

Airport Information Reporting for Oregon (AIRO)

A. Program Overview

Oregon Department of Aviation (ODA) offers volunteers an opportunity to contribute their aviation expertise to assist with reporting on the safety, security and maintenance conditions at a state sponsored airport. The AIRO program is a new approach to supporting Oregon's Airports. This program forms public-private partnerships to ensure we enhance safety and improve the physical condition at public use airports listed in paragraph A.

- **Purpose Statement**

To promote operational excellence at Oregon's airports through active participation in public-private partnerships. We will work together to support Oregon Department of Aviation's mission by embracing the values of ethical conduct and fiscal responsibility with a safety-first approach.

- **State Rules and Policy (In place for Adopt-an-Airport, to be written for AIRO)**

- **Adopted Airports**

Airport	AIRO Volunteer or Airport status if pending	Term of Service Start Date	Term of Service End Date
Independence State Airport	Norm Farb	02/14/2007	02/14/2009
Aurora State Airport	Harper Poling	10/13/2007	
Cape Blanco State Airport	George Welch	10/13/2007	
Wakonda Beach State Airport	Mike McDaniel	10/13/2007	
Nehalem Bay State Airport	Robert Hall	10/13/2007	
Mulino Airport	Dianne Johnson	10/13/2007	
Lebanon State Airport	William Davis	10/13/2007	
Cottage Grove State Airport	Clif Cox	10/13/2007	

- **Adopted Airports requiring a volunteer**

<i>Aurora State</i>	Alkali Lake State	Bandon State	<i>Cape Blanco State</i>
Cascade Locks State	Chiloquin State	Condon State	<i>Cottage Grove State</i>
Crescent Lake State	Joseph State	<i>Lebanon State</i>	McDermitt State
McKenzie Bridge State	<i>Mulino</i>	<i>Nehalem Bay State</i>	Oakridge State
Owyhee Reservoir State	Pacific City State	Pinehurst State	Prospect State
Rome State	Santiam Junction State	Siletz Bay State	Toketee State
Toledo State	<i>Wakonda Beach State</i>	Wasco State	

- **Points of Contact**

More information, including an application/registration form, is available at www.aviation.state.or.us

For additional information, contact ODA's State Volunteer Coordinator Norm Farb at (503) 930-0956 or e-mail him at stephen@minetfiber.com

For other information, contact an ODA representative by:

Telephone: (503)378-4880

Postal mail: Oregon Department of Aviation, Attn: State Volunteer Coordinator, 3040 25th Street SE, Salem, Oregon 97302-1125

Tralee Knapp, ODA Airport Safety Inspector at Tralee.M.Knapp@das.state.or.us or Larry Weber, ODA State Airports Manager at Larry.G.Weber@state.or.us

B. Requirements

In order to participate in the AIRO program we have a few requirements you must meet:

- Age 21 or older
- Able to make a 1, 2, or 3 year commitment
- Able to attend 1 of 2 scheduled safety/training events a year. (Spring / fall)
- Willing to travel around Oregon (at own expense) for training and/or inspections at assigned airport(s).
- If, in the judgment of the volunteer or ODA, it is found the AIRO volunteer is not meeting the terms and conditions of the agreement, upon 30 days notice, the volunteer or ODA may terminate our agreement. ODA reserves the right to modify or cancel the program at any time.

C. Guidelines

- **AIRO Volunteer duties**

- Report regularly (monthly) on conditions of safety, security and maintenance at the designated public use airport.
- Schedule time of inspection with AIRO coordinator or ODA representative. ODA will issue a Notice to Airmen (NOTAM) if necessary.
- Be a model aviation citizen in their contacts associated with the airport.

- **AIRO volunteer receives**

- Recognition and acknowledgment sign at the closest right of way to the airport's entrance. This sign may or may not, at the discretion of Volunteer, identify Volunteer by name.
- Volunteer Identification Badge provided by ODA.

- **AIRO volunteer provides**

Other than your time and energy, the volunteer is recommended to supply the following items while inspecting and reporting on your airport.

- First Aid Kit
- Drinking water
- VHF Radio tuned to the airports CTAF and/or personal cell phone.
- Sturdy leather shoes or boots
- Appropriate clothes for season
- Writing supplies
- Personal vehicle for transportation to and from airport (at own cost).

- **ODA provides**

- Inspection checklist
- Safety vests (one per airport).
- Initial and yearly safety training. Safety literature will be provided.
- Litter bags and ties
- Disposal of Litter

- **Safety tips & guidelines**

ODA wants you to be safe while participating as an AIRO volunteer. Here are Safety Tips we ask you to follow when inspecting our airport(s). REMEMBER: You are working in a very active environment... a public use airport! Exercise good judgment and common sense.

- Perform inspections only during daylight hours. (Report beginning and ending inspection?)
- Discontinue work in inclement weather – especially in time of reduced visibility. Do not work in ice, snow or fog.
- Review safety literature each time prior to an airport inspection.
- Avoid overexertion. Drink plenty of water, especially on warm, humid days.
- In the event that any hazardous items are found, do not touch them. Take appropriate precautions and report the location and description of the material/substance to an ODA representative.
- Tune and monitor your VHF radio to the airports CTAF/ UNICOM frequency (handheld if volunteer has one).
- Horseplay is forbidden. Appropriate conduct is expected at all times.
- Park vehicles in the airport parking areas, and not on the runway or taxiway, or as otherwise directed by an ODA representative during an activity.
- Remain clear of aircraft operation areas.
- Exercise extreme caution.

D. Forms

- **Volunteer Application Form**
- **Volunteer Agreement**
- **State of Oregon Conditions of Volunteer Service**
- **Authorized State Volunteer Partial Waiver and Release of Rights**
- **AIRO Safety Training/Instruction Sign Up Sheet**
- **Airport Condition Checklist**

E. Training & Safety Program

F. Airport Information

G. Additional Information

H. Volunteer Coordinator

- **Role and Responsibilities**