



# 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.

### A new approach in supporting Oregon’s State Airports

Given budgetary challenges and government spending restrictions, This program forms public/private partnerships to ensure we enhance safety and improve the physical conditions at public-use airports listed in this document.

### MISSION 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.

### AIRPORTS

Alkali Lake State Airport	Aurora State Airport	Bandon State Airport	Cape Blanco State Airport
Cascade Locks State Airport	Chiloquin State Airport	Condon State Airport	Cottage Grove State Airport
Crescent Lake State Airport	Independence State Airport	Joseph State Airport	Lebanon State Airport
McDermitt State Airport	McKenzie Bridge State Airpor	Mulino State Airport	Nehalem Bay State Airport
Oakridge State Airport	Owyhee Res. State Airport	Pacific City State Airport	Pinehurst State Airport
Prospect State Airpor	Rome State AirporT	Santiam Junction State Airport	Siletz Bay State AirporT
Toketee State Airport	Toledo State Airport	Wakonda Beach State Airport	Wasco State Airport

### 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 online 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.

### POINTS OF CONTACT

Oregon Department of Aviation  
3040 25th Street South  
Salem, OR 97302  
(503)378-4880  
(503)373-1688 (FAX)

Don Richcreek  
ODA Airport Operations Specialist  
Don.richcreek@odav.oregon.gov  
(503)378-4176

Anthony Beach  
ODA State Airports Manager  
Anthony.beach@odav.oregon.gov  
(503)378-2523

## VOLUNTEER APPLICATION

LAST	FIRST	MI	
MAILING ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	ALTERNATE PHONE NO.	EMAIL ADDRESS	
		INITIALS	DATE

Amateur Radio Operator call sign

# AIRPORT INFORMATION REPORTING FOR OREGON (AIRO)

## PROGRAM GUIDELINES

VOLUNTEER NAME

DATE OF APPOINTMENT

The volunteer agrees to accept the assignment of \_\_\_\_\_ State Airport for a period of \_\_\_\_\_ year(s).

THESE GUIDELINES are established in order to provide information to AIRO Volunteers working at State-Sponsored airports in Oregon.

### **VOLUNTEER OBLIGATIONS:**

1. Conduct monthly inspections in order to report on conditions of safety, security and maintenance at their designated airport. Forward completed checklist to Oregon Department of Aviation (ODA) within the month of inspection. Immediately report to ODA all items related to safety and/or security at their designated airport.
2. Attend initial volunteer training.
3. Conduct activities in a safe manner and comply with all airport rules and regulations while performing AIRO activities at designated airport. Review safety literature prior to each airport inspection. Exercise extreme caution at all times.
4. Notify ODA prior to making airport visits.
5. Report any injuries incurred while completing AIRO duties, to an ODA representative within two working days of the injury.

### **IN ORDER TO ENSURE YOUR OWN PERSONAL SAFETY, ODA RECOMMENDS THAT THE VOLUNTEER PROVIDE THE FOLLOWING ITEMS:**

1. First Aid Kit
2. Drinking Water
3. VHF Radio tuned to the airports CTAF/UNICOM frequency or Personal Cell Phone
4. Sturdy leather shoes or boots and appropriate clothing for the weather
5. Personal vehicle for transportation to and from the airport. Vehicle should be parked in appropriate areas when at the airport. Remain clear of aircraft operation areas.

### **VOLUNTEER GUIDELINES:**

1. Wear ODA-supplied safety vest when at the airport.
2. Discontinue work in inclement weather and during times of reduced visibility. Do not work in ice, snow or fog.
3. Furnish and arrange for your own transportation to and from the airport.
4. Do not possess or consume alcoholic beverages while at the airport.
5. Pick up litter around the airport during monthly visits as time allows. Litter bags and ties will be provided by ODA.
6. Take appropriate precautions to avoid hazardous materials/substances. Report location and description of the material/substance to an ODA representative.

Volunteer arrangement may be terminated by either party at any time upon notification of the other party. Volunteer must return ODA-owned equipment and materials upon request.

By signing this form, I acknowledge understanding of these obligations and guidelines. Additionally, I have received a copy of aforementioned obligations and guidelines for my reference.

VOLUNTEER

PARENT OF GUARDIAN SIGNATURE (IF UNDER THE AGE OF 18)

SIGNATURE

SIGNATURE

PRINT NAME

PRINT NAME

DATE

RELATIONSHIP

DATE

### **FOR OFFICE USE ONLY**

APPROVING SIGNATURE

DATE

TITLE



## STATE OF OREGON CONDITIONS OF VOLUNTEER SERVICE

As a volunteer working in a State of Oregon agency, you need to understand the extent to which you are covered by State of Oregon insurance for liability and personal injury/illness. Please read the following carefully and sign below.

### TORT LIABILITY

You will be protected from civil liability for injuries or damage to the person or property of others, subject to the following general conditions:

1. You are working on a state agency task assigned by an authorized agency supervisor;
2. You limit your actions to the duties assigned; and
3. You perform your assigned tasks in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

The conditions and limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260-300, and Oregon Department of Administrative Services Risk Management Division Policy Manual, 125-7-202.

### MOTOR BEHICLE LIABILITY

If you use a personally owned vehicle in the course of your duties, you are required to have automobile liability insurance to provide your primary coverage for any accidents involving that vehicle. State provided auto liability coverage will apply on a limited basis only after your primary coverage limits have been used.

### MEDICAL/DISABILITY INSURANCE

It is your responsibility to provide whatever personal medical insurance coverage you desire. The agency does not provide workers' compensation or medical insurance coverage of any kind for your injury or illness incurred on the job.

### REPORTING RESPONSIBILITY

Any time you are involved in any accident or exposed to a potential liability situation while performing assigned duties, you must inform \_\_\_\_\_ (name or title) as soon as possible.

### ASSIGNED DUTIES

See "PROGRAM GUIDELINES" on page 2 of 3, attached.

### I HAVE READ AND UNDERSTAND THE ABOVE DUTIES AND CONDITIONS OF VOLUNTEER SERVICE.

LAST	FIRST	MI	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	ALTERNATE PHONE NO.	EMAIL ADDRESS	
SIGNATURE		DATE	

EMERGENCY CONTACT (LAST, FIRST, M.I.)

RELATIONSHIP PHONE NO.

### FOR OFFICE USE ONLY

APPROVING SIGNATURE DATE

TITLE