

**Construction Safety and Security Compliance**  
**For**  
**Aircraft Operations Area**  
**Duluth International Airport**  
**Duluth, Minnesota**  
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## I. AIRPORT EMERGENCY NUMBERS

### EMERGENCY TELEPHONE NUMBER

**911  
FOR  
POLICE FIRE RESCUE**

### AIRPORT NONEMERGENCY NUMBERS

#### DULUTH AIRPORT AUTHORITY

Airport Office	(M – F 08:00 – 16:30)	727 – 2968 727 – 2960 (fax)
Airport Security	(24 Hours)	391 – 5631 (cell) 726 – 4984 (pager)
Executive Director	Brian Ryks	391 – 8052 (cell)
Operations Director	Brian Grefe	590 – 8606 (cell)
Airside Manager	Thomas J. Werner	391 – 6155 (cell)
Airport Garage		727 – 6522
Electrical Vault		391 – 5697 (cell)

## **II. CONSTRUCTION SAFETY FOR DULUTH AIRPORT AUTHORITY**

This manual provides general information to Contractors on the requirements and procedures for accident prevention, safety, security, and loss control for the Duluth Airport Authority (DAA) construction, repair, or services required by the DAA and its tenants. The DAA's safety objective is to achieve accident-free construction projects.

Contractors are charged with the responsibility for conducting their operations in a manner that will provide safe working conditions for all employees and the protection of the public and all others who may come in contact with or be exposed to this project. Nothing contained in this manual is intended to relieve any Contractor or supplier of the obligations assumed by the Contractor under contract with the DAA or as required by law.

Safety must be an integral part of each job. Full participation, cooperation, and support is necessary to ensure the safety and health of all persons and property involved in the project.

The purpose of marking, barricading, and lighting airside construction areas is to delineate hazardous areas and prevent unauthorized incursions into the area by personnel, vehicles, equipment, and aircraft during construction.

The limits of the Duluth International Airport, hereafter referred to as "the Airport," are defined as follows:

The Aircraft Operating Area (AOA), for the purpose of this document, is defined as any part of the Airport utilized for aircraft operations and includes any area inside the perimeter fence.

The Aircraft Movement Area (AMA) is defined as runways, taxiways, and other areas of the Airport that are utilized for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and parking areas. The AMA is a restricted area. All vehicle and pedestrian access is prohibited without the approval of the Airport and FAA Air Traffic Control.

The DAA reserves the right to review the Contractor's safety program/record and periodically inspect work sites for compliance.

## **III. SAFETY AREAS**

Runways and taxiways have safety areas. The safety area dimensions at Duluth International Airport extend 1,000 feet beyond each runway end and 255 feet perpendicular to the runway centerline.

### **A. Design Standards**

The runway and taxiway safety areas shall be:

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

## (5) Restricted Areas

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

1. Runway and Taxiway Surfaces. When aircraft operations are being conducted on a runway or taxiway, construction activity is prohibited within any of the above listed areas, as defined in the FAA's Advisory Circular (AC) 150/5300-13, current edition, unless approved on a case-by-case basis by the DAA, where construction equipment and material is properly marked and lighted.

These restricted areas vary depending on runway or taxiway design group. A taxiway OFA extends out to 129.5' from the centerline for group IV aircraft and 160' for group V.

A runway primary surface extends out to 500' from a runway centerline and the transitional surface begins a 7' to 1' outward and upward slope up to 150'. Any equipment in these areas must be approved by the DAA.

When working near a runway or taxiway ask for assistance in defining these areas before work begins.

2. Approach Surfaces. When aircraft operations are being conducted near a runway, construction activity is prohibited to penetrate the surfaces, defined in AC 150/5300-13, unless approved by the DAA. The runway threshold may be relocated or displaced to eliminate the penetration.

## C. Taxiways and Aprons

Construction activity may be safely permitted within safety areas of taxiways and on aprons in use provided the activity is first coordinated with the DAA, local notice to airmen (NOTAM's) are issued, marking and lighting provisions are implemented, and it is determined that the height of equipment and materials is safely below any part of the aircraft using the AOA that might overhang those areas. The taxiway centerline shall be maintained when construction activity is conducted adjacent to an active taxiway, a minimum clearance of 25 feet plus one half the wingspan of the largest predominant aircraft (currently 767-400) from the centerline of an active taxiway or apron, which is 108 feet.

## IV. FLAGGERS AND OBSERVERS

All flaggers will be trained and approved by the DAA prior to working on the Airport.

### A. Communications

All flaggers and observers controlling equipment crossing active aircraft areas will be required to have a cellular telephone or DAA approved radio to contact the DAA to report any problems that may affect aircraft operations. All observers and flaggers will immediately contact the DAA if any equipment or vehicle becomes disabled or is unable to yield to aircraft for any reason.

### B. Crossings

If approved by the DAA, vehicle and pedestrian crossings of active runways, taxiways and high-use or congested ramp areas may be permitted if the following provisions are met:

1. The DAA is notified before any activity begins and when the activity ends every day.
2. DAA has coordinated the activity with Air Traffic Control and has advised the Engineer or Contractor when to begin crossings.
3. An airport representative is available to contact Air Traffic Control if there are any problems.
4. All involved personnel understand that all equipment and pedestrians must yield to all aircraft. **Aircraft always have the right of way.**

## **V. CONSTRUCTION LIMIT BOUNDARIES**

### **A. Setback Lines**

Visible setback lines will be established prior to construction activity taking place adjacent to active taxiways and aprons. All vehicles, equipment, and construction activity must stay beyond these lines unless provisions are made with DAA and Engineering personnel. Locations where setback lines will be placed is determined by the Airport's largest predominant aircraft (Boeing 767-400), and setback lines will be located at 108 feet from the taxiway or apron centerline.

At the discretion of DAA and Engineering personnel, setback lines will be delineated according to the scope and timeframe of each project. Short-term projects involving limited personnel may be delineated with spray paint and/or wooden laths. For projects involving numerous personnel and subcontractors, setback lines will be delineated with rubber-based upright delineators with rope or ribbon extended between delineators. Contractors will be responsible for maintaining setback lines in a clearly visible condition until project completion.

If approved by the DAA, construction may be permitted within the setback lines if the following provisions are met:

1. A designated observer/spotter (other than the equipment operator) is on the site to direct the operator and equipment to yield to oncoming aircraft. The observer/spotter must be able to immediately get the attention of the operator and direct equipment beyond the setback lines. Equipment must be in position to immediately respond.
2. It is determined by DAA and Engineering personnel that the height of the equipment and materials is safely below any part of the aircraft using the AOA that might overhang those areas.
3. Vehicles and equipment are under escort by DAA or Engineering personnel that are in contact with the air traffic control tower or if equipment is being directed by a DAA approved flagger or observer/spotter.

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

### **B. Trenches, Excavations, and Stockpiled Material**

Open trenches exceeding 3 inches in depth and 3 inches in width or stockpiled material will not be permitted within the limits of safety areas of operational runways. Coverings for open trenches or excavations shall be of sufficient strength to support the weight of

the heaviest aircraft operating on the runway or taxiway. Lightweight barricades and/or flagging should be used to identify the limits of construction near open trenches or excavations.

**C. Equipment Height**

Construction activity shall be prohibited when equipment penetrates any obstacle free zone (OFZ) as defined in the FAA's AC 150/5300-13, current edition, unless a favorable airspace finding has been made by the FAA and the DAA, and approved by the DAA. Equipment must display a checkered flag during daytime use and a yellow flashing beacon during nighttime use.

**D. Proximity of Construction Activity to Navigational Aids**

Construction activity in the vicinity of navigational aids requires special consideration. The effect of the activity and its permissible distance and direction from the aid must be evaluated in each instance. A coordinated evaluation by DAA and the FAA is necessary. Technical involvement by FAA airports, air traffic, and airway facilities specialists is needed as well as construction engineering and management input. Particular attention needs to be given to stockpiling materials and movement and parking of equipment that may block the line of sight from the tower or interfere with electronic signals.

**E. Construction Vehicle Traffic**

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

**F. Limitations of Construction**

1. Open-flame welding or torch-cutting operations will be prohibited unless adequate fire and safety precautions are provided.
2. Open trenches, excavations, and stockpiled material at the construction site should be prominently marked and lighted by barricades (acceptable to the DAA and the FAA) during hours of restricted visibility and/or darkness. Under no circumstances are flare pots to be used for airport lighting.

Some temporary back filling of open trenches may be required.

3. Stockpiled material should be constrained in a manner to prevent movement resulting from aircraft blast or wind conditions. Material should not be stored near aircraft turning areas.

## **G. Marking and Lighting of Closed or Hazardous Areas on the Airport**

When areas on the Airport are closed or present hazards due to construction activities, they should be marked and lighted according to AC 150/5340. Marking and lighting must be approved by the DAA.

If construction involves an extended closure of a runway, an illuminated cross ("X") shall be required at each end and shall be serviced and maintained by the Contractor. (The lighted cross ["X"] shall be provided by the Contractor.)

The dimensions of the safety area and obstacle free zones vary and will be stipulated in the specifications. If runway and taxiway closures are necessary, construction may be limited to nighttime, requiring 24-hour prior coordination.

All work in the AMA and safety area is to be coordinated with the DAA.

## **VI. AIRCRAFT SAFETY CONSIDERATIONS**

The Contractor will be required to coordinate work so as to satisfy clearance requirements for arrival and departure of scheduled aircraft and maintain compliance with the FAA's AC 150/5370-2 current edition, "Operational Safety on Airports During Construction." The AC sets forth guidelines for maintaining desired levels of operational safety during construction. All construction personnel should become familiar with the contents of this AC, including Appendix 1, "Special Safety Requirements During Construction."

### **A. Potential Hazards**

Potential hazards include the following:

1. Excavation adjacent to runways, taxiways, and aprons.
2. Mounds of stockpiles of earth, construction material, temporary structures, and other obstacles in proximity to airport operations areas and approach zones.
3. Runway surfacing projects resulting in excessive lips greater than 1 inch for runways and 3 inches for edges between old and new surfaces at runway edges and ends.
4. Heavy equipment, stationary or mobile, operating or idle near the AOA or in safety areas.
- (6) Proximity of equipment or material that may degrade radiated signals or impair monitoring of navigational aids.
6. Tall but relatively low visibility units, such as cranes, drills, and the like, in critical areas such as safety areas and approach zones.

7. Improper or malfunctioning lights or unlighted airport hazards.
8. Holes, obstacles, loose pavement, trash, and other debris on or near the AOA.
9. Failure to maintain fencing during construction to deter human and animal incursion into the AOA.
10. Open trenches alongside pavement.
11. Improper marking or lighting of runways, taxiways, and displaced thresholds.
12. Attractions for birds, such as trash, grass seeding, or ponded water on or near airports.
13. Inadequate or improper methods of marking temporarily closed airport operations areas, including improper and unsecured barricades.
14. Obliterated markings on active operation areas.

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

## **B. Aircraft Emergency**

In the event of an aircraft emergency, the Contractor's personnel and/or equipment may be required to immediately vacate the area.

## **VII. GENERAL SAFETY ISSUES**

### **A. General**

1. The Contractor must, at all times, conduct the work in conformance with requirements of the DAA, the FAA, and the TSA.
2. Aircraft traffic will continue to use existing runways, aprons, and taxiways of the Airport during the time that work under a contract is being performed. The Contractor shall at all times so conduct the work as to create no hindrance, hazard, or obstacle to aircraft using the Airport.
3. Runway closures, when authorized, are coordinated and approved by the DAA. The Contractor will schedule and organize the work so that a minimum of closings or crossings of runways and taxiways will be required during this project.

4. All construction-related activity taking place within any active area of the AMA requires the presence of a DAA or Engineer escort having radio communication with the FAA control tower. Spotters and/or flaggers having radio or telephone contact with the DAA may be used with the approval of the DAA. Any command or instruction given by the control tower, the DAA, the Engineer, flaggers, or spotters shall be immediately obeyed.
5. The Contractor may be working in an active AOA in which jet takeoff noise can be as high as 120 decibels. All Contractors shall comply with industry standards for personnel hearing protection when working within these areas.
6. Airport environment requires a high degree of care to control debris and dust. Spilled material on active roadways, taxiways, runways, and aprons shall be swept up immediately. The Contractor shall be aware that the AOA is subject to jet blasts, which are equivalent to wind velocities of 75 to 90 miles per hour; therefore, constant dust control measures will be required to prevent loose material from blowing across the airfield.
7. Sanitary facilities shall be provided at appropriate locations for the Contractor's employees. Public facilities at the Airport are not to be used.
8. The speed limit on all airside roadways is 25 miles per hour unless otherwise posted. The speed limit on the aprons is 15 mph. (speed limit within 50 feet of an aircraft is 5 mph.)
9. Peak hours for the AOA are from 06:00 to 23:00. Non-peak hours are defined as the period from 23:00 to 06:00.
10. All personnel operating a motor vehicle within the secured area shall have a valid, state issued drivers license.
11. Maximum convoy length shall not exceed three vehicles plus the escort vehicle. The three vehicles must be in the immediate control of the escort vehicle.
12. Use of audio earphones and headsets are prohibited on the AOA unless directly related to job requirements.
13. All Contractor vehicles and equipment operating in the AOA not being escorted must display checkered flags during daytime use and yellow flashing beacons during nighttime use. The flag should be on a staff attached to the vehicle and should be at least a 3 foot square having a checkered pattern of International Orange and White squares at least one (1) foot on each side.
14. Approved Airport, tenants or Contractor vehicles properly equipped may be used to escort up to three vehicles onto the AOA. The vehicle providing the escort must lead and is responsible for the trailing vehicle(s).

It is acceptable for a person displaying an airport-issued ID to provide pedestrian escort for vehicles; however, this is only allowed within 100 feet of the gate. Under no circumstances may a badge employee provide an escort from inside an unmarked vehicle.

15. Beacons and flags must be maintained in good working condition, and flags will be replaced if they become faded, discolored, or ragged.
16. Construction projects affecting any aircraft operation area will be inspected by DAA prior to construction personnel and cleanup equipment leaving the area.
17. All electrical wire, cable, rope, trenches, holes, or any other object or surface variation that may interfere with or be damaged by airport field mowers or other equipment must be marked and/or barricaded to clearly denote the object or area.
18. Manholes, drain inlets and junction boxes must have approved covers in place at all times or they must be barricaded to clearly denote the uncovered opening.

## **B. Fines and Warnings**

Safety and security precautions are necessary at Airports. Failure of the Contractor to adhere to prescribed requirements may have consequences that jeopardize the health, safety or lives of customers and employees at the Airport. Therefore, if the Contractor is found to be in violation of safety, security or badging/licensing requirements, the Contractor may be shutdown or removed from the Airport.

The DAA has the option to issue warnings on an offense based upon the circumstances of the incident. Individuals involved in non-compliance violations may be required to surrender their DAA ID badges pending investigation of the matter.

Penalties for violations related to DAA procedures may include the following:

1. Warning, DAA ID badge confiscation, retraining, and a letter from the employer stating what action if any has been taken to prevent reoccurrence.
2. Project shutdown and/or removal of personnel involved from the AOA.

Project shutdown or personnel removal may be issued on a first offense.

## **C. Signs**

All permanent signs affected by construction shall be replaced by temporary signs acceptable to the DAA. The Contractor shall submit a sign relocation plan to the DAA for approval prior to any relocation of any existing signs. When construction takes

place near the AMA and at the discretion of DAA and Engineering personnel, signs stating "ACTIVE RUNWAY/TAXIWAY DO NOT ENTER" may be required.

#### **D. Barricades and Channelizing Devices**

Airside construction sites shall be barricaded and lighted to delineate the work area by using Railroad Tie Barricades with lights and flags placed at 10-foot intervals; taxiway areas shall be barricaded using low-profile lights with flags at 10-foot intervals.

Hazardous areas, those in which no part of an aircraft may enter, shall be defined by the placement of low-profile barricades with reflective markings, and flashing red beacons.

Construction areas on temporarily closed taxiways, runways, or ramp areas shall be defined by the placement of approved Type II Construction Barricades with flashing yellow beacons and shall be secured in place with sandbags as directed by the DAA. During daylight hours, rubber-based upright delineators may be used. All lights and batteries used to delineate construction and hazardous areas shall be constantly maintained by the Contractor during periods of nighttime use.

#### **E. Lighting**

Temporary light plants used in conjunction with nighttime work cannot be located in such a manner as to be an obstruction or hazard. In addition, these light plants cannot be located where the glare of the light will cause visual or physical interference to operating aircraft and the FAA Air Traffic Control tower.

When existing edge lighting are rendered inoperable on an active runway or taxiway, the Contractor must install temporary edge lights. The lights and wiring shall meet National Electrical Code (NEC) Article 300, and AC 150/5340-24 "Runway and Taxiway Edge Lighting System," latest edition, for permanent lighting. Any active runway or taxiway lights requiring temporary removal shall be replaced by a temporary installation.

A temporary connection shall be made to connect all remaining active runway or taxiway lights in a construction area where several lights may have been decommissioned. Contractor shall have prior approval by the DAA before temporarily connecting lights.

"Temporary edge lights shall be securely fastened down and the electrical power cable shall not be driven across. Airfield lighting cables operate at high voltage. They have the potential of 5000 volts and should have only qualified personnel working with them".

The Contractor **shall provide** red obstruction lights for all stationary cranes erected on the construction site. All moveable cranes shall be provided with red obstruction lights if the boom cannot be lowered during hours of darkness. The DAA will issue NOTAMs on obstruction lighting; the Contractor shall notify the Engineer if any relocation takes place.

All construction personnel that are working on the AOA during hours of darkness will wear clothing with reflective markings.

#### **F. Pavement Markings**

All existing pavement markings requiring removal shall be obliterated by means approved by the DAA.

Temporary markings consist of paint or temporary preformed marking tape (removable).

All permanent pavement markings shall be restored at project completion.

#### **G. Haul Routes**

Where haul routes cross active taxiways, traffic control with a flagger or Engineer escort approved by the DAA shall be implemented.

Traffic control is defined as a flagger or DAA approved escort by the DAA.

Haul routes crossing active taxiways will not be permitted unless authorized by the DAA.

If the Contractor's haul road crosses any area used by aircraft for taxiing, takeoff, or parking, a power broom and/or hand sweeping shall be used to keep this area clean of debris, which could damage aircraft engines or propellers. The Contractor shall be liable for any damages that occur.

Contractor's haul routes must be restored to their original condition at the completion of the project.

#### **H. Transition Ramps**

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

## **I. Grade and Vegetation**

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

## **J. Closures/Interruptions**

If any roadway or taxiway is interrupted because of the means and/or methods used by the Contractor, an alternate detour roadway or taxiway must be provided. The Contractor shall submit a plan to the Engineer for approval prior to use. All alternate routes must be properly delineated for AOA/AMA use.

## **K. Staging Areas and Environmental Compliance**

The staging area cannot be located in high traffic areas within the AOA.

Any staging areas used must be left environmentally clean during and at completion of the construction project. This includes keeping the area clean of debris, oil spills, and other undesirable elements. Any hazardous or regulated waste material produced by the Contractor must be properly disposed of at the Contractor's expense according to all local, state, and federal regulations.

The Contractor may be required to provide test results to confirm an area has been left environmentally clean with any contamination removed.

## **L. Debris Hazards**

Each construction project will have a procedure for regular cleanup and containment of construction material and debris. Special attention will be given to the cleaning of cracks and pavement joints. All taxiways, aprons, and runways must remain clean.

Secured waste containers with attached lids shall be required on construction sites.

Special attention should be given to securing lightweight construction material (concrete insulating blankets, tarps, insulation, etc.). Specific securing procedures and/or chain-link enclosures may be required.

Vehicle and equipment washing and clean up will not be allowed on the Airport unless approved by the DAA.

When working in an airport environment, immediate access to a power sweeper is required when construction occurs on any aircraft pavement area unless an appropriate alternative has been approved by the DAA and Engineer.

## **M. Airport Assistance Form**

DAA has a construction "Airport Assistance Form" that may be utilized if necessary. The DAA may determine that the Contractor involved in a construction project will hinder operations, and if the contractor is not equipped or unable to rectify the problem within the established timeframe, the Airport Assistance Form will be implemented (Exhibit #1). The process for this work is as follows:

1. DAA or Engineer will initiate work;
2. Airport Maintenance will note the details involved and distribute completed copies;
3. Airport Finance will be notified of the pending cost claim;
4. The Engineer will receive notification of the action taken; and
5. Contractor is given a copy.

If anything that may affect aircraft operations, violations, or noncompliance of FAA or any other requirements is observed, the DAA must be notified.

*DAA Telephone Numbers:*

Office: (218) 727-2968  
Airport Security: (218) 391-5631

## **VIII. SECURITY REQUIREMENTS**

### **A. Airport Access and Identification (ID) Badge Requirements**

1. All contractor employees working at a construction site in restricted areas of the Duluth Airport must obtain an Airport ID Badge. The badge must always be displayed on the outermost garment while inside restricted areas. Failure to do so may result in criminal and civil penalties, revocation of the badge and the individual being barred from the Airport.
2. Registration
  - a) The Engineer or sponsoring tenant must complete a construction fact sheet outlining the duration of the contract, the specific door and/or gate numbers for which access is requested, and the name of the Contractor and all subcontractors associated with the project.  
Construction personnel will only access the points as specified by Construction Fact Sheet. If additional access points are required, the Engineer must coordinate with the DAA Operations Director and/or the

Airport Security Office. **No access changes will be negotiated with Contractors.**

b) The Contractor must complete a Unescorted Access/ DAA ID Badge Request Letter and Signature Authentication Form as shown in Exhibits #2 or #3 and #4.

- c)
- (1) The Contractor will designate an Authorized Certifier/s on company letterhead, who is/are responsible for signing all identification badge applications, including those for sub-contractor employees. Authorized certifier must undergo the same background checks as those he/she is certifying. Sample signatures on the Signature Authentication Form must be included with the letter. This is to insure badge applications are signed only by the Authorized Certifier/s.
  - (2) If the name of the sub-contractor company does not appear on the letter issued by the Contractor, no ID badges will be issued until an amended list is received.

c) Application

- (1) An application must be completed for each individual requesting access and Airport ID badge.
- (2) Airport ID badge applications are available from the Airport Security Office located in the Main Terminal.

Telephone Number: (218) 727-2968  
Fax Number: (218) 727-2960

- (3) All applications must be an original; no copies will be accepted.

d) Background checks

- (1) A favorable FBI Fingerprint Criminal History Records Check (CHRC) must be conducted on employees requesting access / Airport ID Badge for work conducted in the Security Identification Display Area (SIDA)/Secured Area. (The employment background section of the application is not applicable.) \*See Exhibit #3 for costs associated with the CHRC.  
A five (5) year employment background check must be conducted on employees requesting access / Airport ID Badge for all other airport restricted areas. The background verification section of the application must be completed by the applicant and verified by the Certifier or his/her representative prior to a badge being issued.

The verification form must include employment history for the required number of years, and all time must be accounted for.

The Airport Security Office may audit the background check information to ensure it is complete and accurate. If any discrepancies are found, the badge will be revoked until the information has been corrected. \*NOTE: Any Transportation Security Administration (TSA) fines levied against the Airport for falsification of background information will be passed on to the Contractor. Additionally, any individual who falsifies background information can be held personally responsible and is subject to civil penalties levied by the TSA.

- (2) Guidelines for submitting background information are included with this document as Exhibit #3. If the background information is not accurate or complete, the application will be returned, and an ID badge will not be issued until corrected.
- (3) To allow adequate time for processing and verifying the background information, Required CHRC / background information and application must be submitted to the Airport Security Office a minimum of two business days before the badge is to be issued.
- (4) Badge application instructions contain a list of disqualifying crimes. If an applicant has been convicted of any of these crimes within the last ten years, he/she is not eligible to obtain a badge for access to airport restricted areas. The applicant must indicate whether or not he/she has been convicted of any of the crimes listed.
- (5) A warrants check may be run on the applicant. Individuals with warrants are subject to arrest, and the badge will not be issued until the warrant(s) is/are resolved.
- (6) The application must be signed by an authorized company certifier.

#### e) Training

- (1) All employees requesting unescorted re required to undergo security training, pursuant to Federal Regulations. This training must be scheduled through the Airport Security Office. Training time is approximately one hour.
- (2) If project size dictates, a construction class specific to the project will be conducted. A time for this class must be coordinated with the Airport Security Coordinator at (218) 727-2968.

f) Issuance of badges

- (1) There is a \$50 fee for the initial issue of each airport ID badge.
- (2) The fee must be submitted by the Contractor only. **Fees shall** not be accepted from subcontractor companies. The DAA will periodically bill the contractor for the fees. Fees should not be paid in cash by the applicants to submit a copy of a drivers license or other picture ID.

g) ID badge renewal/replacement procedures

(1) Replacement of Lost/Stolen badges

- (a) If a badge is lost or stolen, it must be reported to the Airport Security Office immediately (218-391-5631), so the badge can be deactivated.
- (b) A replacement application must be completed and signed by an authorized company certifier.
- (c) \$50 replacement fee must be paid.
- (d) If the badge is later found, the employee must bring in the found badge to the Airport Security Office.

(2) Renewal of Expired Badge

- (a) The Engineer must submit, in writing, a request to extend the expiration date of the badges and provide a new expiration date.
- (b) A replacement application signed by an authorized company certifier must be completed for each employee still required on the project (Exhibit #5).

(3) Replacement of Inoperable or Damaged Badge

If for any reason the ID badge becomes damaged, the badge holder shall return the badge to the Airport Security Office, and a replacement badge will be issued at no cost.

(4) Replacement of a Defaced Badge

No stickers, pins drawings, etc. may be placed on the front of the Airport ID badge. No fee will be charged to replace a badge which

has been defaced or altered if the badge is returned to the Airport Security Office.

h) Termination of employee

- (1) Upon voluntary or involuntary termination of the unescorted access privileges of the Applicant, the Company is required to notify the Airport Security Office (218-391-5631) immediately and surrender the identification badge as soon as possible. If the Applicant is convicted of any of the crimes after unescorted access is granted, the conviction must be reported by the Company immediately to Airport Security and the identification badge returned within 24 hours.

The Contractor shall notify the Airport Security Office, in writing, when a subcontractor is no longer under contract. The Contractor shall collect all badges and return them to the Airport Security Office within 72 hours. Failure to return a badge will result in a \$50.00 fine per badge.

- i) Escort procedures: An employee possessing a valid Airport ID badge may escort other individuals into the secure area under the following conditions:

- Individuals **under escort** must have an operational need to access the secure area.
- The employee providing the escort must remain within line of sight, and close enough to monitor the actions of the escorted person.

(1) Haul Routes

Contractor may use designated haul routes for deliveries if approved by the DAA, if the following conditions are met:

- (a) Delivery drivers are allowed to go to and from the delivery point only. Any other work or activity requires driver to be properly escorted or badged.
- (b) Spotters may be required to position along the route at intervals (from starting to ending points) to maintain a line of sight and direct the vehicles.
- (c) All delivery vehicles are properly equipped with flags and/or beacons to operate on the Airport.

If the above stated conditions cannot be met, delivery vehicles must be escorted by a vehicle properly equipped to operate on the Airport.

## **B. Vehicle Requirements**

### 1. Vehicle markings

All Contractor vehicles and equipment operating in the AOA must display checkered flags during daytime use and yellow flashing beacons during nighttime use. The flag should be on a staff attached to the vehicle and should be at least a 3 foot square having a checkered pattern of International Orange and White squares at least one (1) foot on each side.

### 2. Vehicle Escort

- a) Only approved Contractor vehicles may be used to escort other vehicles onto the AOA. The vehicle providing the escort must lead and is responsible for the trailing vehicle(s).

It is acceptable for a person displaying an Airport ID Badge to provide pedestrian escort for vehicles; however, this is only allowed within 100 feet of the gate.

- b) Equipment (backhoes, graders, etc.) that remain at the job site will be stored in the staging area. Staging areas located within the AOA are not for contractor employee parking unless approved by the DAA.

## **C. Access Points/Gates**

1. When non-automated gates are unlocked, they must be staffed at all times by a badged employee to control access. This individual must have the ability to contact Airport Security via phone in the event of a security breach. This individual is required to check each person entering Airport restricted areas through the gate for a valid ID badge. Anyone not in compliance will be denied access.
2. All employees performing gate guard duties are required to attend a briefing with Airport Security to obtain instruction on their responsibilities.
3. If a problem is encountered, the gate guard must notify Airport Security (218-391-5631) immediately. The guard will be asked to describe the problem and give a description of the vehicle or individual involved.
4. While not actively being used, the gate must be kept **closed and locked**.

5. Access to construction sites through manual gates must be coordinated with Airport staff. **Contractor locks will be placed on gates interlocked with DAA locks ensuring DAA access at all times.**

#### **D. Fencing**

If a temporary fence is erected, displacing a portion of the airport perimeter fence, it must meet permanent fence standards, which are 6 feet of chain link with 3 strands of barbed wire angled away from the secure area at 45 degrees, with poles cemented in place.

#### **E. Security Violations**

1. Any employee who commits a security violation shall be immediately escorted out of the restricted area and his/her ID badge will not be returned until remedial actions have been taken (retraining, etc.). Based on the nature of the violation, the DAA may permanently revoke an Airport ID badge and deny access to restricted areas. The individual may also be responsible for any TSA penalties or fees levied for the violation.
2. Construction project may be shut down and delayed at the expense of the contractor if security violations persist.
3. Security violations include the following:
  - a) Loaning an airport ID badge to another individual or using another individual's badge.
  - b) Failure to actively control a vehicle gate providing access to a secure area.
  - c) Leaving an escorted individual unattended in a secure area.
  - d) Failure to possess and properly display a valid Airport ID badge while in the secure area.
  - e) Propping open a door or gate that leads to a secure area and leaving it unattended.
  - f) Leaving a door or gate unlocked that leads to a secure area.
  - g) Allowing an unauthorized individual to follow you through a door leading to a restricted area, with the exception of individuals under approved escort.

- h) Using the Airport ID badge to enter secure areas of the airport that are not related to the construction job.
- i) Working with an expired badge.
- j) Failure to use the access card when entering a security controlled gate or door.
- k) Failure to challenge or report an un-badged individual or other security violations in Airport restricted areas.

## IX. GLOSSARY

### **Advisory Circular (AC):**

Documents produced by the FAA providing guidelines. The Advisory Circular is available at Internet address [www.faa.gov/circdir.htm](http://www.faa.gov/circdir.htm)

### **Aircraft Movement Area (AMA):**

The taxiways and runways controlled by the FAA ATCT.

### **Aircraft Operating Area (AOA):**

The AMA expanded to include ramps/aprons and all areas inside the airport perimeter fence.

### **Air Traffic Control Tower (ATC, Control Tower, or Tower):**

Controls all aircraft and vehicular movement on the aircraft movement area.

### **Apron:**

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

### **Contractor:**

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

### **Duluth Airport Authority (DAA):**

An Authority of the city of Duluth that is responsible for the Duluth International Airport as well as Sky Harbor Airport.

### **Duluth International Airport (Airport) (DLH):**

Located approximately 5 miles west of the city of Duluth, consisting of approximately 3,000 acres, 2 runways.

### **Federal Aviation Administration (FAA):**

Federal agency that governs aviation and activities at civilian airports.

### **Foreign Object Debris (FOD):**

Unwanted, dangerous items on the ramps, taxiways, and runways that could damage an aircraft.

### **Object Free Area (OFA):**

An area centered on a runway, taxiway, or taxilane centerline provided to enhance the safety of aircraft operations by having the area free of objects, except for objects that

need to be located in the OFA for air navigation or aircraft ground maneuvering purposes.

**Obstacle Free Zone (OFZ):**

The OFZ is (45m) above the established airport elevation and along the runway and extended runway centerline that is required to be clear of all objects, except for frangible visual NAVAIDs that need to be located in the OFZ because of their function, in order to provide clearance protection for aircraft landing or taking off from the runway, and for missed approaches.

**Primary Surface:**

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

**Restricted Area:**

This area of the Airport refers to the acreage around the runways, protected by the secure exits from buildings, secure gates, and chain-link fences.

**Safety Areas:**

**Runway:** 9/27 and Runway 3/21 are 260 feet each side of the centerline, 1,000 feet off each end.

**Taxiways:** 80 feet each side of the centerline.

**Security Identification Display Area (SIDA) / Secured Area:**

SIDA / Secured Area means any area identified in the Airport Security Program as requiring each person to have completed a favorable FBI Fingerprint based CHRC and continuously display, on their outmost garment, an airport approved identification medium unless under an airport-approved escort.

The SIDA / Secured Area at the Duluth International Airport includes the entire area of the Main Terminal Ramp and its access points including the Airline's bag makeup areas.

**Transportation Security Administration (TSA):**

The Federal branch of Homeland Security responsible for oversight of airport security.

**Transitional Surface:**

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

## Construction Gate Procedures

The gate that you are assigned is designed for your construction project only, it is not designated for the use of other employees. **Do not allow employees who are not working on your construction project to enter through your gate.** Law Enforcement, Fire and Ambulance Emergency vehicles are an exception; however they will usually be met and escorted by an Airport Authorized person, for direction and safety reasons.

**Stop List:** The Stop List provides you with the names of badge holders who lost, had revoked, or did not return their badge at the end of their employment. If you come in contact with someone who shows you a badge that is listed on the Stop List, **DO NOT** permit them to enter. Call Security or DAA Administration for clarification (218-391-5631 or 218-727-2968 extension 10). TSA Inspectors may check to see that you have a Stop List and ask you to explain your responsibilities. Become familiar with the Stop List and how to use it.

### **Entry Procedures:**

- **Only valid SIDA / SECURE / AOA badge holders or workers can be allowed unescorted entry on to the Airport.** Insure each badge holder is displaying the badge on their outer most clothing, above the waist.
- **Each vehicle entering the Airport through your gate MUST be inspected each and every time they enter.** This inspection includes you visually inspecting the interior, exterior and cargo area to insure no prohibited items are being transported (Explosives, Improvised Explosive Devices or components, Firearms and ammunition, Incendiaries excluding matches and lighters, Hazardous materials not consistent with the individual's construction duties; or forged or altered, expired or false Airport media).
- **Contractors must provide the Duluth Airport Authority (DAA) a list of persons that will require escort.** If not on the Escort Access List, an individual must be verified through the contractor before escorted entry is allowed. The escort list is to be made available to TSA on request.
- **All persons requiring escort must be identified through a valid government issued photo ID** (driver's license, military ID, passport, etc). Entry Control Guards must physically handle the ID presented and compare it to the person presenting it.
- **The person under escort must be logged in and out daily** (see DAA Escorted Entry Control Form). These forms are to be turned into DAA Operations weekly.

- **Entry Control Guards must have a radio or cell phone** that allows them to contact Airport Security and/or 911 if an emergency exists or if an unauthorized entry is attempted.
- If at any time you have questions or concerns that are not an emergency, please contact the Director of Operations (218-590-8606) or Security Manager (218-391-7403) or Uniformed Security Officer (24/7 number is 391-5631).

X. APPENDIX

**Exhibit #1**

**AIRPORT ASSISTANCE FORM**

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

DAA Personnel Requesting Assistance \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Signature)

Assistance For: \_\_\_\_\_

(Contractor/Company)

\_\_\_\_\_  
(Authorized Certifier)

Type Of Work Requested: \_\_\_\_\_

Area Where Assistance Is Needed: \_\_\_\_\_

Reason For Requesting Assistance: \_\_\_\_\_

Was This Activity Part of the Contract Work?    ( ) Yes    ( ) No

Equipment and Labor Used: \_\_\_\_\_

(Maintenance Department) \_\_\_\_\_

Start Time: \_\_\_\_\_ Completion Time: \_\_\_\_\_

Cost: \_\_\_\_\_

NOTES: \_\_\_\_\_

DISTRIBUTION: Airfield Operations, Maintenance, Finance, Engineering, and Contractor.

**Exhibit #1 (Continued)**

TYPE OF ASSISTANCE	COST/HOUR
<b>EQUIPMENT</b>	
Front End Loader	\$350
Oshkosh 18' Sweeper	\$450
Grader	\$500
Skidsteer	\$200
Labor (included in the above services)	\$125
<b>PAVEMENT REPAIR</b>	
Painting (pavement marking)	To be determined
Asphalting	" "
Concrete	" "
Shoulder Repair (class 5-gravel)	" "
Labor (included in the above services)	\$100
<b>ELECTICAL ASSISTANCE</b>	
Ditch Witch Trencher	\$250
Underground Locator	\$200
Install / Remove Temporary / Permanent Lights	\$250
Labor (included in the above services)	\$125
<b>ESCORT</b>	
Labor With Truck / Radio	\$100

\*Billing in one-hour increments rounded to the next hour: one-hour minimum charge.

## Exhibit #2

### POLICY REGARDING REQUESTS FOR UNESCORTED ACCESS FOR AOA RESTRICTED AREAS

- A. Purpose: The purpose of this document is to set forth the rules and regulations at the Duluth International Airport, in compliance with FAA/TSA Security Requirements (FAR Part 1542), for tenants, contractors or other business entities seeking authorization for unescorted access privileges in the Air Operations Area (AOA) secure areas at Duluth International Airport for themselves or their employees. Such tenants, contractors and other entities shall be referred to hereafter as Company. The Duluth Airport Authority shall be referred to hereafter as DAA.
- B. Applicability: The provisions listed below are applicable to all Companies seeking unescorted access for themselves or their employee(s) inside secure areas at Duluth International Airport. No such request will be honored unless the Company has a lease, permit, service, construction or other such contract with DAA or is specifically authorized for entry by federal regulation.
- C. Designation of Certifier: For each project, contract, permit or lease, each company shall formally designate and authorize a person (known hereafter as the Certifier) to sign written requests and written certifications verifying background investigations for unescorted access privileges for themselves or their employees working inside the Airport's AOAs, as well as respond to the DAA's audits of such privileges. **The designation must be written on company letterhead, and include the name and title of the Certifier, as well as his/her business address, and shall contain a statement that a satisfactory five (5) year employment history background check has been accomplished for access to AOA secure areas.**
- D. Responsibilities: The Duluth Airport Authority (DAA) through its Executive Director and other airport staff is responsible for the overall security of the Airport. All Companies and their Certifiers are responsible for complying with the airport security requirements contained in FAR Part 1542, this policy, and the Airport Security Program.

E. FAR Part 1540.103: “Fraud and Intentional Falsification of Records”: Federal regulations specify that no person may make, or cause to be made, any of the following:

1. Any fraudulent or intentionally false statement in any application for any security program, access medium, or identification medium, or any amendment thereto, under this part.
2. Any fraudulent or intentionally false entry in any record or report that is kept, made, or used to show compliance with this part, or exercise any privileges under this part.
3. Any reproduction or alteration, for fraudulent purpose, of any report, record, security program, access medium, or identification medium issued under this part.

F. FAR Part 1542.207 “Access Investigation”: Federal regulations require that the following minimum access investigation procedures be undertaken by a Company in order to request and obtain unescorted access privileges for itself and its employee(s) (“Applicants”) working at Duluth International Airport and to designate a “Certifier”:

1. The Company must require the Applicant/Certifier to complete a written application that includes:
  - a) The Applicant’s full name, including any aliases or nicknames;
  - b) Dates, names, phone numbers and addresses of previous employers with explanations for any gaps in employment of more than 12 months, during the previous **5 year period**.
  - c) Any convictions during the above time period of crimes listed in Section IX; and
  - d) Notification that the Applicant/Certifier will be subject to employment history verification and possibly a criminal history records check.

2. The Company must confirm the identity of the Applicant/Certifier through the presentation of two forms of identification, one of which must bear the Applicant's/Certifier's photograph.
  
3. The company must verify the employment information of the Applicant/Certifier regarding the most recent 5 years of employment history by written documentation, by telephone interview, or in person with a representative of the prior employer(s). Written notes and/or documents concerning the name of the representative, date of verification, and the information verified must be created, maintained and presented to DAA upon request. In the event:
  - a) An Applicant/Certifier cannot satisfactorily account for and document a period of unemployment of 12 months or more; or
  
  - b) The Applicant/Certifier cannot support his/her statements made in the application or there are inconsistencies discovered; or
  
  - c) Information becomes available indicating a possible conviction for one of the disqualifying crimes listed in Section IX;

The Company will be required to request a FBI fingerprint based Criminal History Records Check (CHRC) on the individual. This request must be made through DAA for all Companies. The criminal check will be processed by the FBI through the use of fingerprint cards. There will be a \$50.00 processing fee (checks payable to the DAA) that must be submitted with the criminal history request. Cost of the fingerprinting is additional.

- G. Termination: Upon voluntary or involuntary termination of the unescorted access privileges of the Applicant, the Company is required to notify Airport Security within 8 hours by written notification and surrender the identification badge as soon as

possible. If the Applicant is convicted of any of the crimes listed in Section IX after unescorted access is granted, the conviction must be reported by the Company immediately to Airport Security and the ID badge returned within 24 hours.

- H. Records: Company must keep verification records for each Applicant for 180 days after termination of unescorted access privileges. Company, through the Certifier, shall respond promptly and completely to periodic audits of persons whose access authority is to be continued.
- I. Disqualifying Criminal Offenses: An individual has a disqualifying criminal offense if the individual has been convicted, or found not guilty of by reason of insanity, any of the disqualifying crimes listed below in any jurisdiction during the last 5 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows:
1. Forgery of certificates, false making of aircraft, and other aircraft registration violations;
  2. Interference with air navigation;
  3. Improper transportation of a hazardous material;
  4. Aircraft piracy (hijacking);
  5. Interference with flight crew members or flight attendants;
  6. Commission of certain crimes aboard aircraft in flight;
  7. Carrying a weapon or explosive aboard an aircraft;
  8. Conveying false information and threats;
  9. Aircraft piracy outside the special aircraft jurisdiction of the United States;
  10. Lighting violations involving transporting controlled substances;
  11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements.

12. Destruction of an aircraft or aircraft facility.
13. Murder.
14. Assault with intent to murder.
15. Espionage.
16. Seditious conspiracy.
17. Kidnapping or hostage taking.
18. Treason
19. Rape or aggravated sexual abuse.
20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
21. Extortion
22. Armed or felony armed robbery.
23. Distribution of, or intent to distribute, a controlled substance.
24. Felony arson.
25. Felony involving a threat.
26. Felony involving – Willful destruction of property;
27. Importation or manufacture of a controlled substance;
28. Burglary;
29. Theft; Dishonesty, fraud, or misrepresentation;
30. Possession or distribution of stolen property;
31. Aggravated assault;
32. Bribery;
33. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.

34. Violence at international airports.

35. Conspiracy or attempt to commit any of the aforementioned criminal acts.

- J. The Cost of ID Badges / Access Cards: The cost of Airport ID Badges and Access Cards issued to individuals or organizations on an initial or replacement basis is \$50.00 each. This price reflects the cost of materials (photo supplies/card stock) and labor to include training, data entry, and the making and issuing the cards. Airport ID Cards and Access Cards will be paid for at the time of issuance. Exception to this policy will be major tenants that have an established account with the Airport Authority Bookkeeping Office. ID Cards and Access Cards will be issued through the Airport Security Office. Checks can be made out to the Duluth Airport Authority (DAA) with the type of badge or card annotated in the memo section of the check. A receipt will be issued.

**In the event an ID Badge or Access Card is lost, the individual will be assessed \$50.00 per item in addition to replacement cost of \$50.00 per item.**



Authorized Badge Color: \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_  
(Print Name) (Print Title)

have been authorized by the above company to request employee I.D. cards for security identification and access purposes at Duluth International Airport. I have reviewed the DAA Policy regarding my responsibilities and agree that in making such request, I am certifying that my company and I understand and have fully complied with the Federal Aviation Administration, The Transportation Security Administration, DAA Airport Security Program requirements, and the rules and regulations regarding background checks and verification. I also understand that I may be criminally or civilly prosecuted for providing false or fraudulent information.

\_\_\_\_\_  
Signature

City / County of \_\_\_\_\_, State or Commonwealth of  
\_\_\_\_\_

The foregoing document was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_ 200\_

by \_\_\_\_\_  
(Name of person seeking acknowledgement)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

## **CHECKLIST FOR AOA BADGE PAPERWORK.**

- **PAGE 1. HAVE APPLICANT COMPLETE AND SIGN/DATE.**
  
- **PAGES 2 & 3. APPLICANT COMPLETES 5 YEAR WORK HISTORY. CERTIFIER AUTHENTICATES AND SIGNS OFF ON INFORMATION PROVIDED.**
  
- **PAGE 4. AUTHORIZED CERTIFIER ANNOTATES TIMES OF ACCESS, IF AIRFIELD DRIVING IS REQUIRED, AND SIGNS APPLICATION AUTHORIZING THE BADGE. IN ADDITION, APPLICATION MUST INDICATE SECURITY TRAINING IS CURRENT. APPLICANT MUST SIGN FOR BADGE WHEN IT IS RECEIVED.**
  
- **APPLICATION MUST ALSO CONTAIN:**
  - **COPY OF DRIVERS LICENSE & ONE OTHER FORM OF ID: SOCIAL SECURITY CARD, PERMIT TO CARRY A WEAPON, PILOTS LICENSE, COMPANY ID, ETC.**
  
  - **IF APPLICANT REQUIRES AN ACCESS CARD, THEY MUST HAVE COMPLETED AND SIGNED AN ACCESS CARD RECEIPT FORM.**

## EXHIBIT #3

### **POLICY REGARDING REQUESTS FOR UNESCORTED ACCESS FOR THE SECURITY IDENTIFICATION DISPLAY AREA (SIDA)**

- A. Purpose: The purpose of this document is to set forth the policies and procedures for the Duluth International Airport, in compliance with FAA/TSA Security Requirements (FAR Part 1542), for tenants, contractors or other business entities seeking authorization for unescorted access privileges in the Security Identification Display Area (SIDA) at Duluth International Airport for themselves and/or their employees. Such tenants, contractors and other entities shall be referred to hereafter as Company. The Duluth Airport Authority shall be referred to hereafter as DAA.
- B. Applicability: The provisions listed below are applicable to all Companies seeking unescorted access for themselves or their employee(s) in the SIDA at Duluth International Airport. No such request will be honored unless the Company has a lease, permit, service, construction or other such contract with DAA or is specifically authorized for entry by federal regulation.
- C. Designation of Certifier: For each project, contract, permit or lease, each company shall formally designate and authorize a person (known hereafter as the Certifier) to sign written requests and written certifications verifying background investigations for unescorted access privileges for themselves or their employees working inside the Airport's SIDA / Secured Area. As well as respond to the DAA's audits of such privileges. **The designation must be written on company letterhead, and include the name and title of the Certifier, as well as his/her business address, and shall contain a statement that a satisfactory FBI fingerprint based Criminal History Records Check (CHRC) has been accomplished and indicates**

**no unfavorable information was disclosed so access may be granted to the SIDA/Secured Area.**

- D. Responsibilities: The Duluth Airport Authority (DAA) through its Executive Director and other airport staff is responsible for the overall security of the Airport. All Companies and their Certifiers are responsible for complying with the airport security requirements contained in FAR Part 1542, this policy, and the Airport Security Program.
- E. FAR Part 1540.103: "Fraud and Intentional Falsification of Records": Federal regulations specify that no person may make, or cause to be made, any of the following:
1. Any fraudulent or intentionally false statement in any application for any security program, access medium, or identification medium, or any amendment thereto, under this part.
  2. Any fraudulent or intentionally false entry in any record or report that is kept, made, or used to show compliance with this part, or exercise any privileges under this part.
  3. Any reproduction or alteration, for fraudulent purpose, of any report, record, security program, access medium, or identification medium issued under this part.
- F. FAR Part 1542.207 "Access Investigation": Federal regulations require that the following minimum access investigation procedures be undertaken by a Company in order to request and obtain unescorted access privileges for itself and its employee(s) ("Applicants") working at Duluth International Airport and to designate a "Certifier":
1. The Company must require the Applicant/Certifier to complete a written application that includes:
    - a) The Applicant's full name, including any aliases or nicknames;
    - b) Any convictions during the above time period of crimes listed in Section IX;and

c) Notification that the Applicant/Certifier will be subject to a FBI Criminal History Records Check (CHRC).

2. The Company must confirm the identity of the Applicant/Certifier through the presentation of two forms of identification, one of which must bear the Applicant's/Certifier's photograph.

The Company will be required to request an fingerprint based Criminal History Records Check (CHRC) on the individual. This request must be made through DAA for all companies except air carriers. The CHRC will be processed by the FBI through the use of fingerprint cards. There will be a \$31.00 processing fee (checks payable to the DAA) that must be submitted with the criminal history request. Cost of the fingerprinting is additional.

G. Termination: Upon voluntary or involuntary termination of the unescorted access privileges of the Applicant, the Company is required to notify Airport Security within 8 hours by written notification and surrender the identification badge as soon as possible. If the Applicant is convicted of any of the crimes listed in Section IX after unescorted access is granted, the conviction must be reported by the Company immediately to Airport Security and the ID badge returned within 24 hours.

H. Records: Company must keep verification records for each Applicant for 180 days after termination of unescorted access privileges. Company, through the Certifier, shall respond promptly and completely to periodic audits of persons whose access authority is to be continued.

I. Disqualifying Criminal Offenses: An individual has a disqualifying criminal offense if the individual has been **convicted**, or **found not guilty of by reason of insanity**, any of the disqualifying crimes listed below in any jurisdiction during the last ten (10) years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows:

1. Forgery of certificates, false making of aircraft, and other aircraft registration violations;
2. Interference with air navigation;

3. Improper transportation of a hazardous material;
4. Aircraft piracy (hijacking);
5. Interference with flight crew members or flight attendants;
6. Commission of certain crimes aboard aircraft in flight;
7. Carrying a weapon or explosive aboard an aircraft;
8. Conveying false information and threats;
9. Aircraft piracy outside the special aircraft jurisdiction of the United States;
10. Lighting violations involving transporting controlled substances;
11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements.
12. Destruction of an aircraft or aircraft facility.
13. Murder
14. Assault with intent to murder.
15. Espionage.
16. Sedition
17. Kidnapping or hostage taking.
18. Treason
19. Rape or aggravated sexual abuse.
20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
21. Extortion
22. Armed or felony armed robbery.
23. Distribution of, or intent to distribute, a controlled substance.
24. Felony arson.
25. Felony involving a threat.
26. Felony involving –
  - Willful destruction of property;
  - Importation or manufacture of a controlled substance;
  - Burglary;
  - Theft;
  - Dishonesty, fraud, or misrepresentation;
  - Possession or distribution of stolen property;
  - Aggravated assault;
  - Bribery;
  - Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
27. Violence at international airports.
28. Conspiracy or attempt to commit any of the aforementioned criminal acts.

- J. The Cost of ID Badges / Access Cards: The cost of Airport ID Badges and Access Cards issued to individuals or organizations on an initial or replacement basis is \$50.00 each. This price reflects the cost of materials (photo supplies/card stock) and labor to include training, data entry, and the making and issuing of cards.

Airport ID Cards and Access Cards will be paid for at the time of issuance. Exception to this policy will be major airport tenants that have an established account with the Airport Authority bookkeeping office. ID Cards and Access Cards will be issued through the Airport Security Office. Checks can be made out to the Duluth Airport Authority (DAA) with the type of badge or card annotated in the memo section of the check. A receipt will be issued.

**In the event an ID Badge or Access Card is lost, the individual will be assessed \$50.00 per item in addition to the replacement cost of \$50.00 per item.**



Authorized Company Clearances: \_\_\_\_\_

Authorized Badge Color: \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_  
(Print Name) (Print Title)

have been authorized by the above company to request employee I.D. cards for security identification and access purposes at Duluth International Airport. I have reviewed the DAA Policy regarding my responsibilities and agree that in making such request, I am certifying that my company and I understand and have fully complied with the Federal Aviation Administration, Transportation Security Administration, the DAA Airport Security Program requirements, and the rules and regulations regarding background checks and verification. I also understand that I may be criminally or civilly prosecuted for providing false or fraudulent information.

\_\_\_\_\_  
Signature

City / County of \_\_\_\_\_, State or Commonwealth of \_\_\_\_\_

The foregoing document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_

by \_\_\_\_\_  
(Name of person seeking acknowledgement)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**EXHIBIT #4**

(SAMPLE)

**CONSTRUCTION BADGE REQUEST LETTER**

(COMPANY LETTERHEAD)

(To include name, address, and telephone number)

*(Date)*

Brian Grefe  
Director of Operations  
Duluth Airport Authority  
4701 Grinden Dr.  
Duluth, MN 55811

RE: Project Name: \_\_\_\_\_  
Project No: \_\_\_\_\_

Dear Mr. Grefe:

The purpose of this letter is to advise you of *(company's name)* activities at Duluth International Airport and request authorization to apply for security identification badges. The badges will be needed until *(date project expires)*.

*(Company name) is engaged in... (a brief description of your activities at Duluth International Airport to include locations on the Airport where proposed activities will occur, a point of contact, and the reason why your employees will require access to the restricted area of the Airport).*

Attached is a list of all subcontractors authorized to work on this project.

To fulfill the requirements of the Duluth International Airport Security Program policies and procedures, the following individual(s) is (are) designated as certification official(s) (must be a company officer or their local management representative with the authority to bind the company) and their sample signature(s) appear on the attached, notarized document:

Brian Grefe

(Date)

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The individual(s) are familiar with the Airport's attached "Rules and Regulations Regarding Requests For Unescorted Access at Duluth International Airport". They will sign all applications for ID cards, act as a liaison for verification of employment history and or Criminal History Records Checks (CHRCs) for anyone whom they request access to the restricted areas of the Airport and will ensure *(company name)* employees who are issued Duluth International Airport ID badges comply with the Program. *(Company name)* will ensure a strict accounting of all ID badges is maintained, to include prompt reporting of any lost badges and return of ID badges upon termination or transfer of any employee. I understand that all Airport ID badges are, and remain, the property of the DAA and that failure on the part of my company or employees to abide by Airport rules and regulations may result in revocation of access privileges and confiscation of all outstanding ID badges.

As a condition of any such grant of access, I agree that any Transportation Security Administration fine levied against **the Airport** as a result of the actions or omissions of anyone for whom one of the certification official(s) has requested access to the restricted area **of Duluth** International Airport will be paid by *(company name)*.

I certify that I have authority to bind *(company name)* to this agreement.

Sincerely,

*(Signature)*

*(Company officer or local manager)*

CC: Project Engineer  
Project File

**EXHIBIT #5**



4701 Grinden Drive, Duluth International Airport  
Duluth, Minnesota 55811

**DULUTH AIRPORT AUTHORITY**  
**REPLACEMENT ID BADGE APPLICATION**

(Please type or print legibly in ink)

**Employee Information**

Last Name	First Name	Mid Initial	
Social Security Number	Home Phone Number		
Home Address	City	State	Zip
Company Name		Work Phone Number	

**Reason For Replacement**

<input type="checkbox"/> Expired Tenant Badge	<input type="checkbox"/> Normal Wear	<input type="checkbox"/> Defaced
<input type="checkbox"/> Lost	<input type="checkbox"/> Name Change Only (Proof Required)	<input type="checkbox"/> Other _____

**Authorized Company Certifier**

Last Name	First Name	Signature	Date
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**Office Use Only**

Badge Number	Lost Badge Number		
Comments			
Issued By	Date Issued	Entered By	Date Entered

<b>Identification Badge Received By</b> Signature	Employ	Date
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EXHIBIT-6

