

Airport Information Reporting for Oregon (AIRO)

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 conditions at public-use airports listed in this document.

1. 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.

2. State Rules and Policy (In Place for Adopt-an-Airport, to be written for AIRO).

3. Airports:

Airport	AIRO Volunteer(s) or Airport Status if Pending
Alkali Lake State Airport	VACANT
Aurora State Airport	Harper Polling
Bandon State Airport	Wayne Crook, Ray Kimball, Pat Mulligan
Cape Blanco State Airport	George Welch, Pat Mulligan
Cascade Locks State Airport	Dale Fillmore, Pat Mulligan, Mary Rosenblum
Chiloquin State Airport	Pegeen Fitzpatrick
Condon State Airport	Pat Mulligan
Cottage Grove State Airport	Cliff Cox
Crescent Lake State Airport	Paul Ehrhardt, Robin Ehrhardt
Independence State Airport	Debra Plymate, Ron Sterba
Joseph State Airport	VACANT

Lebanon State Airport	VACANT
McDermitt State Airport	VACANT
McKenzie Bridge State Airport	Paul Ehrhardt, Robin Ehrhardt, Cliff Cox
Mulino State Airport	Diane Johnson
Nehalem Bay State Airport	Robert Hall
Oakridge State Airport	Paul Ehrhardt, Robin Ehrhardt, Dale Fillmore, Pat Mulligan
Owyhee Res. State Airport	VACANT
Pacific City State Airport	Russell Elliott, Robert Hall
Pinehurst State Airport	VACANT
Prospect State Airport	Walt Ridge
Rome State Airport	VACANT
Santiam Junction State Airport	Paul Ehrhardt, Robin Ehrhardt, Pat Mulligan
Siletz Bay State Airport	Pat Mulligan
Tokenetee State Airport	Jeff Boler
Toledo State Airport	Pat Mulligan
Wakonda Beach State Airport	Mike McDaniel, Martha Jacob, Richard Jacob
Wasco State Airport	Pat Mulligan

AIRO Volunteer-at-Large: Ron Rende

4. Points of Contact:

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

For other information, contact an ODA representative by:

Telephone: (503)378-4880

Postal Mail: Oregon Department of Aviation
3040 25th Street SE
Salem, OR 97302

Don Hankwitz, ODA Airport Safety Inspector at Donald.E.Hankwitz@state.or.us or Mitch Swecker, ODA State Airports Manager at Mitch.T.Swecker@state.or.us.

5. Requirements:

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

- Age 21 or older.
- Able to make 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 the agreement. ODA reserves the right to modify or cancel the program at any time.

6. 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 the volunteer, identify the 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 airport's 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 a few 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.
- Discontinue work in inclement weather – especially in times 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 hot, 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 airport's 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.

7. 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**

8. Training & Safety Program

9. Airport Information

10. Additional Information

11. Volunteer Coordinator

- **Role and Responsibilities**