



# Airport Managers Survey

The Oregon Department of Aviation has contracted with Mead & Hunt, Inc. to conduct several studies to evaluate the future of aviation within the state of Oregon. Your participation in the study is a vital part of the data collection and the ultimate report that will be developed. Please complete the following survey questions and return the form in the enclosed envelope.

For all entries, please fill out completely. If values are zero, please write "0". If item does not apply, please leave it BLANK.

**The timeframe for which you are reporting is the 2005 Fiscal Year (July 1, 2004 and ending June 30, 2005).**

## Contact Information

- a. Agency Name \_\_\_\_\_
- b. Airport Name and Identifier \_\_\_\_\_
- c. Airport Contact \_\_\_\_\_
- d. Airport Staff Contact (person responsible for completing survey) \_\_\_\_\_
- e. Airport Address \_\_\_\_\_
- f. Phone Number (including area code) \_\_\_\_\_
- g. Email Address \_\_\_\_\_
- h. Telephone \_\_\_\_\_
- i. Fax \_\_\_\_\_

Number of air carrier, reliever and general aviation (GA) airports under your control: \_\_\_\_\_

Additional Comments:

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**Airport Activity**

As applicable, please provide the following Year 2004 activity data for the airport:

*Commercial Service* (including *both* air carrier and charter): Operations \_\_\_\_\_ Enplanements \_\_\_\_\_

*General Aviation:*

Number of Local Operations: \_\_\_\_\_  
Average Number of Passengers Per Local Operation: \_\_\_\_\_  
Number of Itinerant Operations: \_\_\_\_\_  
Percent of Transient Aircraft: \_\_\_\_\_  
Average Number of Passengers per Transient Operation: \_\_\_\_\_  
Percent of Transient Operations by based Aircraft: \_\_\_\_\_  
Number of Based Aircraft  
    Single Engine: \_\_\_\_\_  
    Multi-Engine: \_\_\_\_\_  
    Jet: \_\_\_\_\_  
Number of individuals on the hangar wait list: \_\_\_\_\_

*Military:*

Number of Military Operations: \_\_\_\_\_

*Cargo:*

Amount of Air Cargo Shipped: \_\_\_\_\_ Tons or Pounds (circle one)

**Economic Impact Study**

Approximately what percentage of your general aviation operations pertains to business/corporate aviation activity?  
\_\_\_\_\_ Percent

How many people did you employ in 2004?

Full-time employees \_\_\_\_\_ Part-time employees \_\_\_\_\_

Please report the total wages paid to all employees shown in the above question:

\$ \_\_\_\_\_ in total payroll

Please report how much the airport paid in taxes in 2004:

\$ \_\_\_\_\_ in state taxes      \$ \_\_\_\_\_ in local taxes

Please report how much the airport paid for capital improvements in 2004:

\$ \_\_\_\_\_ Federal    \$ \_\_\_\_\_ State    \$ \_\_\_\_\_ Local

Omitting the expenditure categories above (i.e., payroll, taxes, and capital improvements), please estimate how much your airport spent for all other operating and maintenance expenses in 2004:

\$ \_\_\_\_\_ in other O & M expenses

Describe below how these O & M expenses were allocated for 2004. (An exhaustive audit of your financial records is not intended. Please answer to the best of your knowledge.)

	<u>From firms located in your county</u>	<u>From firms in Oregon</u>
Materials & equipment	\$ _____	\$ _____
Services	\$ _____	\$ _____

How much revenue did the airport collect in 2004 from the following:

Landing fees	\$ _____
Fuel flowage fees	\$ _____
Tiedown fees	\$ _____
Aircraft parking fees	\$ _____
Hangar rentals	\$ _____
Other sources (please specify)	\$ _____
	\$ _____

Please check each activity that takes place, and the situations that exist, at the airport:

- |   |  |
|---|--|
| <input type="checkbox"/> Recreational flying and/or parachuting     | <input type="checkbox"/> Shipping of perishable goods            |
| <input type="checkbox"/> Open space / wetland / woodland areas      | <input type="checkbox"/> Agricultural spraying                   |
| <input type="checkbox"/> Career training / education                | <input type="checkbox"/> Freight / cargo activity                |
| <input type="checkbox"/> Search & rescue                            | <input type="checkbox"/> Traffic / news reporting                |
| <input type="checkbox"/> Flight training                            | <input type="checkbox"/> Corporate / business activity           |
| <input type="checkbox"/> Emergency medical                          | <input type="checkbox"/> Gateway for VIP / high profile visitors |
| <input type="checkbox"/> Environmental patrol                       | <input type="checkbox"/> Aerial photography / surveying          |
| <input type="checkbox"/> Staging area for community events          | <input type="checkbox"/> Museums                                 |
| <input type="checkbox"/> Aerial inspections                         | <input type="checkbox"/> Police / law enforcement                |
| <input type="checkbox"/> Aerial advertising / banner towing         | <input type="checkbox"/> Location for community facilities       |
| <input type="checkbox"/> Airport regularly services public charters | <input type="checkbox"/> Promotional activities air shows, etc,  |
| <input type="checkbox"/> Other (specify) _____                      |  |

### Community Information

Is your community an owner of this facility?  Yes  No  Unsure

If yes, are you a  Full Owner  Partial  Authority  Other specify \_\_\_\_\_

If no, would you consider ownership given the opportunity?  Yes  No  Unsure

What is the communities primary industry?

- |                                      |  |   |
|--------------------------------------|--|---|
| <input type="checkbox"/> Timber      | <input type="checkbox"/> Tourism       | <input type="checkbox"/> Clean Technology |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Other _____      |

What is the local community perception of the local airport?

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> A valuable economic asset           | <input type="checkbox"/> No Opinion        | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Just another mode of transportation | <input type="checkbox"/> Unnecessary asset |                                      |

What would the public reaction be if the airport were no longer available (check all that apply)?

- Substitute with other transportation modes such as bus, truck, or rail
- Use next closest airport (please indicate) \_\_\_\_\_
- Make fewer trips       Move to new location  Other \_\_\_\_\_

What are the local citizens concerns about the airport?

- Noise               Security                       Other \_\_\_\_\_
- Safety               Expansion of the airport

Is the airport currently serviced by any of the following utilities:

- Municipal Water       Municipal Sewer       Municipal Storm Sewer

Is fire suppression of existing/future airport buildings an area of concern?  Yes  No  Unsure

Explain: \_\_\_\_\_  
\_\_\_\_\_

**Economic Development**

What is the importance of aviation to growth in your community from an economic perspective?

1  2  3  4  5  (1 = most important, 5 = least important)

Would airport upgrades increase economic growth in your community?  Yes  No  Unsure

What is the single most important item the airport could do to promote economic growth (select one)?

- Runway Length                       Taxiways                       Navigational Aids
- Aircraft Parking / Storage       Availability of Fuel       Terminal Amenities
- FBO Services                       Other \_\_\_\_\_

If the airport was no longer available, how would your economy be affected (please explain)?

- Remain the Same                       Positive Impact                       Negative Impact

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would the business community reaction be if the airport were no longer available? (check all that apply)

- Substitute with other transportation modes such as bus, truck, or rail
- Use next closest airport (please indicate) \_\_\_\_\_
- Make fewer trips       Business would relocate       Business would depreciate in size
- Business would close  Other \_\_\_\_\_

Would the community be supportive of creating a funding mechanism to fund future airport development?  Yes

No  Unsure (examples may include: tax increment financing, airport development milage, airport district)

## Airport Development / Use

Please rate the communities perception of who the primary airport users are?

(1 highest user - least user)

- Local business                       Recreation (local users)                       Agricultural  
 Out-of-town business                       Tourism                       Other \_\_\_\_\_

Does the community rely on the airport for any of the following?

- Medical Rescue Flights                       Fire Protection  
 Mail/Cargo                       Other \_\_\_\_\_

What do you perceive as operational limitations at this airport?

- Runway Length                       Taxiways                       Navigational Aids  
 Aircraft Parking / Storage                       Availability of Fuel                       Terminal Amenities  
 FBO Services                       Other \_\_\_\_\_

Does inclement weather significantly reduce the "usability" of your local airport?

- Yes  No  Unsure

Does the community have airport protection measures in place (land use regulations)?

- Yes  No  Unsure

Are there any existing or future issues which may pose a threat to the future of the airport?

- Yes  No  Unsure

If yes, please note:  Incompatible Land Use                       Tall Structures                       Lack of Political Interest  
 Other \_\_\_\_\_

## Air Shuttle

The ODA is investigating the feasibility of offering a subsidized air shuttle service between airports in the state. This service is not intended to be in direct competition with existing commercial air service, but is viewed as a supplement to the air service for airports which are not served by commercial carriers.

Would a service of this type fulfill a community need or would it be considered a convenience that the community could do without?

- Fulfill a community need                       Be considered a convenience

Would this service promote economic growth in your community  Yes  No  Unsure

If yes, what groups do you think would benefit from this sort of service?

- Businesses                       Higher Education Services                       Emergency Services  
 Health Services                       Governmental Services                       Transportation of Cargo  
 Other (explain) \_\_\_\_\_

Who would you expect to use this service, if it were provided to bring people into and out of the local community:

- Local businesses       Higher Educational Staff       Health Care Staff  
 Government employees       Local Residents       Other \_\_\_\_\_

Please rank the items in order of importance regarding the provision of this service:

(1 most important – 5 least important)

- Schedule       Cost       Type of Aircraft (jet vs. piston)  
 Reliability       Comfort

What are the top 3 destinations, within the State, that you expect these potential users to want to travel? Please list three cities: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

How often would this service need to be offered? (check all that apply)

- Daily (M-F)       Twice per Week       Every other day       Weekly

Which of the following is the most important method of service?

- Daily (M-F)       Twice per Week  
 Every other day       Weekly

Which daily schedule would best serve your community?

Arrival time at destinations:

- 8:00 AM       10:00 AM       12:00 PM       2:00 PM       4:00 PM       6:00 PM       8:00 PM

Departure time from destination:

- 8:00 AM       10:00 AM       12:00 PM       2:00 PM       4:00 PM       6:00 PM       8:00 PM

If this service were implemented, would your local community be willing to purchase "guaranteed" seats on this shuttle to insure your community always had a specific number of seats available for their residents/businesses?

- Yes     No     Unsure

If yes, how much would **you** be willing to spend per seat?

- \$0-\$100 per seat       \$101-\$200 per seat     \$201-\$300 per seat     \$301-\$400 per seat     \$401 +

How much would you expect users to be willing to pay for a seat on this service?

- \$0-\$50 per seat       \$51-\$100 per seat     \$101-\$150 per seat  
 \$151-\$200 per seat     \$201-\$250 per seat     \$251-\$300       \$301 +

How many potential users in your community do you estimate would be interested in this service?

- 0-5     6-10     11-15     16-20     20+

If this service were provided, would your existing terminal provide enough room to service these passengers?

- Yes     No     Unsure

**Fixed Base Operators, Hangars, Ingress/Egress, Tie-Downs and Fuel**

Who administers the following facilities at the airport? (Please Check One)

Function	Performed by Airport	Performed by FBO	Both
Hangars	_____	_____	_____
Tie-Downs	_____	_____	_____
Ground Leases	_____	_____	_____
Ingress/Egress	_____	_____	_____
Fuel Systems	_____	_____	_____

**Hangar and Tie-Down Facilities**

What are the average rental fees for the following items? (Enter Numbers Only)

Function	Average Rental Fee for Hangars (Single Engine)	Average Rental Fee for Hangars (Multi-Engine)	Average Rental Fee for Hangars (Community)
Monthly transient aircraft tie-down fee	_____	_____	_____
Monthly tie-down fee	_____	_____	_____
Monthly hangar rate	_____	_____	_____
Unimproved ground lease per square foot	_____	_____	_____
Improved (i.e., utilities, access on site) ground lease per square foot	_____	_____	_____
For community hangars (Fees per square foot per year)	_____	_____	_____

**Revenue (Commercial) Leases**

Please fill in the categories that best reflect the airport's charges to revenue lessees. (Enter Numbers Only)

	<b>% of Gross</b>	<b>Minimum Guarantee</b>	<b>Per Unit</b>
Fixed Base Operators (FBOs) with fuel capabilities	_____ %	\$ _____	_____ sq. ft.
Fixed Base Operators (FBOs) without fuel capabilities	_____ %	\$ _____	_____ sq. ft.
Other aviation-related lessees (except FBOs and Cargo, such as corporate hangars)	_____ %	\$ _____	_____ sq. ft.
Non-aviation uses	_____ %	\$ _____	_____ sq. ft.

According to your leases, who is responsible for the following functions?

<b>Function</b>	<b>Performed by Airport</b>	<b>Performed by Private Party</b>	<b>Both</b>
Construction	_____	_____	_____
Capital Improvements	_____	_____	_____
Maintenance	_____	_____	_____

**Fuel Flowage**

What is the average (mode) fuel flowage fee at your airport? \_\_\_\_\_ (Enter Numbers Only)

Fuel Flowage/Gallon \_\_\_\_\_ (Enter Numbers Only)

Fuel Flowage Fee (Enter Numbers Only)

Fee for FBO	
Fee for Corporate Based Aircraft	
Fee for Others	
Fee per Gallon of Oil (if applicable)	

**Revenues**

What are the total revenues to the airport from the following sources? (Enter Numbers Only)

	<b>Annual Revenues to Airport</b>
Fixed Base Operations and Other Aviation-Related Businesses except Cargo (i.e., avionics, maintenance, flight school)	\$ _____
Fuel Flowage Revenues for General Aviation (all types)	\$ _____
Hangar and Tie-Down Rentals (all types) Directly Paid to the Airport	\$ _____
Improved Ground Rental (not including FBO Revenue)	\$ _____
Unimproved Ground Rental (not including FBO Revenue)	\$ _____
GA Airfield Charges (i.e., landing, apron, parking fees) Directly Paid to Airport	\$ _____
Other GA Revenue (including fuel)	\$ _____

Other Revenues and Methodology or Comments:

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**Airport Property**

Industrial park on airport?  Yes  No (Please Check One)

If yes, Size in acres: \_\_\_\_\_ (Enter Numbers Only)

Annual revenue to airport from industrial park: \$ \_\_\_\_\_

Industrial park on airport property without airport access?  Yes  No (Please Check One)

If yes, Size in acres: \_\_\_\_\_ (Enter Numbers Only)

Annual revenue to airport from industrial park without airport access: \$ \_\_\_\_\_

Foreign trade zone on airport?  Yes  No (Please Check One)

If yes, Size in acres: \_\_\_\_\_ (Enter Numbers Only)

Annual revenue to airport from free trade zone: \$ \_\_\_\_\_

Does the airport permit adjacent off-airport businesses to have airfield access (i.e., through-the-fence agreements)?  Yes  No (Please Check One)

If yes, what fee is paid to the airport? \$ \_\_\_\_\_ per \_\_\_\_\_ (Enter Numbers Only)

Annual revenue to airport from off-airport businesses? \$ \_\_\_\_\_ (Enter Numbers Only)

What is the method for establishing the fee?

Methodology Used for Fee:

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Are hotels/motels located on the airport?  Yes  No (Please Check One)

If yes, what fee is paid to the airport? \$ \_\_\_\_\_ (Enter Numbers Only)

Percent (%) of gross revenue? \_\_\_\_\_%

Minimum guarantee? \$ \_\_\_\_\_

Annual revenue to airport from hotel/motels? \$ \_\_\_\_\_

Farming activities on airport?  Yes  No (Please Check One)

Size of farming activity on airport? \_\_\_\_\_ acres

Annual revenue to airport from farming activities? \$ \_\_\_\_\_

Is acreage leased to military?  Yes  No (Please Check One)

If yes, \_\_\_\_\_ acres for annual rent \$ \_\_\_\_\_ (Enter Numbers Only)

Is acreage leased to FAA?  Yes  No (Please Check One)

If yes, \_\_\_\_\_ acres OR \_\_\_\_\_ sq. ft. for annual rent \$ \_\_\_\_\_ (Enter Numbers Only)

Airport Property Comments:

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### Terminal

General (Enter Numbers Only)

Average age of terminals (if any)	_____ terminals
Number of passenger terminals (do not include FBO facilities)	_____ terminals
Total Square Feet (sq. ft.)	_____ sq. ft.

Non-Retail Space (Enter Numbers Only)

Airline office (if any)	_____ sq. ft.
Retail Space (describe)	_____ sq. ft.
Common use/public areas (i.e., holding rooms, baggage claim areas, baggage make-up areas, Federal Inspection Service areas)	_____ sq. ft.
Restaurant/Bar	_____ sq. ft.
Other office (describe)	_____ sq. ft.

Terminal Comments:

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**Parking**

Do you charge for parking?  Yes  No (Please Check One)

If yes, how many parking spaces are located on the airport? (Enter Numbers Only)

Short-term	_____ parking spaces
Long-term	_____ parking spaces
Economy Remote	_____ parking spaces
Other (i.e., weekly, monthly, metered)	_____ parking spaces

If you have paid parking, what is the airport's parking rates? (Enter Numbers Only)

Short-term	_____ parking rates
Long-term	_____ parking rates
Maximum Daily	_____ parking rates
Maximum Weekly	_____ parking rates
Other (i.e., weekly, monthly, metered)	_____ parking rates

Parking Comments:

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**Ground Transportation**

Does the airport revenue base include income from car rentals or other ground transportation?

Yes  No (Please Check One)

If yes, total revenue from ground transportation? \$ \_\_\_\_\_ (Enter Numbers Only)

Ground Transportation Comments:

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**Other Concessions**

Please provide annual gross revenues to the airport and fill in the categories that best reflect the airport's charges to other concession operators. If variable, please estimate the weighted average percentage. Please fill in all categories that apply. (Enter Numbers Only)

	<b>Annual Revenue to Airport</b>	<b>% of Gross</b>	<b>Minimum Guarantee</b>
Advertising	_____ %	_____ %	_____ %
Food and Beverage	_____ %	_____ %	_____ %
Retail Stores	_____ %	_____ %	_____ %
Duty Free Shop	_____ %	_____ %	_____ %
Cellular Phone Right-of-Way Leasing	_____ %	_____ %	_____ %
Telecommunication Services to Terminal Lessess	_____ %	_____ %	_____ %
Other (describe)	_____ %	_____ %	_____ %

Other Concessions Comments:

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**Cargo**

Total Square Feet of airport facilities (buildings) leased for cargo uses, including warehousing, office, etc.?  
 (Enter Numbers Only) \_\_\_\_\_ sq. ft.

Please fill in the categories that best reflect the airport's charges for cargo space leased. (Enter Numbers Only)

	<b>% of Gross</b>	<b>Minimum Guarantee</b>	<b>Other</b>
Average Ground Lease	_____ %	\$ _____	\$ _____ sq. ft.
Average Air Freight Building Rental	_____ %	\$ _____	\$ _____ sq. ft.
Freight Throughput Fee	_____ %	\$ _____	\$ _____ per lb.
Other (describe)	_____ %	\$ _____	\$ _____ sq. ft.

What is the total annual revenue to the airport from cargo space leasing operations (not including airfield charges such as landing fees)? \$ \_\_\_\_\_ (Enter Numbers Only)

What percentage of the total airport operations are cargo only? \_\_\_\_\_ % (Enter Numbers Only)

Cargo Comments:

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**Annual Operating Expenses**

Operating expenses are the expenses incurred by the airport in the provision of its activities. Annual operating expenses **do not** include debt service or depreciation.

By area of airport: (Enter Numbers Only)

Operations (including personnel costs)	\$ _____
Maintenance (including personnel costs)	\$ _____
Security (not covered by TSA funds)	\$ _____
Janitorial (including personnel costs)	\$ _____
ARFF	\$ _____
Airport Police/Security	\$ _____
Parking	\$ _____
Administration/Overhead	\$ _____
Cargo	\$ _____

Other (describe)	\$ _____
By cost category: (Enter Numbers Only)	
Personnel (i.e., salaries & benefits)	\$ _____
Outside Professional Services	\$ _____
Security (not covered by TSA funds)	\$ _____
Communications & Utilities	\$ _____
Repair & Replacement (excluding personnel costs)	\$ _____
Materials/Supplies	\$ _____
Insurance, Claims & Settlements	\$ _____
Non-operating Expenses (i.e., interest expense, others)	\$ _____
Other (describe)	\$ _____

Depreciation \$ \_\_\_\_\_

Annual Operating Expense Comments:

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**Total Annual Airport Revenues and Expenses (Enter Numbers Only)**

Gross revenues are the total revenues received by the airport in this category. This figure has not been reduced by corresponding expenses.

Total annual airport revenue? \$ \_\_\_\_\_ (Enter Numbers Only)

Total operating subsidy received from local government or other entity? \$ \_\_\_\_\_ (Enter Numbers Only)

Capital Expenditures and Funding This Year: (Enter Numbers Only)

Total Non-security Airfield Capital Expenditures (i.e., salaries & benefits)	\$ _____
Total Non-security Terminal Capital Expenditures	\$ _____
Total Non-security Parking, Roadways, Rail and Transit Capital Expenditures	\$ _____
Total Non-security Capital Expenditures Throughout the Airport	\$ _____
Total Security Capital Expenditures Throughout the Airport (excluding personnel costs)	\$ _____
Total Non-security and Security Capital Expenditures Throughout the Airport (Reporting Year Expenditures for Projects)	\$ _____

Total Capital Funding Sources: (Enter Numbers Only)

Amount Funded by Bonds (including general airport revenue, bonds, letters of intent, PFC backed bonds)	\$ _____
Amount Funded by PFCs (not in the form of PFC backed bonds)	\$ _____
Amount Funded by General Support Reserve (PFC backed bonds, letter or intent)	\$ _____
Amount Funded by Federal Grants	\$ _____
Amount Funded by State Grants	\$ _____
Amount Funded by Local Grants	\$ _____
Amount Funded by Retained Earnings	\$ _____
Capital Expenditures in Five-Year Plan	\$ _____
Total Outstanding Debt that is an Obligation of the Airport at the end of this Year	\$ _____
Total Capital Funding Sources	\$ _____

Airport Revenues and Expenses Comments:

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**Other Financial Information (Enter Numbers Only)**

Capital Expenditures in Five Year Plan(including personnel costs)	\$ _____
Total Outstanding Debt that is an Obligation of the Airport at the end of this Year	\$ _____

Have you returned to pre 9/11 revenue? (Explain Below)

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Have you been able to utilize the GA Entitlement funds? (Explain Below)

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Have you been able to utilize Non-Primary Entitlement funds? (Explain Below)

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Do you have new sources of revenue that you have added in the past two years? (Explain Below)

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Do you provide any incentives to airport developers?  Yes  No (Please Check One)

Are incentives available to/from private entities for development at the airport?

Yes  No (Please Check One)

Financial Summary Comments:

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### Airport Statistics and Characteristics

Enplanements and Passenger Profile (Enter Numbers Only in Right Column)

Domestic Enplanements:	
Transfer Enplanements:	

Operations (Enter Numbers Only in Right Column)

Part 121 or 135 Operations:	
Air Cargo Operations:	
Do you have a control tower?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please Check One)
a) General Aviation Operations (all types):	
b) Of these, how many are tower reported operations?	
c) Of these, how many are estimated after hours or nontowered operations?	
Military/Other:	

Cargo (Enter Numbers Only in Right Column)

Volume of cargo (loaded + unloaded freight) and mail in pounds

Mail:	
Loaded and Unloaded Freight:	

Airport Size (Enter Numbers Only in Right Column)

Total Airport Acres:	
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### Management

Type of Airport Operator (Please Check One)

- Independent Authority
- Municipal (i.e., city, county, or state)
- Multi-Government (i.e. port authority)
- Privately Owned
- Privately Managed but Publicly Owned (i.e., management control held by a private entity for a majority of the airport's passengers)
- Other (explain) \_\_\_\_\_

Who is responsible for the daily management of the airport? FBO, City Manager, DPW director, City Staff

- FBO
- City Manager
- DPW Director
- County Staff
- City Staff
- Other \_\_\_\_\_

Please indicate any functions that are performed by other agencies or entity by % of the budget for that function.

Function	% Performed by Airport	% Performed by Public Entity (other than airport)	% Performed by Private Entity
Operations	_____%	_____%	_____%
Maintenance	_____%	_____%	_____%
Security (not paid by TSA)	_____%	_____%	_____%
Janitorial	_____%	_____%	_____%
Aircraft Rescue and Firefighting (ARFF)	_____%	_____%	_____%
Airport Police	_____%	_____%	_____%
Parking	_____%	_____%	_____%
Administration	_____%	_____%	_____%
Overhead Function (include allocated overhead)	_____%	_____%	_____%
Other (please describe)	_____%	_____%	_____%

Management Comments:

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**Staff**

What is the airport operator staff size in full-time equivalent? Please provide actual filled positions (as opposed to budgeted positions) of the airport entity. Do not report employees that work for management contractors, unless they are on the direct airport payroll.

Area of Airport	Number of Airport Positions (Enter Numbers Only)	Number of Contract Positions (other than airport)	Number of Total Positions
Operations	_____	_____	_____
Maintenance	_____	_____	_____
Security (not paid by TSA)	_____	_____	_____
Janitorial	_____	_____	_____
Aircraft Rescue and Firefighting (ARFF)	_____	_____	_____
Airport Police	_____	_____	_____
Parking	_____	_____	_____
Administration (this includes legal, accounting, HR, payroll, etc.)	_____	_____	_____
Overhead Function (include allocated overhead)	_____	_____	_____
Other (please describe)	_____	_____	_____

Staff Comments:

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**Landing Fees**

Do you have a landing fee?  Yes  No (Please Check One)

How is it collected?  By the Airport  Through the FBO  Other (explain below)

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Please describe below the methodology at your airport used to determine landing fees.

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Landing Fee Comments:

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**Customer Service**

Please rate the level of customer service provided by the Oregon Department of Aviation as it relates to your airport.

Service Level (Please Check One)

Excellent    More than Satisfactory    Less than Satisfactory    Needs Improvement

Customer Service Comments:

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***Thank You!***

**Please return this survey by May 19, 2006 to:  
Mead & Hunt, Inc.  
Attention: Kevin Mulcaster  
2605 East Airport Service Drive, Lansing, MI 48906  
517-321-8334; 517-321-5932 fax**