State of Hawaii
Department of Transportation
Airports Division
Oahu District Airports

CONTRACTOR'S TRAINING GUIDE

July 2013

INTRODUCTION

The information contained in this guide book is intended to provide assistance to those persons and organizations conducting construction and/or airfield vehicle movement activities at Oahu District Airports. Due to the changing nature of conditions at the airport, the State reserves the right to modify, terminate or change any of the policies or procedures which affect Airport Operations at anytime. The construction manager, or contractor, and any other organization, are therefore, responsible for obtaining the appropriate clearance and information regarding airport procedures, conditions, rules and regulations prior to undertaking any activity at the airport.

Additional information pertaining to operation within the Airport and Air Operations Area (AOA) may be obtained through this office and respective project engineers.

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Honolulu International Airport

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I. AIRPORT ORGANIZATIONAL STRUCTURE

Honolulu International Airport (HNL) is in the Oahu District of the Airports Division, Department of Transportation, State of Hawaii, and is operated under the supervision of the Airports District Manager, Honolulu International Airport (HNL).

Day-to-day airport activities are administered by the Airport District Manager and management staff of the Oahu District who operate and maintain HNL and all other State airports on the Island of Oahu in conformance with State and Federal laws, requirements, and rules as well as established policies and Procedures of the Department of Transportation and those of the Airports Division.

A. Organization and Personnel

AIRPORTS DIVISION – Airport planning and development and the administrator of aeronautical activity throughout the State of Hawaii is under the jurisdiction of the Airports Administrator, located on the 7th floor of the Inter-island Terminal. The Airports Administrator, referred to as Division Chief, consists of a management staff providing Staff, management information, aviation development, operational and engineering services for the Islands of Oahu, Maui, Hawaii and Kauai.

OAHU DISTRICT – The Airports District Manager for the Oahu District, whose management staff consists of the Airside Operations Manager, the Landside Operations Manager, the Airport Duty Managers, the Assistant Airport Superintendents and the Airport Construction and Maintenance Superintendent, who are responsible for the operations and management of Honolulu International Airport (HNL), Kalaeloa Airfield (JRF) and Dillingham Airfield (HDH).

1. The Airports District Manager is located on the 8th floor of the Tower Administration Building, Overseas Terminal. The Airports District Manager, referred to as the AIRPORT MANAGER, provides Office, Airport Administrative and Management Relief Services for Honolulu International Airport, Kalaeloa Airport and Dillingham Airfield.

2. Management Relief Service, located on the 7th floor of the Tower Administration Building, Main Terminal, is comprised of the Airport Duty Managers, referred to as CODE 22, whose responsibility is to provide relief management services as required for 24-hour coverage at HNL. The Airport Duty Managers represents the Airport Manager during non-business hours, weekends and holidays by directing and controlling operational maintenance, custodial, terminal and security services; taking immediate action in

cases of emergencies; maintaining liaison with governmental agencies, tenants and patrons.

3. The Airside Operations Manager is located on the 9th floor of the Tower Administration Building, Main Terminal. The Airside Operations Manager provides Crash Fire, Airport Information, Security, and operational services for HNL.

4. Landside Operations Manager is responsible for the landside operations of HNL facilities and appurtenances and the effective administration of all phases of landside operational activities.

5. The Airport Construction and Maintenance Superintendent, located on Aolele Street, referred to as the MAINTENANCE MANAGER, provide Contracts, Facilities and Airfield and Grounds services for the Oahu District. The Oahu District Maintenance Engineer assists the M AINTENANCE MANAGER in Contract Services and oversees the Oahu District Inspectors in providing monitoring of State and Tenant Construction projects.

B. Honolulu International Airport/Joint Base Pearl Harbor Hickam

HNL is a joint use airport between the State of Hawaii and the United States Navy – Air Force. The major portion of the airfield, including all air carrier and general aviation terminal and facilities, is owned and operated by the State of Hawaii, Department of Transportation, Airports Division.

C. Definitions

1. "Airlines" means any commercial carrier and those organizations which provide services, such as, ground handling, under contract to the commercial carrier.

2. "Air Operations Area" (AOA) means a portion of an airport, specified in the airport security program, in which security measures specified in 49 CFR Part 1500 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Parts 1544 or 1546, and any adjacent security systems, measures, or procedures. This area does not include the Secured Area.

3. Airport Security Program (ASP): An airport security program approved by TSA under section 1542.101.

4. "Contractor" means the individual, partnership, corporations or other legal entity, or combination thereof, contracting with the State

of Hawaii, Department of Transportation, Airports Division for performance of the prescribed work.

5. CHRC: Criminal History Records Check

6. "Escorted" means any properly badged or licensed individual and or vehicle having the proper permits who accompanies another individual or vehicle into a secured area.

7. FAA: Federal Aviation Administration

8. "Limited Access" means access shall be limited to specific areas of the airfield or building necessary to the performance of the person's function and to the roadways of the AOA which they must necessarily traverse to perform their function.

9. MA: Airfield Movement Area.

10. "Secured Area" means a portion of an airport, specified in the airport security program, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII area carried out. This area is where aircraft operators and foreign air carriers that have a security program under Parts 1544 or 1546 of this chapter enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures.

11. "Security Identification Display Area" (SIDA) means a portion of an airport specified in the airport security program, in which security measures specified in 49 CFR Part 1542 are carried out. This area includes the secured area and may include other areas of the airport.

12. STA: Security Threat Assessment

13. "Sterile Area" means a portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which that access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII or a foreign air carrier under Part 1546 of said chapter, through the screening of persons and property.

14. "Tenant" means any lessee or permittee who enters into an agreement with the State in accordance with the lease or permittee agreement. State of Hawaii, Department of Transportation, Airports

Division tenants (lessee and permittees) includes, and is not limited to concessionaires, airlines, services, and fixed base operators.

15. "Transportation Security Administration" (TSA). Responsible for the screening of property in accordance with TSR 1544.201 or TSR 1546.201 to prevent and deter the carriage aboard airplanes or any explosive, incendiary, or deadly or dangerous weapon on or about the individuals person, baggage or accessible property.

16. "Unlimited Access" mean access is permitted to areas of the airfield or building necessary to the performance of the person's functions, with the exception that entry into the airfield movement areas is restricted to qualified and authorized individuals only. Unlimited access does not preclude the need to satisfy all other requirements, such as possession of ramp vehicle operator's permit, vehicle AOA access permit, etc.

II. SECURITY AREA ACCESS APPLICATION PROCEDURES

A. Requesting for Security Identification Badges.

The following information is provided to assist contractors in processing their request to obtain Security Identification Badges.

1. A letter requesting "Security Identification Badges" must be submitted to the Airport Manager through the Airports Division/District Project Engineer or Airport Tenant Representative on whose behalf work is being performed. The following items must be provided in your request:

   a. Request on Company Letterhead by both Tenant and Contractor; attached together and presented to the Airport Security Manager.

   b. Name of Company and duration of job to be performed.

   c. Reason access into the Airport Operations Area (AOA) is needed.

   d. Contractors requiring company vehicles to perform work in the AOA are required to provide additional documents and obtain required ramp licenses (License Office).

2. Airport Division/District Project Engineer/Airport tenant concurrence for issue will be noted on the correspondence with an "Approval Stamp" and forwarded to the Airport Manager.
3. The Airport Manager's determination of approval or disapproval will be indicated on the correspondence.

    a. Returned to Project Engineer/Airport tenant if denied.

    b. Forward to the Airport Security Pass and I.D. office if approved.

4. Airport Security, upon receipt and approval of the badging request, will send the Contractor a set of application forms for each badge requested. Completed forms should be turned into the Airport Security Pass and I.D. Office located on the 2nd Floor of the Main Terminal Tower Administration Building, Monday thru Friday, between the hours of 8:00 a.m. and 3:30 p.m., for processing (closed on Saturdays, Sundays, and all State Holidays).

5. U.S. Customs & Border Protection (CBP) and U.S. Immigration & Customs Enforcement (ICE) controlled area access procedures require separate application and access justification made directly to the CBP or ICE.

6. Anyone failing to comply with any rule, regulation or procedure pertaining to security will be assessed the applicable penalty, charges or fines for such violation. A fine of $50.00 will be assessed for each I.D. Badge which is not returned at the completion of the contract term or work period.

B. <u>Electrical or Mechanical Room Maintenance Keys</u>.

The following procedures will be observed to ensure proper control and accountability of maintenance keys for electrical and mechanical rooms:

1. All requests must be submitted through the Airports Division/District Project Engineer or Airport Tenant representative on whose behalf work is being performed, on company stationary and contain the following:

    a. Construction Project or Service Contract and project number.

    b. Identification of the specific doors or rooms where access is being sought.

c. Name of Contractor/Organization and each individual who will be requiring keys.

2. Airports Division/District Project Engineer/Airport Tenant's concurrence for issue will be noted on the correspondence with an "Approval Stamp" and forward to the Airport Manager.

3. The Airport Manager's determination for approval or disapproval will be indicated on the correspondence.

   a. Returned to Division/District Project Engineer/Airport Tenant if denied.

   b. Forwarded to the Security Manager and Maintenance Section if approved.

4. The Project Engineer/Airport Tenant will be contacted and advised on when and where to pickup keys; approximately 2 to 3 working days upon receipt by the Security Manager and/or Maintenance Section.

5. The construction manager/contractor or his/her representative, Project Engineer, Project Inspector, Airport Tenant Representative, may sign out for all keys. In the event verification of the person picking up the keys is necessary, Contract Maintenance will contact the Project Engineer/Airport Tenant for confirmation.

6. The individual signing out for the keys will be held responsible for the return of all keys upon completion of work. A FINE of $500.00 will be assessed for each electrical/mechanical room key (1468) and a fine of $25.00 for all other keys if not returned. A deposit of $500.00 will be required if a "Primus Key" is issued and will be forfeited if not returned.

   a. The Sections responsible for the issuance of keys will retain a roster of all persons/organizations who have been assigned keys.

   b. The roster will require a signature verifying receipt and sign out of keys.

   c. The Oahu District Maintenance Engineer's Office shall be contacted and an appointment made for a site visit and to explain the scope of work within the electrical and/or mechanical room prior to construction. The Oahu District Maintenance Engineer's Office shall assign an inspector to the project. This inspector must be contacted at the

completion of the construction for construction plan compliance.

7. Entrance into interior areas of all electrical vaults and mechanical rooms will be kept clean and free of refuse or debris. Electrical panel covers must be back in place at the completion of each day's work. No storage of equipment, material or use of the rooms in any manner which is contrary to building and safety codes will be permitted.

8. Do not leave unattended rooms unsecured. All doors will be secured when leaving the rooms and/or upon completion of each day's work. Do not tamper with the latches (taping) securing the door. If tampering is found the known last user may be subject to fines and penalties and/or prohibited from further access.

9. All electrical lines or mechanical equipment installed in any of the rooms shall be clearly labeled to identify their function and the equipment or system which it affects or services.

10. Anyone failing to comply with any of the conditions noted above will be assessed the cost of the clean up and/or repair.

C. Identification of Personnel

Entry into the Airport Operations Area (AOA) security control area is limited to authorized personnel who have a required and continuing need for access into restricted areas.

1. All contractors applying for AOA access are required to undergo a Criminal History Records Check (CHRC), fingerprinting, and a Security Threat Assessment (STA) by the Airport Pass and Identification (I.D.) Office. Employees with a disqualifying offense will not qualify for entry into restricted areas. Fees are currently $50.00 for the CHRC and STA, and $10.00 for the badge, cash or company check only.

2. Persons requiring entry into the CBP/ICE (formerly U.S. Customs) controlled areas, which includes the International Arrivals Building, gate areas, warehouse, and ramp areas where bonded cargo and passenger processing is occurring, must meet CBP/ICE security access clearance requirements.

3. Persons failing to provide such verification and failing to meet CBP/ICE clearance requirements shall be denied unescorted restricted access security clearance privileges.

4. U.S. Customs and Border Protection (CBP) Access. The airport security identification badge does not entitle or grant entry into any area or portion of the airport subject to the operational control of the CBP agencies. Individuals "need to" gain such entry must apply separately, with his/her employer's written request to the CBP, then with CBP's written approval to the HNL Security Pass and I.D. Office to have CBP 1 or CBP 2 seal embed into the individual's badge.

D. Security Identification Badge

1. HNL – Construction Badge

a. The HNL Airport Pass and ID Office will issue a Construction Access badge only after HNL's receipt of a favorable fingerprint-based CHRC and STA. These badges are coded by construction project or activity. The expiration date of the badges will correspond with the duration of the construction project or phase of work with which the individual is involved. The expiration date may be extended on a limited basis if necessary. A new badge will be issued when a written justification is presented.

b. This photo-ID media authorizes unescorted access only within the project limits or work areas and to and from such areas. A $60.00 fee is charged if a replacement badge is required due to damage, lost or if the badge is unaccounted for.

c. Extension or renewal of a Construction Badge is provided only upon evidence of a justifiable need to continue clearance and requires reissue of a new badge. The following must be submitted to the Airport Manager's Office:

(1) A letter requesting extension.

(2) Project number and duration.

(3) Location and brief description of job and reason for extension.

(4) List name(s) of employees, currently holding a Construction Badge who require an extension.

2. HNL SECURED AREA/AOA TEMPORARY "ESCORT REQUIRED" BADGE.

a. The actions of any individual wearing a HNL TEMPORARY AOA "ESCORT REQUIRED" badge in the AOA control zones are the direct responsibility of the requesting authority and the escort within an arm's length.

b. Temporary "ESCORT REQUIRED" badges are sequentially numbered and issued either by the Airport Security Office, Access Gates or authorized tenants.

c. A picture I.D. will be requested by the Security Office and/or by the security guard at the Access Gates when applying for temporary access clearance.

d. All HNL TEMPORARY AOA "ESCORT REQUIRED" badges issued by the Airport Security office, Access Gates or tenant are to be returned upon completion of use. Failure to return any issued badges may result in the assessment of applicable fines against the requesting authority. Applicants for temporary badges are required to sign in on a control log providing their name, organization, badge number, time in and time returned (an authorized escort must also be present to escort the individual(s) while in the AOA). Tenants obtaining quantities of ESCORT REQUIRED Badges must complete an AOA ESCORT REQUIRED Badge Authorization Form that includes the number of all badges and badge numbers, expiration date of the badges, and provide an authorized signature and date. Tenants holding badges beyond the expiration date are notified by the Airport Security Office of failure to return the badges and are assessed applicable penalties.

e. Tenants issuing ESCORT REQUIRED badges are instructed to maintain a control log to record the issue of all temporary badges. It should include the badge number, the name of the individual to whom the badge was issued, the individual's organization or affiliation, date/time issued, and date/time returned.

3. Display and possession of security area access badges/passes.

a. Security Identification Badges must be worn by all individuals while in the Air Operations Area.

b. The badge shall be clearly displayed on the outer garment on or about the forward upper body area in a manner which permits visual detection.

4. Return of identification badges.

a. Badges must be turned into the Airport Security Pass and I.D. Office within 5 working days of an employee's termination/transfer or project completion.

b. Badges not turned in at the end of the project will incur a lost fine of $50.00. All fines must be paid and all badges accounted for prior to the release of the last payment to the contractor.

E. Security Responsibilities In Work Areas

The Contractor shall designate a control officer (construction supervisor, work foreman, etc.) to ensure that proper security procedures are maintained at all times. The control officer should ensure the following:

1. All personnel must remain in "Authorized Areas" only.

2. Each individual must wear and display I.D. badges at all times when in the AOA.

3. Anyone on the AOA without a badge must be challenged and reported to Airport Security.

4. A security clearance must be used for official business only, and not used to by-pass screening checkpoints or for personal use, i.e., passenger status or well wisher.

5. "Tailgating", "piggybacking", or the practice of entering into restricted areas by following another individual without using one's own AOA badge in the card reader is prohibited.

6. Be familiar with airport emergency reporting procedures; such as contact phone numbers or via radio for Airport emergency response agencies.

7. Perimeter fencing. The standard security fencing shall consist of a six-foot chain-link mesh fabric, topped with three strands of taut barbed wire (8 feet in height) firmly attached to outriggers facing outward.

8. A "clear zone" of four (4) feet will be maintained on both sides of the HNL AOA perimeter fence line, such as vegetation, stored materials, and vehicles and equipment.

9. Have access to a viable means of communications to report security breaches or violations, and job site related discrepancies or problems.

F. Changed Conditions Affecting Security

The Contractor shall comply with all rules and regulations governing the Air Operations Areas (AOA) during construction as specified in Code of Federal Regulations (CFR), Title 49 – Transportation, Part 1542 – Airport Security, § 1542.107, "Changed Conditions Affecting Security".

Prior to the start of any construction activity, the HNL Airport Security Manager (OSM) must be officially notified in writing of all proposed changes. The letter should include at a minimum:

- the projected start and anticipated completion dates;
- diagrams, photographs and/or layouts of the existing location (e.g., airport perimeter fence line, physical structure of any area under airport control, access control security measures, etc.);
- depiction of the proposed changes to the location; and
- any other descriptive data.

Notification must be received by HNL to allow sufficient time for the OSM to review and present to the TSA Federal Security Director for approval.

TSA approval must be obtained no less than 30 days prior to the projected start date and commencement of actual construction.

Critical Timeline.

Subsequent to TSA approval, any changed condition must be reported to the OSM or his authorized representative, no more than six hours after the discovery of the changed condition.

Notification must state the interim measure(s) being taken to maintain adequate security and must be acceptable to TSA.

The OSM should be consulted to ensure interim measures meet or exceed the minimum requirements predicated in its security program.

G. Challenging Unbadged Individuals

Each airport employee, airport tenant employee, or contractor who has been issued a security area access identification badge should challenge any individual on the AOA who is not properly displaying an airport issued security area access identification badge. Any person who is not properly displaying or cannot properly produce a valid airport security area access identification badge shall be referred to an airport law enforcement officer for proper handling.

H. Right of Rejection or Revocation

The State of Hawaii, Airports Division, reserves the right to withhold, deny or revoke any airport security clearance, licenses or permits to any individual or organization who fails to meet the prescribed or required access area clearance criteria to include background investigation information comply with established rules, regulations, and directives. It should be clearly understood that such denial or revocation is based solely on airport security or safety considerations and does not in any way constitute a determination by the State with regard to private employment by any individual or organization. Enforcement Authorization is as provided by the HNL Airport Security Program (ASP), Hawaii Administrative Rules (HAR), Title 19; Hawaii Revised Statutes (HRS), and Code of Federal Regulations (CFR), Title 49 – Transportation, Part 1542.

III. VEHICLE PERMITS

Only vehicles specifically required for work conducted in the Air Operations Area and properly certified and licensed will be permitted in the restricted area.

A. Air Operations Area (AOA) Permit

A portion of an airport, specified in the ASP in which security measures specified in 49 CFR Part 1500 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Parts 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the Secured Area.

1. Vehicle Air Operations Area (AOA) Permit. Clearance request for "Air Operations Area (AOA) vehicle decal permit" should be submitted to the Division/District Project Engineer or airport tenant on whose behalf work is being performed, on company letterhead describing the need for such access. The project engineer/airport

tenant with an "Approval Stamp" will forward to the Airport Manager's office for approval or denial.

a. Returned to Project Engineer/Airport Tenant if denied.

b. Forwarded to Airport Security Pass and I.D. office if approved.

c. The Airport Security Pass and I.D. office, upon receipt and approval of the AOA request will send the Contractor a set of application forms. Completed forms should be turned into the Airport Security Pass and I.D. office, located on the 2nd floor of the State Administration Tower Building.

d. The driver of any vehicle operated in the Air Operations Area is required to have in his possession a current and applicable City and County Motor Vehicle Operator's license and HNL Ramp Driver's License, and the appropriate Security Identification Badge.

e. A HNL Ramp Driver's License may be obtained from the airport security pass and I.D. office following satisfactory completion of the airfield operational procedures examination regarding HAR, Title 19, Chapter 15.1, titled "Operation of Motor Vehicles at Public Airports".

f. Drivers must meet all State licensing registration and safety requirements and be specifically licensed for operation in the Air Operations Area.

g. If driving is required in the "MOVEMENT AREAs" then additional driver's training is mandatory and must be certified by Airport Officials. A letter "M" will be imbedded into your badge to indicate your certification.

h. Drivers must meet all insurance requirements.

2. Kalaeloa Airfield

All vehicle operators shall comply with HAR Title 19, "Operation of Motor Vehicles at Public Airports" for licensing and annual re-certification in accordance with HAR Title 19, Chapter 15.1.

a. Air Operations Area (AOA) motor vehicle permits and motor vehicle operator permits will be issued through the Honolulu International Airport Security Pass and I.D. Office.

b. Vehicles that are required to operate on the runways, stopways, and on taxiways Kilo and Papa within 100 feet of the area adjacent to the runways and stopways will be radio equipped and have direct two-way communication with the tower prior to operating in those areas (see Tower officials for local control frequency).

c. The vehicle operator will continuously observe the control tower for light signals. In the event of radio failure, the Kalaeloa Tower will signal the driver to exit the runway by directing a flashing red light signal at the vehicle.

d. The minimum safe distance is 100 feet from the runway edge. All vehicles will hold short at the runway hold lines until authorized onto the runway by the Kalaeloa Tower.

B. Insurance

As a condition for authorization to enter the Air Operations Area (AOA), the contractor shall provide evidence of vehicle liability insurance in the form of a Certificate of Insurance issued by an authorized insurance carrier. Insurance shall consist of the following:

1. Honolulu International Airport – Standard A Clearance;

   a. any portion of a public airport from which the public is restricted by fences or appropriate signs, and not leased or demised to anyone for exclusive use and shall mean and include runways, taxiways, all ramp and apron areas, aircraft parking and storage areas, fuel storage areas, maintenance areas, and landing, areas;

   b. vehicle liability insurance coverage in the amount of five million dollars ($5,000,000) for bodily injury and property damage (combined single limit) per occurrence;

   c. Specifically name the State of Hawaii, Airports Division as the Certificate Holder and additional insured;

   d. Indicate that the Airport Manager will be provided with a 30-day prior notice of policy cancellation or material change in coverage or conditions.

2. Honolulu International Airport – Limited AOA Clearance.

   a. Vehicular operation is restricted to Diamond Head and Ewa gull wing gate building, second level roadway and the

connecting third level main terminal roadway only, with entry and exit via Security Access Gate "A & C";

b. Vehicle liability insurance coverage in the amount of one million dollars ($1,000,000) for bodily injury and property damage (combined single limit) per occurrence;

c. Specifically name the State of Hawaii, Airports Division as the Certificate Holder and additional insured; and

d. Indicate that the Airport Manager will be provided with a 30-day prior notice of policy cancellation or material change in coverage or conditions.

3. Dillingham Airfield

a. Vehicle liability insurance coverage in the amount of one million dollars ($1,000,000) for bodily injury and property damage (combined single limit) per occurrence;

b. Specifically name the State of Hawaii, Airports Division as the Certificate Holder and additional insured.

c. Indicate that the Airport Manger will be provided with a 30-day prior notice of policy cancellation or material change in coverage or conditions.

4. Further information on the "Notes to Certificate of Insurance" is available at the Airport Managers Office.

C. <u>Temporary Parking Permit</u>

1. Temporary parking on all airport roadways may be arranged through the Airport Manager's office. The construction manager/contractor or his representative, project engineer, project inspector, and airport tenant or his representative may submit requests for "Temporary Parking Permits"; if work requirements prescribe such need. Permits will only be granted if vehicular parking is essential or necessary of the particular activity and not for convenience.

2. When applying for temporary parking permits, the following information is required:

a. Company name.

b. Effective start and end date.

c. Location of temporary parking; to be approved by the Airport Manager.

d. Vehicle make, model, and license number.

e. Activity to be performed.

IV. PERSONNEL AND VEHICLE OPERATIONS

A. Operation of Contractor's Motor Vehicle and Personnel in Restricted Air Operations and Movement Areas. For reasons of safety, the operation of motor vehicles in the Air Operations Area (AOA) must conform to all applicable State Airport Rules and Regulations.

1. Authorized vehicles.

   a. Only vehicles considered operationally safe and necessary for the performance of this contract may be allowed to operate in the Air Operations Area (AOA).

   b. All motor vehicles must be marked in such a manner so as to be easily identifiable and must carry the Contractor's name on each side. These signs may be of a temporary nature applied to the side windows or doors. The lettering shall be in bold characters of a minimum of four (4) inches in height and one and one-half (1½) inches in width, the height of logos should be in minimum of six (6) inches.

2. Air Operations Area Construction Badge/Pass

   a. Issuance shall be limited to contractors, subcontractors, companies, organizations, and individuals engaged in authorized and approved construction activity which requires a continuing need for entry into the Air Operations Area (AOA) on airfield movement areas.

   b. As a condition for security area clearance, applicants must comply with Transportation Security Regulation (TSR) 1542.209, which requires a Criminal History Records Check (CHRC) and a Security Threat Assessment (STA).

3. Access To Movement Areas

a. Movement areas shall mean all of the runways and taxiways of Honolulu International Airport which are utilized for taxiing, take-off, and landing of aircraft and certain portions of the aircraft parking ramp. The boundaries of the movement area are identified by two yellow lines (one solid and one dashed) painted on the ramp surface of the North and South Ramp areas to denote the movement area. The solid line is located on the non-movement area side while the dashed yellow line is located on the movement area side.

b. Any vehicle which requires access to the movement area shall be equipped with operational radio equipment capable of positive two-way contact with FAA Honolulu Control Facility (Ground 121.9/Tower 118.1), and Honolulu Ramp Control (121.8).

c. Operators of vehicles in movement areas must possess appropriate security clearance for entry into movement areas, knowledge and familiarity with restricted and airfield areas, operational rules, regulations, and procedures and be able to converse with the FAA Honolulu Control Facility using the 2-way radio or be under direct escort by individuals meeting all of the above requirements.

4. Vehicle Operations on Movement Areas

a. No vehicle shall proceed across any runway unless specifically cleared by FAA Honolulu Control Facility;

b. The operator of a vehicle in the movement area shall not leave his vehicle unless continuous radio contact is maintained with FAA Honolulu Control Facility while he is away from his vehicle.

c. Any vehicle proceeding onto the movement area between the hours of sunset and sunrise shall be equipped with an overhead flashing light which is visible for one (1) mile, unless such vehicle is being escorted by another vehicle so equipped.

d. All vehicles operated on the movement area between sunrise and sunset except those being escorted, shall either be painted a bright color; e.g., international orange, white, yellow; operate an overhead amber or red flashing beacon visible for at least one (1) mile; or display a flag at least three

(3) feet square with orange and white checkered squares of not less than one (1) foot on each side.

5. Escort Procedures

a. All Contractors and tenants possessing Air Operations Area (AOA) security access clearance are advised that escorted access of individuals and equipment into restricted airfield areas requires observance of the following procedures:

(1) Escorts must be in possession of an Air Operations Area (AOA) clearance, and if vehicle operation is involved, escorts must also be in possession of a valid; (1) State drivers license; (2) airport-issued motor vehicle operator and airport ramp driving permit; (3) vehicle displaying a valid HNL issued Vehicle Ramp Decal (yellow/red); (4) vehicle must have a valid safety check.

(2) The vehicle operator by the escort must be certified for AOA operation, evidenced by the AOA access permit and applicable safety check.

(3) For entry through airfield security control gates, the escorting individual shall be required to sign in and out with the gate guard and provide the following information:

(a) Name and organization of escort.

(b) Name and organization of individual(s) being escorted.

(c) Destination.

(4) For airfield construction or maintenance projects a maximum of twelve (12) individuals may be escorted by any one qualified individual with a permanent HNL issued ID media at anytime, and a maximum of six (6) vehicles may be escorted by an escort vehicle at anytime.

(5) Escorts shall be responsible for all persons under their control while they are in the AOA. Escorted individuals may not be left alone and unattended.

(6) Enforcement shall be taken against any individual violating any security area operating procedures to include both the individual being escorted and the individual performing the escort.

6. Objects Affecting Navigable Airspace.

a. Obstructions apply to any object of natural growth or temporary construction or alteration, including equipment or materials used therein, and apparatus of a permanent or temporary character.

b. Alteration of any permanent or temporary existing structure by a change in its height (including appurtenances), or lateral dimensions, including equipment or materials used therein. (re: Cranes – Prior written approval must be obtained from airport management for the operation or erection of any crane on airport property. Tip of boom should have an orange and white checkered flag during daylight hours; boom should be lowered when not in use or if in the raised position during the hours of sunset to sunrise and should have a red light, prominently displayed at the tip of the highest point during hours of darkness).

7. Runway and Taxiway Closures or Work in Airfield and Apron Areas.

a. Request for runway or taxiway closures, or for any work which affect operational conditions at the airport shall be in writing through the Airports Division/District Project Engineer, to the Airport Manager for approval.

b. The request shall be submitted in advance of the project's start date.

(1) Returned to the Project Engineer with changes as indicated or denied.

(2) Forwarded to the Airside Operations Manager or Airport Duty Manager for issuance of applicable NOTAM; copy to be sent to Project Engineer.

(3) (3) Runway closures require placement of yellow "X" marking (constructed of material such as fabric or plywood or other acceptable material) on top of the runway identification numerals at both ends of the closed runway.

(4) Taxiway closures require placement of barricades with alternate orange and white markings at each end of the closed taxiway segment. Barricades must be supplemented with orange flags which measure a minimum of 20 X 20 inches (50 X 50 cm) square and made to be installed in the extended position.

(5) Closures which extend through the hours of darkness must include barricades which are supplemented with flashing amber lights. The intensity of the lights and spacing for barricades, flags, and lights must adequately define and delineate the hazardous area. Construction workers at night are required to wear night reflector safety vests for personal protection from vehicle and equipment movement and construction activities.

8. Gate Guards and Flag Men Furnished by Contractor.

a. If a Contractor is permitted by the airport to maintain operational control of an AOA security access gate and operational taxiway, entry through such gate and taxiway shall be controlled and in accordance with all prescribed airport security procedures.

Applicable portions of the Airport Security Program pertaining to AOA security control measures, entry escort procedures, and identification of personnel and vehicles must be enforced by tenant/contractor gate guards.

b. Access gate guards must be familiar with security access clearance requirements. Guards should maintain:

(1) Knowledge of personnel access badges.

(2) Knowledge of vehicle clearance passes. Tenants and contractors that hire or provide the gate guards shall be responsible for insuring that all guards are familiar with and comply with the AOA access requirements as stated in the HNL Security Program. Specific instructions and guidelines within the parameters established by the HNL Security Program may be given to the guards by the responsible tenant or contractor.

c. Telephone or radio communications shall be made available to the gate guards by the tenant/contractor for assistance during emergencies. Gate guards may summon Airport Security at 836-6641/6642/6475, Airport Ramp Control at 836-6603/6515, or the Airport Security Manager at 834-6063, cell 306-4142, when emergency situations are beyond the tenants' or contractors' ability to resolve.

d. The gate should be closed during any prolonged period of inactivity and closed and locked whenever it is not in use or is unattended.

e. Any security violations occurring as a result of improper activity and inattention or failure to comply with prescribed security procedures shall result in the assessment of any penalty which may result from such improper performance.

Tenants/contractors shall be responsible for security violations resulting from improper activity and inattention or failure to comply with prescribed security procedures. Fines/penalties resulting from such violations shall be assessed the responsible tenant/contractor.

f. Crossing of active taxiways shall be controlled by the posting of a competent flagman. The taxiway flagman shall also be equipped with a broom to assist in keeping debris, dirt and other potentially damaging material off any portion of the taxiway.

g. All vehicular and personnel activities must adhere to these procedures specified for activities within the airport movement area.

h. **No smoking** on the entire Air Operations Area (AOA).

B. <u>Precautionary Measures for Public Safety and Property Damage</u>.

Any construction or alteration work by the State or Airport Tenants is allowed only by permission of the Oahu Airports District Manager. In addition, any work at Honolulu International Airport requires a State Airports Construction Permit which is issued by the Oahu Airports District Manager. The permit must be posted in a conspicuous place on the construction site. The Oahu District Maintenance Engineer and Oahu District Inspectors monitor all permitted construction activities for compliance with applicable State Regulations and Building Code requirements.

1. Barricades.

a. The Contractor shall take precaution to protect people and property from injury and damage. He shall erect barricades to delineate his work areas and provide the appropriate signage, hazard lights, and temporary paint striping as directed by the Project Engineer or his representative, to aid public and airport pedestrian and vehicular traffic around his work area.

b. Barricades shall be painted as directed by the Project Engineer or his representative.

c. Barricades shall consist of traffic cones, sawhorses, plywood barricades or other material conducive to the work condition or as may be required to provide public safety and protection.

d. The Contractor shall also erect barricades as directed by the Project Engineer or his representative to maintain the security of the airport operational and sterile areas.

e. Barricades, in general, shall be neat, as required for protection. Where dust, noise, security is a problem, the Contractor shall erect floor to ceiling dust proof partitions.

f. The Contractor shall coordinate and sequence his work with the Project Engineer to permit the continuing operation of the existing airport facility. Barricades shall be removed upon the completion and acceptance of work and the premise cleaned for operations.

2. Open-Flame Welding and Torch-Cutting.

a. The Contractor shall take precautions to protect people and property from injury and damage.

b. Welding is not permitted immediately adjacent to any aircraft or during fueling at any gate areas.

c. Approval for open flame activities must be obtained from airport management through the project coordinator using the standard outage request form and requires a minimum 14 days advanced notice.

(1) The project coordinator will advise Airport Rescue and Firefighting (ARFF) (836-6607 or 836-6608) of the

requested open-flame welding or torch-cutting operation. Provide the ARFF of contractor's name, and Airport location open-flame operations will be performed.

(2) The ARFF inspector will make an area inspection, with the contractor, and insure contractor is in compliance with Airport fire safety procedures; such as proper safety equipment, fire extinguisher, and contractor personnel are qualified to perform open-flame operations. Insure working environment for open-flame operation is safe to perform.

d. The Contractor will be required to schedule work hours to minimize interference with movement of aircraft, passenger, and service vehicles as may be directed by the Project Engineer or his representative.

e. Proper safety precautions shall be taken to prevent injury to persons or property from sparks.

3. Outages/Closures.

a. Utility

(1) All utility outage requests shall be transmitted through the Project Engineer and sent to the Airport Manager for approval. Forms may be acquired from either the Project Engineer and/or Airport Managers Office and requires 14 days advanced notice.

(2) Forward to the Maintenance Section for coordination if approved. Received by the Maintenance Section at least five (5) working days prior to the date of the desired outage.

(3) Sent back to Project Engineer with changes as indicated upon review and approved.

b. Gates

(1) All gate outage/closure requests shall be transmitted through the Project Engineer and sent to the Airport Manager for approval and requires 14 days advanced notice.

(2) Forward to the Maintenance Section for coordination if approved. Received by the Maintenance Section at least five (5) working days prior to the date of the desired outage/closure.

(3) Sent back to Project Engineer with changes as indicated upon review and approval.

4. Movement or Removal of Furniture and Equipment.

a. The removal of furniture or equipment shall be requested through the Project Engineer to the Airport Manager for approval.

b. Forwarded to the appropriate departments for coordination if approved.

(1) Received by the appropriated department at least 5 to 10 working days prior to approval; and

(2) Sent back to Project Engineer with changes as indicated upon review and approval.

5. Environmental Compliance

a. The Contractor shall undertake measures to control dust and noise at all times.

b. Noise levels should be kept at a minimum with no disruption to passenger and airport activities in holding rooms and ticket lobby areas. All construction equipment shall be equipped with suitable mufflers to maintain noise within levels complying with applicable regulations. Radios, recorders and other sound transmitting devices are not permitted except in enclosed areas where the use of such items will not interfere or intrude upon adjoining public or tenant areas.

c. Dumping of construction waste in not allowed in the plumbing waste or storm drain system. This includes wash water from concrete pouring, drywall taping or painting.

d. Construction Operations which cause noxious or offensive fumes such as waterproofing, applying flooring adhesive or use of certain paints must be performed after work hours and with supplementary ventilation if necessary. Trash,

debris, rubbish (FOD) containment on the AOA is the responsibility of the Contractor.

e. Spills or leaks occurring from Construction vehicles and equipment must be contained and cleaned.

f. Construction waste disposal and removal is the responsibility of the contractor.

6. Maximum Vehicle's Axle Load Limits, Overseas Terminal and Elevated Terminal Roadways.

The following weight restrictions, for all vehicles other than the Wiki-Wiki intra-terminal shuttle bus are in effect for elected roadways in the airport terminal complex:

a. Main Overseas Terminal, 3rd level roadway segment between Ewa and Diamond Head gull wing gate buildings – 8,800 lbs. axle.

b. Ewa and Diamond Head Concourse 2nd level roadways, including turnaround areas – 5,400 lbs. to 7,480 lbs. axle.

c. *Ewa and Diamond Head Concourse 2nd level roadways, including turn around areas – 5,400 lbs. axle.

d. 2nd Level Domestic Departure and all other elevated roadways are to meet "H20" and "S44" high specifications.

*Roadway segments presently restricted to Wiki-Wiki bus travel only.

7. Emergency Numbers

a. The Airport Duty Manager (Code 22) provides Management Relief Services for HHL and shall be contacted for any after hour emergencies needing corrective action/attention. They may be contacted at 836-6434 or through the Airport Communications

Switchboard at 836-6411 or PAX 6600, operated twenty-four hours a day.

b. The Contractor shall provide a list of names and numbers of individuals, to be contacted in the event an emergency arises, involving the project site during the workday and after

hours. The list shall be submitted through the Airports Division/District Project Engineer or Airport Tenant Representative on whose behalf work is being performed and forwarded to the Airport Manager.

c. When working at HNL, **DO NOT DIAL 911** for ambulance, Medical, Fire and/or Sheriff.

(1) Utilize the PRIVATE AIRPORT EXCHANGE (PAX) **DIAL 711** for Ambulance, Medical, Fire and/or Sheriff.

(2) If using a pay telephone and/or telephone not connected to the Private Airport Exchange (PAX), dial the 836-6411, advise them as to the nature of the emergency and ask to be transferred to 711.

d. Commonly Used Telephone Numbers – Dial 836-6411 to reach the Airport Communications Switchboard or for direct dialing, use the prefix 836-XXXX.

State Agencies	PAX
Fire Station #1	6607
Fire Station #2	6608
Airport Communications	6600/6650
Airport Custodial	6483/6429
Airport Electrician	6486/6510
Airport Operations Manager	6428/6568
Airport District Manager	65336462
Airport Maintenance	6486/6510
Airport Medical	6643
Airport Sheriff Detail	6606
Airport Ramp Control	6603/6515
Airport Security Manager	834-6063/6083
Airport Security	6641/6642
Airport Security Pass & I.D.	6548/6427
Airport Duty Manager	6434/6600

8. Publications and Request Forms.

The following may be attained through respective Project Engineers.

a. Airport Building Design Standards

b. Airport Telephone Directory

c. Hawaii Administrative Rules, Title 19, Chapter 15.1, Operations of Motor Vehicles at Public Airports.

d. Hawaii Airports and Flying Safety Guide

e. HNL Security Program, Employee Handbook

f. Tenant Improvement Guide

g. Utility and/or Gate Outage Request Forms

V. APPLICATION FOR PRIMUS KEY

A. Application:

1. Applicants must obtain AOA clearance prior to obtaining a PRIMUS key.

2. Application for PRIMUS keys should be submitted to the Airport Security Manager on company letterhead and contain detailed justification. The letter must state the name of the person who will pickup the key.

3. PRIMUS key applicants must pay a $500.00 deposit, which will be refunded, when the key is returned.

B. Issue:

1. The Facilities Maintenance Unit through the Airport Pass & ID office issues PRIMUS keys. All keys are coded and sequentially numbered.

2. A key will be made only when needed. An inventory of unassigned blank keys is also maintained.

3. All issued keys are accounted prior to issuance to individual.

4. All issued keys are engraved with the wording "No Duplication" on face of key.

C. Lost Keys:

1. Anyone who loses a key must report it immediately to airport security. Failure to do so may result in loss of airport access for individual and/or company.

2. Locks will be re-keyed and new keys re-issued immediately in the following circumstances:

   a. A person is fired or suspended, or access authority has been withdrawn because of threats, and the key issued to that individual is not immediately recovered.

   b. Upon evidence that a key has been duplicated.

   c. If a key is stolen.

NOTE: Upon notification of an employee being terminated for cause, and Airport issued keys have not been returned and it is believed that a threat to Airport security exist, Airport Security will immediately secure those gates or doors for which the discharged employee had key access with a different lock or re-key the lock core. Lock cores will be changed within 24 hours.

APPENDIX A

RADIO AND DRIVING PROCEDURES

FOR

HONOLULU INTERNATIONAL AIRPORT (HNL)

AIRPORT OPERATIONS AND MOVEMENT AREAS

Honolulu International Airport
Oahu District - Airports Division
Department of Transportation
Honolulu, Hawaii

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DEFINITION OF TERMS

The following definitions of terms had been reproduced for reference and have been extracted from the "Federal Aviation Regulation Parts 1 & 139, HCF Letter to Airmen No. 00-05 and Advisory Circular 150, and HNL Airport Certification Manual."

1. Approach End of Runway - Shall mean the near end of the runway as viewed from the cockpit of a landing aircraft.

2. Displaced Threshold - Shall mean a threshold that is located at a point on the runway other than the beginning of the full strength pavement and the paved area between the beginning of the full strength pavement and the displaced threshold is used for takeoff or roll-out of aircraft.

3. Extended Runway Safety Area - Shall mean a cleared, drained, and graded rectangular area symmetrically located about the extended runway centerline that begins 200 feet from the end of a usable runway safety area.

4. Honolulu Control Facility (HCF) - The consolidation of Honolulu Center/RAPCON (CERAP) and Honolulu Airport Traffic Control Tower (ATCT), physically and administratively, into one facility for the purpose of controlling aircraft movements and operations.

5. ILS and LDA Holding Position Markings - The ILS and LDS (Instrument Landing System and Localizer Type Direction Aid) holding position markings are used to protect ILS localizer and glide slope critical facility areas to insure signal protection.

6. Instrument Landing Systems (ILS) - Shall mean a system which provides in the aircraft the lateral, longitudinal, and vertical guidance necessary for a landing.

7. Localizers (LOC) - Provides course guidance and is a component of the ILS. The localizer puts out a signal that is used by the pilot to establish and maintain the aircraft's horizontal direction until visual contact is made with the runway.

8. Movement Area - Area including the operational runways, taxiways and ramp areas used for taxiing or hover taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas, in which aircraft, vehicles, equipment and personnel are required to be under airport traffic control provided by the Control Tower. Movement area is denoted by yellow non-movement area boundary marking located on the boundary between the movement and non-movement areas.

9. Non-Movement Area Boundary Marking - Marking consists of two yellow lines (one solid and one dashed) painted on the ramp surface. The solid line is located on the non-movement area side while the dashed yellow line is located on the movement area side.

10. Navigational Aid (NAVAID) - Shall mean any facility used in, is available for use in or designated for use in the aid of air navigation.

11. Obstacle - Shall mean any fixed or mobile object that is located on an area intended for the surface movement of aircraft that extends above a defined surface intended to protect aircraft in flight, that interferes with the citing or operation of navigational aids, or that may control the establishment of instrument procedures.

12. Obstacle Free Zone (OFZ) - Is an area comprised of:

    a. Runway OFZ – The runway OFZ is the volume of space above a surface longitudinally centered on the runway.

    b. Approach OFZ – The approach OFZ is the volume of space above a surface which is the same width as the runway OFZ.

13. Relocated Threshold - Shall mean a threshold that is located at a point on the runway other than the beginning of the full strength pavement and the paved area between the former threshold and the relocated threshold is no longer used for the landing and takeoff of aircraft.

14. Runway - Shall mean a defined rectangular area on an airport prepared for the landing and takeoff of aircraft.

15. Runway Designation Markings - Runways are identified by numbers which indicate the nearest 10° increment of the azimuth of the runway centerline. The magnetic azimuth of the runway centerline is measured clockwise from the magnetic north when viewed from the direction of approach. Magnetic azimuth is 183°; the runway designation marking would be 18.

    a. Magnetic azimuth is 87°; the runway designation marking would be 9.

    b. Magnetic azimuth ending in the number "5", such as 185°; the runway designation marking can either be 18 or 19.

    Numbers and supplemental letters are required for parallel runways. For 2 parallel runways "L", "R"; the supplemental letter is determined in the order shown from left to right, when viewed from the direction of approach.

16. Runway Lighting - Shall mean the lighting system consisting of runway edge lights and runway end/threshold lights.

    a. Runway Edge Lights – Edge lights are elevated, omni directional, steady burning lights having clear lenses.

    b. Runway End/Threshold Lights – End/threshold lights are identical to edge lights except that a two-color (red/green) lens is used. The green half of the lens

faces the approaching airplane, indicating the beginning of the usable runway. The red half of the lens faces the airplane on roll-out or take-off, indicating the end of the usable runway. Threshold lights are located at each end of the runway.

17. Runway Safety Area - Shall mean a cleared, drained, and graded area abutting the edges of a usable runway and symmetrically located about the runway; the central portion of which is the usable runway, which extends beyond each end of the runway. This area is able to support firefighting and rescue equipment.

18. Runway Side Stripe Marking - Shall mean the continuous stripes located along each side of the runway to provide contrast with the surrounding terrain and/or to delineate the full strength runway pavement area. These stripes extend to the end of the displaced threshold areas which are used for take-offs or roll-outs.

19. Runway Threshold - Shall mean the designated beginning of the runway that is available and suitable for the landing aircraft.

20. Runway Touchdown Zone Marking - Shall mean markings consisting of groups of one, two, and three rectangular bars symmetrically arranged in pairs about the runway centerline.

21. Safety Areas - Shall mean an area having no potentially hazardous ruts, depressions, humps, or other surface variations. No object is located in any safety area, except objects that must be maintained because of their functions or that are constructed on frangible mounted supporting structures and has a storm sewer system sufficient to adequately handle the drainage of water off each safety area or the topography of the airport allows direct run-off of that water.

    Safety Areas are the following:

    a. Extended runway safety area

    b. Runway safety area

    c. Taxiway safety area

22. Shoulders - Shall mean the areas outside of the traveled way of a runway/taxiway. Part of the runway/taxiway safety areas.

23. Stabilized Areas - Shall mean shoulder areas stabilized to prevent blast and water erosion, may have the appearance of a full strength pavement but is not intended for use by aircraft. The stabilized area is marked with stripes perpendicular to the edge stripes and is able to support firefighting and rescue equipment.

24. Taxilane - Shall mean a defined path, to and from aircraft parking positions, selected or prepared for the taxiing of aircraft.

25. Taxiway - Shall mean a defined path, from one part of an airport to another, selected or prepared for the taxiing of aircraft to facilitate airplane movements to and from the runway.

Taxiways are classified in three groups:

a. Parallel Taxiways

b. Exit Taxiways

c. Hangar and Apron Access Taxiways

26. Taxiway Guidance Signs - Shall mean signs installed on an airport to aid pilots of aircrafts to destinations, to identify aircraft holding position markings, and for safety of ground operations.

Sign applications are as follows:

a. Outbound destination signs used to mark outbound taxiing routes from their beginning to termination.

b. Inbound destination signs used to mark inbound routes usually beginning at the entrance to a taxiway from a runway.

c. Intersection signs provided at the intersections of taxiways or at an intersection of a taxiway with a runway or critical area.

d. Holding position signs used to identify holding position markings on taxiways entering runways of critical areas.

e. Taxiway intersection signs used to identify taxiways to include short sections caused by intersections or other runways.

f. Destination signs seen prior to entering intersections where the possibility of alternate route exists.

27. Taxiway Safety Areas - Shall mean an area, symmetrical about the taxiway centerline which includes the taxiway and taxiway shoulders. The portion abutting the edge of the taxiway shoulders is cleared, drained, graded and usually turf. This area is able to support firefighting and rescue equipment.

I. RADIO PROCEDURES AND GUIDELINES

A. Air Operations and Movement Areas

1. Always check your radio equipment for squelch and volume.

2. Be short and precise.

3. Answer all transmissions with your designated call signs.

Example: PAINTING CONTRACTOR, ROGER (Means – Painting Contractor understands the FAA Controller's instructions/directions)

PAINTING CONTRACTOR, WILCO (Means – Painting Contractor will comply with the FAA Controller's instruction/direction)

PAVING CONTRACTOR, AFFIRMATIVE (Means – Paving Contractor's answer to the FAA Controller's question is YES)

PAVING CONTRACTOR, SAY AGAIN (Means – Paving Contractor did not understand the FAA Controller's instruction, directions, or questions and Contractor wants Controller to REPEAT his last transmission.)

4. Always give the FAA Controller the following information:

a. Who you are.

b. Where you are.

c. What you want to do.

B. Yellow Demarcation Lines – North and South Ramp

1. All vehicles must advise the Ground Controller on Frequency 121.9 whenever entering or exiting the YELLOW DEMARCATION LINE onto the MOVEMENT AREA.

2. Inform the Ground controller on:

a. Who you are.

b. Where you are.

c. What you want to do.

Example: HONOLULU TOWER/PAINTING CONTRACTOR (Means – Painting Contractor is calling the Local Controller)

PAINTING CONTRACTOR/HONOLULU TOWER (Means – The Local Controller is acknowledging the Painting Contractor's call or transmission)

HONOLULU TOWER/PAINTING CONTRACTOR, SOUTH RAMP DELTA, PERMISSION TO CROSS ALL RUNWAYS TO THE NORTH RAMP. (Means – Painting Contractor is calling Local Control, Contractor is located on the South Ramp at Taxiway Delta, requesting permission to cross Runways 4R, 4L, and 8L, to return to the Main Terminal)

3. Honolulu Ground Control, Frequency 121.9, must be monitored AT ALL TIMES while on the movement area.

4. Use words like "affirmative, negative, say again"; words that cannot be confused. Always use your call sign to identify yourself on every transmission.

5. When in doubt of the FAA Controller's instructions, directions, questions, or transmissions, ASK CONTROLLER TO REPORT OR SAY AGAIN. NEVER CROSS OR MOVE if you are in doubt.

6. When the FAA Controller is busy with an emergency or aircraft traffic, wait for a break in radio activity unless you are in a precarious position.

C. VHF Radio Frequencies Required

1. VHF two-way radio equipment is required for all vehicles operating on Air Operations or Movement Areas unless under direct escort of a properly radio equipped vehicle.

2. All vehicles must have the following frequency capabilities and allows the contractor to transmit and receive:

   a. 121.8 – Honolulu Ramp Control (State)

   b. 118.1 – Honolulu Tower/Local Frequency (FAA)

   c. 121.9 – Honolulu Ground Control Frequency(FAA)

You are **NOT PERMITTED TO TRANSMIT** on any other frequencies except those required above or as directed by the FAA Tower.

II. CONTRACTOR RADIO CALL SIGNS

A. Prefix and Suffix

Use TYPE of work being performed as call sign prefix and the word "Contractor" as suffix for all communications while in the Air Operations and Movement Area.

Example: Electrical Contractor; Painting Contractor; Paving Contractor, etc.

B. Numerical Suffix

If more than one radio equipped unit of the same Contractor is in the Air Operations and Movement Area during the same work period, use a numerical suffix to distinguish individual unit(s).

Example: "Painting Contractor One"; "Painting Contractor Two", etc.

III. INTERNATIONAL PHONETICS

A. Alphabets

Letter	Word	Pronounced
A	ALPHA	AL-FAH
B	BRAVO	BRAH-VOH
C	CHARLIE	CHARL-LEE or SHAR-LEE
D	DELTA	DELL-TAH
E	ECHO	ECK-OH
F	FOXTROT	FOKS-TROT
G	GOLF	GOLF
H	HOTEL	HOT-TEL
I	INDIA	IN-DE-AH
J	JULIETT	JEW-LEE-ETT
K	KILO	KEY-LOH
L	LIMA	LEE-MAH

M	MIKE	MIKE
N	NOVEMBER	NO-VEM-BER
O	OSCAR	OSS-CAH
P	PAPA	PAH-PAH
Q	QUEBEC	KEY-BECK
R	ROMEO	ROW-ME-O
HNL Airport Only:	REEF	REEF
S	SIERRA	SEE-AIR-RAH
T	TANGO	TANG-GO
U	UNIFORM	YOU-NEE-FORM or OO-NEE-FORM
V	VICTOR	VIC-TAH
W	WHISKEY	WISS-KEY
X	XRAY	ECKS-RAY
Y	YANKEE	YANG-KEY
Z	ZULU	ZOO-LOO

B. Numbers

Number	Word	Pronounced
1	ONE	WUN
2	TWO	TOO
3	THREE	TREE
4	FOUR	FOW-ER
5	FIVE	FIFE
6	SIX	SIX
7	SEVEN	SEV-EN

8	EIGHT	AIT
9	NINE	NINE-ER
0	ZERO	ZEE-RO

IV. RADIO TERMINOLOGY AND PHRASES

A. Radio Terminology Frequently Used

Normal Language	Radio Language
YES	AFFIRMATIVE
UNDERSTAND	ROGER
NO	NEGATIVE
REPEAT	SAY AGAIN
WILL COMPLY	WILCO
PERSON OR AGENCY	STATION

B. Radio Terminology Frequently Used By The FAA

Normal Language	Radio Language
STOP	HOLD SHORT
GO	PROCEED
OKAYED	APPROVED
CONFIRM	VERIFY
WARNING	CAUTION
TO GO BY	PASS
DRIVE THROUGH	CROSS
INFORM	ADVISE
FREE FROM	CLEARED
WITH SPEED	EXPEDITE

TO TURN YOUR VEHICLE AROUND TO FACE THE OPPOSITE DIRECTION — MAKE A 180° TURN

NORTH, EAST, SOUTH, WEST

NORTH = MAIN TERMINAL
EAST = DIAMOND HEAD
SOUTH = LAGOON DRIVE DIRECTION
WEST = TOWARD EWA, HICKAM AFB

C. Commonly Used Instructional Phrases

1. "ENTERING/EXITING MOVEMENT AREA ABEAM GATE # ___"
2. "ENTERING/EXITING MOVEMENT AREA, _____ TAXIWAY"
3. "ENTERING MOVEMENT AREA (LOCATION) WILL STAY CLEAR OF ALL ACTIVES"
4. "WILL STAY CLEAR OF ALL ACTIVES"
5. "FOR RUNWAY AND TAXIWAY INSPECTIONS"
6. "FOR RUNWAY AND TAXIWAY LIGHT INSPECTION"
7. "FOR AIRFIELD INSPECTION"
8. "HEADING TOWARDS"
9. "NORTH BOUND, EAST BOUND, SOUTH BOUND, WEST BOUND"
10. "PERMISSION TO CROSS"
11. "PERMISSION TO DRIVE ON RUNWAY _____"
12. "SHORT DELAY, PICKING UP _____ (FOD)"
13. "SHORT DELAY, FIXING _____ (Describe)"
14. "ON SHOULDER, WILL GIVE WAY TO ALL AIRCRAFT"
15. "WILL GIVE WAY TO ALL AIRCRAFT"
16. "ESCORTING _____ (Number of) VEHICLES"
17. "ESCORTING _____ (Number of) SLOW MOVING VEHICLES"

18. "EAST GUIDELINE"

19. "WEST GUIDELINE"

20. "APPROACH END, RUNWAY _____"

21. "DEPARTURE END, RUNWAY _____"

22. "BETWEEN THE 4'S (Runway 4R and 4L)"

23. "CROSS BOTH RUNWAY 4'S (Runway 4R and 4L)"

24. "HOLDING SHORT, RUNWAY _____"

25. "CLEARED, RUNWAY _____"

26. "GRASS AND CORAL AREA _____ (Location), FOR _____ (Describe job to be performed)"

V. VEHICLE SAFETY PROCEDURES

A. Ramp and Apron Areas

1. Always watch for other vehicle movements as well as aircraft taxiing or under tow.

2. Allow aircraft taxiing into gates time to shut down their engines to avoid engine blasts. Aircraft engine rotation is lessened and can be gauged by a lower sound level. Watch the approach direction of ground equipment servicing the parked aircraft.

3. Signs to alert driver to aircraft pushbacks.

   a. Belly and dome lights are on (usually red and blinking).

   b. No ground equipment near or attached to the aircraft.

   c. Loading bridge has been removed.

   d. Driver is in the aircraft's two tractor and the tractor's amber beacon is blinking.

   e. Nose wheel chocks have been removed.

   f. Aircraft representative may be at the edge of the road directing traffic prior to pushback.

4. Signs to alert driver that aircraft is parked for storage.

   a. Belly and dome lights are off.

   b. Wing tip lights are on, steady illumination (usually white, only at night)

   c. No ground equipment near or attached to aircraft.

   d. Loading bridge is removed.

   e. Driver not in tow tractor/no tow tractor attached.

   f. Nose wheel chocks are in place.

   (NOTE: Some carriers have tow tractor and loading bridges attached and no wing tip lights on).

5. Adhere to all ramp markings and signs advising height and speed restrictions.

B. Vehicle Safety Procedures on Movement Areas

1. Use fixed landmarks to help identify taxiway locations:

   Example: Delta Taxiway on the North Ramp – Located abeam of Gate #30

   Delta Taxiway on the south Ramp – Located abeam of the FAA Maintenance Hanger

   Echo Taxiway on the North Ramp – Located abeam of Gate #18

   Echo Taxiway on the South Ramp – Located abeam of Air Service Corporation

2. Identifying Colors:

   a. All RUNWAY markings are painted WHITE and have runway numbers painted on both ends.

   b. All RUNWAY edge lights are WHITE.

c. All TAXIWAY markings are painted in YELLOW.

d. All TAXIWAY edge lights are BLUE.

e. All OBSTRUCTION and NAV aids are painted INTERNATIONAL CHECKERED or INTERNATIONAL ORANGE/WHITE CHECKERED pattern.

f. All buildings painted in INTERNATIONAL ORANGE/WHITE CHECKERED pattern belong to the FAA, including all NAV aids (VASI, MALS, ILS, etc.).

3. Runway distance markers are located on the sides/edge of runways. It provides information on the length of available runway remaining in thousand foot increments from the marker location to the end of the usable runway. Markers have BLACK BACKGROUNDS and WHITE NUMBERS.

4. Runway and taxiway indicator signs are located at numerous intersections and locations on the airfield to be used as directional aids.

   a. Runway Signs – RED BACKGROUND/BLACK LETTERING.

   b. Taxiway Signs – BLACK BACKGROUND/YELLOW LETTERING as viewed when ON particular taxiway and YELLOW BACKGROUND/BLACK LETTERING when approaching intersecting taxiways.

   c. Directional Signs – YELLOW BACKGROUND/BLACK LETTERING and BLACK DIRECTIONAL ARROWS.

5. Vehicles using the ramp roadway to Inter-island must cross two taxiways (Golf and Lima). Use extreme caution when using this area and give way to all aircraft. Inter-island traffic usually exit by Taxiway L (Lima) and enter via Taxiway G (Golf).

6. Inter-island and Commuter Air Terminal ramp areas have no identifying vehicle roadways. Extreme caution must be exercised when entering/exiting this area. Operators of vehicles must be alert to aircraft Activity as well as passenger enplaning and deplaning.

7. Hold Lines consist of <u>DOUBLE SOLID LINES</u> with <u>DOUBLE DASH LINES</u> painted in YELLOW on taxiways. Areas Marked are usually taxiways that intersect with runways or other taxiways insuring a zone free from obstacles from taxiing or landing aircrafts.

Example: _____
_____ DOUBLE SOLID LINE

- - - - - - - - - - - - - - - - -

DOUBLE DASH LINE

- - - - - - - - - - - - - - - - -

8. Hold Lines.

   a. Dashed Line Facing Vehicle – Proceed with caution.

   b. Solid Line Facing Vehicle – Hold short or stop look for taxiing aircraft then proceed with caution.

   c. Stop before hold lines, either the Double Solid or the Double Dash, when told to HOLD SHORT by FAA Tower.

9. ILS and LDA Hold Lines ILS (Instrument Landing System) and LDA (Localizer Directional Aid) HOLD LINES are located on taxiways where vehicle and equipment are required to wait when stopped for prolonged periods to avoid causing interference with electronic landing aid signals. Observance of ILS and LDA hold procedures is critical during adverse weather conditions.

   a. <u>LDA Hold Line</u> – Located on Taxiway Charlie between Runway 22L and Runway 26R.

   b. <u>ILS Hold Line</u> – Located on Taxiway Charlie between Taxiway Foxtrot and Taxiway Reef Tango.

   c. <u>ILS Hold Line</u> – Located on Taxiway Bravo between Taxiway Tango and the Hot Cargo (Hickam) area.

   d. <u>ILS Hold Line</u> – Located on Taxiway Reef Tango between Taxiway Charlie and Taxiway Reef Alpha.

   e. <u>ILS Hold Line</u> – (1) Located on Taxiway Reef Alpha midway between Taxiway Reef Mike and Reef Golf and (2) near Taxiway Reef Mike.

10. Honolulu Tower Runway Crossing Procedures:

   a. TAXIWAY ECHO for movement between North and South Ramps.

   b. TAXIWAY DELTA for movement between South and North Ramps.

c. Midfield Crossings – May still be accomplished across Runway 8L/26R at taxiway Golf or Romeo Bravo; must be coordinated with FAA Tower.

d. Continue contact and monitoring of Tower frequency (118.1), while on the actives (Runways) and Ground Control frequency (121.9), while on the movement areas.

11. All vehicles operated on the movement area between sunrise and sunset except those being escorted, shall be equipped with an overhead rotating/flashing/strobe beacon visible for at least one (1) mile or display a flag at least 3 feet square with orange and white checkered squares of not less than one (1) foot on each side.

Beacons should be TURNED ON while driving on the movement area during sunrise to sunset and sunset to sunrise. Contractors like maintenance vehicles should use an AMBER colored beacon visible for one (1) mile, unless such vehicle is being escorted by another so equipped.

VI. DRIVING BETWEEN THE HOURS OF SUNSET AND SUNRISE

A. Ramp and Apron Driving

1. Use more caution, roadways hard to see.

2. Same as driving during adverse weather conditions, roadway lines not clearly visible.

3. Caution driving during adverse weather conditions, roadway lines not clearly visible.

B. Airfield or Movement Areas

1. Use rotating beacon light on vehicles at all times.

2. Stay on Yellow Lines, use them as directional aids.

3. Use landmarks that are fixed to gauge your direction or location.

4. Must have thorough knowledge of runways, taxiways, obstructions, and unmarked roadways placed in memory.

VII. HAZARDS ALONG THE ROUTE

A. Failure to check radio equipment for squelch and Volume.

APPENDIX C

Date: _____

REMOVAL OF FURNITURE & EQUIPMENT

Dear Sir:

The following removal of airport furniture/equipment is requested in conjunction with _____
(Project Title and Project Number)

_____

DATE: _____ TIME: _____

TYPE OF REMOVAL:

_____ Advertisement Display	_____ Fire Equipment	_____ Signage
_____ Camera Equipment*	_____ Flight Information	_____ Telephone
_____ Cart Racks	_____ Mail Box	_____ Trash Receptacles
_____ Chairs	_____ Plumbing Fixtures	_____ T.V. Chairs
_____ Coin Change Machine	_____ Postage Machine	_____ Vending Equipment
_____ Custodial Supplies	_____ Public Address Sys.	_____ Electrical Fixtures

_____ Other (describe) _____

_____

* List telephone number (s) of equipment to be removed.

AREAS TO BE AFFECTED: _____

LOCATION OF WORK: _____

NECESSITY AND REMARKS: _____

_____

GENERAL CONTRACTOR: _____

SUBCONTRACTOR: _____

In case of an emergency, the following personnel will respond:

NAME: _____ PHONE: _____
(Print or Type)

NAME: _____ PHONE: _____

COMPANY: _____ BY: _____

TITLE: _____ ADDRESS: _____

PHONE: _____

APPROVAL RECOMMENDED: APPROVED / DISAPPROVED:

_____ _____

Airport Engineer Date Airport Manager Date