

APPENDIX D

COLONEL JAMES JABARA AIRPORT

PROJECT DEVELOPMENT AND JOB SITE CHECKLIST

TENANT - LANDSIDE

(November 6, 2023)

1. GENERAL:

The Tenant and Contractor shall comply with the following general rules, regulations and arrangements. For the purposes of this document the Wichita Airport Authority (Airport) is considered the Owner. The Airport is not responsible for costs associated with these requirements. This document is intended to compliment the lease between the Tenant and the Airport. Should this document conflict with the lease the lease governs.

- a) During the planning phase and prior to the start of design the Tenant, Contractor and Consultant shall meet with Airport staff for a pre-design meeting. At that pre-design meeting these topics, as applicable, shall be discussed:

- 1) Proposed improvements
- 2) Off lease improvements and temporary work
- 3) Site and drainage (directing runoff onto another leasehold is not allowed)
- 4) Utilities
- 5) Air space (anticipate the FAA review to take several months). The Airport shall file the applications using information from the tenant/contractor. It is recommended the survey information be provided at a 1A Survey Accuracy, per FAA Order 8260.19H, Appendix C. Should the project install equipment or otherwise be the cause of transmitting any frequency that information must be submitted to the FAA as a separate airspace application.
- 6) Lease criteria
- 7) Lease lines
- 8) Schedule
- 9) Permits
- 10) Initial plan submittal to the Airport
The initial submittal shall be a site plan showing the site and utilities, lease lines, building footprint and pavements. Provide two hard copy sets of plans for each submittal. Once approved for construction submit to the Airport one complete hard copy of plans and specifications and a pdf on a CD.
- 11) Standard Operating Procedures
- 12) Project Development and Job Site Requirements including the Construction Safety and Phasing Plan (CSPP)
- 13) FAA environmental review process
- 14) Staging area
- 15) Security fence
- 16) Geotech investigation
- 17) Site survey
- 18) Points of contact

- 19) Construction and design team
- 20) Landscaping criteria
- 21) Notice of Intent for Discharge of Stormwater Runoff for Construction Activities
(the Airport shall sign and submit the application developed by the Tenant)

- b) The Tenant shall retain the services of a Kansas licensed land surveyor to provide the tract map and the parcel legal description as well as set the lease pins. The Airport shall determine the lease lines. Documents developed shall be reviewed and approved by the Airport.
- c) Prior to the start of construction the principal representatives of the Tenant, the Contractor and the Airport shall exchange names and telephone numbers of key personnel. Arrangements shall be made so that at least one of the Contractor's key personnel is readily available at any time to respond to emergencies and other issues that arise during non-work hours. Contractor shall keep the list current.
- d) Work and parking areas shall be defined on the plans. These areas shall include, but are not limited to automobile parking, construction equipment parking, stockpiles, plant locations and access roads. Staging/parking areas shall be returned to pre-construction conditions.
- e) The construction site shall be operated and maintained in a safe and workmanlike manner at all times. The Contractor shall provide covered refuse containers, with locking bars, for construction debris and other trash. Trash containers shall be emptied regularly.
- f) No construction debris, trash or other similar material, not incorporated into the project, shall remain on Airport land without prior, written approval from the Airport. Debris/trash/waste disposed of offsite shall have written documentation from the landowner where the materials are to be deposited accepting the material.
- g) Fueling and maintenance sites shall be kept orderly and free of empty cans, oil and fuel spills. Should a spill occur refer to Standard Operating Procedure #11, provided herein.
- h) Traffic control signs and devices and/or caution lights shall be used to mark hazardous areas. Open flames and flares are not approved lighting units. The Contractor shall provide personnel to restore signs, markings and lighting in the event of their disarrangement or destruction by events such as storms, accidents, or construction operations. Contractor designated personnel shall be on-call 24 hours a day and correct the problem. The maximum response criteria are:

Callback/Acknowledgement	15 minutes
On site (if required) for critical/emergency	30 minutes
On site (if required) for non-critical/non-emergency	60 minutes

- i) Aircraft and emergency vehicles shall have the right-of-way at all times.

- j) Work stoppage directives from the Airport due to emergencies, traffic conflicts, etc. may be issued, as required to provide safe and secure operations.
- k) Construction equipment, surplus materials and waste shall be removed within 15 days after substantial completion.
- l) The use of electrical blasting caps is prohibited on the Airport.
- m) Planned work done or provided by the Airport will be billed to the tenant at the cost of the work plus a 12% administrative mark up. Unplanned/emergency work done or provided by the Airport will be billed at the cost of the work plus a 20% administrative mark up.

2. PROJECT SIGN:

The Airport shall approve project signs.

3. CONSTRUCTION INSURANCE:

Reference the lease agreement for liability and property insurance requirements. Prior to entering the site to perform geotechnical or environmental borings, hydro excavation, etc. a certificate of insurance is required from the company providing the work. Consult with the Airport regarding the necessity for required insurance. All certificates of insurance shall name the Wichita Airport Authority and the City of Wichita as added insureds. If the lease does not address insurance consult Airport staff for guidance.

4. CONSTRUCTION BONDS:

Reference the lease agreement for bonding requirements. If the lease does not address bonding consult Airport staff for guidance. Provide hard copy of the bonds and proof they were filed with the Sedgwick County Clerk's office. Provide to the Airport written confirmation the bonds equal the value of the construction project.

5. LAND USE AND ENVIRONMENTAL REVIEW

Early in the development of the project provide to the Airport, for an FAA Section 163 review, a site plan which includes propose utilities, lease lines, stormwater detention and disturbed area. The FAA will provide a determination regarding their regulatory authority over the land and the extent of environmental review required. The environmental review assesses compliance with the National Environmental Policy Act (NEPA), the Clean Air Act and the Airport and Airway Improvement Act. Depending on the results of the review, the Tenant may be required to conduct studies, evaluations and/or other efforts to satisfy the FAA so the project receives a favorable decision. Receiving a favorable determination is a requirement to allow the project to go forward. The Airport shall submit the Section 163 application using information from the tenant.

6. EXISTING AND CONSTRUCTED UTILITIES:

Existing utilities within the work area shall be exposed to view by hydro excavation or other similar non-destructive means during the design phase and that information be used for the design. Consult Airport staff should an existing utility be within two feet vertically of any construction. Early in the construction phase expose the exiting utilities by non-destructive means so as to not damage the utility when construction is within three feet horizontally of such utility. It is the Contractor's responsibility to contact Kansas One-Call (1-800-344-7233) prior to work in an area and follow the requirements regarding time allowed to mark the utilities from the notice.

The Contractor shall be responsible for any damage to an existing utility as well as any costs associated with interruption of service or loss of business from the damaged utility. The Airport's administrative fee for working the damaged utility is 20%.

It is the responsibility of the Contractor to notify the owner of every utility company that has a utility in the area of the excavation not less than 24 hours or more than 72 hours prior to excavating. The Contractor shall maintain a written log of every contact, when and how it was made, who it was made to, the response of the utility, etc. A copy of such log shall be provided to the Airport within four (4) hours of the request.

The Contractor will be responsible to protect at all times and locate, as needed, utilities placed as a part of this project until final acceptance of the project and the record drawings are accepted by the Airport.

7. STORMWATER DETENTION:

Unless otherwise determined acceptable a project shall contain, within the leasehold, stormwater created from the improvements or direct the stormwater into an appropriate channel, piping system, pond, etc. capable of handling the runoff and in compliance with Authorities Having Jurisdiction (AHJ) including the FAA. Stormwater detention shall be in compliance with FAA AC 150/5100-33 and in consultations with an Airport knowledgeable wildlife biologist. The tenant may be required to develop studies or other documentation to satisfy the AHJ and/or the FAA.

8. UTILITIES FOR CONSTRUCTION:

Unless otherwise identified within the lease the Tenant shall be responsible for the installation and payment of all utilities needed for the project. No underground utility shall be covered or otherwise made inaccessible until the Airport has had an opportunity to inspect such installation. Provide to the Airport record drawings of installed utilities. Utilities installed for the project then no longer needed shall be removed.

No aerial utilities are allowed without prior written approval and shall be removed prior to the completion of the project.

Utility information provided by the Airport is only a representation of Airport owned utilities and may not be complete nor fully accurate. Information should not be considered reliable for design or construction and it is the user's responsibility to adequately investigate existing conditions to determine the impact to the project.

9. EASEMENT:

The Tenant or the Tenant agents are prohibited from facilitating, negotiating or otherwise being a party to the development of easements, whether temporary or permanent. Should the Tenant or Tenant agents believe an easement is required the Airport shall be notified.

10. OFF LEASE WORK/STAGING:

Work performed, staging or improvements made off lease will be allowed, if necessary, with the approval of the Airport and shall not occur until such time the Airport receives a memorandum of understanding signed by all impacted tenants, if the work is on another leasehold. The memorandum shall list the work and improvements to occur on other leaseholds and the recognition the effected tenant(s) has/have responsibility to preserve, maintain and otherwise be responsible for the improvements. The memorandum shall be including an exhibit showing the work and improvements.

11. SAFETY ON AIRPORT DURING CONSTRUCTION:

Compliance with FAA Advisory Circular 150/5370-2G, Operational Safety on Airports During Construction, is required. The Tenant/Contractor is responsible for all aspects of safety during and related to the project. Should the project impact the security fence and/or the airfield consult the Airport? regarding a Construction Safety and Phasing Plan and Safety Plan Compliance Document.

12. CONTROL OF DUST/SMOKE/AIR POLLUTION:

It shall be the Contractor's responsibility to effectively control all project related dust and other forms of air pollution. The Contractor shall maintain control of dust/air pollution at all times during the work, until final acceptance. The Contractor is responsible to pay for disruption and/or damage as a result of air pollution. Burning is not allowed.

13. NO SMOKING:

Reference SOP No. 6, provided upon request. Contractor shall post NO SMOKING signs.

14. CUTTING/WELDING:

A permit (no cost) for cutting and welding is required prior to such activities. The permit application shall be obtained from Airport Police and Fire at 2193 Air Cargo Road. The application shall be submitted to the Airport Police and Fire between 24 and 72 hours prior to the initiation of this activity. Standard Operating Procedure #32 is provided upon request.

15. PRE-CONSTRUCTION CONFERENCE:

A preconstruction conference will be held with the Contractor, Airport, Tenant and other interested parties prior to the start of work. At that conference the Tenant and/or the Contractor shall provide and/or discuss, as applicable:

- a) Construction schedule
- b) Contractor emergency contacts and phone numbers (3 minimum) on company letterhead
- c) Traffic control plan
- d) Erosion control plan
- e) Equipment and crane heights
- f) Construction Safety Plan or the Safety Plan Compliance Document
- g) Work to be constructed and turned over to the Airport to operate and/or maintain
- h) Work schedule (specifically address nighttime construction)

16. PRIOR TO CONSTRUCTION:

Prior to the start of on-site work the following are required and approvals given, as applicable. Depending on the project other items may be required. Provide:

- a) Technical information and schedule regarding the requirements for the Airspace determination(s) from the FAA via FAA Form 7460-1, NOTICE OF PROPOSED

CONSTRUCTION OR ALTERATION. Airport staff will submit the form(s) to the FAA once the tenant has provided the applicable data. In addition to approving construction the FAA requires the transmission of frequencies be reviewed via the Form 7460-1. A “no objection” determination by the FAA is required for construction. (Note: FAA response may take several months)

- b) Technical information regarding any antenna transmitting a frequency. The Airport will use this information and submit to the FAA Form 7460-1, NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION. A “no objection” determination by the FAA is required regarding the transmission of frequencies before the transmission of a frequency.
- c) Technical information for the Kansas Department of Health and Environment NOTICE OF INTENT for authorization to discharge storm water runoff from construction activities in accordance with the Kansas Water Pollution Control General Permit under the National Pollutant Discharge Elimination System. The Airport shall sign and submit the application developed by the Tenant. The Tenant will pay all costs.
- d) Technical information related to Section 163 of the FAA Reauthorization Act of 2018 shall be provided by the tenant. Airport staff will submit to the FAA the provided information and other information relevant to the project and required by the FAA.
- e) City of Wichita permission to grade.
- f) Copy of permits from review agencies such as, but not limited to, City of Wichita Public Works and the Metro Area Building and Construction Department.
- g) A drawing of the temporary security fence location and schedule.
- h) Written indication of what company is providing the SWPPP construction phase inspection services. Provide a sample form that will be used.
- i) Contact call list on Contractor letterhead with at least three points of contact shown.
- j) Construction schedule.
- k) Certificate(s) of insurance.
- l) Statutory and performance bonds.
- m) Sealed for-construction plans and specifications both a hard copy and pdf, including all comments and approvals from MABCD or other permitting agencies.
- n) Written confirmation from the FAA regarding environmental compliance.
- o) If a project is funded with Airport Special Facility Revenue Bonds a sales tax Project Exemption Certificate is potentially available. Consult the Airport for guidance.
- p) Off-lease work memorandum of understanding.
- q) Other documents that may be required for the project.

17. NIGHTTIME CONSTRUCTION:

If impacting Airport operations or security night construction work shall be coordinated with the Airport at least one week in advance. Submit to the Airport for approval documentation to demonstrate safety, lighting, access route signed and marked, vehicle lighting, etc. and other elements as directed by the Airport.

18. INCLEMENT WEATHER:

The Airport reserves the right to direct the Contractor to vacate the construction site, or a portion thereof, of personnel, equipment and/or materials due to inclement or pending inclement weather.

19. TALL CONSTRUCTION EQUIPMENT:

Reference Standard Operating Procedure No. 6 (copy available upon request).

20. FIREARMS:

Reference Standard Operating Procedure No. 6 (copy available upon request).

21. EROSION AND SEDIMENT CONTROL INSPECTIONS:

Erosion and sediment control devices (i. e. silt fences, straw bale barriers, etc.) shall be inspected at frequencies of no longer than 14 days and within 24 hours of a rainfall event $\frac{1}{2}$ inch or more. Inspections shall be documented utilizing a format compliant with KDHE requirements or EPA Stormwater Site Inspection Report. Written documentation shall be developed for each inspection and the documentation shall include, but not limited to:

- a) Project and contractor name
- b) Federal and State of Kansas permit numbers
- c) Time and date of inspection and the name of the inspector
- d) A checklist asking these questions:
 - 1. Does water flow around or under the erosion control device?
 - 2. Does the erosion control device sag or is dislodged?
 - 3. Is the erosion control device damaged?
 - 4. Does sediment need to be removed from behind the erosion control device?

If any and/or all of these questions are answered in the affirmative, correction action shall promptly occur and noted on the inspection report the corrective action taken.

A copy of the reports shall be provided upon request during the project.

22. EXCESS EXCAVATION:

Unless otherwise approved excess clean soil shall remain on the Airport and transported to a site indicated by the Airport. Excess soil shall be deposited, spread and evenly wheel rolled in such a manner that the site shall drain, be free of debris and waste material, be fine graded and grass established. Soil containing unsuitable material such as debris, waste, vegetation, etc. shall be removed from the Airport.

23. JOB SITE SECURITY:

It is the responsibility of the Tenant/Contractor to secure the job site.

24. CONSTRUCTION TRAFFIC CONTROL AND SAFETY:

The Tenant/Contractor is responsible for all aspects of the project's traffic control, barricades, safety, etc.

25. ASBESTOS CONTAINING MATERIAL:

No asbestos containing material shall be used in any part of the work. Provide a certification on company letter head stating such. If demolition occurs provide to the Airport proper documentation.

26. CONTAMINATION:

Should contamination be found or suspected contact the Airport Police and Fire at 316-946-4740.

27. OBSTRUCTION LIGHTS:

A dual obstruction light arrangement shall be used in all applications where an obstruction light is required. The flashing lights shall flash 24 hours a day.

28. PRESERVATION OF IRONS AND MONUMENTS:

- a) Property/Lease Line Pins: Prior to construction the Contractor shall find and flag the property/lease pins. The Contractor shall be responsible for preserving property and/or lease line pins whether or not they are shown on the plans. Any pins damaged or destroyed by the Contractor shall be re-established by a licensed land surveyor in accordance with the state laws of Kansas. Should pins not be found the Contractor shall establish the lease corners to the level needed to construct the project.
- b) Monuments: The Contractor shall protect from disturbance or damage all section and survey monuments until the Airport has witnessed or otherwise referenced their location and shall not remove them until directed. Monuments damaged by the Contractor shall be re-established by a licensed land surveyor in accordance with the state laws of Kansas.

29. POST CONSTRUCTION LEASE PINS:

After construction and upon occupancy each and every lease corner shall have permanent monuments (pins) either established or confirmed by the Tenant per State regulations. In lieu of setting reference (offset) monuments (pins) when a lease corner falls on concrete pavement a chiseled "X" is an allowable alternative. Monuments (pins) shall be detectable by commonly used magnetic locators.

30. OFF AIRPORT WORK:

The Contractor is not allowed to use Airport property to stage, supply or otherwise work off Airport projects.

31. PHOTO DOCUMENTATION:

The Airport reserves the right to photograph or video document any and all aspects of the work and the job site at any time. It is recommended the Contractor, prior to construction, photo document the project site and its perimeter and provide dated copies to the Airport.

32. CONCRETE STAMPING:

The Contractor shall stamp freshly placed concrete with the name of the company and date placed (month and year) using a minimum 2-inch block characters, where indicated on the plans and as directed. Typical locations for the stamping shall be where new concrete abuts old, along edges of concrete pavement, in the middle of large areas of pavement adjacent to joints, etc.

33. INSTALLED CONDUITS:

Communication and power conduits installed by the Contractor shall be mandrelled as a requirement prior to the installation of the communication and power cabling. The mandrelling shall be done in the presence of Airport staff and shall conform to the requirements of the Airport.

34. DEWATERING:

If dewatering is required the Contractor shall contact the Airport at 316-946-4715 and the City of Wichita Environmental Services Department at (316) 268-8351, to determine if the groundwater requires special handling. All costs of special handling and/or disposal is the responsibility of the Tenant/Contractor.

35. WATER WELL:

No water well shall be installed without the prior permission of the Airport and the appropriate permits in place.

36. MOWING:

Mow the work area to the same height and frequency as the turf is maintained by the Airport adjacent to the project location.

37. IMPROVEMENTS MAINTAINED BY THE AIRPORT:

Facilities (buildings, utilities, equipment, pavements, etc.) constructed/installed by the Project that will be maintained, operated, serviced, etc. by the Airport shall be constructed/installed/inspected/tested per Airport/FAA criteria and specifications. Such facilities shall be inspected by Airport approved individuals hired by the Tenant and testing/inspection records along with certifications the improvements were per the approved plans and specifications. Should the testing show non-compliance re-work and re-testing is required until acceptance occurs. Provide copies of all test reports to the Airport. Anticipate a geotech evaluation of the soils to recommend subgrade stabilization.

38. WARRANTY TO AIRPORT:

Equipment, systems, pavements, utilities, etc. to be constructed or provided by the Project that are to be turned over to the Airport for operating, maintaining, managing, servicing, etc. shall have a two-year warranty from the Tenant beginning from the completion of the Project unless the equipment, systems, pavements, utilities, etc. have a longer warranty provided by the manufacturer. Pavement joint sealant shall be by silicone and have a five-year material warranty and a five year installation warranty from the applicable entities. On Contractor, Consultant and joint sealant manufacturer letterheads provide assurances the work was constructed, inspected and tested per the Owner's approved plans and specifications. Should warranty work be needed within the two-year warranty period the Tenant shall, at their cost, implement corrective work to the satisfaction of the Airport and that corrective work has a two year warranty period. The warranty period shall extend until the improvements achieve a two-year duration defect free.

39. OPERATING AND MAINTENANCE MANUALS AND DOCUMENTS:

Equipment, systems, pavements, utilities, etc. to be constructed or provided for the Project that are to be turned over to the Airport for operating, maintaining, managing, servicing, etc. shall have the operating and maintenance manuals provided to the Airport. Provide two sets hard copies and a complete electronic file.

40. TESTING:

Equipment, systems, pavements, utilities, etc. to be constructed or provided for the Project that are to be turned over to the Airport for operating, maintaining, managing, servicing, etc. shall be tested, as required, and should the testing show non-compliance re-work and re-testing is required until acceptance occurs. Provide copies of all test reports to the Airport.

41. LIEN RELEASE:

Upon completion of the project, Tenant shall furnish a letter to the Airport warranting that:

- a) The improvements have been completed by a licensed contractor in accordance with the approved plans and specifications
- b) The improvements have been completed in a good and skilled manner
- c) No liens have been filed, nor is there any basis for the filing of such liens with respect to the improvements; and
- d) All improvements constituting a part of the project are located or installed upon the premises.

42. CLOSE OUT DOCUMENTATION:

- a) Record Drawings

Within 30 days of the completion of the Project provide to the Airport record drawings including the changes made during construction in electronic file on a CD and a full-sized hard copy set of drawings. The electronic file shall be a pdf and AutoCAD files with each sheet clearly labeled. Provide drawings that show all design professional seals on the plan sheets. Provide all pre-engineered designs that undergo MABCD review.

- b) Erosion and Sediment Control Inspections. Within 30 days of completion of the Project provide to the Owner a bound copy of the inspection reports in chronological order.
- c) KDHE Notice of Termination.
- d) A copy of conditional and final Certificate of Occupancy.
- e) Asbestos free construction certificate.
- f) Warranty documents for systems and equipment serviced, operated and maintained by the Airport.
- g) Operation and maintenance manuals for systems and equipment to be operated and maintained by the Airport. Provide two indexed hard copies.

- h) Testing results of systems, equipment, pavements, etc. serviced, operated and maintained by the Airport.
- i) Private Project inspection reports and consultant certifications.
- j) Warranty letters from the Contractor and Consultant for off-lease work.
- k) State of Kansas Project Completion Certification.
- l) Certification from the tenant and the general contractor that no Mechanic's and Materialman's liens have been filed against Airport property by any subcontractor or supplier to the project. Provide on company letterhead and signed by a company official.
- m) Lien release.
- n) Other documents that may be required for a specific project.

43. COMPLETION/CLEAN UP:

Prior to opening any work site, the Contractor shall clean the site to remove all dust, debris and other foreign material. The Airport has the right to direct cleaning at other times if deemed needed for operational and/or safety reasons. Cleaning shall occur before each time a work site is opened. If directed by the Airport, provide a power broom for pavement cleaning.

It is the Tenant/Contractor responsibility to return to pre-construction conditions or better all areas disturbed by the project and repair off-lease damage caused by the project to the satisfaction of the Airport.

WICHITA AIRPORT AUTHORITY

STANDARD OPERATING PROCEDURE #11

August 11, 2008



WICHITA MID-CONTINENT AIRPORT

PROCEDURES FOR FUEL AND CHEMICAL RESPONSE, RECOVERY & REPORTING

Approved By:

WICHITA AIRPORT AUTHORITY

Subject: Procedures for Fuel and Chemical Response, Recovery and Reporting.

The following procedures are to be enacted upon by WAA Airport Public Safety Division (ASD) and tenant¹ in the event that a fuel and/or chemical spill occurs. Please note that the Wichita Airport Authority (WAA) ASD have different operational objectives depending upon the type and amount of spill (fuel and/or chemical), potential harm to life or limb (unoccupied apron vs. under a fully loaded aircraft) and responsible party (airport vs. tenant). Following are the guidelines to be followed. **ANY PERSON INVOLVED IN OR WITNESSING ANY AMOUNT OF A FUEL AND/OR CHEMICAL SPILL, AT ANY LOCATION, MUST IMMEDIATELY REPORT SUCH TO THE AIRPORT PUBLIC SAFETY DIVISION AT 316-946-4740.**

Each tenant is expected to submit to the ASD a chemical and/or petroleum product inventory and storage location map. This information must be kept readily available by the tenant as required when complying with the Hazard Communications Standard (29 CFR 1910.1200 OSHA), Emergency Planning and Community Right-To-Know Act (EPCRA, 40 CFR Parts 302, 304, 313, 355, 370 or 372), Title III of the Clean Air Act (40 CFR Part 68, Section 112 (r)) or could potentially spill a substance requiring reporting under CERCLA. This information will be utilized to assist Airport Safety and/or any responding City of Wichita emergency personnel (Fire, Police, Haz-Mat, etc.). This information will be submitted to an Airport Safety Division Supervisor at 2193 Air Cargo Road, Wichita, KS 67209.

The following procedures will be utilized in response to a fuel and or chemical spill.

Fuel Spills (includes petroleum products)

1. The ASD will immediately respond to the spill site with safety vehicle(s) and initiate safety and fire prevention measures.
2. If the responsible party has not initiated spill response activities, ASD personnel will perform containment activities to prevent the fuel spill from contacting surface soils (soils adjacent to aprons, taxiways, runways, parking, etc.), surface water (water within drainage swales, storm water detention basins, Cowskin Creek, etc.) or entering storm sewer inlets. If the spill is tenant's fault, neither the WAA nor ASD personnel will be held responsible for insuring containment nor liable for cleanup cost related to a lack thereof.
3. Once containment of the spill is determined to be complete, the spill's responsible party will provide recovery activities. If tenant is responsible, tenant personnel or their emergency response contractor will conduct recovery activities. Spill recovery will not be complete until the ASD Shift Supervisor, Environmental Service Manager and/or if required Kansas Department of Health and Environment inspects the site and releases the spill from further action.
4. If the responsible tenant does not have the capability to perform recovery activities or does not have a contracted vendor to perform such activities, the WAA's contracted emergency response firm will perform recovery activities. All contractor or ASD related cost for spill recovery would

then be invoiced to the responsible tenant. Neither the WAA nor WAA personnel will be held liable for any actions conducted by said contractor.

5. The ASD will provide fire prevention activities during recovery.
6. Washing down spills is strictly prohibited, unless on-site ASD personnel deem such activities are warranted to avoid life-threatening situations. This activity will not negate the responsible tenant from conducting recovery activities of the wash down materials. Prompt and immediate recovery activities will be taken on spills that enter the storm sewer system.
7. In the event of tenant spill, any materials utilized by the ASD or WAA emergency response contractor will be collected into containers and turned over to the tenant. The tenant shall assume responsibility for the materials proper handling and disposal in accordance with all applicable federal state and/or local laws. The tenant shall provide evidence that the materials have been removed from Airport property and disposed of properly. An inventory of WAA materials used will be listed in the spill report and invoiced to the responsible tenant.
8. The spill's responsible party or the WAA Environmental Service Manager will determine if the spill is reportable based upon federal, state and/or local regulations. If the responsible party is a tenant, a copy of all correspondence between the tenant and reporting entity (KDHE, EPA, etc.) will be forwarded to the WAA Environmental Services Manager. If the tenant does not take proper reporting measures, the WAA Environmental Services Manager will make a determination and proceed with reporting the incident. If the responsible party is the WAA, the Environmental Services Manager will determine if a spill is reportable and will be the contact between the WAA and reporting entities (KDHE, EPA, etc.).
9. The ASD shall be responsible for investigating all fuel spills, documenting those findings within the ASD Spill Report form S-28. Upon review of the spill circumstances, the WAA may mandate the tenant to conduct immediate retraining, equipment repairs, or other action required for spill prevention.
10. A copy of the completed S-28 form will be forwarded to the WAA Environmental Services Manager no later than the next business day.

Chemical Spills

1. The ASD will immediately respond to the spill site with safety vehicle(s) and initiate safety and fire prevention measures.
2. If tenant is directly responsible, tenant shall immediately provide a material safety data sheet for the spilled chemical upon ASD's arrival.
3. The ASD **MAY NOT** provide spill containment or response activities. The tenant or any other entity handling such materials on WAA property will keep in its possession proper spill containment materials (i.e. absorbent booms, pads, neutralizing agents, etc.). At a minimum, the responsible party's personnel will be properly trained in the use of these materials to provide immediate containment and prevention of a spill from contacting surface soils (soils adjacent to aprons, taxiways, runways, parking, etc.), surface water (water within drainage swales, storm water detention basins, Cowskin Creek, etc.) or entering a storm sewer inlet.
4. Once containment of the spill is determined to be complete, the spill's responsible party will initiate immediate recovery activities. If spill is tenant responsibility, tenant personnel or their emergency response contractor will conduct recovery activities. Spill recovery will not be deemed complete until the ASD Shift Supervisor, Environmental Service Manager and/or

Kansas Department of Health and Environment inspects the site and releases the spill from further action.

5. If the responsible tenant does not have the capability to perform recovery activities or does not have a contracted vendor to perform these activities for them, the WAA's contracted emergency response firm will perform recovery activities. All contractor related cost for spill recovery would be invoiced to the responsible tenant. Neither the WAA nor WAA personnel will be held liable for any actions conducted by said contractor.
6. The ASD will conduct fire prevention during all recovery activities.
7. Washing down spills is strictly prohibited during chemical spills. Spills that enter the storm sewer system will prompt immediate recovery activities.
8. In the event of tenant spill, any materials utilized by the WAA emergency response contractor will be collected into containers and turned over to the tenant. The tenant shall assume responsibility for the material's proper handling and disposal in accordance to all applicable federal state and/or local laws. The tenant shall provide evidence that the materials have been removed from airport property and disposed of properly. An inventory of WAA materials used will be listed in the spill report and invoiced to the responsible tenant.
9. The spill's responsible party or the WAA Environmental Service Manager will determine if the spill is reportable based upon federal, state and/or local regulations. If the responsible party is a tenant, a copy of all correspondence between the tenant and reporting entity (KDHE, EPA, etc.) will be forwarded to the WAA Environmental Services Manager. If the tenant does not take proper reporting measures, the WAA Environmental Services Manager will make a determination and proceed with reporting the incident. If the responsible party is the WAA, the Environmental Services Manager will determine if a spill is reportable and will be the contact between the WAA and reporting entities (KDHE, EPA, etc.).
10. The ASD shall be responsible for investigating all chemical spills, documenting those findings within the ASD Spill Report form S-28. A copy of the completed S-28 form will be forwarded to the WAA Environmental Services Manager no later than the next business day.

The WAA Airport Public Safety Division's primary responsibility is the safety and security of the Airport and protection of the flying public in the event of an aircraft emergency. If a spill, security and/or aircraft emergency were to occur concurrently, the primary focus of WAA ASD personnel must be the aircraft and/or security emergency. Only the minimum personnel required to provide adequate fire prevention would respond to the spill. This may not always allow for safety personnel at the spill to provide recovery operations.

- 1. The term tenant includes any contractors, sub-contractors, vendors and/or any other firms or personnel conducting services for tenant.**



FIRE PREVENTION IN THE USE OF CUTTING OR WELDING PROCESSES

**APPLICATION AND PERMIT FOR CUTTING, WELDING OR HOT WORK
PROCESSES USING ELECTRIC ARCS OR OXY-FUEL GAS FLAMES**

Approved By:

WICHITA AIRPORT AUTHORITY

Signed by Victor White on 3/30/2016

Victor D. White
Director of Airports

Date

Subject: Fire Prevention in the Use of Cutting, Welding or Hot Work Processes - Application and Permit.

Purpose: This Standard Operating Procedure (SOP) has been prepared for the guidance of those companies and persons who wish to perform cutting, welding or hot work, and those in management on whose owned and/or leased property, on Dwight D. Eisenhower and Col. James Jabara Airports, cutting, welding and hot work is to be performed. This SOP covers provisions to prevent life and property casualty which could result from fire in the use of oxy-fuel gas and electric arc cutting, welding, and hot work equipment where such equipment is used for cutting, welding, and hot work.

Reference: NFPA 51B, 2014 Edition
Municipal Code of the City of Wichita, Section 9.35.510 Open flame operations

A. Definitions.

“Cutter/Welder” shall mean the individual conducting the cutting or welding operation.

“Fire Watch” shall mean the individual responsible for observing and maintaining safety during cutting, welding or hot work.

“Combustible” shall mean any material, substance, fumes, or residue therefrom, that is not considered “fire proof” or “fire resistant” and is capable of ignition, combustion or explosion when coming into contact or near contact with an ignition or heat source.

“Hot Tapping” shall mean the method of making a connection to existing piping or pressure vessels containing a combustible material or substance without the interruption of emptying, purging, and/or pressurizing with inert gas that section of pipe or vessel.

“Fire Detection System Shielding” shall mean a procedure to temporarily shield, cover, or protect one or more fire detection system sensors to insure that the fire suppression system is not inadvertently activated due to anticipated smoke or heat resulting from cutting, welding, or hot work procedure. Special attention and caution is expected to ensure such temporary shield or cover is removed from sensor(s) after the hot work is completed.

- B. Permissible Areas.** Cutting, welding, or hot work shall be permitted only in areas that are or have been made fire safe. Within the confines of an operating plant or building, the cutting, welding, or hot work shall be either:

- 1) A specific area designed, equipped, maintained, and designated for such work and meeting local fire codes for such designation, such as a maintenance shop or detached outside location of noncombustible or fire-resistive construction, essentially free of combustible and flammable contents, and suitably segregated from adjacent areas; or
- 2) Where work cannot practically be moved to a specifically designated area defined in **B. 1)** above, but can be made fire safe by removing combustibles, or shielding or protecting combustibles from ignition sources associated with hot work.

C. Non-Permissible Areas.

- 1) In areas designated by APF; or
- 2) In facilities where fire suppression systems are known to be out of service or inoperable; or
- 3) In the presence of explosive or combustible atmospheres, or explosive atmospheres that could develop inside uncleaned or improperly prepared drums, tanks, or other containers that have previously contained such materials, or that can develop in areas with an accumulation of combustible dusts; or
- 4) In areas near the storage of exposed and readily ignitable materials.

NOTE: for additional information on cutting, welding and hot work of containers that have held flammable materials, see NFPA 327.

D. Permit Required.

An application for a cutting, welding, or hot work Permit shall be submitted to Airport Police & Fire. The Permit shall be issued subject to the conditions specified under Section **E.** below. An application for Cutting, Welding and Hot Work Permit shall be submitted if such activities are proposed to take place in any location other than an area that has been specifically designed, maintained and equipped for such purpose as outlined in **B. 1)** above. The applicant shall be responsible for meeting all requirements of this SOP, including those conditions specifically indicated on the Part 1 Permit.

- E. Permit Requirements.** APF will inspect the area proposed for which application is sought, and will ensure that the following Permit requirements are satisfied.

The individual to whom the Permit is issued and whose signature appears under "*Welder Signature*" shall verify the following:

- 1) Cutting, welding, or hot work equipment to be used shall be in satisfactory operating condition and in good repair; and
- 2) Where combustible materials are visually observed on the floor, the floor shall be swept clean for a radius of 35 feet. Combustible floors shall be kept wet, or protected by

fire-resistant covers or shields. Where floors have been wetted-down, personnel operating arc welding or other electrical equipment shall be protected from electrical discharge; and

- 3) All combustibles shall be relocated at least 35 feet horizontally from the hot work site; where relocation is impractical, combustibles shall be shielded or covered and protected with flameproof covers or otherwise shielded with metal or other appropriate fire-resistant guards or curtains satisfactory to APF. Edges of covers at the floor shall be tight to prevent sparks from passing beneath. This precaution is also required at overlaps where several covers or shields are used for protection.
- 4) Openings or cracks in walls, floors, or ducts within 35 feet of the site shall be covered to prevent the passage of sparks to adjacent areas.
- 5) Where cutting, welding and hot work is done near walls, partitions, ceilings, or roofs of combustible construction, fire resistant shields, covers or guards shall be applied. If cutting or welding is to be done on a metal wall, partition, ceiling, or roof, precautions shall be taken to prevent ignition of combustibles on the other side, due to conduction or heat radiation, preferably by relocating combustibles. Where combustibles are not relocatable, a **Fire Watch** on the opposite side from the work shall be provided. Cutting or welding shall not be attempted on a partition, wall, ceiling, or roof having a combustible covering, nor walls or partitions of combustible sandwich-type panel construction.
- 6) Cutting, welding or hot work on pipes or other metal in contact with combustible walls, partitions, ceilings, or roofs shall not be undertaken if the work is close enough to cause ignition by conduction or heat radiation.
- 7) Fully charged and operable fire extinguishers, appropriate for the type of possible fire, shall be available at the work area. Where hose lines are available, they shall be connected and ready for service.
- 8) Where cutting, welding or hot work is performed in close proximity to a fire detection system sensor, **Fire Detection System 'Shielding'** shall be undertaken; circumstances may vary, but in many cases 'Shielding' may be accomplished by applying wet cloth over sensor(s).

Special attention and caution should be taken to ensure such temporary shield or cover is removed from sensor(s) after the hot work is completed.

Special precautions shall be taken to avoid accidental activation of fire detection systems and discharge of suppression systems.

- F. **The Airport Police and Fire (APF) Division of the Wichita Airport Authority.** Shall be responsible to evaluate, regulate and ensure that safe operating practices are utilized when cutting, welding or hot work occurs or is anticipated to occur on Wichita Airport Authority owned property, and shall:

- 1) Upon receiving an application, inspect the site and issue a Permit if appropriate; and
- 2) Confirm the individual and company responsible for cutting, welding or hot work operations (*in areas not specifically designated for such work*) has been approved for such processes; and
- 3) Ensure that only approved apparatus, such as torches, manifolds, regulators or pressure reducing valves, and acetylene generators are to be used; and
- 4) Ensure that **Cutters/Welders** are suitably trained in the safe operation of their equipment and emergency procedures in the event of fire, and that they have read and are familiar with the requirements of this SOP #32; and
- 5) Determine that correct and appropriate fire protection and extinguishing equipment of sufficient quantity are properly located and accessible at the site; and
- 6) Ensure **Cutters/Welders** are familiar with flammable materials or hazardous conditions that may exist; specifically recognize and identify such materials or conditions at time of inspection; and
- 7) Complete Permit Part 1 and Part 2; and
- 8) Retain Part 1 of the Permit for internal records; and
- 9) Issue Part 2 of the Permit to the person or persons performing cutting, welding or hot work; and
- 10) Ensure the Part 2 hard copy (*separate document*) of the Permit is secured in an area that is visible to anyone that enters the area; and
- 11) Verify **Fire Watch** is to be provided (*if required by Permit*) at all times during performance of cutting, welding or hot work.

G. Cutter/Welder. The individual conducting the cutting, welding or hot work operations in areas (*not specifically designated for such work*) shall be a qualified and authorized individual, and shall:

- 1) Make application and receive Permit from APF before commencing the cutting, welding or hot work; and
- 2) Cut or weld only where and when weather and other ambient and surrounding conditions are safe to do so (*one example includes high wind conditions*); and
- 3) Immediately discontinue cutting or welding if conditions change from those under which approval was granted; and
- 4) Be responsible for the safe handling of the cutting or welding equipment, and for the safe use in the process; and

- 5) Have knowledge of where combustible materials and/or hazardous materials are located or likely to be present in the work location; and
 - 6) Protect combustibles and/or hazardous materials from ignition by performing the following:
 - i. Have the work moved to a location free from dangerous combustibles or hazardous materials; or
 - ii. If the work cannot move, have the combustibles and/or hazardous materials moved a safe distance from the work area, or have the materials properly shielded or covered and protected against ignition; and
 - iii. Insure that cutting, welding, or hot work is scheduled so that operations, which might expose combustibles and/or hazardous materials to ignition, are not present (*one example includes nearby fueling operations*); and
 - 7) Where **Fire Watch** is required, the **Cutter/Welder** shall ensure that the designated **Fire Watch** party is available and attentive to his/her fire safety duties at the site; or
 - 8) Where **Fire Watch** is not required, remain at and visually observe the work site and surrounding areas for no less than 1/2 hour after the completion of cutting or welding operations to determine that there are no lingering ignitions or other unsafe conditions.
- H. **Fire Watch.** The individual conducting **Fire Watch** in areas (*not specifically designated for such work*) shall be a qualified and authorized individual, and shall:
- 1) Have fire extinguishing equipment readily available and be trained in its use; and
 - 2) Be familiarized with combustibles and hazards of the work site and the hot work; and
 - 3) Ensure that safe conditions are maintained during hot work operations; and
 - 4) Have the authority to stop the hot work operations if unsafe conditions develop; and
 - 5) Be familiar with facilities and procedures for sounding an alarm in the event of fire; and
 - 6) Have in their immediate possession a cell phone, or nearby access to a land-line telephone whereby emergency response may be notified in case of a fire emergency; and
 - 7) Remain attentive and observant at all times for fires in all exposed areas, and try to extinguish them first, only when obviously within the capacity of the equipment available, or otherwise sound the alarm immediately; and
 - 9) Maintain **Fire Watch** of work site and surrounding areas for no less than 1/2 hour after the completion of cutting or welding operations to determine that there are no lingering ignitions

or other unsafe conditions.

- I. **Requirements for Fire Watch.** **Fire Watch** may be required by APF as a condition for authorizing cutting, welding or hot work operations. Circumstances or conditions in which **Fire Watch** may be required include, but are not limited to:
- 1) Combustible building material or contents closer than 35 feet to the point of hot work operation; or
 - 2) Wall or floor openings within a 35 feet radius expose combustible material in adjacent areas, including concealed spaces in walls or floors; or
 - 3) Combustible materials that are adjacent to the opposite side of partitions, walls, ceilings, or roofs, and may potentially be ignited; or
 - 4) Any other significant issues of concern that APF believes may warrant **Fire Watch**.
- J. **Hot Tapping.** "Hot tapping" or other cutting, welding, or hot work on a flammable gas or liquid transmission piping or pressure vessels containing a combustible material or substance without the interruption of emptying, purging and/or pressurizing with inert gas shall only be performed by a crew qualified to perform such work.

WICHITA AIRPORT AUTHORITY
AIRPORT POLICE AND FIRE DIVISION

Permit # 0000

Permit for Welding, Cutting, Hot Work

**BEFORE STARTING HOT WORK, REVIEW ALL SAFETY PRECAUTIONS.
CAN THIS JOB BE AVOIDED OR IS THERE A SAFER WAY?**

This permit is required for any temporary operation involving open flame or producing heat and/or sparks: welding, cutting, brazing, grinding, soldering, or using a torch to thaw piping or heat material. The permit applies to only this job, in the area specified, during the time and date noted.

Instructions

Airport Police and Fire:

1. Complete precaution and safeguard checklist at the right.
2. Complete this form and retain Part 1.
3. Issue Part 2 to applicant.
4. Verify fire watch. (if required)

Permit Information

Hot Work Performed By:

☐ Employee

☐ Contractor: _____

Location/Building: _____

Work to be performed: _____

Person performing work: (print name) _____

Airport Police and Fire Signature: _____

I have verified that the above location has been inspected, and the required precautions and safeguards have been taken. Permission is authorized only for the above work.

Date Permit Expires: _____ Time: _____

Date Work Completed: _____

Applicant Signature: _____

Precaution and Safeguard Checklist

- ☐ Applicant and Fire Watch reviewed SOP #32.
- ☐ Fire detection and suppression in service and water hose or extinguisher available.
- ☐ Fire detection system shielding necessary.
- ☐ Hot work equipment in good repair.

Requirements within 35 Feet of Work

- ☐ Flammable liquids and combustible material removed from area.
- ☐ Floors swept and overhead structure clean from dust, lint and debris.
- ☐ Fire resistive covers and metal shields provided as needed.
- ☐ All floor and wall openings covered and/or protected. Walls/ceilings: remove combustibles away from opposite side or adjacent structures.

Work on Enclosed Equipment

- ☐ Adequate ventilation provided.
- ☐ Thoroughly clean and remove all flammables and combustibles.

Fire Watch:

- ☐ If Fire Watch is required, trained and equipped fire watch provided during operations and at least 30 minutes after.
(Note: 60 minutes for torch applied roofing.)
A final check-up of work area and adjacent areas must be conducted every 30 minutes until 4 hours after completion.

Fire Watch Required: ☐ Yes ☐ No

Final Check-Up Date: _____ Time: _____

Fire Watcher Signature: _____

WARNING!

HOT WORK IN PROGRESS

WATCH FOR FIRE!

In case of an emergency

Call

At

Fire Watch

Maintain watch throughout work. Watch must be maintained uninterrupted throughout lunch, breaks and ensuing shifts.

Maintain watch for 30 minutes following the completion of work
(60 minutes for torch-applied roofing)