



CONSTRUCTION PROJECT NOTIFICATION & GUIDELINES

Any construction project which is expected to occur within the Secured Area, SIDA, AOA and Terminal Building/Campus of the airport, meeting one or more of the following criteria, must be communicated to the Lafayette Regional Airport Construction / Project Team. Please keep in mind if your project needs an amendment, notification requests must be at least 60 days prior to the project start date.

- Projects occurring within the campus of the Terminal Building:
 - Parking lots, exterior, interior, or coinciding with a tenant improvement

- Projects occurring in a SIDA area:
 - Terminal area
 - Cargo
 - Fuel Farm
 - Other areas as designated

- Projects that require changes to AOA Portals and/or AOA Fence Lines such as:
 - Removal, addition and/or relocation of portals or fence (including temporary fences)
 - Re-designation of AOA or SIDA Delineation

Part 1. Initial Notification and Pre-Walk Through

Before the notification request is submitted to the airport Project Team, a coordinated pre-walk through and/or review of construction plans must be conducted by a member of the Security, Maintenance and/or Properties. This will allow the Project Team to notify TSA of a walk-through if needed and what type of Amendment and/or Change Condition is required (if needed). **Please note the LFT Project Team must be invited to all construction meetings.**

**Contact Airport Security/ Project Team at JohnR@lftairport.com*

Part 2. Required Information to be included within the Notification Request

1. Scope
2. Project name, Contractor / Company Name, Point of Contact, 24 hour phone number
3. Project start & end date
4. Request for AOA Gate/Portal Access
5. Haul routes; if any
6. Any changes to AOA Portals and/or AOA/SIDA Delineation; if any
7. Location of any laydown areas/dumpsters
8. Work schedule
9. Amount of contractors on site
10. Escorts/Badging Plan
11. Materials and tools brought in for Tool Check
12. Safety Plan
13. All contractors/sub-contractors must provide insurance certificate for review for all projects
and receive approval prior to work commencing at LFT

Part 3. Required Map and/or Diagram

Include a map and/or diagram of the exact area of the construction project, proposed changes to AOA Portals and/or delineation and haul routes

Notifications can be sent to:

Lafayette Regional Airport, Airport Security Division, Attn: John Raedle,

222 Jet Ranger X Dr. Lafayette, LA 70508

JohnR@lftairport.com