AIRPORT CERTIFICATION MANUAL
Class I Airport

TO COMPLY WITH CFR 14 PART 139
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION

Thomas Vawebury, C.M.
Airport Director
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K. Fuel Safety Inspection Form
L. Personnel Training
M. Airport Emergency Plan
DISTRIBUTION LIST

AIRPORT CERTIFICATION MANUAL *

Airport Director
Airport Deputy Director – Operations & Facilities
Airport Operations Manager
Airport Fire Chief
Airport Facility Manager
Airport Operations Supervisors
FAA Air Traffic Control Tower (PIE)

AIRPORT CERTIFICATION MANUAL ELECTRONIC COPY *

Airport Operations Manager
Airport Operations Supervisors
FAA Air Traffic Control Tower (PIE)
United States Coast Guard Air Station, Clearwater
United States Customs & Boarder Protection
United States Army Reserve
Sheltair Aviation Services, FBO
Signature Flight Support, FBO
Station Manager, (each airline)

The Airport Certification Manual and Airport Emergency Plan are available electronically on the Airport’s website. The Airport Certification Manual and Airport Emergency Plan can be viewed by visiting the Airport Operations link at: www.fly2pie.com/aviationbusinessservices/airportoperations

*Each recipient is provided with one copy of the Airport Certification Manual unless indicated otherwise.
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### ST. PETE-CLEARWATER INTERNATIONAL AIRPORT
ACM – RECORD OF REVISIONS

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INTRODUCTION

This Airport Certification Manual includes operating procedures and a description of facilities and equipment used to satisfy the requirements of CFR Part 139. Personnel concerned with operating the airport are expected to carry out their duties and responsibilities in accordance with this manual. Any changes to this Certification Manual on behalf of St. Pete-Clearwater International Airport requires approval of the Airport Director.

This manual will be kept current and an approved copy will be available for inspection upon request. A complete and current copy will be provided to the Federal Aviation Administration (FAA).

The St. Pete-Clearwater International Airport is a completely equipped, FAA Part 139-certified airport having a 9730’ runway capable of handling any airplane, as well as one utility runway. FAA operated Air Traffic Control Tower and U.S. Customs and Border Protection facilities are also important airport services along with the U.S. Coast Guard Air Station – Clearwater.

The Airport Director under the jurisdiction of the Board of County Commissioners of Pinellas County, the elected body that governs the West Florida County, manages the airport. The Airport Director is the officially designated representative of the Airport Sponsor, the Board of County Commissioners, in who is vested the statutory authority and managerial responsibility of the St. Pete-Clearwater International Airport.

The St. Pete-Clearwater International Airport is a public airport owned by Pinellas County, a political subdivision of the State of Florida, located midway between St. Petersburg and Clearwater, Florida, and whose mailing address is:

Airport Director
St. Pete-Clearwater International Airport
14700 Terminal Boulevard, Suite #221
Clearwater, Florida 33762
(727) 463-7800
1. GENERAL REQUIREMENTS 139.101

A. ADMINISTRATOR'S ADDITIONAL PROVISIONS, LIMITATIONS, & EXEMPTIONS

1. Additional Provisions  None
2. Limitations  None
3. Exemptions  None

B. AIRPORT INFORMATION

1. ADDRESS
   St. Pete-Clearwater International Airport
   14700 Terminal Blvd
   Suite #221
   Clearwater, FL 33762

2. LOCATION
   The St. Pete-Clearwater International Airport is located approximately 10 miles
   southeast of downtown Clearwater, in Pinellas County, Florida.

3. AIRPORT OPERATOR/CLASS
   The airport is owned and operated by Pinellas County and operates as a Class I
   airport under 14 CFR Part 139.

4. RUNWAY AND TAXIWAY IDENTIFICATION SYSTEM
   The runways carry the standard magnetic heading identification, which are as
   follows:
   Runway 18-36  150' x 9,730'
   Runway 4-22   150' x 5,803'
Taxiways are identified by a single letter and include the following:

- **Taxiway A**: Parallel to Rwy 18-36
- **Taxiway B**: Connector between Twy T and USCG
- **Taxiway D**: Connector between Twy T and Twy A
- **Taxiway F**: Connector between Twy A and Twy G
- **Taxiway G**: Parallel to Rwy 4-22
- **Taxiway H**: Connector for Twy A
- **Taxiway Q**: Connector to Twy G
- **Taxiway T**: Adjacent to terminal ramp
- **Taxiway A1, A2, A3, A4, A5, A6, A7**: Connector between Twy A and Rwy 18-36
- **Taxiway G1, G2, G3**: Connector between Twy G and Rwy 4-22

5. **AREAS AVAILABLE FOR AIR CARRIERS**

The following movement areas are available for use by small and large air carrier aircraft:

- Runway 18-36 and associated taxiways
- Runway 4-22 and associated taxiways

6. **AREAS NOT AVAILABLE FOR AIR CARRIERS**

The following areas are not available for use by air carriers and are excluded from airport certification requirements:

- **The Landings**: General aviation hangars
- **Army National Guard**: Aviation facility
- **United States Coast Guard**: Aviation facility
- **Sheltair North**: General aviation hangars
- **Pinellas County Sheriff's Office**: Aviation facility
2. INSPECTION AUTHORITY 139.105

The St. Pete-Clearwater Airport shall allow the Administrator to make any inspections, including unannounced inspections, or tests to determine compliance with Title 14 CFR Part 139.
3. DEVIATIONS 139.113

A. DEVIATION

In an emergency condition requiring immediate action for the protection of life or property, the Airport may deviate from an operations requirement of Title 14 CFR part 138, Subpart D, or the Airport Certification Manual, to the extent required meeting that emergency.

B. REPORTING

In the event of a deviation, the Airport shall notify the FAA Regional Airports Division by phone or email within 14 days of the nature, extent, and duration of the deviation. If requested by FAA, the Airport shall submit a report in writing to the FAA Regional Airports Division Manager.
4. GENERAL REQUIREMENTS 139.201

A. ACM MAINTENANCE
The Airport will:

1. Maintain the ACM current at all times. The Airport Director is responsible for maintaining currency of the ACM.

2. Maintain at least one complete and current copy of the approved ACM on the airport, which will be available for inspection by the FAA. This copy will be maintained in the Airport Director's office.

3. Furnish the applicable portions of the FAA approved ACM to the personnel responsible for its implementation.

4. Ensure that the Regional Airports Division is provided a complete copy of the most current ACM including any amendments approved on 139.205.

B. ACM REVISIONS/AMENDMENTS
The following procedure is in effect for revisions/amendments to the ACM:

1. Two copies of the revision will be submitted to the following address:

   Federal Aviation Administration
   Southern Regional Office, ASC-600
   1701 Columbia Avenue
   College Park, GA 30337

2. Amendments to the ACM are significant changes to the ACM concerning method of compliance to part 139 requirements and will be submitted at least 30 days prior to the proposed effective date. Revisions will be submitted as needed to maintain currency.

3. The ACM Page Revision Log will be completed and submitted with the revision.

4. Each page of the revision, including the Page Revision Log, will have the date of the revision.

5. Upon FAA approval, copies of the revision will be made and distributed to holders of the Airport Certification Manual listed on the Distribution List.
5. RECORDS 139.301

A. FURNISH RECORDS
Upon request of the Administrator, the Airport will furnish records listed under this section.

B. LIST OF REQUIRED RECORDS
The Airport will maintain the following records:

12 Consecutive Months

- Airport Fueling Agent Inspection: records of inspection of airport fueling agents under Section 321
- Self-Inspection: self-inspection records under Section 327
- Accident and Incident: each accident or incident in movement areas and safety areas involving an air carrier aircraft and/or ground vehicle under Section 329
- Airport Condition: records of airport condition information dissemination under Section 339

24 Consecutive Months

- Personnel Training: personnel training records under Sections 303 and 327
- Emergency Personnel Training: ARFF & emergency medical service personnel training records under Section 319
- Fueling Personnel Training: training records of fueling personnel under Section 321
- Movement Areas and Safety Areas Training: records of training given to pedestrians and ground vehicle operators with access to movement areas and safety areas under Section 329
- Wildlife Hazard Management: training related to wildlife hazard management

C. ADDITIONAL RECORDS
The Airport will furnish and maintain any additional records required by the Administrator.
6. PERSONNEL 139.303

A. LINES OF SUCCESSION OF OPERATIONAL RESPONSIBILITY

See Exhibit A.

B. PERSONNEL REQUIREMENTS

The Airport will comply with the following personnel requirements:

1. Maintain sufficient qualified personnel to comply with the requirements of the ACM and the requirements of Title 14 CFR part 139.

2. Equip personnel with sufficient resources needed to comply with the requirements of Title 14 CFR part 139.

3. Train all persons who access movement areas and safety areas and perform duties in compliance with the requirements of the ACM and Part 139. This training must be completed prior to the initial performance of such duties and at least once every 12 consecutive calendar months. The curriculum for initial and recurrent training must include at least the following areas:
   A. Airport Familiarization, including airport marking, lighting, and signs system.
   B. Procedures for access to, and operation in, movement areas and safety areas, as specified under Part 139.329.
   C. Airport communications, including radio communication between the air traffic control tower and personnel, use of the common traffic advisory frequency (CTAF) if there is no air traffic control tower or the tower is not in operation, and procedures for reporting unsafe airport conditions.
   D. Duties required under the Airport Certification Manual and the requirements of Part 139.
   E. Any additional subject areas required under Part 139 Sections 319, 321, 327, 329, 337, and 339, as appropriate.

4. Make a record of all training completed by each individual in compliance with this section that includes, at a minimum, a description and date of training received. Such records shall be maintained for 24 consecutive calendar months after completion of training.
5. As appropriate, comply with the following training requirements of this ACM:

Section 319  Aircraft rescue and firefighting: Operational requirements
Section 321  Handling & storage of hazardous substances & materials
Section 327  Self-inspection program
Section 329  Pedestrians and Ground Vehicles
Section 337  Wildlife hazard management
Section 339  Airport condition reporting
7. PAVED AREAS 139.305

A. RUNWAYS

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The Airport Director is responsible for inspection and maintenance of all the paved areas. This task is delegated to the Airport Operations Division who performs one daily airfield inspection. The Airport Facilities Division accomplishes maintenance.

St. Pete-Clearwater International Airport pavement areas shall be maintained and promptly repaired to ensure the following:

1. The pavement edges shall not exceed three (3) inches difference in elevation between abutting pavement sections and between full strength pavement and abutting shoulders.

2. The pavement shall have no holes which exceed three (3) inches in depth, nor any hole the slope of which from any point in the hole to the nearest point at the lip is 45 degrees or more measured from the pavement surface plane, unless, in either case, the entire area of the hole can be covered by a five (5) inch diameter circle.
3. The pavement area must be free of cracks and surface variations, which could impair directional control of air carrier aircraft. Any pavement crack or surface deterioration that produces loose aggregate or other contaminants shall be repaired.

4. Mud, dirt, sand, loose aggregate, debris, foreign objects, rubber deposits, and other contaminants shall be removed promptly and as completely as practicable.

5. Any chemical solvent used to clean any pavement area shall be removed as soon as possible, consistent with the instructions of the manufacturer of the solvent, except for the associated use of deicing solutions for snow and ice control.

6. The pavement is well drained and free of depressions so that there is no standing water of a depth that obscures markings or impairs safe aircraft operations.

B. COMPLIANCE

The aforementioned items are subject to daily inspections required by Section 139.327 of this Manual. Corrective action will be taken as soon as practical when unsatisfactory conditions exist. This action shall consist of immediately repairing the condition, if applicable, or getting outside assistance to resolve the problem. If corrective action must be deferred, a NOTAM will be issued, as appropriate, in accordance with the provision of Section 139.339 of the Manual.

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:
- 150/5320-6 current edition, Airport Pavement Design and Evaluation
8. SAFETY AREAS 139.309

The safety areas associated with the runways and taxiways at St. Pete-Clearwater International Airport conform to FAA standards in accordance with AC 150/5300-13, current edition. The sizes of runway and taxiway safety areas are depicted in Section 139.305 and Exhibit B of this Manual, respectively. Safety areas will be upgraded (if required) to current dimensions acceptable to the Administrator when new construction is undertaken. These areas shall be maintained as follows:

A. Each safety area shall be cleared and graded, and shall be maintained free of potentially hazardous ruts, humps, depressions, or other surface variation.

B. Each safety area shall be drained by grading or storm sewers to prevent water accumulation.

C. Each safety area shall be capable under dry conditions of supporting aircraft rescue and firefighting equipment and the occasional passage of aircraft without causing major damage. Manhole or duct access covers are constructed from steel of sufficient thickness and strength to support equipment and aircraft.

D. No objects shall be located in any safety area, except for objects that need to be located in the safety areas because of their function. These objects shall be constructed; to the extent practical, on frangible mounted structures of the lowest practical height and maintained so the frangible point is no higher than 3 inches above grade.

E. Safety areas shall conform to dimensions acceptable to the FAA if any runways or taxiways are constructed, reconstructed, or extended.
COMPLIANCE

The runway and taxiway safety areas are inspected in accordance with Section 139.327 of this Manual. NOTAMs, as required, will be issued in accordance with Section 139.339 of this Manual. When safety areas cannot be maintained in conformance with AC 150/5300-13 current edition, Airport Design, the movement area associated with the safety area shall be restricted or closed to air carrier operations with over 30 passenger seats.

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:

- 150/5300-13, current edition, Airport Design
- 150/5320-5, current edition, Airport Drainage
9. MARKING, SIGNS AND LIGHTING 139.311

St. Pete-Clearwater International Airport meets the requirements of AC 150/5340-1, current edition, Standards for Airport Markings. The following marking and lighting systems are provided and operable at St. Pete-Clearwater International Airport:

1. Ground guidance signs identifying runways and taxi routes

2. Runway markings appropriate to authorized operation

3. Taxiway centerline and edge markings

4. Holding position markings and lighted guidance signs for each runway and ILS critical area

5. Runway lights to support night operations appropriate for the approved instrument approach procedures for that runway

6. Taxiway lighting which serve runways, used for night operations

7. An airport rotating beacon, listed on Exhibit C

8. Obstruction lighting for obstructions identified under CFR Part 77

9. Any lighting including apron, vehicle and aircraft parking areas, roadways, fuel storage areas, buildings, etc., shall be adjusted or shielded to prevent interference with aircraft operations and air traffic control

COMPLIANCE

A. Each marking, sign, and lighting system installed on the airport that is owned by the airport will be properly maintained by cleaning, replacing, or repairing any faded, missing, or nonfunctional item. Items will also be maintained unobscured, clearly visible, and each item shall provide an accurate reference to airport users.
B. Each lighting system will be maintained at least to the minimum operational criteria listed in Appendix A, Table A-8, of AC 150/5340-2B, Current Edition, Maintenance of Airport Visual Aid Facilities. The operating limits for lighting systems before a system is considered inoperable are as follows:

- **Runway edge lights**
  - 85% operable for Visual, Non-precision or Cat 1 runways
  - 95% operable for Cat 2 & 3

- **Runway centerline lights**
  - 95% operable

- **Runway TDZ lights**
  - 90% operable

- **Runway end/threshold lights**
  - 75% operable (No more than two lights inoperable at any runway end)

- **Taxiway edge lights**
  - 85% operable

In order to provide continuity of visual guidance, the allowable percentage of inoperable lights shall not be in such a way as to alter the basic pattern of the lighting system. In addition, an unserviceable light shall not be adjacent to another unserviceable light. Lights are considered adjacent if located either laterally or longitudinally in a lighting system.

Facilities personnel shall initiate corrective action when any unsatisfactory conditions are found in the marking or lighting systems. If the above operating limits cannot be maintained, and airport management determines that the outage may not provide an accurate reference to airport users, information concerning the outage shall be disseminated locally to the ATCT and airlines. If an entire lighting system is inoperable or out of service, an airport condition report shall be issued in accordance with Section 339.

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:

- 70/7460-1, current edition, Obstruction Marking and Lighting
- 150/5340-1, current edition, Standards for Airport Markings
- 150/5340-18, current edition, Standards for Airport Sign Systems
- 150/5340-30, current edition, Design & Installation Details for Airport Visual Aid

139.311 – 2
10. SNOW AND ICE CONTROL 139.313

By virtue of its location and favorable climate, no snowfall or icing occurs at St. Pete-Clearwater International Airport requiring snow fencing or snow removal procedures. Should any significant accumulations of snow or ice occur, the airport would close affected surfaces until conditions improve.
11. AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF)
INDEX DETERMINATION 139.315

The St. Pete-Clearwater International Airport is classified as an Index C airport serving an average of five (5) or more daily departures of aircraft up to 159 feet in length. ARFF equipment appropriate to this index will be provided during all air carrier operations with over 30 passenger seats, unless otherwise reduced in accordance with CFR Part 139.319(c) as so noted.
12. ARFF EQUIPMENT AND AGENTS 139.317

1. The ARFF equipment provided is listed in Exhibit D.

2. Each ARFF vehicle is equipped with two-way voice radio communication between the Air Traffic Control Tower (ATCT) or Common Traffic Advisory Frequency (CTAF) when ATCT is closed and all other emergency vehicles, including the command post if activated.

3. Each ARFF vehicle is equipped with a red flashing light and painted with distinguishable colors (lime green) and markings to contrast with the background environment and optimize daytime and nighttime visibility in accordance with applicable current Advisory Circulars.
13. ARFF OPERATIONS REQUIREMENTS 139.319

ARFF equipment appropriate to this index will be on site during all air carrier operations, 24 hours a day, seven days a week. If a required ARFF vehicle becomes inoperative, each air carrier and the FAA Regional Airports Division Manager shall be notified in accordance with CFR Part 139.339 Airport Condition Reporting. If the vehicle cannot be repaired or replaced within 48 hours, air carrier service will be reduced until the appropriate level of service is restored and a NOTAM issued in accordance with Section 139.339 of this manual.

A. PROTECTIVE CLOTHING AND RESPONSE TIME

All ARFF personnel are equipped with acceptable clothing and equipment needed to perform their duties. Sufficient firefighting and rescue personnel shall be available to operate vehicles, meet response times, and meet the response times, and meet the minimum agents discharge rates required by Index C.

At least one required firefighting vehicle can reach the midpoint of the farthest air carrier runway or reach any other specified point of comparable distance on the movement area available to air carriers from the fire station and begin extinguishing agent application within three (3) minutes from the time of alarm. All other required vehicles can respond in the same manner within four (4) minutes.

B. ARFF PERSONNEL TRAINING

All ARFF personnel shall receive initial and recurrent training in the following areas:

1. Airport familiarization
2. Aircraft familiarization
3. Rescue and firefighting personnel safety
4. Familiarization with the emergency communications system on the airport, including fire alarms.
5. Use of the fire hoses, nozzles, turrets, and appliances used by the airport for compliance with this part.
6. Types and application of extinguishing agents used by the airport for compliance with this part.
During hours when the Air Traffic Control Tower is non-operational, the Operations Supervisor on duty, ARFF, or the Airport Director's designee shall visually monitor the final approach, landing, ground taxiing, take-off, and departure climb-out of all passenger air carriers and immediately notify ARFF if an Alert 3 Activation is needed.

E. HAZARDOUS MATERIALS GUIDANCE

Each ARFF vehicle responding to an emergency on the airport must be equipped with, or have available through a direct communications link, the North American Emergency Response Guidebook, current edition, published by the U.S. Department of Transportation or similar response guidance to hazardous materials/dangerous good incidents.

F. ACCESS ROADS

Designated emergency access roads shall be maintained in usable condition per CFR Part 139.319(k).

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:

- 150/5210-6, current edition, Aircraft Fire and Rescue Facilities and Extinguishing Agents
- 150/5210-7, current edition, Aircraft Rescue and Firefighting Communications
- 150/5210-14, current edition, Airport Fire and Rescue Personnel Protective Clothing
- 150/5210-15, current edition, Aircraft Rescue and Firefighting Station Building Design
- 150/5210-17, current edition, Programs for Training of Aircraft Rescue and Firefighting Personnel
- 150/5210-18, current edition, Systems for Training of Airport Personnel
- 150/5220-4, current edition, Water Supply Systems for Aircraft Fire and Rescue Protection
14. HANDLING AND STORING OF HAZARDOUS SUBSTANCES AND MATERIALS 139.321

Airport employees do not act as handling agents for any material regulated by Title 14 CFR Part 171. The only substances handled by airport personnel are those substances used in normal daily airport operations and maintenance.

The following procedures have been established and shall be maintained for protecting against fire and explosion in storing, dispensing, and otherwise handling fuel, lubricants, and oxygen (other than aircraft cargo) on the airport:

A. All fuel storage areas and refueling facilities are fenced with gates to restrict entrance or are within the perimeter fence of the airport. All storage areas are lighted. Appropriate fire extinguishers are located at all fuel storage areas and on all mobile refuelers used at the airport. Warning signs and fuel identification markings are permanently displayed in fuel storage areas.

B. Warning signs and fire extinguishers are permanently located at all storage areas including cabinets, fueling pits, and mobile refuelers. Storage areas are periodically inspected by Fire Inspectors of the St. Pete Fire Department as provided. All fuel storage areas are kept clean of flammable materials, debris and vegetation.

C. Those airport tenants dispensing fuel to Part 139 operators are required to be trained and shall ensure that at least one supervisor has completed an aviation fuel fire safety-training course. This training will be completed prior to initial performance of duties, or enroll in an authorized course that will be completed within 90 days of initiating duties. The aviation fuel fire safety-training course shall be completed at least every 24 months. All other fueling personnel receive on-the-job training in fire safety from their supervisor.
COMPLIANCE

The Airport Fire Chief will provide qualified personnel to inspect all airport fueling facilities and equipment every 90 days. A record of the inspection shall be provided to the Airport Director and that record shall be maintained for a minimum of 12 months by the Airport Director (see Exhibit K). Any discrepancies found during the inspection shall be corrected under the enforcement powers provided in Pinellas County Ordinances.

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:
- 150/5230-4, current edition, Aircraft Fuel Storage, Handling, and Dispensing on Airports
15. TRAFFIC AND WIND DIRECTION INDICATORS 139.323

Wind cones are provided for all runways. The National Weather Service maintains center field wind direction/speed equipment for the ASOS, which provides 24/7 wind information.

COMPLIANCE

1. Wind cones are inspected daily by Airport Operations Personnel.

2. Wind cones are maintained clearly visible and functional. Facilities personnel shall initiate corrective action as soon as practical when any unsatisfactory conditions are found with the wind cones.

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:
- 150/5340-30, current edition, Design & Installation Details for Airport Visual Aids
- 150/5345-27, current edition, Specifications for Wind Cone Assemblies
16. AIRPORT EMERGENCY PLAN 139.325

A. AIRPORT EMERGENCY PLAN (AEP)

An Airport Emergency Plan is included in Exhibit M. The plan was developed and coordinated with law enforcement agencies, rescue and firefighting agencies, medical personnel and organizations, the principal tenants at the airport, and all other persons who have responsibilities under the plan.

B. TRAINING OF AIRPORT PERSONNEL

All airport personnel having duties and responsibilities under the AEP are properly trained and familiar with their assignments.

C. ANNUAL REVIEW OF THE AEP

A review of the AEP is conducted at least every 12 months to ensure that the AEP is current and all parties with whom the plan is coordinated are familiar with their responsibilities. All of the agencies involved in the AEP are invited to participate in an annual tabletop exercise.

D. FULL SCALE AIRPORT EMERGENCY PLAN EXERCISE

A full-scale exercise of the AEP is conducted at least once every 36 months. The full-scale exercise involves, to the extent practicable, all mutual aid participants and a reasonable amount of emergency equipment. The purpose of the exercise is to test the effectiveness of the AEP through a response of the airport and its mutual aid to an aircraft accident at the airport, and to familiarize emergency personnel with their responsibilities in the plan.
E. CONSISTENCY WITH SECURITY REGULATIONS

The AEP contains instructions for response to bomb incidents, including designation of parking areas for the aircraft involved; and sabotage, hijack incidents, and other unlawful interference with operations, that are consistent with the approved Airport Security Program (ASP).

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:

- 150/5210-2, current edition, Airport Emergency Medical Facilities and Service
17. SELF-INSPECTION PROGRAM 139.327

A. FREQUENCY OF INSPECTIONS

Airport Operations Supervisors will inspect the airport’s runways and taxiway markings and lighting daily in accordance with AC 150/5200-18, as amended and when required by an unusual condition that may affect safe air carrier operations. Additional safety inspections shall be conducted whenever required by the following circumstances:

1. During construction and daily at the end of construction activity.
2. During rapidly changing meteorological conditions.
3. Immediately after any incident or accident.
4. After any other unusual condition on the airport.

B. REPORTING SYSTEM

Paragraph E of this section lists the areas to be inspected and each condition will be recorded as either satisfactory or unsatisfactory on the digital inspection checklist. A Maintenance Work Order is completed for unsatisfactory conditions listed in paragraph E of this section and routed to the Airport Facilities Division. Unsatisfactory conditions that cannot be promptly corrected shall be disseminated by issuing a NOTAM in accordance with Section 339 of this ACM. If necessary, the airport will notify those that may be affected. This notification is done through the use of pre-construction conferences, periodic airport/tenant meetings, digital communications and through the use of NOTAMs to assure the widest distribution of pertinent information.

C. TRAINING

The Operations Manager is responsible for training the Airport Operations personnel to ensure that qualified personnel perform the inspections. In addition to On-The-Job Training, a training program has been established and includes initial and recurrent training every 12 months in the following subjects:

1. Airport Familiarization, including airport signs, markings and lighting
2. Airport Emergency Plan (AEP)
3. Notice to Airmen (NOTAM) notification procedures
4. Procedures for pedestrians and ground vehicles in movement areas and safety areas
5. Discrepancy reporting procedures
6. Inspection Procedures and Record Keeping
D. RECORDS

A copy of the Airport Safety Inspection Checklist used is included as Exhibit E. Inspection records will show the conditions found and the corresponding work order number. Corrective action will be shown in the Operations Work Order database.

Training records for each individual include a description and date of training received. Training records are kept for at least 24 months.

E. AREAS INSPECTED DAILY AND UNSATISFACTORY CONDITIONS NOTED

FAA Advisory Circulars shall be used to establish conditions acceptable to the administrator. Areas include:

1. Pavement Areas
2. Safety Areas
3. Pavement Markings
4. Guidance Signs
5. Holding Position Markings/Signs
6. Lighting
7. NAVAIDS
8. Obstructions
9. Fuelling Operations
10. Airfield Construction Areas
11. Fencing
12. Wildlife Hazards

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:

- 150/5200-18, current edition, Airport Safety Self-Inspection
- 150/5200-28, current edition, Notice to Airmen (NOTAMS) for Airport Operators
18. PEDESTRIANS AND GROUND VEHICLES 139.329

A. OPERATING IN THE MOVEMENT AND NON-MOVEMENT AREAS

1. Movement and Safety areas shall be restricted to pedestrians and ground vehicles required for airport operations. Pedestrian and ground vehicles on the Airport Movement areas and Safety areas require movement area qualifications, training and permission from the ATCT. Only airport approved and FAA maintenance vehicles are permitted on movement areas.

2. The Airport Director and the FAA Air Traffic Control Tower have signed a Letter of Agreement (see Exhibit G), which defines responsibilities and designates movement/non-movement areas on the airport.

3. All ground vehicles must remain in two-way radio contact with the Control Tower when operating in the Movement area. This contact may be established either directly through the use of a vehicle's installed two-way radio, or indirectly through an escort vehicle that is so equipped. When the tower is closed (11:00 pm to 6:00 am) ground vehicle operators shall monitor CTAF and announce intentions prior to entering the movement area.

4. All personnel who work at the airport and whose duties require them to operate a vehicle in the Non-Movement area on the AOA shall complete computer based drivers training. Those individuals whose duties require them to operate in the Movement area are required to complete a Movement Area Driver’s Training Course. All personnel who successfully complete the driver-training course shall have a distinctive symbol imprinted on their airport identification badge to identify individuals authorized to operate a vehicle on the AOA. Non-movement drivers have an NM on their badge while Movement area drivers have an M on their badge. Training must be completed prior to initial performance of such duties and at least once every 12 consecutive calendar months. Airport Operations shall maintain records of training given to ground vehicle operators with access to movement area for 12 consecutive calendar months.

5. Drivers who violate the rules in the AOA shall have their driving privileges revoked and will have to complete the computer based training course a second time before driving privileges are reinstated. The Airport Operations Manager has the sole discretion when drivers violate rules in the Movement area, and will determine the time frame that driving privileges will be revoked. No driver shall be permitted to have his or her driving privilege reinstated more than three (3) times.
6. Drivers operating on the movement area will be familiar with the following light signals:

![FAA RUNWAY SAFETY PROGRAM]

B. MARKING AND LIGHTING

ARFF vehicles are equipped with a red flashing light. All other airport owned vehicles are equipped with a yellow flashing light. Vehicle operators shall ensure that the flashing light is on prior to entering the movement area.

C. CONSTRUCTION VEHICLES

During times when construction related vehicles are required to enter or work within the aircraft movement area, they will be marked with an approved 3' x 3' orange and white checkered flag, or yellow flashing light. If a construction vehicle is not equipped with a radio capable of contact with the ATCT, it will either require an escort or flagman (with radio contact) stationed at area(s) designated by the Airport Operation Manager, to give instructions to the vehicle.

D. COMPLIANCE

In the event an unauthorized vehicle or person is observed on the AOA, an airport vehicle will be dispatched to intercept and escort the violator from the premises. A report will be prepared and kept on file concerning all incidents. Appropriate corrective action will be taken as determined by the Airport Director. Continuous surveillance shall be maintained to insure that only authorized vehicles operate on the movement areas, that established rules are complied with, and that appropriate action is taken when violations are observed or reported.
The Airport maintains records of accidents or incidents in the movement areas and safety areas, involving air carrier aircraft and/or ground vehicles. Records of each accident or incident are maintained for 12 months from the date of the accident or incident.

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:

- 150/5210-5, current edition, *Painting, Marking, and Lighting of Vehicles Used on an Airport*
- 150/5210-20, current edition, *Ground Vehicle Operations on Airports*
19. OBSTRUCTIONS 139.331

A. CFR Part 139 defines the standards used for determining obstructions in navigable airspace around an airport. The obstructions are defined, in general, as objects which penetrate imaginary surfaces around airports. The surfaces are, also defined in Part 77. Imaginary surfaces include: approach surfaces, primary surfaces, horizontal surfaces, and conical surfaces. All of the surfaces, except conical surfaces, are predicated on the type of runway (visual, non-precision, instrument, precision instrument) to which they relate.

B. The Airport Operations Department is responsible for ensuring the obstruction affecting flight safety at St. Pete-Clearwater International Airport are identified, lighted and/or marked in accordance with Advisory Circular 70/7460-1, current edition. The Airport Operations Supervisor on duty conducts a daily inspection of all airport obstruction lights and markings. Where required, the Airport Facilities Department or FAA Airways Facilities is informed of noted deficiencies.

The Airport Facilities Department is responsible for repairing all airport obstruction lights and markings associated with navigational aids and instruments. These obstructions include: perimeter fence line, lighted windsocks, terminal ramp lights,

FAA Airways Facilities is responsible for repairing all obstruction lights and markings associated with aircraft navigation, see Exhibit C.

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:

- 70/7460-1, current edition, Obstruction Marking and Lighting
20. PROTECTION OF NAVAIDS 139.333

A. Airport Operations will alert ATCT and FAA Airways Facilities of any activity that may interfere with the signal for a NAVAID. FAA Airways Facilities personnel will be included in all pre-construction conference involving construction which could possibly derogate the operation of a NAVAID.

B. FAA Airways Facilities is responsible for the following NAVAIDs located at St. Pete-Clearwater International Airport: PAPI’s RWY 18/36, RWY 18 MALSR, RWY 18 Glide Slope, RWY 18 Localizer, RWY 36 Glide Slope, RWY 36 Localizer, RVR’s, and VORTAC.

C. The Facilities Department is responsible for the following NAVAID’s at St. Pete-Clearwater International Airport: PAPI’s RWY 4/22, RWY 22 REIL, RWY 4 REIL and Airport Beacon. All NAVAID’s are depicted in Exhibit C.

D. Protection will be provided by AOA fencing and periodic surveillance by Airport personnel.

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:
- 150/5300-13, current edition, Airport Design
- 150/5340-1, current edition, Standards for Airport Markings
A. The St. Pete-Clearwater International Airport's AOA consists of security gates, perimeter fencing and natural barriers. are considered adequate to prevent the inadvertent entry of persons, vehicles, and large animals upon the AOA. Signs are prominently displayed along the perimeter and at every gate, defining the areas as restricted.

B. Both the Pinellas County Sheriff's Department Airport Unit and the Airport Operations Department personnel conduct regular AOA inspections, checking gate closures, and fence integrity. In addition tenants are required to insure the security of their respective leased interior and ramp areas.

C. Unauthorized person detected on the AOA are to be challenged by airport employees and reported to the Airport Operations Supervisor on Duty or Pinellas County Sheriff's Department.

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:
- 150/5300-13, current edition, Airport Design
22. WILDLIFE HAZARD MANAGEMENT 139.337

The St. Pete - Clearwater International Airport has completed a Wildlife Hazard Management Plan (WHMP) as required under CFR Part 139.337. The WHMP has been approved by the FAA and is updated annually, to provide current strategies, regulatory requirements, permits information and tools to implement the WHMP at St. Pete-Clearwater International Airport (see Exhibit J).

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:
- 150/5200-33, current edition, Hazardous Wildlife Attractants on or Near Airports
- 150/5200-28, current edition, Notice to Airmen (NOTAMS) for Airport Operators
23. AIRPORT CONDITION REPORTING 139.339

St. Pete-Clearwater International Airport utilizes the Federal NOTAM System (FNS) – Notice to Airman (NOTAM) management system developed by the Federal Aviation Administration (FAA) called NOTAM Manager (NM). The NM is designed to digitize the issuance, collection, dissemination/distribution, and storage of NOTAMs. The NM application is a web-based user interface that enables authorized NOTAM originators to manage their NOTAMs.

The following personnel are authorized to issue NOTAMs:

- Airport Director
- Airport Deputy Director - Operations & Facilities
- Airport Operations Manager
- Airport Operations Supervisor (on-duty)

NOTAMs will be issued as outline in accordance to AC 150/5200-28 current edition.

NOTAMs shall be canceled by any of the authorized issuing personnel as soon as the condition is in compliance.

The following FAA Advisory Circulars shall be used as guidance for compliance with this Section:

- 150/5200-28, current edition, Notice to Airmen (NOTAMS) for Airport Operators.
24. IDENTIFYING, MARKING, & LIGHTING CONTRUCTION AND OTHER UNSERVICEABLE AREAS 139.341

Prior to the commencement of any construction work at PIE, a pre-construction conference shall be scheduled. Participants of the conference shall include the contractor, representatives of Engineering, Facilities, Airport Operations and any other airport organization whose operations are or may be affected by the construction. Special consideration should be given to the inclusion of FAA Control Tower and Airway Facilities personnel, as their functions are vital to the safety of flight operations at St. Pete-Clearwater International Airport, and construction could possibly affect the proper operation of their facilities. All pre-construction conferences include a review of applicable current Advisory Circulars 150/5270-2, as amended and 150/5340-1, as amended.

The following areas shall be marked and/or lighted in accordance with FAA Advisory Circular 150/5370-2, current edition, Operational Safety on Airports During Construction or as approved by FAA:

A. Each construction area and unserviceable area, which is on/or adjacent to any movement area. Advisory Circular 150/5340-1, current edition, Standards for Airport Markings will be used.

B. Each item of construction equipment and each construction roadway, which affects or may affect the safe movement of aircraft on the airport.

C. Any area adjacent to a NAVAID that, if traversed, could cause false signals or failure of the NAVAID.

Drawings of existing utility facilities are on file and available so that during construction, procedures can be developed to avoid interfering with existing utilities, cables, wires, conduits, pipelines, or other underground facilities.
25. NONCOMPLYING CONDITIONS 139.343

Unless otherwise authorized by the Administrator, whenever the provisions of this manual and CFR Part 139 Sub-Part D cannot be met to the extent that uncorrected, unsafe conditions exist on the airport, air carrier operations shall be restricted to those portions of the airport not rendered unsafe by those conditions.
### EXHIBITS APPENDIX

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A. Organization Chart  
B. Runway/Taxiway Widths & Safety Areas  
C. Airport NAVAIDS  
D. ARFF Equipment  
E. Self-Inspection Form  
F. Letter of Agreement (LAHSO)  
G. Letter of Agreement (Movement Area)  
H. Letter of Agreement (Airport Emergency Procedures)  
I. Guidance Sign Plan  
J. Wildlife Hazard Management Plan  
K. Fuel Safety Inspection Form  
L. Personnel Training  
M. Airport Emergency Plan
<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Type</th>
<th>Vehicle</th>
<th>Manufacturer</th>
<th>Year</th>
<th>Condition</th>
<th>Firefighters Per Shift</th>
<th>*Agent</th>
<th>Water (gal)</th>
<th>AFF (gal)</th>
<th>Dry Chem Halotron</th>
<th>Radio Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARFF-1</td>
<td>4x4</td>
<td>FORD</td>
<td>E-ONE</td>
<td>2011</td>
<td>GOOD</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>911 TWR</td>
</tr>
<tr>
<td>ARFF-2</td>
<td>4x4</td>
<td>E-ONE</td>
<td>Full-time</td>
<td>2014</td>
<td>EXCELLENT</td>
<td>A</td>
<td>B</td>
<td>1500 gpm</td>
<td>200</td>
<td>500 lbs Hydro-Chem 16 lbs/sec</td>
<td>911 TWR</td>
</tr>
<tr>
<td>ARFF-3</td>
<td>4x4</td>
<td>E-ONE</td>
<td>Full-time</td>
<td>2006</td>
<td>GOOD</td>
<td>1</td>
<td>A</td>
<td>1500 gpm</td>
<td>200</td>
<td>500 lbs Hydro-Chem 16 lbs/sec</td>
<td>911 TWR</td>
</tr>
<tr>
<td>ARFF-4</td>
<td>4x4</td>
<td>E-ONE HRP</td>
<td>Full-time</td>
<td>2003</td>
<td>FAIR</td>
<td>RESERVE</td>
<td>A</td>
<td>1500 gpm</td>
<td>205</td>
<td>500 lbs Hydro-Chem 16 lbs/sec</td>
<td>911 TWR</td>
</tr>
<tr>
<td>ARFF MARINE</td>
<td>Boat</td>
<td>BOSTON WHALER</td>
<td></td>
<td>2014</td>
<td>EXCELLENT</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>911 Marine</td>
</tr>
</tbody>
</table>

*AGENT LEGEND: 
A: QUANTITY OF EXTINGUISHING AGENT 
B: DISCHARGE RATE IN GAL/MIN OR LBS/SEC

Exhibit D
# Daily Airfield Inspection

**Inspector:**

**Date and Time:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RUNWAY CONDITION</th>
<th>REMARKS</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runway Condition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 1/2 Runway Condition Code (1-6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 2/3 Runway Condition Code (1-6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 3/4 Runway Condition Code (1-6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAVEMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lips over 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cracks/spalling/heaves</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubber deposits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ponding/ledge dams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAFETY AREAS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ruts/humps/erosion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drainage/construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support equipment/aircraft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frangible bases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unauthorized objects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARKINGS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear visible/standard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Runway markings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxiway markings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holding position markings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass beads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIGNS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard/must sign plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obscured/operable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged/retroreflective</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIGHTING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obscured/dirty/operable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faulty aligned/adjustment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Runway lighting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Image of a form with additional text]
<table>
<thead>
<tr>
<th>Airport Safety Self-Inspection</th>
<th>Page 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Objective</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obstructions</td>
<td>OBR</td>
</tr>
<tr>
<td>Navaids</td>
<td>NAV</td>
</tr>
<tr>
<td>Fueling</td>
<td>FUEL</td>
</tr>
<tr>
<td>Construction</td>
<td>CON</td>
</tr>
<tr>
<td>Arff</td>
<td>ARFF</td>
</tr>
<tr>
<td>Public Protection</td>
<td>PUB</td>
</tr>
<tr>
<td>Wildlife Hazards</td>
<td>WIL</td>
</tr>
</tbody>
</table>

- Taxway lighting
- FAA lighting
- Obstruction lights operable
- Cranes/trees
- Rotating beacon operable
- Wind indicators
- RELA/VGSI systems
- Fencing/gates/Signs
- Fuel marking/labeling
- Fire extinguishers
- Frayed wires
- Fuel leaks/vegetation
- Barricades/flags
- Equipment Parking
- Material stockpiles
- Confusing signs/markings
- Equipment/INDEX
- Communications/Alarm
- Animal present/Location
- Comply with WHMP
- Carcasses

FEDERAL AVIATION ADMINISTRATION
AUG - 3 2018
HHR INSPECTOR
LETTER OF AGREEMENT

ST. PETERSBURG-CLEARWATER AIR TRAFFIC CONTROL TOWER

AND

PINELLAS COUNTY, FLORIDA

Effective: September 6, 2012

Subject: Land and Hold Short Operations (LAHSO)

1. PURPOSE: This Letter of Agreement delineates the responsibilities of the FAA Air Traffic Control Tower and the Airport Director, St. Petersburg-Clearwater International Airport (PIE), that are necessary for initiating and carrying out Land and Hold Short Operations (LAHSO) on specified runways at St. Petersburg-Clearwater International Airport.


3. BACKGROUND: LAHSO is an air traffic control procedure which permits the issuance of landing clearances to aircraft to land and hold short of an intersecting runway, taxiway, or other designated point on the runway. It is a procedure designated to increase airport capacity and to more efficiently move aircraft within the terminal airspace and on the airport surface.

4. APPROVED LAHSO RUNWAYS/LOCATIONS: The following runway hold short locations are approved for conducting LAHSO at St. Petersburg-Clearwater International Airport:

<table>
<thead>
<tr>
<th>Runway</th>
<th>Location</th>
<th>Distance</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Prior to Rwy 18L-36R intersection</td>
<td>4,514 feet</td>
<td>Day</td>
</tr>
<tr>
<td>18L</td>
<td>Prior to Rwy 04-22 intersection</td>
<td>7,557 feet</td>
<td>Day</td>
</tr>
<tr>
<td>36R</td>
<td>Prior to Rwy 09-27 intersection</td>
<td>3,405 feet</td>
<td>Day</td>
</tr>
</tbody>
</table>

5. RESPONSIBILITIES OF THE AIRPORT DIRECTOR: In order to conduct LAHSO at St. Petersburg-Clearwater International Airport, The Airport Director agrees to be responsible for the following actions:

   a. Installing LAHSO runway markings and signs at all of the above specified locations in accordance with FAA AC 150/5340-1 and AC 150/5340-1B.

   b. Providing FAA with distance measurements from the landing threshold to the LAHSO position marking at each specified LAHSO location.

Revision 8: May 6, 2013

Exhibit F
c. Notifying the FAA air traffic control tower whenever runway markings, signs, and/or lighting systems are inoperative.

6. RESPONSIBILITIES OF FAA AIR TRAFFIC CONTROL: In conducting LAHSO at St. Petersburg-Clearwater International Airport, the FAA shall be responsible for the following:

a. Publishing a list of runways at St. Petersburg-Clearwater International Airport that are approved for LAHSO, together with the available landing distances for each hold-short location.

b. Terminating LAHSO on any approved runway location whenever the Airport Director reports that signs and markings are not installed or are not in accordance with this order.

c. Terminating LAHSO at any location when, in the judgment of the Air Traffic Manager, conditions are such that an unsafe operation may result.

d. Issuing appropriate NOTAM’s relating to LAHSO.

e. Meeting annually or as necessary to review events.

Russ Argus  
Air Traffic Manager  
Air Traffic Control Tower  
St. Petersburg-Clearwater  
International Airport  
Date: 6/26/2012

Noah Largent, A.A.E.  
Airport Director  
St. Petersburg-Clearwater  
International Airport  
Pinellas County  
Date: 9/3/12

EXHIBIT F

Revision 8: May 6, 2013
LETTER OF AGREEMENT

ST. PETERSBURG-CLEARWATER AIR TRAFFIC CONTROL TOWER

AND

PINELLAS COUNTY, FLORIDA

Effective: October 20, 2011

Subject: MOVEMENT AREAS AT ST. PETERSBURG-CLEARWATER

INTERNATIONAL AIRPORT

1. PURPOSE: This agreement between the St. Petersburg-Clearwater Air Traffic Control Tower, hereafter called "Tower" and Pinellas County, Florida, hereafter called "County" or "Airport" defines responsibilities of the Tower and County for airport movement non-movement areas (see attachment A) by precisely designating movement area at St. Petersburg-Clearwater International Airport.


3. SCOPE: This agreement includes all aircraft and vehicle operations at the Airport.

4. RESPONSIBILITIES: The Tower is responsible for issuing clearances to aircraft and vehicles operating on the movement area and they are valid only while aircraft or vehicles are on the movement areas. Tower instructions in a non-movement are advisory in nature only and do not imply control responsibility. These advisories will be given on a workload-permitting basis. The County, along with the pilots and aircraft operators, is responsible for all movement in the non-movement areas.

5. DESIGNATED NON-MOVEMENT AREAS: The following areas are designated as non-movement on the Airport:

- Taxiway "H" from taxiway "L" to the southeast edge of the compass rose.
- Taxiway "J" southeast of Runway 04-22 is for prearranged use only.
- Taxiway "L" from Runway 18R-36L southwest to AvAero is available for aircraft taxi purposes; it is designated as uncontrolled due to non-visibility from the Tower and vehicular service road crossings.
- Taxiway "P" and "N" are available for aircraft taxi purposes; it is designated as uncontrolled due to non-visibility from the Tower and vehicular service road crossings respectively.
- Taxiway "U" northwest of Runway 08-27, is available for aircraft taxi purposes.

EXHIBIT G
6. LIMITED VISIBILITY MOVEMENT AREAS: Taxiway 'T', Taxiway 'C' and Taxiway 'B' south of Runway 06-27 are controlled, but with restricted visibility from the Tower.

7. PERIMETER ROADS INTERSECTING SAFETY & APPROACH AREAS: The Safety Areas (and/or Approach Areas) of Runways 18L, 18R, and 36R intersect the Airport’s perimeter road. It is understood that vehicular traffic that transverse through these areas will require clearance from the Tower. The Airport will post ‘ATCT CLEARANCE REQUIRED BEYOND THIS POINT’ signs (see Attachment B) at locations along the perimeter road that intersect the Safety Areas (location points are noted on Attachment A). Vehicle drivers will be responsible for obtaining clearance from the Tower before entering the Safety Area. Drivers are instructed of this responsibility when they attend Movement Area Driver Training by the Airport.

8. HOLD HARMLESS: The County covenants and agrees to indemnify and save harmless the UNITED STATES OF AMERICA to the extent that it may be acting by and through its agents, employees, or designees, against any loss, damage, cost and expense which it may hereafter incur, suffer or pay by any reason of negligence of its agents, employees or designees, arising out the operation of aircraft or vehicles in a non-movement area.

RUSS ANGUS  
AIR TRAFFIC MANAGER  
Air Traffic Control Tower  
St. Petersburg-Clearwater International Airport

NOAH LAGOS, A.A.E.  
AIRPORT DIRECTOR  
St. Petersburg-Clearwater International Airport  
Pinellas County

Date: 4-30-2011  
Date: 11-11-11

Attachments

FEDERAL AVIATION ADMINISTRATION  
DEC 6 2018

EXHIBIT G

FEDERAL AVIATION ADMINISTRATION  
11-11-11
ST. PETERSBURG-CLEARWATER INTERNATIONAL
AIR TRAFFIC CONTROL TOWER, ST. PETERSBURG-CLEARWATER
INTERNATIONAL AIRPORT AND AIRCRAFT RESCUE AND FIRE FIGHTING

LETTER OF AGREEMENT

Effective: August 1, 2006

SUBJECT: AIRPORT EMERGENCY PROCEDURES

A. PURPOSE. To establish operating procedures to be utilized, to the extent practicable, in the event of an aircraft accident, emergency or potential emergency on or in the vicinity of the St. Petersburg-Clearwater International Airport (PIE, Airport).

B. SCOPE. This agreement applies to all vehicles, personnel, and equipment connected with emergency services provided at PIE.

C. RESPONSIBILITIES.

1. In the event of an aircraft accident, emergency, or potential emergency, on or in the vicinity of the Airport, Air Traffic Control Tower (ATCT) personnel shall alert Aircraft Rescue and Fire Fighting (ARFF). An alert may be initiated by:

   (a.) The ATCT specialist on duty.
   (b.) The pilot of the aircraft concerned.
   (c.) The operator of the aircraft or his/her representative.
   (d.) A representative of the Airport Director.

2. ARFF shall:

   (a.) Respond to all alerts with the necessary equipment as defined by FAR 139.317 for a level "C" index airport.
   (b.) Upgrade an alert if the emergency warrants.
   (c.) Take command of the accident.
   (d.) Dispatch additional units to the scene deemed necessary.
   (e.) Terminate all alerts with ATCT

3. Airport Director's representative shall:

   (a.) Coordinate opening/closing of the Airport.
   (b.) Conduct airfield inspections.
   (c.) Issue/cancel NOTAM(s) as required.
   (d.) Act as the primary liaison for ATCT.

ACM – Exhibit H
D. PROCEDURES. The following procedures apply when St. Petersburg ATCT is operational (daily from 0600–2300 local).

1. St. Petersburg Tower shall:

(a.) Utilize the Emergency Net Line (Crash Phone) and provide the type of aircraft, nature of emergency (including alert type, location and landing runway), number of personnel on board, and amount of fuel.

(b.) Categorize alert phases as follows:

(1.) Alert I: Indicating an aircraft approaching the airport is in minor difficulty; e.g., feathered propeller, oil leak, etc. The emergency equipment and crews would standby at the equipment house for further instructions.

(2.) Alert II: Indicating an aircraft approaching the airport is in major difficulty; e.g., engine on fire, faulty landing gear, no hydraulic pressure, etc. This could mean emergency equipment would proceed to a predetermined location (end of runway, etc.) to await development of the potential emergency.

(3.) Alert III: Indicating an aircraft involved in an accident on or near the airport and emergency equipment should proceed immediately to the scene.

NOTE: Once the emergency aircraft has touched down for an Alert II/III, the affected runway is automatically closed until Airport Operations has inspected and reopened the runway.

(c.) Control air and ground traffic so as to not interfere with or inhibit the movement of emergency equipment.

(d.) After alerting the emergency equipment, notify the local aircraft operator or his/her representative and the Airport Director’s Representative.

2. ARFF shall:

(a.) Upon notification of an aircraft/airfield emergency, ARFF will advise ATCT personnel of their level of response as follows on ground control frequency 121.9:

(1.) Alert I - Come to a standby condition at the ARFF station with equipment.

ACM – Exhibit H

FAA APPROVED

FAA Station with
OCT 03 2006

JEM

INSPECTOR
(2.) Alert II/III - Proceed to standby position (Appendix 1) or to the scene of the crash/accident.

(b.) If warranted request and obtain authorization from ATCT to communicate directly with the pilot on frequency 120.6 MHz per the Letter of Agreement (LOA) referencing "ARFF Communication Operating Procedures".

3. Airport Directors Representative shall monitor communications and prepare to respond to the scene of the incident as required.

E. GENERAL:

1. ARFF shall test the Crash Phone with ATCT each morning, at approximately 0830 local.

2. Airport Director’s representative will conduct a runway safety inspection after an Alert II/III and open the runway with ATCT.

3. Direct communication procedures between ATCT and ARFF are established in a separate LOA.

4. Additional emergency response procedures not covered in this agreement are located in the PIE Emergency Plan.

Jim Dickinson  
Air Traffic Manager  
ATCT, Clearwater, Florida

Noah Lagos, A.A.E.  
Airport Director  
St. Petersburg-Clearwater  
International Airport
During Level 2 ARIFF vehicle response to the following points INSPECTOR otherwise advised:

SWY 11-35R
Point X-Ray
Point Yankee

SWY 34-32
Point Zulu
Point Juliet

Pinnacle Park Engine 36 shall report to Vehicle Gate "C" and await approval. If needed, unless otherwise advised by the ARIFF Officer-in-Charge.
St. Pete-Clearwater International
Wildlife Hazard Management Plan

Wildlife Hazard Management Plan as required under FAR Part 139.337 to provide current strategies, regulatory requirements, permit information, and tools to implement the wildlife hazard management plan at PIE.

The Wildlife Hazard Management Plan is maintained as a separate manual and is made available through Airport Operations.
# FUEL STORAGE INSPECTION CHECKLIST

<table>
<thead>
<tr>
<th>ITEM</th>
<th>S</th>
<th>U</th>
<th>N/A</th>
<th>DISCREPANCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLACARDS &amp; SIGNS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fencing in contact. Looks engaged. Required placards and signs posted.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIPING PROTECTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FUEL LEAKS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No visible leaks. Inspect hoses, gaskets, valves condition and mounting.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BONDING AND GROUNDING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check piping/pumps bonding and grounding. No visible signs of stress.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOSES/NOZZLES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check hoses, nozzles and outflow connectors. Make sure in good or better condition.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL EQUIPMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explosion proof electrical equipment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOADING STATIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonding wire/cable at loading stations operable.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VEGETATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No vegetation or materials to spread fire.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEADMAN CONTROLS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper dead man control function and useability.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMOKING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No evidence of any smoking.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMERGENCY SHUTOFF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency shut/off operable &amp; operating instructions (2&quot; high letters, method of operation push/pull) legible. Color of valve contrasts with the surroundings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE EXTINGUISHERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current inspection tag attached. A minimum of two having at least a 20 BC rating.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE-INSPECTION REQUIRED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INSPECTOR:**

---

Any UNSATISFACTORY item(s) checked above must be corrected and verified by the inspector before placed out of service until repaired if necessary.

**ADDITIONAL COMMENTS AND/OR REASON FOR RE-INSPECTION:**

---

**Exhibit K**
# Mobile Fueler Inspection Checklist

**DATE**

**VEH #**

**ITEM**

<table>
<thead>
<tr>
<th>DISCREPANCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

**PLACARDS / SIGNS**
- Required placards visible and undamaged.

**VALVES / HOSES / GASKETS**
- Inspect condition and mounting.

**EMERGENCY SHUT OFF**
- Operating instructions. Color contrasting.

**ELECTRICAL LIGHTING**
- Condition and intact. Explosion proof.

**EXHAUST SYSTEM**
- Condition, shielded and leak free.

**IGNITION SOURCE**
- No textiles. Ashtrays removed from cab.

**PROCEDURE PERFORMANCE**
- Observe techniques, safety checklists.

**VEHICLE PARKING**
- 10' from one another - 50' from structures.

**TRAINING RECORDS**
- Checked for accuracy and compliance.

---

**ITEM**

<table>
<thead>
<tr>
<th>DISCREPANCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

**FIRE EXTINGUISHERS**
- Present with current inspection date. Two (2)
- 20 LB Type B-C for Tanker.

**CABLES AND CLIPS**
- Condition and Function.

**DEADMAN CONTROL**
- Condition and usage for all nozzles.

**VALVES / HOSES / GASKETS**
- No visible leaks.

**EMERGENCY SHUT OFF**
- Emergency fuel shut off operable.

**RE-INSPECTION REQUIRED**

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**INSPECTOR:**

Any **UNSATISFACTORY** item(s) checked above must be corrected and verified by a re-inspection in order to place the equipment out of service until repaired if necessary.

**ADDITIONAL COMMENTS AND/OR REASON FOR RE-INSPECTION:**

Exhibit K
Purpose

Train all personnel who access movement areas and safety areas and perform duties in compliance with the requirements of the ACM and Part 139.

Procedures

Prior to initial performance of duties, personnel will receive training as follows:

1) Aircraft Rescue and Firefighting
   Training conducted by the Airport Fire Chief through the use of facilitator guides, FAA & AFAE video training aids, and practical "hands on" training.

2) Handling and storage of hazardous substances and materials.
   Training conducted by individual tenants via "in house" training programs.

3) Pedestrian and ground vehicle training.
   Airfield familiarization, including airport marking, lighting, and sign systems. This training will be conducted by Airport Operations Supervisors through the use of facilitator guides and video training aids ("Driving on the Airport Operations Area")
   A written test will be completed for either the movement area or Non-movement area at the end of each training session.
   Procedures for access to, and operation in, movement areas and safety areas, as specified under Part 139.329. This training will be conducted by Airport Operations Supervisors through the use of facilitator guides and video training aids.
   Airfield communications, including radio communication between the air traffic control tower and personnel, use of the common traffic advisory frequency (CTAF) when the tower is not in operation, and procedures for reporting unsafe airport conditions.
   This training will be conducted by Airport Operations Supervisors through the use of facilitator guides and video training aids.

4) Wildlife hazard management
   Training in wildlife hazard awareness and dispersal will be conducted by Airport Operations personnel through classroom style instruction and hands on training.

5) Airport condition reporting
   Training will be conducted by Airport Operations personnel through the use of facilitator guides and classroom style instruction.
AIRPORT EMERGENCY PLAN

TO COMPLY WITH CFR 14 PART 139.325
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION

Thomas Jewsbury, C.M.
Airport Director
AIRPORT EMERGENCY PLAN

The Airport Emergency Plan serves as a guide for the safe and efficient handling of various types of emergencies both natural and manmade. This plan provides direction and lines of responsibility during an airport emergency and shall govern the emergency response activities of Pinellas County employees. The plan also defines procedures, describes response organizations, and assigns tasks as needed. The procedures outlined in this plan are for the guidance of all airport tenants, users, and mutual aid agency personnel.

The Airport Emergency Plan is maintained as a separate manual and is made available through Airport Operations.