

Inspecting Aerodromes during COVID-19

Webinar ICAO Africa

Presented to: Aerodrome Inspectors

By: Mark Cozad, FAA, Lead Inspector,
Central Region

Date: 10 December, 2020

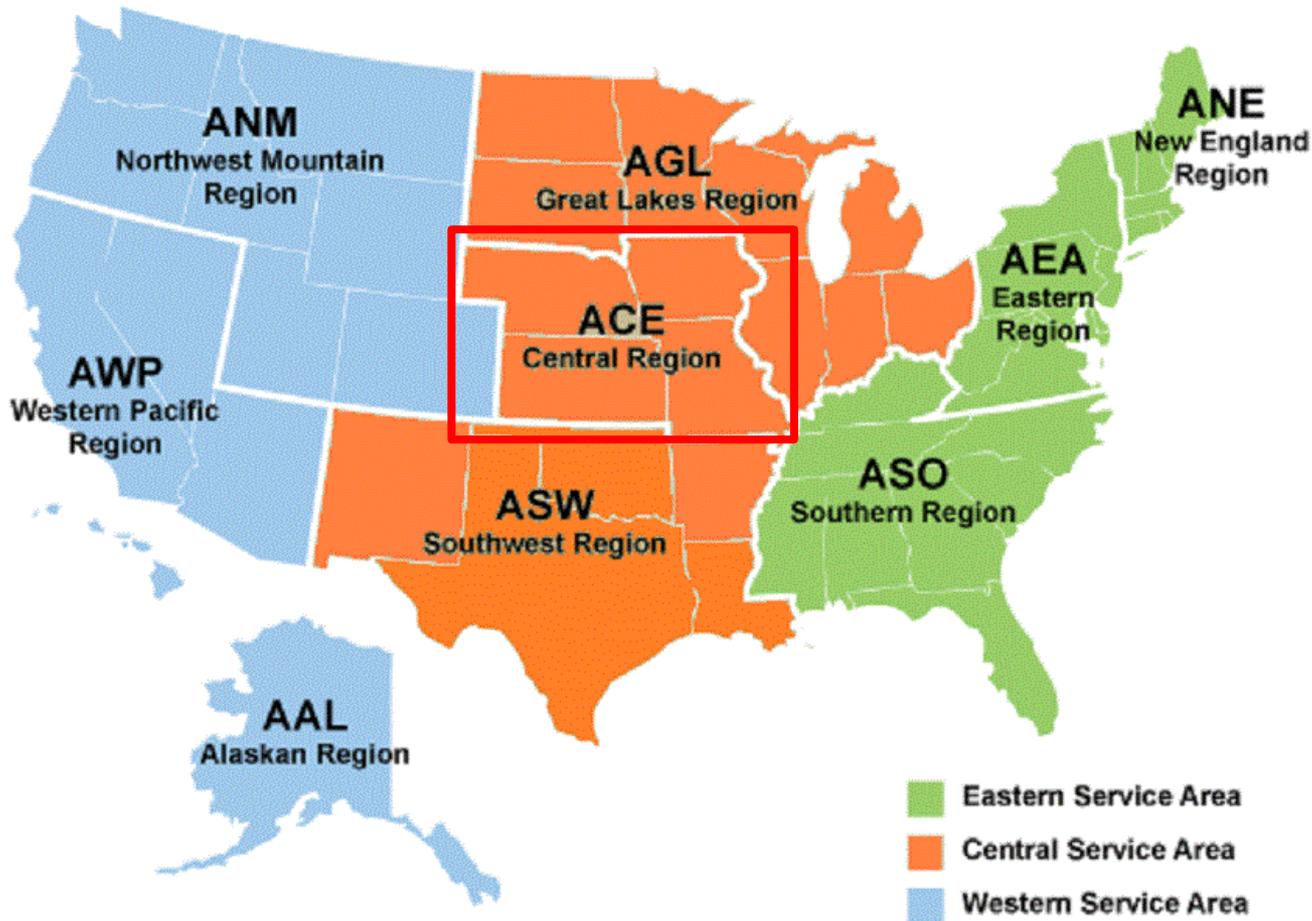


Federal Aviation
Administration



Federal Aviation
Administration

United States Regional Offices



- Alaska Region**
- Central Region**
- New England**
- Eastern Region**
 - Washington ADO
 - Beckley AFO
 - New York ADO
 - Harrisburg ADO
- Great Lakes Region**
 - Detroit ADO
 - Chicago ADO
 - Dakota-Minnesota ADO
- Northwest Mountain Region**
 - Seattle ADO
 - Denver ADO
 - Helena ADO
- Southern Region**
 - Atlanta ADO
 - Orlando ADO
 - Jackson ADO
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- Southwest Region**
 - Arkansas/ Oklahoma
 - Texas
 - Louisiana/New Mexico
- Western Pacific Region**
 - Los Angeles ADO
 - San Francisco ADO
 - Phoenix ADO
 - Honolulu ADO



Overview

- **Temporarily Parked Aircraft on Runways and Taxiways.**
- **Electronic ACM's (Aerodrome Manuals)**
- **Tier 1 vs. Tier 2 Airports**
- **CDC Guidelines & Correspondence with our Airport Operators**
- **Phases of the Inspection During COVID-19**
- **Training Extensions Provided for Airport Personnel**
- **Questions**



Temporarily Parked Aircraft on Runways and Taxiways

Kansas City International Airport (KMCI). Runway 19L



Federal Aviation Administration National Part 139 Cert Alert

****Advisory**Cautionary**Non-Directive**Advisory**Cautionary**Non-Directive**Advisory**Cautionary**Non-Directive****

Date: 3/20/2020 **No. 20-02**

To: All Title 14 CFR Part 139 Airport Operators

Subject: Temporary Parking of Overflow Aircraft

Point of Contact: Anthony Butters, AAS-300, 202-267-9616
Email: Anthony.butters@faa.gov

- 1. Purpose.** This CertAlert is to provide recommendations to airport operators when parking overflow aircraft. To combat the unique situation, which arose as a byproduct of the pandemic of COVID-19, airport operators are reaching out to the FAA for assistance in finding a solution to safely park thousands of airplanes. To assist, the FAA developed a list of recommendations an airport operator should consider when making decisions for overflow aircraft parking.
- 2. Background.** On March 13, 2020, President Trump declared a state of national emergency, due to the pandemic of COVID-19. Due to the global pandemic and restrictions of flights, airlines have reduced capacity in the National Airspace System. As domestic airlines worked to find space to park up to 50% of their fleet, airport operators are working to find locations to support temporary overflow aircraft.



Temporarily Parked Aircraft on Runways and Taxiways Cont.



Federal Aviation Administration

National Part 139 CertAlert

AdvisoryCautionary**Non-Directive**Advisory**Cautionary**Non-Directive**Advisory**Cautionary**Non-Directive**

Date: 05/05/2020 No. 20-03

To: All Title 14 CFR Part 139 Airport Operators

Subject: Title: Notice to Airmen (NOTAM) Examples when Closing Runway(s) and/or Taxiway(s) to temporarily park aircraft

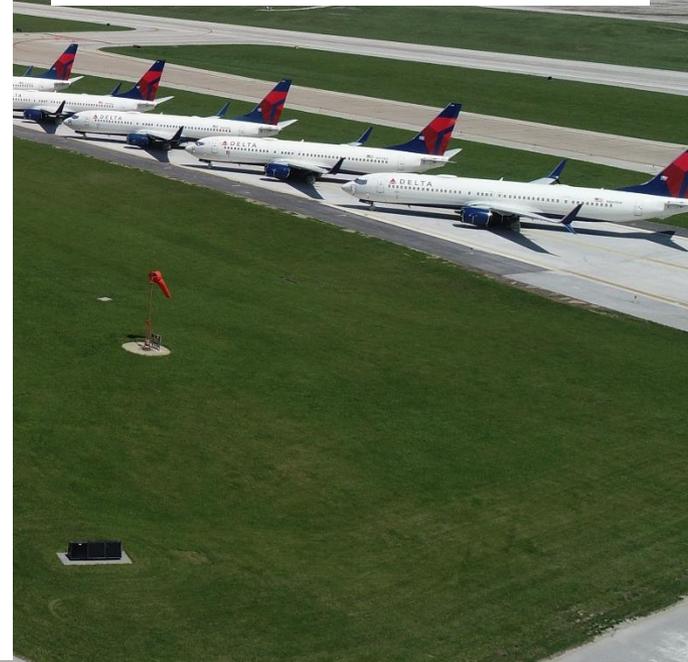
Point of Contact: Phillip Davenport, AAS-300, 202-267-7072
Email: Phillip.davenport@faa.gov

- Purpose.** This CertAlert provides information and examples for airport operators to utilize when producing NOTAMs that close runway(s) and/or taxiway(s) to temporarily park aircraft. Airport operators are being advised to add remarks to any current or new NOTAMs, "FOR ACFT PRKG", after the condition Closed (CLSD) is selected. These additional remarks are being added to the NOTAM sentence to better inform aircrews of where airports may be temporarily parking aircraft in the movement area.
- Background.** The reduction of air traffic has caused numerous airports to temporarily close some runway(s) and/or taxiway(s) and use these movement area surfaces to park all types of

RWY XX/XX CLSD FOR ACFT PRKG

TWY XX CLSD FOR ACFT PRKG

TWY PARL TWY XX CLSD FOR ACFT PRKG



Kansas City International Airport (KMCI). Taxiway J & F



Federal Aviation Administration

Electronic Aerodrome Manuals

- **ACM's were in hard-copy form at the Regional Office.**
- **Old process was reliant on personnel being in the office to access documents.**
- **Could not update/process changes while ACSI is on Temporary Duty Station (TDY) or out of the office.**



Electronic Aerodrome Manuals Cont.

- The Reg digitized process
- Enhance
- Reliance has been
- Electron accessib has been internal



AIRPORT CERTIFICATION MANUAL (ACM) CLASS I Airport

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


Robert L. Johnson
Manager of Operations



Approved



AUG 14 2018

VS.

Approved

es

e: Apr 13 2020



Tier 1 vs. Tier 2 Airports

- Tier 1 Inspections – Regardless of the local gating scores, inspections are conducted for the most critical needs.
- Tier 1 Airports: aircraft accidents, report of a safety concern, risk-based assessment identifying extreme safety concerns.
- Tier 2 Inspections – All of the other airports not identified as Tier 1 Airports.
- Tier 2 Inspections – Local gating scores taken into consideration.



Tier 1 vs. Tier 2 Airports Cont.

Using this data, we assign a "Dark Red", "Red", "Yellow", "Green" score to each measure.

Uncontrolled
Spread

Trending
Poorly

Caution
Warranted

Trending
Better

Traditionally, gating criteria is binary: you either meet the criteria (green) or you don't (red). Unfortunately, if that's what we did when we started this phase of the project early in May, every state would be red because no one met the gating criteria. To recognize states making progress, we've identified yellow as a range which indicates a state is close to the gating criteria.

Note: On 5/19, the CDC released its [official guidance on its criteria](#). Our team will be reviewing and determining how to incorporate it. In the meantime, we updated the descriptions for "Red", "Yellow" and "Green".

Note: On 7/10, we updated the color scale to include "Bruised Red" to capture more of the extremes.

What is each measure and how is it scored?

14 Day Trend of COVID+

This is the last 14 days of COVID positive cases using a 7 day rolling average. This data is updated daily and comes from the [COVID Tracking Project](#).

- Dark red: If cases are **increasing** (>25% change) during the 14 day period
- Red: If cases are **increasing** (between 5% - 25% change) during the 14 day period
- Yellow: If cases are **flat** (less than 5% change) during the 14 day period
- Green: If cases are **decreasing** (more than -5% change) during the 14 day period

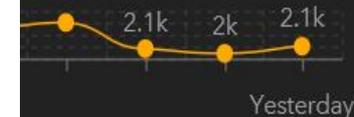
Alabama:
Gating

State Score

Confirmed Cases in FAA

Montgomery Combined
Power TRACON
Active: 1, Cleared: 1

(Rolling)



(Rolling)



CDC Guidelines & Correspondence with our Airport Operators

[To the airport operator:

In advance of FAA's Periodic Inspection at [Insert Airport], we feel it is necessary to communicate a few items prior to the on-site portion of your inspection.

In keeping with CDC guidelines to reduce the spread of COVID-19 during the Part 139 inspection, FAA Airport Certification Safety Inspectors (ACSI) will be following the below safety guidelines. Please ensure airport personnel expected to participate in the inspection adhere to the following:

- Follow all CDC guidance for social distancing, wear face covers, and follow hand-washing protocols.
- Inform the ACSI of the health conditions of the airport operator staff 24 hours before the inspection begins, regarding any cases of COVID-19 infections or exposures within the past 14 days. FAA will cancel the planned inspection if any of the airport staff members who will be interacting with the ACSI have tested positive for COVID-19.
- Maintain the practice of keeping a minimum of 6' social distancing.
- Expect some semblance of social distancing when in a company vehicle, whereby only one (1) airport employee should be in the vehicle with the inspector, and the driver wearing a face covering.
- Two inspectors will be conducting your inspection this year; therefore in order to maintain social distance guidelines, a second vehicle will need to be provided or a transport van that can accommodate a driver and two inspectors while maintaining the recommended distances.
- Expect the ACSI to situate themselves in the farthest rear seat of the airport vehicle to maximize the distance between the driver and the ACSI.
- Make available, where possible, the same escort/driver for the duration of the inspection to limit exposure of the ACSI and other airport operation personnel.
- Provide, if available and weather permitting, outdoor covered/shaded patio conference space for conversing with multiple individuals to maintain 6' social distancing.
- Plan any on-site face-to-face indoor meetings to be held in a room large enough to ensure 6' social distancing from participants who are expected to wear face coverings for the entirety of any meeting. Expect any indoor meeting to be time-limited to the extent practicable where multiple participants are involved.

We appreciate your support in these unprecedented times.



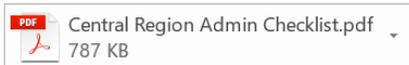
Phases of the Inspection during COVID-19

PHASES OF INSPECTION	OFF-SITE	AIRPORT
1. In-briefing	X	X
2. Administrative	X	X
3. Movement Areas & Safety Areas		X
4. ARFF Inspections (Records)	X	X
4. ARFF Vehicle & Equipment		X
4. ARFF Timed Drill		X
5. Fuel Inspections (Records)	X	X
5. Fuel Inspections (Trucks & Farms)		X
6. Wildlife Hazard Management (Plan)	X	X
6. Wildlife Hazard Management (Observations)		X
7. Night Inspection		X
8. Air Traffic Control Tower Interview	X	X
9. Post Inspection Out-briefing	X	X

Technology and tools currently allow for Airport Certification Safety Inspectors (ACSIs) to conduct portions of the Inspection virtually off-site. This will limit the number of days required to conduct the on-site part of the inspection. For example, an ACSI may conduct off-site inspection of many airport records through digital platforms or by working with airport operators to upload records to FAA file sharing sites.



Phases of the Inspection during COVID-19 Cont.



Good morning everyone,

I hope all is well with you and your staff! You probably have seen an email similar to the one below from mail@sf-notifications.com <mail@sf-notifications.com>. This is NOT a phishing attempt. This is the new FAA Sharefile site that we will be utilizing for the administrative portion of your upcoming certification inspection. Our hope is to slowly migrate away from Dropbox due to overall file size limitations. This site is free to the airport and the user, you just have to create an account.

Attached is the administrative checklist we utilize during the annual certification inspections. Take a look at the highlighted areas (all others are items we already have access to). Please go through the highlighted areas and compile the necessary information either via scanning and upload to the Sharefile site or via an electronic system that we can access remotely, if equipped.

To reduce time at your airport due to COVID-19, we will be doing the administrative portion of the inspection remotely. If you have received this email, you are scheduled for your annual inspection within 60-days. We are currently working through the details of the remaining portion of the inspection (i.e. movement area inspection, night inspection, fueling inspection, ARFF response test). As soon as we get details as to when and how we are able to come to your airport, we will send an official inspection notification letter..

If there is anything that needs clarified or you have any additional questions, please contact me at an time.



Mark Cozad has shared the folder DSM with you.

Note From Mark:

I've added you to a folder

To access this folder, you must first activate your account and set your personal password.

[Click here to activate your account and view this folder](#)

ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.

Trouble with the above link? You can copy and paste the following URL into your web browser:
<https://faa-airports.sharefile.com/fifo36c0fc-f864-493b-8a82-dd2cbdb573e?a=255823a19e5a1ca1>

Powered By Citrix ShareFile 2020

Citrix ShareFile is used by the FAA Office of Airports to collect required administrative records that would normally be reviewed on-site during the Annual Certification Inspection. Regions are collecting this information prior to the on-site inspection to reduce time spent at the airport.



Phases of the Inspection during COVID-19 Cont.

- Checklists were sent to the airport operator prior to the Administrative Phase of the Inspection.
- The checklists ensure the airport knows which records to upload to the Citrix ShareFile folder.

IN-BRIEFING/ADMINISTRATIVE INSPECTION/OUT-BRIEF		
In Briefing		Night Inspection
<input checked="" type="checkbox"/>	Discuss current airport status and any problem areas	Movement Area Insp
<input checked="" type="checkbox"/>	Discuss recent developments in Certification Program	ARFF Inspection
<input checked="" type="checkbox"/>	Discuss inspection agenda and schedule inspection phases	Response Test
<input checked="" type="checkbox"/>	Administrative Inspection June 29, 2020	
Administrative		Comments
	Review and update the 5010 Airport Master Record	Provide any updates to Master Record upon request
	Runway Pavement Condition - PASER/PCN	FAA has access already
	Review ACM /Snow Plan / AEP / Sign Marking Plan / WHMP /SMGCS	FAA has access already
RECORDS	Documentation of ARFF vehicle(s) AFFF proportioning system	Provide
	Maintenance of Standby Generator for airfield lighting/Records/ACM	Provide
	Daily self-inspection records and documentation of corrective actions	Provide last 12 Months
	Periodic and special inspections of the movement area	Provide last 12 Months
	Quarterly inspection records of fuel facilities and mobile fuelers	Provide last four quarters
	Annual written confirmation of training requirements from fueling agents	Provide
	Records of NOTAMs Issued	FAA has access already
	Documentation of annual review of the WHMP or last review from strike	Provide
	Documentation of annual review or table top exercise of AEP	Provide
	Documentation of last full-scale exercise of the AEP (Class I Airports)	Provide
Any records of accidents on movement area for ACR/ground vehicle	Provide	
Maintenance log for any NAVAID owned by the airport	Provide	
Records (10 yrs) of Qualified Wildlife Biologist for WHA - effective 1/31/13	Provide	
TRAINING	Movement Area Training curriculum and records*	Provide copies and dates of those trained for the last 12 months
	Nonmovement Area Training records - In accordance with ACM	Provide copies and dates of those trained for the last 12 months
	Self-inspection Training curriculum and records*	Provide copies and dates of those trained for the last 12 months
	Fueling Inspection Training curriculum and records*	Provide copies and dates of those trained for the last 12 months
	NOTAM Training curriculum and records*	Provide copies and dates of those trained for the last 12 months
	AEP Training*	Provide copies and dates of those trained for the last 12 months
	Wildlife Training by qualified wildlife biologist*	Provide copies and dates of those trained for the last 12 months
	Fueling Agent Supervisor Training - Every 24 months*	Provide copies and dates of those trained for the last 12 months
	Fueling Agent OJT for other fueling personnel- Every 24 months*	Provide copies and dates of those trained for the last 12 months
	ARFF Training curriculum and records*	Provide copies and dates of those trained for the last 12 months
ARFF Live-Fire Training*	Provide copies and dates of those trained for the last 12 months	
Basic Emergency Medical Training*	Most recent training certificates	
Maintenance Personnel Training curriculum & records* (if not trained in self insp)	Provide copies and dates of those trained for the last 12 months	

Reset Form



Phases of the Inspection during COVID-19 Cont.

- **Response to the electronic inspections has been positive.**
- **Self audit while uploading material.**
- **2 – 3 days to upload information onto the ShareFile.**

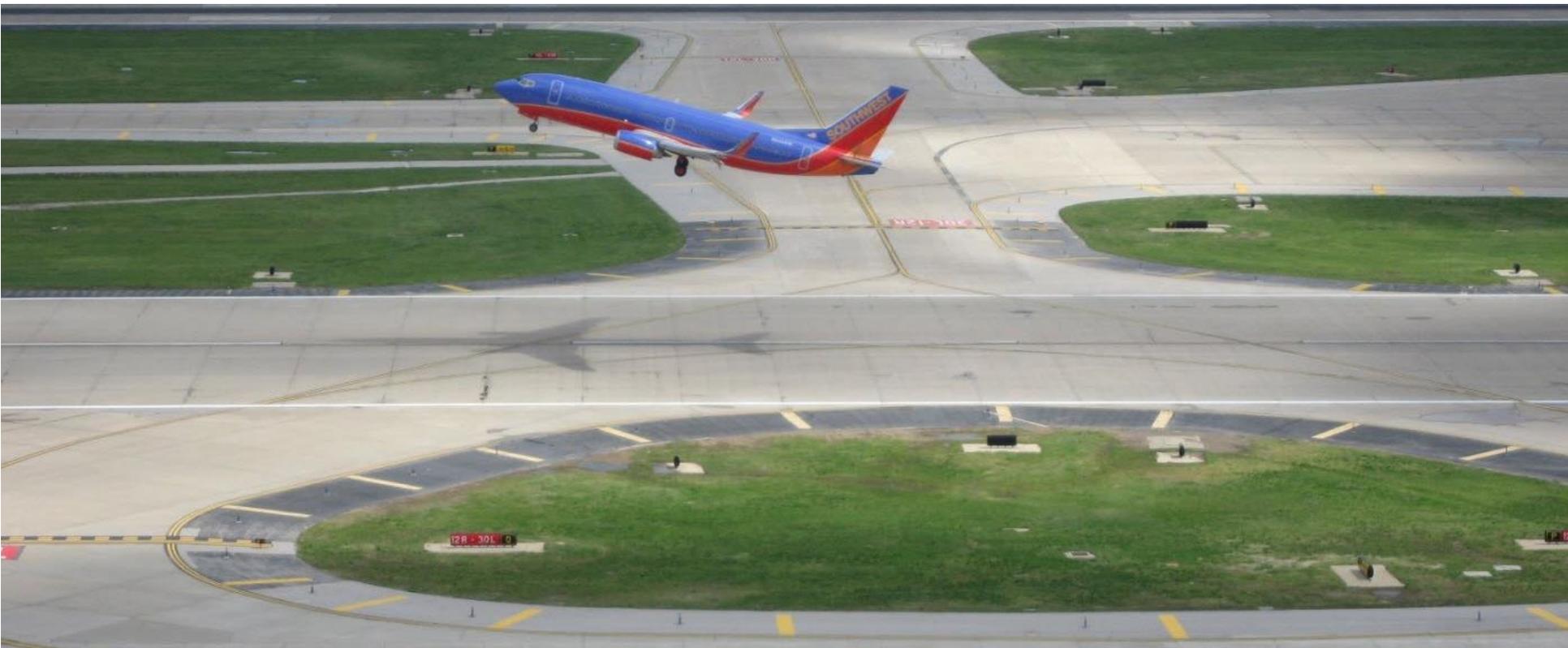


Phases of the Inspection during COVID-19 Cont.

- Inspector will Coordinate with Airport Sponsor
- Site Inspection Includes:
 - Airfield (Night/Day)
 - ARFF
 - Fueling



Phases of the Inspection during COVID-19 Cont.



ACSI's Adhered to the CDC Recommended Guidelines when inspecting the Movement Area



Phases of the Inspection during COVID-19 Cont.



ARFF Response Tests Could not be done at the Tower



Phases of the Inspection during COVID-19 Cont.



ACSI's Adhere to the CDC Recommended Guidelines when inspecting fueling



Training Extensions Provided for Airport Personnel

Date

Name

Title

Address

City, State

Dear:

Airport Name (ID)

City, State

Extension to Part 139 Recurrent Training

You or your staff has requested an extension by either phone, email, or written correspondence, to complete the required Part 139 training listed below. As a result of the COVID-19 pandemic, the airport has been granted a 90-day extension for the training identified below. This extension does not apply to any other training requirements set forth in 14 CFR Part 139, except what has been identified in this letter. If the airport anticipates a need for an additional extension, the airport must make a formal request to the FAA Safety and Standards Branch, Central Region (ACE). In addition, if the airport anticipates a need for an extension for any additional training requirements set forth in 14 CFR Part 139, the airport must makes a formal request.

Part 139 Training Requested:

Category of Training: **Wildlife Training**

Number of Personnel: **5**

Date Last Trained: **July 2019**

Original Date Training is/was due: **July 2020**

Extension Date: **31 October 2020**

If you have any questions, please contact our office at **(XXX) XXX-XXXX**.

Sincerely,

Inspector Name

Airport Certification Safety Inspector



Questions?

Mark.Cozad@faa.gov

