
**APPENDIX D: STATE DOT / BUREAU
OF AERONAUTICS OFFICES INTERVIEW
GUIDE**

ACRP PROJECT 11-03

NOVEMBER 2018

AIRPORT COOPERATIVE RESEARCH PROGRAM

**TRANSPORTATION RESEARCH BOARD
NATIONAL RESEARCH COUNCIL**

<p>State / Agency:</p> <p>Date: ----</p>	<p>Names and titles of Interviewees:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>
<p>State Airports System:</p> <p>a. Total airports included in NPIAS: _____</p> <p>b. _____ GA</p> <p>c. _____ non-hubs</p> <p>d. _____ small</p> <p>e. _____ medium</p> <p>f. _____ large hubs</p>	

Interview Guide Questions:

1. Description/Overview of the State Airports System [high-level]:
 - a. How many airports are state-owned? Among them, how many are operated and maintained by the State / by a Third Party?
 - b. When was the latest update of the State’s Airport System Plan prepared?
 - c. Were airline traffic upgauging/traffic variability and uncertainty identified as some of the main challenges in the State’s Plan?
 - d. Would you have specific examples of airports in your system that recently experienced either a major growth of traffic or major loss of service due to change of airline activity?

For Airports experiencing Airline Upgauging / Traffic Growth:

2. What were the main drivers?
 - a. Successful Air Service Development effort
 - b. Airport approached by “new” airline(s) to start service
 - c. Airline(s) already operating at the airport who changed their operations [e.g. opening of new route(s) / destination(s) / market(s)]
 - d. Other

3. What level of improvement was necessary at the airport to accommodate the traffic growth?
 - a. On the airside:
 - b. On the landside/terminal:

4. How would you describe the relationship/communication with airlines partners? For instance, on the following discussion topics: scheduling, facility needs, airside compatibility, airline network strategy...?
5. How were the incurred cost and capital investment risk shared between the different stakeholders: airport sponsor, state/federal agencies, airlines, others...?
6. Please discuss the main benefits that resulted from the investments and changes made at the airport(s).
7. Were there any other impacts involved at the airport(s) due to the traffic growth:
 - a. FAR Part 139 requirements
 - b. TSA 1542 Security
 - c. Environmental Programs / Community relations (e.g. noise abatement program, EA/EIS/Part 150, Airport Master Plan...)
 - d. Other
8. Lessons learned:
 - a. Please identify/discuss successful practice(s) that should be used by airports when planning for major airline upgauging/traffic growth?
 - b. Please identify/discuss successful practice(s) that should be implemented at the state level in order to support airports expecting major airline upgauging/traffic growth?
 - c. Based on your experience, were there any particular practice(s)/effort(s) that were found to be unsuccessful?

For Airports experiencing major Loss of Service:

9. Please explain the conditions of this (these) loss(es) of service? Was your airport(s) downgraded as a result of it? (e.g. NPIAS level)
10. Please discuss what efforts have been done to reposition the surplus of capacity (e.g. terminal space, equipment, concourse...) and the cost and/or new overhead expenses associated to it?

For Airports experiencing major Cargo Activity Growth:

11. What were the main challenges and issues to accommodate cargo activity growth at your airport(s) compared to accommodating major passenger growth?