



## ARDMORE AIRPORT LIMITED COMPLAINT ACTION FORM

Distribution: CEO and Airport Mgr; Unicom Supr;

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| <p><b>Complainant Name:</b>..... <b>Company:</b>.....</p> <p><b>Address:</b>.....</p> <p>.....</p> <p><b>Phones:</b>      <b>Hm:</b>.....      <b>Bus:</b>.....      <b>Mob:</b>.....</p> <p><b>Date:</b> ...../...../.....      <b>Time:</b>.....(Local)</p> |
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| <p><b>Nature of Complaint:</b>.....</p> <p><b>Occurrence Date:</b> ...../...../.....      <b>Time:</b>.....(UTC)</p> <p><b>Where:</b>.....</p> <p><b>Details:</b>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
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| <p><b>Initial Action: By:</b>.....      <b>Date:</b> ...../...../.....</p> <p><b>Details:</b>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Follow Up Action Taken:</b>.....</p> |
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| <p>.....</p> <p>.....</p> <p><b>Recommendations:</b>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
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| <p><b>Close Out Action:</b>      <b>Airport Manager:</b>.....<br/> <span style="display: block; text-align: center; font-size: small;">(Signature)</span></p> |
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