

STANDARD PROCEDURE

Aviation Authority

Number: S343.02

Effective: 11/14/14

Revised: 09/02/20

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SUBJECT: PROCEDURES FOR CEREMONIAL
WATER SALUTES AT
TAMPA INTERNATIONAL AIRPORT

PURPOSE: To establish procedures for conducting ceremonial water salutes at Tampa International Airport (TPA).

GENERAL: TPA periodically receives requests for ceremonial water salutes for special events, inaugural flights, or aviation-personnel related events. Advance notice, exchange of information, and coordination among interested parties is required due to the unique nature of this event.

PROCEDURES:

- A. Ceremonial water salutes will only be considered for arriving aircraft and shall be reviewed and approved on a case-by-case basis by the Executive Vice President of Operations and Customer Service or designee. Requests for ceremonial water salutes must be submitted to the Authority for review and approval no less than fifteen (15) business days prior to the requested date of the event.

Approved events must take place no less than one hour after sunrise and no less than one hour before sunset. Requests received less than fifteen (15) business days prior to the event will be denied. All requests must come from either the airline general manager or airline headquarters operations management team.

- B. Ceremonial water salute requests shall be directed to the Director of Operations via telephone (813-870-8770). The requesting entity shall provide information relating to the ceremonial water salute, to include but not be limited to, the following:

1. Name of requesting entity and contact information
2. Requested date of ceremonial water salute
3. Stated purpose of the ceremonial water salute
4. Airline flight number, type and model of aircraft, tail number, and handling agent
5. Date and time of aircraft arrival/departure
6. Aircraft arrival/departure gate

- C. Once a request has been approved by the Executive Vice President of Operations and Customer Service or designee, and the aircraft parking arrangements have been defined, Airport Operations will coordinate the ceremonial water salute. That coordination will include:

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1. Determining the safest taxi route and Taxiway/Taxilane Object Free Area clearance requirements needed to safely accommodate the ceremonial water salute.
2. Coordinating with Aircraft Rescue and Fire Fighting (ARFF), Airport Police (APD), Air Traffic Control (ATCT), and the requesting entity regarding the setup procedures and details.
3. Physically measuring and marking the positioning of ARFF vehicles during the ceremonial water salute, in relation to the appropriate distance from the Taxiway or Taxilane centerline, based on the Aircraft's Design Group (ADG) and corresponding Object Free Area (OFA) requirements.
4. Issuing appropriate NOTAMs for the closure of pavement.
5. No later than 24 hours prior to the ceremonial water salute, creating a graphic that depicts the taxi route, location of the ceremonial water salute, placement of the ARFF vehicles, assigned gate, and parking location.
6. Conducting face-to-face briefing with all interested parties and distributing the graphic at such briefing. A representative from the aircraft operator or requesting entity shall attend the face-to-face briefing. Otherwise, the ceremonial water salute shall not proceed.
7. On day of event, as soon as practical prior to aircraft arrival, meeting ARFF near the designated position, physically re-measuring the designated ARFF locations to ensure ARFF vehicles are outside of the OFA, and staging the ARFF vehicles.

Note: ARFF shall not position vehicles without the Director of Operations or designee being present at the location of the event.

- D. Safety of the operation is paramount. If during the event an issue arises that endangers the safe operation of the ceremonial water salute, the Director of Operations or any Airport Operations or ARFF personnel involved with conducting the operation shall call off the ceremonial water salute if the issue cannot be corrected in time.
- E. The ceremonial water salute may be cancelled in the event of an airport emergency as determined by the Director of Operations or any Airport Operations or ARFF personnel involved with conducting the operation.

APPROVED: Joe Lopano DATE: 9/2/20