



REQUIREMENTS FOR ALL-CARGO DATA SUBMISSIONS TO DETERMINE ENTITLEMENT FUNDING

- All-Cargo Data is due by **March 30, 2008**
- An **annual** submission is preferred over quarterly submissions
- Data **must** be submitted electronically (via email, CD, or diskette) in either *columnar* or *table format* shown in Section III
- All submissions **must** include the correct Air Carrier Codes and Aircraft IDs provided in Enclosure 2 and Enclosure 3
- Data submitted via email *should* follow the guidelines listed below in Section I
- All submissions **must** include a signed perjury statement (hard copy to L-3 address below)
- Electronic Templates along with the Aircraft and Cargo Carrier Lists are available online at: http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/

I. SCHEDULE, SUBMISSION AND CERTIFICATION

- **Schedule.** All-cargo data for the previous calendar year (2007) is due by **March 30, 2008**. Please note that an annual submission is preferred over quarterly submissions.
- **Submission.** The required format for data submission is electronic. FAA Form 5100-108 is *not necessary*. All-cargo data can be submitted via email or regular mail. Section III contains further information.
 - *Electronic data may be emailed to Sharon.Glasgow@faa.gov.* The subject line should include in the following order: CY07, Cargo, LOCID, and Quarter(s) (example: CY07 Cargo – XYZ Q1-Q4).
 - *Diskettes/CDs and Certification Statement may be sent regular mail to the address below. The file should be labeled with the airport location identifier, the quarter, calendar year of the reporting period and the format of the file enclosed.*

L-3 Services Group - EITS
Attention: ACAIS
11955 Freedom Drive
Suite 10000
Reston, VA 20190-5688
- **Certification Statement and Signature.** All-cargo data *must* be accompanied by a signed statement from the authorized airport representative certifying, under penalty of perjury, that: “The all-cargo data being reported to the FAA is true, correct and complete to the best of my knowledge, information and belief.” This signed statement must be submitted with the data and represents that your files, records, documents, and data have not been manipulated or falsified in an effort to receive a more favorable allocation of AIP funds. A false, fictitious, or fraudulent certification may be subject to criminal and/or civil prosecution, as well as appropriate administrative action.

II. REPORTING REQUIREMENTS

- **Enclosure 2**, listing of *Aircraft Landed Weight by Manufacturer and Model*, must be used when compiling all-cargo data. This list has been developed for reporting all-cargo data to the FAA and should not be construed as a comprehensive or official aircraft list. *Note that aircraft IDs change.* Aircraft not shown on the listing may be verified with the National Planning & Environmental Division at (202) 267-8739.
 - If the Aircraft Manufacturer and Model matches the one provided on this list, but the ‘Aircraft Landed Weight’ differs by a number equal to or less than 10 percent, then report it as stated on the list. However, if the difference is greater than 10% and the aircraft landed frequently, please verify with the National Planning & Environmental Division.
- **Enclosure 3**, listing of *Cargo Carriers*, must be used when compiling all-cargo data. Other air carriers such as scheduled airlines, commuter/air taxi operators or foreign air carriers *should NOT be included unless they operate aircraft dedicated to the transportation of cargo only.* All-cargo carriers not shown on the listing may be verified with the National Planning & Environmental Division at (202) 267-8739.
- **Do not include 0s for Carriers, Aircrafts, or Months with no data.** If there were no landings during a certain month, please omit the line from the report. If there were no landings for a certain carrier or aircraft, there is no need to include the carrier or the aircraft in the report. See *Common Reporting Problems to Avoid* on page 4.

III. REPORTING FORMAT

- Electronic data submittals may be sent via a CD or as an attachment to an email. A signed certification statement as identified in Section I must also be submitted.
- The file should be labeled or the email subject line should include CY07, “Cargo”, LOCID, and Quarter(s) included. Example: CY07 Cargo – XYZ Q1-Q4
- Each line or row of data submitted *must* include the information listed below:
 - Location Identifier – Airport LOCID
 - Carrier Code – All-cargo air carrier code as shown on Enclosure 3
 - Carrier Name – Full name used by the carrier
 - Aircraft Model Name – Aircraft model name as shown on Enclosure 2
 - Aircraft ID – The FAA code associated with the aircraft name as shown on Enclosure 2
 - Aircraft Landed Weight – Maximum gross landed weight of the aircraft as shown on Enclosure 2
 - Year – Calendar year of the All-Cargo landing(s)
 - Month – Month of the All-Cargo landing(s)
 - Landings – Number of revenue landings during the month by the aircraft by the carrier at the airport
- **Do not combine categories of data.** Each of the categories listed above must be separate values. Each category must be a separate column. For example, do not put the month and number of landings in the same column.
- Excel Templates and samples are available online at:
http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/
- Required Excel (.xls) file formats are shown on the next page.

Excel File Formats

Templates are available online at:

http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/

COLUMN TEMPLATE – Format for Electronic Submissions Only

Organize data by Carrier, then Aircraft, then month

LOCID	CARCD	CARRIER NAME	AC-MODEL	AC_ID	AC-LANDED-WEIGHT	YEAR	MONTH	# LANDINGS
XYZ	MIW	ABX AIR (AIRBORNE EXPRESS)	DC-8-61	351	240000	2005	1	27
XYZ	MIW	ABX AIR (AIRBORNE EXPRESS)	DC-8-61	351	240000	2005	2	26
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2005	1	68
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2005	2	66
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2005	3	73
XYZ	ER #	DHL AIRWAYS	B-727-200A	79	154500	2005	2	2
XYZ	ER #	DHL AIRWAYS	B-727-200A	79	154500	2005	3	7

TABLE TEMPLATE

Organize data according to the template (Carrier, then Aircraft)

All-Cargo Data Report (CY 2006)																		
Acme International Airport (XYZ)																		
Name of Carrier (Carrier Code)		Aircraft		Landed													Total #	Total Landed Weight (in lbs)
Aircraft Make	Model	ID	Weight	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Landings		
ABX Air (MIW)																		
McDonnell Douglas	DC-8-61	351	240,000	25	20	23	19	8	6		4		12	9	2	128	30,720,000	
McDonnell Douglas	DC-9-32	277	101,000	15	14	16	13	15	15	12	10	18	15	14	14	171	17,271,000	
Airbus	A300B4	368	299,820	2	3	5	4	2	2	1	2	3	3	2	4	33	9,894,060	
Carrier Total				42	37	44	80	25	23	13	16	21	30	25	20	332	57,885,060	
Air Cargo Masters (A7MA)																		
Beechcraft	1900	34	16,100	5	2		3		1							11	177,100	
Fairchild/Swearingen	III	186	10,500	6												6	63,000	
Carrier Total				11	2	0	3	0	1	0	0	0	0	0	0	17	240,100	

IV. COMMON REPORTING PROBLEMS TO AVOID

- Missing or incorrect Air Carrier or Aircraft Identification information
- Submitting data for carriers that are not all-cargo carriers (i.e., passenger carriers)
- Format is not usable (i.e., unknown source/format)
- Submitting a revised version for a previous quarter without indicating what was modified
- Submitting different landed weights than shown on the standard list (Enclosure 2). *Aircraft identification determines weigh.*
- Submitting electronic information for two airports in one file
- Including lines for carriers and/or aircrafts with no data

V. DEFINITIONS

- **Aircraft Landed Weight** - The weight of an aircraft providing scheduled and nonscheduled service of only property (including mail) in intrastate, interstate, and foreign air transportation. For cargo service apportionment purposes, the aircraft landed weight is the certificated maximum gross landed weight of the aircraft type as specified by the aircraft manufacturer.
- **All-Cargo Aircraft** - Any aircraft specially designed, manufactured, and/or modified to be used solely for transportation of property (i.e., cargo, mail, and/or freight). Aircraft operations of revenue passengers and cargo are ***excluded*** from the all-cargo category. Aircraft with permanently installed passenger facilities (such as seats, overhead bins, interior decor, etc.) for scheduled and nonscheduled passenger flights are also *excluded* from the cargo category.
- **Cargo Service Airport** - An airport that is served by all-cargo aircraft in scheduled or nonscheduled service providing air transportation of only property, including mail, with an aggregate landed weight in excess of 100 million pounds.
- **FAA Form 5100-108 (All-Cargo Carrier Activity Report)** - Form used to report all-cargo data to the FAA to distribute federal Airport Improvement Program cargo entitlement funds. *This format is no longer accepted.*
- **Number of Revenue Landings** - Landings performed by the cargo carrier in *revenue* producing or commercial operations only. Do not report non-revenue, training or practice flights.