

Airport Certification Manual

Minneapolis-St. Paul International Airport (MSP)

DocuSigned by:
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List of Exhibits

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Exhibit 303-1 – Organization Chart

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Exhibit 309-1 – Engineered Materials Arresting Systems (EMAS) Maintenance Program

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Exhibit 311-3 – Vehicle Service Road Sign Plan

Exhibit 313-1 – Snow and Ice Control Plan

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Exhibit 337-1 – Wildlife Hazard Management Plan

Exhibit 339-1 – NOTAM Information

Exhibit 400-1 – Maintenance Corrective Action Form

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Exhibit 500-1 – LOA, Airport Emergency Services at Minneapolis-St. Paul International Airport (MSP)

Exhibit 500-2 – LOA, Land and Hold Short Operations (LAHSO) Procedures

Exhibit 500-3 – LOA, Movement/Non-movement Areas

Exhibit 500-4 – LOA, Runway Lighting for CAT II and III Approaches

Exhibit 500-5 – LOA, Surface Movement Guidance Control System Procedures

Exhibit 500-6 – LOA, Minneapolis Airport Traffic Control Tower Contingency Plan - Temporary Tower

Exhibit 500-7 – LOA, Notification Process by the Metropolitan Airports Commission for Surface Area Notices to Airmen

Exhibit 500-8 – LOA, Reporting Airport Movement Area Conditions and Notification

Exhibit 500-9 – LOA, Notice to Airmen (NOTAM) Notification Responsibility

Exhibit 500-10 – LOA, Runway Safety Areas

Exhibit 500-11 – LOA, Minneapolis Airport Traffic Control Tower Contingency Plan - Temporary Tower - Orange Ramp

Exhibit 500-12 – SMS Implementation Plan Approval Letter

Exhibit 500-13 – LOA, Taxiway A and Taxiway B Convergence Taxi and Pushback Procedures

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Revision Number	Revision Date	Revision Contents and/or Remarks
001	07/01/07	Pages iv - vi, Revision Control Sheet, Distribution List
001	07/01/07	Page 11-2, Declared Distances & Displaced Thresholds
001	07/01/07	Page 11-3, safety areas for Taxiways K & L
001	07/01/07	Page 12-3, 12-4, 12-5, Taxiway reflectors
001	07/01/07	Page 15-1, & 15-2, paragraph a, vehicles 16 & 17
001	07/01/07	Page 16-1, items c & e
001	07/01/07	Page 21-1, 21-2, 21-3, 21-4, 21-5, Pedestrian and Ground Vehicles
001	07/01/07	Page 24-1, item 3.a
001	07/01/07	Exhibit 1, Operations Organization Chart
001	08/15/06	Exhibit 7, Sign Plan
001	07/01/07	Exhibit 9, Snow Plan
001	07/01/07	Exhibit 13, Letters of Agreement
002	01/22/09	Exhibit 7, Updated Sign Plan
003	03/31/09	Exhibit 9, Snow Plan: Added information related to continuous monitoring and crew resource management.
004	10/31/10	Complete update of the entire document.
005	01/01/12	Page 21-1, 21-2, 21-3, 21-4, 21-5, 21-6, Pedestrian and Ground Vehicles
006	03/18/13	Pages i, iv, Table of Contents and Revision Control Sheet. Pages v-vi, Elimination of Document Control Sheet (page renumbering). Page 4-1, Falsification, reproduction, or alteration of applications, certificates, reports, or records. Page 8-1, 8-2 (format), CEO, Personnel. Page 21-2, 21-4, Pedestrians and Ground Vehicles.
007	09/15/13	00 -Table of Contents; Sections 9, 11, 12, 15, 16, 20, 24, 26, 27; Exhibits 1, 2, 4, 5-2, 6, 7, 9-1, 9-2, 10, 11, 13-1, 13-2, 14, 16, 17.
008	07/31/14	00 - Table of Contents, Section 21
009	08/01/14	Table of Contents, Section 13, Exhibit 9
010	03/24/2016	Updates to 00 - Table of Contents and Sections 12, 15, 16, 17, 20, and 26 as well as Exhibits 1, 4, 7, 10, 12, 14, and 15. Addition of Exhibit 18.

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Revision Number	Revision Date	Revision Contents and/or Remarks
011	09/01/2016	Changes to Sections 13, 20, 26 and Exhibit 9 to incorporate Runway Condition Codes (RCCs) and other changes to Airport Condition Reporting methods.
012	02/11/2018	Updates to 00 - Table of Contents, Sections 9 and 12 and Revised Movement/Non-Movement Area Letter of Agreement in Exhibit 13.
013	05/11/2018	Updates to 00 - Table of Contents, Distribution List, Section 21, Exhibit 1, Exhibit 5, and Exhibit 9
014	08/31/2018	Updates to Table of Contents, Section 11-Safety Areas, Section 12-Marking, Signs and Lighting, Section 15-ARFF Equipment and Agents, Section 17-Handling and Storing of Hazardous Substances and Materials, Exhibit 10-ARFF Equipment/Personnel, Exhibit 16-Preventive Maintenance Procedures for PAPIs and Generators, Exhibit 17-Engineered Materials Arresting System (EMAS) Maintenance Program, Exhibit 18-Fuel System Inspection Reports and Exhibit 19 - Corrective Action Form
015	11/09/2018	Updates to Section 19- Airport Emergency Plan and Exhibit 11- Airport Emergency Plan
016	06/01/2019	Entire document reformatting, and reorganization. Updates to Section 317- ARFF: Equipment and Agents, Section 321 -Handling and Storing of Hazardous Substances and Materials, Exhibit 303-1-Organization Chart, Exhibit 313-1-Snow Plan, Exhibit 317-1-ARFF Equipment/Personnel, Exhibit 327-1-Daily Self-Inspection Forms, Exhibit 339-1-NOTAM Information
017	09/27/2019	Updates to Distribution List, Section 323-Air Traffic and Wind Direction Indicators, Exhibit 311-2-Preventive Maintenance Inspection Procedures for PAPIs and Generators, Exhibit 313-1-1-Snow Plan, 321-1-Fuel System Inspection Reports, Exhibit 327-1-Self-Inspection Forms
018	10/01/20	Updates to Distribution List, Section C of Section 321 and replacement of pages 4 and 5 of Exhibit 321-1 with new training form.
019	11/20/20	Updates to Distribution List, Section 309, Section 311, Section 321, Section 323, Exhibit 305-2, Exhibit 311-2, and Exhibit 500-1
020	12/23/20	Updates to the Table of Contents and the Sign Plan in Exhibit 311-1.

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Revision Number	Revision Date	Revision Contents and/or Remarks
020A	06/16/2021	Updates to the Table of Contents, Distribution List, and the Sign Plan in Exhibit 311-1.
021	6/21/2021	Updated Wildlife Hazard Management Plan in Exhibit 337-1.
022	3/25/2022	Updated Table of Contents-Distribution List, Section 303, Section 327, Exhibit 309-1, Exhibit 311-2, and Exhibit 327-1.
023	04/22/2022	Updated Section 311, Section 325, Section 339, Exhibit 325-1 and Exhibit 339-1
024	08/26/2022	Updated Table of Contents, Section 305, Section 311, Exhibit 313-1, Exhibit 321-1, Exhibit 500-1
025	11/18/2022	Updated Table of Contents, Section 301, Section 317, Section 335, Exhibit 101-2, and Exhibit 500-10
026	07/14/2023	Updated Table of Contents, Section 201, Section 311, Section 327, Section 329, and Exhibit 327-1
027	10/06/2023	Updated Table of Contents Distribution List, Section 313 and Exhibit 313-1.
028	10/12/2023	Updated Exhibit 325-1, Airport Emergency Plan - Revision 06
029	12/29/2023	Updated Section 309, Section 317, Section 319, and Exhibit 317-1
030	01/26/2024	Update to the Sign Plan, Exhibit 311-1
031	01/31/2024	Updated Exhibit 325-1, Airport Emergency Plan - Revision 07
032	04/12/2024	Updated Section 337 and Exhibit 337-1, Wildlife Hazard Management Plan
033	05/30/2024	Updated Table of Contents Distribution List, Exhibit 500-6, and added new Exhibit 500-11.
034	07/10/2024	Updated Section 317, Exhibit 317-1, and Exhibit 500-6.
035	09/09/2024	Updated Exhibit 313-1, Snow and Ice Control Plan
036	09/18/2024	Updated Exhibit 325-1, Airport Emergency Plan
037	09/19/2024	Added Sections 401, 403, and Exhibit 500-12
038	11/01/2024	Updated Table of Contents Updated Exhibit 313-1, Snow and Ice Control Plan section 5.7 and Appendices 4, 5, 6, 7, 8, 9, 10, 11 Updated Section 309 page 3 and Exhibit 327-1 page 4
039	11/25/2024	Updated Table of Contents Updated Section 311 Added Exhibit 311-3
040	01/15/2025	Updated Section 317 page 2 and Exhibit 317-1

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041	04/07/2025	Added Exhibit 500-13
042	04/08/2025	Updated Section 317 and Exhibit 317-1
043	04/24/2025	Updated Exhibit 325-1 - Airport Emergency Plan
044	05/01/2025	Updated Section 321 and Exhibit 321-1

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Distribution List

1. Original ACM
 2. FAA Airport Certification Inspector
 3. MAC Executive Director/CEO
 4. MAC Executive Vice President/COO
 5. MAC Vice President Management and Operations
 6. MAC Director of Integrated Operations
 7. MAC Director of Airport Maintenance and Asset Management
 8. MAC Director of Terminal and Landside Operations
 9. MAC Assistant Director of Field Maintenance
 10. MAC Director of Real Estate and Airline Affairs
 11. MAC Emergency Manager
 12. MAC Airport Police Department
 13. MAC Airport Fire Department
 14. MAC SMS Manager
 15. MAC Trades Department
 16. MAC Field Maintenance Department
 17. MAC Electrical Department
 18. MAC Paint Department
 19. MAC Airport Development Department
 20. MAC Airside Operations Department
 21. MAC Emergency Communications Department
 22. Air Traffic Manager, FAA Air Traffic Control Tower
 23. Manager, FAA Airways Facilities
 24. Minnesota State Department of Transportation
 25. General Manager, Signature Flight Support
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Distribution List

26. Station Manager, Air Canada
 27. Station Manager, WestJet Airlines
 28. Station Manager, American Airlines
 29. Station Manager, Southwest Airlines
 30. Station Manager, Delta Air Lines
 31. Station Manager, FedEx
 32. Station Manager, Frontier Airlines
 33. Station Manager, Icelandair
 34. Station Manager, UNIFI
 35. Station Manager, Spirit Airlines
 36. Station Manager, Skywest Airlines
 37. Station Manager, Endeavor Airlines
 38. Station Manager, United Airlines
 39. Station Manager, Sun Country Airlines
 40. Station Manager, Alaska Airlines
 41. Station Manager, DHL
 42. Station Manager United Parcel Service
 43. 934th Air Force Reserve
 44. 133rd Air National Guard
 45. Swissport
 46. Station Manager, Denver Air Connection
 47. Station Manager, Air France/KLM
 48. Station Manager, Atlas Air
 49. Station Manager, Allegiant Airlines
 50. Station Manager, Amazon Air
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Distribution List

51. Station Manager, Aer Lingus

| 52. Station Manager, Discover Airlines

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Section 321 - Handling and Storing of Hazardous Substances and Materials

Fueling Agents

The following fueling agents operate at the Airport:

- Swissport
- Signature Aviation

Airport Fire Safety Fuel Handling Standards

The Metropolitan Airports Commission (MAC) enforces the most recent edition of the Minnesota State Fire Code, as per MN State Statute 299F.011. This applies to all properties and occupancies within the jurisdiction of the MAC Airport Fire Department. The MAC enforces the most recent edition of the National Fire Protection Association 407, Standard for Aircraft Fuel Servicing.

Airport employees do not act as handling agents for any material regulated by 49 CFR Parts 171-180. The only substances handled by airport personnel are those substances used in normal daily airport operations and maintenance.

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

- All fuel storage areas and refueling facilities are fenced with gates to restrict entrance, or are within the perimeter fence of the airport.
- All storage areas are lighted.
- Appropriate fire extinguishers are located at all fuel storage areas and on all mobile fuelers used at the airport.
- Warning signs and fuel identification markings are permanently displayed in fuel storage areas.
- Airport Fire Department personnel periodically inspect fuel storage areas.
- Fuel storage areas are kept clean of flammable material, debris, and vegetation.



Compliance

All fueling agents are required by the Airport to comply with NFPA 407, and the most recent edition of the Minnesota State Fire Code, as per MN State Statute 299F.011. Reasonable surveillance of all fueling activities on the airport is conducted by the Airport Fire Department.

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Inspection of Fueling Facilities

Airport Fire Department personnel conduct inspections of fueling agents, fuel facilities, and fuel service vehicles by utilizing standardized checklists specific to the equipment or facility being inspected. Standardized checklists will be maintained and kept current to facilities and equipment found at the airport. Inspections are documented with the fueling inspection form found in Exhibit 321-1. Inspections by the Airport Fire Department are conducted at least once every three consecutive months; and a report of this inspection is retained by the Airport Fire Department for a period of twelve consecutive months. Airport Fire Department personnel additionally conduct regular inspections of fueling facilities, fueling equipment, and fueling operations.

The Airport Fire Department shall be responsible for maintaining comprehensive records of all fuel inspections. These records will be reviewed to identify recurring issues, compliance trends, and areas requiring improvement. The Airport Fire Department will conduct regularly scheduled meetings with fueling agents to discuss the findings of these inspections, address identified concerns and trends, and implement corrective actions as necessary.

All fueling agents engaged in handling and dispensing aviation fuel are required to take immediate corrective action whenever notified of noncompliance with Minnesota State Fire Code, as per MN State Statute 299F.011 or National Fire Protection Association 407, Standard for Aircraft Fuel Servicing. If corrective action of significant deficiencies cannot be accomplished within a reasonable period of time, the Airport will take appropriate action and notification to the FAA shall be made.

Training-Fueling Agents

- a. Each fueling agent will have a supervisor complete an aviation fuel-training course in fire safety that is acceptable to the FAA. The supervisor will receive recurrent training at least once every 24 consecutive months. If a new supervisor is hired, they will be enrolled in an authorized aviation-training course that will be completed within 90 calendar days.
- b. All other employees at each fueling agent, who fuel aircraft, accept fuel shipments, or handle fuel, receive at least initial on-the-job training in fire safety and recurrent training every 24 consecutive calendar months from the Supervisor who is trained in a fire safety course acceptable to the FAA.
- c. All fueling agents engaged in handling and dispensing fuel at the airport, shall submit confirmation to airport management once every three (3) consecutive calendar months, that the above training standards have been accomplished. The sample spreadsheet to be used by the fueling agents for certifying training is shown in Exhibit 321-1. A fuel supervisor must provide signature on the spreadsheet every three 3 consecutive months when submitted to Airport Fire Department personnel as a part of the quarterly inspection process. A valid

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fueling supervisor certificate(s) needs to be attached to the spreadsheet to verify the training. Fueling agent employee training certificates from FAA certified training companies shall be kept on-site at the fueling agent and shall be produced upon request by the Airport or FAA. Those records provided to the Airport Fire Department shall be maintained for twelve 12 consecutive months.

Training-Fuel Inspectors



Airport Fire Department airport fuel inspectors will receive initial and recurrent training in the Airport's fuel inspector training curriculum. Fuel inspector training curriculum includes the course material and regulatory documents below:

- Airport Fueling Inspector
- Fuel Safety Supervisor
- Airport Fire Department fueling program documentation and site inspections
- Fueling agent facility, equipment, and operations familiarization
- MSP Airport Certification Manual requirements
- FAA Part 139 requirements
- FAA Advisory Circulars
- Minnesota State Fire Code
- NFPA Standards
- ATA 103

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Exhibit 321-1 - Fuel System Inspection Report



**METROPOLITAN AIRPORTS COMMISSION FIRE DEPARTMENT
FUELING INSPECTION REPORT**



Date of Inspection:			Inspection Conducted By:		
Type of Inspection: Quarterly <input type="checkbox"/> Spot <input type="checkbox"/> Equipment Entering Service <input type="checkbox"/>					
Equipment / Facility Operator: Swissport <input type="checkbox"/> Signature <input type="checkbox"/> Other <input type="checkbox"/>					
Inspection Type: Hydrant Cart <input type="checkbox"/> Hydrant Truck <input type="checkbox"/> Tanker Truck <input type="checkbox"/> Fuel Ladder <input type="checkbox"/> Facility <input type="checkbox"/>					
Equipment Number / Facility _____ Pass <input type="checkbox"/> Fail <input type="checkbox"/> O/S <input type="checkbox"/>					
Violation Number	Code Selection	Days to Correct	Corrective Action	Date Corrected	Inspector Initials
Additional notes:					

Send Correspondence to:
 METROPOLITAN AIRPORTS COMMISSION
 FIRE DEPARTMENT
 6920 34th Avenue South
 Minneapolis, MN, 55450
 Phone: 612-726-5005

Fueling Inspection Form 2025

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