

# TRUCKEE TAHOE AIRPORT DISTRICT

## POLICY INSTRUCTION

**PI NUMBER 512**

**Effective: May 01, 2021**

**SUBJECT: HANGAR DOOR MOMENTARY SAFETY SWITCH OPERATION AND ENFORCEMENT POLICY**

**PURPOSE:** To establish a policy promoting the safe operation of hangar doors and enforcement actions regarding tampering, disabling or bypassing hangar door momentary safety switches.

**POLICY:** The purpose of this policy is to address the operation and safety requirements for the proper opening and closing of hangar doors owned by the Truckee Tahoe Airport District. Momentary safety switches were installed for the safety of the airport users, hangar tenants, and TTAD staff members. The switches also reduce the severity of mechanical mishaps and subsequent infrastructure or systems damage.

**WHAT IS A MOMENTARY SWITCH:** A momentary switch closes (energizes) a circuit when the button is depressed and returns automatically to an open position (non-energized state) when pressure is released. Therefore, motion of the hangar door only occurs when the button is physically depressed. The intention of the switch is for a human to push and hold the button while the hangar door is in motion, which takes between 86 and 94 seconds for a door to cycle up or down.

**WHY DO WE NEED THIS POLICY:** The intent of this policy is not to be punitive or to burden hangar tenants. The District has an obligation as well as a commitment to the safety of the general public, tenants, and our District Staff. The District currently has 230 hangars, all of which have bi-folding doors and range from 2 years to over 60 years in age. Bi-fold doors weigh several thousand pounds and staff felt it necessary to pursue momentary switches to address mechanical and tenant caused incidents that created dangerous conditions or resulted in unsafe events that were potentially fatal.

Since the installation of the momentary switches, there have been ZERO incidents. It has been the District's experience, whether intentionally or as a normal human reaction, that people are inclined to remove their finger from depressing the button when they sense a problem with the operation of the hangar door. By doing such, safety is significantly enhanced, and the potential severity of mechanical mishaps have been reduced.

**WHAT IS CONSIDERED AN INFRACTION:** An infraction will ensue if any attempt is made to bypass the officially approved operation requirements of a hangar door. The hangar tenant is responsible for all tampering, no matter who might have made the attempt. This includes bypassing the momentary safety switch either electrically or using a contraption/device to defeat the intent of the momentary switch, allowing the door to be in motion without the tenant or their representative physically holding

down the button to operate the door. An Infraction is further defined as an incident when the spring-loaded momentary aspect of the switch has been overridden or otherwise been rendered inoperative.

Due to the safety and mechanical operational efficiency of momentary safety switches, the District is not considering opportunities for hangar tenant opt-out options of using momentary safety switch to operate their hangar door.

Third party tampering (e.g., mechanic, friend, detailer etc.) is the responsibility of the hangar tenant.

If the switch has been bypassed in a nefarious manner such as electrically rewiring the switch box, the General Manager may choose an enforcement procedure that is equal to the circumstances of the infraction, which may include immediate eviction.

**ENFORCEMENT PROCEDURES:** The following progressive enforcement actions will be implemented by the District if an infraction is discovered or witnessed by Airport Staff:

**1<sup>st</sup> Infraction:** The Director of O&M speaks with the hangar tenant to explain the hangar door system, dangers, and safety rules regarding hangar door operations.

**2<sup>nd</sup> Infraction:** A \$300 fine along with a Letter of Correction to the hangar tenant informing the tenant of the fine and that a 3<sup>rd</sup> offense will result in eviction from the hangar.

**3<sup>rd</sup> Infraction:** Eviction from Hangar