

CertAlert

DOT/Federal Aviation Administration, Southern Region Airports Division,
Airport Certification Safety Team (ASO-620), P.O. Box 20636, Atlanta, Georgia 30320
(404) 305-6700; FAX: (404) 305-6730

Issued June 29, 2010

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This CertAlert pertains to:
All 14 CFR part 139 Airport Operators
Attention: Airfield Operations Department

Hurricane Field Condition Report

June 1st marked the beginning of hurricane season. During times of emergencies, the FAA and other government agencies are eager to learn the status of your airport. We need this information so we can properly respond to the event and possibly afford you our support. We will use the same procedures for reporting information to us as we did last year. On the next page is a Hurricane Field Condition Report form that you can use to email or fax information to us. In the event you cannot use email or do not have access to a fax machine, you may report information at one of our phone numbers (the third attachment).

On a following page is a contact information sheet that we update during all our annual inspections. Communications are not always possible during a hurricane or other emergencies, so we developed this contact sheet. If we cannot reach you on one phone number, we may be able to contact you on a different phone number.

If your telephone numbers or personnel have changed recently and your inspection was held anytime between October 2009 and April 2010, please fill out another contact information sheet and email it back to us as soon as possible so we can update our records.

Thank you for your cooperation. We hope this hurricane season is moderate and that we get through it without any destruction and that everyone stays safe.

Attachments:

- Hurricane Information Sheet
- How to Report
- Airport Contact Information Sheet

-- From your Safety Certification Team, FAA Southern Region

Hurricane Field Condition Report

Airport Name: _____

Date & Time of this information: _____

1. Is the **AIRPORT** OPEN or CLOSED? If closed, when do you expect to reopen?
2. What **RUNWAY**(s) are OPEN /CLOSED?
(Summarize runway status, including basic open/closed information, as well as damage (e.g., flooding or debris). Also include any available information on ramps and taxiways. Include projected return to full operations if available).
3. What **DAMAGE** occurred at your airport?
4. Estimated **DAMAGE COSTS** - per element (for example, terminal roof \$25K, runway lights \$5K). (Summarize damage or lack thereof, as applicable, to the physical plant of (if in separate building): terminal, and support buildings).
5. Status of your **ARFF** vehicle & staffing.
(Summarize Aircraft Rescue & Fire Fighting (ARFF) capabilities; include information on ARFF crew availability, equipment, supplies, etc.)
6. How many **DAYS** of fuel is on hand? (Rough estimate is okay)
JET-A?: _____
Avgas?: _____
7. What is the status of **power** and **airfield lighting**?
What is the status of your **ENGINE GENERATORS**;
Airfield (all runways?): _____
Fuel farms / FBOs: _____
Terminal Bldg: _____
8. What are your **AIRPORT** Staffing levels, operations & maintenance (% of Normal Level)
9. **NOTAMS**? Please update your NOTAMS - Coordinate with ATCT and Tech Ops.
10. What is the status of air carrier operations?

How to Report

During a hurricane or other major emergency, please provide regular updates:

- by 07:00
- another by 16:00
- when significant changes occur

Email: **ASO-ARP-Hurricane@faa.gov**

We prefer to get email since it gives us a hard copy of your message, but we understand your email may be down. Alternate communication:

Fax: **404-305-6730**

Hurricane Airport Status Report (phone) line: **404-305-6739**

If you have trouble accessing the email or phone number above, please talk to a person at one of the following Airports Division numbers:

Airports Division (during normal business hours):	404-305-6700
Jim Price (Airport Certification Safety Inspector):	404-305-6721, cell 678-523-5062
Jack McSwain (Airport Certification Safety Inspector):	404-305-6718
Patrick Rogers (Airport Certification Safety Inspector):	404-305-6716
Steven Hicks (Manager, Safety & Standards):	404-305-6711, cell 925-848-5646
Jim Castleberry (Manager, Planning & Programming):	404-305-6702, cell 678-485-9983
Winsome Lenfert (Division Manager):	404-305-6701, cell 404-803-3457

Airport Contact Information Sheet

Return to:
ASO-620
FAA Southern Region, Airports Division
P.O. Box 20636, Atlanta, GA 30320
FAX 404-305-6730

Date: _____

Airport Name: _____ **Identifier:** _____

Address: _____

Director/Manager

Name: _____ **Phone:** _____
Cell: _____
Fax: _____
e-mail: _____

Assistant Director/Manager

Name: _____ **Phone:** _____
Cell: _____
Fax: _____
e-mail: _____

Operations Manager

Name: _____ **Phone:** _____
Cell: _____
Fax: _____
e-mail: _____

ARFF

Name: _____ **Phone:** _____
Cell: _____
Fax: _____
e-mail: _____

Duty Operations (after hrs contact)

Name: _____ Phone: _____
Cell: _____
Fax: _____
e-mail: _____

Maintenance Manager

Name: _____ Phone: _____
Cell: _____
Fax: _____
e-mail: _____

ATCT Cab

Name: _____ Phone: _____
Cell: _____
Fax: _____
e-mail: _____

Other

Name: _____ Phone: _____
Cell: _____
Fax: _____
e-mail: _____

Other

Name: _____ Phone: _____
Cell: _____
Fax: _____
e-mail: _____