



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Subject: **ACTION:** Program Guidance Letter 08-06

Date:

**JUL 21 2008**

From:

Manager, Airports Financial Assistance Division,  
APP-500

Reply to  
Attn. of:

Nancy S. Williams, APP-501

Manager, Airport Planning and Environmental  
Division, APP-400

To: PGL Distribution List

We are issuing this Program Guidance Letter about the public availability of planning and environmental documents prepared by airport sponsors with Airport Improvement Program grants.

FAA project management personnel shall confirm that airports, their agents, including consultants, remove any restrictions that they have placed on access to Internet-posted documents prepared with AIP funds. FAA offices must also work with airports and consultants who may have collected personal data required to register for document access to ensure that all personal data collected in this manner is destroyed completely.

FAA Regional offices and Airports District Offices are encouraged to distribute this PGL widely to the airport and consultant community.

This guidance applies only to the Internet posting of documents, studies, reports or other products of AIP-funded grants. It does not extend to the sign-in sheets from public information meetings or hearings, or information collected to allow members to receive routine mailings on a project since members of the public are not required to provide that information.

08-06 Public Availability of AIP Funded Documents

SOAR Code: Varies

This Program Guidance supplements Paragraph 310, Allowable Project Costs of FAA Order 5100-38C, Airport Improvement Program Handbook.

## **BACKGROUND**

Many of the reports, studies and products of AIP grant-funded projects are made available to the public. Traditionally, these documents were placed at public libraries, community centers, or at the airport administrative offices to allow the general public to review them.

With widespread access to the Internet, many airports now post the documents on their website. This allows greater public access to these documents. We support the broadened availability and believe that giving the public easier access to airport documents allows them to better partner with the airports on important airport development projects.

Recently we have become aware that some documents posted on the Internet cannot be downloaded or accessed without registering at the website. Some websites require the reader's name, address or other personal information.

This is problematic for two reasons. First, the collection of personal data may be construed by the public as a surveillance tool for the airport, which may intimidate members of the public, dissuading them from reviewing the document.

Second, The Privacy Act of 1974, 5 U.S.C. 552a, prohibits the unnecessary collection of private data by federal agencies. Since reports, studies, and products of AIP grant-funded projects are products of federal programs, the public could be led to believe that FAA supports the collection of this data. However, FAA does not support collection of such data.

## **GUIDANCE**

All planning and environmental documents prepared as part of AIP funded projects must be made available to the public without restrictions on access. No member of the public may be required to provide his or her name, address, telephone numbers, e-mail address, or other information in order to view or download the information. Airports should be advised that if they, or other agents of the airport, including consultants, post planning and environmental documents on the Internet, then the documents must be available for download by the public without restriction or registration. Further, no other entity, including consultants, may post such documents on their own websites if those sites require registration, even if the document is posted elsewhere without registration requirements.

Keywords: Public Review