



Airport System Manager Virginia Sponsors Guide

Text Version

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Airport System Manager Virginia Sponsors Guide

The *Airport System Manager: Virginia Sponsors Guide* has been prepared to assist users with the online submission of project requests and based aircraft surveys to the Virginia Department of Aviation (DOAV). The information in the guide is organized into the following sections.

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Note: The fictitious airport VA Skies Airport, with the identifier VAS, is used for examples throughout this guide.

If authorized users have questions about user accounts or the online submission processes, they should contact DOAV's ASM Help Desk staff:

Staff	Phone
Susan Simmers	804-236-3636
Stephen Smiley	804-236-3627

If sponsors have updates for the General Information module, they should send the changes to Susan Simmers at susan.simmers@doav.virginia.gov or Stephen Smiley at stephen.smiley@doav.virginia.gov.

Quick Steps to Enter a Project Request

1. login to ASM
2. select airport from drop-down list on menu bar
3. select Grant Requests module
4. select Grant Requests submodule
5. click on the green plus button at the upper right to open New Project popup box
6. enter the name of the project
7. click on the Save & Close button
8. select the new project from the list of projects
9. click on the CIP Data button at the bottom of the screen
10. enter the fiscal year in the funding year field
11. select the project type from the drop-down list in the project type field
12. enter the project purpose or justification in the description field
13. enter the dollar amount for each of the funding sources as appropriate
14. move to Documents tab
15. click  for the appropriate document category
16. select the document type from the drop-down list in the document type field
17. click on the Choose File button to access the file to be uploaded
18. select the document to be added
19. click in the Save & Close button

Quick Steps to Submit a Project Request

1. select project to be submitted
2. click on the Submit button at the bottom of the screen
3. click on the OK button at the bottom of the certification popup box

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1.0 Introduction to Airport System Manager

Airport System Manager, referred to as ASM, is a software application developed for the management of state aviation systems. Virginia airport sponsors use ASM to submit project requests and based aircraft surveys online. DOAV is using ASM to manage data on Virginia airports, evaluate project requests, support grant management, and receive based aircraft surveys.

1.1 Overview of ASM

ASM is organized into modules and submodules, which are displayed along the left side of the screen. When a module is open, the module on the navigation bar is highlighted. Sponsors may access the Grant Requests and Based Aircraft Survey modules; they may view the General Information module.

1.1.1 General Information Module

Sponsors may view a variety of airport information in the General Information module, including:

- VATSP role and FAA service level;
- Virginia Aviation Board region and member contact information, and
- priority rating information for airport operational conditions and bonus points.

1.1.2 Grant Requests Module

Sponsors enter and submit project requests and supporting documentation through the Grant Requests module. Consultants may enter project requests and supporting documentation. Sponsors and consultants may view the status of a project in the Grant Requests module. The Grant Requests module is also used for the annual filing of Airport Capital Improvement Plans (ACIPs).

1.1.3 Based Aircraft Survey Module

Sponsors enter and submit their based aircraft surveys to DOAV using the Based Aircraft Survey module.

1.2 System Requirement

ASM operates on Chrome and Edge. ASM will not operate on Internet Explorer.

1.3 Authorized Users and Accounts

In accordance with the *Airport Program Manual*, sponsors are responsible for identifying authorized users of business applications utilized by DOAV and ensuring that agency required user forms are completed and submitted to DOAV. For ASM, a sponsor must identify the people who are to be authorized users on the sponsor's behalf and the tasks a user will be undertaking in the application. Sponsors must use the *DOAV Airport System Manager User Authorization* form to provide this information. Each authorized user must sign the accompanying *DOAV Airport System Manager External User Agreement*.

Upon receipt of both correctly completed forms, DOAV will open an account for a user. User accounts are active for 90 days. If an account has not been used within the 90-day period, the account will be automatically deactivated. A user must contact the DOAV ASM Helpdesk to have the account activated.

1.4 Passwords

Each authorized user is assigned a unique user name and password. These must be used the first time a user logs into ASM. DOAV encourages users to change their passwords once they begin using the application.

Passwords must meet requirements for minimum character length and the inclusion of numeric, upper-case, lower-case, and special characters to be valid. The current requirements are displayed on the change password screen within the application.

Passwords will expire after 45 days. When a password has expired, the user will be directed to change the password the next time the application is accessed.

Information on changing a password or retrieving a forgotten password is provided in the next chapter.

2.0 Login Process

The login process involves a two-factor authentication for access. The login screen offers options to change a password or retrieve a forgotten password.

If an incorrect password is entered, the message “*Invalid logon credentials*” will appear on the screen. The user will need to enter the correct password.

If a user makes 3 unsuccessful attempts to login to the application, the user account will be locked. The user must wait 30 minutes before logging in to the application.

2.1 Login

The application opens to the warning screen that states:

Unauthorized access to this system is forbidden and will be prosecuted by law. Use of this system is limited to those individuals authorized by the Virginia Department of Aviation only. By accessing this system, you agree that your actions may be monitored if unauthorized usage is suspected.

After the user clicks on the *I Agree* button, the login process begins. On the screen headed by “Sign in to your SYSTEM MANAGER”:

1. Enter user name in the User Name field.
2. Enter password in the Password field.
3. Click on the LOGIN button.

The first screen for the two-factor authentication process opens with the notice:

To protect your account, we need to verify your identify with an authentication code. If the information below is not valid, please contact your Administrator. Please select how you would like to receive an authentication code for accessing this system. Messages will include the subject line of ASM System Authentication Code.

1. Select the email address option.
2. Click the Get Authentication Code button.

The Two factor Authentication screen opens with the notice:

The verification code has been sent via email. Retrieve the code and enter it below.

The user will receive an email from ASMSecurity@doav.virginia.gov with the header “ASM System Authentication Code”. The email will include the authentication code.

1. Enter authentication code into the field on the Two-factor Authentication screen within 5 minutes.
2. Click the AUTHENTICATE button.

Once the login process is complete, ASM opens to the General Information module for the first airport in the facility list, and the message *Page Access Denied* displays.

The user must select an airport in order for the airport's data to populate. A user can move to other modules before making an airport selection.

1. Open the airport drop-down list located on the top menu bar.
2. Use the scroll bar to move through the list of airport names.
3. Click on the airport name.

2.2 Logout

Users can leave ASM by logging out of the program or by exiting the website. If a user logs out of the program, the sponsor will be returned to the warning screen. This option is useful if a user needs to end a work session and then return within a short time period.

To logout of ASM, click on the Logout icon on the menu bar, located at the rightmost edge of the application screen. The icon is a circle with a left facing arrow.

2.3 Change Passwords

Users are encouraged to change their passwords as part of good IT security practices. If a user's password has expired, the user will be directed to the *Change Password* feature upon the next login.

The current password requirements are provided on the *Change Password* screen. The first requirement is no spaces in a password. The remaining 5 requirements are for the characters in a password. The following list uses the requirements as of December 2020:

- Must be at least 8 characters in length
- Must contain 3 or more numeric characters (0-9)
- Must contain 2 or more upper-case characters (A-Z)
- Must contain 2 or more lower-case characters (a-z)
- Must contain 2 or more special characters (!@#\$%^&*())

To change a password:

On the screen headed by "Sign in to your SYSTEM MANAGER":

1. Enter user name in the User Name field.
2. Click on the Change password link.

On the screen headed by "Change Password":

1. Enter current user name in the User Name field.
2. Enter current password in the Old Password field.
3. Enter new password in New Password field.
4. Enter new password in Confirm Password field.
5. Click on the CHANGE PASSWORD button.

The user will be returned to the login screen with a message that the password has been changed successfully. The user can then login with the new password.

2.4 Retrieve Forgotten Passwords

Users who have forgotten a password may use the *Forgot Password* feature to retrieve the information.

On the screen headed by “Sign in to your SYSTEM MANAGER”:

1. Enter user name in the User Name field.
2. Click on the Forgot password link.

On the screen headed by “Forgot Password”:

1. Enter email address.
2. Click on the SEND PASSWORD button.

The message “The Username/Password has been sent successfully to your email address.” will appear on the screen. The user will click on the CANCEL button to return to the login screen.

The user will receive an email from ASMSecurity@doav.virginia.gov with the header “User Name/Password Reminder Service”. The email will include the user name and password.

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3.0 Project Request Process

The Grant Requests submodule is used for entering project requests, uploading supporting documentation, and submitting project requests. The Process Management submodule offers another option for uploading supporting documentation.

To open the module, click on the down arrow by the module title. A drop-down menu with the choices Grant Requests and Process Management will appear. To open the Grant Requests or Process Management submodules, click on the submodule name.

The Grant Requests choice screen contains three sections. The top section of the screen offers filtering options for project status, project type, and fiscal years. This section also includes a green plus button for adding projects and a red x button for deleting projects. The middle section of the screen displays the following information for each project, in a tabular format:

- program year
- project name
- project status
- project type
- dollar amount of requested FAA funding
- dollar amount of requested state funding
- dollar amount of requested local funding
- total funding request

Totals for the requested funding sources and project costs are displayed at the bottom of this section; the user may need to scroll to the bottom of the section to view the totals, depending on the number of projects listed. The bottom section of the screen contains buttons. The Submit button is used to submit projects to DOAV for evaluation and recommendation. The CIP Data button next to the Submit button is used to open the Edit CIP Data box so project data can be entered or edited. The Report button allows the user to run reports on the data.

The Process Management choice screen contains three sections. The top section of the screen offers filtering options for project type and project status. The middle section of the screen displays the following information for each project, in a tabular format:

- project name
- program year
- project name
- project status

The bottom section provides a listing of the uploaded documents in the following categories:

- Airport Capital Program Request Documents
- Maintenance, Security, and F&E Program Documents
- Aviation & Airport Promotion Program Documents

Each category forms a header bar in the table. At the far right of each header bar is a green plus button to be used for adding documents.

Within each category, the following information is provided, in tabular format:

- document type
- document title
- published date
- comment
- location
- document date

The table also contains a column for marking documents for deletion and a link for viewing a document once it has been added to Airport IQ.

3.1 Enter a Project Request

Users need to open the Grant Requests submodule to enter project requests. The first part of the process uses the New Project popup box with a field for the project name. The second part of the process uses the Edit CIP Data popup box to add project data. The Edit CIP Data popup box has two sections. The first section has fields for:

- project name
- funding year
- project type (capital, maintenance, promotion, etc.)
- project description

The second section has a two tabs, the Budget tab and the Documents tab. The Budget tab, which opens by default, has fields for each state funding program. These are preceded by a field for FAA funding and followed by a field for local funding. The final column is for the total funding requested; the application calculates the total. The scroll bar needs to be used to advance to the fields for some of the state funding programs, local funding, and total funding. The Documents tab is described in the next section.

To enter a project name:

1. Click on the green plus button at the far right of the Grant Request screen to open the New Project popup box.
2. Enter the project name in the Project Name field.
3. Click on the Save & Close button to save the entry and close the box.

The project name displays on the top line of the middle section of the Grant Requests screen, while the program year is blank and the dollar amounts are zeros.

All initial entries will show CAF as the project type. The project type can be changed when project information is entered. All entries that have not been submitted will show CIP as the status.

To add project information:

1. Click on the project from the project listing in the middle section of the Grant Requests screen.
2. Click on the CIP Data button to open the Edit CIP Data popup box.
3. Enter the fiscal year into the Funding Year field.
4. Select the project type from the Project Type drop-down list if the project is not a capital project.
5. Enter a brief project justification or purpose in the Description field.

6. Enter the amount of federal, state, and local funding, as appropriate, being requested for the project. in the appropriate funding source fields.
7. Click on the Save & Close button to save the data and close the Edit CIP Data popup box.

When entering dollar amounts, users should keep in mind the following:

- Commas are not accepted by ASM.
- Sponsors of air carrier and reliever airports need to enter the state discretionary amounts into the AC/R Discretionary field.
- Sponsors of general aviation airports need to enter the state discretionary amounts into the GA Discretionary field.
- A field for state entitlement funds is automatically displayed for air carrier airports.

Information on the project type and costs is displayed in the middle section of the Grant Requests module screen. Projects are listed by fiscal year and alphabetically within each fiscal year.

3.2 Enter Supporting Documents

Sponsors must provide electronic versions of supporting documents for all project requests; the documents may be in Word, Excel, or PDF formats. Information on the supporting documentation required for the various funding programs can be found in *DOAV's Airport Program Manual*.

The Documents tab is used to upload supporting documents. The tab includes the following categories:

- Airport Capital Program Request Documents
- Maintenance, Security, and F&E Program Documents
- Aviation & Airport Promotion Program Documents

Each category forms a header bar in the table. At the far right of each header bar is a green plus button to be used for adding documents.

Supporting documents are added through the Add Document popup box. The box contains:

- Document Type field
- Location field
- Date field
- Project Association field
- Choose File button
- File Name field
- Comments field
- Save button at the bottom right
- Cancel button at the bottom right

To add supporting documentation in the Grant Request module:

1. Click on the project from the project listing in the middle section of the Grant Request screen if not already selected.
2. Click on the CIP Data button if the Edit CIP Data popup box is not already open.
3. Click on the Documents tab.
4. Click on the green plus button on the far right of the header row for the program category to open the Add Document popup box.

5. Select the document type from the Document Type drop-down list.
6. Select the location as “electronic” from the Location drop-down list.
7. Select all of the other projects to which the document applies so the document can be entered for multiple projects at one time, using the Control key as each one is highlighted.
8. Click on the Chose File button to access a file directory.
9. Select the file to be added.
10. Enter comments if needed in the Comments field.
11. Click on the Save button after the file information shows in the file field.

The uploaded documents will be listed and available for viewing in the Documents tab. Click on the Save & Close button to exit the Edit CIP Data popup box.

Users may also upload supporting documents into ASM through the Process Management module. After selecting the project, the user will use the steps above, beginning with Step 4.

The document type choices for the different funding programs are:

Funding Program	Documents
Airport Capital Program	<ul style="list-style-type: none"> • narrative • narrative sketch • environmental documentation • other documentation
Facilities and Equipment Program Voluntary Security Program Maintenance Program Rural Airports Program	<ul style="list-style-type: none"> • scope of work • quote/bid • project schedule • sketch
Aviation and Airport Promotion Program	<ul style="list-style-type: none"> • estimated budget

Please note that scopes of work, bids, and engineering contracts are not included in the list of documents for the Airport Capital Program. Those documents should be submitted directly to the appropriate DOAV planner or engineer for review and approval in accordance with the current version of the *Airport Program Manual*.

3.2.1 Delete a Supporting Document

To delete a document:

1. Click on the project from the project listing in the middle section of the Grant Request or Process Management screen.
2. Click on the CIP Data button to open the Edit CIP Data popup box.
3. Click on the Documents tab.
4. Click on the box in the Delete column next to the document to be deleted.
5. Click on the red x button on the far right of the blue bar over the first document category header row.
6. Click on the OK button on the “Delete selection?” popup box.
7. Click on the Save & Close button to save and close the project entry.

3.3 Submit a Project Request

Sponsors need to open the Grant Requests submodule to submit project requests. To submit project requests:

1. Click on the project screen to be submitted from the listing in the middle section of the Grant Request screen.
2. Click the Submit button at the bottom of the screen to open the certification popup box.
3. Read the language in the certification popup box as described below and click on the OK button.

After the Submit button is selected, the Certification popup box will open. The certification box contains the following language:

I hereby certify that documentation has been submitted to the Virginia Department of Aviation that shows the airport is free and clear of obstructions to navigational airspace in accordance with FAR Part 77 and/or 24VAC5-20-140 *Minimum requirements for licensing obstructions* and can meet the Runway End Siting Requirements under FAA *Advisory Circular 150/5300-13 Airport Design*.

or

The project or projects requested are to remove obstructions so as to bring the airport into compliance with FAR Part 77 and/or 24VAC5-20-140 *Minimum requirements for licensing obstructions* and the Runway End Siting Requirements under FAA *Advisory Circular 150/5300-13 Airport Design*, or to resolve a safe for flight issue for the airport.

When submitting projects, sponsors should keep in mind the following:

- Supporting documents must be entered before a project is submitted.
- Projects may be submitted individually.
- Multiple projects may be submitted together. To select multiple projects for submission, the sponsor needs to hold down the Control key and select the appropriate projects.

After a project is submitted, the project status changes to "Submitted". Sponsors cannot access the project request data or supporting documents once the status has changed from CIP.

If a sponsor identifies an error in the project request or a change in a project cost after the project request has been submitted, the sponsor needs to provide the DOAV project manager with a written notification of the error or change. The notification may be made by mail or email. The DOAV project manager will make the appropriate changes to the project request.

If a sponsor needs to submit documents after the project request has been submitted, the sponsor needs to send the documents to the DOAV project manager for entry into the application.

If a sponsor needs to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide the DOAV project manager with a written request to withdraw the project. The request may be made by mail or email. DOAV will change the project status to CIP so the sponsor can access the data and supporting documents for a future submission or delete the request.

Consultants cannot submit projects for sponsors. When a consultant is working in ASM, the submit button will not appear in the Grant Requests module.

3.4 Delete a Project Request

Users may delete a project request with a status of CIP from the Grant Requests module. When a project is deleted, all supporting documents are also deleted. Projects can only be deleted individually.

To delete a project request:

1. Click on the project from the project listing in the middle section of the Grant Request screen.
2. Click the red x button on the far right of the top section of the Grant Request screen.
3. Click on the OK button on the "Delete selection?" popup box.

4.0 Project Status

Users can view the status of a project request in the Grants Requests submodule. The project status is provided in the third column of the Grant Requests submodule.

DOAV uses the following project statuses:

Status	Use
CIP	<ul style="list-style-type: none">• indicates a project request has been entered into the system
Submitted	<ul style="list-style-type: none">• indicates a project request has been submitted to DOAV for evaluation
Screening	<ul style="list-style-type: none">• indicates a project request is being evaluated by DOAV
Priority Rating	<ul style="list-style-type: none">• indicates an Airport Capital Program project request has been given a project priority score
Tentative Allocation	<ul style="list-style-type: none">• indicates a tentative allocation has been awarded by the Virginia Aviation Board for an Airport Capital Program project request• indicates an allocation has been awarded by DOAV staff for an Airport Special Fund Program project request that requires a grant
Granted	<ul style="list-style-type: none">• indicates a grant has been executed for an Airport Capital Program project• indicates a grant has been executed for an Airport Special Fund Program project request that requires a grant agreement• indicates an allocation has been awarded by DOAV staff for an Airport Special Fund Program project request that does not require a grant
Closed	<ul style="list-style-type: none">• indicates a final reimbursement request for a project has been processed by a project manager

Sponsors can only access or delete project requests with a project status of CIP. If sponsors have questions about project requests with other statuses, they should contact their DOAV project managers for assistance.

Sponsors can use the filter and sort features to modify the project listing shown on the Grant Requests screen.

4.1 Filter Feature

The filter feature allows users to select specific groups of projects for viewing. The listing of projects can be filtered by project status, project type, and fiscal year, either for a single year or a range of years. The filters can be used individually or in combination with each other.

The project status and project type filters are selected from the drop-down boxes. The fiscal year filters are selected by choosing a beginning and ending fiscal year from the drop-down boxes. The filter drop-down boxes are located in the top section of the screen.

4.2 Sort Feature

The sort feature allows sponsors to reorder the project listing. The listing can be sorted by fiscal year, project name, project status, project type, funding source, or total project cost.

To sort the data, place the cursor on the column heading for the topic to be sorted and click on the heading. An arrow head will appear in the column heading to indicate that a sorting option has been

selected. A second click on the column heading will reverse the order. Ascending order is indicated by an arrow head pointing up, and decending order is indicated by an arrow head pointing down.

5.0 Based Aircraft Survey

Sponsors will submit their Based Aircraft Surveys by revising and certifying based aircraft data in the ASM survey module in accordance with instructions provided annually by DOAV. If an aircraft make or model is not listed in the drop-down lists for the fields, please contact DOAV. Homebuilt and experimental aircraft information can be found under the make of "Homebuilt".

The survey screen contains two sections. The first section displays the following information in a tabular format:

- N-number
- number of engines
- aircraft make
- aircraft model
- aircraft type
- owner name
- owner address
- owner phone number

The second section contains the sponsor certification and includes fields for:

- name of person completing the report
- title of person completing the report
- phone number of person completing the report
- email address of person completing the report
- date survey was completed

The survey can be opened and closed as needed until all the revisions are complete. The survey must be saved each time before it is closed or changes will be lost.

Sponsors can generate reports of their based aircraft data at any time.

To open the module, click on the arrow by the module title. A drop-down menu with the choice Based Aircraft displays. To open the survey, click on the submodule name.

In the survey module, the records are listed by N-number. To view the records in a different order, such as by make or owner name, click on the appropriate column heading. An arrow head will appear in the column heading to indicate that a sorting option has been selected. A second click on the heading will change the order from ascending to descending. Ascending order is indicated by an arrow head pointing up, and descending order is indicated by an arrow head pointing down.

To see all of the text in a field, place the cursor over the text shown, and the full text will be displayed.

The following criteria must be followed as an entry is being added or edited in the Based Aircraft Survey:

Field	Criteria
N-number	<ul style="list-style-type: none"> • The N-number for an aircraft must contain the leading "N". • If FAA does not issue an N-number for an aircraft, the field for the N-number should be left blank.
Make/Model	<ul style="list-style-type: none"> • Every make and model of aircraft are not included in ASM. Like aircraft have been grouped to simplify adding and editing data. • Homebuilt and experimental aircraft selections can be found under the make of "Homebuilt". • If the make or model needed for an aircraft is not found, please contact DOAV.
Aircraft Owner	<ul style="list-style-type: none"> • The aircraft owner must be listed in the survey, not the person or entity leasing hangar or apron space.

5.1 Revising Based Aircraft Data

Data revision involves adding records for aircraft new to an airport, editing information for an aircraft or owner in an existing record, or deleting records for aircraft no longer at an airport. The Based Aircraft pop-up box is used to add or edit records. The pop-up box has two sections. The first section contains fields for the aircraft details:

- N-number
- number of engines
- aircraft make
- aircraft model
- aircraft type

The second section contain fields for the owner details:

- name
- address - street or post office box
- address - city
- address - state
- address - zip
- phone number

5.1.1 Add a Record

To add a record to the based aircraft survey:

1. Click the green plus button on the far right of the survey screen to open the Based Aircraft popup box.
2. Enter the aircraft N-number in the N Number field.
3. Select the aircraft make from the Make drop-down list.
4. Select the aircraft model from the Model drop-down list.
5. Select the aircraft type from the Aircraft Type drop-down list.
6. Enter the number of engines in the # of Engines field.
7. Enter the aircraft owner name in the Full Name field.
8. Enter the aircraft owner's address in the Address, City, State, and ZIP fields.
9. Enter the aircraft owner's phone number in the Phone Number field using the format 1023-456-7890.
10. Click on the Save button.

The new record will display in the first section by N-number.

5.1.2 Edit a Record

To edit an existing record in the based aircraft survey:

1. Select the record in the top section of the screen.
2. Click the pencil icon on the far left of the survey screen to open the Based Aircraft popup box.
3. Edit the aircraft and owner details as needed.
4. Click on the Save button.

The edited record will display in the first section by N-number.

5.1.3 Delete a Record

To delete an existing record in the based aircraft survey:

1. Select the record in the top section of the screen.
2. Click the red x on the far right of the survey.
3. Click on the OK button on the "Delete selection?" popup box.

The deleted record will no longer display.

5.2 Certify Data

After all revisions have been made, the person completing the survey will need to update the certification and save the survey.

To complete the certification:

1. Enter or edit the name of the person completing the survey in the Full Name field.
2. Enter or edit the title of the person completing the survey in the Title field.
3. Enter or edit the phone number of the person completing the survey in the Phone Number field.
4. Enter or edit the email address of the person completing the survey in the Email Address field.
5. Enter the date the survey is completed in the Date Complete field.
6. Click on the Save Survey button.

The current completion date needs to be provided. Please note that the year needs to have four digits ("1/14/2020" instead of "1/14/20").

5.3 Generate a Based Aircraft Survey Report

To generate a based aircraft survey report for an airport:

1. Open the Reports menu button at the bottom of the screen by moving the cursor over the arrow head.
2. Click on the Based Aircraft Survey (Current Facility Only) selection to open the Excel spreadsheet.
3. Format the Excel spreadsheet as needed.
4. Save the spreadsheet. It is recommended that the spreadsheet be saved with the extension .xlsx instead of the default .csv.

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6.0 Airport Capital Improvement Plan and Report

In accordance with the current *Airport Program Manual*, sponsors are responsible for filing and maintaining their file Airport Capital Improvement Plans (ACIPs) through ASM. Users utilize the Grant Requests submodule to update existing project entries and add new project entries for at least a six-year period. A project entry consists of

- planned fiscal year;
- project name, and
- estimated costs for federal, state, and local costs as appropriate.

Users are encouraged to run and save a report when changes are made to the six-year plan. The report may also be used for obtaining project listings for other needs, based on the filter selections.

To generate a based aircraft survey report for an airport:

1. From the filters at the top of the Grant Request submodule, select the status, project type, start year, and end year as appropriate for the report to be created.
2. Open the Reports menu button at the bottom of the screen by moving the cursor over the arrow head.
3. Click on the CIP Report selection to open the PDF report.
4. Save the spreadsheet.

ASM generates the report in PDF format. All projects entered into the Grant Requests module that match the filter criteria appear in the reports. Projects are listed by fiscal year and alphabetically within each fiscal year.

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7.0 Airport General Information

Users can view a variety of data on their airports in the General Information module, including general facility data, dates, and contact information. The General Information module is separated into general, miscellaneous, priority rating, contacts and comments tabs.

Sponsors are encouraged to periodically review this information, especially the information on priority points and contacts. Updates to information in this module should be forwarded to DOAV, as noted on page i.

7.1 General Tab

The General tab contains information on a facility's location, identifiers, and service roles. The General tab also provides the issuance and expiration dates and type of public-use airport licenses.

The General tab contains information for the following subcategories and fields:

Subcategory	Fields
General Information	<ul style="list-style-type: none">• facility name• facility address• city and state• web and addresses• county• associated city• congressional district• state senate and house districts• state role classification
Identifiers	<ul style="list-style-type: none">• location identifier• FAA site number• NPIAS number• FAA AIP number• latitude and longitude• elevation
Airport Category	<ul style="list-style-type: none">• FAA service level• facility type• facility use• facility ownership• air carrier service provision• Part 139 status
Certificates	<ul style="list-style-type: none">• date issued• date expires• certificate type (full or conditional license)

7.2 Miscellaneous Tab

The Miscellaneous tab contains general and date information related to an airport. The most recent dates for the items within each category and related comments are recorded in this tab.

The Miscellaneous Tab includes the following:

Item	Content
Unmitigated Obstructions	presence of unmitigated obstructions affecting funding per current Virginia Aviation Board policy
Planning Region	Virginia Aviation Board region
Service Role	state service role as: <ul style="list-style-type: none"> • CS - air carrier airport • RL - reliever airport • GR - regional general aviation airport • GC - community general aviation airport • LO - local service general aviation airport
Coastal Resources Area	inclusion in the Virginia Coastal Resources Management Area indicating the need for a coastal zone consistency certification for projects

7.3 Priority Rating Tab

The Priority Rating tab in the General Information module contains airport characteristic information. This information is used in the priority system scoring for Airport Capital Program project requests. Details on the scoring process and values can be found in DOAV's *Airport Program Manual*.

The Priority Rating tab contains dates for the following subcategories and fields:

Categories	Fields
Airport Operational Conditions	<ul style="list-style-type: none"> • height restrictive zoning • minimum standards • airport maintenance
Airport Service Role	<ul style="list-style-type: none"> • service role
Security Certification Status	<ul style="list-style-type: none"> • security certification
IT Security Training	<ul style="list-style-type: none"> • training certification

The fields are populated with the following information:

Fields	Content
height restrictive zoning	yes or no for the passage of the zoning
minimum standards set by code	meets or does not meet the minimum standards
airport maintenance	satisfactory or unsatisfactory
service role	state service role as: <ul style="list-style-type: none"> • Commercial Service Airport • Designated Reliever Airport • Regional General Aviation Airport • Community General Aviation Airport • Local Service Airport
security certification	meets or does not meet 2/17 policy
IT security training	meets or does not meet policy

7.4 Contacts Tab

The Contacts tab contains names and information for contacts connected to the airport. The contacts are listed by the function they serve for an airport. A person may be listed more than once, depending on the functions associated with the sponsor and airport. The function of airport owner is used to identify the contact to be listed on the funding request summary report that is part of the Virginia Aviation Board package.

The screen displays the following information in a tabular format:

- function
- company
- contact
- address
- phone

A user can open an email to a contact or open a website by clicking on an address shown in blue.

7.5 Comments Tab

The Comments tab contains general comments related to the airport.

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