

# Airport Master Record Seminar Agenda

## Tuesday, Day 1 – March 29, 2022 (Hotel Meeting Room)

<b>7:45 a.m. - 8:00 a.m.</b>	:15	<b>Continental Breakfast</b>
<b>8:00 a.m. - 9:00 a.m.</b>	1:00	- General Announcements / Overview of the Week - Travel Voucher Information - Introduction of Instructors - Attendee Introduction
<b>9:00 a.m. - 9:10 a.m.</b>	:10	<b>BREAK</b>
<b>9:10 a.m. - 10:00 a.m.</b>	:50	Airport Data and Information Program Overview <ul style="list-style-type: none"> <li>• Overview of FAA Relative Offices</li> <li>• Partners with FAA: Civix</li> <li>• Partners with FAA: NASAO</li> </ul>
<b>10:00 a.m. - 10:10 a.m.</b>	:10	<b>BREAK</b>
<b>10:10 a.m. - 10:40 a.m.</b>	:30	General Information Elements (Data Elements 1–26)
<b>10:40 a.m. - 11:25 a.m.</b>	:45	Runway Data & Lighting Elements (Data Elements 30 – 49)
<b>11:25 a.m. - 11:40 a.m.</b>	:15	Declared Distances (Data Elements 60 – 63)
<b>11:40 a.m. - 1:00 p.m.</b>	1:20	<b>LUNCH</b>
<b>1:00 p.m. - 1:50 p.m.</b>	:50	Airport Obstruction Survey Method and Example
<b>1:50 p.m. - 2:20 p.m.</b>	:30	Obstruction Data (Data Elements 50 – 58)
<b>2:20 p.m. - 2:30 p.m.</b>	:10	<b>BREAK</b>
<b>2:30 p.m. - 3:15 p.m.</b>	:45	Service & Facilities (Data Elements 70 – 89)
<b>3:15 p.m. - 3:30 p.m.</b>	:15	Questions / Tabled Discussions
<b>3:30 p.m. - 3:40 p.m.</b>	:10	Airport Inspection Prep / Announcements
<b>3:45 p.m. - 4:15 p.m.</b>	:30	OPTIONAL: Demo of Surveying Equipment

## Wednesday, Day 2 – March 30, 2022 (Airport - Inspection Field Training)

<b>8:00 a.m. – 8:15 a.m.</b>		<b>Meet Street Level Hotel Main Entrance</b>
<b>8:15 a.m. – 9:00 a.m.</b>	0:45	<b>Board Bus - Travel to Lakefront Airport (NEW)</b>
<b>9:00 a.m. - 9:15 a.m.</b>	:15	5010 Class Airport Photo
<b>9:15 a.m. - 10:45 a.m.</b>	1:30	Field Obstruction Survey Evaluation
<b>10:45 a.m. - 11:00 a.m.</b>	:15	<b>BREAK</b>
<b>11:00 a.m. - 11:45 a.m.</b>	:45	Pre-Inspection Interview with Airport Manager
<b>12:00 p.m. - 1:00 p.m.</b>	1:00	<b>LUNCH at Lakefront Airport Restaurant</b>
<b>1:00 p.m. - 1:10 p.m.</b>	:10	<b>BOARD BUS – Airfield Inspection</b>
<b>1:15 p.m. - 2:45 p.m.</b>	1:30	Airfield Inspection <ul style="list-style-type: none"> <li>• Pavement Assessment</li> <li>• Marking / Signage</li> <li>• Lighting</li> <li>• NAVAIDS</li> </ul>
<b>2:45 p.m. - 3:00 p.m.</b>	:15	<b>BREAK</b>
<b>3:00 p.m. – 3:30 p.m.</b>	0:30	Post-Inspection Debriefing with Airport Manager
<b>3:30 p.m. – 3:45 p.m.</b>		<b>BREAK – Board Bus</b>
<b>3:45 p.m. – 4:30 p.m.</b>		<b>Return to Hotel</b>
<b>Additional Information for Airport Inspection Field Training</b>		<ul style="list-style-type: none"> <li>• Wear comfortable clothing/hat/shoes for expected weather conditions (consider light jacket, gloves, sunglasses, sunscreen, rain jacket).</li> <li>• Bring the Class/Survey handout booklet that will be given to you at the seminar. This booklet contains pages that will be reviewed during airport inspection field training (5010 form and other information).</li> <li>• Consider bringing your surveying instruments for use in sighting field objects during obstruction survey evaluation.</li> <li>• Having a camera/phone camera for your use is recommended.</li> </ul>

## Thursday, Day 3– March 31, 2022 (Hotel Meeting Room)

<b>8:00 a.m. - 8:15 a.m.</b>	:15	<b>Continental Breakfast</b>
<b>8:15 a.m. - 8:40 a.m.</b>	:25	Review of Airport Field Obstruction Survey
<b>8:40 a.m. - 9:10 a.m.</b>	:30	Recap Airport Inspection & Post-Inspection Reporting
<b>9:10 a.m. - 9:20 a.m.</b>	:10	<b>BREAK</b>
<b>9:20 a.m. - 10:05 a.m.</b>	0:45	Introduction to ADIP (Airport Data and Information Portal) Airport Master Records (AMR) Module
<b>10:05 a.m. - 10:15 a.m.</b>	:10	<b>BREAK</b>
<b>10:15 a.m. - 10:45 a.m.</b>	:30	Based Aircraft & Operations (Data Elements 90 – 105)  National Based Aircraft Inventory Program
<b>10:45 a.m. - 11:15 a.m.</b>	:30	General Airport Remarks (Data Element 110)
<b>11:15 a.m. - 12:30 p.m.</b>	1:15	<b>LUNCH</b>
<b>12:30 p.m. - 12:45 p.m.</b>	:15	Private Use Airport Data Survey Update
<b>1:00 p.m. - 1:30 p.m.</b>	:30	Health Hazards – Inspector’s Safety
<b>1:30 p.m. - 1:40 p.m.</b>	:10	<b>BREAK</b>
<b>1:40 p.m. - 2:00 p.m.</b>	:20	FAA Special Topic (TBD)
<b>2:00 p.m. - 2:50 p.m.</b>	:50	Breakout Examples
<b>2:50 p.m. - 3:00 p.m.</b>	:10	<b>BREAK – Turn-In Class Evaluation Survey</b>
<b>3:00 p.m. - 3:15 p.m.</b>	:15	Questions / Tabled Discussions
<b>3:15 p.m. - 3:35 p.m.</b>	:20	Travel Voucher Instructions (State Attendees Only)
<b>3:35 p.m.</b>		Class Dismissal
<b>3:45 p.m.</b>		OPTIONAL: Additional Questions Review of Data Elements and ADIP