Issued June 29, 2010

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

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)

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### Maintenance Manager

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### ATCT Cab

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### Other

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