

# Checklist Procedures for the Successful Opening of a New Airport

## PURPOSE

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The new airport checklist was designed so that the airline community can work with the airport authority to ensure that when a new airport opens, it will operate smoothly, with minimal operating problems right from opening day. The checklist can also be used in part for a major terminal expansion.

The checklist was assembled to highlight recurring problems in the lead up to opening of new Greenfield airports and to resolve potential operational issues that have often occurred with new passenger terminals during the first days / weeks on opening. The checklist will ensure that all the major elements of the new airport will be considered and any deficiencies, or elements that will not be ready, will be highlighted. The checklist will provide a tool to encourage constructive engagement between the Airport Consultative Committee (ACC) and the airport authority during the final stages of a major airport project.

Assuming the airport authority addresses issues raised in a timely manner, the checklist should be kept confidential. It is important that a good working relationship be maintained between the airlines and the airport authority. Sharing information gathered using the checklist with third parties would damage trust between the airport authority and the ACC.

## TIMING

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The checklist will be used several times as the airport project nears completion. It is suggested that the checklist should be used at the following times:

- 24 months before the airport / terminal opens;
- 12-15 months before the airport / terminal opens;
- 3-6 months before the airport / terminal opens.

## ACC WORKING GROUP COMPOSITION

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The checklist will be used by an ACC working group drawn from the following stakeholders:

- ACC Chair
- AOC Chair
- ACC member – passenger terminal specialist
- ACC member – cargo / support / airfield specialist
- IATA Airport Development staff member
- BAR

## ACC WORKING GROUP MODE OF OPERATION

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The ACC working group will meet with the airport authority two days before a regular ACC meeting is scheduled. During the first day the working group will meet with the airport authority and its project management consultants to review the new airport checklist.

The status of each element will be determined, noting progress to date and when the element will be completed. Certain elements are further divided into sub elements to provide more detail. The sub elements are shown on a separate page. Key or critical elements for each airport project can be highlighted (**shown in bold**).

Where it is anticipated that there will be problems completing an element of the project, then a recovery or contingency plan should be developed. Comments will be made for those elements that will not be completed on-time. Additional comments can be made on a separate sheet.

The ACC working group should also consider the most critical elements of the airport and plan for their non-availability or failure in the first days of operation e.g. staff parking, BHS, primary power etc. It is hoped that such “disaster scenarios” are never used, but the process should establish solid working relationships that are able to react positively to even minor issues like blocked toilets or cracking floors.

The working group will complete the report on the second day.

At the regular ACC meeting, the working group will present its findings to the airport authority and ACC members. The ACC report, including the completed checklist, will be sent to ACC members, AOC Chair and the airport authority. The airport authority will be asked to reply to the report and comment on any deficiencies mentioned in the ACC report.