Certification Manual

Memphis-Shelby County Airport Authority

Frederick W. Smith International Airport

Original ACM: January 22, 2026

Revision Date:

Terry Blue

Terry Blue, A.A.E.
President & CEO

FAA Approved:

Federal Aviation Administration
Southern Region Airports Division
APPROVED
Jan 22 2026
CEV
Inspector

REVISION LOG

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Southern Region Airports Division
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TABLE OF CONTENTS

Page No.

Subpart D – Operations (Continued)

Subpart E – Airport Safety Management System

LIST OF APPENDICES

Page No.

Section Appendices

DISTRIBUTION LIST

The official file copy of the Airport Certification Manual is maintained electronically.

Copies or portions of the Airport Certification Manual, including all revisions and amendments are distributed to the following companies and agencies:

Organizations Receive Copies of the Sections Marked

	ACM Main Body	Emergency Plan	Wildlife Plan	Snow Plan
President and CEO	✓	✓	✓	✓
Vice President of Operations	✓	✓	✓	✓
Vice President of Finance and Administration	✓	✓	✓	✓
Director of Airside Operations and Public Safety	✓	✓	✓	✓
Director of Terminal Operations	✓	✓	✓	✓
FAA Airports Regional Office	✓	✓	✓	✓
Airside Operations	✓	✓	✓	✓
FAA Air Traffic Control Tower	✓	✓	✓	✓
Airport Maintenance	✓	✓	✓	✓
USDA Wildlife Biologists			✓	
Airport Security	✓	✓		✓
Shelby County Emergency Management Coordinator	✓	✓		✓
Memphis Fire Department (MFD)	✓	✓		✓
Memphis Police Department (MPD)		✓		✓
Airport Communications	✓	✓		✓
Safety Program Manager	✓	✓	✓	✓

FOREWORD

The Airport Certification Manual (ACM) provides the operating procedures and standards used to implement the requirements specified in 14 CFR Part 139. It also provides a comprehensive description of facilities and equipment used to satisfy those requirements.

The purpose of this ACM is to provide a framework upon which the duties and responsibilities of the Memphis-Shelby County Airport Authority (MSCAA) are identified and organized while providing answers to commonly asked questions. This manual will effectively outline the interactions necessary for the MSCAA and tenants to satisfy the 14 CFR Part 139 requirements.

This manual supplements 14 CFR Part 139. In the instance of a conflict of information between this manual and 14 CFR Part 139, Part 139 takes precedence. Section numbering in this ACM refers to the associated sections of 14 CFR Part 139.

This ACM will be kept current by the Manager of Airside Operations or their designated representative.

SUBPART B - CERTIFICATION

PURPOSE

This manual provides direction and lines of responsibility in the day-to-day operation of the Frederick W. Smith International Airport (herein referred to as "MEM" or "Airport"). It details operating procedures to be followed for both routine matters and unusual circumstances or emergencies that may arise. The content of this manual will comply with the Federal Aviation Administration rules and regulations Title 14 CFR Part 139, effective June 9, 2004.

AIRPORT INFORMATION

Under this regulation, Frederick W. Smith International Airport operates as a Class I airport with scheduled air carrier service with over 30 passenger seats. Frederick W. Smith International Airport is operated by the Memphis-Shelby County Airport Authority.

MAILING ADDRESS

Memphis-Shelby County Airport Authority
2491 Winchester Rd, Suite 113
Memphis, TN 38116-3856

LOCATION

Frederick W. Smith International Airport (MEM) is located approximately 12 miles southeast of downtown Memphis in Shelby County, Tennessee.

COMPLIANCE

The Airport shall allow the Administrator to make any inspections including unannounced inspections, or tests to determine compliance with 14 CFR Part 139.

SECTION 111 - EXEMPTIONS

EXEMPTIONS

Frederick W. Smith International Airport does not have any Exemptions approved by the Administrator.

SECTION 113 - DEVIATIONS

DEVIATIONS

In an emergency condition requiring immediate action for the protection of life or property, Frederick W. Smith International Airport may deviate from operational requirements of Title 14 CFR Part 139, Subpart D, or the Airport Certification Manual, to the extent required to meet that emergency.

In the event of a deviation Frederick W. Smith International Airport shall, within 14 days after the emergency, notify the FAA Regional Airports Division Manager of the nature, extent, and duration of the deviation. The Airport shall provide this notification in writing.

SECTION 115 – FALSIFICATION, REPRODUCTIONS, OR ALTERATION OF APPLICATIONS, CERTIFICATES, REPORTS, OR RECORDS

FALSIFICATON PROHIBITIONS

In accordance with 14 CFR Part 3, Subpart D, *Falsification, Reproduction, Alteration, Omission, or Incorrect Statements*, the Airport will comply with falsification requirements that prohibit persons from intentionally making false statements, reproducing or altering, or omitting information in documents provided to FAA.

In complying with Part 3 falsification requirements, it is understood the term "person" includes both the certificate holder and individuals. Further, the term "document" means any document in any format (electronic or physical) and other tangible items consisting of, or related to, any FAA acceptance, determination, approval, or authorization. This includes any document in any format that is kept, made, or used to show compliance with Part 139.

a. Fraudulent or intentionally false statements.

No person may make or cause to be made any fraudulent or intentionally false statement in:

(1) Any document in any format submitted under any provision referenced in Part 3.401, consisting of or related to any acceptance, application, approval, authorization, certificate, rating, declaration, designation, qualification, record, report, request for reconsideration, or similar; or

(2) Any document in any format that is kept, made, or used to show compliance with any requirement under the provisions referenced in Part 3.401.

b. Production, reproduction, or alteration for fraudulent purpose.

No person may make or cause to be made any production, reproduction, or alteration for fraudulent purpose of:

(1) Any document in any format, submitted or granted under any provision referenced in Part 3.401, consisting of or related to any acceptance, application, approval, authorization, certificate, rating, declaration, designation, qualification, record, report, request for reconsideration, or similar; or

(2) Any document in any format that is kept, made, or used to show compliance with any requirement under the provisions referenced in Part 3.401.

c. Knowingly omit, or cause to be omitted, a material fact.

No person may knowingly omit, or cause to be omitted, a material fact in:

(1) Any document in any format submitted under any provision referenced in Part 3.401, consisting of or related to any acceptance, application, approval, authorization, certificate, rating, declaration, designation, qualification, record, report, request for reconsideration, or similar; or

(2) Any document in any format that is kept, made, or used to show compliance with any requirement under the provisions referenced in Part 3.401.

SUBPART C – AIRPORT CERTIFICATION MANUAL

COMPLIANCE

Frederick W. Smith International Airport will –

(1) Keep the ACM current at all times. The Manager of Airside Operations or their designated representative is responsible for maintaining the ACM.

(2) Maintain at least one complete and current copy of the approved ACM at the Airport, which will be available for inspection by the FAA.

(3) Furnish the applicable portions of the FAA-approved ACM to airport personnel responsible for its implementation (see distribution list).

(4) Ensure that the FAA Regional Airports Division is provided a complete copy of the most current ACM including any approved amendments.

The following procedure is in effect for revisions and amendments to the Airport Certification Manual:

(1) An electronic copy will be submitted to the Airport's current FAA Airport Certification Safety Inspector;

(2) When practical, amendments to the ACM will be submitted at least 30 days prior to the proposed effective date. They will be submitted as needed to maintain currency;

(3) The ACM Page Amendment Log will be completed and submitted with each amendment;

(4) Each page of the amendment, including the Page Amendment Log, will have the date of the amendment and the original approval date of the ACM;

(5) Upon FAA approval, copies of the approved amendment will be distributed to the holders of the Airport Certification Manual on the Distribution List.

SUBPART D – OPERATIONS

SECTION 301 – RECORDS

GENERAL

The Memphis-Shelby County Airport Authority maintains the specified records in accordance with the various sections listed below. Records are maintained in computer records, hard copies, or a combination of these. Details for each record will be found in the section requiring such record.

FURNISH RECORDS

Upon request of the Administrator, the Airport will furnish records listed under this section.

LIST OF REQUIRED RECORDS

The Airport will maintain the following records:

(1) **Personnel Training** – 24 consecutive calendar months for personnel training records under Section 303 – Personnel, Section 313 – Snow and Ice Control, Section 325 – Airport Emergency Plan, and Section 327 – Self-Inspection Program.

(2) **Emergency Personnel Training** – 24 consecutive calendar months for ARFF and emergency medical service personnel training records under Section 319 – ARFF: Operational Requirement.

(3) **Airport Fueling Agent inspection** – 12 consecutive calendar months for records of inspection of airport fueling agents under Section 321 – Handling and Storing of Hazardous Substances and Materials.

(4) **Airport Fueling Agent supervisor and employee training** – 12 consecutive calendar months for confirmation of training of fueling personnel under Section 321 – Handling and Storing of Hazardous Substances and Materials.

(5) **Self-Inspection** – 12 consecutive calendar months for self-inspection records under Section 327 – Self-Inspection Program.

(6) **Movement areas and safety area training** – 24 consecutive calendar months, after the termination of employee's access to movement and safety areas, for records of training given to pedestrians and ground vehicle operators under Section 329 – Pedestrians and Ground Vehicles.

(7) **Accident and Incident** – 12 consecutive calendar months for each accident or incident in movement areas or safety areas involving air carrier aircraft and/or ground vehicles under Section 329 – Pedestrian and Ground Vehicles.

(8) **Airport Condition** – 12 consecutive calendar months for records of airport condition information dissemination under Section 339 – Airport Condition Reporting.

(9) **Wildlife Hazard Management** – 24 consecutive calendar months for training related to wildlife hazard management under Section 337 – Wildlife Hazard Management

ADDITIONAL RECORDS

The Airport will make and maintain any additional records required by the Administrator.

SECTION 303 – PERSONNEL

LINE OF SUCCESSION OF AIRPORT OPERATIONAL RESPONSIBILITY

The operational line of authority for the Memphis-Shelby County Airport Authority is:

(1) President and CEO
(2) Vice President of Operations
(3) Vice President of Finance and Administration
(4) Director of Airside Operations and Public Safety
(5) Manager of Airside Operations
(6) Airside Operations Supervisor
(7) Operations Duty Managers

PERSONNEL REQUIREMENTS

The Airport will comply with the following personnel requirements:

(1) Maintain sufficient qualified personnel to comply with the requirements of the ACM and the requirements of Title 14 CFR Part 139.

(2) Equip personnel with sufficient resources needed to comply with the requirements of Title 14 CFR Part 139.

(3) Train all personnel who access the movement areas and safety areas and perform duties in compliance with the requirements of the ACM and Part 139. This training shall be completed before the initial performance of duties. Recurrent training shall be completed at least once every 12 consecutive calendar months thereafter. The curriculum for initial and recurrent training shall include at least the following areas:

   (a) Airport familiarization, including airport marking, lighting, and sign system.
   (b) Procedures for access to, and operation in, movement areas and safety areas under Section 329 – Pedestrians and Ground Vehicles.
   (c) Airport communications, including radio communication between the air traffic control tower and personnel, and procedures for reporting unsafe airport conditions.
   (d) Duties required under the Airport Certification Manual and the requirements of Part 139
   (e) Any additional subject areas required under Part 139 Sections 319, 321, 327, 329, 337, and 339, as appropriate.

(4) Make record of all training completed by each individual in compliance with this section including, at a minimum, a description and date of training received. Such records shall be maintained for 24 consecutive calendar months after completion of training.

(5) As appropriate, comply with the following training requirements of Part 139:

(a) Section 313 – Snow and Ice Control
(b) Section 319 – Aircraft Rescue and Firefighting: Operational Requirements
(c) Section 321 – Handling and Storage of Hazardous Substances and Materials
(d) Section 327 – Self-Inspection Program
(e) Section 329 – Pedestrian and Ground Vehicles
(f) Section 337 – Wildlife Hazard Management
(g) Section 339 – Airport Condition Reporting

SECTION 305 – PAVED AREAS

REQUIRED CONDITIONS OF PAVED AREAS

Airport pavement areas available to air carriers, including aprons available for air carrier operations, shall be promptly repaired and maintained as follows:

(1) Pavement edges shall not exceed 3 inches difference in elevation between abutting pavement sections and between pavement and abutting areas.

(2) Pavement shall have no holes exceeding 3 inches in depth, nor any hole the slope of which from any point in the hole to the nearest point at the lip of the hole is 45 degrees or greater, as measured from the pavement surface plane, unless, in either case, the entire area of the hole can be covered by a 5" diameter circle.

(3) The pavement shall be free of cracks and surface variations that could impair directional control of an air carrier aircraft. Any pavement crack or surface deterioration that produces loose aggregate or other contaminants shall be promptly repaired.

(4) Mud, dirt, sand, loose aggregate, debris, foreign objects, rubber deposits, and other contaminants shall be removed promptly and as completely as practicable, except the associated use of materials such as sand and deicing solutions for snow and ice control.

(5) Any chemical solvent that is used to clean any pavement area shall be removed as soon as possible, consistent with the instructions of the manufacturer of the solvent, except for the associated use of deicing solutions for snow and ice control.

(6) Pavement shall be sufficiently drained and free of depressions to prevent ponding that obscures markings or impairs safe aircraft operations.

MAINTENANCE OF PAVED AREAS

Corrective action shall be initiated by Operations personnel as soon as practical when any unsatisfactory conditions are found in the paved areas. Maintenance personnel are responsible for the correction of any unsatisfactory conditions on paved areas. If the Manager of Airside Operations or their designated representative determines that an uncorrected condition in a paved area is unsafe for aircraft operations, that portion of the Airport shall be closed to air carrier operations until the unsafe condition is corrected.

A Letter of Agreement has been created between the Memphis-Shelby County Airport Authority and the Air Traffic Control Tower on closing portions of the movement areas for maintenance purposes. Specific procedures are outlined in the LOA for the closing of movement areas and are included as Appendix-1a.

PAVED AREAS AVAILABLE TO AIR CARRIERS

Air carrier movement areas at Frederick W. Smith International Airport include the following:

RUNWAY	LENGTH	WIDTH	SURFACE TYPE
18R/36L	9,320 feet	150 feet	Concrete, Grooved PCR – 1253/R/C/W/T
18C/36C	11,120 feet	150 feet	Concrete, Grooved PCR – 1253/R/C/W/T
18L/36R	9,000 feet	150 feet	Concrete, Grooved PCR – 1207/R/C/W/T
9/27	8,946 feet	150 feet	Concrete, Grooved PCR – 1253/R/C/W/T

All taxiways are concrete and are rated as follows:

(1) Taxiways 'C' north of 'C5'; 'V' west of 'S'; 'P' east of Runway 18L/36R; 'B' north of 'A'; 'Y' south of Runway 9/27; and 'V3' are all Group VI taxiways.

(2) Taxiways 'C' between 'D' and 'C5'; 'N' between 'M' and 'M6'; 'V' east of 'B' are all Group IV taxiways.

(3) Taxiway 'J' north of 'U' is a Group III taxiway.

(4) All other taxiways are Group V.

MOVEMENT AREAS

All taxiways are Movement Areas with the exceptions listed below. Each location was deemed to have sufficient ground traffic to warrant the exception to prevent overcrowding of the ground control frequencies during critical times or is operationally impractical to have 2-way communications or escort vehicles. A Letter of Agreement between Memphis-Shelby County Authority and Memphis Air Traffic Control Tower was established delineating the movement area from the non-movement area (See Appendix-1b).

(1) Taxiways 'N', 'C', and 'S' north of Taxiway 'V'. These areas are controlled by the FedEx Ramp Tower.

(2) Taxiway 'P' east of Taxiway 'Y'. This area is the only access route to the East Cargo Ramp by vehicles.

(3) During construction, other areas may be deemed non-movement areas to aid in vehicle flow as long as they meet the requirements of Section 329 – Pedestrian and Ground Vehicle, and Section 341 – Construction and Other Unserviceable Areas.

A Letter of Agreement between Memphis-Shelby County Airport Authority, Memphis Air Traffic Control Tower, and FedEx Express provides procedures for the transfer of authority over a portion of Taxiway V during certain periods of the day. (See Appendix-1g).

An additional Letter of Agreement between Memphis-Shelby County Airport Authority and Memphis Air Traffic Control Tower provides procedures and responsibilities for the movement of aircraft into and out of the Centralized Deice Facility (CDF), including transfer of control over portions of Taxiways "C", "E", "M", "M4", and "N". (See Appendix-1i).

SECTION 307 – UNPAVED AREAS

REQUIRED CONDITIONS OF UNPAVED AREAS

Frederick W. Smith International Airport has no movement, loading, or parking areas which are unpaved for air carrier use.

SECTION 309 – SAFETY AREAS

RUNWAY SAFETY AREA DIMENSIONS

Runway safety area dimensions conform to FAA standards in AC 150/5300-13, *Airport Design*. A diagram of the runway safety areas is provided in Appendix-2. Runway safety area dimensions are as follows:

RUNWAY	RUNWAY SAFETY AREA DIMENSIONS
18R/36L	500 feet in width centered about the runway centerline and extending 1,000 feet beyond the north end of the runway threshold. The south end of the runway has an EMAS installed with the dimensions of 316 feet long by 178 feet wide reducing the safety area to 865 feet from the threshold of the runway to the back of the EMAS bed.
18C/36C	500 feet in width centered about the runway centerline and extending 1,000 feet at the Runway 18C departure end. The Runway 36C ILS Localizer has been surveyed and is 596 feet from the runway threshold, therefore declared distance is used on the north 405 feet of Runway 18C/36C to provide a 1,000 feet safety area at the north end of the runway. RWY 36C TORA – 11,120 feet; TODA – 11,120 feet; ASDA – 10,715 feet; LDA – 10,715 feet.
18L/36R	500 feet in width centered about the runway centerline and extending 1,000 feet beyond each end of the runway thresholds.
9/27	500 feet in width centered about the runway centerline and extending 1,000 feet beyond each end of the runway thresholds.

TAXIWAY SAFETY AREA DIMENSIONS

Taxiway safety area dimensions conform to FAA standards in AC 150/5300-13, *Airport Design*. Taxiway safety area dimensions are as follows:

(1) Taxiways 'C' north of 'C5'; 'V' west of 'S'; P' east of Runway 18L/36R; 'B' north of 'A'; 'Y' south of Runway 9/27; and 'V3' have a safety area of 262 feet in width centered about the taxiway centerline which are Group VI.

The FAA has approved a Modification of Standards for the Taxiway Y Bridge over Winchester Rd., allowing a total bridge width of 200 feet instead of the Group VI standard TSA of 262 feet. (See Appendix-3).

(2) Taxiways 'C' between 'D' and 'C5'; 'N' between 'M' and 'M6'; and 'V' east of 'B' have a safety area of 171 feet in width centered about the taxiway centerline which are Group IV.

(3) Taxiway 'J' north of 'U' has a safety area of 118 feet in width centered about the taxiway centerline which are Group III.

(4) All other taxiways have a safety area of 214 feet in width centered about the taxiway centerline which are Group V.

(5) All other taxiways have a safety area of 214 feet in width centered about the taxiway centerline which are Group V.

REQUIRED CONDITIONS OF SAFETY AREAS

Safety area conditions are maintained as follows:

(1) Each safety area shall be cleared and graded, and shall be maintained free of potentially hazardous ruts, humps, depressions, or other surface variations.

(2) Each safety area shall be drained by grading and storm sewers to prevent water accumulation.

(3) Each safety area shall be capable under dry conditions of supporting snow removal equipment, aircraft rescue and firefighting equipment and the occasional passage of aircraft without causing major damage. Manhole or duct access covers are constructed of material of sufficient thickness and strength to support equipment and aircraft.

(4) No object shall be located in any safety area, except for objects that need to be located in the safety area because of their function. These objects shall be constructed, to the extent practical, on frangible mounted structures of the lowest practical height and maintained so the frangible point is no higher than 3 inches above grade except for the Runway 18R/36L EMAS Bed.

The FAA has approved a Modification of Standards for the Runway 18R/36L EMAS to allow the Frederick W. Smith International Airport to raise the point of frangibility to be as low as practical above 3 inches on the EMAS Bed (See Appendix-3).

The FAA has approved a Modification of Standards for the Taxiway Y Bridge over Winchester Rd., allowing the installation of positive edge protection at the edges of full-strength pavement. (See Appendix-3).

(5) Safety areas shall conform to dimensions acceptable to the FAA if any runways or taxiways are constructed, reconstructed, or extended.

MAINTENANCE OF SAFETY AREAS

Safety areas are inspected each day with the Self-Inspection being conducted by the Manager of Airside Operations or their designated representative. Special Inspections may be conducted at any time to re-open closed taxiways or runways, upon request by any authorized authority, or any other valid reason.

The EMAS on the approach end of Runway 36L will be inspected in accordance with the EMAS Inspection, Maintenance, and Repair Manual provided by the manufacturer and in accordance with Section 327 – Airport Self-Inspection Program.

Corrective action shall be initiated by Operations personnel as soon as practical when any unsatisfactory conditions are found in the safety areas. Airfield Maintenance personnel are responsible for the correction of any unsatisfactory conditions within the safety areas. The FAA System Service Center (SSC) is responsible for maintenance of FAA owned NAVAIDS at the Airport. If any FAA owned NAVAIDS are damaged or have a frangible point higher than 3 inches above grade the FAA Service Sector Office will be notified by the Manager of Airside Operations or their designated representative.

If corrective action must be deferred, a NOTAM will be issued (as appropriate) in accordance with Section 339 – Airport Condition Reporting. If the Manager of Airside Operations or their designated representative determines that the uncorrected condition in the safety area does not meet the requirements of this section, that portion of the Airport will be closed to air carrier operations until the requirements of this section are met.

A Letter of Agreement has been created to permit pedestrians inside the Runway Safety Area during Air Carrier Operations with notification of the Air Traffic Control Tower. Specific procedures for allowing vehicles and pedestrians inside the Safety Area are outlined in the LOA and are included as Appendix-1c.

Objects and equipment in the safety areas which are maintained by the FAA shall be the responsibility of the FAA.

SECTION 311 – MARKING, SIGNS, AND LIGHTING

MARKINGS

The Airport will provide and maintain marking systems for air carrier operations in accordance with Part 139.311(a) and AC 150/5340-1, *Standards for Airport Markings*.

(1) Runway markings meet the specifications for takeoff and landing minimums for each runway. Markings include striping runway centerlines, chevrons marking thresholds, stripes marking touchdown zones, painted numerals designating runways, striping taxiway centerlines, and hold short lines. All runway ends are marked as Precision Instrument Runways.

(2) Taxiway markings include centerline and edge markings, holding position markings, ILS critical area markings, SMGCS markings, and intermediate holding position markings.

(3) Holding position markings are located 283 feet from the runway centerline for all runways.

(4) Instrument Landing System (ILS) critical areas have been identified by markings where applicable on all taxiways effected.

(5) Land and Hold Short Operations (LAHSO) holding position is identified with a holding position marking, a LAHSO lighting system, and holding position signs on both sides of Runway 9/27 for landing on Runway 27 and holding short of Taxiway 'N'. The Airport has entered into a Letter of Agreement with Memphis ATCT to allow for Land and Hold Short Operations (See Appendix-1d).

The Airport has developed a Sign and Marking Plan in accordance with 14 CFR Part 139 and AC 150/5340-1, *Standards for Airport Markings* (See Appendix-4).

AIRFIELD SIGNS

The Airport will provide and maintain a sign system for air carrier operations in accordance with 14 CFR Part 139.311 (b). The Marking and Sign Plan is included in Appendix-4. The signs will meet standards in AC 150/5340-18, *Standards for Airport Sign Systems*, and sign specifications in AC 150/5345-44, *Specifications for Taxiway and Runway Signs*.

Four (4) non-standard Electronic Message Boards (EMBs) are installed adjacent to Taxiways M, N, J, and C, north of the Centralized Deicing Facility (CDF). The EMBs are integral to the aircraft ground traffic management system utilized at the CDF. The EMBs are installed on frangible bases in locations outside of all taxiway safety areas with adequate wingtip clearances.

AIRFIELD LIGHTING

The Airport will provide and maintain lighting systems for air carrier operations in accordance with Part 139.311 (c) and AC 150/5340-30, *Design and Installation Details for Airport Visual Aids*, to meet the specifications for the lowest instrument approach minimums authorized for each runway.

A Letter of Agreement between Memphis-Shelby County Airport Authority and Memphis Airport Traffic Control Tower establishes procedures and responsibilities for utilizing the airport lighting system. (See Appendix-1k).

(1) Runways. Runway lighting at the Airport is as follows:

RUNWAY	LIGHTING SYSTEM
18R/36L	HIRL, CL, TDZ, PAPI (36L), MALS/RAIL (18R), ALSF-2 (36L)
18C/36C	HIRL, CL, TDZ, PAPI (36C), MALS/RAIL (18C), ALSF-2 (36C)
18L/36R	HIRL, CL, TDZ, PAPI, MALS/RAIL (18L), ALSF-2 (36R)
9/27	HIRL, CL, MALS/RAIL, PAPI (27), LAHSO (27)

A Letter of Agreement between Memphis-Shelby County Airport Authority and Memphis Airport Traffic Control Tower establishes procedures for runway lighting system inspections prior to ILS Category II/III approach operations when remote monitoring capabilities are not available. (See Appendix-1j).

Non-standard condition – The two (2) southernmost edge lights for Runway 18R/36L are not located symmetrically to the rest of the runway edge lights. This will be corrected during the next appropriate capital project on Runway 18R/36L.

(2) Taxiways. Taxiway lighting at the Airport consists of taxiway edge lights and centerline lines with the exception of portions of Taxiways 'A', 'J', 'M', and 'N'. Taxiways 'J' and 'N' border the terminal ramp. Portions of Taxiways 'A', 'M', and 'N' use taxiway edge reflectors. All SMGCS routes on the movement area have centerline lighting as specified by AC 150/5340-30, *Design and Installation Details for Airport Visual Aids*.

(3) Airport Beacon. The Airport is equipped with a rotating beacon consisting of a green and white lens located east of the Fuel Farm.

(4) NAVAIDS and Visual Aids. Precision Approach Path Indicators (PAPI) and Approach Lighting Systems (ALS) are maintained by the FAA. If any FAA NAVAIDS are found to be inoperable, the inspector will contact the FAA Service Sector Office. All other NAVAIDS and Visual Aids are maintained by Airfield Maintenance.

(5) Obstruction Lighting. Objects which are considered obstructions under Part 77 are identified and lighted as determined by AC 150/5345-43, Specification for Obstruction Lighting Equipment. Refer to ACM Section 331 – Obstructions, for more information.

(6) Airfield Emergency Generators. To ensure constant source of power for airfield lighting, each electrical vault contains one (1) diesel generator (with the exception of Vault #3 which has two diesel generators) as a secondary power source to commercial power for all runways, taxiways, and NAVAIDs. An uninterruptible power source (UPS) is tied to all airfield lighting systems.

LOW VISIBILITY OPERATIONS / SURFACE MOVEMENT GUIDANCE CONTROL SYSTEM (LVO/SMGCS) PLAN

The Low Visibility Operations / Surface Movement Guidance Control System (LVO/SMGCS) Plan describes airport enhancements made to Frederick W. Smith International Airport (MEM), and it contains procedures and actions applicable to Memphis-Shelby County Airport Authority (MSCAA), Memphis Air Traffic Control Tower (ATCT), air carriers and other tenants of the Airport. These enhancements, procedures and actions are in accordance with the guidance in the Federal Aviation Administration (FAA) Advisory Circular 120-57. When visibility conditions are less than 1,800 feet RVR down to and including 1200 feet RVR, operations are conducted on a routine Category II basis. When visibility conditions are less than 1200 feet RVR down to and including 500 feet RVR, takeoff and landing operations are conducted on a Category III basis, including the use of ATC controlled stop bars. The Plan addresses takeoff and landing operations when the visibility is less than 1200 feet RVR down to and including 600 feet RVR; and RVR below 600 feet down to and including 300 feet RVR.

The procedures and actions contained in the LVO/SMGCS plan were developed by the SMGCS Working Group which consists of representatives of MSCAA, FAA-Air Traffic Control (ATC), FAA-

Airports District Office, MEM (ADO), FAA-Airports Regional Office, Southern Region (ASO), FAA-Flight Standards, Air Transport Association (ATA), air carriers serving MEM and other interested parties. The document does not supersede established policies, procedures, rules or guidelines for airports, operators, or air traffic.

The Airport maintains the LVO/SMGCS Plan under separate cover for ease of reference and distribution.

MAINTENANCE

Each marking, sign, and lighting system installed on the Airport that is owned by the Airport shall be properly maintained by cleaning, replacing, or repairing any faded, missing, or nonfunctional item. Each marking, sign, and lighting system will be maintained unobscured, clearly visible and shall provide an accurate reference to Airport users.

Each lighting system will be maintained at least to the minimum operational criteria listed in Appendix 1, Table 7, of AC 150/5340-26, *Maintenance of Airport Visual Aid Facilities*.

In order to provide continuity of visual guidance, the allowable percentage of inoperable lights shall not be in such a way as to alter the basic pattern of the lighting system. In addition, an unservicable light shall not be adjacent to another unserviceable light. Lights are considered adjacent if located either laterally or longitudinally in a lighting system.

If the above operating limits cannot be maintained, and Airport management determines that the outage may not provide an accurate reference to Airport users, information concerning the outage shall be disseminated locally. If an entire lighting system is inoperable or out of service, an airport condition report shall be issued in accordance with Section 339 – Airport Condition Reporting.

LIGHTING INTERFERENCE

All other lighting on the Airport ramps, parking areas, roadways, fuel storage areas, and buildings are adjusted or shielded to prevent interference with air traffic control and aircraft operations.

SECTION 313 – SNOW AND ICE CONTROL

SNOW AND ICE CONTROL PLAN

Snowfall at Frederick W. Smith International Airport averages approximately 3 inches annually. With guidance from the AC 150/5200-30, *Airport Field Condition Assessments and Winter Operations Safety*, the Airport's Snow and Ice Control Plan defines the procedures in use at the Frederick W. Smith International Airport for the safe and prompt removal or control of snow and ice from runways, taxiways, ramps, roadways, and other areas that might be affected by measurable snow and ice accumulation.

The Snow and Ice Control Plan is published under a separate cover for ease of reference and distribution. Copies of the Snow and Ice Control Plan are distributed independently to all parties listed in the Distribution List.

SECTION 315 – ARFF: INDEX DETERMINATION

INDEX DESIGNATION

The ARFF Index at Frederick W. Smith International Airport is Index C based on more than five average daily departures of an Airbus A321. Index D level ARFF equipment is available upon request and a remark is published in the Airport Facility Directory (AFD) for prior arrangements. Aircraft rescue and firefighting equipment and personnel required for this index are provided 24 hours per day.

SECTION 317 – ARFF: EQUIPMENT AND AGENTS

ARFF EQUIPMENT AND AGENTS

Appendix-5 of this manual is a worksheet which summarizes the available emergency vehicles, personnel, extinguishing agents, and radio equipment that are used for firefighting and rescue at Frederick W. Smith International Airport.

SECTION 319 – ARFF: OPERATIONAL REQUIREMENTS

ARFF OPERATIONS

Aircraft rescue and firefighting services are provided by the Memphis Fire Department under an agreement between the City of Memphis and the Memphis-Shelby County Airport Authority. The Memphis Fire Department operates Fire Station #9 on the Airport property with full firefighting services available. Back-up service is provided by adjacent Memphis Fire Department fire stations. All assigned emergency equipment and crews are housed in the fire station, a modern, covered masonry structure with direct access to both the Air Operations Area (AOA) and public areas. Fire Station #9 is manned and in service 24 hours a day, 7 days a week.

Additional ARFF resources may be available from the Tennessee Air National Guard (TNANG) and FedEx fire departments (See Appendix-5). These ARFF personnel are not maintained to 14 CFR Part 139 standards and are not considered as ARFF resources for Index evaluation in accordance with § 139.317.

Additional information can be found in the Letter of Agreement between FAA Air Traffic Control Tower, Memphis-Shelby County Airport Authority and Memphis Fire Department (See Appendix 1e).

REDUCTION OF VEHICLE CAPABILITY

The Manager of Airside Operations, or their designated representative, is responsible for reducing the Airport Index when the following conditions exist:

(1) During Alert IIIs whenever ARFF has extinguished its agent thereby necessitating a reduction in Airport Index.

(2) When primary and backup equipment are down which are required to maintain Airport Index.

(3) Anytime ARFF units are off airport property or when they are unable to meet the required response times to airport emergencies.

Whenever the ARFF Index is reduced a NOTAM will be issued in accordance with Section 339 – Airport Condition Reporting, to ensure the airlines have been notified. Whenever the condition requiring a reduction of ARFF Index has passed any NOTAMs pertaining to the reduction will be cancelled.

VEHICLE COMMUNICATION

The ARFF vehicles are equipped with two-way voice radio communications equipment capable of communication with the Memphis Air Traffic Control Tower, Memphis Fire Department, and Airside Operations. A Discrete Emergency Frequency (DEF) has been established at the Airport (See Appenidx-1e).

VEHICLE MARKING & LIGHTING

The ARFF vehicles are painted red or lime-yellow with their radio call sign displayed in large contrasting letters on each side and are equipped with flashing red beacons or strobes to contrast with background and optimize nighttime visibility.

VEHICLE READINESS

(1) ARFF vehicles are maintained so as to be operationally capable of performing their intended functions. Operational checks of the ARFF vehicles and their firefighting systems are conducted daily by the driver assigned to the apparatus. Scheduled service inspections and routine maintenance is performed by the City of Memphis Fire Department personnel or MSCAA Maintenance Mechanics.

(2) ARFF vehicles are housed in heated bays at Fire Station #9.

(3) Any required vehicle that becomes inoperative must be replaced with equipment with equal or greater capabilities. If replacement equipment is not available immediately, MSCAA will notify the FAA Regional Director and each air carrier serving the Airport in accordance with Section 339 – Airport Condition Reporting. If the required Index level of capability is not restored within 48 hours, the Manager of Airside Operations or their designated representative (unless authorized by the Administrator of the FAA) shall limit air carrier operations on the Airport to those compatible with the Index corresponding to the remaining operative ARFF equipment.

RESPONSE REQUIREMENTS

When requested by the FAA to demonstrate compliance with § 139.319, at least one ARFF vehicle is capable of responding from its assigned post to the mid-point of the 14 CFRthest air carrier runway or comparable distance and initiate discharge of extinguishing agent within three (3) minutes of the alarm. All other required ARFF vehicles are capable of responding to the same point from their assigned post and initiate discharge of extinguishing agents within four (4) minutes of the alarm. The Airport Emergency Grid Map is located in Appendix-6.

PERSONNEL

(1) All rescue and firefighting personnel are equipped with protective clothing and equipment needed to perform their duties.

(2) ARFF personnel receive initial and recurrent training every 12 consecutive calendar months that comply with AC 150/5210-7, *Aircraft Rescue and Firefighting Communications*, and AC 150/5210-14, *Aircraft Rescue and Firefighting Equipment, Tools, and Clothing*, and in the following areas:
   (a) Airport familiarization (to include airport signs, markings, and lighting)
   (b) Aircraft familiarization
   (c) Rescue and firefighting personnel safety
   (d) Emergency communications systems on the airport including fire alarms
   (e) Use of fire hoses, nozzles, turrets, and other appliances required
   (f) Application of the types of extinguishing agents required for compliance with this part
   (g) Emergency aircraft evacuation assistance
   (h) Firefighting operations
   (i) Adapting and using structural rescue and firefighting equipment for aircraft rescue and fire fighting
   (j) Aircraft cargo hazards, including hazardous materials/dangerous goods incidents
   (k) Familiarization with firefighters' duties under the Airport Emergency Plan

   ARFF personnel are trained in the above subject areas following a site-specific training curriculum. The ARFF Liaison Chief is responsible for maintaining the ARFF training curriculum and records of all training given to each individual.

(3) All ARFF personnel participate in at least one live-burn drill prior to initial performance of ARFF duties and every 12 consecutive calendar months thereafter at an acceptable Regional ARFF Training Facility.

(4) At least one individual, who has been trained and is current in basic emergency medical services, is available during air carrier operations. This individual is a member of the ARFF team and is on duty 24 hours a day. This individual has, prior to initial performance of emergency medical services, received a minimum of 40 hours of training in the following topics:
   (a) Bleeding
   (b) Cardiopulmonary resuscitation
   (c) Shock
   (d) Primary patient survey
   (e) Injuries to the skull, spine, chest, and extremities

(f) Internal injuries
(g) Moving patients
(h) Burns
(i) Triage

(5) The ARFF Liaison Chief is responsible for maintaining records of all training given to each individual. ARFF training records will be maintained for 24 consecutive calendar months. Such records include a description and date of training received.

(6) Sufficient rescue and firefighting personnel are available during all air carrier operations to operate the vehicles, meet response times, and meet the minimum agent discharge rates.

(7) ARFF personnel are alerted to existing or impending aircraft emergencies by the following alerting system:

During emergencies, an alarm is sounded in Fire Station #9 (ARFF), Fire Station #33, Memphis-Shelby County Airport Authority Communications Center, and the FedEx Express and Tennessee Air National Guard Fire Departments when initiated by Air Traffic Control Tower personnel. Additional information may be relayed to responding vehicles over VHF frequencies . This system is tested each morning for operational capability. The Letter of Agreement between the Air Traffic Control Tower, Memphis-Shelby County Airport Authority, and the Memphis Fire Department is contained in Appendix-1e.

HAZARDOUS MATERIALS GUIDANCE

Each ARFF vehicle is equipped with the current edition of the "North American Emergency Response Guidebook" relating to hazardous materials/dangerous goods responses.

EMERGENCY ACCESS ROADS

All weather emergency access roads are maintained to support ARFF equipment and connect directly from Fire Station #9 to the movement area. These roads are addressed in the Snow and Ice Control Plan as a priority in snow removal operations.

OFF-AIRPORT OR OTHER EMERGENCY RESPONSE OF ARFF EQUIPMENT

In the event of an off-airport response or other type of emergency response where the three (3) minute ARFF response cannot be maintained during air carrier operations, the Manager of Airside Operations or their designated representative shall immediately notify the airlines and issue a NOTAM stating that ARFF equipment is temporarily unavailable. During any off-airport or other emergency response, ARFF equipment shall return to service as soon as practical.

SECTION 321 – HANDLING AND STORING OF HAZARDOUS SUBSTANCES AND MATERIALS

CARGO HANDLING AGENT

The Airport does not act as a cargo handling agent. All tenants engaged in cargo handling shall establish and maintain procedures for the protection of person and property on the Airport during the handling and storage of any material regulated by the Hazardous Materials Regulation (49 CFR Part 171, 35 seq.).

The Tennessee Air National Guard maintains procedures required by the Department of Defense in respect to ordinance and other potential hazardous materials.

AIRPORT FIRE SAFETY FUEL HANDLING STANDARDS

The Airport complies with NFPA-407, which is the applicable local fire code. The City of Memphis Fire Department (MFD) is the Authority Having Jurisdiction (AHJ) for all fire safety standards.

FUELING AGENTS

The following fueling agents operate at the Airport:

(1) PrimeFlight
(2) Signature Flight Support
(3) Wilson Air Center
(4) Menzies Aviation

All fueling agents are required by the Airport to comply with the current version of NFPA-407 and reasonable surveillance of all fueling activities on the Airport is conducted by the Memphis Fire Department and Airside Operations personnel.

INSPECTIONS OF FUELING FACILITIES

ARFF and/or Airside Operations personnel conduct periodic inspections of fuel storage areas, mobile fuelers, fuel carts, and fuel cabinets for compliance with airport's fire safety standards at least once every three (3) consecutive calendar months. Follow-up inspections will be conducted when unsatisfactory items are found. Checklists representative of those used by ARFF and/or Airside Operations when conducting the inspections and follow-up inspections are included in Appendix-7. Inspection records are maintained by the Manager of Airside Operations, or their designated representative, for at least twelve (12) consecutive calendar months.

All fueling agents engaged in handling and dispensing aviation fuel are required to take immediate corrective action whenever notified of noncompliance with any of the current requirements of NFPA-407. If corrective action cannot be accomplished within a reasonable period of time, the Director of Airside Operations and Public Safety or their designated representative will notify the Airport's assigned Airport Certification Safety Inspector.

TRAINING STANDARDS

(1) 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 calendar months. If a new supervisor is hired, he/she will successfully complete an authorized aviation fuel-training course within 90 days.

(2) All other employees at each fueling agent who would fuel aircraft, accept fuel shipments, or handle fuel, shall receive at least initial on-the-job training in fire safety and recurrent training every 24 consecutive calendar months from the supervisor who has been trained in the fuel-training course in fire safety acceptable to the FAA.

(3) All fueling agents engaged in handling and dispensing fuel at the Airport, shall submit written certification to airport management once every 12 consecutive calendar months that the above training standards have been accomplished. Those records shall be maintained by the Manager of Airside Operations, or their designated representative, for 12 consecutive calendar months.

EMERGENCY SITE FOR HAZARDOUS SUBSTANCES AND MATERIALS

The designated parking area for "Hot Cargo" at Frederick W. Smith International Airport is on Taxiway 'Y' between Taxiway 'P' and the entrance to the Military Ramp. Any aircraft landing at the Airport with a reported problem with hazardous materials, such as a leaking container, will park at the "Hot Cargo" spot until declared safe by the ARFF Chief. Explosive-laden aircraft are not permitted to land at the Airport except when an in-flight emergency exists, or with prior permission from the Director of Airside Operations and Public Safety or their designated representative.

SECTION 323 – TRAFFIC AND WIND INDICATORS

WIND DIRECTION INDICATORS

The Primary Wind Cone is located at the Northeastern corner of Taxiway 'Y' and 'P' adjacent to ARFF Station #9 and Supplemental Lighted Wind Cones are located at the approach end of all runways. The Airport's wind cones comply AC 150/5345-27, *FAA Specification for Wind Cone Assemblies.*

SEGMENTED CIRCLE

The Airport has an Air Traffic Control Tower that is operated 24 hours a day, therefore the Airport has no segmented circle to indicate a traffic pattern.

INSPECTION AND MAINTENANCE

The wind direction indicators are inspected each day during the daytime and nighttime safety inspection as detailed in Section 327 – Airport Self-Inspection Program

Corrective action will be initiated by Operations personnel as soon as practical when any unsatisfactory conditions exist with the wind cones. Maintenance personnel are responsible for correction of any unsatisfactory conditions.

If corrective action must be deferred a NOTAM will be issued (as appropriate) in accordance with Section 339 – Airport Condition Reporting.

SECTION 325 – AIRPORT EMERGENCY PLAN

AIRPORT EMERGENCY PLAN

The Airport Emergency Plan is published under separate cover for ease of reference and distribution. Copies of the Airport Emergency Plan are distributed independently to all parties listed in the Distribution List.

The plan was developed and coordinated with law enforcement agencies, rescue and firefighting agencies, medical personnel and organizations, the principal tenants at the Airport, and all other agencies/personnel who have responsibilities under this plan.

TRAINING OF AIRPORT PERSONNEL

All airport personnel that have duties and responsibilities under the AEP are properly trained and familiar with their assignments.

ANNUAL REVIEW OF THE AEP

A review of the AEP is conducted at least once every 12 consecutive calendar months to ensure the AEP is current and all parties with whom the plan is coordinated are familiar with their responsibilities. All of the agencies involved in the AEP shall participate in the annual review meeting.

TRIENNIAL FULL-SCALE EXERCISE OF THE AEP

A full-scale exercise of the AEP is conducted at least once every 36 consecutive calendar months. The full-scale exercise involves, to the extent practicable, all mutual aid participants and a reasonable amount of emergency equipment. The purpose of this exercise is to test the effectiveness of the AEP through a combined response of the Airport and mutual aid agencies to an air carrier aircraft accident at the Airport, and to familiarize emergency personnel with their responsibilities in the plan.

CONSISTENCY WITH SECURITY REGULATIONS

The AEP contains instructions for response to bomb incidents, including designation of parking areas for the aircraft involved; and sabotage, hijack incidents, and other unlawful interference with operations that are consistent with the approved airport security program.

SECTION 327 – SELF-INSPECTION PROGRAM

FREQUENCY OF INSPECTION

Inspection of the airfield will be conducted by the Airside Operations Department at least daily, to include both a daylight and nighttime inspection. The Manager of Airside Operations or their designated representative is responsible for conducting the self-inspection. Additional self-inspections will be conducted wherever required under the following circumstances:

(1) During and after construction activity
(2) Rapidly changing meteorological conditions
(3) Immediately after any incident or accident (inspection will concentrate on the area affected);
(4) After any other unusual condition on the Airport or upon request from any tenant, user, or other proper authority.

PERSONNEL AUTHORIZED TO CONDUCT SELF-INSPECTIONS

The following personnel have self-inspection duties under 14 CFR Part 139:

(1) Manager of Airside Operations
(2) Airside Operations Supervisor
(3) Operations Duty Managers

REPORTING

Conditions not meeting the requirements of 14 CFR Part 139 discovered during the self-inspection will be noted on the inspection form and reported to the Airfield Maintenance Department for prompt corrective action. Any potential hazardous discrepancy that cannot be immediately corrected will be NOTAMed in accordance with Section 339 – Airport Condition Reporting and AC 150/5200-28, *Notices to Air Missions (NOTAMs) for Airport Operators*.

TRAINING

The Manager of Airside Operations is responsible for ensuring that personnel authorized to perform self-inspections are trained and qualified to perform the inspections. In addition to on-the-job training, a training program has been established and includes initial and recurrent training every 12 consecutive calendar months in the following subject areas:

(1) Airport familiarization, including airport signs, marking, and lighting;
(2) Airport Emergency Plan;
(3) Notice to Air Missions (NOTAM) notification procedures;
(4) Procedures for pedestrian and ground vehicles in movement areas and safety areas;
(5) Discrepancy reporting procedures;
(6) Any other training deemed necessary by the Administrator.

RECORDS

A copy of the Airport Self-Inspection Checklist used is included as Appendix-9. Inspection records will show the conditions found and all corrective action taken. Inspection records are kept in an electronic database accessible for at least 12 consecutive calendar months.

Training records for each individual include a description and date of training received. Training records are kept on file by the Manager of Airside Operations or their designated representative for at least 24 consecutive calendar months.

SECTION 329 – PEDESTRIANS AND GROUND VEHICLES

LIMITING ACCESS / PERSONNEL AND EQUIPMENT

Pedestrians and ground vehicles authorized by the President and CEO of the Airport or their designated representative, to operate on movement areas and safety areas at the Airport are limited to those pedestrians and vehicles necessary for airport operations and include the following type of vehicles:

(1) Airport owned vehicles equipped with a two-way radio for communications with the Air Traffic Control Tower and rotating beacon or flashing strobes.

(2) FAA Service Sector Vehicles equipped with a two-way radio for communications with the Air Traffic Control Tower and rotating beacon or flashing strobes.

(3) Airline and tenant vehicles providing aircraft servicing and other required functions equipped with a two-way radio for communications with the Air Traffic Control Tower and rotating beacon or flashing strobes.

(4) Authorized construction vehicles operating under airport procedures equipped with a two-way radio for communications with the Air Traffic Control Tower and rotating beacon or flashing strobes.

Other individuals who need access to the movement areas or safety areas are escorted by qualified persons or are required to complete the Airport's ground vehicle training program prior to operating a vehicle on the movement areas or safety areas. Rules and regulations pertaining to the operation of vehicles on the Airport are contained in the Movement Area Driver Training Program Study Guide and Information Booklet and distributed to all employees authorized to operate a vehicle on movement areas and safety areas.

CONTROLS

The training given to individuals authorized to drive in the movement areas and safety areas specifically emphasizes the markings and signs that designate the movement area boundaries.

Airfield access is controlled by perimeter fencing and computer access-controlled badges for gates on roads and for doors from buildings that lead onto the Air Operations Area (AOA). Violators will be escorted out of the AOA and the incident will be documented.

PROCEDURES FOR GROUND VEHICLE OPERATIONS

All vehicles operating on movement areas and safety areas are required to be equipped with a two-way radio allowing communications with ATCT on local ground control frequencies or other frequencies as assigned, or be under the direct escort of a vehicle that is equipped accordingly.

Ground vehicles at the Airport are required to operate under the Rules and Regulations established by the Memphis-Shelby County Airport Authority which comply with AC 150/5210-20, *Ground Vehicle Operations on Airports*. Airport employees who have a need to operate vehicles in movement areas and safety areas are given training in ground vehicle procedures and radio procedures prior to being authorized to have access to movement areas and safety areas.

Procedures for operating in movement areas and safety areas are as follows:

(1) Operators of any radio-equipped vehicles on movement areas must be trained and familiar with airport radio procedures prior to operating on movement areas and safety areas.

(2) All vehicles must establish radio contact with ATCT and receive authorization prior to operating on movement areas.

(3) Vehicle operators are not to cross hold lines or enter an active runway or taxiway until authorized by ATCT.

(4) Aircraft have right-of-way on movement areas and aprons. Vehicles are required to yield to all moving aircraft.

(5) Access onto an active runway without ATCT authorization will be investigated by the FAA as a possible violation to 14 CFR Part 139. Any vehicle operator involved in a runway incursion will be required to submit a written report to the Director of Airside Operations and Public Safety and may have their airfield driving privileges immediately suspended pending the outcome of an investigation and/or completion of remedial airfield driver's training.

Tugs, catering trucks, mobile fuelers, and other vehicles engaged in aircraft servicing will, at all times, yield to the right-of-way to aircraft. These vehicles are not required to be radio equipped or under escort while on the non-movement area.

A Letter of Agreement between Memphis-Shelby County Authority, Memphis Air Traffic Control Tower, and Memphis FAA Technical Operations was established outlining activities permitted in Safety Areas during Air Carrier Operations. The LOA emphasizes that vehicles avoid ILS and Localizer Arrays during periods of low visibility (See Appendix-1c).

TRAINING OF EMPLOYEES AUTHORIZED TO OPERATE IN MOVEMENT AREAS AND SAFETY AREAS

Training for operating a vehicle in the movement areas and safety areas is administered exclusively by MSCAA. Initial training and examinations include a computer-based interactive test or direct instruction covering representative driving details. Computer-based training or direct instruction is re-administered at least once every 12 consecutive calendar months to ensure retention of operating rules.

The employees' department head is responsible for ensuring all employees requiring driver's permit attend MSCAA training prior to the operation of a vehicle in the movement areas and safety areas.

CONSEQUENCES OF NONCOMPLIANCE

Enforcement of the pedestrian and ground vehicle procedures applicable to airport employees, tenants, and contractors shall be handled by the Director of Airside Operations and Public Safety or their designated representative. Penalties for violation of any airport rule or regulation at the Airport, including the AOA, as specified in the Rules and Regulations, include retraining, fines, suspensions, and revocations.

RECORDS

The Airport maintains a description and date of training completed by each individual operating in the movement areas or safety areas. Records are maintained for 24 consecutive calendar months after the termination of an individual's access to movement areas or safety areas.

The Airport maintains records of accidents or incidents in the movement areas and safety areas, involving air carrier aircraft and/or ground vehicles. Records of each accident or incident are maintained for 12 consecutive calendar months from the date of accident or incident.

All records pertaining to pedestrian and ground vehicle operations in movement areas and safety areas are maintained by the Manager of Airside Operations or their designated representative.

SECTION 331 – OBSTRUCTIONS

GENERAL

The Airport shall ensure that each object within the authority of the Airport that has been determined by the FAA to be an obstruction is removed, marked, or lighted unless determined to be unnecessary by an FAA aeronautical study.

OBSTRUCTIONS

Obstruction lights located on FAA NAVAID equipment are the responsibility of the FAA maintenance team. Obstruction lights and markings located on airport-owned equipment are maintained by the Airport. The lights and markings of obstructions will be inspected by Airside Operations for proper condition, visibility, and currency as part of the regular self-inspection in accordance with Section 327 – Airport Self-Inspection. A Lighted Obstruction Map has been provided to identify the location of each obstruction that will be inspected and is included as Appendix-8.

Use regulations and height restrictions that are applicable to property within designated airport turning and approach zones are included in the City of Memphis Code of Ordinances. A survey will be conducted annually to check for any new obstructions.

In the event that an object is discovered, which exceeds any of the heights or imaginary surfaces in 14 CFR Part 77, the Manager of Airside Operations or their designated representative will take steps necessary for the object removal, marking, or lighting as appropriate.

Any obstruction not in compliance with 14 CFR Part 77 will be NOTAMed in accordance with Section 339 – Airport Condition Reporting and AC 150/5200-28, *Notices to Air Missions (NOTAMs) for Airport Operators*.

SECTION 333 – PROTECTION OF NAVAIDS

CONSTRUCTION

To prevent the construction of facilities on the Airport that would derogate the operations of a NAVAID, MSCAA holds pre-construction conferences with representatives of the contractor companies, the FAA, and tenant airlines. Construction programs are then reviewed to ensure they do not interfere with the operations of NAVAIDS. During the pre-construction conference, the locations of all pertinent airport NAVAIDS are reviewed with the contractor. Additionally, all construction plans must adhere to building restriction lines and conform to the approved airport layout master plan.

PROTECTION AGAINST VANDALISM

All NAVAID areas and FAA facilities are restricted areas which are enclosed by chain-link security fencing and/or natural terrain and distance. The Airport's remote transmitter and remote receiver sites are fenced and the gates are locked. Additionally, direct surveillance from the FAA Air Traffic Control Tower (ATCT) and periodic checks from Airport Police and security patrols help protect against vandalism.

INTERRUPTION OF VISUAL AND ELECTRONIC SIGNALS OF NAVAIDS

In addition to the pre-construction conference detailed above, the applicable architect or consulting engineer will provide onsite inspectors during construction activity so as to prevent utility cable to NAVAIDS being inadvertently damaged. Also, signs have been placed to identify the areas in close proximity to the glide slope antenna to help protect against inadvertent traversing of this area which could cause false emissions of the failure of the NAVAID.

In the event of NAVAID signal interruption as a result of construction or maintenance, MSCAA will notify the ATCT and FAA Service Sector Office.

SECTION 335 – PUBLIC PROTECTION

ACCESS CONTROL

Access onto apron areas is limited to persons who have an operational need. Access to the Air Operations Area (AOA) is controlled by fencing which meets TSR Part 1542 requirements to prevent inadvertent access to the movement areas. Access gates into the area, monitored by a TSA approved access control system; ensures positive identification of persons/vehicles entering. Access gates under the control of tenants are required to be controlled when not under direct supervision.

The fence line and blast fences are inspected daily by qualified personnel to ensure they meet the requirements of this section. Gates shall be closed and locked if found open and recorded on the inspection form. The Manager of Airport Security or their designated representative will follow up with the tenant with control responsibility.

Corrective action will be initiated by Operations as soon as practical when any unsatisfactory conditions exist with the fence line or blast fences. The Airfield Maintenance Department is responsible for correction of any unsatisfactory conditions.

AIRCRAFT BLAST PROTECTION

The following areas have jet blast fences to protect personnel and property from jet blast:

(1) West side of taxiway 'C' at taxiway 'C6' and 'C7' protecting Signature Flight Support FBO Ramp.
(2) East end of taxiway 'A' at the entrance into FedEx Winchester Ramp protecting the service road.

SECTION 337 – WILDLIFE HAZARD MANAGEMENT

GENERAL

The Airport shall take immediate measures to alleviate wildlife hazards whenever they are detected or reported. Airside Operations personnel shall:

(1) Watch for and report any unusual concentration of wildlife or birds that may be a hazard to aircraft operations, especially when low-flying or in the vicinity of runways, their respective safety areas and immediate approach areas.

(2) In circumstances when such concentrations of wildlife or birds are observed, take appropriate measures to disperse the wildlife or birds or otherwise attempt to alleviate the risk of strikes by aircraft. Dispersal activities will take into consideration the traffic flow and coordinate with ATCT to avoid dispersing wildlife into the path of aircraft.

The Frederick W. Smith International Airport is a 3,900-acre facility located in the southwest corner of Tennessee, in the southern part of Shelby County within the city limits of Memphis, TN. The Airport sits within the Mississippi Flyway which serves as a migratory route for birds during spring and fall months. Birds from this flyway often use the Airport locale for convenient feeding and loafing areas.

The United States Department of Agriculture completed a Wildlife Hazard Assessment conducted between August 2011 to June 2012 covering items listed in § 139.337(b). This study has been reviewed by the Administrator.

A Wildlife Hazard Management Plan has been prepared in accordance with § 139.337(d), using the Wildlife Hazard Assessment as a basis and has been approved by the Administrator. The Wildlife Hazard Management Plan is published under a separate cover for ease of reference and distribution. Copies of the Wildlife Hazard Management Plan are distributed independently to all parties listed in the Distribution List.

Review of the Wildlife Hazard Management Plan will be reviewed at least once every 12 consecutive calendar months or when any of the following events occurs on or near the Airport:

EVENTS TRIGGERING A WILDLIFE HAZARD ASSESSMENT

(1) An air carrier aircraft experiences multiple wildlife strikes
(2) An air carrier aircraft experiences substantial damage from striking wildlife
(3) An air carrier aircraft experiences an engine ingestion of wildlife

SECTION 339 – AIRPORT CONDITION REPORTING

REPORTING AIRPORT CONDITIONS

The Airport disseminates airport conditions to air carriers and FAA-ATC in accordance with multiple Advisory Circulars, including AC 150/5200-28, *Notices to Air Missions (NOTAMS),* and AC 150/5200-18, *Airport Safety Self-Inspection*. The Airport and FAA-ATC have entered into two related Letters of Agreement: *Runway Surface Condition Reporting* (see Appendix-1f) and *Notification Process for Surface Area NOTAMs* (see Appendix-1h).

AIRPORT CONDITION REPORTING SYSTEM

Airport conditions are issued through the Federal NOTAM System (FNS) utilizing NOTAM Manager (NM), a digital NOTAM system. As a backup to NM, those authorized to issue NOTAMs can contact Flight Service Station at (877) 487-6867. (See Appendix-10 for an example NOTAM.)

Airport personnel in the following positions are authorized to issue NOTAMs or disseminate airport conditions locally to the ATCT and air carriers:

(1) Manager of Airside Operations
(2) Airside Operations Supervisor
(3) Operations Duty Managers

Additional staff are trained and authorized to issue NOTAMs on an as-needed basis.

CONDITIONS REQUIRING A SURFACE CONDITION REPORT

The following airport conditions that may affect the safe operation of air carriers shall be disseminated via NOTAM, or disseminated locally to the ATCT and air carriers as conditions warrant:

(1) Construction or maintenance activity on movement areas, safety areas, or loading ramps, and parking areas.

(2) Surface irregularities on movement areas, safety areas, or loading ramps, and parking areas.

(3) Snow, ice, slush, or water on movement areas or loading ramps and parking areas.

(4) Snow piled or drifted on or near movement areas in such a height that all air carrier aircraft propellers, engine pods, rotors, and wingtips may not clear the snowdrift or snowbanks as the aircraft's landing gear traverses any full-strength portion of the movement area.

(5) Objects on the movement area or safety areas contrary to Section 309 – Safety Areas.

(6) Malfunction of any required lighting system, holding position signs, or ILS critical area signs.

(7) Unresolved wildlife hazards in accords with Section 337 – Wildlife Hazard Management

(8) Non-availability of any required rescue and firefighting capability required in Section 317 – ARFF: Equipment and Agents; and Section 319 – ARFF: Operational Requirements.

(9) Any other condition that may otherwise adversely affect the safe operations of air carriers.

DISTRIBUTION

Airport condition reports (NOTAMs) will be distributed via the NOTAM system in accordance with the most current FAA Advisory Circular 150/5200-28, Notices to Air Missions (NOTAMS) for Airport Operators. Additionally, ATC will be notified via recorded telephone or radio any time a NOTAM is initiated by Airside Operations.

RECORDS

A record of each dissemination of airport conditions (NOTAMs) will be maintained for at least 12 consecutive calendar months to air carriers.

SECTION 341 – IDENTIFYING, MARKING AND REPORTING CONSTRUCTION AND OTHER UNSERVICABLE AREAS

CONSTRUCTION SAFETY

Safety plans and construction marking and lighting will be accomplished in accordance with AC 150/5370-2, *Operational Safety on Airports During Construction*. During the pre-construction process, the Manager of Airside Operations or their designated representative will review marking and lighting requirements of construction areas. All construction areas are required to be clearly delineated and lighted where appropriate. One or more of the following methods of marking and/or lighting construction areas may be required.

(1) Construction of temporary barriers
(2) Use of barricades with alternating white and orange markings
(3) Orange flags
(4) Steady and/or flashing red lights
(5) Reflective cones
(6) Any other method deemed appropriate which is both clearly and generally recognizable as indicating a hazard exists.

Additionally, construction specifications shall include a provision requiring contractors to have a person on call 24 hours per day for emergency maintenance of airport hazard lighting and barricades.

MARKING AND LIGHTING OF CONSTRUCTION EQUIPMENT

Construction equipment shall be marked and, if appropriate, lighted in a manner acceptable to the Administrator. Plans and specifications involving marking and lighting of construction equipment shall be submitted to the FAA for approval on AIP funded projects.

PROCEDURES FOR AVOIDING DAMAGE TO UTILITIES

Utility plans for airport utilities are on file in the Airport Development and Airfield Electricians offices. The location of any airport utility lines in the areas of construction shall be marked by Airport Development Surveyors or Airfield Electricians prior to the start of construction. Airport Development and Airside Operations are responsible for monitoring construction activities on the Airport to prevent the interruption of utilities.

SECTION 343 – NONCOMPLYING CONDITIONS

NONCOMPLYING CONDITIONS

Unless otherwise authorized by the Administrator of the FAA, whenever requirements of 14 CFR Part 139 cannot be met to the extent that uncorrected unsafe conditions exist on the Airport, the Manager of Airside Operations or their designated representative shall limit air carrier operations to those portions of the Airport not rendered unsafe by those conditions.

SUBPART E – AIRPORT SAFETY MANAGEMENT SYSTEM

SECTION 401 – GENERAL REQUIREMENTS

Frederick W. Smith International Airport is required to comply with SMS requirements as the FAA has determined it is classified as a medium hub based on passenger data extracted from the Air Carrier Activity Information System.

In accordance with Part 139 subpart E, Frederick W. Smith International Airport will develop, implement, maintain, and adhere to the Airport Safety Management System (SMS). The scope of the Airport SMS will encompass aircraft operation in the movement area, aircraft operation in the non-movement area, and other airport operations addressed under Part 139. Frederick W. Smith International Airport is the responsible party for compliance with the Airport SMS.

Policies and procedures for the development of, implementation of, maintenance of, and adherence to the Airport's SMS, as required under Part 139 subpart E, will be contained in a separate Airport SMS Manual.

SECTION 402 – COMPONENTS OF AIRPORT SAFETY MANAGEMENT SYSTEM

The Frederick W. Smith International Airport SMS program has not been implemented.

SECTION 403 – AIRPORT SAFETY MANAGEMENT SYSTEM IMPLEMENTATION

Frederick W. Smith International Airport has an FAA-approved SMS Implementation Plan. This Implementation Plan provides details on how the Airport will meet Part 139 SMS requirements, including –

- A schedule for implementing SMS components and elements prescribed in Part 139.402; and
- Description of any existing programs, policies, or procedures that the Airport intends to use to meet Part 139 SMS requirements.

The Airport will fully implement its Airport SMS within 36 months after FAA approves its SMS Implementation Plan (see Approval Letter in Appendix 11) and in accordance with the FAA-approved SMS Implementation Plan.

LETTER OF AGREEMENT (LOA)
BETWEEN
MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA)
AND
FEDERAL AVIATION ADMINISTRATION (FAA)
MEMPHIS AIR TRAFFIC CONTROL TOWER (MEM-ATCT)

EFFECTIVE November 25, 2017

SUBJECT: Procedures for Opening and Closing Movement Areas

1) **PURPOSE.** This Letter of Agreement (LOA) defines the authority, responsibilities, and procedures for opening and closing movement areas at Memphis International Airport (KMEM or Airport). In addition to normal runway/taxiway closure procedures followed herein, specific procedures for emergency or other unplanned runway closures are contained in this document.

2) **SCOPE.** The procedures contained herein are for use between Memphis Airport Traffic Control Tower (MEM-ATCT) and the Memphis-Shelby County Airport Authority (MSCAA) when opening and closing runways/taxiways. These procedures are divided into planned, unplanned, and emergency runway/taxiway closures. While typical advance coordination for a planned runway/taxiway closure might include steps such as the issuance of a Notice to Airmen (NOTAM) and the distribution of airfield closure maps, unplanned and emergency runway/taxiway closures occur when unforeseen conditions or circumstances prompt a need for quicker response. These conditions may include, but are not limited to:

   a) Debris present on the runway/taxiway surface.
   b) Wildlife present on the runway/taxiway or creating a significant risk imminent to aircraft operations.
   c) Pavement holes or cracks that require immediate repair.
   d) Malfunctions of required lighting.
   e) Visibility conditions below the minimums required by the Surface Movement Guidance and Control System (SMGCS) Plan.
   f) A report of "nil" braking action.
   g) Response of emergency equipment to an aircraft accident.

3) **DEFINITIONS.** The movement area at Memphis International Airport (KMEM) is defined as runways and taxiways on the airport which are utilized for taxiing, take-off, and landing of aircraft, exclusive of loading aprons and parking areas.

4) **BACKGROUND:** The Memphis-Shelby County Airport Authority (MSCAA) President has delegated the authority and responsibility for the opening and closing of movement areas at KMEM to MSCAA Airport Operations. Memphis Tower (MEM-ATCT) and Airport Operations personnel must use the following procedures when opening and closing movement areas:

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All Notices to Airmen (NOTAMs) become active/in effect at the time the NOTAM states, unless otherwise coordinated via a recorded telephone line or on the appropriate VHF frequency.

NOTAMs remain in effect until the expiration time of the NOTAM, or until they have been cancelled. Movement Area surfaces may be released back to MEM-ATCT for operational use prior to the NOTAM expiration time or cancellation, so long as such is communicated on the appropriate VHF frequency.

MEM-ATCT and MSCAA Letter of Agreement dated April 21, 2016 is cancelled.

5) **LOCATION.** This LOA encompasses all runway and taxiway surfaces here at KMEM.

6) **RESPONSIBILITIES OF MSCAA.** Only MSCAA – Airport Operations (Vehicle Call Signs: 'Ops [#1 through #3]') is responsible for assessing runway/taxiway conditions against regulatory requirements and coordinating runway/taxiway closures to make the necessary repairs or take actions required to return the runway/taxiway to a safe operation. No other vehicle call sign, (i.e., Mike Forty-Two, Maintenance '#', etc.) has the authority to close or open any airfield surface.

a) The following procedures are required for "Planned" or "Unplanned" Runway and Taxiway Closures. Airport Operations will:

1. Provide a daily airfield closure sheet or fax a runway closure request directly to the Tower Cab no later than 30 minutes prior to the runway closures. The fax shall include the runway requested, available crossing taxiways on a closed runway, UTC date, estimated start and stop times, Airport Operations point of contact and phone number. Airport Operations will verify the receipt of the fax with MEM-ATCT before the runway is released.

2. Contact the MEM-ATCT on Ground Control or Local Control frequency when the closure is requested only when vehicles are staged in the vicinity of the runway and positioned for the closure. Airport Operations will state their position on the airport to ensure positive identification of their location by MEM-ATCT personnel and will only use single direction runway designations consistent with the direction of the KMEM operational flow. (For example, when in a North Operation and Runway 18L/36R is the runway desired, Airport Operations will request to close Runway 36R).

3. Advise the MEM-ATCT if the lighted "X" will be placed on the runway. Airport Operations will designate crossing points and ensure that all vehicles operating on the runway will yield to any MEM-ATCT traffic crossing the closed runway.

4. Issue a Notice to Airmen (NOTAM) describing the runway closure.

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7) **RESPONSIBILITIES OF THE MEM-ATCT.** MEM-ATCT is responsible for the internal coordination required to effect a runway or taxiway closure.

a) The following procedures will be used for "Planned" or "Unplanned" runway/taxiway closures. MEM-ATCT will:

1. Advise Memphis TRACON (M03) of any movement area closures that will affect their operation.

2. Ensure the ATIS and IDS reflect the correct runway/taxiway status.

3. Ensure the light system serving the runway to be closed/opened is off/on, as appropriate.

4. Ensure the approach lights, if applicable, to the runway to be closed/opened are off/on, as appropriate.

5. Advise Airport Operations representative on the recorded telephone line (901-842-8458), or on the appropriate frequency, when the runway/taxiway is released for closing.

8) **PROCEDURES USED FOR "EMERGENCY" RUNWAY CLOSURES.**

a) The following procedures will be used for "Emergency" runway closures:

1. If a condition is observed by MEM-ATCT or relayed to the MEM-ATCT by a pilot, the MEM-ATCT will:

   i. Alert Airport Operations via phone call or over the VHF radio of the condition observed or reported, including the location.

   ii. Provide Airport Operations with an opportunity, if necessary, to enter the runway, assess or correct the condition and return the runway to a safe operation.

   iii. Confirm closure of the runway if Airport Operations determines that a runway closure is the only means remaining to correct the condition.

   iv. Upon receiving notification from the MEM-ATCT, Airport Operations will:

      A) Assess the condition, and if access to the runway is necessary, notify the MEM-ATCT via the recorded telephone line (901-842-8458) stating the reason for the closure and the estimated duration of the closure.

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B) Confirm the closure on the MEM-ATCT Local Control frequency.

C) Provide periodic updates to the MEM-ATCT on the status of the runway.

D) Inspect, open, and return the runway to service.

2. If the condition is initially observed by Airport Operations, Airport Operations will:

i. Advise the MEM-ATCT on the Local Control frequency of the runway condition.

ii. If an immediate closure is required, notify the MEM-ATCT via the recorded telephone line (901-842-8458) providing:

A) The reason for the closure
B) The expected duration of the closure

iii. Confirm the closure with the MEM-ATCT on the Local Control frequency.

iv. Provide periodic updates to the MEM-ATCT on the status of the runway.

v. Inspect, open, and return the runway to service.

vi. The MEM-ATCT will:

A) Provide an opportunity, if necessary, for Airport Operations to enter the runway, assess/correct the condition, and return the runway to a safe operation.

B) Confirm the closure of the runway if Airport Operations determines that a runway closure is the only means remaining to correct the condition.

C) Utilize the runway closure procedures in 7.a.

9) DEVIATIONS. Deviations from procedures identified herein shall be approved only after coordination and agreement between MEM-ATCT and MSCAA.

10) TERMINATION. This agreement may be terminated by either party upon giving thirty (30) days advance written notice to the other party.

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11) **EXECUTION OF AGREEMENT.** The parties hereby agree and express their intent to execute this agreement electronically if MSCAA has a designated information processing system. The parties also hereby agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

12) **ENTIRE AGREEMENT.** This agreement constitutes the complete agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, stipulations, representations, or agreements, whether written or oral. Except as otherwise specifically provided herein, no amendment, modification or alteration of the provisions of this agreement shall be binding unless the same be in writing and duly executed by the parties.

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[Signature page to follow.]

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IN WITNESS WHEREOF, The parties hereto have executed this Letter of Agreement as of the dates written below.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

By: Scott A Brockman
Scott A Brockman (Oct 26, 2017)

Title: President and CEO

MEMPHIS AIRPORT TRAFFIC CONTROL TOWER

By: Christopher J. Byrd
Christopher J. Byrd (Oct 26, 2017)

Printed Name: Christopher J. Byrd

Title: Air Traffic Manager

Approved as to Content:

By: Terry Blue
Terry Blue (Oct 26, 2017)

Title: Vice President of Operations

Approved as to Form and Legality:

By: Janet Shipman
Janet Shipman (Oct 26, 2017)

Title: Associate Airport Counsel

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MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA)
AND
FEDERAL AVIATION ADMINISTRATION (FAA)
MEMPHIS AIRPORT TRAFFIC CONTROL TOWER (MEM-ATCT)

LETTER OF AGREEMENT

EFFECTIVE November 15, 2022

SUBJECT: Areas of Jurisdictional Responsibility – Memphis International Airport (MEM)

1) **PURPOSE.** This agreement defines jurisdictional responsibilities between MEM-Air Traffic Control Tower and Memphis-Shelby County Airport Authority and delineates the taxiways under the jurisdiction of MEM-ATCT in areas where the taxiways and loading apron/parking areas are contiguous.

2) **CANCELLATION.** MEM-ATCT and MSCAA Letter of Agreement dated December 1, 2020, is cancelled.

3) **SCOPE**. The jurisdiction and delineations in this agreement cover all movement areas. The following delineations are made for purposes of MEM-ATCT jurisdictional responsibility:

   a. Taxiway "J" is 75 feet in width in its entirety.
   b. Taxiway "N" is 100 feet in width along the west edge of the Terminal apron, between Taxiways "M9" and "P" and 75 feet in width south of Taxiway "P".
   c. Taxiway "V" is 100 feet in width along the south edge of the FedEx Express apron between Taxiways "V3" and "C" and is 75 feet in width between Taxiways "S" and "V2".

4) **DEFINITION.** The movement area at Memphis International Airport is defined as runways and taxiways on the airport which are utilized for taxiing, take-off, and landing of aircraft, exclusive of loading aprons and parking areas as depicted in Attachment 1.

5) **PROCEDURES.**

   a. Information transmitted by MEM-ATCT to aircraft/vehicles operating on the loading apron and parking areas is advisory in nature and does not imply control responsibility.
   b. The MSCAA shall require, by user agreement or regulation, that all aircraft/vehicle operators, including those conducting push-back operations, contact MEM-ATCT Ground Control for clearance prior to penetrating a movement area.
   c. Vehicle roadways are established at Taxiways "P1" and "P2" to cross taxiways "T" and "P", and at Taxiways "R1" and "R2" to cross Taxiways "H" and "R". Authorized vehicles are permitted to enter these movement areas without contacting MEM-ATCT. It is the responsibility of the MSCAA to ensure that drivers are properly trained to utilize these vehicle roadways without interfering with air traffic movements. See Attachment 1.
   d. Control of certain taxiways may be transferred to FedEx Express or the MSCAA under conditions as described in additional Letters of Agreement.

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6) **DEVIATIONS.** Deviations from procedures identified herein must be approved in writing only after coordination between the MSCAA and ATCT.

7) **TERMINATION.** This agreement may be terminated by any of the parties upon giving thirty (30) days advance written notice to the other parties.

8) **EXECUTION OF AGREEMENT.** The parties hereby agree and express their intent to execute this agreement electronically if MSCAA has a designated information processing system. The parties also hereby agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

9) **ENTIRE AGREEMENT.** This agreement constitutes the complete agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, stipulations, representations, or agreements, whether written or oral, including any prior letters of agreement establishing areas of jurisdictional responsibility at MEM. Except as otherwise specifically provided herein, no amendment, modification, or alteration of the provisions of this agreement shall be binding unless the same be in writing and duly executed by the parties.

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[Signature page to follow.]

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IN WITNESS WHEREOF, The parties hereto have executed this Letter of Agreement as of the dates written below.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

By: Scott A Brockman

Title: President and CEO

MEMPHIS AIR TRAFFIC CONTROL TOWER

By: Will Chamberlain
Will Chamberlain (Oct 27, 2022 07:57 CDT)

Title: Air Traffic Manager

Approved as to Content:

By: Terry Blue
Terry Blue (Oct 3, 2022 07:03 CDT)

Title: Executive Vice President and COO

Approved as to Form and Legality:

By: Amber Floyd

Title: General Counsel

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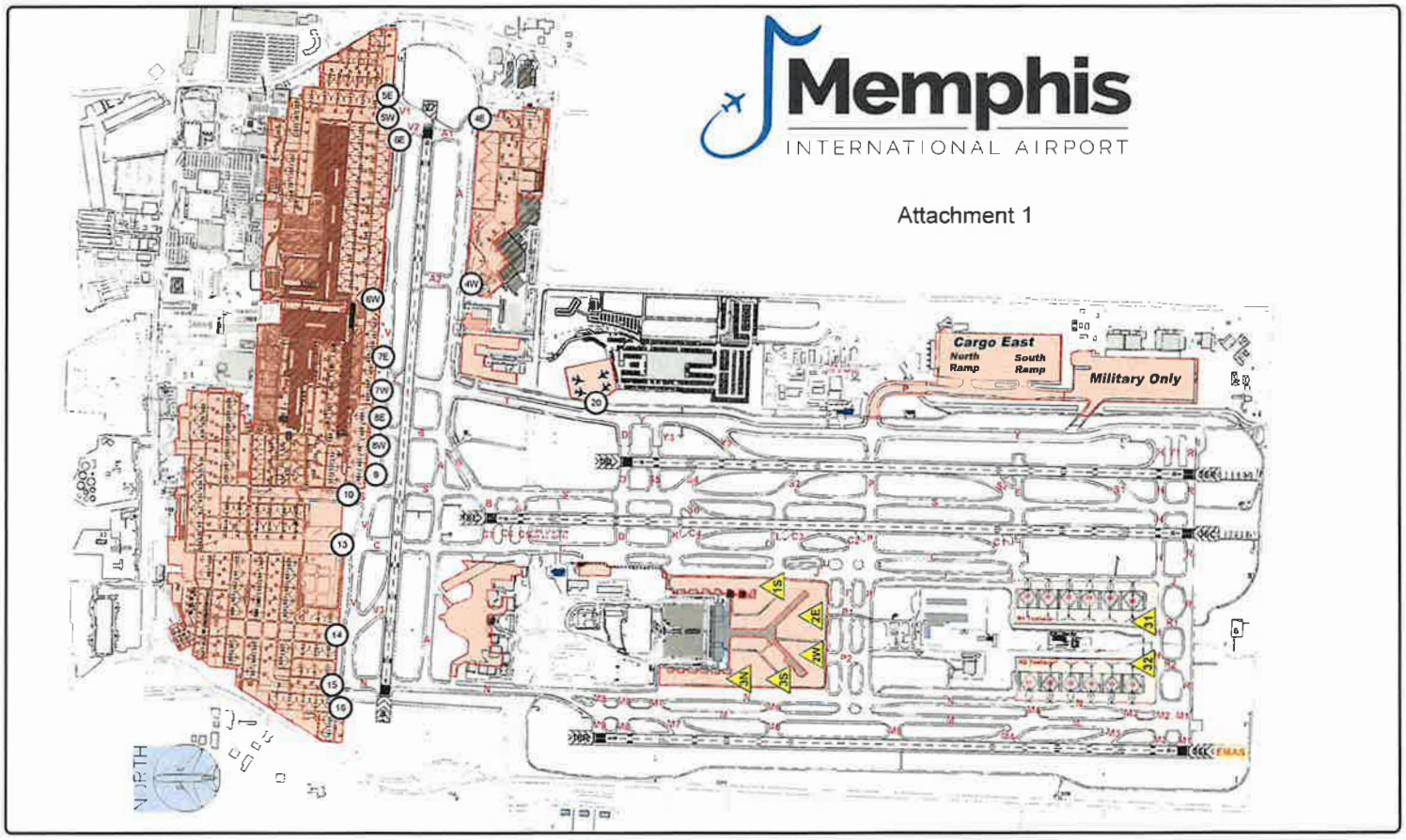

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LETTER OF AGREEMENT
BETWEEN
MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA)
AND
FEDERAL AVIATION ADMINISTRATION (FAA)
MEMPHIS AIR TRAFFIC CONTROL TOWER (MEM-ATCT)
AND
MEMPHIS TECHNICAL OPERATIONS MAINTENANCE (MEM-TECH OPS)

EFFECTIVE March 17, 2022

SUBJECT: Requirements for Operating in the Runway Safety Areas (RSAs)

1) **PURPOSE.** This Letter of Agreement (LOA) defines the responsibilities and procedures of MSCAA, MEM-ATCT, and MEM-Tech Ops for accessing, operating, and exiting the runway safety areas at the Memphis International Airport ("MEM") during aircraft operations. This LOA is intended to bridge the gap in existing procedures for each party.

2) **SCOPE.** The procedures contained herein are for use by operational personnel at MEM-ATCT, MEM-Tech Ops, MSCAA-Operations and each entity's respective internal lines of business / contractors.

3) **DEFINITIONS.**

a. **Movement Area:** The runways, taxiways, and other areas at MEM that aircraft use for taxiing, takeoff, and landing, exclusive of loading aprons and aircraft parking areas, as depicted in **Attachment 1**.

b. **Runway Safety Areas (RSAs):** A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to aircraft in the event of an under-shoot, overshoot, or excursion from the runway. For all runways, the RSAs are 500 feet wide, centered on the runway. The RSA extends 1,000 feet beyond each runway threshold, except for the departure end of Runway 18R, which is 865 feet beyond the runway threshold and includes and EMAS structure; and the departure end of Runway 36C, which is 596 feet beyond the runway threshold. Depictions of the RSAs are in **Attachment 2.**

4) **PROCEDURES.** Each entity listed above has some responsibility for ensuring the RSA is protected during aircraft operations. Specific responsibilities are listed below:

a. **General**

1. RSAs must normally be clear of personnel, vehicles and equipment during aircraft operations. Most activities that need to take place in the RSA should occur when the runway is closed. However, there are some situations and/or circumstances where personnel, vehicles and equipment require access to the RSA during aircraft

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operations. Examples include maintenance/repair of navigational aids, FOD removal, and other airport safety-related circumstances.

2. During aircraft operations, only authorized personnel (pedestrians) may operate in the RSAs to perform essential duties. If needed to drop off light or small equipment, a vehicle may be brought into the area **between** aircraft operations, provided the vehicle is then removed from the RSA immediately.

3. Approval to enter an RSA is **not** clearance onto a runway. Vehicles, pedestrians, and equipment shall remain off the runway surface unless additional clearance onto the runway is requested and granted by ATCT. Vehicles and pedestrians **must** maintain two-way radio communications with ATCT while in the RSA.

b. **MSCAA Responsibilities**

1. Develop and conduct training, required and recurrent, for operational personnel that access airport movement areas and operate in RSAs.

2. Approve/deny MEM-Tech Ops personnel request to access RSAs based on location, safety and weather conditions.

3. Monitor positive control and communication procedures, as able, for compliance with RSA entry/exit procedures.

4. Maintain and monitor a database of employees that have access privileges to RSAs to gauge compliance with RSA procedures.

5. Maintain code of enforcement policies for those who violate RSA procedures.

c. **MEM-ATCT Responsibilities**

1. Perform operational personnel training on airport movement area access procedures as contained in this LOA.

2. Upon request to enter or exit the RSAs, MEM-ATCT may state "proceed as requested".

3. Vehicle operators or maintenance personnel with equipment, in direct communications with the MEM-ATCT) may be authorized to operate up to the edge of the active runway surface, when necessary, per FAAO 7110.65, para. 3-1-5.

d. **MEM-Tech Ops Responsibilities**

1. Ensure operational personnel, who will access RSAs, have a valid MSCAA Security Identification Display Area (SIDA) badge and Class III movement area

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driving privileges.

2. Ensure operational personnel, who will access RSAs, are properly trained and are required to adhere to RSA entry/exit procedures.

3. To the extent possible, schedule maintenance activities within the RSA during planned and coordinated runway closures.

4. Request MSCAA approval for access into the movement area and/or the RSA. Advise of the location, scope of work, amount of personnel, type of access required (i.e., on foot, equipment, vehicles) and operating time frame at the time of request. Upon approval from MSCAA-Operations, MEM-Tech Ops or MSCAA-Operations will notify the MEM-ATCT supervisor, via landline, providing the same information.

5. Request MEM-ATCT clearance onto the airport movement area and into and out of RSAs before proceeding, defining specific routes of travel.

6. Maintain positive radio communication with MEM-ATCT while operating in the RSAs.

7. Accept responsibility and enforcement actions that MSCAA levies for procedural violations.

e. **Closed Runway:** Any person entering the RSA of a closed runway must meet the requirements, established herein, for entering the RSA of an active/open runway, with the exception that communication with MEM-ATCT is not necessary, if accessing directly from a non-movement area.

f. **Construction Projects:** Notwithstanding the foregoing requirements, authorized personnel may utilize other methods to control personnel and vehicles entering and exiting the RSA for the sole purpose of performing duties associated with a construction project. Such methods shall be conducted in accordance with all procedures and guidelines established and approved by MSCAA.

5) DEVIATIONS. Deviations from procedures identified herein must be approved in writing only after coordination between the MSCAA, MEM-ATCT, and MEM-Tech Ops.

6) TERMINATION. This agreement may be terminated by any of the parties upon giving thirty (30) days advance written notice to the other parties.

7) EXECUTION OF AGREEMENT. The parties hereby agree and express their intent to execute this agreement electronically if MSCAA has a designated information processing system. The parties also hereby agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall

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constitute one and the same agreement.

8) **ENTIRE AGREEMENT.** This agreement constitutes the complete agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, stipulations, representations, or agreements, whether written or oral, including any prior letters of agreement establishing requirements for operating in the runway safety areas at MEM. Except as otherwise specifically provided herein, no amendment, modification or alteration of the provisions of this agreement shall be binding unless the same be in writing and duly executed by the parties.

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[Signature page to follow.]

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IN WITNESS WHEREOF, The parties hereto have executed this Letter of Agreement as of the dates written below.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

By: Scott A Brockman

Title: President and CEO

MEMPHIS AIR TRAFFIC CONTROL TOWER

By: Clint Hall
Clint Hall (May 2, 2022 12:43 CDT)

Printed Name: Clint Hall

Title: Air Traffic Manager

Approved as to Content:

By: Terry Blue
Terry Blue (May 2, 2022 12:30 CDT)

Title: Executive Vice President of Operations

MEMPHIS TECHNICAL OPERATIONS MAINTENANCE

By: Eric Alexander
Eric Alexander (May 3, 2022 08:12 CDT)

Printed Name: Eric Alexander

Title: Memphis NAV/COM SSC Manager

Approved as to Form and Legality:

By: Amber Floyd

Title: General Counsel

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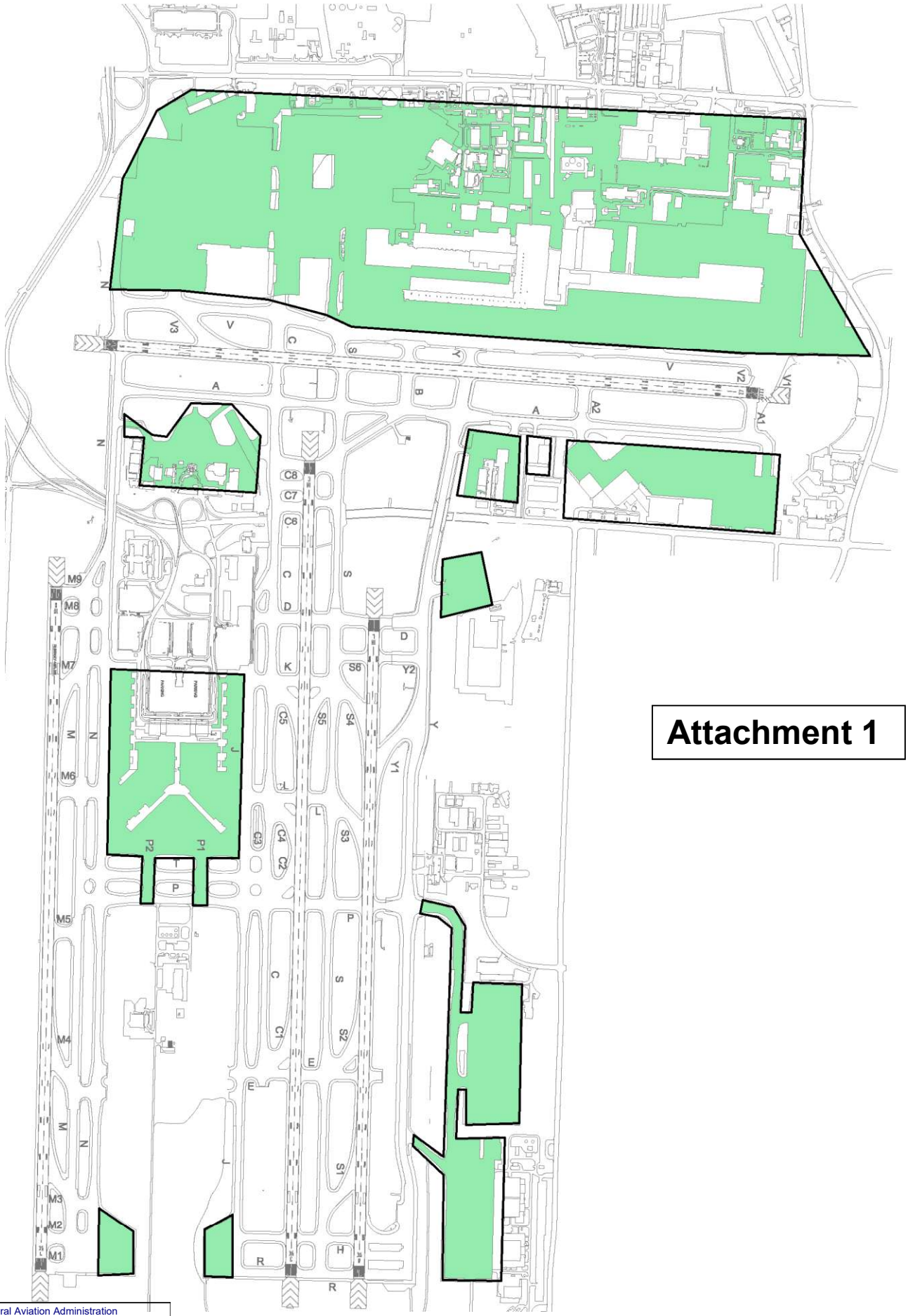

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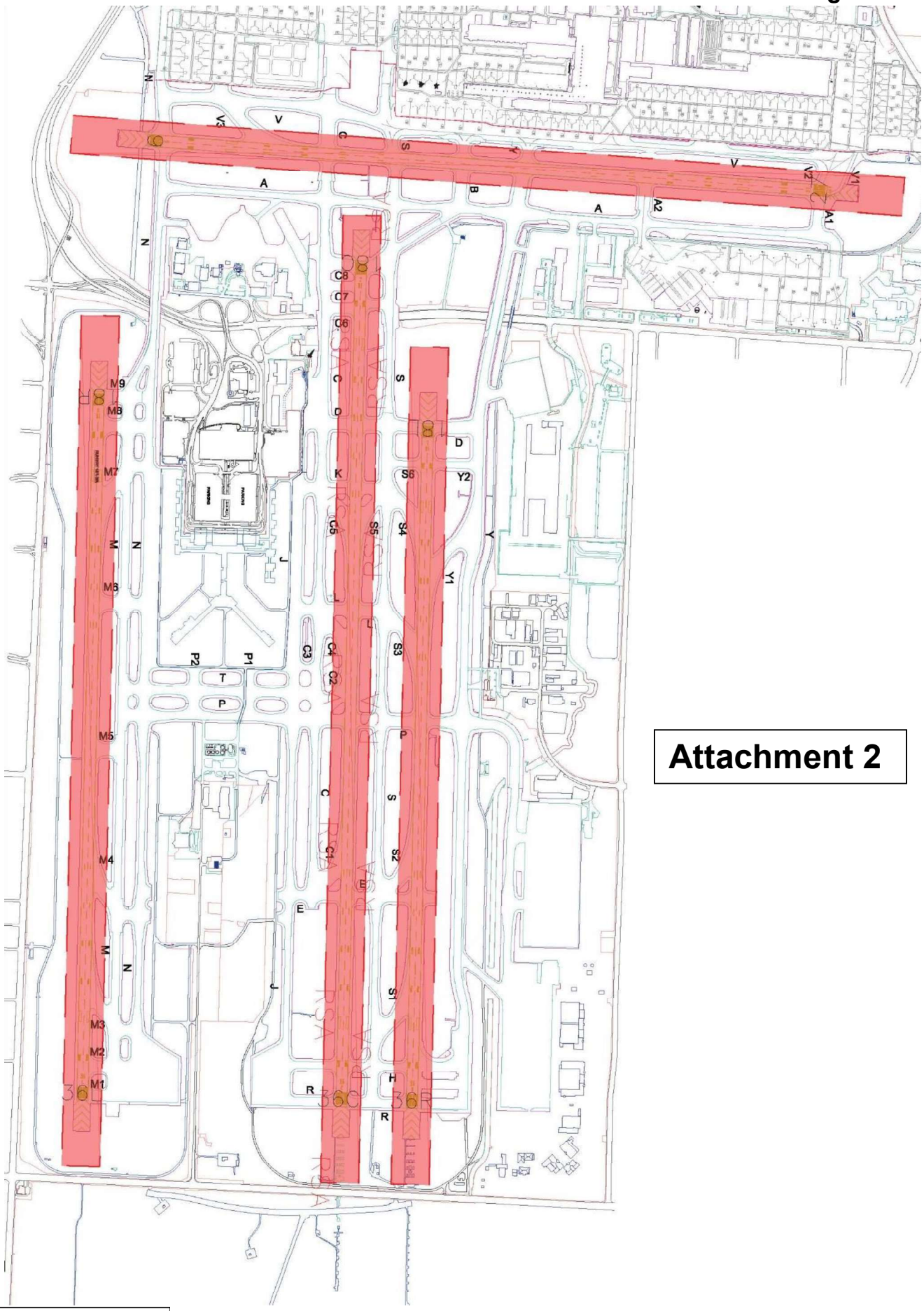

Attachment 2

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MEMPHIS AIR TRAFFIC CONTROL TOWER (MEM ATCT) and MEMPHIS SHELBY COUNTY AIRPORT AUTHORITY (MSCAA) LETTER OF AGREEMENT

EFFECTIVE: April 29, 2016

SUBJECT: Land and Hold Short Operations (LAHSO) Procedures

1. **PURPOSE.** This agreement delineates the responsibilities of MEM ATCT and MSCAA that are necessary for initiating and carrying out Land and Hold Short Operations (LAHSO) on Runway 27 at Memphis International Airport.

2. **CANCELLATION.** The Memphis Airport Traffic Control Tower, Memphis-Shelby County Airport Authority Letter of Agreement dated February 1, 2010 is cancelled.

2. **SCOPE.** This Letter of Agreement covers LAHSO operations for Memphis International Airport and is supplemental to the requirements set forth in FAA Order 7110.118.

3. **BACKGROUND.** LAHSO is an air traffic control procedure that allows the issuance of landing clearances to aircraft to land and hold short of an intersecting runway, taxiway or other designated point on the runway. It is a procedure designed to more efficiently move aircraft within the terminal airspace and on the airport surface.

4. **APPROVED LAHSO RUNWAY/LOCATION.** The following runway hold short location is approved for conducting LAHSO at MEM:

Runway	Location	Designation
27	Prior to Taxiway N intersection	Day, Night

5. **RESPONSIBILITIES OF MSCAA.**

   a. Install and maintain LAHSO runway markings and signs at all of the above specified locations in accordance with FAA Advisory Circular (AC) 150/5430-1, Standards for Airport Markings, and AC 150/5340-18 Standards for Airport Sign Systems.
   b. Provide FAA with distance measurements from the landing threshold to the LAHSO runway position marking at the specified LAHSO location.
   c. Install and maintain a LAHSO in pavement lighting system at the LAHSO location. The lighting system must be designed and installed in accordance with AC 150/5430-29, Installation Details for Land and Hold Short Lighting Systems.
   d. Notify MEM ATCT at (901) 842-8458 whenever runway marking, signs, and/or lighting systems are known to be inoperative.
   e. Issue appropriate Notices to Airman (NOTAM) relating to LAHSO.

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6. RESPONSIBILITIES OF MEM ATCT.

a. Publish a list containing the runway at MEM that is approved for LAHSO, together with the available landing distance for the hold short location.
b. Terminate LAHSO whenever MSCAA reports that signs and markings are not installed, or conditions are not in accordance with FAA Order 7110.118, Land and Hold Short Operations.
c. Terminate LAHSO when in the judgment of the air traffic manager, conditions preclude the use of LAHSO.
d. Meet annually with MSCAA and the LAHSO Development Team, or as necessary, to review LAHSO related events or issues.

7. DEVIATIONS. Deviations from procedures identified herein must be approved only after coordination and agreement between Memphis Airport Traffic Control Tower and the Memphis Shelby County Airport Authority.

8. TERMINATION: This Agreement must be in effect until suspended or terminated by either party upon written notice.

Memphis-Shelby County Airport Authority

President and Chief Executive Officer

Approved as to Form and Legality

General Counsel

Memphis-Shelby County Airport Authority

Haven L. Melton
Air Traffic Manager, MEM

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FEDERAL AVIATION ADMINISTRATION
MEMPHIS AIR TRAFFIC CONTROL TOWER,
MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY,
AND
MEMPHIS FIRE DEPARTMENT
AIRCRAFT RESCUE AND FIRE FIGHTING

LETTER OF AGREEMENT

EFFECTIVE: April 1, 2025

SUBJECT: MEMPHIS INTERNATIONAL AIRPORT EMERGENCY PROCEDURES

1) **PURPOSE**. This Letter of Agreement (LOA or Agreement) defines the responsibilities and procedures of the Memphis Airport Traffic Control Tower (MEM-ATCT), Memphis Fire Department Aircraft Rescue and Fire Fighting (MFD-ARFF), and Memphis-Shelby County Airport Authority (MSCAA) (collectively "parties") to be utilized to the fullest extent practicable in the event of an accident, emergency, or potential emergency on or in proximity of Memphis International Airport.

2) **CANCELLATION**. The Memphis Airport Traffic Control Tower, Memphis-Shelby County Airport Authority and Memphis Fire Department Letter of Agreement dated February 26, 2016 is canceled.

3) **SCOPE**. The procedures contained within this text are for use between MEM-ATCT, MFD-ARFF, and MSCAA. This Agreement establishes the proper procedure and use of the Discrete Emergency Frequency (DEF) for communications between MEM-ATCT, MFD-ARFF, the emergency aircraft flight crew, and Airport Airside Operations (Ops) during an aircraft accident, emergency, or potential emergency on or in proximity of Memphis International Airport (KMEM). This LOA also establishes procedures for a daily systems test of the crash notification system.

4) **RESPONSIBILITIES.** Each party to this Agreement is responsible for training and compliance by personnel under their authority, with the provisions contained within this context.

5) **ALERT CATEGORIES.** Alerts will only be issued for **AIRCRAFT** emergencies. Structural fires or other emergencies must be reported without being classified as an Alert.

   a. **Alert I (Local Standby Alert):** an aircraft that is known or suspected to have an operational defect that should not normally cause serious difficulty in achieving a safe landing. Response is not required. Units involved will be available and will stand by in quarters.

   b. **Alert II (Full Emergency Alert):** an aircraft that is known or is suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident. All units will respond to pre-designated positions.

   c. **Alert III (Aircraft Accident Alert):** an aircraft incident or accident has occurred on or in proximity to the airport. All designated emergency response units will proceed to the scene in accordance with established plans and procedures.

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6) ALERTING PROCEDURES.

a. MEM-ATCT

1. It is the responsibility of the tower supervisor or controller-in-charge to notify MFD-ARFF Station #9 of an Alert when requested by any one of the following personnel:

   - MEM-ATCT supervisor or Controller-in-Charge
   - The pilot/flight crew of the aircraft concerned
   - The aircraft operator or their representative
   - An airport management representative

2. The Alert notification must be transmitted on the direct line **CRASH** phone located in the MEM-ATCT by stating the following: "This is Memphis Tower with an **Alert I** (standby), **Alert II** (standby) or **Alert III** (emergency on the ground)."

3. Clearance for emergency vehicles must be given as expeditiously as possible. The Alert transmission must consist of the following and in said format:

   i. Aircraft callsign
   ii. Aircraft type
   iii. Nature of emergency
   iv. Anticipated runway or exact location of emergency on the airfield
   v. Estimated time of arrival
   vi. "Station #9" (acknowledge)
   vii. Number of souls on board
   viii. Pounds of fuel remaining
   ix. Hazardous materials on board
   x. "Station 33" (acknowledge)
   xi. "Airport Communications" (acknowledge)

   Note: FedEx Fire Station #75, and Tennessee Air National Guard (TNANG) Fire Services will receive the Alert via speakers but will not be in communication with MEM-ATCT via **CRASH** phone regarding the Alert.

4. When the MFD-ARFF vehicles are in position, the MEM-ATCT will transmit the following to the MFD-ARFF Incident Commander (IC) on the tower control frequency for the runway to which the emergency aircraft will be landing:

   i. Estimated time of arrival
   ii. When the aircraft is next to land

5. In the event the **CRASH** phone is inoperable, or if unable to make contact via **CRASH** phone, MFD-ARFF Station #9 may be alerted by dialing the MFD-ARFF Chief's cell phone (901.553.0559), Office phone (901.922.2266), MFD Watch Commander (901.636.5310), Airport Communications (901.922.8333) or by dialing 911 and requesting the MFD- ARFF Station #9.

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b. **MFD-ARFF**

1. Upon receiving the Alert, MFD-ARFF vehicles will exit the fire station and contact ground control on frequency 121.9. MFD-ARFF will remain on ground frequency until instructed otherwise by MEM-ATCT.

2. MFD-ARFF vehicles will not proceed onto or cross any runway/taxiway without permission from MEM-ATCT. While in an Alert status (actual or simulated), MEM-ATCT shall provide separation between MFD-ARFF vehicles and any aircraft operating on active movement areas and should, to the maximum extent practicable, approve all movement on the airfield by emergency responders. When not in an Alert status, aircraft have the right of way on the movement area. MFD-ARFF shall advise MEM-ATCT if unable to give way to aircraft at any given time.

3. Once MFD-ARFF vehicles are staged at the appropriate taxiway locations for the runway of intended landing, MEM-ATCT will instruct the MFD-ARFF vehicles to switch to the appropriate tower control frequency.

4. The amount of equipment needed to respond to an Alert will be determined by MFD-ARFF and will be based on the Alert category specified and the available information. MSCAA maintains mutual aid agreements with FedEx Fire Station #75 and the Tennessee Air National Guard (TNANG). These agencies may respond to assist MFD-ARFF if requested by Memphis Fire Department.

Designated runway frequencies, unless otherwise instructed by MEM-ATCT:

18C/36C and 18L/36R	119.7
18R/36L	128.42
9/27	118.3

ARFF equipment staging locations:

18L/36R	A1 = TWY Y at P
	A2 = TWY Y at H
	A3 = TWY Y at Y3
18C/36C	A1 = TWY S at P
	A2 = TWY S at E
	A3 = TWY S at D
18R/36L	A1 = TWY M at M5
	A2 = TWY M at M4
	A3 = TWY M at M7
9/27	A1 = TWY A at Y
	A2 = TWY A at C
	A3 = TWY A at A2

Note: The MEM-ATCT may issue alternate standby locations in the event ground traffic conflicts with emergency responses (ex: TWY C may be used as an alternate to TWY S for RWY 18C/36C).

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c. **MSCAA** - Airport Ops is responsible for notifying other agencies or personnel, as necessary, and escorting any ground equipment operators without Movement Area access. Airport surfaces closed for an emergency shall remain closed until a safety inspection is completed by Airport Ops and MEM-ATCT is advised that the surfaces are open for operation.

7) **DISCREET EMERGENCY FREQUENCY (DEF).** The DEF establishes a direct link between emergency aircraft and MFD-ARFF to provide critical information about the status of emergency aircraft. Terminology on the DEF must be in accordance with the most current Advisory Circular 150/5210-7E, Aircraft Rescue and Fire Fighting Communications.

a. **MEM-ATCT**

1. MEM-ATCT is responsible for coordinating the emergency with all appropriate operating positions for the arrival of aircraft and the intent/requests of responding vehicles to proceed onto or across any active taxiways or runways.

2. When operationally feasible, direct the emergency aircraft to the DEF. At a minimum, the phraseology shall include:

i. A statement that emergency response vehicles will be on frequency with transmission and receive capability.

ii. The MFD-ARFF Incident Commander's (IC) call sign will be A1 or A4, whichever is applicable.

iii. State the Discrete Emergency Frequency. The assigned DEF will be 121.0 or 121.5, as instructed by MEM-ATCT.

iv. Use the DEF to communicate directly with the MFD-ARFF IC. If a lengthy discussion is required, advise the ARFF IC to contact ATCT at (901.842.8458).

b. **MFD-ARFF**

1. Once the DEF is activated, the MFD-ARFF IC will be responsible for all radio transmissions (on behalf of MFD-ARFF) on said frequency. The MFD-ARFF IC will monitor all radios during an emergency. All other MFD-ARFF vehicles will maintain radio silence unless called.

2. MFD-ARFF must initially use the appropriate tower control frequency for emergency response, and maintain contact with MEM-ATCT until directed to switch to the DEF.

3. The MFD-ARFF IC will NOT transmit on the DEF until advised by ATCT, unless the nature of the transmission is critical to the emergency.

4. The ARFF IC will NOT use the DEF during critical phases of flight (final approach, transition to landing, during touchdown) unless the emergency dictates otherwise.

5. The ARFF IC will only use the DEF when communication is needed between ATC or the flight crew of the emergency aircraft.

6. ARFF will conduct all internal communications on an internal channel.

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7. As it relates to terminating the emergency, the pilot will coordinate with the ARFF IC and determine the Alert is Secure. An Alert is considered Secure once the pilot deems there is no longer an aircraft emergency.

8. The pilot of the emergency aircraft will notify ATCT when the Alert is Secure, thus allowing the release of the DEF. ATCT will then direct the emergency aircraft, and all emergency responders return to the appropriate ground control frequency.

c. **MSCAA**

1. If an aircraft emergency is in progress, the DEF is available for communication between the ATCT, Emergency Responders, and the Flight Crew. Recognizing MSCAA's overall responsibility for and control of the airport, Airport Operations will monitor the DEF during an emergency for awareness of the situation and for planning purposes.

2. MSCAA will NOT use the DEF during critical phases of flight (final approach, transition to landing, during touchdown).

3. MSCAA will designate an Incident Responder (IR) to communicate on the frequency, if necessary. The Incident Responder will use the call sign "Airport Ops" and only the designated IR shall communicate on the DEF.

4. MSCAA will conduct all internal communications on an internal channel and be responsible for the escort of any support vehicles.

5. MSCAA will advise Airport Communications when the Alert has been deemed Secure.

8) RADIO FAILURE PROCEDURES.

a. In the event of radio failure, MEM-ATCT light gun signals will be given to aircraft (for clearance to land) and to emergency responders (for clearance to cross runways or taxiways).

1. The following light gun signals must be used for the control of emergency vehicles in the event of radio failure:

- Steady Green – Cleared onto a runway/taxiway and/or cleared to cross a runway/taxiway
- Steady Red – Stop or hold position
- Flashing Red – Clear runway/taxiway
- Flashing White – Return to starting point on airport
- Alternating Red & Green – Use extreme caution

2. The MFD-ARFF IC may be contacted at (901.553.0559). MEM-ATCT may be contacted at (901.842.8458). Airport Operations may be contacted at (901.922.8117).

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9) DAILY SYSTEMS TEST.

a. MEM-ATCT will initiate a test of the **CRASH** notification system each morning at 0700 local, or as soon as possible thereafter.

1. Daily test will be conducted using the following format:

- "Daily crash phone test. Standby for roll call:"
- "ARFF Station 9" (acknowledge)
- "Station 33" (acknowledge)
- "Airport Communications" (acknowledge)
- "This concludes the daily crash phone test."

2. The **CRASH** phone must not be used to report fires or medical emergencies. In such cases, Airport Communications can be contacted at (901.922.8333).

3. MFD-ARFF will conduct daily functions tests with MEM-ATCT of all notifications systems.

10) AIR CARRIER MEDICAL EMERGENCY PARKING PROCEDURES.

a. MSCAA must be notified as soon as possible of unscheduled or diverted aircraft. Air carrier aircraft can park at gates operated by their respective airlines. Any gate (as to not disrupt scheduled air carrier operations) can be designated for the parking of air carrier emergency aircraft with medical emergencies. Gates 39 and 40 are designated as primary locations for all international aircraft and Airplane Design Group (ADG) IV or larger aircraft.

b. If deemed necessary, MEM-ATCT may request an emergency aircraft to park on a taxiway or runway. If a suitable location cannot be found, MEM-ATCT must contact MSCAA for further assistance.

11) MISCELLANEOUS.

a. Each entity will be responsible for the acts of their respective personnel, pursuant to the applicable entity's Tort Claims Act.

b. MFD-ARFF equipment/personnel used for aircraft emergencies and accidents must be identified as follows:

1. Quick Response Vehicle (Command)	A-1
2. Major Aircraft Vehicle	A-2
3. Major Aircraft Vehicle	A-3
4. Quick Response Vehicle (Backup)	A-4
5. Major Aircraft Vehicle (Backup)	A-5
6. ARFF Liaison Chief	A-10

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c. Mutual aid equipment responding to aircraft emergencies will include, but is not limited to, the following:

1.	Engine Company	E-33
2.	Truck Company	T-16
3.	Ambulance	Unit 19
4.	FedEx Rural Metro (Quick Response Vehicle)	Q-75
5.	FedEx Rural Metro (Major Crash Vehicle)	A-35
6.	FedEx Rural Metro (Backup)	A-36
7.	Tennessee Air National Guard	A-24
8.	Tennessee Air National Guard	A-25
9.	Air Stairs	Air Stair 1

d. Surface Movement Guidance Control System (SMGCS) – MEM-ATCT will notify Airport Operations and MFD-ARFF via landline or ground control frequency when the below SMGCS conditions are in effect.

1. When informed by MEM-ATCT that SMGCS is in effect with conditions <1200 feet RVR, MFD-ARFF will assume an in-station, stand by position.

2. When informed by MEM-ATCT that SMGCS is in effect with conditions <500 feet RVR, MFD-ARFF will relocate to and stage at Fire Station #33 until said conditions have lifted.

12) **TERMINATION.** This Agreement shall be in effect until suspended or terminated by any of the parties, upon giving thirty (30) days written notice.

13) **DEVIATIONS.** Deviations from procedures identified herein must be approved in writing only after coordination between the MSCAA, MFD-ARFF, and MEM-ATCT.

14) **EXECUTION OF AGREEMENT.** The parties hereby agree and express their intent to execute this Agreement electronically if MSCAA has a designated information processing system. The parties also hereby agree that this Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

15) **ENTIRE AGREEMENT.** This Agreement constitutes the complete Agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, stipulations, representations, or Agreements, whether written or oral, including any prior letters of Agreement establishing requirements for emergency procedures at Memphis International Airport. Except as otherwise specifically provided herein, no amendment, modification or alteration of the provisions of this Agreement shall be binding unless the same be in writing and duly executed by the parties.

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[Signature page to follow.]

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IN WITNESS WHEREOF, The parties hereto have executed this Letter of Agreement as of Effective Date listed above.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

By: Terry Blue
Terry Blue (Mar 25, 2025 14:50 CDT)

Title: President and CEO

MEMPHIS AIR TRAFFIC CONTROL TOWER

By: Crystal J. Gennaro
Crystal J. Gennaro (Mar 24, 2025 13:35 CDT)

Title: Air Traffic Manager

Approved as to Content:

By:
Marshall Stevens (Mar 25, 2025 13:23 CDT)

Title: Vice President of Operations and COO

Approved as to Form and Legality:

By: Amber Floyd

Title: General Counsel

Federal Aviation Administration
Southern Region Airports Division
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Jan 22 2026
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Inspector

LETTER OF AGREEMENT
BETWEEN
MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA)
AND
FEDERAL AVIATION ADMINISTRATION (FAA)
MEMPHIS AIR TRAFFIC CONTROL TOWER (MEM ATCT)

EFFECTIVE October 1, 2016

SUBJECT: Runway Surface Condition Reporting

1) **PURPOSE**. This agreement between Memphis ATCT and Memphis-Shelby County Airport Authority defines the procedures and responsibilities for coordination and the reporting of runway surface conditions.

2) **CANCELLATION**. Runway Friction Reporting Letter of Agreement, dated Oct. 24, 2013

3) **RESPONSIBILITY**. All parties shall be responsible for those actions and procedures assigned to them in this Letter of Agreement.

4) **DEFINITIONS**.
   a. *FICON (Field Condition) report* - a Notice to Airmen (NOTAM) generated to reflect pavement surface conditions on runways, taxiways, and aprons and Runway Condition Codes (RwyCCs) if greater than 25 percent of the overall runway length and width coverage or cleared width of the runway is contaminated.
   b. *Runway Condition Code (RwyCC)* - describes runway conditions based on defined contaminants for each runway third, in accordance with the Runway Condition Assessment Matrix (RCAM) established in FAA AC 150/5200-30D, Table 5-2. RwyCCs are used by pilots to conduct takeoff and landing performance assessments.
   c. *Good, Good to Medium, Medium, Medium to Poor, Poor, NIL* - refer to Pilot Report (PIREP pavement braking condition reports provided by pilots using a specific runway or other movement area pavement. Conditions are self-explanatory, with NIL indicating no braking action exists on the reported pavement.

5) **PROCEDURES**.

Memphis ATCT shall:

   a. Furnish Runway Braking Action Reports of "Medium", "Medium to Poor" "Poor" or "Nil" to Airport Operations as soon as received from aircrews to include the type of aircraft making the report.
   b. Solicit PIREPS of runway braking action per current FAA directives.
   c. Immediately notify Airport Operations when two consecutive "poor" PIREPs are reported on a runway that had previous PIREPs of "good" or "medium" braking action. Aircraft operations will cease on that runway until a pavement assessment can be conducted, unless Airport Operations is already conducting continuous monitoring.

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d. Cease aircraft operations on a runway when a PIREP "Nil" braking action report is received by the tower from an aircraft. Operations for that runway must be ceased prior to the next flight operation.
e. Resume flight operations on the affected runway only after Airport Operations has returned the runway to service.
f. Advise Airport Operations when Braking Action Reports have improved to "Good." To include the type of aircraft making the report.

MSCAA shall:

a. Perform runway friction surveys and condition assessments as necessary.
b. Use observed runway conditions and other applicable criteria to generate a RwyCC for each operational runway, as appropriate.
c. Report RwyCCs and other pertinent surface condition information via NOTAM. This information will also be provided to ATCT via radio or telephone prior to returning any runway to service that has been chemically treated or broomed/plowed.

6) **DEVIATIONS.** Deviations from procedures identified herein shall be approved only after coordination and agreement between ATCT and MSCAA.

7) **TERMINATION.** This agreement may be terminated by either party upon giving thirty (30) days advance written notice to the other party.

8) **EXECUTION OF AGREEMENT.** The parties hereby agree and express their intent to execute this agreement electronically if MSCAA has a designated information processing system. The parties also hereby agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

9) **ENTIRE AGREEMENT.** This agreement constitutes the complete agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, stipulations, representations, or agreements, whether written or oral. Except as otherwise specifically provided herein, no amendment, modification or alteration of the provisions of this agreement shall be binding unless the same be in writing and duly executed by the parties.

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[Signature page to follow.]

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Southern Region Airports Division
APPROVED
Jan 22 2026
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IN WITNESS WHEREOF, The parties hereto have executed this Letter of Agreement as of the dates written below.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

By: Scott A Brockman (Sep 22, 2016)

Printed Name: Scott A. Brockman

Title: President and CEO

Date: _____

MEMPHIS AIRPORT TRAFFIC CONTROL TOWER

By: Haven Melton

Printed Name: Haven Melton

Title: Facility Manager – MEM Tower

Date: 9/26/2016

Approved as to Content:

By: Terry Blue (Sep 22, 2016)

Terry Blue
Vice President of Operations

Date: _____

Approved as to Form and Legality:

By: Brian Kuhn (Sep 22, 2016)

Brian Kuhn
General Counsel

Date: _____

Federal Aviation Administration
Southern Region Airports Division
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Jan 22 2026
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LETTER OF AGREEMENT (LOA)
BETWEEN
MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA)
AND
FEDERAL AVIATION ADMINISTRATION (FAA)
MEMPHIS AIR TRAFFIC CONTROL TOWER (MEM-ATCT)
AND
FEDEX EXPRESS CORPORATION (FDX)

EFFECTIVE November 25, 2017

SUBJECT: FedEx Express Ramp/Taxi Procedures

1) **PURPOSE**. The purpose of this LOA is to proscribe responsibilities and procedures for the movement of FDX aircraft into and out of the FDX ramp and authority over certain movement areas, as defined.

2) **SCOPE.** The jurisdiction and delineations in this agreement cover a portion of Taxiway Victor adjacent to the FedEx ramp during specific time periods.

3) **DEFINITIONS.** The movement area at Memphis International Airport (KMEM or Airport) is defined as runways and taxiways on the Airport which are utilized for taxiing, take-off, and landing of aircraft, exclusive of loading aprons and parking areas. Specific approval for entry into the movement area must be obtained from the control tower in control of the area.

4) **BACKGROUND.** MEM-ATCT and FDX Letter of Agreement, dated December 01, 2009 is cancelled.

5) **LOCATION.** During the hours of 0200-0500L, Tuesday-Saturday, and 1400-1700L, Tuesday-Sunday, control of Taxiway "V" east of Taxiway "S" will be released to the FDX Ramp Tower (RTO). The transition of control occurs automatically, or, in the rare instances of need, as coordinated. The status of Taxiway "V" full length will remain movement area as defined above. Additionally, if SMGCS or De-ice operations are enacted, applicable LOAs will dictate use and designation (e.g., non-movement with appropriate NOTAMs). RTO will be responsible for resolving all conflicts on the ramp prior to releasing aircraft to MEM-ATCT at designated spots.

6) **RESPONSIBILITIES OF THE MEM-ATCT.** MEM-ATCT will provide an orderly flow of traffic to/from the ramp entry/exit spots and ensure:

   a) Potential traffic conflicts between inbound and outbound aircraft on the movement area are resolved prior to the aircraft reaching the entry spot.

   b) Aircraft are taxied to the spot designated by the pilot.

   c) Aircraft outbound at spots on Taxiway "V", east of Taxiway "S", during periods of RTO control, enter the movement area nearest the spot from which they called.

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7) **RESPONSIBILITIES OF FEDEX EXPRESS RAMP TOWER (RTO).** RTO will provide an orderly flow of outbound traffic to MEM-ATCT and ensure:

a) All aircraft are routed to spots designated in attachment (1).

b) Aircraft exiting the ramp between the hours of 0200-0500L, Tuesday-Saturday, at spots 4E, 4W, 7E, 7W, 8E, and 8W will be instructed to contact GC on frequency 121.9. Aircraft at Spots 5E, 5W and 6E, if programmed to depart Runway 27, will be instructed to contact GC on frequency121.9; otherwise contact "Memphis Tower" on frequency 118.3 for assignment of a parallel runway. Remaining spots will contact GC on 121.65.

c) Aircraft exiting the ramp between the hours of 1400-1700L, at all spots, will be instructed to contact GC on 121.9.

d) Between the hours of 2300-0200L all outbound or repositioning aircraft requesting to use the movement area will have the requests coordinated with MEM-ATCT, prior to blocking access to the ramp.

e) Coordinate with MEM-ATCT any time there are additional circumstances that would prevent access to the ramp, as soon as possible.

8) **DEVIATIONS.** Deviations from procedures identified herein shall be approved only after coordination and agreement between MEM-ATCT, FEDEX EXPRESS, and MSCAA.

9) **TERMINATION.** This agreement may be terminated by either party upon giving thirty (30) days advance written notice to the other party.

10) **EXECUTION OF AGREEMENT.** The parties hereby agree and express their intent to execute this agreement electronically if MSCAA has a designated information processing system. The parties also hereby agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

11) **ENTIRE AGREEMENT.** This agreement constitutes the complete agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, stipulations, representations, or agreements, whether written or oral. Except as otherwise specifically provided herein, no amendment, modification or alteration of the provisions of this agreement shall be binding unless the same be in writing and duly executed by the parties.

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[Signature page to follow.]

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Southern Region Airports Division
APPROVED
Jan 22 2026
CEV
Inspector

IN WITNESS WHEREOF, The parties hereto have executed this Letter of Agreement as of the dates written below.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

By: _____

Title: President and CEO

MEMPHIS AIR TRAFFIC CONTROL TOWER

By: _____

Printed Name: Christopher J. Byrd

Title: Air Traffic Manager

Date: 11/14/17

Approved as to Content:

By: _____

Title: Vice President of Operations

FEDEX EXPRESS CORPORATION

By: _____

Printed Name: Tim Leonard

Title: Vice President of Operations

Date: 16-NOV-17

Approved as to Form and Legality:

By: _____

Title: Associate Airport Counsel

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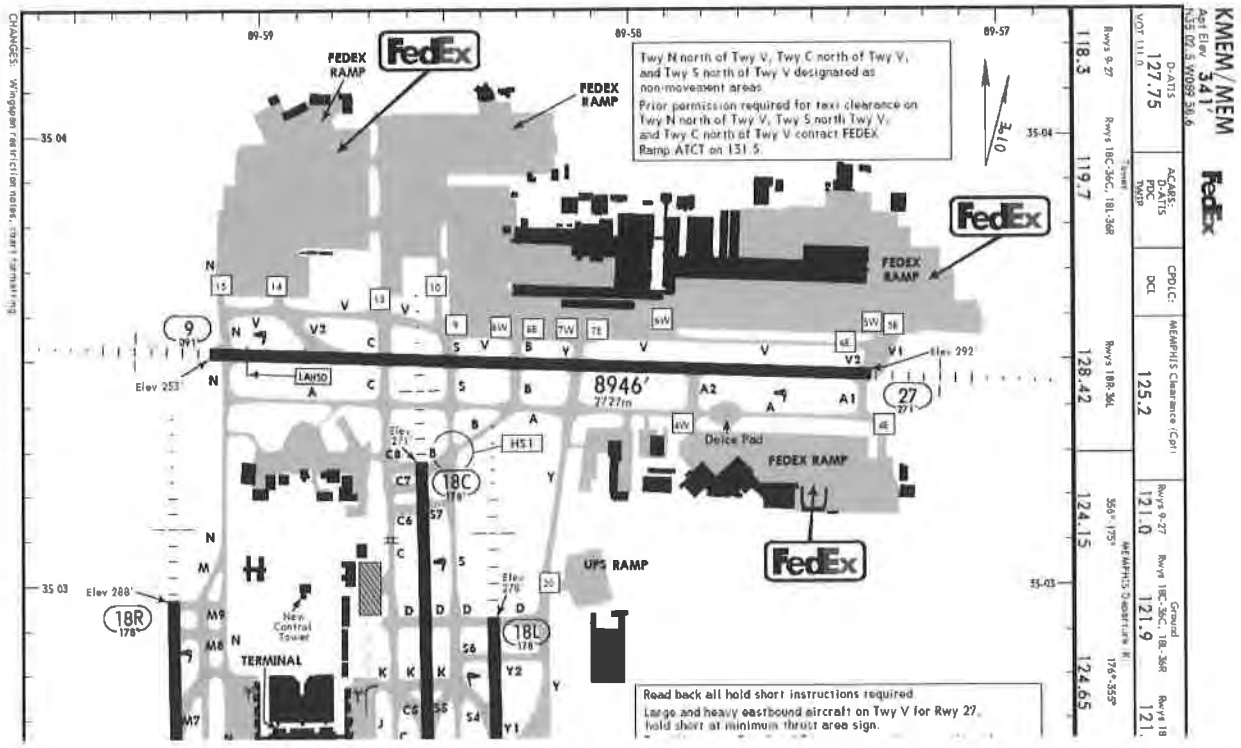
ATTACHMENT 1 – FAA ATCT Spots



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Jan 22 2026
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LETTER OF AGREEMENT (LOA)
BETWEEN
MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA)
AND
FEDERAL AVIATION ADMINISTRATION (FAA):
MEMPHIS AIR TRAFFIC CONTROL TOWER (MEM-ATCT)
MEMPHIS TERMINAL RADAR APPROACH CONTROL (MEM-TRACON)
MEMPHIS AIR ROUTE TRAFFIC CONTROL CENTER (MEM-ARTCC)

EFFECTIVE November 1, 2021

SUBJECT: Notification Process for Surface Area NOTAMs

1) **PURPOSE.** This agreement identifies responsibility for notification of the Memphis Airport Traffic Control Tower (ATCT), Memphis Terminal Radar Approach Control (TRACON), and Memphis Air Route Traffic Control Center (ARTCC) of surface area Notices to Airmen (NOTAM) created by the Memphis-Shelby County Airport Authority (MSCAA).

2) **CANCELLATION.** This agreement replaces the one of the same Subject, dated October 27, 2010.

3) **SCOPE.** The procedures outlined herein are to be used to standardize procedures between Memphis ATCT, Memphis TRACON, Memphis Air Route Traffic Control Center (ARTCC), and the MSCAA regarding the notification of surface area NOTAMs issued by the MSCAA.

4) **DEFINITIONS.** The MSCAA, for the purposes of this agreement, have the following positions authorized to issue and cancel NOTAMs on behalf of the airport:
   - Manager of Operations
   - Operations Duty Managers
   - Operations Supervisor

5) **RESPONSIBILITIES.** In accordance with 14 CFR Part 139 and applicable FAA Advisory Circulars, the MSCAA is responsible for observing and reporting the condition of movement areas and other surface areas associated with the Memphis International Airport. The Notice to Airmen (NOTAM) system is utilized to disseminate such information to Air Carriers and all other users of the National Airspace System (NAS). The MSCAA is also responsible for coordinating the issuance/cancellation of NOTAMs with the Air Traffic facility responsible for providing clearance to aircraft at the airport (MEM-ATCT).

6) **NOTAMs.** Currently, the FAA web-based Digital NOTAM Manager (previously known as "Direct-Entry Digital NOTAMs") is the preferred system for initiating NOTAMs. As a backup to this system, those authorized to issues NOTAMs can contact the contract Flight Service Station (FSS) at (877) 487-6867.

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7) NOTIFICATIONS.

A. Whenever a NOTAM is issued or cancelled, authorized MSCAA personnel will contact MEM-ATCT via phone or radio to relate the relevant information. In most instances, NOTAMs are pre-planned and filed with enough time for personnel to obtain the specifics via other distribution means. However, whenever a NOTAM is suddenly needed, or upon request of MEM-ATCT personnel, the following information shall be provided:

- NOTAM keyword (TWY, RWY, OBST, AD, etc.)
- NOTAM designator (18L/36R, TWY R, CRANE, etc.)
- Reason/condition for the NOTAM
- Expected effective time period

B. MEM-ATCT will then notify MEM-TRACON via phone, ensuring they are aware of the information list above.

C. MEM-TRACON will notify MEM-ARTCC via the National Traffic Management Log (NTML) at the Traffic Management Unit position regarding all NOTAMs that impact normal air traffic flow operations.

8) DEVIATIONS. Deviations from procedures identified herein shall be approved only after coordination and agreement between MEM-ATCT and MSCAA.

9) TERMINATION. This agreement may be terminated by either party upon giving thirty (30) days advance written notice to the other party.

10) EXECUTION OF AGREEMENT. The parties hereby agree and express their intent to execute this agreement electronically if MSCAA has a designated information processing system. The parties also hereby agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

11) ENTIRE AGREEMENT. This agreement constitutes the complete agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, stipulations, representations, or agreements, whether written or oral. Except as otherwise specifically provided herein, no amendment, modification or alteration of the provisions of this agreement shall be binding unless the same be in writing and duly executed by the parties.

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[Signature page to follow.]

Federal Aviation Administration
Southern Region Airports Division
APPROVED
Jan 22 2026
CEV
Inspector

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement as of the dates written below.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

By: _____

Title: President and CEO

MEMPHIS AIRPORT TRAFFIC CONTROL TOWER Crystal Gennaro

By: _____

Title: Air Traffic Manager

Approved as to Content:

By: _____

Title: Vice President of Operations

MEMPHIS TERMINAL RADAR APPROACH CONTROL

Aaron Headen

By: _____

Title: Air Traffic Manager

Approved as to Form and Legality:

By: _____

Title: General Counsel

MEMPHIS AIR ROUTE TRAFFIC CONTROL CENTER

By: ~~Darrin Cation~~ Digitally signed by Darrin Cation Date: 2021.10.15 10:34:44 -05'00'

Michael Brittain

Title: Air Traffic Manager

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MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA)
AND
FEDERAL AVIATION ADMINISTRATION (FAA)
MEMPHIS AIRPORT TRAFFIC CONTROL TOWER (MEM-ATCT)

LETTER OF AGREEMENT

EFFECTIVE November 15, 2022

SUBJECT: Centralized Deice Facility (CDF) Operations

1) **PURPOSE.** This agreement prescribes responsibilities and procedures for the movement of aircraft into and out of the Centralized Deice Facility (CDF) and authority over certain movement areas, as defined.

2) **SCOPE**. The jurisdiction and delineations in this agreement cover portions of Taxiways "C", "E", "M", "M4", and "N".

3) **DEFINITIONS.**
   a. **CDF Pad Control**. MSCAA personnel physically located in the CDF Tower with responsibility for coordinating aircraft operations to/within the CDF.
   b. **Centralized Deicing Facility**. An aircraft deicing facility consisting of two pads (East Pad and West Pad) located adjacent to Taxiways "J" and "N" where aircraft receive deicing/anti-icing treatment.
   c. **In-bound Contact Point (ICP).** Location where aircraft control is transferred from MEM-ATCT to CDF Pad Control.
   d. **Movement Area**. Runways and taxiways on the airport which are utilized for taxiing, take-off, and landing of aircraft, exclusive of loading aprons and parking areas. Specific approval for entry into the movement area must be obtained from the control tower in control of the area.
   e. **Out-bound Contact Point**. Location where aircraft control is transferred from CDF Pad Control to MEM-ATCT.

4) **LOCATIONS.** Whenever the CDF has been activated, the following areas will be released to CDF Pad Control. Refer to Attachment 1:
   a. Taxiway "J" between "ICP J" and Taxiway "H"
   b. Taxiway "N" between "ICP N" and Taxiway "H"

   On an aircraft-by-aircraft basis, the following areas will also be released to CDF Pad Control for the purpose of bypassing aircraft queued-up on Taxiways "J" and "N":
   a. Taxiway "C" south of "ICP C"
   b. Taxiway "E" between Taxiway "C" and Taxiway "J"
   c. Taxiway "M" between "ICP M" and the south side of Taxiway "M4"
   d. Taxiway "M4" between Taxiway "M" and Taxiway "N"

   Additionally, snow and ice removal or other operational considerations may occasionally require the above areas to be released to CDF Pad Control for all aircraft. All transfers of control will be coordinated by telephone on a recorded line.

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5) **RESPONSIBILITIES.**

a. MEM-ATCT shall:

- Coordinate with CDF Pad Control personnel when activating or deactivating the CDF, or when operational needs require changes to the areas released to CDF Pad Control.
- Upon notification by a pilot that they are ready to taxi for deicing, direct the aircraft to the appropriate ICP.
- Notify such aircraft to "Monitor Pad Control" once they are established on Taxiway "M", "N", "J", or "C", south of Taxiway "P".
- Assume control of aircraft exiting the CDF at the OCPs once they have contacted Ground Control.

b. CDF Pad Control shall:

- Coordinate with MEM-ATCT personnel when activating or deactivating the CDF, or when operational needs require changes to the areas released to CDF Pad Control.
- Direct aircraft from ICPs to appropriate deice bays on both the East Pad and West Pad. Instructions from Pad Control to aircraft may be conducted via electronic message boards, but the ability to establish radio communications will always be maintained.
- Direct aircraft from deice bays to OCPs via Taxilanes "R1" and "R2" and instruct pilots to contact Ground Control upon reaching the appropriate OCP. This communication will be via radio.

6) **RADIO FREQUENCIES**

a. **West Pad Control** – 122.725
b. **East Pad Control** – 122.800

7) **DEVIATIONS.** Deviations from procedures identified herein must be approved in writing only after coordination between the MSCAA and ATCT.

8) **TERMINATION.** This agreement may be terminated by any of the parties upon giving thirty (30) days advance written notice to the other parties.

9) **EXECUTION OF AGREEMENT.** The parties hereby agree and express their intent to execute this agreement electronically if MSCAA has a designated information processing system. The parties also hereby agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

10) **ENTIRE AGREEMENT.** This agreement constitutes the complete agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, stipulations, representations, or agreements, whether written or oral, including any prior letters of agreement establishing areas of jurisdictional responsibility at MEM. Except as otherwise specifically provided herein, no amendment, modification, or alteration of the provisions of this agreement shall be binding unless the same be in writing and duly executed by the parties.

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[Signature page to follow]

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IN WITNESS WHEREOF, The parties hereto have executed this Letter of Agreement as of the dates written below.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

By: Scott A Brockman

Title: President and CEO

MEMPHIS AIR TRAFFIC CONTROL TOWER

By: Will Chamberlain
Will Chamberlain (Nov 2, 2022 10:30 CDT)

Title: Air Traffic Manager

Approved as to Content:

By: Terry Blue
Terry Blue (Nov 1, 2022 11:51 CDT)

Title: Executive Vice President and COO

Approved as to Form and Legality:

By: Amber Floyd

Title: General Counsel

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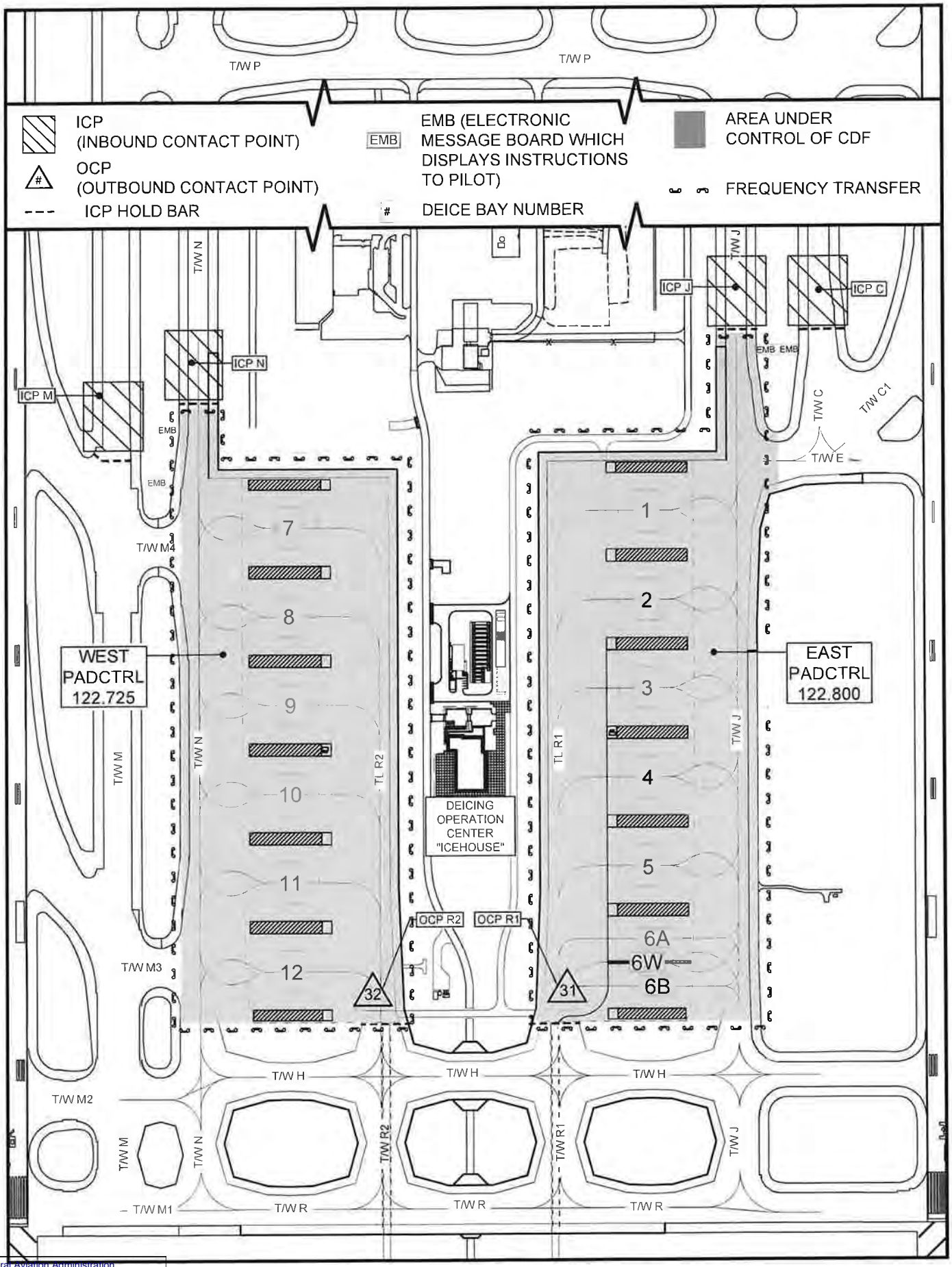
Attachment 1:



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MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA)
AND
FEDERAL AVIATION ADMINISTRATION (FAA)
MEMPHIS AIRPORT TRAFFIC CONTROL TOWER (MEM-ATCT)

LETTER OF AGREEMENT

EFFECTIVE December 1, 2023

SUBJECT: Inspection of Runway Lighting Systems for Category II/III Approaches

1) **PURPOSE.** The purpose of this agreement is to establish inspection procedures for runway lighting systems to be utilized when remote monitoring capabilities are not available.

2) **PROCEDURES.**

   a. Memphis ATC Tower (MEM-ATCT) shall request the MSCAA Operations Duty Manager, telephone 922-8117, conduct a visual inspection of the Runway 36L, 36C, and 36R runway edge, touchdown, and centerline light systems prior to commencing Category II/III approaches.

   b. MSCAA shall notify the on MEM-ATCT duty watch supervisor, telephone 842-8458, when the inspection is complete and if the lighting systems meet the requirements to conduct Category II/III approaches.

   c. MEM-ATCT shall obtain a pilot report every two hours to determine all lighting systems are operational. If a pilot report is not received, the MSCAA Operations Duty Manager shall be requested to conduct a visual inspection.

3) **DEVIATIONS.** Deviations from procedures identified herein must be approved in writing only after coordination between the MSCAA and MEM-ATCT.

4) **TERMINATION.** This agreement may be terminated by any of the parties upon giving thirty (30) days advance written notice to the other parties.

5) **EXECUTION OF AGREEMENT.** The parties hereby agree and express their intent to execute this agreement electronically if MSCAA has a designated information processing system. The parties also hereby agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

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Jan 22 2026
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IN WITNESS WHEREOF, The parties hereto have executed this Letter of Agreement as of the dates written below.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

By: Terry Blue

Title: President

MEMPHIS AIR TRAFFIC CONTROL TOWER

By: Crystal J. Gennaro
Crystal J. Gennaro (Nov 21, 2023 10:21 CST)

Title: Air Traffic Manager

Approved as to Content:

By: Marshall B. Stevens
Marshall B. Stevens (Nov 20, 2023 18:32 CST)

Title: Vice President of Operations and COO

Approved as to Form and Legality:

By: Amber Floyd

Title: General Counsel

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MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA)
AND
FEDERAL AVIATION ADMINISTRATION (FAA)
MEMPHIS AIRPORT TRAFFIC CONTROL TOWER (MEM-ATCT)

LETTER OF AGREEMENT

EFFECTIVE December 1, 2023

SUBJECT: Responsibility for Operation of the Airport Lighting System

1) **PURPOSE.** This agreement between Memphis Air Traffic Control Tower (MEM-ATCT) and Memphis-Shelby County Airport Authority (MSCAA) prescribes procedures and responsibility for utilizing the airport lighting system.

2) **SCOPE.** This agreement applies to the utilization of the airport lighting system.

3) **RESPONSIBILITY.** The MSCAA shall maintain, in proper working order, the airport lighting system control panel located in the tower cab. The MEM-ATCT shall be responsible for operating the airport lighting system.

4) **PROCEDURES.**

   a. MSCAA personnel shall coordinate with the MEM-ATCT prior to removing or interrupting service to the airport lighting system.

   b. The MEM-ATCT will notify MSCAA personnel whenever a problem exists with the airport lighting system or airport lighting system control panel in the tower cab.

5) **DEVIATIONS.** Deviations from procedures identified herein must be approved in writing only after coordination between the MSCAA and MEM-ATCT.

6) **TERMINATION.** This agreement may be terminated by any of the parties upon giving thirty (30) days advance written notice to the other parties.

7) **EXECUTION OF AGREEMENT.** The parties hereby agree and express their intent to execute this agreement electronically if MSCAA has a designated information processing system. The parties also hereby agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

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IN WITNESS WHEREOF, The parties hereto have executed this Letter of Agreement as of the dates written below.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

By: Terry Blue

Title: President

MEMPHIS AIR TRAFFIC CONTROL TOWER

By: Crystal J. Gennaro
Crystal J. Gennaro (Nov 21, 2023 10:20 CST)

Title: Air Traffic Manager

Approved as to Content:

By: Marshall B. Stevens
Marshall B. Stevens (Nov 20, 2023 18:30 CST)

Title: Vice President of Operations and COO

Approved as to Form and Legality:

By: Amber Floyd

Title: General Counsel

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MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
AND
FEDERAL AVIATION ADMINISTRATION
MEMPHIS AIRPORT TRAFFIC CONTROL TOWER

LETTER OF AGREEMENT

EFFECTIVE: July 15, 2025

SUBJECT: Low Visibility Operations/Surface Movement Guidance and Control System (LVO/SMGCS)

1. **PURPOSE:** To provide operating procedures for the movement of aircraft on the airport when the visibility conditions are reported to be less than 1,200 feet Runway Visual Range (RVR) consistent with the requirements of the Low Visibility Operations/Surface Movement Guidance and Control System (LVO/SMGCS) Plan.

2. **SCOPE:** The procedures contained herein apply when conducting LVO/SMGCS procedures at Memphis International Airport.

3. **RESPONSIBILITIES:** The Memphis-Shelby County Airport Authority (MSCAA) Airside Operations and Memphis Airport Traffic Control Tower (MEM-ATCT) must adhere to the provisions set forth within this agreement and the current LVO/SMGCS Plan

4. **PROCEDURES:**

   4.1. MEM-ATCT must coordinate with MSCAA the implementation of LVO/SMGCS when visibility is less than 1,800 feet RVR and falling indicating visibility less than 1,200 feet RVR is imminent.

   4.2. MEM-ATCT must notify MSCAA that LVO/SMGCS procedures are in effect and when terminated.

   4.3. When one portion of the airfield is in LVO/SMGCS conditions, the entire airfield is considered in LVO/SMGCS conditions. If operationally practical, portions of the airfield in LVO/SMGCS conditions may be closed by MSCAA allowing the rest of the airfield to operate normally.

   4.4. When visibility is less than 1,200 feet RVR, MEM-ATCT must operate the LVO/SMGCS lighting system for the runway configuration currently in use including controlled stop bars.

   4.5. MEM-ATCT must report any alarms indicated on the MEM-ATCT airfield lighting control panel to MSCAA.

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4.6. When the visibility is below 1,200 feet RVR down to and including 500 feet RVR, only vehicles operated by Airside Operations, Airfield Maintenance, Air Rescue Fire Fighting (ARFF), and Federal Aviation Administration (FAA) Facility Maintenance personnel are allowed on the airport movement area. Any other vehicles needing to access the airport movement area must be escorted by Airside Operations.

4.7. When the visibility is below 500 feet RVR, MEM-ATCT will not provide clearance to any vehicle on the movement area that is not in direct support of the SMGCS plan. All other access must be coordinated and approved by Airside Operations on a case-by-case basis.

4.8. When visibility is less than 500 feet RVR, MEM-ATCT must notify ARFF via the established Airport Alert Radio System (Crash Phone) used for emergency notification.

4.9. MSCAA will notify MEM-ATCT when the MSCAA LVO/SMGCS Implementation Checklist has been completed. (See Figure 1 in MEM LVO/SMGCS Plan)

4.10. MSCAA will provide follow-me vehicles upon request or as needed.

5. **DEVIATIONS:** Deviations from procedures identified herein must be approved in writing only after coordination between the MSCAA and MEM-ATCT.

6. **TERMINATION:** This agreement may be terminated by any of the parties upon giving thirty (30) days advance written notice to the other parties.

7. **EXECUTION OF AGREEMENT:** The parties hereby agree and express their intent to execute this agreement electronically if MSCAA has a designated information processing system. The parties also hereby agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

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[Signature page to follow.]

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Southern Region Airports Division
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Jan 22 2026
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IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement as of the dates written below.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY

By: Terry Blue (Jul 3, 2025 17:42 EDT)

Title: President and CEO

MEMPHIS AIRPORT TRAFFIC CONTROL TOWER

By: Crystal J. Gennaro (Jul 9, 2025 07:19 CDT)

Title: Air Traffic Manager

Approved as to Content:

By: Marshall Stevens (Jul 3, 2025 16:14 CDT)

Title: Vice President of Operations and COO

Approved as to Form and Legality:

By: Amber Floyd

Title: General Counsel

Reviewed and Approved:

By: NATHAN LUCE

Title: Director of Airside Operations and Public Safety

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MEMPHIS Airport Traffic Control Tower
and
Memphis - Shelby County Airport Authority
Group VI Operational Letter of Agreement

Memphis ATCT
Memphis, TN 38116

Please implement the following Group VI operational directions into your orders for all future Group VI aircraft operations at Memphis International Airport.
Effective Date: July 20, 2013

SUBJECT: Group VI Ground Movement Operations

I. PURPOSE: This agreement between Memphis ATCT and Memphis International Airport (KMEM) defines ground movement operations for Group VI aircraft when using Memphis International Airport.

II. SCOPE: Identifies the preferred and secondary runways and taxiways on Memphis International Airport for Ground Movement Operations for all Group VI aircraft.

III. CANCELLATION: None

IV. RESPONSIBILITY:

a. Memphis-Shelby County Airport Authority has designated the runways and taxiways that are preferred for Group VI aircraft.

b. Memphis ATCT will provide air traffic control service to all Group VI aircraft in compliance with the depicted runways and taxiways in attachment diagrams #1, #2, #3, #4. Contact Airport Operations prior to any deviations from these approved routes.

V. PROCEDURES: All Group VI Traffic - Itinerant and Diversion traffic

i. The Preferred arrival and departure Runway is RWY 18L/36R.
ii. The Secondary arrival and departure Runway is RWY 18C/36C.
iii. Preferred taxi routes and runways are depicted in the attached diagrams.
iv. TWY to TWY holding positions at intersecting TWYs are at Group V standards and do not support adequate TWY/TWY safety areas for Group VI aircraft when crossing at perpendicular taxiways.

VI. PARKING LOCATIONS:

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a. Gate B43, B38, and B36 for all International or Domestic Group VI passenger arrivals and departures.

b. Gates B41 and B42 must be clear of all aircraft prior to any Group VI entry into Gate B43. Contact Delta tower at 901-922-8421 for verification.

c. If Gate B43 is closed; gates B36 or B38 may be used with prior permission from Delta Airlines and U.S. Customs and Border Patrol. Gates adjacent to the selected Group VI passenger jet gate must be vacant to accommodate any Group VI aircraft. Contact Delta tower at 901-922-8421 or 901-922-8117 (Ops) for verification.

d. Cargo Central Ramp for all Cargo carrier arrivals and departures.

e. Entry into Y parking ramp (Spot 2W) shall be accomplished using TWY P2 if Gates B36 or B38 are utilized.

f. TWY J run-up pad may be used for temporary parking until a terminal gate is available.

g. International Tarmac delays must be limited to less than 4 hours.

VII. RESPONSIBILITY:

a. Memphis ATCT will notify MSCAA Airport Operations of any Group VI arrival as soon as they become aware of the aircraft's intent to land in Memphis.

b. Memphis ATCT is notified that following EVERY departure of an A380 aircraft (only this aircraft type) there will be a required inspection of the departure runway by Airport Operations PRIOR to any successive departure or arrival. FOD and potential sign damage issues must be resolved prior to any successive departure.

c. Memphis ATCT - If any approved taxi routes are affected by a closure, or if other options are needed, contact Airport Operations at 901-922-8117.

Definition of Group VI aircraft:

Airbus A380

Boeing 747-800

Lockheed C5

Antonov AN-225

Antonov AN-124

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Date Signed: 6/19/13

John Greaud, AAE

Vice President of Operations

Memphis – Shelby County Airport Authority

Date Signed: 6/19/13

Brian Kuhn

General Counsel

Memphis – Shelby County Airport Authority

Date Signed: 6/20/2013

William D. Wagner

Memphis Airport Traffic Control Tower Manager

cc: Thomas Wallace, Director of Operations and Public Safety

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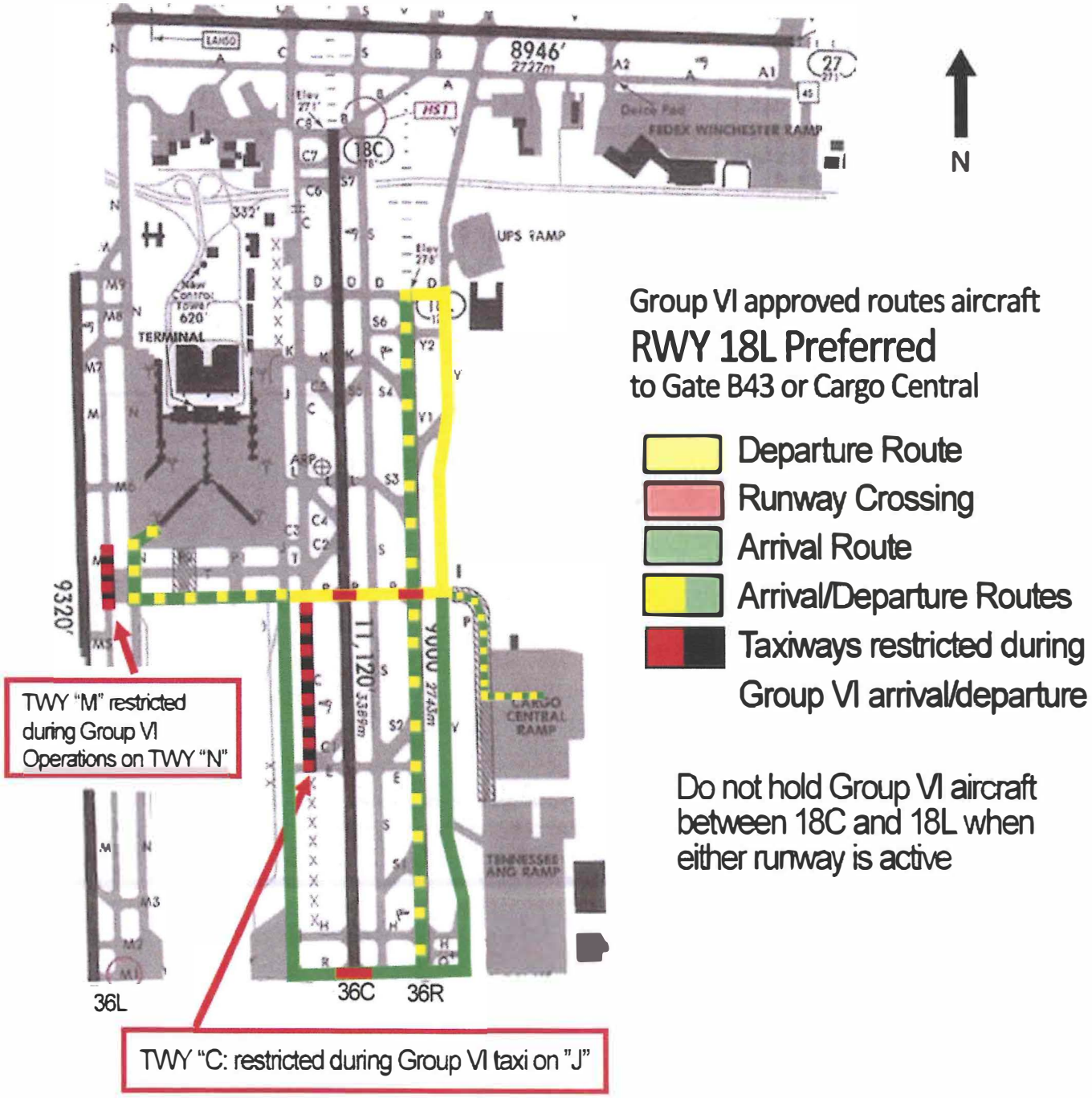
RWY 18L ARRIVAL/DEPARTURE Routes - Diagram #1



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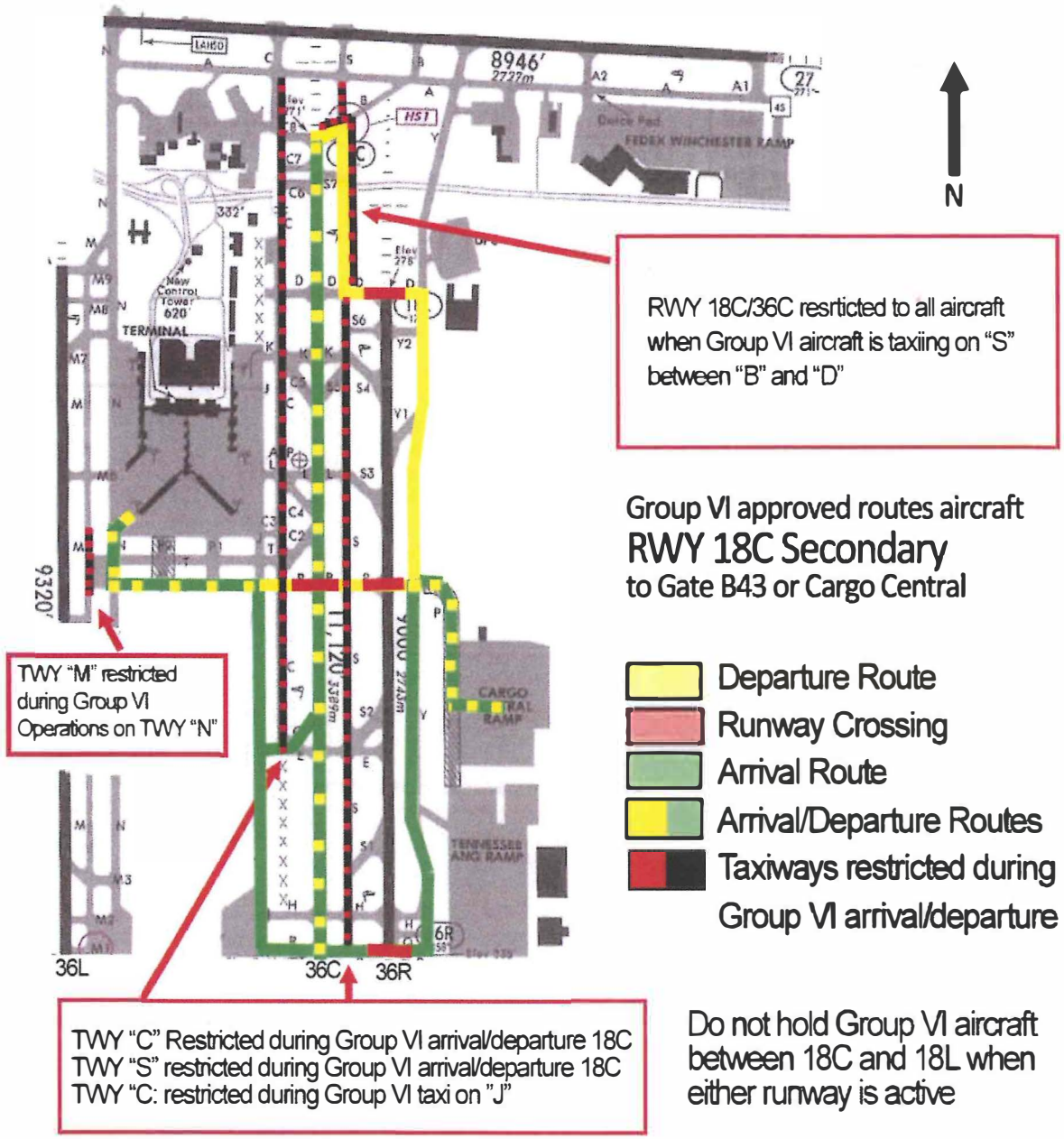
RWY 18C ARRIVA/DEPARTURE Routes - - Diagram #2



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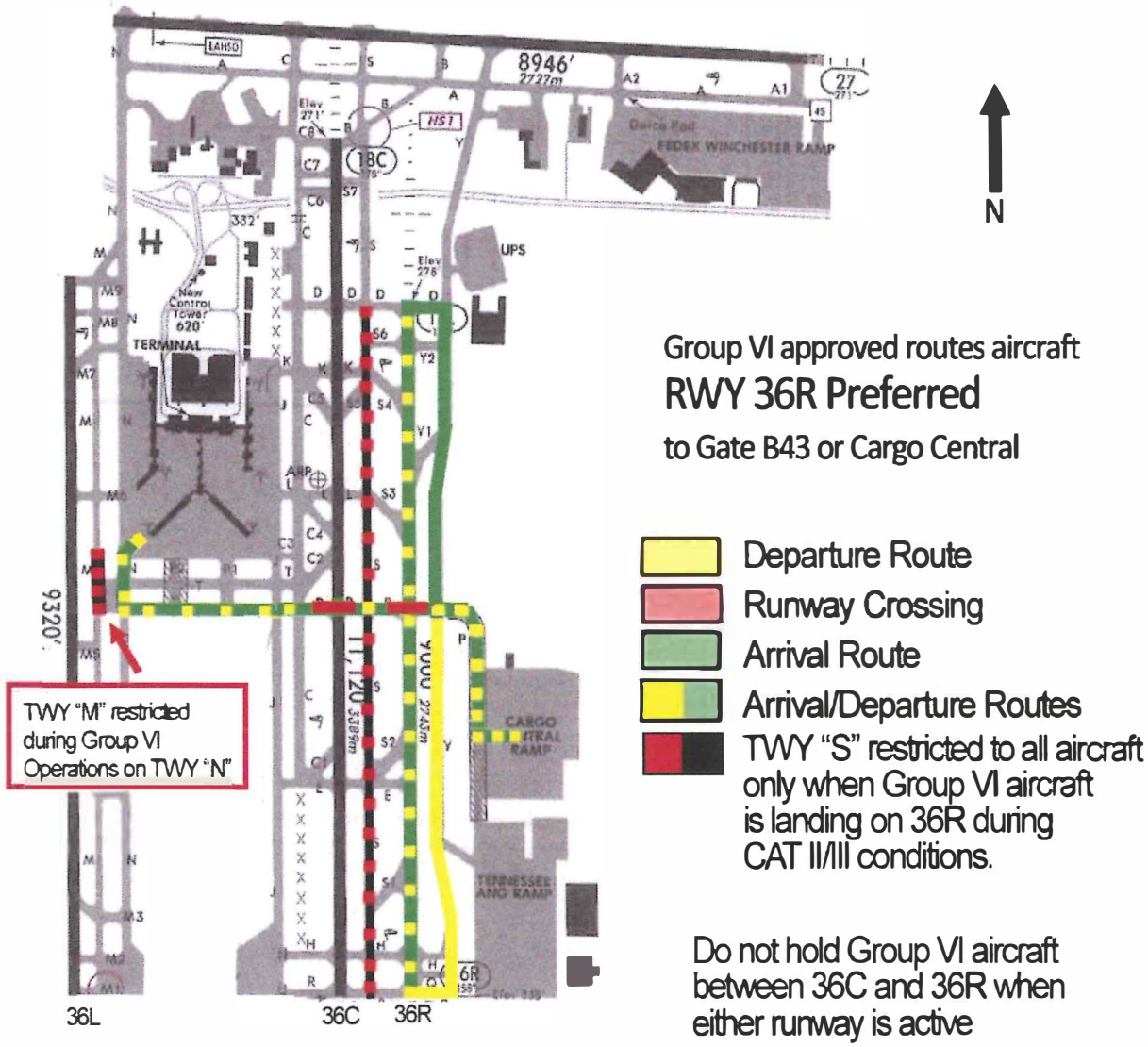
RWY 36R ARRIVAL/DEPARTURE Routes - Diagram #3



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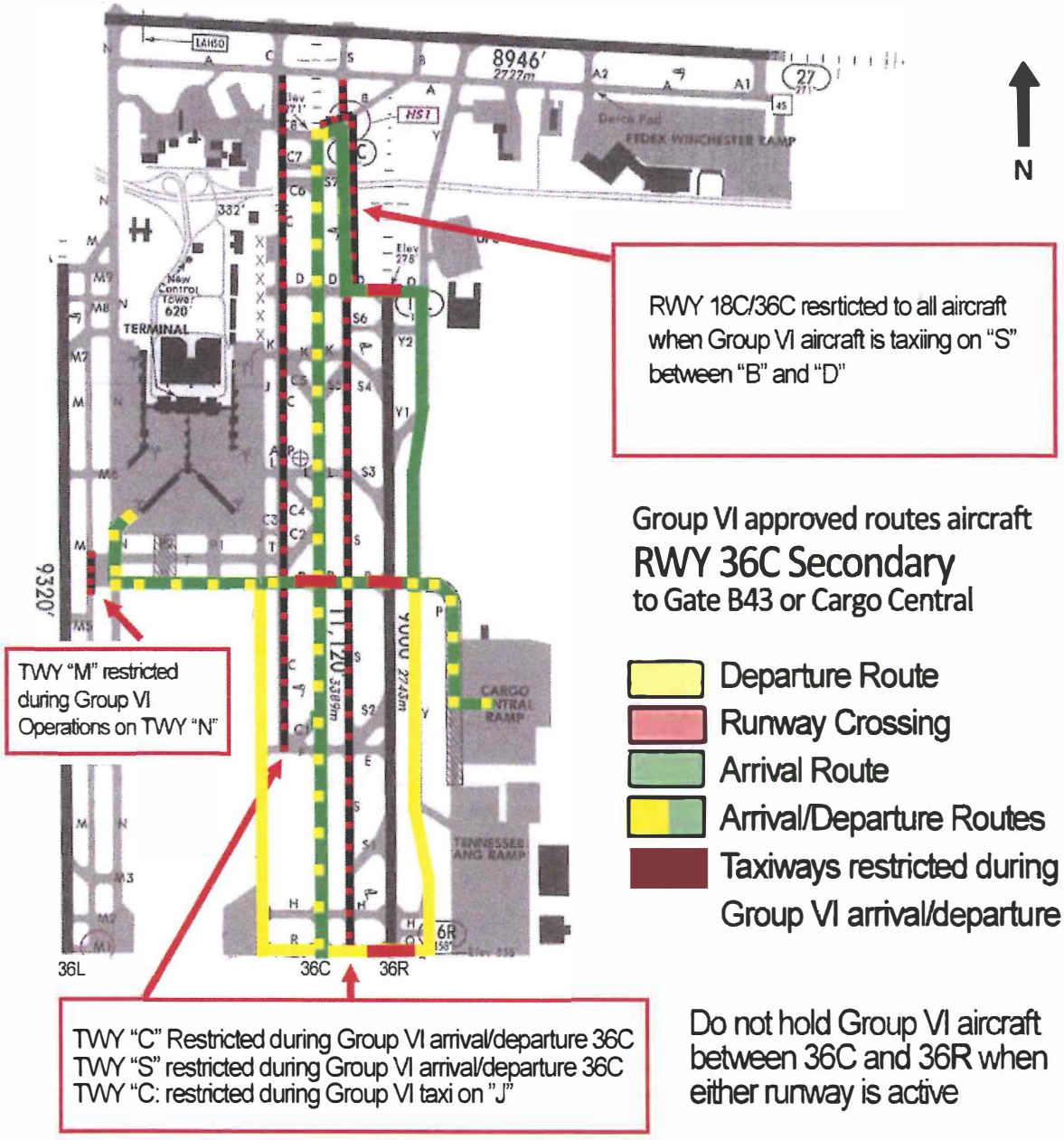
RWY 36C ARRIVAL/DEPARTURE Routes - Diagram #4



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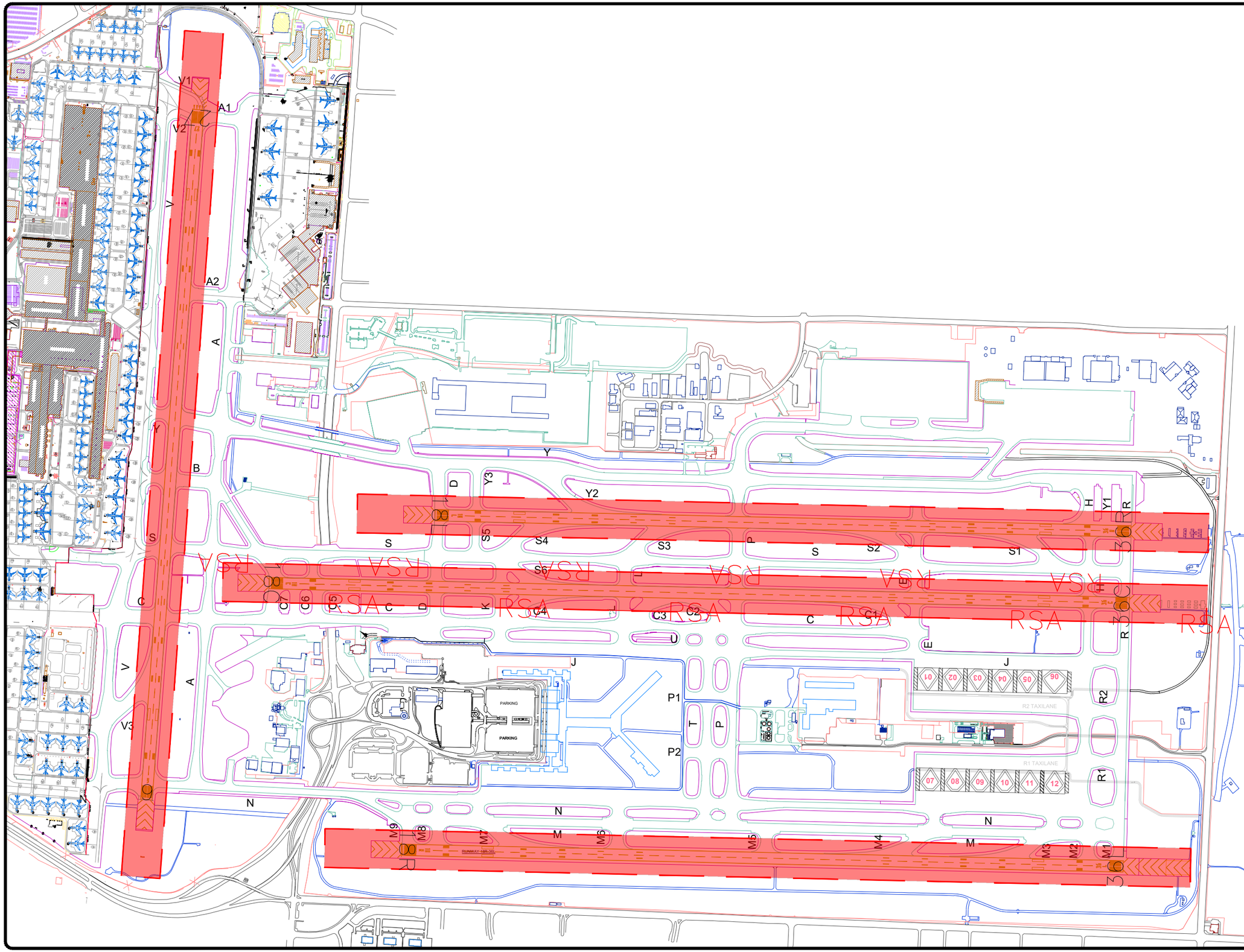

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REVISIONS		
MARK	DATE	DESCRIPTION

MSCAA PROJ. NO.
NOT ASSIGNED

PROJECT:
FREDERICK W. SMITH INTERNATIONAL AIRPORT

SHEET TITLE:
RUNWAY SAFETY AREA DIAGRAM

APPENDIX-2

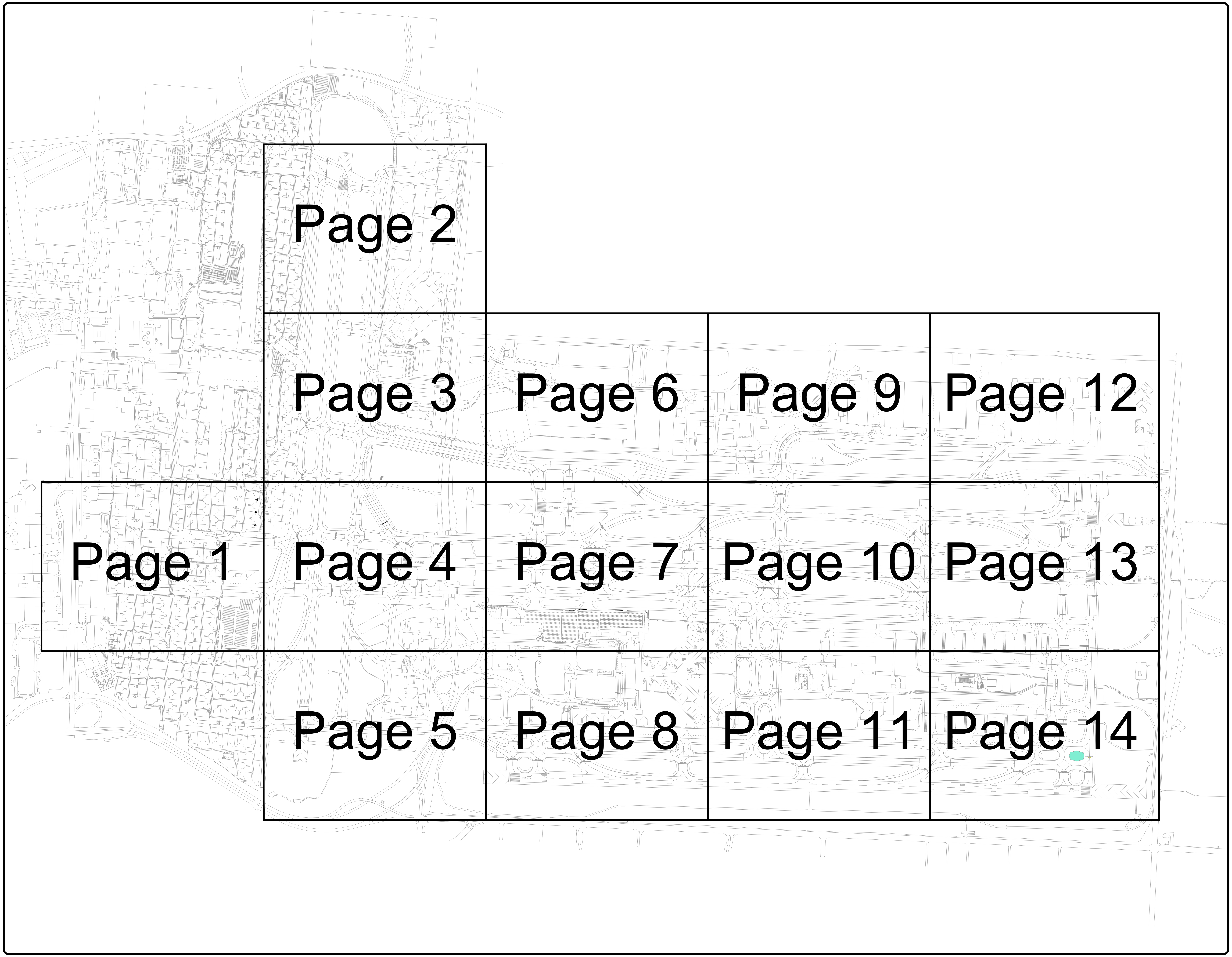
DWG. FILE NAME: appendix 2 - runway safety area diagram with logo	
REQUESTED BY: OPS/NL	DRAWN BY: CS
DATE: 12/09/25	SHEET NO.: APP-2
SCALE: NO SCALE	

MODIFICATIONS OF AIRPORT DESIGN STANDARDS

The following Modifications of Airport Design Standards apply to the existing airfield layout of Memphis International Airport. These were compiled from information provided by the FAA and the Memphis Shelby County Airport Authority. This information is current as of February 1, 2025.

- Taxiway Y Bridge Width (Issued 1998, amended 1999) - This modification applies only to the total bridge width for group VI aircraft. The modification allows design and construction of a total bridge width of 200 feet rather than a bridge width equivalent to a Group VI aircraft safety area of 262 feet. There are no changes to the standard taxiway width of 100 feet or any other design dimensions. Per AC 150/5300-13 para 702.b at the time and the MoS issued, this minimum bridge width required: positive edge protection; underwing engine clearance; adequate blast protection for vehicles and personnel crossing under the bridge; sufficient width for maneuvering rescue and firefighting equipment; and sufficient width to accommodate aircraft evacuation slides. Positive edge protection is installed at the edges of full-strength pavement. Note: ADG VI aircraft (Airbus A380) was anticipated at the time.

- Runway 18R EMAS Approach Light Mast Frangibility (Issued 2012) – This modification allows the point of frangibility to exceed the required "three inches or less above the top of the EMAS bed" as required by AC 150/5220-22A. This is to allow installation of a waterproofing boot to prevent infiltration of water under the EMAS bed. Conditions of Approval: "The point of frangibility above the bed should be as low as practicable, preferably 3.5", if 3" cannot be achieved."



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REVISIONS		
MARK	DATE	DESCRIPTION

MSCAA PROJ. NO.
NOT ASSIGNED

PROJECT:
FREDERICK W. SMITH INTERNATIONAL AIRPORT

SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

KEY PLAN

DWG. FILE NAME
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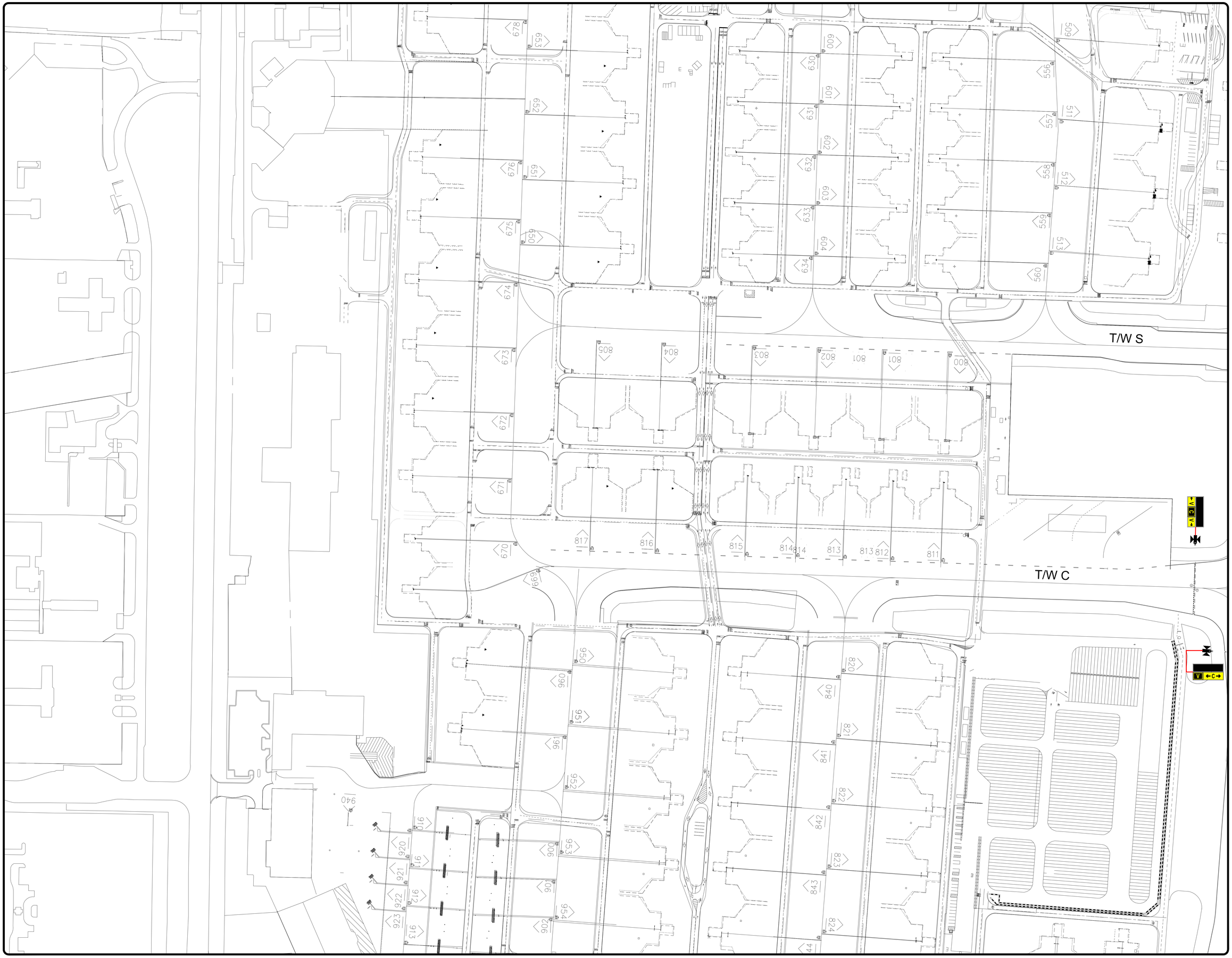
REQUESTED BY:	DRAWN BY:
OPS/RJ	CS
DATE: 12/09/25	SHEET NO.
SCALE: NO SCALE	KEY



MEM

VEHICULAR TRAFFIC SIGNAGE LEGEND

STOP — INDICATES A STOP SIGN WITH AN ACCOMPANYING INSTRUCTION SIGN DEPICTED AS EITHER/OR ONE OF THE FOLLOWING SIGNS:

CAUTION TO CLEARANCE FROM TOWER

DO NOT PROCEED CONTACT ATC

FOR CLARITY, THE YIELD TO AIRCRAFT SIGN IS DEPICTED WITHOUT TEXT

YOU ARE ENTERING AN ACTIVE TAXIWAY YIELD TO AIRCRAFT

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REVISIONS

MARK	DATE	DESCRIPTION

MSCAA PROJ. NO.
NOT ASSIGNED

PROJECT:
FREDERICK W. SMITH INTERNATIONAL AIRPORT

SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 1

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OPS/RJ	CS
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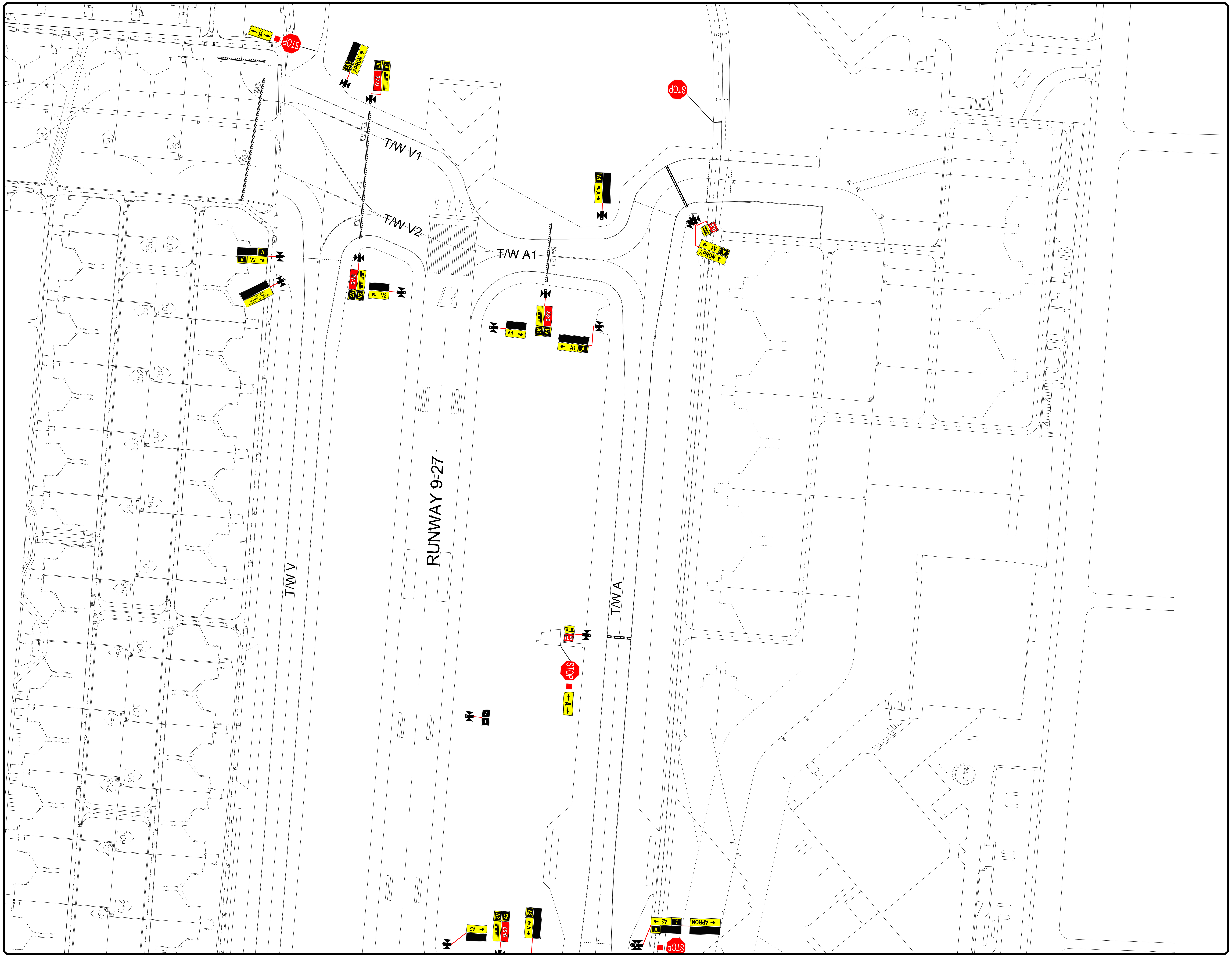
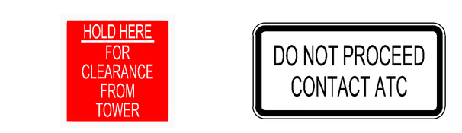


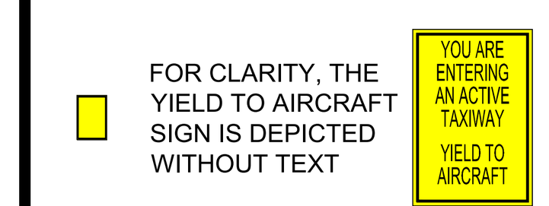
MEM

VEHICULAR TRAFFIC SIGNAGE LEGEND

INDICATES A STOP SIGN WITH AN ACCOMPANYING INSTRUCTION SIGN DEPICTED AS EITHER/OR ONE OF THE FOLLOWING SIGNS:



FOR CLARITY, THE YIELD TO AIRCRAFT SIGN IS DEPICTED WITHOUT TEXT



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MARK	DATE	DESCRIPTION

MSCAA PROJ. NO.
NOT ASSIGNED

PROJECT:
FREDERICK W. SMITH INTERNATIONAL AIRPORT

SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 2

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OPS/RJ	CS
DATE: 12/09/25	SHEET NO. 2
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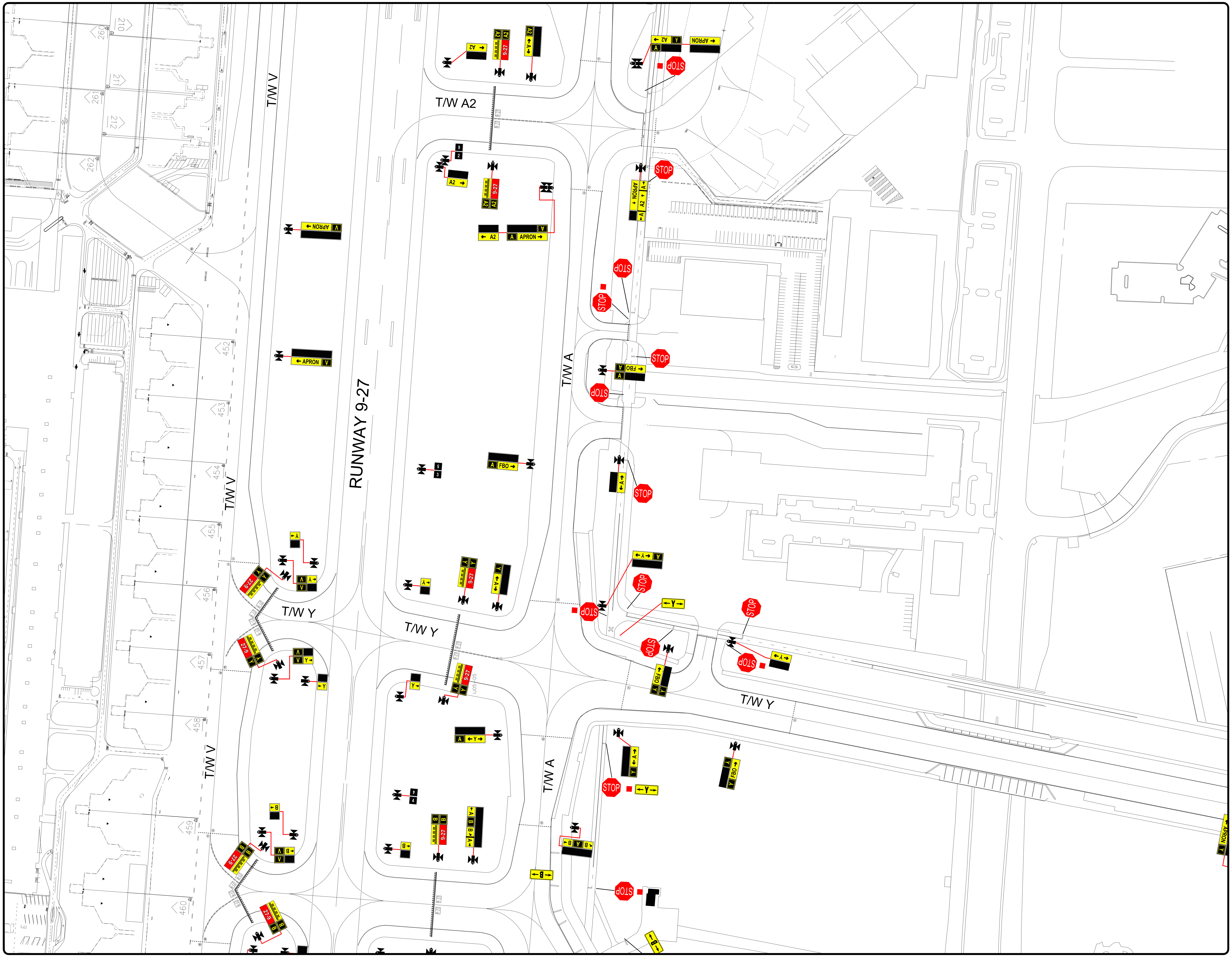


MEM

VEHICULAR TRAFFIC SIGNAGE LEGEND

STOP ■ INDICATES A STOP SIGN WITH AN ACCOMPANYING INSTRUCTION SIGN DEPICTED AS EITHER/OR ONE OF THE FOLLOWING SIGNS:

HOLD HERE FOR CLEARANCE FROM TOWER

DO NOT PROCEED CONTACT ATC

FOR CLARITY, THE YIELD TO AIRCRAFT SIGN IS DEPICTED WITHOUT TEXT

YOU ARE ENTERING AN ACTIVE TAXIWAY YIELD TO AIRCRAFT

Federal Aviation Administration
Southern Region Airports Division
APPROVED
Jan 22 2026
CEV
Inspector

REVISIONS

MARK	DATE	DESCRIPTION

MSCAA PROJ. NO.
NOT ASSIGNED

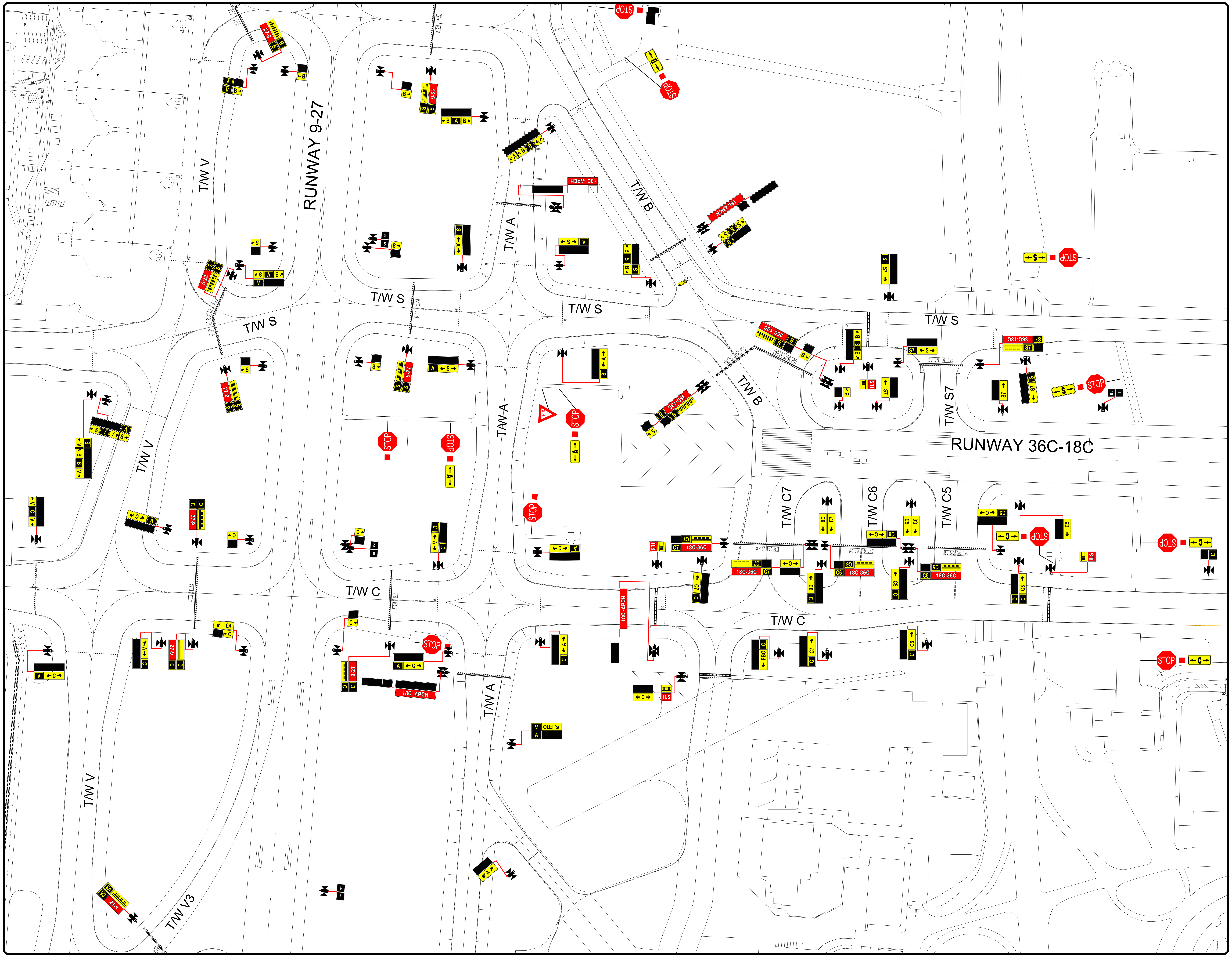
PROJECT:
FREDERICK W. SMITH INTERNATIONAL AIRPORT

SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 3

DWG. FILE NAME
G:\CAD\Staff\Technician\CynthiaSmeltser\2023 Signage and Markings Plan\2025 Signage and Markings Plan-120925

REQUESTED BY: OPS/RJ
DRAWN BY: CS
DATE: 12/09/25
SCALE: 1"=100'
SHEET NO. 3



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SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 4

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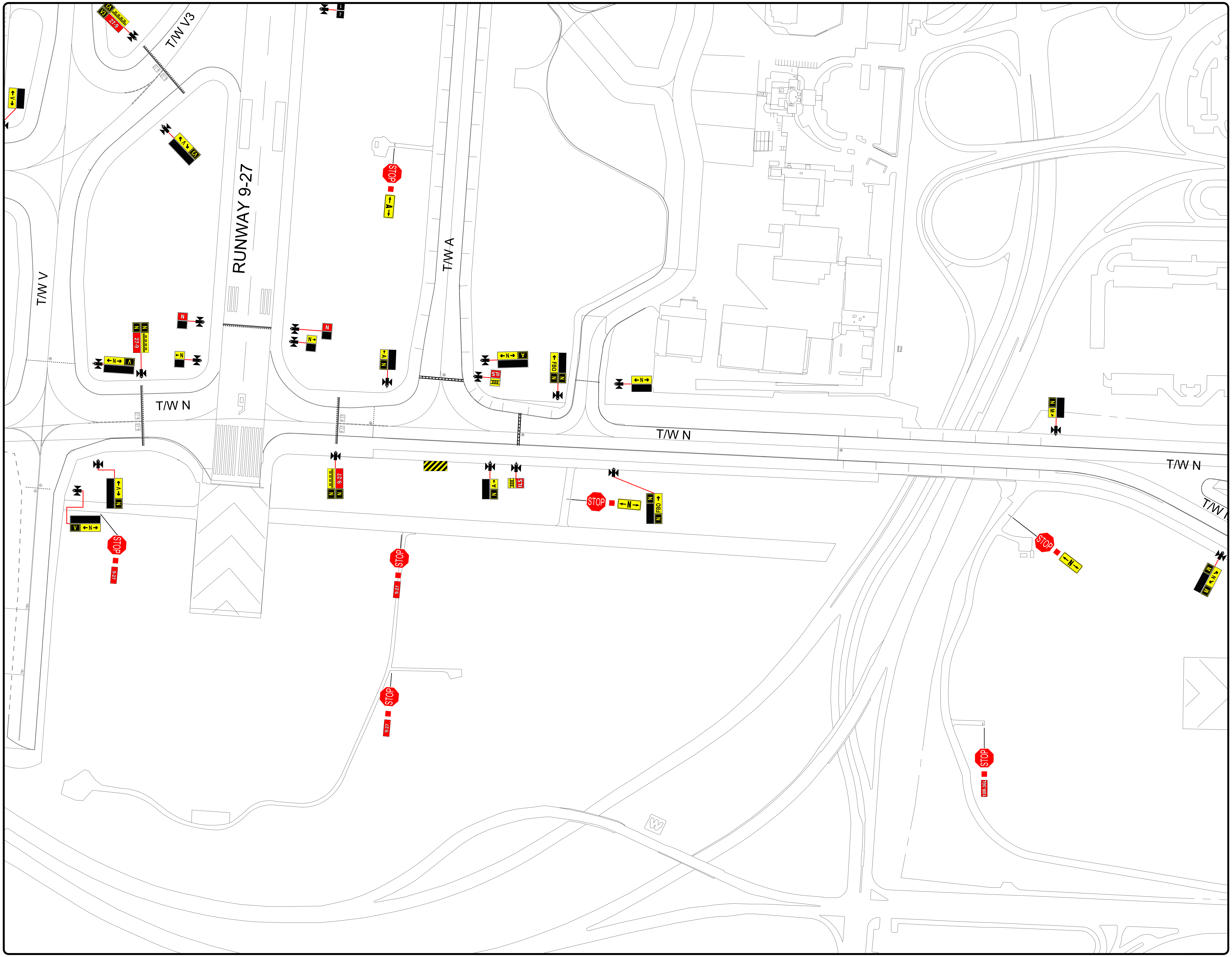
REQUESTED BY:	DRAWN BY:
OPS/RJ	CS
DATE: 12/09/25	SHEET NO.
SCALE: 1"=100'	4



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SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 5

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OPS/RJ	CS
DATE: 12/09/25	SHEET NO. 5
SCALE: 1"=100'	

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MARK	DATE	DESCRIPTION

MSCAA PROJ. NO.
NOT ASSIGNED

PROJECT:
FREDERICK W. SMITH INTERNATIONAL AIRPORT

SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 6

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REQUESTED BY: OPS/RJ
DRAWN BY: CS
DATE: 12/09/25
SCALE: 1"=100'
SHEET NO. 6

MEM

VEHICULAR TRAFFIC SIGNAGE LEGEND

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Federal Aviation Administration
Southern Region Airports Division
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Jan 22 2026
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MARK	DATE	DESCRIPTION

MSCAA PROJ. NO.
NOT ASSIGNED

PROJECT:
FREDERICK W. SMITH INTERNATIONAL AIRPORT

SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 7

DWG. FILE NAME
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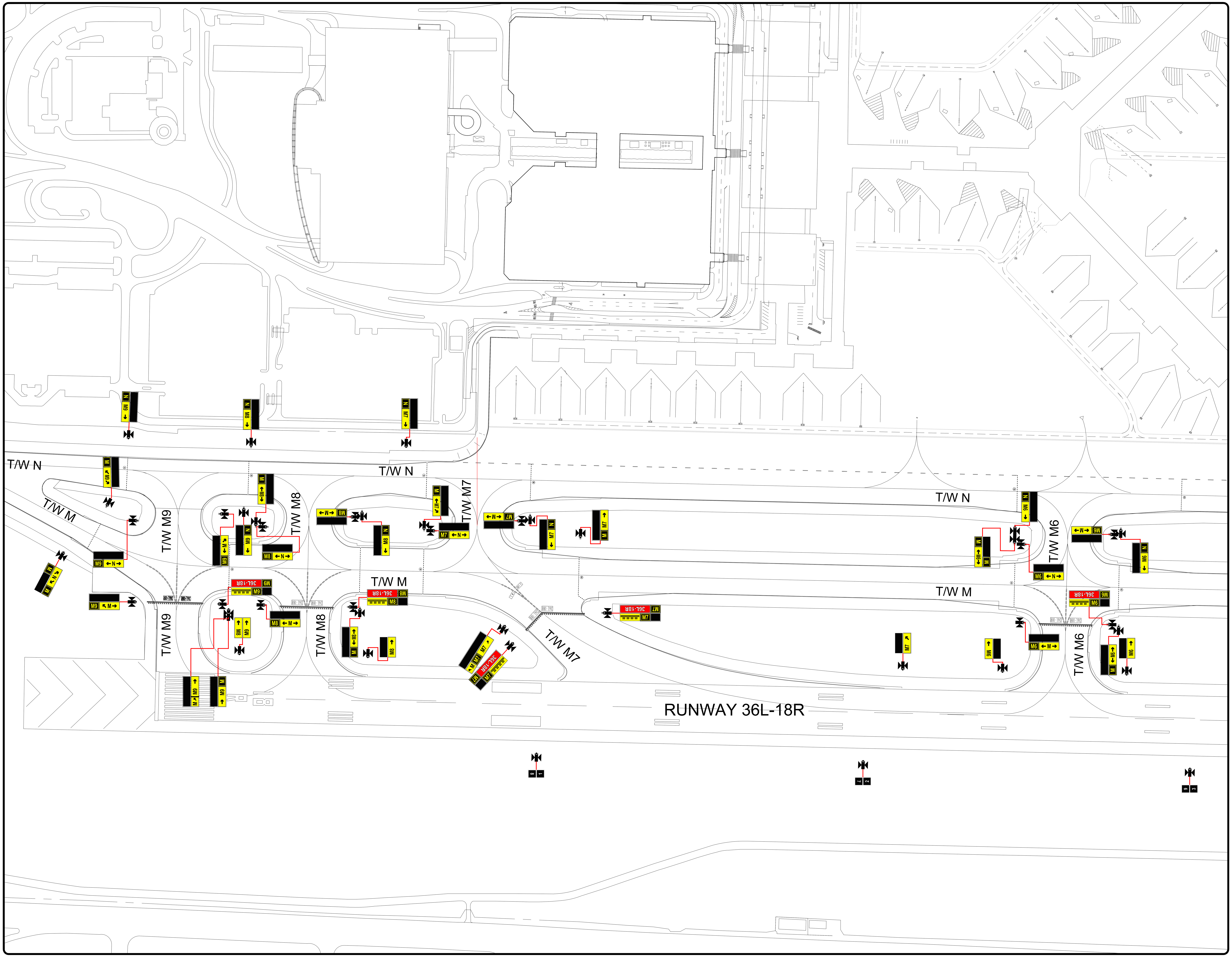
REQUESTED BY:	DRAWN BY:
OPS/RJ	CS
DATE 12/09/25	SHEET NO. 7
SCALE 1"=100'	



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MSCAA PROJ. NO.: **NOT ASSIGNED**

PROJECT: **FREDERICK W. SMITH INTERNATIONAL AIRPORT**

SHEET TITLE: **APPENDIX 4 SIGNAGE AND MARKING PLAN**

PAGE 8

DWG. FILE NAME: G:\CAD\Staff\Technician\CynthiaSmeltser\2023 Signage and Markings Plan\2025 Signage and Markings Plan-120925

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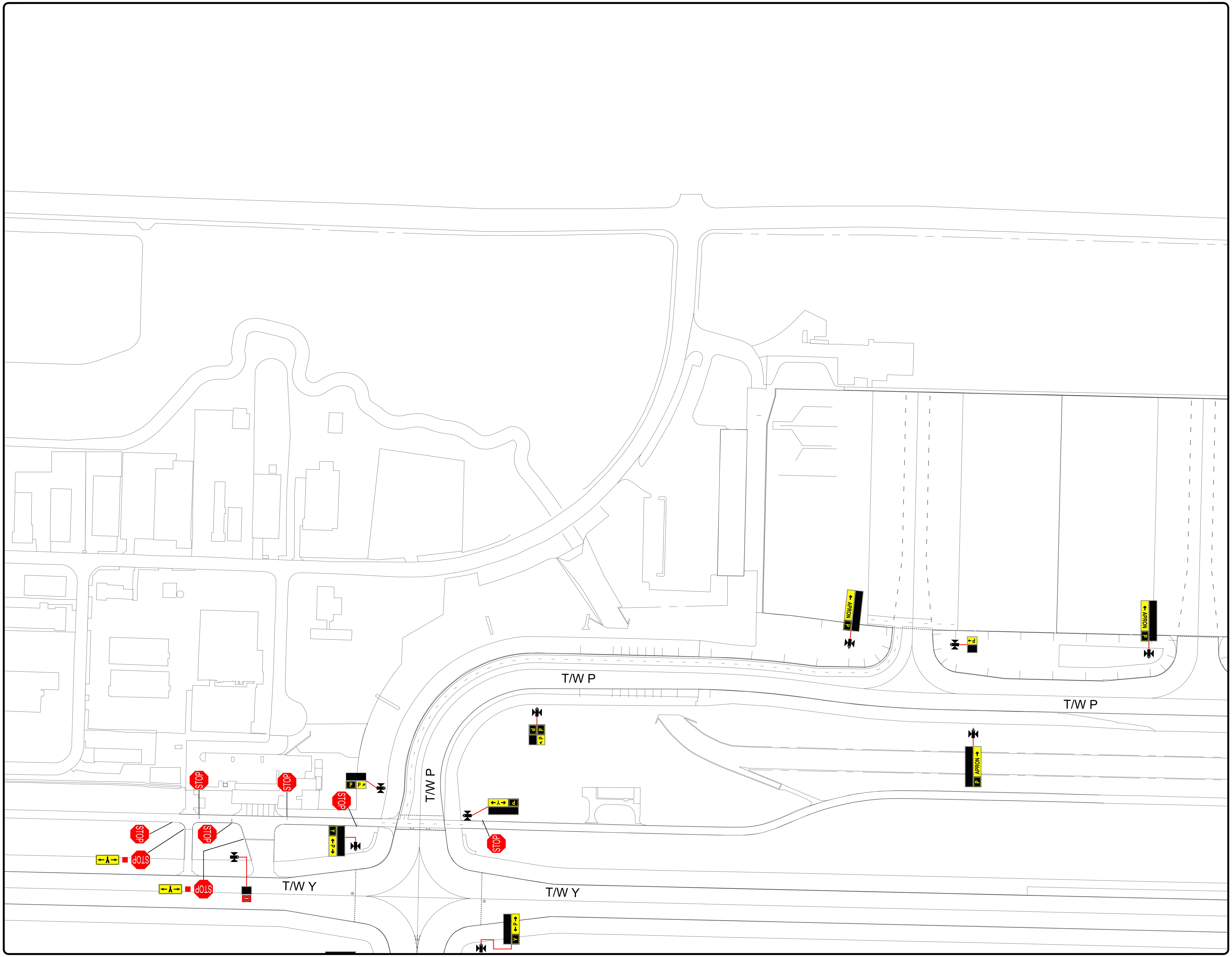

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PROJECT: **FREDERICK W. SMITH INTERNATIONAL AIRPORT**

SHEET TITLE: **APPENDIX 4 SIGNAGE AND MARKING PLAN**

PAGE 9

DWG. FILE NAME: G:\CAD\Staff\Technician\CynthiaSmellser\2023 Signage and Markings Plan\2025 Signage and Markings Plan-120925

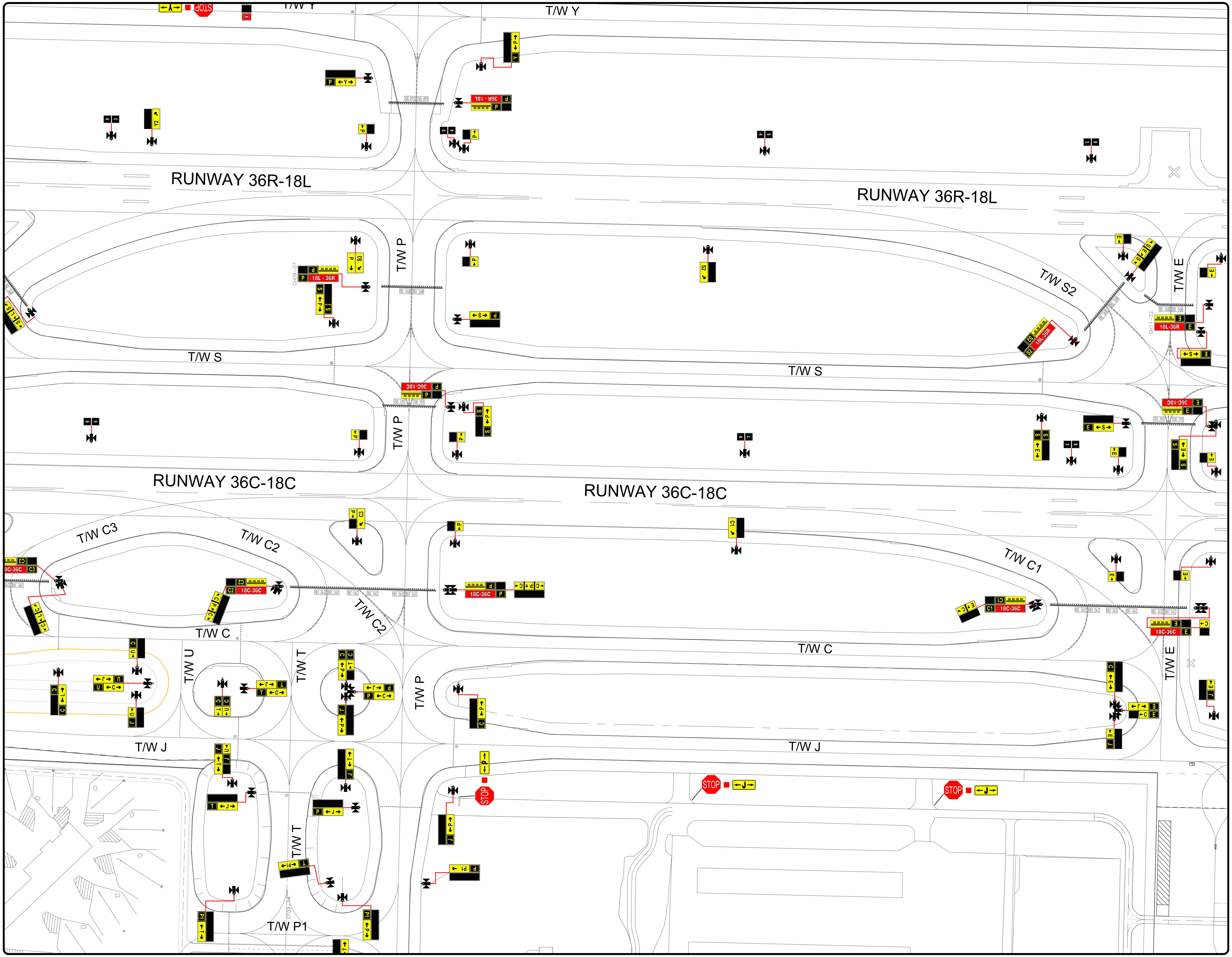
REQUESTED BY: OPS/RJ

DRAWN BY: CS

DATE: 12/09/25

SHEET NO.: 9

SCALE: 1"=100'



VEHICULAR TRAFFIC SIGNAGE LEGEND

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MSCAA PROJ. NO.
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PROJECT:
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SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 10

DWG. FILE NAME
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REQUESTED BY: OPS/RJ
DRAWN BY: CS
DATE: 12/09/25
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SCALE: 1"=100'

T/W P1

T/W T

T/W P2

T/W T

T/W P

T/W N

T/W T

T/W P

T/W N

T/W M

T/W M

T/W M5

T/W M4

RUNWAY 36L-18R

RUNWAY 36L-18R

STOP

MEM

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CAUTION TO CLEARANCE FROM TOWER

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PROJECT:
FREDERICK W. SMITH INTERNATIONAL AIRPORT

SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 11

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OPS/RJ	CS
DATE: 12/09/25	SHEET NO.: 11
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YIELD TO AIRCRAFT

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FREDERICK W. SMITH INTERNATIONAL AIRPORT

SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 12

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REQUESTED BY: **OPS/RJ**
DRAWN BY: **CS**
DATE **12/09/25**
SCALE **1"=100'**
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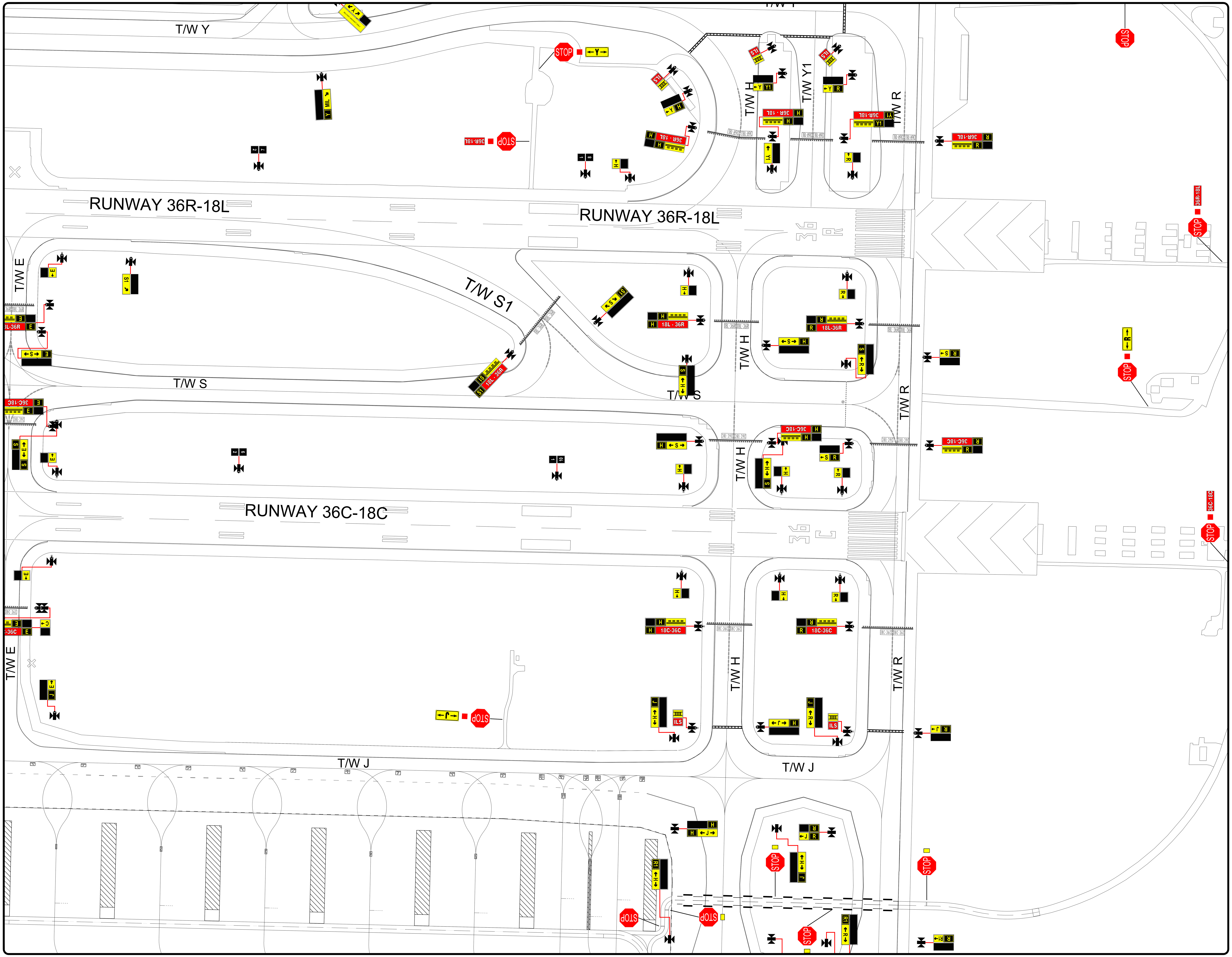

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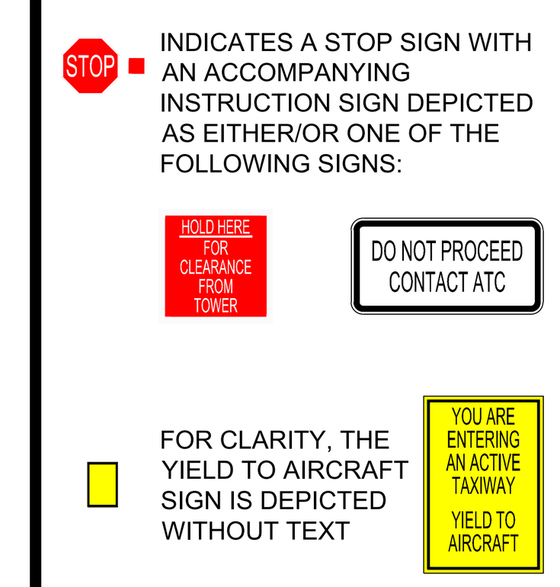

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SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 13

DWG. FILE NAME
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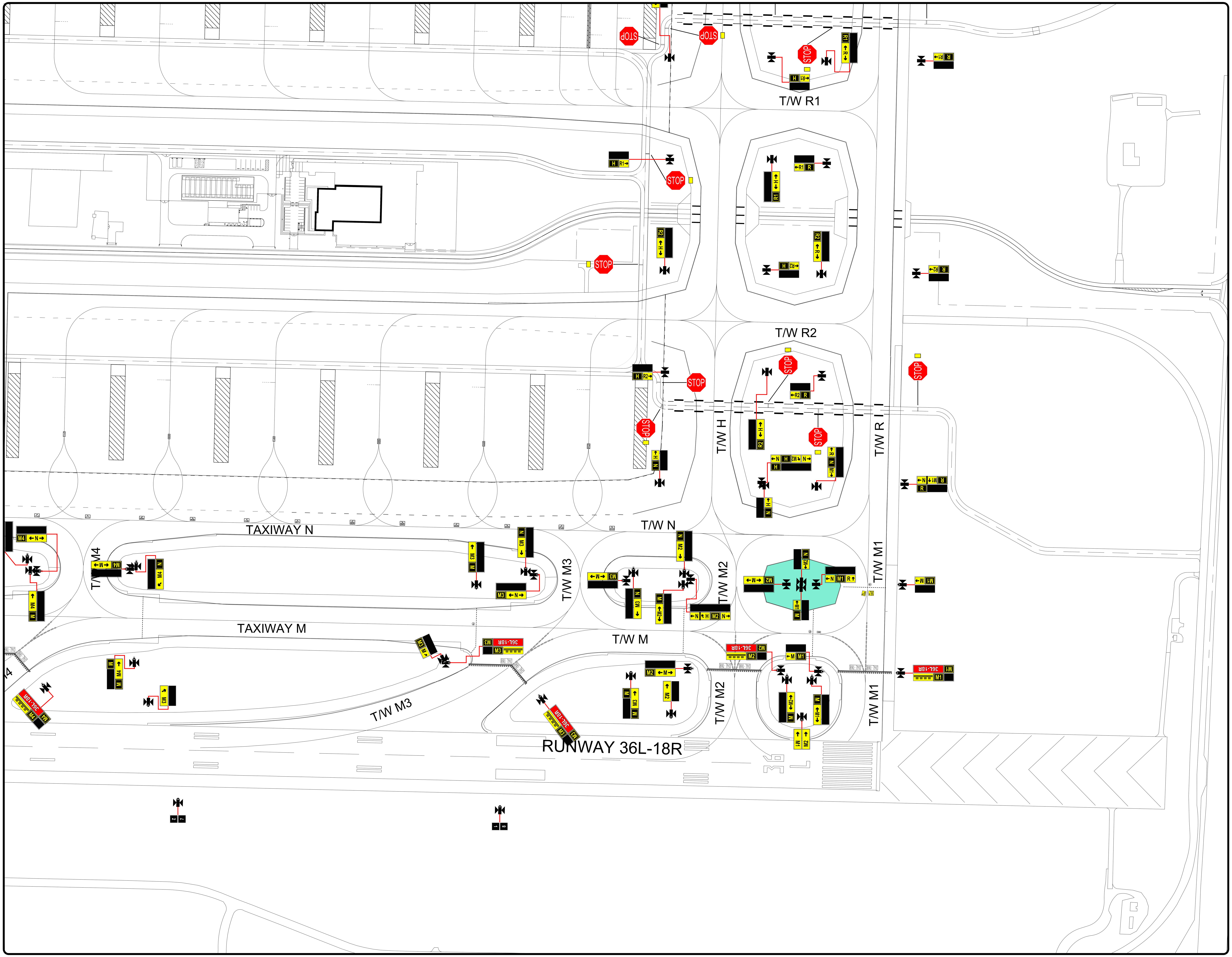
REQUESTED BY:	DRAWN BY:
OPS/RJ	CS
DATE: 12/09/25	SHEET NO.
SCALE: 1"=100'	13



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MSCAA PROJ. NO.
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PROJECT:
FREDERICK W. SMITH INTERNATIONAL AIRPORT

SHEET TITLE:
APPENDIX 4 SIGNAGE AND MARKING PLAN

PAGE 14

DWG. FILE NAME
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REQUESTED BY:	DRAWN BY:
OPS/RJ	CS
DATE: 12/09/25	SHEET NO.
SCALE: 1"=100'	14

AIRCRAFT RESCUE AND FIREFIGHTING EQUIPMENT

Vehicle #	Type Vehicle	Year/Make	Condition of vehicle	Personnel per shift (min/aux)	Agent	Water (Gal)	F3 (BioEx) (Gal)	F3 (Solberg) (Gal)	Dry Chemical (pounds)	Halon/ Halotron	Remarks	Radio Equipment
A-1*	Chief's Vehicle Rapid response	2005 Danko Ford F-550	Good	2 / 0	A			300	500	17 lb Halon		Tower MFD Net
A-2*	Foam Pumper w/ 2 turrets	2023 Oshkosh Striker	Excellent	3 / 0	A	3000		420	480			Tower MFD Net
					B	1200 gpm						
A-3*	Foam Pumper with Snozzle HRET	2012 Oshkosh Striker	Excellent	3 / 0	A	3000		420		480 lb Halotron		Tower MFD Net
					B	1200 gpm						
A-4	Rapid Response (Reserve)	1997 Ford F-350	Good	2 / 0	A				350	500 lbs Halon		Tower MFD Net
					B							
A-5	Foam Pumper with Snozzle (Reserve)	2000 Oshkosh T-1 3000	Good	3 / 0	A	3000		420		500 lbs Halon		Tower MFD Net
					B	1200 gpm						
MUTUAL AID:												
FedEx A-35	Foam Pumper with Stinger HRET	2023 Rosenbauer Panther	Excellent	3 / 0	A	3000	420		500 lbs PKP	500 lbs Halotron	Extended Reach for NLA	Tower FedEx MFD Net
					B	2000 gpm						
FedEx A-36	Foam Pumper with Snozzle HRET (Reserve)	2012 Oshkosh Striker 3000	Good	3 / 0	A	3000	420			500 lbs Halotron	Extended Reach for NLA	Tower FedEx MFD Net
					B	2000 gpm						
MUTUAL AID:												
TNANG A-24	Foam Pumper	2006 Oshkosh P-19 Striker	Excellent	2 / 0	A	1500		210	450		450 lbs PKP	Tower TNANG MFD Net
					B	1200 gpm						
TNANG A-25	Foam Pumper	1995 Teledyne P-23	Good	2 / 0	A	3300		500	500		500 lbs PKP	Tower TNANG MFD Net
					B	1500 gpm						
TNANG A-26	Foam Pumper	2015 KME P-23	Excellent	2 / 0	A	3300		400	500		500 lbs PKP	Tower TNANG MFD Net
					B	1500 gpm						
TNANG A-28	Water Tanker	2011 KME	Excellent	0 / 0	A	4000					Water Tanker Only	Portable Radios Only
TNANG A-31	Rapid Response	2015 KME	Excellent	1 / 0	A	400		55				Tower TNANG MFD Net
					B	75 gpm UHP						

* Denotes Primary Equipment. All other equipment is backup.
MFD: Memphis Fire Department
TNANG: Tennessee Air National Guard

A = Quantities (water in gallons; dry chemical in pounds; pre-mix in gallons)
B = Pump rates for water

Original Date: January 22, 2026

Revision Date:

FAA Approval:

Federal Aviation Administration
Southern Region Airports Division
APPROVED
Jan 22 2026
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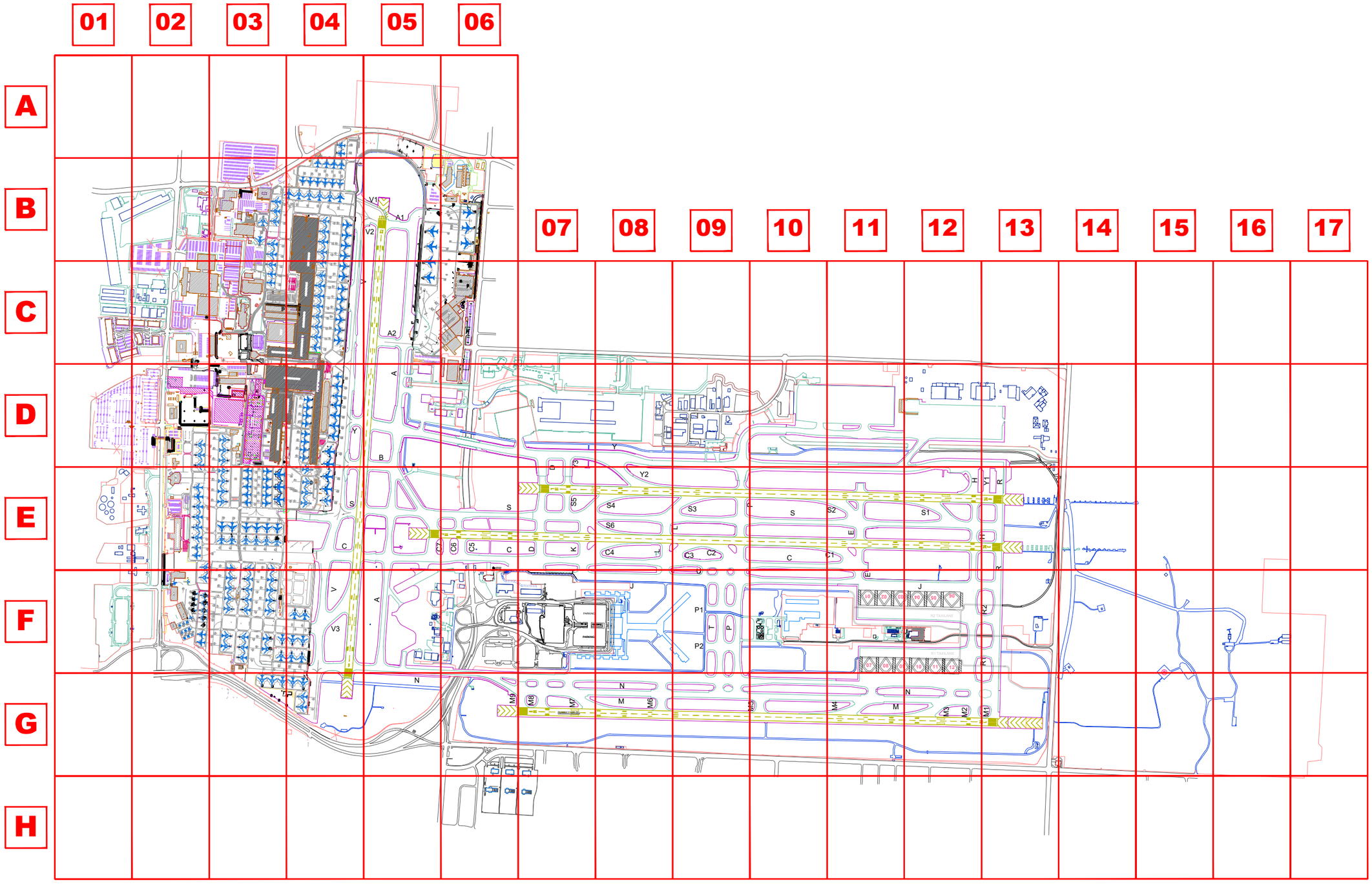

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MSCAA PROJ. NO.
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PROJECT:
FREDERICK W. SMITH INTERNATIONAL AIRPORT

SHEET TITLE:
AIRPORT EMERGENCY GRID MAP

APPENDIX-6

DWG. FILE NAME: appendix 6 - airport emergency grid map with logo	
REQUESTED BY: OPS/NL	DRAWN BY: CS
DATE: 12/09/25	SHEET NO.: APP-6
SCALE: NO SCALE	

Frederick W. Smith International Airport
Fuel Safety Program
Fuel Farm Inspection Form

Inspection Type (circle): Quarterly Follow-Up Special

Date: _____ Quarter: _____ Passed or Failed:_____

Fuel Agent: _____ Fuel Agent Representative:_____

References - NFPA 10/30/350/407/704		NFPA	S	U	N/A	R
1. "NO SMOKING" Placards	(3) inch letters, located at entrances & on each side of tanks.	**407 –** 4.2.12.2.1				
2. "FLAMMABLE" Placards	(3) inch letters, on each side of tanks & throughout facility.	**407 –** 6.1.11.3				
3. DOT Hazmat/704 Placards	Placards located on each side of tanks.	**704 –** 4.3/**30 –** 21.7.2.1				
4. Product Type Placards	Product type, directional flow arrows, color.	**407 –** 5.1.11.5				
5. Confined Spaces	Properly labeled and secured.	**350 –** 4.4, 4.5				
6. EFSO Station Signs, Instructions, and Location	(2) inch letters, 7 ft. above grade, method of operation, directional arrow near operation.	**407 –** 4.1.11.1-5, 5.1.11.1-2, 6.1.11.4.2				
7. Emergency Fuel Shutoff Systems	Accessible, tested every 6 months, records of system testing shall be maintained.	**407 –** 4.2.4, 5.1.9				
8. Fire Extinguishers (Portables)	Located 30-50 ft. Min rating:40-B:C;20lb, (1) extinguisher per load station/rack, ABC prohibited.	**407 –** 4.1.10.3, 5.1.10/**410 –** 10.2.1				
9. Fire Extinguishers (Wheeled)	Located at each gate or stand or at intervals of 200 ft, Min rating:80-B, ABC prohibited.	**410 –** 10.2.11				
10. Fire Extinguisher Signage and Condition	(2) inch letters, Clear of snow/ice, Maintenance, UL labels present and visible, Gauge Pressure, Directional Arrow, Physical condition.	**407 –** 4.2.7/**10 –** 6.1.3.9, 7.3.1.1, 7.3.2, 7.3.4				
11. Hose, Nozzle, Coupling Conditions	Not dragged/Properly stowed, not expired, blistered, separated, damaged, kinked or leaking.	**407 –** 4.1.4, 4.2.3.1-4, 4.2.9.1-7				
12. Dry Break Couplers/Adapters	Self-closing dry break, bottom load valve security.	**407 –** 5.1.7.3				
13. Bonding Cables	Clean, not worn, damaged, rust free, properly placed and stored, test (>25 ohms).	**407–** 4.1.5, 4.2.5				
14. Deadman Control Operations	Not worn, damaged rope, not bypassed or nozzle latch, properly placed and stored.	**407–** 4.2.6, 5.1.7.1				
15. All Piping Protected	Strong, secured and protected, supported.	**407 –** 5.1.3				
16. Above Ground Storage Tanks	No leaking, free of damage, removal of water with non-miscible liquid (E.g. Jet A and water mixture), grounding/bonding wiring to grounding rod.	**30 –** 21.8.4, .5, .8				
17. Ignition Sources/Housekeeping	Enclosed/sealed wires and boxes. No evidence of smoking, proper storage and disposal of flammable or combustible waste, clear of obstructions & FOD.	**30 –** 6.10, 7.3.1				
18. Fuel Leaks	No leaks from tanks, hoses, piping or connections.	**30 –** 6.10.2				
19. Vehicle Regeneration Area	100 ft. away, markings, signs, debris.	**407 –** 6.2.10.4				
20. Security Fence	Complete, protected, good condition, SECURE.	**407 –** 5.2.1				
21. Other	Other safety or security concerns.	**Part 139/NFPA/MSCAA**				

Remarks and Acknowledgement (next page)

Memphis International Airport
Fuel Safety Program
Fuel Farm Inspection Form

Remarks:

Acknowledgment

Your fuel farm facility was inspected as required by F.A.R. Part 139.321 (D), NFPA 10/30/350/407/704, and MSCAA Regulations.

Discrepancies noted above must be corrected before the indicated follow-up date. Failure to fix discrepancies may result in those items remaining out of service until corrected. Further non-compliance with established MEM Fuel Safety Standards could result in a Notice of Violation being issued.

Fuel Agent Representative:	**Date**
MSCAA Representative:	**Date**
Follow-up date:	

Frederick W. Smith International Airport
Fuel Safety Program
Mobile Fuelers Inspection Form

Inspection Type (circle): Quarterly Follow-Up Special

Date: _____ Quarter: _____ Truck#: _____ Passed or Failed: _____

Fuel Agent: _____ Fuel Agent Representative:_____

References - NFPA 10/30/350/407/704, DOT 49 Part 393		NFPA/DOT	S	U	N/A	R
1. Mobile Fueler Placards	(3) inch letters, Color contrasting. No Smoking, Flammable, DOT Hazmat and Product Carried placards on all sides. Company name on each side. Overall physical condition.	**407 –** 6.1.11.1-3				
2. Emergency Fuel Shutoff Systems	Accessible, Tested and operational, at least (1) shutoff control mounted on each side, Quick-acting to close outlet valve.	**407 –** 6.1.9				
3. EFSO Station Signs, Instructions, and Location	(2) inch letters, method of operation, color contrasting, overall physical condition.	**407 –** 6.1.11.4				
4. Fire Extinguisher Signage and Condition	(2) inch letters, Accessible, Directional Arrow, Clear of snow/ice, Maintenance, UL labels present and visible, Gauge Pressure, Physical condition. (2) 40B:C/20lb extinguisher.	**407 –** 6.1.10/**10 –** 6.1.3.9, 7.3.1.1, 7.3.2, 7.3.4				
5. Hose, Nozzle, Coupling Conditions	Not dragged/Properly stowed, not expired, blistered, separated, damaged, kinked or leaking.	**407 –** 4.1.4, 4.2.3.1-4, 4.2.9.1-7				
6. Dry Break Couplers/Adapters	Self-closing dry break, bottom load valve security.	**407 –** 6.1.3.12.2.1				
7. Bonding Cables	Clean, not worn, damaged, rust free, properly placed and stored.	**407 –** 4.1.5, 4.2.5, 6.1.5				
8. Deadman Control Operations	Not worn, damaged rope, not bypassed or nozzle latch, properly placed and stored.	**407 –** 4.2.6, 6.1.7.1-3				
9. All Piping Protected	Strong, secured and protected, supported.	**407 –** 6.1.3				
10. Dome Tank Lid/Gasket	Forward hinged, not worn damaged or missing and properly labeled.	**407 –** 6.1.2.9.1-2				
11. Battery Compartments	Batteries not part of engine, mounted securely and separate from fueling equipment. Suitable shielding from spills/leaks and proper ventilation.	**407 –** 6.1.6.1				
12. Vehicle Maintenance, Appearance, and Leaks	No excess grease, oil, or combustibles. No leaks from tanks, hoses, piping, or connections. No major damage. NO SMOKING placard in cab. Clean Interior.	**407 –** 6.1.11.3.5, 6.2.8				
13. Exhaust System/DPF Regen	Designed, located, and installed to minimize fire hazard. Securely fastened & suitable shielding. Regen Requirements.	**407 –** 6.1.13				
14. Vehicle fuel tank	Made of metal, supported, labeled, proper ventilation and drainage.	**407 –** 6.1.2.10				
15. Lighting	All lights operational.	**407 –** 6.1.6.6/**MSCAA –** 6.4				
16. Engine Compartment	OEM intake. No exposed wiring, insulated spark plugs.	**407 –** 6.1.6.2, 6.1.12.2				
17. Drive Train	Test the interlock/override system.	**407 –** 6.1.12.6-7				
18. Positioning	Clear path of egress, 25' from buildings.	**407 –** 6.2.12				
19. Parking **(Unattended)**	(50') from building, (10') from equipment/vehicles, brakes and chocks.	**407 –** 6.2.1.1-4, 6.2.11.9				
20. Tires	Acceptable Tire/Tread condition (Front 4/32", Rear 2/32").	**DOT –** 393.75				
21. Other	Any other condition considered a safety concern.	**Part 139/NFPA/MSCAA/DOT**				

Remarks and Acknowledgement (next page)

Original Date: January 22, 2026

Revision Date:

FAA Approval:

Federal Aviation Administration
Southern Region Airports Division
APPROVED
Jan 22 2026
CEV
Inspector

Memphis International Airport
Fuel Safety Program
Mobile Fuelers Inspection Form

Remarks:

Acknowledgment

Your mobile fueler(s) was inspected as required by F.A.R. Part 139.321 (D), NFPA 10/30/350/407/704, DOT and MSCAA Regulations.

Discrepancies noted above must be corrected before the indicated follow-up date. Failure to fix discrepancies may result in those items remaining out of service until corrected. Further non-compliance with established MEM Fuel Safety Standards could result in a Notice of Violation being issued.

Fuel Agent Representative:	**Date**
MSCAA Representative:	**Date**
Follow-up date:	

Frederick W. Smith International Airport

Fuel Safety Program

Fuel Cart Inspection Form

Inspection Type (circle): Quarterly Follow-Up Special

Date: _____ Quarter: _____ Cart #: _____ Passed or Failed: _____

Fuel Agent: _____ Fuel Agent Representative:_____

References - NFPA 10/30/350/407/704, DOT 49 Part 393		NFPA/DOT	S	U	N/A	R
1. Fuel Cart Placards	(3) inch letters, Color contrasting. No Smoking, Flammable, DOT Hazmat and Product Carried placards on all sides. Company name on each side. Overall physical condition.	**407 –** 6.1.11.1-3				
2. Emergency Fuel Shutoff Systems	Accessible, Tested and operational, at least (1) shutoff control mounted on each side, Quick-acting to close outlet valve.	**407 –** 6.1.9				
3. EFSO Station Signs, Instructions, and Location	(2) inch letters, method of operation, color contrasting, overall physical condition.	**407 –** 6.1.11.4				
4. Fire Extinguisher Signage and Condition	(2) inch letters, Accessible, Directional Arrow, Clear of snow/ice, Maintenance, UL labels present and visible, Gauge Pressure, Physical condition, (1) 40B:C/20lb extinguisher.	**407 –** 6.1.10/**10 –** 6.1.3.9, 7.3.1.1, 7.3.2, 7.3.4				
5. Hose, Nozzle, Coupling Conditions	Not dragged/Properly stowed, not expired, blistered, separated, damaged, kinked or leaking.	**407 –** 4.1.4, 4.2.3.1-4, 4.2.9.1-7				
6. Dry Break Couplers/Adapters	Self-closing dry break, bottom load valve security.	**407 –** 6.1.3.12.2.1				
7. Bonding Cables	Clean, not worn, damaged, rust free, properly placed and stored, test (>25 ohms).	**407 –** 4.1.5, 4.2.5, 6.1.5				
8. Deadman Control Operations	Not worn, damaged rope, not bypassed or nozzle latch, properly placed and stored.	**407 –** 4.2.6, 6.1.7.1-3				
9. All Piping Protected	Strong, secured and protected, supported.	**407 –** 6.1.3				
10. Dome Tank Lid/Gasket	Forward hinged, not worn damaged or missing and properly labeled.	**407 –** 6.1.2.9.1-2				
11. Battery Compartments	Batteries not part of engine, mounted securely and separate from fueling equipment. Suitable shielding from spills/leaks and proper ventilation.	**407 –** 6.1.6.1				
12. Vehicle Maintenance, Leaks, and Appearance	No excess grease, oil, or combustibles. No leaks from tanks, hoses, piping, or connections. No major damage. No signs of smoking. Clean Interior.	**407 –** 6.2.8				
13. Positioning	Clear path of egress, 25' from buildings, brakes and chocks.	**407 –** 6.2.11.9, 6.2.12				
14. Tires	Acceptable Tire/Tread condition.	**DOT –** 393.75				
15. Other	Any other condition considered a safety concern.	**Part 139/NFPA/MSCAA/DOT**				

Remarks:

Original Date: January 22, 2026

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Southern Region Airports Division
APPROVED
Jan 22 2026
CEV
Inspector

Memphis International Airport
Fuel Safety Program
Fuel Cart Inspection Form

Acknowledgment

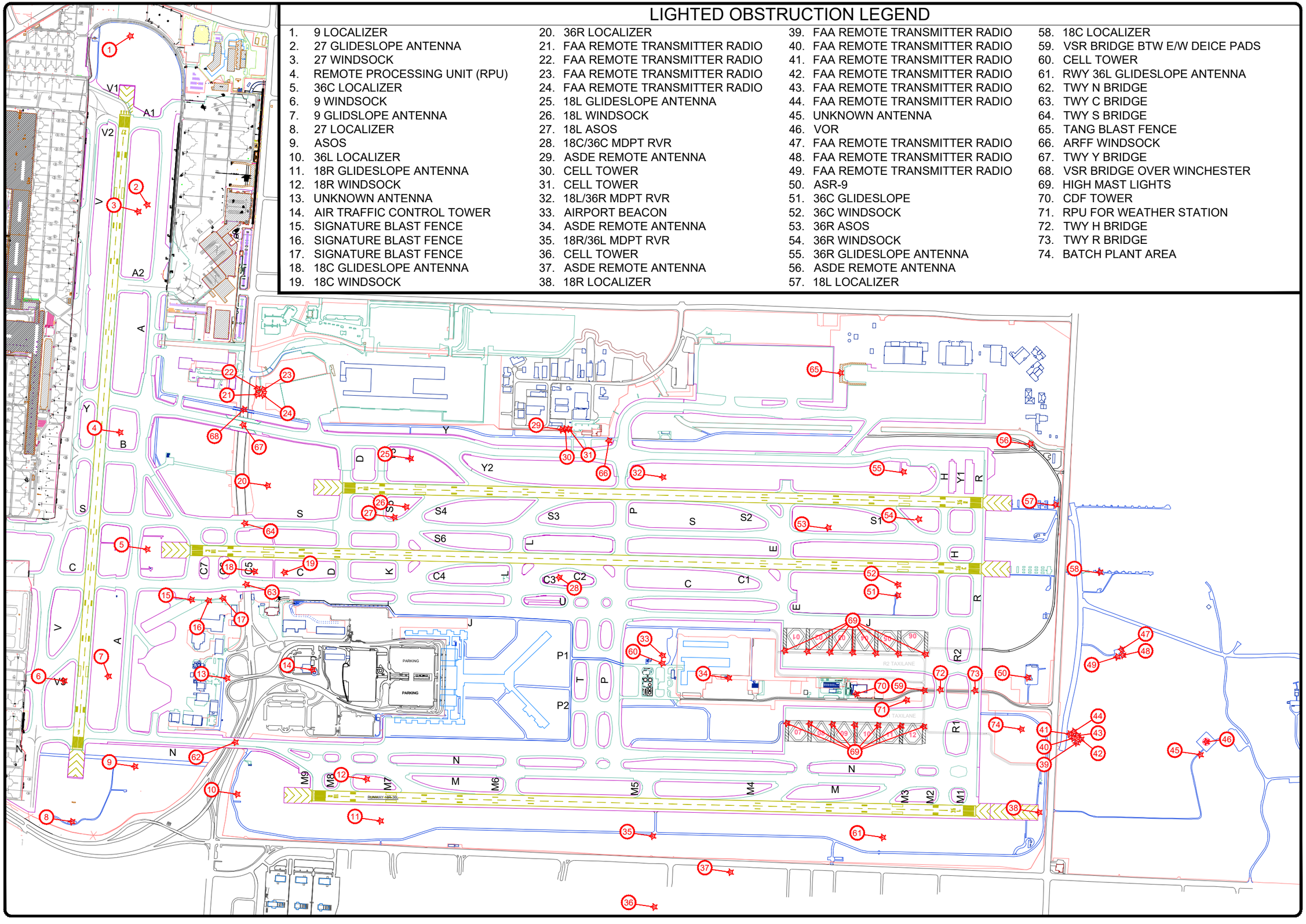
Your fuel cart(s) was inspected as required by F.A.R. Part 139.321 (D), NFPA 10/30/350/407/704, DOT, and MSCAA Regulations.

Discrepancies noted above must be corrected before the indicated follow-up date. Failure to fix discrepancies may result in those items remaining out of service until corrected. Further non-compliance with established MEM Fuel Safety Standards could result in a Notice of Violation being issued.

Fuel Agent Representative:	**Date**
MSCAA Representative:	**Date**
Follow-up date:	

LIGHTED OBSTRUCTION LEGEND

1. 9 LOCALIZER
2. 27 GLIDESLOPE ANTENNA
3. 27 WINDSOCK
4. REMOTE PROCESSING UNIT (RPU)
5. 36C LOCALIZER
6. 9 WINDSOCK
7. 9 GLIDSLOPE ANTENNA
8. 27 LOCALIZER
9. ASOS
10. 36L LOCALIZER
11. 18R GLIDESLOPE ANTENNA
12. 18R WINDSOCK
13. UNKNOWN ANTENNA
14. AIR TRAFFIC CONTROL TOWER
15. SIGNATURE BLAST FENCE
16. SIGNATURE BLAST FENCE
17. SIGNATURE BLAST FENCE
18. 18C GLIDESLOPE ANTENNA
19. 18C WINDSOCK
20. 36R LOCALIZER
21. FAA REMOTE TRANSMITTER RADIO
22. FAA REMOTE TRANSMITTER RADIO
23. FAA REMOTE TRANSMITTER RADIO
24. FAA REMOTE TRANSMITTER RADIO
25. 18L GLIDESLOPE ANTENNA
26. 18L WINDSOCK
27. 18L ASOS
28. 18C/36C MDPT RVR
29. ASDE REMOTE ANTENNA
30. CELL TOWER
31. CELL TOWER
32. 18L/36R MDPT RVR
33. AIRPORT BEACON
34. ASDE REMOTE ANTENNA
35. 18R/36L MDPT RVR
36. CELL TOWER
37. ASDE REMOTE ANTENNA
38. 18R LOCALIZER
39. FAA REMOTE TRANSMITTER RADIO
40. FAA REMOTE TRANSMITTER RADIO
41. FAA REMOTE TRANSMITTER RADIO
42. FAA REMOTE TRANSMITTER RADIO
43. FAA REMOTE TRANSMITTER RADIO
44. FAA REMOTE TRANSMITTER RADIO
45. UNKNOWN ANTENNA
46. VOR
47. FAA REMOTE TRANSMITTER RADIO
48. FAA REMOTE TRANSMITTER RADIO
49. FAA REMOTE TRANSMITTER RADIO
50. ASR-9
51. 36C GLIDESLOPE
52. 36C WINDSOCK
53. 36R ASOS
54. 36R WINDSOCK
55. 36R GLIDESLOPE ANTENNA
56. ASDE REMOTE ANTENNA
57. 18L LOCALIZER
58. 18C LOCALIZER
59. VSR BRIDGE BTW E/W DEICE PADS
60. CELL TOWER
61. RWY 36L GLIDESLOPE ANTENNA
62. TWY N BRIDGE
63. TWY C BRIDGE
64. TWY S BRIDGE
65. TANG BLAST FENCE
66. ARFF WINDSOCK
67. TWY Y BRIDGE
68. VSR BRIDGE OVER WINCHESTER
69. HIGH MAST LIGHTS
70. CDF TOWER
71. RPU FOR WEATHER STATION
72. TWY H BRIDGE
73. TWY R BRIDGE
74. BATCH PLANT AREA



MEM

Federal Aviation Administration
Southern Region Airports Division

APPROVED
Jan 22 2026
CEV
Inspector

REVISIONS

MARK	DATE	DESCRIPTION

MSCAA PROJ. NO.
NOT ASSIGNED

PROJECT:
FREDERICK W. SMITH INTERNATIONAL AIRPORT

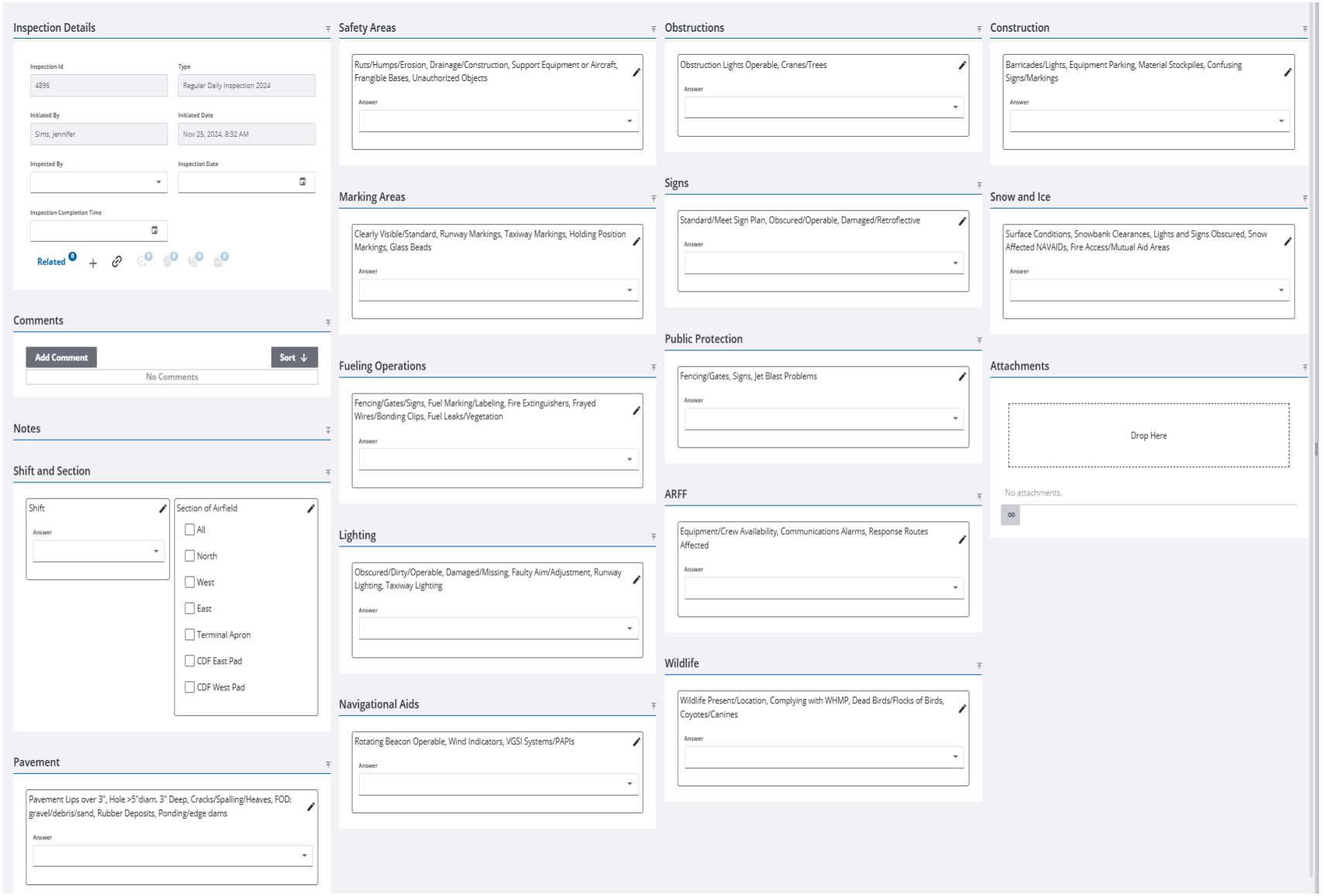
SHEET TITLE:
LIGHTED OBSTRUCTION MAP

APPENDIX-8

DWG. FILE NAME
appendix 8 – lighted obstruction map – 2025

REQUESTED BY:	DRAWN BY:
OPS/WMH	CS
DATE: 12/9/2025	SHEET NO.: APP-8
SCALE: NO SCALE	

EXAMPLE SELF-INSPECTION CHECKLIST



Original Date: January 22, 2026

Revision Date:

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Southern Region Airports Division

APPROVED

Jan 22 2026

CEV
Inspector

EXAMPLE INSPECTION REPORT

PART 139 DAILY REPORT

Date

Inspections Completed

Inspection #	Type	Inspected By	Inspection Started	Completed

Standard Reportable Discrepancies

Airfield Lights
Faulty Aim / Adjustment
General WO - Airfield Lights
Light Unlit

Airfield Signs
Concrete Base
General WO - Airport Signs

Enhanced Marking Lines
Remove/Repaint Marking

Infield Areas
General WO - Infield Areas
Holes / Depressions
Inspect Inlet / Catch Basin
Ponding

Marking Areas
Clean Marking
Faded
General WO - Marking Areas
Marking Osbscured
Remove/Repaint Markings
Template / Paint New Markings

Marking Lines
Blistering
Clean Marking
Faded
General WO - Marking Lines
Peeling
Remove/Repaint Marking
Template / Paint New Markings

Navaids
General WO - Navaids

Pavement
Asphalt
Clear Weeds
Concrete
Cracks / Spalling / Heaves
Pavement Repair
Rubber Deposits

Pavement Segments
Asphalt
Cracks / Spalling / Heaves
Delcrete
Hole 5" W x 3" D
Joint Sealing
Pavement Repair
Ponding / Edge Dams

Part 139 Observations

Logbook #	Observation	Details	Location

Work Orders Opened

WO#	Description	Notam	Location	Submit To	Crew

Work Orders Closed

WO#	Description	Notam	Location	Requested By

Wildlife Observations

Logbook #	Description	Time of Incident	Details

FOD

Logbook #	Description	Time of Incident	Details

Outstanding Work Orders

WO#	Description	Days Open

Original Date: January 22, 2026

Revision Date:

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Federal Aviation Administration
Southern Region Airports Division
APPROVED
Jan 22 2026
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EXAMPLE NOTAM FORM

!MEM 05/288 MEM RWY 18R/36L CLSD 2405201200-2405202200

Created by: Sarah Feeney
Phone: 9019228117
Fax:

Comments: ATCT - NS
Airfield Mx
Joint Seal (M109)
Markings (M128)

Please note: This e-mail was sent from the FNS system that cannot accept incoming e-mail. Please do not reply to this message.