



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

Email: ASO-ARP-Hurricane@faa.gov

We prefer to get email since it gives us an electronic copy of the report.

Best option: 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.

If you *cannot* access email, an option is to send a FAX to:

404-305-6730

Contacts if problems

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

Airports Division (during normal business hours):	404-305-6700
Steven Hicks (Director):	404-305-6701
Nicholas LeMay, ACSI:	404-305-6718
Jim Price, ACSI:	404-305-6721

Airfield Condition Report

Airport Name: _____ LOCID: _____

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** and **airfield lighting**
Describe 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)?
Operations: _____ %; Maintenance: _____ %
9. **NOTAMS** – Please update your NOTAMS - Coordinate with ATCT and Tech Ops.
10. What is the status of air carrier operations