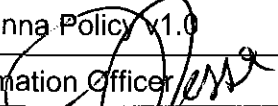




LAWA IT POLICY	
Title: Tenant Antenna Policy	
3.4-POL-Tenant Antenna Policy v1.0	
Authority: Chief Information Officer 	Date: 6/4/2015

1.0 PURPOSE

Los Angeles World Airports (LAWA) tenants that operate various wireless communications systems may have a need to install antennas and associated wireless transmission/receiving equipment at airport facilities. This policy provides guidelines to manage tenant requests, the LAWA permit process pertaining to tenant antennas, and for the installation and operation of the associated equipment at/from LAWA airport facilities.

2.0 SCOPE

This policy covers the tenant request and the LAWA permit process for tenant construction, installation, location, operation, repair and maintenance of wireless communication antennas and all associated equipment intended for operation at/from LAWA airport facilities.

3.0 APPLICABILITY

This policy applies to all LAWA tenants and/or their system/service providers who intend to or actually operate wireless communications antennas and all associated equipment at LAWA airport facilities at any of the following LAWA airports: Los Angeles International Airport (LAX), LA/Ontario International Airport (ONT), Van Nuys Airport (VNY), and at LAWA Palmdale facilities.

4.0 POLICY

4.1 APPROVAL OF TENANT REQUESTS

- 4.1.1 LAWA tenants (TENANTS), or other entities working for a tenant, may install antennas and associated equipment at LAWA facilities after obtaining LAWA permission for space use. . Antenna types may include, but are not limited to: VHF, UHF, microwave, cellular, PCS (personal communications services), satellite and others used for the transmission and/or reception of radio/wireless communications signals.
- 4.1.2 TENANTS shall start the request process by visiting the official LAWA web site at www.lawa.org and accessing the "Tenant Projects" page. All relevant information and instructions for submitting a construction or installation project request are provided at this website.
- 4.1.3 In addition, TENANTS interested in utilizing LAWA airport facilities for the transmission and/or reception of radio/wireless communications signals must submit a completed Antenna Installation Application (APPLICATION) and email it to LAWA IMTG (Information Management and Technology Group) Infrastructure Administrator at LAWAAntennaInstallRequest@lawa.org.



- 4.1.4 The APPLICATION shall include the following information:
- a. Purpose of the proposed antenna/equipment installation
 - b. Proposed space at LAWA airport site/facility, with all necessary specifications and details
 - c. Antenna and associated communications equipment details, including space and roof requirements, antenna and equipment make/model/dimension/weight, antenna height and location, technical specifications, antenna and equipment diagrams, room layouts, ingress/egress requirements, environmental requirements, power/utility requirements, and security requirements
 - d. Radio/wireless communications transmission and/or receiving frequencies and power
 - e. If the antenna is for transmission, a copy of FCC (Federal Communications Commission) license must accompany the APPLICATION
 - f. If the proposed antenna and/or its support structure exceeds 200 feet above ground, a copy of applicable FAA (Federal Aviation Administration) permit (based on Title 14 CFR, Code of Federal Regulations, Part 77) must accompany the APPLICATION
 - g. Detailed methodology for attaching, installing and securing rooftop antenna and associated equipment, including support structure details, cable route drawings, roof penetration details (if proposed), weather protection scheme
 - h. LAWA may require structural analysis for rooftop mounted antenna and associated equipment
 - i. All drawings shall be in AutoCAD Version 2011 or later format.
- 4.1.5 LAWA will review the APPLICATION based on tenant lease status, airport facility availability, applicable FCC/FAA licenses and permits, radio frequency interference or impact to airport operations, and physical aspects of the antennas and associated equipment, among other pertinent factors.
- 4.1.6 LAWA reserves the right to reject any APPLICATION.
- 4.1.7 LAWA shall issue a construction and space use permit for approved APPLICATION. The permit may be revocable and the term of the use may be limited to a fixed time period. The permit may also carry conditions and restrictions. Any TENANT who executes the permit must be in compliance with the terms, limits, conditions and restrictions throughout the permit period or LAWA will revoke the permit.
- 4.1.8 LAWA may designate compatible or alternative airport facility or space for use by the TENANT in substitution to the specific facility or space requested. Additionally, LAWA may require multiple TENANTS to co-locate their antennas and associated equipment with regard to roof space, equipment rooms, and/or equipment closets. LAWA may also require multiple TENANTS to share antenna support structures, equipment cabinets or racks, and communications cable distribution system.



- 4.1.9 LAWA reserves the right to charge a TENANT for the permitted use of airport facilities and/or spaces. The charge may include space lease, the use of cable facilities, power, and other applicable utility fees. The charge may also include concession fees if the TENANT uses the facilities and spaces to generate non-aviation commercial incomes. All such charges shall be set by a fee structure approved by the Board of Airport Commissioners.
- 4.1.10 TENANT shall be responsible for all costs and liabilities associated with the construction, installation, maintenance, alteration, upgrade, repair, replacement, use and removal of the permitted antenna and associated equipment.
- 4.1.11 Once a LAWA permit is issued and the permitted installation is complete, TENANT shall not modify, relocate, upgrade or add new elements to the installation without submitting a request and receiving new permission or approval from LAWA.
- 4.1.12 TENANT shall use LAWA airport facilities or spaces for the sole purpose for which a LAWA permit is issued. TENANT shall not transfer, assign or sublet the use of the facilities or spaces to any other party without the prior written consent of LAWA. LAWA reserves the right to revoke the permit immediately if it verifies that the TENANT is in violation of this clause.
- 4.1.13 LAWA reserves the right to re-develop, modify, or re-purpose any airport facilities and spaces that are a part of the permits issued to TENANT for antenna and associated equipment installation and operation.

4.2 ANTENNA AND ASSOCIATED EQUIPMENT INSTALLATION REQUIREMENTS

- 4.2.1 All antennas, equipment and materials installed/used in the approved airport facility or space for transmission and/or reception of radio/wireless communication signals shall be properly identified with the following information:
- a. TENANT company name;
 - b. TENANT project/permit number (*)
 - c. TENANT's local or toll free telephone number
 - d. All radio transmission (TX) and receiving (RX) frequencies utilized
 - e. Antenna latitude and longitude coordinates (using NAD 83)
 - f. Output power of antenna and associated equipment
 - g. Outdoor identification labels shall be brass tags or other weather proof labeling materials.
- (*) TENANT initiating construction request and/or receiving LAWA permit will be assigned a project/permit number in the format of T-(airport code)-(numerical number), e.g. T-LAX-12345
- 4.2.2 All antenna equipment installations shall comply with applicable provisions of LAWA's Design and Construction Handbook. No deviation or exception from the requirements in the Design and Construction Handbook shall be accepted without written approval by LAWA.



- 4.2.3 Rooftop antenna and equipment structures shall be planned and installed in full compliance with all applicable LAWA, municipal, state, and federal laws, codes or requirements. Attention shall be given to the requirements with the following regulations and codes:
 - a. FCC license for specific transmission frequencies, corresponding antenna, and associated equipment
 - b. FAA regulations under Title 14 CFR Part 77, "Safe, Efficient Use and Preservation of the Navigable Airspace"
 - c. Any building codes governing antenna and associated equipment installation that impacts structural integrity and electrical power use
- 4.2.4 TENANT shall comply with all applicable insurance requirements set forth by LAWA before initiating the installation.

4.3 POLICY COMPLIANCE AND ENFORCEMENT

- 4.3.1 TENANT is responsible to operate and maintain the permitted installation of the antenna and associated equipment in safe and clean conditions at all times. LAWA shall make every effort to notify TENANT if the TENANT is found to be operating permitted antenna and equipment in unsafe conditions. LAWA reserves the right to revoke the permit if the TENANT fails to remedy the unsafe operations.
- 4.3.2 TENANT's antenna and associated equipment operation shall not cause any interference or negative impact to the operations of the federal, state, local, and LAWA agencies at the LAWA airports. These agencies include, but are not limited to, FBI (Federal Bureau of Investigation), FAA (Federal Aviation Administration), TSA (Transportation Security Administration), CBP (US Custom and Boarder Protection), DEA (Drug Enforcement Agency), LAFD (Los Angeles Fire Department), LAPD (Los Angeles Police Department), Airport Police, Airport Operations, Airport Maintenance and IMTG.

5.0 DEFINITIONS

- LAWA Los Angeles World Airports is the City of Los Angeles agency that owns and/or operates the following airports: Los Angeles International Airport (LAX), LA/Ontario International Airport (ONT), Van Nuys Airport (VNY), and Palmdale Airport (PMD).
- IMTG Information Management and Technology Group is a LAWA entity tasked to develop, operate, and maintain information technology based systems, applications, and services at all LAWA airports. IMTG also develops and maintains information technology related policies, procedures, and standards.

6.0 REFERENCE DOCUMENTS

- FAA Title 14 CFR Part 77 "Safe, Efficient Use, and Preservation of the Navigable Airspace", accessible from US Government Publishing Office / Electronic Code of Federal Regulation web site – www.ecfr.gov



- LAWA Design and Construction Handbook establishes broad design and construction guidelines for all infrastructure, terminal buildings, renovations, and other public facilities owned, operated, or maintained by LAWA, including both LAWA and tenant projects. Additionally, it serves as a roadmap and reference guide for design teams that have been contracted by LAWA and tenants to provide planning and design services. The various sections in the Handbook provide guidelines for specific design practices (i.e. electrical, information technology, plumbing) for the purpose of navigating the regulatory process as well as obtaining LAWA review and approval. The Handbook is accessible from the Tenant Projects page on LAWA official web site – www.lawa.org or www.lawa.aero.
- NAD 83 – North American Datum of 1983 defines geographic position coordination system widely used with surveys, architectural designs, engineering analysis, telecommunications industry, land-use planning, and construction.
- Los Angeles World Airports Antenna Installation Application. See Section 4.1.3.

7.0 ORIGINATOR

LAWA IMTG – IT Infrastructure Coordination Division

8.0 ATTACHMENTS

See Appendix A & B

9.0 REVISION HISTORY

Revision 1.0 Original policy as drafted.



APPENDIX A - ANTENNA APPLICATION INSTRUCTIONS

These instructions are to assist applicants complete the Los Angeles World Airports' (LAWA) Antenna Installation Application.

I. Application Information:

Provide company name, mailing address, contact name, telephone number and e-mail address. Please be sure to provide the appropriate contact name and information.

II. Service Provider:

Provide name of service provider or proposed installation contractor, mailing address, contact name, telephone number and e-mail address. Please be sure to provide the appropriate contact name and information.

III. Project Description:

Provide a brief description of the purpose of the proposed antenna installation. Provide all information necessary to allow LAWA to understand the intended use, desired location and operational requirements. Please attach a separate sheet if additional space is needed.

IV. Systems Description:

Provide FCC License Number, Frequency or Frequencies, Radiation Pattern, Antenna Make/Model, Output Power and Power Requirement, as requested on the form.

V. Required Attachments:

Attach supporting documentation as follows: copy of FCC License, Antenna Plan, Frequency Interference Study, Site Plan, Cable Plan, and Specification Sheet for all equipment to be used. Attach FAA permit if applicable.

Note LAWA IMTG makes airport site/location plans available for review. Please contact (424) 646-5700 to set up an appointment to review and copy LAWA's drawings if necessary for completion of the Site Plan required with the application.

Attach completed Tenant Antenna Application to a request for Construction Approval and submit to:

LAWAAntennaInstallRequest@LAWA.org

For any questions on filling out the Antenna Application form, please contact the IT Service Desk, at (424) 646-9000.



APPENDIX B - Tenant Antennas & Equipment Installed Preceding the Policy

Within LAWA airport facilities, there are existing antennas and associated equipment for which the installation and the use of space did not go through the approval process as outlined in Section 4.1 of the Tenant Antenna Policy. LAWA reserves the right to enforce policy compliance in accordance with the following guidelines:

1. LAWA shall make every effort to notify a TENANT to correct if the TENANT's permitted installation of rooftop antenna, equipment and support structure does not comply with this policy. If the TENANT fails to correct after a period of more than ninety (90) days after receiving the notice, LAWA reserves the right to revoke the permit and remove the specific installation. If LAWA elects to proceed with the removal, any associated cost for the removal shall be the responsibility of the TENANT.
2. LAWA reserves the right to remove any antenna, equipment and materials installed/used in LAWA airport facilities for which a LAWA permit does not exist. If LAWA elects to exercise this right, effort shall be made to notify the TENANT if the TENANT can be identified. If the TENANT of the unauthorized installation is unknown, the antenna and equipment shall be tagged with a label providing the following information:
 - a. A statement declaring that the installation of antenna/equipment is not in compliance with LAWA's Tenant Antenna Policy, specifically due to the absence of a valid LAWA permit
 - b. A request for the TENANT to identify itself to LAWA within thirty (30) days
 - c. Notification of the removal of the antenna/equipment within sixty (60) days if a TENANT fails to contact LAWA within the first thirty (30) days