



Building for the Future



Minutes Away



Miles Away from the Everyday

Tenant Handbook

August 15, 2021



August 15, 2021

The Department of Aviation (DOA) has developed a Tenant Handbook to serve as a reference for Dallas Executive Airport tenants, business partners and guests. DOA is focused on delivering the best customer service possible. Our mission of “building for the future” continues and tenant satisfaction is the key to our being effective.

DOA is determined to find new and innovative ways to lead the industry in providing the best general aviation experience. We are committed to helping Dallas Executive tenants be successful and we accomplish that by working together, maintaining our facilities and following the guidelines and policies provided in this handbook.

Please contact our staff should you need any assistance.

Thank you for choosing Dallas Executive Airport!

Sincerely,

A handwritten signature in blue ink, likely of Mark Duebner, is shown above a horizontal line.

Mark Duebner, Director
Department of Aviation

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INTRODUCTION

Welcome to **Dallas Executive Airport**. We are pleased that you have selected our airport for your business operations. Our priority is to ensure that we provide the highest quality of customer service to you.

Vision Statement:

Leading the evolution of the Airport experience.

Mission Statement:

It is the mission of the Department of Aviation to create innovative Airport experiences by promoting safety and comfort, valuing our employees, developing our facilities, recognizing our unique role in the Dallas community and contributing a positive economic impact.

The information presented in this handbook is designed for quick reference and will provide valuable resources for you. Please take time to familiarize yourself with the information provided. It is possible that over time some items will change. We will notify you of any changes. We want your experience at **Dallas Executive Airport** to be pleasant, safe and successful. If you have any requests or suggestions about how we can better serve you. Please let us know.

The Administration office addresses are as follows:

City of Dallas, Department of Aviation

Mailing and Physical Address

5303 Challenger Drive, LB 17
Dallas, Texas 75237-4709
214-670-7612

ADMINISTRATION OFFICE BUSINESS HOURS

The City of Dallas, Department of Aviation Administration Office business hours are 8:00AM to 5:00PM, Monday through Friday. The airport terminal building is open 7 days a week.

The City of Dallas Administration offices are closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day following Thanksgiving Day
- Christmas Day

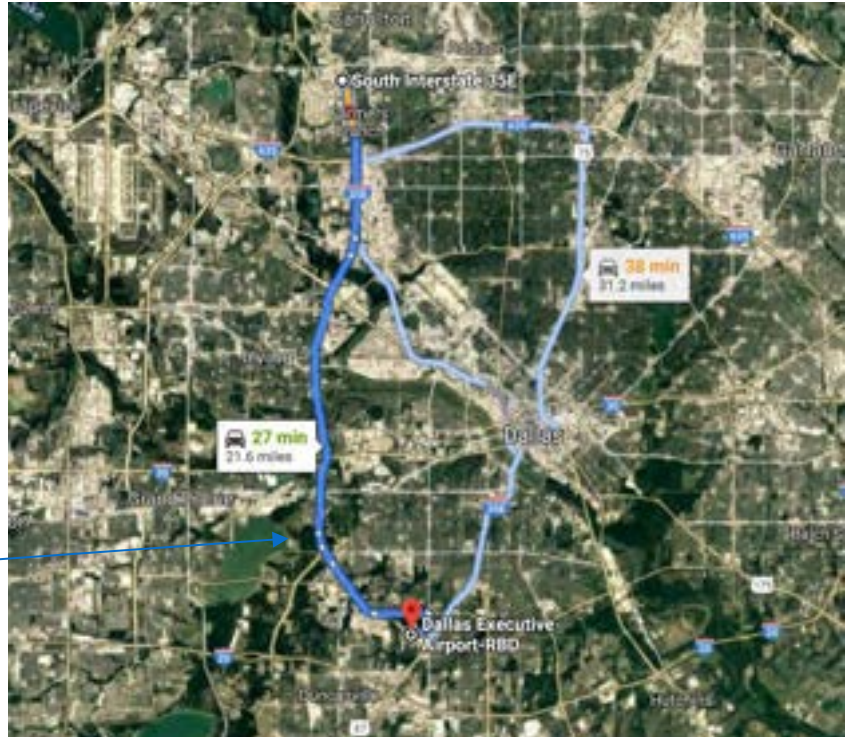
Please note that these holidays are subject to change.

You have Access to the Department of Aviation personnel through the Airport Communication Center 24 hours a day/7 day a week by calling 214-670-LOVE (5683) or email at, 214670LOVE@dallascityhall.com.

DIRECTIONS TO AIRPORT/MAP TO AIRPORT

Located South of downtown Dallas. Take I-35E (South). Merge onto US-67S/Marvin D. Love Fwy. S toward Cleburne. Take the exit toward TX-12 Loop (W). Merge onto Marvin D Love Fwy. Turn slight right onto W. Ledbetter Dr./TX-12 Loop. Turn left onto S. Hampton Rd. Turn right onto Challenger Dr.

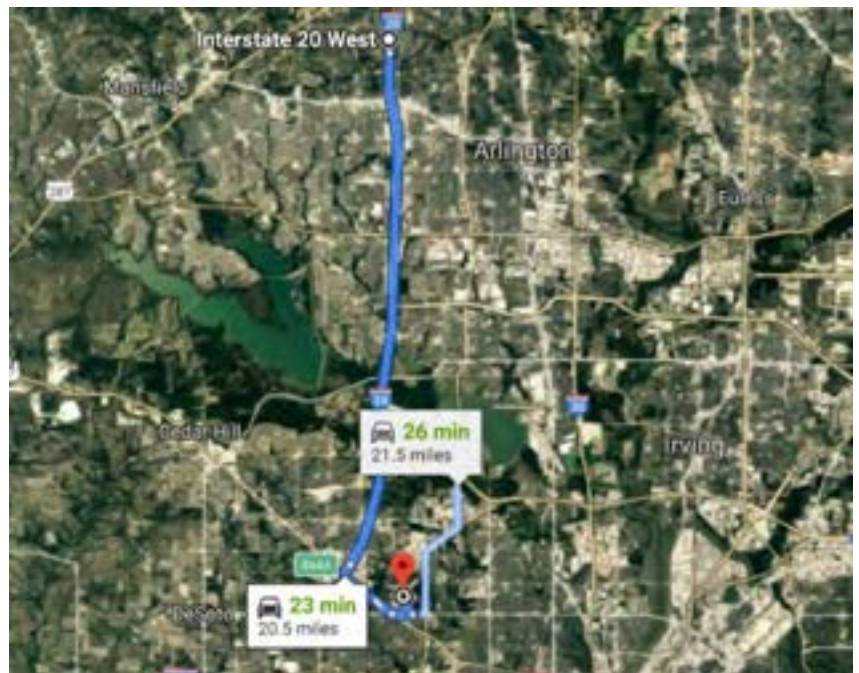
From I-35E:



DIRECTIONS TO AIRPORT/MAP TO AIRPORT

Head southeast on I-20 Frontage Rd/Interstate 20 (West) toward Park Springs Blvd. Head southeast on I-20 Frontage Rd/Interstate 20 (West) toward Park Springs Blvd. Turn left continue I-20 (East) to Dallas. Take the exit toward Red Bird Ln/Hampton Rd from US-67 (North) merge on I-20 E. Take exit 464A to merge onto US-67 N toward Dallas. Take the exit toward Red Bird Ln/Hampton Rd. Follow Marvin D. Love Fwy/ U.S. 67 Frontage Rd. Use any lane to turn slightly left onto S. Hampton Rd. Turn left onto Challenger Dr. turn right to stay on Challenger Dr. turn left to stay on Challenger Dr.

From I-20 E



Dallas Executive Airport

WELCOME TO DALLAS EXECUTIVE



Dallas Executive Airport (RBD) is owned by the City of Dallas and operated by the Department of Aviation, which also operates Dallas Love Field and the downtown Dallas Vertiport (Heliport). The 1040-acre general aviation facility, fenced, gated and digitally monitored, is located just 10 miles south of downtown Dallas with easy access to major thoroughfares inclusive of I-20, I-30, I-35E, I-45, US-67 and Loop 12. Fully equipped with an air traffic control tower, a Category I landing system, The two fixed based operators, Ambassador Jet Center and Dallas Jet, provide a range of amenities including meeting rooms, pilot lounge areas, car rentals, hangar rentals, and charters.

The airport's terminal building has a full-service restaurant, passenger lounge and administrative offices. The business conference center features a large briefing room.

State of the art amenities and infrastructure provide first-class service to corporate and business segments of general aviation. Dallas Executive Airport also provides excellent growth opportunities for both aeronautical and industrial development.

DALLAS VERTIPOINT

The Dallas Heliport is owned by the City of Dallas and operated by the Department of Aviation. The Heliport is an elevated aviation facility located at 801 South Lamar Street. It is located at the south end of the Convention Center. The facility has approximately 169,000 square feet of flight deck, a dedicated automobile parking lot, a full-service lobby that includes a conference room and pilot waiting area. Both rotor aircraft and tilt-rotor aircraft, such as the Osprey V-22, can be accommodated at the facility.

The Heliport is a public-use facility. However, you must contact staff during normal business hours, 7:00-18:00 Daily (CST) at, (214) 670-7612. After hours and weekend use is available upon request.

The flight deck is open for aircraft to land, take off and park without charge. There is a charge for use of the lobby after normal business hours, overnight aircraft parking, and meeting space. For special events, when the Vertipoint is in high demand, prices are subject to change.



DALLAS EXECUTIVE RUNWAY IMPROVEMENT



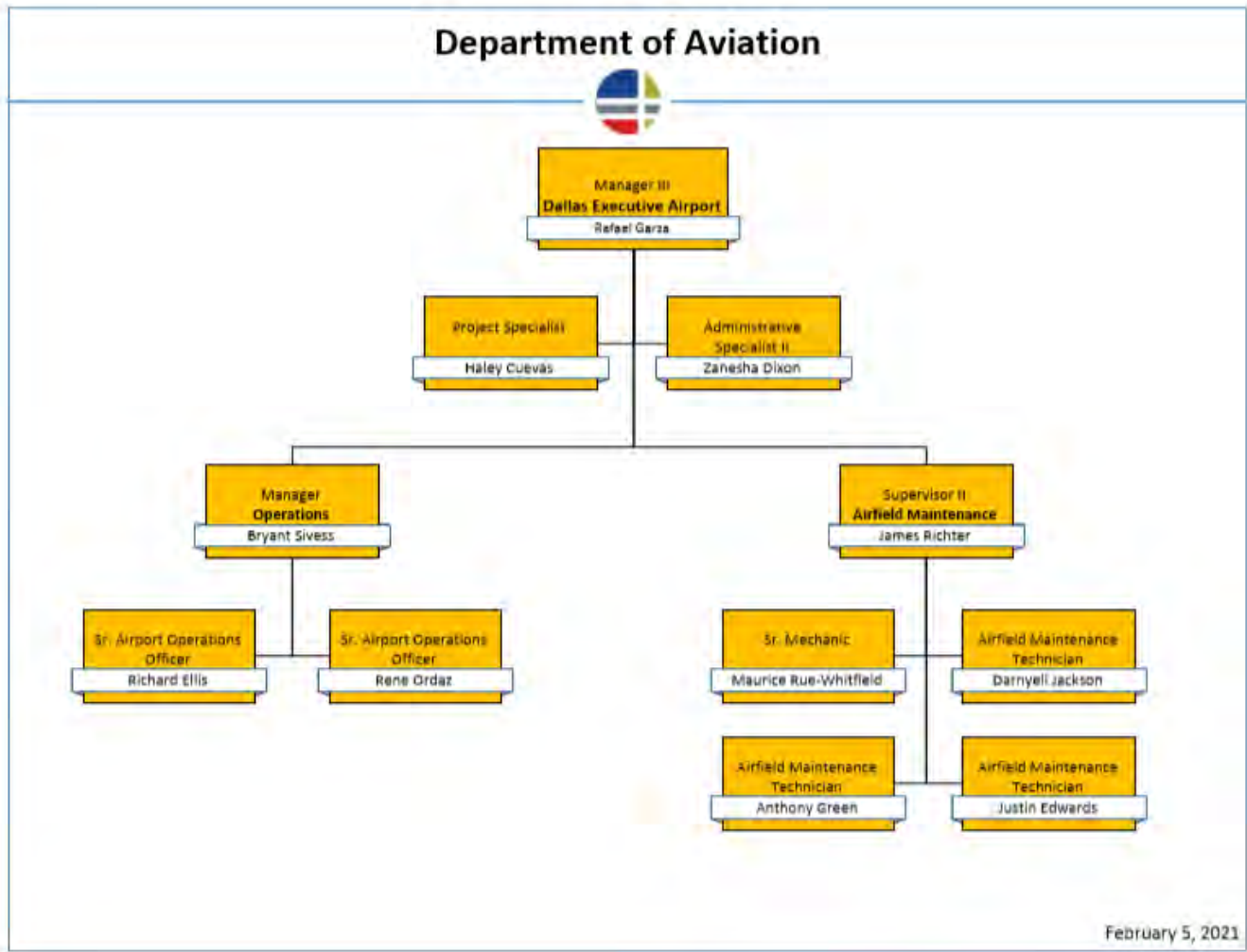
In 2020 Dallas Executive Airport completed a three-year runway reconstruction plan designed to better serve existing tenants and projected growth. This plan included a multi-year construction process developed to keep existing tenants' businesses viable and runways operational for the majority of aircraft during all phases.

Dallas Executive Airport features two concrete runways to support and service long-range corporate jets, encourage more frequent daily traffic, and enable both corporate and private aircraft to reduce the number of refueling stops while carrying an increased amount of fuel or cargo.

AIRPORT AND CITY SERVICES CONTACT LIST

City Services:	Phone Number
Emergency (Police, Fire, Medical)	9-1-1
Department of Aviation:	
Accounting/Business Manager	214-670-6140
Airport Operation Center	214-670-LOVE (5683)
Airport Operations Office	214-670-7613 or 671-1294
Airport Security Manager	214-670-7612
Airport Manager	214-671-1296
Environmental Manager	214-670-6654
Facility Services	214-670-7612
Ground Transportation Coordinator	214-670-7612
Public Information Officer (PIO)	214-671-5683
Real Estate	214-670-6153

DALLAS EXECUTIVE ADMINISTRATION ORGANIZATION CHART AS OF OCTOBER 2020



BUSINESS DIRECTORY

TENANT NAME	WEBSITE	PHONE
Aeroparts & Supply, Inc.	www.2aps.com	214-358-7631
Ambassador Jet Center	www.ambassadorjetcenter.com	214-623-8800
Force Aviation	www.force-aviation.com	214-337-7000
Dallas Jet	www.aeromanagementgroup.com	817-532-5080
Delta Charlie's	www.deltacharlies.com	214-623-9944
Coast Flight	www.iflycoast.com	214-446-5430
Redbird Electronics	N/A	214-337-8959
Airwolf Helicopters LLC	www.airwolfhelicopters.com	817-541-4111
Commemorative Air Force	www.commemorativeairforce.org	877-767-7175
You Take Flight LLC	www.youtakeflight.com	817-224-2266

ACCOUNTING/PAYMENT SERVICES

Rent payments are due in accordance with the terms of your agreement with the City of Dallas and should be mailed to the address listed below. Please remember that late payment and payments returned for insufficient funds are subject to additional charges per your agreement or City Ordinance.

Rental Payment Mailing Address

City of Dallas Aviation Administration
7555 Lemmon Avenue
Dallas, TX 75209

Hours of Operation

Monday thru Friday, 8:00AM to 5:00PM

The City of Dallas accepts payments by Cash, Credit Cards (American Express, Visa, Discover, and MasterCard), Check, Money Order, EFT/ACH, and Cashier's Check.

Online Payments are accepted at the City of Dallas' ePay site:

https://epay.dallascityhall.com/bdisu/public/frameset_top_html.jsp

Contact Information

Accounting Section: 214-671-0487 or 214-670-6299
Monday – Friday, 8:00AM to 5:00PM

TITLE VI PLAN

A. Policy of Nondiscrimination. The Department of Aviation assures that no person shall on the grounds of race, color, national origin, sex, age, disability or income as provided by Title VI of the Civil Rights Act of 1964 and related authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Department of Aviation sponsored program or activity. The Department of Aviation further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

All Department of Aviation employees and tenants, including Concessionaires, Contractors, Sub-contractors, consultants, sub-consultants and service providers are responsible for adherence to the policy of non-discrimination as mandated by Title VI of the Civil Rights Act of 1964, and for communicating and demonstrating same to the customers and patrons served of the traveling public.

B. Complaint Procedures – Allegations of Discrimination in Federally Assisted Programs or Activities. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Department of Aviation. Any such complaint must be in writing and filed with the Department of Aviation Title VI Coordinator within one hundred, eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms in English and in Spanish are available via the airport’s webpage <http://www.dallas-lovefield.com/title-vi.html> or may be obtained from the Department of Aviation at no cost to the complainant by contacting the Airport Communications Center at 214-670-LOVE (5683).

C. Public Notice – All airport tenant organizations leasing and/or owning and operating facilities on any Dallas Airport System campus shall display, in a reasonably conspicuous public location, a copy of the Department of Aviation Unlawful Discrimination Poster. Updated posters will be provided by the Department of Aviation as necessary. Requests for replacement posters can be made through the Airport Communications Center (AOC) at 214-670-LOVE (5683).

D. A copy of 49 CFR Part 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation Of Title VI of the Civil Rights Act of 1964 can be viewed, upon request, in the Department of Aviation corporate office located at 7555 Lemmon Ave, Dallas, Texas or publicly available on the airport website at <http://www.dallas-lovefield.com/title-vi.html>.

E. Title VI Contract Clauses & Solicitation Notices – Any contracts and/or agreements entered into by any tenant organization must also include the City of Dallas Title VI clause, as written. For current Title VI clause language as used by the City of Dallas please contact the Department of Aviation Customer Relationship Manager. Additionally, all solicitations made by tenant organizations must include Title VI

TITLE VI PLAN (cont.)

F. nondiscrimination clauses. For more information please visit https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/media/combined-federal-contract-provisions.pdf

G. Providing Meaningful Access to Limited English Proficiency (LEP) Individuals – Airport Measures. Executive Order 13166 “improving Access to Services by Persons with Limited English Proficiency” requires recipients of Federal (e.g., DOT) funds to take reasonable steps to ensure meaningful Access to federally conducted programs and activities to persons who, due to limited English proficiency, cannot fully and equally participate in or benefit those programs and activities.

Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English can be limited English proficient or “LEP” and therefore entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. Examples of populations likely to include LEP persons who are served or encountered by DOT recipients include public transportation passengers and persons living in areas affected by or potentially affected by transportation projects.

Public transportation services such as those provided by an Airport facility are considered an essential service to modern society. In an effort to ensure that our services are Accessible to LEP individuals, the airport incorporates several measures to assist Department of Aviation employees, tenants and service providers in ensuring that LEP individuals have Access to the benefits of any Department of Aviation service or program.

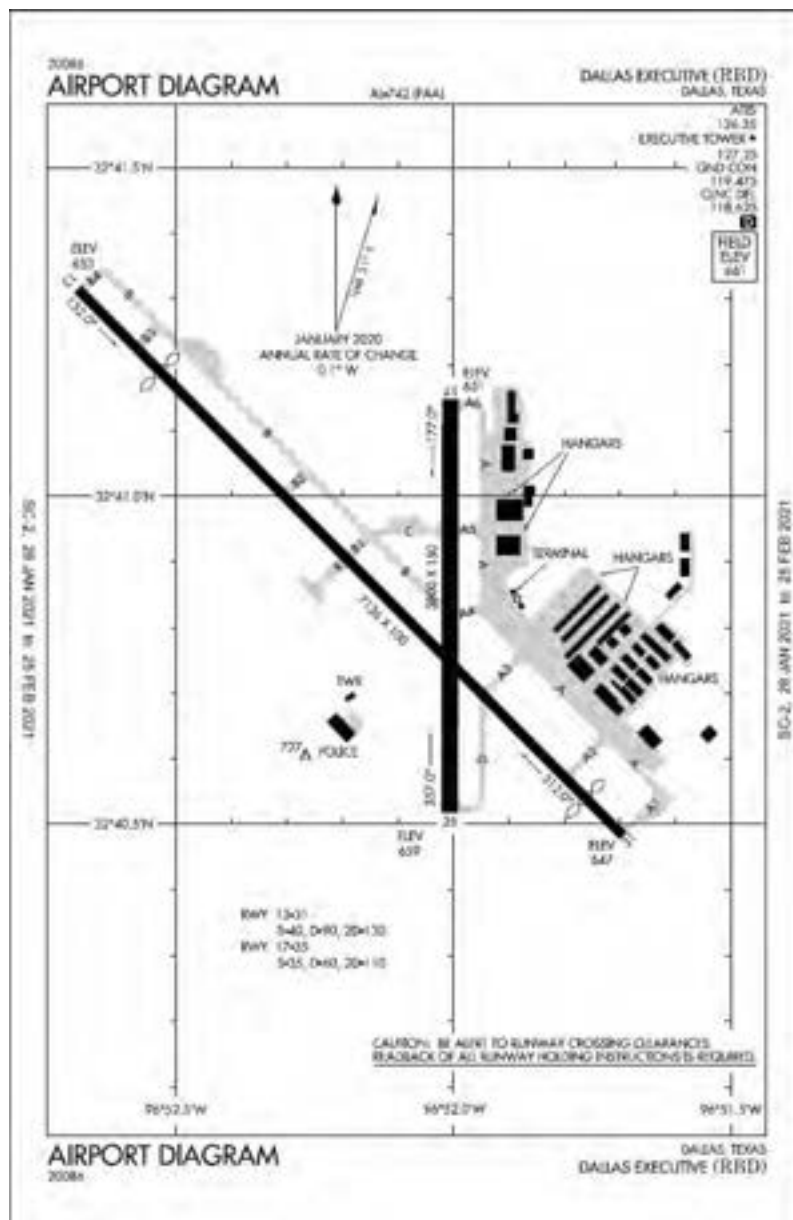
Measures

Verbal Translation Services

Two methods for delivery of Translation Services on-site exist free of charge to airport patrons via the Airport Communications Center:

- Telephonic Access (30+ Languages)
We have contracted with AT&T to provide telephonic interpretation services Accessible via a 1-800 number. Via three-way call, telephonically we are able to provide language interpreting services to both the in-terminal and call-in airport patron.
- In-Person
Citywide as well as those employed by the airport, we have Access to a number of City employees who are bi-lingual. Some receive Language Skills Pay as a part of their compensation plan to provide face to face interpreting services in the work environment. In addition, the City contracts via master agreement, on-site interpreting services for City-sponsored events and public meetings.

Upon encountering an LEP individual, Department of Aviation employees and tenants, including Concessionaires, Contractors, Sub-contractors, consultants, sub-consultants and service providers should notify the Airport Communication Center (AOC) at 214-670-LOVE (5683). Similarly, patrons requiring LEP assistance should notify an airport customer service agent at one of the customer service booths or contact the Airport Communication Center (AOC) at 214-670-LOVE (5683).



AOA VEHICLE OPERATING REQUIREMENTS

Please refer to the Airport Rules and Regulations at, <http://www.dallasexecairport.com/facility-overview/>.

COMMUNITY OUTREACH

The Community Outreach Program allows Department of Aviation employees to build relationships with the citizens of Dallas. Employees are encouraged to visit schools for Career Day and attend volunteer recruiting opportunities, among other special events. The Department of Aviation has created a unique bond with our neighboring community and annually assists surrounding schools by donating supplies at the beginning of the school year and adopting families during the holiday season. For upcoming Community Outreach opportunities, please contact Customer Experience – Community Engagement at, AVIActivityPermit@dallascityhall.com or 214-671-9416.

SOCIAL MEDIA

Dallas Executive Airport uses several social media platforms to keep our followers in the know of what is going on in and around the airport. We share photos and information about events and activities with our passengers, employees and the City of Dallas. We also use our social media pages to share information about anything that could affect regular airport operations. Please follow us on Facebook, Twitter, and YouTube for the latest on Dallas Executive Airport.

DELIVERY VEHICLE POLICY






This policy explains parking procedures for delivery vehicle drivers operating at Dallas Executive Airport. The policy includes vehicles that are operated by the United States Postal service, FedEx, UPS and other mail/courier delivery companies as well as commercial operators delivering small packages to the Terminal.

All AOA side deliveries can Access the security gates by using an Access code or call/visit the Administrative office to request Access. Office hours are Monday through Friday, 8:00 AM – 5:00 PM After regular business hours, please call the business for delivery.

DALLAS EXECUTIVE AIRPORT PARKING

Daily public parking is available in one of three areas at Dallas Executive Airport: Terminal Parking, Terminal Overflow Parking, and Tenant Parking.



Tenant Parking		Dallas Executive Airport Terminal	
Terminal Parking		Dallas Executive Airport Conference Center	
Terminal Overflow Parking			

Vehicles can park in the Terminal Parking lot and Terminal Parking Overflow lot when utilizing services on airport property. Parking is allowed in designated parking spaces only, and any vehicle outside of a designated parking space or parking area is subject to citation and/or towing.

Violation of State Law or City Ordinance is prohibited on any property controlled or managed by the Department of Aviation.

TRANSPORTATION FOR HIRE

All Transportation for Hire Companies (TFH) that operate vehicles at Dallas Executive Airport must obtain an Operating Authority (Permit) from the City of Dallas, Department of Aviation – Transportation Regulation division.

Transportation for Hire Companies include:

- Taxi
- Shared Ride Shuttle
- Limousine & Sedan Services

TRANSPORTATION NETWORK COMPANIES

All transportation Network Companies (TNC) operate on a prearranged basis only via web-based application. Rates are determined by the TNC and vary according to the passenger designation. There shall be no solicitation on Dallas Executive Airport property. Passengers are picked up and dropped off at the desired location or Fixed Base Operator facility.

PUBLIC TRANSPORTATION

The city's public transportation is provided by Dallas Area Rapid Transit (DART). Dallas Area Rapid Transit (DART) is the public transit authority for Addison, Carrollton, Cockrell Hill, Dallas, Farmers Branch, Garland, Glenn Heights, Highland Park, Irving, Richardson, Rowlett, Plano & University Park. For customer information, contact DART at (214) 979-1111. Visit DART's website. www.dart.org.

TAXICABS

Taxicabs operating at the Dallas Executive Airport must operate according to Dallas City Code Chapter 47A, Transportation for Hire.

Taxicab service is provided on an as needed basis.

Taxicab Fares:

TYPE	COST
Initial Meter Drop	\$2.25
Each Additional 1/9 mile	\$0.20
Traffic Delay/Waiting time each 90 seconds	\$0.45
Extra Passengers (up to rated seating capacity)	\$2.00

Taxicab Companies:

COMPANY	PHONE NUMBER	COMPANY	PHONE NUMBER
Alamo Cab Company	214-668-1999	King Cab	214-426-6262
Ambassador Cab	214-905-1111	Multicolor Taxi Service	972-514-1155
Arlington Taxi Cab	817-262-1100	Ranger Cab	214-421-9999
Checker Cab	214-426-6262	Star Cab	214-252-0055
Cowboy Cab	214-428-0202	State Taxi Cab	214-630-9595
DFW Taxi	682-552-1075	Taxi Dallas	214-821-8294
Diamond Taxi	214-426-6262	Texas Cab	214-599-9483
Eagle Cab	214-421-7788	US Cab	214-426-6262
Executive Taxi	469-222-2222	United Cab	817-460-6800
Golden Cab	972-484-4848	Yellow Cab	214-426-6262
Jet Taxi	214-350-4600	Freedom Cab	214-712-0800

HOTELS

AC Hotel by Marriott Dallas Downtown 1712 Commerce St. Dallas, TX 75201 214-290-0111	Adolphus Hotel 1321 Commerce St Dallas, TX 75202 214-742-8200	Alla's Historical Bed & Breakfast, Spa & Cabana 415 Hustead St Duncanville, TX 75116 972-697-6067	Aloft Dallas Downtown 1033 Young St 1033 Young St Dallas, TX 75202 214-761-0000
Americas Best Value Inn & Suites - DeSoto/South Dallas 1135 S Interstate 35 East Service Rd DeSoto, TX 75115 972-224-8575	Belmont Hotel Dallas 901 Fort Worth Ave. Dallas, TX 75208 214-393-2300	Best Western Plus Duncanville Dallas 922 E Hwy 67 Duncanville, TX 75137 972-283-3000	Crowne Plaza Dallas Downtown 1015 Elm St Dallas, TX 75202 214-742-5678
Dallas Marriott City Center 650 N Pearl St Dallas, TX 75201 214-979-9000	Fairfield Inn & Suites by Marriott Dallas West/I-30 2100 N Cockrell Hill Rd Dallas, TX 75212 972-685-7700	Fairmont Hotel Medical/Market Center 1717 N Akard St Dallas, TX 75201 214-720-2020	Hampton Inn & Suites Dallas Downtown 1700 Commerce St Dallas, TX 75201 214-290-9090
Hampton Inn & Suites Dallas-DeSoto 1311 E Centre Park Blvd. DeSoto, TX 75115 972-228-0200	Hilton Anatole 2201 N Stemmons Fwy. Dallas, TX 75207 214-748-1200	Hilton Garden Inn Dallas/Duncanville 800 N Main Street Duncanville, TX 75116 972-283-9777	Hilton Garden Inn Downtown Dallas 1600 Pacific Ave. Dallas, TX 75201 214-299-8982
Holiday Inn Express & Suites Dallas South - Desoto 1310 E Wintergreen Rd DeSoto, TX 75115 972-224-3100	Holiday Inn Express & Suites Dallas Southwest-Cedar Hill 1007 N Hwy 67 Cedar Hill, TX 75104 972-291-4037	Holiday Inn Express & Suites Dallas W - I-30 Cockrell Hill 4321 Communications Dr. Dallas, TX 75211 214-331-0505	Holiday Inn Express & Suites Duncanville 1035 E Hwy 67 Duncanville, TX 75137 972-298-8000
Hotel ZaZa 2332 Leonard St Dallas, TX 75201 888-880-3244	Hyatt House Dallas/Uptown 2914 Harry Hines Blvd Dallas, TX 75201 214-965-9590	Hyatt Regency Dallas 300 Reunion Blvd E Dallas, TX 75207 214-651-1234	La Quinta Inn & Suites Cedar Hill 1419 N.US Hwy 67 Cedar Hill, TX 75104 972-291-0008
La Quinta Inn & Suites Dallas Downtown 302 S Houston St Dallas, TX 75202 214-761-9090	La Quinta Inn & Suites Dallas South-DeSoto 641 North I-35 E DeSoto, TX 75115 972-920-0100	Le Meridien Dallas, The Stoneleigh 2927 Maple Ave Dallas, TX 75201 214-871-7111	Lorenzo Hotel 1011 S Akard St Dallas, TX 75215 214-273-3000
Magnolia Hotel 1401 Commerce St Dallas, TX 75201 214-915-6500	NYLO Dallas South Side 1325 S Lamar St Dallas, TX 75215 214-421-1080	Omni Dallas Hotel 555 S Lamar St. Dallas, TX 75202 214-744-6664	Renaissance Dallas Hotel 2222 N Stemmons Fwy Dallas, TX 75207 214-631-2222
Rosewood Mansion on Turtle Creek 2821 Turtle Creek Blvd Dallas, TX 75219 214-559-2100	Sheraton Dallas Hotel 400 N Olive St Dallas, TX 75201 214-922-8000	SpringHill Suites Dallas Downtown/West End 1907 N Lamar St Dallas, TX 75202 214-999-0500	The Joule Hotel 1530 Main St Dallas, TX 75201 214-748-1300
The Ritz-Carlton, Dallas 2121 McKinney Ave Dallas, TX 75201 214-922-0200	The Statler Hotel & Residences 1914 Commerce St Dallas, TX 75201 214-459-3930	The Westin Dallas Downtown 1201 Main St Dallas, TX 75202 972-584-6650	TownePlace Suites Dallas DeSoto 2700 Travis Street DeSoto, TX 75115 972-780-9300
W Dallas Victory Hotel and Residences 2340 Victory Park Ln Dallas, TX 75219 214-397-4100	Warwick Melrose - Dallas 3015 Oak Lawn Ave Dallas, TX 75219 214-521-5151		

SIGNAGE, DISPLAYS, FURNITURE & FIXTURES

Signs, banners or placards are not permitted outside of your assigned premises or exclusive use space. No advertising placards, banners, pennants, names, insignias, trademarks or descriptive materials shall be affixed or maintained upon the glass panes and supports of the storefront show windows and doors, or upon the exterior walls of the storefront. Hand-written signage is prohibited in the terminal/airport area. Any signs proposed to be installed in a public space, including but not limited to any concession must be approved by the Director of Aviation or designee and comply with the Dallas Executive Airport design guidelines.

In addition, no fixtures, furniture, displays, sign holders, products or merchandise shall be placed outside of your assigned premises or exclusive use space. If, due to an operational need, furniture or fixtures must be temporarily added, removed or relocated to a public space, the Director or designee's prior approval is required, and the space must be put back to original placement when there is no longer a need or at the end of the business day, whichever occurs first.

Any violations to the above will be identified to the tenant for immediate resolution.

Please review your lease agreement concerning all signage, graphics, fixtures, etc.

BALLOONS

Balloons are **strictly prohibited** at the airport. This includes the terminal lobby. Balloons may not be inflated within any area of the airport for any reason.

HOLIDAY DECORATION POLICY

Please refer to the Dallas Airport System Holiday Decoration Policy at, <http://www.dallas-lovefield.com/pdf/Guidelines-HolidayDecoration.pdf>.

REQUIREMENTS FOR PUBLIC AREAS OCCUPIED OR EXCLUSIVELY USED BY TENANTS

This provision applies to the public areas of the airport that may be under a tenant's exclusive use. All public areas occupied by a tenant must be maintained in a neat, clean, sanitary and operable condition.

Contact Information

Airport Communication Center: 214-670-LOVE (5683)

SMOKING & NON-SMOKING AREA RESTRICTIONS

Please refer to the Airport Rules and Regulations at, <http://www.dallasexecairport.com/facility-overview/>

WELDING OR CUTTING TORCH ACTIVITIES

Please refer to the Airport Rules and Regulations at, <http://www.dallasexecairport.com/facility-overview/>

OUTDOOR COOKING

Please refer to the Airport Rules and Regulations at, <http://www.dallasexecairport.com/facility-overview/>

SPECIAL EVENTS/TENANT PROMOTIONS/PRESS KIT

For those activities that will also need a City of Dallas Office of Special Events permit, it requires application for the permit 45 days before the activity unless in the tenants' leased space. Any filming of city property requires an Office of Special Events permit and DAL activity permit. Access to both permits is online: DAL activity permit www.dallas-lovefielf.com and Office of Special Events permit is an online process at, <http://www.dallaspecialevents.com/special-event/application/>. Fees may be associated with both permits.

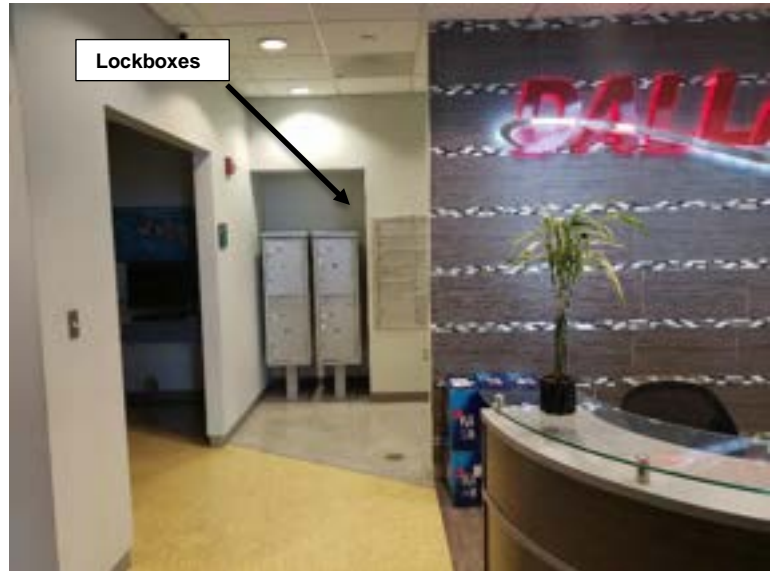
Contact Information

Airport Communication Center: 214-670-LOVE (5683)

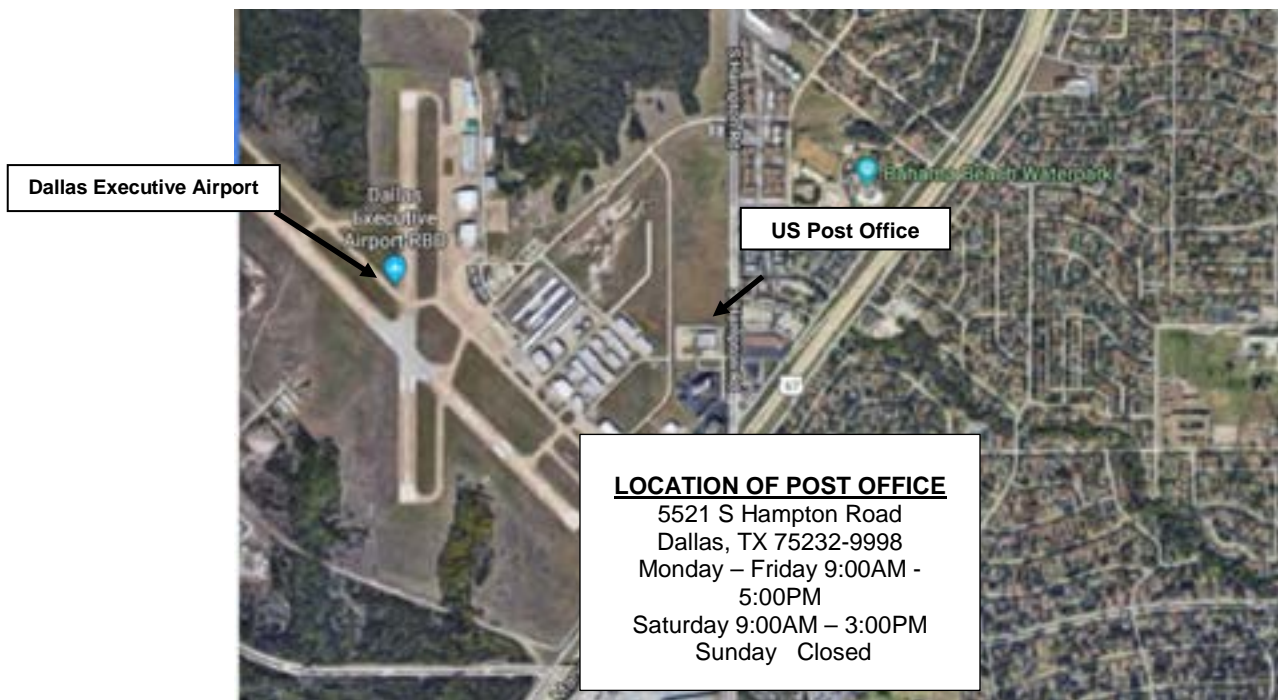
MAIL SERVICE

RBD tenant lockboxes are in the Terminal Building behind the lobby television. A lockbox may be requested through the RBD Administrative offices and will be assigned to you with one lockbox key. General outgoing mail may also be deposited at this location. The outgoing mailbox is in the middle of the lock boxes.

Pick-up time for mail drops may vary. Bulk outgoing mail should be taken directly to the U.S. Postal Service (USPS). Any questions or concerns should be directed to the local USPS. The nearest post office is located at: 5521 S. Hampton Road, Dallas, TX 75232.



MAIL SERVICE



AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDs)

AEDs are used to administer an electric shock to a person who is experiencing a cardiac arrest. It is a portable electronic device that automatically diagnoses the potentially life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a person. It then can treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

To use a defibrillator, just remove it from the cabinet and turn it on. The unit will provide audible instructions for use.



BUSINESS CENTER - AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDs)



GENERAL EVACUATION GUIDELINES

All NON-TERMINAL tenants and occupants should consider establishing and implementing their own internal procedures that may be used in the event of an evacuation. These procedures should include, at a minimum: identifying emergency exits, identifying one or more assembly areas for evacuated employees and visitors, Accounting for personnel, and ensuring that a mechanism is in place to assist anyone who may need it until advanced help arrives. The following steps should be used as a guideline for the creation of your evacuation plan.

- Call Emergency at **9-1-1**
- Be sure to give the operator as much information as possible, including but not limited to:
 - Your name
 - Your phone number, in the event you get disconnected.
 - Nature of the emergency (fire, building collapse, etc.).
 - Building location including address and floor number.
 - Any other details of the emergency.
- Consider pulling the fire alarm if available to warn people of the danger and encourage evacuation.
- Direct any employees or visitors to evacuate the building.
- Evacuate the building by using emergency exits.
- Use stairwells rather than elevators.
- Employees and visitors should gather at a pre-designated assembly location for Accountability.
- If the primary assembly location is compromised employees should report to a pre-designated secondary location.
- If evacuated, do not return to your office or work location until advised to do so.
- Tenants should consider creating a safety warden program that will identify employees responsible for assisting other employees during an emergency or disaster.

INCLEMENT WEATHER PROCEDURES

1. Notification

- OUTDOOR SIRENS ARE USED ONLY AS AN ATTENTION GETTING DEVICE WITH NO WAY TO DETERMINE WHY THE SIRENS ARE SOUNDING. **Remember, outdoor warning sirens are only intended to be heard outdoors to warn people to seek shelter. They may be difficult or impossible to hear while indoors.**
- Specific information regarding the actual nature of the emergency will be broadcast by the local media. If possible, consider purchasing a NOAA Weather Alert Radio for use in your facility.
- No all-clear signal will be sounded; sirens are used only for warnings.

2. Severe Weather and/ or Tornado Watches and Warnings

- Once you have been notified of a potential or actual inclement weather situation, please be prepared to seek shelter if the conditions deteriorate.

3. Upon notification of a Tornado Warning take shelter immediately

- Take shelter in a previously identified safe area.
 - Stay away from temporary buildings or trailers.
 - Use the stairwells rather than the elevators.
- If you are unable to seek shelter in a previously identified safe area
 - Move away from windows.
 - Stay away from areas having a wide, free span roof, or the upper levels of a building.
 - Take cover under heavy furniture if available.
 - Crouch down and cover your head and neck with your arms and hands.
- If you are outdoors and unable to Access an indoor shelter, lie flat in the nearest depression, such as a ditch or ravine. Cover your head and neck with your arms and hands. If there is time, move away from the path of the tornado at a right angle.

4. If you come into contact with other employees or visitors, you should direct them to take shelter in a sturdy building. If you come into contact with an occupant who is disabled or having difficulty taking shelter you should assist the individual in getting or taking shelter.

5. After the danger has passed, you should report to the designated shelter/assembly point to allow your team to take a survey of all present to determine if anyone is potentially missing. Do not return to your office or business until you are advised to do so.

BOMB THREAT

Telephone Threat

When a bomb threat is received over the telephone, use the checklist on the following page to try to obtain information from the caller immediately:

- Exact location of the device.
- Time set for explosion.
- Description of the device.
- Reason the caller has placed the bomb.
- Exact words used by the caller.

While you are on the phone with the caller try to have a co-worker notify the Dallas Police Department by dialing **9-1-1**. If that is not possible, obtain as much information as you can from the caller and call 911 after they hang up. Notify Airport Operations Center 214-670 LOVE (5683).

Once Airport Operations Center has been notified of the bomb threat, it is airport policy to advise the Director of Aviation to allow him/ her to decide whether it is appropriate to order an evacuation. In the event that you are asked to evacuate the building, please move at least 300 feet or one football field away from the building to a designated safe area or as directed by Airport Security or authorities. Be sure to allow for the clear passage of emergency personnel. Do NOT re-enter the building until the police and/or fire department personnel have given the **All Clear**.

Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or maim anyone close to the package when it is opened. Letter bombs are usually a large size manila envelope ¼" to ½" thick and are fairly rigid. They have been mailed from cities or small towns in the United States, as well as from foreign countries. They are usually mailed to a person by title.

If a letter or package is suspected to contain a bomb:

- Clear everyone out of the area. Evacuate at least 300 yards away from the area where the suspicious device is and try to place a hardened structure between yourself and the suspicious device.
- Notify the police at 911 and Airport Security 214-670-9799.
- DO NOT HANDLE THE PACKAGE UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.

Contact Information

Airport Communication Center: 214-670-LOVE (5683)

WARNING!

Letter and Package Bomb Indicators

Protruding Wires

Strange Odor

Wrong Title with Name

Lopsided

Oily Stains on Wrapper

Restrictive Markings

Mailed from Foreign Country

Excessive Postage

Misspelled Words Addressed to Titled Only

Rigid or Bulky

Badly Typed or Written

Treat It as Suspect!
Isolate It!

PRECAUTIONS

1. Never accept mail, especially packages, at your home in a foreign area
2. Make sure family members and clerical staff know to refuse all unexpected mail at home or office
3. Remember - **It May Be A Bomb** - Treat It as Suspect

LETTER AND PARCEL BOMB RECOGNITION POINTS

- ☐ Excessive Postage
- ☐ Incorrect Titles
- ☐ Titles but No Names
- ☐ Misspellings of Common Words
- ☐ Oily Stains or Discolorations
- ☐ No Return Address
- ☐ Excessive Weight
- ☐ Rigid Envelope

- ☐ Lopsided or Uneven Envelope
- ☐ Protruding Wires or Tinfoil
- ☐ Visual Distractions
- ☐ Foreign Mail, Air Mail and Special Delivery
- ☐ Restrictive Markings such as Confidential, Personal, etc.
- ☐ Hand Written or Poorly Typed Addresses
- ☐ Excessive Securing Material such as Masking Tape, String, etc.

FBI EXPLOSIVES UNIT-BOMB DATA CENTER
(202) 324-2696

SEE NEXT PAGE FOR BOMB THREAT CHECKLIST

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

* Refer to your local bomb threat emergency response plan for evacuation criteria

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (Building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of timer is it?
- What will make it explode?
- Did you place the bomb? Yes/No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background/voice or note)
- Estimated age
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Adult	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Tape a message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Emotional
<input type="checkbox"/> Calm	<input type="checkbox"/> Birds	<input type="checkbox"/> Profane
<input type="checkbox"/> Clear/thrill	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Creaking seat	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clock	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Radio	
<input type="checkbox"/> Disgusted	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Drunk	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Lock	
<input type="checkbox"/> Laughing	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Mute		
<input type="checkbox"/> Nervous		
<input type="checkbox"/> Pleasant		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Shaky		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Stutter		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:

CIVIL DISTURBANCES

Should a riot or civil disturbance start outside the airport, call 9-1-1 for the Dallas Police Department. The Dallas Police will keep you informed of new developments as needed. If a disturbance should occur in the main lobby, the police will be summoned.

MEDICAL EMERGENCY

In the event that an accident or illness of any employee or a customer takes place in your business or any area of the airport:

- Call the Dallas Police Department at **9-1-1**.
- Give Emergency Dispatcher the following information:
 - Your name
 - Address
 - Floor number and location of emergency on floor
 - Any details of the accident or illness
- Do not move the injured/ill person
- If possible, have someone meet the emergency unit on Challenger Dr.
- Contact Airport Management and inform them you have called 911 and briefly describe the nature of the emergency
- Determine, if possible:
 - Name, address and age of injured/ill person
 - Nature of problem
 - Allergies and if currently on any medication
 - Local doctor

Airport staff will do all we can to make the person comfortable while awaiting the arrival of the medical rescue team. We assume no liability for our assistance, we encourage tenants to become familiar with First Aid and CPR, as well as how and when to contact emergency services.

AIRPORT ENVIRONMENTAL

All businesses operating at Dallas Executive must operate in an environmentally responsible way by conserving resources, preventing pollution, and purchasing and/or using “green” products and supplies when possible (see Appendix V). All tenants, subtenants, service providers, and contractors when operating on the Airport, must comply with all applicable environmental laws or regulations, including but not limited to Federal, State, City and Airport issued environmental rules and regulations or directives. No person or entity operating or conducting any activity or business upon the Airport shall cause or permit to be released (whether by way of uncapping, pouring, spilling, spraying, spreading, attaching, or otherwise) into, onto, above or under the Airport any hazardous substances, solid wastes, special wastes, fuel and fuel products or lubricants, or other contaminants (as defined or established by applicable local, State or Federal law or regulation) to the extent such hazardous substances exceed quantities or volumes permitted by applicable Federal State or local law or regulation.

DUMPSTERS

Tenants must request authorization from the Airport Environmental Division prior to placement on airport property. Dumpsters on airport property must be properly designed and maintained to prevent any storm water runoff. Tenants are responsible for using best management practices to maintain dumpsters. Dumpsters must be securely closed when not in use; and the drain hole must always be plugged. Dumpster leaks must be addressed immediately.

Dumpsters found to be in non-compliance with DOA rules will be issued a Notice of Violation (NOV). If the non-compliance finding is not corrected within 48 hours of the issuance, the dumpster will be removed immediately at the tenant’s expense.



RECYCLING

Tenants are responsible for removing their recyclables (cardboard, paper, empty plastic bottles, empty glass bottles, aluminum cans, tin cans) and putting them into the recyclable bins. Tenants are required to read and follow recycling signage throughout the airport. Tenants may not place inappropriate materials in recycling bins. Tenants are responsible for keeping their area of business and the recycling area neat and clean. Any tenants found to be in non-compliance with recycling rules will be issued a Notice of Violation (NOV). There are trash receptacles and recycling bins located throughout the facility. Tenants are responsible for training their staff on proper recycling procedures. For additional information or assistance, please contact the Airport Environmental Division at

AVIEnvironmental@dallascityhall.com. If any of these receptacles need any type of attention, please contact Airport Communication Center at, 214-670-LOVE (5683).



SPILLS

All chemicals, soap, fuel, grease, petroleum, trash, etc., will be properly stored in a manner to prevent rainfall collection and potential spillage of residue into the airport's storm drain systems. All spills committed by airport tenants, contractors or vendors must be reported to the Airport Communication Center (AOC) at 214-670-LOVE (670-5683) **immediately**. In addition, responsible tenants must take immediate action to properly contain and clean up spills of any nature. Residues occurring from any washing, cleaning, house-keeping maintenance, or related activities must be removed in such a way as to prevent contamination of the storm drain systems.

Any spill or discharge to the storm drain systems or onto the ground or airport apron will require the party committing the spill to remediate the discharge at their expense. Such remediation must meet State and/or Federal clean-up standards. Once the spill is cleaned, an Environmental Incident Report (see Appendix IV) must be completed and forwarded to the Environmental Division at AVIEnvironmental@dallascityhall.com within 24 hours of occurrence. Review the Spill Response Bulletin for additional information (see Appendix V).

If you have questions, need assistance, or need to report a spill, please contact Airport Communication Center at 214-670-LOVE (5683).

ASBESTOS & LEAD PAINT

The City of Dallas provides notification to our Employees, Tenants and Contractors of the presence of **Asbestos Containing Materials (ACMs)** and **Lead Based Paint (LBP)** throughout Executive Airport. Notifications can be in the form of signage posted in the affected area and/or by mail, text or memo. Notification will also be given through pre-construction meetings with the Tenants and Contractors and Employee Training.

ACMs generally do not pose a health threat unless the asbestos fibers are disturbed, become airborne and are inhaled. The job functions of most employees, tenants and contractors do not require contact with the ACMs or LBP; however, it is important to determine, before work is conducted, if the material contains asbestos and/or lead. Please contact the Environmental Division if you suspect ACMs and/or LBP in your area. Do not start or continue working in that area until approval has been granted.

It is important to adhere to the following recommendations in the event that asbestos/lead is identified in your building:

- Do not touch or handle ACMs/LBP
 - Do not drill, cut or damage ACMs/LBP
 - Immediately report any damaged ACM to the appropriate person at your site
- For more information regarding potential health risks, general procedures and handling restrictions contact Airport Communication Center at 214-670-LOVE (5683).

COOKING OIL

Tenants: Used Cooking Oil is to be properly disposed of. It is prohibited to dispose of any excess grease or cooking oil directly into the sink. Fines and/or notices of violation will be issued to those who do not dispose of cooking oil or grease properly. The tenant's place of business is to be maintained and kept clean at all times. Spills should be contained and cleaned and reported to the Airport Communication Center (AOC) at 214-670-LOVE (670-5683) **immediately**.

It is the tenant's responsibility to maintain their place of business and cleanup any spilled grease and cooking oil.

GREASE TRAPS

Tenants: It will be Tenant's responsibility to maintain the grease traps and clean out the grease traps every 90-days as required.

TOXIC HAZARDS

If there is a toxic spill or exposure at Executive Airport, immediately get to an area where you are not exposed and call 911. Provide the location, floor, suite number and phone number and the type of spill. Always follow all safety procedures when working with toxic materials. For questions or concerns, please contact the Environmental Division at AVIEnvironmental@dallascityhall.com.

SAFETY DATA SHEETS (SDS)

Safety Data Sheets contain vital information about chemicals/products that may be present in your work area. Employees should read and familiarize themselves with all new Globally Harmonized System (GHS) requirements to ensure that they are knowledgeable about the new GHS labeling system as well as any potential dangers in the workplace. All tenants/contractors will maintain a file (electronic/hardcopy binder) containing SDS's for all hazardous chemicals/products and a list of these chemicals (i.e. Workplace Chemical List) in their respective work areas. Employees must know the location and have access to the SDS file at all times. The SDS file must be reviewed annually for completeness and accuracy. The tenants/contractors shall notify any manufacturer who sends an inappropriate SDS and request a revised and complete SDS.

Safety Data Sheet

according to Hazard Communication Standard; 29 CFR 1910.1200



OFF!® DEEP WOODS® INSECT REPELLENT V

Version 1.1

Print Date 03/04/2015

Revision Date 02/23/2015

SDS Number 350000004807

1. PRODUCT AND COMPANY IDENTIFICATION

Product information

Product name : OFF!® DEEP WOODS® INSECT REPELLENT V

Recommended use : Insect Repellent

Manufacturer, importer, supplier : S.C. Johnson & Son, Inc.
1525 Howe Street
Racine WI 53403-2236

Telephone : +18005585252

Emergency telephone number : 24 Hour Medical Emergency Phone: (866)231-5406
24 Hour International Emergency Phone: (703)527-3887
24 Hour Transport Emergency Phone: (800)424-9300

2. HAZARDS IDENTIFICATION

Classification of the substance or mixture

Globally Harmonized System (GHS) Classification

Hazard classification	Hazard category	Hazards identification
Aerosol	Category 1	Extremely flammable aerosol.
Gases under pressure	Liquefied gas	Contains gas under pressure; may explode if heated.

Labelling

Hazard symbols

Flame
Gas cylinder

Signal word

Danger

Hazard statements

Extremely flammable aerosol.
Contains gas under pressure; may explode if heated.

Precautionary statements

Protect from sunlight. Do not expose to temperatures exceeding 50 °C/ 122 °F.
Protect from sunlight. Store in a well-ventilated place.
Keep away from heat/sparks/open flames/hot surfaces. - No smoking.
Do not spray on an open flame or other ignition source.
Do not pierce or burn, even after use.

AVIATION INFORMATION TECHNOLOGY (AOT)

Introduction

As a result of the Love Field Modernization Project, Dallas Executive Airport (RBD) has an upgraded infrastructure and backbone to support its tenant technology needs. The Department of Aviation's (DOA) Aviation Information Technology (AOT) division will provide information technology (IT) support services to RBD tenants using a shared infrastructure that offers reliable backbone connectivity at a sustainable cost. These services do not apply to Hangar tenants at RBD. The City of Dallas' Communication & Information Services (CIS) team will be supporting the Hangar tenants at RBD because their computers are only connected to the City's network.

RBD Available Services

RBD offers the following services to its tenants:

- House Wiring
- Analog Circuit Connection
- Data Communication Connection
- Open Wireless Network Services
- Satellite TV/Video Services

Initiating Service

Each RBD tenant is responsible for contacting their preferred service provider for telephone, television and internet services. Connectivity services will be provided via a common infrastructure to support all RBD tenants' Communication needs. AOT is responsible for managing the common infrastructure and will coordinate the installation of connectivity for the various communication systems. The table below provides the point of contact and contact information for the various services.

Service	Point of Contact	Contact Number
Voice	Contact your preferred provider	Contact your preferred provider
Direct TV	Brion Enterprises	214-357-1947
WIFI/Internet Services	Boingo	312-521-7228
Cabling	AOT	214-670-LOVE (5683)

TELECOMMUNICATION TENANT SERVICES CHECKLIST

Service delivery times vary by quantity and type of services requested. Terminal tenant(s) should allow at least 5-7 business days for normal service requests.

1. RBD tenant contact Airport Communication Center (AOC) at 214-670-LOVE (5683) to create work order request.
2. RBD tenant review requirements and starts orders for voice, data, or video services
3. RBD tenant contacts AOT by calling Airport Communication Center at (214-670-LOVE) to coordinate any infrastructure wiring work required for service activation. There is a site survey fee associated with this activity.
4. AOT received following from RBD tenant:
 - a. Leasehold Space Diagram
 - b. Network Diagram
 - c. Signed DOA Airport Tenants Electronic Request Form (See Appendix for AOT form).
5. AOT performs all cabling, cross connects and cable leasehold removal services. AOT will notify the RBD tenant that the work is completed.
6. Service activated, and RBD tenant accepts work product.
7. Consolidated bill for all services and installation charges prepared by AOT.
8. RBD tenant pays invoice per remittance instruction on bill.

Trouble Reporting

To report service outages and request support, please follow the steps below:

1. RBD tenant notifies the AOC at 214-670-LOVE (5683) to open a work order request
2. AOC will notify appropriate escalation point, and dispatch DOA technician to troubleshoot only related airport wide problem(s) but DAL tenant required to contact their telecommunication carrier.

Service Disconnect

To request your service to be disconnected, please follow the steps below:

1. RBD tenant notifies the AOC 214-670-LOVE (5683) for any circuit disconnect to open a work order request
2. AOT will survey and recapture any lease equipment at service disconnect date
3. AOT will remove all wiring
4. AOT process final billing for services disconnected.
5. RBD tenant pays invoice per remittance instruction on bill.

DALLAS EXECUTIVE (RBD) TERMINAL & SUPPORT BUILDINGS

All RBD buildings and facilities are the property of the City of Dallas and are entrusted to RBD management to further the aviation support and activities of the flying public. To this end, only properly approved equipment and leasehold improvements may be installed and used in RBD buildings and facilities.

Customer Owned Equipment and Use

All RBD tenants may petition AOT for approval and use of their owned or leased equipment within leasehold areas. Installation of tenant owned equipment will be required to follow AOT procedures, protocols, or placement. For example, frequency coordination is a critical communication issue that needs to be addressed prior to the location of hardware. Without frequency coordination, there is a real chance of intermodulation interference and distortion problems.

Operation of Telecommunication Services at RBD

RBD tenants are not authorized to locate their electronics in RBD Communication Rooms without a formal request to locate their equipment within telecommunication rooms, rack spaces, etc. RBD tenants need to provide a network diagram, negotiate space in the Telecommunication room (TR) and select the services they require as listed in this services catalog. Please contact AOT at least 5 to 7 business days by emailing to AOThelpdesk@dallascityhall.com.

Services Pricing

Pricing is determined using industry standard pricing for commercial services such as television and video services, utilizing pricing as presented in RS Means, existing City of Dallas service contracts, analysis of other airport pricing for similar services and discussions with multiple vendors providing services similar to what will be offered at the airport. This document contains comprehensive pricing for all the services offered by AOT at RBD. Pricing is subject to change without prior notice. (See Appendix for AOT form).

House Wiring

All telecommunication services provisioned for use at RBD will terminate on RBD owned communication facilities. House wiring will be installed at the time of lease execution. Leasehold improvement requests made during the tenure of the lease will incur appropriate charges. House wiring will not be abandoned in place in Accordance with RBD green initiative directives and appropriate laws and regulations. A fee for removal of installed wiring will be incurred by tenant at the initiation of a lease or at the time of leasehold improvements with RBD.

RBD TRs utilizes a variety of telecommunication technologies within the terminal and support buildings at RBD. Both fiber and copper-based termination circuits are available for support of leasehold areas and their operation. RBD tenants must contract with AOT to utilize this wiring infrastructure plan for their telecommunication purposes.

DALLAS EXECUTIVE (RBD) TERMINAL & SUPPORT BUILDINGS (cont.)

RBD tenants may acquire and operate tenant owned telecommunication equipment at RBD if:

1. The RBD tenant understands and acknowledges that DOA must authorize the tenant to own and operate telecommunication equipment at RBD.
2. The RBD tenant understands and acknowledges that it must comply with AOT policy, procedures, and design guidelines for the use of any telecommunication wiring infrastructure at RBD.
3. The RBD tenant has received prior emailed approval from AOT management before utilizing any telecommunication wiring infrastructure at RBD.
4. The RBD tenant installation of any telecommunication equipment using AOT telecommunication wiring infrastructure must comply with AOT suitability guidelines for telecommunication services.
5. The RBD tenant **may not** use telecommunication equipment that utilizes electrical power wiring as a conduit for telecommunication or telecommunication services.
6. The RBD tenant **may not** use any telecommunication equipment that interferes with, degrades, eliminates, destroys, or compromises the use of telecommunication services of any other tenant at RBD (including RBD telecommunication services).
7. The RBD tenant installs and maintains in working order telecommunication equipment providing telecommunication services over RBD telecommunication facilities. AOT reserves the right to remove any inoperable or improperly operating telecommunication equipment from leasehold areas for eventual removal from RBD premises.
8. The RBD tenant must use AOT for all wiring leading from the tenants' telecommunication equipment to the tenants, leasehold space.

ANALOG CIRCUIT CONNECTION

RBD provides access to all Texas Public Utility Commission (T-PUC) approved telecommunication carriers and providers. However, RBD requires all leaseholders to coordinate the implementation of all telecommunication services with AOT. Leaseholder understands and acknowledges by leasing properties and facilities at RBD that telecommunication services used at RBD will terminate on RBD owned and maintained Telecommunication Rooms (TRs) (i.e., infrastructure). To complete provision of telecommunication services, RBD will provide ready access to all T-PUC approved carriers and providers according to all relevant federal and state laws and regulations.

RBD tenants may acquire and provision telecommunication services to terminate on RBD infrastructure from any T-PUC approved telecommunication carrier or provider if:

1. The RBD tenant has provided notification to AOT that they have requested service from a service provider.
2. The RBD tenant has received email acknowledgement from AOT that a request for telecommunication from a provider has been made.
3. The AOT properly coordinates the provisioning and installation of the telecommunication service. The tenant will provide the following information from their selected carrier:
 - a. Service Order Number
 - b. Circuit Number
 - c. Telephone Number
 - d. Service Provider Contact information.
4. All telecommunication services are subject to termination on RBD's TRs (e.g., wiring).
5. All RBD tenants using shared carriers' and providers' services will be required to use shared RBD TRs.

RBD provides copper wiring in support of analog circuits to support such devices as fax machines and point of sale credit card authorization devices or phones. Analog circuits acquired by RBD tenants will terminate on RBD TRs (i.e., infrastructure). RBD tenants understand and acknowledge that use of analog circuit services at RBD will assess a monthly rental fee to use the copper wiring that will complete an analog service circuit (i.e., from the identified TR or closet to the tenant's leasehold area).

ANALOG CIRCUIT CONNECTION (cont.)

RBD tenants may acquire and provision analog circuit services to terminate in RBD TRs if RBD tenant understands and acknowledges:

1. All service requests must be coordinated through AOT to ensure provider carrier access to airport facilities and equipment (refer to page 1 for contact information)
2. All RBD provided analog circuit services are subject to the availability of RBD's copper based analog circuit infrastructure.
3. RBD tenants are not authorized to locate their analog circuit services within RBD tenant leasehold area.

Item	Connection Description	Charge
1	Horizontal Cabling (includes wall jacks and wiring from leasehold space to TR) (Cat 5e/6)	\$295.00 per run
2	Cross Connect (TR to Fiber Room)	\$280 per circuit
3	Analog Circuits Monthly Rental	\$10.00 per run
4	Cable Leasehold Removal	\$280.00 per hour

DATA COMMUNICATION CONNECTION

RBD provides a variety of data communication services for its tenants that will support several types of data Communication protocols. These can include DSL, T1, T3 and bridged internet connection. RBD tenants may acquire and provision data communication connections to terminate on RBD TRs providing the RBD tenant agrees and acknowledges:

1. The RBD tenant has provided notification to AOT that they have requested service from a service provider.
2. The tenant has received written acknowledgement from AOT that a request for telecommunication from a provider has been made.
3. AOT will properly coordinate the provisioning and installation of the telecommunication service. The tenant will provide the following information from their selected carrier:
 - Service Order Number
 - Circuit Number
 - Telephone Number
 - Service Provider Contact information
4. All telecommunication services are subject to termination in RBD TRs (e.g., wiring).

Item	Connection Description	Charge
1	Horizontal Cabling (includes wall jacks and wiring from leasehold space to TR) (CAT 5e)	\$280.00 per run
2	Horizontal Cabling (includes wall jacks and wiring from leasehold space to TR) (CAT 6)	\$295.00 per run
3	Cross Connect (TR to Fiber Room)	\$280.00 per circuit
4	Cable Leasehold Removal	\$280.00 per hour
5	Tenant Communication Equipment Installation (will include power, cabling, etc.)	\$280.00 per U space
6	Backbone Cabling (includes media converters)	\$530.00 per circuit
7	Tenant Communication Equipment (DSL/T1/T3)	\$165.00 per U space
8	Monthly Horizontal Cable Rental	\$10.00 per run
9	Communication Equipment Removal	\$280.00 per hour

OPEN WIRELESS NETWORK SERVICES

RBD provides tenant Open Wireless Networks through its Distributed Antenna System (DAS) WIFI vendor. Utilizing DAS, RBD can provide wireless connectivity to customers of carrier level telecommunication providers at RBD (e.g., AT&T and Verizon Wireless). RBD also provides tenant's wireless hotspot capability through a contract with Boingo, the DAS/WIFI provider.

RBD tenants should contact DAS Communication Center to coordinate service delivery by the DAS/WIFI Provider:

Item	Open Wireless Network Services Description	Charge
1	WIFI (per Device)	\$280.00 setup fee per circuit + \$79.00 per month
2	Dedicated Wireless Hotspot	\$1,250.00 setup fee per Access point + \$550.00 per month
3	Wireless Leasehold Removal	\$280.00 per hour

LEASEHOLD-AREA TELEVISION/VIDEO SERVICES

RBD will provide commercial non-broadcast television services to tenant leasehold areas at RBD.

Satellite Television Services (STV)

RBD tenants desiring commercial non-broadcast television programming in their leasehold areas will require access to DAL Satellite Television Services (STV). Contact Brion Enterprises for available STV packages and pricing.

Leasehold-Area Video Services

RBD tenants have an option to acquire Closed Circuit TV (CCTV) from AOT for their leasehold area. Leasehold areas include passenger hold areas, baggage intake and return areas, and tarmac areas. RBD tenants will not be able to obtain remote viewing capabilities for areas not leased by the tenant.

Closed Circuit Television (CCTV)

Tenants requesting Closed Circuit Television (CCTV) services must contact AOT for available options and pricing.

ANNUAL HANGAR INSPECTIONS

Department of Aviation (DOA) coordinates with multiple city departments annual tenant inspections including: offices, hangars, maintenance buildings, etc., at Dallas Executive Airport. As your real estate lease states, *“Lessor may enter upon the Leased Premises at any reasonable time for any purpose connected with the performance of Lessor’s or Lessee’s obligations hereunder, in the exercise of its governmental functions in observing the performance by Lessee of obligations under this Lease, or to determine the condition of the Leased Premises from a standpoint of safety.”*

The multi-department, tenant inspection includes:

1. DOA (Operations) Annual facility audit (See Appendix VIII)
2. DOA (Property Management) Tenant Compliance (See Appendix IX)
3. Dallas Fire Department Permits, combustibles, fire extinguishers, extension cords, chemical storage, etc. (See Appendix X)
4. Office of Environmental Quality = Pesticide/Herbicide management, waste management, refrigerant, air/water compliance, used oil/oil filters, etc. (See Appendix XI)
5. Code Compliance Services = High weeds, litter, substandard structure, junk motor vehicle(s), illegal outside storage, etc.

Please refer to Dallas Fire Code at, <http://citysecretary.dallascityhall.com/resolutions/2016/06-22-16/16-1124.pdf>.

APPENDIX

APPENDIX

I

(Gate Access Request Form)



Gate Access Request Cell Access



Section 1: Contact Information

Name

Address

Cellular Phone Number

E-Mail Address

Please check the appropriate description below:


Are you a pilot or aircraft owner?

Where is your aircraft hangered?

What is your aircraft(s) tail number(s)?


Do you own or work for a business on airfield?

Company Name

Company Location on Airfield

Do you lease from someone on airport property? If yes, from whom?


Do you work for the City of Dallas?

Employee Number

Work Address

Supervisor's Name & Phone Number

Supervisor's E-Mail

Why do you need access?


Do you need access for another reason? Please explain below.

Section 2: Gate Access

What gates do you need access to?

☐ Gate 6/Voyager Drive

☐ Gate 8/Ambassador

☐ Gate 11/Mariner Drive

☐ Gate 21/Boulder Drive

☐ Gate 19/Field Maintenance

How long will you need access?

Start Date & Time:

End Date & Time:

APPENDIX

II

(Business Center Request Form)



Business Conference Center Reservation Form

Dallas Executive
5303 Challenger Drive
Dallas, TX 75237
aviexecutivebc@dallascityhall.com
214-671-2357

This reservation form must be completed and returned to the Business Conference Center, aviexecutivebc@dallascityhall.com, prior to confirmation of reservation. Upon receipt of this form, a confirmation will be sent to you within five (5) business days (Monday-Friday). Reservations will be confirmed on a first come, first serve basis.

Cancellation of the reservation or part of the reservation can be made free of charge up to 2 business days prior to the booking date. In case of a no-show, i.e. a guest does not show up for the conference room as per the reservation, the room will be charged in full.

Submit the complete form via email to: aviexecutivebc@dallascityhall.com. Requests MUST be submitted at minimum of 72 hrs., prior to use.

How did you hear about us? _____

CONTACT INFORMATION

Organization Name		Date
Contact Name		
Address		
City	State	Zip
Email	Primary Phone	
Emergency Contact Name and Number		

EVENT INFORMATION

Description		Date of Event	
Start	am or pm <input type="radio"/> <input type="radio"/>	End	am or pm <input type="radio"/> <input type="radio"/>
		# of Attendees	

ROOM SELECTION AND FEES

Space rental charges are determined by time, duration of use and amount of space. Operational and administrative fees, may be charged as applicable.

The applicant may use the Airport's free wireless service as available.

In the event the Airport is affected by severe weather conditions and/or emergency events, the City of Dallas reserves the right to revoke the reservation. In the event a reservation cannot be rescheduled, the applicant's paid rental fees will be fully refunded.

Room	Size	Capacity	Hourly 1-2 hrs.	Half-Day 3-5 hrs.	Full Day 6-8 hrs.*
Neil Armstrong (Main) <input type="checkbox"/>	46' x 40' x 38'	Max 75	\$135	\$260	\$385
Guy Bluford <input type="checkbox"/>	16' x 10'	Max 12	\$90	\$170	\$235
Dr. Sally Ride <input type="checkbox"/>	16' x 10'	Max 12	\$90	\$170	\$235

*After 8 hours the hourly rates apply

PAYMENT METHOD

We accept the following forms of payment: AMEX, MasterCard, Visa and Discover cards.

RULES AND REGULATIONS

The City of Dallas rules and regulations that govern the use of Dallas Executive Business Center are as follows:

- Applicant must be 18 years of age or older.
- Rental must be for a legally permissible use only.
- Smoking or burning of any kind (incense, cigarettes, candle etc.) is prohibited. Smoking is permitted only in the designated outdoor smoking area.
- Alcoholic beverage service of any type will require a formal request to the Director of Aviation for approval.
- Gambling is not permitted.
- Parking fees are not included as part of the rental. Applicants and attendees are responsible for their own parking costs.
- Food and beverage service can be coordinated through your Event Organizer. If food and beverage service is needed, a list of vendors will be provided upon request. Applicant or their designee is responsible for all clean-up associated with such service.
- Room set-up and clean-up is the responsibility of the applicant. The meeting room must be left in the condition that it was in prior to the event. All set-up and clean up must be completed within the reserved time.
- Applicant is responsible for the proper use of the room and the cost of repairing damage to the facility, equipment, fixtures or furniture that is caused by parties attending their event. In the event of damage, the replacement/repair costs will be invoiced to the authorized signatory of the rental document unless otherwise indicated.
- All rooms are equipped with tables and chairs (without table linens) which are not to be repositioned without the consent of the Department.
- Applicant of the space must not block or in any way hinder ingress to and egress from the conference rooms, hallways, stairs, elevators and common areas.
- Animals are prohibited in the conference rooms, with the exception of service pets.
- Items brought into the meeting room shall be removed upon end of event. The City of Dallas will not be held responsible for any and all items remaining on city property.
- The use of nails, screws, tape or staples on walls or fixtures attached to the ceiling is strictly prohibited.
- The City of Dallas reserves the right to revoke a reservation in the event that emergency or operational needs arise that necessitate the City's use of the meeting room or that prohibits access to the meeting room. In such event the City of Dallas will attempt to relocate to an alternate location. If an alternate location cannot be identified, the Airport will refund all fees paid, in full.
- Under some circumstances, the City of Dallas may deem it necessary to require a security deposit and/or insurance coverage.
- Rental fees are accepted via credit card only and must be paid in full, upon submission of Reservation Form.

TERMS AND CONDITIONS

This document is considered a request pending approval from the Director or the Assistant Director of the Department of Aviation or his/her designee. The City of Dallas reserves the right to decline use of a room for any activity that is deemed in violation of federal, state, local laws, and City of Dallas Codes or Ordinances, for demonstrated past failure to comply with the terms and conditions of this agreement or for any other reason.

By signing this document, you agree to indemnify, defend and hold harmless the City of Dallas Department of Aviation and its respective Directors' and employees from and against any and all lawsuits, claims, losses, injuries, penalties, demands, expenses or judgements arising from or in connection with the rental of City property.

I have read, fully understand and accept the terms and conditions for the rental of the Department of Aviation (City of Dallas) property.

Signature of User or Authorized Representative _____ Date _____

Signature Director or Assistant Director Department of Aviation _____ Date _____

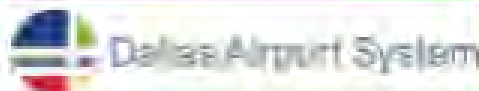
APPENDIX

III

(EMS Awareness)

Contact Information

Airport Operation Center: 214-670-LOVE (5683)



Aviation



EMS Bulletin

Environmental Management System (EMS) Awareness ISO 14001:2015

1. Does the City of Dallas have an Environmental Policy? *Yes!*

2. What is the COD Environmental Policy?

The City of Dallas is committed to a clean, safe, and healthy environment. As such, we will exercise environmental stewardship in our dealings with employees, other governments, citizens, City contractors, business and others in the community for our world today as well as for future generations. Caring for the environment is one of our core values, and this is demonstrated by ensuring our activities are in harmony with the natural world around us.

3. What does it commit the City of Dallas to?

- Pollution Prevention
- Compliance with legal and other requirements
- Continual Improvement

4. What are Aviation's Environmental Objectives and Targets?

- *Achieve a 30% food waste diversion rate in the Dallas Love Field Food Court by 2024.*
- *Reduce DAL's carbon footprint by 37.5% below 2013 baseline by 2030.*

5. How does your job impact the environment?

- *Field Personnel: Operating and maintaining equipment produces air pollution and uses natural resources. Leaks and spills can pollute waterways.*
- *Office Personnel: Use of paper, plastic, and power for computers, lights, and electric devices impact natural resources and contribute to air pollution.*

6. What are you doing about it?

- *Field Personnel: Implementing Best Management Practices (BMPs) such as: follow Spill Response Procedures, performing Preventive Maintenance, using drip pans, and following the five-minute-anti-idle rule.*
- *Office Personnel: Recycling paper and ink cartridges, and conserving energy by powering off computers, lights, and electronic devices when not in use.*

7. Who is the Aviation Environmental Management Representative (EMR)?

Sana Drissi, (214) 670-6654, sana.drissi@dallascityhall.com

8. What do you do if you have an environmental emergency?

Contact your manager or supervisor, EMR, and/or 911 if needed.

9. Do you know where to find the documents related to your job (role)?

Refer to the Department of Aviation's ISO SharePoint website:

<https://dallasgov.sharepoint.com/sites/city/4eval/avi/SitePages/Department.aspx>

APPENDIX

IV

(Environmental Incident Report)

AVI- ENVIRONMENTAL INCIDENT REPORT

AD 3-73

A. GENERAL INFORMATION			
1. Location of Incident: Name & Address:			
2. COD Department, Division & Address:			
3. Other Responsible Party Involved: Name, Address & Phone #		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Weather Conditions:		<input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Hot <input type="checkbox"/> Cool <input type="checkbox"/> Cold	
B. INCIDENT DESCRIPTION			
1. Date: <input type="text"/>		2. Time Spill Started: <input type="checkbox"/> AM <input type="checkbox"/> PM Time Spill Ended: <input type="checkbox"/> AM <input type="checkbox"/> PM	
3. Type of Material: <input type="text"/>		4. Amount Spilled:	
5. Container Capacity: <input type="text"/>			
6. Entered Storm Drain? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," answer 6a and 6b.		6. A. Amount Entered Storm Drain:	
		6. b. Name body of water affected:	
7. Explain the Incident:			
8. List Injuries/Damages:			
C. CORRECTIVE ACTION			
1. Was Incident Corrected? <input type="checkbox"/> Yes <input type="checkbox"/> No		2. Date and Time Corrected/Will Be Corrected: <input type="checkbox"/> AM <input type="checkbox"/> PM	
3. Corrected by: <input type="checkbox"/> FD <input type="checkbox"/> Department <input type="checkbox"/> OEQ <input type="checkbox"/> SW <input type="checkbox"/> Contractor's Name:			
4. List clean up methods & disposal:			
5. List steps taken to reduce, eliminate & prevent reoccurrence of this type of incident:			
D. EMPLOYEE INFORMATION			
1. Last Name:		2. First Name:	
3. Employee No.			
4. Preventable incident? <input type="checkbox"/> Yes <input type="checkbox"/> No. ; If "yes," please explain:		5. Points Accumulated:	
E. REPORTER'S INFORMATION			
1. Last Name:		2. First Name:	
3. Employee No.		4. Phone #:	
5. Contacted: <input type="checkbox"/> 911 <input type="checkbox"/> OEQ <input type="checkbox"/> SW <input type="checkbox"/> Other: Date: <input type="text"/> Time: <input type="text"/> <input type="checkbox"/> AM <input type="checkbox"/> PM.			
6. No. of photos taken before the spill:		7. No. of photos taken after the spill:	
F. DEPARTMENT REVIEW			
Review & carefully answer the following consent agreement.			
1. I represent & warrant that the answers I have given are full & true to best of my knowledge & belief.			
2. I acknowledge that I have read and understood the questions and that I answered all questions truthfully.			
3. I understand that failure to answer all questions fully & truthfully may result in disciplinary action/termination.			
Manager:		Date: <input type="text"/> <input type="checkbox"/> I AGREE.	
Assistant Director:		Date: <input type="text"/> <input type="checkbox"/> I AGREE.	
Total Report Pages: 1 of 2			
G. OFFICE OF ENVIRONMENTAL QUALITY			
Reviewed By:		Date:	
Was Incident handled properly?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was Incident preventable?		<input type="checkbox"/> Yes <input type="checkbox"/> No; if "yes," please explain: <input type="text"/>	
Points Assessed:		Recommended Disciplinary Action:	
Comments			

AVI- ENVIRONMENTAL INCIDENT REPORT

AD 3-73

Initial Spill

After Cleanup

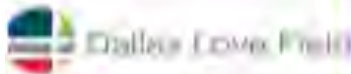
APPENDIX

V

(Spill Response)

Contact Information

Airport Communication Center: 214-670-LOVE (5683)



Aviation



EMS Bulletin

Spill Response

A spill or discharge is the accidental or intentional spilling, leaking, pouring, emptying or dumping of waste or product into or on land or water. The person responsible for cleaning up a spill is the owner or operator of a facility from which a spill originates or any person who causes, suffers, allows or permits a spill or discharge.

Spills may occur at any time! Employees must follow spill response and clean up procedures in order to minimize the environmental impact caused by spills. Be aware of your work areas and nearest spill kit.

1. Identify the spilled material and stop the source of the spill immediately (i.e. from container, piping, hose, valve or other source). Shut off any ignition source that could cause a fire in the vicinity of the discharged materials.
2. Report the spill by contacting the Airport Operations Center (AOC) at (214) 670-5683 immediately.
3. If the spilled material is immediately dangerous to life or health, call 911.
4. Protect any storm drains or water source that could be impacted by the spill with proper materials (e.g. socks, absorbent). If spilled material is suspected in the storm drain, Environmental or other authorized personnel will immediately close the appropriate outfall gate as deemed necessary.
5. Identify the responsible party. Once identified, the responsible party will be responsible for cleaning up the spill and incurring the associated cleanup cost.
6. If the spill is deemed non-hazardous, the responsible party must:
 - Contain the spill with absorbent material, berm or place absorbent socks or pads around the spill.
 - Clean the spilled material.
 - Thoroughly clean the impacted area, equipment and surfaces where the spill occurred.
 - Dispose of used pads in a rigid container with a top for proper disposal. Used materials **MUST NOT** be disposed of in the general trash, down the drain or into the ground. Place contaminated spilled material in a secured container for storage and disposal.
 - Restock the spill kit with new materials following spill cleanup.
7. The responsible party and the first on-site COD staff must assist Environmental in investigating the root cause of the spill and determining any actions needed to reduce, eliminate and prevent its recurrence. The responsible party and the first on-site COD staff must document the spill and provide this information (i.e. pictures, notes, reports) to Environmental within 24 hours of the spill.
8. An Environmental Incident Report (EIR) must also be completed:
 - For spills less than one (1) gallon, the EIR will be kept at your facility.
 - For spills greater than one (1) gallon, Environmental will notify Office of Environmental Quality and Sustainability (OEQS) at (214) 670-1200 within 4 hours of the knowledge of the spill. The EIR, or assigned personnel must submit the approved EIR to OEQS as soon as the investigation is completed or no later than 10 business days after the event.
 - For spills greater than ten (10) gallons or if any amount enters the storm drain, Environmental will notify OEQS and Storm Water Management at (214) 948-4022 as necessary.
9. Email AVIEnvironmental@dallascityhall.com with questions, comments, or requests for training.

AVI-PUB-003 ENV

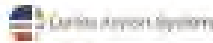
Revision 1

Effective Date: 09-03-2019

APPENDIX

VI

(Facilities Impact Request Form)




Facilities Impact Request Form

Submission Date:		Rush? Y / N - If Y then Provide Justification:	
Company: Primary Contract Holder with City of Dallas		DAS Project # (If known):	
CONTACT INFORMATION			
DAS Employee Contact Name	Phone	Email	
Contractor Primary Contact Name	Phone	Email	
Contractor Alternate Contact Name	Phone	Email	
PROPOSED ACTIVITY			
** Proposed Activity Start Date:		Proposed Activity Start Time:	
Proposed Activity End Date:		Proposed Activity End Time:	
**SUBMIT THIS FORM WITHIN FIVE (5) BUSINESS DAYS FROM THE PROPOSED ACTIVITY START DATE			
**SUBMIT COMPLETED FORM TO AVIFIR@dallascityhall.com			
Description of Proposed Activity:			
Anticipated and Potential Impacts of Proposed Activity:			
Impact Mitigation Plans for Proposed Activity:			
Location of Proposed Activity:			
Dallas Love Field - Airside		Specify areas of work	
Dallas Love Field - Landside		Specify areas of work	
Dallas Executive Airport (RBD)		Specify areas of work	
Vertiport (APT)		Specify areas of work	
REQUIRED QUESTIONS			
Do you possess a DAL Airport ID/Badge? Y/N		Will you be escorting others? Y/N	
Are you being escorted? Y/N		If Yes, by whom?	
Is vehicle access required? Y/N		*If Y, Airport Rules & Regulations apply	
Are tools/equipment being brought onsite? Y/N		*If Y, complete TOOL FORM and submit with FIR	
DIRECTIONS			
*Is a FAA Airspace Study (Form 7460-1) required? Y/N If yes, all On Airport projects must be submitted through the Department of Aviation authorized individual. FAA Process typically takes 60-90 days to complete from date of submission.			
*Contractor to notify the Airport Operations Center (AOC) at begin of work, end of work, and if work is rescheduled each day at 214-670-LOVE (5683).			
*Contractors must have work zones inspected and cleared at the end of each workday by Department of Aviation (DOA) Landside staff for interior terminal building work or by DOA Airside Operations for airside work. DOA Facilities staff must confirm return-to-service of any building systems that were taken off-line during work period. All inspections must be coordinated through AOC.			
*For all telephone or data cabling, coordinate with Owner at AOT@dallascityhall.com and your Communications Provider prior to install date.			
*ATTACH ALL SUPPORTING DOCUMENTS AND FORMS IF REQUIRED, WITH EMAIL			

APPENDIX

VII

(All Non-Airline Inspection Checklist – Property Management)

 City of Dallas	Document Number:	AVI-FRM-178	Revision Number:	1
	Approved By:	Director of Aviation	Effective Date:	02/14/2013
	Description of Last Change:	Initial Release		
Document Title:	ALL Non-Airline Inspection Checklist – Property Management 4.2.2 from ISO 9001			


City of Dallas - Department of Aviation retains the right to conduct inspections of any Airport area leased by a tenant, including all improvements and tenant's property located on the improvements, ("Premises"), for the purpose of determining a tenant's compliance with the terms and conditions of the tenant's lease and with all applicable laws.

Name of Tenant: _____ Date Performed: _____

Airport: _____ Time Performed: _____

Inspection Conducted By (DoA): _____ Tenant Representative: _____

OUT	IN	N/A	NOT	COS	Checklist Item	Comment
					Is property being used for aviation needs only?	
					Non Non-Aviation Items within Hangar? 1) Vehicles (s) 1 2 3 4 5 6 >7 2) Boats(s) 1 2 3 4 5 6 >7 3) Recreational Vehicle) 1 2 3 >4 4) Other Items _____	
					Are lessees furnishing any services to the public on leased properties? If so, are they providing efficient and acceptable customer service?	
					Have all additions/improvements received prior approval from the Director of Aviation?	
					Is property in good repair and in a clean and orderly condition? Overall Condition: Excellent(1) Good(2) Fair(3) Poor(4) -Building (office space): 1 2 3 4 -Ramp 1 2 3 4 -Hangar Space 1 2 3 4 -Landside/landscaping 1 2 3 4	
					Are all taxiways and ramp spaces free of debris and well kept?	
					Are all fixtures and equipment of lessee clean and in orderly?	

 City of Dallas	Document Number:	AVI-FRM-178	Revision Number:	1
	Approved By:	Director of Aviation	Effective Date:	02/14/2013
	Description of Last Change:	Initial Release		
Document Title: ALL Non-Airline Inspection Checklist – Property Management 4.2.2 from ISO 9001				

					Are all paintings and marking in good condition within leasehold and in accordance with all FAA standards?	
					Is all fire safety protection equipment equipped in building and up to date?	
					Is adequate security protection maintained through personnel or other equipment/access control systems?	
					Are all badges of employees on tenant property being displayed according to DAL ID Media Policy?	
					Have all applicable permits and insurance requirements for business been met? Displayed?	
					Shelves and displays adequately stocked with prices clearly marked?	
					Are all signs within assigned premises? Are all signs lit?	
Miscellaneous Notes: 						

If Necessary, follow-up inspection date and time.

Date of Week	Date/Year	Time
--------------	-----------	------

Tenant Signature	Date
------------------	------

City of Dallas DoA Representative	Date
-----------------------------------	------

APPENDIX

VIII

(DFR General Inspection Report)



RFS # _____

APPENDIX

IX

(Environmental Compliance Audit Checklist)

Compliance Checklist Applicability Worksheet

4/3/2017

Facility Information		Date of Audit: 7/18/12
Facility Name:		Date of last Compliance Site Visit :
Physical Address:		Primary SIC: 9199, 4581
Facility Contact:		
TCEQ RN:		
Date of Construction:		
Start of Operation:		
EMS Lead Auditor:		
Compliance Lead Auditor:		

TCEQ
Complaints/Enforcement
Actions (search "City of
Dallas" as Customer name)

Compliance Issues from
Last 5603 Audit (include
Intelix NCR#):

Items of Concern from SRT
inspections data:

Reported Spills(OEQ/NRC)

Permits/Registration from
TCEQ Central Registry:

City Permits of Interest (FL,
EX, etc.)

DWU GIS Environmental
Data:

Checklist ID	Checklist Name	Perceived Environmental Risk/Reason for Applicability
OEQ-EMS-017.001	Worker Right-to-know Compliance Checklist	applies
OEQ-EMS-017.002	SPCC Compliance Checklist	applies
OEQ-EMS-017.003	Pesticide and Herbicide Management	onsite
OEQ-EMS-017.004	Community Right-to-Know/Tier II Compliance Checklist	several chemicals over
OEQ-EMS-017.005	AST Compliance Checklist	mobile gas tanker
OEQ-EMS-017.006	Diesel ASTs excluded from 30TAC334 Subchapter F	N/A
OEQ-EMS-017.007	UST Compliance Checklist	20K Diesel
OEQ-EMS-017.009	Other Requirements Compliance Checklist	Ems and Emergency drills
OEQ-EMS-017.0010	CESQG Waste Management Compliance Checklist (includes "Household Waste" exclusion)	applies
OEQ-EMS-017.0011	Refrigerant Handling Compliance Checklist	HVAC
OEQ-EMS-017.0012	Universal Waste Compliance Checklist	applies, onsite in 2010
OEQ-EMS-017.0013	Used Oil/Used Oil Filters Compliance Checklist	yes
OEQ-EMS-017.0014	Air Compliance Assessment Checklist	PBRs, check 106.183
OEQ-EMS-017.0015	Water Compliance	MS4
OEQ-EMS-017.0016	Misc Compliance	tires and ballasts

APPENDIX



X

(AOT Form)

Please Click on Icon Below to Download Department of Aviation Airport Tenants Electronic Request Form:



DOA Airport
Tenants Electronic R

 DEPARTMENT OF AVIATION AIRPORT TENANTS ELECTRONIC REQUEST FORM 							
(Insert Customer Name)							
Item#	Description	Qty	Unit	Unit Price	Installation Charge	Monthly Price	Monthly Service Charge
Analog Circuit Connection							
1	Horizontal Cabling		Per Circuit	280	0	10	0
2	Cross Connect		Per Circuit	360	0	0	0
3	Cable Leasehold Removal		Per Hour	280	0	0	0
Data Communications Connection							
4	Horizontal Cabling		Per Circuit	280	0	10	0
5	Cross Connect - DSL/T1/T3		Per Hour	280	0	0	0
6	Tenant Communications Equipment - DSL/T1/T3		Per U	280	0	165	0
7	Backbone Cabling (includes media converters)		Per Circuit	330	0	0	0
8	Cable Leasehold Removal		Per Hour	280	0	0	0
9	Communication Equipment Removal		Per Hour	280	0	0	0
Other							
10	Fiber - Strands, Single Mode		Per Location	0	0	0	0
POC:				Subtotal:	0	Subtotal:	0
Phone:				Tax:	0.0825	Tax:	0.0825
Email:				Total:	0.7	Total:	0
<small>Notes, Comments, Special Instructions:</small> Cabling contractor will label installed wiring and provide "as wired" wire list. For every cable run there are two cross connects to accomplish termination. There will be 1 cross connect to connect TR to TR. Concessionaire will notify AVIT of the following to schedule and coordinate with Concessionaire's carrier of choice. Service Order Numbers: Circuit Numbers: Telephone Numbers: Scope of Work: Effective Date: _____ Termination Date: _____ Customer Authorization Signature & Date _____ AVIT Authorized Signature & Date _____							