

Partial Runway Construction Closure Checklist

Partial Runway Closure (Relocated Threshold)

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 with sponsor to effect closure coincidental to publication/charting date	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)	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	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 - Get Runway Safety 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	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			
30	Coordinate with SSC to explore feasibility of installation of REIL's at relocated threshold if runway used for arrivals Double-width chevrons used in some locations resulted in improved visibility of markings from pilot's perspective	X			
31	Coordinate with SSC to explore feasibility of PAPI/VASI installation at relocated threshold if runway used for arrivals	X			

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		Required	Status	Date Complete	Reason Not Accomplished
32	Coordinate with the airport operator to ensure that any permanent obstacles installed in the closed section of the runway are appropriately lighted/painted. LOC antennae have been installed at locations and were protected with a blast fence. Paint/lights help pilots see them.	X			
33	Coordinate with airport operator to explore feasibility of enhanced chevrons (size)	X			
34	Coordinate with airport operator to explore feasibility of use of green paint to clarify distinction between usable and unusable surfaces	Best Practice			
35	Coordinate with airport operator to ensure that distance remaining signs match the (temporary) actual runway length	X			
36	Coordinate with airport operator to explore feasibility of installing TORA signage at departure points TORA = Take-off Run Available	Best Practice			
Within 30 Days of Project Start					
37	Confirm airport diagram change publication - Jeppesen (especially); Garmin, LIDO, Maptech, too AIM (Christopher Criswell) will confirm - do not call chart/map vendors directly	X			
38	Contact AIM (AJV-2) 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-2) (Aeronav) publication cycle	Best Practice			
39	Confirm points-of-contact for tactical construction/crane operations	X			
40	Conduct facility controller awareness campaign Posters, FLM crew briefings, etc. initiated NLT 2 weeks before closure	X			
41	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 and posted	Best Practice			
42	Develop cheat-sheets for tower-cab that includes Closed Areas and Vehicle Flows	X			
43	Complete simulator and classroom training	X			
44	Brief controllers and operational personnel (first briefing)	X			
Within 2 Weeks of Project Start					
45	Brief FLM's/OM's/CIC's on ATIS review requirements refresher prior to closure	X			

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		Required	Status	Date Complete	Reason Not Accomplished
	On Day of Closure				
46	Re-brief controllers/operational personnel	X			
47	Stage project knowledgeable staff personnel in operating quarters (day and night shifts) Plans & Procedures personnel or facility project focal as applicable	X			
48	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			
49	ATIS to include the word "Warning," "shortened," and "feet available" when describing runway closure <i>Phraseology: "Warning, runway _____ has been shortened, _____ (length) feet available."</i>	X			
50	Check ATIS content on TDLS	X			
51	Verify NOTAMs in place; review for accuracy	X			
52	Implement policy of including "shortened" when clearing users to restricted (reduced length) runways <i>Phraseology: Runway ___ shortened, cleared for takeoff.</i> <i>Phraseology: Runway ___ shortened, cleared to land.</i>	X			
53	Do not use the term "full length" when the runway length available for departure has been temporarily shortened	X			
54	Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X			
55	Implement rewritten Movement Area LOA	X			
56	Make necessary changes to IDS-4	X			
57	Ensure new distance remaining signs have been installed on runway	X			
58	Update all Orders, Notices, LOA's, binders as needed	X			
59	JUST SAY "NO" - no last minute changes	X			
	During Construction				
60	Re-check all websites: (Runway Safety, airport authority, etc.) - ensure they stay current	X			
61	Recheck NOTAMs and ATIS constantly; review for accuracy Advise airport authority of any NOTAM discrepancies; have separate person review ATIS recordings	X			
	Following Construction				

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		Required	Status	Date Complete	Reason Not Accomplished
62	Report out to the District Manager, Service Area Director, Runway Construction Advisory Committee	X			
63	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: