



Airport Master Record User Guide



Document Change Control Page

Note: This document is maintained under electronic version control.

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2020-05-15	2.0	CGH Technologies, Inc.	Updated for ADIP Version 6.0.2 Release
2020-10-05	3.0	CGH Technologies, Inc.	New AMR workflow
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Introduction

Welcome to the Airport Master Record (AMR) Module. The AMR module is found inside the Airport Data and Information Portal (ADIP). AMR enables users to make changes electronically to an airport's FAA 5010 Airport Master Record.

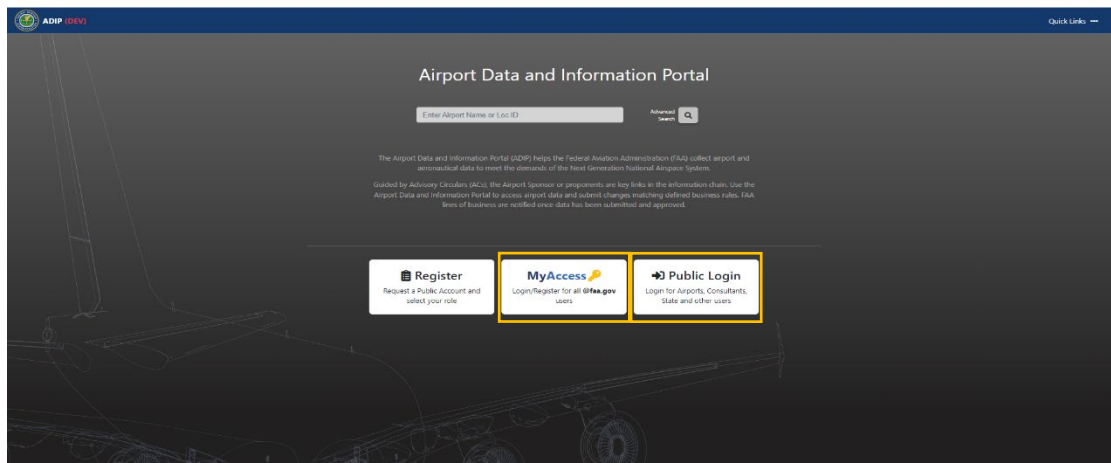
Questions concerning entering and submitting data on the ADIP AMR website may be directed through the Issue Tracking System located within ADIP using the link below.

- <https://adip.faa.gov/agis/portal/#/createIssue>

How to Login to ADIP?

Public and Federal users enter the ADIP AMR program using different methods. All users must first navigate to the ADIP homepage and select either “MyAccess” or “Public Login” to proceed to the respective login pages.

- adip.faa.gov
- **Public users** must have been granted prior authority by the assignment of a Username and Password. The Username is the same as your email address and requires clicking the reCAPTCHA box prior to the **Login** button.
- **Federal users'** login with their MyAccess credentials and click the **Agree & Continue** button. On the MyAccess Sign In page, enter your MyAccess PIN and answer the security question then select the **Sign In** button.



Public Login Page

Non-FAA Personnel Login for the Airport Data and Information Portal

WARNING ** WARNING ** WARNING

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
- At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

⚠ This page is for Non-FAA personnel. FAA personnel should use [MyAccess](#)

[ADIP Home](#) | [New User Registration](#) | [Forgot my Password](#)

Email:

Password:

This reCAPTCHA is for testing purposes only. Please report to the site administrator if you are using this.

I'm not a robot

Passwords expire every 180 days

By clicking Login, I accept the warning displayed on this page

FAA Login

FAA Login

United States Department of Transportation **MyAccess** What is MyAccess?

Sign In

By signing in here with MyAccess, you will have access to all participating MyAccess applications that you are authorized to use. By clicking Agree & Continue, you accept the Government warning below and agree to the "Terms of Use" for these participating DOT MyAccess applications.


Use Your Federal Email Address

Federal Email Address *

* Federal Personnel enter their Federal email address. External users enter the email address they used to register with MyAccess

or Use Your PIV Card

Insert your PIV card into your smart card reader before attempting to login.



[Need Help Logging In?](#) [Help Desk Information](#)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: (1) You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communications or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

MyAccess Page

United States Department of Transportation **MyAccess** What is MyAccess?

MyAccess Sign In

MyAccess PIN

Forgot MyAccess PIN?

What is your pet's name?

Change security settings after sign in
Settings include your MyAccess PIN and security questions

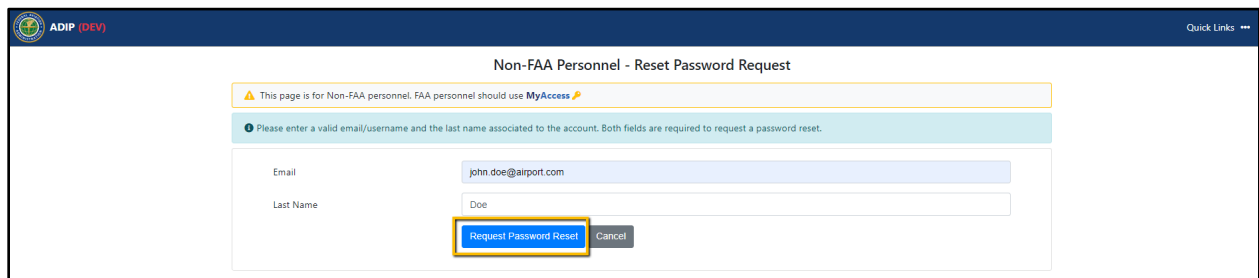
[Need Help Logging In?](#) [Help Desk Information](#)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: (1) You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communications or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

How to Reset Your Password?

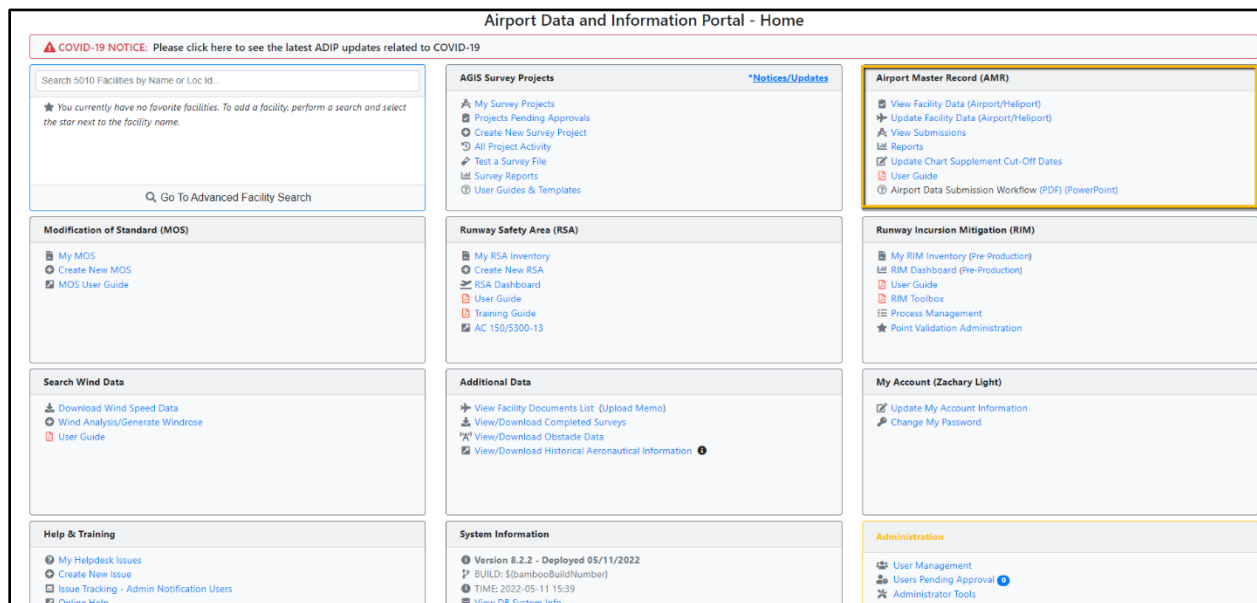
If you have forgotten your password, select the **Forgot my Password** link on the Login Page to access the Password Retrieval page.

- Enter your email address and last name established with your account and click **Request Password Reset**. ADIP will automatically send you a password reset link to your email.



AMR Section—ADIP Home Page

Upon logging in to ADIP for either user type, the first visible screen is the ADIP Home page. Users then see the AMR section on the ADIP Home page.



Airport & Data Access

The AMR module contains various security group levels for users with different permissions for accessing particular data sets within the application. Each security group level uses ADIP AMR in the same manner:

- 1) Login to ADIP
 - 2) Search and select an airport by selecting *Update Facility Data*
 - 3) Create a project
 - 4) Edit data for an airport
 - 5) Submit changes for that airport
- The user security group levels differ in the airports they may select and the amount of data they may edit for each airport.

User Role	Role Permissions/Restrictions
Administrator	Employees of the Office of Airports Headquarters or contracted personnel.
Airport Manager	Owner or Manager as depicted on the Airport Master Record (AMR).
FAA	Employees of the Office of Airports Regional and Airport District Offices. FAA users are granted permissions to view and edit airport information for a single FAA Region or multiple FAA Regions if needed.
State	Employees of the State DOT. State users are granted permission to view and edit airport information for a single state or multiple states if needed.
State Inspector	Employees of the State DOT. State Inspector users are granted permissions to view and edit airport information to perform airport inspections.
Additional User	Approved FAA staff or contract support / Department of Defense.

Airport Search in View Facility Data

Users search for an airport by clicking the **View Facility Data** on the ADIP home page and entering the facility and clicking **View Facility Data** button.

- Users can only search for facilities that have been assigned to you or that you directly manage.
- All other airport facility ID's will not populate in the facility drop-down selection.
- Users may download the current published 5010 using the link **Download Current Published 5010**.

Effective Date	Cut-Off Date
Sep 8, 2022	Jul 27, 2022
Nov 3, 2022	Sep 21, 2022
Dec 29, 2022	Nov 16, 2022
Feb 23, 2023	Jan 11, 2023
Apr 20, 2023	Mar 8, 2023
Jun 15, 2023	May 3, 2023

- After searching for a facility, users see the **Facility Data** page containing five (5) tabs:
- *General Information (Data Elements 1-26)*
- *Runways / Helipads (Data Elements 30-63 and 23)*
- *Services & Facilities (Data Elements 70-89), including additional data fields*
- *Based Aircraft & Operations (Data Elements 90-105)*
- *Remarks (Data Elements 110)*

On each of the five (5) tabs, the same functionality exists for each user:

- Select **i** button next to any field which opens the help file for instructions specific to that field.
- Remarks for individual fields can be viewed by selecting the remark icon to the right of the field.
- **General Remarks** can be viewed on the Remarks Tab.

View Facility Data Sections

General Information Tab

Once users click **View Facility Data**, they see the Facility Data screen which displays the current AMR data General Information.

ASHEVILLE RGNL (AVL)
View

General Information

1. Associated City ASHEVILLE
2. Facility Name ASHEVILLE RGNL
3. CBD to Facility (NM) 9 South
4. State NC
5. County BUNCOMBE
6. Region / ADO ASD MEM
7. Sectional Aeronautical Chart ATLANTA
Facility Internet Address
LINKS TO 3RD PARTY SITES WILL BE REMOVED.

Manager Information

14. Manager Name
15. Address 1 61 TERMINAL DRIVE, SUITE 1
Address 2
City FLETCHER
State / Zip NC 28731
16. Phone Number 828-654-3243
16A. Manager Email Address DM

Owner Information

10. Ownership PU-Publicly Owned
Documents
11. Owner Name GREATER ASHEVILLE RGNL ASPT ALTH
Documents
12. Address 1 61 TERMINAL DR SUITE 1
Address 2
City FLETCHER
State / Zip NC 28732 9442
13. Phone Number 828-684-2226
13A. Owner Email Address

Attendance Schedule

17. Attendance Schedule Add
Months Days Hours
ALL ALL ALL

Facility Geography

18. Use Public
19. Latitude D / M / S / Hem 35-26-10.007N
20. Longitude D / M / S / Hem 82-32-31.371W
Lat.,Long. Survey Method Estimated
21. Elevation / Survey Method 2163
22. Acreage 900

Back to Home

- **Back to Home** button returns users to the Portal Home Page.
- **General Information** page displays Airport Master Record data elements 1-26.
- **NOTAMS link** opens FAA NOTAM Search page to search active NOTAMS for the selected airport.
- **Map link** opens the airport map in a new page.
- **Remarks** for individual fields can be viewed by selecting the remark icon to the right of the data field.

24. Non-Comm. Landing Fee Yes
25. NPIAS/Federal Agreements Is NPIAS
Federal Agreement NGSY
26. FAR Part 139 Index / CSC I D
FAR Part 139 Date 5/1/1973
111. Inspector Type
112. Last Inspected Date 06/10/2019
Last Inspected By
Updates to this Facility are in progress.
Update Data



Tip: To make any changes to the facility data, users click on the **Update Data** button in the bottom right corner. The update data link will take user to the Update Facility Data Page.

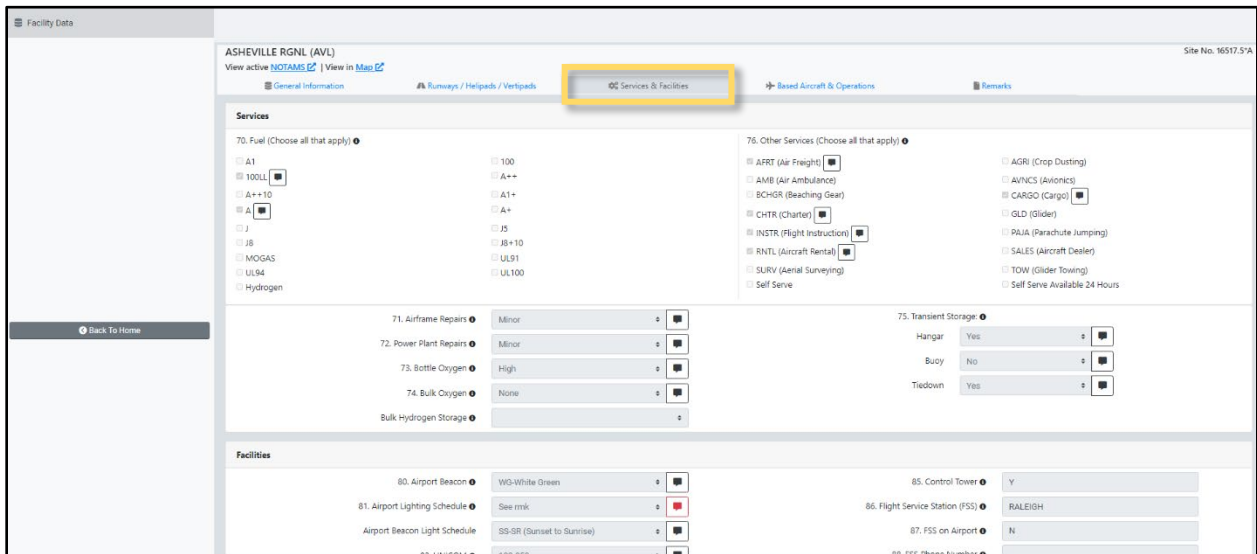
Runways / Helipads/ Vertipads Tab

The screenshot displays the 'Runways / Helipads / Vertipads' tab for ASHEVILLE RGNL (AVL). The page is divided into several sections:

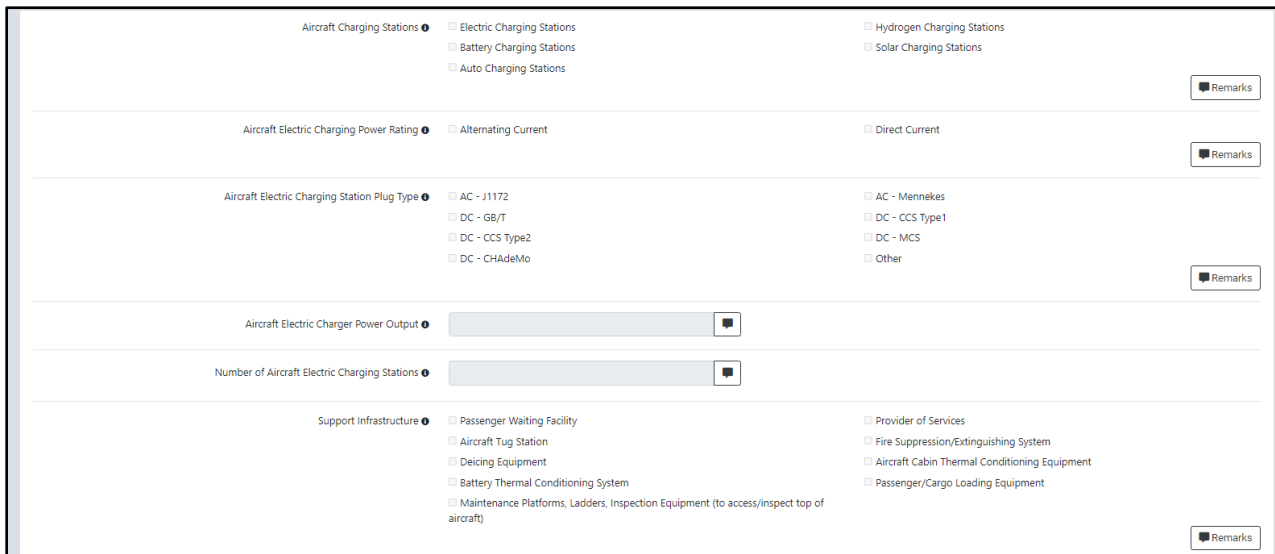
- Runway / Helipad / Vertipad:** Shows the runway identifier '17/35'.
- Runway End Coordinates:** Lists coordinates for runway ends 17 and 35, including Latitude, Longitude, and Elevation.
- General Runway Information:** Contains fields for:
 - 30. Runway ID: 17/35
 - 31. Length: 8002
 - 32. Width: 150
 - 33. Surface Type: ASPH-Aphalt/Bituminous Concrete
 - 34. Surface Treatment: GRVD-Saw Cut or Plastic Grooved
 - 39. Pavement Classification Number (PCN): 1234
 - 39. Pavement Classification Rating (PCR): F-FLEXIBLE
 - Subgrade Strength: B-MEDIUM
 - Tire Pressure Limit: X-HIGH (254 PSI)
 - Rating Method: T-TECHNICAL EVAL
 - 43. Edge Intensity: HIGH-High Intensity
- Gross Weights (In Thousands of Pounds):** Lists:
 - 35. Single Wheel (S): 120
 - 36. Dual Wheel (D): 257
 - 37. 2 Dual Wheels in Tandem (2D): 353
 - 38. 2 Dual Wheels in Tandem / 2 Dual Wheels in Double Tandem (2D/2D2): 837
- Lighting/Approach Aids:** Lists:
 - 23. Right Traffic: N
 - 42. Surface Marking Type: PIR-Precision Instrument
 - Surface Marking Condition: G-GOOD
 - 43. Visual Glide Slope Indicator (VGS): PAL-4 Box PAPI L of Rwy

- The Runways/Helipads/Vertipads tab displays Airport Master Record data elements 30-63 for each Runway/Helipad/Vertipad available, including runway ends.
- Remarks for individual fields are displayed in the remark icon to the right of the field.

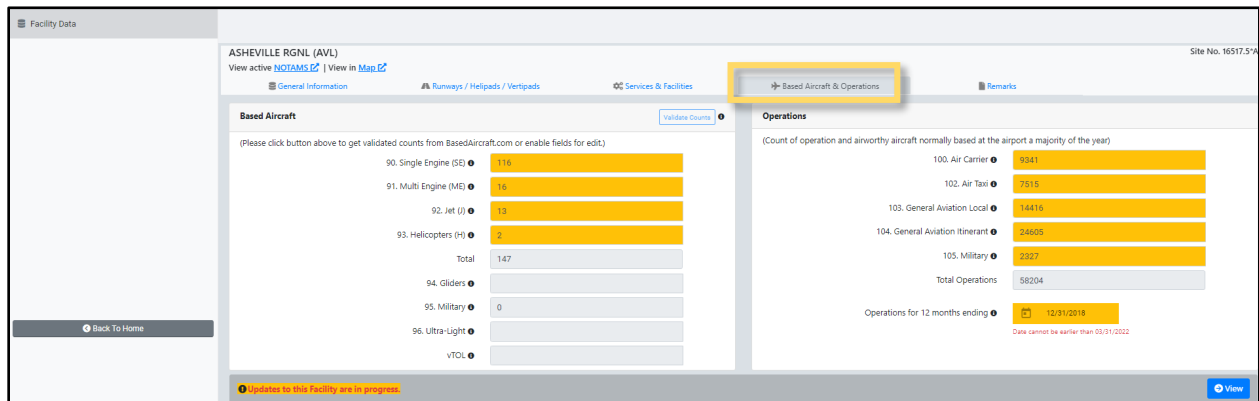
Services & Facilities Tab



- The Services & Facilities tab displays Airport Master Record data elements 70-89, including additional data fields for aircraft charging.



Based Aircraft & Operations Tab



- Based Aircraft & Operations tab displays Airport Master Record data elements 90-105 along with access to the National Based Aircraft Inventory Program counts (if applicable).

Remarks Tab

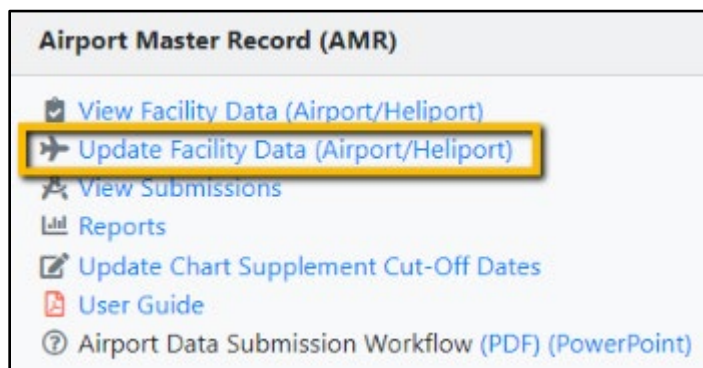
Field	Remark	Action
110 1 - General Airport Remark	FOR THE ASHEVILLE REGIONAL AIRPORT AIRCRAFT DIVERSIONS EMERGENCY CONTINGENCY PLAN AND FACILITY CONSTRAINTS CTC ARPT ADMIN AT 828-684-2226.	
110 2 - General Airport Remark	FLOCKS OF MIGRATORY BIRDS ON AND INVOF ARPT.	
110 4 - General Airport Remark	RWY 16/34 CLSD; PORTIONS AWBL FOR TAXI TO AND FROM RWY 17/35.	
110 5 - General Airport Remark	WHEN ATCT CLSD, FOR CD CTC ATLANTA ARTCC AT 770-210-7692.	

Field	Related To	Remark	Action
16 1 - Manager Phone Number	-	(828) 684-4577 OR EMERG CTC - (828) 209-5100.	
23 1 - Right Traffic	17/35 - 35	RIGHT TRAFFIC WHEN ATCT CLSD.	
26 1 - FAR Part 139 Index / CSC	-	PPR FOR UNSKED ACR OPNS WITH MORE THAN 30 PSGR SEATS 0400-1200Z; CALL APRT COMM 828-684-4577.	
81 1 - Lighting Schedule	-	HIRL OFF WHEN TWR CLSD; TO ACTVT OR INCR INTST - CTAF.	

- Remarks tab represents one location allowing users to view all element reference remarks and Airport General Remarks (#110).

Update Facility Data Sections

Click on the 'Update Facility Data' link for changing AMR data elements for your list of airports.



Tip: Users must navigate to the *Update Facility Data* page by clicking on the *Update Facility Data (Airport/Heliport)* link on the ADIP homepage.

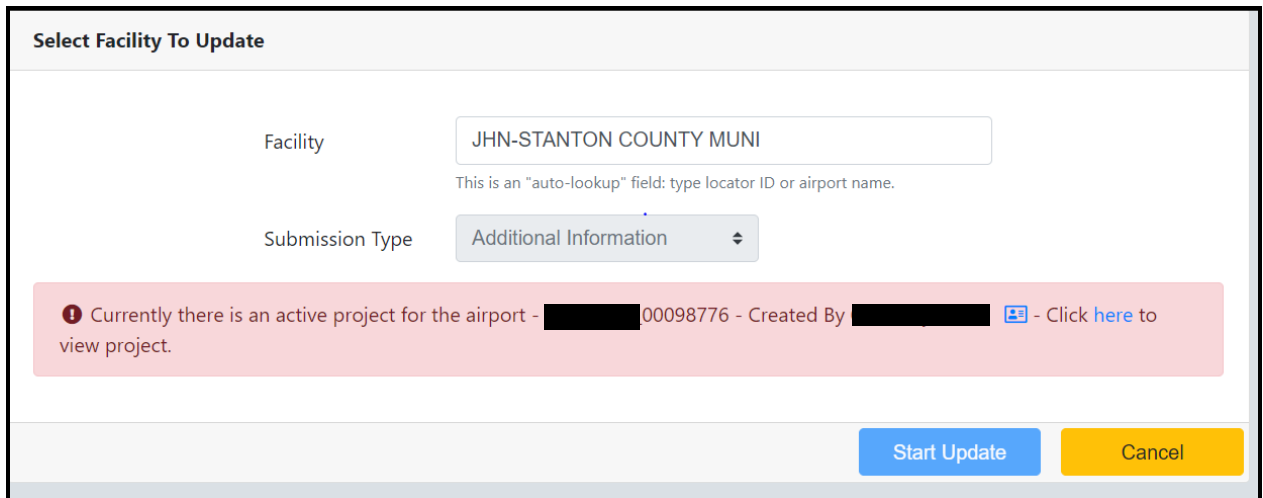
The screenshot shows the 'Update Facility Data' form. It includes a search field for 'Facility' with the placeholder 'Search Facilities by Name or Loc Id' and a note: 'This is an "auto-lookup" field: type locator ID or airport name.' Below it is a 'Submission Type' dropdown menu currently set to 'Additional Information'. At the bottom are 'Start Update' and 'Cancel' buttons. To the right is a table titled 'Chart Supplement Submission Cut-Off Dates'.

Effective Date	Cut-Off Date
Sep 8, 2022	Jul 27, 2022
Nov 3, 2022	Sep 21, 2022
Dec 29, 2022	Nov 16, 2022
Feb 23, 2023	Jan 11, 2023
Apr 20, 2023	Mar 8, 2023
Jun 15, 2023	May 3, 2023

Users select between *Additional Information* and *Inspection* Submission Types for projects.

- Find a particular airport by using the most common search option LOC ID (Location Identifier).
- Users enter the airport's LOC ID (ex. L49; DFW, etc.) in the *Facility* field and the "auto-lookup" displays a list of airports matching the criteria the user has permission to access. After selecting the airport, users see a *Submission Type* dropdown.
- **Airport Managers** and **State users** have access to *Additional Information* for the *Submission Type* option. **FAA** and **State Inspector** users see *Inspection* and *Additional Information* types for public use airports and only *Additional Information* type for private use airports.

- Once users click the *Start Update* button, application will create an AMR project. And the *Project Summary* screen will display with Facility Data Tab to edit AMR data, 'Enter Wildlife Survey' button to enter Wildlife information, 'Download 5010 PDF' button to view published AMR data 'View Chart Supplemental Date' button to view cut-off dates.



Select Facility To Update

Facility
This is an "auto-lookup" field: type locator ID or airport name.

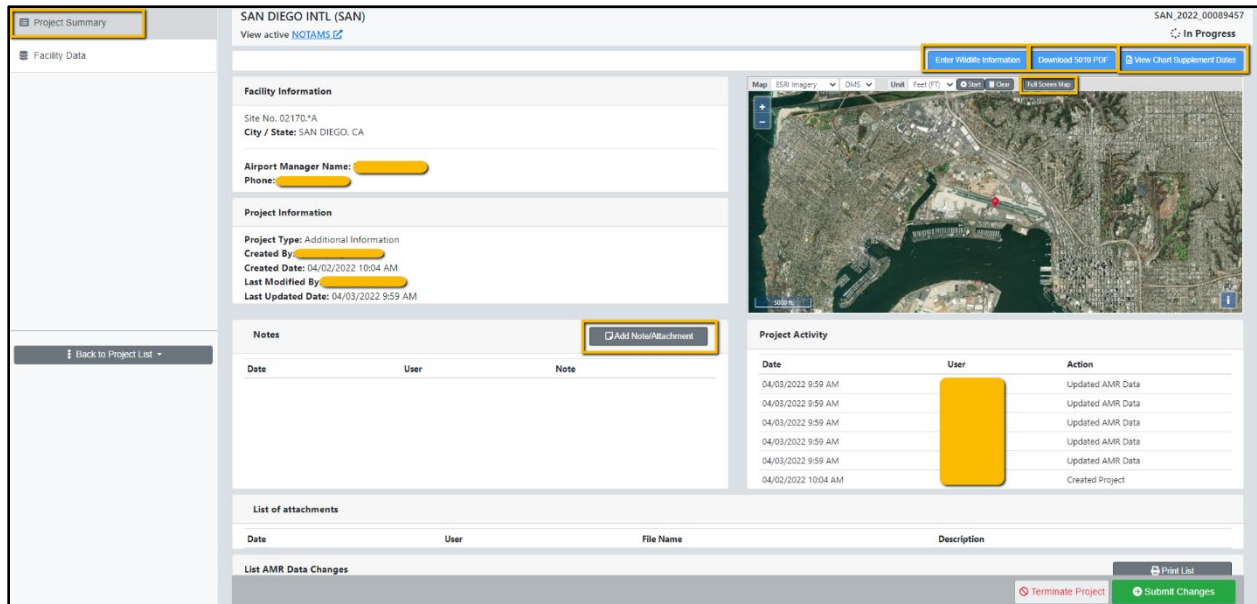
Submission Type

! Currently there is an active project for the airport - [redacted] 00098776 - Created By [redacted] - Click [here](#) to view project.



The application displays a message if there is an active project for the searched facility.

Project Summary Page



The **Project Summary** page is the first screen users see upon clicking the **Start Update** button. This page contains the following information about the searched facility:

- Enter notes or attachments associated with the AMR project
- Enter Wildlife Information
- Download the 5010 PDF
- View larger map in a separate window
- View Chart Supplement Dates (submission cut-off dates)

Wildlife Information SAN DIEGO INTL (SAN) - SAN DIEGO, CA

When performing your inspections please ask the airport manager the following questions and enter the answers here.

YES NO

1) Does your airport have a Site Visit? YES NO If yes, when was it completed? Enter date

2) Does your airport have a Wildlife Hazard Assessment? YES NO If yes, when was it completed? Enter date

3) Does your airport have a Wildlife Hazard Management Plan? YES NO If yes, when was it completed? Enter date

4) Does your airport have a federal depredation permit? YES NO

5) Does your airport have a state depredation permit? YES NO

6) Does your airport have a complete (adequate) perimeter fence? YES NO If yes, how high is the fence? (Feet)

Facility Data—General Information Tab

ASHEVILLE RGNL (AVL) Site No. 16517.574

View: active [DL/AM/SLG](#) | View in [MM/SLG](#)

General Information | Runways / Helipads / Vertipads | Services & Facilities | Based Aircraft & Operations | Remarks

General Information

1. Associated City: ASHEVILLE

2. Facility Name: ASHEVILLE RGNL

3. CSD to Facility (NM): 9 South

4. State: NC

5. County: BUNCOMBE

6. Region / ADO: ASO MEM

7. Sectional Aeronautical Chart: ATLANTA

Facility Internet Address: LINKS TO 3RD PARTY SITES WILL BE REMOVED.

Owner Information

10. Ownership: PU-Publicly Owned

11. Owner Name: GREATER ASHEVILLE RGNL ARPT AUTH

12. Address 1: 61 TERMINAL DR SUITE 1

Address 2:

City: FLETCHER

State / Zip: NC 28732 9442

13. Phone Number: 828-684-2226

13A. Owner Email Address:

Manager Information

14. Manager Name: LEW S. BLEIWEIS, A.A.E.

15. Address 1: 61 TERMINAL DRIVE, SUITE 1

Address 2:

City: FLETCHER

State / Zip: NC 28731

16. Phone Number: 828-654-3243

16A. Manager Email Address: LBLEIWEIS@FLYAVL.COM

Attendance Schedule

17. Attendance Schedule:

Months: ALL Days: ALL Hours: ALL

Facility Geography

18. Use: Public

19. Latitude D / M / S / Hem: 35-26-10.007N

20. Longitude D / M / S / Hem: 82-32-31.371W

Let./Long. Survey Method: Estimated

21. Elevation / Survey Method: 2163


22. Acreage: 900

Users select the *Facility Data* tab located on the left side of page providing the 5010 data for that airport.

The page displays five (5) tabs designed to follow the numbered items on the official FAA Form AMR-1:

- **General Information (Data Elements 1-26)**
- **Runways / Helipads / Vertipads (Data Elements 30-63 and 23)**
- **Services & Facilities (Data Elements 70-89)**
- **Based Aircraft & Operations (Data Elements 90-105)**
- **Remarks (Data Elements 110)**

On each of the five (5) tabs, the same functionality exists for each user:

- Select  button next to any field which opens the help file for instructions specific to that field.
- Remarks for individual fields are entered by selecting the remark icon to the right of the field.
- *General Remarks* are entered on the Remarks page

Aircraft Charging Stations	<input type="checkbox"/> Electric Charging Stations <input type="checkbox"/> Battery Charging Stations <input type="checkbox"/> Auto Charging Stations	<input type="checkbox"/> Hydrogen Charging Stations <input type="checkbox"/> Solar Charging Stations	Remarks
Aircraft Electric Charging Power Rating	<input type="checkbox"/> Alternating Current	<input type="checkbox"/> Direct Current	Remarks
Aircraft Electric Charging Station Plug Type	<input type="checkbox"/> AC - J1172 <input type="checkbox"/> DC - GB/T <input type="checkbox"/> DC - CCS Type2 <input type="checkbox"/> DC - CHAdeMo	<input type="checkbox"/> AC - Mennekes <input type="checkbox"/> DC - CCS Type1 <input type="checkbox"/> DC - MCS <input type="checkbox"/> Other	Remarks
Aircraft Electric Charger Power Output	[Input Field]		
Number of Aircraft Electric Charging Stations	[Input Field]		
Support Infrastructure	<input type="checkbox"/> Passenger Waiting Facility <input type="checkbox"/> Aircraft Tug Station <input type="checkbox"/> Deicing Equipment <input type="checkbox"/> Battery Thermal Conditioning System <input type="checkbox"/> Maintenance Platforms, Ladders, Inspection Equipment (to access/inspect top of aircraft)	<input type="checkbox"/> Provider of Services <input type="checkbox"/> Fire Suppression/Extinguishing System <input type="checkbox"/> Aircraft Cabin Thermal Conditioning Equipment <input type="checkbox"/> Passenger/Cargo Loading Equipment	Remarks

Facility Data—Based Aircraft & Operations Tab

The Based Aircraft & Operations tab displays Airport Master Record data elements 90-105 along with access to the National Based Aircraft Inventory Program counts (if applicable).

- Selecting the **Validate Counts** button updates the Single Engine, Multi-Engine, Jet, and Helicopter counts from Based Aircraft if the airport exists in basedaircraft.com. Otherwise, it will make the fields available for user entry.

Facility Data—Remarks Tab

ASHEVILLE RGNL (AVL) Site No. 16517.51A

General Information Runways / Helipads / Vertipads Services & Facilities Based Aircraft & Operations **Remarks**

General Remarks

Field	Remark	Action
110 1 - General Airport Remark	FOR THE ASHEVILLE REGIONAL AIRPORT AIRCRAFT DIVERSIONS EMERGENCY CONTINGENCY PLAN AND FACILITY CONSTRAINTS CTC ARPT ADMIN AT 828-684-2226.	
110 2 - General Airport Remark	FLOCKS OF MIGRATORY BIRDS ON AND INVOF ARPT.	
110 4 - General Airport Remark	RWY 16/34 CLSD; PORTIONS AVBL FOR TAXI TO AND FROM RWY 17/35.	
110 5 - General Airport Remark	WHEN ATCT CLSD, FOR CD CTC ATLANTA ARTCC AT 770-210-7692.	

Reference Remarks

Field	Related To	Remark	Action
16 1 - Manager Phone Number	-	(828) 684-4577 OR EMERG CTC - (828) 209-5100.	
23 1 - Right Traffic	17/35 - 35	RIGHT TRAFFIC WHEN ATCT CLSD.	
26 1 - FAR Part 139 Index / CSC	-	PPR FOR UNSKED ACR OPNS WITH MORE THAN 30 PSGR SEATS 0400-1200Z; CALL APRT COMM 828-684-4577.	
81 1 - Lighting Schedule	-	HIRL OFF WHEN TWR CLSD; TO ACTVY OR INCR INTST - CTAF.	

Back To Home

Updates to this Facility are in progress View

The Remarks tab allows users to view, edit and delete remarks for specific individual data elements OR view, edit and delete for Airport General Remarks (#110).

- General remarks can be added by clicking the **Add General Remarks** button.

Changing & Saving Information

Editing data in the ADIP AMR application is accomplished by placing your cursor directly into a particular data field and entering the information or by selecting a value from the available dropdown list.



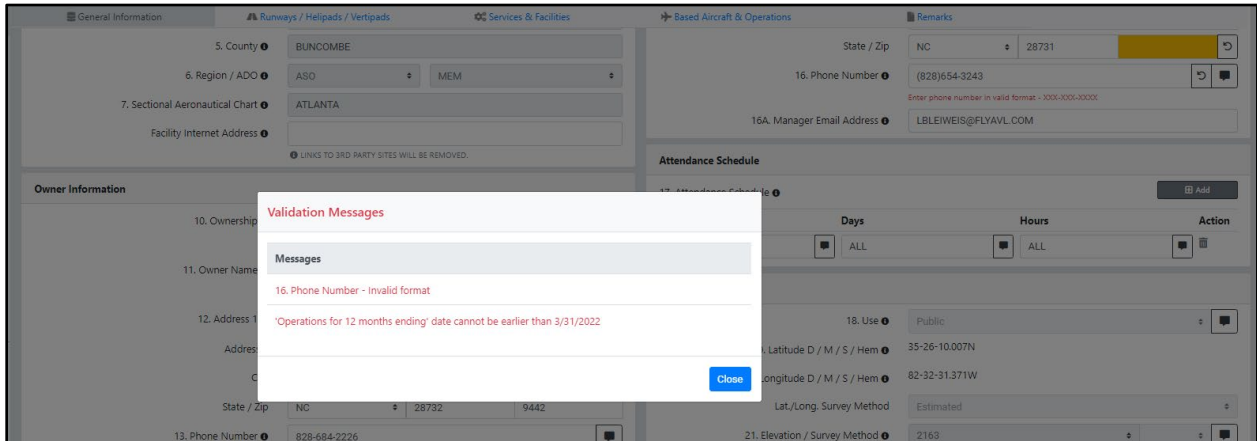
Tip: Information changed or added to the data field WILL NOT be recorded until users click the **Save Changes** button. The data field will turn yellow when the edited data is not the same as the current published data.


The screenshot displays the 'ASHEVILLE RGNL (AVL)' form in the ADIP AMR application. The form is divided into several sections: 'General Information', 'Manager Information', and 'Attendance Schedule'. The 'Phone Number' field (16) is highlighted in yellow, indicating it has been edited. The field contains the value '(828)654-3243'. A red error message is displayed below the field: 'Enter phone number in valid format - XXX-XXX-XXXX'. The form also includes fields for 'Associated City', 'Facility Name', 'CBD to Facility (NIM)', 'State', 'County', 'Region / ADO', 'Sectional Aeronautical Chart', 'Manager Name', 'Address 1', 'Address 2', 'City', 'State / Zip', and 'Manager Email Address'. The 'Attendance Schedule' section includes a table for 'Attendance Schedule' with columns for 'Months', 'Days', and 'Hours'.

- Business rules and validations are associated with some data elements. For example, if the **Phone Number** field does not contain the correct number of digits or is recognized as an invalid format, the **Error Check** button will turn red.



The **Error Check** button indicates there is an error with the inputted data. When users click the red button, the application opens a validation message window describing the nature of the error.

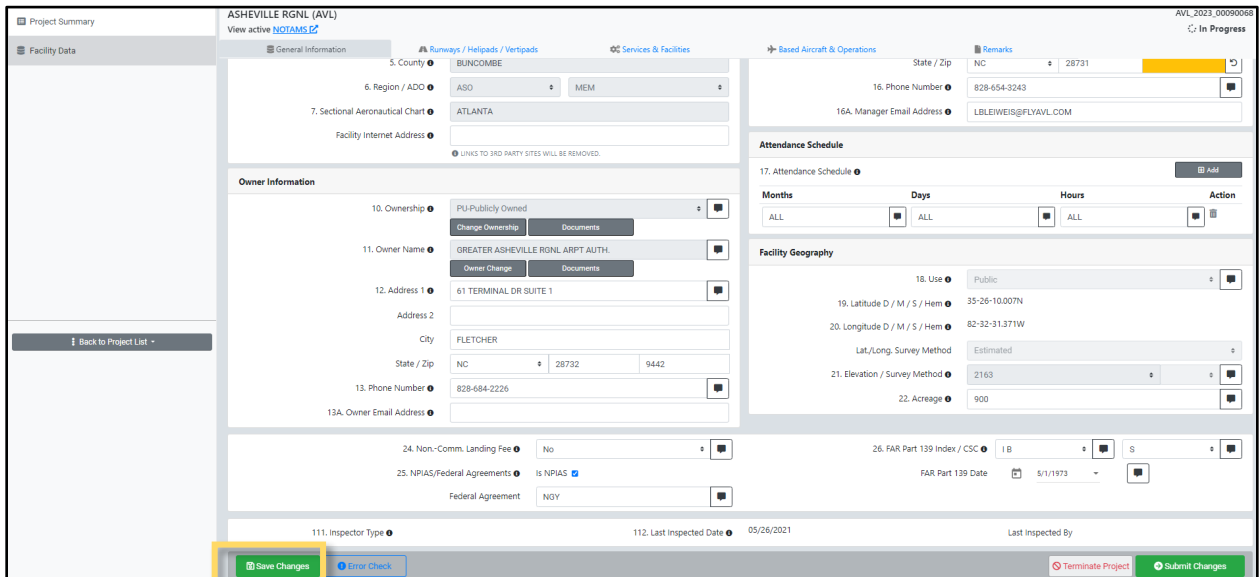


Users click the  button next to a field to open a help popup screen containing information on how to resolve the business rule and validation issues specific to field.

Saving Data




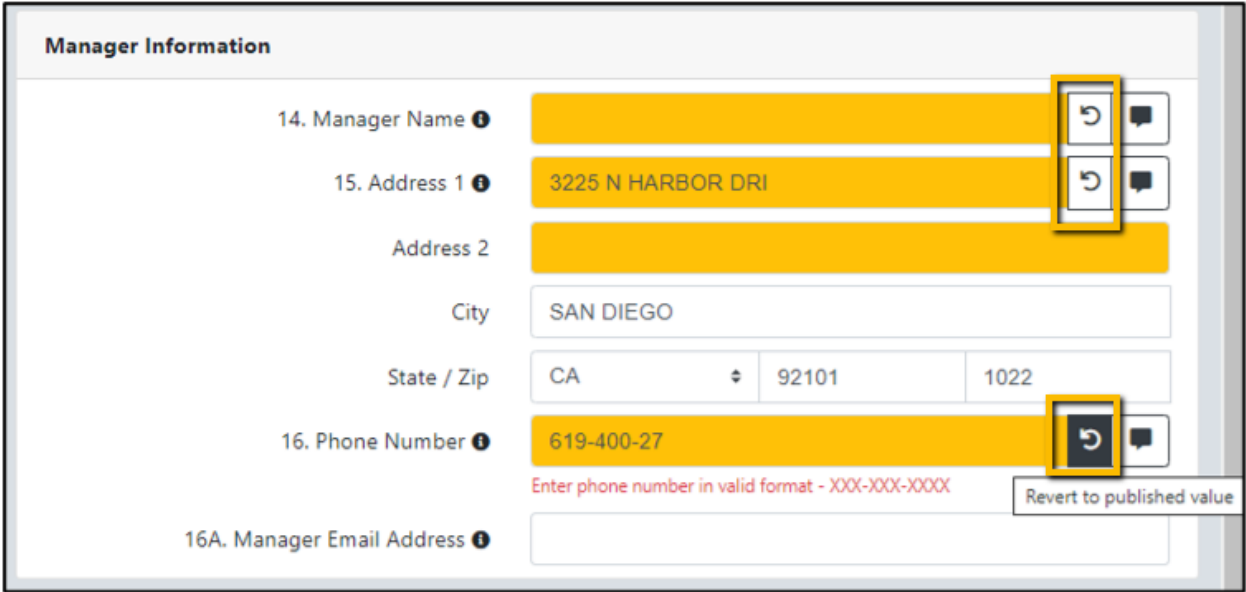
Once the valid data is entered and all validation errors are corrected, users must save the information by clicking the green **Save Changes** button located in the bottom left of the page.



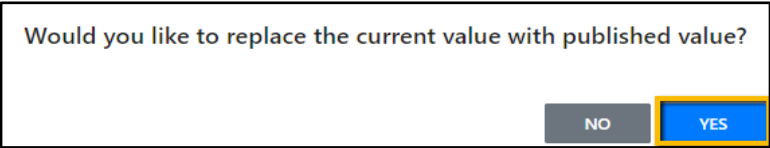
Revert Data to Published Value

While reviewing AMR data, users may revert the data back to the current published data.

 **Tip:** The **Revert** button is located at the end of each highlighted field and once clicked, a popup screen appears asking users to confirm if they would like to replace the current value with the published value.



The screenshot shows a 'Manager Information' form with several fields. Fields 14 (Manager Name), 15 (Address 1), and 16 (Phone Number) are highlighted in yellow. Each of these highlighted fields has a 'Revert' button (a circular arrow icon) and a speech bubble icon at its right end. A yellow box highlights the 'Revert' buttons for fields 14 and 15. Another yellow box highlights the 'Revert' button for field 16. A tooltip with the text 'Revert to published value' is positioned over the 'Revert' button for field 16. Other fields include Address 2, City (SAN DIEGO), State / Zip (CA, 92101, 1022), and 16A. Manager Email Address.



Would you like to replace the current value with published value?

NO YES

- Once the data is saved, the saved changes are displayed in the **Project Summary** page under **List AMR Data Changes** section.

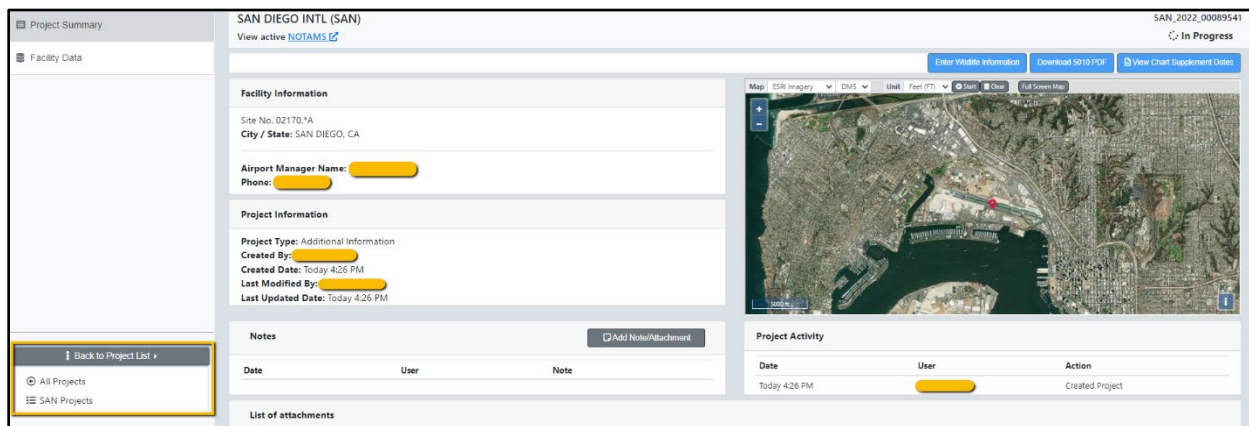
The screenshot displays the 'Project Summary' page. On the left, there is a sidebar with 'Project Summary' and 'Facility Data' tabs, and a 'Back to Project List' button. The main content area features a table of AMR data changes, which is highlighted with a yellow border. Above this table, there are two smaller tables: one for general AMR data changes and another for attachments. The 'List AMR Data Changes' table has the following data:

Date	User	Note	Date	User	Action
			04/03/2022 9:59 AM		Updated AMR Data
			04/03/2022 9:59 AM		Updated AMR Data
			04/03/2022 9:59 AM		Updated AMR Data
			04/03/2022 9:59 AM		Updated AMR Data
			04/03/2022 9:59 AM		Updated AMR Data
			04/02/2022 10:04 AM		Created Project

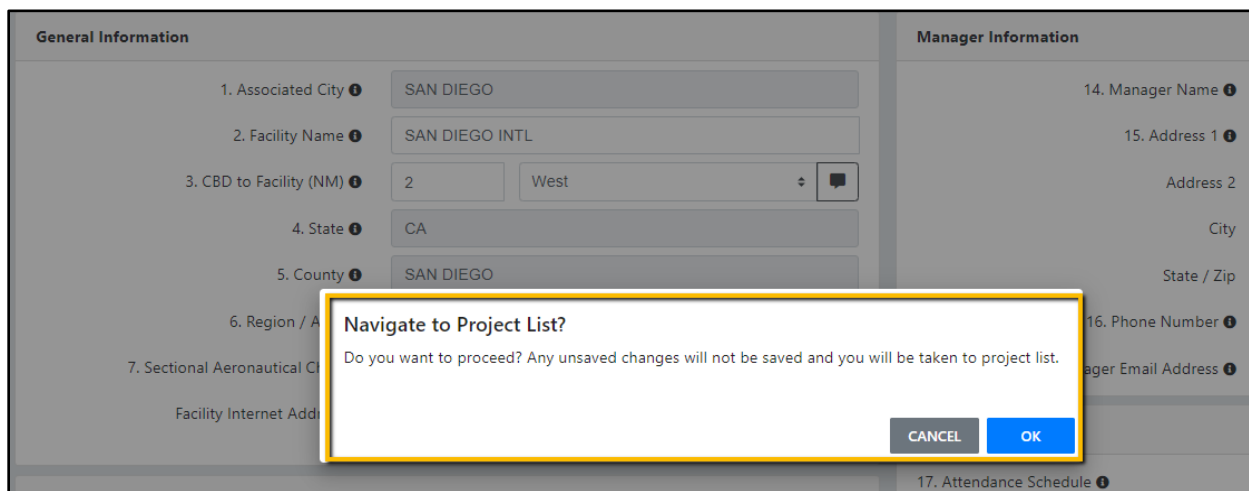
Date	User	File Name	Description
List AMR Data Changes Print List			
	Action	Previous Value	New Value
Airport:22 - Acreage	EDIT	663	664
Airport:24 - Non.-Comm. Landing Fee	EDIT	N	Y
Airport:3 - CBD to Airport (NM)	EDIT	2	3
RWY 09/27: 33 - Surface Condition	EDIT	E-EXCELLENT	G-GOOD
RWY 09/27: 39 - Subgrade Strength	EDIT	A - HIGH	B - MEDIUM

Back to Project List

Users may click on the **Back to Project List** button to return to their project(s) list while in the project window.




The system will inform users if there are any unsaved changes with the following message before they proceed back the **Project List**.

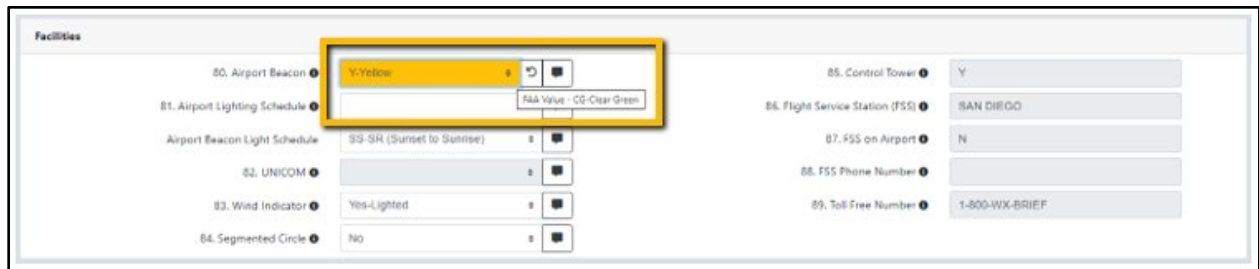


Tip: All edits or data entries made in AMR fields will not be recorded in the database until those entries are saved by selecting the **Save Changes** button. Selecting **Save Changes** button does not submit changes to the FAA. Submitting changes occurs when the submit process is initiated by selecting **Submit Airport Changes**.

Compare Between Users Changes & FAA Data

Value fields highlighted in yellow indicate the published FAA value and the value shown in ADIP differ.

 **Tip:** Placing your mouse cursor over the highlighted (yellow) field displays a data comparison tool tip window showing the differences between the official FAA data and the new data change entered.




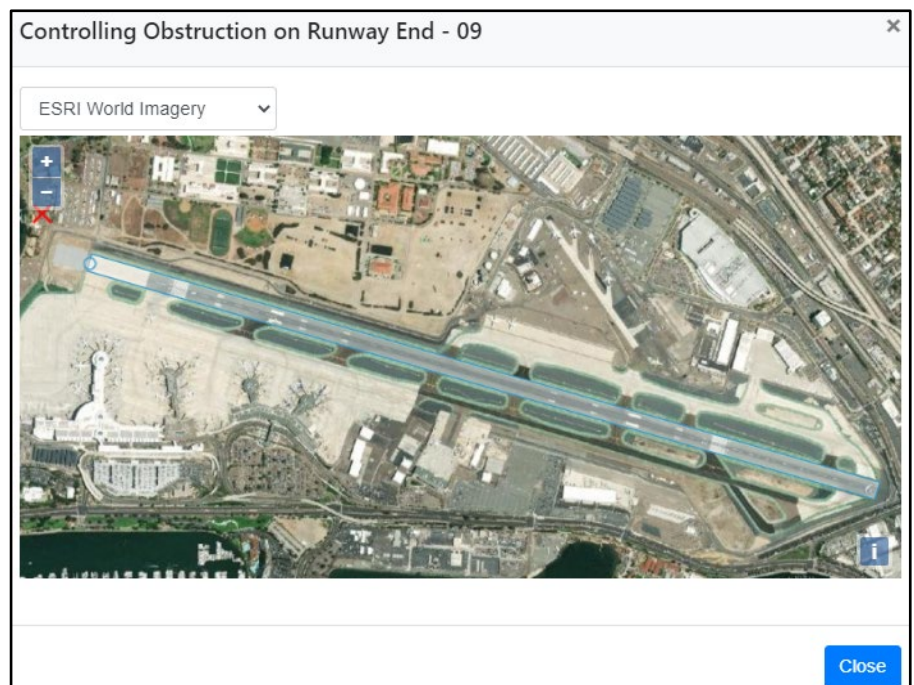
The screenshot shows a 'Facilities' form with several input fields. The 'B0. Airport Beacon' field is highlighted in yellow and has a tooltip displayed above it. The tooltip shows 'FAA Value - CG-Clear Green'. Other fields include 'B1. Airport Lighting Schedule', 'B2. UNICOM', 'B3. Wind Indicator', 'B4. Segmented Circle', 'B5. Control Tower', 'B6. Flight Service Station (FSS)', 'B7. FSS on Airport', 'B8. FSS Phone Number', and 'B9. Toll Free Number'.

View Obstruction Location on Map

[View Obstruction location on Map](#)


Users click on the **View Obstruction location on Map** button to enter controlling obstruction data. The button is found on the **Runways / Helipads** tab under the **Obstruction Data per End** section.

 **Tip:** Opening the map allows users to view and confirm the exact location of the entered obstruction before saving the data.



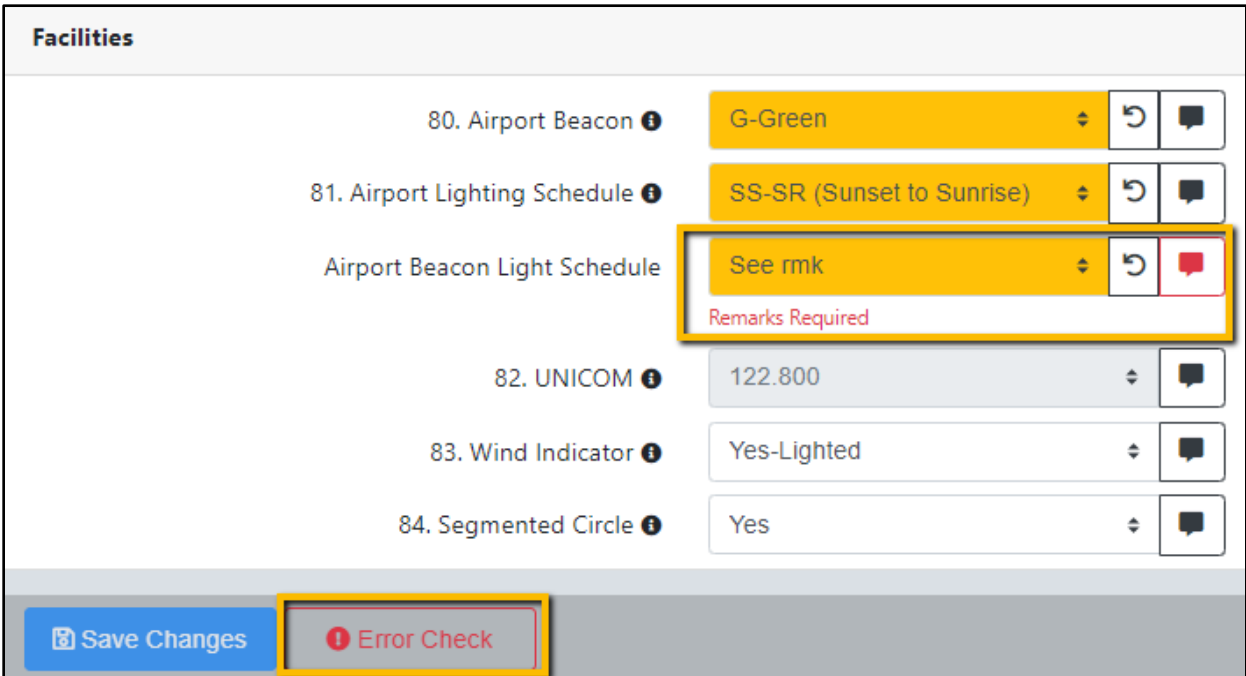
Remarks Section

Remarks or comments may be added to specific data elements or regarding a condition present at an airport not directly related to a specific data field.

 **Tip:** Users add a remark to a specific data element by clicking on the remark button to the right of the data element. Some data elements require that remarks be added to supplement specific field values selected or entered.

- The remark button and error check buttons become red indicating remarks are required for the selected field.
- The *Remarks* page displays both **General Remarks** and **Reference Remarks** for the facility with the ability to edit and delete existing remarks or add new general remarks.

Remarks Required Error Message



The screenshot shows a 'Facilities' page with a list of items. The 'Airport Beacon Light Schedule' item is highlighted with a yellow box, and a red error message 'Remarks Required' is displayed below it. The 'Error Check' button at the bottom is also highlighted with a yellow box.

Facility Name	Value	Remark Button	Error Check Button
80. Airport Beacon	G-Green	White	White
81. Airport Lighting Schedule	SS-SR (Sunset to Sunrise)	White	White
Airport Beacon Light Schedule	See rmk	White	Red
82. UNICOM	122.800	White	White
83. Wind Indicator	Yes-Lighted	White	White
84. Segmented Circle	Yes	White	White

Buttons: Save Changes, Error Check

Remarks Page—Add General Remark

The screenshot shows the 'Remarks' page for ASHEVILLE RGNL (AVL). The page is divided into two main sections: 'General Remarks' and 'Reference Remarks'. The 'General Remarks' section contains a table with columns for 'Field', 'Remark', and 'Action'. The 'Reference Remarks' section contains a table with columns for 'Field', 'Related To', 'Remark', and 'Action'. The 'Add General Remark' button is highlighted in the top right corner of the page.

Field	Remark	Action
110 1 - General Airport Remark	FOR THE ASHEVILLE REGIONAL AIRPORT AIRCRAFT DIVERSIONS EMERGENCY CONTINGENCY PLAN AND FACILITY CONSTRAINTS CTC ARPT ADMIN AT 828-684-2226.	[Edit] [Delete]
110 2 - General Airport Remark	FLOCKS OF MIGRATORY BIRDS ON AND INVOF ARPT.	[Edit] [Delete]
110 4 - General Airport Remark	RWY 16/34 CLSD; PORTIONS AVBL FOR TAXI TO AND FROM RWY 17/35.	[Edit] [Delete]
110 5 - General Airport Remark	WHEN ATCT CLSD, FOR CD CTC ATLANTA ARTCC AT 770-210-7692.	[Edit] [Delete]

Field	Related To	Remark	Action
16 1 - Manager Phone Number	-	(828) 684-4577 OR EMERG CTC - (828) 209-5100.	[Edit] [Delete]
23 1 - Right Traffic	17/35 - 35	RIGHT TRAFFIC WHEN ATCT CLSD.	[Edit] [Delete]
26 1 - FAR Part 139 Index / CSC	-	PPR FOR UNSKED ACR OPNS WITH MORE THAN 30 PSGR SEATS 0400-1200Z; CALL APRT COMM 828-684-4577.	[Edit] [Delete]
81 1 - Lighting Schedule	-	HIRL OFF WHEN TWR CLSD; TO ACTVT OR INCR INTST - CTAF.	[Edit] [Delete]

Clicking the **Add General Remark** button opens a popup screen *110-General Airport Remark* with a space for users to enter remark.

The screenshot shows the '110 - General Airport Remark' popup screen. It features a text input field for the remark, a validation message 'Remarks must be at least 3 characters.', and three buttons: 'Add Remark', 'Remove Remark', and 'Cancel'. The 'Add Remark' button is highlighted in the bottom right corner.

*Remark

Remarks must be at least 3 characters.

Currently Published Remark:

Add Remark Remove Remark Cancel

Users must click the **Add Remark** button to save their changes.

Editing and Deleting Remarks

How to Edit?



Users edit existing remarks by selecting the **Edit (pencil)** icon button for a particular record.



Tip: After clicking the **pencil**, a popup window displays containing a previous remark for user to review and may edit.

How to Delete?



Selecting the *Delete* icon button enables users to delete the selected record. Before deleting a remark, the application prompts users to verify their decision before executing the deletion.

Published Data—Airport Master Record

[Download 5010 PDF](#)

Users can access and print the FAA Airport Master Record from the AMR application containing the most recently published FAA data set by selecting the **Download 5010 PDF** button.



Tip: The **Download 5010 PDF** button is located on the **Project Summary** page above the map and once clicked, the Airport Master Record opens as a PDF in a separate browser window.



Note: The printed document is the latest published “**official**” FAA Airport Master Record. Reported inspection data records that may appear in the ADIP AMR application are subject to review and approval by the Aeronautical Data Team (formerly NFDC) before acceptance for future publication in FAA forms AMR-1 and AMR-2.



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AIRPORT MASTER RECORD

PRINT DATE: 09/20/2022
AFD EFF 09/08/2022
FORM APPROVED OMB 2120-0015

> 1 ASSOC CITY: SAN DIEGO 4 STATE: CA LOC ID: SAN FAA SITE NR: 02170.*A
> 2 AIRPORT NAME: SAN DIEGO INTL 5 COUNTY: SAN DIEGO, CA
3 CBD TO AIRPORT (NM): 2 W 6 REGION/ADO: AWP /LAX 7 SECT AERO CHT: LOS ANGELES

<u>GENERAL</u>		<u>SERVICES</u>	<u>BASED AIRCRAFT</u>
10 OWNERSHIP: PUBLIC		> 70 FUEL: 100LL A	90 SINGLE ENG: 0
> 11 OWNER: SAN DIEGO CNTY REG ARPT AUTHORITY		> 71 AIRFRAME RPRS: MINOR	91 MULTI ENG: 0
> 12 ADDRESS: 3225 N HARBOR DRIVE		> 72 PWR PLANT RPRS: MINOR	92 JET: 12
SAN DIEGO, CA 92101-1022		> 73 BOTTLE OXYGEN: NONE	93 HELICOPTERS: 0
> 13 PHONE NR: (619) 400-2400		> 74 BULK OXYGEN: HIGH/LOW	TOTAL: 12
> 14 MANAGER: DEAN ROBBINS		75 TSNT STORAGE: HGR TIE	94 GLIDERS: 0
> 15 ADDRESS: 3225 N HARBOR DRIVE		76 OTHER SERVICES: AFRT,AMB,AVNCS, CARGO,CHTR,RNTL, SURV	95 MILITARY: 0
SAN DIEGO, CA 92101-1022			96 ULTRA-LIGHT: 0
> 16 PHONE NR: 619-400-2718			
> 17 ATTENDANCE SCHEDULE:			
MONTHS	DAYS	HOURS	
ALL	ALL	ALL	
		<u>FACILITIES</u>	<u>OPERATIONS</u>
18 AIRPORT USE: PUBLIC		> 80 ARPT BCN: WG	100 AIR CARRIER: 203,913
19 ARPT LAT: 32-44-0.826N ESTIMATED		> 81 ARPT LGT SKED: BCN LGT SKED: SS-SR	102 AIR TAXI: 12,720
20 ARPT LONG: 117-11-22.788W		> 82 UNICOM:	103 G A LOCAL: 0
21 ARPT ELEV: 16.8 ESTIMATED		> 83 WIND INDICATOR: YES-L	104 G A ITNRNT: 10,399
22 ACREAGE: 663		84 SEGMENTED CIRCLE: NONE	105 MILITARY: 773
> 23 RIGHT TRAFFIC: 27		85 CONTROL TWR: YES	TOTAL: 227,805
> 24 NON-COMM LANDING: NO		86 FSS: SAN DIEGO	
25 NPIAS/FED AGREEMENTS: YES / NGSY		87 FSS ON ARPT: NO	OPERATIONS FOR 12
> 26 FAR 139 INDEX: I D S 05/1973		88 FSS PHONE NR:	MONTHS ENDING 04/30/2019
		89 TOLL FREE NR: 1-800-WX-BRIEF	

<u>RUNWAY DATA</u>	
> 30 RUNWAY IDENT:	09/27
> 31 LENGTH:	9,401
> 32 WIDTH:	200
> 33 SURF TYPE-COND:	ASPH-CONC-E
> 34 SURF TREATMENT:	GRVD
35 GROSS WT: S	100.0
36 (IN THSDS) D	150.0
37 2D	250.0
38 2D/2DS	720.0
> 39 PCN / PCR:	75/F/AW/T (PCN)
<u>LIGHTING/APCH AIDS</u>	
> 40 EDGE INTENSITY:	HIGH
> 42 RWY MARK TYPE-COND:	PIR- G / PIR- G
> 43 VGSI:	P4L / P4R
44 THR CROSSING HGT:	76 / 66
45 VISUAL GLIDE ANGLE:	3.30 / 3.50
> 46 CNTRLN-TDZ:	Y - Y / Y - Y
> 47 RVR-RVY:	TR - N / TR - N
> 48 REIL:	N / N
> 49 APCH LIGHTS:	MALSR / MALS
<u>OBSTRUCTION DATA</u>	
50 FAR 77 CATEGORY:	PIR / C
> 51 DISPLACED THR:	1000 / 1810
> 52 CTLG OBSTN:	TREE / SIGN
> 53 OBSTN MARKED/LGTD:	/
> 54 HGT ABOVE RWY END:	31 / 61
> 55 DIST FROM RWY END:	674 / 250
> 56 CNTRLN OFFSET:	385L / 500R
57 OBSTN CLNC SLOPE:	15:1 / 0:1
58 CLOSE-IN OBSTN:	N / Y
<u>DECLARED DISTANCES</u>	
> 60 TAKE OFF RUN AVBL (TORA):	8,280 / 9,401
> 61 TAKE OFF DIST AVBL (TODA):	9,401 / 9,401
> 62 ACLT STOP DIST AVBL (ASDA):	8,280 / 9,401
> 63 LNDG DIST AVBL (LDA):	7,280 / 7,591

(>) ARPT MGR PLEASE ADVISE FSS IN ITEM 86 WHEN CHANGES OCCUR TO ITEMS PRECEDED BY >

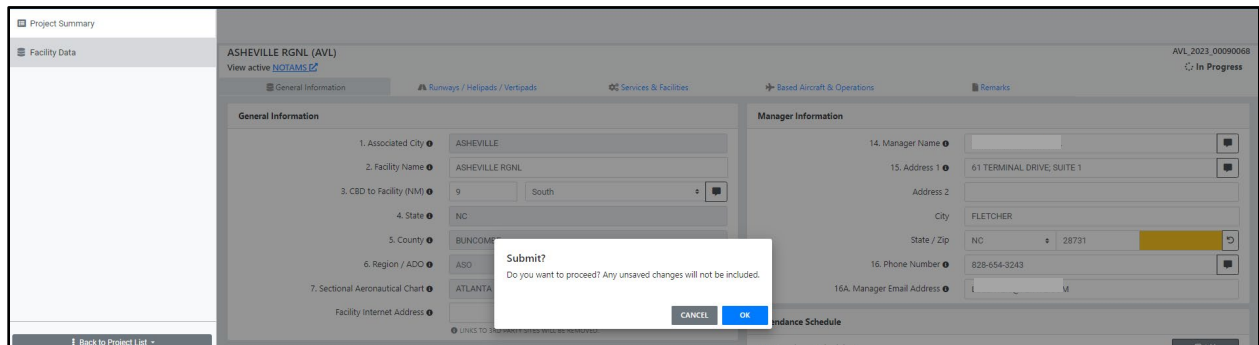
> 110 REMARKS:

A 014 DEAN ROBBINS, MANAGER, AIRSIDE OPERATIONS 619-400-2710, DROBBINS@SAN.ORG
A 043 RWY 27 PAPI UNUSBL BYD 5 DEG L & R OF CNTRLN.
A 049 RWY 27 MALS RWY 27 THR TO 1400'.
A 057 RWY 09 APCH RATIO 44:1 TO DSPLCD THR.
A 057 RWY 27 RY 27 TREE 364' ABV RY END 6800' FM RY END & 1050' R OF RY CNTRLN; APCH 19:1 TO DSPLCD THR.
A 058 RWY 27 +40' LGT POLE 110' FROM RWY END 260' RIGHT.
A 110-003 TERRAIN & BLDGS TO 500' MSL N & E WITHIN 1 1/2 MI.

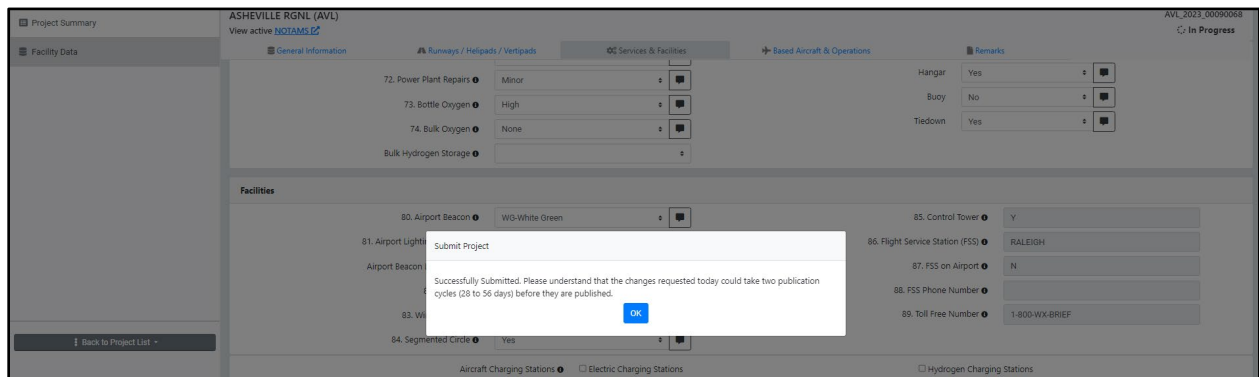
111 INSPECTOR: (F) 112 LAST INSP: 06/10/2019 113 LAST INFO RES:

Submit Changes

After making edits and reviewing the data, the next step for users is to submit changes. If **Submit Changes** button is clicked without saving the changes, a popup displays notifying users that any unsaved changes will not be included.

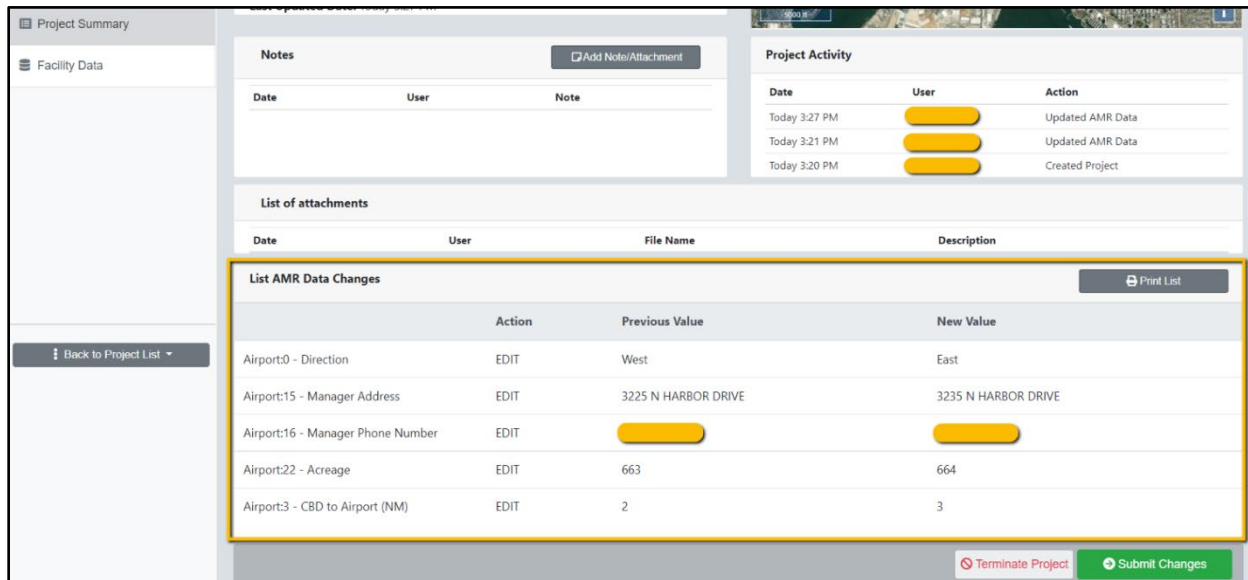


Tip: Users may continue making edits, reviewing data and clicking the **Save Changes** button. Only when users click the **Submit Changes** button, then the updates are submitted to the FAA.



List AMR Data Changes

After saving changes, users may return to the **Project Summary** page to view the **List AMR Data Changes** section and review a comparison between old and new data changes.

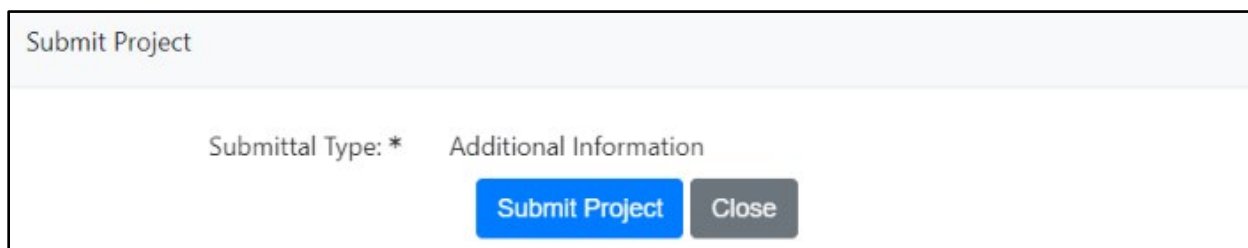


The screenshot displays the Project Summary page with several sections. The 'List AMR Data Changes' section is highlighted with a yellow border. It contains a table with the following data:

	Action	Previous Value	New Value
Airport:0 - Direction	EDIT	West	East
Airport:15 - Manager Address	EDIT	3225 N HARBOR DRIVE	3235 N HARBOR DRIVE
Airport:16 - Manager Phone Number	EDIT	[Redacted]	[Redacted]
Airport:22 - Acreage	EDIT	663	664
Airport:3 - CBD to Airport (NM)	EDIT	2	3

Other sections visible include 'Notes', 'Project Activity', and 'List of attachments'. At the bottom right, there are buttons for 'Terminate Project' and 'Submit Changes'.

Once users click the **Submit Changes**, a popup window displays allowing users to submit the project or close the window.




The 'Submit Project' popup window contains the following text and buttons:

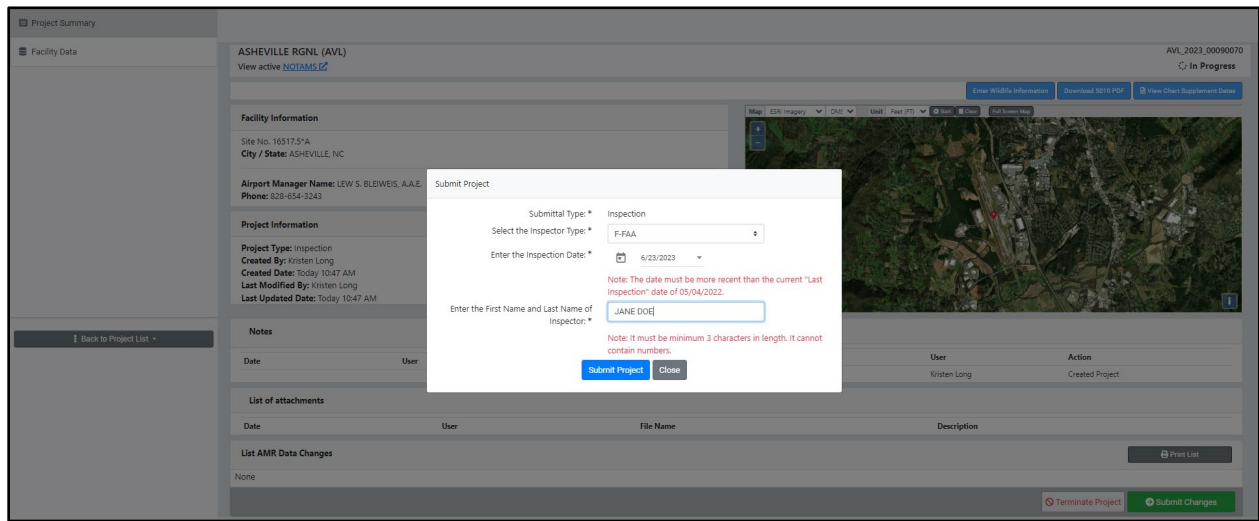
Submit Project

Submittal Type: * Additional Information

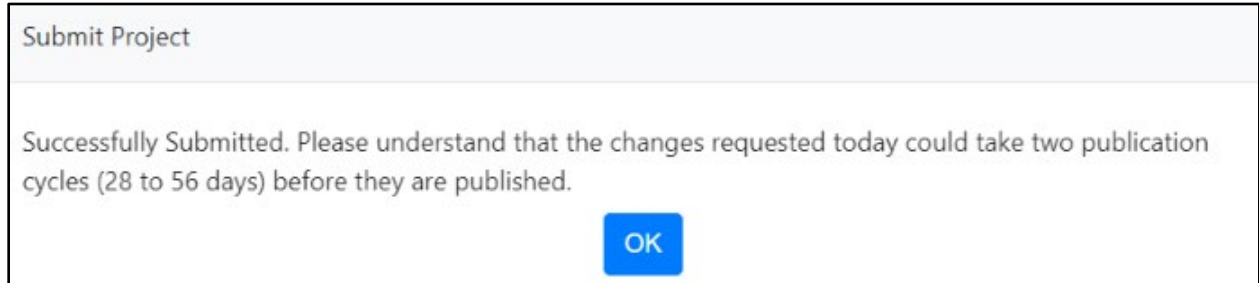
[Submit Project](#) [Close](#)

 **Note:** Before users submit updates, please verify your changes by reviewing the **List AMR Data Changes** section. Remember, yellow highlighted fields alert the user the data in AMR does not match the published FAA data and may need reviewed before submitting.

Submitting Inspection Project



Users must select the **Inspector Type**, **date**, and provide their **First** and **Last Name** in order for an Inspection to be submitted. A popup will appear after users have successfully submitted their project.



Cancel a Submission

If a user has made a submission by mistake, selecting the **Cancel Submission** button allows for recalling the submission and making additional changes before resubmitting again.

List AMR Data Changes			Print List
	Action	Previous Value	New Value
AirportRemarks: General	ADD		TEST

[Cancel Submission](#)

Terminate Project

Users may cancel all changes and start a new project by selecting the **Terminate Project** button. After clicking **Terminate Project**, an additional popup box appears for users to confirm termination of the project.

- The status of the project will now be **Terminated**.

24. Non.-Comm. Landing Fee	No	26. FAR Part 139 Index / CSC	ID	S
25. NPIAS/Federal Agreements	Is NPIAS <input checked="" type="checkbox"/>	FAR Part 139 Date	5/1/1973	
Federal Agreement	NGSY			
111. Inspector Type	112. Last Inspected Date	05/04/2022	Last Inspected By	
Save Changes	Error Check	Terminate Project	Submit Changes	

Rejected Data Changes

When submitted data changes are rejected, users see a message displayed at the top of the **Project Summary** page in red stating the last submission was rejected.

The screenshot shows a web interface for a project summary. On the left is a sidebar with 'Project Summary' and 'Facility Data' tabs. The main content area is titled 'SAN DIEGO INTL (SAN)' and includes a link to 'View active NOTAMS'. A red message box at the top states 'Last submission was rejected by admin to review.' Below this are sections for 'Facility Information' and 'Project Information'. The 'Facility Information' section contains 'Site No. 02170.*A' and 'City / State: SAN DIEGO, CA'. The 'Project Information' section contains 'Project Type: Additional Information', 'Created By:', 'Created Date: Today 4:30 PM', 'Last Modified By:', and 'Last Updated Date: Today 4:31 PM'. A 'Back to Project List' button is at the bottom left.



Note: Certain data element items and fields are non-editable in the AMR program and require additional documentation from inspectors in order to be changed.

Changing Ownership or Owner Name



The process for changing **Ownership** or **Owner Name** is as follows:

- Gather required documentation
- Enter changes
- Upload required documentation
- Submit changes

Users select between **Ownership Change** or **Owner Change** button to start the update.



Note: Owner name change process differs depending on NPIAS or non-NPIAS airport status.

Owner Information	
10. Ownership ⓘ	PU-Publicly Owned ⌵ 
	Change Ownership Documents
11. Owner Name ⓘ	SAN DIEGO CNTY REG ARPT AUTHORITY 
	Owner Change Documents

Ownership Change

Change Request

One of the following is required to make the requested change: Document State License OR Document Notice of deed of transfer OR Document Notarized letter from the owner. *

Ownership PU-Publicly Owned

Submit your request:

- Only FAA users can update this field. Users must select the **Add New Document** button to upload supporting documentation.
- The **New Ownership** field contains a dropdown for making a selection before clicking **Send Request** button.

Owner Name Change

Change Request

One of the following is required to make the requested change: Document State License OR Document Notice of deed of transfer OR Document Notarized letter from the owner. *

Owner Name SAN DIEGO CNTY REG ARPT AUTHORITY

Submit your request:

- For **non-NPIAS Airports**, user can select the field and enter a new owner name without documentation required.
- NPIAS Airports, users must select the **Add New Document** button to upload supporting documentation.
- The **New Owner Name** field contains a dropdown for making a selection before clicking **Send Request** button.

Change Request

One of the following is required to make the requested change: Document State License OR Document Notice of deed of transfer OR Document Notarized letter from the owner. *

No File Selected Select File to Upload

Description (optional)

Upload File Cancel


Owner Name SAN DIEGO CNTY REG ARPT AUTHORITY

New Owner Name *

Submit your request: Send Request

Close

- On the **Change Request** page, users see an optional **Description** field for including any additional information regarding the uploaded file.
- Once the file has been selected and the description entered, select **Upload File** button to upload the document to the system.



 **Note:** Users will automatically receive an email containing all the changes that are submitted for review.


Uploaded Files and Submitted Changes


Change Request

File Uploaded ×

One of the following is required to make the requested change: Document State License OR Document Notice of deed of transfer OR Document Notarized letter from the owner. *

Date	Name	Action
Today 9:44 AM	 ADIP_DEV.PNG	

 ADIP

 Add New Document

Ownership PU-Publicly Owned

New Ownership *

Submit your request:

- Users confirm their file has been uploaded by a confirmation at the top of page.
- Selecting the **Add New Document** button enables users to add more documents to accompany the **Change Request**.



Tip: Before users can click the **Send Request** button, they must select a **New Ownership** value from the dropdown.



Users can delete a previously uploaded file by selecting the trash can icon and verifying their decision to delete the file prior to deletion.

Submitting Changes

Once users have gathered the required documentation, uploaded the files with changes, they select the **Send Request** button to submit their request.

Users will be prompted to confirm the changes being submitted prior to clicking the **Submit Changes** button.



Note: The information is forwarded directly to the appropriate FAA representative(s) for their review.

Change Request

File Uploaded ×

One of the following is required to make the requested change: Document State License OR Document Notice of deed of transfer OR Document Notarized letter from the owner. *

Date	Name	Action
Today 10:12 AM	ADIP AMR-New User Guide ZL.pdf	

Supporting doc

Add New Document

Do you wish to submit your changes? ×

Owner Name SAN DIEGO CNTY REG ARPT AUTHORITY

New Owner Name *

Submit your request:

Airspace Items

Certain data elements are considered “**Airport Airspace Items**” requiring airspace evaluations by the OE/AAA program **before** they are changed—those airspace data elements in ADIP AMR are **disabled**.



Tip: Information indicators are displayed in data fields and when selected show a window with instructions on the steps and documentation needed for submitting changes for these **Airport Airspace Items**.

Information ✕

Note: At an airport with no federal funding, the FAA will conduct an aeronautical study of an airport proposal provided the airport operator file an [FAA Form 7480-1](#), Notice of Landing Area Proposal online with the nearest FAA Regional Office at least 90 days before any construction, realignment, alteration, activation, or deactivation of any runway or other aircraft landing or takeoff area.

At an airport with federal funding, the FAA will conduct an aeronautical study of an airport proposal based on the review and approval of the Airport Layout Plan (the ALP is used in lieu of the [FAA Form 7480-1](#)).

[Close](#)



The following field data changes **cannot be accepted through the ADIP AMR application:**

- #18 USE (Changing the status of an airport's use)
- #19 LATITUDE D/M/S Hem
- #20 LONGITUDE D/M/S Hem
- #20 LAT/LONG Survey Method
- #21 ELEVATION / SURVEY METHOD
- #23 RIGHT TRAFFIC (Changing traffic patterns)
- #30 RUNWAY/HELIPAD ID (Adding or deleting a runway/helipad record or changing the identifier of a runway/helipad)
- #31 RUNWAY/HELIPAD LENGTH (Changing the surveyed length of a runway or helipad)
- #32 RUNWAY/HELIPAD WIDTH (Changing the surveyed width of a runway or helipad)
- # 51 DISPLACED THRESHOLD (Adding or deleting a runway's Displaced Threshold or Modifying a runway's Displaced Threshold)
- #82 UNICOM

- TLOF LENGTH & WIDTH
- TLOF ELEVATION
- FATO LENGTH & WIDTH
- FATO ELEVATION
- PRIMARY INGRESS/EGRESS
- SECONDARY INGRESS/EGRESS
- SAFETY AREA LENGTH & WIDTH
- ELEVATED HEIGHT (AGL)



Tip: Non-federally obligated airports can update these items using Digital 7480-1 module in ADIP.

Viewing AMR Projects

Users can view their submissions by clicking the link on the ADIP Home page called **View Submissions** from the **Airport Master Record (AMR)** section.

Airport Master Record (AMR)

- [View Facility Data \(Airport/Heliport\)](#)
- [Update Facility Data \(Airport/Heliport\)](#)
- [View Submissions](#)
- [Reports](#)
- [Update Chart Supplement Cut-Off Dates](#)
- [User Guide](#)
- [Airport Data Submission Workflow \(PDF\) \(PowerPoint\)](#)

After clicking the **View Submissions** link, users see a display of **AMR Project List** for airports they have access.

AMR Project List View Chart Supplement Dates

Filter by Project Status

15 Items in Page Project Filter Text Add Filter

Project	Facility Name	Loc ID	State	Facility Use	Project Type	Status	Created By	Created Date
IAD_2022_00089549	WASHINGTON DULLES INTL	IAD	DC	Public	Additional Information	Submitted	Demo Sponsor	05/04/2022
011_2022_00089534	HILLIARD AIRPARK	011	FL	Public	Additional Information	Review		04/26/2022
28TN_2022_00089523	BHM EAST HELIPAD	28TN	TN	Private	Additional Information	Review		04/20/2022
PNP_2022_00089519	PILOT POINT	PNP	AK	Public	Inspection	Review		04/15/2022
VA29_2022_00089490	UVA CULPEPER MEDICAL CENTER	VA29	VA	Private	Additional Information	Review		04/07/2022
97AK_2022_00089473	HIGH RIDGE ASSOCIATION	97AK	AK	Private	Additional Information	Review		04/05/2022
6AK2_2022_00089472	SLEEPERS STRIP	6AK2	AK	Private	Additional Information	Review		04/05/2022
HSD_2022_00089451	SUNDANCE	HSD	OK	Public	Inspection	Review		03/31/2022
1TS5_2022_00089423	SUGAR GROVE	1TS5	TX	Private	Additional Information	Review		03/09/2022
CL61_2022_00089401	KERN MEDICAL	CL61	CA	Private	Additional Information	Review		03/04/2022
ORD_2022_00089390	CHICAGO O'HARE INTL	ORD	IL	Public	Additional Information	Review		03/04/2022
8AL9_2022_00089387	WIREGRASS HOSPITAL	8AL9	AL	Private	Additional Information	Review		03/04/2022
8TES_2022_00089381	MT VERNON MEDICAL CENTER	8TES	TX	Private	Additional Information	Review		03/03/2022
TE69_2022_00089373	OAK BEND MEDICAL CENTER	TE69	TX	Private	Additional Information	Review		02/28/2022
1AR0_2022_00089354	BRECKENRIDGE	1AR0	AR	Private	Additional Information	Review		02/24/2022

Showing 1 to 15 of 23



Tip: Users can **Filter by Project Status** using buttons located on the top left and dropdown filter boxes on the top right of the page. Users can click on any project links to view the project details.

The default filters on the **AMR Project List** page are:

- **All**—displays all the projects
- **Submitted**—displays all the project in Submitted Status
- **Completed**—displays all the projects in Completed status
- **In Progress**—displays all the projects in “In Progress” status

Heliport & Helipad Section

Project Summary—Heliports

After searching for a Heliport, users arrive at the **Project Summary** page. Under the **Facility Information** section, the **Site No.** contains a ***H** indicating the Facility is a Heliport.



Tip: Additional Heliport and Helipad elements are added, and non-relevant elements are removed.

The screenshot displays the 'Project Summary' page for 'CAPE CANAVERAL HOSPITAL (IFLB)'. The page is divided into several sections:

- Facility Information:** Site No. 03121 1314, City / State: COCOA BEACH, FL, Airport Manager Name, Phone: (321) 434-3220.
- Project Information:** Project Type: Additional information, Created By: Demo Airport Sponsor, Created Date: Today 9:48 AM, Last Modified By: Demo Airport Sponsor, Last Updated Date: Today 9:48 AM.
- Notes:** A table with columns for Date, User, and Note.
- Project Activity:** A table with columns for Date, User, and Action. One entry shows 'Today 9:48 AM' by 'Demo Airport Sponsor' for the action 'Created Project'.
- List of attachments:** A table with columns for Date, User, File Name, and Description.
- List AMR Data Changes:** A table with a 'None' entry.

At the bottom right, there are buttons for 'Terminate Project' and 'Submit Changes'. A yellow banner at the bottom left states: 'For Airports with no data changes, click on "Submit Changes" button to keep your airport active.'

General Information

- **Design Category** with remarks field contains four (4) different options in the dropdown. **General Aviation, Transport, Hospital/Ambulance** and **Emergency Helicopter Landing Facility (EHLF)-Law Enforcement and Fire Protection** for heliports.
- **Operation Type and Operation Availability** are two fields for heliports that users cannot edit. To update or add this data, users must file 7480-1.
- The information button provides details on these fields.

The screenshot displays the 'CAPE CANAVERAL HOSPITAL (IFL8)' data entry interface. The 'Design Category' dropdown menu is open, showing four options: 'General Aviation', 'Transport', 'Hospital/Ambulance', and 'Emergency Helicopter Landing Facility (EHLF) - Law Enforcement and Fire Protection'. The 'Operation Type' and 'Operation Availability' fields are also highlighted. A yellow callout box on the left side of the form reads: 'For Airports with no data changes, click on "Submit Changes" button to keep your airport active.'

. Design Category



Select from drop down:

- General Aviation Transport
- Hospital/Ambulance
- Emergency Helicopter Landing Facility (EHLF) - Law Enforcement and Fire Protection

General Aviation heliports. The term "general aviation" is technically defined as "flights conducted by operators other than Title 14 of the Code of Federal Regulations (CFR) Part 121 or Part 135 certificate holders." IAW with the Heliport Design [AC 150/5390-2](#), "general aviation" refers to all helicopter operations other than scheduled passenger service. This category should also be used for permanent sites located at, or near, buildings used by organizations such as state patrol or the Bureau of Land Management with based aircraft, that will support law-enforcement and/or fire-fighting operations (these are different than stand-alone or remote sites supporting fire-fighting and/or HAA operations which should be designated as EHLF).

Transport heliports. Transport heliports will provide the community with a full range of vertical flight services including scheduled service by air carriers (airlines) using helicopters. These operations will require a more extensive airside and landside infrastructure with the potential capability to operate in instrument meteorological conditions. Includes Air Carrier Operations.

Hospital heliports. Hospital heliports are general aviation heliports that provide a unique public service for the purpose of medical transportation. They are generally located on a hospital campus in close proximity to the hospital's emergency department, but can be located in other areas when site locations are restrictive. A Hospital heliport is limited to serving helicopters engaged in air ambulance, or other hospital related functions. A designated helicopter landing area located at a hospital or medical facility is a heliport and not a medical emergency site. This category may also be used for locations that support Helicopter Air Ambulance (HAA) operations with patient transport but are collocated at Fire-Stations, EMS Stations and Law Enforcement Stations... If the site does not have known or regularly anticipated HAA operations, the site should be identified as a General Aviation heliport. For more on HAA operations, refer to FAA Advisory Circular 135-14, Helicopter Air Ambulance (HAA) Operations.

Emergency Helicopter Landing Facility (EHLF). A clear area at ground level or on the roof of a building capable of accommodating helicopters engaged in fire-fighting and/or emergency evacuation operations. An EHLF meets the definition of a heliport in Advisory Circular 150/5390-2 and under Title 14 CFR Part 157, Notice of Construction, Alteration, Activation, and Deactivation of Airports.

Please reference design standards for heliports in [Advisory Circular 150/5390-2](#), Heliport Design. Refer to EB 105 for details on Vertiports.

Field editable by the following users:

Airport Manager	FAA	State	State Inspector	FAA Additional	Remarks Required
N	Y	Y	Y	Y	N

Close

. Operation Type



Note: At an airport with no federal funding, the FAA will conduct an aeronautical study of an airport proposal provided the airport operator file an [FAA Form 7480-1](#) , Notice of Landing Area Proposal online with the nearest FAA Regional Office at least 90 days before any construction, realignment, alteration, activation, or deactivation of any runway or other aircraft landing or takeoff area.

At an airport with federal funding, the FAA will conduct an aeronautical study of an airport proposal based on the review and approval of the Airport Layout Plan (the ALP is used in lieu of the [FAA Form 7480-1](#)).

TYPE: Select "VFR" or "IFR" or "VFR and IFR"

AVAILABILITY: Select "Day" or "Night" or "Day and Night" (Will default and lock to "Day" if VFR is selected for TYPE)

A change from VFR to IFR or vice-versa will impact Heliport Crossing Height (HCH) options.

Close

- For Heliports, **Elevation** field shows as the **HRP Relative Elevation**.

The screenshot shows a web-based data entry form for an airport. The title is "MIAMI VALLEY JAMESTOWN EMERGENCY CENTER (OH10)". The form is organized into several sections:

- General Information:** Fields include Facility Name (MIAMI VALLEY JAMESTOWN EMERGENCY CENTER), CBD to Facility (NM) (1, South West), State (OH), County (GREENE), Region / ADO (AGL, DET), Sectional Aeronautical Chart (CINCINNATI), and Facility Internet Address.
- Owner Information:** Fields include Ownership (PR-Privately Owned), Owner Name (MIAMI VALLEY HOSPITAL), Address 1 (1 WYOMING ST), Address 2, City (DAYTON), State / Zip (OH, 45409), Phone Number, and Owner Email Address.
- Facility Geography:** Fields include Use (Private), Latitude D / M / S / Hem (39-39-20.05N), Longitude D / M / S / Hem (83-45-2.8W), Lat/Long Survey Method (Estimated), **HRP Relative Elevation (1058)**, and Acreage.

A yellow box highlights the "HRP Relative Elevation" field, which is set to 1058. A note at the bottom left of the form states: "For Airports with no data changes, click on 'Submit Changes' button to keep your airport active."

Helipads/ Vertipads

The following data elements that are included for Helipads in the **General Helipad/Vertipad Information Section**.

- **TLOF Length, TLOF Width** and **TLOF Elevation** fields are added to represent Touchdown and Lifftoff Area dimensions.
- **FATO Length, FATO Width** and **FATO Elevation** fields are added to represent Final Approach and Lifftoff Area dimensions.
- **Primary Ingress / Primary Egress Orientation** field is added to represent the approach/takeoff path.
- **Secondary Ingress / Secondary Egress Orientation** field is added to represent the approach/takeoff path.
- **Safety Area Length** and **Safety Area Width** fields are added to represent Safety Area dimensions.
- **Elevated Height (AGL)** field is added to represent the height above ground level.
- **Controlling Dimension** field is the greater of helicopter overall length (OL) and overall width (OW).

- **Helicopter Weight Limit** is added to enter the weight limit of maximum allowable aircraft in pounds (lbs.) to Gross Weights section.

The following data elements are added for Helipads/ Vertipads in the Lighting/ Approach Aids Information Section.

- **Helipoint /Vertiport Crossing Height (H/VCH)** field is added to represent height of the vertical guidance path above the helipoint elevation at the helipoint/vertiport.

Lighting/Approach Aids H1

23. Right Traffic

42. Surface Marking Type

Surface Marking Condition

Helipoint Crossing Height (HCH)

48. Helipoint/Vertiport Lighting

Floodlights PCL

Taxiway Centerline Lights PCL

Taxiway Edge Lights PCL

TLOF Perimeter Lighting Elevation PCL

FATO Perimeter Lighting Elevation PCL

Flight Path Alignment Lighting Direction PCL

Landing Direction Lighting Direction PCL

Helipoint Instrument Lighting System (HILS) Direction PCL

Helipoint Approach Lighting System (HALS) Direction PCL

Visual Glide Slope Indicator (VGSi) Direction PCL

49. Approach Lights

. Helipoint/Vertiport Crossing Height (H/VCH)

The Helipoint Crossing Height (HCH) is the height of the vertical guidance path above the helipoint elevation at the helipoint/vertiport.

For heliports with IFR operations it will be a requirement for this field to be filled out.

Enter the numeric value for H/VCH height

Please refer to [FAA Order 8260.42](#) – United States Standard for Helicopter Area Navigation (RNAV)

Field editable by the following users:

Airport Manager	FAA	State	State Inspector	FAA Additional	Remarks Required	Comments
Y	Y	Y	Y	Y	N	For heliports with IFR operations it will be a requirement for this field to be filled out.

Helipoint/ Vertiport Lighting field is added with the following Helipoint/Vertiport light types.

- Floodlights with PCL option
- Taxiway Centerline Lights with PCL options
- Taxiway Edge Lights with PCL options
- TLOF Perimeter Lighting with PCL options
- FATO Perimeter Lighting with PCL options

- Flight Path Alignment Lighting with PCL option
- Landing Direction Lighting with PCL options
- Instrument Lighting System with PCL option
- Approach Lighting System with PCL option
- Visual Glide Slope Indicator (VGSI) with PCL option

48. Heliport/Vertiport Lighting ⓘ			
<input type="checkbox"/> Floodlights		<input type="checkbox"/> PCL	
<input type="checkbox"/> Taxiway Centerline Lights		<input type="checkbox"/> PCL	
<input type="checkbox"/> Taxiway Edge Lights		<input type="checkbox"/> PCL	
<input type="checkbox"/> TLOF Perimeter Lighting	Elevation	<input type="text"/>	<input type="checkbox"/> PCL
<input type="checkbox"/> FATO Perimeter Lighting	Elevation	<input type="text"/>	<input type="checkbox"/> PCL
<input type="checkbox"/> Flight Path Alignment Lighting	Direction	<input type="text"/>	<input type="checkbox"/> PCL
<input type="checkbox"/> Landing Direction Lighting	Direction	<input type="text"/>	<input type="checkbox"/> PCL
<input type="checkbox"/> Instrument Lighting System	Direction	<input type="text"/>	<input type="checkbox"/> PCL
<input type="checkbox"/> Approach Lighting System	Direction	<input type="text"/>	<input type="checkbox"/> PCL
<input type="checkbox"/> Visual Glide Slope Indicator (VGSI)	Direction	<input type="text"/>	<input type="checkbox"/> PCL
49. Approach Lights ⓘ <input type="text"/> <input type="button" value="⌵"/> <input type="button" value="🗨"/>			

48. Heliport/Vertiport Lighting

If the heliport operator intends for the facility to support night operations, light it with FATO and/or TLOF perimeter lights as described below. Design flush light fixtures and installation methods to support point loads of the design helicopter transmitted through a skid or wheel per Heliport Design [AC 150/5390-2](#)

If the Vertiport operator intends for the facility to support night operations, light in accordance with EB-105.

Identify if the heliport contains TLOF or FATO or BOTH perimeter lighting that meets Heliport Design [AC 150/5390-2](#)

Heliport/Vertiport Lighting:

Floodlights: Must select No or Yes

a. PCL: If they exist, must select Yes or No

Taxiway Centerline Lights: Must select Yes or No

a. PCL: If they exist, must select Yes or No

Taxiway Edge Lights: Must select Yes or No

a. PCL: If they exist, must select Yes or No

TLOF Perimeter Lighting: Must select Yes or No

a. Elevation: If they exist, must select Elevated or Flush

b. PCL: If they exist, must select Yes or No

FATO Perimeter Lighting: Must select Yes or No

a. Elevation: If they exist, must select Elevated or Flush

b. PCL: If they exist, must select Yes or No

Flight Path Alignment Lighting: Must select Yes or No

a. Direction from Helipad: If yes, then they must provide a direction in magnetic degrees. E.g., 270, corresponds with approach/departure path.

b. PCL: If yes, must select Yes or No

Landing Direction Lighting: Must select Yes or No

a. Direction from Helipad: If yes, then then must provide a direction in magnetic degrees. E.g., 270

b. PCL: If yes, must select Yes or No

Additional attributes for IFR heliports:

Services and Facilities

Closest **AWOS/ASOS/ATIS** field is added displaying the nearest weather observation systems information **AWOS/ASOS/ATIS** for the Heliport/Vertiport.



Note: Users will not be able to edit these fields as the data is populated from NASR.

CAPE CANAVERAL HOSPITAL (IFL8)
View active NOTAMS

DC Services & Facilities

Aircraft Electric Charging Power Rating Alternating Current Direct Current

Aircraft Electric Charging Station Plug Type AC - J1172 AC - Mennekes
 DC - GB/T DC - CCS Type1
 DC - CCS Type2 DC - MCS
 DC - CHAdcMo Other

Aircraft Electric Charger Power Output

Number of Aircraft Electric Charging Stations

Support Infrastructure Passenger Waiting Facility Provider of Services
 Aircraft Tug Station Fire Suppression/Extinguishing System
 Deicing Equipment Aircraft Cabin Thermal Conditioning Equipment
 Battery Thermal Conditioning System Passenger/Cargo Loading Equipment
 Maintenance Platforms, Ladders, Inspection Equipment (to access/inspect top of aircraft)

Closest AWOS/ASOS/ATIS

ID	Type	Frequency (MHz)	Phone	Distance (NM)
COI*AWOS-3	AWOS-3	119.025	321-966-8864	3.5

How to Download Heliport Data?

View Facility Data Page

Supplemental Heliport Data can be viewed by accessing the **Supplemental Heliport Data** link from the **View Facility Data** page after searching for a Heliport and clicking the link to **Supplemental Heliport Data**.

The screenshot shows the 'View Facility Data' interface. On the left, there is a search box labeled 'Enter Facility' containing '1FL8 - CAPE CANAVERAL HOSPITAL'. Below the search box, a dropdown menu shows the selected facility. At the bottom of the search area, there are three buttons: 'Download Current Published 5010', 'Supplemental Heliport/Vertport Data' (highlighted with a yellow box), and 'View Facility Data'. On the right side, there is a table titled 'Chart Supplement Submission Cut-Off Dates'.

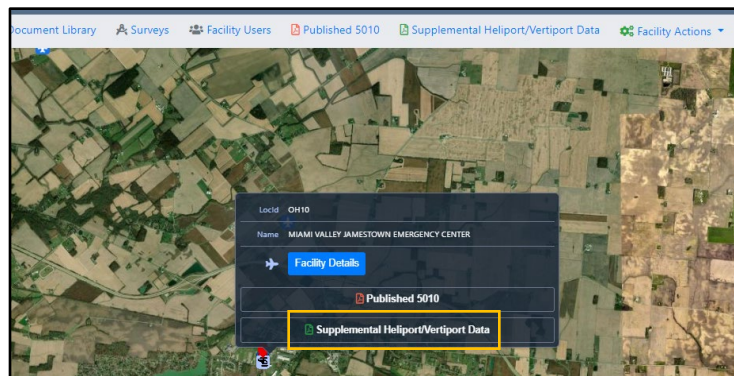
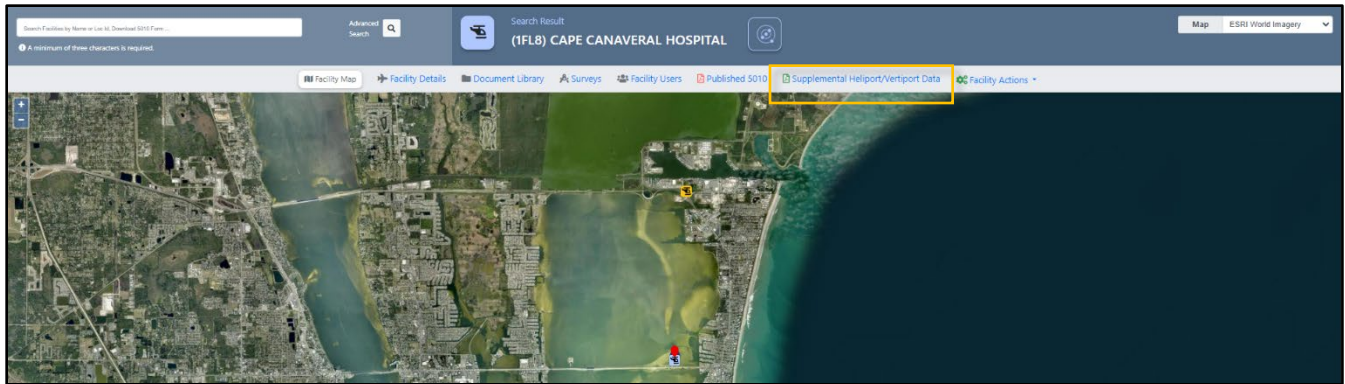
Effective Date	Cut-Off Date
Aug 10, 2023	Jun 28, 2023
Oct 5, 2023	Aug 23, 2023
Nov 30, 2023	Oct 18, 2023
Jan 25, 2024	Dec 13, 2023
Mar 21, 2024	Feb 7, 2024
May 16, 2024	Apr 3, 2024

Project Summary Page

The screenshot shows the 'Project Summary' page for 'CAPE CANAVERAL HOSPITAL (1FL8)'. The page is divided into several sections: 'Facility Information', 'Project Information', 'Notes', and 'Project Activity'. The 'Facility Information' section includes details like 'Site No.', 'City / State', and 'Airport Manager Name'. The 'Project Information' section includes 'Project Type', 'Created By', 'Created Date', 'Last Modified By', and 'Last Updated Date'. The 'Notes' section has a table with columns for 'Date', 'User', and 'Note'. The 'Project Activity' section has a table with columns for 'Date', 'User', and 'Action'. A map is displayed on the right side of the page, showing the location of the facility. A yellow box highlights the 'Supplemental Heliport/Vertport Data' link in the top right corner of the page.

View Facility Map Page

Clicking the **Supplemental Heliport/Vertiport Data** link on the **View Facility Map** page generates an excel file with all user-submitted Heliport changes in addition to published data.




Note: The downloaded excel data will have the following notice in the first tab/worksheet before viewing the data tables.

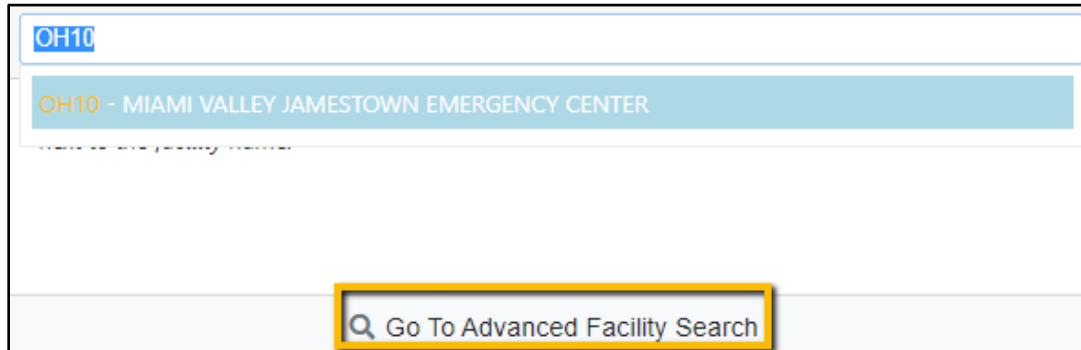
Important Note:
This data is supplemental to the published data.

Site Id	Loc Id	Heliport/Vertiport Id	Latitude DMS	Longitude DMS	Elevation	TLOF Length	TLOF Width	TLOF Elevation	FATO Length	FATO Width	FATO Elevation	Safety Area Length	Safety Area Width	Controlling Dimension
03121.13	1FL8	H1	28-21-40N	80-37-40W	6	50	50							

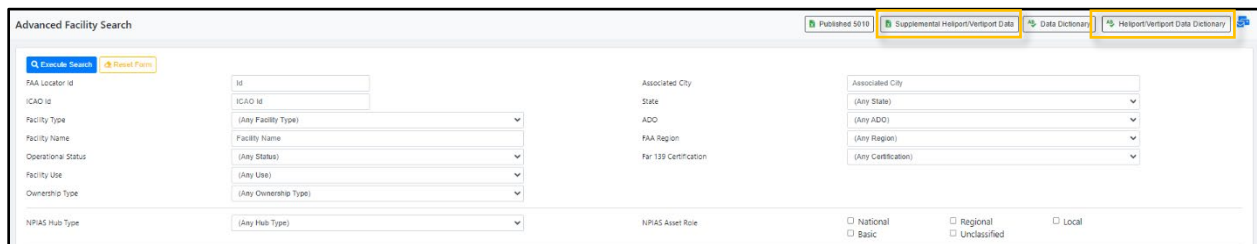
Advanced Facility Search Page—Excel Download

Supplemental Heliport Data is also available on the main **Advanced Search** section to download the Heliport data for all Heliports.

 **Tips:** 1) The **Supplemental Heliport/Vertiport Data** link generates an excel file with all Heliports data including user submitted Heliport changes in addition to published data



2) The **Heliport/Vertiport Data Dictionary** link contains details on all the new Heliport/Vertiport data elements. **Heliport/Vertiport Data Dictionary** can also be accessed by clicking the **Download Results** dropdown.



Advanced Facility Search

Published 5910 Supplemental Heliport/Vertiport Data Data Dictionary Heliport/Vertiport Data Dictionary

Execute Search Reset Filters

FAA Locator Id ICAO ID Facility Type Facility Name Operational Status Facility Use Ownership Type NPIAS Hub Type

Associated City State ADO FAA Region Far 139 Certification

NPIAS Asset Role National Basic Regional Unclassified Local

Displaying 100 of 6118 Matches

Loc Id	Facility Name *	City	FAA Site #	Part 139	NPIAS Service Level	NPIAS Hub Type	Asset Role	State	Published Data	Supplemental Heli
129N	10 MONUMENT	PHILADELPHIA	21212.47H	N				PENNSYLVANIA	5	5
FA10	1000 MUSEUM	MIAMI	03330.01H	N				FLORIDA	5	5
WA64	1001 FOURTH AVENUE PLAZA	SEATTLE	20393.41H	N				WASHINGTON	5	5
55XA	1101 EAST BLVD DEER PARK	DEER PARK	23730.02H	N				TEXAS	5	5
481N	123 ARCOM	INDIANAPOLIS	05372.12H	N				INDIANA	5	5
A212	183 MILE	PEACH SPRINGS	00760.01H	N				ARIZONA	5	5
6W6	185 MONMOUTH PARKWAY ASSOCIATES HELISTOP	WEST LONG BRANCH	1444T.8H	N				NEW JERSEY	5	5
O160	15T DISTRICT POLICE STA	CLEVELAND	17748.8H	N				OHIO	5	5
8W8	210 INVESTORS	CASTLE HAYNE	16890.7H	N				NORTH CAROLINA	5	5

Back to Search Display on Map Downloads Results

Facility Data
Runway Data
Remark Data
Schedule Data
Data Dictionary
Heliport/Vertiport Data Dictionary

Field	Number	Description
Site Id		Landing facility site number. The unique identifying number of the airport whose runway is being described. Together with the runway id field, this provides the unique key to a runway record.
LOC ID		Location identifier unique 3-4 character alphanumeric identifier assigned to the landing facility. (ex. 'ORD' for Chicago O'Hare)
Helipad/Vertipad Id		Helipad/Vertipad identification. Ex. H1 (helipad); V1 (Vertipads); B1 (balloonport)
Latitude DMS		Latitude of physical Helipad (formatted).
Longitude DMS		Longitude of physical Helipad (formatted).
Helipad Elevation		Elevation (feet MSL) at physical Helipad (ex. 58 120.5 13.0)
TLOF Length		Helipad/Vertipad TLOF -Touchdown and lift off area Length (Ex: 40)
TLOF Width		Helipad/Vertipad TLOF -Touchdown and lift off area Width (Ex: 40)
TLOF Elevation		Helipad/Vertipad TLOF -Touchdown and lift off area Elevation (Ex: 58)
FATO Length		Helipad/Vertipad FATO -Final approach and takeoff area Length (Ex: 80)
FATO Width		Helipad/Vertipad FATO -Final approach and takeoff area Width (Ex: 80)
FATO Elevation		Helipad/Vertipad FATO -Final approach and takeoff area Elevation (Ex: 30)
Safety Area Width		Helipad Safety Area -Safety Area around FATO Length (Ex:120)
Safety Area Length		Helipad Safety Area -Safety Area around FATO Width (Ex: 120)
Elevated Height (AGL)		Height above ground level to the nearest foot (Ex: 30 ft)
Primary Egress (Degrees)		Egress value in magnetic degrees. (Ex: A value of 090 would mean the ingress/egress is due East)
Primary Ingress (Degrees)		Ingress value in magnetic degrees. (Ex: A value of 090 would mean the ingress/egress is due East)
Secondary Egress (Degrees)		Egress value in magnetic degrees. (Ex: A value of 090 would mean the ingress/egress is due East)
Secondary Ingress (Degrees)		Ingress value in magnetic degrees. (Ex: A value of 090 would mean the ingress/egress is due East)
Controlling Dimension (FT)		Vertiport/Vertipad Controlling Dimension (D)/Heliport/Helipad Controlling Dimension (D) The greater of helicopter overall length (OL) and overall width (OW). (Ex: 95Ft)

Facilities

Remarks

Helipads-Vertipads

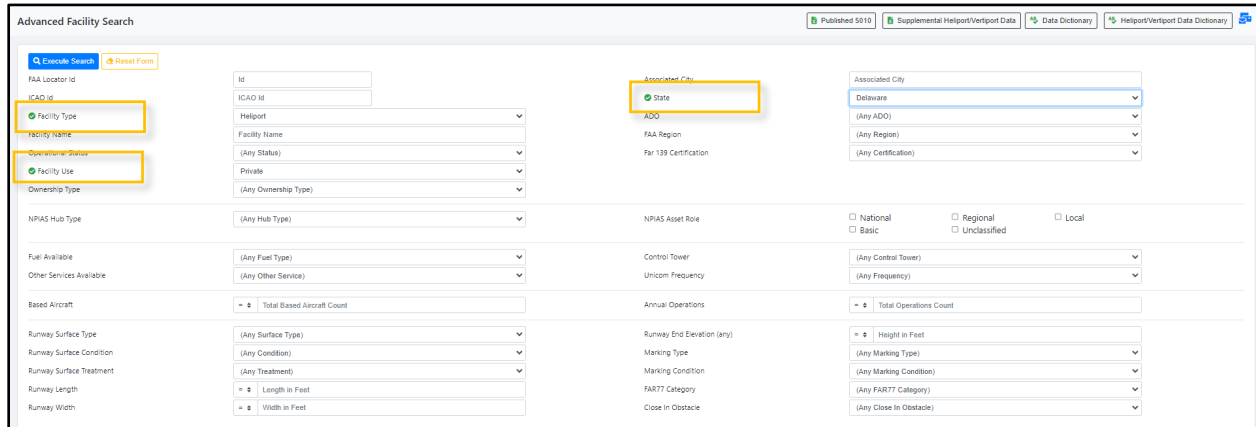
Schedules



Advanced Search Filter—Heliport Data

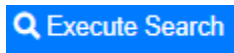
Users filter data by setting parameters in the **Advanced Search** section to search Heliport data.

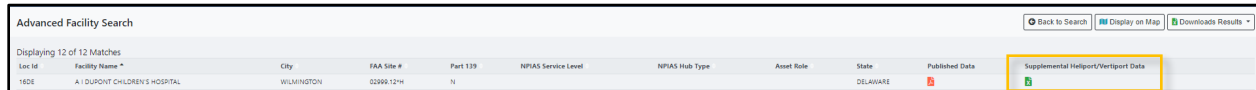
 Green check marks indicate the fields being filtered for the search.




The screenshot shows the 'Advanced Facility Search' interface. Several fields are highlighted with green checkmarks and yellow boxes, indicating they are being filtered. These include: 'Facility Type', 'Operational Status', 'Facility Use', 'Ownership Type', 'Associated City' (with 'State' selected), and 'Supplemental Heliport/Vertiport Data' (indicated by a green icon in the top right).

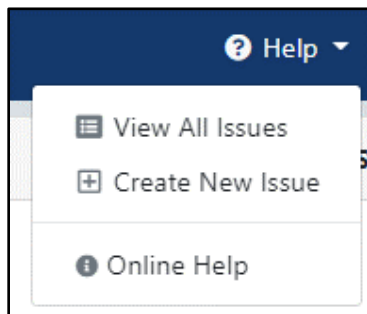
After clicking the blue *Execute Search* button, **Supplemental Heliport/Vertiport Data** displays for each search section that was selected.





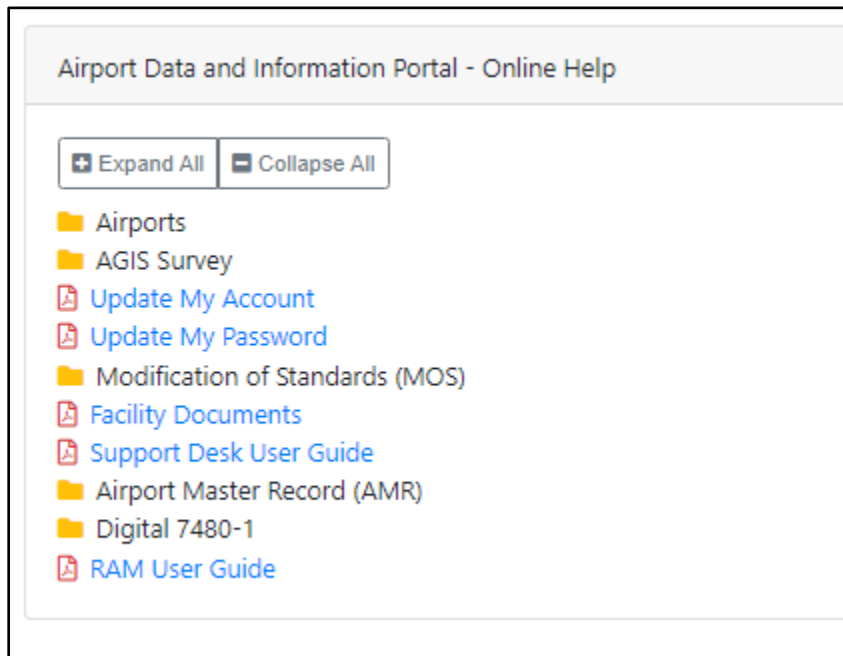
Loc Id	Facility Name *	City	FAA Site #	Part 139	NPIAS Service Level	NPIAS Hub Type	Asset Role	State	Published Date	Supplemental Heliport/Vertiport Data
16DE	A DUPONT CHILDREN'S HOSPITAL	WILMINGTON	02099-121H	N				DELAWARE		

Getting Assistance & Online Help



At any point while working in the AMR Module, users can select the main **Help** icon dropdown located in the upper right corner of the application's main header.

- **View All Issues**—takes users to the **ADIP Issue Tracking** page where previously submitted issues can be viewed or create a new issue.
- **Create New Issue**—takes users to the Create Helpdesk Issue page where a new helpdesk issue can be created.
- **Online Help**—takes users to the Airports GIS Online Help page (separate window) to view various technical support documents.



Create Helpdesk Issue

Users click the **Create New Issue** button located on the dropdown which opens the page for creating their issue request.

- Users select an **Issue Type** from the dropdown and provide a **Description** for the issue along with attaching files to support their issue request.



Note: All fields containing an asterisk must be completed before an issue can be created.

Create Helpdesk Issue

*Summary

*Issue Type

*Module

Project Id

*Description

Attach any file types, max size (25MB)

No files have been attached

Issue Id	Summary	Assigned To	Created By	Created	Last Modified By	Last Modified	Priority	Status	Type	Module
ADIP-4244	TEST	AGIS Helpdesk		2022-05-06 12:47:58		2022-05-06 12:47:58	Major	Open	Question	Airport Master Record (5010)
ADIP-4243	Additional Account Information	Airport Staff Demo	Airport Staff Demo	2022-04-07 17:29:21	Airport Staff Demo	2022-04-07 17:29:21	Major	Open	User Support	My Account