CHECKLIST FOR PROFILE DATA (BASELINE INVENTORY)

The first step in developing your Airport Sustainability Plan is to build your airport's Profile, or baseline inventory of data. This Profile serves as a reference for existing conditions of your facilities and operations, and will be the starting place from which your airport will track progress toward meeting your goals.

Below is a checklist of materials, records, and information that will help you complete your airport Profile. Note that some data in your Profile have already been imported from existing sources and databases (i.e., Airport IQ 5010, Federal Aviation Administration National Asset Report, etc.). Should any of these imported data be incorrect, please contact your CDOT Aviation Planner (303-512-5250). Also, there may be areas for which you do not have data and you may simply leave these blank. However, the more you include, the more comprehensive your Airport Sustainability Plan will be.

☐ Year-end budget statements

☐ Financial Statements (aeronautical/non-aeronautical operating expenses and revenues)

☐ Statement of Net Assets

☐ Fuel Sales Statements (fuel volume report)

☐ Utility Bills – electricity (consumption amounts and costs)

☐ Utility Bills – natural gas (consumption amounts and costs)

☐ Utility Bills – potable water (consumption amounts and costs)

☐ Utility Bills – sewer (consumption amounts and costs)

☐ Utility Bills – waste (costs, bin size, frequency of pick-up)

☐ Utility Bills – recycling (costs, bin size, frequency of pick-up)

☐ Airport Property Map (acreage of property, square feet of facilities)

☐ Airport records for accidents, security incidents, wildlife strikes, complaints (noise and other), etc.

☐ Administrative Records (employee roster with hire dates, internships)

☐ Annual Calendar for Airport Meetings/Events