



In conjunction with the 44th Annual International Aviation Snow Symposium, the American Association of Airport Executives and the Northeast Chapter AAAE present the



REGIONAL BASIC AND ADVANCED AIRPORT SAFETY AND OPERATIONS SPECIALIST SCHOOLS

April 24-25, 2010 • Buffalo, New York • Mtg. #100411 & #100412

In the continual effort to present affordable airport training programs, the American Association of Airport Executives (AAAE) and the Northeast Chapter AAAE are pleased to present both **Basic and Advanced Airport Safety and Operations Specialist (ASOS) Schools, to be held April 24-25, 2010**, in Buffalo, New York. These schools are for Northeast Chapter members, International Aviation Snow Symposium attendees and all other airport operations personnel in the Northeast region.

WHO SHOULD ATTEND?

Since 1989, ASOS Schools have become a regular and recurring part of virtually every airport's training program for operations personnel. Taught by airport industry professionals, these courses are designed to make the individual aware of Part 139 airport certification program and other safety responsibilities, as well as enhance the professionalism of airport operations personnel. These professional schools are specifically tailored for airport personnel responsible for the day-to-day operations of public-use and shared-use airports throughout the United States.

Basic ASOS School

The Basic ASOS School is designed for individuals who are relatively new to airport operations, or have not attended a Basic ASOS before and are currently working in airport management, planning or operations. The following topics (subject to change) will be addressed at the Basic ASOS School:

- FAR Part 139: Certification and Regulations
- Airport Certification Manual and Self-Inspection
- ARFF Requirements and Emergency Planning
- Operational Readiness
- Wildlife Management
- Winter Operations
- Basic Airport Layout
- NOTAMS
- Winter Operations, TALPA-ARC

Advanced ASOS School

The Advanced ASOS School is designed for individuals who have either attended a Basic ASOS School or have at least three years of experience in airport operations. The school uses fewer prepared presentations and more problem-solving workshops, role-playing scenarios and breakout groups so that all attendees can actively participate in the proceedings. Best management practices and lessons learned by participating airports are encouraged to be discussed during the breakout sessions.

The following topics (subject to change) will be addressed at the Advanced ASOS School:

- Marking and Lighting
- VPDs & Runway Incursion Prevention
- Winter Operations
- Construction Activity
- Planning & Design Requirements
- Safety Management Systems
- Wildlife Challenges
- Integrated Group Exercises

Both schools will be held at the Buffalo Convention Center, which is adjacent to the Hyatt Regency Buffalo. Registration for both schools will open at 7 a.m. on Saturday, April 24. Sessions begin at 8 a.m. and conclude at approximately 12 p.m. on Sunday, April 25. Registration fees include all handout materials, coffee breaks and one lunch. Dress will be business casual (no ties) for all sessions. Schools will run concurrently.

For further program and registration information, contact Teakoe Coleman, AAAE, at (703) 824-0500, Ext. 173, or e-mail teakoe.coleman@aaae.org. **For further hotel or Snow Symposium information**, contact Dick Williams, AAAE Northeast Chapter, at ewr103@optonline.net, or Tina Harris at cynthia_harris@nfta.com.

REGISTER ON-LINE!

<http://www.aaae.org/meetings>



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Hotel reservations—Rooms are being held at the Hyatt Regency Buffalo, 2 Fountain Plaza, Buffalo, NY 14202, phone (716) 856-1234, fax (716) 852-6157. All attendees will receive a special rate of \$115 single/double occupancy. **Reservations must be made by April 2, 2010, in order to guarantee this rate.** Reservations made after this date can only be honored on a space available basis. To make your hotel reservations, call the hotel toll free at (716) 855-4943 and reference the Snow Symposium 2010. Rooms are going fast, so make your reservation today!

Airline reservations—American Airlines has been selected as the official air carrier for this meeting. Attendees can receive 10% off American's full coach fares or 5% off all other published fares. Rules and restrictions apply. To take advantage of American's special fares, call American Airlines directly at (800) 433-1790 from 6 a.m.-1 a.m. eastern time daily and refer to star file #A6840AE.

Ground transportation—The Airport ITA Shuttle Service is the most convenient method of traveling to the hotel from Buffalo Niagara International Airport. The shuttle departs the airport outside baggage claim every hour, on the hour, beginning at 6 a.m., with the last departure leaving the airport at 10 p.m. Tickets can be purchased directly from the driver and there is no need to reserve in advance. The cost is \$20 one way, and \$40 roundtrip (prices are subject to change). For the return trip to the airport, the shuttle departs the Hyatt Regency Buffalo 20 minutes after the hour, beginning at 6:20 a.m., with the last shuttle departing at 10:20 p.m. Alternatively, a cab from the airport to the hotel would cost an estimated \$27 plus tip, and the ride will take approximately 15-20 minutes. Avis Budget Group, Inc. is the official rental car company for this meeting. To make reservations or for further information about Avis, please call (800) 331-1600 and reference J097316.

NOTE: AAAE reserves the right to cancel this program if the number of registrants is insufficient. In this event, we will notify all registrants and refund the registration fee in full. **However, any costs incurred by the registrant, such as hotel cancellation or airline penalties, are the responsibility of the registrant.** Confirmation letters will be e-mailed to attendees within two weeks of receipt of registration. If you have not received a confirmation letter via e-mail two business days prior to the meeting, and you enrolled at least two weeks prior to the meeting, please contact the AAAE Meetings Department at (703) 824-0504. Non-receipt of the confirmation letter before the meeting is not justification for seeking a refund.

Future correspondence will be sent to the address, fax number and/or e-mail address below. Check here if updated contact information has been provided.

Nickname for Badge _____ E-Mail Address _____

Mr./Ms. (circle one) First Name _____ Last Name _____

Title _____

Airport/Company _____

Address _____

City/State/Zip _____

Telephone Number _____ Fax Number _____

If you require any special assistance to participate or have special dietary requirements, e-mail aaaemeetings@aaae.org.

Registrations and cancellations must be submitted in writing. Cancellation requests received before 4/9/10 are subject to a \$125 processing fee and will be processed after the meeting takes place. There will be no refunds after this date. Substitutions will be accepted without penalties and no-shows will be billed. For all inquiries regarding cancellations and refunds, please contact the AAAE Meetings Department at (703) 824-0504 or e-mail aaaemeetings@aaae.org.

REGISTRATION FEE (in U.S. funds drawn on a U.S. bank)
(includes all handouts, coffee breaks and one lunch)

	On or Before 4/2/10	After 4/2/10
1. <input type="checkbox"/> Snow Symposium Attendees	\$330*	\$360*
2. <input type="checkbox"/> Other Attendees	\$450*	\$480*

Please be prepared to show proof of registration in order receive the 2010 Snow Symposium rate. *Please indicate if you are attending the Basic or Advanced ASOS School. Courses run concurrently.

- Basic ASOS School Meeting #100411
- Advanced ASOS School Meeting #100412

AAAE Accredited Airport Executive®
Each course is worth 9 credits in the AAAE Continuing Airport Management Education Unit (CEU) program.

PAYMENT METHOD

Enclosed is my check payable to AAAE Purchase Order # _____

Upon receipt of this form, please charge my (circle one): American Express MasterCard Visa

Cardholder Name _____

Account Number _____ Exp. Date _____

Signature _____

RETURN TO: AAAE • 601 Madison St., #400 • Alexandria, VA 22314 (USA) or Fax to (703) 820-1395. Photocopies of this form will be accepted. AAAE accepts registration regardless of race, religion, sexual orientation, sex, physical disability and national or ethnic origin. This includes but is not limited to admissions, employment and educational services.