



Digital 7480-1 User Guide



Document Change Control Page

Note: This document is maintained under electronic version control.

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04-21-2023	2.0	CGH Technologies, Inc.	Added Vertiports
07-14-2023	2.1	CGH Technologies, Inc.	Vertiport Updates
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Introduction

Welcome to the Digital 7480-1 Module. The Digital 7480-1 module is located inside the Airport Data and Information Portal (ADIP). Digital 7480-1 allows users of non-federally obligated airports to activate and deactivate landing areas, change traffic patterns, change use types, and realign landing areas.

Questions concerning entering and submitting data on the ADIP Digital 7480 website may be directed through the Issue Tracking System located within ADIP using the link below.

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

New 7480 User Role

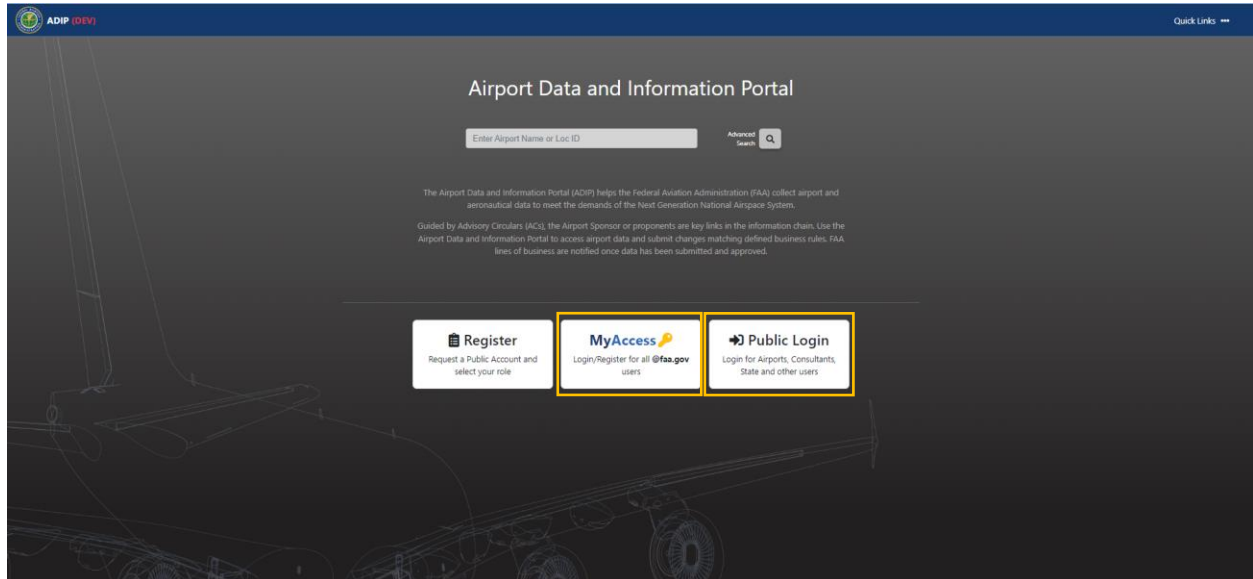
Users not affiliated with a currently published airport should register for the Role: 7480 Submitter. This role will allow the user to submit a new 7480 submission only.

How to Login to ADIP?

Public and Federal users enter the ADIP 7480-1 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.

- **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.
- **Federal Aviation Administration (FAA) users** log in 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.

For either user type, the first visible screen is the ADIP Home page.



Public Login Page

ADIP (DEV) Quick Links

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.

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:

Passwords expire every 180 days

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

[Login](#)

FAA User Login Page

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 *

[Agree & Continue](#)

* 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.

[Agree & Continue](#)

[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

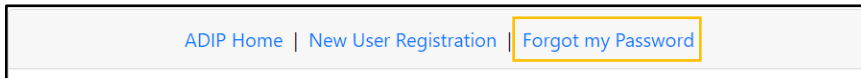
[Sign In](#)

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

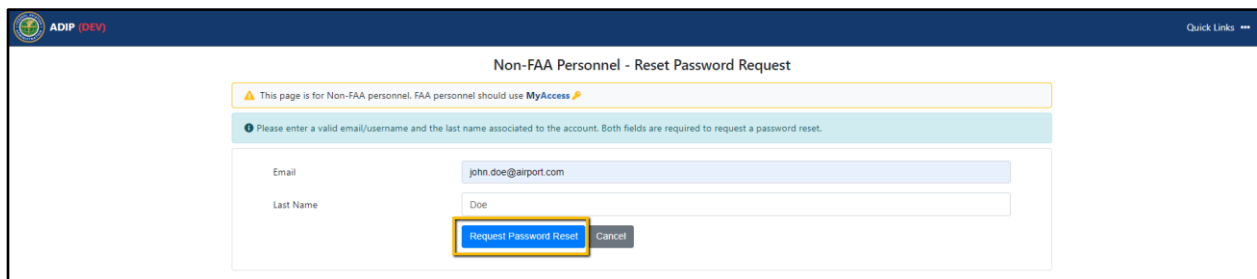
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S.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

A screenshot of a web application interface. The header is dark blue with the ADIP logo and 'ADIP (DEV)' on the left, and 'Quick Links' on the right. The main content area has a white background with a title 'Non-FAA Personnel - Reset Password Request'. Below the title is a yellow warning box: 'This page is for Non-FAA personnel. FAA personnel should use MyAccess'. A teal instruction box says: 'Please enter a valid email/username and the last name associated to the account. Both fields are required to request a password reset.' The form has two input fields: 'Email' with the value 'john.doe@airport.com' and 'Last Name' with the value 'Doe'. Below the fields are two buttons: 'Request Password Reset' (highlighted with a yellow border) and 'Cancel'.

General Information

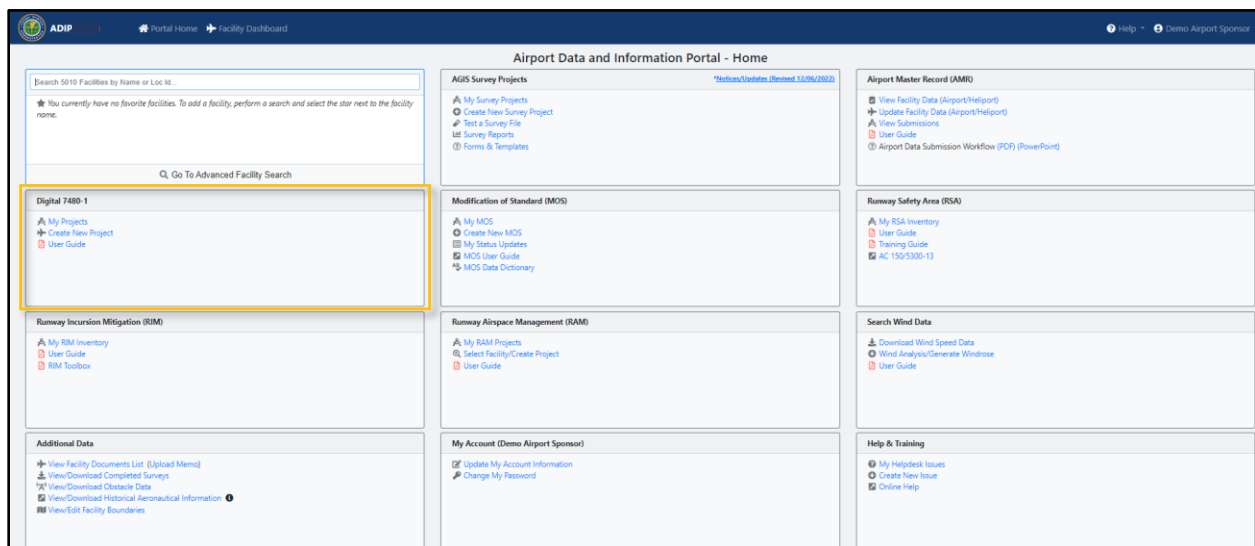
Acronyms used in this Guide

- **ADIP** – Airport Data and Information Portal
- **ARP**- Airport Reference Point
- **AMR** – Airport Master Record (5010)
- **LAP**- Landing Area Proposal
- **OE/AAA** – Obstruction Evaluation/Airport Airspace Analysis
- **USGS**- United States Geological Survey

What Digital 7480-1 Replaced

Digital 7480-1 has replaced the LAP process previously housed within OE/AAA. Airport Owners and Operators only have to use one system to update and maintain their airport's safety-critical data in ADIP.

ADIP Home Page- Digital 7480-1 Module



The screenshot displays the ADIP Home Page interface. The page title is "Airport Data and Information Portal - Home". The main content area is organized into several modules:

- Digital 7480-1** (highlighted with a yellow box):
 - My Projects
 - Create New Project
 - User Guide
- AGIS Survey Projects**:
 - My Survey Projects
 - Create New Survey Project
 - Test & Survey File
 - Survey Reports
 - Forms & Templates
- Modification of Standard (MOS)**:
 - My MOS
 - Create New MOS
 - My Status Updates
 - MOS User Guide
 - MOS Data Dictionary
- Runway Incursion Mitigation (RIM)**:
 - My RIM Inventory
 - User Guide
 - RIM Toolbox
- Runway Airspace Management (RAM)**:
 - My RAM Projects
 - Select Facility/Create Project
 - User Guide
- Search Wind Data**:
 - Download Wind Speed Data
 - Wind Analysis/Generate Windrose
 - User Guide
- Additional Data**:
 - View Facility Documents List (Upload Memo)
 - View/Download Completed Surveys
 - View/Download Obstacle Data
 - View/Download Historical Aeronautical Information
 - View/Edit Facility Boundaries
- My Account (Demo Airport Sponsor)**:
 - Update My Account Information
 - Change My Password
- Help & Training**:
 - My Helpdesk Issues
 - Create New Issue
 - Online Help
- Airport Master Record (AMR)**:
 - View Facility Data (Airport/Helpport)
 - Update Facility Data (Airport/Helpport)
 - View Submissions
 - User Guide
 - Airport Data Submission Workflow (PDF) (PowerPoint)
- Runway Safety Area (RSA)**:
 - My RSA Inventory
 - User Guide
 - Training Guide
 - AC 150/5300-13

The Digital 7480-1 module contains three sections:

- 1) [My Projects](#) – Contains a list of 7480 projects created and/or submitted by the user with project status information. User can sort the list and download into an Excel file.

Id	Reference Id	Facility Name	Loc Id	City	State	Purpose	Rush Flag	Status	Created By	Created Date
***_2023_00214102	MY AIRPORT	MY AIRPORT	Construct or Establish	Yes	In Progress	Demo Airport Sponsor	07/11/2023 2:37PM	In Progress	Demo Airport Sponsor	07/11/2023 2:37PM

- 2) [Create New Project](#) – Project origination for both new activations and alterations
- 3) [User Guide](#) – Contains User Guide



Digital 7480-1 allows non-federally obligated airports, heliports, and vertiports to submit safety-critical data changes.

7480-1 Project Types

New Airport Activation

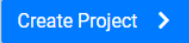
1. Select the "Create New Project link to start a 7480 case. For new Airport or Heliport activation, select the "New Airport Activation radial as shown below.

Create/Update Airport Data (7480-1)

Use only for Non-Federally Obligated Airports 7480-1 Notice

New Airport Activation
 (Airport, Heliport, Vertiport, Seaport Etc.)

Update Existing Airport

2. Add emails for Airport Owner and Airport Manager (can be the same email), then click the  button.

Confirmation

⚠ Please review and confirm all project data below before submitting!

✔ Project Type : 7480 Process

✔ Airport :

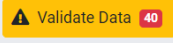
* Proponent Email: demoairportsponsor15@cghtech.com

* Airport Owner Email: demoairportsponsor15@cghtech.com

* Airport Manager Email: demoairportsponsor15@cghtech.com

Please enter and confirm Airport Owner Email & Airport Manager Email.

Create Project >

3. Complete all applicable data tabs for the project. Once all required information is filled in, the  button will show zero errors. Users can click the button to show which errors still remain.



Tip: Clicking the **i** symbol will provide more information, including formatting and applicable references for the data input of the field selected.

Digital 7480-1 Project ID: ***_2023_00213698 Status: In Progress

Digital 7480-1

Project Summary | General Information | Runways | Helipads/Vertipads | Operation Data | Documents | Validate Data 39

Project Summary

Created By: Demo sponsor
Created Date: Today 11:37 AM
Last Modified By: Demo sponsor
Last Updated Date: Today 11:37 AM

Purpose Of Notification

New Facility Activation (Airport, Heliport, Vertiport Etc..)

Notes/Comments **0**

Project Activity

Date	User	Action	Comment
Today 11:37 AM	Demo sponsor	Created Project	

Aeronautical Study Activity (OEAAA)

Project Summary tab

This tab provides an overview of the status of the 7480-1 project. Users will be able to see when their submitted case has a determination in the Project Activity box and any updates to the Aeronautical Study status.

Date	User	Action	Comment
01/12/2023 2:43 PM	OEAAA System	Determined Project	Decision: HELIPORT_7480-1 Establish Private Use_No Objection Determined By: ADIP Admin
01/12/2023 2:33 PM	ADIP System	Submitted To OEAAA	2023-ESA-14-LAP

Aeronautical Study Activity (OEAAA)		
Status	Action By	Action Date
Determined	ADIP Admin	01/12/2023 2:39 PM
NEW-Mapit	ADIP Admin	01/12/2023 2:38 PM
NEW-Efiled	ADIP LAP-interface	01/12/2023 2:33 PM

General Information tab

- Airport Owner, Airport Manager, Property Owner, and Facility Address information must be filled in for new activations. For Updates to current airports, the Property owner is the only required field. If all four are the same, the [Same as Airport Owner](#) link can be clicked to autofill each section.
- Name, Location, Use and Type of Landing Area must all be complete for submittals.
- Airport Reference Point (ARP) and Ultimate Elevation will be calculated automatically after the Runway/Helipad data is complete. **Facility elevation must be filled in by user.**

Landing Area Use & Type

* Use Type Private Public
Please select one

* Ownership Type Private Public Military (Air Force) Military (Navy) Military (Army) Coast Guard
Please select one

* Facility Type Airport Ultra Flight Park Balloonport Heliport Vertiport Seaplane Base Gliderport
Please select one (this is required to Add Runway/Helipad/Vertipad)

Airport Reference Point(ARP)

** ARP will be calculated by the system after Runway/Helipad/Vertipad data is added.*

Latitude Deg Min Sec Dir

Longitude Deg Min Sec Dir

Facility Elevation FT

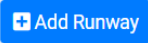
* Ultimate Elevation FT

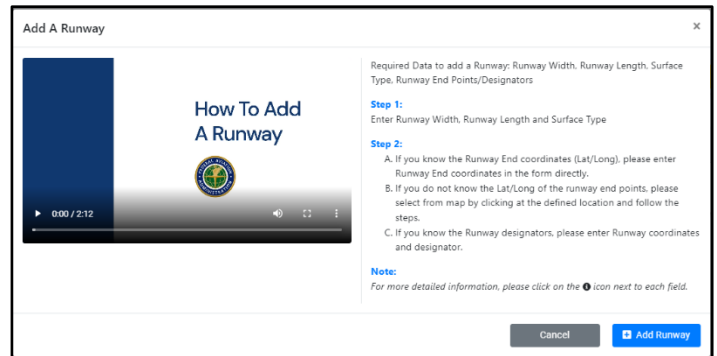


[Save Changes](#) button is available once the “Name of Landing Area” and Facility Type fields are entered.

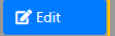

Runways tab

Use the Runways tab if you are creating an airport.

- Start by clicking the  button. An instructions window will pop up advising users of the different options for entering runway data.



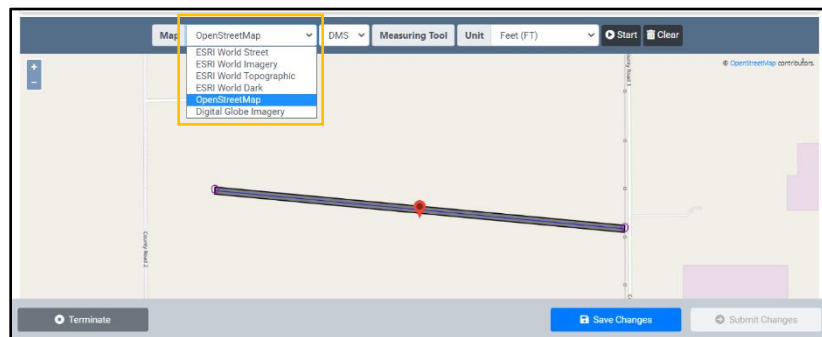
- Enter runway length, width, and surface type. This will populate the Runway information table at the top. Click on the **"Edit"** button to continue populating the runway information field.

Runway ID	Surface Type	Length (FT)	Width (FT)	Left Lighting	Right Lighting	Left Flight Rules	Right Flight Rules	Action
/	ASPH-TURF	4500	100					 

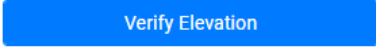
- User has the option to enter the runway end coordinates manually by typing in the lat/long and identifier for each runway end or use the mapping tool to select the location of the runway and auto-fill in the lat/long and calculate the designator.

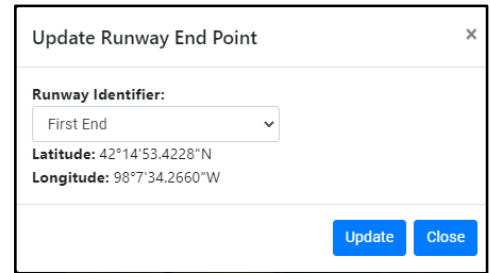
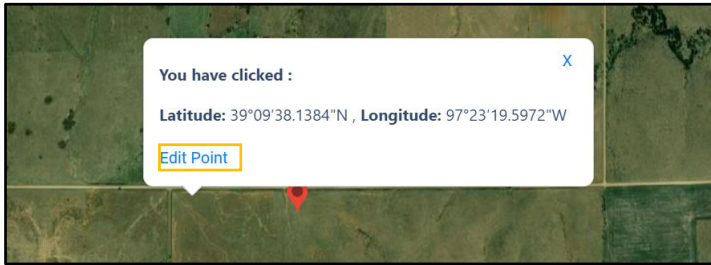


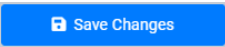
Tip: The map tool has different viewing layers for users to toggle between.



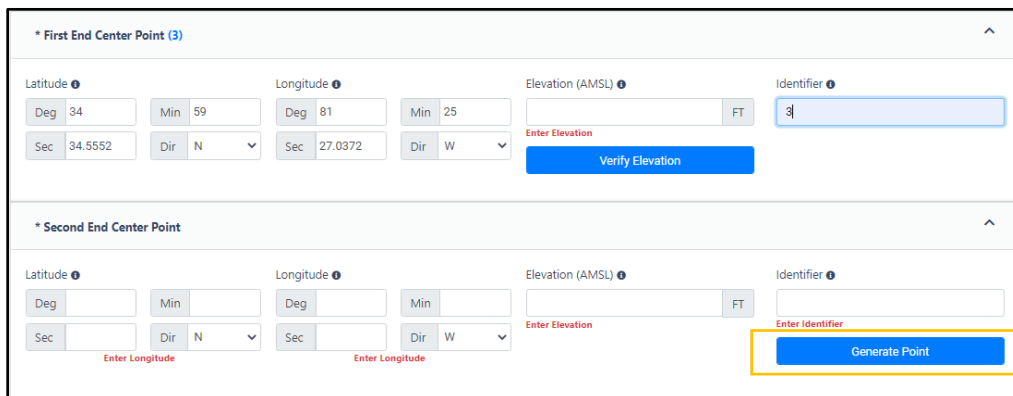
- To enter runway endpoints via the map tool click on the map where the runway endpoint is located and a pop-up will open with the coordinates. Assign the runway end designation using the dropdown, then click the “**update**” button to populate the lat/long data in the data blocks.


- Elevation can be determined using the  button to provide the calculated elevation from USGS. Enter the calculated value in the Elevation field for each runway end.



Tip: Make sure to press the  button after each system-generated runway input.

- The user next enters the designator for the runway end center point that was populated. This adds an option for the user to click the “**Generate Point**” button for the opposite endpoint which will draw the runway to length, width, and cardinal direction based on the information provided.



- The system will fill in the lat/long for the generated point and provide the suggested runway identifier.
- If either endpoint is moved to adjust the location, the  button will appear. Click the Snap to Length button for the current runway end to adjust the correct end point to the inputted runway length.

*** First End Center Point (3)**

Latitude ⁱ Longitude ⁱ Elevation (AMSL) ⁱ Identifier ⁱ

Deg 42 Min 14 Deg 98 Min 7 [] FT 3

Sec 53.4228 Dir N Sec 34.2660 Dir W [] Snap To Length

Enter Elevation Verify Elevation Generated Identifier 2

*** Second End Center Point**

Latitude ⁱ Longitude ⁱ Elevation (AMSL) ⁱ Identifier ⁱ

Deg 42 Min 15 Deg 98 Min 6 [] FT []

Sec 29.2860 Dir N Sec 58.2876 Dir W [] Snap To Length

Enter Elevation Verify Elevation Enter Identifier Generate Point

Generated Identifier 20

- If one or both ends of the runway have a displaced threshold, enter the lat/long coordinates manually or by using the **“Add/Update Threshold”** button for the correct threshold. A popup window appears to enter the distance of displacement to generate the lat/long coordinates. Once the displaced threshold information is entered, the map will show a red line for the displaced threshold.

First End Threshold (3)

Add/Update Threshold

Displaced Threshold Latitude ⁱ Displaced Threshold Longitude ⁱ Elevation (AMSL) ⁱ

Deg [] Min [] Deg [] Min [] [] FT

Sec [] Dir N Sec [] Dir W []

Enter Latitude Enter Longitude Enter Elevation

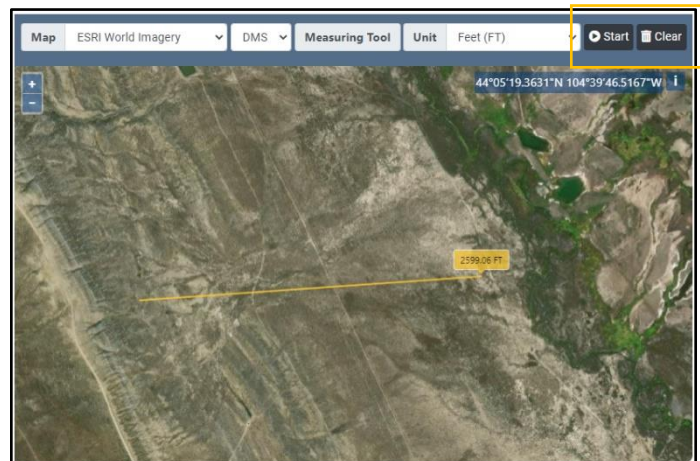
Add/Update Threshold Point ×

Enter Threshold Distance (Ft) from 7 Center Point

Add/Update Threshold Point
Close



Tip: The map feature includes a measuring tool. To use, press the **Start** button, click on the map where you intend to start measuring from then double click on the end point to end the measurement. The measurement line will turn yellow and stay on the map until the **clear** button is pressed.



- Fill out all the other Runway Details data blocks for lighting, markings, traffic pattern, flight rules, and Part 77 code.

Runway Details ^

	Runway First End (3)	Runway Second End
Marking Type ⓘ	<input type="text"/>	<input type="text"/>
Approach Lighting ⓘ	<input type="text"/>	<input type="text"/>
* Right Traffic ⓘ	<input type="text"/>	<input type="text"/>
* Flight Rules (VFR/IFR) ⓘ	<input type="text"/>	<input type="text"/>
Part 77 Code ⓘ	<input type="text"/>	<input type="text"/>

After runway information is entered, the “**View Map**” feature is available on the General Information tab.

Landing Area Information

Landing Area Data

* Name of Landing Area

* Associated City

* Associated State

* State

* County

* Direction from City

* Distance from City NM

Landing Area Use & Type

* Use Type Private Public

* Ownership Type Private Public Military (Air Force) Military (Navy) Military (Army) Coast Guard

* Facility Type Airport Ultra Flight Park Balloonport Helipad Vertipad Seaplane Base Gliderport

Airport Reference Point(ARP)

** ARP will be calculated by the system after Runway/Helipad/Vertipad data is added.*

Latitude Deg Min Sec Dir

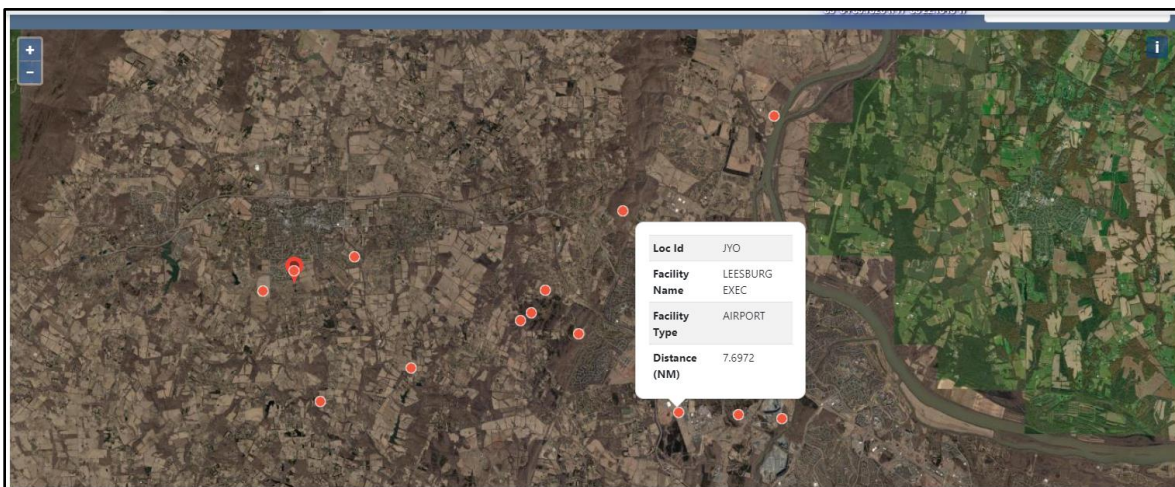
Longitude Deg Sec Dir

Facility Elevation FT

* Ultimate Elevation FT

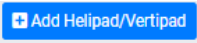
Please "View Map" to check nearby locations/submitted projects within 10 NM.

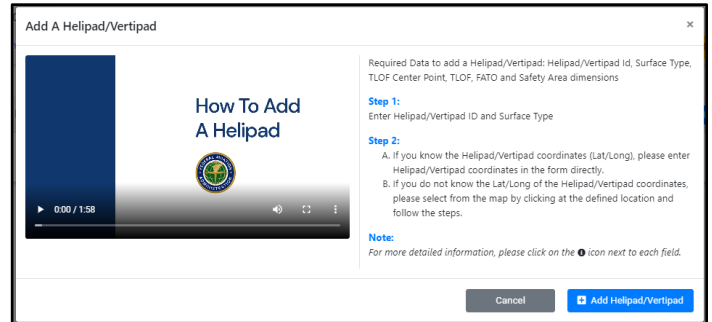
This feature allows users to view all airports/heliports within 10 NM of the proposed facility. Other facilities will show on the map as red dots.



Helipads/Vertipads tab

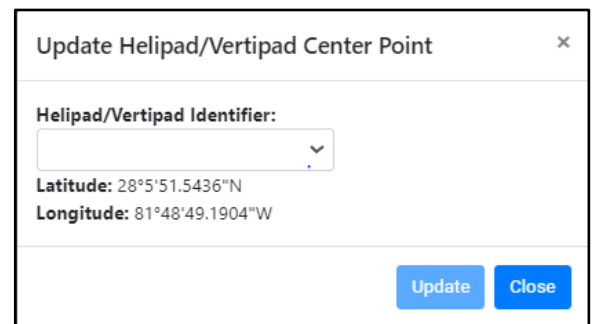
Use the Helipads/Vertipads tab if you are creating a heliport or vertiport.

- Start by clicking the  button.
- Enter the Helipad/vertipad designator and Surface type then click the “**Save Changes**” button to add the helipad in the system.
- To continue, click the “**Edit**” button in the Landing Area Data table.

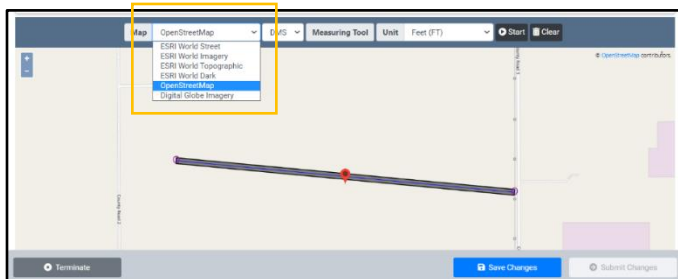



Helipad/Vertipad ID	Surface Type	TLOF Elevation (AMSL)	TLOF Length (FT)	TLOF Width (FT)	FATO Length(FT)	FATO Width (FT)	TLOF Elevated Height (AGL)	Action
H								<div style="border: 1px solid #ccc; padding: 2px;"> ✎ Edit 🗑 Delete </div>
















- Manually enter the helipad/vertipad lat/long coordinates or use the map feature to enter selected points on the map.
- If using the map feature, click the selected point on the map and a popup window will appear showing the selected lat/long and the “**Edit Point**” button. Click Edit Point, select the Identifier, and then “**Update**” to autofill in the helipad lat/long coordinates.



Tip: The map tool has different viewing layers for users to select.



- Click  to calculate the helipad elevation. Enter the calculated value into the Elevation field.
- Fill in all other required helipad information fields. Required fields are marked with an *.

* TLOF Length 	<input type="text"/>	FT	* TLOF Width 	<input type="text"/>	FT
	Enter TLOF Length			Enter TLOF Width	
* FATO Length 	<input type="text"/>	FT	* FATO Width 	<input type="text"/>	FT
	Enter FATO Length			Enter FATO Width	
* Safety Area Length 	<input type="text"/>	FT	* Safety Area Width 	<input type="text"/>	FT
	Enter Safety Area Length			Enter Safety Area Width	
* Primary Ingress (Degrees) 	<input type="text"/>		* Primary Egress (Degrees) 	<input type="text"/>	
	Enter Primary Ingress (Degrees)			Enter Primary Egress (Degrees)	
Secondary Ingress (Degrees) 	<input type="text"/>		Secondary Egress (Degrees) 	<input type="text"/>	
	Enter Secondary Ingress (Degrees)			Enter Secondary Egress (Degrees)	
Lighting 	<input type="text"/>		* Elevated Height (AGL) 	<input type="text"/>	FT
	Select Lighting			Enter Elevated Height (AGL)	
Heliport Crossing Height (HCH) 	<input type="text"/>		Helicopter Weight (lbs) 	<input type="text"/>	
	Enter Heliport Crossing Height (HCH) (AGL)			Enter Helicopter Weight (lbs)	
Controlling Dimension (FT) 	<input type="text"/>				
	Enter Controlling Dimension (FT)				



Tip: Make sure to press the  button often.

- After helipad information is entered, the **“View Map”** feature is available on the General Information tab. This feature allows users to view all airports/heliports within 10 NM of the proposed facility.

Landing Area Use & Type

* Use Type Private Public

* Ownership Type Private Public Military (Air Force) Military (Navy) Military (Army) Coast Guard

* Facility Type Airport Ultra Flight Park Balloonport Heliport Vertiport Seaplane Base Gliderport

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

Operation Type Operation Availability

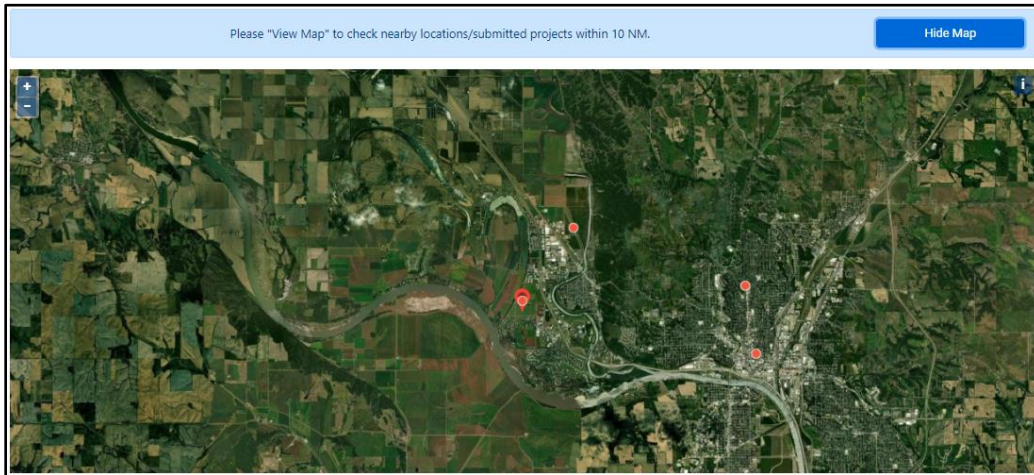
Airport Reference Point(ARP)

** ARP will be calculated by the system after Runway/Helipad/Vertipad data is added.*

Latitude Longitude Facility Elevation * Ultimate Elevation

Deg	37	Min	9	Deg	95	Min	38		FT		FT
Sec	5.6196	Dir	N	Sec	49.1028	Dir	W	Verify Elevation			

Please "View Map" to check nearby locations/submitted projects within 10 NM. [View Map](#)



Other facilities will show on the map as red dots.



Only one landing area can be entered per submission.

Operation Data tab

Add applicable based aircraft numbers and monthly landings. Select if IFR procedures are anticipated, if yes, then a date must be entered as well.

Operational Data

Estimated or Actual Number Based Aircraft				Average Number Of Monthly Landings			
Type	Present	Estimated	Estimated in 5 Years	Type	Present	Estimated	Estimated in 5 Years
Glider	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	Glider	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Helicopter	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	Helicopter	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Jet	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	Jet	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Military	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	Military	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Multiple Engine	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	Multiple Engine	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Single Engine	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	Single Engine	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Ultralight	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	Ultralight	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
vTOL	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	vTOL	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

What is the Most Demanding Aircraft that operates or will operate at the airport? (Provide approach speed, rotor diameter, etc. if known)

Are IFR Procedures for the Airport Anticipated? Yes No

Documents tab

Supporting documents are optional. Use the button to add any documents to the 7480 case submission. Adding additional information may help with the processing of the 7480 case.

Supported Documents

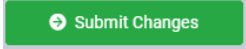
For an Airport/Runway

Provide a detailed drawing and/or imagery of the proposed landing area depicting latitude, longitude, length and width. The document(s) must show the runway orientation in relation to known roads, terrain etc. such that the FAA can locate the runway(s) accurately and efficiently. Notate any obstructions (buildings, high-line wires, roads, railroads, towers, etc.) within the vicinity of the runway. You must include runway end coordinates and the runway elevations on the runway centerline.

For a Heliport

Provide a detailed drawing, imagery or map identifying the exact location of the heliport in red. The document(s) must show the helipad(s) in relation to known roads, terrain etc. such that the FAA can locate the heliport accurately and efficiently. Provide site plan depicting the landing pad in relation to buildings and other obstacles (light poles, fences, trees, bollards, parking lots) in the vicinity of the landing area. Provide dimensions (TLOF, FATO, and Safety Area) of the landing pad and the height of the buildings/obstacles and their distance from the helipad. Provide a heliport layout plan (in accordance with FAA Advisory Circular 150/5390-2, Heliport Design) identifying the proposed marking, lights, beacon location, windsock(s), the approach/departure paths (if room allows, the heliport layout plan may be shown on the site plan)

Attachment Document

4. Submit the case for processing to the FAA by pressing the  button at the bottom of the screen. A pop-up will appear asking the user to Confirm submission. Proponent will receive an email confirmation of submission.

5. Successful submission will create a Reference ID pop-up with a case number.

Reference Id

Data changes submitted successfully and reference ID : 2023-CSA-2-LAP

Project Activity			
Date	User	Action	Comment
Today 11:52 AM	ADIP System	Submitted To OEAAA	2023-CSA-2-LAP
Today 11:52 AM		Submitted To OEAAA	yes
Today 11:47 AM	Demo sponsor	Submitted Project	
Today 11:47 AM	Demo sponsor	Updated Project	
Today 11:45 AM	Demo sponsor	Updated Project	
12/29/2022 1:05 PM	Demo sponsor	Updated Project	
12/29/2022 1:02 PM	Demo sponsor	Updated Project	
12/28/2022 1:32 PM	Demo sponsor	Created Project	

Aeronautical Study Activity (OEAAA)		
Status	Action By	Action Date
NEW-Efiled	ADIP LAP-Interface	Today 11:53 AM



Users can view submitted cases for updates by viewing the Project Summary tab. Aeronautical Study updates and Project Activity will be added as the case moves along in the process for activation.

- Once the case is determined and approved for activation, the user will receive an email notification to log into ADIP. Additional information for facility services can be entered in the **Additional Information** tab. After the user has reviewed all data, press the "Accept Changes" button to submit it back to the FAA for publication.

Digital 7480-1
Additional Info

General Information

Region ▼
AEA

ADO ▼

Attendance Schedule ▼

Months	Days	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>

Facilities

Airport Beacon ▼

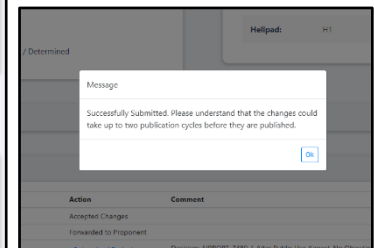
Airport Lighting Schedule ▼

Airport Beacon Light Schedule ▼

Segmented Circle ▼

Services

<p>Fuel (Choose all that apply) ▼</p> <p><input type="checkbox"/> A1 <input type="checkbox"/> 100</p> <p><input type="checkbox"/> 100LL <input type="checkbox"/> A++</p> <p><input type="checkbox"/> A++ +10 <input type="checkbox"/> A1+</p> <p><input type="checkbox"/> A <input type="checkbox"/> A+</p> <p><input type="checkbox"/> J <input type="checkbox"/> J5</p> <p><input type="checkbox"/> J8 <input type="checkbox"/> J8+10</p> <p><input type="checkbox"/> MOGAS <input type="checkbox"/> UL91</p> <p><input type="checkbox"/> UL94 <input type="checkbox"/> UL100</p> <p><input type="checkbox"/> Hydrogen</p>	<p>Other Services (Choose all that apply) ▼</p> <p><input type="checkbox"/> AFRT (Air Freight) <input type="checkbox"/> AGRI (Crop Dusting)</p> <p><input type="checkbox"/> AMB (Air Ambulance) <input type="checkbox"/> AVNCS (Avionics)</p> <p><input type="checkbox"/> BCHGR (Beaching Gear) <input type="checkbox"/> CARGO (Cargo)</p> <p><input type="checkbox"/> CHTR (Charter) <input type="checkbox"/> GLD (Glider)</p> <p><input type="checkbox"/> INSTR (Flight Instruction) <input type="checkbox"/> PAJA (Parachute Jumping)</p> <p><input type="checkbox"/> RNTL (Aircraft Rental) <input type="checkbox"/> SALES (Aircraft Dealer)</p> <p><input type="checkbox"/> SURV (Aerial Surveying) <input type="checkbox"/> TOW (Glider Towing)</p> <p><input type="checkbox"/> Self Serve <input type="checkbox"/> Self Serve Available 24 Hours</p>
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7. FAA will submit the case for publication. Once submitted, proponent will receive an email confirmation.
8. After the facility is published, the user will need to create a Helpdesk ticket requesting the newly published LOC ID to be added to their user account for data management.



It can take up to two publication cycles (28-56 days) for submission to be published.

Update Existing Airport

Construct, Alter, Realign, or Activate Runway/ Taxiway/ Helipad/ Vertipad

When this option is selected, users can construct, alter, or realign current published runways and helipads or choose “Add New” from the dropdown to add a new landing area to the airport.

When adding a new landing area, follow the instructions above for New Activations. See pg. 13.

When altering a landing area, click the “Edit” button for the landing area to be altered and enter in the corrected information.

Helipad ID	Surface Type	Site Elevation(SE)	TLOF Length (FT)	TLOF Width (FT)	FATO Length(FT)	FATO Width (FT)	Elevated Height (AGL)	Action
H1	ASPH	5	44	44				Edit

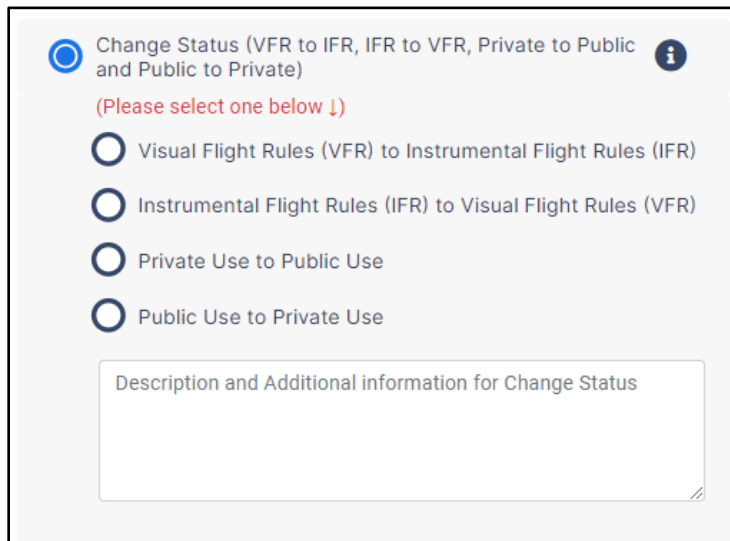
After all required data is entered, the [Submit Changes](#) will turn green, and the case can be submitted to FAA for review.

Once the case is determined and approved for activation, the user will receive a notification to log into ADIP. The user will review all data, and press the “Accept Changes” button to submit it back to the FAA for publication.

Change Status

Change status includes four different options shown below. Based on the selected option, the required fields will vary and can be found in the

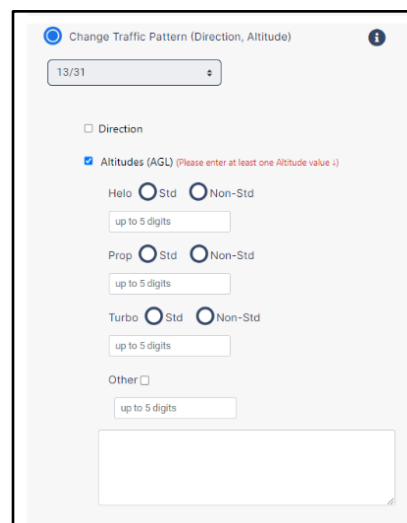
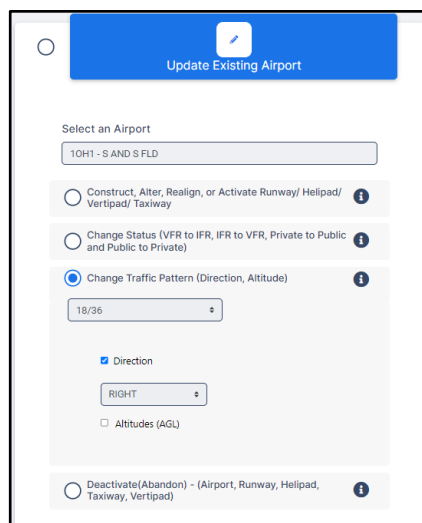
 button pop-up. All required fields must be filled in before submitting.



Once the case is determined, the user will receive a notification to log into ADIP. The user will review all data and press the “Accept Changes” button to submit it back to the FAA for publication.

Change Traffic Pattern

Change Traffic pattern allows the user to change the direction of the traffic pattern or the altitude. When changing altitude, the user will select which aircraft type(s) the pattern change includes with the new altitude.



For traffic pattern direction changes, the user will need to edit the traffic pattern data in the Runways tab, under “**Runway Details**”.

The screenshot shows the 'Runway Details' form with two columns: 'Runway First End (09)' and 'Runway Second End (27)'. The 'Right Traffic' field for the first end is highlighted with a yellow box and contains the value 'YES'. Other fields include Marking Type, Approach Lighting, * Flight Rules (VFR/IFR), and Part 77 Code.

Once the case is determined, the user will receive a notification to log into ADIP. The user will review all data and press the “Accept Changes” button to submit it back to the FAA for publication.

Deactivate

Select the action needed from the provided list. Once all required fields are filled in, submit to the FAA using the  button.

The screenshot shows the 'Update Existing Airport' form. The 'Select an Airport' dropdown is set to '87N - SOUTHAMPTON'. The 'Deactivate(Abandon) - (Airport, Runway, Helipad, Taxiway, Vertipad)' option is selected, with a sub-list of options: Airport, Runway, Helipad/Vertipad, and Taxiway.

Once the case is determined, the user will receive a notification to log into ADIP. The user will review all data and press the “Accept Changes” button to submit it back to the FAA for publication.

- Selecting Deactivate Airport deactivates the entire facility (airport/heliport/vertiport). (Removes LOC ID)
- Selecting Deactivate Runway or Helipad/Vertipad **ONLY** deactivates the selected runway or helipad/vertipad, facility (LOC ID) will remain published in the system.