

# Community Benefits Assessment Worksheet

## Instructions

Please use the enclosed instructions to guide you through completing the Community Benefits Assessment (CBA) Worksheet. Your responses are part of a larger effort to update the Michigan Aviation System Plan (MASP) and to refine the Community Benefits Assessment model which is used to determine what economic impact your airport has on the local community and the State of Michigan.

The information obtained through this worksheet will be used to identify:

- On and off-airport airport-related employment dedicated to airport management, operation, and administration
- On-airport tenants/business
- Off airport businesses whose operation is reliant on the airport
- The portion of the airport's annual general aviation aircraft arrivals that are visiting in nature, including types (fleet mix) of visiting aircraft they serve and the number of passengers/pilots that typically arrive

This information may be summarized to develop the technical report, the executive summaries and the individual airport reports. The data collected in this task will also be used as a basis to document airport users. Collecting and documenting examples of the ways each airport supports the communities it serves is important to educating each community and others on all airport benefits.

**Please complete the CBA Worksheet and return it no later than September 9<sup>th</sup>, 2016.**

Completed worksheets should be sent to:

*By US Mail:*

Michigan Department of Transportation  
Office of Aeronautics  
Attn: Linn Smith  
2700 Port Lansing Rd  
Lansing, MI 48906

*Electronically by email:*

[SmithL50@michigan.gov](mailto:SmithL50@michigan.gov)

If you have any questions, please contact Stephanie Ward at our consultant, Mead & Hunt, Inc. Stephanie can be reached by email at [stephanie.ward@meadhunt.com](mailto:stephanie.ward@meadhunt.com) or by phone directly at 517-908-3121. Thank you for completing the CBA Worksheet.

## Community Benefits Assessment Worksheet Instructions

### Table A, Table B, and Table C – Jobs on, related to, or Reliant on the Airport

Instructions: Enter the number of jobs for each category. The description column is used to provide a brief explanation or detail about the jobs – enter the name or type of the company, agency, or other employer that is responsible for the jobs. It may be necessary to contact individual companies or agencies to determine the number of jobs. How do you determine airport users who may contribute to these jobs? You may have on-airport businesses such as your FBO or based aircraft tenants who use their aircraft for business, you may have businesses in the community that charter flights or companies that have business partners fly in to your airport to do business in your community. You may want to reach out to your local chamber of commerce or economic development group to see if they know of users. You will likely need to make contact with these businesses/groups to find out how they are impacted by their use of the airport. As an example, if a business has a based aircraft at your airport, you should contact them and ask how many employees they attribute to the use of the airport. This may just be the pilot of the aircraft or they may say that 40% or 50% of their business occurs because they are able to fly to conduct business. In this case, you will want to ask them how many employees they would attribute to that 40% or 50% of dependence on the airport and report that as the number of jobs.

Please note: The number of jobs should be total jobs (even if they are not full-time). Each job should only be counted once in the worksheet. For example, do not count the exact same job/position for: local government – aviation related job at the airport AND municipal offices – non-aviation related jobs at the airport.

Table A – Aviation Related Jobs at the Airport: This table includes jobs that are directly related to supporting aviation operations and activity at the airport. **Exhibit 1** contains directions and a brief description of what should be entered in each category.

#### Exhibit 1 – Table A Instructions

<b>A1.</b> Federal Government (FAA, TSA, CBP)	Enter federal government jobs at your airport that directly support aviation. This includes agencies such as Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and Customs and Border Protection (CBP).
<b>A2.</b> State and Local Government	Enter the number of jobs in local government at your airport. This includes jobs in areas such as airport management, operations, and maintenance. The employer may include a municipal government, airport authority or commission.
<b>A3.</b> FBO and Private Contractors	Enter the number of jobs that are the result of FBO or other businesses that support aviation operations.
<b>A4.</b> Airline and Other Aviation Businesses	Enter the number of jobs directly related to airline operations or other aviation businesses/operators at the airport. Consider corporate/private flight departments.
<b>A5.</b> Shipping and Warehousing	Enter the number of jobs at the airport that are related to shipping or warehousing. This includes cargo shippers such as FedEx, UPS and their contractors.
<b>A6.</b> Terminal Concessions	Enter the number of jobs that are created by in-terminal concessions such as stores and restaurants.
<b>A7.</b> Other	Enter any additional jobs at your airport created by aviation-related activity.

Table B – Non-Aviation Related Jobs at the Airport: This table includes jobs that are at the airport, but not directly associated with supporting aviation operations. Consider non-aviation employers and government agencies that use space, buildings, or property at the airport. **Exhibit 2** contains directions and a brief description of entries for each category.

*Exhibit 2 – Table B Instructions*

<b>B1.</b> Municipal Offices	Enter the number of jobs at your airport that in in local government, but not directly related to aviation support. Consider employees using airport buildings or property. This would include transportation agencies such as “dial-a-ride.”
<b>B2.</b> Professional Services	Enter any jobs at the airport that provide services. This includes professional jobs such as lawyers, engineers, accountants, etc.
<b>B3.</b> Manufacturing	If there are jobs that support manufacturing at your airport, include them in this column. This only includes jobs on the airport property. If there are off-airport manufacturing reliant business, see Table C.
<b>B4.</b> Other	Enter non-aviation related jobs at the airport that do not fit into the three above categories.

Table C – Off Airport Air-Reliant Business: This table includes the number of employees and/or jobs that directly depend and rely on your airport, but are not located on your airport. There may be several employers within the community that fit into this category. It may be necessary to learn more about the users of the airport to determine what jobs, and how many jobs, are airport-reliant. When requesting job counts, please ask the employer to consider what portion of the workforce is dependent on the airport. The number of reliant jobs may only be a few individuals or a portion of the workforce.

*Exhibit 3 – Table C Instructions*

<b>C1.</b> Shipping / Warehousing	Enter the number of jobs in the shipping or warehousing industry that rely on the airport, but are not located at the airport.
<b>C2.</b> Airline Catering and other Services	Enter airline jobs that are off-airport but reliant on the airport, including catering services.
<b>C3.</b> Reliant Manufacturers	Enter manufacturing jobs that rely on the airport.
<b>C4.</b> Reliant Services	Enter the number of jobs that rely on the airport to provide a service.
<b>C5.</b> Reliant Government Activities	Enter the number of jobs that rely on the airport as a result of government activities.
<b>C6.</b> Other	Enter any other off-airport jobs that rely on the airport. Please provide a description.

**Table D, Table E, and Table F – Aviation Activity**

Instructions: Table D and Table E include information about aviation activity at your airport. Both tables require a breakdown of activity estimates by additional categories. This process is explained below.

Table D – Operations: Information entered in this table includes the number of aircraft operations at your airport, plus the associated passenger, cargo, and visitors for each operation. For each question, the information entered is separated into five (5) different categories depending on the type of operation. A description of each operation category is presented in **Exhibit 4**. This information is available from the [FAA Terminal Area Forecast \(TAF\)](http://taf.faa.gov) (<http://taf.faa.gov>), and from air traffic control towers (ATCT) at controlled airports. A description of each question in Table D is presented in **Exhibit 5**.

**Exhibit 4 – Description of Operation Categories**

<i>GA Local</i>	Itinerant general aviation and local civil operations represent all civil (non-military) aviation aircraft takeoffs and landings not classified as commercial. Local Operations are aircraft operating in the traffic pattern or within sight of the tower, or aircraft known to be departing or arriving from flight in local practice areas, or aircraft executing practice instrument approaches at the airport. Aircraft operations other than local operations are itinerant. Essentially, these represent takeoffs and landings of aircraft going from one airport to another.
<i>GA Itinerant</i>	
<i>Air Taxi (Commuter)</i>	Commuter/air taxi operations are one category. Commuter operations include takeoffs and landings by aircraft with 60 or fewer seats that transport regional passengers on scheduled commercial flights. Air taxi operations include takeoffs and landings by aircraft with 60 or fewer seats conducted on non-scheduled or for-hire flights.
<i>Air Carrier</i>	Air carrier operations represent either takeoffs or landings of commercial aircraft with seating capacity of more than 60 seats.
<i>Military</i>	Military operations represent take-offs and landings by military aircraft. Operations are either itinerant or local flights.

Source: FAA Terminal Area Forecast Summary: FY 2015-2040, Appendix A

**Exhibit 5 – Table D Instructions**

<b>D1.</b> Number of Annual Operations	Enter the number of annual aircraft operations by category. An operation is defined as either a takeoff or a landing. For example, if an aircraft lands, drops-off passengers, and departs, this is considered two (2) operations. Airport operation counts may be available from the <a href="http://taf.faa.gov">FAA Terminal Area Forecast (TAF)</a> ( <a href="http://taf.faa.gov">http://taf.faa.gov</a> ), or if available, your airport's air traffic control tower (ATCT).
<b>D2.</b> Passengers per Operation (incl. Pilot)	Enter the average number of passengers per operation, by operations category, including the pilot.
<b>D3.</b> Visitor Portion of Passengers	Enter the number of passengers in each operation category that are considered visitors (not residents) to your city, county, or region.
<b>D4.</b> Cargo Tons per Operation	Enter the number of average tons of cargo per aircraft operation in each category. (Note: There is no entry for local GA for this question.)

**Table E – Based Aircraft:** This table catalogues aircraft based at your airport. This number can be obtained from [basedaircraft.com](http://basedaircraft.com), the Michigan Department of Transportation Office of Aeronautics (AERO), or the airport manager. Please break-down the number of based aircraft by type, as described in **Exhibit 6**. Please only include aircraft that are operational (airworthy).

**Exhibit 6 – Aircraft Types**

<i>Single Engine</i>	Single engine propeller driven aircraft (either reciprocal engine or turboprop)
<i>Multi-Engine</i>	Multi-engine propeller-driven aircraft (either reciprocal engine or turboprop)
<i>Jet</i>	Jet aircraft (do not include turboprop aircraft)
<i>Rotorcraft</i>	Helicopters / Rotorcraft
<i>Other / Military / Gliders</i>	Gliders (non powered aircraft), military aircraft, ultra-light aircraft, or other types of aircraft

Source: FAA Advisory Circular (AC) 150/5200-35A *Submitting the Airport Master Record In Order To Activate a New Airport*

**Table F – Fuel Sales:** Use this table to record the volume of aviation fuel (in gallons) sold at your airport in the previous 12 months. This data is available from airport fuel sales receipts. Please enter “n/a” or “0” if your airport does not sell a particular fuel type. A description of fuel types is shown in **Exhibit 7**.

**Exhibit 7 – Fuel Types**

<i>100LL (Avgas)</i>	100 octane low-leaded aviation gasoline used in most piston engine GA aircraft.
<i>Jet A</i>	Fuel for turboprop and jet aircraft.
<i>Other</i>	Enter any other types of fuel sold, such as automotive gasoline (MoGas).