



**FAA**  
**Southern Region 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
- another by 15:00
- 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. Clicking on the "Submit via Email" button at the bottom of the form 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 alternate communication means is:

Fax: **404-305-6730**

#### **Contacts if problems**

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

Airports Division (during normal business hours):	404-305-6700
Maverick Douglas (Manager, Safety & Standards Br.):	404-305-6720
Herman Smith, ACSI:	404-305-6715; cell 704-301-5966
Taiya Carter, ACSI:	404-305-6717; cell 919-344-8351

# Airfield Condition Report

**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** 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