

Website for the Airport Financial Reporting Program



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Background

What is the Airport Financial Reporting Program?

The Airport Financial Reporting Program is an outgrowth of the Federal Aviation Administration Authorization Act of 1994, which requires commercial service airports to annually file financial reports with the FAA.

Which airports must file?

Any airport that meets the following criteria must file:

- The airport is obligated. An airport is obligated if its sponsor agreed to the Airport Improvement Program grant assurances on or after January 1, 1995.
- The airport provides commercial service. Commercial service airports are those airports that enplane 2,500 or more passengers in a calendar year.
- The airport provided commercial service in the preceding calendar year. For example, if the airport had at least 2,500 enplanements in calendar year 2002, it must file reports for its 2003 fiscal year.

Which reports must be filed?

Each commercial service airport must file:

- The Financial Government Payment Report, FAA Form 5100-126. This form is for the payments the airport makes to governmental entities, the services the airport performs for governmental entities, and the land and facilities that the airport provides to such entities.
- The Operating and Financial Summary, FAA Form 5100-127. This form is for the airports revenues, expenses, and other financial information.

Website

What is the purpose of the program website?

- The Airport Financial Reporting Program Website electronically gathers and disseminates Congressionally mandated airport financial information.
- The website eliminated the need for airports to file hard copy reports.

What information does the website make available?

The website makes available the airport financial reports of the approximately 550 commercial service airports that have filed reports since 1996.

Who has access to the website?

- The public for the purpose of viewing airport financial reports.
- Airport personnel for filing and amending annual financial reports.
- The Federal Aviation Administration for administering the Program.

How do I access the website?

To access the website go to—

- The Airports section of FAA.gov or go to—
- <http://cats.airports.faa.gov/>.

How do FAA personnel access the program queries?

FAA personnel must—

- Complete the online registration process, as explained at, "How do I register."
- Once registered, log on to the website by entering user name and password.

How do I view a financial report?

Airport Financial Reports are publicly available. For viewing there is no need to register or to log on. To view a report:

- Refer to the above, "How do I access the website."
- Select "View an Airport Financial Report."
- At the reports page, select an airport. We recommend you first enter the state in which the airport is located. Doing so will narrow the list of airports to those located in the state selected.

How do I register?

Only those wishing to file or amend airport financial reports or FAA personnel wishing to use program queries must register. To do so—

- At the website home page, select either "File or amend an Airport Financial Report" or "FAA Airports Division user." At the log in page, select "Register."
- Provide the required information and select a user name and password.
- You will receive an e-mail validation of your password. When received, you may log on.

How do I file an airport financial report?

Those wishing to file or amend airport financial reports must register and then log on to the website.

- Select "File or Amend Airport Financial Reports."
- Complete the online registration form as explained at, "How do I register."
- Log on to the site by entering your user name and password.
- Select your airport.
- Choose the data entry forms provided.

Does the website have a help desk?

You may reach the Airport Financial Reporting Program help desk at (202) 267-3085. Call this number for questions that pertain to filing requirements, filing procedures, and website problems.