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

Office of Airport Planning and Programming
National Airport Planning & Environmental Division

REQUIREMENTS FOR ALL-CARGO DATA SUBMISSIONS
TO RECEIVE ENTITLEMENT FUNDING

> - All-Cargo **Data** is **due** by **March 15, 2009**
> - **An *annual* submission is preferred** over four quarterly submissions
> - All data **must** be **submitted in *columnar format* or *table format*** (see Section III)
> - All format templates are available online at:
>   http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/
> - All submissions **must** include the **current and correct carrier codes and aircraft IDs** provided in *Enclosure 2* and *Enclosure 3*
> - The required format for submission is electronic (via Email, CD, or diskette)
> - Email subject lines **must** follow the guidelines listed below in Section I
> - All submissions **must include a signed perjury statement** (Email submissions must send a hard copy with signature to the L-3 mailing address listed below in Section I)

I. **SCHEDULE, SUBMISSION AND CERTIFICATION**

- *Schedule*. All-cargo data for the previous calendar year (2008) is **due** by **March 15, 2009.** Please note that **an annual submission is preferred** over four quarterly submissions.

- *Submission.* The required format for data submission is **electronic format**. FAA Form 5100-108 is *not necessary.* Please see Section II and III for specific data and format requirements.
  - All-cargo data can be submitted via email or regular mail.
    - ***Emails*** may be sent to Sharon.Glasgow@faa.gov. The subject line *must* include in the following order: CY2008, Cargo, LOCID, and Quarter(s) included (example: CY2008 Cargo – XYZ Q1-Q4).
    - ***Hard copies and diskettes/CDs*** may be sent regular mail. 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. Data may be mailed to:
      > L-3 - EITS
      > Attention: ACAIS
      > 11955 Freedom Drive
      > Suite 10000
      > Reston, VA 20190-5688

- Excel Templates along with Aircraft Landed Weight and Cargo Carrier lists are available online at:
  http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/

- *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. *Please note that aircraft IDs have changed in recent years.* 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% <u>and</u> 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.* Please note that carrier names and carrier codes have changed in recent years. 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.

III. REPORTING FORMAT

- Electronic data submittals may be sent via a diskette or as an attachment to an email. A signed certification statement as identified in Section I must accompany data submissions.
- 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.
- Email subject lines should include CY2008 "Cargo", LOCID, and Quarter(s) included (example: CY2008 Cargo – XYZ Q1-Q4)
- Each line or row of data submitted *must* include the information listed below:
    - o <u>Location Identifier</u> – LOCID
    - o <u>Carrier Code</u> – Please note these may have changed from previous years (Enclosure 3)
    - o <u>Carrier Name</u> – The full name used by the carrier
    - o <u>Aircraft Model Name</u> – Please match your records with the appropriate name on the approved All-Cargo Aircraft list (Enclosure 2)
    - o <u>Aircraft ID</u> – The code associated with the aircraft name. Please note that these may have changed from previous years.
    - o <u>Aircraft Landed Weight</u> – The Maximum gross landed weight of the aircraft. The weight in your report must match the weight in Enclosure 2
    - o <u>Year</u> – Calendar year of the All-Cargo landing(s)
    - o <u>Month</u> – Month of the All-Cargo landing(s)
    - o <u>Landings</u> – Number of landings during the specified month performed on the specified aircraft by the specified carrier at the specified 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.
- Required Excel (**.**xls) file formats are shown below. These templates are available online at: http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/

Excel Formats

COLUMN TEMPLATE – Preferred Format for **electronic** submissions **only -** Organize data by Carrier, then Aircraft, then month. If submitting electronically using column template, a signed certification statement must accompany the electronic submission (see page 2, Certification Statement and Signature Section).

LOCID	CARCD	CARRIER NAME	AC–MODEL	AC_ID	AC–LANDED-WEIGHT	YEAR	MONTH	# LANDINGS
XYZ	MIW	ABX AIR	DC-8-61	351	240000	2008	1	27
XYZ	MIW	ABX AIR	DC-8-61	351	240000	2008	2	26
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2008	1	68
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2008	2	66
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2008	3	73
XYZ	DHL	DHL AIRWAYS	B-727-200A	79	154500	2008	2	2
XYZ	DHL	DHL AIRWAYS	B-727-200A	79	154500	2008	3	7

TABLE TEMPLATE – Preferred Format for **hard copy** submissions **-** Organize data according to the template (Carrier, then Aircraft).

All-Cargo Data Report (CY 2008)																		
Acme International Airport (XYZ)																		
Name of Carrier (Carrier Code) / Aircraft Make	Model	Aircraft ID	Landed Weight	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Total # Landings	Total Landed Weight (in lbs)
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 weight.*
- 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 and 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. It excludes landings in all non-revenue, training or practice flights.