



**Federal Aviation  
Administration**

**Airport Surveying-GIS Program  
Interview Checklist  
Airport Manager or Operations Manager**

Airport Name	City	State	Airport Identifier

Airport Responsible Party Contact Information	
Airport Manager Name	
Street or Mailing Address of Airport	
City, State, Zip Code	
Primary telephone Number	
Cell Phone Number	
Fax Number	
Email address	

Interviewer Contact Information	
Name	
Street or Mailing Address of Airport	
City, State, Zip Code	
Primary telephone Number	
Cell Phone Number	
Fax Number	
Email address	

Task or Question	Yes	No	Date	Interview Method	
				In person	Telephone
1. Introduce team and survey purpose	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
2. Provide a copy of the proposed survey schedule, with work areas identified—preferably on an airport map or diagram. Obtain approval of schedule, especially for runway time	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
3. Request permission to work on the airfield, and note each of the following items:					
a. Is an escort required?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
b. Radio required?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
c. Flashing Light required?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
d. Other required items?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
4. Runways—discuss any changes in length, width, or repaving occurring since the last survey. Make note of any items identified.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
5. Runways—are there any planned future changes to the movement areas (runway(s) and taxiways).	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**Paperwork Reduction Act Statement:** This form is used to document source information about an airport or aeronautical facility which is part of the National Airspace System (NAS). This information is used to document airport data relating to the safety, security, or capacity of the national air transportation system. It is estimated that it will take approximately 5-80 hours to fill out the all of the necessary forms for a project depending on the complexity. No assurance of confidentiality is necessary or provided. It should be noted that an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The OMB control number associated with this collection of information is 2120-0569. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave. SW, Washington, DC, 20591, Attn: Information Collections Clearance Officer, AIO-20.

Task or Question	Yes	No	Date	Interview Method	
				In person	Telephone
6. Obtain and review the current airport obstruction chart or airport layout plan, and ask for comments. Make notes directly on the document for field team use.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
7. Review the tasks and deliverables of the Statement of Work. Ensure all parties have the same understanding of what is required.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
8. Discuss changes to airport environment or surrounding area excluding the movement areas.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
9. Discuss obstructions located on and off the airport.					
a. Has any obstruction clearing been conducted?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
b. Are there any plans for obstruction clearing?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
c. Are there any new obstructions in the airport vicinity?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10. Discuss required security procedures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
11. Request codes or keys for gates, as required, or obtain point of contact information for field access	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12. Inquire about any known survey control on the airport.					
a. Installed PACS and SACS in good condition?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
b. Is the manager aware of the importance of the PACS and SACS?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
c. Are there any other survey control points on the airport?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13. Request introduction to Tower Chief or other airport officials.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Notes or Comments: