

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SW 7030.2C

SOUTHWEST REGION

6/25/2000

SUBJ: AIRPORT ACTIVITY SURVEYS

1. **PURPOSE.** This order provides instructions for conducting airport activity surveys.
2. **DISTRIBUTION.** This order is distributed to the branch level in the Air Traffic Division, to all air traffic field facilities in the Southwest Region, and the NATCA Regional Representative.
3. **CANCELLATION.** Order 7030.2B, Airport Activity Surveys, dated 8/3/93, is canceled.
4. **BACKGROUND.** Airport activity surveys are conducted to identify those locations which are candidates for establishment or continuance of airport traffic control tower services. It is important to conduct surveys accurately and uniformly to ensure realistic data upon which to project annual air traffic activity.
5. **RESPONSIBILITY.**
 - a. The Manager, Resource Management Branch, ASW-540, shall:
 - (1) Determine locations for airport activity surveys based on written requests from government or airport officials familiar with airport traffic activities.
 - (2) Arrange for the conduct of airport surveys in a timely manner while taking into consideration the availability of resources to accomplish the survey.
 - (3) Develop projections of annual air traffic activity for designated and potential candidate airports and transmit the information on SW Form 7030-1, Estimated Airport Activity at Nontowered Airports, to the Federal Contract Tower Program Office, ATP-140, and/or the Requirements Branch, ASW-510, as appropriate.
 - b. Air traffic personnel shall cooperate as needed in assisting ASW-540 to complete airport activity surveys in accordance with this order.
6. **PROCEDURES.**
 - a. The survey consists of onsite observations of all air traffic activities and shall include operations for both early and late daylight hours of the survey period. Observations will normally

be made 8 hours daily for 7 consecutive days. Although not mandatory, it is preferable to have a continuous 8 hours of observed traffic for a more accurate analysis of recorded data. If feasible, arrangements can be made to bring lunch to the survey site so the survey process will not be interrupted.

b. A specialist from a nearby air traffic control facility **or from ASW-510** will be assigned to conduct the survey. To **ensure** consistency and continuity in the survey program, the same specialist will be used whenever possible for surveys within a given geographic area.

c. Before departure from his/her home station, the specialist making the survey shall make certain that generally VFR weather is forecast for the survey period. The presence of IFR weather for a minor portion of the survey period can be tolerated. The specialist should arrange for the use of binoculars. The survey should not be conducted during periods of unusual air traffic activity; e.g., fly-ins, airshows, etc.

d. **Prior to arriving at the airport being surveyed, contact should be made with the airport manager and air traffic manager (if a tower already exists) and the purpose of the visit explained. Also, a request for a current listing of based aircraft and scheduled (i.e., air carrier, commuter, air taxi, air cargo, and military) arrival and departure operations should be made at that time. Permission should be obtained to use a site that will permit surveillance of all operations. If a control tower exists, it would be optimal to conduct the survey from the tower cab. However, this would be subject to any restrictions imposed by the airport or air traffic manager. If it is necessary to conduct the survey from a vehicle, permission should be obtained to park in an area permitting proper surveillance. This location must be one that will not constitute a hazard to aircraft operations.**

7. DATA COLLECTION.

a. Airport Survey Daily Activity Log, SW Form 7030-3 (Appendix 1, Sample Form), shall be used to record all air traffic operations observed. Airport Survey Daily Activity Summary, SW Form 7030-2 (Appendix 2, Sample Form), shall be used to summarize the daily activity log. These forms will be provided by **ASW-540**. Sample forms including instructions are depicted in Appendixes 1 and 2.

b. The person assigned the responsibility for the onsite survey shall furnish **ASW-540** with:

(1) Completed and signed **originals** of the Daily Activity Log, SW Form 7030-3, and the Airport Survey Daily Activity Summary, SW Form 7030-2. (NOTE: Entries shall be logged in "local" time in lieu of Coordinated Universal Time [UTC].) It is vital that forms be filled out completely and accurately. The number of operations reflected on SW Form 7030-3 must equal the total number of operations on SW Form 7030-2.

(2) A current listing of all aircraft based at the airport.

(3) Air carrier schedule(s) which indicate(s) daily air carrier arrivals and departures.

(4) A current schedule of arrivals and departures, if scheduled commuter air carriers operate at the airport.

(5) Other data considered pertinent to an accurate and complete survey; e.g., unscheduled construction.

8. GENERAL. It must be emphasized how essential it is that raw data collection of traffic sampling be both accurate and complete. Statistical techniques currently being used for expanding 7 days of observed traffic into annual estimates can magnify relatively minor deviations into much greater proportions. Essentially, the validity of final survey estimates is directly related to the accuracy of the traffic data submitted.

9. RELEASE OF INFORMATION. When airport or city officials request the results of a survey, data summarized on the Airport Survey Daily Activity Summary, SW Form 7030-2, may be provided. No annual projection of figures **shall** be furnished or compiled by the person conducting the survey. When releasing information to the public, it is important that the recipient be advised of factors such as adjustments for seasonal influences or unusual conditions (construction, etc.). These are important factors for consideration when the regional office determines the projected annual activity. Airport or city officials may erroneously assume that a straight projection of figures for the survey period represents an annual activity estimate. Such appraisals of the situation could be at dramatic variance with official estimates of the region.

/s/ Doug Murphy
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