

Runway/Taxiway Opening Checklist

**** Attention: when remarking a Runway due to magnetic variation change, completion of these items is recommended:**

3, 5, 6, 9-11, 16-21, 23-27, 29, 30, 33-37, 39, 42-48

**** Attention: when remarking a Taxiway (label change), completion of these items is recommended:**

3, 5, 6, 11, 15-20, 24, 25, 29, 30, 33-37, 39, 43, 45-48

Runway/Taxiway Opening (re-opening)

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	Coordinate opening 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			
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 opening in the simulator/lab (if available)	X			
7	Advise/coordinate project with regional Runway Safety Office - accomplish local RSAT focused on construction phasing, impacts, etc.	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 opening may generate need for new/different runway hot spot(s) Verify new movement surfaces reduce the number of hot-spots	X			

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		Required	Status	Date Complete	Reason Not Accomplished
13	Review ARFF routes/staging and suspicious materials holding areas with airport authority	X			
14	Confirm location of RSA(s) for each proposed and existing runway/taxiway affected	X			
15	Avoid re-using taxiway labels if the taxiway geometry changed on this (current) project; (adds complexity and may lead to confusion)	Best Practice			
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			
18	Coordinate and draft amended Movement Area LOA as necessary	X			
19	Review runway/taxiway marking/signage changes with airport authority; cross-check that edge/centerline lights on closed section of runway/taxiway can be restored when construction completes Get Airport Division/District Office involved	X			
20	Ensure runway/taxiway lighting panel is modified to include sections of lights	X			
21	Ensure visibility and RVR tables are updated	X			
22	Review LAHSO changes that are necessary Coordinate changes with airport authority; may require markings, signage, and lighting	X			
23	Review ADW and CRDA changes that are necessary If arrival tools are to be used, make sure automation and radar maps are updated	X			
24	Initiate request with AJV to amend airport diagram (NFDC)	X			
25	Create, approve, and publish changes to local procedures (SOP)	X			
26	Review, extend/renew, and seek approval to necessary waivers	Best Practice			
27	Notify carriers/operators of any changes in instrument procedures & planned impacts	X			
28	Coordinate with airport authority to ensure that distance remaining signs match the (temporary) actual runway length	X			
29	Conduct initial briefing to operational personnel to raise their situational awareness	X			

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		Required	Status	Date Complete	Reason Not Accomplished
	<i>Within 30 Days of Opening</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			
31	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			
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 opening; Letter to Airmen developed and posted	X			
35	Develop cheat-sheets for tower-cab that includes Closed Areas and Vehicle Flows	X			
36	Complete training (simulator/lab, if available) with graphics showing phasing	X			
37	Brief controllers/operational personnel (first briefing)	X			
	<i>Within 2 Weeks of Opening</i>				
38	Brief FLMs/OMs/CICs on ATIS review requirements refresher prior to opening	X			
	<i>On Day of Opening</i>				
39	Re-brief controllers/operational personnel	X			
40	Stage project knowledgeable staff personnel in operating quarters on day of opening (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	NOTAMs in place and reviewed for accuracy	X			

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		Required	Status	Date Complete	Reason Not Accomplished
44	Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X			
45	Ensure that edge/centerline lights on closed section of runway/taxiway are restored; ensure barricades are removed	X			
46	Implement Movement Area LOA	X			
47	Make necessary changes to IDS-4	X			
48	Update all Orders, Notices, LOA's, binders as needed	X			
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	Ensure flight-check occurs as scheduled on instrument (ILS Cat-I, RNAV) runways, and NOTAMs get lifted once runway is certified	X			
53	Ensure flight-check occurs as scheduled on instrument (ILS Cat-II/-III) runways, and NOTAMs get lifted once runway is certified	X			
54	Report out to the District Manager, Service Area Director, & Airport Construction Advisory Council (ACAC)	X			
55	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			

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Notes/comments: