New Resources for Managing Small Airports

Tuesday, September 10, 2019
2:00-3:30 PM ET
Purpose
To discuss ACRP Research Report 16: Guidebook for Managing Small Airports.

Learning Objectives
At the end of this webinar, you will be able to:

• Describe the range of functions in the guidebook
• Use the guidebook as a self-help guide
Mike Hainsey
Executive Director, Golden Triangle Regional Airport

- Executive Director at GTR for 16 years
- Chair of the AAAE Air Service Committee
- Previous FAA Commercial Service Airport Manager of the Year
- Former ERAU Associate Professor
- Retired AF pilot
Five Ways to Get Involved!

1. Join the ACRP IdeaHub community
2. Volunteer for a project panel
3. Prepare a research proposal
4. Answer an ACRP survey
5. Apply the research results

Visit us online: www.trb.org/ACRP
Today’s Speakers

Susan Zellers
Hanson Professional Services, Inc.

Presenting
ACRP Report 16 and WebResource 6

Guidebook for Managing Small Airports
Second Edition
Guidebook for Managing Small Airports and Electronic Library WebResource 6

Susan J.H. Zellers, P.E., A.A.E.
Susan J.H. Zellers, P.E., A.A.E.
Principal Investigator

- Senior Project Manager, Hanson Professional Services Inc.
- 27 Years of Airport Planning, Design and Management Experience
- Former Deputy Director of Planning and Development for Indianapolis Airport Authority
- Licensed Professional Engineer in IN, IL and KY
- Accredited Airport Executive
- Instrument Rated Private Pilot
ACRP Report 16, 2nd edition Oversight Panel

Kimberly A. Kenville, University of North Dakota, Grand Forks, ND (Chair)
Michael P. Hainsey, golden Triangle Regional Airport, Columbus, MS
Diane Hofer, Olsson Associates, Lincoln, NE
Linda Howard, Independent Aviation Consultant, Bastrop, TX
Chuck Larson, J-U-B Engineers, Inc., Salt Lake City UT
Christopher Rozansky, Naples Airport Authority, Naples, FL
Clayton L. Stambaugh, Illinois DOT, Springfield, IL
Gabriel Mahns, FAA Liaison
Andy Velayos, FAA Liaison
Paul J. Eubanks, Airport Council International – North America Liaison
Theresia H. Schatz, Senior Program Officer
Webinar Objectives

- Explain why the update to Report 16
- Overview industry input to Report 16 update
- Describe products
- Examine user-friendly features of Report 16, 2nd Edition
- Review structure and content of WebResource 6
- Identify editable templates available in WebResource
Need for update of Report 16

- Small airport managers are responsible for a wide range of activity and have varying degrees of experience and background
- ACRP Report 16, published 2009, had proven very valuable
- Significant additional research that could benefit small airport managers is available
For project, small airports defined as general aviation, non-hub commercial service and airports with limited and/or volunteer staff

Project Goals

- Concise, user-friendly update of ACRP Report 16
- Edit and reformat Report 16 for currency, relevance and usability
- Augment Report 16 with additional information and new subject areas
- Create a supporting online repository of references
Guidebook - Report 16, 2nd Edition

- Available in hard copy
- PDF copy includes:
  - Links within guidebook to related sections
  - Links to outside resources
  - Links to editable templates in the web resource
- Self-help guide to information, references and resources for airport managers
- Provides background and serves as a compass
- Resource for managers with less experience and allows more experienced users to dig deeper
Electronic Library - WebResource 6

- ACRP electronic product line
- Serves as electronic library for guidebook
- Contains editable templates
- Usable as a stand alone resource
Industry Survey - Respondents

Airport Representation

- 71% of respondents are general aviation airports
- 64% of respondents have based jets
- Most respondents airports have <10,000 or 35,000 – 60,000 annual operations

Manager Qualifications

- 70% have bachelors or higher
- 40% have aviation management or related degree
- 72% have ACE, CM or AAE
- 72% hold a pilots license
- 18% have military experience
Industry Survey - Respondents

Airport Manager Experience

- 2% have less than 2 years
- 18% have 2-5 years
- 31% have 5-10 years
- 49% have more than 10 years

- 48% have responsibilities in addition to being the airport manager
## Management Functions

<table>
<thead>
<tr>
<th>Time Spent</th>
<th>Additional Guidance Desired</th>
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<tbody>
<tr>
<td>Business and Finance</td>
<td>Business and Finance</td>
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<tr>
<td>Operations</td>
<td>Operations</td>
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<tr>
<td>Maintaining the Airfield</td>
<td>Maintaining the Airfield</td>
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<tr>
<td>Planning for the Future</td>
<td>Planning for the Future</td>
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<tr>
<td>Environmental Compliance</td>
<td>Promoting the Airport</td>
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<tr>
<td>Promoting the Airport</td>
<td>Environmental Compliance</td>
</tr>
<tr>
<td>Working with Elected Officials</td>
<td>Working with Elected Officials</td>
</tr>
<tr>
<td>Air Service Development</td>
<td>Air Service Development</td>
</tr>
</tbody>
</table>
Each Section contains:

- Key insights
- Key definitions
- Use icon for quick reference

Hint: practical suggestion or useful approach

Definition:
Important terms defined

Regulatory:
Regulations driven requirement

Savings:
Opportunity for savings or increased value

**FAR Part 139:** applicable to FAR Part 139 airports only

**Commercial Service:** applicable to airports with commercial service

**Key:**
important point for consideration

**Caution:**
Use caution with this activity

**Technology:**
Guidance can be adopted to varying size airport

**Airport Roles—Key Classifications and Regulations in the Airport System**

**Key Insights**

All airports have value to the communities they serve.

The role of the airport in the national, state or local aviation system impacts the financial support an airport is eligible to receive and the standards the facilities and operations must meet.

The types of users an airport influences its role.

**Key Definitions**

*Airport economic impact:* The contribution of an airport to the regional economy, quantified in terms of employment, payroll and output.

*Federal Aviation Regulations (FAR) Part 139:* Airports that agree to meet certain operational and safety standards as prescribed in 14 CFR Part 139, also referred to as FAR Part 139, to accommodate scheduled and unscheduled air carrier aircraft and are issued an operating certificate by the FAA. Types of Part 139 airports:

- **Class I airport:** An airport certificated to serve scheduled operations of large air carrier aircraft that can also serve unscheduled passenger operations of large air carrier aircraft and/or scheduled operations of small air carrier aircraft.
- **Class II airport:** An airport certificated to serve scheduled operations of small air carrier aircraft and the unscheduled passenger operations of large air carrier aircraft. A Class II airport cannot serve scheduled large air carrier aircraft.
- **Class III airport:** An airport certificated to serve unscheduled operations of small air carrier aircraft. A Class III airport cannot serve scheduled or unscheduled large air carrier aircraft.
- **Class IV airport:** An airport certificated to serve unscheduled passenger operations of large air carrier aircraft. A Class IV airport can serve scheduled or unscheduled large air carrier aircraft.

*Federal grant assurance:* A provision of a federal grant agreement to which the recipient of federal airport development assistance has agreed to comply.

*General aviation (GA):* All civil aviation (excluding military) except those classified as air carrier or air taxis. The types of aircraft typically used in GA activities vary from multime.
Each Section contains:

- Links to associated section in guidebook
- Links to resource documents
- Editable template: Document in WebResources that can be customized
Chapter 1 – Introduction (How to Use and Survey)

Chapter 2 – Airport Roles—Key Classifications and Regulations in the Airport System

Chapter 2 introduces grant assurances, which are tied to guidance as applicable in guidebook

Glossary

Acronyms
Chapter 3 – Business
Financial and Administrative Management

Revenue generation
Budgets
Managing as a stand alone business
Rates and charges
Leases
Operations document
FAR Part 13 and 16 complaints
Insurance
Grants and capital improvement funding
Consultant selection
Administrative tasks
Chapter 4 – Operations
Running a Safe and Efficient Airport

- Inspection
- NOTAMS
- Emergency plans
- Fueling operations
- Security
- Staff training
- Equipment management
- Record keeping
- Wildlife management
Chapter 4 – Operations
Running a Safe and Efficient Airport

Airport obstruction management
Safety management system
Winter operations
Special events
Americans with Disability Act (ADA)
Unmanned Aircraft Systems (UAS)
Operating certificate compliance
Customs service
Joint-use airports
Chapter 5 – Asset Management
Maintaining Current Assets and Planning Development for the Future

Maintaining existing assets
Pavement maintenance
Airport planning
Airport business planning
NextGen opportunities
Land use compatibility and zoning
Exhibit “A” property map
Environmental documentation
Incorporating sustainability
Chapter 5 – Asset Management
Maintaining Current Assets and Planning Development for the Future

- Project implementation
- Land acquisition process
- Land release/concurrent use
- Airport user survey and benchmarking

- IT systems
- Airport traffic control tower establishment

**Strategic Plan**
- Vision statement
- SWOT analysis
- Internal assessment
- External assessment
- Strategic goals (and budget)

**Business Plan**
- Mission, vision and values statements
- Business goals, objectives, and action plans (within functional areas)
- Airport and market
- Organization
- Operations
- Marketing
- Aviation products, services, and facilities
- Financial
- Budgets

**Environmental Plan**
- Inventory
- Existing conditions
- Forecasts
- Demand/capacity analysis
- Environmental overview
- Facility requirements and alternatives
- Development (infrastructure) goals (and budget)
- Financial plan
- ALP drawings

**Master Plan or ALP**

**Sustainability Planning**

ACRP

TRB
Chapter 6 – Communications
Promoting the Airport and Connecting with Community

Community relations
Branding
Marketing plans
Communication tools
Airport economic impact
Emergency communication
Chapter 7 – Commercial Service
Attracting Airlines and Transitioning to Commercial Service

Transitioning to commercial air service
Airline-use agreements
Customer service
Air service development

Essential air service program
Common use facilities
PFC and CFC funding sources
Planning for irregular operations (IROPS)

Table 15. Part 139 Airport Certification Classes Based on Type of Air Carrier Operations

<table>
<thead>
<tr>
<th>Type of air carrier to be served</th>
<th>Class Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class I</td>
</tr>
<tr>
<td>Scheduled large air carrier (at least 31 seats)</td>
<td>✓</td>
</tr>
<tr>
<td>Unscheduled large air carrier aircraft (at least 31 seats)</td>
<td>✓</td>
</tr>
<tr>
<td>Scheduled small air carrier seats (10–30)</td>
<td>✓</td>
</tr>
</tbody>
</table>

ACRP WebResource 6: Resources for Managing Small Airports

TRB's Airport Cooperative Research Program (ACRP) WebResource 6: Resources for Managing Small Airports provides links to publications, websites, sample documents, checklists, and other tools that airport owners, operators, managers, and policy makers of small airports may find useful in meeting their responsibilities. It is a companion to the soon-to-be-published ACRP Research Report 16: Guidebook for Managing Small Airports, 2nd Edition.

Project: Project Information
Project Number: 01-32
E-Newsletter Type: Recently Released TRB Publications
TRB Publication Type: ACRP Web Resource

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https://crp.trb.org/acrp0132/
Click here to go back to the Guidebook Web Resource Homepage

Click here for a copy of the acronyms or glossary also contained in the Guidebook

Input a keyword/phrase and click on magnifying glass to search within web resource for links to related topics

Click here to access chapters and sections within the chapters covered in the Guidebook
Web Resource – Chapter Resources

Resources for Managing Small Airports

ACRP WebResource 6
PUBLISHED DATE - December 31, 2018
Web Resource – Chapter Resources
Web Resource – Chapter Resources
4.5 Security

The level of security will vary with the size and complexity of the airport, but since the events of September 11, 2001, airport security is an issue that must be addressed by management. Airport security can include the establishment of a security plan or implementation of best practices, such as using the Airport Watch Program, installing security fencing and gates and access control, and establishing accountability. Security requirements are specific for Part 139 airports.

ACRP Synthesis 3: General Aviation Safety and Security Practices
Examines resources used by the general aviation community in the development of safety and security programs, explores funding sources and issues that determine the amount of money spent on such programs, and describes current practices that general aviation airports use to keep their facilities safe and secure.

ACRP Synthesis 45: Model Mutual Aid Agreement for Airports
Presents information on mutual aid agreements, addressing nearly every type of emergency that could affect airports and require outside resources. The synthesis is designed to assist airport operators in creating and sustaining effective emergency management mutual aid partnerships by documenting the specifics of existing agreements.
General Aviation Safety and Security Practices

TRB’s Airport Cooperative Research Program (ACRP) Synthesis 3: General Aviation Safety and Security Practices examines resources used by the general aviation community in the development of safety and security programs, explores funding sources and issues that determine the amount of money spent on such programs, and describes current practices that general aviation airports use to keep their facilities safe and secure.

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TRB Publication Type: ACRP Synthesis Report
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Text Size: A A+
ACRP Use Tracking

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To continue, please log in with your existing MyNAP account, create a free account, or download General Aviation Safety and Security Practices as a guest. You can find additional resources through the catalog page.

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General Aviation Safety and Security Practices
(2007)

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Overview
Contents
Rights
Stats

Contributors
Chapter 3 – Business
Financial and Administrative Management

- Key performance indicators
- Budget template and estimator
- Lease templates
- Minimum standards
- Rules and regulations
- Sample request for proposal and score sheet
Chapter 4 – Operations
Running a Safe and Efficient Airport

- Airport inspection policy and checklist
- Snow and ice control plan
- Fueling delivery and inspection checklist
- Driver training presentation
Chapter 5 – Asset Management
Maintaining Current Assets and Planning Development for the Future

- Sample users survey
- Airport business planning templates
- Airport zoning ordinance template
- Environmental assessment short form
Chapter 6 – Communication
Promoting the Airport and Connecting with Community

- NBAA Airport Advocate Guide and Building Relationships with Elected Officials
- ACRP WebResource 1 – Aligning Community Expectations with Airport Roles
  - Outreach and Recruitment: Your Airport as an Asset
  - Developing Media Relations Plan Worksheet
  - Media Contact Worksheet and Press Kit Checklist
  - My Airport’s Business Constituency
  - Estimating Economic Activity Support by Visitor Spending
- AirTAP GA Airport Emergency Plan Template
Chapter 7 – Commercial Service
Attracting Airlines and Transitioning to Commercial Service

- Common use - gate per turn analysis and counter fee
- Planning for irregular operations (IROPS) tools
ACRP Report 16 Downloads

As of August 18, 2019
Helpful Hints

- Use guidebook electronically
- Use search function to find material
  - Alt F
  - 
- Have web resource open to link to additional resources
- Web resource also has search function
- Can open ACRP resources or read online
- If link breaks in web resource, use title to search
Today’s Speakers

• Mike Hainsey, *Golden Triangle Airport*, mhainsey@gtra.com

• Susan Zellers, *Hanson Professional Services, Inc.*, szellers@hanson-inc.com
ACRP is an Industry-Driven Program

- Managed by TRB and sponsored by the Federal Aviation Administration (FAA).
- Seeks out the latest issues facing the airport industry.
- Conducts research to find solutions.
- Publishes and disseminates research results through free publications and webinars.
Other Ways to Participate

Become an Ambassador. Ambassadors represent ACRP at events and conferences across the country!

Sponsor or become an ACRP Champion. The champion program is designed to help early- to mid-career, young professionals grow and excel within the airport industry.

Visit ACRP’s Impacts on Practice webpage to submit leads on how ACRP’s research is being applied at any airport.

Visit us online: www.trb.org/ACRP
Additional ACRP Publications Available on Today’s Topic

Report 28: *Marketing Guidebook for Small Airports*

Report 32: *Guidebook for Addressing Aircraft/Wildlife Hazards at General Aviation Airports*

Report 77: *Guidebook for Developing General Aviation Airport Business Plans*

Report 113: *Guidebook on General Aviation Facility Planning*

Report 114: *Guidebook for Through-the-Fence Operations*

Report 138: *Preventive Maintenance at General Aviation Airports, Volume 1: Primer*

Report 159: *Pavement Maintenance Guidelines for General Aviation Airport Management*

Synthesis Report 65: *Practices to Develop Effective Stakeholder Relationships at Smaller Airports*

Synthesis Report 78: *Continuity of Operations Planning for Small Airports*

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Upcoming ACRP Webinars

September 26
Capture the Data – Quantifying Airport Ground Access Vehicle Activity

October 8
Unclutter Your Processes – Simplifying Climate Risk Management at Airports

October 22
Future-Proof Your Airport – Integrating Airport Sustainability Projects
TRB turns 100 on November 11, 2020

100 YEARS 2020

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- Promote the value of transportation research;
- Recognize, honor, and celebrate the TRB community; and
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