Runway Decommissioning Checklist

Runway Decommissioning (closing)   **Start date:**

		Required	Status	Date Complete	Reason Not Accomplished
	As Early as Possible:				
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	X			
3	Coordinate closing coincidental to publication/charting date with sponsor Published Departure/Arrival instrument procedures removal & Airfield Diagram depictions or AFD description changes take 4-6 months; runway closing prior to coincidental publications will require issuing NOTAMs	Best Practice			
4	Conduct and complete SMS activities (SRMD, SRMDM, etc.)	X			
5	Request Tower Simulator System (TSS) video database changes; ACAC helps set priorities	Best Practice			
6	Develop training materials; model the closing in simulator/lab (if available)	X			
7	Advise/coordinate project with regional Runway Safety Office - accomplish local-regional RSAT focused on construction impact	X			
8	Tailor communication strategy to this project	X			
9	Coordinate with Traffic Management - develop efficiency statement	X			
10	Confirm effect to instrument procedures, critical areas, protected surfaces; check with AFS	X			
11	Review necessary LOA changes related to local organizations	X			
a	TRACON	Best Practice			
b	Airport authority	Best Practice			
c	ARFF	Best Practice			
12	Evaluate whether closing may generate need for new/different runway hot spot(s) or runway crossings consider if decommissioned runway maybe used as an (alternate) taxiway	X			
13	Review ARFF routes/staging and suspicious materials holding areas with airport authority	X			
14	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			
15	Determine whether video map set change is needed and coordinate as necessary	X			

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		Required	Status	Date Complete	Reason Not Accomplished
16	Coordinate and draft amended Movement Area LOA as necessary	X			

17	Review runway/taxiway marking/signage changes with airport authority
	    cross-check that edge/centerline lights on closed runway can be disabled (covered) at time of decommissioning
	    request hard-wired (long-duration) lighted "X's" to avoid fuel starvation
	    Get Airport Division/District Office involved
		X			

18	Ensure runway/taxiway lighting panel is modified to include sections of lights	X			
19	Ensure visibility and RVR tables are updated	X			
20	Review LAHSO changes that are necessary Coordinate changes with airport authority; may require markings, signage, and lighting	X			
21	Review ADW and CRDA changes that are necessary If arrival tools are to be used, make sure automation and radar maps are updated	X			
22	Initiate request with AJV to amend airport diagram (NFDC)	X			
23	Create, approve, and publish changes to local procedures (SOP)	X			
24	Review, extend/renew, and seek approval to necessary waivers	Best Practice			
25	Notify carriers/operators of any changes in instrument procedures & planned impacts	X			
26	Coordinate with airport operator to ensure that distance remaining signs removal are coordinated	X			
27	Conduct initial briefing to operational personnel to raise their situational awareness	X			
	Within 30 Days of Closing				

28	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			

29	Contact ACAC 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) (Aeronav) publication cycle	Best Practice			
30	Confirm points-of-contact for tactical construction/crane operations	X			

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		Required	Status	Date Complete	Reason Not Accomplished
31	Conduct facility controller awareness campaign Posters, FLM crew briefings, etc. initiated NLT 2 weeks before closure	X			

32	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 closing; Letter to Airmen developed and
	        posted
		X			

33	Develop cheat-sheets for tower-cab that includes Closed Areas and Vehicle Flows	X			
34	Complete training (simulator/lab, if available) with graphics showing phasing	X			
35	Brief controllers/operational personnel (first briefing)	X			
	Within 2 Weeks of Closing				
36	Brief FLMs/OMs/CICs on ATIS review requirements refresher prior to closing	X			
	On Day of Closing				
37	Re-brief controllers/operational personnel	X			
38	Stage project knowledgeable staff personnel in operating quarters on day of closing (day and night shifts) Plans & Procedures personnel or facility project focal as applicable	X			

39	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			

40	Check ATIS content on TDLS	X			
41	NOTAMs in place and reviewed for accuracy	X			
42	Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X			
43	Implement Movement Area LOA	X			
44	Make necessary changes to IDS-4	X			

	Verify lighted "X's" on runways;
	        Ensure that edge/centerline lights on closed runway are disabled (covered)
	        at time of decommissioning				

45	Update all Orders, Notices, LOA's, binders as needed	X			

46	**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			

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		Required	Status	Date Complete	Reason Not Accomplished
	During Construction (decommissioning)				
47	Re-check all websites: (Runway Safety, airport authority, etc.) - ensure they stay current	X			

48	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 (decommissioning)
		X			

	Following Construction (decommissioning)				
49	Report out to the District Manager, Service Area Director, & Airport Construction Advisory Council (ACAC)	X			
50	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: