



AIRPORT MANAGER DUTIES

SOUTH DAKOTA AIRPORT CONFERENCE

MARCH 18-19, 2015

Office of Air, Rail & Transit

DUTIES OF THE AIRPORT MANAGER

- ✘ Airport Operations – Everyday inspections
- ✘ AC 5200-18C (Part 139 airports)
 - + FOD walk
 - + Pavement condition
 - + Lights (edge, threshold, approach, REILs, PAPIs)
 - + Obstructions
 - + PCL, AWOS
- ✘ NOTAMs
 - + Maintenance
 - + Snow removal
 - + Disabled aircraft
 - + Current “Authorized User” list
 - + AC 5200-28D: The management of a public use airport is expected to make known, as soon as practical, any condition on or in the vicinity of the airport, existing or anticipated, that will prevent, restrict, or present a hazard during the arrival or departure of aircraft. Airport management is responsible for observing and reporting the condition of airport movement areas.

MANAGER DUTIES

- ✘ Safety
 - + Security
 - ✘ Fence
 - ✘ Deer
 - ✘ People
 - + Clear airspace
 - ✘ OEAAA tall structures (Jason)
 - ✘ 20:1 slopes
 - ✘ Departure surfaces (takeoff minima)
 - + Zoning
 - ✘ Agriculture
 - ✘ Wildlife attractants
 - + Emergency Services access & coordination
- ✘ FBOs & Tenants
 - + Leases – meet grant assurances
 - + Minimum Standards
 - + Current Based Aircraft (Jason)
 - + Aircraft Registrations (displayed on aircraft)
 - + Fuel tax submittal

MANAGER DUTIES

- ✘ Ongoing Maintenance
 - + PAPIs
 - + AWOS
 - + Signing
 - + Reflectors
 - + Markings
 - + Mowing

FAA FUNDED PROJECTS

✘ Capital Improvement Plan (CIP) Process

CIP Meeting	Summer-Fall
Project Pre-Application	October-November
Grant Program and Offer Read all 39 Grant Assurances!	March-April
Engineering agreement	January-March
Preconstruction meeting & notice to proceed	Spring-Summer
Final Inspection	Project end
Close-out	Project end

2015 PROJECT PRE-APPLICATION

- ✘ Include maintenance and markings in validation;
- ✘ CIP EA review to DOT by mid-October;
- ✘ Pre-app to ADO first week December;
- ✘ CIP for next three years - due January;
- ✘ Declare intentions for entitlement by May;
- ✘ Plan bid lettings for June.

CONSULTANT SELECTION

- ✘ Consultant Selection is not a Horrible Thing!
- ✘ Selections are valid for a maximum of Five Years.
- ✘ Airport Sponsor and Manager will be contacted at least 6 months prior to expiration.
- ✘ Please acknowledge receipt of Consultant Selection materials.
- ✘ Don't Panic, Please call me and I will walk you through the process.

PARTICIPATE IN AIP PROJECTS

- ✘ Project scope – Kickoff meeting
- ✘ Engineering agreement
- ✘ Preconstruction meeting (Colton)
- ✘ Project payments (Jenny)
- ✘ Frequent communication with engineer
- ✘ Final Inspection
- ✘ Project Closeout

INTERNET REFERENCES

OE-AAA Guidelines – Part 77 & Tall structures

- ✘ <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>

Airport GIS – 20:1 approaches & surveys

- ✘ <https://airports-gis.faa.gov/airportsgis/>

AIP Handbook – Funding & Eligibility

- ✘ http://www.faa.gov/airports/aip/aip_handbook/

Instrument Flight Procedures Gateway – Terminal procedures

- ✘ https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/

IFP requirements – Request Instrument flight procedure

- ✘ https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/ifp_initiation/ifp_requirements/

5010 – Airport Information

- ✘ <http://www.gcr1.com/5010web/>

Airport Datasheet – Airport Information

- ✘ <http://webdatasheet.faa.gov/>

Airport/Facility Directory – Airport information

- ✘ http://www.faa.gov/air_traffic/flight_info/aeronav/digital_products/dafd/

Notice to Airmen

- ✘ http://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.current/documentnumber/150_5200-28

Based Aircraft

- ✘ <https://basedaircraft.com>

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“Is that short enough for you?”