
Merrill Field Airport

Anchorage: Performance. Value. Results.

Mission

Operate and maintain Merrill Field Airport to meet the aviation and business needs of our customers.

Core Services

- Maintain runways, taxiways, and aircraft parking aprons in a safe and secure condition.
- Provide space to operate and park aircraft.
- Provide lease space for private enterprises to support air transportation.

Accomplishment Goals

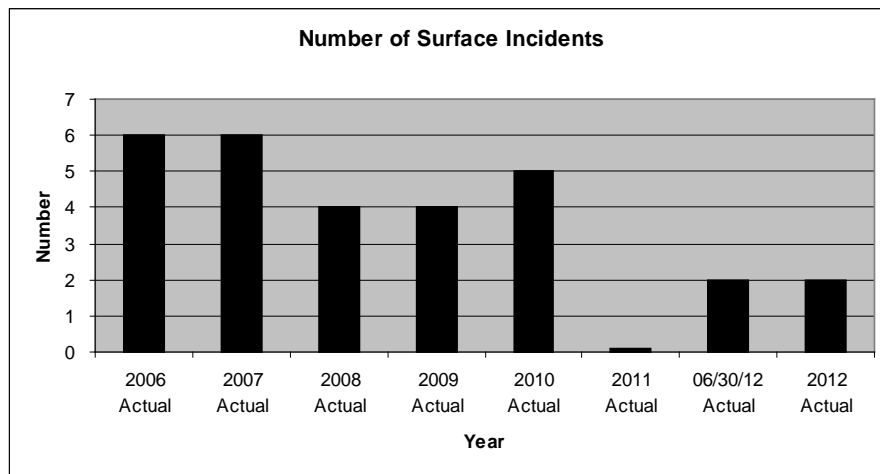
- Reduce the number of “surface incidents” (unauthorized entry into restricted areas).
- Expediently remove snow from all runways, taxiways, and aircraft parking aprons.
- Provide sufficient aircraft parking area and business lease space to meet public demand.
- Repair and improve surface conditions on all Runway operating surfaces with a Pavement Condition Index (PCI) below 70 and all Taxiway, Apron & Roadway operating surfaces with a PCI below 60 (on a scale of 1 – 100 with 100 being the best condition).

Performance Measures

Progress in achieving goals will be measured by:

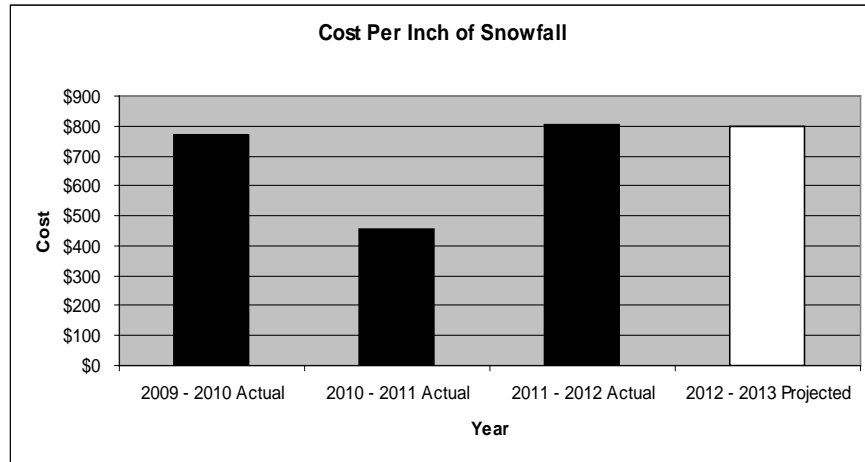
Measure #1: Number of surface incidents (unauthorized entry into restricted areas)

2011 Actual	06/30/12 Actual	12/31/12 Actual
0	2	2



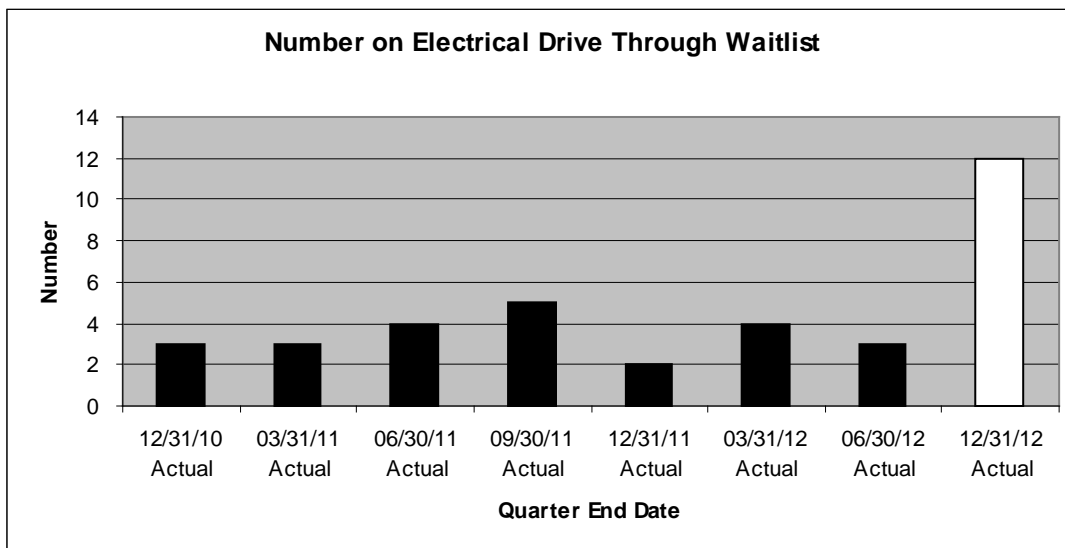
Measure #2: Personnel cost per one inch of snowfall to remove snow from Airport operating surfaces

2010 – 2011 Actual	2011 – 2012 Actual	2012 – 2013 Projected
\$454	\$806	\$800



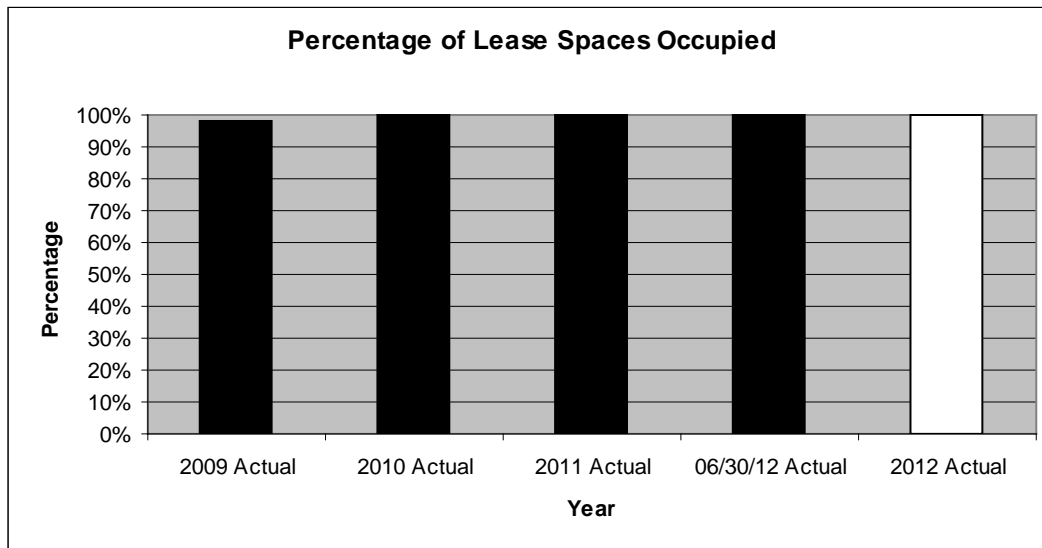
Measure #3: Number of unfulfilled requests for aircraft parking space – Electrical Drive Through

03/31/12 Actual	06/30/12 Actual	12/31/12 Actual
4	3	12

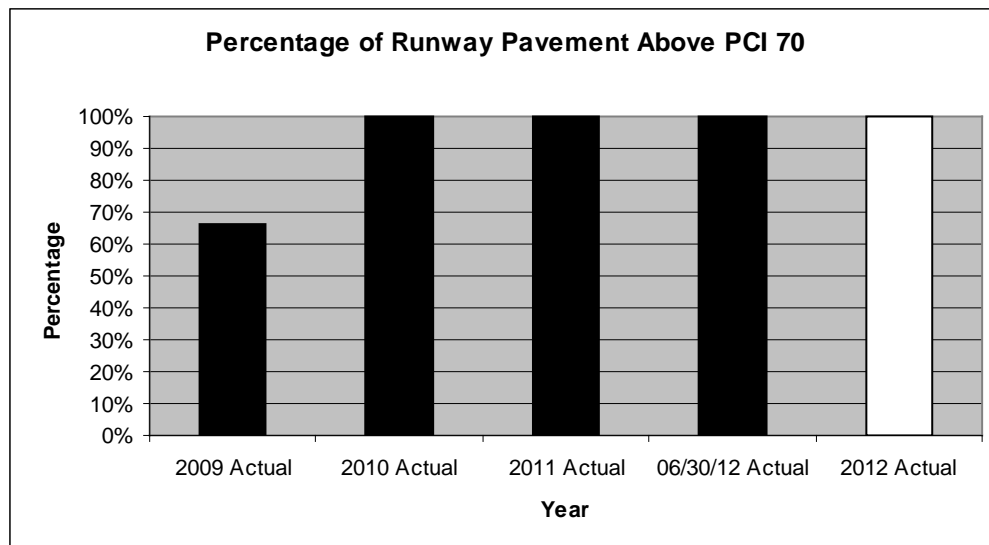


Measure #4: Percentage of lease spaces currently leased

2011 Actual	06/30/12 Actual	12/31/12 Actual
(51/51)	(51/51)	(51/51)
100.00%	100.00%	100.00%

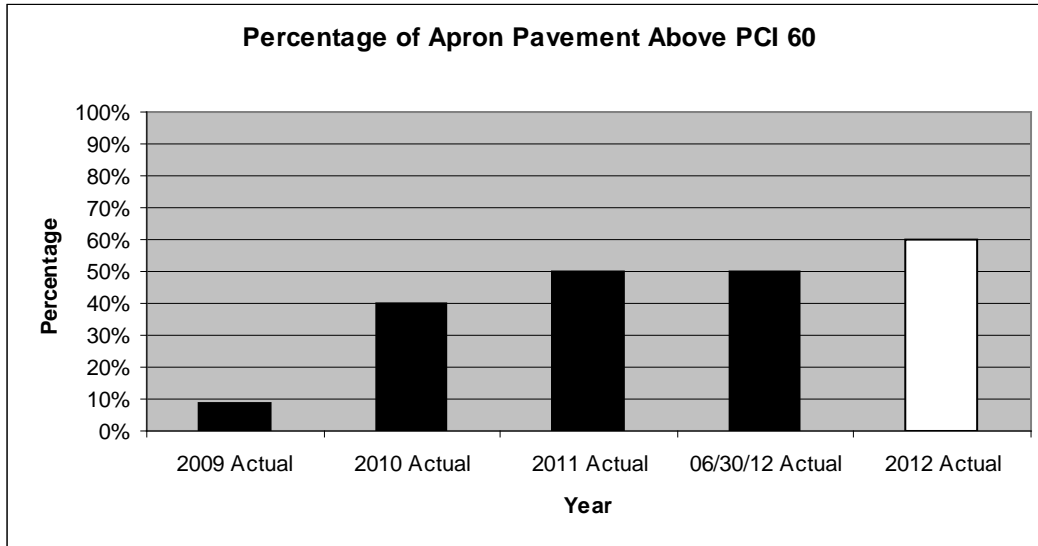
**Measure #5: Percent of runway pavement above the minimum PCI value of 70**

2011 Actual	06/30/12 Actual	12/31/12 Actual
100%	100%	100%



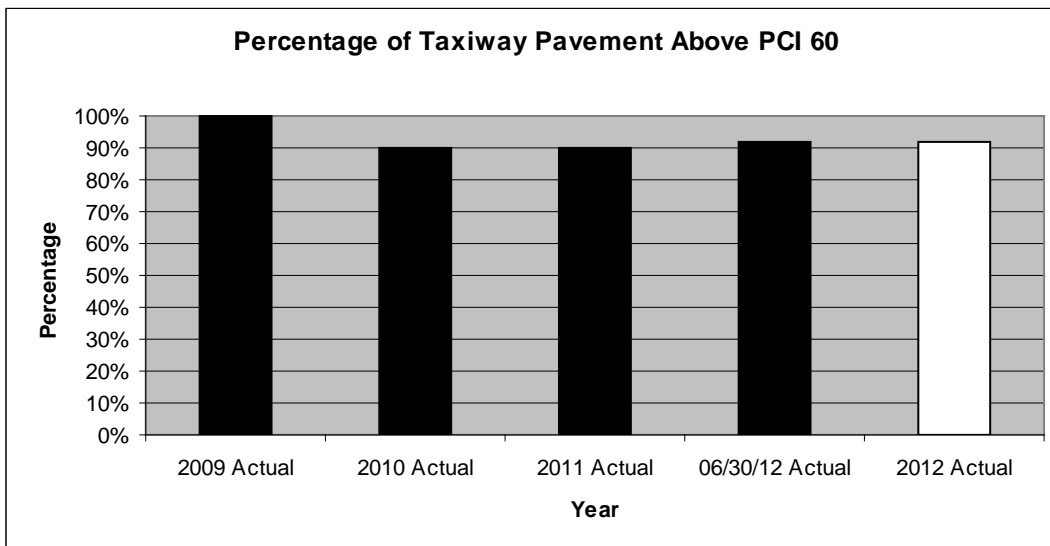
Measure #6: Percent of apron pavement above the minimum PCI value of 60

2011 Actual	06/30/12 Actual	12/31/12 Actual
50%	50%	60%



Measure #7: Percent of taxiway pavement above the minimum PCI value of 60

2011 Actual	06/30/12 Actual	12/31/12 Actual
90%	92%	92%



Performance Measure Methodology Sheet
Merrill Field Airport

Measure #1: Number of surface incidents (unauthorized entry into restricted areas)

Type

Effectiveness

Accomplishment Goal Supported

Improve safety conditions by reducing the number of surface incidents

Definition

Measures the effectiveness of the airport security fencing system by focusing on the number of unauthorized entries into restricted areas (runways) per year

Data Collection Method

The calculation is performed by comparing the yearly total number of surface incidents.

Frequency

This measurement will be performed annually at the beginning of each year.

Measured By

The Assistant Airport Manager will pull the appropriate surface incident information from the FAA Website at the beginning of each year and store the data in an Excel spreadsheet.

Reporting

The Finance Manager will create and maintain an annual report in Excel from the data received from the Assistant Airport Manager. The information will be displayed both numerically and graphically.

Used By

The Airport Manager will use the information to track the overall effectiveness of the Airport's security efforts. The report will be presented to the Municipal Manager at staff meetings and the public via the Municipal Website.

Performance Measure Methodology Sheet
Merrill Field Airport

Measure #2: Personnel cost per one inch of snowfall to remove from Airport operating surfaces
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Type

Efficiency

Accomplishment Goal Supported

Improve airport access by expeditiously removing snow from airport operating surfaces (runways, taxiways, and aircraft parking aprons)

Definition

Measures the efficiency of the airport snow removal program by focusing on fluctuations in the yearly personnel cost for snow removal

Data Collection Method

The calculation is performed by dividing total airport Maintenance personnel cost associated with snow removal by the number of inches of snow received during a snow season (typically October through April) to arrive at an average cost per inch of snow received.

Frequency

This measurement will be performed immediately following the end of each snow season.

Measured By

The Airport Maintenance Supervisor will oversee ensure all timecards are properly coded to the type of work performed. The Office Manager will pull the appropriate cost information from PeopleSoft at the end of each snow season and store the data in an Excel spreadsheet, along with the yearly number of inches of snow received as reported by the National Weather Service

Reporting

The Finance Manager will create and maintain an annual report in Excel from the cost and snow fall data received. The information will be displayed both numerically and graphically.

Used By

The Airport Manager will use the information to gain a clearer understanding of the yearly cost associated with the amount of snow received. The report will be presented to the Municipal Manager at staff meetings and the public via the Municipal Website.

Performance Measure Methodology Sheet
Merrill Field Airport

Measure #3: Number of unfulfilled requests for aircraft parking space – Electrical Drive Through

Type

Efficiency

Accomplishment Goal Supported

Increase customer base by providing sufficient aircraft parking areas

Definition

Measure the efficiency of the aircraft parking waitlist program by focusing on the number of waitlist customers

Data Collection Method

The calculation is performed by comparing the number of customers on the waitlist to the longest number of days a customer is on the waitlist.

Frequency

The measurement will be performed at the beginning of each quarter.

Measured By

The Service Administrator will retrieve the appropriate waitlist information from the airport waitlist database at the beginning of each quarter and store the data in an Excel spreadsheet.

Reporting

The Finance Manager will create and maintain a quarterly report in Excel from the data provided by the Service Administrator. The information will be displayed both numerically and graphically.

Used By

The Airport Manager will use the information to track the overall efficiency of the aircraft parking waitlist program. The report will be presented to the Municipal Manager at staff meetings and the public via the Municipal Website.

Performance Measure Methodology Sheet
Merrill Field Airport

Measure #4: Percent of lease space currently leased
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Type

Effectiveness

Accomplishment Goal Supported

Provide sufficient business lease space to meet public demand

Definition

Measure the effectiveness of the airport's leasing policy by focusing on the number of developed and undeveloped lease spaces on the airport

Data Collection Method

The calculation is performed by comparing the number of spaces available for new leases to the total number of lease spaces on the airport. An additional calculation is performed by dividing the square feet of lease space occupied by the total square feet of lease space on the airport, the result being expressed as a percentage occupied.

Frequency

The measurement will be performed annually at the beginning of each year.

Measured By

The Leasing Specialist will retrieve the appropriate leasing information from the airport leasing database at the beginning of each year and store the data in an Excel spreadsheet.

Reporting

The Finance Manager will create and maintain a yearly report in Excel from the data provided by the Leasing Specialist. The information will be displayed both numerically and graphically.

Used By

The Airport Manager will use the information to track the overall effectiveness of the airport's leasing policy. The report will be presented to the Municipal Manager at staff meetings and the public via the Municipal Website.

Performance Measure Methodology Sheet
Merrill Field Airport

Measures #5 - #7: Percent of Airport operating surfaces above the minimum PCI values

Type

Effectiveness

Accomplishment Goal Supported

Maintain the airport operation surfaces in a safe and usable condition

Definition

Measures the effectiveness of the airport pavement maintenance program by reporting the percentage of airport operating surfaces that are above the minimum PCI values (PCI of 70 or higher on Runways and PCI of 60 or higher on Taxiways, Aprons & Roadways on a scale of 1-100 with 100 being the best condition – Index was developed by the Army Corps of Engineers)

Data Collection Method

A trained observer will perform an inspection of all airport operating surfaces under the guidelines established for the Pavement Condition Index system. The methodology will give a fair and relevant representation of the total population of all airport operating surfaces.

Frequency

The measurement will be performed annually during the summer months.

Measured By

Privately contracted trained observer. Data will be stored and compiled in report format (maps and excel spreadsheet) by the contractor and submitted to the Assistant Airport Manager by the end of each summer season.

Reporting

The Finance Manager will create and maintain a yearly report in Excel from the data received from the Assistant Airport Manager. The information will be displayed both numerically and graphically.

Used By

The Airport Manager will use the information to track the overall effectiveness of the airport's pavement maintenance program. The report will be presented to the Municipal Manager at staff meetings and the public via the Municipal Website.

PVR Measure WC: Managing Workers' Compensation Claims

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

