

DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION
FUNCTIONAL STATEMENT

Encourages, fosters and assists in the development of aeronautics in the State of Hawaii. Plans, designs, constructs, maintains and operates public airports. Provides airport facilities that accommodate the safe, orderly and efficient movement of aircraft, vehicles and air travelers.

STAFF SERVICES OFFICE

Provides administrative support, services and guidance through its Personnel Management; Budget; Methods, Standards & Evaluation; Property & Business Development and Financial Management staffs. Provides coordination and liaison services for legislative matters.

PERSONNEL MANAGEMENT STAFF

Plans, organizes, coordinates and directs the division-wide activities of the personnel management program of the Airports Division. Provides advice to management on the interpretation, application and enforcement of personnel-related laws, rules, regulations, policies and procedures. Studies and analyzes personnel-related problems throughout the division, and recommends changes in organization, policies and procedures. This program includes the following major functional areas:

1. Labor/Employee Relations Section
 - a. Identifies, researches, investigates, analyzes, and makes recommendations on labor relations problems.
 - b. Advises and assists management in interpreting collective bargaining contracts and resolving grievances.
 - c. Participates in the collective bargaining negotiation process.
 - d. Provides assistance and guidance to management on problems or activities involving employee conduct, job performance appraisal, morale, equal opportunity, community service work, public relations, incentive awards and counseling services.
 - e. Acts as the divisional coordinator for compliance with the Americans with Disabilities Act in the area of employment practices and other personnel-related aspects of the ADA.
 - f. Identifies, analyzes and make recommendations on personnel administration problems.
 - g. Develops, maintains and evaluates a recordkeeping and reporting system.
2. Recruitment/Classification Section
 - a. Provides advice, assistance and guidance in establishing and maintaining the proper class title, pay range and qualification requirements of positions based on their current duties and responsibilities.

- b. Plans, coordinates and directs efforts to actively recruit qualified candidates to fill vacant positions and to select the best candidates.
 - c. Processes incoming and outgoing employees; prepares the required paperwork.
 - d. Advises and assists management in meeting the orientation, training and development needs of employees.
3. Human Resources/Pay Administration Section
- a. Provides technical support for work assignments related to the Hawaii Information Portal, personnel transactions and serves as liaison with payroll department.
 - b. Prepares, reviews and processes a variety of personnel forms, reports and documents.
 - c. Provides technical advice, assistance and support to employees, supervisors and the personnel staffs in the four operating districts.
 - d. Assists the head of the Personnel Management Staff in performing the personnel administration services function.

BUDGET STAFF

- 1. Directs, coordinates and monitors the activities related to the division's operating budget.
- 2. Develops and reviews budget execution and control procedures.
- 3. Coordinates and provides assistance and advice in the preparation of the divisional operating budget.
- 4. Conducts expenditure analysis.
- 5. Coordinates the preparation of the multi-year program and financial plan, and executive budget, and quarterly expenditure plan.
- 6. Reviews annual and long-range forecasts of operating revenues and expenditures.
- 7. Provides budgetary control through the review, evaluation and recommendations on personnel requirements, requests to establish positions and fill vacancies, administrative transfers and certain expenditure requests.
- 8. Prepares and reviews operating allotment requests.
- 9. Reviews CIP budget requests and expenditure plans to evaluate their impact on the operating budget.
- 10. Coordinates the preparation of division budget testimonies for the legislature.

PROPERTY & BUSINESS DEVELOPMENT STAFF

Plans, directs and coordinates the statewide property management, concessions and land acquisition programs for the Airports Division. Manages real property to ensure

proper utilization, financial return and preservation of the State's interest through leases, contracts, permits and other legal documents.

Land Acquisition Section

1. Acts as divisional coordinator for all matters relating to land acquisition.
2. Acquires real property and coordinates the issuance of new Governor's Executive Orders for land acquisitions.
3. Reviews and maintains the Governor's Executive Orders to ensure the division has authority to use lands and facilities for airport purposes.
4. Prepares and administers contracts for the services of appraisers; reviews appraisal reports and recommends purchase price of real property.
5. Arranges for and reviews title searches.
4. Prepares letters of offer and acceptance; conducts negotiations with individual property owners; prepares and processes deeds and other legal documents.
7. Assists the Attorney General in condemnation proceedings.
8. Provides tenant relocation assistance.

Property Management Sections I & II

1. Manages, promotes and negotiates the leasing and rental of real properties including lands, buildings and facilities for aviation, airport and related purposes; reviews qualifications and financial background of prospective tenants.
2. Prepares and processes real property legal documents including leases, contracts, permits and agreements; reviews and recommends appropriate terms and conditions, covenants, standards, fees and charges.
3. Inspects premises of tenants to ensure compliance with the terms and conditions of lease agreements or permits.
4. Reviews legal agreements and inventory of spaces to ensure propriety of tenancies and that fair and reasonable returns are obtained.
5. Works with and assists the Concessions Section as required.

Concessions Section

1. Manages and directs the airport concessions program to ensure proper utilization and optimization of financial return to the division. Negotiates, promotes and solicits the leasing of real properties and facilities for concession purposes.
2. Coordinates the concession bidding and selection process; conducts pre-bid meetings; evaluates qualifications, financial standing and experience of bidders; and makes appropriate recommendations.
3. Prepares and processes various legal documents; drafts terms, covenants and conditions of concession leases and other legal documents.

4. Inspects premises of concessionaires to ensure compliance with the terms and conditions of lease agreements or permits.
5. Works with the Office of Civil Rights to meet the requirements of the DBE concession leasing program; provides DBE-related information, data and assistance to the Office of Civil Rights.
6. Works with and assists the Property Management Staffs I & II as required.

Contracts & Clerical Section

1. Assists in the preparation, processing and maintenance of contracts and other legal documents.
2. Maintains and updates an inventory of properties and facilities.
3. Finalizes, processes and files lease contracts, agreements and permits.
4. Provides typing services and general clerical support.

METHODS, STANDARDS & EVALUATION STAFF

1. Reviews, researches, analyzes, evaluates and makes recommendations on policies, practices, methods, procedures, functions and organization.
2. Conducts organizational analysis; prepares, develops and processes reorganization proposals; prepares and annually updates the division's organization charts and functional statements.
3. Drafts, develops and coordinates the adoption and promulgation of Hawaii Administrative Rules; drafts the rules in the correct format; obtains required approvals from the Director, Attorney General and Governor; schedules, publicizes and coordinates public hearings; prepares and processes the rules for adoption and final approval.
4. Writes, reviews and revises procedures; prepares memoranda explaining policies and procedures; maintains and updates the Airports Division Procedures Manual.
5. Serves as the divisional legislative coordinator; reviews, analyzes and makes recommendations on proposed legislative bills and resolutions; coordinates legislative activities in the division; inputs and updates data in the DOT legislative tracking system; prepares or coordinates the preparation of testimonies.
6. Oversees the division's records management program; ensures that all requests for government records are processed in accordance with OIP rules, policies and procedures; inputs and updates data in the OIP Records Report System to ensure the data in the RRS are continuously updated; prepares and submits annual OIP reports on requests for access to government records and on other record-related information.
7. Conducts management studies for the purpose of developing and improving operating standards, methods and practices.
8. Procures the services of management consultants; prepares scope of work and request for proposals; negotiates, prepares, amends and administers consultant contracts.
9. Designs new forms; reviews and revises existing forms.

FINANCIAL MANAGEMENT STAFF

Plans, coordinates and directs the activities of the Financial Management Staff.

Accounting Section (including Account Clerk Unit)

1. Develops and operates a comprehensive computer-based accounting system which complies with the applicable rules, regulations, policies, procedures and requirements of the Federal Aviation Administration and the State of Hawaii.
2. Maintains general ledger, cost accounting and special fund accounting systems for appropriations, allotment receipts and expenditures, bond indentures and airlines lease agreements.
3. Recommends and coordinates the setting of new rates and charges for the airports system, annual financial and single federal audits, and sale of revenue bonds.
4. Prepares the multi-year program financial plan and quarterly operating revenue forecast.
5. Prepares periodic financial statements and fiscal reports.
6. Collects airport use, terminal use, and aircraft storage charges.
7. Handles division payroll.
8. Coordinates year end closing of general ledger accounts in preparation for annually audited financial reports.

Procurement Section

1. Directs, coordinates and participates in the procurement activities of the Airports Division, including purchasing, inventory control and contract administration.
2. Procures or assists in the procurement of goods and services by means of purchase orders or procurement contracts.
3. Maintains inventory of equipment, improvements, supplies and materials in conformity with the rules and regulations of the State Department of Accounting and General Services and with Part 152, Federal Aviation Regulations (FAR).
4. Maintains an inventory control system, as required by Part 152, FAR, to prevent, investigate and document any loss, and to follow FAA procedures in disposing of property no longer needed.
5. Maintains property records showing percentage of federal funds used in purchases; reconciles property records with fiscal records.
6. Provides DBE-related information, data and assistance to the Office of Civil Rights in the area of procurement.

Audit Section

1. Conducts overhead and cost audits of consultant services.
2. Evaluates and comments on proposed engineering contracts.

3. Conducts revenue audits of permittees and lessees not required to submit an annual verification report.
4. Analyzes, evaluates, and comments on submitted financial information of prospective bidders for leases; reviews, evaluates and makes recommendations on lease draft documents.
5. Conducts petty cash and internal audits.
6. Reviews concessionaire and fixed-base operator reports for compliance with contracts or permits.
7. Conducts audits of airport firefighter meal fund.
8. Audits landing reports of airlines.
9. Conducts special assignment audits.
10. Prepares 1099-MISC tax forms.

INFORMATION TECHNOLOGY OFFICE

Plans, coordinates and directs the development, implementation and maintenance of information technology systems and data processing for the Airports Division statewide. Provides business application development and maintenance, project planning and management, system software and hardware management, network support, technical help desk and training, office automation, geographic information systems and telecommunication services. The Client Services, Technology Support and Infrastructure staffs assist and work with each other in carrying out the functions of this office.

CLIENT SERVICES STAFF

1. Plans, coordinates and directs the development, implementation and maintenance of automated data processing applications.
2. Researches, analyzes and designs the development of new application systems and enhancement of existing systems.
3. Designs, develops and maintains the division's web page.
4. Reviews, evaluates and tests application software products and provides appropriate recommendations, advice, assistance and guidance.
5. Studies, assesses and determines information systems training requirements; coordinates activities with in-house staff, other state agencies and private vendors to ensure the training requirements are met.
6. Develops documentation for application systems including phase-end documents, user and operations guides, and user training material.

Provides help desk service; answers questions, gives advice, and provides general assistance to end users.
7. Assists in developing and administering policies and procedures to ensure compliance with the statewide application development methodology.

TECHNOLOGY SUPPORT STAFF

1. Plans, coordinates and directs the activities of data administration.
2. Administers the Geographic Information System (GIS) and its various subsystems; directs the GIS to assemble, store, manipulate and display geographically referenced information, i.e. data identified according to their locations; integrates the GIS with other systems; supports GIS-related web application needs.
3. Manages office automation usage; develops customized office automation applications and databases; provides advice, assistance and guidance in the selection, utilization and maintenance of office automation systems.
4. Conducts system performance analysis of existing hardware and software components to ensure optimal system performance; conducts database design analysis and develops file plans and structures required to implement system projects; conducts capacity analysis of existing hardware components and recommends replacement or upgrades based upon projected growth rate.
5. Plans, develops, installs and maintains database management system software.
6. Implements, manages and maintains physical database structures and program libraries.
7. Plans and manages allocations of data storage resources for databases and database management systems.
8. Develops, recommends and implements plans to establish effective communication between host and distributed database.
9. Researches, evaluates and recommends new products and technologies to enhance database management capabilities.
10. Works with development teams and clients to perform data analysis, establishes conceptual data models (grouping of data elements into logical records), and develops physical file designs.
11. Plans, develops and implements tools and services which support the administration of data items in the various data bases through the use of a centralized data dictionary facility.

INFRASTRUCTURE SUPPORT STAFF

1. Plans, coordinates and directs the activities of the automated data processing network and telecommunication systems.
2. Develops, installs and maintains software and shared libraries on computer systems; maintains computer hardware and software inventory and licenses.
3. Coordinates the review of computer hardware and software development plans; participates in the review and evaluation of requests to purchase hardware and software.
4. Develops and coordinates the implementation of plans and procedures for the recovery of data in case of disasters, the security of operating systems software and stored data, and the operations of the telecommunication systems.
5. Provides internet support; trouble shoots internet problems; works with the Technology Support Staff to ensure internet access security.

6. Develops, recommends, implements and monitors policies and procedures to protect against unauthorized access to computer systems.
7. Researches, evaluates and makes recommendations on hardware and software alternatives for the telecommunication systems.
8. Provides program services for video and voice telecommunication systems.
9. Ensures that network bridges, gateways and other interfaces are operating properly.

VISITOR INFORMATION PROGRAM OFFICE

Plans, organizes, coordinates and administers the statewide Visitor Information Program (VIP). Provides visitor information services to the Airports and Harbors divisions and Department of Transportation (DOT). Conducts protocol events, rites and ceremonies. Provides hospitality, information, assistance and a variety of other services to visitors. Serves as liaison with other governmental agencies and private groups on matters relating to the development of tourism in Hawaii.

ADMINISTRATIVE SERVICES

1. Maintains liaison with state, county and federal agencies, with foreign consulates and representatives and with agencies in the private sector to ensure special events and protocol matters are handled smoothly, safely and in a manner fitting their importance.
2. Assists the VIP Administrator with rites, ceremonies, protocol events, meetings and conventions, and with the coordination of relief for distressed passengers.
3. Takes charge of special events and protocol matters on DOT installations statewide and acts as the operational head of these special events and protocol matters.
4. Sets standards of performance for the Visitor Information Program.
5. Provides adequate training of Visitor Information Program personnel statewide in a uniform and consistent manner. Retrains if shortcomings appear.
6. Prepares the VIP Office's budget; develops annual and long-range estimates.
7. Maintains liaison with supporting administrative and logistical staffs of the Airports and Harbors divisions to ensure proper fiscal, personnel, administrative and logistical standards are met
8. Prepares and maintains the VIP Standards and Procedures Manual.
9. Monitors the statewide VIP operations.
10. Serves as backup for the Oahu Staff in the operation of Governor's Lounge.
11. Pays special attention to public functions at DOT installations to ensure their dignity, safety and security.

OFFICE SERVICES

1. Provides secretarial support for the VIP Administrator.
2. Furnishes fiscal, typing, stenographic, filing and receptionist services for the VIP Office statewide.

OAHU, HAWAII, MAUI AND KAUAI STAFFS

1. Provides visitor information, assistance and hospitality services at state air and water terminals on Oahu, Hawaii, Maui, Kauai and Molokai.
2. Assists visitors by providing information on:
 - a. Flights;
 - b. Gate assignments;
 - c. Location of baggage areas;
 - d. Ground transportation;
 - e. Hotels and reservations;
 - f. Points and events of interest;
 - g. Hawaii's history, culture and geography; and
 - h. Travel to other islands.
3. Conducts educational tours of air and water terminals for the youth of Hawaii to help them gain a better understanding of the importance of transportation in Hawaii.
4. Staffs information booths to assist visitors and distribute materials promoting travel to other islands.
5. Supports Administrative Services by working with Governor's Office, Mayor's representatives, federal agencies, private agencies, military protocol offices and foreign consulates.
6. Trains personnel to ensure that they can uphold the dignity of the State in ceremonies for arriving and departing dignitaries of Chief of State or royal status, cabinet ministers and other dignitaries.
7. Represents the Airports Division and DOT at visitor industry meetings.
8. Provides data to legislature or other state or county bodies.
9. A high standard of housekeeping in the maintenance, stocking and operation of the Governor's Lounge and related amenities and paraphernalia.
10. Assists with DOT rites, ceremonies, meetings and conventions.
11. Treats visitors with hospitality by serving juice and providing other services

AIRPORTS OPERATIONS OFFICE

Advises and assists the Airports Administrator on matters relating to the operations and maintenance of airports. Plans, coordinates and monitors the activities of airport operations on a statewide basis to ensure consistency and uniformity among the four operating districts. Provides assistance, guidance and direction to the districts through its Aircraft Rescue & Fire Fighting; General Aviation; Security, and Safety staffs; provides advice on compliance with applicable laws, rules, regulations and standards.

AIRCRAFT RESCUE & FIREFIGHTING (ARFF) STAFF

1. Serves as the Airports Fire Chief.
2. Manages the statewide ARFF program; plans, coordinates, and directs the activities of this program.
3. Exercises functional supervision of Airport Fire Commander (HIA), Airport Fire Commander (Maui) and the Airport Fire Commanders at Ellison Onizuka Kona International Airport at Keahole, Hilo International Airport and Lihue Airport.
4. Provides direction, guidance and assistance to ARFF units in all operating districts.
5. Plans, develops and conducts a statewide ARFF training program.
6. Conducts regular inspections of ARFF activities in districts to ensure compliance with applicable rules, policies and procedures.
7. Provides human resources assistance; recruits, proctors exams for certification and advancement, and other general human resources duties.

GENERAL AVIATION STAFF

1. Oversees the planning, development and encouragement of general aviation activities throughout the State of Hawaii.
2. Maintains liaison with the military, federal and state agencies, private organizations and members of the public.
3. Sponsors, fosters or assists in general aviation educational programs.
4. Develops flying safety program in coordination with the FAA and the public.
5. Recommends policies and procedures for the use and occupancy of general aviation facilities.
6. Coordinates the aircraft registration process; manages the tour aircraft permit system.
7. Acts as divisional coordinator for ground transportation; develops, implements and monitors divisional standards, requirements and guidelines for all types of ground transportation; ensures that all districts comply with applicable rules, policies and procedures in a consistent and uniform manner.

SECURITY STAFF

Develops standardized procedures relating to Airport Security state-wide. Inspects and evaluates airport procedures, operations and facilities to ensure compliance with applicable

certification, security and safety laws, rules, policies and procedures; conducts training as required. Acts as principal liaison with the TSA, FAA and other Federal, State and County agencies with regard to Airport Security.

Cyber Security Section

Cyber Security Section serves as the primary contact for cyber-related intelligence information and cyber security related activities and communications with TSA and the Cybersecurity & Infrastructure Security Agency (CISA).

Projects and Procurement Section

- a. Ensures that all General Aviation airports are in full security related compliance.
- b. Provides the procurement, oversight/coordination, programing and managing of security related construction projects, service contracts and professional service contracts.
- c. Responsible for the procurement of necessary security related equipment, tools, etc. that may be unexpectedly required by immediate changes in TSA Regulations or Security Directives.
- d. Reviews and evaluates airport construction plans and determines security compliance.

Regulatory and Enforcement Section

- a. Ensures security at the state airports are in compliance with 49 CFR part 1542, other Department of Homeland Security, Transportation Security Administration regulations and the Airport Security Program (ASP).
- b. Works collaboratively with law enforcement, airport stakeholder and airline security managers, these sections communicate and enforce security directives.

Document & Training Section

- a. Ensures that security at all state airports are in compliance with 49 CFR part 1542, other Department of Homeland Security, Transportation Security Administration regulations and the Airport Security Program (ASP). Compliance is achieved through information sharing, guidance, training, and oversight. The ASP is maintained, reviewed, and revised to ensure accuracy and compliance.
- b. Coordinates the preparation, publication, revision and distribution of standardized operations manuals for airport certification and security.

Pass & ID Section

Pass & ID Section provides oversight to all airport Pass & ID operations statewide. The program develops, maintains, and updates policies and procedures regarding airport access badges and ensures compliance with applicable Federal, State and Local laws, rules, regulations, and standards.

Daniel K. Inouye International Airport, Maui District, Hawaii District Kona International Airport, Hawaii District Hilo International Airport and Lihue Airport Pass & ID Unit

1. Responsible for vetting and examining all applications for security background checks submitted by airport and airline service workers, federal, state and local law enforcement officers, contractors and other government employees prior to being issued a credential granting unescorted access to secured areas of the airport.
2. Maintains the database for airport access badges.

SAFETY MANAGEMENT SYSTEM STAFF

1. Plans, coordinates and directs the activities of the Safety Management System (SMS) Program.
2. Serves as divisional coordinator for systematic approach to managing SMS safety program, including the necessary organizational structures, accountabilities, policies, and procedures.
3. Participates in developing, formulating and maintaining the SMS four basic components: Safety Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.
4. Identifies the accountable management staff, identifies organizational structure responsible for airport safety issues, and communicates safety organizational structure to airport employees and managers.
5. Defines airport management, including various levels throughout the organization, responsibilities and accountabilities for safety issues and establishes procedures to periodically review management responsibilities and accountabilities for safety issues.
6. Establish process or procedures to maintain and periodically review the Safety Objectives and continuously defines methods, processes, and organizational structure necessary to meet Safety Objectives.
7. Works with the Airports Planning Office and the Aircraft Rescue & Firefighting Staff on matters relating to hazardous waste materials.
8. Establish and maintain the hazard identification for safety hazards, establish and maintain a systematic process to analyze hazards and their associated risks to an acceptable level, and establish and maintain a system for regular assessment to ensure mitigations are effective.
9. Establish processes or procedures to document, Safety Risk Management (SRM) efforts and retain those documents, establish processes or procedures to monitor safety performance and safety objectives identified through Safety Policy.
10. Establish and maintain hazard reporting system that provides a means for reporter confidentiality, maintain hazard reporting system and establish a process for reviewing and analyzing reported hazards, and establish a process or procedure for reporting safety information and data on a regular basis to the accountable management staff.
11. Develop and maintain training on airport's SMS requirements specific to the audience's roles and responsibilities, provide initial training to the personnel with roles and responsibilities in the airport's SMS, develop process or procedures to

record training, and develop informational material about hazard awareness and reporting.

12. Develop methods for communicating important safety information and establish a procedure to periodically review and update communication methods and develop procedures to record safety communications.
13. Administers the division's risk management program; identifies exposures to loss and evaluates the risk involved in terms of frequency and severity; applies effective safety, loss prevention and loss reduction methods to avoid or reduce risk of loss; purchases insurance.
14. Acts as the division's Civil Defense coordinator.

ENGINEERING BRANCH

Advises the Airports Administrator and others on planning and strategic development issues. Provides planning and engineering support, services and guidance through its Programs Management Office, and Planning, Design & Construction, Special Maintenance, Environmental, and Drafting sections.

PROGRAMS MANAGEMENT OFFICE

1. Manages the scheduling of engineering projects; ensures that all project interfaces are clearly delineated to prevent redundancy, conflicts or inefficiency; coordinates project scheduling and implementation with program and project managers, and airlines.
2. Monitors the progress of projects; checks actual performance against predetermined standards and objectives; coordinates the preparation of systematic status and progress reports.
3. Plans, coordinates and manages the federal grants program; ensures compliance with the requirements of this program.
4. Manages the Capital Improvements Program (CIP).
 - a. Directs the formulation and preparation of the CIP budget for the division.
 - b. Determines CIP funding requirements.
 - c. Works with the Financial Management Staff (AIR-AF) on the sale of airports revenue bonds to finance CIP projects.
 - d. Programs, budgets and maintains project control for funding of all CIP projects.
5. Plans, coordinates and manages the Passenger Facility Charge (PFC) program.
 - a. Reviews pertinent airport data.
 - b. Analyzes the CIP in terms of the PFC.
 - c. Evaluates PFC funding potential.
 - d. Coordinates and integrates the PFC with other revenue sources.
 - e. Works with AIR-AF in developing a financial plan.

- f. Consults with the airlines and notifies them of critical dates and actions in the PFC process.
 - g. Prepares and submits applications to the FAA for approval to impose and use PFC's.
 - h. If the application to impose a PFC is approved, notifies the airlines to collect the PFC's.
 - i. Works with AIR-AF to establish and maintain a PFC accounting system.
 - j. Works with AIR-AF to meet federal requirements for reporting, recordkeeping and auditing of PFC accounts.
- 6. Serves as the Engineering Branch's DBE liaison with the Office of Civil Rights; works with the Office of Civil Rights to meet DBE requirements in FAA-assisted contracting; provides DBE-related information, data and assistance to the Office of Civil Rights in the area of engineering.
 - 7. Works with the Office of Civil Rights to ensure compliance with the Americans with Disabilities Act (ADA) in the area of accessibility of airport facilities and other engineering-related aspects of the ADA. Acts as the Engineering Branch's coordinator for ADA compliance.
 - 8. Provides document management and quality control for the Engineering Branch.
 - 9. Provides secretarial and clerical support to the Drafting Section.

AIRFIELD SECTION

- 1. Direct, coordinate and monitor capital improvement and special maintenance design and construction for airfield projects.
- 2. Procure, administer and manage design and construction management consultants and construction contractors for airfield projects.
- 3. Request programming, apply for, administer and monitor FAA grants for airfield projects.
- 4. Program, coordinate and monitor airfield friction testing, rubber removal and restriping projects; and procure, administer and manage design and construction management consultants and construction contractors for these projects.
- 5. Coordinate approval for all divisional Construction Safety Phasing Plans.
- 6. Serve as the AIR.E coordinator for the Safety Management System (SMS) program by working with the Operations Branch (AIR-L) on all engineering matters related to the Division SMS program.
- 7. Coordinate mitigation of FAA Part 139 discrepancies with the Airport District Managers and the FAA through the formulation of in-house, CIP and SMP projects or through operational measures.
- 8. Administer Divisional FAA Runway Safety Area (RSA) Improvement programs including implementation of FAA RSA Team (RSAT) inspection recommendations through formulation of projects; and manage and implement RSA planning projects including FAA grant funded RSA master plans and geometry studies.

9. Work with FAA Tech Ops for navigation aid impacts and to execute reimbursable agreements for airfield projects requiring FAA staff participation.
10. Manage and maintain the Division air field Pavement Management System (PMS). Provide PMS airfield strength data to the FAA, ADMs and stakeholders. Perform complete PMS updates every 3-5 years by procuring, administering and managing FAA grant funded consultant support.
11. Assist AIR-EP with airfield GIS surveying requirements for Airport Layout Plans (ALP).
12. Keep abreast of FAA changes to airfield and RSA standards in order to plan for future program requirements.

PLANNING SECTION

Plans, organizes and directs the planning activities of the Airport Division. Coordinates activities with the Statewide Transportation Planning Office and county, state and federal agencies.

Planning Unit

1. Prepares and develops master plans, and formulates integrated airport development, planning and programming for all state airports.
2. Develops planning studies prior to project design engineering, and coordinates and consults with federal, state (including the Airports Operations Office) and county agencies, airlines and others to establish criteria and preliminary layouts and to ensure compliance with applicable laws, rules, regulations and standards for major CIP projects.
3. Prepares grant applications and administers FAA funding grants for airport planning projects.
4. Prepares planning reports, feasibility studies, recommendations and testimonies on CIP, land use and zoning, EIS, county general plans, building height variance requests, and noise compatibility programs.
5. Reviews and processes environmental assessments, statements and supplements.
6. Prepares land use and zoning changes for airport properties and coordinates this work with state and county agencies.
7. Administers and coordinates all phases of the planning process which are contracted out to consultants.
8. Holds public informational meetings and public hearings on airport master plans, environmental assessments and noise compatibility programs.
9. Prepares air transportation portion of the state Functional Plan.
10. Prepares requests for proposals for development, revenue generation and special projects.
11. Operates and maintains the airports noise monitoring system to determine noise levels in the communities adjacent to airports.

Statistical Unit

1. Plans and directs research projects.
2. Develops and maintains a statistical data base of statewide air traffic which is used for decision making in planning, budgeting, staffing, and forecasting future needs and actions.
3. Collects, analyzes, interprets and reports on statistical data.
4. Directs the planning, designing and implementation of data collection forms to provide data to management, government agencies, private businesses and others.

DESIGN AND CONSTRUCTION SECTIONS I & II

1. Directs, coordinates and monitors design and construction projects; approves material and shop drawings; prepares summaries of project costs for grant proposal requests.
2. Negotiates, prepares and administers design and construction consultant contracts.
3. Prepares plans and specifications for CIP projects; conducts the bidding and award process.
4. Prepares allotment requests for the design and construction of CIP projects.
5. Prepares environmental impact assessment reports for CIP projects.
6. Works with the FAA to secure federal grant-in-aid for design and construction projects.
7. Inspects construction projects for compliance with plans and specifications and with applicable county, state and federal rules, regulations, policies and procedures; reviews job progress.
8. Initiates timely filing of federal reimbursable requests to replenish funds expended by the State on federally assisted projects.

SPECIAL MAINTENANCE SECTION

1. Develops, evaluates and enforces airport maintenance standards for state airports.
2. Participates in budget development and review for special engineering services.
3. Provides in-house specialty engineering (civil, electrical and mechanical) services to the operating districts.
4. Works with the Design and Construction Sections I & II and the operating districts on the on-line systems (power and water distribution, sewage handling & treatment, air conditioning, fire alarm, public address, flight information, energy management and security).
5. Reviews tenant improvement plans which affect existing utilities and ancillary operating systems such as fire alarm and air conditioning.

ENVIRONMENTAL SECTION

1. Plans, coordinates and directs the activities of the environmental compliance program.
2. Serves as divisional coordinator for matters relating to air and water quality and hazardous waste materials. Monitors and evaluates air and water quality and hazardous waste conditions at all public airports.
3. Participates in formulating environmental policies, procedures and guidelines.
4. Obtains required permits from the state Department of Health, and other governmental agencies, such as NPDES storm water and solid waste remediation permits.
5. Plans, programs and budgets for risk analyses, contaminated site characterization studies and remediation.
6. Oversees and coordinates the work of environmental consultants.
7. Provides technical advice, assistance and support to the districts on environmental compliance requirements.
8. Monitor and operate soil remediation facilities.
9. Plans, coordinates and directs compliance with the terms and conditions of storm water permits and other environmental permits.
10. Investigates, monitors and enforces compliance with environmental laws, rules and regulations.
11. Manages, coordinates, and facilitates construction project reviews and inspections for environmental compliance (stormwater, etc.).

Oahu/Statewide Unit

Completes all Environmental Section Functional Statement as they relate to Oahu District airports.

Neighbor Islands Unit

Completes all Environmental Section Functional Statement as they relate to Neighbor Island airports.

DRAFTING SECTION

1. Provides drafting services for CIP and special maintenance projects, airport layout plans, and miscellaneous types of maps.
2. Provides photography, illustration and graphics services; designs and prepares graphic and illustrative art work; prepares layouts, illustrations, photographic slides and other visual aids for public presentation; takes pictures with various types of cameras.
3. Prepares exhibits for leases and permits.

4. Assigns space number and performs area calculations for the Property Resource Index.
5. Provides print reproduction services.
6. Maintains as-built tracing files.

OAHU DISTRICT

Manages, operates and maintains the Daniel K. Inouye International Airport in conformity with State and Federal laws, requirements, and rules as well as established policies and procedures of the Department of Transportation and those of the Airports Division.

Provides operational, administrative, maintenance and supply services adequate to carry out all business activities generated at Honolulu District airports.

In providing operational services, exercises operational control of aircraft and vehicles utilizing terminal aprons; maintains systematic program of operational area self-inspection under the division's self-inspection program to include record keeping and reporting required by the FAA.

Provides a communications facility for operational, security and emergency including communication with FAA, County Police and Civil Defense.

Provides services and facilities to travelers, lessees, concessionaires and the general public, including, but not limited to, security, protection, federally required anti-hijacking screenings and crowd control measures, as well as securing of operational areas against illegal entries and traffic violations, baggage storage, lost and found, paging and communications services.

Ensures that all State airports in the district are operated in compliance with FAR and TSR concerning Certification of Airports, Security of Airports, as announced by FAR Part 139 and TSR Part 1542 and directive governing compliance and minority programs.

Operates an aircraft rescue and firefighting unit at Daniel K. Inouye International Airport twenty-four hours a day and seven days a week in accordance with FAA standards. Performs all budgeting, purchasing, collecting and requisitioning necessary to administer the fiscal activities of the district airports requests; performs the clerical and stenographic services to handle the transactions it generates; maintains a system of requisition, purchase and budget control as well as records and files of the district airports.

Prepares inventory reports, purchase orders and collects monies due.

Maintains all buildings, structures, facilities, aprons and taxiways in accordance with FAA and division standards. Provides twenty-four hour capability for keeping the operational lights and power functioning at all times by repair or maintenance; provides grounds keeping and landscaping maintenance services and building custodial services.

Coordinates activities with airlines, Federal government agencies, lessees, concessionaires and tenants of the department; maintains continual operational liaison with military and the on-site FAA in the licensees, lessees, tenants or permittees for the use of aeronautical facilities; recommends land, building and facility use to the Airports Administrator, ensures district compliance with the Occupational Safety and Health Act, Fair Labor Standards Act and the principles of Industrial Safety and Industrial Relations. Is responsible for organizing response to crashed aircraft to ensure prompt and adequate treatment of survivors.

OFFICE SERVICES

Provides fiscal, personnel and general clerical support services.

Fiscal Staff

Directs, coordinates and participates in district fiscal activities; processes account payables and cash receipts; collects and receipts fees and other cash payments; manages petty cash; prepares summary warrant vouchers; maintains a system of requisitioning, purchasing and inventory control; processes purchase requisitions; prepares purchase orders; receives, stores and distributes goods; assists in budget preparation. Prepares, processes, issues and maintains airport business permits. Issues various types of decals and collects payment for them. Provides receptionist services.

Personnel Staff

Directs, coordinates and participates in district personnel activities; provides the liaison and coordination between the district and division personnel staffs; initiates personnel transactions such as filling vacant positions; maintains personnel records and documents such as attendance and leave records; processes newly hired employees; assists employees in completing standard personnel forms; initiates personnel-related accident and injury reports.

General Clerical Staff

Directs, coordinates and provides general office and clerical support in typing, word processing, filing, maintaining logs and records; receives, reviews and processes correspondence, documents and a variety of other materials. Performs centralized mail processing activities. Assists in the preparation, processing and maintenance of various types of contracts and property management documents (revocable permits, rental agreements, parking permits, notices of termination, etc.). Receives and processes registration applications for conducting surveys, hand billing, soliciting contributions and performing similar activities; issues badges and applicable guidelines.

AIRPORT ADMINISTRATIVE SERVICES

Provides administrative support in the management of public airports in Oahu district. Manages the district permits operation; meets with permittees and others to establish and maintain mutual understanding and cooperation; studies operating situations in the different organizational units in the district; prepares complex staff studies by defining the problem, gathering relevant facts, evaluating the alternative solutions in terms of effectiveness and cost, and making appropriate recommendations; and provides other forms of administrative support in fiscal, personnel, property management and other functional areas that are involved in district airport management.

AIRPORT MANAGEMENT SERVICES

Assists management with the operations and maintenance of Daniel K. Inouye International Airport and other public airports in Oahu District on a 24-hour, 7-days-a-week basis; takes immediate action in case of emergencies; maintains liaison with governmental agencies, tenants and patrons; initiates and implements recommendations for improvements in operations, maintenance and management activities.

DANIEL K. INOUE INTERNATIONAL AIRPORT

Airside Operations Section

Plans, coordinates and directs the full-range of activities in airside operations including aircraft rescue & firefighting, airport information, medical services, security, and airport operations control.

Aircraft Rescue and Firefighting Unit

Functionally reports to the Airports Fire Chief. Plans, coordinates and directs aircraft rescue and firefighting activities at all public airports in Oahu District. Maintains a twenty-four-hour daily capability of reaching a crash fire, structural fire or other emergency anywhere on Daniel K. Inouye International Airport within three minutes of notification of the emergency. Conducts fire prevention inspections. Performs daily inspections of operating areas required by FAR. Provides cleanup services for fuel spill, allocates blame for spills and cites the responsible parties. Conducts training of individuals and units to reach and maintain the highest aircraft rescue and firefighting proficiency. Maintains, services and performs major and minor repairs to aircraft rescue and firefighting equipment to ensure the highest state of operational readiness. Procures aircraft rescue and firefighting equipment and supplies sufficiently in advance to ensure a constant and adequate level of supply. Provides technical supervision, guidance and advice to the Airport Fire Commander at Kalaeloa Airport and the Airport Operations and Maintenance Worker III at Dillingham Airfield on aircraft rescue and firefighting matters.

Airport Information Unit

Plans, coordinates, organizes and directs the activities of the Airport Information Unit whose functional areas of responsibility include flight information display, telephone, switchboard, public address and page call systems; emergency communication; and conference room operation, management and maintenance.

Information Subunit

1. Operates flight information display system; provides data input update and monitoring of system operation; coordinates system repair, maintenance and upkeep; provides statistical reports based on system activity.
2. Operates the airport telephone system; provides switchboard services and directory information; manages orders, installation, relocation and changes of phone lines; prepares billings for tenant use of airport private exchange telephone service.
3. Operates airport public address and music systems. Provides music and voice paging throughout the terminal complex.
4. Oversees operation of airport-owned 800MHZ Radio and 900MHZ Page Call systems; provides on line operational assistance and initiates parts and equipment replacement.
5. Functions as primary communication link for the Department of Transportation in all State and County Civil Defense alerts; provides emergency communication notification and call out assistance for Airports and Harbors divisions; provides roadway emergency dispatch assistance for motorists; provides afterhours emergency dispatch and roadway repair notification for Highways Division maintenance.

6. Serves as back-up communications support to State Civil Defense.
7. Facilitates airport information dissemination, update and status reports.

Conference Room Subunit

1. Plans, coordinates and controls the use of the Airport Conference Center and Garden Conference Rooms.
2. Sets up the rooms for various types of functions; arranges for the use of multi-media visual aids, equipment and supplies.
3. Maintains inventory control over equipment, visual aids and supplies.
4. Provides custodial maintenance for the conference rooms, adjacent restrooms and surrounding areas.

Medical Services Unit

Provides emergency medical services for airport personnel and the travelling or visiting public; provides medical treatment, coordination and triage for disasters occurring on or immediately adjacent to the airport.

Security Unit

Plans, coordinates, monitors and directs security, safety and certification activities in the district. Implements the provisions of Federal Aviation Regulations Part 139 and Transportation Security Regulations Part 1542. Provides security, law enforcement, airport certification, and public safety services. Develops and recommends plans and programs to assure that facilities and operations maintain the required security, safety and certification standards; enforces aircraft, vehicular, airport tenant and permittee operating rules; implements and administers the Airport Security Program; prepares and administers the Airport Certification Program Manual; issues appropriate warnings and citations; controls vehicle traffic on airport roads, parking lots, and loading zones; maintains public order at the airport; performs crowd control functions, advises the Airports District Manager, or the authorized person in charge, when any emergency or unusual situation is foreseen or occurs.

Airport Operations Control Unit

Provides aircraft ramp services; assigns and controls aircraft parking positions; directs and controls the movement of aircraft and vehicles on the ramp; inspects runways; inspects and maintains hand fire extinguishers; policies and enforces aircraft and vehicular operational rules; issues violation notices.

Landside Operations Section

Plans, coordinates and directs the full-range of activities of landside operations including custodial, terminal services, ground transportation and cultural activities.

Custodial Unit

Cleans and maintains terminal buildings, offices and contiguous areas.

Terminal Services Unit

Provides airport baggage storage, locker rental, and lost and found services at Daniel K. Inouye International Airport. Operates and maintains the computerized baggage storage locker system and related facilities. Manages the lost and found system; acts as custodian of all lost and found items. This unit operates on a 3-shifts a day, 7-days a week basis.

Ground Transportation Unit

Manages, coordinates and monitors ground transportation activities including the operation of taxis, shuttles, rental cars and other vehicles at the airport; administers ground transportation concession leases; operates and maintains the Automated Vehicle Identification (AVI) system; monitors and recommends optimal use of curbside and parking spaces, traffic flow patterns and signage; ensures compliance with the Americans with Disability Act (ADA) in the area of ground transportation.

Cultural Activities Unit

Directs the implementation of the Hawaii Airports Cultural Master Plan in coordination with the Airport Administrator, Airports District Manager and airport community; plans, coordinates and supervises cultural activities, exhibits and displays; works with various governmental, business and community groups in accomplishing the objectives of the Cultural Master Plan.

Maintenance Section

Provides daily operational type engineering services for general and specialized maintenance to the district maintenance section to support the operations and maintenance of Daniel K. Inouye International Airport, including minor construction, alteration and repair of all airport facilities and installations, buildings, grounds, roads, runways, taxiways, hardstands, utility and drainage systems, landscaped areas, and fixed and mobile equipment at Daniel K. Inouye International Airport.

Develops, administers, monitors and inspects for compliance contract maintenance services, engineering and special maintenance contracts of Oahu District. Prepares specifications for the purchase of equipment vehicles and service contracts. Develops and executes the maintenance section's annual budget requirements. Prepares and maintains inventory and records supply transactions.

Purchases, receives, stores and issues supplies, spare parts and other materials. Repairs and maintains aircraft rescue and firefighting equipment.

Develops, implements, and administers preventive maintenance and service call programs of Oahu District.

Operates Oahu District automotive and equipment service and maintenance contracts, supervises the application of specifications for developed contracts, coordinates the transfer of CIP projects to maintenance section functions, and maintenance projects to ensure that the district's operating and maintenance requirements are met.

Updates service maintenance contracts, develops scope of individual maintenance projects and interprets plans and specifications.

Prepares requirements for special maintenance projects, arranges preconstruction and on-site meetings; provides engineering evaluation of proposals from service contractors and field staff; and seeks solutions for maintenance problems.

Contract Maintenance Services

Develops specifications for formal and informal contracts for service maintenance, material and equipment purchase, and routine and special maintenance projects; supervises the application of specifications for developed contracts; provides technical and engineering knowledge in seeking solutions to structural and mechanical problems; controls, inspects and supervises all maintenance service and repair contracts and minor construction and renovation contracts; approves and controls all contract work schedules; coordinates the transfer of capital improvement projects to the Maintenance Section and performs daily inspections of all contract work performance and periodic inspections of State-owned facilities in the district.

Maintenance Services Unit

Provides administrative, accounting, clerical and stenographic services for maintenance section. Establishes and implements administrative procedures with maintenance section. Reviews and compiles section's budget submissions. Maintains budgetary control records. Conducts research, assembles and summarizes information. Maintains budget control ledger. Prepares monthly balance sheet. Maintains cost and equipment operating records. Maintains labor and material cost records for all completed work orders. Maintains files and records. Keeps time and attendance reports. Assists employees in filling out forms. Maintains section files and technical bulletins, data and catalogues. Selects vendors and issues purchase orders. Maintains telephone coverage for section telephones. Performs storekeeper and supply functions by receiving, storing, issuing, packing and shipping all airport-peculiar common use items for all State airports. Receives, stores and issues all materials, supplies and spare parts for Oahu District airports. Establishes stock levels and reorder cycles. Maintains current stock inventory, issue and cost records for all materials and equipment. Packages material for shipment to other airports and prepares necessary invoices and related documents. Maintains warehouse facilities. Inspects material and equipment on receipt.

Airfield and Grounds Maintenance Unit

Ensures that work areas and personnel work are in conformance with the Occupational Safety and Health Act as well as with standard safety procedures. Conducts on-the-job training programs.

Grounds & General Services Subunit

Provides preventive maintenance program and services. Maintains, cleans and repairs runways, taxiways, parking ramps, streets, vehicle parking areas, improved and unimproved grounds, and grounds equipment.

General Labor Crew

Maintains, cleans and repairs the airfield, the roadways, and the terminals.

Equipment Operator Crew

Maintains, services and repairs grounds maintenance equipment.

Automotive Subunit

Maintains, services and performs major and minor repairs to gasoline and diesel powered motorized equipment, automotive equipment, and construction equipment.

Automotive Crew

Maintains, services and performs major and minor repairs to gasoline and diesel powered motorized equipment and automotive equipment.

Heavy Vehicle/Construction Equipment Crew

Maintains, services and performs major and minor repairs to heavy vehicle and construction equipment.

Landscape Subunit

Maintains, develops and beautifies landscaped area and provides other grounds keeping maintenance services at Oahu District airports.

Facilities Maintenance Unit

Provides for the repair, maintenance and renovation of buildings, structures, installed equipment, airfield lighting and utility systems. Conducts a preventive maintenance program for general facilities and installed equipment. Provides an in-house emergency on-call service on a 24 hours a day, seven days a week basis for the repair, maintenance and renovation of all buildings, structures, installed equipment, airfield lighting and flight safety and utility systems to ensure the uninterrupted operation of Daniel K. Inouye International Airport in a manner satisfactory to the FAA and as prescribed by FAR. Conducts scheduled classroom and on-the-job training programs on maintenance methods, use of tools and equipment and in safety procedures. Ensures that the provisions of the Occupational Safety and Health Act are observed in the work areas by the unit personnel. Maintains current service maintenance call log. Maintains preventive maintenance and historical records on all structural facilities, installed equipment and utility systems. Maintains equipment and facility records showing labor and material costs, time and attendance as well as general records and files.

Plumbing Subunit

Provides plumbing maintenance, repair and alterations for airport buildings and facilities.

Carpentry Subunit

Performs carpentry work in the construction, alteration and repair of structural woodwork and wooden articles.

Painting Subunit

Performs painting work in applying coats of paint or other protective and decorative coating to interior and exterior surfaces of buildings and other structures, equipment, pavements, curbs and furniture.

Service Call Subunit

Provides in-house emergency on-call service on a 24 hours a day, seven days a week basis for the repair, maintenance and renovation of all buildings, structures, installed equipment, airfield lighting and flight safety and utility systems.

Air Conditioning Services

Maintains and repairs air conditioning units in airport buildings. Oversees the operation and maintenance of the central air conditioning plants at Daniel K. Inouye International Airport.

Maintenance Mechanic Crew

Provides continuous on-call service for the repair, maintenance and renovation of all equipment and utilities.

Building Maintenance Worker Crew

Provides continuous on-call service for the repair, maintenance and renovation of all buildings and facilities.

Automated Systems Equipment Services

Maintains and repairs automatic controls for electronic and component units used for energy management, information systems, equipment operation and airport security.

Electrical Services

Performs electrical maintenance, repair and alterations for airport buildings and facilities. Provides the service call crews with electrical support services. Conducts an electrical preventative maintenance program.

KALAELOA AIRPORT AND DILLINGHAM AIRFIELD

Operates and maintains Kalaeloa Airport and Dillingham Airfield; provides a variety of services including, but not limited to, custodial, grounds keeping and aircraft rescue and firefighting protection services.

MAUI DISTRICT

Manages, operates and maintains all State airports in the district in conformity with State and Federal laws, requirements and rules as well as established policies and procedures of the Department of Transportation and those of the Airports Division. Provides operational, administrative, maintenance and supply services adequate to carry out all business activities generated at Maui District airports.

In providing operational service, maintains systematic program of operational area self-inspection under the division's self-inspection program to include record keeping and reporting required by the FAA.

Provides a communications facility for operational, security and emergency including communication with the FAA, County Police and Civil Defense.

Provides services and facilities to travelers, lessees, concessionaires and the general public, including, but not limited to, security, protection, federally required anti-hijacking screenings and crowd control measures, as well as securing of operational areas against illegal entries and traffic violations, lost and found and paging services.

Ensures that all State airports in the district are operated in compliance with FAR concerning Certification of Airports, Security of Airports, as announced by FAR Part 139 and TSR Part 1542 and directives governing compliance and minority programs. Operates an airport rescue and firefighting unit seven days a week in accordance with the FAA standards.

Performs all budgeting, purchasing, collecting and requisitioning necessary to administer the fiscal activities of the district airports and recommends operations and capital improvement budget requests; performs the clerical and stenographic services to handle the transactions it generates; maintains a system of requisition, purchase and budget control as well as records and files of the district airports. Prepares summary warrant vouchers, inventory reports, purchase orders and personnel forms and collects monies due.

Maintains all buildings, structures, facilities, aprons and taxiways in accordance with the FAA and the division's standards. Provides twenty-four-hour capability for keeping the operational lights and power functioning at all times by repair or maintenance; provides alterations, repairs and construction to facilities; provides grounds keeping and landscaping maintenance services and building custodial services.

Coordinates activities with airlines, Federal agencies, lessees, concessionaires and tenants of the department; maintains continual operational liaison with military and the on-site FAA in the use of facilities; initiates negotiations with prospective licensees, lessees, tenants or permittees for the use of aeronautical facilities; recommends land, building and facility use to the Airports Administrator, operates and maintains any other airports or heliports in Maui District including, but not limited to, custodial, grounds keeping, communications and aircraft rescue and firefighting protection. Ensures compliance with Occupational Safety and Health Act, Fair Labor Standards Act and the principles of Industrial Safety and Industrial Relations. Organizes response to crashes to ensure prompt and adequate medical treatment of survivors.

OFFICE SERVICES

Maintains a system of requisitioning, purchasing and budgetary control. Performs fiscal and office services functions necessary to handle its business transactions. Performs other administrative functions including, but not limited to, maintenance of files and records; preparation of summary warrant vouchers; preparation of inventory reports; conduct of the Property Resources Index system; preparation of purchase orders; preparation of personnel action forms and collections.

ENGINEERING SERVICES

Plans, directs, coordinates and monitors all airport maintenance projects in Maui District. Develops, implements and administers a district maintenance management plan. Reviews all maintenance project plans, specifications and contracts. Directs and regularly monitors and inspects the work of contractors, subcontractors and vendors involved in maintenance projects.

HANA AND KALAUPAPA AIRPORTS

Operates and maintains Hana and Kalaupapa Airports; provides a variety of services including, but not limited to, custodial, and grounds keeping services.

KAHULUI AIRPORT

Aircraft Rescue and Firefighting Section

Functionally reports to the Airports Fire Chief. Plans, coordinates and directs aircraft rescue and firefighting activities at all public airports. Provides the trained cadre of aircraft rescue and firefighting crew supplemented by contract employees. Provides on-the-spot leadership and direction to contract employees in dealing with aircraft rescue and firefighting emergencies. Performs daily operations and maintenance checks on aircraft rescue and firefighting equipment; conducts aircraft rescue and firefighting drills and training; maintains protective clothing; performs the daily inspection of operational areas. Ensures that the provisions of the FAR Part 139 pertaining to response time are met. Provides technical supervision, guidance and advice to applicable positions at Hana, Molokai, Kapalua, Kalaupapa and Lanai airport on matters relating to aircraft rescue and firefighting operations.

General Construction and Maintenance Section

Provides general and specialized maintenance services, including the construction, alteration and repair of all airport facilities, buildings, equipment, utilities, grounds and landscape areas with an approved maintenance program and budget. Operates an automotive equipment service and repair shop. Maintains aircraft operating areas in accordance with prescribed standards. Plans, organizes, coordinates and directs the activities of the facilities maintenance unit, custodial unit, grounds maintenance unit and automotive mechanic unit. Provides technical supervision, guidance and advice to applicable positions at Hana, Molokai, Kapalua, Kalaupapa and Lanai airports on maintenance-related matters.

Automotive Mechanic Unit

Provides maintenance and repair services for automotive and related equipment.

Facilities Maintenance Unit

Provides facilities maintenance services.

Electrical Subunit

Provides electrical maintenance, repair and alterations for airport buildings and facilities.

Plumbing Subunit

Provides plumbing maintenance, repair and alterations for airport buildings and facilities.

Building Maintenance Subunit

Provides general maintenance and repair services including the construction, alteration and inspection of airport facilities, buildings, utilities and aircraft operating areas.

Maintenance Mechanic Subunit

Provides repair, maintenance, inspection and renovation of installed equipment and mechanical devices.

Custodial Unit

Cleans and maintains terminal buildings, offices and contiguous areas.

Grounds Maintenance Unit

Provides grounds maintenance services; operates ground maintenance equipment.

Landscaping Subunit

Provides landscaping and other grounds keeping maintenance services which includes maintaining landscaped areas, cutting grass, clearing brush, weeding, cleaning sidewalks and roadside areas, and cleaning storm drains, culverts and catch basins.

Operations Section

Directs, coordinates and monitors operational activities at all public airports in Maui District. Develops, implements and administers a coordinated operations plan designed to meet the specific needs of the district. Regularly monitors day-to-day operational activities. Provides administrative support in fiscal, personnel, property management and other functional areas that are involved in district airport management. Prepares complex staff studies by defining the problem, gathering relevant facts, evaluating alternative solutions, and recommending the best solution. Performs property management work; inspects and monitors the activities of concessionaires, tenants, permittees and others who use airport facilities and real property; ensures that all property management requirements are met.

Security Unit

Plans, coordinates, monitors and directs security, safety and certification activities in this district. Implements the provisions of Federal Aviation Regulations Part 139 and Transportation Security Regulations Part 1542. Provides security, law enforcement, airport certification, and public safety services. Develops and recommends plans and programs to assure that facilities and operations maintain the required security, safety and certification standards; polices and enforces aircraft and vehicular rules; enforces airport tenant and permittee operating rules; implements and administers the Airport Security Program; prepares and administers the Airport Certification Program Manual; monitors the custodian of lost and found items; issues appropriate warnings and citations; controls vehicular traffic on airport roads, parking lots, and loading zones; maintains public order at the airport; performs crowd control functions, advises the Airports District Manager or the authorized person in charge when any emergency or unusual situation is foreseen or occurs.

Airport Operations Control Unit

Performs airport ground operations control work at Kahului Airport; provides various aircraft ramp services; assigns gate positions, terminal holding rooms and baggage claim areas to air carriers; patrols airport operational areas to monitor and control the movement of aircraft, vehicles and support personnel; enforces applicable rules, regulations and procedures, and issues citations or violation notices whenever appropriate and necessary; inspects runways, taxiways, ramps, apron areas and storm drains for obstructions, damages and other hazardous conditions, and takes appropriate action. Acts in place of management during the absence of the Airports District manager and Assistant Airport Superintendent. Operates, monitors and maintains the Airport Operations Control Center which is essentially a communications center and a centralized source of flight, facility and security-related information.

KAPALUA AIRPORT

Aircraft Rescue and Firefighting Section

Provides aircraft & rescue and firefighting services.

Air Traffic Control Section

Provides air traffic control services.

General Maintenance Section

Provides custodial and airport operations and maintenance services.

LANAI AIRPORT

Aircraft Rescue and Firefighting Section

Provides aircraft rescue and firefighting services.

General Maintenance Section

Provides custodial and airport operations and maintenance services.

MOLOKAI AIRPORT

Aircraft Rescue and Firefighting Section

Provides aircraft rescue and firefighting services.

General Maintenance Section

Provides custodial and airport operations and maintenance services.

HAWAII DISTRICT

Manages, operates and maintains all State airports in the district in conformity with State and Federal laws, requirements, rules and regulations as well as established policies and procedures of the Department of Transportation and those of the Airports Division. Provides operational, administrative, maintenance and supply services adequate to carry out all business activities generated at Hawaii District airports.

In providing operational services, exercises operational control of aircraft and vehicles utilizing terminal aprons; maintains systematic program of operational area self-inspection under the division's self-inspection program to include record keeping and reporting required by the FAA.

Provides a communications facility for operational, security and emergency including communication with the FAA, County Police and Civil Defense. Provides services and facilities to travelers, lessees, concessionaires and the general public, including, but not limited to, security, protection, federally required anti-hijacking screenings and crowd control measures, as well as securing of operational areas against illegal entries and traffic violations, baggage storage, lost and found and paging services.

Ensures that all State airports in the district are operated in compliance with FAR concerning Certification of Airports, Security of Airports, as announced by FAR Part 139 and TSR Part 1542 and directives governing compliance and minority programs.

Operates an aircraft rescue and firefighting unit at Hilo International Airport and Ellison Onizuka Kona International Airport at Keahole twenty-four hours a day, seven days a week in accordance with FAA standards.

Performs all budgeting, purchasing, collecting and requisitioning necessary to administer the fiscal activities of the district airports and recommends operations and capital improvement budget requests; perform the clerical and stenographic services to handle the transactions it generates; maintains a system of requisition, purchase and budget control as well as records and files of the district airports.

Prepares summary warrant vouchers, inventory reports, purchase orders and personnel forms and collects monies due.

Maintains all buildings, structures, facilities, aprons and taxiways in accordance with FAA and division standards.

Provides twenty-four-hour capability for keeping the operational lights and power functioning at all times by repair or maintenance; provides alterations, repairs, and construction to facilities; provides grounds keeping and landscaping maintenance services and building custodial services.

Coordinates activities with airlines, Federal agencies, lessees, concessionaires and tenants of the department; maintains continual operational liaison with military and the on-site FAA in the use of facilities; initiates negotiations with prospective licensees, lessees, tenants or permittees for the use of aeronautical facilities; recommends land, building and facility use to the Airports Administrator for Operations, operates and maintains any other airports or heliports in District including, but not limited to, custodial, grounds keeping, communications and aircraft rescue and firefighting protection.

Ensures compliance with Occupational Safety and Health Act, Fair Labor Standards Act and the principles of Industrial Safety and Industrial Relations.

Organizes response to crashes to ensure prompt and adequate medical treatment of survivors. Ensures that the provisions of the FAR Part 139 pertaining to response time are met.

Provides technical supervision, guidance and advice to applicable positions at all secondary airports on matters relating to aircraft rescue and firefighting operations.

SECURITY SERVICES

Plans, coordinates, monitors and directs security, safety and certification activities in the district. Implements the provisions of Federal Aviation Regulations Part 139 and Transportation Security Regulations Part 1542. Provides security, law enforcement, airport certification, and public safety services. Develops and recommends plans and programs to assure that facilities and operations maintain the required security, safety and certification standards; polices and enforces aircraft and vehicular rules; enforces airport tenant and permittee operating rules; implements and administers the Airport Security Program; prepares and administers the Airport Certification Program Manual; issues appropriate warnings and citations; controls vehicle traffic on airport roads, parking lots, and loading zones; maintains public order at the airport; performs crowd control functions, advises the Airports District Manager or the authorized person in charge when any emergency or unusual situation is foreseen or occurs.

ENGINEERING SERVICES

Plans, directs, coordinates and monitors all airport maintenance projects in Hawaii District. Develops, implements and administers a district maintenance management plan. Reviews all maintenance project plans, specifications and contracts. Directs and regularly monitors and inspects the work of contractors, subcontractors and vendors involved in maintenance projects.

ELLISON ONIZUKA KONA INTERNATIONAL AIRPORT AT KEAHOLE

Office Services

Maintains a system of requisitioning, purchasing, and budgeting control. Performs fiscal and office services functions necessary to handle its business transactions. Performs other administrative functions, including, but not limited to, maintenance of files and records; preparation of summary warrant vouchers; preparation of inventory reports; conduct of the Property Resources Index system; preparation of purchase orders; preparation of personnel action forms and collections.

Aircraft Rescue and Firefighting Section

Functionally reports to the Airports Fire Chief. Provides the trained cadre of airport rescue and firefighting crew supplemented by contract employees in dealing with aircraft rescue and firefighting emergencies. Performs daily operations and maintenance checks on aircraft rescue and firefighting equipment; conducts aircraft rescue and firefighting drills and training; maintains protective clothing; performs the daily inspection of operational areas. Ensures that the provisions of FAR Part 139 pertaining to response time are met. Performs preventive maintenance on aircraft rescue and firefighting equipment.

Airport Operations Control Section

Performs airport ground operations control work; provides various aircraft ramp services; assigns gate positions, terminal holding rooms and baggage claim areas to air carriers; patrols airport operational areas to monitor and control the movement of aircraft, vehicles and support personnel; enforces applicable rules, regulations and procedures, and issues citations or violation notices whenever appropriate and necessary; inspects runways, taxiways, ramps, apron areas and storm drains for obstructions, damages and other hazardous conditions, and takes appropriate action. Acts in place of management during the absence of the Airports District Manager. Operates, monitors and maintains the Airport Operations Control Center which is essentially a communications center and a centralized source of flight, facility and security-related information.

Maintenance Section

Performs general and specialized maintenance work, including construction, alteration and repair of all airport facilities and installations, buildings, utilities, grounds and landscaped areas. Operates an automotive equipment service and repair shop. Maintains aircraft operating areas to the standards set forth by the FAA in FAR Part 139. Provides electrical maintenance, repair and alteration services for airport facilities.

Automotive Mechanic Unit

Provides maintenance and repair services for automotive and other mechanical equipment.

General Maintenance Unit

Provides general maintenance, repair, alternative services, and painting work, including the inspection and maintenance of the aircraft operating areas and equipment.

Ground Maintenance Unit

Provides landscaping and other grounds keeping services including the clearance of road shoulders.

Custodial Unit

Cleans and maintains terminal buildings, offices and contiguous areas.

Electrical Unit

Provides electrical maintenance, repair and alteration services for airport buildings and facilities.

WAIMEA-KOHALA AND UPOLU AIRPORTS

Operates and maintains Waimea-Kohala and Upolu Airports; provides a variety of services including, but not limited to, custodial and grounds keeping services.

HILO INTERNATIONAL AIRPORT

Office Services

Maintains a system of requisitioning, purchasing, and budgeting control. Performs fiscal and office services functions necessary to handle its business transactions. Performs other administrative functions, including, but not limited to, maintenance of files and records; preparation of summary warrant vouchers; preparation of inventory reports; conduct of the Property Resources Index system; preparation of purchase orders; preparation of personnel action forms and collections.

Aircraft Rescue and Firefighting Section

Functionally reports to the Airports Fire Chief. Provides professional cadre of aircraft rescue and firefighting crew supplemented by contract employees. Provides on-the-spot leadership and direction to contract employees in dealing with aircraft rescue and firefighting emergencies. Performs daily operations and maintenance checks on aircraft rescue and firefighting equipment; conducts aircraft rescue and firefighting drills and training; maintains protective clothing; performs the daily inspection of operational areas. Ensures that the provisions of FAR Part 139 and all aircraft rescue and firefighting requirements are met. Performs preventive maintenance on aircraft rescue and firefighting equipment.

Airport Operations Control Section

Performs airport ground operations control work; provides various aircraft ramp services; assigns gate positions, terminal holding rooms and baggage claim areas to air carriers; patrols airport operational areas to monitor and control the movement of aircraft, vehicles and support personnel; enforces applicable rules, regulations and procedures, and issues citations or violation notices whenever appropriate and necessary; inspects runways, taxiways, ramps, apron areas and storm drains for obstructions, damages and other hazardous conditions, and takes appropriate action. Acts in place of management during the absence of the Airports District Manager. Operates, monitors and maintains the Airport Operations Control Center which is essentially a communications center and a centralized source of flight, facility and security-related information.

General Maintenance Services Section

Provides general and specialized maintenance services including construction, alteration and repair of all airport facilities and installations, buildings, utilities, grounds and landscaped areas with an approved maintenance program and budget; operates automotive equipment service and repair shop. Maintains aircraft operating areas to the standards set forth by the FAA in FAR Part 139. Supervises the electrical unit, buildings and grounds unit and the general maintenance unit.

Automotive Mechanic Unit

Provides maintenance and repair services on all automotive equipment and internal combustion engines in the district.

Electrical Unit

Provides all electrical maintenance, repair and alterations for airport buildings and facilities.

General Maintenance Unit

Provides for inspection and maintenance on aircraft operating areas and equipment. Performs daily runway inspection on request. Provides all maintenance repair and alteration except those performed by the electrical unit and the building and grounds unit utilizing automotive, painting, plumbing, carpentry and other skills.

Buildings and Grounds Unit

Provides landscaping and other grounds keeping services including clearance of road shoulders, drainage systems, etc., and operates heavy equipment. Cleans, polices and maintains terminal building, offices, and contiguous areas.

Groundskeeping Subunit

Provides landscaping and other grounds keeping services including clearance of road shoulders, drainage systems, etc., and operates heavy equipment.

Janitorial Subunit

Cleans, polices and maintains terminal building, offices, and contiguous areas.

Security Services

Plans, coordinates, monitors and directs security, safety and certification activities in the district. Implements the provisions of Federal Aviation Regulations Part 139 and Transportation Security Regulations Part 1542. Provides security, law enforcement, airport certification, and public safety services. Develops and recommends plans and programs to assure that facilities and operations maintain the required security, safety and certification standards; polices and enforces aircraft and vehicular rules; implements and administers the Airport Security Program; prepares and administers the Airport Certification Program; prepares and administers the Airport Certification Program Manual; issues appropriate warnings and citations; controls vehicle traffic on airport roads, parking lots, and loading zones; maintains public order at the airport; performs crowd control functions, advises the Airports District Manager or the authorized person in charge when any emergency or unusual situation is foreseen or occurs.

KAUAI DISTRICT

Manages, operates and maintains all State airports in the district in conformity with State and Federal laws, requirements and rules as well as established policies and procedures of the Department of Transportation and those of the Airports Division.

Provides operational, administrative, maintenance and supply services adequate to carry out all business activities generated at Kauai district airports. In providing operational services, maintains systematic program of operational area self-inspection under the division's self-inspection program to include record keeping and reporting required by the FAA.

Provides a communications facility for operational, security and emergency including communication with the FAA, County Police and Civil Defense.

Provides services and facilities to travelers, lessees, concessionaires and the general public, including, but not limited to, security, protection, federally required anti-

hijacking screenings and crowd control measures, as well as securing operational areas against illegal entries and traffic violations, lost and found and paging services.

Ensures that all State airports in the district are operated in compliance with FAR concerning Certification of Airports, Security of Airports, as announced by FAR Part 139 and TSR Part 1542 and directives governing compliance and minority programs.

Operates an airport rescue and firefighting unit seven days a week in accordance with FAA standards.

Performs all budgeting, purchasing, collecting and requisitioning necessary to administer the fiscal activities of the district airports and recommends operations and capital improvement budget requests; performs the clerical and stenographic services to handle the transactions it generates; maintains a system of requisition, purchase and budget control as well as records and files of the district airports. Prepares summary warrant vouchers, inventory reports, purchase orders and personnel forms and collects monies due.

Maintains all buildings, structures, facilities, aprons and taxiways in accordance with the FAA and the division's standards. Provides twenty-four hour capability for keeping the operational lights and power functioning at all times by repair or maintenance; provides alterations, repairs and construction to facilities; provides grounds keeping and landscaping maintenance services and building custodial services.

Coordinates activities with airlines, Federal agencies, lessees, concessionaires and tenants of the department; maintains continual operational liaison with the military and the on-site FAA in the use of facilities; initiates negotiations with prospective licensees, lessees, tenants or permittees for the use of aeronautical facilities; recommends land, building and facility use to the Airports Administrator; operates and maintains any other airports or heliports in the Kauai District including, but not limited to, custodial, grounds keeping, communications and airport rescue and firefighting protection.

Ensures compliance with Occupational Safety and Health Act, Fair Labor Standards Act and the principles of Industrial Safety and Industrial Relations. Organizes response to crashes to ensure prompt and adequate medical treatment of survivors.

OFFICE SERVICES

Maintains a system of requisitioning, purchasing and budgeting control. Performs fiscal and office services functions necessary to handle its business transactions. Performs other administrative functions including, but not limited to, maintenance of files and records; preparation of summary warrant vouchers; preparation of inventory reports; conduct of the Property Resources Index system; preparation of purchase orders; preparation of personnel action forms and collections.

SECURITY SERVICES

Plans, coordinates, monitors and directs security, safety and certification activities in the district. Implements the provisions of Federal Aviation Regulations Part 139 and Transportation Security Regulations Part 1542. Provides security, law enforcement, airport certification, and public safety services. Develops and recommends plans and programs to assure that facilities and operations maintain the required security, safety and certification standards; polices and enforces aircraft and vehicular rules; implements and administers the Airport Security Program; prepares and administers the Airport Certification Program; prepares and administers the Airport Certification Program Manual; issues appropriate warnings and citations; controls vehicle traffic on airport roads, parking lots, and loading zones; maintains public order at the airport; performs crowd control functions, advises the

Airports District Manager or the authorized person in charge when any emergency or unusual situation is foreseen or occurs.

ENGINEERING SERVICES

Plans, directs, coordinates and monitors all airport maintenance projects in Kauai District. Develops, implements and administers a district maintenance management plan. Reviews all maintenance project plans, specifications and contracts. Directs and regularly monitors and inspects the work of contractors, subcontractors and vendors involved in maintenance projects.

LIHUE AIRPORT

Airport Operations Control Section

Performs airport ground operations control work; provides various aircraft ramp services, assigns gate positions, terminal holding rooms and baggage claim areas to air carriers; patrols airport operational areas to monitor and control the movement of aircraft, vehicles and support personnel; enforces applicable rules, regulations and procedures, and issues citations or violation notices whenever appropriate and necessary; inspects runways, taxiways, ramps, apron areas and storm drains for obstructions, damages and other hazardous conditions, and takes appropriate action. Acts in place of management during the absence of the ADM and Assistant Airport Superintendent. Operates, monitors and maintains the Airport Operations Control Center which is essentially a communications center and a centralized source of flight, facility and security-related information.

Maintenance Section

Provides general and specialized maintenance including construction, alteration and repair of all airport facilities and installations, buildings, utilities, grounds and landscaped areas; operates automotive equipment service and repair shop. Maintains the REILS and VASI systems of navigational aids. Maintains aircraft operating areas to the standards set forth by superiors. Supervises the electrical mechanical unit, general maintenance unit, grounds maintenance unit and automotive mechanic unit.

Automotive Mechanic Unit

Provides maintenance and repair services on all automotive equipment and internal combustion engines.

General Maintenance Unit

Provides inspection and maintenance services on aircraft operating areas and equipment. Performs runway inspections. Provides general maintenance, repair and alternative services.

Grounds Maintenance Unit

Provides landscaping and other grounds keeping services including the clearance of road shoulders.

Electrical Unit

Provides electrical maintenance, repair and alteration services for airport buildings and facilities.

Custodial Section

Cleans and polices terminal buildings, offices and contiguous offices.

Aircraft Rescue and Firefighting Section

Functionally reports to the Airports Fire Chief. Provides the trained cadre of aircraft rescue and firefighting crew supplemented by contract employees. Provides on-the-spot leadership and direction to contract employees in dealing with aircraft rescue and firefighting emergencies. Performs daily operations and maintenance checks on aircraft rescue and firefighting equipment; conducts aircraft rescue and firefighting drills and training; maintains protective clothing; performs the daily inspection of operational areas. Ensures that the provisions of FAR Part 139 pertaining to response times are met.

PORT ALLEN AIRPORT

Operates and maintains Port Allen Airport; provides a variety of services including, but not limited to, custodial and grounds keeping services.