FAA
Southern Regional Airports Division

Airfield Condition Report

Instructions for Reporting Airfield Condition

Use this form to report changes in the condition of your airfield. Submit this when disasters such as hurricanes, earthquakes, tornados, aircraft crash, etc. change the airfield condition.

Times

During a major emergency, please provide regular updates as below:

- By 07:00 am Eastern
- Another by 15:00 pm Eastern
- When significant changes occur

Means of submitting

We prefer (in order) the means below. For details see ASO CertAlert SO-24-01.

1. **Online submission** using the **Airport Crisis Response Reporting (ACRR**).

2. Email to ARP-ASO-AirportConditionReports@faa.gov

   The above email address is a change from prior years.

3. FAX to 404-305-6730

4. Phone call to the division (during normal hours) or your ACSI.

Best practice when submitting this form:

Choose the " **Submit by Email** " button at the bottom of the form's last page. That opens a new message using your email program. The message already has the filled-out PDF attached and the address filled in.

Contacts (if you have problems)

If you have trouble submitting email or reaching the phone numbers above,
contact one of the below Airports Division people:

Airports Division (during normal business hours):	404-305-6700
Steven Hicks (Director):	404-305-6701
Marion Fletcher, ACSI:	404-305-6714
Caroline Bonynge, ACSI:	404-305-6739

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. **Days** of fuel are on hand (Rough estimate is okay):
   JET-A: _____   **AVGAS**: _____

7. Describe the status of **power, airfield lighting**, and **engine generators**:

   Airfield (all runways?): _____

   Fuel farms / FBOs: _____

   Terminal Bldg: _____

8. What are your levels of **airport staffing** (operations & maintenance)? Enter percentage of normal level.

   Operations: _____ %;   Maintenance: _____ %

9. What is the status of air carrier operations?

NOTAMS – Please update your NOTAMS - Coordinate with ATCT and Tech Ops.