Digital 7480-1
User Guide

Document Change Control Page

Note: This document is maintained under electronic version control.

Date	Version	Author	Revision Description
03-10-2023	1.0	CGH Technologies, Inc.	
04-21-2023	2.0	CGH Technologies, Inc.	Added Vertiports
07-14-2023	2.1	CGH Technologies, Inc.	Vertiport Updates
10-06-2023	2.2	CGH Technologies, Inc.	Correct acronym

Table of Contents

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.

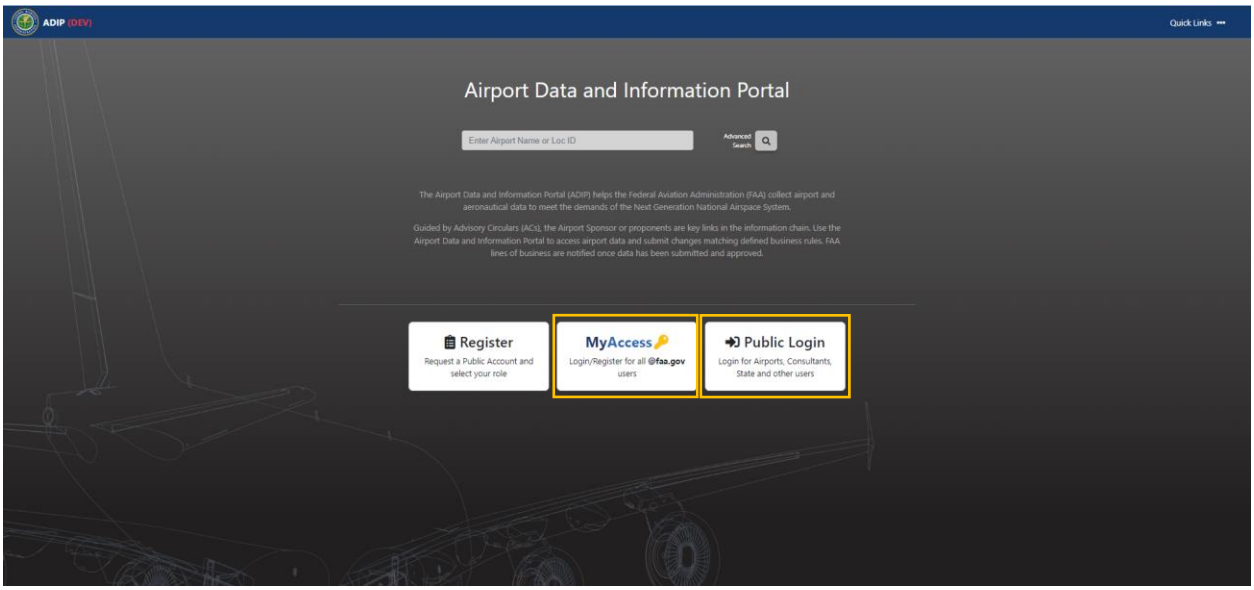
How to Login to ADIP?

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.

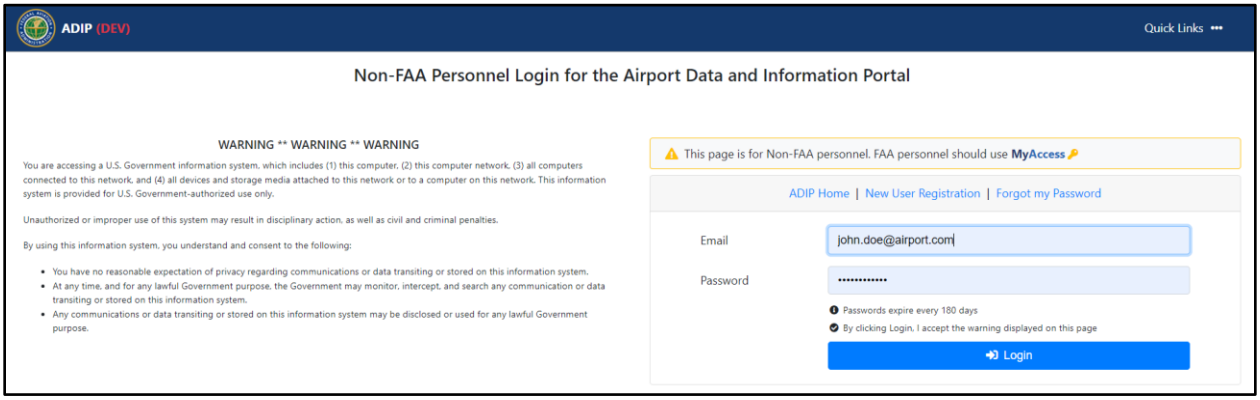
- **Public users** must have been granted prior authority by the assignment of a Username and Password. The Username is the same as your email address.

- **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.

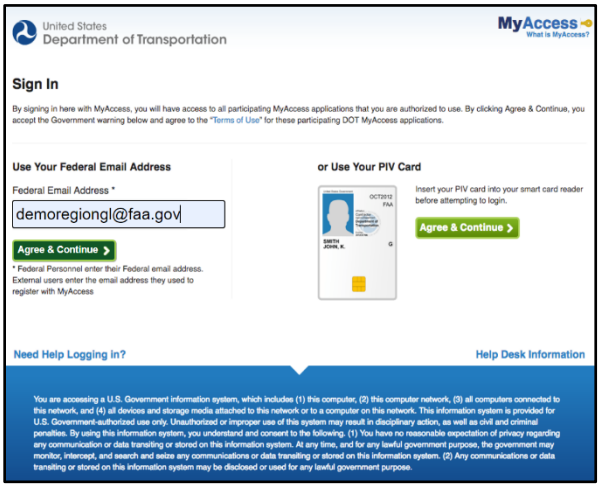


Public Login Page

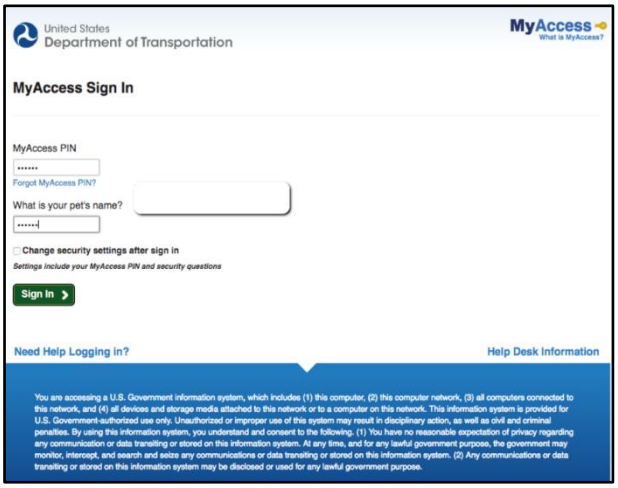


FAA User Login Page

FAA Login

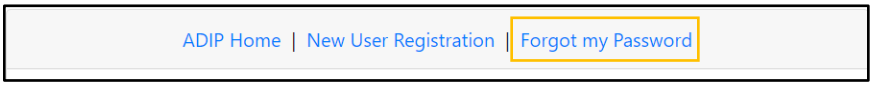


MyAccess Page

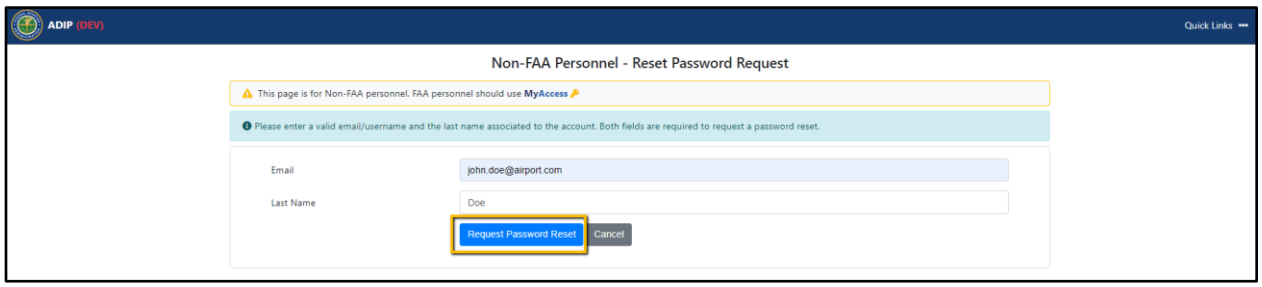


How to Reset Your Password?

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.



General Information

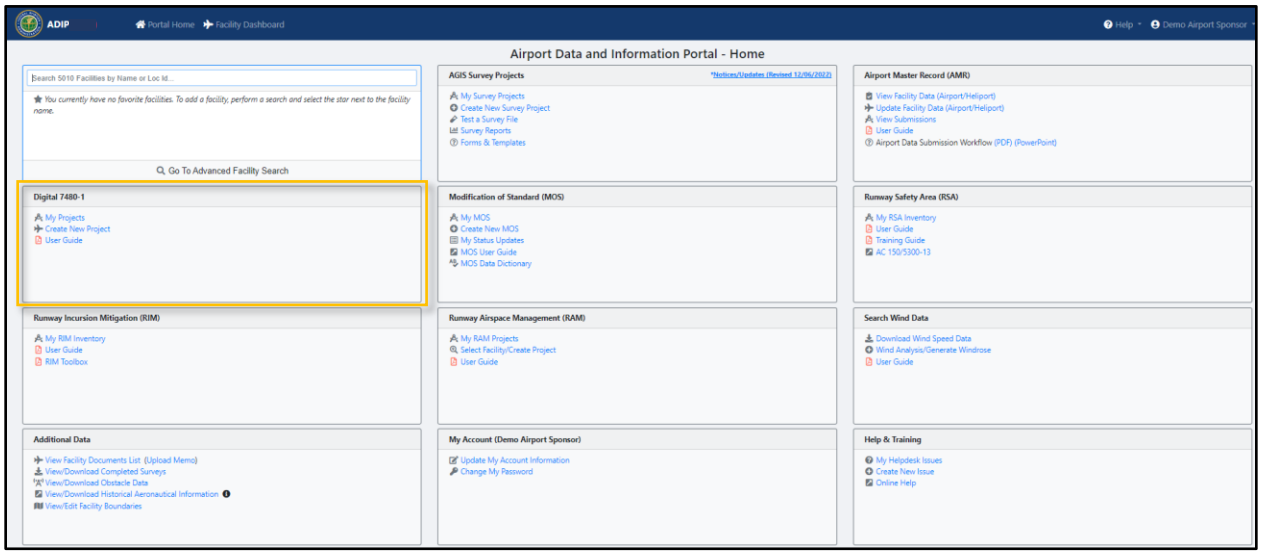
Acronyms used in this Guide

- **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

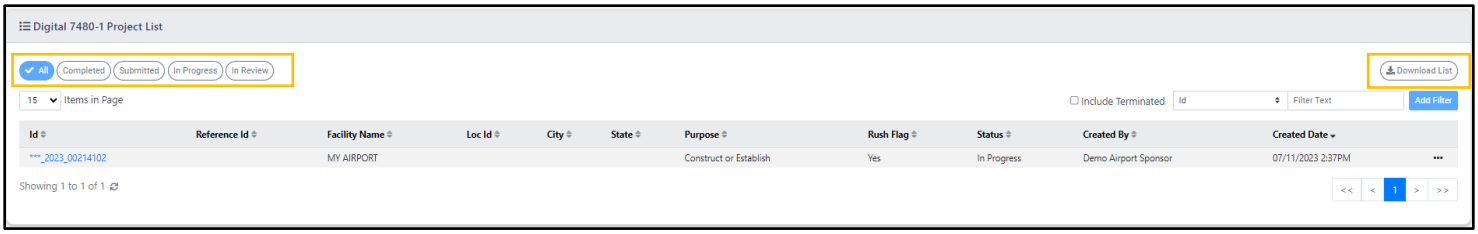
Digital 7480-1 has replaced the LAP process previously housed within OE/AAA. Airport Owners and Operators only have to use one system to update and maintain their airport's safety-critical data in ADIP.

ADIP Home Page- Digital 7480-1 Module



The 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.



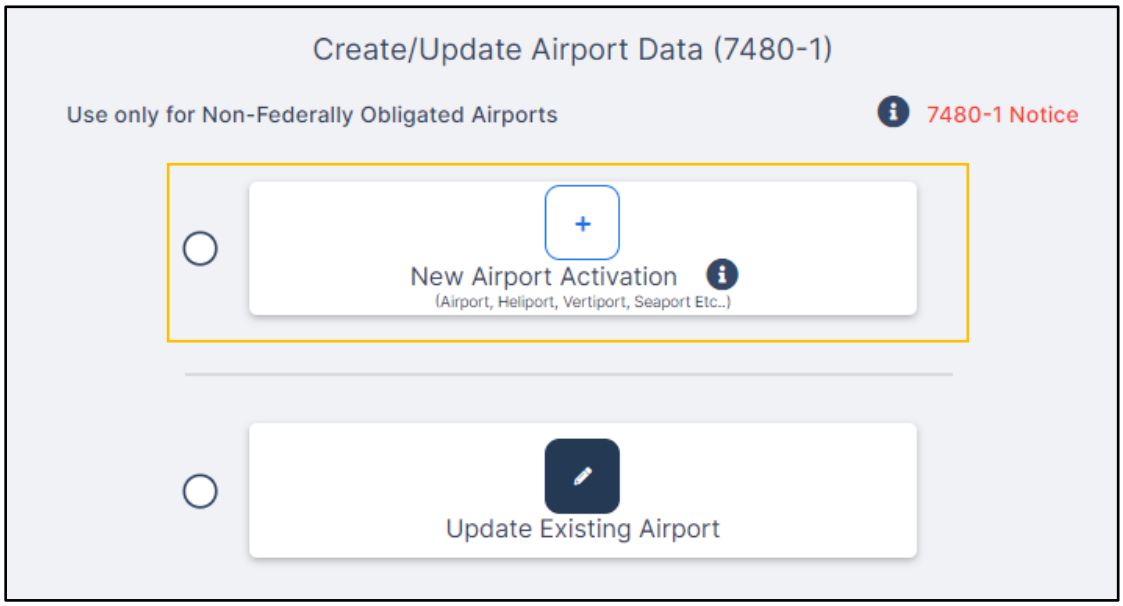
2) Create New Project – Project origination for both new activations and alterations
3) User Guide – Contains User Guide

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

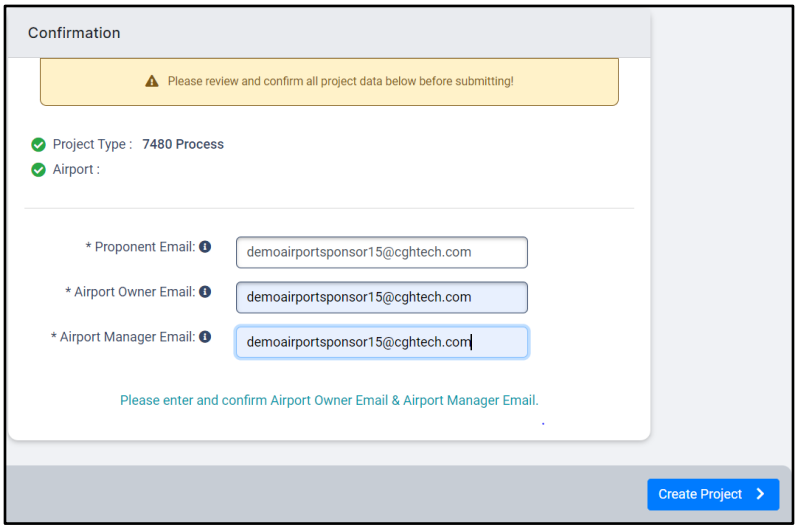
7480-1 Project Types

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.

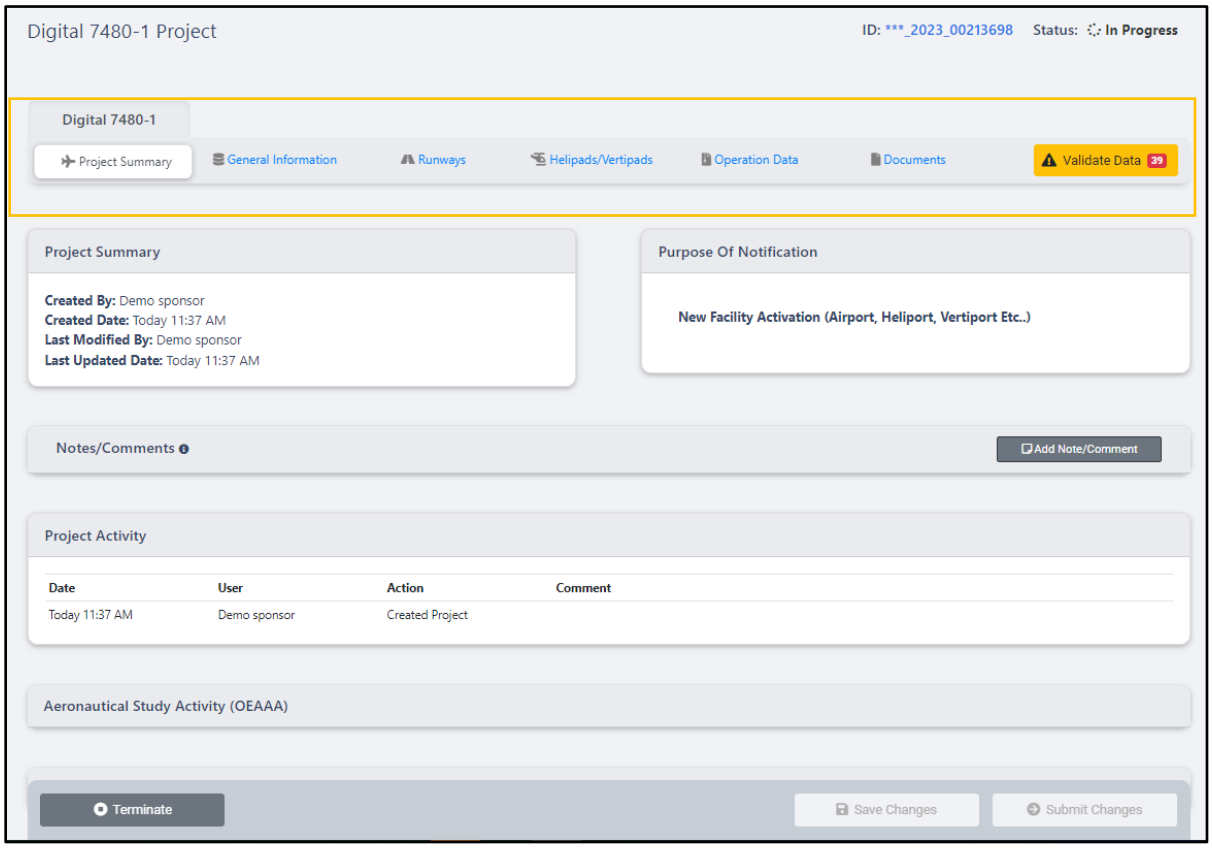


2. Add emails for Airport Owner and Airport Manager (can be the same email), then click the Create Project button.



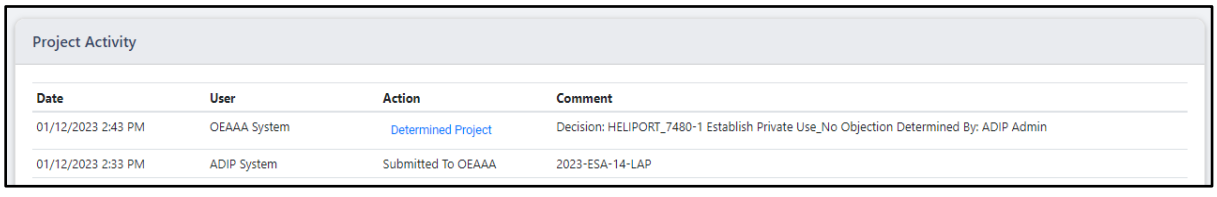
3. Complete all applicable data tabs for the project. Once all required information is filled in, the Validate Data 40 button will show zero errors. Users can click the button to show which errors still remain.

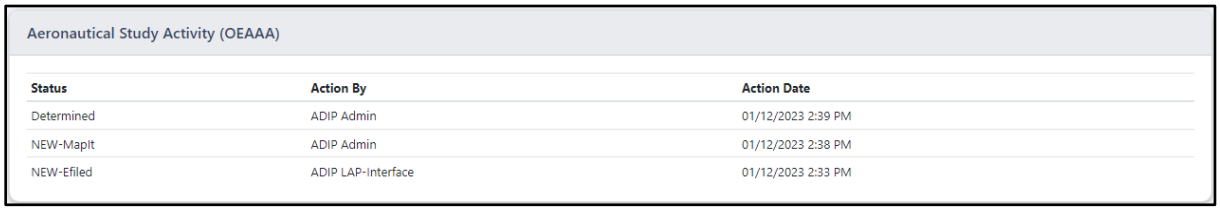
Tip: Clicking the ⓘ symbol will provide more information, including formatting and applicable references for the data input of the field selected.



Project Summary tab

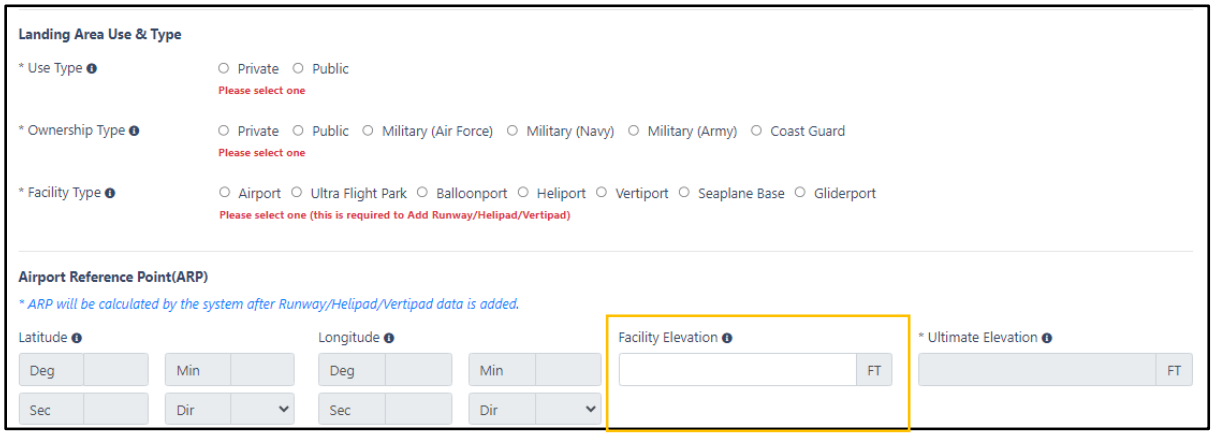
This tab provides an overview of the status of the 7480-1 project. Users will be able to see when their submitted case has a determination in the Project Activity box and any updates to the Aeronautical Study status.





General Information tab

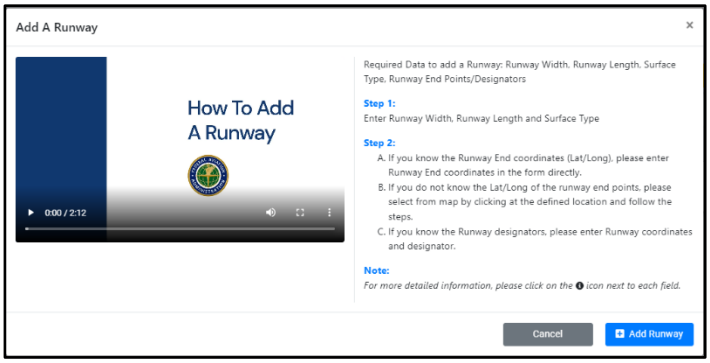
- Airport Owner, Airport Manager, Property Owner, and Facility Address information must be filled in for new activations. For Updates to current airports, the Property owner is the only required field. If all four are the same, the Same as Airport Owner link can be clicked to autofill each section.
- 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.**



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.

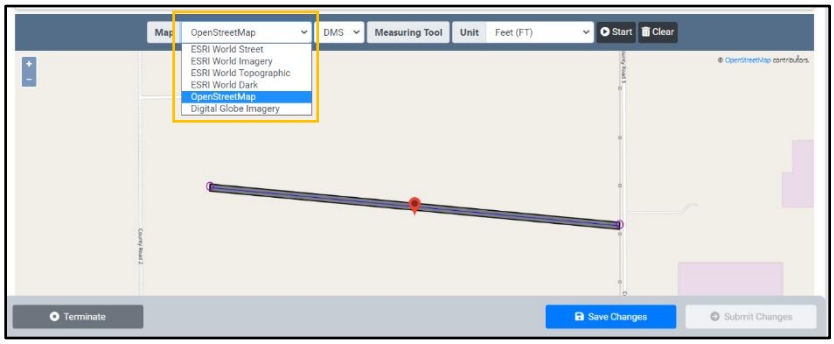


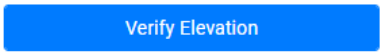
- Start by clicking the Add Runway button. An instructions window will pop up advising users of the different options for entering runway data.

- 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.

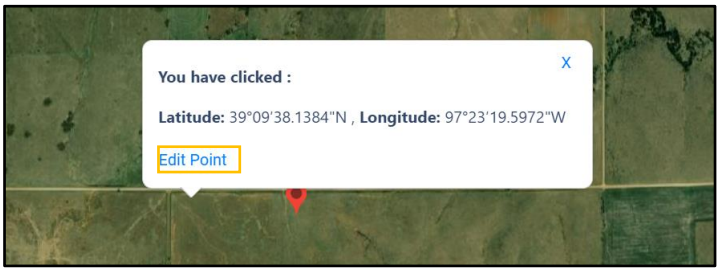
- User has the option to enter the runway end coordinates manually by typing in the lat/long and identifier for each runway end or use the mapping tool to select the location of the runway and auto-fill in the lat/long and calculate the designator.

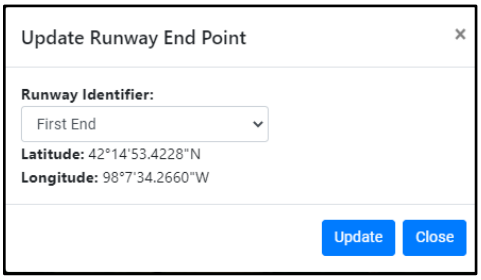
Tip: The map tool has different viewing layers for users to toggle between.

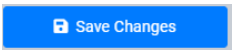


- To enter runway endpoints via the map tool click on the map where the runway endpoint is located and a pop-up will open with the coordinates. Assign the runway end designation using the dropdown, then click the "***update"*** button to populate the lat/long data in the data blocks.
- Elevation can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

button to provide the calculated elevation from USGS. Enter the calculated value in the Elevation field for each runway end.

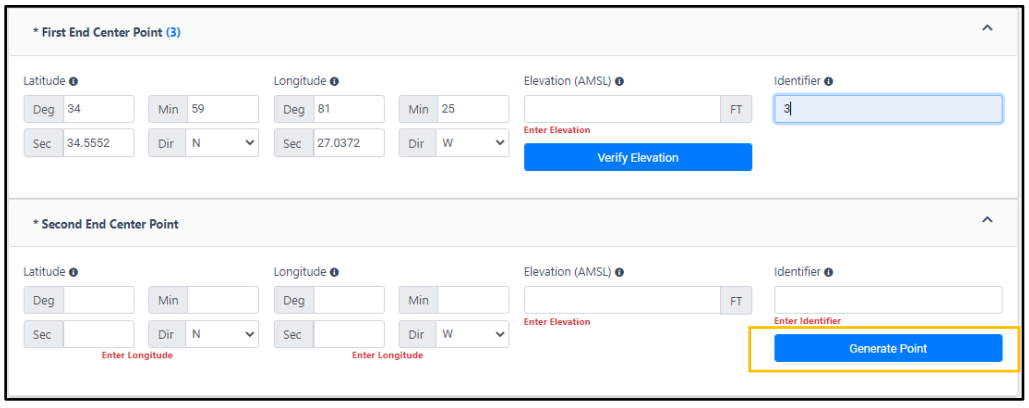




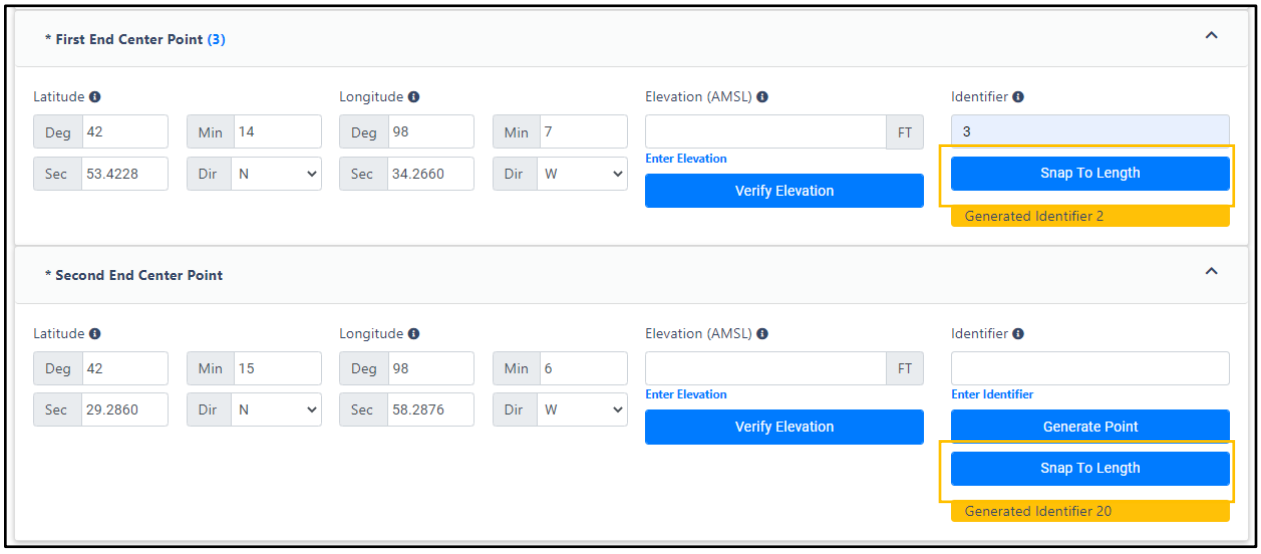
Tip: Make sure to press the 

button after each system-generated runway input.

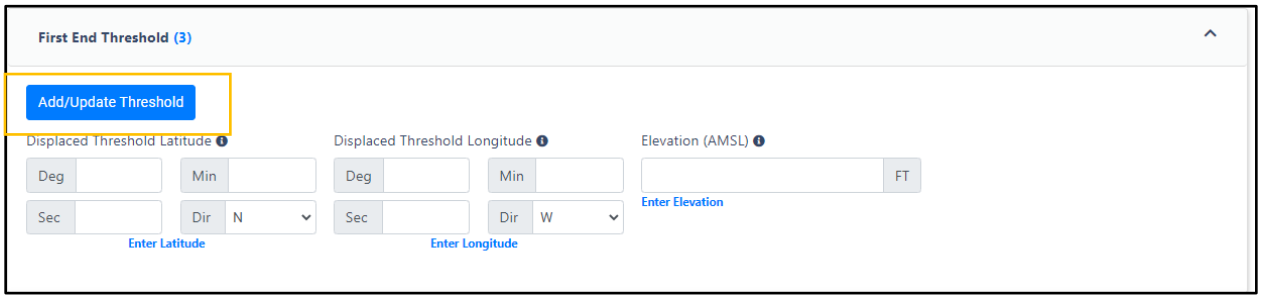
- The user next enters the designator for the runway end center point that was populated. This adds an option for the user to click the "***Generate Point***" button for the opposite endpoint which will draw the runway to length, width, and cardinal direction based on the information provided.

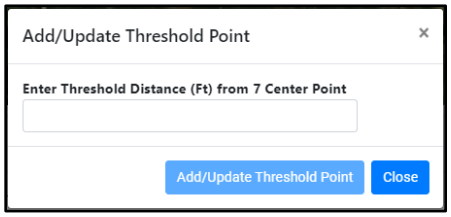


- The system will fill in the lat/long for the generated point and provide the suggested runway identifier.
- If either endpoint is moved to adjust the location, the Snap To Length button will appear. Click the Snap to Length button for the current runway end to adjust the correct end point to the inputted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

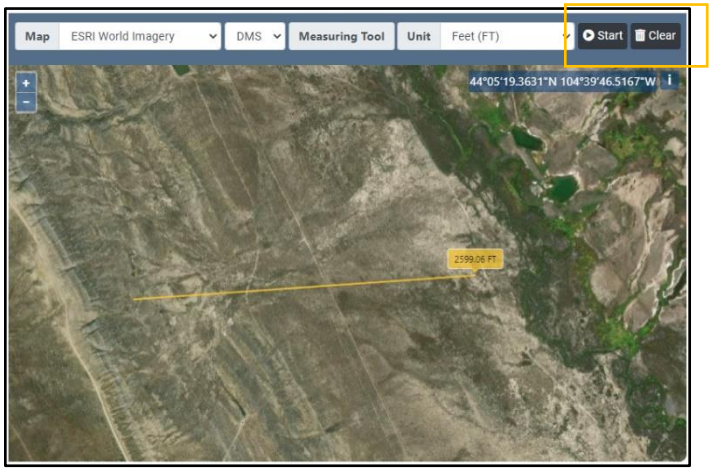


- If one or both ends of the runway have a displaced threshold, enter the lat/long coordinates manually or by using the "***Add/Update Threshold***" button for the correct threshold. A popup window appears to enter the distance of displacement to generate the lat/long coordinates. Once the displaced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

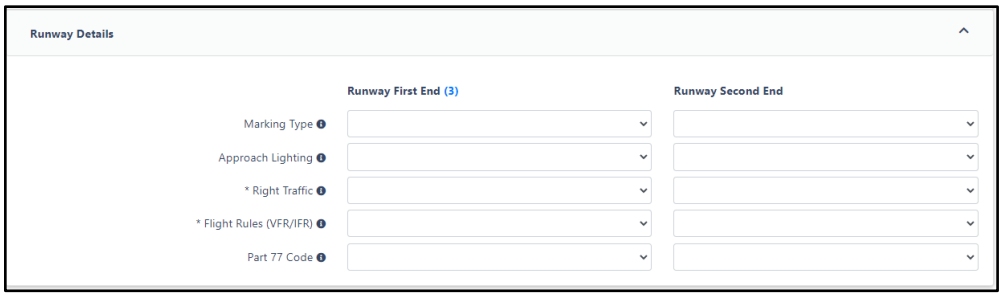




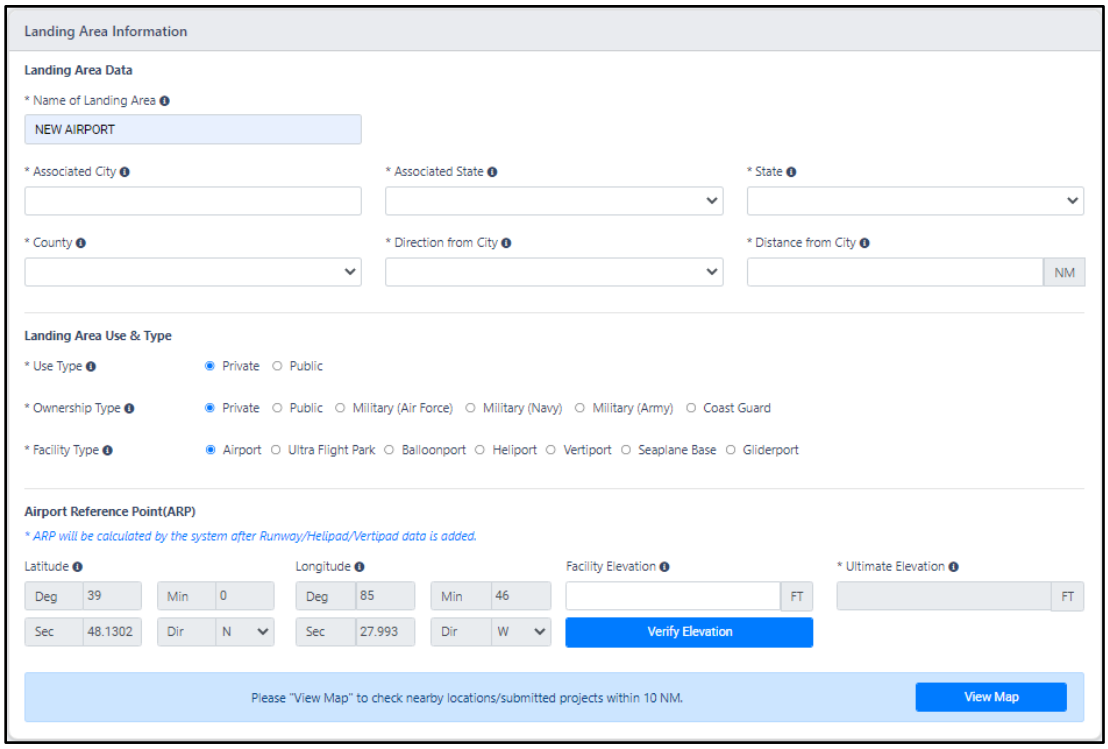
Tip: The map feature includes a measuring tool. To use, press the ***Start*** button, click on the map where you intend to start measuring from then double click on the end point to end the measurement. The measurement line will turn yellow and stay on the map until the ***clear*** button is pressed.



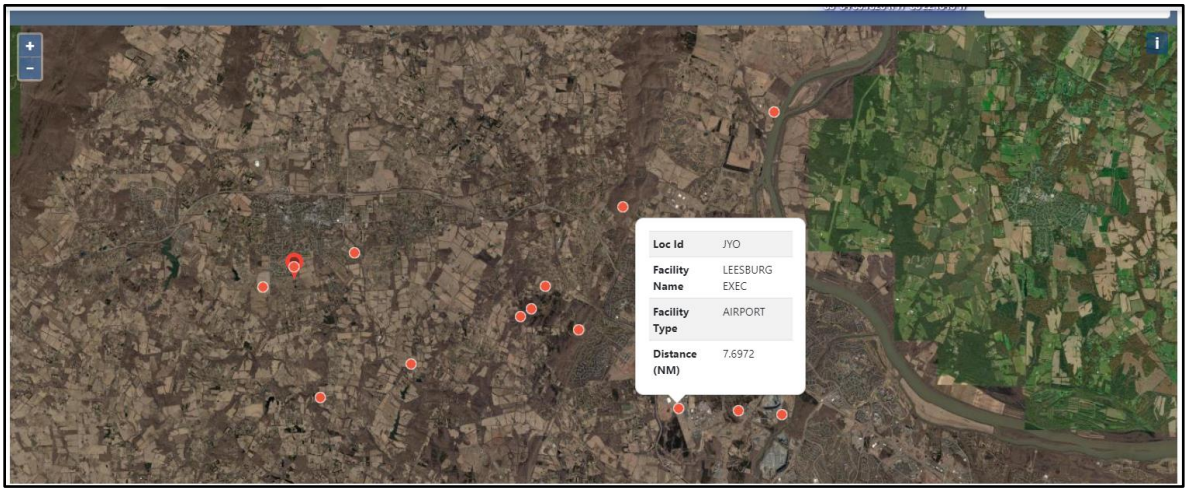
- Fill out all the other Runway Details data blocks for lighting, markings, traffic pattern, flight rules, and Part 77 code.



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

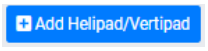


This feature allows users to view all airports/heliports within 10 NM of the proposed facility. Other facilities will show on the map as red dots.

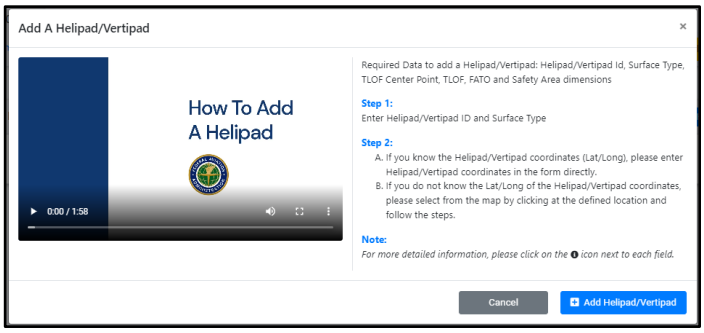


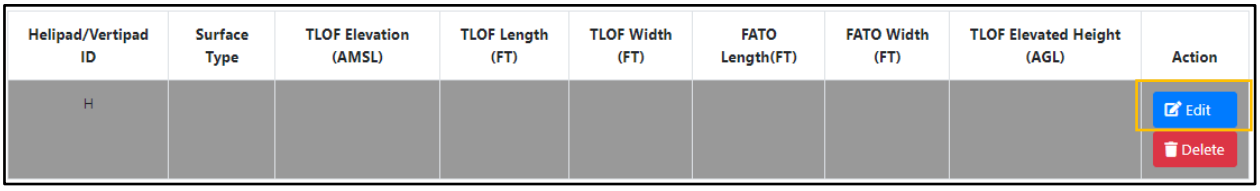
Helipads/Vertipads tab

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

- Start by clicking the 

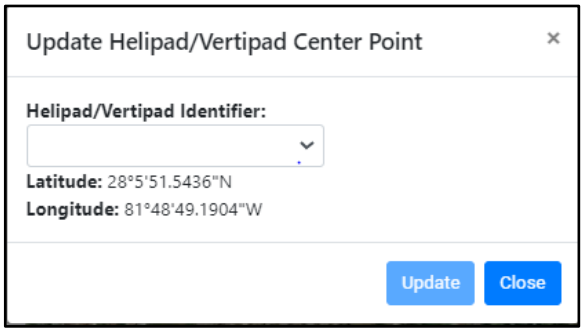
button.
- Enter the Helipad/vertipad designator and Surface type then click the "***Save*** Changes" button to add the helipad in the system.
- To continue, click the "***Edit***" button in the Landing Area Data table.



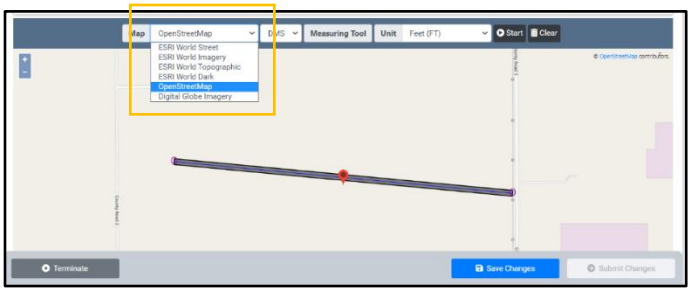


- Manually enter the helipad/vertipad lat/long coordinates or use the map feature to enter selected points on the map.

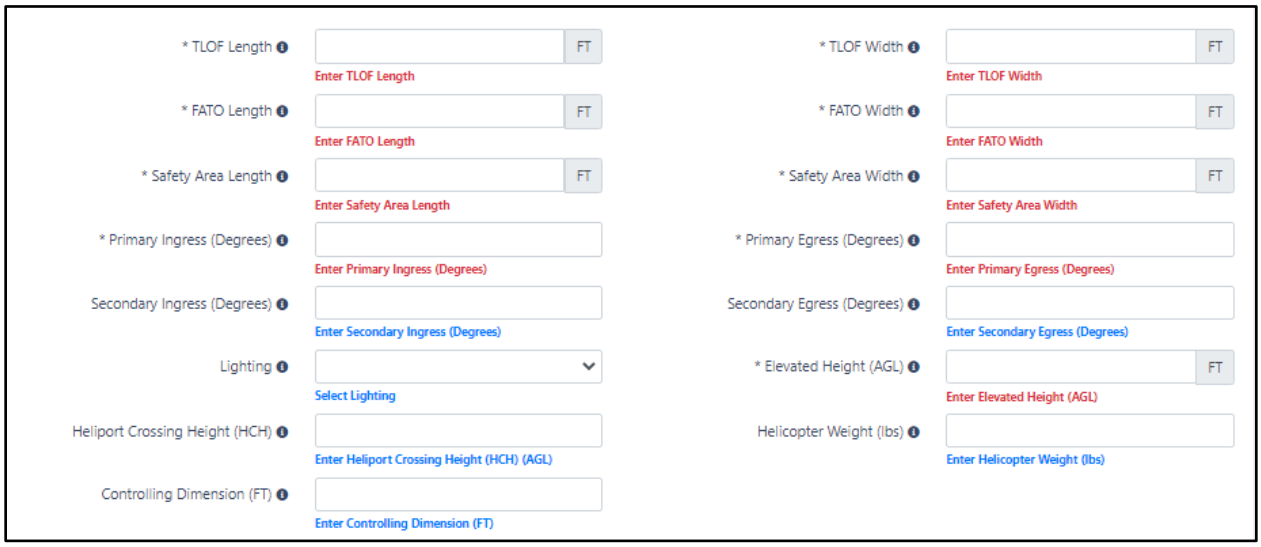
- If using the map feature, click the selected point on the map and a popup window will appear showing the selected lat/long and the "***Edit Point***" button. Click Edit Point, select the Identifier, and then "***Update***" to autofill in the helipad lat/long coordinates.



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

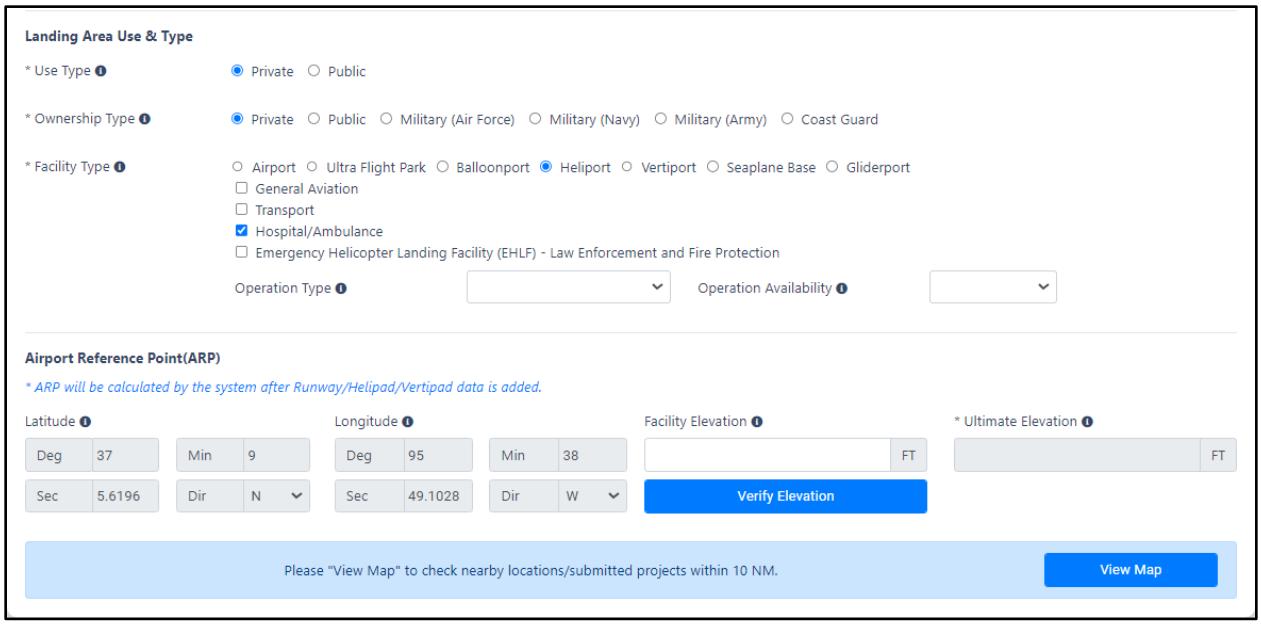


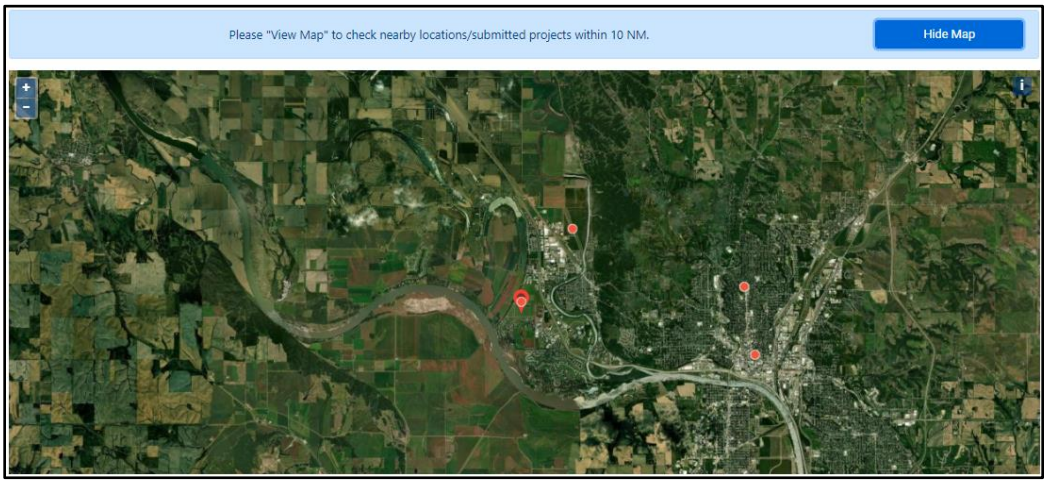
- Click Verify Elevation to calculate the helipad elevation. Enter the calculated value into the Elevation field.
- Fill in all other required helipad information fields. Required fields are marked with an *.



Tip: Make sure to press the Save Changes 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.



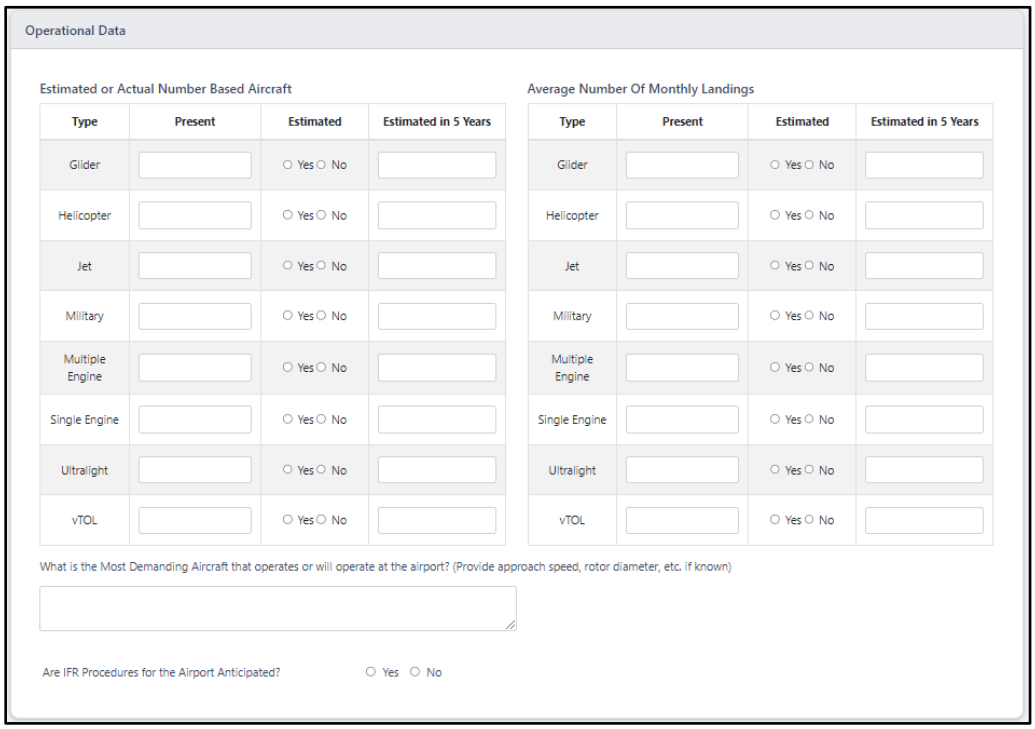


Other facilities will show on the map as red dots.

Only one landing area can be entered per submission.

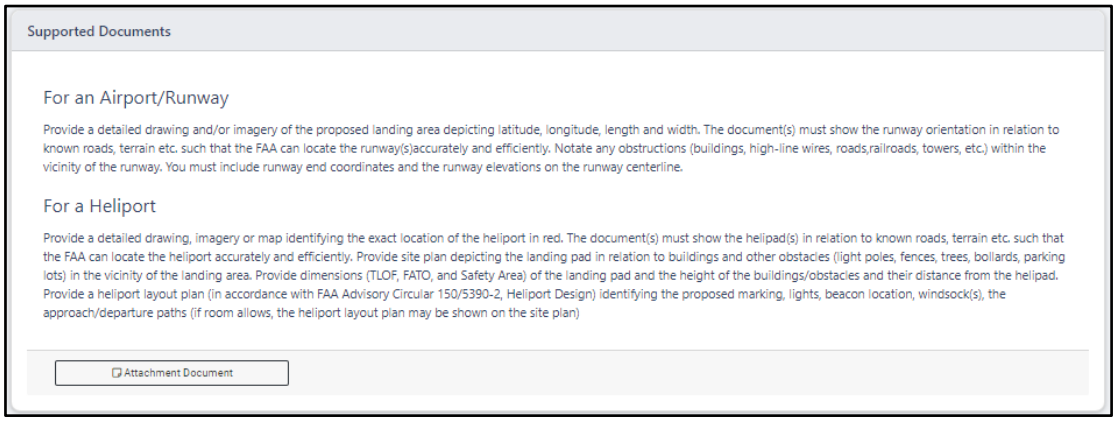
Operation Data tab

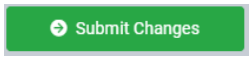
Add applicable based aircraft numbers and monthly landings. Select if IFR procedures are anticipated, if yes, then a date must be entered as well.



Documents tab

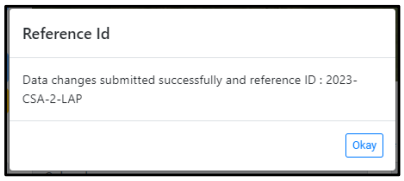
Supporting documents are optional. Use the Attachment Document button to add any documents to the 7480 case submission. Adding additional information may help with the processing of the 7480 case.

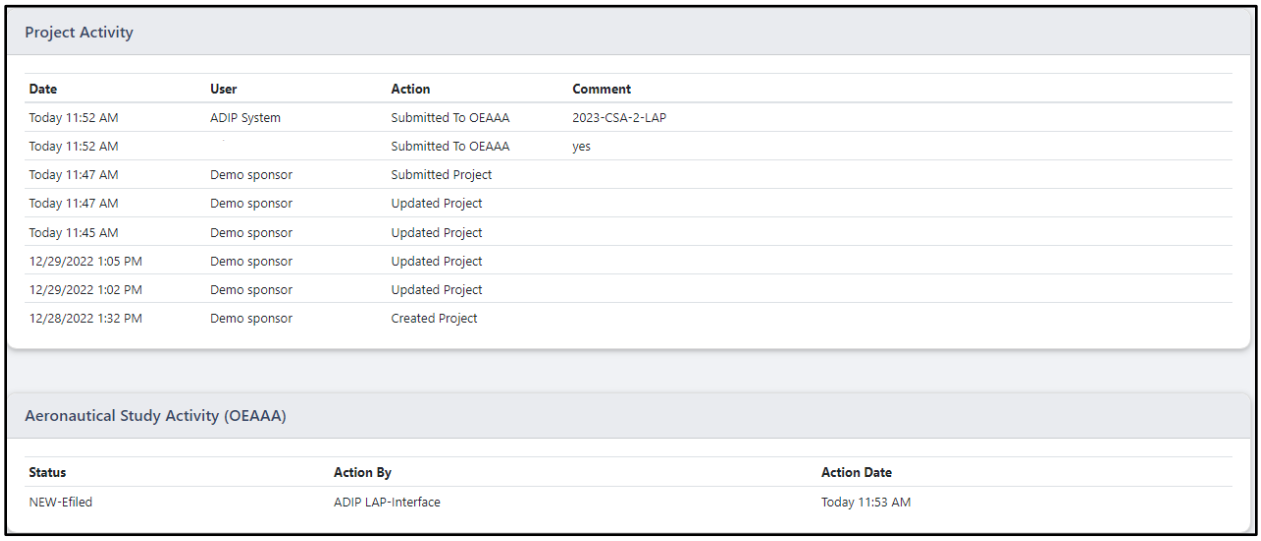


4. Submit the case for processing to the FAA by pressing the 

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.





Project Activity

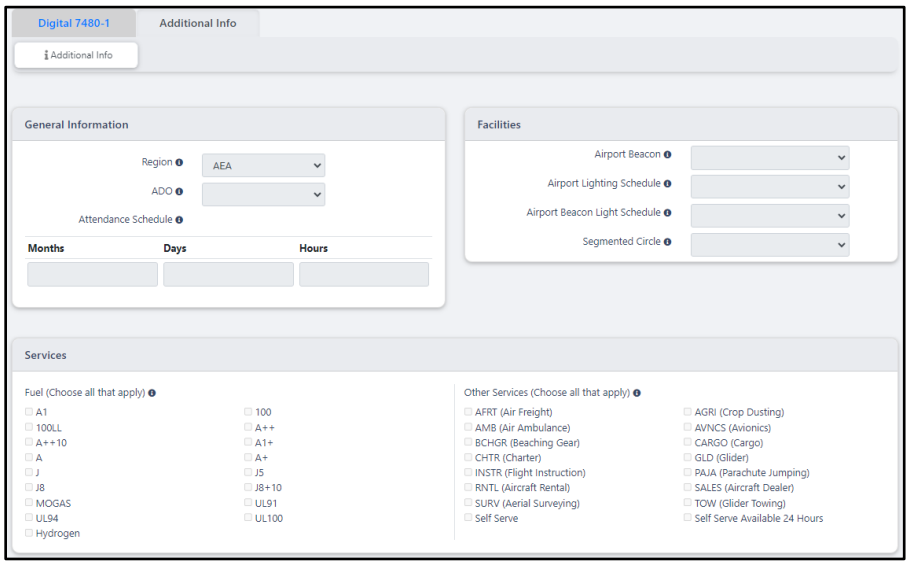
Date	User	Action	Comment
Today 11:52 AM	ADIP System	Submitted To OEAAA	2023-CSA-2-LAP
Today 11:52 AM		Submitted To OEAAA	yes
Today 11:47 AM	Demo sponsor	Submitted Project	
Today 11:47 AM	Demo sponsor	Updated Project	
Today 11:45 AM	Demo sponsor	Updated Project	
12/29/2022 1:05 PM	Demo sponsor	Updated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

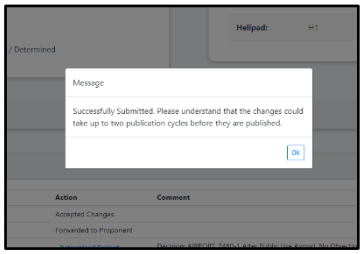
Aeronautical Study Activity (OEAAA)

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.

6. 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.





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.

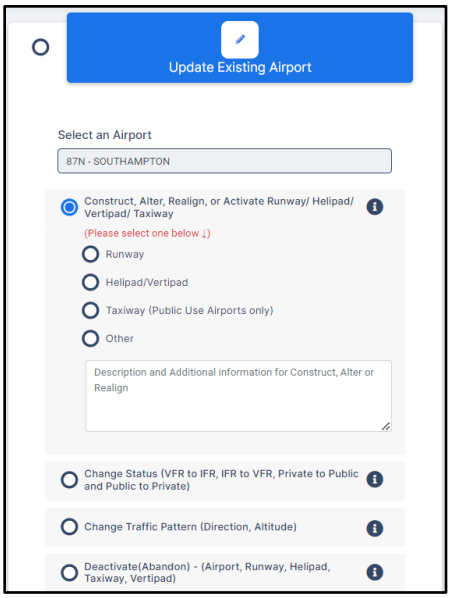
It can take up to two publication cycles (28-56 days) for submission to be published.

Update Existing Airport

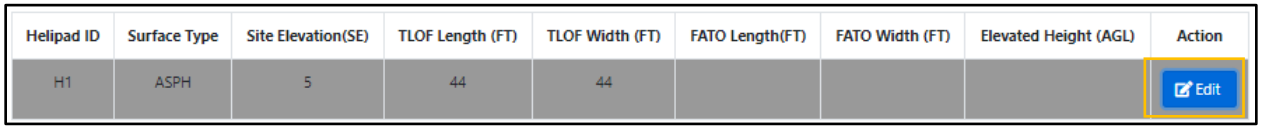
Construct, Alter, Realign, or Activate Runway/ Taxiway/ Helipad/ Vertipad

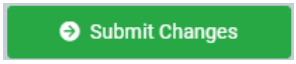
When this option is selected, users can construct, alter, or realign current published runways and helipads or choose "Add New" from the dropdown to add a new landing area to the airport.

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.



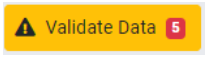
After all required data is entered, the 

will turn green, and the case can be submitted to FAA for review.

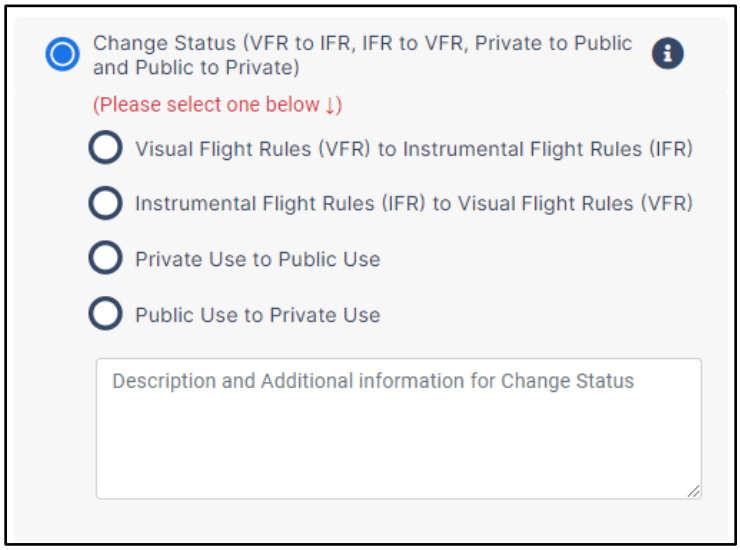
Once the case is determined and approved for activation, the user will receive a notification to log into ADIP. The user will review all data, and press the "Accept Changes" button to submit it back to the FAA for publication.

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



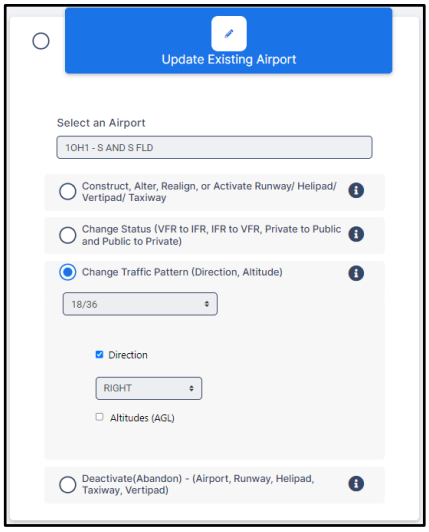
button pop-up. All required fields must be filled in before submitting.

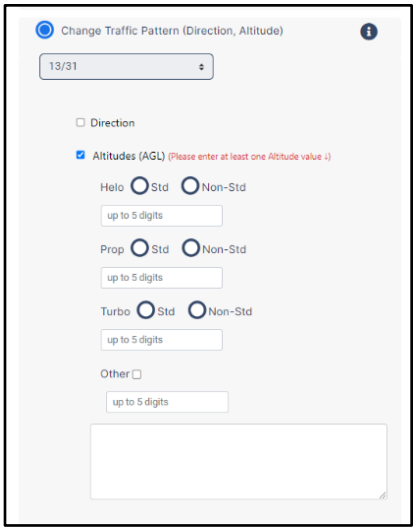


Once the case is determined, the user will receive a notification to log into ADIP. The user will review all data and press the "Accept Changes" button to submit it back to the FAA for publication.

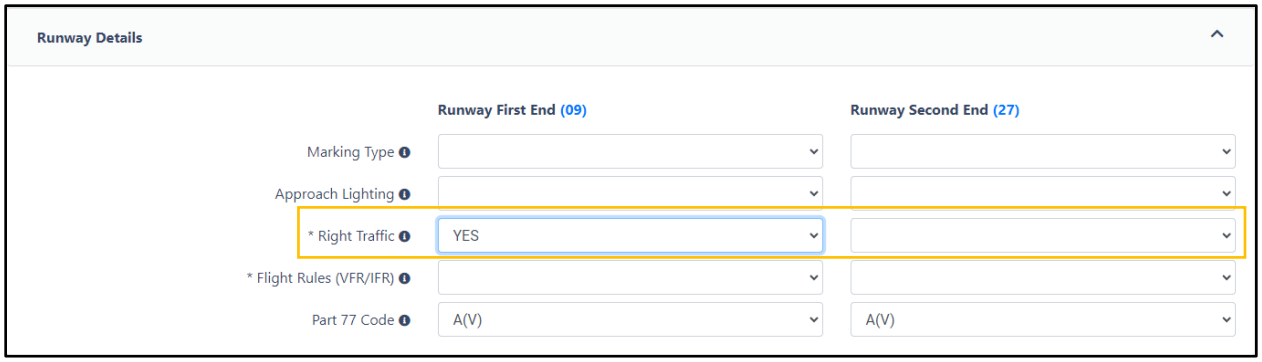
Change Traffic Pattern

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.





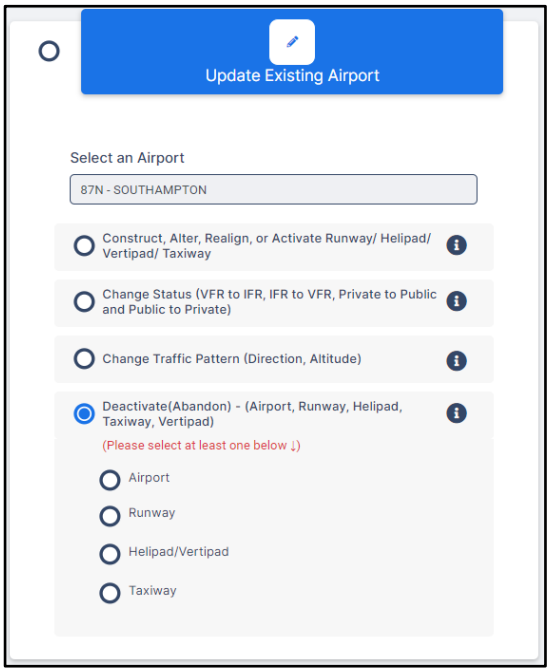
For traffic pattern direction changes, the user will need to edit the traffic pattern data in the Runways tab, under "**Runway Details**".



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 Submit Changes button.



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.