

# Airport Information Reporting for Oregon (AIRO)

## A. 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 condition at public use airports listed in paragraph A.

- **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.

- **State Rules and Policy ( In place for Adopt-an-Airport, to be written for AIRO)**

- **Adopted Airports**

<b>Airport</b>	<b>AIRO Volunteer or Airport status if pending</b>	<b>Term of Service Start Date</b>	<b>Term of Service End Date</b>
Aurora State Airport	Harper Poling	10/13/2007	
Cape Blanco State Airport	George Welch	10/13/2007	
Wakonda Beach State Airport	Mike McDaniel	10/13/2007	
Nehalem Bay State Airport	Robert Hall	10/13/2007	
Mulino Airport	Dianne Johnson	10/13/2007	
Lebanon State Airport	William Davis	10/13/2007	
Cottage Grove State Airport	Clif Cox	10/13/2007	
Prospect State	Walt Ridge	11/5/2007	
Cascade Locks Airport	Dale Fillmore	1/3/2008	
Pacific City State Airport	Russell Elliott	1/15/2008	
Chiloquin State Airport	Pegeen Fitzpatrick	1/17/2008	
Siletz Bay Airport	TJ Beck	3/2008	

### Adopted Airports (Continued)

Toketee State Airport	Jeff Bohler	2007	
McDermitt State Airport	Mike Bunch	2007	

- **Adopted Airports Requiring a Volunteer**

<b>Alkali Lake State</b>	<b>Condon State</b>	<b>Crescent Lake State</b>	<b>Independence State</b>
<b>Joseph State</b>	<b>McDermitt State</b>	<b>McKenzie Bridge State</b>	<b>Oakridge State</b>
<b>Owyhee Reservoir State</b>	<b>Pinehurst State</b>	<b>Rome State</b>	<b>Santiam Junction State</b>
<b>Toketee State</b>	<b>Toledo State</b>	<b>Wasco State</b>	

- **Points of Contact**

More information, including an application/registration form, is available at [www.aviation.state.or.us](http://www.aviation.state.or.us)

For other information, contact an ODA representative by:

Telephone: (503)378-4880

Postal mail: Oregon Department of Aviation, Attn: State Volunteer Coordinator, 3040 25<sup>th</sup> Street SE, Salem, Oregon 97302-1125

Tralee Knapp, ODA Airport Safety Inspector at [Tralee.M.Knapp@das.state.or.us](mailto:Tralee.M.Knapp@das.state.or.us) or Mitch Swecker, ODA State Airports Manager at [Mitch.T.Swecker@state.or.us](mailto:Mitch.T.Swecker@state.or.us)

## B. Requirements

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

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

## C. 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 Volunteer, identify 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 airports 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 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. (Report beginning and ending inspection?)
- Discontinue work in inclement weather – especially in time 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 warm, 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 airports 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.

## **D. 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**

## **E. Training & Safety Program**

## **F. Airport Information**

## **G. Additional Information**

## **H. Volunteer Coordinator**

- **Role and Responsibilities**