



Airport Inventory & Data Form – Guide for Airport Managers

This Guide for Airport Managers has been prepared to assist in the completion of the Airport Inventory & Data Form for the Illinois Aviation System Plan (IASP) and Economic Impact Analysis (EIA). If you have further questions about the inventory or require additional clarification, contact Tom Gibson at ☎ (623) 552-3182 or ✉ Thomas.Gibson@kimley-horn.com. This Guide, along with all project deliverables, are also available electronically on the project website: Iaviation.com

In addition, be sure to complete the tables at the end of the form, which request information on on-airport tenants with employees who work on-airport property, as well as businesses that base aircraft at your facility. You also should have received a list of additional documents to submit in conjunction with your completed Inventory & Data Form. These documents can be submitted via email or in-hard copy to be collected during the on-site visit to a member of our consultant team.

Submitting full and accurate information allows IDOT and the entire project team to efficiently complete the IASP and EIA, accurately capture your airport’s economic impact, and showcase how your facility benefits your community, region, and entire state.

AIRPORT INFORMATION

Page	Form Requirement	Description
1	Airport Name	Enter the official airport name.
	3-letter ID	This is the airport’s location identifier and is issued by Air Traffic for air traffic control purposes when the airport is first entered into the National Airspace System.
	Date	Enter the date when this form was completed. <i>Note that all data provided in the form should reflect calendar year 2019.</i>

CONTACT INFORMATION

Page	Form Requirement	Description
1	Airport Manager	Enter the name, title, and contact information of the airport manager or person authorized by the controlling authority to exercise administrative control of the airport.
	Survey Respondent	Check the box if the survey respondent is the same as the Airport Manager included in the section above. If different, include all requested information.
	Other Airport Contacts	If applicable, provide contact information for any other airport representative that may be of assistance in collecting data for your airport such as elected officials, airport board members, or facilities and maintenance staff.

Airside Facilities

Page	Form Requirement	Description
RUNWAY/TAXIWAY		
2	Orientation (RWYs)	<p>Confirm pre-populated runway orientation, length and width, and surface type (PCI and PCN) data are correct and provide any missing data, if applicable. If your airport has multiple runways, confirm that primary, secondary, tertiary, etc. designations are accurate.</p> <p>For runway strength, Separate between landing gear configuration as appropriate (single wheel [SW], dual wheel [DW], double tandem [DT], dual double tandem [DDT]).</p>
	Length and Width	
	Surface Type - Condition	
	Runway Pavement Condition Index (PCI)	
	Runway Pavement Condition Number (PCN)	
	Runway Strength	
	Runway Grooved or Porous Friction Course (PFC)	
	Runway Lighting Type	<p>Confirm pre-populated runway edge lighting system information is correct and provide any missing data, if applicable. If the runway edge lights do not meet FAA advisory circular standards, provide an explanation of non-standard features using the comment feature of Adobe PDF or handwrite. Acronyms are defined as follows:</p> <p style="margin-left: 40px;"> HIRL = High Intensity Runway Lights MIRL = Medium Intensity Runway Lights LIRL = Low Intensity Runway Lights NSTD = Non-Standard </p> <p>Reflectors may also be noted as applicable.</p>
Runway Markings Type	<p>Confirm pre-populated runway marking information is correct and provide any missing data, if applicable. If the runway markings do not meet FAA advisory circular standards, provide an explanation of non-standard features using the comment feature of Adobe PDF or handwrite. Acronyms are defined as follows:</p> <p style="margin-left: 40px;"> BSC = Basic (number and centerline) PIR = Precision instrument NPI = Non-precision instrument NRS = Numbers only (no centerline) NSTD = Non-standard </p> <p>Note this entry is for two runway ends, and the two runway ends are separated by a slash (/).</p>	

Page	Form Requirement	Description
	Displaced Thresholds	Confirm pre-populated displaced thresholds are accurate for each runway end and provide any missing data, if applicable. Note this entry is for two runway ends, and the two runway ends are separated by a slash (/).
	Taxiway Type	Confirm the pre-populated taxiway type for each runway and provide any missing data as follows: full parallel, partial parallel, turnaround, or connectors
	Taxiway Width	Confirm the pre-populated taxiway width and provide any missing data, if applicable. Enter the width of the taxiway to the nearest foot. If the width of the runway is uneven and varies, enter the narrowest width only.
	Taxiway Pavement Condition Index	Confirm pre-populated taxiway PCI data are correct.
	Taxiway Lighting Type	<p>Confirm pre-populated taxiway lighting system information is correct. If the taxiway lights do not meet FAA advisory circular standards, provide an explanation of non-standard features using the comment feature of Adobe PDF or handwritten. Acronyms are defined as follows:</p> <p>HITL = High Intensity Taxiway Lights MITL = Medium Intensity Taxiway Lights LITL = Low Intensity Taxiway Lights NSTD = Non-Standard</p> <p>Reflectors may also be noted as applicable.</p>
	<u>Existing</u> Runway Design Code (RDC)	<p>Confirm pre-populated data (if available). When an airport has more than one runway and at least one runway is designed to serve a fleet of aircraft different from another runway, each runway is designated by an RDC following the same format at the Airport Reference Code (ARC).</p> <p>The RDC is based on the most demanding aircraft that regularly use each runway (at least 500 operations annually). The RDC is composed of the aircraft approach speed (airport approach category [AAC]) indicated by a letter and the aircraft wingspan and tail height (airplane design group [ADG]) indicated by a Roman numeral.</p>
	What is your airport's <u>ultimate</u> Airport Reference Code (ARC)?	Confirm pre-populated data (if available). The ARC designates the airport's highest RDC and drives the overall planning and design process for an airport. The ultimate ARC should be available on your airport's current Airport Layout Plan (ALP).
Visual/Electronic Navigational Aids		
2	VGSI (provide type by end)	This is the type of visual glideslope indicator (VGSI) equipment that is available at a runway end to a pilot on final approach. The entry is for two runway ends, and the two runway ends are separated by a slash (/). Enter the type of equipment and, if applicable, the numbers of boxes for the runway end approach at which it is located. For example, P2L/P2L on Runway 04/22. The standard VGSI entries are listed below.

Page	Form Requirement	Description
		<p>S2L = 2-box Simplified Abbreviated Visual Approach Slope Indicator (SAVASI) on the left side of the runway</p> <p>S2R = 2-box SAVASI on the right side of the runway</p> <p>V2L = 2-box Visual Approach Slope Indicator (VASI) on the left side of the runway</p> <p>V2R = 2-box VASI on the right side of the runway</p> <p>V4L = 4-box VASI on the left side of the runway</p> <p>V4R = 4-box VASI on the right side of the runway</p> <p>V6L = 6-box VASI on the left side of the runway</p> <p>V6R = 6-box VASI on the right side of the runway</p> <p>V12 = 12-box VASI on both sides of the runway</p> <p>V16 = 16-box VASI on both sides of the runway</p> <p>P2L = 2-box Precision Approach Path Indicator (PAPI) on the left side of the runway</p> <p>P2R = 2-box PAPI on the right side of the runway</p> <p>P4L = 4-box PAPI on the left side of the Runway</p> <p>P4R = 4-box PAPI on the right side of the runway</p> <p>TRIL = Tri-Color Visual Approach Slope Indicator (TRCV) on the left side of the runway, normally a single light unit projecting three colors</p> <p>TRIR = TRCV on the right side of the runway, normally a single light unit projecting three colors</p> <p>PSIL = Pulsating/Steady Burning Visual Approach Slope Indicator (PVASI) on the left side of the runway, normally a single light unit projecting two colors</p> <p>PSIR = PVASI on the right side of the runway, normally a single light unit projecting two colors</p> <p>PNIL = A System of Panels (APAP) used for alignment of an approach path, which may or may not be lighted, on the left side of the runway</p> <p>PNIR = APAP used for alignment of an approach path, which may or may not be lighted, on the right side of the runway</p> <p>PVT = A privately owned, for private use only, approach slope indicator light system installed on a public-use airport</p> <p>NSTD = Any visual approach slope indicator system not approved by the FAA. Enter NSTD when a non-standard system exists.</p>
	REIL (provide by end)	The entry is for two runway ends, and the two runway ends are separated by a slash (/). Enter Y for yes if the runway end has runway end identifier lights (REILs) installed. Enter N for no if the runway end does not REILs installed.

Page	Form Requirement	Description
	Approach Lights (provide type by end)	<p>The entry is for two runway ends, and the two runway ends are separated by a slash (/). Enter the type of approach lighting system that is installed at each runway end.</p> <p>ALSF = 3000-Foot High Intensity Approach System with Centerline Sequence Flashers</p> <p>ALSF1 = Standard 2,400-Foot High Intensity Approach System with Sequenced Flashers - Category I Configuration</p> <p>ALSF2 = Standard 2,400-Foot High Intensity Approach System with Sequenced Flashers - Category II or III Configuration</p> <p>MALS = 1,400-Foot Medium Intensity Approach Light System</p> <p>MALSF = 1,400-Foot Medium Intensity Approach Light System with Sequenced Flasher Lights</p> <p>MALSRL = 2,400-Foot Medium Intensity Approach Light System with Runway Alignment Indicator Lights</p> <p>SSALS = Simplified Short Approach Lighting System</p> <p>SSALF = Simplified Short Approach Lighting System with Runway Sequenced Flasher Lights</p> <p>SSALRL = Simplified Short Approach Lighting System with Runway Alignment Indicator Lights</p> <p>ODALS = Omni-Directional Approach Lighting System. Do not show REIL in addition to ODALS because the REIL are part of this system.</p> <p>LDIN = Lead-In Light System</p> <p>NSTD = All Others are Non-Standard</p> <p>NONE = No Approach Lighting System is Available</p>
	Air Traffic Control Tower	Check Yes or No if your airport has an air traffic control tower (ATCT) that operates either 24 hours a day, seven days a week or only during specified times of the day/year.
3	On-Site WX Reporting (ASOS/AWOS)	<p>Check Yes or No if your airport has on-site weather reporting. Acronyms are defined as follows:</p> <p>WX = Weather</p> <p>AWOS = Automated Weather Observing System</p> <p>ASOS = Automated Surface Observing System</p>
	Phone / Frequency / Type	Provide the phone, frequency, and type (i.e., AWOS or ASOS) of the airport's on-site weather reporting facility (as available).
	Rotating Beacon	Confirm pre-populated responses in this section (Yes/No to indicate if your airport has a rotating beacon, wind cone/lighted wind cone, and non-standard traffic pattern).
	Wind Cone	
	Lighted Wind Cone	

Page	Form Requirement	Description
	Does your airport have a non-standard traffic pattern?	

Landside Facilities

Page	Form Requirement	Description
Facilities Provided at Your Airport		
3	Do you have a general aviation terminal building?	Check Yes or No if your airport has a building available to general aviation pilots and passengers and indicate if the facility has any operational issues, condition- or age-related concerns, or other issues.
	Does your airport terminal meet basic Americans with Disabilities (ADA) compliance standards?	Airport sponsors are generally obligated to comply with certain regulations to ensure disabled travelers have the same level of access as all travelers. Please indicate Yes/No if your airport complies with the 2010 (current) ADA Accessibility Standards. Additional information on airport obligations under the ADA is provided at www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/disability_compliance/ . Contact the IDOT directly if you are unsure of your airport's compliance with ADA compliance standards or have any specific questions/concerns relating to this matter.
	Percent of Infrastructure within Useful Life	For each of infrastructure type, indicate the percent of all facilities within the provided age threshold as follows: <ul style="list-style-type: none"> - Airside pavement (new or fully reconstructed): Indicate the percent of all pavement that is new or has been fully reconstructed within the last 20 years. - Airside pavement (rehabilitated): Indicate the percent of all airside pavement that has been rehabilitated within the last ten years. If pavement is new and has not required a rehabilitation, check "Not Applicable" and note in the comment box provided. - Hangars: Indicate the percent of hangar buildings constructed within the past 20 years. - NAVAIDS/Weather-reporting equipment: Indicate the percent of all NAVAIDS and weather-reporting equipment that is less than 15 years old. - Loading bridges: Indicate the percent of all loading bridges constructed within the previous 20 years. <p>If your airport does not have any of these facilities, check "Not Applicable". Please use the comment box to provide details about any specific age-related infrastructure concerns affecting your airport, including any planned/proposed improvement projects to extend the facility's useful life.</p>

4	Public Restroom (Sanitary)	<p>Check Yes/No to indicate if your airport has plumbed toilet facilities. Outhouses or “porta potties” should be recorded as a No.</p> <p>Indicate Yes/No if plumbed toilet facilities are available 24 hours a day, seven days a week and if they are ADA-accessible (see FAA guidance above on providing ADA-accessible public facilities).</p>
	Food and Beverage (Vending)	Check Yes/No to indicate if your airport provides access to food and beverage services, either through a third-party concessionaire or self-service vending machines for snacks and beverages.
	Pilot Lounge or Flight Planning Area	Check Yes/No to indicate if your airport has a designated area for pilots to conduct flight planning activities and/or rest between flights.
	Potable Water	Check Yes/No to indicate if your airport provides potable (i.e., safe to drink) water for pilots, passengers, and employees.
	Auto Parking	Check Yes/No to indicate if your airport provides automobile parking and the number of spaces provided. During the on-site inventory, please report any automobile parking shortages experienced at your airport.
Hangars		
4	T-Hangar Spaces	Enter the number of T-hangar units at your airport, the average <u>monthly</u> rent per unit and the total percent occupied. These spaces can be designated for based or transient (i.e., visiting) aircraft.
	Corp./Box Hangar Spaces for Based Aircraft	Enter the total number of conventional/box hangar spaces designated for based aircraft, the average <u>monthly</u> rent per space, and the total percent occupied. A based aircraft is defined as an operational and airworthy aircraft based at the airport for most of the year. Spaces should be calculated based on the average type of aircraft based at your facility.
	Corp./Box Hangar Spaces for Transient Aircraft	Enter the total number of conventional/box hangar spaces designated for transient, the average <u>nightly</u> rent per space, and the total percent occupied. In this context, a transient aircraft is any aircraft that is visiting your airport. Spaces should be calculated based on the average type of aircraft that visits your facility. Indicate the percent occupied on an average good day.
	Total Hangar Spaces	Sum the total number of t-hangar units and conventional hangar spaces reported in the rows above. Indicate the total percent occupied on an average good day.
	Does your airport have a hangar shortage?	Check Yes/No to indicate if your airport has a shortage T-hangar and/or conventional/box hangar storage to meet all based and transient aircraft needs. Use the space provide to note constraints that limit your ability to construct additional hangars to meet this need (e.g., resource availability, space limitations, etc.). Also note any specific timeframes/seasons when the need is particularly acute, such as a major community events that draws additional visitors to your area.

	Does your airport currently have a hangar waitlist?	Indicate if a written record of individuals interested in hangar space is maintained by airport administration. Please provide a written copy of the hangar waiting list to the consultant team via email as provided on page 1 of the Inventory & Data Form or in hard copy during the on-site visit.
Tie-Downs		
4	Tie Downs (includes shaded hangars)	In the rows provided, indicate the total number and percent occupied for each tie-down type as provided (paved for based/transient aircraft, grass for based/transient aircraft). In the final row, provide a total sum of all tie-down spaces available at your airport (this should total the number reported in the rows above) and the approximately percent occupied on an average good day.

Aviation Services

Page	Form Requirement	Description
FBO or Specialized Aviation Service Operations (SASO)		
5	FBO or SASO	Indicate the name and hours of operation of each FBO/SASO of each tenant operating at your airport. Note if the FBO/SASO is operated by the airport sponsor (such as by providing fuel services) or a private third-party tenant. A list of all FBOs can be provided to a member of the consultant team during the on-site visit or via email as provided on page 1 of the inventory form.
Fuel		
5	Jet A	<p>Jet A is used by turbine-powered engines of jet aircraft.</p> <p>Availability: Check Yes or No to indicate the availability of Jet A fuel.</p> <p>24/7 Availability: Check Yes if Jet A fuel is available 24 hours a day, seven days a week by the FBO, credit card reader, or call-out services. Check No if Jet A fuel is only available during certain times of day.</p> <p>Write if fuel is provided via a self-service credit card reader, an on-site FBO, or an off-site provider that must be called to provide fuel (at either a prearranged time or on-demand).</p>
	Grade 100 Low-Lead Gasoline	<p>100LL is used by piston-powered engines of single- and multi-engine general aviation aircraft.</p> <p>Availability: Check Yes or No to indicate the availability of 100LL fuel.</p> <p>24/7 Availability: Check Yes if 100LL fuel is available 24 hours a day, seven days a week by the FBO, credit card reader, or call-out services. Check No if 100LL is only available during certain times of day.</p> <p>Note if fuel is provided via a self-service credit card reader, an on-site FBO, or an off-site provider that must be called to provide fuel (at either prearranged time or on-demand).</p>

Page	Form Requirement	Description
	Other Fuel Type	<p>Indicate if any other fuel type(s) are available at your airport (e.g., automobile gas [MoGas]). Write type of fuel in the space provided.</p> <p>Availability: Check Yes or No to indicate if any other type of fuel is available.</p> <p>24/7 Availability: Check Yes if this fuel is available 24 hours a day, seven days a week by the FBO, credit card reader, or call-out services. Check No if fuel is only available during certain times of day.</p> <p>Note if fuel is provided via a self-service credit card reader, on-site FBO, or an off-site provider that must be called to provide fuel (either prearranged or on-demand).</p>
	Does your airport have steel underground storage tanks?	Check Yes/No to indicate if your airport has steel underground storage tanks. If yes, indicate if there is a programmed project to remove the tank included on your airport's capital improvement plan or other confirmed action plan to address this issue.
	What are the historical fuel sales at your airport, in gallons?	Indicate the total gallons of fuel sold by type at your airport between 2015 and 2019.
Snow Removal Equipment (SRE)		
5	Does your airport have adequate dedicated SRE?	Check Yes/No to indicate if your airport has dedicated SRE to adequately maintain the airport during adverse weather conditions. Mark No if the airport shares SRE with other public agencies, such as road or public safety agencies, or if existing equipment is insufficient to maintain the airport during typical winter conditions. Indicate the type(s) of equipment owned by the airport (check all that apply).
	Snow Removal Service Provider	Indicate who is responsible for providing snow removal services during adverse weather conditions. City/county staff should be used only to report staff members who work both on behalf of the airport and other publicly-owned facilities such as roads and schools. Mark Airport Staff if snow removal is provided by dedicated employees who work exclusively for the airport (even if the airport is owned by the city or county).
	If you do not have dedicated SRE, do you have a mutual aid agreement (including in-kind sponsor) to handle snow removal?	<p>If the airport does <u>not</u> own dedicated SRE, check Yes/No to indicate if snow removal is provided by another public agency or third-party entity (such as the FBO).</p> <p>Please report who provides this service and any additional information of note, such as the circumstances under which snow removal is provided</p>
	Does your airport have an adequate, dedicated SRE storage building/facility?	Check Yes/No to indicate if the airport has adequate storage facilities for its SRE. If no, please explain where equipment is stored during times of non-use.

Page	Form Requirement	Description
Other Services		
6	Public Phone	Check Yes/No to indicate if any of the listed services are provided by your airport.
	Fire Protection	
	Access Control	
	Internet Access	
	Aircraft Deicing	
	Flight Instruction/ Training	Check Yes/No to indicate if flight instruction/training and aircraft maintenance (any type) are offered at your airport. These activities should be provided by a tenant located at your airport (e.g., a flight instructor based at a nearby airport conducting touch-and-go's on your runway should be reported as a No).
	Aircraft Maintenance	
	Other (specify)	In the space provided, indicate any other major service offered at your airport by the airport administration or by an on-airport tenant.
Does your airport support an aviation Educational Program in association with elementary/secondary schools, community colleges, or technical/vocational programs?	<p>Check Yes/No to indicate if your airport hosts or supports aviation-related educational programs for any level of student. Examples include aviation awareness days for local elementary schools, an on-airport aircraft mechanics school, or partnership with a nearby college to provide flight instruction.</p> <p>Check Yes/No if the airport hosts any events to support aviation awareness, such as an annual air show and fly-in attended by community members.</p>	

Airport Activity

Page	Form Requirement	Description
Airport Operations		
<p>Provide the number of operations that occurred at your airport between January 1 and December 31, 2019. An operation is defined as a take-off or a landing (i.e., one flight equals two operations, as the aircraft both takes-off and lands). Provide your best estimate based on your experiences at the airport, any logs maintained by the FBO or pilot registration book, or the ATCT (if available). If estimates are made, consider the operations that occur on an average good day at your airport.</p>		
6	Commercial Airlines	Enter the number of scheduled and unscheduled air carrier operations for aircraft with 60 or more passenger seats.
	Air Taxi	Enter the number of scheduled or unscheduled air carrier and air taxi operations for aircraft with less than 60 passenger seats.
	Military	Enter the number of military operations that occurred at your airport. Include military training activities, as well as emergency and non-emergency activities such as search and rescue, wildland firefighting, and emergency response. In the

Page	Form Requirement	Description
		space provided, describe if these operations impact normal airport operations (as applicable).
	General Aviation - Local	Enter the number of general aviation - local operations at the airport. A local operation is defined as an operation within the airport traffic pattern or the aircraft is known to be from within 20 miles of the airport.
7	General Aviation – Itinerant	Enter the number of general aviation – itinerant operations at the airport. An itinerant operation is defined as an operation that is other than a local operation.
	Total No. of Operations	Sum all operations entered in the rows above. This should total all operational activities that occurred in calendar year 2019.
	Air Cargo/Freight (incl. small operators)	Enter the number and percent total of scheduled and unscheduled operations for aircraft hauling air cargo/freight. This is an important input to your airport’s economic impact calculations.
Enplanements		
7	Scheduled Commercial Airline	Enter the number of passengers that boarded a scheduled or unscheduled commercial service aircraft with 60 or more passenger seats each year for the past five years (2015 - 2019).
	Part 135 Air Taxi/Charter	Enter the number of passengers that boarded an air taxi or charter operating under a Part 135 permit using an aircraft with 60 or fewer passenger seats each year for the past five years (2015 - 2019).
	Total Enplanements (per year)	Enter the total number of passengers that boarded a commercial service, air taxi, and charter aircraft at your airport each year for the past five years (2015 - 2019). This figure should equal the sum of the two rows above.
Based Aircraft		
<p>A based aircraft is defined as an operational and air-worthy aircraft based at your airport for the majority of the year (≥6 months each year). <i>Note that all non-primary NPIAS airports are required by the FAA to annually update this figure with the National Based Aircraft Inventory Program at basedaircraft.com.</i> A list of aircraft currently reported in the National Based Aircraft Inventory Program will be provided (if applicable).</p>		
7	Single-engine	Enter the number of operational single engine propeller driven aircraft with a reciprocal engine normally based at the airport.
	Multi-engine	Enter the number of operational multi-engine propeller-driven aircraft with a reciprocal engine normally based at the airport
	Jet/turboprop	Enter the number of operational jet and turboprop aircraft normally based at the airport.
	Helicopters	Enter the number of operational helicopters normally based at the airport.

Page	Form Requirement	Description
	Others	Enter all other operational aircraft normally based at the airport, including gliders and ultralights.
	Military	Enter the number of operational military aircraft normally based at the airport.
	Total Number of Based Aircraft	Enter the total number of operational aircraft normally based at the airport. This figure should sum the six types of aircraft provided in this section.
	What is the most demanding aircraft or group of aircraft (critical aircraft) that operates at your airport on a regular basis (at least 500 takeoffs and landings per year)?	Provide the make and model of the most demanding aircraft that regularly operates at your airport (at least 500 annual operations), as well as the estimated total number of operations that aircraft conducts. A critical airport is an important planning and design indicator that drives airport-specific facility needs such as (but not limited to) runway size and strength, taxiway types, and storage requirements.
Airport Activities		
7	Using the checkboxes, indicate the average frequency (never, monthly, weekly, or daily) at which each activity occurs at your airport. Note the following section requests information about medical operations and does not need to be reported in the “Other” row provided.	
Air Ambulance		
8	Use this section to report activities associated with medical operations, including patient transfer and emergency medical evacuation.	
	Activity Frequency	Indicate the average frequency at which patient transfers and emergency medical evacuations occur at your airport. If operations occur either monthly, weekly, or daily, indicate the percent of total operations within that timeframe that this activity generally occurs.
	Aircraft Utilized	Indicate the type(s) of aircraft that typically utilize your airport to conduct patient transfers and emergency medical evacuation.
	Operator Information	In the space provided (‘operators’), list all medical operations that regularly use your airport. These users will be contacted for further details about their activities at your airport. If medical operators are based at the airport, please also provide contact details on the form at the end of this inventory (either on-airport business tenant or business with based aircraft, as appropriate).

Mobility and Access

Page	Form Requirement	Description
Mobility and Access		
9	Use the checkboxes to indicate the availability of all ground transportation options available to employees, passengers, and pilots at your airport.	

Airport Safety

Page	Form Requirement	Description
Safety at Your Airport		
9	Does your airport have a formal program receiving, managing, and responding to on/near airport UAS use requests (i.e. AirMap, LAANC)?	Using the checkboxes, indicate Yes/No if the airport has a formal policy for managing UAS in its vicinity and/or participates in the FAA’s Low Altitude Authorization and Notification Capability (LAANC) program. Explain how the airport deals with UAS in the space provided.
	Has your airport adopted land use and zoning controls for and surrounding the airport?	Check Yes or No to indicate if the airport or local zoning authority has adopted zoning controls to support airport compatible land use. Zoning controls are generally designed to protect airport approaches, as well as restrict the use of land adjacent to and in the vicinity of the airport to activities and purposes compatible with normal airport operations. Airport compatible land use mitigates both safety and noise concerns in surrounding communities and helps to preserve and protect the airport and affiliated airspace. This information can generally be found in the zoning code(s) of the responsible zoning authority(ies).
	Does your airport accommodate/support law enforcement or government operations?	Check Yes/No to indicate if your airport hosts law enforcement or other public safety-related government operations on a regular basis. The agency may or may not maintain an on-airport office location or base aircraft at your facility.
	Does your airport have a certified tornado shelter(s)?	Check Yes/No to indicate if your airport provides tornado shelter(s) designed and constructed in accordance with IDOT Division of Aeronautics standards.
	Does your airport provide a First-Aid Kit?	Check Yes/No to indicate if your airport provides a fully-stocked first-aid kit for the benefit of airport employees, pilots, and passengers, either freely accessible or immediately available upon request.
10	Does your airport provide an AED?	Check Yes/No to indicate if your airport provides an automated external defibrillator (AED) available as-needed to airport employees, passengers, and pilots.
	Does your airport provide a spill kit?	Check Yes/No to indicate if your airport provides an emergency spill kit to address emergency spills. Spill kits generally include personal protective equipment, absorbent materials, disposal bags/containers, brush and dustpan, and emergency phone numbers/procedures.
	Does your airport provide generators/back up power?	Check Yes/No to indicate if your airport provides emergency back-up power using generators, battery packs, or other means. Select the airport facility(ies) that can be served in case of emergency.

Page	Form Requirement	Description
	Does your airport have on-site Aircraft Rescue and Firefighting (ARFF) trained staff?	Check Yes/No to indicate if your airport has on-site ARFF-trained staff. Staff can be on-site 24 hours a day, 7 days a week or only as required during air carrier operations that require a Part 139 certificate. If no, indicate if local emergency responders have basic ARFF training to support rescue/emergency activities if required. If local emergency responders to have basic ARFF training, do they receive periodic refresher training to practice skills and ensure knowledge remains up-to-date? If yes, provide additional details about the training that first responders receive (e.g., frequency, general content, who provides training, etc.).
	Does your airport have an adopted emergency response plan that it maintains?	Check Yes or No to indicate if the airport has a plan or procedure in-place in the case of a natural or human-caused disaster. This plan should be communicated to and integrated with local emergency response efforts.
	Does your airport provide emergency response equipment/services, either through airport ownership or mutual aid agreement?	Check Yes/No if the airport has emergency response equipment/services, such as an ARFF truck, radios, flashlights, call lists for airport staff, medical supplies, runway closure markings, high-visibility vests, and other supplies, available during a natural or man-made disaster. Equipment can either be owned by the airport or provided by a mutual aid agreement.

Airport Planning

Page	Form Requirement	Description
Planning at Your Airport		
11		In the spaces provided, indicate if the airport has completed each type of airport planning document. The form has been pre-populated with the date of the most current Airport Master Plan and Airport Layout Plan (ALP) on-file with IDOT. <u>If you have completed a more recent plan, change the year on the form, check the associated box, and provide an updated copy with this inventory form.</u> For all other documents, mark Yes or No as applicable and note the year completed or approved by the FAA (as applicable). <u>Provide a copy of all planning documents listed here to the IDOT when this inventory form is returned.</u>
	Has your airport established a set of rules, regulations, or minimum standards?	Check Yes/No to indicate if your airport has established and adopted any airport/specific rules, regulations or minimum standards for airport-related activities. These standards could apply to airport operations, maintenance, or improvements; on-airport business activities (e.g., tenant guidelines); or other usage.
	Does your airport currently show a runway extension on its ALP?	Check Yes/No to report if any runways are indicated for a runway extension on your airport's current ALP. If yes, note if the airport currently owns the land required to complete that extension.

Page	Form Requirement	Description
	Is your airport currently complying with FAA grant assurances?	Airports that receive federal money under the FAA’s Airport Improvement Program (AIP) are required to comply with a set of obligations to ensure airports are operated safely, efficiently, and in accordance with specified conditions. Check Yes/No to indicate if your airport is currently in-compliance with all specified grant assurances, as applicable.
	Do you have knowledge of non-FAA sources of funding for airport development and MPO engagement to include airport-related projects in planning?	Check Yes/No if you are familiar with non-federal sources of aviation funding, such as private public partnerships. Additionally, check Yes if your airport has been involved in Metropolitan Planning Organization (MPO) planning processes or is included in any long-term planning efforts conducted by an MPO.
12	<p>What is your perception of IDOT’s review/approval of deliverables?</p> <p>What is your perception of IDOT’s grant management/ project execution?</p> <p>What is your perception of IDOT-sponsored projects?</p> <p>What is your perception of IDOT’s coordination/ information sharing?</p> <p>What is your perception of IDOT’s real time access to data/information?</p>	<p>In the space provided, please rate IDOT’s performance in the categories provided. Note this information will be used to guide future improvements affecting IDOT’s partnership with airports, streamline review/approval processes, and ensure the agency is operating in a manner that most effectively and efficiently benefits airports. Your honest feedback is requested and highly appreciated. Please provide any specific areas for improvement in the space provided.</p>

Environment/Land Use Compatibility

Page	Form Requirement	Description
Environmental Factors		
12	Using the checkboxes, note if any of the listed environmental factors impact the airport, such as development potential, operational limitations, or your relationship with the community and local policymakers. Indicate if the level of impact in terms of None, Moderate, or Significant. This information is typically available in an Airport Master Plan, Environmental Assessment (EA), or other environmental clearance document.	
Land Use		
13	Has your airport been considered by the governing land use authority (county or city) in its comprehensive land use or transportation plans?	Mark Yes/No if the airport has been included in local planning documents, including (but not limited to) regional transportation plans, city/county general plans, and local comprehensive plans. Inclusion in such plans typically demonstrates recognition of the airport and its role in multimodal connectivity and access.
	Does your airport have an active development partnership with the chamber of commerce, tourism bureaus, air service development groups, service organizations, industries, local or regional governments, recreation districts, etc.?	Active development partnerships can help improve an airport’s economic vitality by increasing visitor usage; enhancing the airport’s visibility as a potential location for businesses; and improving the public’s and policymakers’ understanding of its role. Check Yes/No to indicate if your airport has a formal partnership with these types of outside organizations to advance the airport’s visibility in and engagement with the community, region, and state.
	Does your airport have land that has been identified for development and is shown on an approved ALP Set?	Check Yes/No to indicate if land at your airport has been identified for aviation- or non-aviation-related development, and that proposed plan is shown on an FAA- and IDOT-approved ALP set.
	Does your airport have airside farm plats?	Check Yes/No to indicate if your airport has airside farm plat.
	Does your airport have any plans to develop solar on airport property?	Check Yes/No to indicate if your airport has an actionable and approval plan to develop solar on airport property.

Page	Form Requirement	Description
Approach Surface Obstructions		
14	Are either of the approaches of your primary runway negatively impacted by obstructions?	Confirm pre-populated information regarding obstruction affecting the primary runway ends such as brush, trees, and manmade structures.
Runway Protection Zones (RPZs)		
14	Indicate if your airport controls the RPZs for its runway ends.	<p>In the spaces provided, enter the percent of each runway end RPZ either controlled or uncontrolled by the airport:</p> <ul style="list-style-type: none"> • Controlled <ul style="list-style-type: none"> ○ Fee simple: The percent of land within the RPZ that the airport fully owns. ○ Easement: The percent of land within the RPZ for which the airport owns an aviation easement. The easement is an agreement between the airport and the property owner to permit the free, unobstructed, and safe passage of aircraft at any height over the land. The property owner agrees to maintain airport compatible land use within the easement, free of any objects or activities that may pose a safety risk to people or property • Uncontrolled: The percent of land within the RPZ the airport does not control by either fee or easement. <p>Enter percentages for each runway end individually. In most cases, the RPZ and property boundaries (including any aviation easements) are depicted on the ALP.</p>

Economic Impact

Page	Form Requirement	Description
Employment - Airport Sponsor		
13	How many full- and part-time employees were directly employed by your airport in 2019?	<p>Enter the number of staff directly employed by the airport on either a full-time or part-time basis. Enter this figure by headcount (i.e., NOT full-time equivalent [FTE], as no partial numbers will be accepted). This figure should total all airport staff members on the airport sponsor's payroll.</p> <p>If the airport employs part-time staff, please indicate the average number of hours worked per employee in the spot provided.</p>
	Does the airport manage or staff the FBO?	Check Yes if the airport sponsor manages or staffs the FBO. Check No if the FBO is managed or staffed by a third-party.
	Employment Categories	Enter the number of <u>airport</u> staff members in each of the occupational categories listed. If any of your staff members fall outside of these categories,

Page	Form Requirement	Description
		<p>please specify their general job function in the space provided. The numbers here should total the number of full- and part-time employees indicated above.</p>
	<p>Provide the total calendar year 2019 annual wages and benefits paid to all employees employed by your airport.</p>	<p>Enter the total payroll for the staff members indicated in the sections above. This figure should include all gross (pre-tax) wages or salaries, including overtime pay, commissions, allowances, and bonuses.</p> <p>Understanding this information is of a sensitive nature, you may alternatively provide the average salary for all employees OR the average salary range for all employees using the checkboxes. If the checkboxes are used, only one selection can be made.</p>
Employment - Outsourcing and Contracting Out		
15	Individuals on Contract	<p>Enter the number of independent contractors employed by the airport, as well as the average number of weeks and hours for <u>PER</u> employee. Independent contractors are most simply defined as 1099 workers.</p>
16	Contractors	<p>Enter the information requested for all firms on contract at the airport, including function, name, location, and number of hours worked in 2019. Provide the total number of hours even if a contractor performs both regular maintenance activities and on-call services (e.g., emergency situations).</p>
	<p>Please estimate the total number of people working on airport property. (Includes airport sponsor and tenants)</p>	<p>Provide your best estimate of the TOTAL number of employees working on airport property, including those employed by airport administration and on-airport business tenants. This figure will be used as part of our quality control processes to ensure the Illinois EIA captures information about all on-airport workers—a critical input to your airport economic impact calculations. This figure should <u>not</u> include employees paid out of the airport’s annual operating budget.</p>
Expenditures		
14	<p>How much did your airport spend on capital improvements over the last four years (federal, state, and local)?</p>	<p>Enter the total amount of money the airport spent on capital improvements each year over the past four years. This figure should include all federal (FAA), state (IDOT), and local sponsor/airport funds.</p>
	<p>Omitting the expenditure categories above (i.e., payroll and capital improvements), report how much your airport spent on all other operating expenses in CY 2019?</p>	<p>Enter the airport’s operating expenses in 2019. Operating expenses may include (but are not limited to) utilities, snow removal, airside and landside maintenance, terminal/office cleaning, landscaping, and other ongoing services.</p>

Page	Form Requirement	Description
Airport Activities		
15	Estimate the percentage of 2019 transient (i.e. non-local visitor) GA traffic at your airport.	Enter the percent of GA operations conducted by non-local visitor aircraft. The information in this section helps determine visitor spending, which is one component of the airport’s overall economic impact.
	Estimate the average number of passengers (including pilots) for each of the transient GA operations at your airport.	Enter the total number of people for each transient GA operation at the airport. This figure should include all pilots, passengers, and staff (such as a flight attendant on a corporate jet) on a flight.
	Average length of stay	Using the checkboxes, indicate the average length of stay for pilots and passengers arriving on a transient GA flight. Select only one.
	What percent of GA visitors visit for each of the following purposes?	Enter the percent of visiting GA pilots and passengers arriving at your airport to visit Illinois for business, leisure, or both business and leisure activities. The percentages provided should total 100 percent of visitor general aviation traffic.

Open-ended Questions

Page	Form Requirement	Description
18	The final two questions of the IASP & EIA are open-ended. We ask for your honest feedback, as this information will help identify the issues and opportunities that are most important to Illinois’ airports. <i>Your insight will help ensure our work remains relevant and focused on the issues most critical to you!</i>	

Airport Tenants and Based Aircraft

The Inventory and Data Form is designed to accurately capture all economic activity associated with your airport. As such, contacting all on-airport businesses and government agencies located at your airport is a critical component of the data collection process. Much of the data that will be used to calculate your airport's economic impact can only be obtained directly from your airport users.

As such, we rely on you to provide complete and accurate contact information for various airport user groups. The study team will send questionnaires to each of these contacts to gather information on their operations and employment at the airport. Please provide data on the following airport user groups:

T.1. On-airport Tenants with Employees at Your Airport Location (page 19)

These users include fixed base operators (FBOs), business tenants, and governmental organizations such as the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and Customs and Border Protection (CBP). Other potential on-airport tenants may include freight forwarders; aircraft maintenance, repair, and overhaul facilities; flight training operators; ground transportation providers including car rental agencies; and aircraft parts suppliers. This list is by no means all-inclusive and is provided for example purposes only.

A member from the consultant team will come to your airport with an Excel file that contains a list of your airport's tenants, their contact information, and employment from the 2012 study. Please review the Excel file in detail and provide any updates that have occurred since 2012.

This category (on-airport tenants) does NOT include individual tenants who rent hangar space for aircraft used for recreational (i.e., non-commercial) purposes.

T.2. Businesses that Base Aircraft at Your Facility (page 22)

These users may include agricultural sprayers, businesses who own/lease corporate jets, hunting outfitters, and site-seeing and emergency medical operators that base aircraft at your facility but do NOT have employees at your airport location. **This category does NOT include aircraft used for non-commercial purposes.**

Please carefully consider each of these two categories, as we rely on the information you provide to develop your airport's economic impact. Additional pages can be attached should you need to more space.