

SUBMITTING HOT SPOT & AIRPORT DIAGRAM INFORMATION

NFDC PORTAL

<http://nfdc.faa.gov>

Local Runway Safety Action Team Toolkit V1
FAA Office of Runway Safety

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Program Manager, Western Pacific Region

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Federal Aviation
Administration

Runway Safety



Aeronautical Navigation Products

Printed Publications

- **Airport diagrams and hot spot information be found in these printed publications.**
 - Terminal Procedures Publication (TPP)
 - Airport/Facility Directory (A/FD)
- **TPP**
 - Airport diagrams are located with the procedures for each airport
 - Hot Spot information is listed in the Table of Contents located on the back of the cover
- **A/FD**
 - Airport diagrams can be found at the back of the A/FD
 - Hot spot information is located at the beginning of the airport diagram section



Aeronautical Navigation Products

Online Publications

- Airport diagrams, hot spot information and other aeronautical charts can be found online.
 - http://www.faa.gov/air_traffic/flight_info/aeronav/
- On the left side of the page select “Free Digital Products”.
- On the next page select links to either “d-TPP and Airport Diagrams” or “digital – Airport/Facility Directory (d-A/FD)”
- For internet access to the Hot Spot descriptions you need to select “digital – Airport/Facility Directory (d-A/FD)” and follow the next link to the search engine.
 - Select the state then select the airport of interest
 - Select the “**Supplemental**” link found below the search engine on the following page. This will open the A/FD for the state you selected. The hot spot descriptions are located towards the end of this download, prior to the airport diagrams.



“Hot Spot”

Definition

- An airport surface Hot Spot is a location on an aerodrome movement area where there is an increased risk of collision or runway incursion. Caution is recommended when approaching and transiting such areas.

“Hot Spot”

- Airport surface Hot Spots present increased risk during surface operations. Hot Spots are typically complex or confusing taxiway or runway/taxiway intersections. Areas identified as Hot Spots often have a history of runway incursions or surface incidents, or are areas known to require increased vigilance from Air Traffic. Contributing causes may include complex or unusual airport geometry or inadequate or confusing airport markings, signage, or lighting.



“Hot Spot”

- Hot spots are depicted on airport diagrams as circles or polygons designated as “HS1”, “HS2”, etc. There is a brief description of each Hot Spot located in the first pages of the *Airport Diagram* section of the A/FD. Hot Spots will remain charted on the airport diagram until such time the factors which contribute to the increased risk have been mitigated.



Submitting New Info & Changes

- The following slides will step you through the process of submitting hot spot information to the NFDC for publication in the Government Flight Information Publications. This site is also used to notify NFDC of airport diagram changes. It will apply to both printed and online publications.
- For questions regarding this information please email Chris.Diggons@faa.gov or call 310-725-6705



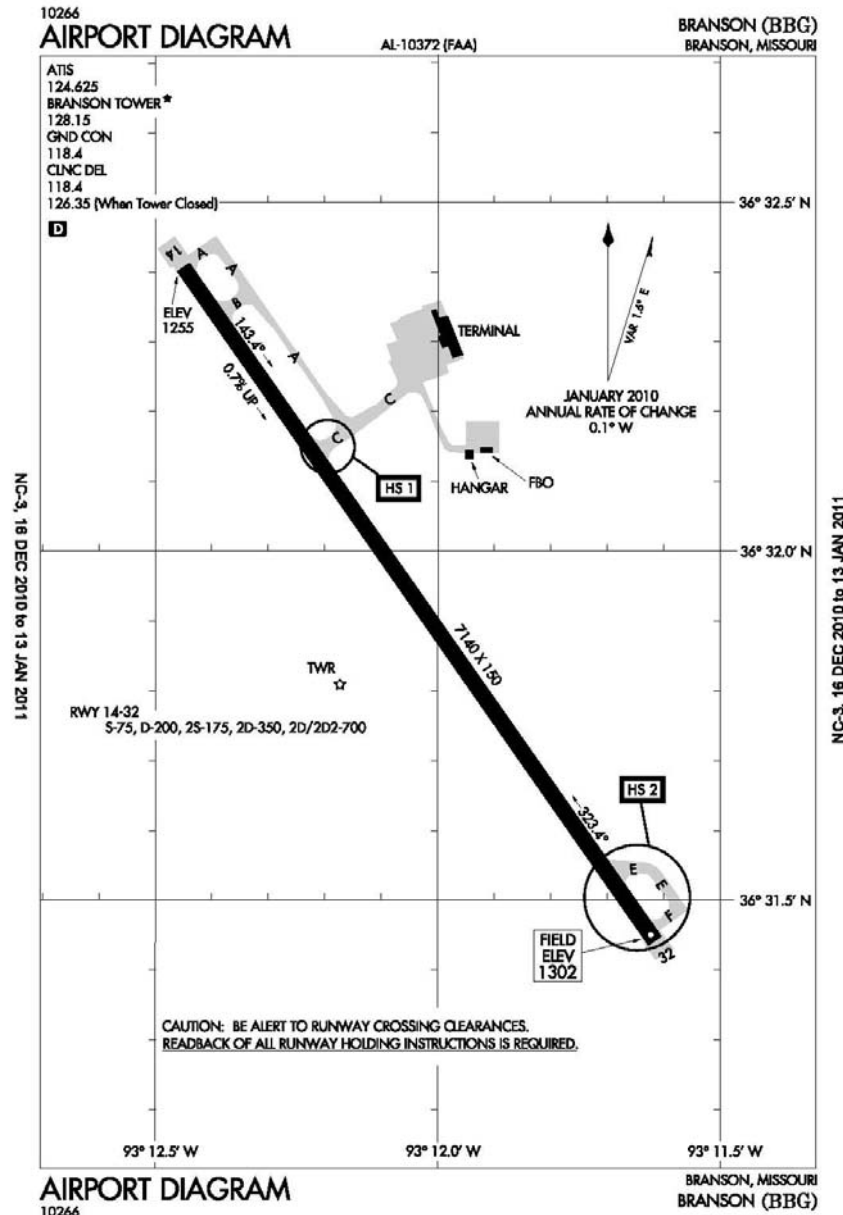
Prepare Hot Spot Information

- **Circle the hot spot location/area on a current FAA published airport diagram and label it as “HS¹”, “HS²”, etc.**
- **On a separate page place the A/FD and TPP hot spot descriptions.**
 - A/FD uses a short concise description of the hot spot, void of anything that sounds like a control instruction; avoid using the words “Caution” or “Warning”.
 - TPP uses a very limited version of the A/FD description; usually limited to the physical location and a few words of description.
- **Recommend you scan both sheets into one PDF file for upload to the NFDC Portal. Other file formats acceptable include jpg, tif, and ppt.**
 - Each file for upload is limited to a maximum size of 10 MB



Sample Hot Spot Descriptions

- **A/FD Description of BBG Hot Spots**
 - Hot 1 - Westbound traffic on Taxiway C must remain alert so as to not mistake Runway 14/32 for a parallel taxiway. First left turn out of ramp area is Runway 14/32.
 - Hot 2 - Aircraft utilizing Taxiways E and F as a turn around after landing on Runway 14 or taxiing to hold while waiting to depart Runway 32. Back taxi required on Runway 14/32 for full length departure on Runway 32 and frequently utilized by aircraft landing Runway 14.
- **TPP Description of BBG Hot Spots**
 - Hot 1- Ramp area exits on to runway.
 - Hot 2- Taxiway turn around at end of runway. Frequent back taxi operations.



Example A/FD Hot Spot Descriptions Page

AIRPORT DIAGRAMS

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MINNEAPOLIS MINNEAPOLIS-ST PAUL INTL/WOLD-CHAMBERLAN (MSP)

- HS 9 Rwy 18 apch area proximity to adjacent ramps along Twy A.
- HS 10 Close proximity of parallel rwys and holding positions when crossing apch end of Rwy 28L.
- HS 11 Short distance between rwy hold short lines. Be prepared to hold short of each rwy.
- HS 1 Expansive pavement at the intersection of Twy A, Twy B, Twy C, Twy D, and Twy H in near proximity to Rwy 12R-30L and Rwy 04-22. Use caution for rwy crossings in this area.
- HS 2 Complex twy/rwy geometry.
- HS 3 Expansive pavement at the intersection of Twy C, Twy D, Twy P, and Twy Q in near proximity to Rwy 12R-30L and Rwy 04-22. Use caution for rwy crossings in this area.
- HS 4 Complex geometry at Rwy 04 apch end. Rwy 04 depart check compass to verify correct twy heading.

ROCHESTER ROCHESTER INTL (RST)

- HS 1 Rwy 20 hold short line set back on Twy G
- HS 2 Rwy 20 hold short line on Twy A proximity to angled Twy A/Twy A6 intersection.
- HS 3 Complex, angled intersection of Twy A6, Rwy 13 and Twy B.

BRANSON BRANSON (BBG)

- HS 1 Westbound t/c on Twy C must remain alert so as to not mistake Rwy 14-32 for a parallel twy. First left turn out of ramp area is Rwy 14-32.
- HS 2 Use caution for acft utilizing Twy E and Twy F as a turn around after ldg on Rwy 14 or taxiing to hold while waiting to depart Rwy 32. Back taxi required on Rwy 14-32 for full length departure on Rwy 32 and frequently utilized by acft ldg Rwy 14.

CAPE GIRARDEAU CAPE GIRARDEAU RGNL (CGI)

- HS 1 Area not visible from the twr.
- HS 2 Acft ldg Rwy 10 sometime mistake Rwy 02-20 as Twy D.

COLUMBIA COLUMBIA RGNL (COU)

- HS 1 Use caution approaching the intersection of Twy A and Twy B due to the close proximity of rwy holding position markings for Rwy 02-20 and Rwy 13-31.
- HS 2 Acft departing Rwy 20. Taxiing on Rwy 13-31 may be authorized to reach the apch end of Rwy 20. Use caution not to confuse rwy holding position marking for Rwy 13 with the marking for Rwy 20.
- HS 3 Acft departing Rwy 20. Rwy holding position line for Rwy 20 is on Rwy 13-31.

FORT LEONARD WOOD WAYNESVILLE-ST. ROBERT RGNL FORNEY FLD (TBN)

- HS 1 Arriving and departing acft must use the intersection at the southeast end of Rwy 14-32 to access the rwy. There is no parallel twy. Arriving and departing t/c may be required to back-taxi.

JEFFERSON CITY JEFFERSON CITY MEMORIAL (JEF)

- HS 1 Complex intersection of twys and rwys. Rwy 12-30 intersects with Twy B and Rwy 09-27. Acft eastbound on Twy B from Rwy 12-30, holding position markings are for Rwy 12-30.
- HS 2 Acft taxiing on Twy B to Rwy 27, be prepared for the holding position markings just out of the turn.

JOPLIN JOPLIN RGNL (JLN)

- HS 1 All acft exiting the General Aviation Ramp on Twy B be prepared to hold west of Rwy 18-36 for both Rwy 18-36 and Rwy 05-23.
- HS 2 Twy C ramp exit is in close proximity to the rwy holding position line for Rwy 18-36. Twy C intersects with Rwy 18-36 immediately after leaving the ramp area.

KANSAS CITY CHARLES B. WHEELER DOWNTOWN (MKC)

- HS 1 On Twy G, holding position markings for Rwy 03-21 are unusual due to the angle that Twy G intersects with Rwy 03-21.

MISSOURI

NC, 18 NOV 2010 to 13 JAN 2011



Submitting Hot Spot Information

Hot Spot information is submitted through the NFDC PORTAL at <http://nfdc.faa.gov>

Step by Step Portal instructions follow.



Step 1: Go to <http://nfdc.faa.gov>

Step 2: Select "Aeronautical Chart Changes"

What's New

- [Airport Change Form \(Public Use & Military\)](#)
- ['Special' Procedures](#)
- [Aeronautical Chart Changes](#)
- [Construction Notices](#)
- [View Validated UDDF files](#)
- [Telephony Call Sign Requests \(Coming soon\)](#)

Lookup Airport Data

All data is provided by National Airspace System Resources (NASR).

- [U.S. & Territories Airport Lookup](#)
- [Caribbean/Bermuda Airport Lookup](#)
- [Extended-range Twin-engine Operations \(ETOPS\) Lookup](#)

Short Cuts

Links

- [Login to NFDC](#)
- [FAA Home](#)

Applications

- [Facility Aeronautical Data Distribution System - National Flight Data Center Login Required](#)
- [Airports GIS Program / Third Party Survey System \(TPSS\) - Separate Login Required](#)

Contact Information

HelpDesk

- [National Flight Data Center Support Desk](#)
- Phone #: 202-580-7500 (8:00am - 7:00pm EST)

FAA Contact

- Federal Aviation Administration 800 Independence Avenue, SW
- Washington, DC 20591
- 1-866-TELL-FAA (1-866-835-5322)

Feedback (To AIS/NFDC)

- Send email to: 9-AWA-ATOR-AIS-FEEDBACK@FAA.GOV
- (Do not use to submit Airport Data Changes)

GlobalGROUP ISO 9001
UKAS QUALITY MANAGEMENT 039
Certification/Registration Number 78Q11145

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Aeronautical Chart Changes - Microsoft Internet Explorer provided by ATO WSA IT Support Team

http://nfdc.faa.gov/airportDiagrams.do

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Aeronautical Chart Changes

Federal Aviation Administration

<< NFDC Portal

Aeronautical Chart Changes

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The FAA collects and maintains data used to create United States Government civil and military aeronautical charts and publications. The FAA uses this data to provide situational awareness to pilots and ensure navigational safety.

In particular, Airport Diagrams provided in the Terminal Procedures Publication (TPP) and the Airport/Facility Directory (AFD) play an important role in the Agency's Runway Safety Program. They provide much of the information pilots need to navigate safely when performing surface operations at our largest and most congested airports.

For the situational awareness of pilots, it is absolutely imperative that aeronautical data, including Airport Diagrams, be accurate and current. Changes to aeronautical charts and related publications can be submitted to FAA, Aeronautical Information Services, Cartographic Standards.

Submitting Changes to the FAA:
The preferred method of submission is in electronic format (PDF, TIF, JPG, or PPT). Fax copies should be avoided, if possible, as quality of data transmission is often poor.

Online Web Form:
There is a **NEW** online web form to submit changes to supplementary data contained in aeronautical charts and related products. This web form may now be used to submit changes to this data and upload supplemental information.

» [Online Aeronautical Chart Change Form.](#)

Mail:
Aeronautical Information Services/Cartographic Standards
Attn: Christopher Criswell
Room 626
800 Independence Avenue, S.W.
Washington, DC 20591

Related Links:

- [JO 7910.4D](#)
- [AIS Website](#)

Digital Copies of all Diagrams can be found here:

- [d-TPP/Airport Diagrams](#)

Step 3: Select "Online Aeronautical Chart Form"

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Readers & Viewers: PDF Reader | MS Word Viewer | MS PowerPoint Viewer | MS Excel Viewer | WinZip



Please note the "Preferred" formats for uploads.

<< Airports GIS

Aeronautical Chart Change Form

Instructions

- This form may be used to submit changes to supplementary aeronautical data contained on VFR and IFR charts and publications, including Airport Diagrams.
- This form may be used to submit changes to information such as Special Notices, Area Notices, Regulatory Notices, and Graphic Notices contained in an Airport/Facility Directory (A/FD) or Supplement.
- The preferred format for uploading supplemental information is PDF, TIF, JPG, or PPT.
- Note: Changes to airport data published in an A/FD or Supplement should be submitted through the online [Airport Data Change Form](#).

Contact Information

• First Name:	<input type="text"/>	• Organization:	<input type="text"/>
• Last Name:	<input type="text"/>	• Address 1:	<input type="text"/>
Job Title:	<input type="text"/>	Address 2:	<input type="text"/>
• Email Address:	<input type="text"/>	• City:	<input type="text"/>
• Phone Number:	<input type="text"/> x <input type="text"/>	• State:	<input type="text"/>
Mobile Number:	<input type="text"/>	• Postal Code:	<input type="text"/>

Step 4: Input the required information & select product category (Airport Diagrams, A/FD, TPP)

Aeronautical Chart Change Details

• Product Category:

• Description:

Type in appropriate description of Hot Spot or change of information here.

Note: You can optionally attach documents on the next page.

Step 5: Select "Continue" when done

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https://airports-gis.faa.gov/airportsgis/services/acc/attachDocumentsForm.jsp?accId=115202&requestToken=1292507294034

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Help Logout

Attach Documents to your Aeronautical Chart Change

Instructions

- You have the *option* to add up to 3 documents to your submission.
- Click the "Add Document" link below.
- Documents may be no larger than 10MB each.
- Once you are completed adding documents, click the Continue button.

Documents

Date	File Name	Description
+ Add Document (No documents have been added)		

Once you are done adding documents, click here:

[Continue](#)

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Use this page to upload the marked up airport diagram and hot spot description documents – Please note the file size limits for uploads.

Step 6: Select "Add Documents"

Step 7: Select "Continue" after reviewing the information.

This is the result of uploading the supporting documents.



Airports GIS

Attach Documents to your Aeronautical Chart Change

- Instructions**
- You have the *option* to add up to 3 documents to your submission.
 - Click the "Add Document" link below.
 - Documents may be no larger than 10MB each.
 - Once you are completed adding documents, click the Continue button.

Documents

Date	File Name	Description
12/16/2010 08:37 AM	PTK_Pontiac_Oakland_County_Intl._Airport_Hot_Spot_... (0.1MB)	PTK HOT SPOT DESCRIPTIONS
12/16/2010 08:37 AM	PTK_NACO_Hot_Spot.pdf (0.1MB)	

[+ Add Document](#)

Once you are done adding documents, click here:

Continue


Step 8: Review the information and select "Continue".

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https://airports-gis.faa.gov/airportsgis/services/acc/accReceipt.jsp?accId=115201

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Federal Aviation Administration

This is the "Receipt" page. You will be emailed a copy of the this information.

Aeronautical Chart Change Receipt: ACC-115201

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ACC Receipt

- Thank you. Your Aeronautical Chart Change has been received.
- Your submission receipt # is ACC-115201
- [Print This Page](#)

Contact Information

First Name: Chris	Organization: FAA Western-Pacific Region
Last Name: Diggons	Address 1: Runway Safety AJS-4WP
Job Title: Assistant Manager	Address 2: 15000 Aviation Blvd - Rm 3011
Email Address: Chris.Diggons@faa.gov	City: Lawndale
Phone Number: 3107256705	State: CA
Mobile Number: 7604731461	Postal Code: 90261

Airport Data Inquiry Details

Product Category: Airport Diagrams (A/FD, TPP)

Airport Location Identifier: PTK

Description: Hot Spot Publication

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- **Example of an email receipt that confirms the info you provided. You will receive this email shortly after submitting your request .**

- Chris Diggons,
Your Aeronautical Chart Change has been received.
Your receipt number is: ACC-115201.
You will be notified once your submission has been processed.

Contact Information

First Name: Chris
Last Name: Diggons
Job Title: Assistant Manager
Email Address: Chris.Diggons@faa.gov
Phone Number: 3107256705
Mobile Number: 7604731461
Organization: FAA Western-Pacific Region
Address 1: Runway Safety AJS-4WP
Address 2: 15000 Aviation Blvd - Rm 3011
City: Lawndale
State: CA
Postal Code: 90261

Aeronautical Chart Change Details

Product Category: Airport Diagrams (A/FD, TPP)
Product:
Page #:
Airport Location Identifier: PTK
Description: Hot Spot Publication



Airport Diagram Changes

The Local RSAT is a good opportunity to review your airport diagram for accuracy.

Airport diagram change information is also submitted through the NFDC PORTAL at <http://nfdc.faa.gov> using the same process.



Verification

- **Hot Spot information submitted to the NFDC portal will be verified by the Office of Runway Safety prior to publication.**

