



# The Airport Cooperative Research Program

**Matt Dowell,**  
**ACRP Ambassador**

*Ambassadors are volunteers, not employees of the National Academies or TRB.*

The National Academies of  
SCIENCES • ENGINEERING • MEDICINE



TRANSPORTATION RESEARCH BOARD

**ACRP** | AIRPORT  
COOPERATIVE  
RESEARCH  
PROGRAM

# Flight Plan

- **What is the Airport Cooperative Research Program**
- **How Can It Help You**
- **How You Can Participate in ACRP**
- **Where to Find ACRP Publications**

# Who Has...

- **Heard of ACRP?**
- **Used an ACRP Publication?**
- **Served on a Panel or as a Consultant?**



- The FAA established ACRP in 2005
- ACRP provides airports with unbiased and reliable **research to solve:**
  - **common problems**
  - **learn about new technologies**
  - **assess innovations**

# ACRP Today

## **\$15 million annual funding**

- Sponsored by the FAA

## **600+ research projects authorized since 2006**

- More than 420 ACRP resources are available

## **700+ industry volunteers participating**

- Participants come from airports, airlines, consulting firms, academia, state and federal government agencies, and industry associations

# ACRP Research Areas



Administration



Human Resources



Environment



Design



Policy and Planning



Construction



Safety



Maintenance



Security



Operations

Special Projects

# How ACRP Can Help You

## **FREE Airport Library**

- Research Report
- Synthesis Report
- Legal Research
- Research Digests



# Airport Marketing Plans?



# Research Results

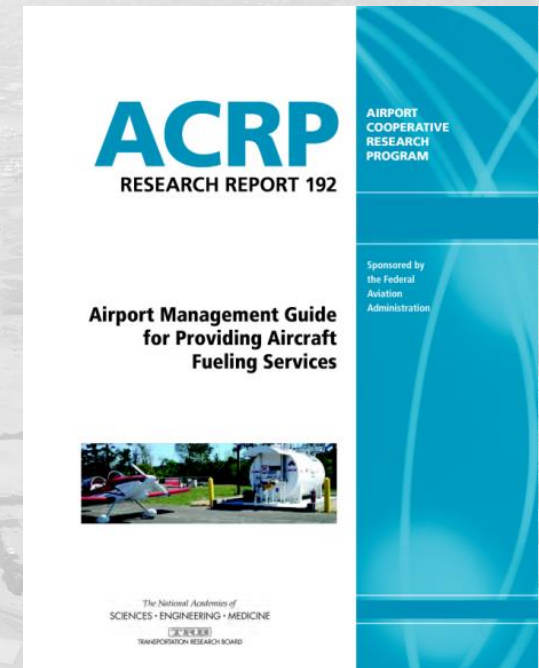
## ACRP Report 28 Marketing Guidebook for Small Airports



# Aircraft Fueling Services?

# Research Results

## ACRP Report 192 Management Guide for Providing Aircraft Fueling Services



# Establishing Airport Rent Prices?



# Research Results

## ACRP Report 213

### Establishing Market Rent at Small Airports



# Fuel Farm Problems?

# Research Results

## Legal Research Digest 28

### Operational and Legal Issues with Fuel Farms



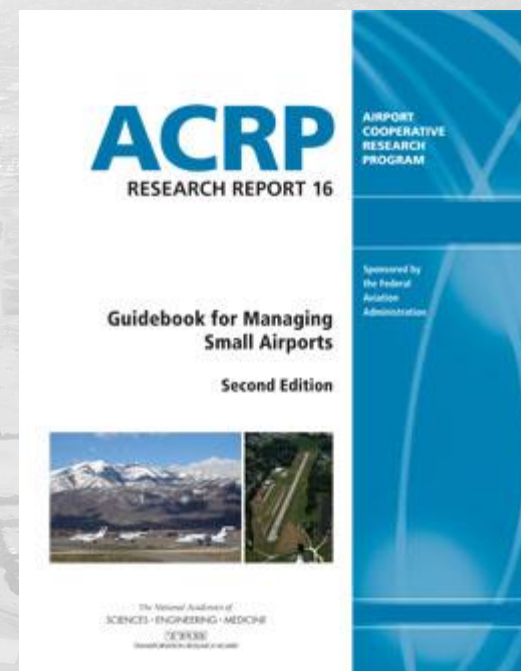
# Managing a Small Airport?



# Research Results

## ACRP Report 16

### Guidebook for Managing Small Airports



# Report 16 Managing Small Airports

<b>1</b>	<b>Chapter 1 Introduction</b>
2	1.1 Approach to Project
5	1.2 Intended Audience
6	1.3 Industry Survey
7	1.4 Common Resources
<b>12</b>	<b>Chapter 2 Airport Roles—Key Classifications and Regulations in the Airport System</b>
12	2.1 Airport Classification and Why It Matters
21	2.2 Key Types of Regulations for Airport Management
<b>23</b>	<b>Chapter 3 Business—Financial and Administrative Management</b>
23	3.1 Revenue Generation and Use
28	3.2 Budgets
32	3.3 Managing the Airport as a Stand-Alone Business
37	3.4 Revenue Generation and Diversification
42	3.5 Rates and Charges
45	3.6 Leases
56	3.7 Airport Operations Documents
60	3.8 Complaints Under FAR Parts 13 and 16
65	3.9 Insurance
68	3.10 Grants and Capital Improvement Funding
77	3.11 Consultant Selection
82	3.12 Administrative Tasks
<b>89</b>	<b>Chapter 4 Operations—Running a Safe, Secure and Efficient Airport</b>
89	4.1 Inspection
95	4.2 NOTAM Management

# Report 16 Managing Small Airports

## Airport Hangar Rental Agreement

THIS AGREEMENT is made between the **OWNER NAME**, hereafter **Lessor**, and the undersigned **LESSEE NAME**, hereafter **Lessee**. The **Lessor**, in consideration of the conditions set forth, leases to **Lessee** that portion of the **AIRPORT NAME** situated in the County of **COUNTY**, State of **STATE**, known and described as **"T" Hangar/Tie-Down Number HANGAR NUMBER** (the "Premises") commencing on **DATE** (Commencement Date).

**Lessor** and **Lessee**, in consideration of the conditions set forth, agree as follows:

1. **TERM:** Except as otherwise provided herein, the Premises are leased for **ONE YEAR**, starting the commencement date. Provided the Lessee is not in default under the Lease, the Lease will automatically be extended for **one year** unless either party gives the other **sixty (60)** days written notice to terminate. Either party may terminate the lease with **sixty (60)** days written notice, provided Lessee is not in default. **Lessee** will be liable for rental charges until possession is delivered to **Lessor** or for **sixty (60)** days after written notice of election to terminate whichever is longer.
2. **RENTAL FEE:** The rent of **\$RENT** per month shall be paid in advance on or before **the first day of each calendar month** beginning **START DATE** and shall continue to be paid as long as this Agreement remains in full force and effect. The rent amount per month includes **DEFINE INCLUDED UTILITIES**. The rent will be adjusted annually in the sole discretion of the Lessor.

**INSERT ANY OTHER FEES ASSOCIATED WITH THE AGREEMENT HERE**

**Lessee** agrees to pay a late fee of **\$ per day for each day** the rent amount is due and remains unpaid.

All rent payments, security deposit, and late fees shall be made by certified check, personal check or money order payable to the **"PAYEE NAME"** and delivered to one of the following addresses on or before the due date and without demand:

# Report 16 Managing Small Airports

<b>240</b>	<b>Chapter 6</b>	<b>Communication—Promoting the Airport and Connecting with the Community</b>
240	6.1	Community Relations
244	6.2	Branding
245	6.3	Marketing Plans
248	6.4	Communication Tools
251	6.5	Economic Impact
254	6.6	Emergency Communication
<b>257</b>	<b>Chapter 7</b>	<b>Commercial Service—Attracting Airlines and Transitioning to Airline Service</b>
257	7.1	Transitioning to Commercial Air Service
266	7.2	Airline Use Agreements
269	7.3	Customer Service
272	7.4	Air Service Development
278	7.5	Essential Air Service Program
280	7.6	Common-Use Facilities
282	7.7	PFC and CFC Funding Sources
284	7.8	Planning for Irregular Operations
<b>286</b>		<b>Aviation-Related Abbreviations</b>
<b>297</b>		<b>Glossary</b>
<b>339</b>		<b>Bibliography</b>

Note: Photographs, figures, and tables in this report may have been converted from color to grayscale for printing. The electronic version of the report (posted on the web at [www.trb.org](http://www.trb.org)) retains the color versions.



# Report 16 Managing Small Airports

## Basic Plan

### Purpose

The purpose of this plan is to ensure the safe and efficient handling of any emergency situation that may arise at \_\_\_\_\_ Airport. It is intended to assist the Airport Manager, airport staff, and emergency organizations with carrying out their responsibilities efficiently in case of an airport emergency.

Note that, in addition to this document, a brief reference guide titled *Airport Emergency Procedures* is included in the emergency kit located at the airport, which provides additional guidance to specific emergency situations.

### Introduction

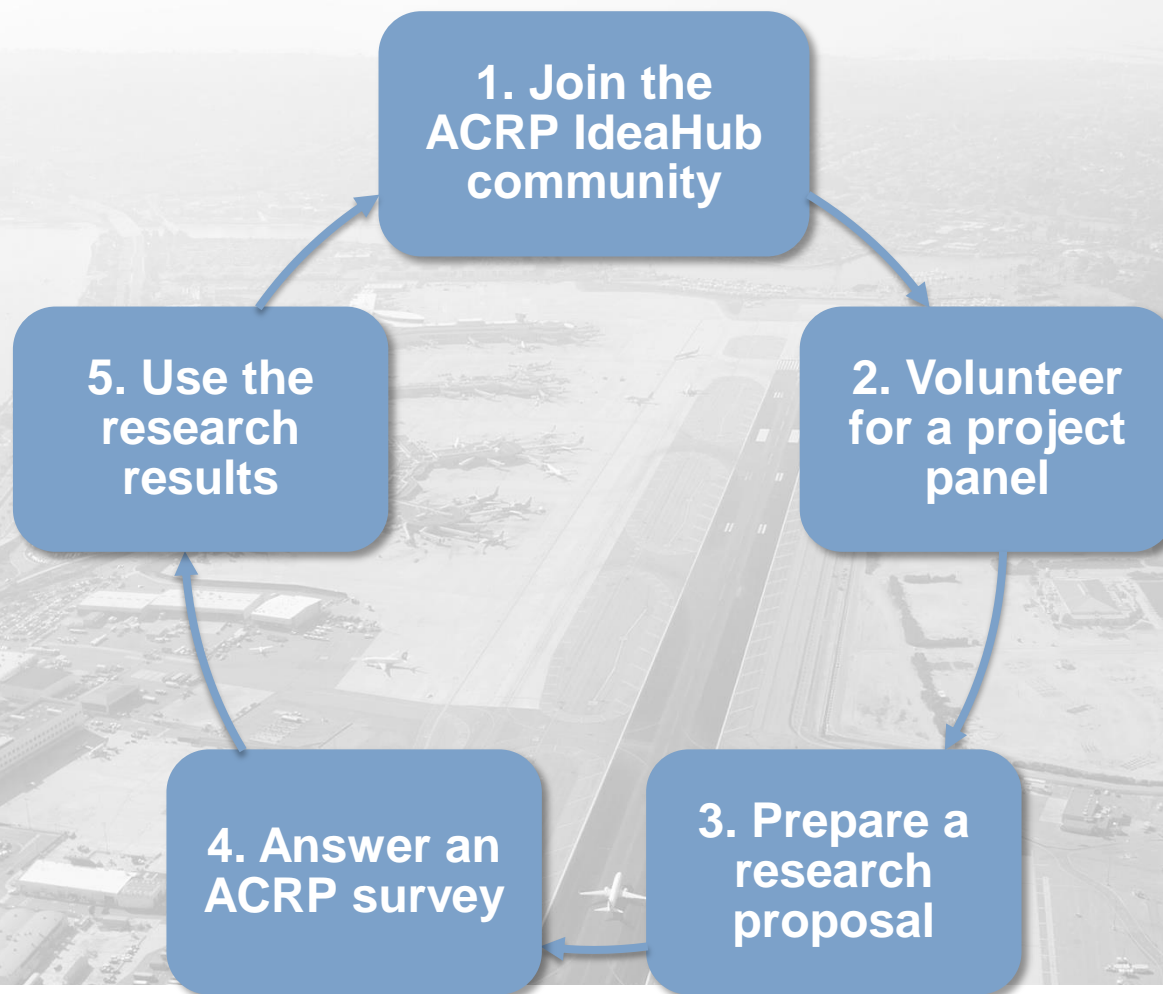
We recognize that all emergency situations cannot be anticipated. If an emergency situation arises that is not covered in this plan, the Airport Manager has the authority to direct such actions as he or she may deem necessary.

This plan was approved and adopted on \_\_\_\_\_.

### *Airport Emergency Plan Coordinator*

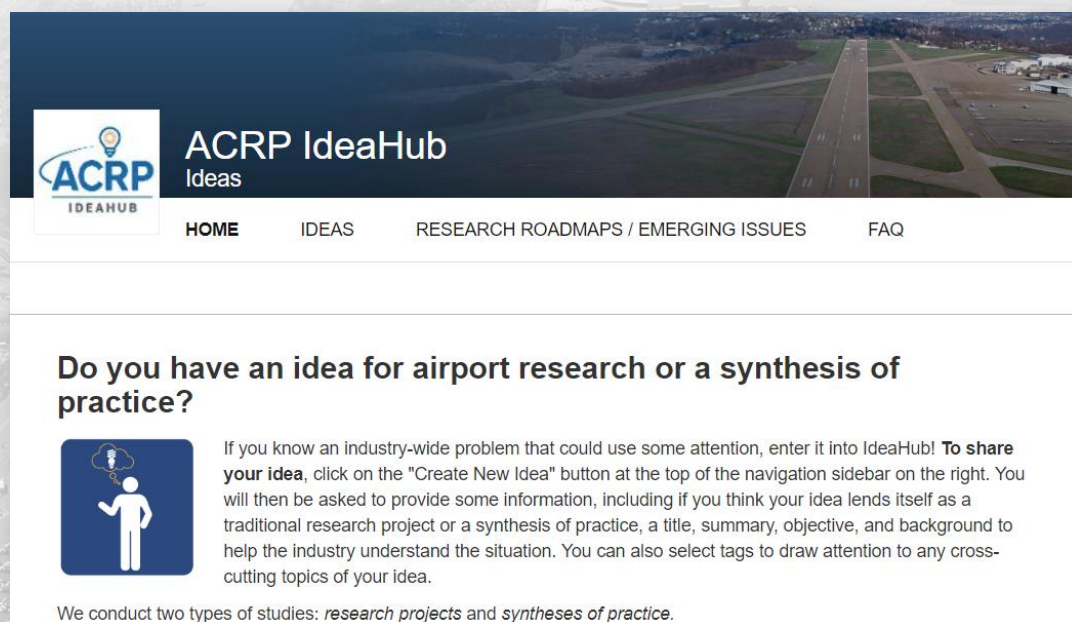
The coordinator of this plan will be the Airport Manager or his or her designated representative, who will be responsible for the administration and review processes of this plan and who will ensure full implementation of these procedures during any emergency or disaster condition. Emergency response will vary depending on hazard-specific conditions as contained herein, and Incident Command will be

# Five Ways to Get Involved



# (1) Join the ACRP IdeaHub Community

- Visit ACRP's website to register yourself in IdeaHub
- Submit your research idea(s)
- [ideahub.trb.org](http://ideahub.trb.org)





## (2) Volunteer for a Project Panel

- Project panels provide technical guidance to projects from start to end
- Nominations usually due in August or September
- Nominate yourself or a colleague





# (3) Prepare a Research Proposal

- Anyone may submit a proposal in response to an RFP
- Detailed instructions are available on [ACRP's website](#)

Information and Instructions  
for Preparing Proposals  
for the  
**Transportation Research Board's  
Cooperative Research Programs**

Updated August 2016

  
Transportation Research Board  
*The National Academies of*  
SCIENCES • ENGINEERING • MEDICINE

## (4) Answer an ACRP Survey

- ACRP needs input from industry stakeholders to improve the value of its research products

The ACRP logo consists of the letters "ACRP" in a large, bold, blue sans-serif font.The Airport Cooperative Research Program logo is a blue rectangle with the words "AIRPORT COOPERATIVE RESEARCH PROGRAM" in white, uppercase, sans-serif font, arranged in four lines.

TRANSPORTATION RESEARCH BOARD

OF THE NATIONAL ACADEMIES

TRB and ACRP seek to learn from your experience as a presenter or moderator for the ACRP webinar titled *"Guidance and Considerations for Improving Airport Terminal Amenities"* conducted August 27, 2015. Your feedback is very important and will help improve ACRP's support for future webinar presenters and moderators.

This brief survey should take less than 10 minutes to complete. Questions requiring a response are denoted by a red asterisk (\*). Your responses will remain anonymous for reporting purposes.

Thank you for participating in this survey. Please click the NEXT button to begin.

# (5) Use the Research Results!

- Reports and Guidebooks
- Syntheses
- WebResources
- Legal Research Digests
- Research Results Digests
- Impacts on Practice
- Tools

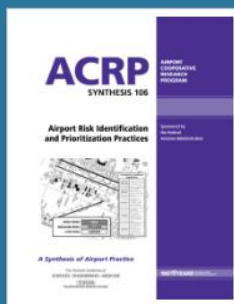
All are FREE at [www.TRB.org/ACRP](http://www.TRB.org/ACRP)



## Most Downloaded in Airport Cooperative Research Program (last 30 days)



Public-Private Partnerships: What Are the Lessons Learned?



Airport Risk Identification and Prioritization Practices



Airport Passenger Terminal Planning and Design, Volume 1: Guidebook



Legal Issues Related to Large-Scale Airport Construction Projects



Estimating Market Value and Establishing Market Rent at Small Airports



# Are You Using ACRP Research at Your Airport?

**ACRP WANTS TO HEAR  
HOW YOU USE THE  
RESEARCH!**



# Other Ways to Participate



The screenshot shows the ACRP website homepage. At the top is a dark red header with the text 'The National Academies of SCIENCES ENGINEERING MEDICINE' on the left and 'TRANSPORTATION RESEARCH BOARD' on the right. Below the header is a navigation bar with links: 'About TRB', 'Annual Meeting', 'Calendar', 'Committees & Panels', 'Programs', 'Projects', 'Publications', 'Resources & Databases', 'Provide Feedback', and social media icons. The main heading is 'AIRPORT COOPERATIVE RESEARCH PROGRAM'. Below this is a large image of hands writing on a document. To the right of the image are four blue boxes with white text: 'Publications' (ACRP publications contain the findings of individual research projects managed by...), 'Projects' (View all active and completed projects of the ACRP. All ACRP research ideas are...), 'Subprograms' (Legal, Synthesis, Insight Events, Univ. Students, Ambassadors and Champions.), and 'Getting Involved' (For Project Panel Volunteers, Proposers, and Contractors). Below the image is a black box with white text: 'Problem Statements – Now that's a great idea! Learn what makes a great problem statement.' Below this is a line of text: 'Sponsored by the Federal Aviation Administration'. Below that is a paragraph: 'ACRP is an industry-driven, applied research program that develops near-term, practical solutions to airport challenges. ACRP is authorized by Congress, sponsored by the Federal Aviation Administration, and managed by the Transportation Research Board. Learn more.' At the bottom is a search bar with the text 'Find ACRP Research' and a search input field with the placeholder 'Search by keyword...'. Below the search bar is a line of text: 'Search: ☐ www.trb.org OR ☐ the TRID Database'.

Visit us online: [www.trb.org/ACRP](http://www.trb.org/ACRP)



# Get Social

- Participate in online discussions with our LinkedIn group
- Share YOUR success #ACRPImpact
- Get program updates @ACRPImpact

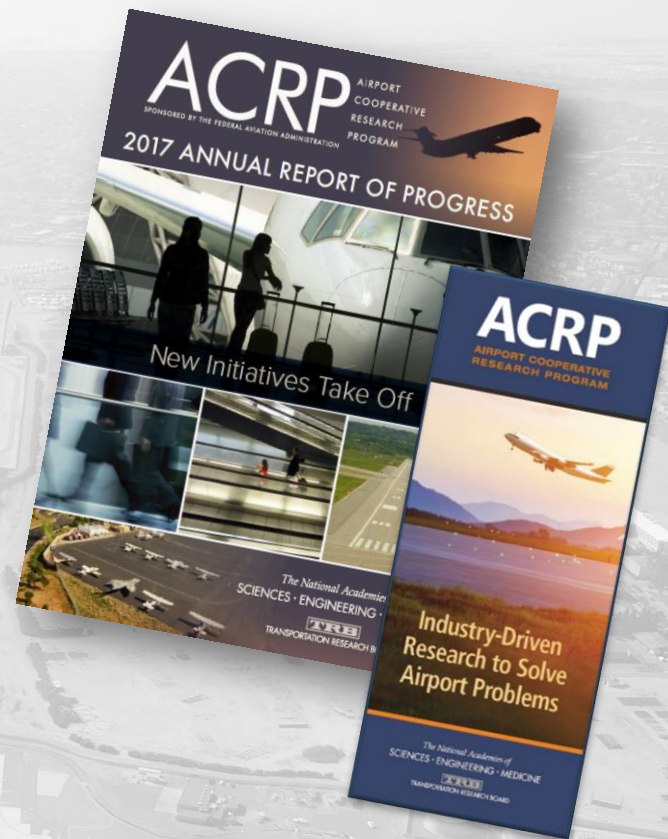


# For More Information

[www.TRB.org/ACRP](http://www.TRB.org/ACRP)

## Regular news and updates on...

- Upcoming and ongoing research projects
- New publications
- Success stories
- Announcements
- And more!



# Questions?