



Requirements for All-Cargo Data to Receive Federal Entitlement Funding

- All-Cargo Data for Calendar Year 2011 is due by **March 9, 2012**.
- One annual electronic submission is required via email or CD.
- Data must be submitted in *columnar* (soft copy) which is preferred **or** *table* (hard copy).
- Format templates and cargo enclosures are available online at:
http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/reporting/
- Submissions must use the correct carrier codes & aircraft IDs provided in Enclosure 2 and Enclosure 3
- Email subject line should contain information shown below.
- All submissions must include a Certification Statement and Signature as shown below.
- Submissions not adhering to the following guidelines will be returned for correction.

I. SCHEDULE, SUBMISSION AND CERTIFICATION

- All-cargo data for the previous calendar year (2011) is due by **March 9, 2012**. Please note that one complete annual submission is required.
- The data **must be submitted electronically** via email or disk. FAA Form 5100-108 is *not necessary*. See Section II and III for specific data and format requirements.
 - **Electronic submissions** may be sent to FAA Cargo inbox at 9-FAA-ARP-ACAIS@faa.gov. The subject line should include CY2011 Cargo, LOCID, and Quarters included (Example: CY2011 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, Suite 10065
11955 Freedom Drive
Reston, VA 20190-5688
- **Format Templates** along with Aircraft Landed Weight and Cargo Carrier lists are available online at:
http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/reporting/
- **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. 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 at 202-267-8739.
- **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.
- **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 CY2011 Cargo, LOCID, and Quarter(s) included.
Example: CY2011 Cargo – XYZ – Q1-Q4
- Each line or row of data submitted must include all the information listed below:
 - Location Identifier – LOCID
 - Carrier Code – Please note these may have changed from previous years (Enclosure 3)
 - Carrier Name – The full name used by the carrier
 - Aircraft Model Name – Please match your records with the appropriate name on the approved All-Cargo Aircraft list (Enclosure 2)
 - Aircraft ID – The code associated with the aircraft name. Please note that these may have changed from previous years.
 - Aircraft Landed Weight – The Maximum gross landed weight of the aircraft. The weight in your report must match the weight in Enclosure 2
 - Year – Calendar year of the All-Cargo landing(s)
 - Month – Month of the All-Cargo landing(s)
 - Landings – 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 and columns. For example, do not put the month and number of landings in the same column.
- File formats are shown below. These templates are available online at:
http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/reporting/

File Formats

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

All-Cargo Data Report (CY 2011)																		
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	

COLUMN TEMPLATE – Possible 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	2011	1	27
XYZ	MIW	ABX AIR	DC-8-61	351	240000	2011	2	26
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2011	1	68
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2011	2	66
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2011	3	73
XYZ	DHL	DHL AIRWAYS	B-727-200A	79	154500	2011	2	2
XYZ	DHL	DHL AIRWAYS	B-727-200A	79	154500	2011	3	7

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.