

ORDER

5010.4

AIRPORT SAFETY DATA PROGRAM



January 27, 1981

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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FOREWORD

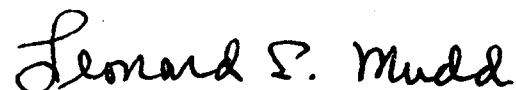
This order prescribes requirements, delegates authority, assigns responsibility, and provides guidance for assuring compliance with the provisions of the Airport Safety Data Program.

The Federal Aviation Administration (FAA) has the statutory requirement under the Federal Aviation Act of 1958, Section 311, to collect, maintain, and disseminate accurate, complete, and timely airport data for the safe and efficient movement of people and goods through air transportation. Within the FAA, this is accomplished through the Airport Safety Data Program.

This order sets forth requirements for the collection, maintenance, and dissemination of airport data through a physical inspection or by mail solicitation of all proposed, active, closed, and abandoned aircraft landing facilities and those military airports permitting civilian use.

These data are used as source material for the agency's National Flight Data Center Airport Data Base, for dissemination of aviation information to the public, and for preparation of government and industry aeronautical charts and related flight publications. These data are also used for planning and programming within the FAA.

These revised Airport Safety Data Program instructions supersede prior editions as well as all internal correspondence relating to the conduct of the Airport Safety Data Program. They advise regional Airports personnel what is manner. This order has been prepared on an agencywide basis; therefore, individual regions/organizations may supplement this broad coverage with specific guidelines and instructions peculiar to their needs.



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CHAPTER 1. GENERAL

SECTION 1. INTRODUCTION

1. PURPOSE. This directive authorizes and describes the Airport Safety Data Program as the primary means for the collection, maintenance, and dissemination of information related to airports.
2. DISTRIBUTION. This order is distributed to Washington headquarters director level except to branch level and above in Airports Offices and Air Traffic Service; to all regional Airports, Air Traffic, Flight Standards, and Airway Facilities Divisions; and to all Airports, Flight Standards, Airway Facilities, and Air Traffic Field Offices.
3. CANCELLATION.
 - a. Order 5090.1, Airports Planning Handbook, dated January 30, 1969.
 - b. Order 5010.3, Airport Data Program - Mail Solicitation (FAA Form 5010-2), dated August 21, 1973.
 - c. Order 5200.7, Airport Inspections, dated August 25, 1977.
4. EFFECTIVE DATE. The effective date of this order is March 15, 1981.
5. DEFINITIONS.
 - a. Airport(s) is an area of land or water that is used or intended to be used for the landing and takeoff of aircraft and includes its buildings and facilities, if any (FAR Part 1, Definitions and Abbreviations). For the purpose of these instructions, the term "airport(s)" includes airports, heliports, seaplane bases, stolports, gliderports, and balloonports except where a distinction is made in the text.
 - b. FAA Airport Data Base is the official FAA record of information on each of the Nation's airports and is composed of two distinct parts:
 - (1) Airport File is a computerized collection of tabular data pertaining to each airport, containing provisions for over 150 data elements and is maintained by the National Flight Data Center (NFDC).
 - (2) Location and Layout Drawings depict the location of the airport in relation to its associated city and a diagram of facilities and equipment on the airport. The original drawings are updated and maintained in the regional Airports Divisions.
 - c. Airport Management includes the airport owner, operator, or manager unless a distinction is made in the text.

- d. Element Number is used to identify each specific element of data in the airport file. Data elements shown on the FAA Form 5010-2 and FAA Form 5010-5 which are the same as those shown on the FAA Form 5010-1 have identical numbers. These numbers are used as identifiers in all data transmissions and reports relating to the airport file.
- e. NFDC (National Flight Data Center, AAT-430) is an office within the Air Traffic Service, FAA, Washington, D.C. 20591.
- f. NFDD (National Flight Data Digest) is a summary of airport data, additions, changes, and deletions issued each work day by the NFDC.
- g. AAS (Office of Airport Standards) is an office under the Associate Administrator for Airports, FAA, Washington, D.C. 20591.
- h. AAS-330 (Airport Safety Data Group) is an office within the Safety and Compliance Division, Office of Airport Standards, FAA, Washington, D.C. 20591.
- i. Regional Airports Personnel identifies personnel of the regional Airports Division, Airports District Offices, and/or Airports Field Offices.
- j. Airport Master Record refers to all four of the forms used in the conduct of the Airport Safety Data Program; specifically, FAA Forms 5010-1, 5010-2, 5010-3, and 5010-5. The FAA Form 5010-1 is used by regional Airports personnel to record the results of a physical inspection and by AAS-330 as a mail-solicitation report to obtain the current status of all existing noninspected public-use airports. The FAA Form 5010-3 is used by regional Airports personnel as a "skeleton" report to provide basic information on proposed public-use airports or to provide the initial report on newly constructed or newly reported public-use airports. The FAA Form 5010-2 is used by AAS-330 as the mail-solicitation report on existing private-use airports. The FAA Form 5010-5 is used by regional Airports personnel to obtain the initial status or activation of new or newly reported airports that are not physically inspected.
- k. FSS (Flight Service Station) is an Air Traffic field facility. Refer to Data Element 86 entitled "FSS" in appendix 1.
- l. NOS (National Ocean Survey) is the publisher of aeronautical charts and flight publications.
- m. Abandoned Airport is an airport permanently closed to aircraft operations which may be marked in accordance with current FAA standards for marking and lighting of deceptive, closed, and hazardous areas on airports.
- n. Inactive Airport is an airport where all flying activities have ceased yet it has remained in an acceptable state of repair for civil use and is identifiable from the air as an airport.
- o. Closed Airport is an airport temporarily closed to aircraft operations for maintenance, construction, or some other purpose while the operator is still in business.

p. ADO (Airports District Office) is a subdivision of an FAA region's geographic boundaries.

q. AFO (Airports Field Office) is a subdivision of an FAA region's geographic boundaries.

6. OBJECTIVES. The goals and objectives of the agency's Airport Safety Data Program are:

a. To promote and encourage airport safety through direct contact with airport management and through application of methods and techniques to improve safety conditions at airports.

b. To accurately report conditions at airports, bringing attention to unsafe conditions and motivating the airport management to correct deficiencies.

c. To maintain a comprehensive agency airport data repository.

d. To ensure that data are promulgated with a degree of accuracy and frequency consistent with the exercise of FAA responsibilities.

e. To eliminate redundant collection and dissemination processes.

f. To provide an efficient means for producing both recurring and one-time reports needed for management direction, program planning, and statistical analysis.

g. To provide airport information to the public to satisfy their specific needs.

7. RESPONSIBILITIES. FAA organizational directives (1100 series) assign responsibility for the collection, maintenance, and dissemination of airport data on the Nation's airports to the Office of Airport Standards within the Office of the Associate Administrator for Airports. The Air Traffic Service is responsible for maintaining the agency's Airport Data Base, an integral part of the National Flight Data Center (NFDC). They are also responsible for providing these data to selected government and industry producers of aeronautical charts and publications.

a. The Office of Airport Standards is responsible for:

(1) Developing guidance for establishing goals, areas of emphasis, overall program control, evaluation, and operating standards.

(2) Developing and issuing instructions and guidance to assure close liaison and cooperation within all organizational levels of the Office of the Associate Administrator for Airports.

(3) Accomplishing the mail-solicitation portion of the Airport Safety Data Program.

(4) Coordinating international, industry, and other program data requirements.

(5) Maintaining a viable airport data record.

(6) Providing assistance to all users (legal, environmental, military, government, industry, etc.) of the Airport Safety Data Program.

b. The regional Airports offices are responsible for:

(1) Obtaining accurate, adequate, and timely airport information through physical inspection for:

(a) All civil public-use airports; and

(b) Selected military airports that permit civilian use and are certificated under FAR Part 139.

(2) Preparing a marked-up Airport Master Record (FAA Form 5010-1) and location and layout drawing for each inspected airport.

(3) Preparing a blank (or "skeleton") FAA Form 5010-3, Airport Master Record, for each proposed or newly reported public-use airport for which an FAA Form 5010-1 does not exist.

(4) Soliciting all newly reported and newly constructed private-use airports through the use of the FAA Form 5010-5, Airport Master Record.

(5) Submitting airport inspection forms for newly established locations to AAS-330 and NFDC for processing.

(6) Submitting new and skeleton forms (FAA Form 5010-3) to AAS-330 for assignment of site numbers and requesting site numbers for proposed airports included in the National Airport System Plan (NASP).

(7) Reviewing and submitting corrections on completed forms received from the National Flight Data Center (NFDC).

(8) Photo-reducing and printing of validated computer-generated master record forms and distributing to appropriate users EXCEPT producers of aeronautical charts. This exception is the sole responsibility of the NFDC.

(9) Maintaining current Airport Master Records to ensure accurate and current data are available for NASP planning, airports grant-in-aid programs, and other agency regional needs.

(10) Ensuring that regional Airports office procedures supporting the Airport Safety Data Program are consistent and function well with Air Traffic and Flight Standards programs.

(11) Validating discrepancies in data reported on the Airport Master Record forms upon the request of the NFDC or AAS-330.

- (12) Reporting any change in official airport name to AAS-330.
 - (13) Requesting new site numbers from AAS-330 when there is a change in associated city. A change in associated city usually requires a change in the site number.
 - (14) Preparing and maintaining current and accurate location sketches and layout drawings for each airport subject to a physical inspection.
 - (15) Reviewing and verifying the accuracy of inspection reports completed by state and contractor personnel prior to submission to NFDC and AAS-330 for processing and dissemination.
- c. The National Flight Data Center is responsible for:
- (1) Managing the agency's Airport Data Base.
 - (2) Assuring the accuracy of the data entered into or extracted from the Airport Data Base.
 - (3) Producing FAA Forms 5010-1 and 5010-2, Airport Master Record.
 - (4) Validating reasonableness of all data entered into the Airport Data Base.
 - (5) Providing recurring and one-time reports for management direction, program planning, and statistical analysis.
 - (6) Disseminating airport data for use by charting and publication entities of FAA, government, and industry.

8.-10. RESERVED.

SECTION 2. FORMS

11. FAA FORM 5010-1, AIRPORT MASTER RECORD.

- a. The FAA Form 5010-1 is used for recording the current status on file of facilities and services for each of the Nation's public-use airports. The FAA Form 5010-1 is white in color. The FAA Form 5010-1 is depicted in appendix 3.
- b. Most of the data recorded on this form are collected by regional Airports personnel and AAS-330 either through physical inspection or through mail solicitation. Data not collected by Airports personnel are collected by other components of the agency. Refer to Appendix 1, Description and Instruction for Each Data Element, for those entries that are completed by offices other than Airports.
- c. When reflecting the results of a physical inspection, the FAA Form 5010-1 will contain an airport layout sketch and a location drawing printed on the reverse.

d. A copy of this form properly marked with interim changes is used for the next inspection.

12. FAA FORM 5010-2, AIRPORT MASTER RECORD.

a. The FAA Form 5010-2 is used for recording the current status of facilities and services at each of the Nation's private-use airports. The FAA Form 5010-2 is white in color. The FAA Form 5010-2 is depicted in appendix 4.

b. Most of the data recorded on this form are collected by the Airport Safety Data Group, AAS-330, through mail-solicitation to the airport management. Those remaining data not collected from airport management are collected by other components of the agency.

13. FAA FORM 5010-3, AIRPORT MASTER RECORD.

a. The FAA Form 5010-3 is used for recording the facilities and services at each of the Nation's newly reported or newly constructed public-use airports. The FAA Form 5010-3 is identical to the FAA Form 5010-1 but is buff in color (see appendix 3).

b. Most of the data recorded on this form are collected by regional Airports personnel through physical inspections.

c. When reflecting the results of a physical inspection, an airport layout sketch and a location drawing will be prepared for inclusion on the reverse side of the form.

d. The FAA Form 5010-3 is also used as a "skeleton" form. Such a form contains certain basic information including site number, location, geographical position, airport name, name and address of airport owner, and additional pertinent data if available. These data are necessary to enable the FAA to evaluate construction proposals that could affect aeronautical activity.

14. FAA FORM 5010-5, AIRPORT MASTER RECORD.

a. The FAA Form 5010-5 is used for recording the facilities and services at each of the Nation's newly reported or newly constructed private-use airports. The FAA Form 5010-5 is identical to the FAA Form 5010-2 but is buff in color (see appendix 4).

b. Most of the data recorded on this form are collected by regional Airports personnel through mail-solicitation to the airport management. Those remaining data not collected from airport management are collected by other components of the agency as identified under the particular data element description in appendix 1.

15. SUPPLY OF FORMS.

a. FAA Form 5010-1 is a blank form for use by the NFDC in producing a new Airport Master Record. It is stocked in the DOT Warehouse (M-443.1).

b. FAA Form 5010-2 is a blank form for use by the NFDC in preparation of forms used in mail-solicitation. The FAA Form 5010-2 is stocked at the DOT Warehouse (M-443.1).

c. FAA Form 5010-3 is used by regional Airports personnel and may be obtained from the FAA Depot, AAC-434, Oklahoma City, Oklahoma. (NSN-0052-00-010-4003, Unit of issue: SH).

d. FAA Form 5010-5 is used by regional Airports personnel and may be obtained from the FAA Depot, AAC-434, Oklahoma City, Oklahoma. (NSN-0052-00-845-3001, Unit of issue: SH).

SECTION 3. PRINCIPAL PROCESSES

16. FLOW CHART. Appendix 5 shows the principal processes in the Airport Safety Data Program. The chart does not illustrate the role of the NFDD in the system. The daily NFDD is the means of distributing changes occurring between issuances of an Airport Master Record and the Airport/Facility Directory. A current record for an airport is maintained in regional Airports offices by marking changes reported in the NFDD on a copy of the latest Airport Master Record.

17. PROCESSING.

a. NFDC is responsible for the accuracy and maintenance of data entered into or extracted from the Airport Data Base. To achieve the accuracy required, NFDC validates data for reasonableness prior to entry into the file.

b. Changes in certain data elements cause automatic production of statements for publication in the next NFDD. The NFDD also contains statements on other subjects unrelated to airports.

c. A new FAA Airport Master Record, FAA Form 5010-1, is printed for an airport when a change in Data Element 112 or 113 (last inspection or mail-solicitation date) is made.

d. The FAA Form 5010-1, produced as a result of changes on a public-use airport which occur between inspections, is mailed to the appropriate regional Airports Division by NFDC for review, printing, and distribution.

e. An FAA Form 5010-1, with drawings printed on the reverse, becomes the document upon which an airport inspector records the results of the next inspection of the airport.

f. From time to time, a regional office may require a new FAA Form 5010-1 even though the date in Data Element 112 or 113 has not changed. Such requests are to be directed to the NFDC on FAA Form 2800-1, Speed Memo, providing the site number, associated city, state, and airport name.

(1) This process is intended for use when the original Airport Master Record is lost or destroyed, when a new Airport Master Record is required after correction of errors, or to obtain a current Airport Master Record for use by the airport inspector.

(2) This request procedure must NOT be used to obtain forms for special report purposes since it is a very inefficient method of obtaining large volumes of selected data from the airport file.

SECTION 4. SITE NUMBERS

18. RESPONSIBILITY. AAS-330 is responsible for the assignment of all site numbers as described in appendix 1.

19. ASSIGNMENT. Site numbers are assigned for the following reasons:

a. Proposed Airports. When a proposed public-use facility has received an airspace determination, the regional Airports office shall prepare an FAA Form 5010-3 to request an airport site number. This form shall be labeled "skeleton" (see further discussion of "skeleton" forms under paragraph 62).

b. New or Newly Reported Airports. AAS-330 shall assign site numbers to all airports being reported for the first time and not previously reported on skeleton forms.

c. Reactivated Airports. When either an FAA Form 5010-3 or FAA Form 5010-5 is received by AAS-330 with the notation that it is a "reactivation" of a previously abandoned location, AAS-330 will attempt to reassign the same site number to the airport. If, however, the previous number has been cancelled and assigned to another facility, a new number will be assigned.

d. Airports in the National Airport System Plan (NASP). When a new or proposed location is recommended for inclusion in the NASP, regional Airports offices shall request a site number from AAS-330. This can be handled by telephone. These site numbers shall be retained in the Site Number Master File as long as the airport proposal continues to be included in subsequent NASP's or until the site for the construction of a new airport has been selected. When a new airport recommendation is deleted from the NASP, the regional Airports office shall advise AAS-330, in writing, so that the site number of this location can be cancelled.

e. Military Airports. Site numbers for military airports shall be requested by the NFDC in writing. This notification can be a copy of the information received by NFDC from the military for inclusion in the Airport Data Base.

f. Change in Associated City. Since site numbers are determined by the Associated City (Data Element 1), any change in the airport's associated city usually requires a new site number. Changes in the associated city shall be

forwarded in writing to AAS-330 with appropriate documentation from the airport sponsor or the regional Airports Division Chief for airports that have Federal agreements. AAS-330 will advise all interested parties of all changes in the site numbers.

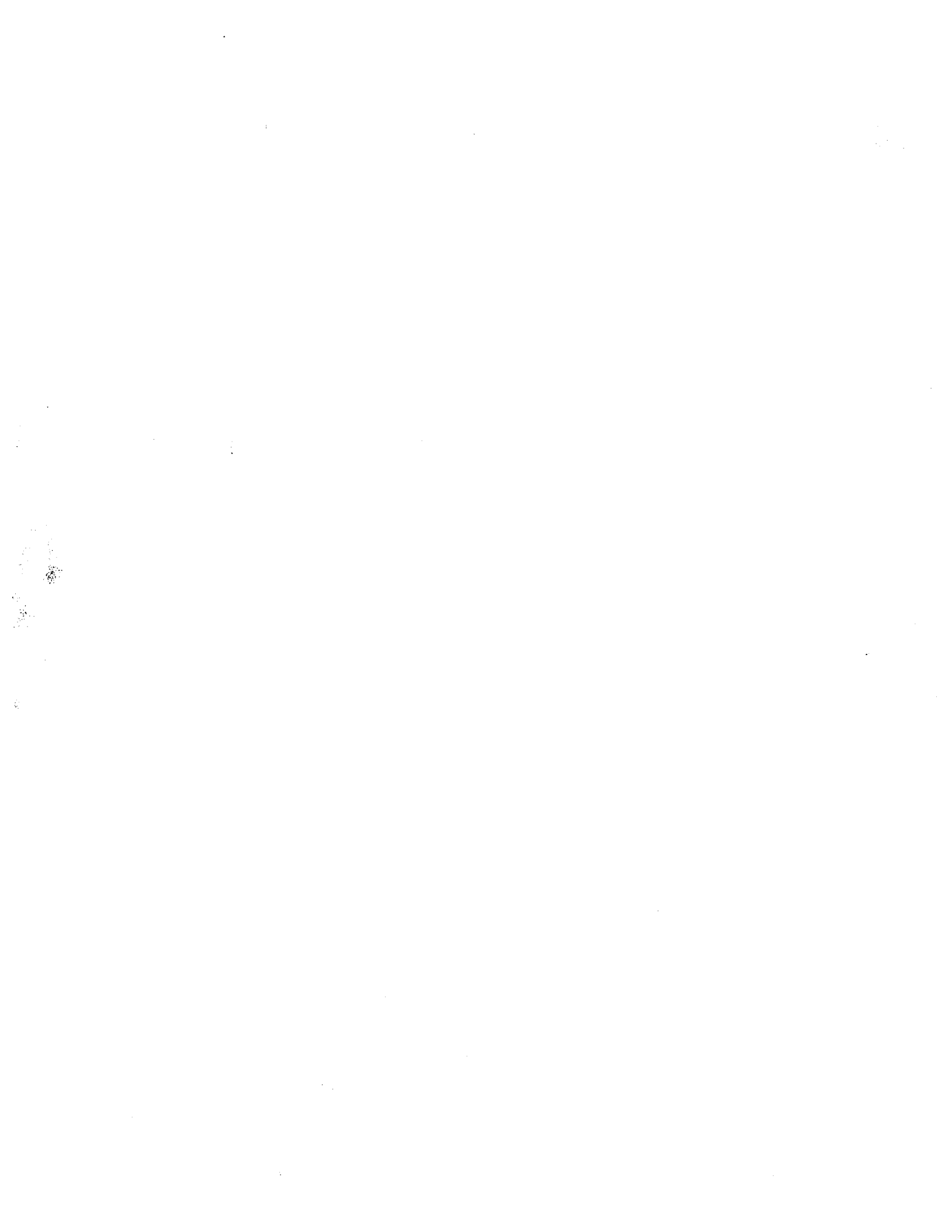
20. SITE NUMBER CANCELLATIONS.

a. Due to the ever-increasing number of airports in the Airport Safety Data Program, it is not feasible to retain site numbers for locations meeting one of the following conditions:

- (1) An airport, except those with Federal agreements, that has been abandoned for two years or more.
- (2) A proposed airport location recommended in the NASP that has been deleted.
- (3) A "skeleton" site number for which development has been cancelled.
- (4) An airport for which there has been a change in associated city.
- (5) An erroneous assignment of a site number to a duplicate record.

b. AAS-330 shall be responsible for initiating all site number cancellations which meet any of the above conditions. In addition, they are responsible for proper notification to all concerned offices.

21.-25. RESERVED.



CHAPTER 2. INSPECTIONS

26. GENERAL. Airport data will be collected annually by physical inspection of all public-use airports in the U.S. and its territories.

27. PRIORITIES OF PHYSICAL INSPECTIONS.

a. The following priority listing will be adhered to by the regional Airports office in accomplishing the physical inspection of public-use airports:

(1) Inspected annually by FAA personnel:

- Priority 1 - Air carrier airports certificated under FAR Part 139, Certification and Operations: Land Airports Serving CAB-Certificated Air Carriers.
- Priority 2 - All other commuter-served airports and obligated, NASP commuter, reliever, and satellite airports.
- Priority 3 - Nonobligated, NASP commuter, reliever, and satellite airports.

(2) Inspected annually by FAA, state, or contractor personnel:

- Priority 4 - General aviation-obligated airports.
- Priority 5 - General aviation NASP airports.
- Priority 6 - All other general aviation airports.

b. Unique situations may dictate inspection of certain private-use airports, such as those airports served exclusively by a commuter. The regional Airports Division shall assign an appropriate inspection priority based on the individual airport's use.

28. INSPECTORS.

a. The regional Airports Certification Safety Inspectors will conduct the airport data inspections for all Priority 1 civil airports.

b. Authorized regional Airports personnel will accomplish the inspection and reporting of airport data on other public-use airports described in paragraph 27a(1), Priorities 2 and 3.

c. Other public-use airports described in paragraph 27a(2) may be inspected by organizations other than regional Airports personnel. These organizations may be individual state governments or private contractors.

29. SCHEDULING AND CONTROL OF INSPECTIONS. Each regional Airports Division shall establish, review, and control procedures which ensure maximum accuracy of all reported data and adherence to schedules for inspections and reporting. A prorated flow of reports is preferred throughout the year. This will ensure an even distribution of workload in AAS-330, in NFDC, and at field levels and facilitate prompt and efficient processing and distribution. Where feasible,

reports shall be cycled to the fiscal year with the last report being received by September 15. This is vital for program workloads and planning for budgetary actions. It is preferable that inspections be completed and reports submitted for processing in time to meet the cutoff dates for updating aeronautical sectional charts published by NOS. Refer to the individual sectional chart for the date of the next chart edition. Inspections should be planned so the reports arrive in NFDC at least six weeks prior to the next chart edition date. Whenever possible, the airport data inspection should be combined with one or more other inspections, such as a final construction inspection, compliance inspection, or certification safety inspection.

30. ANNUAL AIRPORT INSPECTION.

a. The latest computer-generated Airport Master Record, FAA Form 5010-1, corrected by NOS survey reports and NFDD changes, shall be used by the airport inspector in conducting the inspection of an airport. During the inspector's visit to the airport, the inspector shall verify or correct each data element on the FAA Form 5010-1, except those which are the responsibility of a specific office as described in appendix 1. Instructions for the proper completion of each data element are contained in appendix 1.

b. Changes to the original airport layout sketch shall be made using the symbols and instructions in appendix 2.

c. Changes to the data entries and a copy of the airport layout sketch shall be legible and made with red or vivid-colored ink. Changes should be easily identifiable from the information already on the form.

d. Upon completion of the inspection, the airport inspector's signature, title and date of inspection shall be legibly entered in Data Elements 111 and 112 to certify that the inspector physically inspected the airport and believes the corrected form and sketch represents ACTUAL conditions at the airport on the date of inspection.

31. ADDITIONAL INSPECTIONS. Between annual inspections, it may be necessary for regional Airports personnel to conduct a special inspection; i.e., completion of a construction project. If a full inspection for airport data purposes is also done at this time, the inspection report shall be completed as described in paragraph 30 above. If, however, a full inspection is not accomplished and only certain items are verified, the date of last inspection (Data Element 112) shall not be changed. This information shall be noted as "additional information" in the margin of the form.

32. LOCAL CONTACT.

a. If possible, the airport inspector shall contact airport management or a local person(s) closely associated with the airport (i.e., the chairman of the airport board, city official, etc.), and advise them of the inspector's plans to conduct an airport data inspection. Inspectors should request that someone familiar with the operations of the airport be available to discuss inspection findings. This contact can be either in person, in writing, or by telephone.

b. The physical inspection of an airport affords an opportunity to foster aviation safety and development; thus, the inspector shall use a cooperative and thorough approach in the discussion of data items with local contacts.

33. USE OF OTHER DATA SOURCES. Many of the public-use airports have Federal agreements, and the regional Airports office will have detailed record drawings and other information of value in the performance of an airport inspection. In addition, there are many other useful sources of data available to the inspector such as the United States Geological Survey (USGS) quadrangle, obstruction charts, county and city maps, pavement surveys, airport master plans, etc. Use these sources to make the Airport Master Record information as accurate as possible.

34. DATA COLLECTION TOOLS. The measurements and computations shown on the Airport Master Record shall be made in accordance with sound engineering practices. Engineering instruments such as hand levels, altimeters, clinometers, measuring wheels, measuring tapes, and other similar tools shall be used to obtain the necessary data. Corrections for instrument error shall favor improved safety margins. Measurements obtained by "pacing" distances, "eyeballing" heights of structures, using a vehicle's odometer, and other similar estimating practices are not acceptable. The use of more sophisticated engineering equipment such as a transit, rods, chains, and surveyor's stakes may be appropriate if, in the judgment of the inspector, such equipment is necessary to obtain the required data. The collection of data for a new relocation or displacement of runway thresholds to meet a required approach slope ratio or calculations necessary to determine usable landing lengths necessary to clear obstructions shall require engineering equipment having the accuracy of a transit.

35. REPORTING UNSAFE CONDITIONS. Look for and report all items on the airport that could be hazardous, such as unmarked obstructions, deteriorating/cracked runways, stored materials, parked aircraft near runways/taxiways, garbage dumps or other areas near the airport that might attract birds, and other safety hazards on or near the runway. Discuss these unsafe airport conditions with the airport management before your departure and advise him/her that notice of these unsafe conditions will be issued to the flying public in the Airport/Facility Directory. In addition, the inspector shall discuss airport management's responsibility in promptly notifying airmen through the local FSS of any condition affecting future aeronautical use of the airport by the issuance of a NOTAM (Notices to Airmen).

36. ACCURACY OF DATA. Because of the extensive use made of the data recorded on the FAA Form 5010-1, as well as the agency's and aviation industry's reliance on data accuracy, exercise extreme care to ensure that the data collected are current, accurate, and not misleading. This requires continuing attention to assure that accuracy is achieved and maintained.

37. PROCESSING INSPECTION REPORTS.

a. After completion of an inspection, the FAA Form 5010-1 shall be marked up to accurately reflect the inspection and the necessary copies shall be made. The following distribution of these copies shall be made using a standard transmittal letter (see appendix 6):

(1) The original marked-up form and a copy of the sketch shall be forwarded to the NFDC (AAT-430) for computer updating.

(2) A copy of both the form and the sketch shall be forwarded to AAS-330.

(3) A copy of both the form and the sketch shall be forwarded to the associated FSS for their use.

(4) Copies are forwarded to other FAA offices within the region at the discretion of the Airports Division.

(5) A copy is retained in the regional Airports Division's suspense file along with the revised original airport layout sketch.

b. The above distribution is to be made within 15 working days after the date of inspection.

c. Upon receipt of the original marked-up inspection, NFDC will update the airport's record in the Airport Data Base. If information reported on the inspection report requires clarification, NFDC personnel shall contact the inspector or regional coordinator for resolution. NFDC personnel shall not make any changes to the data submitted on an inspection report without first contacting the inspector or appropriate regional Airports office.

d. Within 20 days after receipt of an inspection, NFDC will forward a current FAA Form 5010-1 reflecting the changes to the appropriate regional Airports Division.

e. If after 20 days, a new FAA Form 5010-1 is not received in the regional Airports Division, the regional Airports office will contact NFDC to ascertain the reason for the delay. If necessary, another copy of the marked-up inspection report shall be forwarded to the NFDC appropriately labeled "resubmittal--no master received." Send these forms using a transmittal letter that identifies these forms as being "resubmittal--no master received." A copy of the transmittal letter is also sent to AAS-330.

f. When the new FAA Form 5010-1 is received in the regional Airports Division, it shall be compared to the marked-up inspection report in the suspense file to verify that all changes have been made correctly.

g. If errors are detected on the new FAA Form 5010-1, note the correction on the form with red or vivid-colored ink. Notify NFDC by telephone of errors that involve data elements preceded by ">." Label the form "resubmittal" and

transmit it to NFDC via Speed Memo for correction. A copy of the Speed Memo shall be provided AAS-330. No TYPEWRITER, WRITTEN, or other changes shall be made on the new master by anyone prior to printing and distribution.

h. The correct FAA Form 5010-1 shall be printed and distributed as discussed in chapter 5.

38. SPECIAL REPORTING ACTIONS. Selected elements on the FAA Form 5010-1 are considered "priority data." They are identified by the symbol ">" preceding the element number. Whenever reliable information is obtained on "priority data" changes, such changes shall be transmitted IMMEDIATELY via message to the NFDC (AAT-430) through the nearest Flight Service Station. An information copy of each message shall be provided to AAS-330 as well as to the respective regional Airports Division. These priority changes as well as other routine changes shall be entered on the master copy of the FAA Form 5010-1 maintained by the regional Airports offices. Errors found in the NFDD should be reported to NFDC and AAS-330 in the same manner (i.e., by message if priority and by mail if routine).

39. ADDITIONAL INFORMATION. Between airport inspections, additional changes may come to the attention of the regional Airports personnel via letters from the airport management, airspace actions, FSS inquiry reports, etc. After verification, these changes shall be so noted on the latest printed copy of the FAA Form 5010-1, labeled "additional information," and transmitted to the NFDC and AAS-330 in the manner described in paragraph 37. Dependent on the nature of the changes, it may be desirable to obtain a new FAA Form 5010-1. If so, label the form--"additional information--new master requested."

40.-45. RESERVED.

CHAPTER 3. MAIL-SOLICITATION PROGRAM

46. GENERAL. The mail-solicitation portion of the Airport Safety Data Program is an integral part of the program. In most cases, this is the only link the FAA has with many airports on a routine basis. The mail-solicitation effort involves all airports that are not open to the general public as well as certain public-use airports for which an annual physical inspection cannot be made.

47. RESPONSIBILITY.

a. The mail-solicitation effort for all airports in the United States and its territories is the responsibility of AAS-330. They will establish procedures to assure that all applicable airports are solicited annually. They will also establish procedures for the control, validation, and timely processing of all reports received through the mail-solicitation program.

b. The regional Airports offices will provide assistance, clarification, and necessary airspace actions when requested by AAS-330.

48. FORMS.

a. FAA Forms 5010-1 and 5010-2, Airport Master Record, are used in support of the mail-solicitation program. The FAA Form 5010-1 is mailed to the owner/manager of each public-use airport that will not receive an annual physical inspection by regional Airports or contractor personnel. The FAA Form 5010-2 is a condensed version of the FAA Form 5010-1 since many items applicable to a public-use airport are not required for private-use facilities. The FAA Form 5010-2 is mailed to each private-use airport on record with the FAA.

b. FAA Forms 5010-1 and 5010-2 contain information currently stored in the NFDC automated Airport Data Subsystem. The owner/operator needs only to make applicable changes, sign and date the form, and return to the address printed on the reverse side of the form.

49. MAIL-SOLICITATION SCHEDULE. The FAA Forms 5010-1 and 5010-2 are mailed to applicable airports on a prorated basis for even distribution of workload throughout the year. Appendix 7 shows the states covered each month through the mail-solicitation program.

50. PROCESSING.

a. Procedures for effective program control shall be established and maintained by AAS-330.

b. From information provided annually by the regional Airports offices, as well as other daily airport changes that come to the attention of AAS-330, the computer entry in the Airport Data Base that controls the mail-solicitation program will be updated by AAS-330.

c. The NFDC will provide AAS-330 with the appropriate forms (either FAA Form 5010-1 or FAA Form 5010-2) on a monthly basis as defined in appendix 7.

d. AAS-330 shall provide the regional Airports offices with a list identifying the airports within their regions included in the monthly mail-solicitation program.

e. When mail-solicitation reports are returned from the airport management, they are grouped into two types by AAS-330, those reports with changes in data and those with only a change of date.

f. AAS-330 will enter the date into the Airport Data Base for those reports containing only a date change. A copy of the report will be provided NFDC for their information while the original report will be filed in the airport's history file.

g. Reports with changes in data will be reviewed by AAS-330 personnel for reasonableness prior to transmitting to the NFDC for updating the Airport Data Base. While performing the review, clarification of reported data may be required. In such cases, AAS-330 will contact the airport management or request assistance from the regional Airports office, dependent on the information needed.

h. AAS-330 will advise the appropriate regional Airports office of reported changes to existing airports for which a new airspace study may be necessary.

i. After updating the Airport Data Base, NFDC will provide AAS-330 with a current Airport Master Record. AAS-330 will review the Airport Master Record to assure that all reported changes have been correctly made.

j. A new Airport Master Record for all airports reflecting changes as a result of a mail-solicitation WILL be forwarded to the appropriate regional Airports Division for information purposes only. A new Airport Master Record WILL NOT be provided when no changes have been reported by the airport owner/manager.

51. UNDELIVERABLE MAIL-SOLICITATION REPORTS. When a mail-solicitation FAA Form 5010-1 or 5010-2 is returned by the U.S. Postal Service as "undeliverable" for whatever reason, AAS-330 will check the airport's history file for alternate addresses; and if applicable, remail the report. If, however, an alternate address is not available, AAS-330 will contact the appropriate Flight Service Station, regional Airports office, or state aviation organization, requesting their assistance in locating the owner or for further clarification as to the status of the airport. AAS-330 shall use every avenue available to locate a current address or information regarding the status of an airport.

52. NONRESPONSIVE MAIL-SOLICITATION AIRPORTS. AAS-330 shall establish procedures for a second mailing (45 days after the first mailing) to all airport owners/managers who were not responsive to the first mailing. After 30 days, airports which fail to respond to the second mailing and for which current information cannot be obtained through other sources, will be reported to the NOS and depicted on the Sectional Aeronautical Charts by a symbol consisting of a circle with a "U" in the center to denote "unverified--emergency use only."

This same status terminology will be entered in the "Remarks" portion (Data Element 110) of the FAA Form 5010-1. The remark will also appear in the Airport/Facility Directory for public-use airports that fall in this category. The symbol on the chart as well as the notation on the FAA Form 5010-1 and in the Airport/Facility Directory will be published until such time as the operational status of the airport is determined.

53.-60. RESERVED.

CHAPTER 4. NEW AIRPORTS

61. GENERAL. The airport management of all proposed airports should file an FAA Form 7480-1, Notice of Landing Area Proposal, for FAA agency airspace determination (reference FAR Part 157, Notice of Construction, Alteration, Activation, and Deactivation of Airports, and AC 70-2, Airspace Utilization Considerations in the Proposed Construction, Alteration, Activation, and Deactivation of Airports, current edition). This form is filed with the appropriate regional Airports office. This is usually the first information available to the FAA regarding proposals for new airports and, if appropriate, is the basis for conducting an aeronautical study regarding the safe and efficient use of airspace at the facility.

62. "SKELETON" REPORTS.

a. When a proposed public-use airport receives an airspace determination, the regional Airports office will prepare an FAA Form 5010-3, Airport Master Record, by accomplishing the following:

- (1) Complete Data Elements 1 through 21 on each "skeleton" form.
- (2) Forward three copies of the FAA Form 5010-3 to AAS-330.

b. After assigning the site number, AAS-330 will return one copy of the FAA Form 5010-3 to the appropriate regional Airports office and one copy to the Federal Communications Commission (FCC). One copy will be retained by AAS-330.

c. The regional Airports offices will make a check one year after the date of the airspace determination, or earlier if the determination has a prior expiration date, to ascertain if the site has been developed. If it has not been developed, the regional Airports office will inform AAS-330 by letter of changes in current airport status; e.g., the airspace determination has been rescinded, plans to construct the airport have been cancelled, airspace determination termination date has been extended, etc. If applicable, provide the new date of the airspace extension.

63. ACTIVATION OF PUBLIC-USE FACILITIES.

a. Ideally, an initial inspection of a new public-use airport will be accomplished by the regional Airports office or contractor personnel. When an initial inspection is made, a blank FAA Form 5010-3 is completed by the inspector and labeled "activation" report. The site number previously assigned via the "skeleton" form shall be placed in the appropriate block.

b. The procedures outlined in chapter 2 for completing the inspection report shall be followed.

c. If, however, regional Airports office or contractor personnel are unable to physically inspect a new public-use airport, the regional Airports office shall provide the airport management with a mail-solicitation FAA Form 5010-5 for completion, following the procedures in paragraph 64.

64. ACTIVATION OF PRIVATE-USE FACILITIES. When the airport management is advised of the results of the FAA airspace study, the regional Airports office personnel will provide the owner with a mail-solicitation FAA Form 5010-5 with instructions that the form shall be completed ONLY when the airport becomes operational. A copy of the airspace letter, as well as a copy of the FAA Form 7480-1, shall be provided AAS-330.

a. The completed FAA Form 5010-5 is returned by airport management directly to AAS-330. Regions may, however, elect to have these forms returned to them for review prior to submittal to AAS-330.

b. AAS-330 shall review the completed FAA Form 5010-5 for reasonableness. When necessary, AAS-330 shall seek clarification of information submitted by direct contact with airport management or the appropriate regional Airports offices.

c. AAS-330 shall assign a site number and transmit the original FAA Form 5010-5 to NFDC for entry into the Airport Data Base. Using a standard transmittal letter, one copy of the form shall also be provided to the appropriate FSS and regional Airports office. Appendix 8 depicts the transmittal letter used.

d. The NFDC will enter all data pertaining to the new airport into the Airport Data Base and forward a new Airport Master Record (FAA Form 5010-1) to AAS-330.

e. AAS-330 will review the new Airport Master Record with the FAA Form 5010-5 source document. If necessary, discrepancies/errors in reported data will be noted directly on the form, and it will be returned to the NFDC for correction. These forms will be labeled "resubmittal."

f. AAS-330 will forward correct Airport Master Records for NEW airports to the appropriate regional Airports office for printing and distribution. These initial Airport Master Records will be so identified in the transmittal letter prepared by AAS-330.

65.-70. RESERVED.

CHAPTER 5. PRINTING AND DISTRIBUTION

71. PRINTING. The regional Airports offices shall print and distribute Airport Master Records for all physically inspected airports as well as new airports entering the Airport Data System. Such printing will require the use of a photo-reduction process to print the Airport Master Record with the corresponding drawings, back-to-back, on white 8 1/2- by 11-inch paper (approximately 73 percent reduction of the original).

72. MASTER DISTRIBUTION LIST.

a. The national Master Distribution List identifying all recipients of Airport Master Records, as well as their copy requirements, shall be maintained by AAS-330.

b. All requests for placement on the list shall be approved by the regional Airports Division. If the Airports Division elects to deny approval, it must be with the concurrence of AAS-330. This will assure that bona fide requesters are not denied access to the data, especially where the requester is already on the distribution list for another region. Concurrence by AAS-330 can be by Speed Memo or by telephone.

c. Requests for placement on regional distribution lists shall include the full name, address (including zip code), and telephone number of the requester. The number of copies of each form the recipient is to receive shall be included. A copy of all additions to regional lists shall be forwarded to AAS-330 by Speed Memo for addition to the national Master Distribution List.

d. When reporting address changes or deletions to the Master Distribution List, regions shall provide to AAS-330 both the old and new addresses of the recipient.

e. In approving a request to be placed on distribution lists for Airport Master Records, regions shall consider the requester's need for recurring data which cannot be obtained from the Airport/Facility Directory. There must be an aeronautical need for the data. Requests to support marketing, sales, public relations, etc., shall not be approved. Lists of batch data supporting these needs can be obtained through AAS-330.

73. DISTRIBUTION GUIDELINES.

a. Distribution of the FAA Form 5010-1, Airport Master Record, shall be accomplished in accordance with the distribution lists identified in paragraph 72.

b. DO NOT SEND the reduced forms to any chart producers. This is the responsibility of the NFDC (AAT-435).

c. Send NFDC three copies of each Airport Master Record. NFDC will make appropriate distribution to chart producers.

d. Send AAS-330 one copy of each Airport Master Record.

e. The local FSS shall be included on all distribution lists to receive an Airport Master Record for their FSS Airport Condition File.

f. Airport management should receive a copy of the Airport Master Record for their airport.

74. TRANSMITTAL OF REDUCED AIRPORT MASTER RECORDS. The regional Airports office will prepare a standard transmittal letter on agency letterhead paper to accompany each group of printed Airport Master Records. A sample transmittal letter is contained in appendix 9.

a. Each transmittal letter shall be dated and numbered and shall contain three columns of information: "Revisions," "Additions," and "Abandonments/Deletions." List the airport site numbers numerically by state for each Airport Master Record accompanying the transmittal letter under the appropriate column. Airports which are "closed" or "inactive" shall be listed on the transmittal letter under "Revision" with an appropriate notation. ALL listings under "Abandonments/Deletions" must also include the associated city, airport name, reason, and date. When information is provided on the transmittal letter for a location for which an Airport Master Record is not enclosed, appropriately note "no form enclosed."

b. A standard transmittal letter numbering system shall be used. This number will show the region (ADO/AFO, if applicable), fiscal year, transmittal letter number, and number of reports which are actually enclosed with that transmittal letter. The transmittal letter number begins with "1" for the first group of reports distributed in the fiscal year; followed by "2" for the second group, etc. For example, the first transmittal letter would be numbered "ASW-HOU-81-1-(25)" and the second transmittal letter would be identified "ASW-HOU-81-2-(35)." In the foregoing, "ASW" identifies the region; "HOU" identifies the Airports District Office; "81" identifies Fiscal Year 1981; "2" identifies the sequential transmittal letter; and "(35)" identifies the number of forms enclosed in the transmittal.

APPENDIX 1. DESCRIPTION AND INSTRUCTION FOR EACH DATA ELEMENT

The following contains a description and acceptable entries for reporting each data element on the Airport Master Record. When an office other than the regional Airports office is responsible for reporting on a particular data element, that office is indicated. All data elements will be completed for public-use airports while only those data element numbers followed by an asterisk (*) in these instructions will be completed for private-use airports. All data element titles are listed as they appear on the Airport Master Record; however, some data elements are preceded by a ">" on the form. When an entry is changed by the inspector for any of the data elements preceded by ">," the associated FSS must also be notified immediately. This will assure that the most current safety information is available to the flying public.

* FAA SITE NR

1. Enter the site number that has been assigned to the facility. Example: 01212.211A.
2. Site numbers are assigned for identification and statistical purposes by the Office of Airport Standards, AAS-330, to:
 - a. All existing civil and military airports that permit civilian use.
 - b. Exclusive military airports as needed or as requested for data processing purposes.
 - c. Proposed public-use airports.
 - d. Recommended locations which are included in the National Airport System Plan (NASP).
3. Each site number must contain a single suffix. It identifies the PRIMARY use of the facility to which the site number is assigned (e.g., an airport with a colocated heliport or seaplane base will be treated as a single facility and given the suffix "A"). The ONLY acceptable entries are as follows:
 - A = Airport
 - B = Balloonport
 - C = Seaplane base
 - G = Gliderport
 - H = Heliport or helipad
 - S = Stolport

DATA ELEMENT

- 1.* ASSOC CITY (Associated City) - Enter the PRINCIPAL city or town which the airport serves and with which it is normally associated.

NOTE: SINCE THE NAME OF THE CITY IS THE BASIS FOR SITE NUMBER ASSIGNMENT, CORRECT SPELLING SHOULD BE EMPHASIZED.

2.* AIRPORT NAME

a. Enter the complete official name of the airport as established by the controlling authority.

b. If the official name of a public-use airport is changed, submit official documentation to AAS-330 to substantiate the name change.

(1) For all airports certificated under FAR Part 139 and/or having an agreement with the Federal Government (ADAP, FAAP, etc.), a name change request must be submitted as a resolution, minutes of a city council meeting, or a letter on official letterhead signed by an authorized representative of the airport management.

(2) For all remaining public-use airports, a letter signed by the chief of the regional Airports Division or Airports District Office (ADO)/Airports Field Office (AFO) will suffice.

(3) For all airports in the mail-solicitation program, except those with Federal agreements, a signed FAA Form 5010-1 or 5010-2, or a letter from the owner, will suffice as documentation for a name change.

3.* CBD TO AIRPORT (NM) (Central Business District to Airport - Nautical Miles)

a. Enter the straight line distance and direction from the CBD of the associated city to the airport. This should be determined from the best map source available. Example: 08 SE.

b. Enter the estimated distance to the nearest nautical mile and the direction to the nearest EIGHTH COMPASS POINT (i.e., E, SE, S, etc.).

4.* STATE

a. Enter the standard two-letter abbreviation to identify the state, district, or territory in which the associated city is located.

b. Use only the following two-letter abbreviations:

Alabama	= AL	Guam	= GQ	Michigan	= MI
Alaska	= AK	Hawaii	= HI	Minnesota	= MN
Arizona	= AZ	Idaho	= ID	Mississippi	= MS
Arkansas	= AR	Illinois	= IL	Missouri	= MO
California	= CA	Indiana	= IN	Montana	= MT
Colorado	= CO	Iowa	= IA	Nebraska	= NE
Connecticut	= CT	Kansas	= KS	Nevada	= NV
Delaware	= DE	Kentucky	= KY	New Hampshire	= NH
District of Columbia	= DC	Louisiana	= LA	New Jersey	= NJ
Florida	= FL	Maine	= ME	New Mexico	= NM
Georgia	= GA	Maryland	= MD	New York	= NY
		Massachusetts	= MA	North Carolina	= NC

North Dakota = ND	South Dakota = SD	West Virginia = WV
Ohio = OH	Tennessee = TN	Wisconsin = WI
Oklahoma = OK	Texas = TX	Wyoming = WY
Oregon = OR	Utah = UT	American Samoa = AQ
Pennsylvania = PA	Vermont = VT	Canton Island = EQ
Puerto Rico = PR	Virginia = VA	Wake Island = WQ
Rhode Island = RI	Virgin Islands = VI	Trust
South Carolina = SC	Washington = WA	Territories = TQ
		Northern Mariana Islands = CQ

5.* COUNTY

- a. Enter the complete name of the county in which the airport is located.
- b. When an airport is located in more than one county, enter the name of the county in which the terminal area or the major portion of the airport is located.
- c. When this county is in a different state than the associated city, enter the name of the county together with the two-letter state abbreviation.
Example: CHEYENNE, CO.

6.* REG/ADO (Region/Airports District Office)

- a. Enter the three-letter regional code and the three-letter ADO/AFO code, separated by a slash mark (/). Example: AWE/SFO.
- b. Enter "NONE" in the ADO space for the regions where there is not an ADO/AFO. Example: ARM/NONE.

7.* SECT AERO CHT (Sectional Aeronautical Chart)

- a. This element is completed by NFDC personnel.
- b. Enter the name of the Sectional Aeronautical Chart upon which the airport would appear regardless of whether or not the airport is actually charted.

8.-9. RESERVED.GENERAL10.* OWNERSHIP

- a. Enter "PUBLIC" if the airport property is owned by a public agency; i.e., the Federal Government, a state, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, the Trust Territory of the Pacific Islands, Northern Mariana Islands, Guam, or any agency of any of them; a municipality or other political subdivision; a tax supported organization; or an Indian tribe or pueblo.

b. Enter "PRIVATE" if the airport property is owned by an individual, corporation, company, etc.

c. Enter "*PUBLIC" if the airport property is publicly owned but leased to a private operation. Provide the identity of the leasee in a referenced remark in Data Element 110. A similar procedure would be followed if an airport is both publicly and privately owned.

d. Enter "*PRIVATE" if the airport property is privately owned but leased to a public operation. Provide the identity of the leasee in a referenced remark in Data Element 110.

11.* OWNER

a. Enter the name(s) of the owner(s) of the airport PROPERTY when available. This means that when the information is readily available, it should be obtained; however, for special cases (e.g., Alaska), it can be very time consuming to attempt to obtain this information. In those cases where the owner's name is not provided, special emphasis should be placed on obtaining the name of the manager or some other responsible individual and entering it in the appropriate data element.

b. Enter the full name of the governing body for publicly owned airports when available.

c. Enter the full name of the owner(s) when the airport is constructed on leased land (e.g., Bureau of Land Management, United States Forest Service, a private individual or corporation, etc.). For these cases, enter an asterisk (*) by the name of the owner, and enter a referenced remark in Data Element 110 identifying the name and title of the leasee or the governmental body which operates the airport.

d. The name(s) of the airport owner(s) shall not exceed 29 characters including spaces and punctuation; therefore, use abbreviations or initials whenever necessary.

e. For seaplane bases, enter the name(s) of the owner(s) of the property upon which the shore facility is established.

f. Enter "UNKNOWN" when the ownership information is not readily obtainable.

12.* ADDRESS

a. Enter the mailing address for the owner(s) identified in Data Element 11.

b. ALL ADDRESSES SHALL CONTAIN THE ZIP CODE AND THE TWO-LETTER STATE ABBREVIATION.

c. The address shall be a two-line entry with the number, street, P.O. Box number, apartment number, etc., on the first line with the city, state, and zip code on the second line. Each line is limited to 29 characters including spaces and punctuation.

d. In many cases, especially involving airports in the mail-solicitation program, it may be necessary to direct the form to the airport manager (i.e., leased land). When this is the case, the name of the owner will be provided as described in Data Element 11; however, the address (Data Element 12) will be left blank. When this occurs, the mail-solicitation form will be directed to the name and address provided in Data Elements 14 and 15.

13.* PHONE NR (Phone Number)

a. Enter the telephone number, including area code, for the owner(s) identified in Data Element 11. Example: 213-555-1111.

b. Enter "UNKNOWN" if an existing telephone number is not available or if the identity of the owner is not known.

c. Enter "NONE" if the owner does not have a telephone or DOES NOT WISH TO HAVE IT LISTED.

14.* MANAGER

a. Enter the full name of the individual authorized by the controlling authority to exercise administrative control of the airport. If this individual is not an airport manager per se, enter the title after the name (i.e., City Clerk, Police Chief, Mayor, etc.) subject to space limitation. If necessary, this title may be entered as a referenced remark in Data Element 110.

b. The name of the airport manager shall not exceed 29 characters including spaces and punctuation. Use initials or abbreviations whenever necessary.

c. Enter "UNKNOWN" when the identity of the airport manager is not known.

15.* ADDRESS

a. Enter the mailing address for the airport manager or individual identified in Data Element 14.

b. ALL ADDRESSES SHALL CONTAIN THE ZIP CODE AND THE TWO-LETTER STATE ABBREVIATION.

c. The address shall be a two-line entry with the number, street, P.O. Box number, apartment number, etc., on the first line with the city, state, and zip code on the second line. Each line is limited to 29 characters including spaces and punctuation.

16.* PHONE NR (Phone Number)

a. Enter the telephone number, including area code, for the airport manager or individual identified in Data Element 14. This will be the telephone number for which the airport manager can be reached during the hours of attendance (Data Element 17). For an unattended airport, it will be assumed that the telephone number may not be located on airport property. Example: 213-555-1111.

b. Enter "UNKNOWN" if an existing telephone number cannot be obtained or if the identity of the airport manager is not known.

c. Enter "NONE" if the manager does not have a telephone or DOES NOT WISH TO HAVE IT LISTED.

17.* ATTENDANCE SCHEDULE

a. Enter the months, days, and hours the airport is actually attended. Airport attendance does not mean watchman duties or telephone accessibility, but rather an attendant or operator on duty to provide at least minimum services (e.g., lights, fuel, transportation).

b. Three lines are provided under the column headings for listing attendance information.

c. For each entry under the MONTHS column, show a month or a range of months abbreviated to their first three letters (e.g., JAN, FEB, MAR, APR-JUN, SEP-MAR, etc.). Also acceptable are the words "ON CALL" and "ALL." Data such as "4 MONTHS" is not acceptable. Each entry is limited to seven characters.

d. For each entry under the DAYS column, show a day or a range of days abbreviated to their first three letters (e.g., MON, TUE, WED, MON-FRI, FRI-SUN, etc.). Also acceptable are the words "ON CALL" and "ALL." Data such as "3 DAYS" is not acceptable. Each entry is limited to seven characters.

e. For each entry under the HOURS column, use the local 24-hour clock (e.g., 0600-1800, 0630-DUSK, DAWN-1800, etc.). Hours may also be shown using words such as "DAWN-DUSK," "ALL," "DAYLIGHT," or "ON CALL." Data such as "6 HRS" is not acceptable. Each entry is limited to nine characters.

f. The following is a sample entry:

MOS	DAYS	HOURS
NOV-APR	SAT-SUN	DAWN-2300
MAY	ALL	1200-DUSK
JUN-OCT	ALL	ALL

18.* AIRPORT USE

a. Enter "PUBLIC" when an airport is open to the public without prior permission and without restrictions within the physical capacities of available facilities. "AT YOUR OWN RISK" is a restriction.

b. Enter "PRIVATE" for all airports not entered as "PUBLIC."

c. When military airports are open to civil air carriers but are closed to the general public, enter "PRIVATE" in this element. Enter a referenced remark in Data Element 110. Example: E18 RESTRICTED TO CIVIL AIR CARRIERS ONLY.

NOTE: THE NATIONAL OCEAN SURVEY (NOS) IS CONSIDERED THE FINAL AUTHORITY FOR THE LATITUDE, LONGITUDE, AND ELEVATION OF AN AIRPORT. WHEN SURVEY DATA, CHARTS, MAPS, OR OTHER FACTUAL DATA SUBSTANTIATE THAT THE NOS DATA ARE INCORRECT, A COPY OF SUCH CHARTS, DATA, ETC., SHOULD BE PROVIDED TO THE NFDC FOR SUBMITTAL TO NOS TO BE CONSIDERED IN RECOMPUTING OR RECONCILING ITS RECORDS. SUCH CHANGES WILL BE PUBLISHED IN THE NATIONAL FLIGHT DATA DIGEST (NFDD).

19.* ARPT LAT (Airport Latitude)**20.* ARPT LONG (Airport Longitude)**

a. Enter the latitude and longitude of the airport reference point (ARP) to the nearest SECOND as established by the NOS or other reliable survey, if available. If not, determine the coordinates of the ARP to an accuracy of plus or minus 5 seconds utilizing the appropriate U.S. Geological Survey (USGS) Quadrangle Map. When a USGS Quadrangle Map of the area is not available, the airport coordinates should be estimated by the best means available and entered to the nearest 5 minutes.

b. Enter an "N" or an "S" following the latitude to indicate whether the latitude is North or South of the Equator. Enter an "E" or a "W" after the longitude to indicate whether the longitude is East or West of the Prime Meridian.

c. Enter "(SURVEYED)" following the entry in Data Element 19 when the data has been determined by a survey; otherwise, enter "(ESTIMATED)" in Data Element 19.

d. When there are changes in the runway lengths or when runways are added, deleted, or realigned, a new ARP may be computed or the coordinates of the original ARP may be used. Minor changes should not require the calculation of new coordinates.

NOTE: FOR INFORMATION ON CALCULATING THE ARP, REFER TO AC 150/5300-4, UTILITY AIRPORTS - AIR ACCESS TO NATIONAL TRANSPORTATION, CURRENT EDITION.

21.* ARPT ELEV (Airport Elevation)

a. Enter the elevation, in feet above mean sea level (MSL), of the highest point on the centerline of the usable landing surface.

b. Enter "SURVEYED" following the entry if the elevation has been determined by a survey, otherwise, enter "ESTIMATED."

22.* ACREAGE - Enter the total number of acres of land located within the airport boundary.

23. RIGHT TRAFFIC

a. Enter each runway end that has a right-hand traffic pattern in effect for landing aircraft.

b. Enter "NONE" if the airport has all standard left-hand patterns.

24.* NON-COMM LANDING FEE (Noncommercial Landing Fee) - Enter a "Y" or an "N" to indicate whether or not a landing fee is charged to noncommercial users of the airport.

25.* NASP/FEDERAL AGREEMENT

a. This data element is completed by the Office of Airport Standards, AAS-330.

b. Enter the applicable letter and/or number codes in this data element.
Example: NGS23.

c. The following are the only acceptable codes:

<u>Code</u>	<u>NASP/Federal Agreement</u>
N	National Airport System Plan (NASP)
B	Installation of Navigational Facilities on Privately Owned Airports under the F&E Program
G	Grant Agreements under Federal-aid Airport Program (FAAP) and/or Airport Development Aid Program (ADAP)
H	Compliance with Accessibility to the Handicapped
P	Surplus Property Agreement under Public Law 289
R	Surplus Property Agreement under Regulation 16-WAA
S	Conveyance under Section 16, Federal Airport Act of 1946, and/or Section 23, Airport and Airway Development Act of 1970

- V Advance Planning Agreement under FAAP
- X Obligations assumed by transfer
- Y Assurances pursuant to Title VI, Civil Rights Act of 1964
- Z Conveyance under Section 303(c), Federal Aviation Act of 1958
- 1 Grant Agreement which has expired; however, a statutory exclusive rights prohibition (Section 308(a), Federal Aviation Act) remains in force as long as the property is used as a public airport
- 2 Conveyance under Section 303(c), Federal Aviation Act of 1958, which has expired; however, statutory exclusive rights prohibition (Section 308(a), Federal Aviation Act) remains in force for as long as the property is used as a public airport
- 3 Expired AP-4 Agreement under the Development Landing Areas National Defense Program (DLAND) or Development Civil Landing Areas Programs (DCLA)

d. Enter "NONE" if the airport is not affected by an agreement and is not in the NASP.

26. FAR 139 INDEX (Federal Aviation Regulations Part 139 Index)

a. This data element is completed by the Office of Airport Standards, AAS-310, personnel following notification of change by airport management or regional Airports division certification safety inspectors.

b. Enter an "AS," "AAS," "BS," "CS," "DS," or "ES" in this element for all airports having a FULL certificate under FAR Part 139 and receiving scheduled service from air carriers certificated by the Civil Aeronautics Board (CAB). The A, AA, B, C, D, or E identifies the firefighting index for that airport. The "S" identifies that the airport is receiving scheduled service from at least one CAB-certificated air carrier.

c. Enter an "AU," "AAU," "BU," "CU," "DU," OR "EU" in this element for all airports having a FULL certificate under FAR Part 139 and not currently receiving scheduled service from CAB-certificated air carriers. The "U" identifies that the airport is not currently receiving scheduled service.

d. Enter "LS" for all airports having a LIMITED certificate under FAR Part 139 and receiving scheduled service by CAB-certificated air carriers. The "L" indicates that only certain requirements of FAR Part 139 are applicable.

e. Enter "LU" for all airports having a LIMITED certificate under FAR Part 139 and not currently receiving scheduled service by CAB-certificated air carriers.

f. Enter the effective date (month/year) of the certification document following the entries described in paragraphs b, c, d, and e above.

g. Enter "NONE" in this element for all airports not described in paragraphs b, c, d, and e above.

27.-29. RESERVED.

RUNWAY DATA

30.* RUNWAY IDENT (Runway Identification)

a. Enter the runway identification (both ends) as designated. Example: 12/30, 9L/27R, 9C/27C, etc. Reference AC 150/5340-1, Marking of Paved Areas on Airports, current edition.

b. If the actual markings do not exist, enter what the numerical numbers should be if the runway was to be properly marked for all airports that are inspected.

c. Runways on stolports and gliderports shall be treated as defined in paragraph a. The suffixes "S" or "G" in the site number denote the type facility.

d. Enter the designation of the heliport or helipad in a column just like a runway entry. Where only one heliport or helipad is designated, it will be entered as "H1." Where there are multiple facilities, enter them as "H1," "H2," etc.

e. Balloonports shall be treated similar to heliports except that the designations will be "B1," "B2," etc.

f. STOL runways or runways limited to glider aircraft at conventional airports shall be treated and described in the same manner as conventional runways, except that an "S" or "G" will be entered as a part of the runway designation (even though it may not be actually marked). Example: 18S/36S, 09G/27G, 04LS/22RS.

g. Sealanes that are colocated at an airport will be identified in the same manner as surface runways except that a "W" will be entered as a part of the runway designation (even though it may not be actually marked). Example: 09W/27W.

NOTE: FOR DATA ELEMENTS 31 THROUGH 41, THE AIRPORT MASTER RECORD FORM HAS PROVISIONS FOR ONLY ONE ENTRY PER RUNWAY.

31.* LENGTH

a. Enter the measured length in feet of the usable runway or helicopter touchdown pad. If the length is surveyed (e.g., airport layout plan, obstruction chart, etc.), enter it to the nearest foot; otherwise, enter it to the nearest 5 feet.

b. For paved runways, enter only the length that is FULL STRENGTH and usable as a runway. Include displaced threshold areas.

c. For paved heliports and helipads, enter the length of the longest side of the touchdown pad that is full strength pavement and usable as a touchdown pad.

d. For unpaved runways and touchdown pads, enter the length between boundary markers or of the area graded and maintained when no markers exist.

e. For seaplane bases, enter the length of waterlane available to the nearest 100 feet, unless the length of the waterlane exceeds 15,000 feet; in which case, enter the length as 15,000 feet. Use the best method available to determine the length.

32.* WIDTH

a. Enter the measured width to the nearest foot of the usable runway or helicopter touchdown pad.

b. For paved runways, enter only the width that is FULL STRENGTH and usable as a runway.

c. For paved heliports and helipads, enter the width of the shortest side of the touchdown pad that is full strength pavement and usable as a touchdown pad.

d. For unpaved runways and touchdown pads, enter the width between the boundary markers or of the area graded and maintained when no markers exist.

e. For seaplane bases, enter the width of the waterlane available to the nearest 100 feet, unless the width exceeds 4,000 feet; in which case, enter the width as 4,000 feet. Use the best method available to determine the width.

f. If the width of the runway varies significantly, enter the width of the narrowest portion of the runway.

33.* SURF TYPE/COND (Surface Type/Condition)

a. Enter the abbreviation for the surface composition of each runway (including waterlanes and helipads). Use one of the following:

CONC	= Portland Cement Concrete
ASPH	= Asphalt or Bituminous Concrete
SNOW	= Snow
ICE	= Ice
MATS	= Pierced Steel Planking; Landing Mats; Membranes
TREATED	= Oiled; Soil Cement or Lime Stabilized
GRAVEL	= Gravel; Cinders; Crushed Rock; Coral or Shells; Slag
TURF	= Grass; Sod
DIRT	= Natural Soil
WATER	= Water

b. Enter the following when the runway is composed of distinct sections of the following classifications:

ASPH-CONC = Asphalt-Concrete
ASPH-GRVL = Asphalt-Gravel
ASPH-TRTD = Asphalt-Treated
ASPH-DIRT = Asphalt-Dirt
ASPH-TURF = Asphalt-Turf
CONC-GRVL = Concrete-Gravel
CONC-TRTD = Concrete-Treated
CONC-DIRT = Concrete-Dirt
CONC-TURF = Concrete-Turf
TURF-GRVL = Turf-Gravel
TURF-DIRT = Turf-Dirt
GRVL-DIRT = Gravel-Dirt

c. Enter a hyphen (-) after the type surface and then enter the condition of the surface with a "G" for good, "F" for fair, or "P" for poor.

d. Examples: "CONC-G," "ASPH-CONC-P," "TURF-F."

34. SURF TREATMENT (Surface Treatment)

a. Enter "GRVD" when the runway is either saw-cut or plastic grooved. If less than full length and width is grooved, enter "**GRVD" and describe the location of the grooving in Data Element 110.

b. Enter "PFC" when the runway has a porous friction course surface treatment. If less than the full length and width is treated, enter "**PFC" and describe the location of the treatment in Data Element 110.

c. Enter "AFSC" when the runway has an aggregate friction seal coat surface treatment. If less than the full length and width is treated, enter "**AFSC" and describe the location of the treatment in Data Element 110.

d. Enter "RFSC" when the runway has a rubberized friction seal coat surface treatment. If less than the full length and width is treated, enter "**RFSC" and describe the location of the treatment in Data Element 110.

e. Enter "WC" when the runway has a wire comb or wire tine surface treatment. If less than full length and width is treated, enter "**WC" and describe the location of the treatment in Data Element 110.

f. Enter "NONE" when the runway has no surface treatment other than that provided through normal construction practices.

35., 36., 37., 38. GROSS WT - SW, DW, DTW, DDTW

a. Enter the runway gross weight strength in terms of aircraft gross weight (GWT) in thousands of pounds (rounded down) for all paved runways (e.g., 160, 285, etc.).

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b. Enter a GWT for each type of landing gear configuration as applicable (single - SW; dual - DW; dual-tandem - DTW; and double dual-tandem - DDTW).

c. Enter only the strength as determined for runways with paved surfaces by engineering evaluations conducted by Airports engineers in accordance with AC 150/5320-6, Airport Pavement Design and Evaluation, current edition. These strengths represent the maximum weights for aircraft, by type of landing gear, that can utilize the pavement for approximately 20 years while requiring no more than normal runway maintenance. These data are merely indicative of what exists at a particular airport. They are not to be construed as the only criteria used in determining the type equipment that may operate at a particular airport since other factors, such as runway length, must also be considered.

d. As a minimum, enter runway strengths for all precision and nonprecision instrument runways and for the longest runways if all runways are visual.

e. Data Element 37 is designated as dual-tandem and should be used to show the runway strength capability for all dual-tandem gear aircraft except for DC-10's and L-1011's. For allowable models of DC-10 and L-1011 aircraft, enter an asterisk (*) in Data Element 37 and enter the runway strength capability for these aircraft in Data Element 110. Be sure to identify the model of aircraft used. Example: E37 DC-10-10; DC-10-30, L-1011-100, L-1011-200.

f. When the reported pavement strength capability is less than 30,000 pounds for single gear, enter "NONE" for dual, dual-tandem, and double dual-tandem aircraft.

g. Where the airport operator has chosen a weight limit LOWER than would be computed using standard FAA evaluation procedures, enter the FAA evaluations in the appropriate data elements together with an asterisk (*). Indicate the operator's reduced weight limitation(s) in a referenced remark in Data Element 110. Example: E-35 RWY 02/20 LIMITED BY AIRPORT OPERATOR TO 8,000 LBS. SINGLE WHEEL GEAR.

h. Where the airport operator has chosen a weight limit HIGHER than that computed using standard FAA evaluation procedures, this higher limit will NOT be shown on the Airport Master Record, and the FAA evaluation will be entered in the appropriate data element.

39. RESERVED.

LIGHTING/APPROACH AIDS

40.* EDGE INTENSITY

a. Enter the intensity of the runway lights as follows: "HIGH" for high intensity, "MED" for medium intensity, "LOW" for low intensity, and "NSTD" for systems in which the light fixtures are not FAA-approved L-800 series. For unpaved runways, boundary lights will be considered as nonstandard edge lights.

b. Enter "NONE" for runways without an edge lighting system.

NOTE: SPECIFICATIONS FOR AIRPORT LIGHTING SYSTEMS ARE PROVIDED IN THE LATEST EDITIONS OF THE AC 150/5340 AND 150/5345 SERIES.

41.* EDGE SCHEDULE

a. Enter the abbreviated operating schedule for the runway lights or the procedures to be followed whereby pilots may have the runway lights turned on. The hours shall be entered using the local 24-hour clock, and the only valid entry forms for this data element will be:

<u>ENTER</u>	<u>FOR</u>
DUSK-DAWN	Dusk to Dawn
SS-SR	Sunset to Sunrise
RDO-REQ	Radio Request
CIRCLE FLD	Circle Field
PHONE REQ	Telephone Request
1900-2330	Specific Hours
DUSK-0100	Dusk to a Specific Hour
1800-DAWN	A Specific Hour to Dawn
SS-2330	Sunset to a Specific Hour
1830-SR	A Specific Hour to Sunrise
RDO-CTL	Radio-Controlled

b. When lights are activated via phone request or radio controlled, indicate the procedure as a referenced remark in Data Element 110; i.e., E41 KEY 122.8 THREE TIMES WITHIN 10 SECONDS FOR LOW, FIVE TIMES FOR MEDIUM, AND SEVEN TIMES FOR HIGH INTENSITY.

c. Enter "NONE" if no edge lights exist.

NOTE: FOR DATA ELEMENTS 42 THROUGH 64, A SEPARATE ENTRY MUST BE MADE FOR EACH RUNWAY END.

42.* RWY MARK TYPE-COND (Runway Marking Type-Condition)

a. Enter the runway marking(s) as follows:

PIR	-	Precision Instrument
NPI	-	Nonprecision Instrument
BSC	-	Basic
NRS	-	Numbers Only
NSTD	-	Nonstandard (other than numbers only)
BUOY	-	Buoys, when applicable for a seaplane base
STOL	-	Short Takeoff and Landing
NONE	-	None

NOTE: REFER TO AC 150/5340-1, MARKING OF PAVED AREAS ON AIRPORTS, CURRENT EDITION.

b. Enter a hyphen (-) after the type of runway marking(s), and then enter the condition of the marking with a "G" for good, "F" for fair, or "P" for poor.

c. Example: PIR-G.

43.* VASI (Visual Approach Slope Indicator)

a. Enter the type of equipment and the number of boxes for the runway end at which it is located if a standard SAVASI (simplified abbreviated visual approach slope indicator) or VASI exists on a runway. Use only the following standard entries:

<u>ENTER</u>	<u>FOR</u>
S2L	2-box SAVASI on left side of runway
S2R	2-box SAVASI on right side of runway
V2R	2-box VASI on right side of runway
V2L	2-box VASI on left side of runway
V4R	4-box VASI on right side of runway
V4L	4-box VASI on left side of runway
V6R	6-box VASI on right side of runway
V6L	6-box VASI on left side of runway
V12	12-box VASI on both sides of runway
V16	16-box VASI on both sides of runway
*NSTD	Nonstandard VASI, VAPI, or any other system not listed above

b. Enter "PVT" if a privately owned approach slope indicator light system is installed on a public-use airport but it is intended for private use only.

c. Enter "NONE" if no approach slope light system is installed.

d. Enter an asterisk preceding "NSTD" ("*NSTD") in this element when a NONSTANDARD system exists on the runway. In Data Element 110, "Remarks," enter a referenced remark describing the type and number of boxes. Examples: V6L/NONE; *NSTD/V4L; NONE/PVT.

44. THR CROSSING HGT (Threshold Crossing Height)

a. This information is usually included in the VASI commissioning message from the regional Airports Division or Airway Facilities Service personnel.

b. For VASI's installed without Federal assistance, this information may be obtained from the installation specifications usually available in the airport manager's office.

c. Enter the height that the effective visual glide path crosses above the runway threshold.

d. For a VASI with three rows of lights, enter an asterisk (*), and in Data Element 110 provide both the downwind zone and the upwind zone heights.

45. VISUAL GLIDE ANGLE

a. The visual glide angle is usually included in the VASI commissioning message from the regional Airports Division or Airway Facilities Service personnel.

b. For VASI's installed without Federal assistance, this information may be obtained from the installation specifications usually available in the airport manager's office.

c. Enter the effective visual glide path angle as determined during the commissioning of the VASI.

d. For a VASI with three rows of lights, enter an asterisk (*), and in Data Element 110, "Remarks," provide both the upwind and the downwind effective visual glide path angles.

NOTE: REFER TO AC 150/5340-25, VISUAL APPROACH SLOPE INDICATOR (VASI) SYSTEMS, CURRENT EDITION, FOR STANDARDS AND MEASUREMENT METHODOLOGIES REGARDING ELEMENTS 43, 44, AND 45.

46. CNTRLN-TDZ (Centerline-Touchdown Zone) - Enter "Y" or "N" to indicate whether a centerline runway light system is available. Then enter a hyphen (-) and a "Y" or "N" to indicate whether touchdown zone lights are available.
Example: Y-N/Y-Y.

47. RVR-RVV (Runway Visual Range-Runway Visibility Value)

a. Enter one or more of the following letter codes to indicate the locations at which runway visual range equipment is installed:

<u>ENTER</u>	<u>FOR</u>
T	Touchdown
M	Midfield
R	Rollout
N	No RVR available

b. Enter a hyphen (-) and then enter a "Y" or "N" for each runway end to indicate whether runway visibility value equipment is installed.

c. Example: TMR-N/TMR-N; N-Y/N-Y.

48. REIL (Runway End Identifier Lights) - Enter "Y" or "N" for each runway end to indicate whether REILs are available. Example: Y/N.

49. APCH LIGHTS (Approach Lights)

a. Enter the particular type of approach light system which is installed at each runway end. The following are the only acceptable entries:

<u>ENTER</u>	<u>FOR</u>
ALSAF	3,000-foot high intensity approach lighting system with centerline sequence flashers (for existing locations not retrofitted, international airports, and those where a glide slope of 2.75 degrees or less is necessary)
ALSF1	Standard 2,400-foot high intensity approach lighting system with sequenced flashers, Category I configuration
ALSF2	Standard 2,400-foot high intensity approach lighting system with sequenced flashers, Category II or III configuration
MALS	1,400-foot medium intensity approach lighting system
MALSF	1,400-foot medium intensity approach lighting system with sequenced flasher lights
MALSR	1,400-foot medium intensity approach lighting system with runway alignment indicator lights
SSALS	Simplified short approach lighting system
SSALF	Simplified short approach lighting system with sequenced flasher lights
SSALR	Simplified short approach lighting system with runway alignment indicator lights
NEON	Neon Ladder System
ODALS	Omnidirectional approach lighting system
LDIN	Lead-in light system
NSTD	All others

b. Enter "NONE" if no approach lighting system is available.

c. Example: ALSF1/MALSR.

OBSTRUCTION DATA

NOTE: THE EXAMPLES GIVEN IN THE INSTRUCTIONS FOR DATA ELEMENTS 50 THROUGH 58 ARE INTENDED TO ILLUSTRATE A SINGLE TYPICAL RUNWAY WITH AN OBSTRUCTED APPROACH AND A DISPLACED THRESHOLD AT ONE END, A CLEAR APPROACH AT THE OTHER END.

50.* FAR 77 CATEGORY (Federal Aviation Regulations Part 77 Category)

a. Enter the runway category defined by FAR Part 77, Objects Affecting Navigable Airspace, for the most precise EXISTING approach to each runway end. Entries shall be as follows:

<u>ENTER</u>	<u>FOR</u>	<u>PRIMARY SURFACE WIDTH</u>	<u>APPROACH SURFACE SLOPE</u>
A(V)	Utility runway with a visual approach	250 feet	20:1
B(V)	Other than utility runway with a visual approach	500 feet	20:1
A(NP)	Utility runway with a nonprecision approach	500 feet	20:1
C	Other than utility runway with a nonprecision approach having visibility minimums greater than 3/4 mile	500 feet	34:1
D	Other than utility runway with a nonprecision approach having visibility minimums as low as 3/4 mile	1,000 feet	34:1
PIR	Precision instrument runway	1,000 feet	50:1/40:1

b. A "utility runway" shall be interpreted to mean any runway constructed for and intended to be used by aircraft with a maximum gross weight of 12,500 pounds or less. All runways on airports constructed to utility airport standards are "utility runways." (See FAR Part 77 for further information.)

c. For example, a runway that has a visual approach to one end and a precision to the other end would be shown as "B(V)/PIR."

51.* DISPLACED THR (Displaced Threshold)

a. Enter the length of displacement in feet for each runway end that is MARKED in accordance with AC 150/5340-1, Marking of Paved Areas on Airports, current edition, and lighted in accordance with AC 150/5340-24, Runway and Taxiway Edge Lighting System, current edition.

b. Enter the length of displacement in feet and an asterisk (*) for each runway where the threshold has been displaced but it has not been marked in accordance with AC 150/5340-1 and lighted in accordance with AC 150/5340-24. Enter a referenced remark in Data Element 110 to explain the nonstandard marking and/or lighting.

c. Enter "NONE" if the runway end does not have a displaced threshold.

d. Example: 400/NONE.

52.* CTLG OBSTN (Controlling Obstruction)

a. Enter the obstruction within the boundaries of the approach surface which controls the obstruction clearance slope to each runway end (not the displaced threshold). The "approach surface" is defined in FAR Part 77.25 for the applicable runway category.

b. The following standard entries can be used:

<u>ENTER</u>	<u>FOR</u>
ACFT	Aircraft (parked)
ANT	Antenna mast on building, radio/television antenna, etc.
BERM	Berm, dike, levee, riverbank, etc.
BLDG	House, factory, church, grain elevator, hangar, stadium, etc.
BOAT	Boat (sail, power) or ship that normally traverse the lake, river, canal, channel, etc.
BRDG	Bridge, overpass, etc.
BRUSH	Brush, shrubs, hedge, etc.

FENCE	Fence
GND	Rising Ground
HILL	Hill, sand dune, gravel or rockpile, knoll, cliff, canyon wall, mountain, butte, etc.
PLINE	Powerline, telephone line, etc.
POLE	Power pole, telephone pole, light pole, flag pole, etc.
ROAD	Road, street, highway, etc.
RR	Railroad
SIGN	Sign, billboard, etc.
STACK	Smoke stack, chimney, etc.
TANK	Storage tank
TOWER	Tower, beacon, derrick, drilling rig, microwave tower, radio or TV transmitter, windmill, water tower, etc.
TREE	Tree
TREES	Forest, orchard, grove, etc.

c. Enter "NONE" if no object penetrates the applicable approach surface defined in FAR Part 77.

d. All obstructions should be covered by one of the classifications in paragraph a; however, if an unusual obstruction is encountered, enter an asterisk (*) and provide a referenced remark in Data Element 110.

e. Navigational and lighting apparatus associated with the operation of an airport SHALL NOT be reported as an obstruction.

f. Example: BLDG/NONE.

53.* OBSTN MARKED/LGTD (Obstruction Marked/Lighted)

a. Enter "M" if the controlling obstruction is marked, an "L" if it is lighted, and "ML" if it is both lighted and marked.

b. Enter "NONE" if the controlling obstruction is neither marked nor lighted or when no obstruction has been identified.

c. Example: ML/NONE.

54.* HGT ABOVE RWY END (Height Above Runway End)

a. Enter the height in feet the controlling obstruction is above the runway end elevation. DO NOT USE THE DISPLACED THRESHOLD LOCATION AS THE RUNWAY END.

b. Enter "NONE" when no obstruction has been identified.

c. Example: 60/NONE.

55.* DIST FM RWY END (Distance From Runway End)

a. Enter the distance in feet from the runway end (not the displaced threshold) to the controlling obstruction. Measure the distance horizontally along the extended runway centerline (not a slant distance) to a point abeam the obstruction. Actual measuring of the distance may be impractical due to intervening terrain. In these instances, scale the distance from a USGS Quadrangle Map or any other map/chart of similar accuracy and scale.

b. Enter "NONE" when no obstruction has been identified in Data Element 52.

c. Example: 800/NONE.

56.* CNTRLN OFFSET (Centerline Offset)

a. Enter the distance in feet that the controlling obstruction is located away from the extended runway centerline. Measure the distance horizontally on a line perpendicular to the extended runway centerline or estimate by the best method available.

b. Enter "L" for left and "R" for right to indicate the direction to the controlling obstruction from the extended runway centerline as seen by a pilot flying an approach to that runway end.

c. Enter "NONE" when no obstruction has been identified.

d. Example: 50R/NONE.

57. OBST CLNC SLOPE (Obstruction Clearance Slope)

a. Enter the obstruction clearance slope using a ratio (e.g., 15:1) to indicate the clearance that is available to approaching aircraft to that runway end. Enter the actual obstruction clearance slope if less than 50:1 for all runways; if greater than 50:1, enter 50:1. The obstruction clearance slope must be calculated based on the controlling obstruction identified.

b. The obstruction clearance slope begins at the end of the primary surface (200 feet beyond the end of a paved runway; at the end of an unpaved runway). Measure the obstruction clearance slope from the end of the primary surface regardless of whether or not that runway threshold has been displaced.

c. In those cases where the threshold has been displaced, enter an asterisk (*) preceding the obstruction clearance slope calculated in paragraph b above. In a referenced remark in Data Element 110, provide the approach slope or obstruction clearance slope (if obstructed) measured at the displaced threshold (e.g., "E57 RWY 26 20:1 TO DISP THR"). If an obstacle penetrates the approach slope to the displaced threshold and the obstruction is not the same one identified as the controlling obstruction to the runway end, it should be described completely in a referenced remark in Data Element 110 (e.g., "E57 RWY 26 +30 FT TREE, DIST 1020 FT, 200 FT R, 19:1 BASED ON DISP THR"). All heights and distances are with respect to the displaced threshold.

d. Use obstruction chart data to the fullest extent possible.

e. THIS IS SAFETY CRITICAL INFORMATION AND SHOULD BE ENTERED WITH CARE.

58. CLOSE-IN OBSTN (Close-In Obstruction)

a. Enter "NO" to indicate that there are no obstructions within the 200-foot primary surface area beyond the end of the runway (not the displaced threshold). For unpaved runways, the entry will always be "NO."

b. Enter "YES" to indicate that there is an obstruction within the 200-foot primary surface area beyond the end of a paved runway (not the displaced threshold). In a referenced remark in Data Element 110, provide the runway identification, obstruction, height, and distance from the physical end of the runway (i.e., E58 RWY 18, +4 FT HILL, 150 FT FROM RWY END, 100 FT R).

c. THIS IS SAFETY CRITICAL INFORMATION AND SHOULD BE ENTERED WITH CARE.

59. RESERVED.

20:1 LANDING LENGTH

THE FOLLOWING DATA ELEMENTS (60 THROUGH 64) SHALL BE COMPLETED ONLY FOR RUNWAYS THAT DO NOT HAVE AN INSTRUMENT APPROACH PROCEDURE, SPECIFICALLY, AN ENTRY OF "A(V)" OR "B(V)" IN DATA ELEMENT 50. APPENDIX 10 CONTAINS A GRAPHIC DEPICTION OF THE CONTROLLING OBSTACLE AND RUNWAY LANDING LENGTH TO CLEAR AN OBSTACLE. IT SHOULD BE NOTED THAT THE OBSTRUCTION MAY NOT BE THE SAME AS THAT REPORTED IN DATA ELEMENTS 52 THROUGH 58. FOR FURTHER DISCUSSIONS OF RUNWAY LANDING LENGTH AND THRESHOLD LOCATIONS, REFER TO AC 150/5300-4, UTILITY AIRPORTS - AIR ACCESS TO NATIONAL TRANSPORTATION, CURRENT EDITION, AND AC 150/5320-13, LOCATING RUNWAY APPROACH THRESHOLDS, CURRENT EDITION.

NOTE: Entries made in Data Elements 60 through 64 shall only be made following the measurement of the 20:1 approach slope using engineering instruments with the accuracy of a transit. This level of accuracy is necessary since a recommended runway threshold must be determined before calculating a runway landing length. If the approaches are surveyed, then entries are allowed in elements 60 through 64. The inspector shall make a referenced remark in Data Element 110 stating that the 20:1 runway landing length is surveyed. Example: E60 RWY 26 SURVEYED.

60. LANDING RWY LENGTH (Landing Runway Length) - This is the distance from the AC 150/5300-4, Utility Airports - Air Access to National Transportation, current edition, recommended threshold location to the stop end of the runway. This distance cannot be longer than the runway distance that is available and suitable for the landing of airplanes.

61. CTLG OBSTACLE (Controlling Obstacle) - Enter the object which controls the above recommended threshold location. This object may be other than the controlling obstruction shown in Data Element 52. Use the same entries to describe this obstacle as shown in paragraph 52b.

62. HGT ABOVE THR (Height Above Threshold)

a. Enter the height of the controlling obstacle in feet above the recommended threshold location.

b. Example: 60/NONE.

63. DIST FROM THR (Distance From Threshold)

a. Enter the distance measured along the extended runway centerline from the recommended threshold location to the controlling obstacle.

b. Example: 800/NONE.

64. CNTRLN OFFSET (Centerline Offset)

a. Enter the distance in feet that the controlling obstacle is located away from the extended runway centerline. Measure the distance horizontally on a line perpendicular to the extended runway centerline or estimate by the best method available.

b. Enter "L" for left and "R" for right to indicate the direction to the controlling obstacle from the extended runway centerline as seen by a pilot making an approach to that runway end.

c. Example: 50L/NONE.

65.-69. RESERVED

SERVICES

70.* FUEL

a. Enter the type(s) of aviation fuel available on the airport for sale to the general public. Example: 80/100LL/A/B+.

ENTER

FOR FUEL TYPE

80

Grade 80 gasoline (Red)

100

Grade 100 gasoline (Green)

100LL	Grade 100LL gasoline (Low Lead) (Blue)
115	Grade 115 gasoline
A	Jet A - kerosene, freeze point -40°C
A1	Jet A-1 - kerosene, freeze point -50°C
A1+	Jet A-1 - kerosene, with icing inhibitor, freeze point -50°C
B	Jet B - Wide-cut turbine fuel, freeze point -50°C
B+	Jet B - Wide-cut turbine fuel with icing inhibitor, freeze point -50°C

b. DO NOT REPORT FUEL WHICH IS STORED FOR THE EXCLUSIVE USE OF THE AIRLINES OR THE MILITARY.

71. AIRFRAME RPRS (Airframe Repairs)

a. Enter "MAJOR" when major airframe repairs are available at the airport to the general public.

b. Enter "MINOR" when ONLY minor airframe repairs are available at the airport to the general public.

c. Enter "NONE" when there are no airframe repairs available to the general public.

d. DO NOT REPORT AIRFRAME REPAIRS FOR THE EXCLUSIVE USE OF THE AIRLINES OR THE MILITARY.

72. PWR PLANT RPRS (Power Plant Repairs)

a. Enter "MAJOR" when major powerplant repairs are available at the airport to the general public.

b. Enter "MINOR" when ONLY minor powerplant repairs are available at the airport to the general public.

c. Enter "NONE" when there are no powerplant repairs available to the general public.

d. DO NOT REPORT POWERPLANT REPAIRS FOR THE EXCLUSIVE USE OF THE AIRLINES OR THE MILITARY.

73. BOTTLE OXYGEN

a. Enter "HIGH" to indicate that high pressure oxygen replacement bottles are available on the airport for sale to the general public. Such oxygen is normally stored in small cylinders commonly seen on breathing apparatus.

b. Enter "LOW" to indicate that low pressure oxygen replacement bottles are available on the airport for sale to the general public.

c. Enter "HIGH/LOW" when both high and low pressure oxygen replacement bottles are available on the airport for sale to the general public.

d. Enter "NONE" when oxygen replacement bottles are not available on the airport for sale to the general public.

e. DO NOT REPORT OXYGEN STORED BY THE AIRLINES OR THE MILITARY.

74. BULK OXYGEN

a. Enter "HIGH" to indicate that bulk storage high pressure oxygen is available on the airport for sale to the general public. Such oxygen is usually stored in cylinders approximately 8-1/2 inches in diameter by 51 inches long.

b. Enter "LOW" to indicate that bulk storage low pressure oxygen is available on the airport for sale to the general public. Such oxygen is stored in containers having a maximum service pressure of approximately 400 to 450 psi (pounds per square inch).

c. Enter "HIGH/LOW" when both high and low pressure bulk storage oxygen is available on the airport for sale to the general public.

d. Enter "NONE" when bulk storage oxygen is NOT available on the airport for sale to the general public.

e. DO NOT REPORT OXYGEN STORED BY THE AIRLINES OR THE MILITARY.

75. TSNT STORAGE (Transient Aircraft Storage)

a. Enter "TIE" when tiedown facilities are available to the general public for the parking of transient aircraft.

b. Enter "HGR" when enclosed aircraft parking facilities (conventional or T-hangars) are available to the general public for the parking of transient aircraft.

c. Enter "TIE/HGR" when both tiedown and enclosed parking facilities are available to the general public for the parking of transient aircraft.

d. Enter "BUOY" when mooring buoys are available for transient aircraft on a seaplane base (suffix "C" in site number or when a seaplane base is collocated on an airport).

e. Enter "NONE" when there are no facilities for parking transient aircraft.

76. OTHER SERVICES

a. Enter services or activities available at the airport. Use the following abbreviations for the listed activities:

INSTR - Pilot Instruction	TOW - Glider Towing
AGRI - Crop Dusting	PAJA - Parachute Jumping Activity
CHTR - Charter Service	AMB - Air Ambulance
SALES - Aircraft Dealer	AFRT - Air Freight
RNTL - Aircraft Rental	AVNCS - Avionics
SURV - Aerial Surveying	BCHGR - Beaching Gear
GLD - Glider	CARGO - Cargo Handling

b. Enter "NONE" if none of the aviation services or activities listed above are available to the public on the airport.

c. Examples: INSTR/AGRI/CHTR/SALES.

77.-79. RESERVED.

FACILITIES

80.* ARPT BCN (Airport Beacon)

a. Enter the appropriate abbreviation to identify the lens color when an OPERABLE beacon is located on the airport. Example:

<u>Abbreviation</u>	<u>Color Lens</u>	<u>Characteristics</u>
C-G	Clear-Green	A lighted land airport
C-Y	Clear-Yellow	A lighted seaplane base
C-G-Y	Clear-Green-Yellow	Helicopter
S-C-G	Split-Clear-Green	A lighted military airport
C	Clear	Unlighted land airport
Y	Yellow	Unlighted seaplane base
G	Green	A lighted land airport

b. If an existing beacon is TEMPORARILY inoperable, a NOTAM should be issued regarding the condition; however, the appropriate lens color abbreviation should be entered on the form.

c. Enter "NONE" if there is no beacon on the airport or if an existing beacon is PERMANENTLY inoperable.

81.* BCN SCHEDULE (Beacon Schedule)

a. Enter the operating schedule for the airport beacon light. The hours shall be entered using the local 24-hour clock (e.g., 1900-2300, DUSK-0100, 1800-DAWN, etc.). The words "DUSK-DAWN" or "ALL" are also acceptable.

b. Enter "NONE" if there is no operational beacon.

82.* UNICOM FREQ (Unicom Frequency)

a. Enter the actual frequency of the private aeronautical advisory communications facility operated for transmitting and receiving purposes other than air traffic control. The most common frequencies are:

122.700 MHz = A landing area (except heliports) without an ATC tower or FSS.

122.800 MHz = A landing area (except heliports) without an ATC tower or FSS.

123.000 MHz = A landing area (except heliports) without an ATC tower or FSS.

122.950 MHz = For landing area (except heliports) with an ATC tower or FSS.

122.725 MHz = For landing area not open to the public.

122.750 MHz = For landing area not open to the public and air-to-air communications.

123.050 MHz = For heliports with or without ATC tower or FSS.

123.075 MHz = For heliports with or without ATC tower or FSS.

b. Enter "NONE" if there is no UNICOM on the airport.

c. Refer to the latest edition of the Airman's Information Manual - Basic Flight Information and ATC Procedures for current FCC approved UNICOM frequencies.

83.* WIND INDICATOR

a. Enter "YES" or "NO" to indicate whether or not there is at least one wind indicator on the airport.

b. Enter "YES-L" if at least one wind indicator is lighted.

84.* SEGMENTED CIRCLE

a. Enter "YES" to indicate that a segmented circle is located on the airport. (See AC 150/5340-5, Segmented Circle Airport Marker System, current edition, for description.)

b. Enter "NONE" if there is no segmented circle.

85.* CONTROL TWR (Control Tower)

a. This element is completed by NFDC, AAT-430.

b. Enter "YES" or "NO" to indicate whether or not an Airport Traffic Control Tower or Combined Station Tower is located on the airport.

86.* FSS (Flight Service Station)

a. This element is completed by NFDC, AAT-430.

b. Enter the name of the FSS within whose jurisdiction the airport is located.

87.* FSS ON ARPT (Flight Service Station on Airport)

a. This element is completed by NFDC, AAT-430.

b. Enter "YES" or "NO" to indicate whether or not the FSS identified in Data Element 86 is located on the airport.

88.* FSS PHONE NR (Flight Service Station Telephone Number)

a. This element is completed by NFDC, AAT-430.

b. Enter the telephone number, including area code, for the FSS identified in Data Element 86.

89.* TOLL FREE NR (Toll Free Telephone Number)

a. This element is completed by NFDC, AAT-430.

b. If a toll free telephone number is available for the FSS, enter the number, including area code. In some cases, this may be the same number as in Data Element 88.

BASED AIRCRAFT

90.* SINGLE ENG (Single Engine)

a. Enter the total number of operational piston and turboprop GENERAL AVIATION single-engine aircraft which are based at the airport.

- b. Obtain this count from the most reliable source possible (i.e., from the records of the airport manager, etc.).
- c. DO NOT include helicopters in this count.
- d. Include all air taxi and commuter single-engine piston and turboprop aircraft based at the airport in this count.
- e. Enter "0" if there are no single-engine piston or turboprop aircraft based at the airport.

91.* MULTI ENG (Multiengine)

- a. Enter the number of operational piston and turboprop GENERAL AVIATION multiengine aircraft which are based at the airport.
- b. Obtain this count from the most reliable source possible (i.e., from records of the airport manager, etc.).
- c. DO NOT include helicopters in this count.
- d. Include all air taxi and commuter multiengine piston and turboprop aircraft based at the airport in this count.
- e. Enter "0" if there are no multiengine piston or turboprop aircraft based at the airport.

92.* JET

- a. Enter the number of operational GENERAL AVIATION turbojet and turbofan aircraft which are based at the airport.
- b. Obtain this count from the most reliable source possible (i.e., from the records of the airport manager, etc.).
- c. DO NOT include helicopters in this count.
- d. Include all air taxi and commuter turbojet and turbofan aircraft based at the airport.
- e. Enter "0" if there are no turbojet or turbofan aircraft based at the airport.

TOTAL - The sum of SINGLE ENG, MULTI ENG, AND JET AIRCRAFT (Data Elements 90, 91, and 92) will be computer generated.

93.* HELICOPTERS

- a. Enter the number of operational GENERAL AVIATION helicopters based at the airport.

- b. Obtain this count from the most reliable source possible (i.e., from the records of the airport manager, etc.).
- c. Include all based air taxi and commuter helicopters based at the airport.
- d. Enter "0" if there are no helicopters based at the airport.

94.* GLIDERS

- a. Enter the number of operational gliders based at the airport.
- b. Obtain this count from the most reliable source possible (i.e., from the records of the airport manager, etc.).
- c. Enter "0" if there are no gliders based at the airport.

95.* MILITARY

- a. Enter the number of operational military aircraft (including helicopters) based at the airport.
- b. Obtain this count from the most reliable source possible (i.e., from the records of the airport manager, based military organization, etc.).
- c. Enter "0" if there are no military aircraft based at the airport.

96.-99. RESERVED.

OPERATIONS

NOTE: OPERATIONAL DATA IS TO BE REPORTED ON A 12-MONTH PERIOD. AN OPERATION IS EITHER A TAKEOFF OR A LANDING. TO IDENTIFY THE CURRENCY OF THIS DATA, IN THE SPACE PROVIDED, ENTER THE LAST MONTH AND YEAR OF THE 12 MONTHS DURING WHICH THE OPERATIONS WERE COMPILED (E.G., 12 MONTHS ENDING 11/79).

100. AIR CARRIER

- a. Enter the total number of scheduled operations by CAB-certificated air carriers and/or intrastate carriers conducted at the airport.
- b. Use FAA tower counts where available. If not available from FAA sources, use information supplied by the carrier(s).
- c. DO NOT include commuter operations in this count.
- d. Enter "0" if there are no air carrier operations conducted at the airport.
- e. Refer to the publication, FAA Air Traffic Activity, for operational counts at FAA control tower airports.

101. COMMUTER

DEFINITION: COMMUTER is an air carrier certificated in accordance with FAR Part 135, Air Taxi Operators and Commercial Operators, and authorized to provide air transportation of passengers or cargo pursuant to a published schedule of at least five round trips per week, between two or more points, or transports mail pursuant to a contract with the United States Postal Service.

a. Enter the total annual commuter operations (as defined above) conducted at the airport. DO NOT include unscheduled operations in this count.

b. Use FAA tower counts where available. If not available from FAA sources, use information supplied by the carrier(s) or estimates from the airport manager.

c. Enter "0" if there are no commuter operations conducted at the airport.

102. AIR TAXI

DEFINITION: AIR TAXI is an aircraft operation by the holder of an Air Taxi Operating Certificate which authorizes the carriage of passengers, mail, or cargo for revenue in accordance with FAR Part 135.1.

a. Enter the estimated total annual air taxi operations (as defined above) conducted at the airport. DO NOT include scheduled commuter operations recorded under COMMUTER.

b. Use FAA tower counts where available. If not available from FAA sources, use estimates based on discussions with airport management and/or the air taxi operators.

c. Enter "0" if there are no air taxi operations other than commuter operations conducted at the airport.

103. G A LOCAL (General Aviation Local)

a. Enter the total number of general aviation local aircraft operations which are conducted at the airport.

b. A local aircraft operation is an arrival or departure by an aircraft which is accomplishing one of the following actions:

(1) Operating in the local traffic pattern or within sight of the control tower.

(2) Known to be departing for, or arriving from, a flight in a local practice area located within a 20-mile radius of the control tower.

(3) Executing simulated approaches or low passes at the airport.

c. Use FAA tower counts where available. If not available from FAA sources, use estimates based on discussions with airport management and/or the fixed base operators.

104. G A ITNRNT (General Aviation Itinerant)

a. Enter the total estimated number of general aviation itinerant aircraft operations (not including commuter or air taxi) which are conducted at the airport.

b. An itinerant aircraft operation is any arrival or departure other than those defined as local operations.

c. Use FAA tower counts where available or figures in FAA planning documents; i.e., NASP. If not available from FAA sources, use estimates based on discussions with airport management and/or the fixed base operators.

d. DO NOT include air taxi or commuter operations counted as COMMUTER or AIR TAXI.

e. Enter "0" if there are no general aviation itinerant aircraft operations.

105. MILITARY

a. Enter the total estimated annual military aircraft operations which are conducted at the airport.

b. Enter this estimate from tower counts, airport manager, or the based military organization.

c. Enter "0" if there are no military operations.

TOTAL - The sum of all of the above operation counts (Data Elements 100 through 105) will be computer generated. This will then be a total of all operations conducted at the airport.

106.-109. RESERVED.

110. *REMARKS - This section is provided for recording information that cannot be entered in other numbered data elements because it is either too long, no data element applies, it qualifies the entry in another data element, or some instruction requires it. THE INTENT IS TO MINIMIZE THE NUMBER OF REMARKS; THEREFORE, RECORD ONLY ADDITIONAL ESSENTIAL OR SAFETY-RELATED DATA. The system permits two types of remarks as described below:

a. Referenced Remarks. These are also called asterisked (*) remarks. They are used to qualify entries in other data elements and to record data that does not fit into the space provided. Referenced remarks are actually extensions of the data appearing in the normal data element. An asterisk (*) is entered in the numbered data element block preceding the entry or in place of the entry.

(1) In the "REMARKS" section, the entry will include the data element number, any other identifiers required, and the text.

(2) Example: E57 RWY 12, 20:1 TO DISP THR.

b. Unreferenced Remarks. These remarks are entered in straight text which is preceded by a sequential number (i.e., 01, 02, etc.). This type of remark is suitable for information not linked to any specific data element. Some general cases requiring unreferenced remarks are as follows:

(1) Stopways. Indicate the existence of a stopway as defined in AC 150/5300-4, Utility Airports - Air Access to National Transportation, current edition, and provide the runway end at which it is located.

(2) Field Conditions: Runways, Taxiways, and Aprons. Indicate any unusual paving conditions; i.e., "Potholes and loose gravel on Runway 17/35 and all taxiways." Also indicate special field conditions such as "flooded each spring" or "soft after heavy rain." DO NOT INCLUDE "NORMAL" OR "GOOD" FIELD CONDITIONS.

(3) Bird Problems. When a bird problem exists at an airport, it shall be so indicated in "REMARKS."

(4) Distance Markers. Indicate the existence and location of distance markers in the "REMARKS."

(5) Other information appropriate for entry as a remark is the dimensions and locations of military overruns, the location of lead-in lights, etc.

(6) Example: 01 POTHLES AND LOOSE GRVL ON ALL RWYS.
02 RWY 10/28 DIST MRKRS EVERY 1000 FT FROM RWY 10 THR.

c. Limitations.

(1) Asterisked remarks are ONLY allowed where indicated in the entry criteria.

(2) The "REMARKS" section has limited space, so use it prudently. AAT-435 will, to the extent possible, "spell out" all remarks entered by field personnel. Abbreviations and/or approved contractions will be used when necessary in accordance with FAA Order 7340.1, Contractions, current edition.

111. *INSPECTOR: (FAA Form 5010-1) AND OWNER/MANAGER (Mail-Solicitation Forms)

a. This block is to be completed following each physical inspection. The individual who performs the physical inspection must sign the form and provide the inspector's title and/or organization to make the data official.

b. When the form is used in the mail-solicitation program, this block will be labeled "OWNER/MANAGER."

c. THE SIGNATURES AND TITLES ENTERED IN THIS DATA ELEMENT WILL NOT BE ENTERED INTO THE COMPUTER DATA BASE OR PRINTED OUT ON THE MASTER FORM. However, the inspection code representing the organization conducting the inspection will appear as follows:

F = FAA Airports Field Personnel
S = State Personnel
C = Contractor Personnel

NOTE: WHEN DATA ELEMENTS 112 AND 113 HAVE THE SAME DATE FOR AN ENTRY, THIS MEANS THAT THE LATEST INFORMATION COMES FROM AN INSPECTION. IF THE INFORMATION REQUEST DATE IS MORE RECENT THAN THE INSPECTION DATE, THIS MEANS THAT THIS INSPECTION-QUALIFIED AIRPORT HAS BEEN SOLICITED FOR THE LATEST INFORMATION USING AN FAA FORM 5010-1 MAIL-SOLICITATION FORM.

112.*LAST INSP (Last Inspection)

a. Enter the latest date (month/day/year) that a physical inspection was conducted (it is not intended that a records search be conducted to determine this date). A new Airport Master Record will be produced when a change is made in this data element.

b. DO NOT CHANGE THE DATE unless a new inspection is actually made. Leave the date unchanged when "Additional Information" or corrections are submitted which are not the result of an inspection.

c. This data element will remain blank when there has never been an inspection of the airport or if the airport does not currently qualify for an inspection and the date of the last inspection is not readily available.

113.*LAST INFO REQ (Last Info Request)

a. Enter the latest date (month/day/year) that an information request was completed by the airport owner or airport management.

b. DO NOT CHANGE THE DATE unless a completed FAA Form 5010-1 or FAA Form 5010-2 is received from the airport management. Leave the date unchanged when "Additional Information" or corrections are submitted which are not the result of a new solicitation.

APPENDIX 2. INSTRUCTIONS FOR LOCATION SKETCH AND LAYOUT DRAWING

A location sketch and layout drawing will be provided on the reverse side of the Airport Master Record for every inspected airport. Uninspected airports will not have a sketch.

The standard layout size before reduction is 11 by 14 inches. See figure 1 for the standard blank layout form and figure 2 for a sample drawing. The drawing is comprised of a location sketch which serves to locate the airport relative to its associated city and a layout drawing which portrays the essential features of the airport.

In order to assure uniform sketches nationally, all of the items in this section shall, where possible, be included on all sketches. Those items that are optional are so indicated. Additional items may be included but should be kept to a minimum to preclude needless detail and clutter.

1. STANDARD DRAWING FORM.

a. The standard reproducible drawing form, figure 1, is used to give the sketches a uniform appearance and may be printed in quantity on either a mylar medium or a quality paper.

b. The following items are included on the standard drawing form and data shall agree with the referenced data element.

<u>Item</u>	<u>Data Element Nr.</u>
(1) Site Number----- Place the site number in the space provided.	-
(2) Airport Name----- Place the official airport name (followed by the three-letter identifier in parentheses) at the top center of the form.	2
(3) Airport Acreage----- Place the airport acreage in the space provided. (Optional item)	22
(4) North Arrow (for layout drawing)----- Place solid arrow pointing toward true north in any blank area on the drawing. True north should be toward the top of the page whenever practical.	-
(5) Magnetic Variation----- Indicate the magnetic variation (including east or west direction) and give the value	-

to the nearest minute between the true north arrow and a second arrow pointing towards magnetic north. Also indicate the epoch year (see Sectional Chart).

- (6) Scale in feet, scale in meters----- -
Indicate the scale of the drawing by bar scales.
- (7) Drawing date----- -
Indicate the month and year of the drawing or latest revision.

2. LOCATION SKETCH.

a. The location sketch shall show the airport in its correct position relative to the associated city as viewed from the air and oriented to magnetic north. In addition, sufficient roads shall be shown so that the airport can be reached by auto from the associated city. At least one road must be common to both the location sketch and the layout drawing. If this cannot be readily accomplished, indicate on the layout drawing the distance and direction to a road that is included on the location sketch.

b. The location sketch shall include aeronautical facilities, communities, rivers, and railroads. Although accuracy is essential, detailed cultural features are not necessary. A scale no smaller than 1 inch equals 10 nautical miles is desirable, and a representative bar scale shall be shown on the sketch. The north arrow for the location sketch should be toward the top of the page.

c. The following information shall be shown on the location sketch, and the data shall agree with the referenced data element. Where appropriate, use the symbols provided in figure 3.

<u>Item</u>	<u>Data Element Nr.</u>
(1) Location and name of the associated city-----	1
(2) Location of the airport and its official name--	2
(3) Location and names of aeronautical facilities, major highways, roads, railroads, bodies of water, etc.-----	-

d. The location sketch may be taken from an existing map or a new sketch may be generated. In either case, the essential features should be readily evident, and it should present an uncluttered appearance after reduction.

3. LAYOUT DRAWING.

a. The basic purpose of the layout drawing is to portray the essential features of the airport in such a manner that the user can visualize the general layout of facilities at the airport. To assure uniform appearance, lettering should, where possible, be parallel to the bottom of the sheet. The standard symbols in figure 3 shall be used as applicable. The airport layout sketch should be oriented to take full advantage of the drawing space. DO NOT orient the drawing so that the true north arrow points toward the bottom of the sheet. The layout drawing must be drawn to scale with features shown as accurately as practicable. All major features should be shown but additional information provided must be limited in order to give an uncluttered appearance. Although any convenient scale may be used, the preferred scales are: for airports with runway lengths greater than 4,000 feet, 1 inch = 1,000 feet; and for 4,000 feet or less, 1 inch = 500 feet.

b. The following items should be shown on the airport layout drawing, using the most accurate means for determining location, and the data must agree with that given in the referenced data elements.

<u>Item</u>	<u>Data Element Nr.</u>
(1) Airport property lines, (if known)-----	-
(2) Roads and railroads on or adjacent to the airport----- Also indicate their relative elevation with respect to runway ends, if appropriate.	-
(3) Administration/terminal building-----	-
(4) Public auto parking areas and access roads--	-
(5) Control tower-----	85
(6) Layout of apron(s)----- Drawn to scale.	-
(7) "T" hangars-----	-
(8) Conventional hangars-----	-
(9) Helipad on airport----- Location, drawn to scale. Indicate designation (H1, H2, etc.) and elevation.	30
(10) Airport elevation----- High point on the runway(s) centerline.	21

(11) Airport beacon-----	80
(12) Wind indicator(s)----- Notation as to whether lighted and/or controlled.	83
(13) Segmented circle-----	84
(14) Seaplane docks/ramps-----	-

Runway/Taxiway System

(1) Runway identification numbers----- When painted on the runway, show on the layout sketch in their true location. If not marked on the runway, then show them beyond the appropriate threshold on the sketch.	30
(2) Runway(s), physical length (including waterlanes, helipads, stolports, and STOL runways)----- Runways under construction shall be drawn to scale utilizing the symbol from figure 3.	31
(3) Runway(s), width (including waterlanes, helipads, stolports, and STOL runways)-----	32
(4) Runway threshold elevations (Optional)-----	-
(5) Displaced threshold(s)----- Length.	51
(6) Stopway(s)/Overruns----- Length.	-
(7) Taxiway layout----- Scaled to length and width.	-
(8) Security/Hazardous Cargo Areas----- Using a circle with an "S" marked inside, identify runways, taxiways, and/or aircraft apron areas designated for parking aircraft with hazardous cargo or aircraft involved in attempted hijacking/bomb threats.	-

Lighting/Approach Aids

(1) Threshold lights-----	-
---------------------------	---

- (2) Runway visual range (RVR) or runway visibility value (RVV) equipment-----
Type. 47
- (3) Runway end identifier lights (REIL)----- 48
- (4) Approach lights-----
Length to scale. 49
- (5) Electronic aids (ILS-LOC, GS, MM, VOR, ASR, ASDE, etc.)-----
Type. -
- (6) Visual approach slope indicator lights (VASI)/
Simplified abbreviated visual approach slope
indicator lights (SAVASI)----- 43
- (7) Taxiway lighting (Optional)-----
Indicate which taxiways are lighted. -

Obstruction Data

- (1) Limits of FAR Part 77 approach surfaces
(Optional)----- 50
- (2) Approach surface data, controlling
obstruction----- 52 through 56
Type and height above runway end elevation
(also indicate by an arrow, major obstructions
outside the confines of the drawing).
- (3) Close-in obstructions----- 58
Type and height above runway end elevation.

FIGURE 2. SAMPLE DRAWING

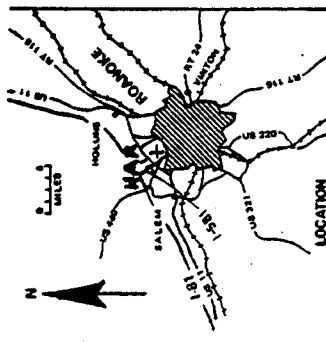
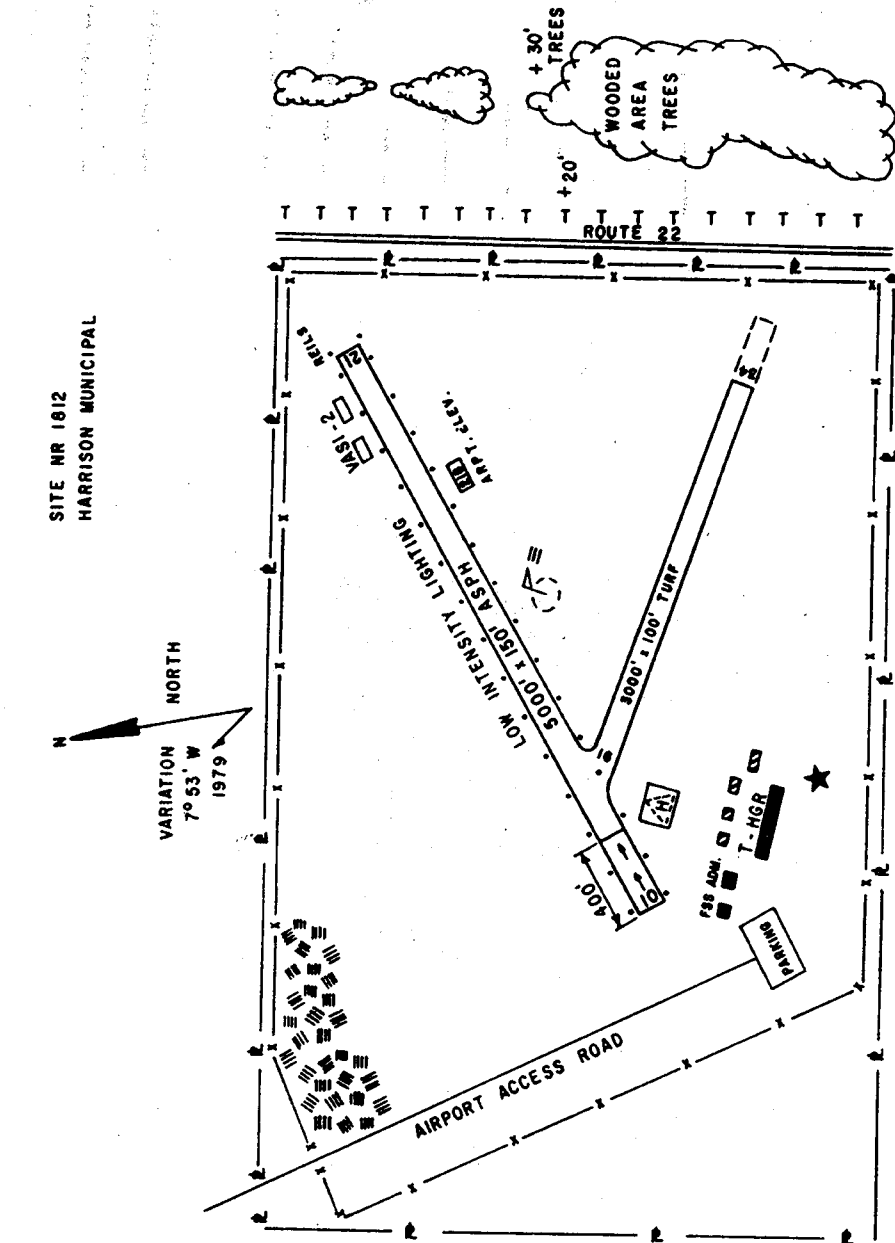
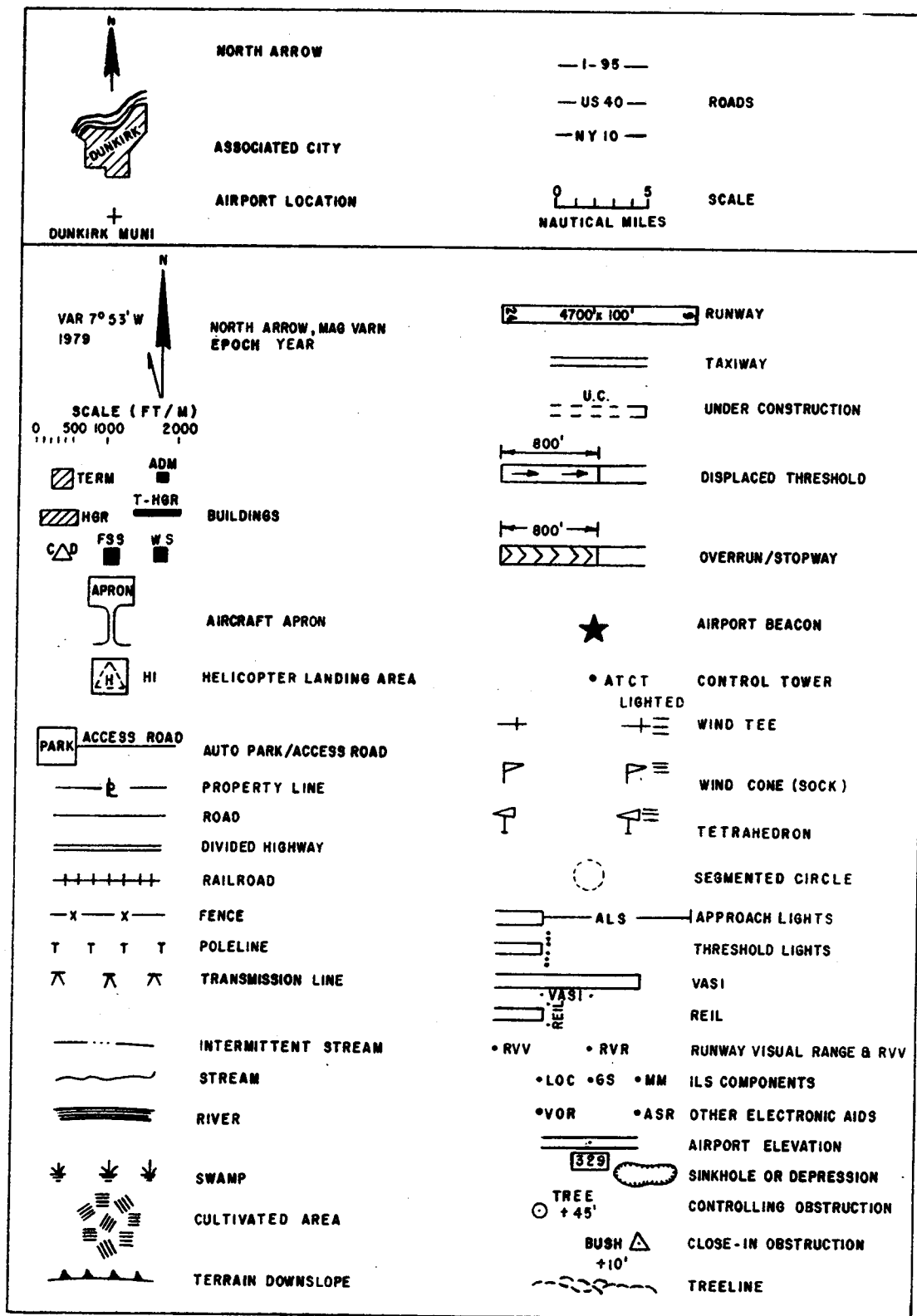


FIGURE 3. STANDARD DRAWING SYMBOLS



APPENDIX 5. FLOW CHART OF AIRPORT INFORMATION
FIGURE 1. FLOW OF INSPECTIONS

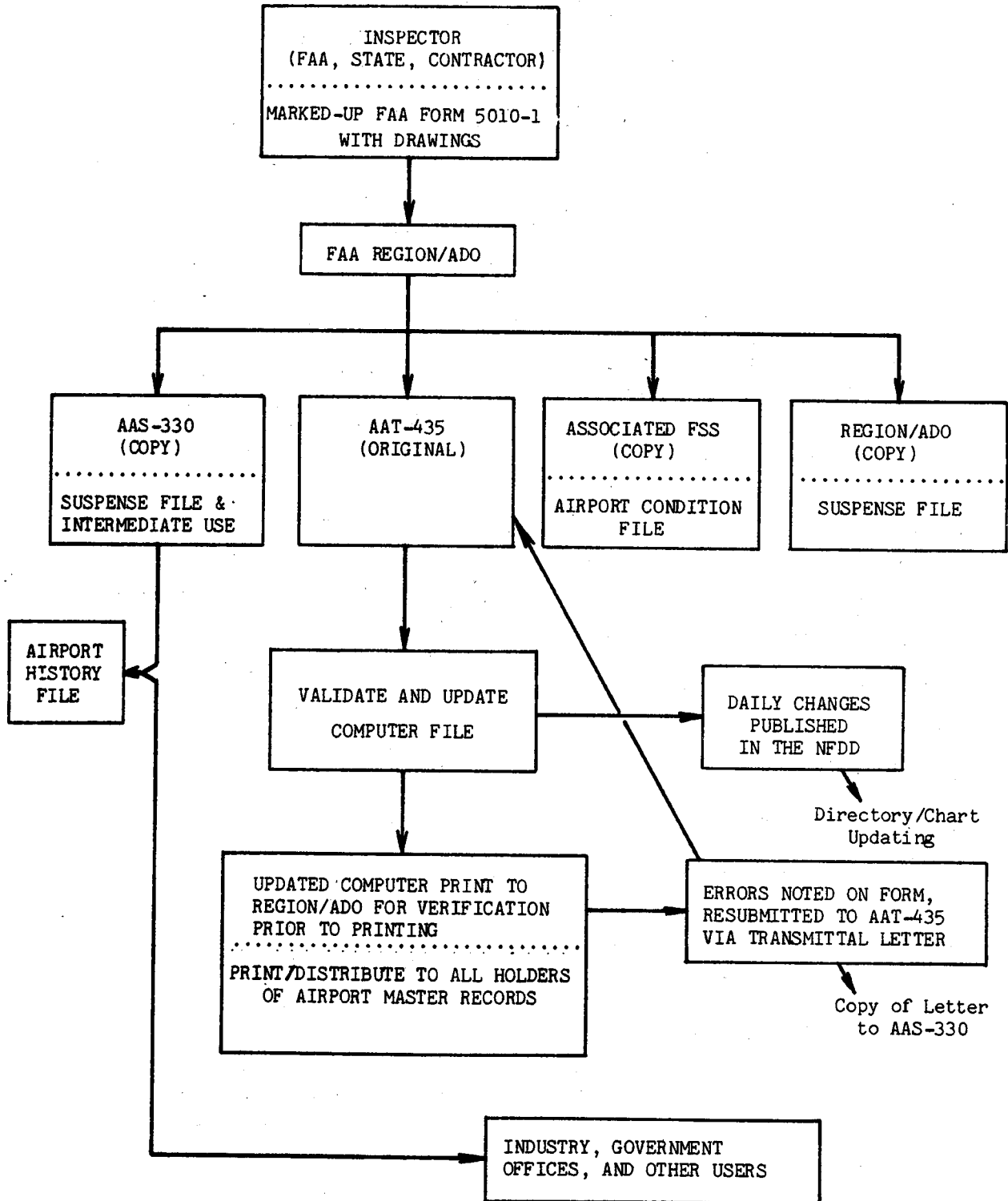
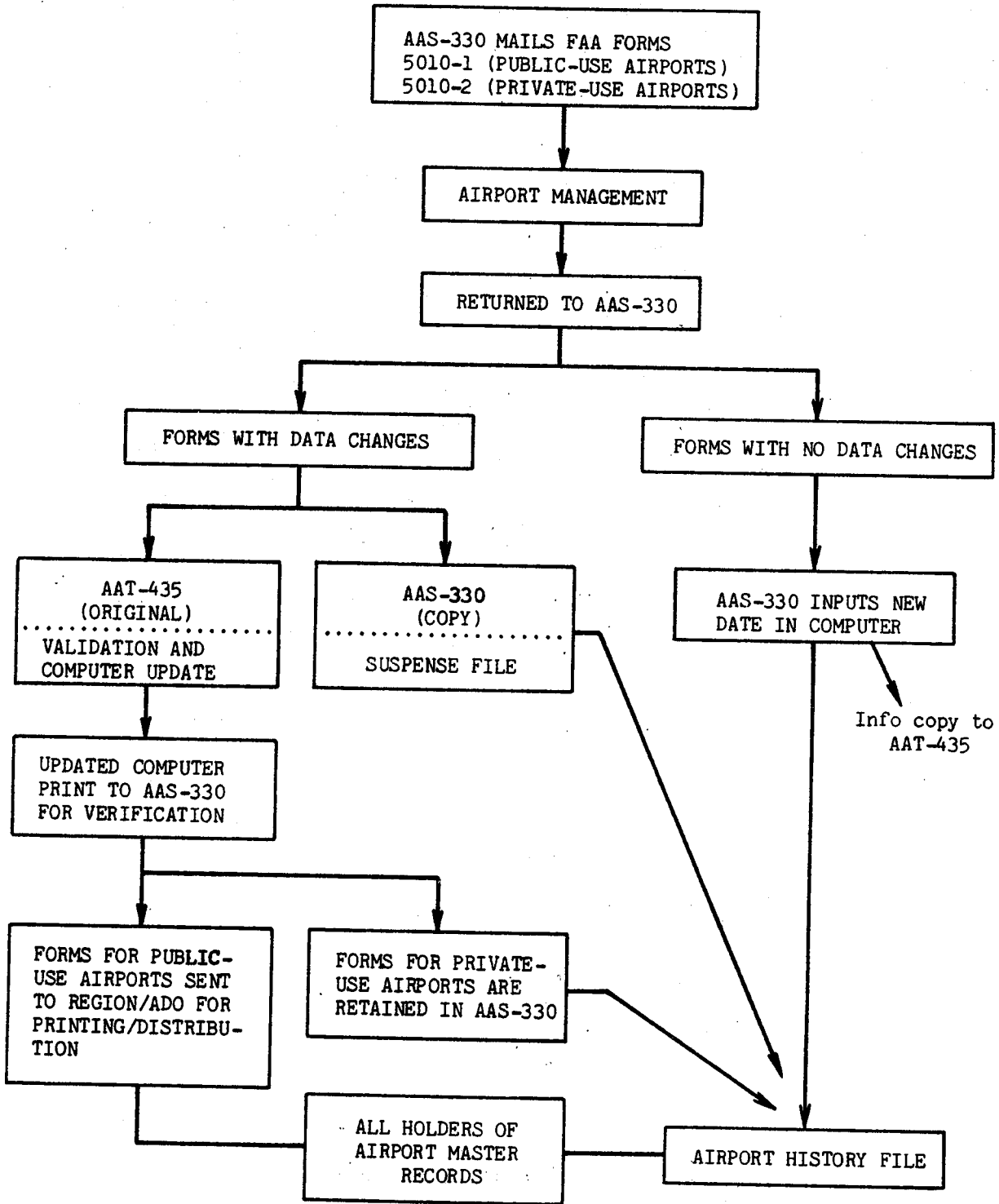


FIGURE 2. FLOW OF MAIL-SOLICITATION REPORTS



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5010.4
Appendix 6

APPENDIX 6. SAMPLE REGIONAL TRANSMITTAL LETTER OF INSPECTION REPORTS



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

Memorandum

Date: January 10, 1980

Reply to Attn. of: ANE-610

Subject: ACTION: Airport Master Record Inspections

From: John Doe
Chief, Airports Engineering and Safety Branch, ANE-610

To: Bill Smith
National Flight Data Center, AAT-430

Enclosed for appropriate updating of the Airport Data Base are
Airport Master Record inspections for the following locations:

<u>Site No.</u>	<u>State</u>	<u>City</u>	<u>Airport Name</u>	<u>Inspec Date</u>
08215.A	ME	Pickensay	Donager County	10/20/79
13317.A	NH	Myersdale	Myersdale International	09/18/79

Attachments

cc:
AAS-330
Appropriate FSS

#

1/27/81

5010.4
Appendix 7

APPENDIX 7. MAIL-SOLICITATION SCHEDULE

<u>Month</u>	<u>State</u>	<u>Month</u>	<u>State</u>
JAN	NV LA WY MO HI TQ GQ AQ EQ WQ CQ	JUL	TX
FEB	RI CA SD	AUG	WA ME VT NH NE MD DC DE
MAR	AR CT WI KS FL	SEP	GA IA ID UT KY WV
APR	MS TN AZ MN CO	OCT	IL NM MA
MAY	PA OK MT	NOV	OH NC NJ PR VI
JUN	OR SC ND VA IN	DEC	MI AL NY

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Appendix 8

APPENDIX 8. SAMPLE TRANSMITTAL LETTER FOR NEW AIRPORTS



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

Memorandum

Date: January 10, 1980

Reply to Attn. of: AAS-300

Subject: ACTION: FAA Form 5010-5, New Airports

From: Harry D. Hink
Chief, Safety and Compliance Division, AAS-300

To: Bill Smith
National Flight Data Center, AAT-430

Enclosed are FAA Forms 5010-5, listed by site number, representing the activation of new airport facilities at the following locations:

<u>Site No.</u>	<u>State</u>	<u>City</u>	<u>Airport Name</u>
09709.8A	MI	Cartersville	Big "D" Airstrip
09918.5H	MI	Schamelburg	Babs Acres
10189.A	MI	Testerton	Little Clinton
10456.A	MI	Walterstown	Endit Field

4 Enclosures (New Airports)

1/27/81

5010.4
Appendix 9

APPENDIX 9. SAMPLE TRANSMITTAL LETTER FOR REDUCED AIRPORT MASTER RECORDS



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

Memorandum

Date: January 10, 1980

Reply to Attn. of: ACE-600

Subject: ACTION: Reduced Airport Master Records
Transmittal No. ACE-79-06 (5)

From: Jack Jones
Chief, Airports Division, ACE-600

To: All Holders of Airport Record Forms

The enclosed FAA Forms 5010-1, listed by site number, represent the last reported status of airport facilities at the following locations:

KANSAS

Revisions

06621.A
06650.1C
06685.A

Additions

06557.A
06975.01H

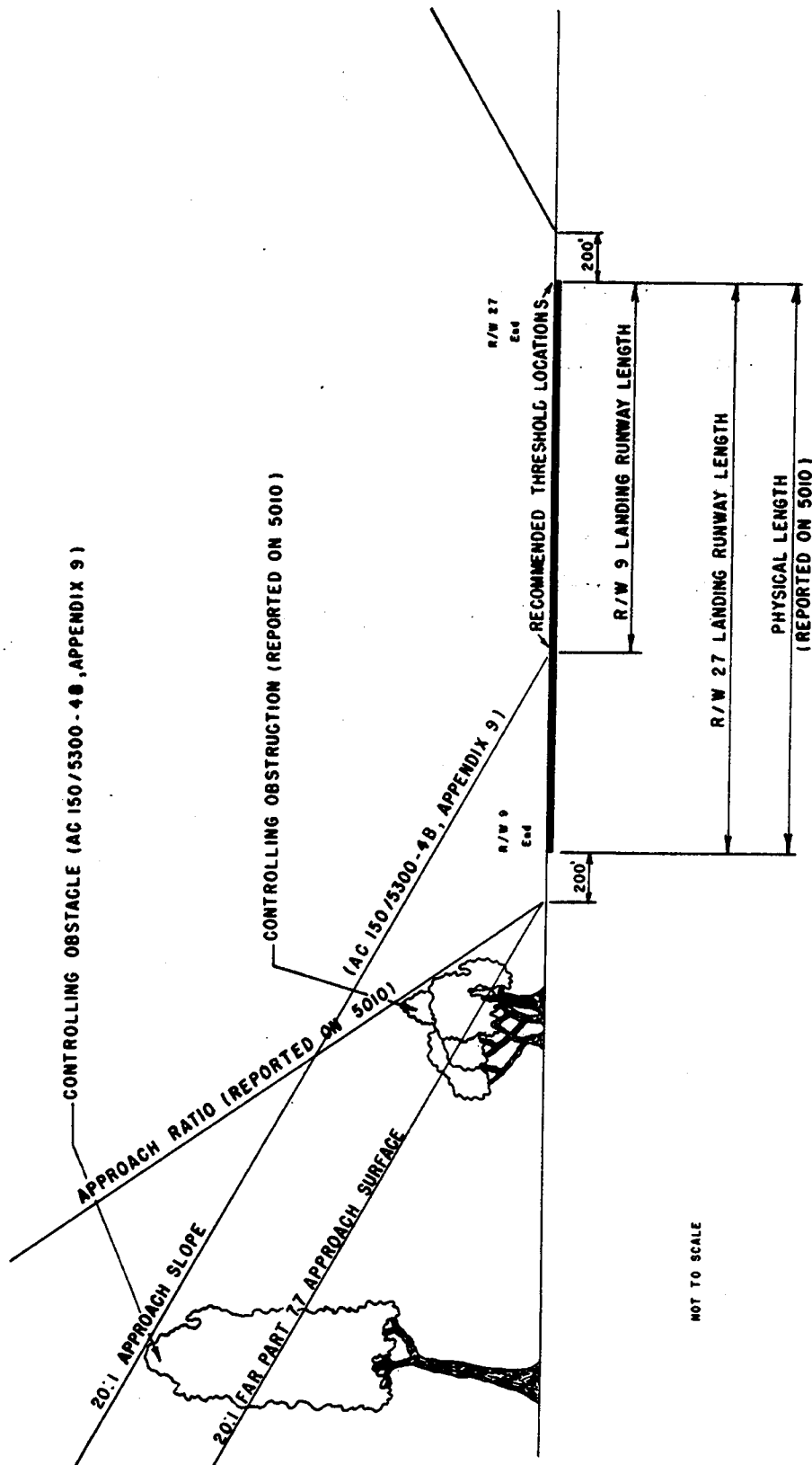
Abandonments

06729.A, Lawlorston, KS
B-J Farm
FAA Form 7480-1 from owner
6/16/79 (no form enclosed)

5 Enclosures

#

APPENDIX 10. METHODOLOGY FOR MEASURING 20:1 LANDING LENGTH



NOT TO SCALE

