

Capital Improvement Maintenance Program (CIMP):
CIMP Inspection Manual

Capital Improvement Maintenance Program Travel Coordination Form

Name of Inspector: _____ Date: _____
 Airport/Airports: _____
 Dates of travel: Airport Date Time
 Method of Travel: Scheduled flight Driving
 Aircraft or vehicle type: _____
 Known seats available: _____
 Cost per seat (est.): _____
 Estimated time available at airport: _____
 Purpose for Trip: _____
 Send Form To:
 Regional Airport
 Regional Planning
 Statewide Aviation

ALASKA Aviation Database (Application and Data)

Home Inspection Search Communities **Facilities**

Welcome Message

More than 700 airports in the state are registered with the FAA and have airport master records (5010 Forms) available. Less than half of these airports have additional inventory data available, gathered as part of the ongoing Alaska Aviation System Plan Update. Most, but not all, of the airports owned by the Department of Transportation and Public Facilities are included in the airports that have additional inventory data.

The AlaskaASP internal website is the Alaska Aviation System Plan (ASP) database. It provides information on:

- Airport facilities and inspection
- Capital Improvement and Maintenance
- Performance measure reports
- Airport master records, cataloged by airport

Facility Overview
 WILEY POST-WILL ROGERS MEMORIAL

Facility Information

Facility Name: WILEY POST-WILL ROGERS MEMORIAL
 Code: BWY
 Owner: STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
 ICAO: 30554 IAP
 IATA: GADW
 State Region: BAROTZ
 Facility Type: Airport
 FAA Inventory Code: 448370
 Facility Status: Active
 Facility State: 2014 Active
 New ASP Classification: Regional
 ICAO Level of Service: 4

Facility Sections

- Building
- Environmental
- Fences
- Gravel
- Pavement Markings
- Pavement Preservation
- Resources
- Safety
- Seaplane
- Visual Aids
- Airport Lighting
- Mobile Fuel
- Tank Fuel

Comments

Delete Standard Photos List Save Data
 Sync Responses Sync Photos Import Data Import Photos

Last Synced: Wed Aug 31 2016 15:37:06 GMT-0800 (Alaska Daylight Time)

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Prepared for
 Alaska Department of Transportation and Public Facilities

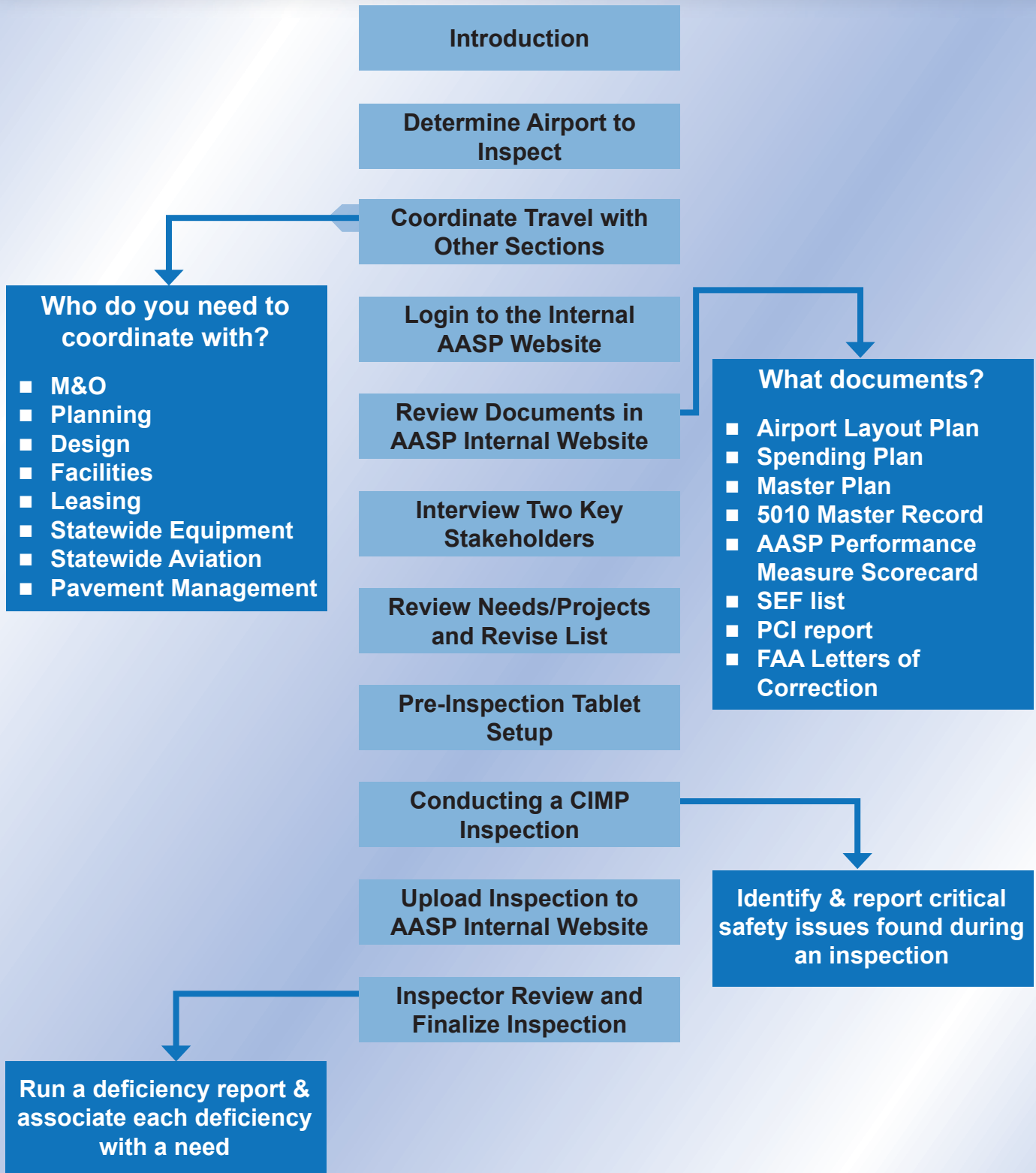


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 Federal Aviation Administration





CAPITAL IMPROVEMENTS & MAINTENANCE PROGRAM (CIMP) INSPECTION PROCESS OVERVIEW



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The Alaska Aviation System Plan (AASP), managed by the DOT&PF Division of Statewide Aviation with guidance from the Federal Aviation Administration, has developed and initiated a method to inspect and capture airport condition and needs data in a consistent and defensible manner at all airports across Alaska's system.

As a responsible party for this airport, your assistance is required to review this inspection (or portion of the inspection that may pertain to you) for accuracy and completeness. Review levels may pertain to several departments and result in concurrent reviews taking place. The final review will be submitted to the AASP website for incorporation into each airport's master database. This database will be used to create and maintain a consistent and defensible Capital Improvement and Maintenance Program (CIMP) needs list. The CIMP will provide Airport Improvement Program priorities for projects and needs throughout the airport system.

If discrepancies are found in some of the ratings, please correct and provide comments in changed sections as to why

they may be inaccurate. For questions contact Statewide Aviation or the regional Aviation Safety and Security Officer.

In an effort to keep inspections current, a timeline has been established for the review of the inspector and airport manager. This requires review completion and any edits to be completed within 14 calendar days. The inspection can be completed by clicking the submit button.

An automatic reminder is sent after seven calendar days. Inspections that have not been completed within the fourteen day window will be routed to the airport budgetary authority. Any inspections that remain incomplete (from each airport authority level) will be automatically forwarded to the Statewide Aviation office for action. We are confident that once the process becomes familiar, it will require minimal effort and time and its importance and positive impacts will be evident.

Thank you for your assistance with this important process. Working together, this tool is a key to our success in appropriately managing Alaska's aviation system while providing the highest possible level of safety and service.



2 | Determine Airport to Inspect

There are many reasons for selecting an airport for inspection. They may include:

- Public Request
- Annual Inspection
- Traveling For Another Purpose
- Upcoming Projects, etc.

Whatever the reason, travel to many of these airports can be quite time consuming and expensive. Utilizing this program and the procedures outlined here will reduce overall costs and provide a method for more consistent and up to date airport need assessments and maintenance requirements.

Below lists available checklists to use during an airport inspection. Within each category are a range of questions to answer. Each question will have a “View Samples” button that will have reference photos to assist in the selection of correct condition levels.

- Building
- Environmental
- Fences
- Gravel
- Pavement Markings
- Pavement Preservation
- Resources
- Safety
- Seaplane
- Visual Aids
- Airport Leasing
- Mobile Fuel
- Tank Fuel

Before traveling to an airport and performing a Capital Improvement and Maintenance Program (CIMP) inspection, consider how much extra time will be available for an inspection on this trip. Is this a special trip for an inspection or are there other purposes?

A typical small rural airport with a single runway can be accomplished in approximately 2-3 hours. Larger airports with multiple large facilities and runways can take up to two days to complete. If time is limited, a partial inspection can be completed. This may be the case if the main purpose for the trip is to perform other duties (i.e. leasing inspection, equipment, building or other airport repair). The remainder of the inspection could be completed during another airport visit by others.

It is important to coordinate all trips with the airport manager to determine if there are specific inspection needs, deficiencies, or possible scheduling conflicts.

All travel must be coordinated internally. The Travel Coordination Form needs to be completed as early as possible to allow for date/time changes and any other coordination efforts. Examples: Sharing travel costs, addressing other's needs, pictures, possibly installing or delivering a part, taking a measurement; all will significantly reduce state travel expenditures when combined and planned out. A blank CIMP Travel Coordination form can be found in Appendix A or obtained by emailing statewideaviation@alaska.gov. While it may not always be possible to meet everyone's schedules for shared travel, it is required that the contacts are made to ensure all efficiencies are captured.

Capital Improvement Maintenance Program Travel Coordination Form

Name of Inspector: _____

Airport/Airports: _____ Date: _____

Dates of travel:	Airport	Date	Time	Date:	Firm	Flexible
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Method of Travel: Scheduled flight Driving Charter

Aircraft or vehicle type: _____

Known seats available: _____

Cost per seat (est.): _____

Estimated time available at airport: _____

Purpose for Trip: _____

Send Form To:

Regional Airport Manager

Regional Planning

Statewide Aviation

Regional State Equipment Fleet

Regional Leasing

[For a current list of regional positions contact the Statewide Aviation System Planner.]

Contact Various DOT&PF Staff

The inspection coordinator should request the following information from the list of airport officials whom the travel is coordinated with. If someone is unable to participate in an upcoming inspection, is there anything that the inspector could accomplish while there? Example: Photos of a particular concern, measurements, general surveillance, delivery of parts/supplies, etc.

Please provide clear directions, maps, etc. of these requests. Time will be limited and specific directions will allow the inspector a better chance to meet everyone's needs.

4 | Login to the Internal AASP Website

<http://internal.alaskaasp.com>

- A username and password are required to access the system plan's internal website. If user name is unknown, fill out the user request form and send to statewideaviation@alaska.gov. Blank forms are also available by emailing the same email address above.
- When completing the form, verify that all airports inspected are included. If an airport with a planned inspection is not included, some of the AASP website rights may be unavailable without requesting it.

Alaska Aviation Database
Access Request Form
www.Internal.AlaskaASP.com

First Name:	Middle Initial:	Last Name:
Title:	Region (Circle one): Southcoast Northern Central Statewide	
Phone:		
Email:		
List All Airport(s) Managed:		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
List All Airport(s) Responsible for (i.e. SEF, Facilities, Planning, Leasing, etc)		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

General Instructions

The username and password provides access to the Alaska Aviation System Plan's internal website. The website houses all airport data and files. Inspection preparations can also be done in the internal site, prior to the actual inspection.

Go to the Internal Website Login Homepage:
<http://internal.alaskaasp.com>
Provide Username and Password and select *Login*

Version 1.5
last updated 2/11/2015

ALASKA
Aviation Database (Application and Data)

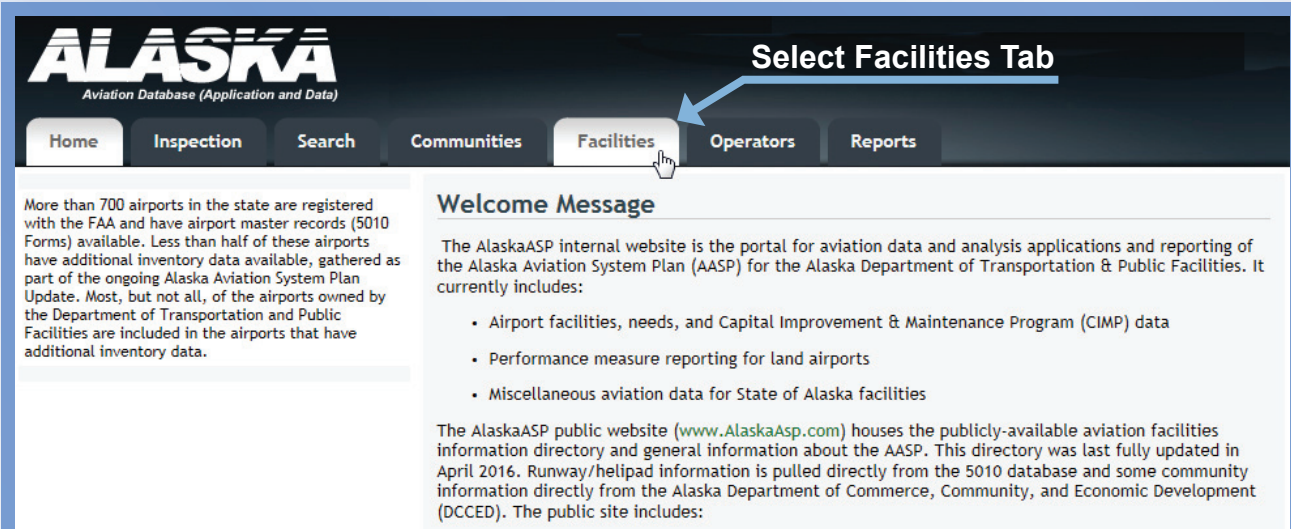
Username: ← Username
[Forgot your Username?](#)

Password: ← Password
[Forgot your Password?](#)

← Login

Below displays the internal Alaska Aviation System Plan (AASP) website homepage. Frequent updates on website changes and additions will appear here. All airport files, including historical data, are also available from here.

- To select an airport, click the **Facilities** tab at the top of the page.



ALASKA
Aviation Database (Application and Data)

Home Inspection Search Communities **Facilities** Operators Reports

Select Facilities Tab

More than 700 airports in the state are registered with the FAA and have airport master records (5010 Forms) available. Less than half of these airports have additional inventory data available, gathered as part of the ongoing Alaska Aviation System Plan Update. Most, but not all, of the airports owned by the Department of Transportation and Public Facilities are included in the airports that have additional inventory data.

Welcome Message

The AlaskaASP internal website is the portal for aviation data and analysis applications and reporting of the Alaska Aviation System Plan (AASP) for the Alaska Department of Transportation & Public Facilities. It currently includes:

- Airport facilities, needs, and Capital Improvement & Maintenance Program (CIMP) data
- Performance measure reporting for land airports
- Miscellaneous aviation data for State of Alaska facilities

The AlaskaASP public website (www.AlaskaAsp.com) houses the publicly-available aviation facilities information directory and general information about the AASP. This directory was last fully updated in April 2016. Runway/helipad information is pulled directly from the 5010 database and some community information directly from the Alaska Department of Commerce, Community, and Economic Development (DCCED). The public site includes:



6

Review Documents in AASP Internal Website

- This opens a listing of all airports. Locate the airport to be inspected and click **Select**.

ALASKA
Aviation Database (Application and Data)

Home Inspection Search Communities **Facilities** Operators Reports

Dashboard > Facilities Switch Facility: Select One

Facilities

Include 5010 Facilities

	Code	Facility Name	Facility Type	NPIAS
Select	'ADK	ADAK	AIRPORT	02-0001
Select	'AKK	AKHIOK	AIRPORT	02-0002
Select	'Z13	AKIACHAK	AIRPORT	02-0345
Select	'AKI	AKIAK	AIRPORT	02-0004
Select	'7AK	AKUTAN	AIRPORT	02-0005X
Select	'KQA	AKUTAN	SEAPLANE BASE	02-0346
Select	'AUK	ALAKANUK	AIRPORT	02-0332
Select	'5A8	ALEKNAGIK /NEW	AIRPORT	02-0359
Select	'6A8	ALLAKAKET	AIRPORT	02-0009
Select	'AFM	AMBLER	AIRPORT	02-0354
Select	'AKP	ANAKTUVUK PASS	AIRPORT	02-0012
Select	'AGN	ANGOON	SEAPLANE BASE	02-0018
Select	'ANI	ANIAK	AIRPORT	02-0019
Select	'ANV	ANVIK	AIRPORT	02-0021
Select	'ARC	ARCTIC VILLAGE	AIRPORT	02-0022
Select	'AKA	ATKA	AIRPORT	02-0394
Select	'4A2	ATMAUTLUAK	AIRPORT	02-0379
Select	'ATK	ATQASUK EDWARD BURNELL SR MEMORIAL	AIRPORT	02-0023
Select	'BTI	BARTER ISLAND	AIRPORT	02-0027
Select	'Z47	BASIN CREEK	AIRPORT	- - -
Select	'WBQ	BEAVER	AIRPORT	02-0028
Select	'BET	BETHEL	AIRPORT	02-0029
Select	'Z59	BETHEL	SEAPLANE BASE	- - -
Select	'BTT	BETTLES	AIRPORT	02-0030
Select	'BGQ	BIG LAKE	AIRPORT	02-0031
Select	'Z91	BIRCH CREEK	AIRPORT	02-0033
Select	'BCV	BIRCHWOOD	AIRPORT	02-0034
Select	'IAN	BOB BAKER MEMORIAL	AIRPORT	02-0146

Select Airport



This page displays general data on a selected airport. Time permitting, it is recommended to review and update information as necessary throughout the inspection process.

To begin, click the **Needs** button on the left side of the page.

1. General Airport Information
2. CIMP Inspection tab shows status of inspection
3. Listing of all current airport needs
4. Daily inspection logs will be added at a later date

ALASKA
Aviation Database (Application and Data)

Home Inspection Search Communities **Facilities** Operators Reports

Dashboard > Facilities Switch Facility: BIRCHWOOD

General BIRCHWOOD

Runways/Helipads

Services/Navcom

System Planning Data

Statistics

CIMP Inspection

Needs

Daily Inspection Logs

Documents/Links

Facility Photos

Pilot Info

Performance Measures

Base Information

Owner STATE OF AK DOTPF C REG FAA Associated City BIRCHWOOD
 NPIAS 02-0034 DOT&PF Region Central
 Airport Use Public DOT Owned True
 Type: Airport Facility Status Active

General Information

Name BIRCHWOOD
 DOT Owned Yes No
 State Region Central
 FAA Site ID 50069.*A
 NPIAS Number 02-0034
 NPIAS Level of Service General Aviation

System Planning Data

Seasonal Use Yes No
 Seasonal Use Notes
 ALP Approval Date 6/14/2013
 2015 AASP Classification Local NPIAS High Activity
 Federal Grant Obligation Yes No
 Federal Grant Funding

Airport Code (Location ID) BCV
 Facility Use Public
 Facility Type Airport
 FAA Associated City BIRCHWOOD
 Facility Status Active
 Current Airport Reference Code B-II Utility?:
 Wind Coverage >95%
 Non-Standard Conditions Yes No
 Compliant Primary RSA Yes No
 Compliant Primary Runway OFZ Yes No
 Compliant Threshold Yes No



8 | Review Documents in AASP Internal Website

Reviewing the digital needs list will help with the on-site inspection process. Look for duplication of needs, such as two pavement projects in the same location but named slightly differently. Duplicate needs can be noted for revision or to be deleted.

Once reviewed, print and use as reference or to review with airport personnel, if available. This can be done during the inspection process and is described in “Conducting a CIMP Inspection” beginning on page 21.

1. The needs list.
2. These are project titles that are existing in the needs list. Click the **View** hyper-link to see a more detailed project description.
3. This allows specific selection of the appropriate funding source to be displayed only.
4. The “Daily Inspection Logs” tab will be added at a later date.
5. These tabs display additional information about the selected facility, if available.
6. The needs are divided into funding priorities:
 - ASAP - 0 to 1 Year
 - Near Term - 0 to 5 Years
 - Mid Term - 5 to 10 Years
 - Long Term 10 - 20 Years

ALASKA
Aviation Database (Application and Data)

Home Inspection Search Communities **Facilities** Operators Reports

Dashboard > Facilities Switch Facility: BIRCHWOOD

General **BIRCHWOOD**

Runways/Helipads
Services/Navcom
System Planning Data
Statistics

Base Information

Owner STATE OF AK DOTPF C REG FAA Associated City BIRCHWOOD
NPIAS 02-0034 DOT&PF Region Central
Airport Use Public DOT Owned True
Type: Airport Facility Status Active

CIMP Inspection
Needs
Daily Inspection Logs
Documents/Links
Facility Photos
Pilot Info
Performance Measures

Manage Needs 3

BIRCHWOOD Display: All

ASAP Needs Total : \$184,500 Short Term Needs Total : \$4,854,940
Mid Term Needs Total : \$39,961,964 Long Term Needs Total : \$4,429,547

Needs 1 Add Need

	Needs	Priority	Need Origination	Funding Source	Estimated Cost
2	View Minor Gravel Resurfacing	ASAP	State Needs List	N/A	\$154,500
	View Aprons Rehabilitation	Short Term	State Needs List		\$2,000,000
	View Pavement Markings	Short Term	State Needs List	N/A	\$40,000
	View Crack Seal	Short Term	State Needs List	N/A	\$30,000
	View Brush Cutting	Short Term	State Needs List	N/A	\$100,000
	View Grade and re level CAP leasing area	Short Term	Inspection	Local	\$0
	View Remove and replace secondary wind cone	ASAP	Inspection	State Capital	\$30,000

- Once the needs list has been reviewed, select the **Documents/Links** tab on the left side of the page. This tab houses items like the Airport Layout Plan (ALP), Master Plans, 5010 Inspection Reports, TERPs 20:1 Inspection Reports, and much more.
- Printing a copy of the ALP or any other documents will be helpful to take along on the inspection. This will allow quicker confirmation on a need or determine if there are non-complying conditions on the airport that do not match the ALP. If a digital copy is preferable, a copy can be saved on the inspection tablet for reference during the inspection.

ALASKA
Aviation Database (Application and Data)

Home Inspection Search Communities **Facilities** Operators Reports

Dashboard > Facilities Switch Facility: BIRCHWOOD

General **BIRCHWOOD**

Runways/Helipads

Services/Navcom

System Planning Data

Statistics

CIMP Inspection

Needs

Daily Inspection Logs

Documents/Links

Facility Photos

Pilot Info

Performance Measures

Base Information

Owner STATE OF AK DOTPF C REG FAA Associated City BIRCHWOOD
 NPIAS 02-0034 DOT&PF Region Central
 Airport Use Public DOT Owned True
 Type: Airport Facility Status Active

Add Resource Document

Fill out form below to insert a new resource document. All fields are required to be filled in.

Name:
 File: **Browse...** **Note: Additional documents can be uploaded to the website here.**

7

There are no documents to display.

External Documents

Title	Type
Birchwood Airport Master Plan Draft Final	Reports, Planning, Master Plan
Birchwood Airport Layout Plan	Reports, Planning, ALP
Birchwood (BCV) Airport Pavement Condition Report	Reports, Planning, Airport Pavement Condition

8



10 | Interview Two Key Stakeholders

Interviewing two key stakeholders from each airport is important to the CIMP inspection process. It gives the opportunity for problems or needs from the users perspective to be addressed by the inspection process. A good example of a key stakeholder for an airport is an air carrier or charter service that consistently uses that facility. They may note a specific runway issue that can then be reviewed during the inspection.

Interviews can be conducted over the phone or by email. Blank forms and sample completed interviews are available in Appendix A. Blank forms can be obtained at [“Link”](#). Another interview source is the local pilot. This is especially effective for charter trips, so remember to take along a printed copy of the interview form.

1. To access a list of air carriers and other stakeholders for the airport, select the **Facilities** tab at the top of the homepage.
2. Select the desired airport facility.
3. Make sure the **General** tab is selected and scroll down to the bottom of page. Options are listed under **Carrier Names**.
4. Used by air carriers as a hub for trans-loading freight and passengers.
5. Service year is the year the air carrier service was verified.

The screenshot displays the ALASKA Aviation Database (Application and Data) interface. The top navigation bar includes tabs for Home, Inspection, Search, Communities, Facilities, Operators, and Reports. The 'Facilities' tab is selected, indicated by a blue arrow and the number 1. Below the navigation bar, the 'Facilities' section shows a list of facilities with columns for Code, Facility Name, Facility Type, and NPIAS. A blue arrow and the number 2 point to the 'AKIAK' facility. Below the list, the 'General' tab is selected for the 'AKIAK' facility, indicated by a blue arrow and the number 3. The 'Base Information' section shows details for the facility, including Owner, NPIAS, Airport Use, Type, DOT&PF Region, DOT Owned, and Facility Status. Below this, the 'Associated Operators' section is shown, with a blue arrow and the number 4 pointing to the 'Carrier Name' column and a blue arrow and the number 5 pointing to the 'Service Year' column. The 'Associated Operators' table lists four carriers: Arctic Transportation, Frontier Flying Service, Grant Aviation, and Hageland Aviation Service, all with a service year of 2014.

Code	Facility Name	Facility Type	NPIAS
Select 'ADK	ADAK	AIRPORT	02-0001
Select 'AKK	AKHIOK	AIRPORT	02-0002
Select 'Z13	AKIACHAK	AIRPORT	02-0345
Select 'AKI	AKIAK	AIRPORT	02-0004
Select '7AK	AKUTAN	AIRPORT	02-0005X
Select 'KQA	AKUTAN	SEAPLANE BASE	02-0346

Carrier Name	Air Carrier Hub	Service Year
Arctic Transportation	No	2014
Frontier Flying Service	No	2014
Grant Aviation	No	2014
Hageland Aviation Service	No	2014

Once document and data review is complete and interviews are done, the needs list should be checked and changes made accordingly.

1. To locate the airport needs list, begin on the AASP homepage.
2. Select the **Facilities** tab at the top of the page.
3. Select desired airport.
4. Click on the **Needs** tab.

ALASKA
Aviation Database (Application and Data)

Home Inspection Search Communities **Facilities** Operators Reports

Welcome Message

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- Airport facilities, needs, and Capital Improvement & Maintenance Program (CIMP) data
- Performance measure reporting for land airports
- Miscellaneous aviation data for State of Alaska facilities

Select	FAA	ATIS	FAA	FAA	FAA	FAA	FAA	FAA
Select	'4A2	ATMAUTLUAK			AIRPORT			02-0379
Select	'ATK	ATQASUK EDWARD BURNELL SR MEMORIAL			AIRPORT			02-0023
Select	'BTI	BARTER ISLAND			AIRPORT			02-0027
Select	'Z47	BASIN CREEK			AIRPORT			- - -
Select	'WBQ	BEAVER			AIRPORT			02-0028
Select	'BET	BETHEL			AIRPORT			02-0029
Select	'Z59	BETHEL			SEAPLANE BASE			- - -
Select	'BTT	BETTLES			AIRPORT			02-0030
Select	'BGQ	BIG LAKE			AIRPORT			02-0031
Select	'Z91	BIRCH CREEK			AIRPORT			02-0033
Select	'BCV	BIRCHWOOD			AIRPORT			02-0034
Select	'IAN	BOB BAKER MEMORIAL			AIRPORT			02-0146

BIRCHWOOD

General Information

Owner: STATE OF AK DOTPF C REG FAA Associated City: BIRCHWOOD
 NPIAS: 02-0034 DOT&PF Region: Central
 Airport Use: Public DOT Owned: True
 Type: Airport Facility Status: Active

General Information

Name: BIRCHWOOD Airport Code (Location ID): BCV
 DOT Owned: Yes No Facility Use: Public
 State Region: Central Facility Type: Airport
 FAA Site ID: 50069.*A FAA Associated City: BIRCHWOOD
 NPIAS Number: 02-0034 Facility Status: Active
 NPIAS Level of Service: General Aviation Current Airport Reference Code: B-II Utility?:

12 | Review Needs/Projects and Revise List

Needs can be reviewed, added, and edited in the **Needs** tab.

5. To edit a need, click **View** to the left of the need.

ALASKA
Aviation Database (Application and Data)

Home Inspection Search Communities **Facilities** Operators Reports

Dashboard > Facilities Switch Facility: BIRCHWOOD

General BIRCHWOOD

Runways/Helipads

Services/Navcom

System Planning Data

Statistics

CIMP Inspection

Needs

Daily Inspection Logs

Documents/Links

Facility Photos

Pilot Info

Performance Measures

Base Information

Owner: STATE OF AK DOTPF C REG FAA Associated City BIRCHWOOD
NPIAS: 02-0034 DOT&PF Region: Central
Airport Use: Public DOT Owned: True
Type: Airport Facility Status: Active

Manage Needs

BIRCHWOOD Display: All

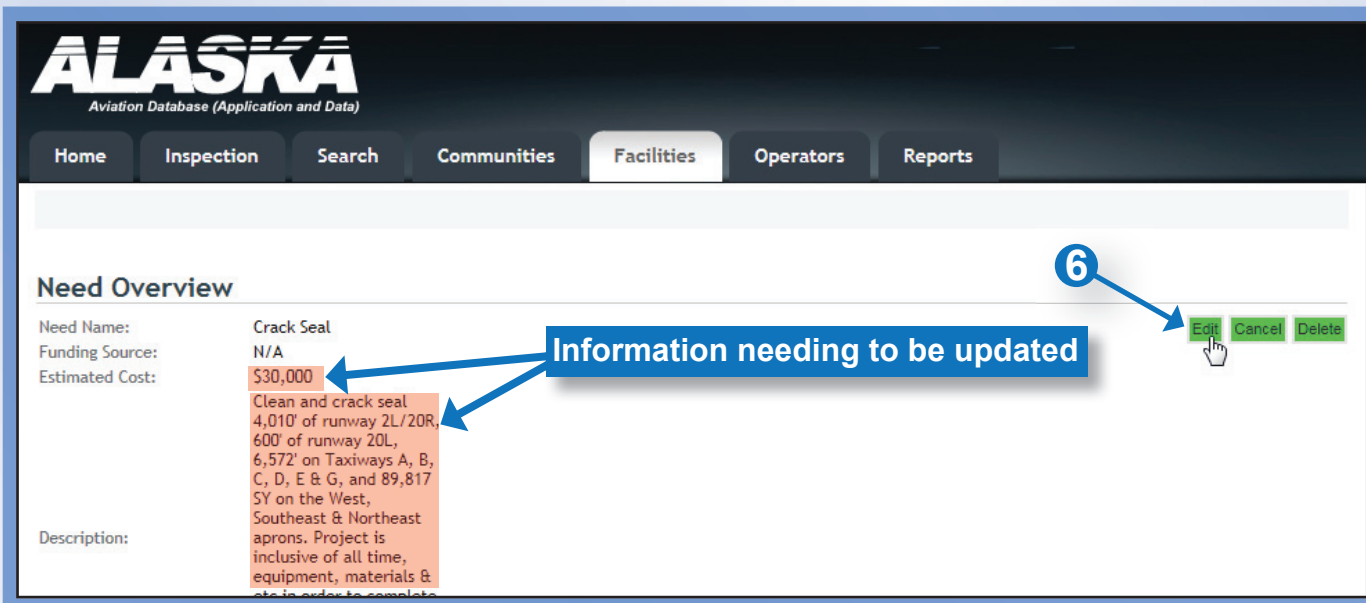
ASAP Needs Total : \$184,500 Short Term Needs Total : \$4,854,940
Mid Term Needs Total : \$39,961,964 Long Term Needs Total : \$4,429,547

[Add Need](#)

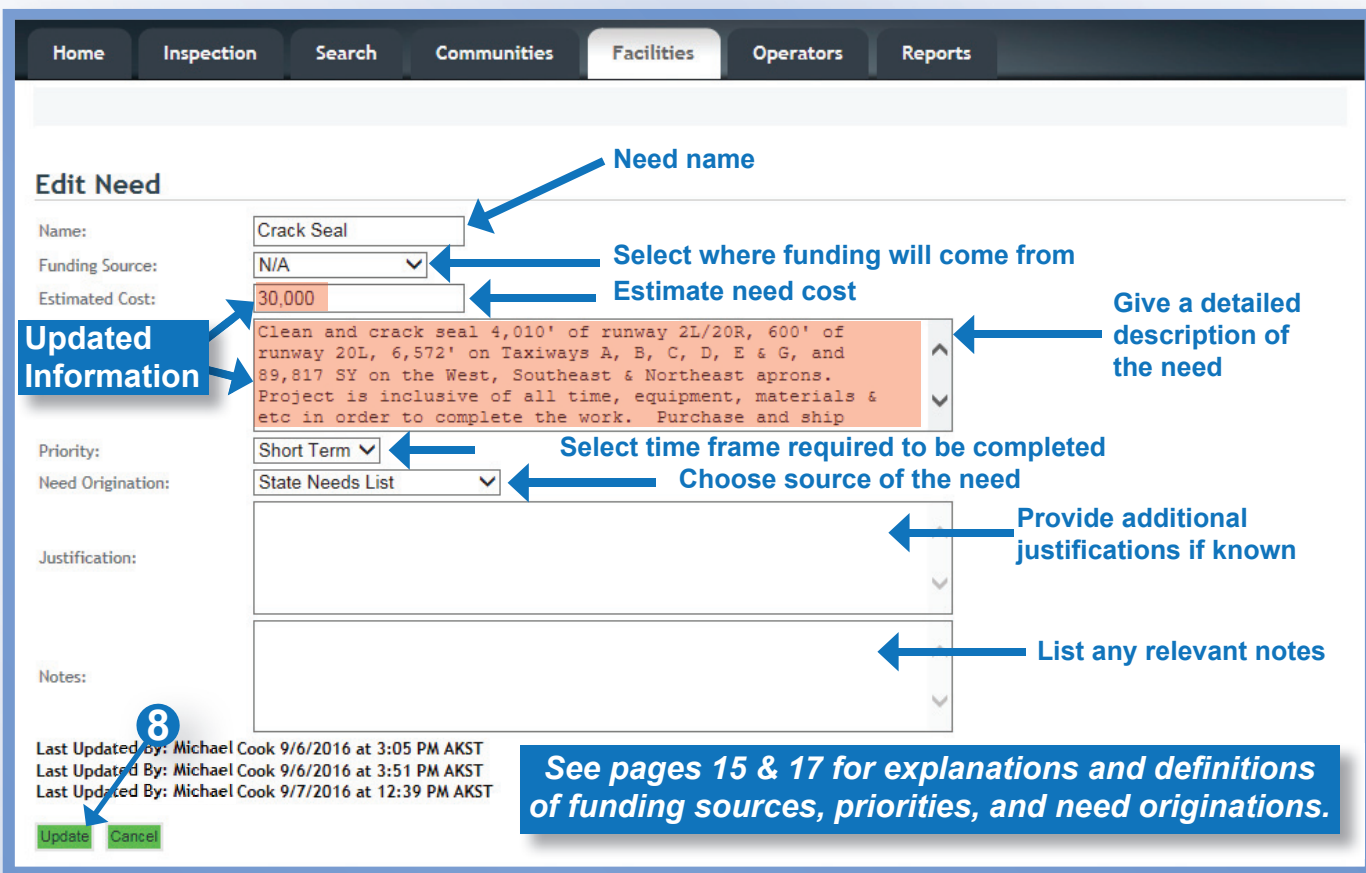
	Needs	Priority	Need Origination	Funding Source	Estimated Cost
View	Minor Gravel Resurfacing	ASAP	State Needs List	N/A	\$154,500
View	Aprons Rehabilitation	Short Term	State Needs List		\$2,000,000
View	Pavement Markings	Short Term	State Needs List	N/A	\$40,000
View	Crack Seal	Short Term	State Needs List	N/A	\$30,000



6. To edit the need, select **Edit**. This allows the specifics of the need to be updated or corrected.



7. Click in each box to make desired changes. Provide as much information as possible for better clarification in future reviews. If funding source and estimated cost are unknown, an N/A option is available and \$0.00 can be the estimate until later analysis.



8. Once editing is complete, click the **Update** button at the bottom of the page. The page will then automatically revert to the manage needs screen.

14 | Review Needs/Projects and Revise List

9. If adding a new need, click on the **Add Need** button on the right hand side above the needs list. This provides a pop-up window of the blank template. Once again, filling in as much information as possible is encouraged. If there is an unknown cost, simply put a zero in the box as a placeholder for future calculations by engineers or planners. The need will be added to the main facility list once information is fully filled out and **Insert** is selected.

ALASKA
Aviation Database (Application and Data)

Home Inspection Search Communities **Facilities** Operators Reports

Dashboard > Facilities Switch Facility: BIRCHWOOD

General **BIRCHWOOD**

Runways/Helipads

Services/Navcom

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Base Information

Owner STATE OF AK DOTPF C REG FAA Associated City BIRCHWOOD
NPIAS 02-0034 DOT&PF Region Central
Airport Use Public DOT Owned True
Type: Airport Facility Status Active

Manage Needs

BIRCHWOOD Display: All

ASAP Needs Total : \$184,500 Short Term Needs Total : \$4,854,940
Mid Term Needs Total : \$39,961,964 Long Term Needs Total : \$4,429,547

9 [Add Need](#)

Needs	Priority	Need Origination	Funding Source	Estimated Cost
View Minor Gravel Resurfacing	ASAP	State Needs List	N/A	\$154,500
View Aprons Rehabilitation	Short Term	State Needs List		\$2,000,000



Funding Sources

N/A - Option for needs that are not the airport sponsor's responsibility such as PAPI / VASI installation or other FAA repairs, leaseholder repairs, etc.

Note: This selection is available when other funding options are not applicable.

State GF - State general fund projects that are beyond the scope of normal maintenance, require state funding, or are federally ineligible. An example is Deferred Maintenance, Airport Life and Safety funding, or a minor planning project.

Note: this needs to be renamed from State Capital to State GF.

M&O AIP - Federally funded maintenance projects whose scope extends beyond normal maintenance, are often airport specific, and are intended to increase the life expectancy of the facility. Projects are determined by the individual airport/district/region. Examples include crack and asphalt sealing, erosion and brush control, dust control, etc.

Note: this is a combination of existing M&O Capital and AIP Maintenance and will require those existing categories to be combined.

M&O Operating - Standard operating state funds programmed annually. Funding supports minor projects and repairs.

AIP - Federal Airport Improvement Program funding for large scale projects. Examples include airport rehabilitation, resurfacing, and relocation or expansion as well as snow removal equipment and building construction.

10. Name the need to be defined.
11. Select the funding source drop-down menu. Choose a funding source that best fits the need, if unknown select N/A. See definitions Above.

The screenshot shows the 'ALASKA Aviation Database (Application and Data)' interface. The 'Facilities' tab is active. The 'Create Need' form is displayed with the following fields and options:

- Name:** [Text input field]
- Funding Source:** [Dropdown menu with options: Select One, N/A, State Capital, M&O Capital, Local, Bond, M&O Operating, AIP, AIP Maintenance]
- Estimated Cost:** [Text input field]
- Description:** [Text area]
- Priority:** [Dropdown menu with option: Select One]
- Need Origination:** [Dropdown menu with option: Select One]
- Justification:** [Text area]
- Notes:** [Text area]

At the bottom of the form are 'Insert' and 'Cancel' buttons. A 'Switch Facility:' dropdown menu is located at the top right of the form area.

16 | Review Needs/Projects and Revise List

12. Add estimated cost of need. If unknown, add zero and a more detailed estimate can be provided at a later time.
13. Provide a detailed description, or scope, of the need.
14. Select the need's priority.

Note: this is a planning level estimate and does not have to be exact. It can also be revised at any time.

15. Select **Need Origination** from drop-down menu. If origination option is not listed, select N/A and provide further comments in the bottom "Notes" box.
16. Add justification, if applicable, or provide all pertinent information. This will help with future need development.
17. Add any applicable notes. The box does not require completion to proceed.
18. Click **Insert** to complete the need and go back to the **Manage Needs** page.
19. Select **CANCEL** to exit. This will delete all changes made to need.

Priorities

N/A - Information is unknown or unavailable.

ASAP - Need requires immediate attention.

Near-Term - Need will require attention in one to five years.

Mid-Term - Need will require attention in five to ten years.

Long-Term - Need will require attention in ten years or longer.

Need Originations

N/A - Previously identified needs with unknown origination.

5010 - Needs identified through the Airport Master Record inspection and documented on form 5010. These inspections are required by FAA for all public use airports.

Spending Plan - A schedule of prioritized projects for airports throughout the State of Alaska and funded with federal AIP funds.

Public - Needs identified by the public, which can include individual airport users, local government entities, air carriers, or others airport stakeholders.

Other/Misc. - Need originations that do not fit in other listed categories.

Inspection - Needs identified during Capital Improvement and Maintenance Program (CIMP) inspections. This includes new and/or upgraded equipment, facilities, etc.

Master Plan - Needs that are identified as part of an airport master plan study.

Airport Layout Plan (ALP) - Needs identified and listed on the Airport Layout Plan (ALP). This can include both near-term and ultimate phases.

State Equipment Fleet (SEF) - Snow removal equipment needs determined through the State Equipment Fleet (SEF) management process.

Pavement Condition Index (PCI) - Needs identified through a Pavement Condition Index (PCI) inspection. PCI inspections are conducted tri-annually in Alaska.

State Needs List - An online database that lists all the desired transportation projects across the state, including highway, ferries, trails, transit, airport, harbors, and buildings.

National Plan of Integrated Airport Systems (NPIAS) - Needs identified in the National Plan of Integrated Airport Systems (NPIAS). The NPIAS is a listing of airports that are significant to national air transportation and thus eligible to receive federal grant funds under the AIP program.

Deferred Maintenance - Needs identified as ongoing or inadequate maintenance. Deferred maintenance needs are either unfunded or inadequately funded in prior funding cycles.

Performance Measures - Needs identified through the Alaska Aviation System Plan (AASP) performance measures study. Performance measures provide a means to measure each airport's ability to serve the market associated with its classification, in addition to measuring the overall health of each airport classification and the system as a whole. The process allows for the tracking of progress over time, at the individual airport level, by classification, and system wide.

Sponsor - Needs identified by the local airport sponsor or owner. Typical examples include local government agencies, municipalities, and boroughs that are authorized to operate a public use airport.

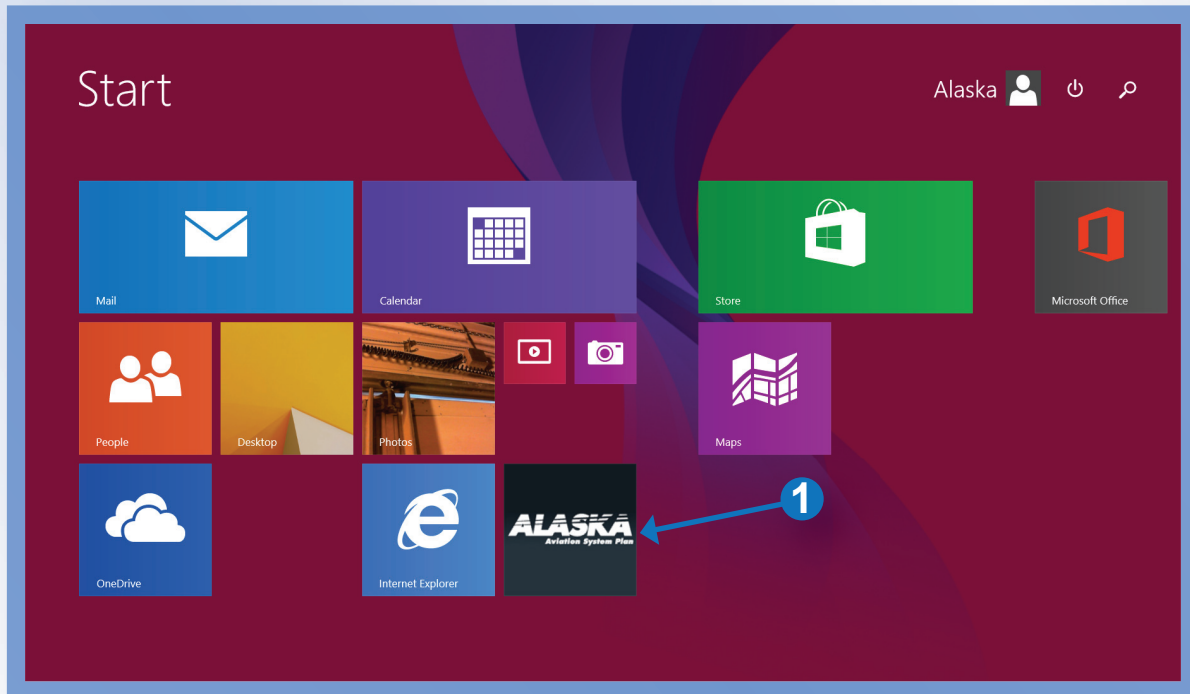
Letter of Correction (LOC) - Needs or deficiencies identified during a 14 CFR Part 139 certification inspection and provided by FAA in a letter of correction (LOC).

Federal Aviation Administration (FAA) - Needs determined by the FAA, either locally or through a national initiative.

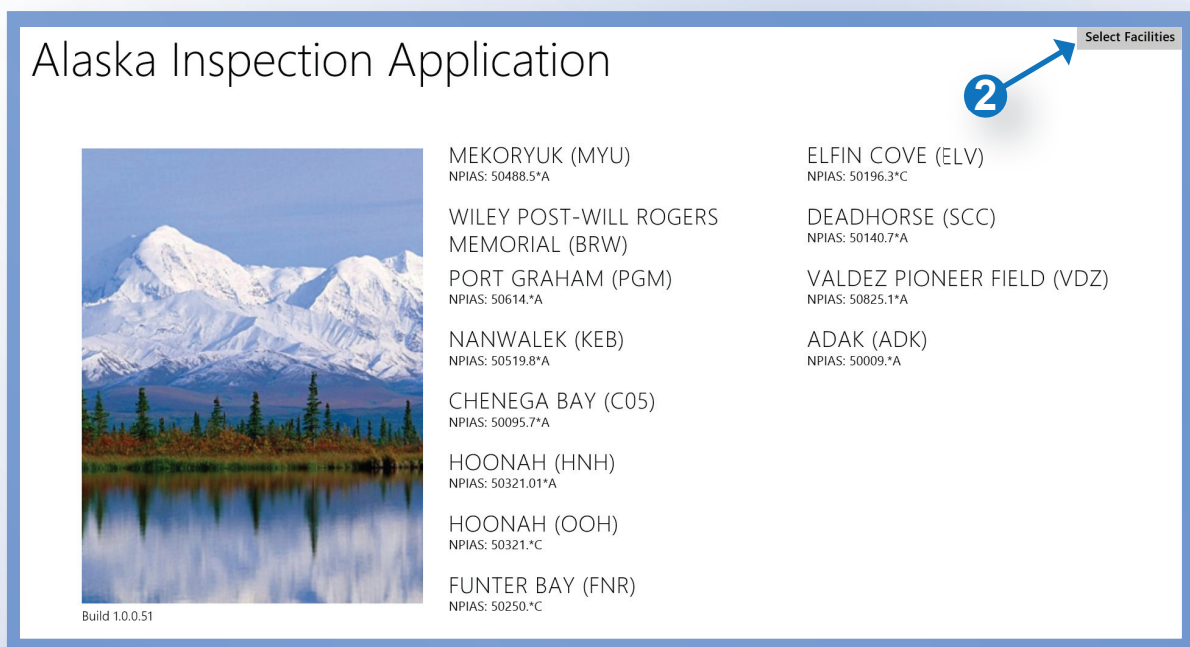
18 | Pre-Inspection Tablet Setup

Note: The tablet only requires an internet connection to upload previous inspections and/or photos. To conserve battery during inspection, turn off WiFi as it is not required to conduct the inspection. Adjusting screen brightness can also conserve battery life.

1. Open the Alaska Aviation System Plan application on the tablet computer by clicking the **Application** box, located on the Windows® home screen.



2. Click the **Select Facilities** button on the top right hand of the screen.



3. Scroll through the list by swiping right to left. Select desired airport location from the list. Multiple airports can be loaded simultaneously by clicking on them.

Select Facilities

B

- BARTER ISLAND LRRS (BTI)
NPIAS: 50055.5*A
- BEAVER (WBQ)
NPIAS: 50058.*A
- BETHEL (BET)
NPIAS: 50061.1*A
- BETHEL (Z59)
NPIAS: 50060.2*C
- BIG LAKE (BGQ)** ✓
NPIAS: 50068.6*A
- BIRCHWOOD (BCV)
NPIAS: 50069.*A
- BJTTE MUNI (AK1)
NPIAS: 50585.14*A
- BETTLES (BTT)
NPIAS: 50062.*A

BIRCH CREEK (Z91)
NPIAS: 50068.78*A

BOUNDARY (BYA)
NPIAS: 50072.*A

BREVIQ MISSION (KTS)
NPIAS: 50072.5*A

BUCKLAND (BVK)
NPIAS: 50073.1*A

BOB BAKER MEMORIAL (IAN)
NPIAS: 50412.9*A

BRADLEY SKY-RANCH (95Z)
NPIAS: 50543.71*A

C

- CAMPBELL LAKE SPB (3C)
NPIAS: 50035.2*C
- COFFMAN COVE (KCC)
NPIAS: 50112.6*C
- CRAIG (CGA)
NPIAS: 50130.*C
- CHEFORNAK (CFK)
NPIAS: 50095.12*A
- CHENEGA BAY (C05)
NPIAS: 50095.7*A
- CHEVAK (VAK)
NPIAS: 50096.22*A
- CHIGNIK (AJC)
NPIAS: 50097.53*A
- CHIGNIK LAGOON (KCL)
NPIAS: 50097.51*A

Load **Edit** **Edit button is for future use**

4. Once the airport(s) are selected, press the **Load** button at the bottom. A pop-up window will display, asking to load the selected airport(s). Press **OK** to continue.

Select Facilities

B

- BARTER ISLAND LRRS (BTI)
NPIAS: 50055.5*A
- BEAVER (WBQ)
NPIAS: 50058.*A

BIRCH CREEK (Z91)
NPIAS: 50068.78*A

BOUNDARY (BYA)
NPIAS: 50072.*A

C

- CAMPBELL LAKE SPB (3C)
NPIAS: 50035.2*C
- COFFMAN COVE (KCC)
NPIAS: 50112.6*C

Are you sure you want to load the selected?

OK **Cancel**

BIG LAKE (BGQ) ✓
NPIAS: 50068.6*A

BOB BAKER MEMORIAL (IAN)
NPIAS: 50412.9*A

CHENEGA BAY (C05)
NPIAS: 50095.7*A

BIRCHWOOD (BCV)
NPIAS: 50069.*A

BRADLEY SKY-RANCH (95Z)
NPIAS: 50543.71*A

CHEVAK (VAK)
NPIAS: 50096.22*A

BUTTE MUNI (AK1)
NPIAS: 50585.14*A

CHIGNIK (AJC)
NPIAS: 50097.53*A

BETTLES (BTT)
NPIAS: 50062.*A

CHIGNIK LAGOON (KCL)
NPIAS: 50097.51*A

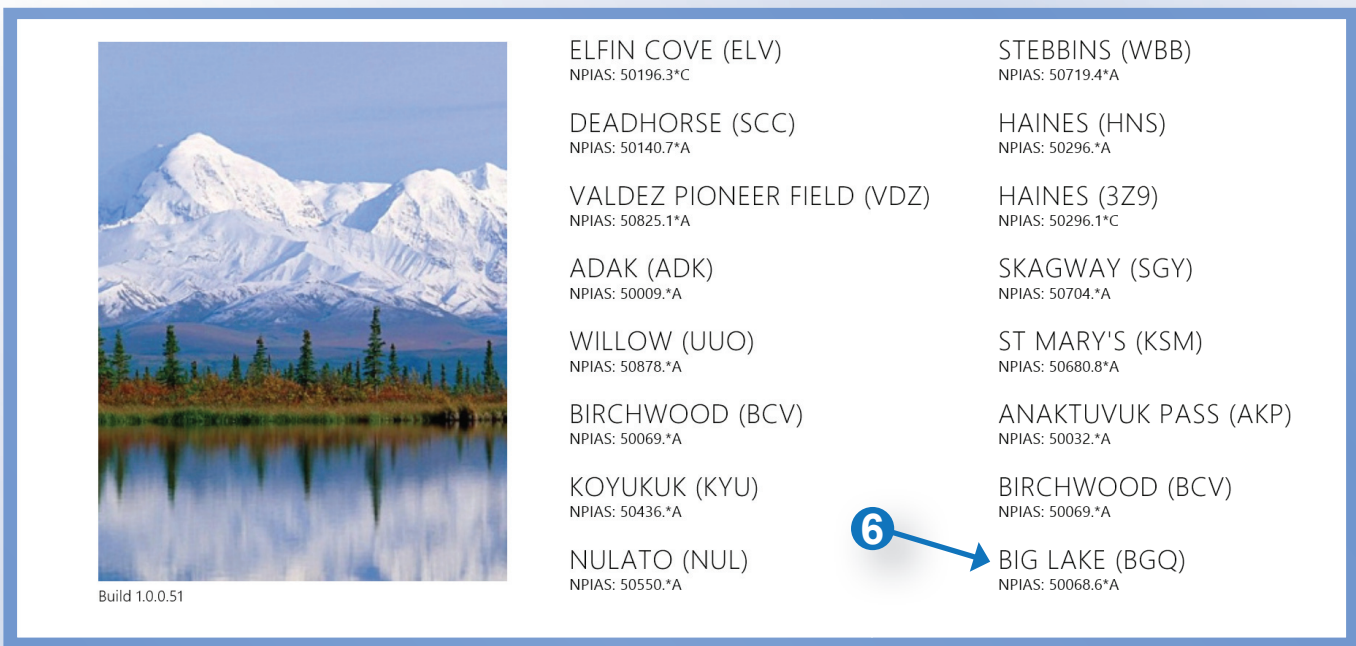
20 | Pre-Inspection Tablet Setup

5. The selected airport(s) will disappear from the Select Facilities page and automatically appear on the Alaska Inspection Application Page. Press the back arrow to return to the main application screen.

Note: If an airport isn't listed within the select facilities page, it has likely already been loaded on the tablet.



6. The application will download the airport(s) from the Alaska Aviation System Plan internal website and onto the tablet. The selected airport will now appear on the main page. You can scroll right to left through multiple pages to find your airport.



Recommended Pre-Inspection Equipment List

1. Tablet (remember to charge beforehand).
2. USB GPS/satellite tracking device.
3. GPS camera (with extra batteries).
4. Stylus pen for tablet (if needed).
5. For larger facilities or trips with multiple airports, a second battery may be required
6. Hand held aircraft frequency radio (with extra batteries/charger)
7. Airport documentation (ALP, needs list, supplement, etc.)
8. Inclinometer (if available)
9. 3 foot electronic level
10. Reflective safety vest for attendees
11. Bug spray/bug net
12. Boots and rain/snow gear
13. Bear protection/whistles or noise makers
14. Tablet Charger
15. Appropriate clothing for seasonal conditions
16. Tablet car charger

Common Inspection Terminology

- **Facility** – Airport
- **Section** – There are 13 sections in an inspection – Building, Environmental, Fences, Gravel, Pavement Markings, Pavement Preservation, Resources, Safety, Seaplane, Visual Aids, Airport Leasing, Mobile Fuel, and Tank Fuel.
- **Checklists** – The application auto populates one checklist per section. Other checklists can be added to accommodate additional buildings, gravel/paved surfaces, etc. Each checklist should be named with the location description: For example, SREB or Sand Storage Building, Runway 18/36 or Runway 3/21. **Please Note:** the system will automatically default to the first checklist (furthest on the left) each time the section changes. To determine the current checklist, look at the title. It will be highlighted black with white letters.

Key Buttons

1. Selected checklist in **black**.
2. Select **Save Data** to save all changes/additions.
3. Select **Delete** to remove duplicate checklists.
4. Add new checklist by selecting **Add New** button.

22 | Conducting a CIMP Inspection

1. There are four goals for each inspection:
 - A. Complete all sections and applicable checklist questions. Sections will turn from **red** to **black** once all questions are answered. **Note:** Not all facility sections will be applicable to every airport. For example, an airport may not have a seaplane base or mobile fuel, etc.
 - B. Use a GPS camera for all standard photos. This provides higher resolution than the tablet. For more information see the standard photos figure in the Appendix A.
 - C. Take a photo with the tablet for each question receiving a D or F rating. Using a ruler, level, or pen in a photo is always helpful to provide a reference or scale for the size of an issue.
 - D. Ensure no hazardous conditions exist. If they do, correct or contact an airport manager, supervisor, or safety and security officer immediately.

2. Once a facility is loaded, a brief facility information area appears on the left side of the screen and Facility Sections appear on the right. On the bottom left is a **Standard Photos** button that can be selected to display the list of standard photos an inspector should take. Standard photos are intended to provide an “overall” photo history of each airport. These photo’s are vital for future need planning as well as identifying changing conditions.

Facility Overview
BIRCHWOOD

Facility Information

Facility Name: BIRCHWOOD
Code: BCV
Owner: STATE OF ALASKA DOTPF
NPIAS: 50069.*A
DOT Owned: Yes
State Region: BIRCHWOOD
Facility Use: PU
Facility Type: Airport
FAA Associated City: BIRCHWOOD
Facility Status: Active
Facility Status 2014: Active
New AASP Classification: Local NPIAS High Activity
NPIAS Level of Service: GA

Comments

Facility Sections

- Building
- Environmental
- Fences
- Gravel
- Pavement Markings
- Pavement Preservation
- Resources
- Safety
- Seaplane
- Visual Aids
- Airport Leasing
- Mobile Fuel
- Tank Fuel

Last Synced: N/A

Delete Standard Photos List Save Data

Sync Responses Sync Photos Import Data Import Photos

3. Before beginning the inspection, take a picture with the gps camera of something identifying the airport name so that it can be easily distinguished from other airports. For example, take a picture of the facility overview. Standard photos can be taken throughout the inspection, as they are located across the airport.

Note: Standard Photos can be taken with the tablet if a handheld camera is not available.

Facility

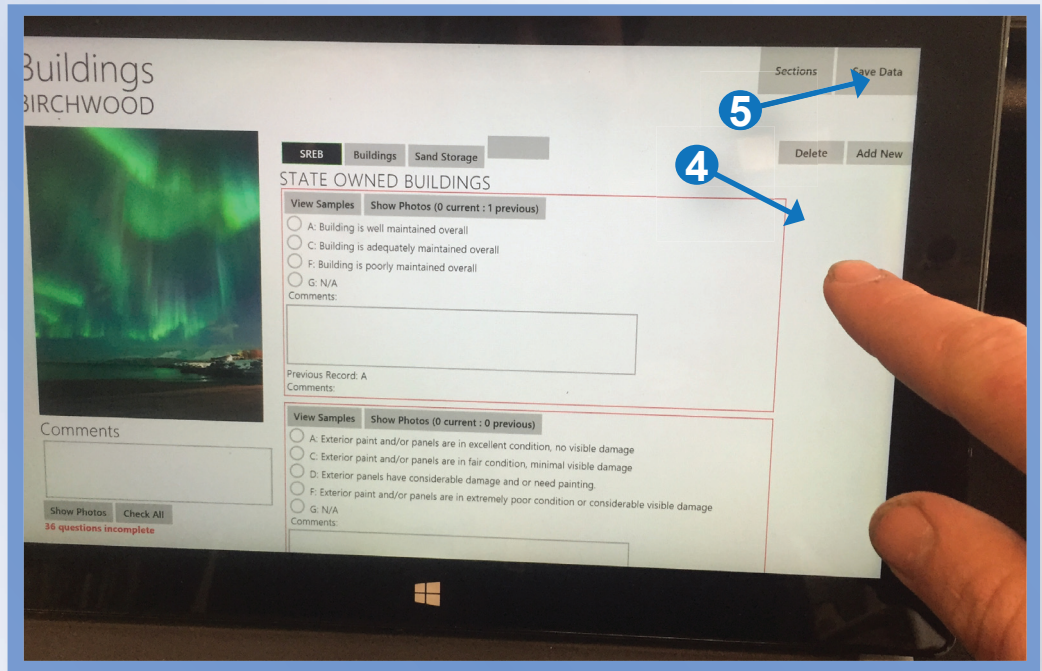
Standard Photo Checklist

Remember to take the following photos at this facility (using either a handheld camera or the camera function on this tablet)

- 2 photos from each runway threshold, one each direction.
- 2 photos from the runway mid-point at centerline each direction.
- 2 photos from the runway midpoint in each side safety area both directions.
- 1 photo showing each taxiway, could be from ramp or runway side. (may require more than 1 photo on some taxiways).
- 2 photos on each ramp from corners that allow you to capture the entire ramp/apron. (may require more than 2 photos on some ramps/aprons).
- 1 photo from each exterior corner of each building.
- 2 photos of building interior that allow you to see most of the building. (may require more than 2 photos on some buildings)
- 1 photo of the segmented circle and each windcone
- 1 photo of each fuel tank (heating oil or vehicle fuel)

Last Synced

4. Always scroll in the white space located to the right of the boxes. This will help prevent inadvertent changes to previously answered questions.
5. Use the Save Data button as frequently as needed. This ensures data will not be lost when going to a new section.
6. Some questions feature diagrams for reference that detail the FAA design standards or the Alaska Aviation Preconstruction Manual (shown below). Each diagram or sample photo is located under the corresponding question on the button titled **View Diagram**. These questions do not have sample photos.
7. If possible, when flying to the inspection, take aerial images of the airport as well as several on approach using the GPS camera. Such photos are often very beneficial post inspection.



⬅ Visual Aids

WILEY POST-WILL ROGERS MEMORIAL



Comments

runway

Previous Record:
Comments:

LIGHTED RUNWAYS WITH
Threshold (see Figure 660-3, and Figure 2 in
Three/five cones/markers each side with 180

View Diagram **Show Photos (0 current :**

A: Three/five cones/markers each side pr
 C: Three/five cones/markers each side fac
 F: Three/five cones/markers each side mi
 G: N/A

Comments:

Previous Record:
Comments:

Threshold (Supplemental Markers) (See Figu
View Diagram **Show Photos (0 current :**

Sample Photos

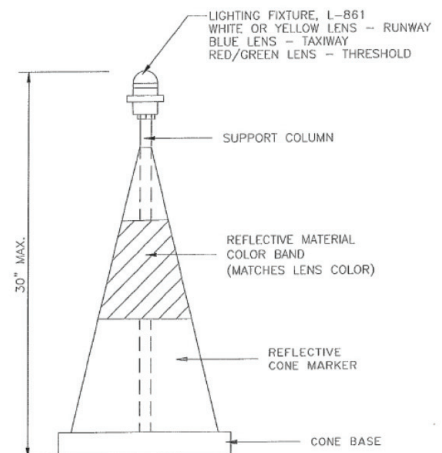


Figure 660-3
Reflective Cone Marker with Light
No Scale

24 | Conducting a CIMP Inspection

8. Upon arrival at the airport, put on a reflective vest, issue a NOTAM or determine correct Common Traffic Advisory Frequency (CTAF), and tune the radio accordingly. Always self-announce before entering the runway.

Typical terminology for self-announcing is (airport name) traffic personnel and equipment on runway ## (airport name). This should be repeated at least every 15 minutes while on runway.

For example: "Talkeetna Traffic, Personnel and Equipment on Runway 18/36, Talkeetna."

Reminder: Always have a radio with you, tuned to the CTAF, while on the runway. NEVER park an unattended vehicle on the runways or taxiways. For additional guidance, contact an airport manager or safety and security officer.

9. Plug in the tablet GPS/satellite tracking device into the USB port. This does not require an internet connection. When device is working, GPS coordinates will display on the bottom of the screen.
10. There is no required order to complete the inspections, however beginning the inspection with a building (if applicable) may be easier. This process will be repeated for each section and each checklist. Review the Standard Photo diagram map. It is located in Appendix A and is an example of how to conduct the inspection, make the rest a note, there is not a specific order in which to conduct an inspection. Each airport may have layouts or schedules that require a different order.

Take standard photos of the building, if applicable. These photos are taken with a camera rather than the tablet for higher resolution. This will increase tablet battery life as well as photo quality. The camera should also be equipped with a GPS locator for these shots.

At a minimum, take one exterior photo from each corner of the building. Interior photo quantity will vary based on building layout and other factors. The interior shots should give an overall representation of the building. On small SREBs, two photos will suffice. See Appendix A for standard photos diagram.



11. Choose the Buildings section on the application.

Facility Overview
BIRCHWOOD

Facility Information

Facility Name: BIRCHWOOD
Code: BCV
Owner: STATE OF ALASKA DOTPF
NPIAS: 50069.*A
DOT Owned: Yes
State Region: BIRCHWOOD
Facility Use: PU
Facility Type: Airport
FAA Associated City: BIRCHWOOD
Facility Status: Active
Facility Status 2014: Active
New AASP Classification: Local NPIAS High Activity
NPIAS Level of Service: GA

Comments

Buttons: Delete, Standard Photos List, Save Data, Sync Responses, Sync Photos, Import Data, Import Photos

Facility Sections

- Building
- Environmental
- Fences
- Gravel
- Pavement Markings
- Pavement Preservation
- Resources
- Safety
- Seaplane
- Visual Aids
- Airport Leasing
- Mobile Fuel
- Tank Fuel

Last Synced: N/A

12. Name the building. Once the name is typed, click **Save Data** on the top right hand side.

13. Answer all corresponding questions for the building. Always remember the black highlighted building is the active inspection, and be sure to note question specific comments.

14. Additional general information or comments can be added in the comments box.

Buildings
WILEY POST-WILL ROGERS MEMORIAL

Buttons: Sections, Save Data, Delete, Add New

Building: arff regulator building

TITLE

Name: arff

STATE OWNED BUILDINGS

View Samples Show Photos (1 current : 0 previous)

A: Building is well maintained overall
 C: Building is adequately maintained overall
 F: Building is poorly maintained overall
 G: N/A

Comments:
Stairs leading up to bunkhouse are coming apart

Previous Record:
Comments:

View Samples Show Photos (4 current : 0 previous)

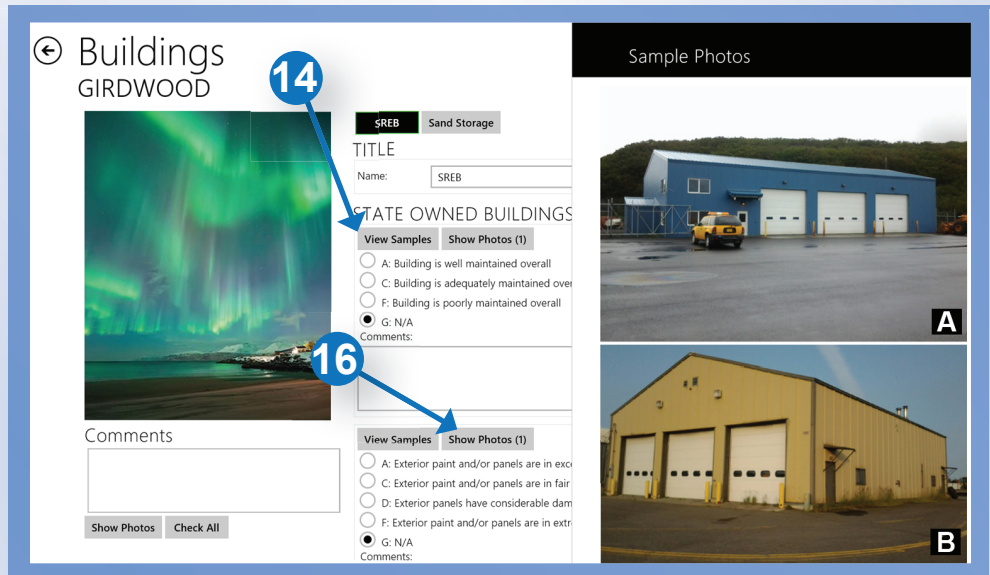
A: Exterior paint and/or panels are in excellent condition, no visible damage
 C: Exterior paint and/or panels are in fair condition, minimal visible damage
 D: Exterior panels have considerable damage and or need painting.

Comments:
Current building is inadequate for storage of equipment . Spieces of equipment that is stationed here will not fit inside. Need is 3 20foot wide by 90feet deep storage with

Buttons: Show Photos, Check All

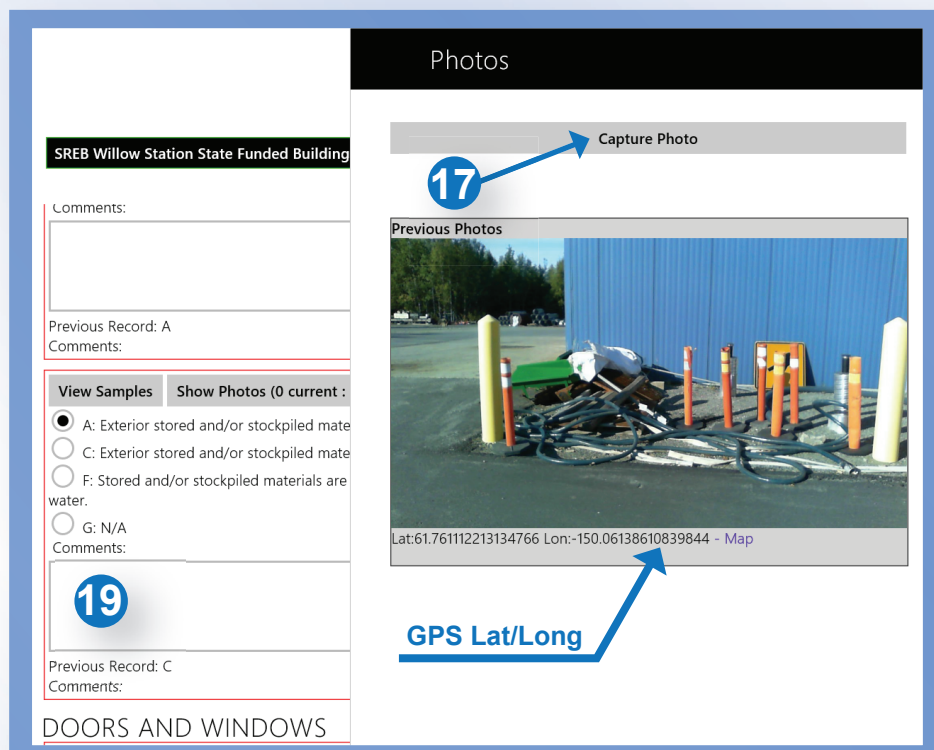
26 | Conducting a CIMP Inspection

14. Each question on the inspection checklists has a corresponding example photo. It provides the inspector a general guideline on the State of Alaska's rating determination. This method provides additional consistency between inspections.
15. If the condition found does not fit within the example photo or questions' description, choose the closest answer and write a description in the question specific comment section explaining the condition. Then take a photo with the tablet to document the condition in that question.



16. Take a photo with the tablet for each question that receives a D or F rating. To take a photo, click the **Show Photos** button above the question.
17. A box will display to the right with any previously taken photos. To take a photo, click the **Capture Photo** button.
18. Once the tablet switches to the camera display, press **Anywhere** on the screen with a finger or stylus to take the photo. Review the photo, if it is adequate, select **OK** at the bottom of the screen to retake it, select **Retake Photo** and repeat process. Select the **Back** button at the top left of the screen to exit picture mode.

19. If necessary, provide an explanation written in the comment box associated with the question and always click the **Save** button before moving on. Be careful as inadvertent changes can happen until the Save button is pushed.
20. If multiple photos are needed, simply press the **Capture Photo** button and repeat until you have taken enough photos.



21. After questions or comments are entered, press the **Save** button on the upper right hand side of the screen. Please save frequently. The application will verify if you want to proceed when attempting to switch sections without saving.

22. Each section displays the number of unanswered questions on the bottom left hand corner of the screen and shows how many photos, both current and previous, have been taken for that particular question. Note: this function may have a delay and/or may not show until the save button is chosen.

23. Once all the questions have been completed, the section letters will turn from **red** to **black**. To complete a full inspection, this must be verified by the inspector prior to leaving the airport to ensure all the data has been gathered for all applicable inspection areas.

It is imperative that **ALL** applicable questions are answered and comments describing all deficiencies are noted. This will allow needs to be accurately prioritized and funded.

28 | Conducting a CIMP Inspection

Note: Repeat this process each building on the airport that is owned by the sponsor and used for airport maintenance and operations. Buildings constructed and operated by leaseholders do not require inspection. This same process is also used for additional runways, aprons, and taxiways.

Buildings
GIRDWOOD

Note selected building is always highlighted

SREB Sand Storage

TITLE
Name: Sand Storage

STATE OWNED BUILDINGS

View Samples Show Photos (1)

A: Building is well maintained overall
 C: Building is adequately maintained overall
 F: Building is poorly maintained overall
 G: N/A

Comments:

Sample Photos

A

24. To add a new building, press the **Add New** button. A new box will appear. Type the name of the new building in the space after erasing the auto populated name, and press **Save Data**. This same process is also used for additional runways, aprons, and taxiways in multiple checklists.

Buildings
GIRDWOOD

SREB Sand Storage

24

TITLE
Name: Sand Storage

STATE OWNED BUILDINGS

View Samples Show Photos (0 current : 0 previous)

A: Building is well maintained overall
 C: Building is adequately maintained overall
 F: Building is poorly maintained overall
 G: N/A

Comments:

Previous Record:
Comments:

24

24

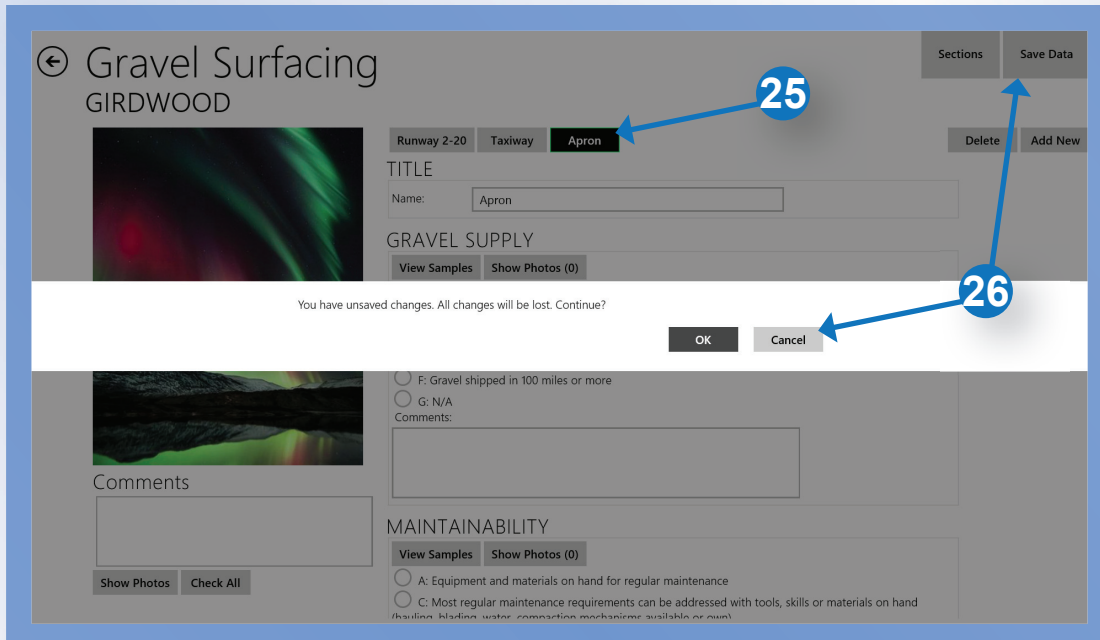
Sections Save Data

Delete Add New

View Samples Show Photos (0 current : 0 previous)

A: Exterior paint and/or panels are in excellent condition, no visible damage
 C: Exterior paint and/or panels are in fair condition, minimal visible damage
 D: Exterior panels have considerable damage and or need painting.

25. If a checklist is closed or section switched for any reason, the tablet will automatically revert to the first facility tab entered for that section (the one on the far left). It can be easy to put information on the incorrect tab so be aware of this at all times. The selected checklist name will appear at the top of the checklist in the white text box and be highlighted black with white text directly above. This displays the current checklist selection.



26. Before switching sections, a warning box may appear noting unsaved data. If you select **OK** changes will be lost. Select **Cancel**, then **Save Data**.
27. Continue inspecting the airport with the remaining applicable sections (Environmental, Fences, Gravel, Pavement Markings, Pavement Preservation, Resources, Safety, Seaplane, Visual Aids, Airport Leasing, Mobile Fuel, and Tank Fuel) by following the same procedure as outlined in this section. Remember to frequently self-announce on CTAF to ensure any area traffic is aware of activity on a runway.
28. The entire airport should be walked or driven by the inspector. This is typically accomplished by walking the ramp, taxiway, and making a complete loop around the runway. See example diagram in the Appendix A. The diagram also notes where standard photos should be taken.
29. Again, while there is no official order in which the inspection needs to be completed, it can be helpful and more efficient to address each subject as you move around the airport. This is especially important if you are walking (Reminder: be aware if the section has multiple checklists the tablet will revert back to the first tab each time another section is opened).
30. Typically, an inspector starts on the ramp and will work their way to one runway threshold, beginning with taking standard photos (see Appendix A). Runway threshold photos are taken at the centerline of the runway and between the threshold lights or markers. Take one photo for the approach and one looking down the runway. It is advisable to briefly look through the other section checklists and answer any questions that may pertain to that area of the airport. This may prevent making several trips around the airport. Remember to verify the correct checklist when jumping from section to section prior to answering questions.

30 | Conducting a CIMP Inspection

31. Take one standard photo at each taxiway looking from the runway as you work your way around the runway. Take one standard photo of each wind cone and one of the segmented circle.
32. The next area is the runway midpoint. Six standard photos need to be taken from this location. One in each direction at the runway center point and runway centerline and one each direction at the safety areas on both sides of the runway diagram. As stated before, this would again be a good time to review the questions to ensure any inspection needs in that area of the airport are completed.
33. Always be on the lookout for foreign object debris (FOD) and other aircraft hazards. If possible, remove any safety hazards immediately. If there is a hazard that is not immediately correctable, it must be NOTAM'd or reported to the airport manager as soon as possible. These can be noted in the general comment section if there is not a corresponding question.

Facility Overview
MEKORYUK

Facility Information

Facility Name: MEKORYUK
Code: MYU
Owner: STATE OF AK DOTPF/CE REGION
NPIAS: 50488.5*A
DOT Owned: Yes
State Region: MEKORYUK
Facility Use: PU
Facility Type: Airport
FAA Associated City: MEKORYUK
Facility Status: Active
Facility Status 2014: Active
New AASP Classification: Community Off-Road
NPIAS Level of Service: GA

Comments

Trash can dumped on runway 13 end attracting birds and wildlife, and creating FOD on runway from trash blowing around.

Facility Sections

- Building
- Environmental
- Fences
- Gravel
- Pavement Markings
- Pavement Preservation
- Resources
- Safety
- Seaplane
- Visual Aids
- Airport Leasing
- Mobile Fuel
- Tank Fuel

Last Synced: Mon Aug 29 2016 09:58:39 GMT-0800 (Alaskan Daylight Time)

34. The final standard runway photo is the threshold of the corresponding runway end (see Appendix A).
35. Repeat the process on each runway for larger facilities. Additional checklists can be added to the each section as needed.
36. If a particular section does not apply to the airport, such as pavement markings on a gravel runway or no seaplane base, open the section and select the **Check All** button located on the bottom left next to **Show Photos**. This will auto-fill all questions on that checklist with N/A. Press Save Data to finalize.

Threshold (Supplemental Markers) (See Figure 660-1 and 660-2 in example)

View Diagram Show Photos (0)

A: Five markers properly placed between the first and second lights in good condition.

C: Five markers properly placed but faded

F: Five Markers not properly placed, missing or damaged

Show Photos Check All

48 questions incomplete

37. Each wind cone and tower should be inspected with a level. This is accomplished by using an electronic level or iPhone 'iHandy Level' application that will give you the percentage the tower is leaning. A damaged or leaning wind cone tower can give false wind direction and speed. This can be hazardous for aircraft operations.
38. Prior to leaving the airport, it is important to quickly review all inspection sections to ensure all data has been captured and all sections have turned from **red** to **black**. The lower left hand corner displays the number of unanswered questions on any checklist still red.
39. Ensure that all building lights are off, doors/gates are locked, and the entire facility and vehicles are secure.
40. Close any Notice to Airmen (NOTAMs) previously issued.



⌂ Facility Overview WILEY POST-WILL ROGERS MEMORIAL

Facility Information

Facility Name: WILEY POST-WILL ROGERS MEMORIAL
 Code: BRW
 Owner: ST OF AK DOTPF NOR REG
 NPIAS: 50054.3*A
 DOT Owned: Yes
 State Region: BARROW
 Facility Use: PU
 Facility Type: Airport
 FAA Associated City: BARROW
 Facility Status: Active
 Facility Status 2014: Active
 New AASP Classification:Regional
 NPIAS Level of Service: P

Comments

This is what a completed inspection home page will look like.

- Delete
- Standard Photos List
- Save Data
- Sync Responses
- Sync Photos
- Import Data
- Import Photos

Facility Sections

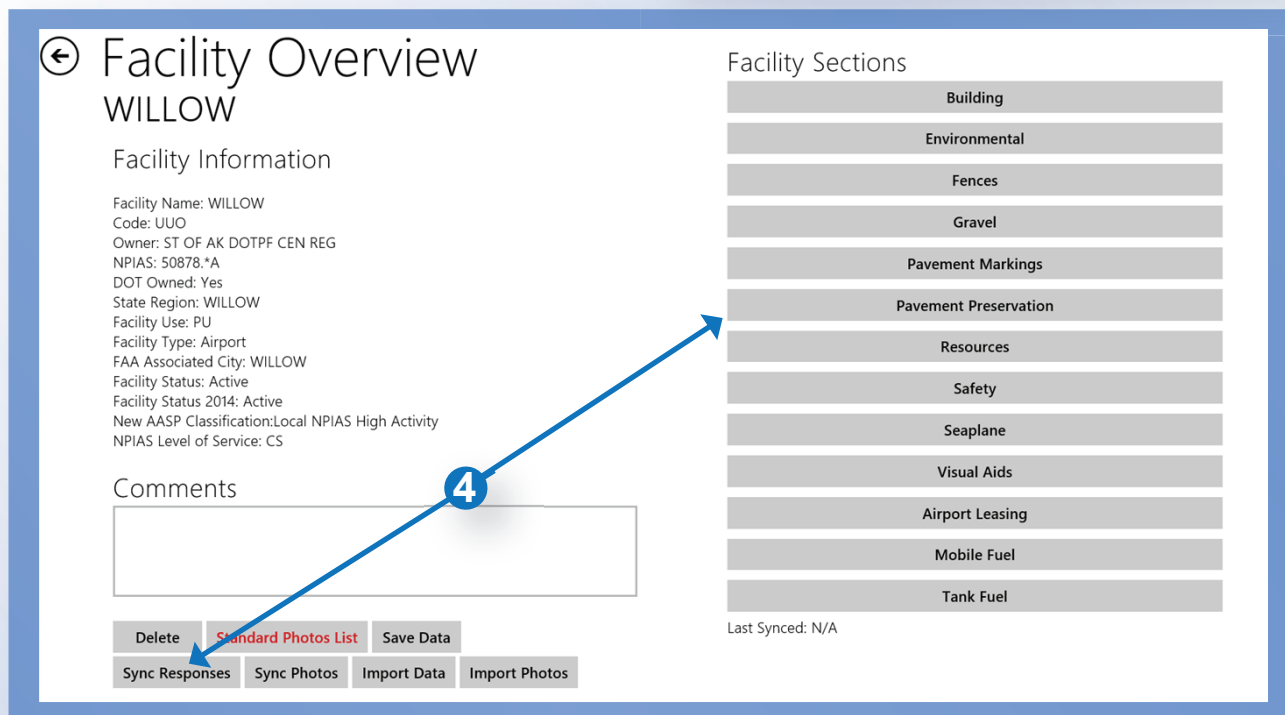
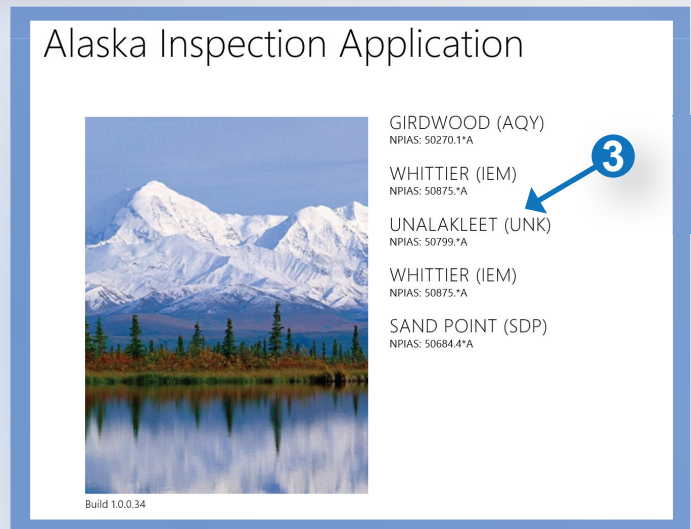
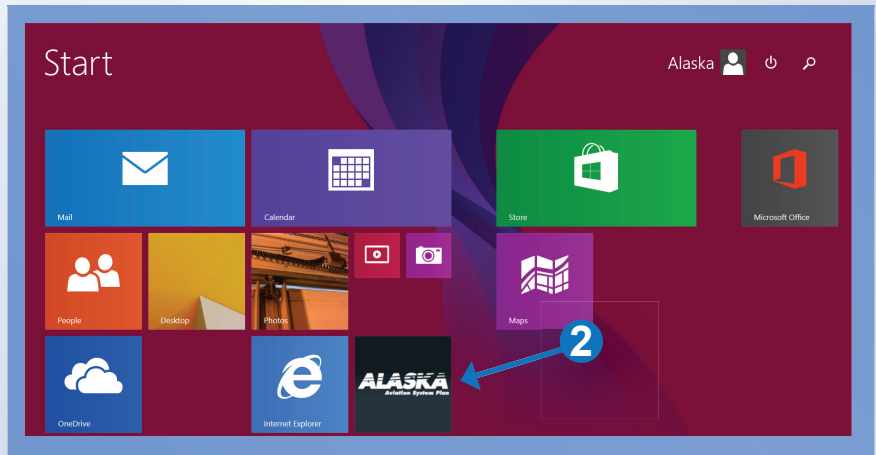
Building
Environmental
Fences
Gravel
Pavement Markings
Pavement Preservation
Resources
Safety
Seaplane
Visual Aids
Airport Leasing
Mobile Fuel
Tank Fuel

38



32 | Upload Inspection to AASP Website

1. Turn Wifi on. In some instances, this step may not be done until returning to the office. To upload the inspection from the tablet to the AASP website you will need to be near a wireless internet connection.
2. Open the AASP application on the tablet.
3. Select inspected facility from the screen.
4. Ensure all sections are completed (displayed in **black**) and sync the inspection to the AASP website. If wireless internet is not connected, the sync button will NOT appear. Press the **Sync Responses** button.



- Type the inspectors AASP internal login (first initial, middle initial, last name) and press **Next**.

← Facility Overview
WILLOW

Facility Information

Facility Name: WILLOW
Code: UUO
Owner: ST OF AK DOTPF CEN REG
NPIAS: 50878.*A
DOT Owned: Yes
State Region: WILLOW
Facility Use: PU
Facility Type: Airport
FAA Associated City: WILLOW
Facility Status: Active
Facility Status 2014: Active
New AASP Classification:Local NPIAS High Activity
NPIAS Level of Service: CS

Comments

Inspector Name: **Next**

Facility Sections

- Building
- Environmental
- Fences
- Gravel
- Pavement Markings
- Pavement Preservation
- Resources
- Safety
- Seaplane
- Visual Aids
- Airport Leasing
- Mobile Fuel
- Tank Fuel

Last Synced: N/A

Sync Responses Sync Photos Import Data Import Photos

- A data sync verification box will appear. Press the **Done** button to continue.
- Verify inspection synced by checking the last sync date at the bottom of the Facility Section.
- Press **Sync Photos** button and repeat steps 6-7.

← Facility Overview
WILEY POST-WILL ROGERS MEMORIAL

Facility Information

Facility Name: WILEY POST-WILL ROGERS MEMORIAL
Code: BRW
Owner: ST OF AK DOTPF NOR REG
NPIAS: 50054.3*A
DOT Owned: Yes
State Region: BARROW
Facility Use: PU
Facility Type: Airport
FAA Associated City: BARROW
Facility Status: Active
Facility Status 2014: Active
New AASP Classification:Regional
NPIAS Level of Service: P

Comments

Delete Standard Photos List Save Data

Inspector Name: **Next**

Facility Sections

- Building
- Environmental
- Fences
- Gravel
- Pavement Markings
- Pavement Preservation
- Resources
- Safety
- Seaplane
- Visual Aids
- Airport Leasing
- Mobile Fuel
- Tank Fuel

Last Synced: Wed Aug 31 2016 15:37:06 GMT-0800 (Alaskan Daylight Time)

Sync Responses Sync Photos Import Data Import Photos

34 | Upload Inspection to AASP Website

- When the photos have been uploaded properly, a pop up box will display that the photos are done uploading. Press **Done**.

Facility Overview
WILLOW

Data Sync

Syncing Photos
Total Files:5
File(s) left to Sync:0

Done!

Facility Status: Active
Facility Status 2014: Active
New AASP Classification:Local NPIAS High Activity
NPIAS Level of Service: CS

Comments

Delete Standard Photos List Save Data

Sync Responses Sync Photos Import Data Import Photos

Facility Sections

- Building
- Environmental
- Fences
- Gravel
- Pavement Markings
- Pavement Preservation
- Resources
- Safety
- Seaplane
- Visual Aids
- Airport Leasing
- Mobile Fuel
- Tank Fuel

Last Synced: N/A

- After syncing the inspection from the tablet to the AASP website, login from a computer to review and finalize the inspection. The website is <http://internal.alaskaasp.com>.
- Enter username (first initial, middle initial, last name) and password. If login information is unknown, contact StatewideAviation@alaska.gov for assistance. Select **Login**.

ALASKA
Aviation Database (Application and Data)

Version 1.5
last updated 2/11/2015

Username: [Forgot your Username?](#)

Password: [Forgot your Password?](#)

Username

Password

Login

12. Select the completed **Inspection** tab from the top of the page.

ALASKA
Aviation Database (Application and Data)

Home Inspection Search Communities Facilities Operators Reports

More than 700 airports in the state are registered with the FAA and have airport master records (5010 Forms) available. Less than half of these airports have additional inventory data available, gathered as part of the ongoing Alaska Aviation System Plan Update. Most, but not all, of the airports owned by the Department of Transportation and Public Facilities are included in the airports that have additional inventory data.

Welcome Message

The AlaskaASP internal website is the portal for aviation data and analysis applications and reporting of the Alaska Aviation System Plan (AASP). It currently includes:

- Airport facilities and inspection data
- Capital Improvement and Maintenance Program (CIMP)
- Performance measure reporting
- Needs, cataloged by airport

13. Find the completed inspection and click **Select** to open and review.

Dashboard > Inspection

Inspection Queue

		TransactionID	FID	Facility Name	Upload Date	Inspector	ReviewStatus
Select	Delete	852	3	AKHIOK	7/23/2015 6:10:28 PM	Dwight Stuller	Complete
Select	Delete	200	5	AKIAK			Complete
Select	Delete	857	6	AKUTAN	10/1/2015 12:22:50 PM	dstullee	Not Submitted
Select	Delete	886	6	AKUTAN	10/14/2015 7:04:21 PM	dwight	Not Submitted
Select	Delete	904	7	ALEKNAGIK /NEW	10/20/2015 2:28:37 PM	dwight	Not Submitted
Select	Delete	863	9	LAKE HOOD	10/1/2015 1:23:15 PM	dstuller	Not Submitted
Select	Delete	888	11	MERRILL FIELD	10/14/2015 7:05:51 PM	dwight	Not Submitted



36 | Inspector Review and Finalize Inspection

14. Click the **Facility Sections** buttons to review each section. Each section must be reviewed separately to finalize the inspection review.

Dashboard > Inspection

Inspection Details : ANV

Facility Information

Facility Name: ANVIK
Code: ANV
Owner: ST OF AK DOTPF NORTHERN RGN
NPIAS: 50039.1*A
DOT Owned: Yes
State Region:
Facility Use: PU
Facility Type: Airport
FAA Associated City: ANVIK
Facility Status: Active
Facility Status 2014: Active
New AASP Classification:Community Off-Road
NPIAS Level of Service: GA

Facility Sections

- Building
- Environmental
- Fences
- Gravel
- Pavement Markings
- Pavement Preservation
- Resources

15. If there are multiple tabs, review each item within the section.

Sections Save Data Process D & F

7/25 16/34 charlie S ramp txy b txy Q twy C TWY Q RAMP TWY A TWY N TWY G West Ramp

Delete Add New

TITLE

Name: 7/25

ALL MARKINGS

View Samples Show Photos

A: No wear
 B: Minimal wear
 C: Some wear
 D: Significant wear
 F: Markings Failing
 G: N/A

Comments:
some markings (edge, threshold , aiming point etc are significantly faded other lines are good.

16. After reviewing each building, runway, taxiway or ramp tab the D & F ratings must be processed before reviewing the next building, runway, taxiway, etc. Select the **Process D & F** button at the top right of the page.



17. Select the **New Association** drop-down menu to associate a new need. The menu is populated with a list of existing needs at that facility.

Note: Once the existing need is selected, the **Create Need** title will change to **Edit Need**. If no existing need can be associated, a new need will need to be created, see page 15, section numbers 10-19 for instructions.

18. Review existing needs and associate **ALL** D & F deficiencies list with a current need.
19. Once all the D & F marks are associated, press **Save** to add the needs.

Priority: ASAP

Need Origination: Inspection

Justification:

Notes: The only costs for this may be disposal fees

D&F Error

- F: Building is poorly maintained overall
- F: Roofing materials are in poor condition, roof integrity has been jeopardized, visible signs of leaks.
- F: Abandoned materials present (i.e. tires, junk, trash, oils)

Save Cancel

38 | Inspector Review and Finalize Inspection

20. Remaining D&F errors that don't have an existing need to associate will require a new need created for them.
21. Select the **New Need** from the drop-down box.
22. Add new Need name in "Name" box.
23. Select funding source, if unknown select N/A. See page 15 for a list and description of the different funding sources.

Need Association: 21

Create Need

Name: 22

Funding Source: 23

Estimated Cost:

Description:

Priority:

Need Origination:

Justification:

Notes:

D&F Error

F: Exterior paint and/or panels are in extremely poor condition or considerable visible damage



- 24. Add **Cost**. If unknown, enter \$0.00.
- 25. Describe the need with as much detail as possible.
- 26. Select **Priority**. If unknown, select N/A. See explanation of priorities on page 17.
- 27. Select the **Need Origination** drop-down. If the option is not available, select N/A and add information in Notes. See page 17 for detailed descriptions of need originations.

Need Association: New Need

Create Need

Name: Re-Paint Building

Funding Source: O+M Operating

Estimated Cost: 0

Description:

Priority: Select One

Need Origination: N/A, ASAP, Short Term, Mid Term, Long Term

Justification:

Need Association: New Need

Create Need

Name: Re-Paint Building

Funding Source: O+M Operating

Estimated Cost: 0

Description: Remove old flaking paint. Prime and repaint building exterior.

Priority: Short Term

Need Origination: Inspection

Justification: List any additional justification for need.

Notes:

D&F Error

F: Exterior paint and/or panels are in extremely poor condition or considerable visible damage

Save Cancel

- 28. Provide justification of need, if applicable. This can detail the inspection, a recent trip, or information on an issue.
- 29. Provide notes if needed.
- 30. Associate D&F Score with new need.
- 31. Click **Save** at the bottom of the screen once information is complete.
- 32. Repeat this process until all D & F errors have been associated with a new or existing need for that facility.

40 | Inspector Review and Finalize Inspection

33. Check the Inspection Review status page to ensure all D & F ratings have been associated to needs. This can be done by going back to the inspection homepage and reviewing.
34. Review the D & F association list at the bottom of the individual inspections webpage. Verify all D & F items are associated with a need by reviewing the unassociated items column. If a deficiency is missed, it will be numbered under unassociated and allow the inspector to return to that checklist and associate.
35. To review all Inspection Photos click on **Show All Photos**.

Inspection Details : VDZ

Facility Information

Facility Name: VALDEZ PIONEER FIELD
 Code: VDZ
 Owner: ST OF AK DOTPF NOR REG
 NPIAS: 50825.1*A
 DOT Owned: Yes
 State Region:
 Facility Use: PU
 Facility Type: Airport
 FAA Associated City: VALDEZ
 Facility Status: Active
 Facility Status 2014: Active
 New AASP Classification:Regional
 NPIAS Level of Service: P

Comments

Inspection Date:

Airport Manager Review

D and F

Section	D	F	Unassociated
Environmental	0	0	0
Gravel Surfacing	0	0	0
Seaplane	0	0	0
Buildings			
ARFF	0	5	0
urea building	1	4	0
SREB	1	7	0
SREB annex	1	6	0
Chemical storage addition	0	1	0
sand storage	0	0	0
Pavement Markings			
Pavement Markings	0	0	0

Facility Sections

-
-
-
-
-
-
-
-
-
-
-
-
-



36. Insert the date the inspection took place. This information will be saved for future analysis.
37. Complete the inspection by clicking **Submit**. A prompt will appear, asking for confirmation to submit as final.
38. Click **OK**. Click only once. If an error message appears, email statewideaviation@alaska.gov and note which airport.

Inspection Details : AUK

Facility Information

Facility Name: ALAKANUK
 Code: AUK
 Owner: ST OF AK DOTPF NORTHERN RGN
 NPIAS: 50024.11A
 DOT Owned: Yes
 State Region:
 Facility Use: PU
 Facility Type: Airport
 FAA Associated City: ALAKANUK
 Facility Status: Active
 Facility Status 2014: Closed
 New AASP Classification: Community
 NPIAS Level of Service: CS

Facility Sections

Building
 Environmental
 Fences
 Gravel
 Pavement Markings

Actual Inspection Date:

Comments

Show Photos Save Data

Inspector Review

Submit

Message from webpage

Are you sure you want to mark this review as Final and submit for review?

OK Cancel

39. Once the inspection has been submitted the inspector review will change to airport manager review. Return to the Inspection Queue Page in the Inspection Tab at the top of the page.
40. At this point the inspection status has changed to “Awaiting Airport Manager Review,” and the inspection is now ready for review by the airport manager.

Facility Status 2014: Active
 New AASP Classification: Local NPIAS Lower Activity
 NPIAS Level of Service: GA

Comments

Inspection Date: 9/1/2016

Show Photos Save Data

Airport Manager Review

Submit

Resources

Safety
 Seaplane
 Visual Aids
 Airport Leasing
 Mobile Fuel
 Tank Fuel

The approval process will repeat for the airport manager and all additional reviewers starting on page 35 in the Inspector Review and Finalize Inspection section of this manual.

Inspection Queue

	TransactionID	FID	Facility Name	Upload Date	Inspector	ReviewStatus
Select	962	2	ADAK	9/24/2016 11:36 AM	Khera	Awaiting Manager Review
Select	251	13	ALAKANUK	11/22/2016 01:21 PM		Awaiting Inspector
Select	372	13	ALAKANUK	11/22/2016 01:21 PM		Awaiting Inspector
Select	953	28	ELFIN COVE	9/7/2016 09:08 AM	Dwight Stuller	Awaiting Manager Review
Select	952	30	FUNTER BAY	9/7/2016 09:08 AM	Dwight Stuller	Awaiting Manager Review
Select	919	39	BIG LAKE	8/3/2016 11:38 AM	Rebecca Rauf	Awaiting Manager Review

42 | Conclusion

This concludes the CIMP inspection process.

Thank you for your assistance in making this vital airport condition / needs assessment program a success.

This program and the website are under constant improvement. The AASP team is always looking for ways to improve. Please contact your supervisor, regional planner, or e-mail statewideaviation@alaska.gov with any recommendations or suggestions.

During periods of time between CIMP inspections, the needs of an airport may change. This could include existing needs being completed, or additional needs. Airport needs and other information can be updated or added to at anytime through the Internal Alaska AASP website, or by contacting your supervisor, regional planner or Statewide Aviation.

The AASP is used extensively for airport needs prioritization and development. It is crucial to keep the AASP up to date at all times.

Again, thank you for your assistance with this program.



Capital Improvement Maintenance Program

Travel Coordination Form

Name of Inspector: _____

Airport/Airports: _____

Date: _____

Dates of travel:	Airport	Date	Time	Date:	Firm	Flexible
	_____	_____	_____		<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	_____		<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	_____		<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	_____		<input type="checkbox"/>	<input type="checkbox"/>

Method of Travel: Scheduled flight Driving Charter

Aircraft or vehicle type: _____

Known seats available: _____

Cost per seat (est.): _____

Estimated time available at airport: _____

Purpose for Trip:

Send Form To:

- Regional Airport Manager
- Regional Planning
- Statewide Aviation
- Regional State Equipment Fleet
- Regional Leasing

[For a current list of regional positions contact the Statewide Aviation System Planner.]

Capital Improvement & Maintenance Program

Blank Interview Form

DISCUSSION QUESTIONS

Airport of discussion: _____

Name of Interviewee: _____

Company: _____

Contact Information: _____

Name of Interviewer: _____

Date of Interview: _____

Carrier Questions

1. Your operations at this airport are mainly passenger, cargo, medevac, flightseeing or other?
2. How many operations per day, month or year? (one landing = 1 operation, one take off = 1 operation, one landing and one takeoff = 2 operations).
3. How is communication with the Airport owner on aviation issues? What could be improved?
4. Is snow removal/airport M&O sufficient to meet your needs? If not, why? What could be improved?
5. If applicable, is aircraft rescue firefighting coverage meeting your operational needs and schedule?
6. What is your current fleet?
7. Does the current runway/s meet the needs for your aircraft capacity and usage?
8. Do you anticipate fleet changes in the next year? 2 years? 5 years?
9. Are there weather observation needs? If weather reporting is available, is it reliable?

Capital Improvement & Maintenance Program

Blank Interview Form

10. Are there any navigational aid or approach improvements that would be useful to your operation?

11. Are there important environmental, historical, or cultural properties being impacted by the airport?

12. Is aircraft parking and ramp space and tie downs adequate?

13. Is vehicle parking for your crews/passengers adequate?

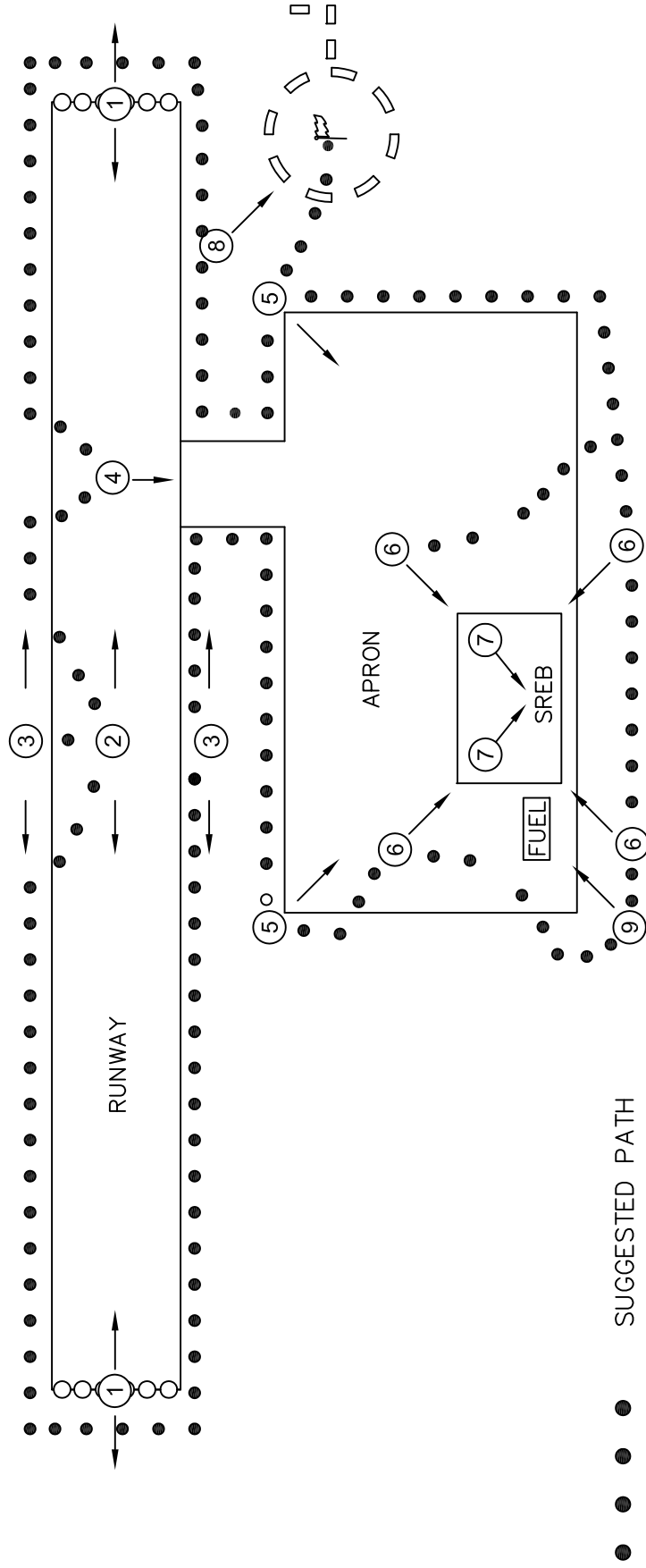
14. Are utilities at the airport adequate – water/sewer and electricity?

15. Are other aircraft services adequate such as fuel and aircraft maintenance?

16. Does the airport need greater infrastructure to meet forecasted demand? If so, why? Is the demand expected to increase or change?

17. Are there any other concerns about the airport?

STANDARD PHOTO LIST SUGGESTED PATH



● ● ● ● ● SUGGESTED PATH

REMEMBER TO TAKE THE FOLLOWING PHOTOS AT THIS FACILITY:

- ① 2 PHOTOS FROM EACH RUNWAY THRESHOLD, ONE EACH DIRECTION.
- ② 2 PHOTOS FROM THE RUNWAY MIDPOINT AT CENTERLINE EACH DIRECTION.
- ③ 2 PHOTOS FROM THE RUNWAY MIDPOINT EACH SIDE SAFETY AREA BOTH DIRECTIONS.
- ④ 1 PHOTO SHOWING EACH TAXIWAY, COULD BE FROM RAMP OR RUNWAY SIDE. (MAY REQUIRE MORE THAN ONE PHOTO.)
- ⑤ 2 PHOTOS ON EACH RAMP FROM CORNERS THAT SHOW THE ENTIRE RAMP/APRON. (MAY REQUIRE MORE THAN 2 PHOTOS.)
- ⑥ 1 PHOTO FROM EACH EXTERIOR CORNER OF EACH BUILDING.
- ⑦ 2 PHOTOS OF BUILDING INTERIOR THAT SHOW MOST OF THE BUILDING. (MAY REQUIRE MORE THAN TWO PHOTOS ON SOME BUILDINGS)
- ⑧ 1 PHOTO OF THE SEGMENTED CIRCLE AND EACH WIND CONE
- ⑨ 1 PHOTO OF EACH DOT OWNED FUEL TANK. (HEATING OIL OR VEHICLE FUEL)

