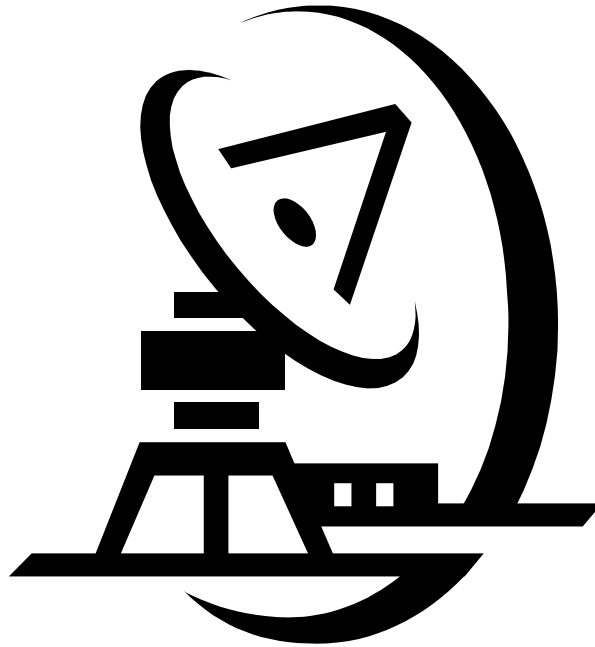


## PDX RADIO FREQUENCY DEVICE SUBMITTAL PACKET



### CONTENTS

- Letter of Explanation
- Site Application for All Radio Frequency (RF) Transmitters / Receivers
- Application for New RF Antenna Installation
- Port Standards for Electrical Equipment Identification



## **PDX RF Equipment Submittal Information**

The purpose of this RF equipment submittal packet is to:

- Provide the Tenant with an RF application and a Port permit application for the proposed installation of RF equipment, cabling, antennas, etc. for Port review.
- Ensure that new installation complies with Port of Portland/FCC requirements.
- Ensure that new installations are properly documented for the Port's RF database.

Technology growth and changes presented a need to identify and regulate use of radio communication systems at the Port of Portland (POP) as part of the PDX Technology Master Plan. Part of that plan included locating, mapping, labeling and describing the use of all existing Radio Frequency (RF) devices (i.e., antennas, cables, dishes, etc.) at the PDX terminal building, concourses and surrounding properties. This work has been accomplished.

A Tenant must submit the *Site Application for All Radio Frequency Transmitters and/or Receivers* for the installation of any proposed RF equipment, devices, antennas, dishes, etc., along with submitting an *Application for New RF Antenna Installation* for Port review. The Port will review the applications for compatibility or interference with other RF devices and specifically those devices in close proximity to the proposed installation. The submitted information will also provide the Port with the proposed location of equipment rooms within the lease areas, location of proposed rooftop devices, cabling routes and space requirements of the equipment. This information is necessary to maintain the existing RF database that the Port has developed.

Most antenna installations at PDX or at the Port's General Aviation airports will also require the submittal of an FAA Form 7460-1 application for FAA review, which may have a review period of up to 90 days.

Also attached is a copy of the *Port Standards for Electrical Identification* to be used for equipment and conduit labeling requirements.

If the proposed RF equipment will replace existing equipment, please remove all old non-operational equipment, including conduit and cabling back to its source.

### In review:

- Complete and submit the *Site Application for All Radio Frequency Transmitters and/or Receivers*.
- Complete, sign and submit the *Application for New RF Antenna Installation* electronically along with supporting construction drawings and specifications.
- Send completed applications and supporting documents to:

Don DeMarco (don.demarco@portofportland.com)  
Tenant Construction Coordinator  
Portland International Airport  
Portland, OR 97218  
Phone: (503) 415-6176  
Fax: (503) 548-5911

# Site Application for All Radio Frequency (RF) Transmitters and /or Receivers

Airport Tenants are required to complete this application for any radio frequency (RF) devices that are proposed to be installed on Port of Portland property. Completion of this application is required for new installations and any proposed modifications or alterations.

1. Applicant's Name: \_\_\_\_\_
2. Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_
3. Applicant's Point of Contact:  
Name: \_\_\_\_\_  New Application  
Phone: \_\_\_\_\_  Renewal Application  
Fax: \_\_\_\_\_  Modification Application  
E-mail: \_\_\_\_\_
4. Applicant's call sign (if unlicensed, specify FCC Part and Paragraph that describes service): \_\_\_\_\_
5. Applicant's operating frequencies: \_\_\_\_\_
6. Applicant's output power (ERP); if FCC licensed, provide safety zone information: \_\_\_\_\_
7. Provide manufacturer's antenna specifications: \_\_\_\_\_  
\_\_\_\_\_
8. Equipment locations (attach drawings and sketches of proposed locations).
9. Proposed space requirements (attach drawings and sketches of equipment configurations).
10. Proposed number of mobile/portable units that will be used (provide specifications): \_\_\_\_\_
11. Equipment mounting details (attach drawings or sketches).
12. Proposed environmental requirements: \_\_\_\_\_
13. Proposed power requirements: \_\_\_\_\_
14. Proposed infrastructure (cable, fiber, coax, etc.): \_\_\_\_\_
15. Describe intended use: \_\_\_\_\_



## APPLICATION FOR NEW RF ANTENNA INSTALLATION

Project Value	_____
Construction Deposit	_____
Date Received	_____

Application No.: \_\_\_\_\_ (by Port)

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ FCC License No.: \_\_\_\_\_

Address: \_\_\_\_\_ Transmitting Frequencies: \_\_\_\_\_

City/State: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Local Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Local Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

The Lessee hereby requests a permit from the Port of Portland to install antennas, dishes, and/or radio frequency devices for receiving / transmitting within PDX properties or facilities.

Tenant agrees to abide by the conditions set forth on the back of this application.

### **PLEASE READ AND SIGN THE BACK OF THIS APPLICATION**

Scope of work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed start date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ City/Metro License No.: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Contractor Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Submit electronically: drawings, roof plans and specifications showing proposed antenna locations. Include a safety zone plan identifying hazardous exposure areas, transmitting and receiving frequencies and applicable signage with this completed and signed application form.**

**CONDITIONS:** In consideration of the issuance of a permit by the Port of Portland, the Lessee:

1. Will install ALL radio frequency transmitters or receivers strictly in accordance with the permit conditions and approved plans.
2. Work shall be completed in a timely manner. Lessee will restore contiguous areas affected by the improvements to original condition.
3. Shall obtain ALL required FCC licenses and shall comply with applicable laws and codes in addition to Port of Portland airport rules and regulations, including security badging requirements.
4. Contractors working on Port of Portland controlled facilities or property must be duly licensed by a local jurisdiction and provide proof of adequate insurance.
5. Agrees to indemnify and save harmless the Port of Portland, its commissioners, agents and employees from any and all claims, costs and damages which may arise directly or indirectly from any of Lessee's work or from Lessee's representations made pursuant to a permit or the work, action or negligence of Lessee's contractors, agents or addition to Oregon's Worker's Compensation statutes commensurate with the project.
6. Understands that the issuance of a Radio Frequency Permit, approval of plans, or inspections of the work by the Port of Portland, its commissioners, agents or employees shall in no way be construed as approval of the design or method of construction as far as structural soundness or compliance with applicable codes or regulations is concerned.
7. Agrees that the issuance of a permit is not to be construed as an alteration or amendment of any lease or operating agreement with the Port of Portland.
8. Understands that hazardous conditions may exist in areas where antennas are located which may potentially cause worker or occupant exposure to radiation. Prior to installation of new RF devices, Lessee agrees to provide a minimum of three (3) signs identifying radio frequency hazards exposure in the area of the new antennas.
9. Agrees to notify the Aviation Tenant Coordinator three (3) days prior to installation of the RF devices. All work is subject to final inspection by the Port of Portland.
10. Agrees to accomplish the work described in the permit application without interference with any other construction, maintenance, operations or other activity authorized by the Port of Portland and understands that the Port of Portland has the right to suspend the permitted work when any conflicts or interferences occur for such time as it deems necessary.
11. All conduit and wiring is subject to compliance with Port Standards for Electrical Identification.
12. Abandoned conduits, equipment and cabling must be removed from the work area.

**By signature below I ensure that I have read, understand and agree to abide by the conditions as listed above as well as those that might be specified in the permit. I also agree not to start any work as identified on the application prior to the issuance of a permit and if so, do accept the responsibility of meeting any conditions specified in the permit and if a permit is not granted to restore any affected area to its original condition.**

**Authorized Lessee Signature: \_\_\_\_\_**