

# CertAlert

Federal Aviation Administration, Southern Regional Airports Division,  
Safety and Standards Branch (ASO-620), 1701 Columbia Avenue, College Park, GA 30337  
Tel: (404) 305-6700; Fax: (404) 305-6730

**Date:** April 8, 2024

**No. SO-24-01**

**To:** FAA Southern Region 14 CFR part 139 Airport Operators (except Florida)

**Subject:** Reporting Airport Condition and Contact Information

**Points of Contact:** Marion Fletcher, ASO-620, (404) 305-6714,  
Email: [marion.d.fletcher@faa.gov](mailto:marion.d.fletcher@faa.gov)

Caroline Bonyngge, ASO-620, (404) 305-6739,  
Email: [caroline.b.bonyngge@faa.gov](mailto:caroline.b.bonyngge@faa.gov)

This CertAlert supersedes CertAlert SO-23-01, *Reporting Airfield Condition and Airport Contact Information*, originally issued August 21, 2020.

**Florida airports:** Airports in the state of Florida shall continue to report via the Florida Aviation Database (FAD).

During times of local and regional emergencies, natural disasters, acts of terrorism, etc., the Federal Aviation Administration (FAA) and other government agencies need to know the operational status of your airport. This supports implementation of the National Response Plan (NRP) and determines impact to the National Airspace System (NAS).

The [Airport Crisis Response Reporting \(ACRR\)](#) is an FAA online reporting tool. Each Part 139 airport has a limited number of Accounts for airport employees (users). Such users can access and update their airport's online Airport Condition Report.

- If you cannot access ACRR online, please *email* a completed copy of the Airport Condition Report (PDF) to [ARP-ASO-AirportConditionReports@faa.gov](mailto:ARP-ASO-AirportConditionReports@faa.gov).
- If you are not able to submit a report either online or by email, then you may relay the Airport Condition Report *verbally* during normal business hours. Call your assigned airport certification safety inspector or (404) 305-6700. Our normal business hours are 07:30 to 16:30 Eastern Time, Monday through Friday.
- Upon receipt of a request for information or when made aware of a condition that could affect specific airports or the NAS, the FAA will notify applicable ACRR users by an e-mail with subject, "*ACRR Notification: Airport Condition Reporting*"

*Initiated.*” This serves as official notification to submit an initial Airport Condition Report. The email will give reporting times and other information.

- When the need to submit an Airport Condition Report no longer exists, the FAA will notify applicable ACRR users by an email with subject, “ACRR Notification: *Airport Condition Reporting Discontinued.*”

**Submit anytime:**

Airport operators should submit an Airport Condition Report any time a condition affects the availability of their airport or may have an impact on the NAS.

Airports may amend user accounts at any time by emailing their assigned inspector or [ARP-ASO-AirportConditionReports@faa.gov](mailto:ARP-ASO-AirportConditionReports@faa.gov).

ACSIs update airport contact information during our annual inspections. However, any time there is a change to key personnel or contact information, fill out the **Airport Contacts Contact Information Worksheet** and email it to your assigned inspector. This keeps the FAA Airport Contacts database current.

The FAA Southern Region [Airports Resources](#) web page has links to the Airport Crisis Response Reporting (ACRR) Airport User Guide, Airport Condition Report (PDF), and Airport Contacts Information Worksheet (PDF).