE firm, including the representative signing the form. Please identify the type of work performed and the dollar value of work. The DBE firm must sign and date the form also including the date. Upon completion, the contractor/consultant will submit the form to TAA's DBE Liaison Officer (DBELO).

- **Monthly Certification Statement of DBE Utilization:** The contractor/consultant will submit the Monthly Certification monthly with each pay application/invoice/mode of invoicing. The contractor/consultant must include the project name, project number, amount of the agreement between the firm and TAA, the pay request number, period of reporting and the amount of proposed DBE utilization. In the body of the report, the following must be included: name of DBE firm, initial contract amount between DBE firm and contractor/consultant, adjustments to initial contract, and the total revised contract amount. Each month, the Amount Earned This Period section will identify what the DBE earned for the period. This amount will be updated in the Amount Earned To Date section which will be the cumulative amount earned by the DBE firms on the project. If the project is design or consulting services only, the Amount Retained This Period and Amount Retained To Date do not apply. For construction projects, the contractor must provide the amount retained for the period and a cumulative amount retained for each DBE firm for the duration of the project. The percentage of the contract complete will calculate automatically. Each form must include the name of the contractor/consultant, the name and title of the submitter, date of the form, and the signature of the authorized individual submitting. The form is to be submitted each month to the DBELO. If DBEs firms did not participate for the period covered, a zero report must be submitted for the period.
- **Final Certification Statement of DBE Utilization:** The form is filled out similarly to the Monthly Certification Statement of DBE Utilization. Rather than reporting the amount earned for the period, the report will reflect the amount earned for the duration of the contract. The form is to be submitted to the DBELO upon completion of the project contract or the contract with the subcontractor, whichever occurs first.
- **Certification of Payment to DBE Firms – Final:** Upon receipt of the final payment from the contractor/consultant to the DBE subcontractor, both parties must sign the certification as verification of funds received by the DBE firm. The contractor/consultant shall provide the project number and name, identify the DBE firm, amount of final payment, and the total amount paid to the DBE for the project. The DBE firm will certify the receipt of payments and concurrence with the statement provided by the contractor/consultant. The subcontractor will certify by signing the certification for submittal to the DBELO.
- **SBC Monthly Certification Statement of SBC Utilization (if applicable):** If a firm who identifies as a Small Business Concern (SBC) but is not certified as a DBE, the SBC Monthly Certification Statement of SBC Utilization shall be submitted. The form should be filled out and submitted according to the direction provided for the Monthly Certification Statement of DBE Utilization.

## APPENDICES

**Appendix A..... Short-Term Operational Phasing (STOP) Procedure**

**Appendix B.....Individual Gate Access Procedure Example (gate 36)**

**Appendix C..... DBE Forms and Procedures for Contractors**

## APPENDIX A



## APPENDIX A

### **Tucson International Airport Contractor Airfield Work Request Short-Term Operational Phasing (STOP) Procedure**

#### **Purpose**

This procedure details the steps necessary for contracted firms to request authorization to perform construction related work activities on the airfield at the Tucson International Airport.

#### **Requirements**

1. All contractors must submit airfield work requests using the "Contractor Airfield Work Request Form" at least one week, preferably two weeks, prior to field work and be received by no later than 9:00am AST on Tuesday the week before work to be performed. These forms shall be submitted to:
  - a. Tucson Airport Authority (TAA) Project Manager (may be PM/CM consultant)
  - b. Jose Aguilar, Project Engineer: [jaguilar@flytucson.com](mailto:jaguilar@flytucson.com)
2. Contractor personnel must have the appropriate badge to work on the airfield. Contractors may escort their personnel in non-movement areas in accordance with TAA access control requirements. Access to movement areas requires escort by TAA Airfield Ops personnel.
3. All Contractor Airfield Work Requests are subject to review and approval by TAA Airfield Ops and are not considered approved until the final Short-Term Operational Phasing Agreed Impacts Report is distributed on Friday for the following week's work.
4. For on-going work longer than one week, a new field request showing work for the next two weeks shall be submitted every week.

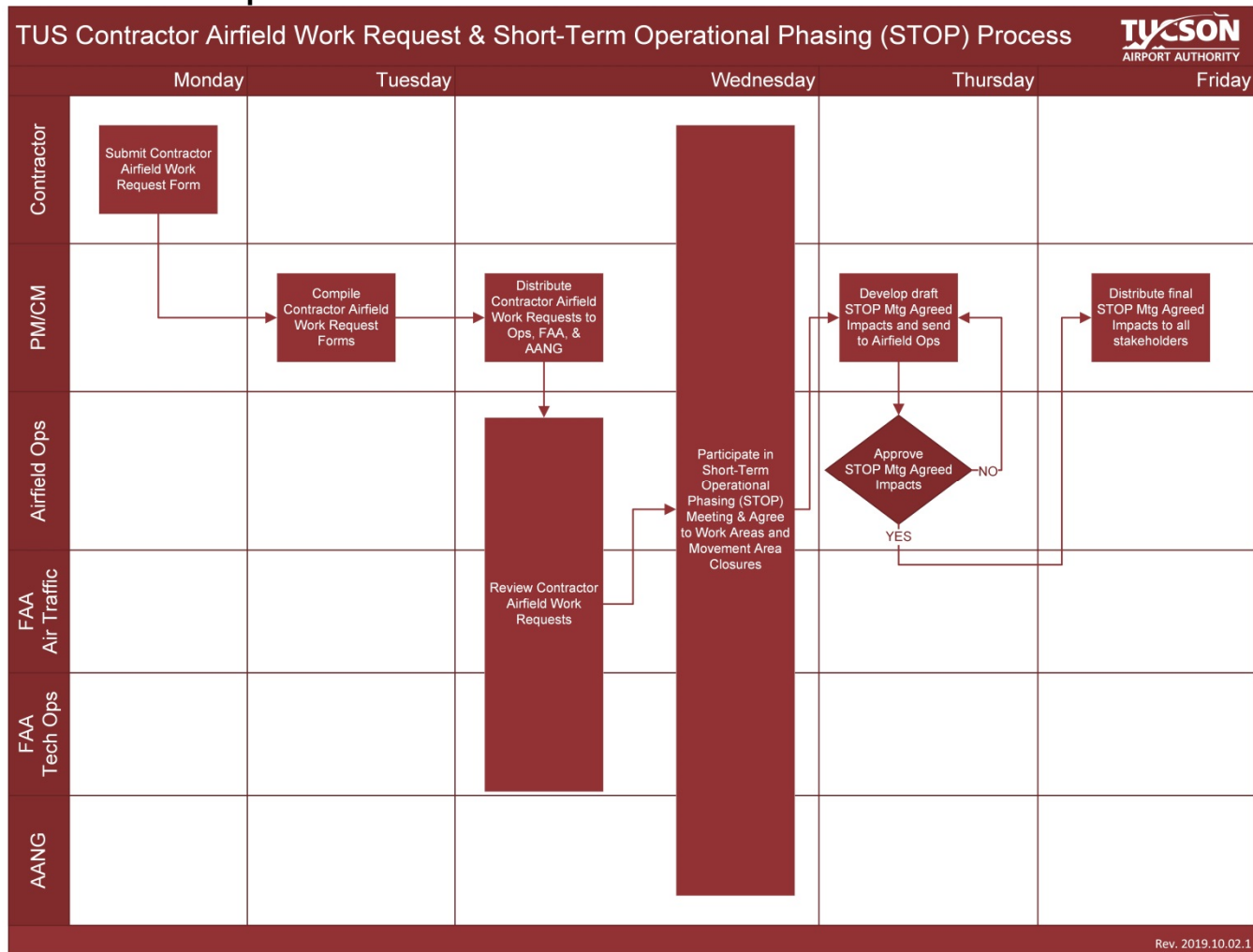
#### **Procedure**

1. On Monday the week prior to when the work is being requested to be performed, the Contractor will fill out the current version of the TUS Contractor Airfield Work Request Form and submit the Excel file via email to the TAA project manager and Jose Aguilar ([jaguilar@flytucson.com](mailto:jaguilar@flytucson.com)). Contractor Airfield Work Requests should be submitted and received no later than 9:00am AST on Tuesday.
2. On Tuesday the PM/CM will compile all Contractor Airfield Work Requests.
3. The PM/CM will distribute Airfield Work Requests to TAA Airfield Ops, FAA, and other stakeholders as necessary by 9:00am AST on Wednesday.
4. TAA Airfield Ops, FAA, and stakeholders will review the Contractor Airfield Work Requests in advance of the STOP Meeting on Wednesday at 1:30pm AST.
5. Contractor who is performing the work must participate in the STOP Meeting, either by phone or in person, to answer any questions related to coordination and/or altering the work request to minimize impacts to operations.
6. Contractor Airfield Work Requests will be approved, modified, or denied at the STOP Meeting.
7. On Thursday the PM/CM will send out a summary of the agreed-to impacts from the STOP Meeting for TAA Airfield Ops to confirm accuracy and approve.
8. On Friday the final approved TUS STOP Meeting Agreed Impacts document will be distributed to all stakeholders.

## STOP Meetings

Date: Wednesdays (weekly)  
Time: 1:30pm Arizona Standard Time  
Location: TAA Offices, Catalina Conference Room  
Skype: <https://meet.wsp.com/jose.a/UACUE6SK>  
Phone: 303-729-1593 Code: 5607039#

## Airfield Work Request Process



## Filling Out Contractor Airfield Work Request Form

The Contractor Airfield Work Request Form is provided as a Microsoft Excel file. There are two worksheets in the workbook to fill out. The first worksheet, labeled Form, contains contact information and work information. The second worksheet, labeled Map, has a pre-populated aerial map of the airfield.

### Worksheet 1 – Form

Add header

**TUCSON** Tucson International Airport  
AIRPORT AUTHORITY Contractor Airfield Work Request Form

Prime Contract:	
Firm Doing Work:	
Contact Name:	
Contact Phone:	
Contact Email:	
Request Date: 1/7/2020	

Date	Day	Day or Night	Hours of Work (24-hr format)	Work Area (see Map Locations)	Anticipated Closure(s)?	Impacted Rwy/Twy(s)	Description of Work	No. Personnel	No. Badged Personnel	Equipment / Vehicles (Qty and type)
1/12/2020	Sunday									
1/13/2020	Monday									
1/14/2020	Tuesday									
1/15/2020	Wednesday									
1/16/2020	Thursday									
1/17/2020	Friday									
1/18/2020	Saturday									
1/19/2020	Sunday									
1/20/2020	Monday									
1/21/2020	Tuesday									
1/22/2020	Wednesday									
1/23/2020	Thursday									
1/24/2020	Friday									
1/25/2020	Saturday									

Form | Map (Week 1) | Map (Week 2) | +

### Contact Information

<b>Prime Contract:</b>	
<b>Firm Doing Work:</b>	
<b>Contact Name:</b>	
<b>Contact Phone:</b>	
<b>Contact Email:</b>	
<b>Request Date:</b>	1/7/2020

### Field

Prime Contract  
Firm Doing Work  
Contact Name  
Contact Phone  
Contact Email  
Request Date

### Description

Name of firm holding the prime contract with TAA  
Name of firm executing the work on the airfield  
Name of lead person on-site during airfield work activities  
Mobile phone number of lead person on-site during airfield work activities  
Email address of lead person on-site during airfield work activities  
Date of the Tuesday the request is being sent

### Work Information

Date	Day	Day or Night	Hours of Work (24-hr format)	Work Area (see Map Locations)	Anticipated Closure(s)?	Impacted Rwy/Twy(s)	Description of Work	No. Personnel	No. Badged Personnel	Equipment / Vehicles (Qty and type)
1/12/2020	Sunday									
1/13/2020	Monday									
1/14/2020	Tuesday									
1/15/2020	Wednesday									
1/16/2020	Thursday									
1/17/2020	Friday									
1/18/2020	Saturday									
1/19/2020	Sunday									
1/20/2020	Monday									
1/21/2020	Tuesday									
1/22/2020	Wednesday									
1/23/2020	Thursday									
1/24/2020	Friday									
1/25/2020	Saturday									

### Field

Date

Day

Day or Night

Hours of Work

Work Area

Ant. Closure

Imp. Rwy/Twy

Description of Work

No. Personnel

No. Badged Per.

Equip/Vehicles

### Description

Enter the date of the Monday the work will begin, typically the following Monday. All other dates will auto-populate.

Pre-populated.

Indicate whether work requested is to be performed during DAY or NIGHT.

Indicate requested hours of work in 24-hour time format (e.g. 22:00 to 05:00).

Color code these cells to match highlighted areas you draw on the map. For the first week's work, use the following color schema (pre-populated): Sunday: pink; Monday: blue; Tuesday: red; Wednesday: Green; Thursday: Brown; Friday: Purple; Saturday: orange.

YES or NO based on anticipated work in movement areas.

Impacted runway and/or taxiways that may need to be closed during these work hours.

Describe the type of work being performed. Include number of vehicles, equipment, and personnel.

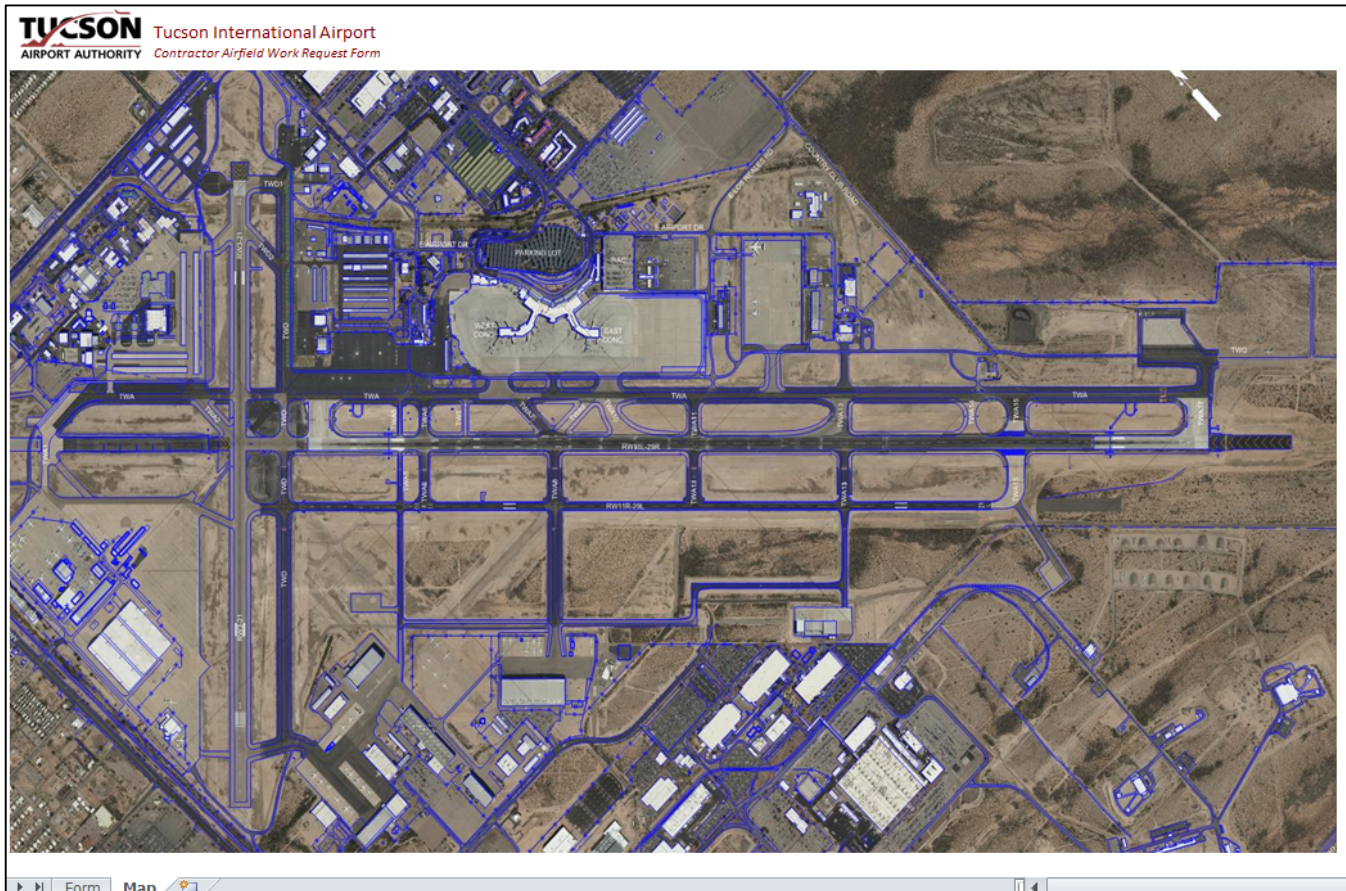
Number of personnel who will be on-site.

Number of personnel who are badged. Personnel who are not badged must be under escort in compliance with TAA requirements.

List number and type of vehicles and any equipment to be brought on-site.

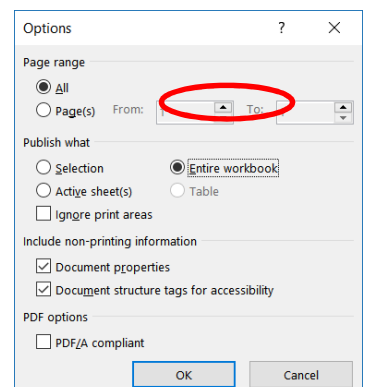
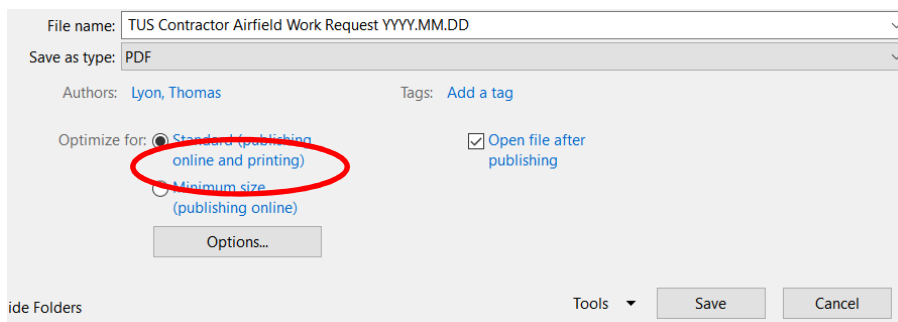
## Worksheet 2 – Map

The map worksheet contains an image of an aerial view of the airfield. You may mark up this image using the color schema from the Work Area column on the Form worksheet, or you may delete this image and paste in your own mark-ups to clearly identify the areas that you are requesting to work each day.



## OPTIONAL: Saving as a PDF

1. To save this as a PDF, go to File → Save As.
2. Change the “Save as type” to *PDF*. Click the Options button that appears after changing the type to PDF.
3. Change “Publish what” to *Entire Workbook*, click OK, and then click Save.



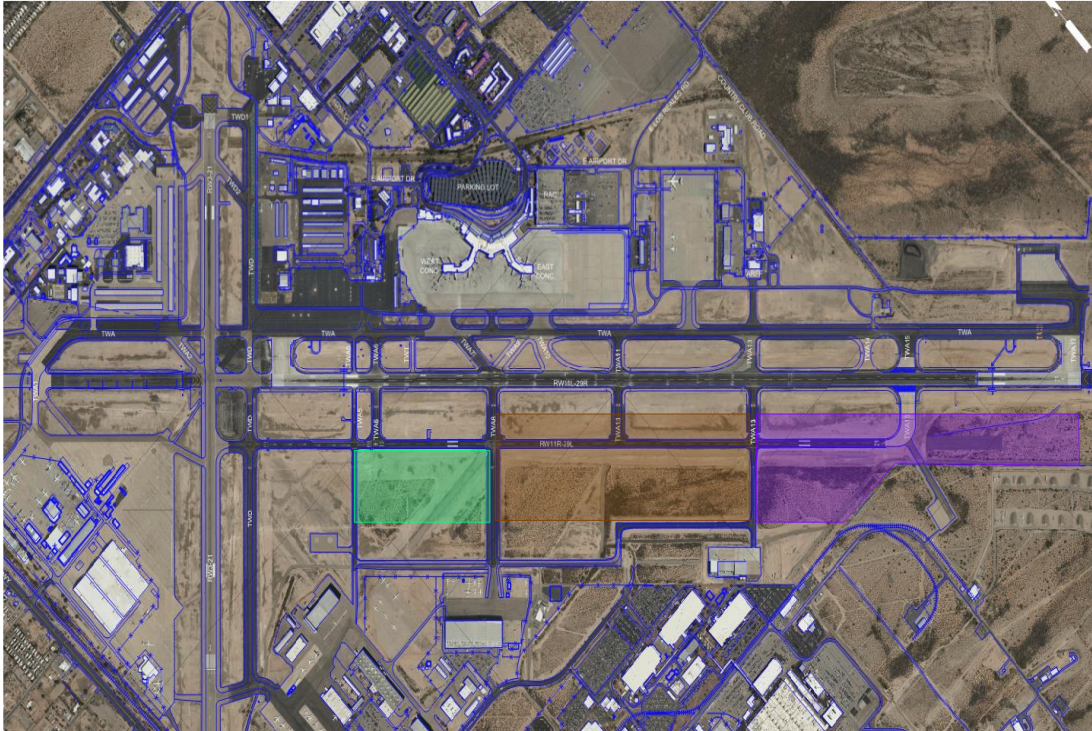


## Example Contractor Airfield Work Request

**TUCSON** Tucson International Airport  
**AIRPORT AUTHORITY** Contractor Airfield Work Request Form

Prime Contract:	Jose Aguilar
Firm Doing Work:	WSP
Contact Name:	Jennifer Hyre
Contact Phone:	505-878-6577
Contact Email:	<a href="mailto:jennifer.hyre@wsp.com">jennifer.hyre@wsp.com</a>
Request Date:	1/14/2020

Date	Day	Day or Night	Hours of Work (24-hr format)	Work Area (see Map Locations)	Anticipated Closure(s)?	Impacted Rwy/Twy(s)	Description of Work	No. Personnel	No. Badged Personnel	Equipment / Vehicles (Qty and type)
1/19/2020	Sunday									
1/20/2020	Monday									
1/21/2020	Tuesday									
1/22/2020	Wednesday	DAY	12:00 to 15:00		NO	TWY A RWY 11R	Environmental Clearance	2	1	On foot
1/23/2020	Thursday	DAY	09:00 to 15:00		NO		Environmental Clearance	2	1	On foot
1/24/2020	Friday	DAY	09:00 to 15:00		NO		Environmental Clearance	2	1	On foot
1/25/2020	Saturday									
1/26/2020	Sunday									
1/27/2020	Monday									
1/28/2020	Tuesday									
1/29/2020	Wednesday									
1/30/2020	Thursday									
1/31/2020	Friday									



## Example TUS STOP Meeting Agreed Impacts Report

### TUCSON INTERNATIONAL AIRPORT

Short Term Operational Phasing  
Airfield Work Impacts

19 JAN 2020 - 25 JAN 2020

Date	Day	Hours of Work	Description of Work	Project	Company	Contact Name	Contact Phone
19-Jan-2020	Sunday				NO WORK		
20-Jan-2020	Monday	07:00 to 17:00	TWPD Construction	TWPD	Granite Construction	Paul Preston	520-310-3555
		08:00 to 12:00	Survey Work	CMAR	Traco Consulting	Richard Anderson	602-577-7571
		21:00 to 23:59	Survey Work	DBB3	PSOMAS	Jose Duran	520-223-3203
21-Jan-2020	Tuesday	06:00 to 05:00	Survey Work	DBB3	PSOMAS	Jose Duran	520-223-3203
		07:00 to 14:00	SPHPS	Maintenance	TAA	Bill Halldeman	520-575-5127
		07:00 to 17:00	TWPD Construction	TWPD	Granite Construction	Paul Preston	520-310-3555
		07:30 to 15:30	Fence Work	TAA	Brown and White, Inc.	Michelle Vande	520-624-9860
22-Jan-2020	Wednesday	21:00 to 23:59	Survey Work	DBB3	PSOMAS	Jose Duran	520-223-3203
		06:00 to 05:00	Survey Work	DBB3	PSOMAS	Jose Duran	520-223-3203
		07:00 to 14:00	SPHPS	Maintenance	TAA	Bill Halldeman	520-575-5127
		07:00 to 17:00	TWPD Construction	TWPD	Granite Construction	Paul Preston	520-310-3555
		07:30 to 15:30	Fence Work	TAA	Brown and White, Inc.	Michelle Vande	520-624-9860
23-Jan-2020	Thursday	12:00 to 15:00	Environmental Work	AGE	WSP USA	Jennifer Hays	905-878-6577
		20:00 to 24:00	Geotech Work	DBB3	Western Technologies	Randy Harris	520-429-5301
		21:00 to 23:59	Survey Work	DBB3	PSOMAS	Jose Duran	520-223-3203
		06:00 to 04:00	Geotech Work	DBB3	Western Technologies	Randy Harris	520-429-5301
		06:00 to 05:00	Survey Work	DBB3	PSOMAS	Jose Duran	520-223-3203
		07:00 to 14:00	SPHPS	Maintenance	TAA	Bill Halldeman	520-575-5127
24-Jan-2020	Friday	07:00 to 17:00	TWPD Construction	TWPD	Granite Construction	Paul Preston	520-310-3555
		07:30 to 15:30	Fence Work	TAA	Brown and White, Inc.	Michelle Vande	520-624-9860
		08:00 to 12:00	Ground Water Sampling	TAA	GHD	Sarah Simons	520-977-5743
		08:00 to 15:00	Environmental Work	AGE	WSP USA	Jennifer Hays	905-878-6577
		21:00 to 23:59	Survey Work	DBB3	PSOMAS	Jose Duran	520-223-3203
		06:00 to 05:00	Survey Work	DBB3	PSOMAS	Jose Duran	520-223-3203
25-Jan-2020	Saturday	07:00 to 14:00	SPHPS	Maintenance	TAA	Bill Halldeman	520-575-5127
		07:00 to 17:00	TWPD Construction	TWPD	Granite Construction	Paul Preston	520-310-3555
		07:30 to 15:30	Fence Work	TAA	Brown and White, Inc.	Michelle Vande	520-624-9860
		09:00 to 15:00	Environmental Work	AGE	WSP USA	Jennifer Hays	905-878-6577
25-Jan-2020	Sunday	07:00 to 17:00	TWPD Construction	TWPD	Granite Construction	Paul Preston	520-310-3555



## APPENDIX B

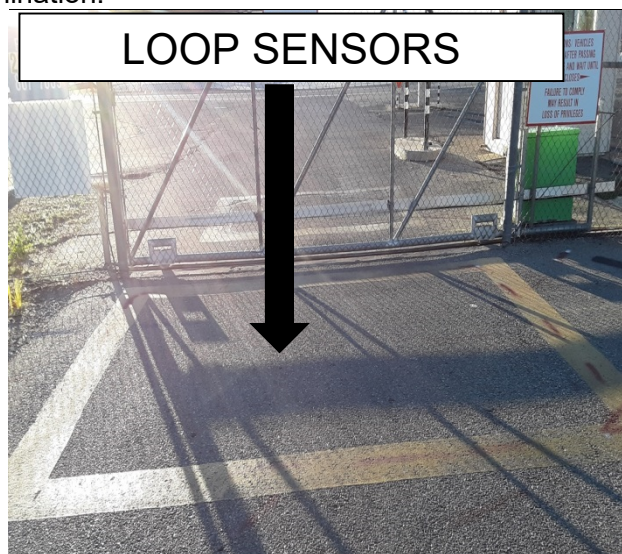
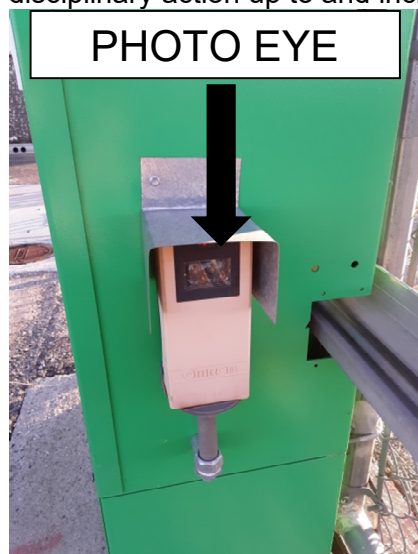
## Individual Gate Access Procedure Example (gate 36)

### Security Gate Procedure during Abnormal Operations GATE 36 2/27/2020

The purpose of this document is to establish procedures to protect our security assets and provide a safe process to bring large items or multiple vehicles/equipment through the gate and remain compliant with Airport Security Program. These procedures shall be followed during operations that take more than **fifteen seconds** (example escorting multiple vehicles) to enter or exit a gate that is opened and closed with a gate controller.

**All previous approved abnormal procedures written or verbal are no longer authorized. Failure to follow this procedure may result in a security violation.**

At no time shall a gate controller safety device/s, photo eyes and loop sensors be overridden, blocked, or tamper with to keep the gate open longer. Anyone discovered tampering with these devices will be held liable for all damages. TAA employees facilitating entry under these procedures may be subject to disciplinary action up to and including termination.



### **Abnormal Procedures**

In all abnormal procedures a TAA project officer or other authorized person shall be assigned to ensure any automated gate manipulation is performed in a safe manner and according to these guidelines. All persons operating CASS controlled gates during abnormal operations as described in this procedures SHALL receive training prior to any manipulation to facilitate abnormal operations and entry/exit of multiple vehicles, large equipment or other entry/exit requiring the implementation of these procedures.

The gate monitor will not be responsible for swiping their badge when a badged escort vehicle is staged outside the AOA awaiting entry with non-badged vehicles and drivers when the gate is closed and secured. When the escort vehicle approaches the gate to present their badge, the gate monitor will after the gate opens, utilize the procedures described in this document to facilitate the holding open of the gate if the escort is escorting multiple vehicles. If the gate has been opened and locked out to facilitate entry and an escort vehicle approaches the gate, the gate monitor shall address the vehicle to stop prior to entering the AOA and have them address their badge at the CASS reader and is responsible to verify the CASS reader turns **GREEN**, indicating the badge holder is authorized to enter.

In all abnormal operations any assigned escort vehicle and vehicles escorted SHALL receive instructions regarding proper escort protocols and abnormal gate operation procedure.  
Gate monitors shall not facilitate entry into the AOA when a single vehicle with an authorized badge holder presents at the gate for entry into the AOA.

If the presenting vehicle IS NOT associated with use of the gate for project related traffic, they may be directed to utilize another AOA gate to access the AOA. The gate monitor SHALL not intermingle non-related construction vehicles and escorts with construction related vehicles during gate operations.

This procedure does not affect CASS operations at Gate 36.

**WARNING:** Gate 36 is not equipped with loop detected on the landside (gate 36 to Plumer). When the gate is in normal operations, a vehicle must not stop or hesitate after passing the photo eye because the gate will close. Due to the limited distance between the gate and the public road, you must ensure when vehicle travel through this area they have clearance to continue and avoid stopping or hesitations in the area.



Gate Monitor shall swipe their badge to open the gate using the CASS reader for initial entry or exit.



Gate monitor will ensure gate opens fully



Once gate is fully open, Gate Monitor will place the lever on the electrical disconnect box marked "Gate #1" to the **OFF** position.

**Do not turn power off on any panel other than the panel labeled "Gate #1".**





Follow required security escort protocols and bring vehicles/equipment through the gate. Gate must be closed unless vehicles/equipment is at the gate and ready to come through the gate.





To close the gate, turn power back by placing the lever on the electrical disconnect marked "Gate #1" to the



**ON** position. Within a few second the controller will reset and start beeping and close. If gate controller fails to close, notify the ACC at 573-8182 and remain at the gate until relieved by security or maintenance. Do not attempt to repair the gate controller. In this situation NO vehicles SHALL be allowed to enter or exit the AOA and must be directed to another access point or hold their location until the gate is deemed operational under these procedures.



|||  
**If you have any doubt or concerns of the gate controller status, remain at the gate and call the ACC at 573-8182, explain your concerns and have ACC send someone to validates gate controller status. DO NOT facilitate any entry or exit to or from the AOA during this time.**

## APPENDIX C



**CERTIFICATION OF PAYMENT  
TO DBE FIRMS – FINAL**

This certification is made under Federal and State laws concerning false statement. Supporting documentation for this payment is subject to audit and should be retained for a minimum of three years from project acceptance date. In the event the DBE was not paid in accordance with affidavits submitted by the prime contracts, all documentation supporting the contractor's position should be submitted.

**Design Professional/Consultant/Prime Contractor/Vendor:**

The undersigned Design Professional/Consultant/Prime Contractor/Vendor on Tucson Airport Authority \_\_\_\_\_;  
*Project No. /Name*

hereby certifies that full payment was made to the firm indicated for material and/or work performed under this project's agreement as follows:

\_\_\_\_\_, was paid Final Payment of  
*DBE Firm name*

\$\_\_\_\_\_ for a total project amount of \$\_\_\_\_\_.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS, THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
*Design Professional/Consultant/Prime Contractor/Vendor Company Name*

Authorized Signature By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Subconsultant/Subcontractor/Supplier/Manufacturer:**

The undersigned Subconsultant/Subcontractor/Supplier/Manufacturer for the above named project hereby certifies that payments were received and/or justification by contractor is correct.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER STATE OR FEDERAL LAWS, THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
*Subconsultant/Subcontractor/Supplier/Manufacturer*

Authorized Signature By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**TUCSON AIRPORT AUTHORITY  
DISADVANTAGED BUSINESS ENTERPRISE  
AGREEMENT PARTICIPATION CERTIFICATION**

Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

This form must be completed and signed by each DBE Subconsultant/Subcontractor/Supplier/Manufacturer participating in the above referenced project and submitted by the Design Professional/Consultant/Prime Contractor/Vendor.

I, \_\_\_\_\_, certify that \_\_\_\_\_  
*(DBE Representative Printed Name)* *(DBE Firm Name)*

will be participating in the above referenced project as indicated on the Statement of Proposed DBE Utilization Form submitted by \_\_\_\_\_.  
*(Official Name of Design Professional/Consultant/Prime Contractor/Vendor)*

Type of work to be performed: \_\_\_\_\_

Dollar Value of Work: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **GUIDANCE FOR COMPLETING THE CUF FORM**

The Consultant performing construction administration services for the referenced project will execute the review outlined in the DBE Commercially Useful Function (CUF) Report (for Federally Funded Projects only).

If upon completing the questionnaire any responses to questions are marked NO, please provide information regarding who (individuals or firms) is performing work identified as work contracted to the DBE firm. In the area stating "Name" beneath each response, please provide the name of who is performing the work or identified on forms such as hauling tickets, bill of lading, etc. where a DBE firm should be listed. In the "Name" line of Question 3 of the SUPERVISION section, please provide the name of the individual who is in charge onsite at the project as a representative of the DBE firm.

Although a response to a question may be YES, if you feel there is any need to question the validity of the response, please document your concerns in the COMMENTS section. Common concerns, or RED FLAGS, are listed below. Please note that it does not cover every potential CUF issue. Whenever you are unsure of whether a DBE is performing a CUF, contact the Disadvantaged Business Enterprise Liaison Officer (DBELO) at 520-573-4892 for further guidance.

Maintain the completed form in the project files, with a copy via email to the DBELO at [vruijz-ronquillo@flytucson.com](mailto:vruijz-ronquillo@flytucson.com). If all supporting documentation is not yet available, please complete the form to the extent possible indicating in the COMMENTS field any items that still need to be reviewed. Upon receipt of the additional documentation, the CUF form should be completed. Continue to monitor the DBE firm by spot checking their performance to ensure that Commercially Useful Function requirements are being met during the life of the project. Perform the review of the DBE firm more frequently should concerns or red flags arise regarding the DBE firm. A CUF form must be completed for all DBEs performing on any federally funded project, regardless if they are being used to meet the DBE project goal. Every time a DBE performs a new or different function on the project, a new CUF form should be completed. When in doubt, contact the DBELO for additional guidance and/or assistance.

Please note that there is no guidebook or exhaustive list of CUF situations as they tend to be fact-specific. The following are examples of some of the more common incidences:

### **PERFORMANCE**

#### **RED FLAGS**

- Employee(s) working for both the Prime and the DBE
- Equipment used by DBE belongs to the Prime Contractor
- Equipment used by DBE belongs to another contractor with no formal lease agreement
- Equipment signs and markings cover another contractor's identity
- Equipment has another contractor's name on it
- A portion of the DBE's work being done by the Prime Contractor or jointly with another contractor

#### **RECORDS/DOCUMENTS**

- Certified Payrolls
- Equipment ownership, rental, or lease documents (recommend requirement of a copy with subcontractor agreement or submittal)
- Subcontract Agreement or Purchase Order

### **HAULING FIRMS**

#### **RED FLAGS**

- Trucks used by DBE belong to the Prime Contractor
- Trucks used by DBE belong to another contractor with no formal lease agreement
- Truck signs and markings conceal another contractor's identify
- Trucks have another contractor's name on them
- Operator(s) working for both the Prime and DBE
- Use of operator(s) for leased trucks is/are not specified in the lease agreement and operator(s) is not an/are not employee(s) of the DBE
- Haul tickets and/or bills of lading have a firm other than the DBE listed

## **RECORDS/DOCUMENTS**

- **Certified Payrolls**
- **Truck ownership/vehicle registration, purchase orders, rental, or lease documents (recommend requirement of a copy with subcontractor submittal)**

## **MATERIAL SUPPLIERS OR MANUFACTURERS/FABRICATORS**

### **RED FLAGS**

- **Invoice do not indicate that DBE is the customer**
- **A Prime Contractor's employee is listed as the contract person on invoices**
- **Materials are ordered, billed to, and/or paid, by the Prime Contractor**
- **Drop shipped materials are addressed to the Prime Contractor**
- **Materials for DBE credited work are delivered by the Prime Contractor**
- **Evidence is provided that the DBE supplier is not actually supplying material**
- **Evidence is provided that the DBE manufacturer is not the actual manufacturing material**
- **Two Party checks or joint checks are sent by the Prime to the supplier or manufacturer**



## DBE COMMERCIALLY USEFUL FUNCTION (CUF) REPORT (for Federally Funded Projects Only)

Grant Number:	Airport:	Review Date:
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Prime Contractor:
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DBE Firm:	DBE Function:
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Provide a brief description of the DBE's scope of work. (Obtain copy of Subcontract Agreement and/or Purchase Order.)
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**For any question marked 'No', please explain in the 'Comments' section below and email the form as indicated on page 2.**

### PERFORMANCE

	YES	NO	N/A
1. Does the DBE have its own employees on the job to perform the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No, please identify the firm the employee(s) worked for who performed the work.	Name: _____		
2. Does the DBE own the equipment being utilized to perform its work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No, please identify the owner of equipment utilized to perform the work.	Name: _____		
3. Is the DBE self performing the subcontract defined task(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No, please identify who is performing the tasks or what tasks the DBE firm is self-performing.	Name: _____		
Task(s): _____	Name: _____		

### HAULING FIRMS

	YES	NO	N/A
1. Does the DBE hauling firm own and/or lease their trucks? (Review ownership / vehicle registration and/or lease documents to verify) If No, please identify name on vehicle registration and/or lease documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name: _____		
2. Does the DBE employ drivers for trucks owned by the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No, please identify employer of drivers for trucks owned by the company.	Name: _____		
3. Do the haul tickets and/or bills of lading associated with the project confirm that hauling is being performed by the DBE? If No, identify name listed on haul tickets and/or bills of lading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name: _____		

### MATERIAL SUPPLIERS OR MANUFACTURERS/FABRICATORS

	YES	NO	N/A
1. Does the DBE's name appear on applicable invoices, haul tickets, and/or bills of lading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No, please identify name on invoices, haul tickets, and/or bills of lading.	Name: _____		
2. If the DBE had any materials drop shipped to the project site, was the invoice addressed to the DBE? If No, please identify who the invoice was addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name: _____		
3. Did the DBE deliver materials to the site with their own and/or leased trucks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No, please identify who was the owner/leasee of trucks.	Name: _____		

### SUPERVISION

	YES	NO	N/A
1. Is the DBE self performing work without assistance from the prime or another subcontractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the DBE providing supervision of its employees and their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Please provide name of DBE firm on-site supervisor.	Name: _____		

**COMMENTS** (This section may be used to describe other concerns not described above or to provide additional information.)

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Grant No.:	DBE Firm:
Sponsor or Sponsor's Representative	
Signature	Date
Print Name	Phone Number
Firm (Sponsor's Representative)	Email Address

The Consultant performing construction administration services for the referenced project will execute the review outlined in this form.

Complete one form for each DBE participating on any federally funded project within five (5) days after the DBE firm starts work. If all supporting records and documents are not yet available, please indicate those that still need to be reviewed in the 'Comments' section above and complete the form to the extent possible. As those records become available they should be reviewed and any unanswered questions should be completed. This form and any supporting documentation are to be kept with the project files.

If any question is marked 'No', please explain in the 'Comments' section above and immediately email one copy of the completed form to the Disadvantaged Business Enterprise Liaison Officer (DBELO) for Tucson Airport Authority (TAA) at the following email address: [vruiz-ronquillo@flytucson.com](mailto:vruiz-ronquillo@flytucson.com), copying the Project Manager of record. If you have any questions or concerns, please contact Veronica Ruiz-Ronquillo, at 520-573-4892.

#### TUCSON AIRPORT AUTHORITY DISADVANTAGE BUSINESS ENTERPRISE LIAISON OFFICER USE ONLY

Action Taken:

Signature	Date
Print Name	Phone Number

# TUCSON AIRPORT AUTHORITY

## FINAL CERTIFICATION STATEMENT OF DBE UTILIZATION

PROJECT NAME : \_\_\_\_\_ PROJECT NO.: \_\_\_\_\_

AGREEMENT AMOUNT: \_\_\_\_\_ PROPOSED DBE UTILIZATION: \_\_\_\_\_ FINAL DBE UTILIZATION: \_\_\_\_\_

DBE NAME REPRESENTATIVE & TELEPHONE NUMBER	INITIAL CONTRACT AMOUNT	CONTRACT ADJUSTMENTS	FINAL REVISED CONTRACT AMOUNT	FINAL DBE PAYMENT	TOTAL PAYMENTS MADE		
	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -		
DBE TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -		

CONTRACTOR: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PERCENTAGE OF JOB COMPLETED: \_\_\_\_\_

**TUCSON AIRPORT AUTHORITY**

**MONTHLY CERTIFICATION STATEMENT OF DBE UTILIZATION**

PROJECT NAME : \_\_\_\_\_ PROJECT NO.: \_\_\_\_\_ AGREEMENT AMOUNT: \$ \_\_\_\_\_ -

PAY REQUEST NO.: \_\_\_\_\_ REPORT PERIOD FROM: \_\_\_\_\_ PROPOSED DBE UTILIZATION: \_\_\_\_\_

DBE NAME REPRESENTATIVE & TELEPHONE NUMBER	CONTRACT AMOUNT	CONTRACT ADJUSTMENTS	REVISED CONTRACT AMOUNT	AMOUNT EARNED THIS PERIOD	AMOUNT EARNED TO DATE	AMOUNT RETAINED THIS PERIOD	AMOUNT RETAINED TO DATE	% OF CONTRACT COMPLETED TO DATE
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
DBE TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%

CONTRACTOR: \_\_\_\_\_ NAME &  
TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_ PERCENTAGE OF  
JOB COMPLETED: 0.00%

(Revised 06/05/2017)



**TUCSON AIRPORT AUTHORITY**

**MONTHLY CERTIFICATION STATEMENT OF SBC UTILIZATION**

PROJECT NAME : \_\_\_\_\_ PROJECT NO.: \_\_\_\_\_ AGREEMENT AMOUNT: \$ \_\_\_\_\_ -

PAY REQUEST NO.: \_\_\_\_\_ REPORT PERIOD FROM: \_\_\_\_\_ PROPOSED SBC UTILIZATION: \_\_\_\_\_

SBC NAME REPRESENTATIVE & TELEPHONE NUMBER	CONTRACT AMOUNT	CONTRACT ADJUSTMENTS	REVISED CONTRACT AMOUNT	AMOUNT EARNED THIS PERIOD	AMOUNT EARNED TO DATE	AMOUNT RETAINED THIS PERIOD	AMOUNT RETAINED TO DATE	% OF CONTRACT COMPLETED TO DATE
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
SBC TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%

CONTRACTOR/  
CONSULTANT: \_\_\_\_\_ NAME &  
TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ AUTHORIZED  
SIGNATURE: \_\_\_\_\_ PERCENTAGE OF  
JOB COMPLETED: 0.00%

(Revised 06/05/2017)