

Runway Construction Closure Checklist

Complete Runway Closure

Start date:

		Required	Status	Date Complete	Reason Not Accomplished
	<i>As Early as Possible:</i>				
1	Review best practices/lessons learned	X			
2	Notify local Technical Operations System Support Center (SSC) of proposed start and end dates to begin NAVAIDs evaluation for impact and to begin the Strategic Event Coordination (SEC) for NAVAID shutdown during construction	X			
3	Review airport Master Plan (long-range) with airport authority Review specific imminent phases (revisit as funding changes); request daily updates be posted on airport authority webpage	X			
4	Notify the Airport Construction Advisory Council via email to the following address: 9-AJA-ConstructionCouncil@faa.gov	X			
5	Coordinate closure coincidental to publication/charting date with sponsor Published Departure/Arrival instrument procedures take 18-24 months Airfield Diagram depictions or AFD descriptions prior to runway opening date will require issuing NOTAMs	Best Practice			
6	Conduct and complete SMS activities (SRMD, SRMDM, etc.)	X			
7	Model the construction in the simulator	X			
8	Advise/coordinate project with regional Runway Safety Office - accomplish local-regional RSAT focused on construction impact	X			
9	Tailor communication strategy to this project	X			
10	Coordinate with Traffic Management - develop impact statement	X			
11	Confirm effect to instrument procedures, critical areas, protected surfaces; check with AFS	X			
12	Review necessary LOA changes related to local operators	X			
13	Evaluate whether construction may generate need for new/different runway hot spot(s) or runway crossings	X			
14	Review ARFF routes/staging and suspicious materials holding areas with airport authority	X			
15	Confirm location of RSA(s) for each proposed and existing runway affected	X			
16	Determine extent of surface surveillance (ASDE-X and/or AMASS) map changes needed and coordinate as necessary Allow sufficient time for Program Office (MMAC) response	X			
17	Determine whether video map set change is needed and coordinate as necessary	X			

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18	Review Construction Safety Phasing Plan (CSPP) with Airport District Office (ADO); the ADO should notify the Planning & Requirements (P&R) office at the Service Center via a determination letter, per the Strategic Event Coordination national service level agreement Review construction safety plans submitted to ADO and comment on vehicle routes to/from movement areas; insist on use of access roads to runway ends if construction affects intersecting runways	X			
19	Review movement area visibility changes caused by construction	X			
20	Coordinate and draft amended Movement Area LOA as necessary	X			
21	Review runway/taxiway marking/signage changes with airport authority cross-check that edge/centerline lights on closed runway can be disabled (covered) during closure Get Airport Division/District Office involved	X			
22	Consider ceiling and visibility (if any) requirements for any shortened runway AFS and carriers must be consulted	X			
23	Review planned nighttime lighting to ensure tower & pilot vision is not obstructed	X			
24	Review LAHSO changes that are necessary Coordinate changes with airport authority; may require markings, signage, and lighting	X			
25	Review ADW and CRDA changes that are necessary If arrival tools are to be used, make sure automation and radar maps are updated	X			
26	Initiate request with AJV to amend airport diagram	X			
27	Create, approve, and publish changes to local procedures (SOP)	X			
28	Notify carriers/operators of any changes in instrument procedures & planned impacts	X			
29	Conduct initial briefing to operational personnel to raise their situational awareness	X			
<i>Within 30 Days of Project Start</i>					
30	Confirm airport diagram change publication New diagram changes can require more than 60-days if survey information is not available; communicate to AJV office early to avoid charting issues - Jeppesen (especially); Garmin, LIDO, Maptech, too AIM (Christopher Criswell – FAA lead) will confirm - do not call chart/map vendors directly	X			

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31	Contact AIM (AJV-3) to coordinate digital Construction Notice, (diagram showing closures); on a trial basis (largely determined by availability of GIS data); diagrams are not associated with formal AIM (AJV-3) (Aeronav) publication cycle	Best Practice			
32	Confirm points-of-contact for tactical construction/crane operations	X			
33	Conduct facility controller awareness campaign Posters, FLM crew briefings, etc. initiated NLT 2 weeks before closure	X			
34	Conduct pilot awareness campaign; (i.e., INFO message, FAAST message) Schedule an RSAT at a minimum (Summit for Core-30 airports) approximately 30 days before closure; Letter to Airmen developed/posted	X			
35	Develop cheat-sheets for tower-cab that includes Closed Areas and Vehicle Flows	X			
36	Complete simulator and classroom training	X			
37	Brief controllers/operational personnel (first briefing on specific project)	X			
Within 2 Weeks of Project Start					
38	Brief FLMs/OMs/CICs on ATIS review requirements refresher prior to closure	X			
On Day of Closure					
39	Re-brief controllers/operational personnel	X			
40	Stage project knowledgeable staff personnel in operating quarters (day and night shifts) Plans & Procedures personnel or facility project focal as applicable	X			
41	ATIS software checked to ensure information is broadcast digitally through ARINC This item is required only if facility has users that employ ACARS as a means of obtaining the ATIS	X			
42	Check ATIS content on TDLS	X			
43	Verify NOTAMs in place; review for accuracy	X			
44	Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X			
45	Implement Movement Area LOA	X			
46	Make necessary changes to IDS-4	X			
47	Verify lighted "X's" on runways; Ensure that edge/centerline lights on closed runway are disabled (covered) during closure	X			
48	Update all Orders, Notices, LOA's, binders as needed	X			

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49	JUST SAY "NO" - no last minute changes If airport (or contractor) fails to abide by the agreed phasing, FAA should request <u>immediate</u> meeting with airport sponsor; Consider suspending operations when "radio-out" (lost communications) with vehicle (or aircraft) occurs in construction movement area	X			
<i>During Construction</i>					
50	Re-check all websites: (Runway Safety, airport authority, etc.) - ensure they stay current	X			
51	Recheck NOTAMs and ATIS constantly; review for accuracy Advise airport authority of any NOTAM discrepancies; have separate person review ATIS recordings Ensure barricade placement matches NOTAMs and other operational restrictions during construction	X			
<i>Following Construction</i>					
52	Report out to the District Manager, Service Area Director, & Airport Construction Advisory Council (ACAC)	X			
53	Conduct surveys targeted at reviewing construction activities and mitigations to determine effectiveness of new procedures Adverse trends and/or unsafe findings are reported to the ACAC	X			

Notes/comments: