

# Identify Roles at the Airport

This worksheet helps to identify the roles of individuals and organizations at your airport. After you complete this worksheet, use the information to determine how the airport is organized, identify stakeholders, and recognize how the airport is meeting, or not meeting, community expectations.

**Airport Ownership:**

Who is the owner of your airport? It is publicly or privately owned?

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Public Agencies (*if applicable*) – Is your airport operated by a special authority or agency? If so, what is the name of this agency?

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**Airport Management:**

Who manages your airport? Identify names, public agencies, organizations, or companies.

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**Airport Oversight Boards:** (*if applicable*)

What is the official name of the board?

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Who is on the board?

*Name*

*Title*

*Reason for membership\**

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*\*Why is this person on the board? Are they a county commissioner, an appointed member, elected and/or other official?*

When does the board hold official meetings (time/day)?

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**Airport Employees:**

Identify employees at your airport. Group by title and job description or use specific names:

Who works for the airport itself?

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Who works for businesses located at the airport?

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Who works for other agencies (law enforcement, TSA, CBP, etc.)?

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**Fixed-Base Operator (FBO):** *(if applicable)*

Who operates the FBO (airport, private vendor, etc.)?

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What direct aviation services does the FBO provide (fuel, flight instruction, charter, aircraft maintenance, etc.)?

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**Airport Users:**

Who are the aviation related users of your airport? Why do they use your airport? Explain:

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Who are the non-aviation users of your airport? Why do they use your airport? Explain:

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**Airport Tenants:**

Identify who leases or rents space or land at the airport. Include specific corporations, institutions or groups (e.g. small aircraft hangar rentals, offices in the terminal, corporate flight departments).

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**Governments and Public Officials:**

What government agencies and public officials have influence or a role at your airport? Do they use the airport for aviation or non-aviation purposes?

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**Chambers of Commerce:**

Does your community have a Chamber of Commerce or similar organization? If yes, are they aware of the airport and do they promote the airport as a community asset? Explain:

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**Civic Groups:**

Are there civic groups active in the community who use your airport? Explain:

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**Aviation Trade and Advocacy Organizations:**

Are there active advocacy groups at your airport? Have or do advocacy groups assist your airport? Explain:

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**Community Members:**

Reflect on how the community uses and benefits from the airport. Also consider individuals or groups that actively oppose the airport. What at present is the relationship of the airport with the community?

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