

Regional Guidance Letter

Airports Division, FAA Southern Region

Number: RGL 2010-01

Subject area: Safety & Standards

Date: December 2, 2010

Airport Diagram Publication Process

Purpose

This Regional Guidance Letter (RGL) prescribes Southern Region Airports Division procedures for revisions to existing airport diagrams and publication of new airport diagrams.

Background

FAA JO 7910.4, Airport Diagrams, establishes procedures for processing revisions to airport diagrams and development of new airport diagrams for publication in the Airport/Facility Directory (A/FD) and the United States Terminal Procedures Publication. This RGL supplements JO 7910.4 and defines airports division procedures and responsibilities. This RGL does not apply to the airport “sketches” depicted throughout the A/FD nor does it apply to airport “thumbnails” contained in the United States Terminal Procedures Publication. Publication of new/revised airport diagrams automatically result in the creation or change to the corresponding sketch and thumbnail.

Revisions to Existing Airport Diagrams

The process for submitting revisions to existing airport diagrams for Part 139 airports and non-Part 139 airports differ slightly.

Part 139 Airport Diagram Revisions

The proponent for revisions to Part 139 airport diagrams (normally the ATC facility manager, airport manager, or airport certification safety inspector) submits the revision to the Airports Division, Safety and Standards Branch (ASO-620) Airspace Program Manager. ASO-620 reviews the revision to ensure compliance with JO 7910.4 and processes it as detailed below.

- Changes that directly affect instrument approach procedures and products (e.g. new runway construction or alteration) are forwarded to the Regional Airspace Coordination Team (RAPT) for review. The RAPT forwards the revision to System Operations Aeronautical Information Services (AIS). AIS develops and submits the formal change request to the National Aeronautical Charting Group (NACG).
- Changes that do not affect instrument approaches and products are forwarded directly to AIS.

- ASO-620 shall also forward a coordination copy of the proposed revision to Eastern Service Center Operations Support Group (OSG), the Runway Safety Program Office (AJS-4SO), and the local Airports District Office (ADO). See Attachment 1 for an overview of the process.

Non-Part 139 Airport Diagram Revisions

The proponent (normally the ATCT facility manager or airport manager) submits the revision to the local ADO. The ADO reviews the revision for consistency with the Airport Layout Plan and forwards the revision to ASO-620. From this point forward, the coordination process closely mirrors the Part 139 revision process as described in paragraph 3a above. See Attachment 2.

Publication of New Airport Diagrams

In accordance with JO 7910.4, all airports with an ATCT must have a published airport diagram. Airports with no ATCT must meet all requirements listed in JO 7910.4, paragraph 6 to qualify for a published airport diagram. For those airports that do not meet the requirements, the local ADO and/or Airports Division may develop and submit a proposal to publish the airport diagram to the OSG as described in JO 7910.4, paragraph 7.

- **New Airport Diagrams for Airports with an Air Traffic Control Tower (ATCT).** The proponent (normally the ATCT manager) submits requests for new airport diagrams to the OSG. The OSG routes the request to the Runway Safety Program Office for concurrence/comments. The Runway Safety Program Office then forwards the request to the RAPT and sends a coordination copy of the request to ASO-620. The RAPT will then route the request for publication to AIS. See Attachment 3.
- **New Airport Diagrams for Airports with no ATCT.** The proponent (normally the airport manager, local ADO, or State Aviation Agencies for Block Grant Program locations) submits requests for new airport diagrams to the local ADO. The ADO reviews the request to ensure compliance with JO 7910.4 and forwards the request to ASO-620. ASO-620 reviews the proposal and forwards it to the OSG. The OSG sends the request to the Runway Safety Program Office. The Runway Safety Program Office reviews the request and forwards to the RAPT for submission to AIS. See Attachment 4.

Format

Revisions

Revisions to existing airport diagrams must include a description of the change and a graphical depiction in one of the following formats:

- Airports Geographic Information System (AGIS) data for those locations that utilize AGIS, when AGIS is fully operational.
- An Airfield Diagram as displayed in the Airport/Facility Directory Supplemental with revision(s) highlighted in red. The preferred means of submittal is email.

New Airport Diagrams

New airport diagrams must include a current Obstruction Chart, Airport Layout Plan, or approved engineering plans and surveys. See JO 7910.4, paragraph 9 for a listing of data to be submitted. AGIS must be utilized to develop the diagram for those locations that utilize AGIS when AGIS is fully operational.

Submission

Proponents should initiate the process as soon as possible to allow sufficient time to complete the coordination detailed in this RGL. A **minimum** of 120-days prior to the AFD publication date is recommended to meet the 56-day publication schedule.

Additional Information

Guidance concerning AGIS can be found in the following Advisory Circulars (ACs):

- AC 150/5300-16, General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
- AC 150/5300-17, General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey
- AC 150/5300-18, General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information Systems (GIS) Standards

Points of Contact

See Attachment 5 for points of contact information. If you have any questions or comments regarding this matter, please contact Brian Creasy at (404) 305-6725.

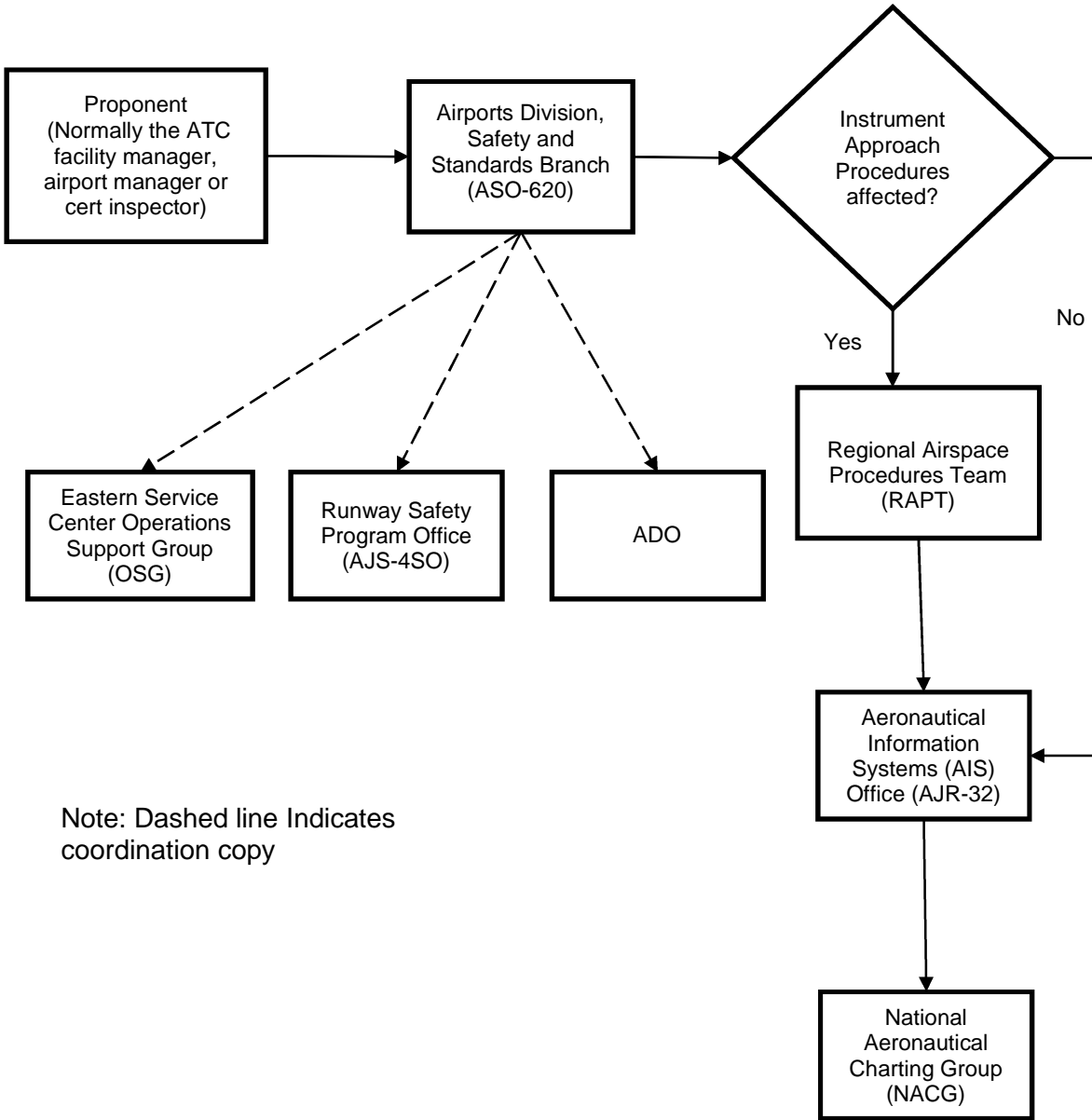
/Original signed/

Winsome A. Lenfert
Manager, Airports Division, ASO-600

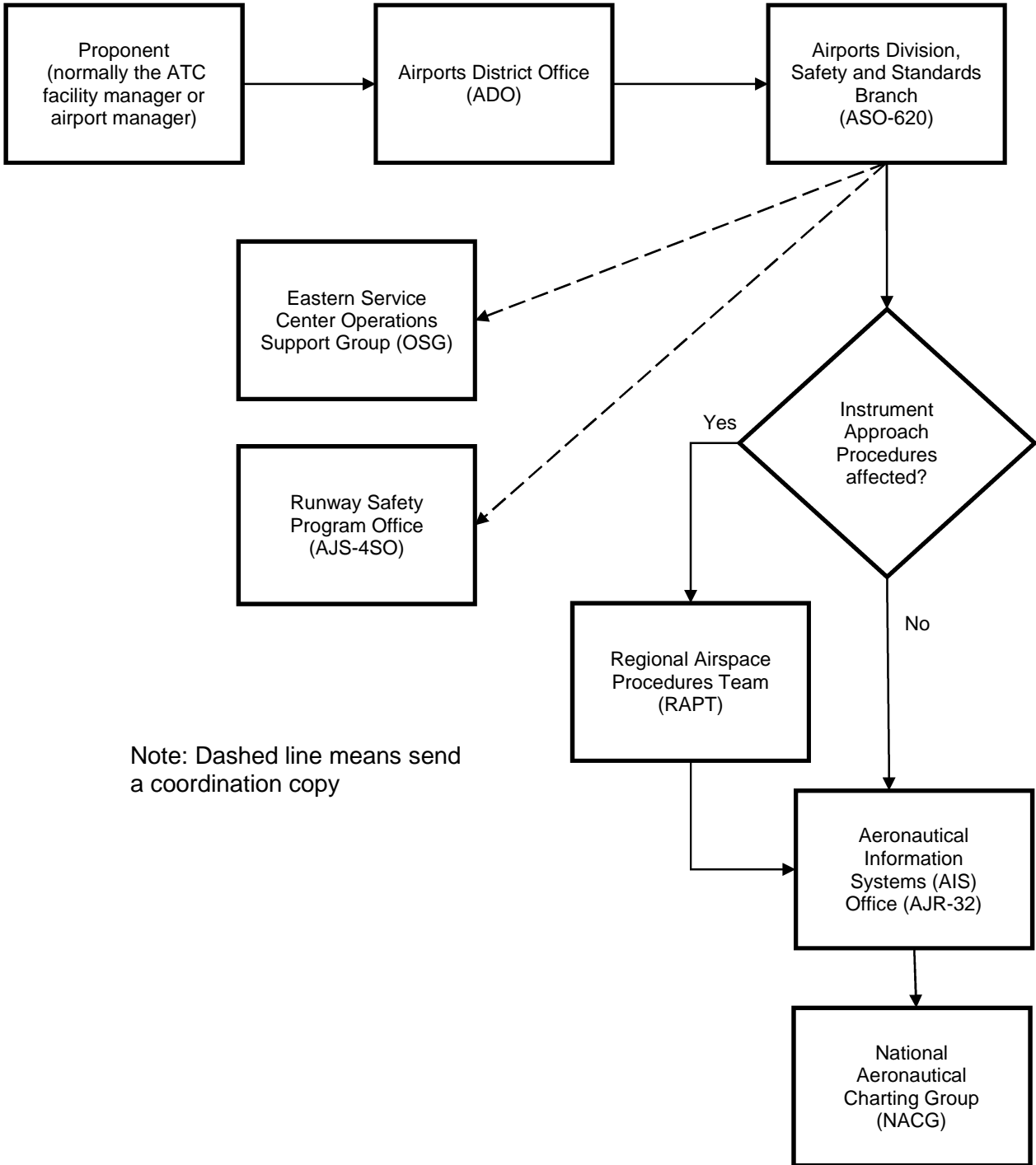
Attachments:

1. Part 139 Airport Diagram Revision Process
2. Non-Part 139 Airport Diagram Revision Process
3. New Airport Diagram Process (Towered Airport)
4. New Airport Diagram Process (Non-towered Airport)
5. Points of Contact

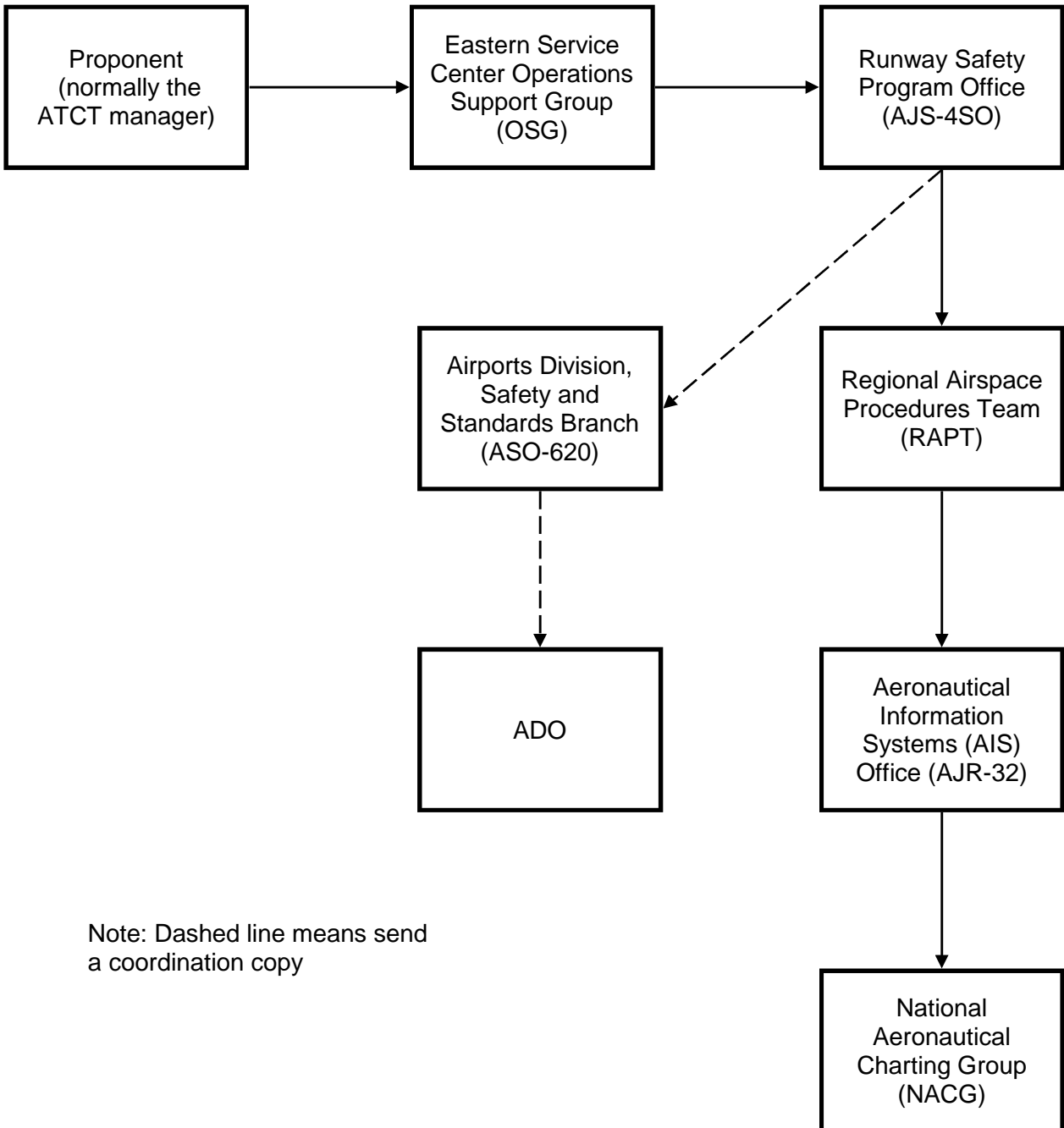
Attachment 1 - Part 139 Airport Diagram Revision Process



Attachment 2 - Non-Part 139 Airport Diagram Revision Process

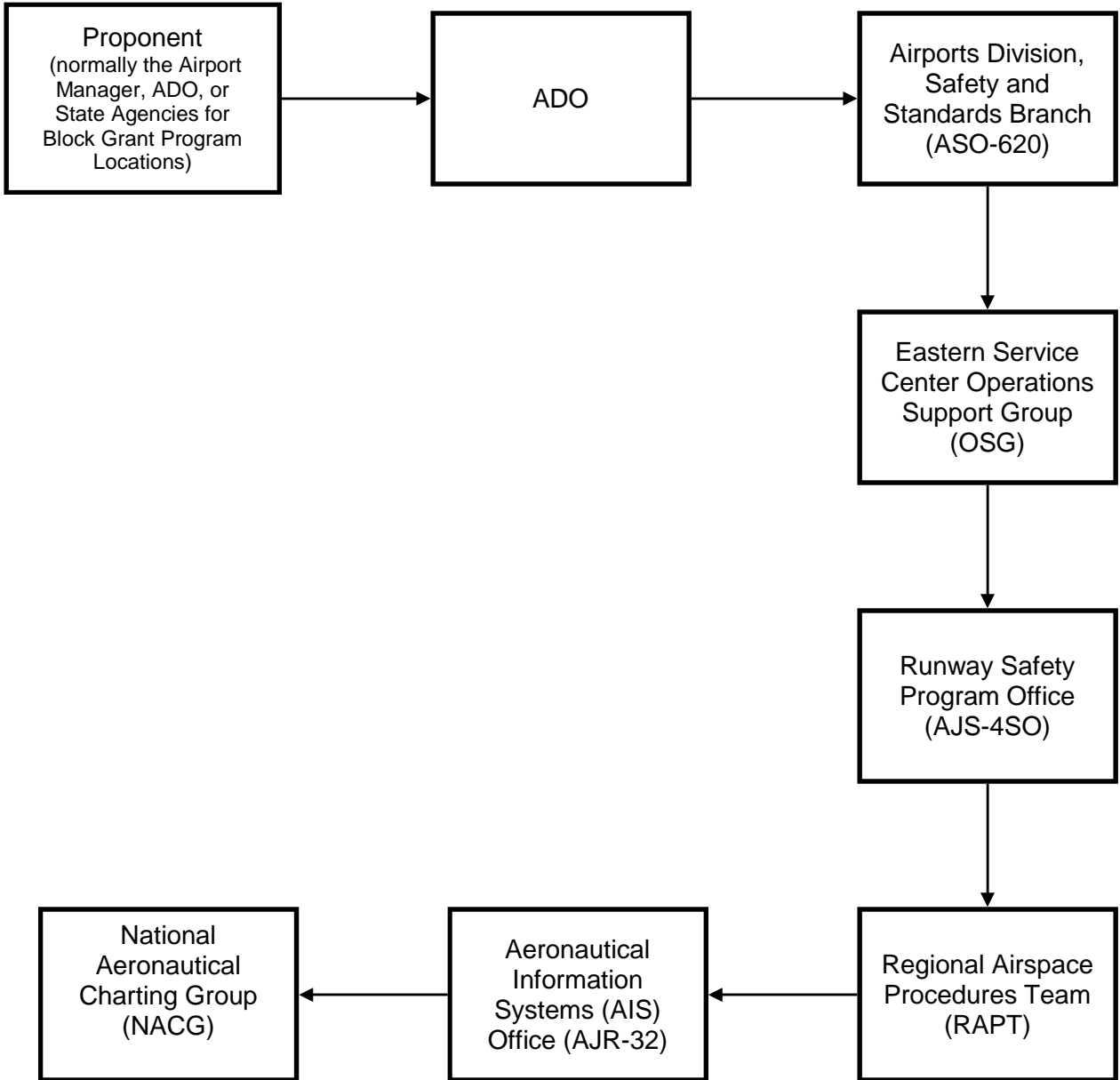


**Attachment 3 -
New Airport Diagram Process (Towered Airport)**



Note: Dashed line means send a coordination copy

**Attachment 4 -
New Airport Diagram Process (Non-towered Airport)**



**Attachment 5 -
Points of Contact**

Organization	Phone number
Airports Division, Safety and Standards Branch (ASO-620)	(404) 305-6700
Regional Airspace Procedures Team (RAPT)	(404) 305-7401
Runway Safety Program Office (AJS-4SO)	(404) 305-5558
Eastern Service Center Operations Support Group (OSG)	(404) 305-5582 or 5624
System Operations Aeronautical Information Services (AIS) (AJR-32)	(202) 267-8790