

*NYS DEPARTMENT OF TRANSPORTATION
POLICY & PLANNING DIVISION
AVIATION BUREAU
50 WOLF ROAD
ALBANY, NEW YORK 12232*

*ESTABLISHMENT OF OR IMPROVEMENT
TO PRIVATELY-OWNED AIRPORTS IN
NEW YORK STATE*

January 2016



STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION
ALBANY, N.Y. 12232
www.dot.ny.gov

JOAN McDONALD
COMMISSIONER

ANDREW M. CUOMO
GOVERNOR

SUBJECT: NEW YORK STATE GUIDELINES PRIVATE AIRPORT ESTABLISHMENT

To Private Airport and Heliport Proponents:

The NYSDOT guidelines for establishment or modification of privately owned airports and heliports are contained in a document entitled ESTABLISHMENT OF OR IMPROVEMENT TO PRIVATELY-OWNED AIRPORTS IN NEW YORK STATE. These guidelines accompany this letter. It may be beneficial to share a copy with the local municipality staff when you discuss the airport or heliport proposal with them.

The first step in airport or heliport establishment or modification is FAA airspace review and approval, which examines potential impacts on nearby aviation facilities and reserves airspace for your airport or heliport. Please contact Mr. Diogenes Ramos of the FAA at the following address to obtain FAA Form 7480-1. The document mentioned above includes a copy of the 7480-1 form for familiarization purposes or go to <http://www.faa.gov/documentLibrary/media/Form/faa-form-7480-1-notice-for-construction-2014.pdf>

Mr. Diogenes Ramos
Federal Aviation Administration
Airports Division AEA 620
Eastern Region
1 Aviation Plaza
Jamaica, NY 11434-4809
Telephone: 718-553-3341

If the local municipality must review the airport/heliport proposal, New York General Business Law 249 requires that the NYS Department of Transportation Aviation Bureau first review the proposal with regard to State standards and issue a positive determination. State standards require adequate approach surface clearance over public thoroughfares (roads, railroads, navigable waterways, etc.) and compatibility with publicly owned buildings.

The request for a determination must come from the local municipality and include a local legislative resolution that authorizes a representative to submit a request to us. A sample resolution is included in the guidelines.

The accompanying guidelines identify the documents we require for our review, which include:

1. FAA airspace approval letter
2. Topographic quadrangle which identifies the heliport location and the ingress/egress paths
3. Plan view map at 1" equals 100' or 200' scale
4. Letter request from municipality with authorizing resolution

Please contact Bill Meyer at 518-457-8549 or Ed Buckley at 518-457-8440 if you have any questions or wish to discuss private airport or heliport establishment.

NYS Department of Transportation
Aviation Bureau
50 Wolf Road, POD-54
Albany, NY 12232
Tel. 518-485-7691; Fax 518-457-9779; Bureau General E-mail: aviation@dot.ny.gov

ESTABLISHMENT OF OR IMPROVEMENT TO PRIVATELY-OWNED AIRPORTS

- Establishment of privately-owned airports (broadly defined to include heliports, seaplane bases and other landing facilities) in New York State is subject to the provisions of NYS General Business Law, Article 14, Section 249. The legislation applies to airports established after January 1, 1970. In accordance with this legislation, you must request authorization to establish the private airport or improvement (see definition of airport improvement) to an existing airport from the governing body of the city, village or town having jurisdiction. Under the same law, the governing body, before granting authorization, must request from the Commissioner of Transportation, a determination as to whether or not the establishment of such a privately-owned airport or improvement complies with standards. The Commissioner of Transportation must make findings of fact (1) that operations of such airport will not conflict with or affect the safety of public buildings or facilities, or operations on public highways or waterways; and (2) that the volume, character and direction of traffic at such airport will not constitute a menace to the safety of operations at other airports in the vicinity. The standards prescribed and documents required for investigation of airport sites are published in the NYS Official Compilation of Codes, Rules and Regulations, Title 17, Transportation, Volume A, Part 75, Approval of Privately Owned Airports.

- In order for the Commissioner of Transportation to issue a determination to the local governing body, he must receive documents that are described in paragraph 75.3 of Part 75 of the NYS Official Compilation of Codes, Rules and Regulations cited above (see copy of this reference attached). They generally include the following items:
 - ✓ Municipal Resolution requesting determination
 - ✓ Topographical Map showing site
 - ✓ Site Plan
 - ✓ FAA Airport Space Determination
 - ✓ Proponents Letter of Request to Municipality
 - ✓ Municipal Statement of Owner Consent

- One of the required documents is a favorable airspace determination issued by the Federal Aviation Administration (FAA). FAA's airspace determination is governed by Federal Aviation Regulation Part 157. If you haven't already done so, you can request an airspace determination using FAA Form 7480-1 available on the web at: <http://www.faa.gov/documentLibrary/media/Form/faa-form-7480-1-notice-for-construction-2014.pdf> (see copy attached). Forms may be obtained from the FAA Eastern Region, Airports Division, AEA-620, One Aviation Plaza, Jamaica, NY 11434. Contact Diogenes Ramos at (718) 553-3341, fax (718) 995-5615 or by email to: Diogenes.ramos@faa.gov

- Once the New York State Department of Transportation (NYSDOT) has received the request for a determination from the governing municipality and all required documents, an inspection of the proposed airport will be conducted with the proponent and the municipal representative. The Commissioner's finding may

include reasonable conditions for the establishment of the proposed airport or improvement such as the requirement to create a displaced landing threshold to provide needed clearances over roads. Waivers to standards may be considered on a case by case basis.

- The Commissioner of Transportation or his designee will send a letter to the municipality with his determination as to whether the proposal meets Department standards. This determination should not be construed to mean State approval of the physical development of the site as the law does not give such authority to the State. Upon receipt of favorable determination, the municipality may complete their actions notifying the State as to the final disposition.

Attachments

- ✓ NYS General Business Law Section 249 Commonly Asked Questions and Answers
- ✓ Sample Resolution
- ✓ Airport Closure Notification
- ✓ State of New York Official Compilation of Rules and Regulations, Title 17, Part 75 "Approval of Privately Owned Airports."
- ✓ FAA Form 7480-1 "Notice of Landing Area Proposal."

For further information, please write or call:

New York State Department of Transportation
Aviation Bureau
50 Wolf Road
Albany, New York 12232

Phone: (518) 485-7691
Fax: (518) 457-9779
Email: aviation@dot.ny.gov

NYS GENERAL BUSINESS LAW SECTION 249

Commonly Asked Questions and Answers

What do I do if there is no local zoning?

You must still apply to the locality and ask for their approval.

What can I do if the local government doesn't wish to approve or takes no action in regard to the airport or airport improvement proposal?

You'll have to talk to your locality further.

I am making improvements to taxiways, ramp and/or hangars, but not to the runway, does the General Business Law Section 249 apply?

Section 249 only applies to runway improvements and new runways, whether to an existing airport or new airport, on privately owned land. This state law also applies, in the case of seaplane bases, only to bodies of water that are privately owned (*the runway*).

How long is the NYSDOT determination good for?

It is valid until the FAA's airspace determination expires.

If I purchase or sell an airport that has previously received a positive determination under General Business Law Section 249 and local approval, is it necessary to obtain another determination under Section 249?

No, not unless an airport improvement (as described in Part 75) is proposed.

SAMPLE RESOLUTION

TOWN/CITY/VILLAGE OF _____
_____ COUNTY, NEW YORK
BOARD RESOLUTION PURSUANT TO NEW YORK STATE
GENERAL BUSINESS LAW SECTION 249

WHEREAS, (owner's names) is/are the owner(s) of a certain parcel of real property located on _____ Road/Street, Town/City/Village of _____, County of _____, State of New York; and

WHEREAS, New York State General Business Law Section 249 provides that no person shall establish or improve a privately owned (specify: airport/heliport/etc.) except by authorization of the governing board of the Town/City/Village in which such private (specify: airport/heliport/etc.) is proposed to be established or improved; and

WHEREAS, New York State General Business Law Section 249 provides that the governing body of a Town/City/Village shall not authorize the establishment or improvement of a private (specify: airport/heliport/etc.) at the requested location unless in accordance with the standards prescribed by the Commissioner of Transportation of the State of New York; and

WHEREAS, the (specify: airport/heliport/etc.) proposed to be established or improved will be privately owned and the owner(s) of the real property upon which the establishment is to take place has (have) consented to such establishment; and

NOW, THEREFORE, BE IT RESOLVED THAT, the New York State Commissioner of Transportation is hereby requested to make a determination as to whether or not the establishment or improvement of such a privately owned (specify:

airport/heliport, etc.) complies with his standards adopted pursuant to Section 249 of the New York State General Business Law.

Seconded by: _____

DATED:

Roll Call vote as follows: (Names with yes/no/abstention or absent)

(Certified copy specified by Town Clerk, etc. with seal required)

AIRPORT CLOSURE NOTIFICATION

Chapter 478 of the Laws of 1995 (Section 14-h.3 of the NYS Transportation Law) requires property owners to notify the New York State Department of Transportation of their intention to dispose of, sell, lease, or otherwise transfer interest in an air transportation facility that would result in such facility no longer being used for aviation purposes. The Department must receive written notice of the proposed transfer 90 days prior to transfer. Notifications should be forwarded to:

New York State Department of Transportation
Aviation Bureau
50 Wolf Road – POD 54
Albany, NY 12232

When forwarding a notification, we request that all airport tenants be informed of the intended closure, and that evidence of this notification be provided to us. In addition, the Department should be notified of any change of use.

FAA notification is also required in some instances involving deactivation, abandonment or discontinued use of an airport for a period of one year or more. Notification should be done by submittal of Form 7480-1, available on the web at:

<http://www.faa.gov/documentLibrary/media/Form/faa-form-7480-1-notice-for-construction-2014.pdf>

The form should be sent to: Diogenes Ramos, FAA Eastern Region, Airports District AEA-620, One Aviation Plaza, Jamaica, NY 11434, tel. (718) 553-3341, fax (718) 995-5614 or by e-mail to Diogenes.ramos@faa.gov.

**17 CRR-NY III 75 Notes
NY-CRR**

OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF NEW YORK
TITLE 17. DEPARTMENT OF TRANSPORTATION
CHAPTER III. AIRPORTS
PART 75. APPROVAL OF PRIVATELY OWNED AIRPORTS
Current through January 15, 2016
(Statutory authority: General Business Law, § 249)

75.1 Definitions.

For the purposes of this Part, the terms hereinafter listed shall mean as follows:

(a) Landing area.

Any locality, either of land or water, including airports and intermediate landing fields, which is used or intended to be used for the landing and takeoff of aircraft, whether or not facilities are provided for shelter, servicing or repair of aircraft or for receiving or discharging passengers or cargo.

(b) Airport.

Any landing area used regularly by aircraft for receiving or discharging passengers or cargo; or for the landing and takeoff of aircraft being used for personal or training purposes.

(c) Airport improvement.

The extension, alteration, addition to or realignment of the runway(s) of an existing airport, or the modification in any way of the landing or takeoff directions at such an airport.

(d) Approach surface.

(1) For airports used by fixed-wing aircraft.

An imaginary plane sloping upward from a point at the same elevation as, and 200 feet from, the appropriate runway end to provide the required clearances above roads, waterways and railroads. (See Exhibit A [Appendix A-6, *infra*] for applicable approach surface dimensions.)

(2) For heliports.

An imaginary plane sloping upward from the helipad primary surface to provide the required clearances above roads, waterways and railroads. (See Exhibit B [Appendix A-6, *infra*] for applicable approach surface dimensions.)

(e) Approach zone.

A trapezoidal area formed by the projection of the approach surface onto the ground directly below the approach surface. Approach zone dimensions are the same as those of the associated approach surface and vary according to runway category, as shown in Exhibit C for airports and Exhibit D for heliports (Appendix A-6, *infra*) (see "approach surface", subdivision [d] of this section).

(f) Primary surface.

That surface which is longitudinally centered on a runway or landing area centerline extending the full length of either side of, and 200 feet beyond the ends of, a runway. It is the same elevation as the nearest point of the runway centerline. The primary surface width will vary according to the runway category (see dimension A on Exhibit A). The primary surface of a helipad is the overall size of the landing area (see dimensions R & S on Exhibit B) (Appendix A-6, *infra*).

(g) Lateral transition surface.

An area on each side of the primary surface of the runway or landing area and approach surface. The lateral transition surface slopes upward and outward on a seven-to-one plane for airports and a two-to-one plane for heliports (see Exhibits C and D [Appendix A-6, *infra*] for applicable lateral transition surface dimensions for airports and heliports, respectively). The same clearances apply for lateral transition surfaces as apply for approach surfaces (see Exhibits A and B [Appendix A-6, *infra*]).

(h) Lateral transition zone.

An area on the ground formed by the projection of the lateral transition surface onto the ground directly below the lateral transition surface. Lateral transition zone dimensions are the same as those of the associated lateral

75.1 Definitions (continued)

transition surface and vary according to runway category, as shown in Exhibit C for airports and Exhibit D for heliports (Appendix A-6, *infra*) (see “lateral transition surface”, subdivision [g] of this section).

(i) Visual runway.

A runway intended solely for the operation of aircraft using visual approach procedures, with no straight-in instrument approach procedure and no instrument designations. There are two types of visual runways:

(1) Utility runway.

A runway that is constructed for, and intended to be used by, propeller-driven aircraft of 12,500 pounds maximum gross weight and less.

(2) Larger than utility runway.

A runway that is constructed for, and intended to be used by, propeller-driven aircraft of more than 12,500 pounds maximum gross weight, and turbofan and turbojet aircraft.

(j) Non-precision instrument runway.

A runway having an existing instrument approach procedure utilizing air navigation facilities with only horizontal guidance, or area-type navigation equipment, for which a straight-in, non-precision instrument approach procedure has been approved, or planned, and for which no precision approach facilities are planned, or indicated on an approved FAA planning document.

(k) Precision instrument runway.

A runway having an existing instrument approach procedure utilizing an Instrument Landing System (ILS). It also means a runway for which a precision approach system is planned and is also indicated on an FAA-approved airport layout plan or any other FAA planning document.

(l) Instrument Landing System (ILS).

An Instrument Landing System (ILS) is a system which provides aircraft the lateral, longitudinal and vertical guidance necessary for a landing.

(m) Aircraft operation.

Either a landing or takeoff by an aircraft.

(n) Aircraft.

Any contrivance, now or hereafter invented, for aviation of or flight in the air, except a parachute or other contrivance designed for use as, and carried primarily for, safety equipment.

(1) Fixed-wing aircraft.

An aircraft, the support of which in the air is normally derived from airfoils that are stationary.

(2) Helicopter/rotary-wing aircraft.

An aircraft, the support of which in the air is normally derived from airfoils mechanically rotated about an approximately vertical axis.

(3) Balloon.

An aircraft, the support of which in the air is normally derived from its own buoyancy.

(o) Heliport/helipad.

An airport used exclusively by helicopters (see “airport”, subdivision [b] of this section).

(p) Seaplane operational area.

That part of a body of water on which seaplane operations take place.

(q) Approach/departure paths.

The centerline of approach surfaces (see “approach surface”, subdivision [d] of this section).

75.2 Standards prescribed by Commissioner of Transportation for approval of privately owned airports.

(a) Primary surfaces, approach zones and lateral transition zones shall be clear of all public-owned buildings (see Exhibit C for fixed-wing aircraft and Exhibit D for rotary-wing aircraft and balloons [Appendix A-6, *infra*]).

75.2 Standards prescribed by Commissioner of Transportation for approval of privately owned airports.
(continued)

(b) For airports used by fixed-wing aircraft, the primary, approach and lateral transition surfaces for each runway shall be established in accordance with the dimensions shown on Exhibits A and C, respectively (Appendix A-6, *infra*).

(c) For airports used solely by helicopters or balloons, the primary, approach and lateral transition surfaces shall be established in accordance with the dimensions shown on Exhibits B and D, respectively (Appendix A-6, *infra*).

(d) Primary, approach and lateral transitional surfaces shall maintain the following clearances: 17 feet above interstate highways; 15 feet above all other highways; 23 feet above railroads, and above the highest object which normally traverses waterways.

(e) Favorable airspace determination from the Federal Aviation Administration must be issued and a copy submitted to the commissioner.

(f) The commissioner may waive any or all of these requirements if his investigation of all factors discloses that the establishment or alteration of a particular airport does not conflict with or affect the safety of public buildings or facilities, or operations on public highways or waterways, and that the volume, character and direction of traffic at such airport will not constitute a menace to the safety of operations at other airports in the vicinity.

75.3 Documents required by Commissioner of Transportation for investigation of airport sites.

(a) A certified copy of a resolution (or official meeting minutes) duly adopted by the local governing body of the city, village or town in which the airport or any part thereof is proposed to be established or improved, requesting the Commissioner of Transportation to make a determination as to whether or not the establishment or improvement of such a privately owned airport complies with his standards adopted pursuant to section 249 of the General Business Law.

(b) One USGS topographical map (scale 1:24,000) and one plan view map (scale 1:1,000) with the position of the airport indicated thereon. The airport runway(s), helipad or seaplane operational area must be plotted thereon accurately. The direction and length of runways and seaplane operational areas must be included on the map. Helipads must be precisely located with the approach/departure paths clearly indicated. The map must be sufficiently large so as to include all approach and lateral transition zones to the airport.

(c) One copy of the favorable airspace determination issued by the Federal Aviation Administration for the proposed airport establishment or improvement.

(d) One copy of the letter from the proponent to the local governing body requesting approval to establish or improve the airport with the following information included:

- (1) name and address of proponent;
- (2) the type of aviation activities proposed (aircraft sales and service, flight instruction, crop-dusting, air taxi, etc.);
- (3) number of aircraft expected to be based at the airport;
- (4) type of aircraft expected to be based at the airport;
- (5) whether an instrument approach procedure will be requested for this airport; and
- (6) maximum number of daily operations and the anticipated total annual operations.

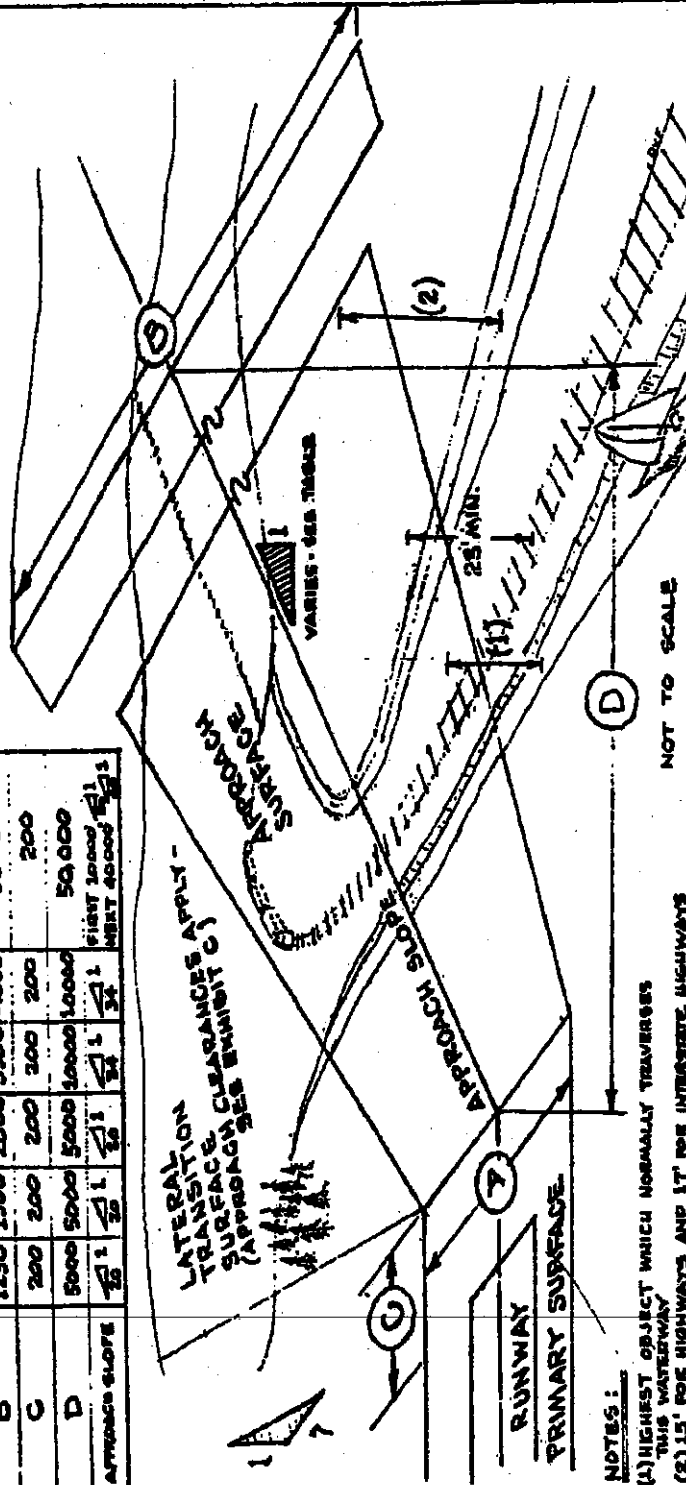
(e) A statement from the local governing body making the request for such determination that the airport proposed to be established or improved is privately owned, and that all of the owners of the real property upon which the establishment or improvement is to take place have consented to such establishment or improvement.

End of Document

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*FOR HELIPORT APPROACH CLEARANCES
SEE EXHIBIT B

DIMENSION	DIMENSION IN FEET					
	RUNWAY CATEGORY (B)					
	VISUAL		NON-PRECISION INSTRUMENT			PRECISION INSTRUMENT
	1	2	1	2	3	
A	250	500	500	500	1000	1000
B	1250	1500	2000	3500	4000	16000
C	200	200	200	200	200	200
D	5000	5000	5000	10000	10000	50,000
APPROACH SLOPE	1/20	1/20	1/20	1/20	1/20	1/20

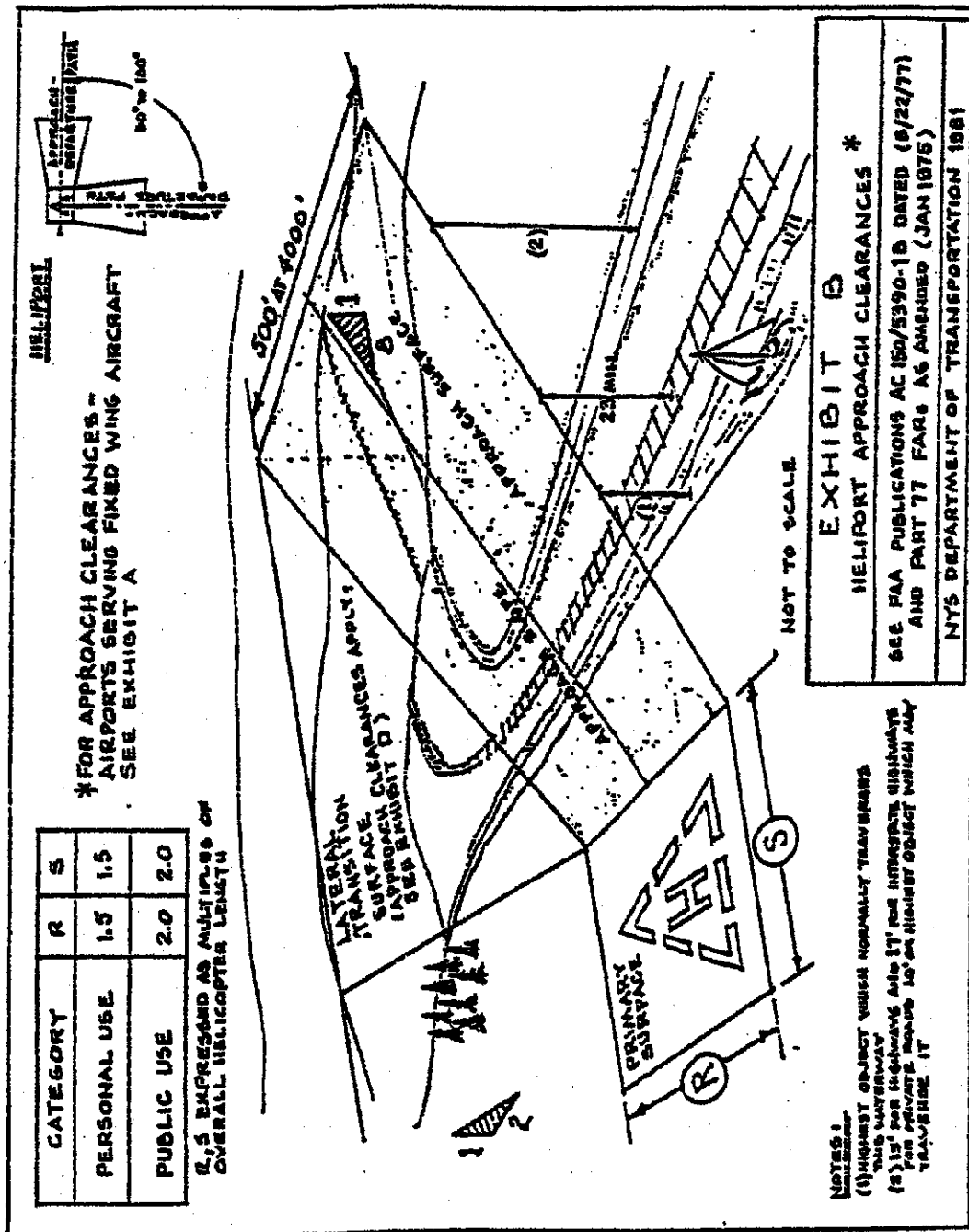


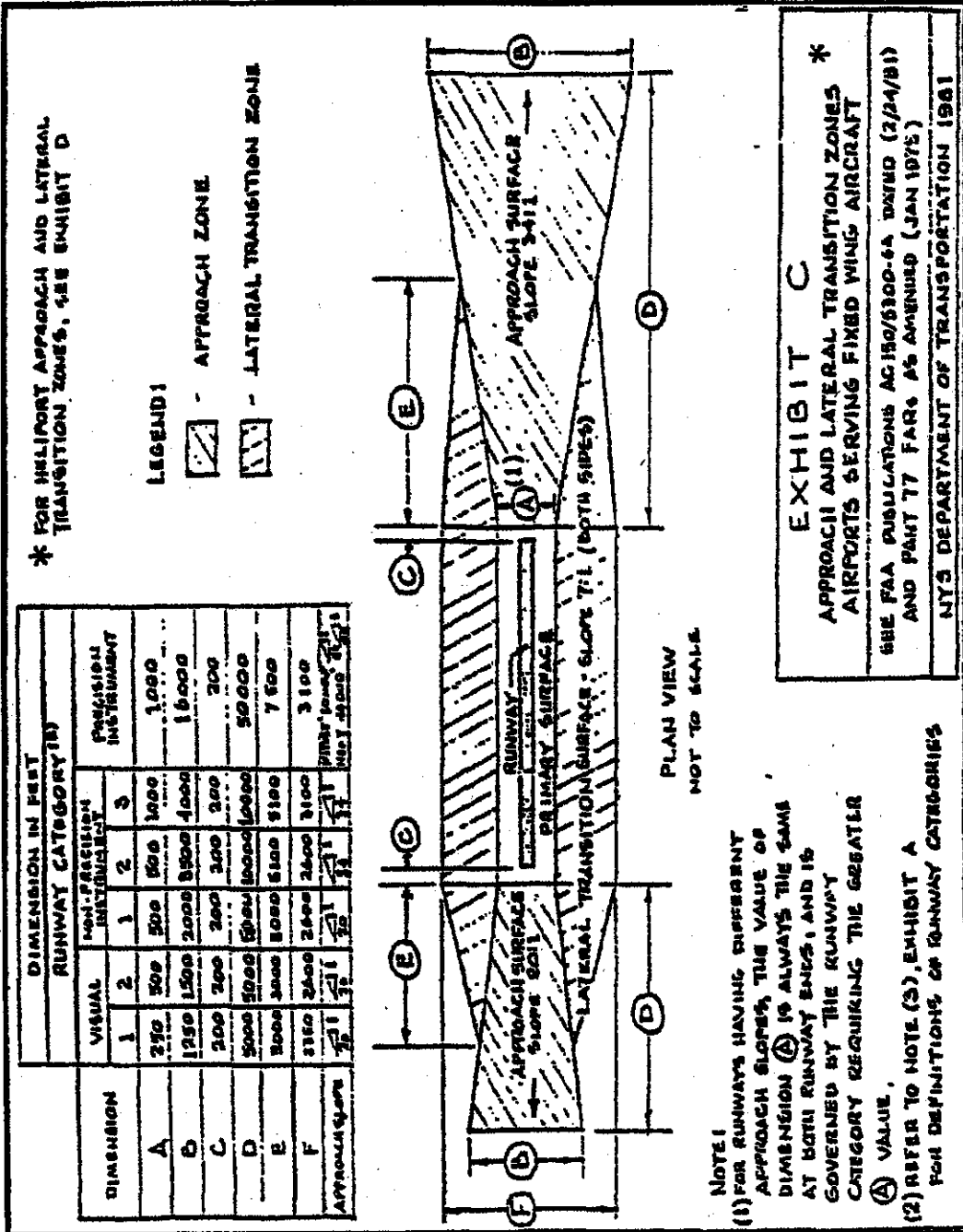
NOT TO SCALE

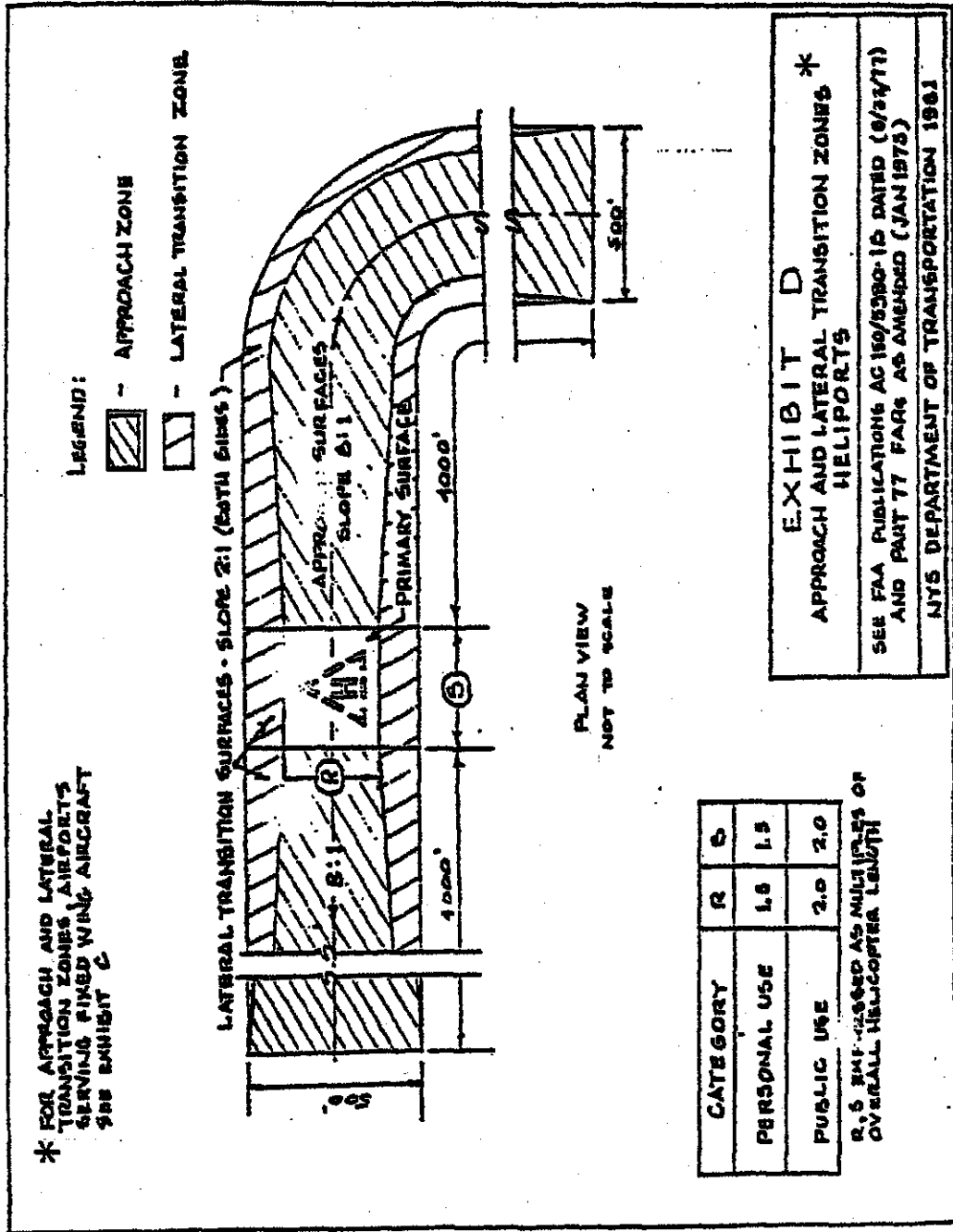
EXHIBIT A
APPROACH CLEARANCES
AIRPORTS SERVING FIXED WING AIRCRAFT *
 SEE FAA PUBLICATIONS AC 150/5300-6A DATED (2/24/81)
 AND PART 77 FARs AS AMENDED (JAN 1975)
 NYS DEPARTMENT OF TRANSPORTATION 1981

NOTES:

- (1) HIGHEST OBJECT WHICH NORMALLY TRAVERSES THIS WATERWAY
- (2) 15' FOR HIGHWAYS AND 17' FOR INTERSTATE HIGHWAYS FOR PRIVATE ROADS 10' OR HIGHEST OBJECT WHICH MAY TRAVERSE IT
- (3) RUNWAY CATEGORIES:
 VISUAL 1 - VISUAL APPROACH, UTILITY RUNWAY
 VISUAL 2 - VISUAL APPROACH, LARGER THAN UTILITY RUNWAY
 NON-PRECISION INSTRUMENT
 1 - NON-PRECISION APPROACH, UTILITY RUNWAY
 2 - NON-PRECISION APPROACH, LARGER THAN UTILITY RUNWAY
 3 - NON-PRECISION APPROACH, LARGER THAN UTILITY RUNWAY, VISIBILITY MINIMUMS > 2 1/2 MI.
 PRECISION INSTRUMENT - PRECISION APPROACH









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

FAA Form 7480-1, Notice for Construction, Alteration and Deactivation of Airports

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0036. Public reporting for this collection of information is estimated to be approximately 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information.

All responses to this collection of information are required if the proponent wishes to have the airport on file with the FAA, as required by Title 14 Code of Federal Regulations Part 157, and entered into the National Airspace System. No assurances of confidentiality are given. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

When to File a Notice for Construction, Alteration and Deactivation of Airports

Title 14 Code of Federal Regulations Part 157 requires all persons to notify the FAA at least 90 days before construction, alteration, activation, deactivation, or change to the status or use of a civil or joint-use (civil/military) airport.*

Notice is not required for:

1. Establishment of a temporary airport at which operations will be conducted under visual flight rule (VFR) **and** will be used for less than 30 days with **no more than 10 operations per day**.
2. Intermittent use of a site that is not an established airport, which is used for less than one year **and** at which flight operations will be conducted only under VFR. (Intermittent use means the use of the site for no more than 3 days in any one week and for no more than 10 operations per day.)

* As used herein, the term "Airport" means: Any Landing or Takeoff Area, e.g. Airport, Heliport, Vertiport, Gliderport, Seaplane Base, Ultralight Flightpark or Balloonport.

Required notice will be submitted on this form from each person who intends to the any of the following:

1. Construct or otherwise establish a new airport or activate an airport.
2. Construct, alter, realign, or activate any runway, or other aircraft landing or takeoff area of an airport.
3. Construct, alter realign, or activate a taxiway associated with a landing or takeoff area on a public-use airport.
4. Deactivate, discontinue using, or abandon an airport or any landing or takeoff area of an airport for a period of one year or more.
5. Deactivate, abandon, or discontinue using a taxiway associated with a landing or takeoff area on a public-use airport.
6. Change the status of an airport from private use (use by the owner or use by the owner and other person authorized by the owner) to an airport open to the public or from public-use to another status.

7. Change status from IFR (Instrument Flight Rules) to VFR or VFR to IFR.
8. Establish or change any traffic pattern or traffic pattern altitude or direction.

Section 901 of the Federal Aviation Act of 1958, as amended, provides that any person who violates a rule, regulation, or order issued under Title III of this Act will be subject to a civil penalty not to exceed \$1,000 for each violation.

General Instructions – Form Completion

Please contact the local ADO or Regional office for filing instructions.

Section A – Complete this section.

- Provide the name of the Airport Owner.
- Include contact information (phone number, email address, and mailing address) of the Airport Owner.
- Indicate if the Airport Owner owns the airport property,
- Indicate if the Airport Owner's address is the physical address of the airport. (If the Airport Owner's address is not the physical address of the airport, provide the physical address of the airport in box C.6. Description.)

Section B – Complete this section if the Airport Manager is not the same person listed in section A.

- If the Airport Owner provided in Section A is the Airport Manager, write "SAME" in box B.1. Airport Manager.
- If the Airport Owner provided in Section A is not the Airport Manager, provide the name of the Airport Manager.
- Include contact information (phone number, email address, and mailing address) of the Airport Manager.
- Indicate if the Airport Manager owns the airport property.
- Indicate if the Airport Manager address is the physical address of the airport. (If the Airport Manager's address is not the physical address of the airport, provide the physical address of the airport in box C.6. Description.)

Section C – Provide the reason for notification by completing all applicable items in this section.

Report only one action per form

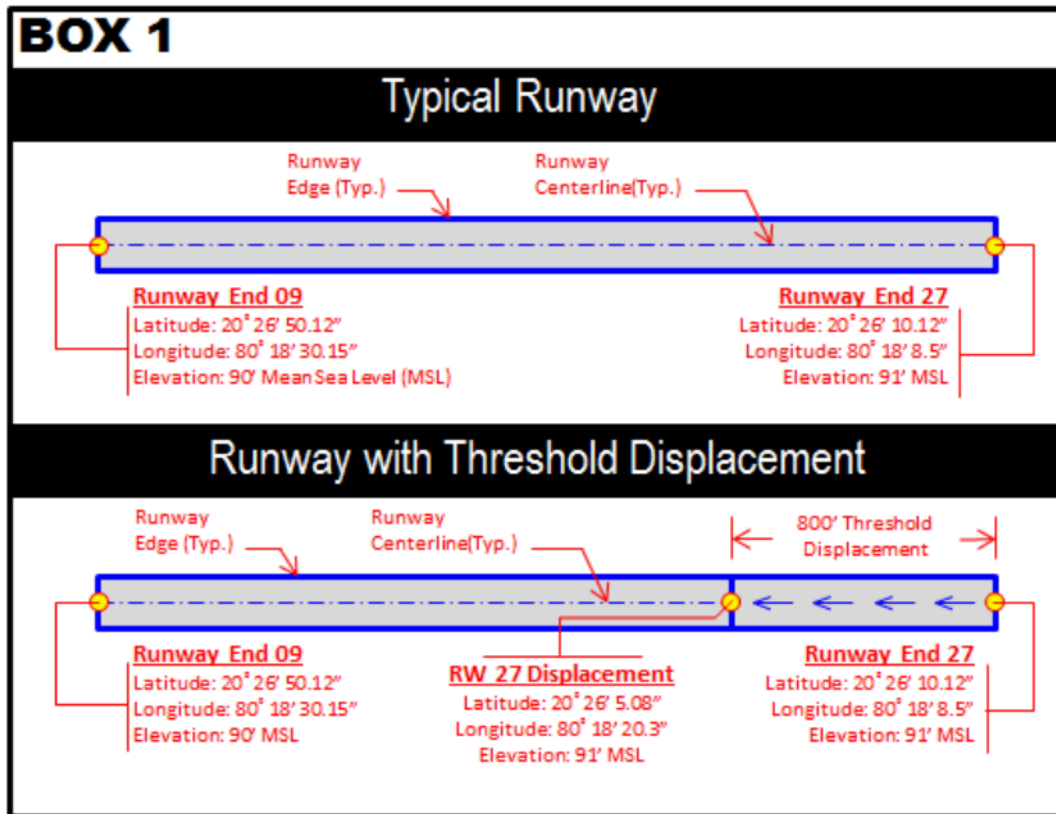
- Section C.1: Select one type of facility.
- Section C.2: Select one. For public-use taxiway, include information in box C.6. Description and depict taxiway layout on airport drawing or sketch.
- Section C.3: Select one. If change is from VFR to IFR, include anticipated IFR procedure in box 6. Description.
- Section C.4: Provide the information proposed for the changes and explain further in box 6. Description.
- Section C.5: Provide appropriate information and include abandonment date in box 6. Description.

Section D – Provide all applicable information.

- Section D.1: Enter name of landing area.
- Section D.2: Enter the Location Identifier (Loc ID) for an existing Airport.
- Section D.3: Enter principle city or town that the airport serves and with which it is normally associated.
- Section D.4: Enter straight-line distance and direction, to the nearest nautical miles, from the Associated City (C.3. above) to the Airport.
- Section D.6: Enter the direction, to the nearest eighth compass point (i.e. E, SE, etc.) from the Associated City to the Airport.
- Section D.7, 8, and 9: Enter the Latitude, Longitude, of the Airport Reference Point and the Airport Elevation.
- Section D.10: Select one Current Use option.
- Section D.11: Select one Ownership option.
- Section D.12: Select Airport Type.

Section E – Provide all applicable information.

- Section E.1: Address each runway end independently, if applicable. Provide runway end coordinates and elevations; and runway threshold coordinates and elevations for runway threshold displacements, if applicable (see an example Box 1 below).



- Section E.2: If helipad is elevated, provide the elevated height above ground level (AGL) and do not add the AGL height to Above Mean Sea Level (AMSL). For Heliports, include the TLOF (Touchdown and Liftoff Area) and FATO (Final Approach and Take Off) dimensions.

Section F – Provide all applicable information.

Section G – All information is required and must be complete.

- For an Airport/Runway:** Provide a detailed drawing and/or imagery of the proposed landing area depicting latitude, longitude, length and width. The document(s) must show the runway orientation in relation to known roads, terrain etc. such that the FAA can locate the runway(s) accurately and efficiently. Notate any obstructions (buildings, high-line wires, roads, railroads, towers, etc.) within the vicinity of the runway. You must include runway end coordinates and the runway elevations on the runway centerline.
- For a Heliport:** Provide a detailed drawing, imagery or map identifying the exact location of the heliport in red. The document(s) must show the helipad(s) in relation to known roads, terrain etc. such that the FAA can locate the heliport accurately and efficiently. Provide site plan depicting the landing pad in relation to buildings and other obstacles (light poles, fences, trees, bollards, parking lots) in the vicinity of the landing area. Provide dimensions of the landing pad and the height of the buildings/obstacles and their distance from the helipad. Provide a heliport layout plan (in accordance with FAA Advisory Circular 150/5390-2, Heliport Design) identifying the proposed marking, lights, beacon location, windsock(s), the approach/departure paths (if room allows, the heliport layout plan may be shown on the site plan).

Notification to the FAA does not waive the requirements of any other government agency.

Regional Office Addresses

Submit your completed form by mail to the appropriate regional office.

Alaskan Region

AK

U.S. Department of Transportation
Federal Aviation Administration
Alaskan Region Airports Division, AAL-600
222 W. 7th Ave, M/S #14
Anchorage, AK 99513
Tel: (907) 271-5438
Fax: (907) 271-2851

Central Region

IA, KS, MO, NE

U.S. Department of Transportation
Federal Aviation Administration
Central Region Airports Division, ACE-600
901 Locust St., Room 364
Kansas City, MO 64106-2325
Tel: (816) 329-2600
Fax: (816) 329-2610/2611

Eastern Region

DC, DE, MD, NJ, NY, PA, VA, WV

U.S. Department of Transportation
Federal Aviation Administration
Eastern Region Airports Division, AEA-600
1 Aviation Plaza
Jamaica, NY 11434
Tel: (718) 553-3330
Fax: (718) 995-5694

Great Lakes Region

IL, IN, MI, MN, ND, OH, SD, WI

U.S. Department of Transportation
Federal Aviation Administration
Great Lakes Region Airports Division, AGL-600
2300 East Devon Avenue
Des Plaines, IL 60018
Tel: (847) 294-7272
Fax: (847) 294-7272

New England Region

CT, ME, MA, NH, RI, VT

U.S. Department of Transportation
Federal Aviation Administration
New England Region Airports Division, ANE-600
12 New England Executive Park
Burlington, MA 01803
Tel: (781) 238-7600
Fax: (781) 238-7608

Northwest Mountain Region

CO, ID, MT, OR, UT, WA, WY

U.S. Department of Transportation
Federal Aviation Administration
Northwest Mountain Region Airports Division, ANM-600
1601 Lind Avenue, SW, Suite 315
Renton, WA 98057-3356
Tel: (425) 227-2600
Fax: (425) 227-1600

Southern Region

AL, FL, GA, KY, MS, NC, TN, SC, PR, VI

U.S. Department of Transportation
Federal Aviation Administration
Southern Region Airports Division, ASO-600
P.O. Box 20636
Atlanta, GA 30320-0631
Tel: (404) 305-6700
Fax: (404) 305-6730

Southwest Region

AR, LA, NM, OK, TX

U.S. Department of Transportation
Federal Aviation Administration
Southwest Region Airports Division,
ASW-600
2601 Meacham Boulevard
Fort Worth, TX 76137-4298
Tel: (817) 222-5600
Fax: (817) 222-5984

Western-Pacific Region

CA, NV, AZ, HI

U.S. Department of Transportation
Federal Aviation Administration
Western-Pacific Region Airports Division, AWP-600
P.O. Box 92007
Los Angeles, CA 90009
Tel: (310) 725-3600
Fax: (310) 725-6847

NOTICE FOR CONSTRUCTION, ALTERATION AND DEACTIVATION OF AIRPORTS

A. Airport Owner <input type="checkbox"/> Check if this is also the Property Owner		B. Airport Manager (Complete if different than the Airport Owner)		
1. Name and Address <input type="checkbox"/> Check if this is the Airport's Physical Address		1. Name and Address <input type="checkbox"/> Check if this is the Airport's Physical Address		
2. Phone	3. Email	2. Phone	3. Email	
C. Purpose of Notification (Answer all questions that apply)		D. Name, Location, Use and Type of Landing Area		
1. Construct or Establish an:	<input type="checkbox"/> Airport <input type="checkbox"/> Ultralight Flightpark <input type="checkbox"/> Balloonport <input type="checkbox"/> Heliport <input type="checkbox"/> Seaplane Base <input type="checkbox"/> Other	1. Name of Landing Area		
2. Construct, Alter or Realign a:	<input type="checkbox"/> Runway <input type="checkbox"/> Helipad(s) <input type="checkbox"/> Other <input type="checkbox"/> Taxiway (Public Use Airports only)	2. Loc ID (for existing)		
3. Change Status From/To:	<input type="checkbox"/> VFR to IFR <input type="checkbox"/> IFR to VFR <input type="checkbox"/> Private Use to Public Use <input type="checkbox"/> Public Use to Other	3. Associated City and State		
4. Change Traffic Pattern:	<input type="checkbox"/> Direction _____ <input type="checkbox"/> Altitude _____ <input type="checkbox"/> Other (Describe Below)	4. Distance from City (nm)		
5. Deactivate:	<input type="checkbox"/> Airport <input type="checkbox"/> RWY _____ <input type="checkbox"/> TWY _____	5. County (Physical Location)		
6. Description:		7. Latitude	8. Longitude	
		° ' "	° ' "	
		9. Elevation		
		10. Current Use: <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Private Use of Public Lands		
		11. Ownership: <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Military (Branch) _____		
		12. Airport Type: <input type="checkbox"/> Airport <input type="checkbox"/> Ultralight Flightpark <input type="checkbox"/> Balloonport <input type="checkbox"/> Heliport <input type="checkbox"/> Seaplane Base <input type="checkbox"/> Other		
E. Landing Area Data (List any Proposed, New or Unregistered Runways, Helipads etc.)				
1. Airport, Seaplane Base or Ultralight Flightpark (use second page if needed)		2. Heliport, Balloonport or other Landing Area (use second page if needed)		
RWY ID	/	/	Helipad ID	
Lat. & Long.	Show on attachment(s)	Show on attachment(s)	Lat. & Long.	
Surface Type			Surface Type	
Length (feet)			TLOF Dimensions	
Width (feet)			FATO Dimensions	
Lighting (if any)			Lighting (if any)	
Right Traffic (Y/N)	/	/	Ingress/Egress (Degrees)	
Elevation (AMSL)	Show on attachment(s)	Show on attachment(s)	Elevation (AMSL)	
VFR or IFR	/	/	Elevated Height (AGL)	
F. Operational Data (Indicate if the number provided is Actual or Estimated)				
	1. Number of Based Aircraft		2. Average Number of Monthly Landings	
	Present or Estimated	Estimated in 5 Years	Present or Estimated	Estimated in 5 Years
Single Engine				
Multi Engine				
Jet				
Helicopter				
Glider				
Military				
Ultralight				
3. What is the Most Demanding Aircraft that operates or will operate at the Airport? (Provide approach speed, rotor diameter, etc. if known)				
4. Are IFR Procedures for the Airport Anticipated? <input type="checkbox"/> Yes <input type="checkbox"/> No if Yes, Within _____ Years				
G. CERTIFICATION: I hereby certify that all of the above statements made by me are true and complete to the best of my knowledge.				
1. Name, title of person filing this notice (type or print)		2. Signature (in ink):		
		3. Date	4. Phone	5. Email