



**Washington State  
Department of Transportation**

**Airport Information System  
(AIS)**

**User Manual**

# **Welcome to the WSDOT Airport Information System Database (AIS)**

## **Getting Started**

In March 2008 Washington State Department of Transportation (WSDOT) Aviation launched the second phase of the state's new Airport Information System database. This release provides airport sponsors with a tool to keep accurate, up-to-date information about Washington's air transportation system that is accessible to WSDOT staff, airport sponsors and the FAA. The information is used to support various WSDOT programs, including the Airport Aid Grant Program, the Washington Aviation System Plan and the Airport Land Use Compatibility Program. WSDOT uses the information to accurately describe Washington's air transportation system and communicate aviation needs to communities, local elected officials, the state legislature and the FAA.

## **Login Directions**

Airport sponsors must first login to the system in order to view and update information. Airports can request their User ID by emailing [aisadmin@wsdot.wa.gov](mailto:aisadmin@wsdot.wa.gov) with the following information:

- Sponsor name, address, phone number and email
- Password of your choice
- Level of access requested: Airport Rep or View Only (Airport Rep will allow user to modify data while View Only will not)

After receiving a User ID from WSDOT, sponsors can access their airport information at the Airport Information System Login page. Once logged in, sponsors can navigate through different airport input screens to review and update their information.

## **Training and Assistance**

WSDOT Aviation staff is available to provide training and assistance to airport sponsors throughout the state. Training will also occur at various aviation conferences and at individual airports. Leading the training efforts will be WSDOT Construction Project Managers, Eric Johnson and Jeff Kvamme.

## **What's Next?**

Phase III of the system, expected to be released mid-November 2008, will:

- Include pavement condition information
- Create performance objective comparison reports
- Export raw data for analysis such as airport runway length, operations data, based aircraft, airport rates and charges, etc.
- Enhance overall system usability
- Enable exporting of airport contact information

## **Questions and Troubleshooting**

To ensure its effectiveness, WSDOT welcomes feedback from users so that we can continually improve the system so that it is a user friendly and useful tool for everyone.

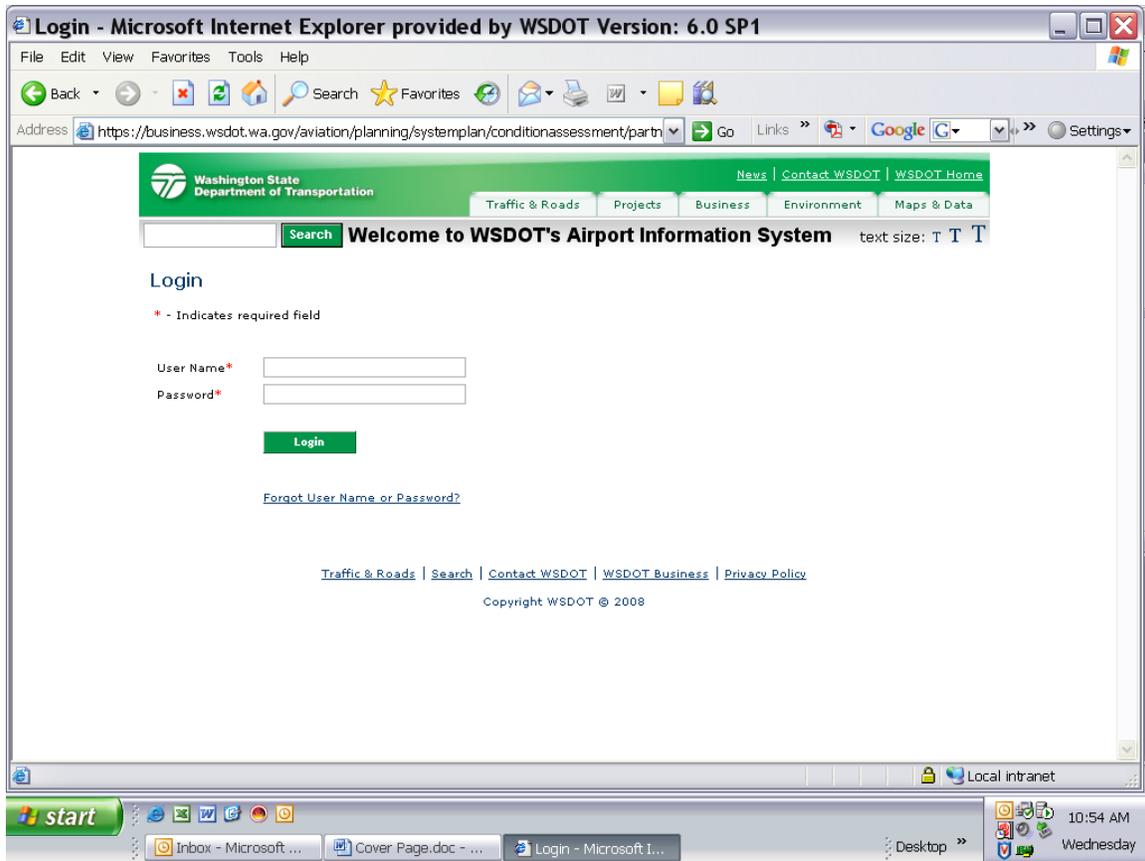
Airports are encouraged to login, review and update their existing data anytime throughout the year (January through November). Every December the system will only be available as 'View Only' to airports as we create a benchmark of the data for that year and the existing data is transferred to create the database for the following year. For more information or to report problems, please contact Airport Construction Project Manager, Eric Johnson, at [johnsel@wsdot.wa.gov](mailto:johnsel@wsdot.wa.gov) or 360-651-6303.

# Logging into the Airport Information System Database.....



There are several locations to login to the system to view or update your airport data. When you receive your User ID from WSDOT Aviation go to [www.wsdot.wa.gov/aviation](http://www.wsdot.wa.gov/aviation). The quickest method to login is to scroll down to the blue tab **Airport Information System** and click on 'Airport Login'.

You can also find 'Airport Login' links by clicking on the blue tab **Airport Information System** or the blue box 'Washington State Long-Term Air Transportation Study'.

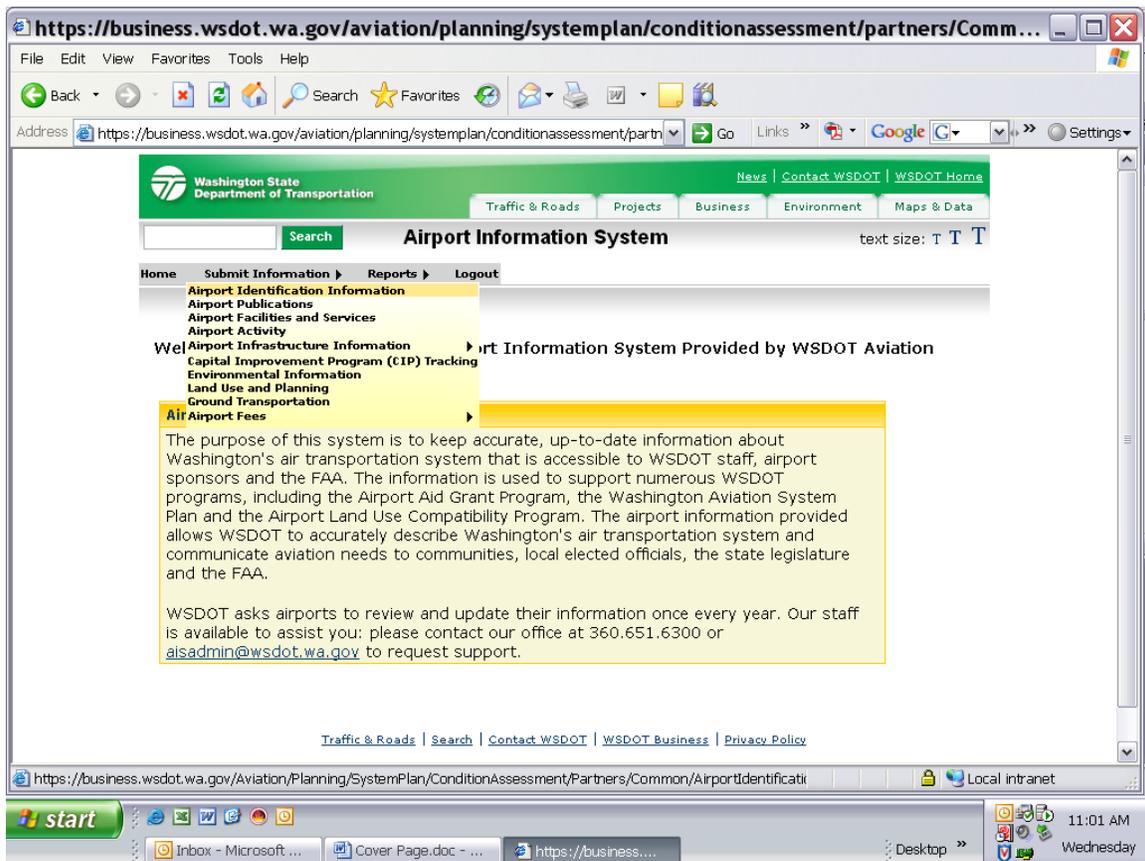


Type your User Name and Password in the boxes indicated and click on **‘Login’**.

If you can not remember your User Name and/or Password, you can click on **‘[Forgot User Name or Password](#)’**, you will then enter your email address and within a couple of minutes you will receive an email with your login information.

***PLEASE NOTE - There is a lot of information in the database so it does respond slowly. Give the program at least 15 seconds for a new screen to appear.***

# Welcome to the Washington State Airport Information System - Viewing and Updating Airport Data.....



You are now logged in to the Airport Information System and can begin viewing and updating data for your airport. You will find that there is already a lot of data on your airport in the system. This is because when the Airport Information System was developed, existing data from earlier WSDOT Aviation system plan databases was utilized and most recently data that was gathered in Phase I of the Long-Term Air Transportation Study (LATS).

Now you can begin to enter information by clicking on **Submit Information**. You will get a drop down menu with options to the various modules. Start by choosing the first database option '**Airport Identification Information**'.

# Airport Identification Information.....

The following information is for Methow Valley State Airport for year 2008.  
[Back to Airport List](#)

\* - Indicates required field

Airport Name*	Methow Valley State
Airport Owner (Sponsor) Name*	WSDOT Aviation
Owner Type*	State
Airport Physical Address	3704 172nd Street, Suite K2-P.O. Box 3367
City	Arlington
State*	WA
Zip*	98223
County*	Okanogan
Congressional District* 2	5th District
Legislative District* 2	12th District
Phone Number	(360) 651-6313
Alternative Phone Number	
Fax	(360) 651-6319

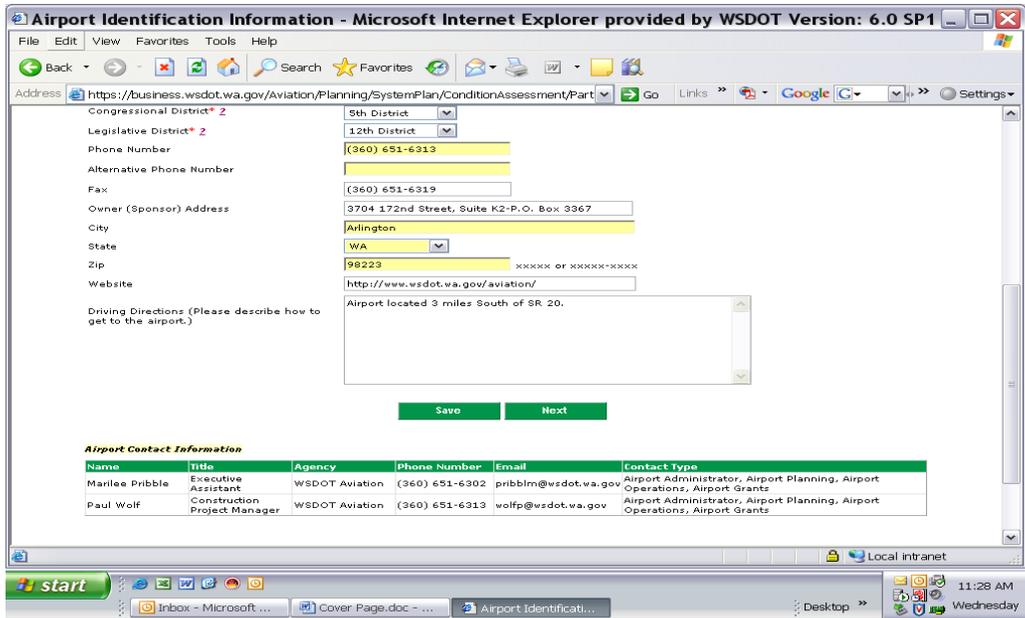


This module contains some of the basic information for your airport such as airport name, sponsor information, address, driving directions, etc. You will need to review the existing information and make any necessary changes and fill in the information where the fields are blank. Fields marked with a ‘\*’ represent required fields. You will not be able to save the updates you have made or move to the next module if you leave a required field blank.

After you have updated the information you will need to either click on the green ‘**Save**’ or ‘**Next**’ button at the bottom of the page. Clicking ‘**Save**’ will keep you in the same module you just updated data in. Clicking on the ‘**Next**’ button will save the data you entered and take you to the next data module.

Before proceeding, see the next page on attaching or adding an airport contact. If you want to attach or add a contact you will want click ‘**Save**’.

When you click ‘**Save**’ make sure to give the database some time to save the data. When it is complete you will see “**Airport Identification Information Updated Successfully**” at the top of the screen.



At the bottom of the ‘**Airport Identification Information**’ module you can attach or add an individual airport contact. An airport can have multiple contacts attached to it (e.g. Mayor, City Clerk, Airport Manager, etc.)

To attach or add a contact, click on the green ‘**Attach/Add Contact**’ button on the bottom of the screen. The screen will refresh with some additional fields shown.

**Airport Identification Information - Microsoft Internet Explorer provided by WSDOT Version: 6.0 SPI**

Address: <https://business.wsdot.wa.gov/Aviation/Planning/SystemPlan/ConditionAssessment/Partners/Common/AirportIdentification.aspx>

Legislative District: 2 (12th District)

Phone Number: (360) 651-6313

Alternative Phone Number:

Fax: (360) 651-6319

Owner (Sponsor) Address: 3704 172nd Street, Suite K2-D.O. Box 3367

City: Arlington

State: WA

Zip: 98223

Website: <http://www.wsdot.wa.gov/aviation/>

Driving Directions (Please describe how to get to the airport.): Airport located 3 miles south of SR 20.

**Airport Contact Information**

Name	Title	Agency	Phone Number	Email	Contact Type
Marilee Pribble	Executive Assistant	WSDOT Aviation	(360) 651-6302	pribblm@wsdot.wa.gov	Airport Administrator, Airport Planning, Airport Operations, Airport Grants
Paul Wolf	Construction Project Manager	WSDOT Aviation	(360) 651-6313	wolfp@wsdot.wa.gov	Airport Administrator, Airport Planning, Airport Operations, Airport Grants

**Attach Contacts**

Last Name: [ ] First Name: [ ] Add/Edit Contact

Agency: [Select Agency to Filter]

Airport Name: [Select Airport to Filter]

**Search**

Airport Contact: [Select Contact to Attach or Remove] **Search**

Contact Type:  Airport Administrator  Airport Planning  Airport Operations  Airport Grants

**Attach** **Remove**

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You can search for an existing contact by filling in information in any of the fields such as **‘Last Name’** or **‘First Name’** or choosing an **‘Agency’** or **‘Airport Name’** from the drop down lists and clicking on **‘Search’**. You can also see a complete list of all contacts in the system by looking in the **‘Airport Contact’** drop down list.

If the contact you are looking for is not already in the system you will need to add a new contact by clicking on **‘Add/Edit Contact’**.

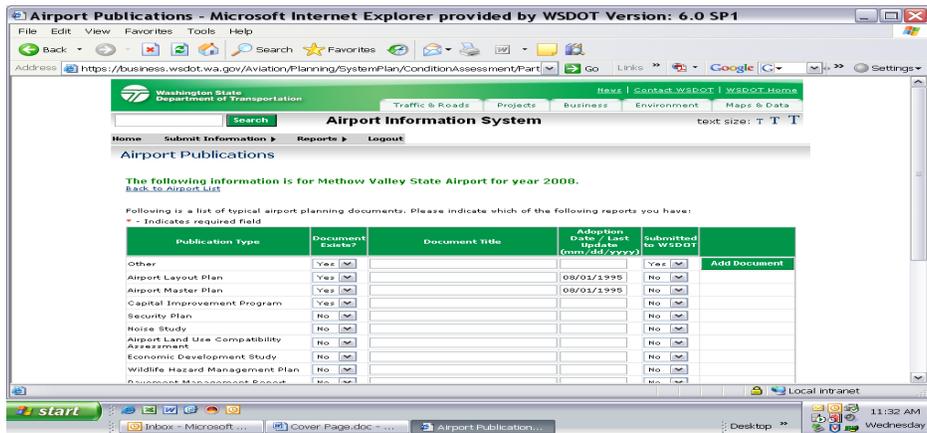
When you find the contact you are looking for, select that contact and click the green **‘Attach’** button.

If you are finished with the **‘Airport Identification Information’** module proceed to the **‘Airport Publications’** module by clicking on the green **‘Next’** button at the bottom of the page.

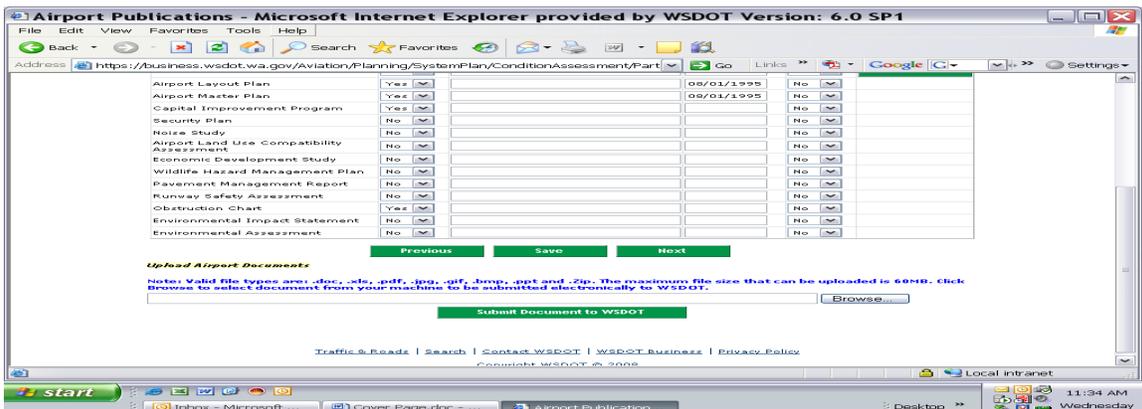
You can also navigate to the **‘Airport Publications’** module by selecting it from the **‘Submit Information’** drop down menu at the top of the page.

Remember to be patient; it may take a few seconds for the screen to refresh.

# Airport Publications.....



The ‘**Airport Publications**’ module allows you to identify various reports and studies that you have for your airport such as Airport Layout Plan, Master Plan, Capital Improvement Program, Pavement Management Report, etc. From the drop down menu, click ‘**Yes**’ or ‘**No**’ to indicate whether that document exists or not. If the document does exist, type in the title of the report, date of the document, and from the ‘**Yes/No**’ drop down menu indicate if the document has been submitted to WSDOT Aviation.



If you have an electronic version of the document, you can upload the document to the ‘**Airport Information System**’. At the bottom of the screen click on ‘**Browse**’ to locate the file on your computer and select the document to add it to the database.

Click '**Save**' and again when the database is finished you will get "**Airport Publications Updated Successfully**". All screens will give you this message to let you know your information was saved.

Click '**Next**' to proceed to the '**Airport and Facilities**' module or select it from the '**Submit Information**' drop down list.

# Airport Facilities and Services.....

Washington State Department of Transportation  
 Airport Information System

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Airport Identification Information  
 Airport Publications  
 Airport Facilities and Services  
 Airport Activity  
 The Airport Infrastructure Information  
 Back: Capital Improvement Program (CIP) Tracking  
 Environmental Information  
 Land Use and Planning  
 Ground Transportation  
 What Airport Fees

How many acres are available for aviation related development? (estimate) \*   
 How many acres are designated for aircraft storage?   
 How many acres are designated for air cargo?   
 Air cargo processing building sq ft   
 Air cargo apron sq ft   
 Aircraft parking apron sq ft\*   
 No of tie-downs for based aircraft\*   
 No of tie-downs for transient aircraft\*   
 No of hangar units publicly owned for small aircraft (<50' door width)\*   
 No of hangar units privately owned for small aircraft (<50' door width)\*   
 No of hangar units publicly owned for large aircraft (>=50' door width)\*   
 No of hangar units privately owned for large aircraft (>=50' door width)\*

Military Aircraft  
 Law Enforcement  
 Air Ambulance  
 Agricultural Spraying  
 Skydiving/Parachute Drops

Civil Air Patrol  
 Wildland Firefighting  
 Air Ambulance  
 Aerial Surveying  
 Airplane Parts Manufacturing

Incident Management  
 Medical Transport  
 Charter Service  
 Aerial Tours

**Transient Aviation Activity**

What aviation activities occur at the airport but are not based there? Please check all that apply:

Air Show  
 Military Aircraft  
 Law Enforcement  
 Air Ambulance  
 Agricultural Spraying  
 Skydiving/Parachute Drops

Fly-In  
 Civil Air Patrol  
 Wildland Firefighting  
 Air Ambulance  
 Aerial Surveying

Flying Club  
 Incident Management  
 Medical Transport  
 Charter Service  
 Aerial Tours

Describe other significant activities or services:

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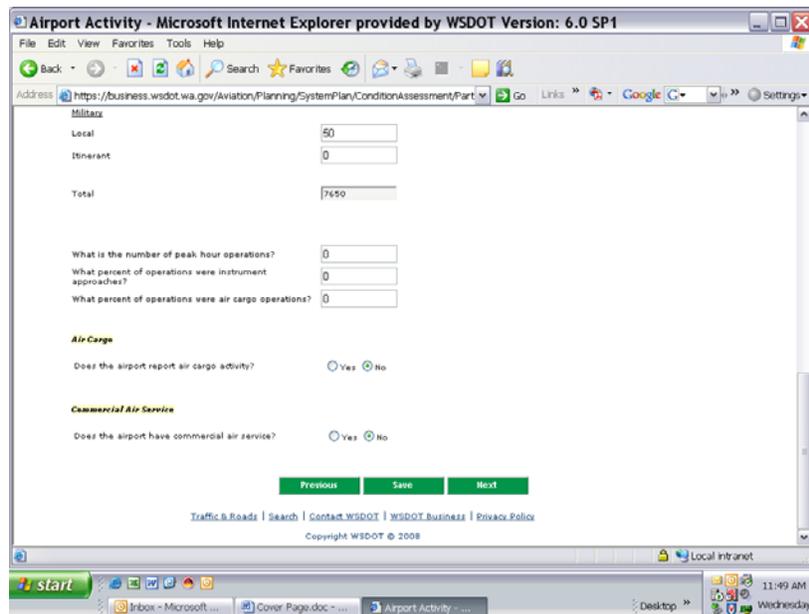
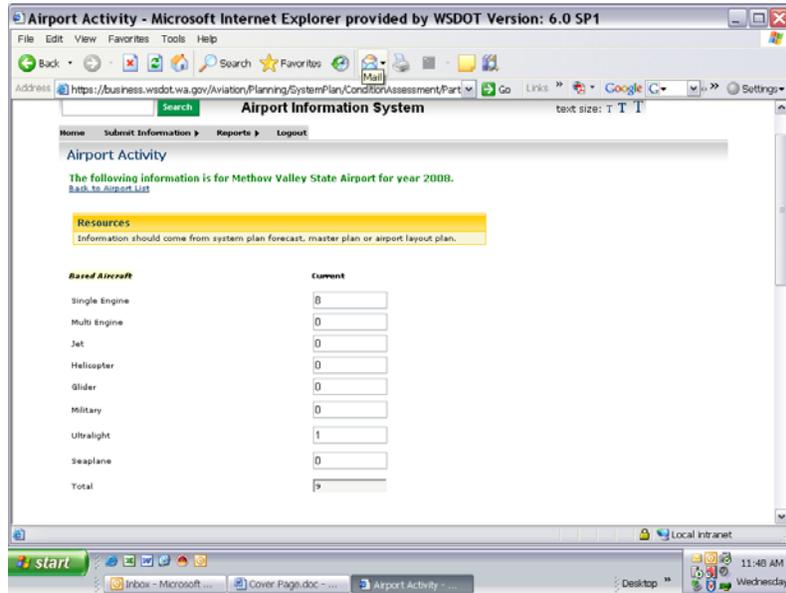
The 'Airport Facilities and Services' module collects data on facilities at your airport such as hangars, apron area, cargo facilities, etc.. It is important that you complete this information by filling in the blanks. WSDOT Aviation uses this information in looking at the capacity of Washington's aviation system.

Click in the check boxes to indicate what services are available at your airport.

When you are finished with this module click **'Save'** or **'Next'** and proceed to the **'Airport Activity'** module or select it from the **'Submit Information'** drop down list.

You may have noticed that there is now a **'Previous'** button at the bottom of each module. Now if you want to go back to the previous screen to review data or add something you may have forgotten you can click on **'Previous'**. It will save any data you have entered and take you back to the previous module.

# Airport Activity.....



In the 'Airport Activity' module enter the current data for Based Aircraft, Annual Operations, Air Cargo, and Commercial Service at your airport.

Because most airports are non-towered, your operations data is an estimate. This information can come from a system plan forecast, master plan, or airport layout plan.

When you are finished with this module click **'Save'** or **'Next'** and proceed to the **'Runway, Taxiway and Apron Information'** module or select it from the **'Submit Information'** drop down list.

# Runway, Taxiway and Apron Information.....

The screenshot shows the 'Runway, Taxiway and Apron Information' page for the Methow Valley State Airport in 2008. The page includes a search bar, navigation links, and a table of infrastructure details.

Approve	Type	Designation	Runway / Taxiway / Type	Length	Width	Apron Area	Pavement Design Strength	Surface	Lighting
<input checked="" type="checkbox"/>	Runway	13/31	Primary Runway	5049	75			Asphalt	Medium Intensity
<input type="checkbox"/>	Taxiway	A	Entrance-exit taxiway					Asphalt	No Edge Lighting
<input type="checkbox"/>	Taxiway	B	Entrance-exit taxiway		40			Asphalt	No Edge Lighting
<input type="checkbox"/>	Taxiway	C	Entrance-exit taxiway		40			Asphalt	No Edge Lighting
<input type="checkbox"/>	Taxiway	D	Entrance-exit taxiway		40			Asphalt	No Edge Lighting
<input type="checkbox"/>	Taxiway	E	Entrance-exit taxiway		40			Asphalt	No Edge Lighting
<input type="checkbox"/>	Apron	AP1				60000		Asphalt	
<input type="checkbox"/>	Apron	AP2				85500		Asphalt	
<input type="checkbox"/>	Apron	AP3				1750		Asphalt	
<input type="checkbox"/>	Apron	AP4				11250		Asphalt	
<input type="checkbox"/>	Apron	AP5				11250		Asphalt	

Please supply the following required information:

The screenshot shows the 'Add / Edit Information' form for the 'Runway, Taxiway and Apron Information' module. The form includes a list of required fields and a form for adding or editing information.

Please supply the following required information:

- Surface
- Designation
- Type
- Length
- Width
- Lighting
- Pavement Design Strength

\* - Indicates required field

Add / Edit Information for: Runway

Designation\* [Text Field]

Type\* [Select Type]

Width (ft.)\* [Text Field]

Pavement Design Strength\* [Select Pavement Design Strength]

Surface\* [Select Surface Type]

Length (ft.)\* [Text Field]

Lighting\* [Select Lighting]

Buttons: Previous, Add Information, Clear, Next



Typically the only time you will need to make changes in the 'Runway, Taxiway and Apron Information' module is if you have had a project that changes the dimensions (i.e. runway length and width) of an

existing pavement section or you have added or removed a pavement section.

Review the existing information to make sure it is correct. If you need to edit an existing pavement section, click on the corresponding link from the '**Type**' column in the table at the top of the screen. The data for that pavement section will now be at the bottom section of the screen and can be edited as necessary. When you have made the necessary changes to that pavement section click on '**Update Information**'.

If you are adding a pavement section fill in the necessary information in the field provided and click on '**Add Information**'. '**Add Information**' is the same as '**Save**' but the difference is it will let you know if you missed adding information. Also you can click '**Clear**' and the information you added will be cleared from the fields so you can re-do entering the information.

# Airport Infrastructure General Information.....

**Airport Infrastructure General Information**

The following information is for Methow Valley State Airport for year 2008.  
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**Airport Reference Code (Primary Runway)**

Aircraft Approach Category	Airplane Design Group	Critical Aircraft Description
Existing: A	II	DHC-6 Twin Otter
Future: B	II	Beech Super King Air

**Airport Location / Airport Reference Point**

Elevation: 1694.00  
 Latitude:   
 Longitude: -120.147000000

**Airport Communications (in Megahertz)** [Look Up Codes](#)

ATIS:  TWR:  GND:  CL:   
 DEL:   
 CTAF:  UNICOM:  PCL:

Airport Reference Guide Notes (e.g. Indicate right hand traffic, displaced threshold or other messages as appropriate.)



Some of the screens have drop down menus to help describe the codes that are to be used in the boxes. Just hover or click on the pink 'Look Up Codes'. (See below.)

**Airport Infrastructure General Information**

The following information is for Methow Valley State Airport for year 2008.  
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Aircraft Approach Category	Airplane Design Group	Critical Aircraft Description
Existing: A	II	DHC-6 Twin Otter
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**Airport Location / Airport Reference Point**

Elevation: 1694.00  
 Latitude:   
 Longitude: -120.147000000

**Airport Communications (in Megahertz)** [Look Up Codes](#)

ATIS:  TWR:  GND:  CL:   
 DEL:   
 CTAF:  UNICOM:  PCL:

Airport Reference Guide Notes (e.g. Indicate right hand traffic, displaced threshold or other messages as appropriate.)

**Design Groups: Wingspan; Tail Height**

- I - Small Aircraft (< 12,500 lbs) - < 49ft (15m); < 20ft (6.1m)
- II - < 49ft (15m); < 20ft (6.1m)
- III - 49ft (15m) - < 79ft (24m); 20ft (6.1m) - < 30ft (9.1m)
- IV - 79ft (24m) - < 118ft (36m); 30ft (9.1m) - < 45ft (13.7m)
- V - 118ft (36m) - < 171ft (52m); 45ft (13.7m) - < 60ft (18.3m)
- VI - 171ft (52m) - < 214ft (65m); 60ft (18.3m) - < 66ft (20.1m)
- VII - 214ft (65m) - < 262ft (80m); 66ft (20.1m) - < 80ft (24.4m)

# Runway Design Standards.....

Runway Design Standards - Microsoft Internet Explorer provided by WSDOT Version: 6.0 SP1

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### Runway Design Standards

The following information is for Methow Valley State Airport for year 2008.  
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Runway Designation: [Select Runway Designation]

Design Standard	Existing Condition	Compliant
Distance from Runway Centerline to Parallel Runway Centerline (ft)		[Select Compliance Reason]
Distance from Runway Centerline to Parallel Taxiway Centerline (ft)		[Select Compliance Reason]
Distance from Runway Centerline to Aircraft Parking Line (ft)		[Select Compliance Reason]
Runway Shoulder Width (ft)		[Select Compliance Reason]
Distance from Runway Centerline to Holdline (ft)		[Select Compliance Reason]
Blast Pad Width (ft)		[Select Compliance Reason]
Blast Pad Length (ft)		[Select Compliance Reason]
Runway Safety Area Width (ft)		[Select Compliance Reason]
Runway Safety Area Length (ft)		[Select Compliance Reason]
Object Free Area Length (ft)		[Select Compliance Reason]
Object Free Area Width (ft)		[Select Compliance Reason]
Turnaround Radius		[Select Compliance Reason]
Dimension for the Runway Protection Zone (RPZ)		[Select Compliance Reason]

Previous Save Next



In the ‘Runway Design Standards’ module you will need to select the specific ‘Runway Designation’ from the drop down list and complete the information for each runway (if there is more than one runway).

# Runway Ends, Part 77 and Controlling.....

Runway Ends, Part 77 and Controlling

The following information is for Methow Valley State Airport for year 2008.

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**Resources**  
Reference the Airport Layout Plan to provide the following information.

\* - Indicates required field

Runway Designation [Select Runway Designation]

End Number

Dimensions	Design Standard	Existing Condition	Compliance Reason
Blast Pad Width (ft)			
Blast Pad Length (ft)			
Distance from Runway Centerline to Holdline (ft)			
Runway Safety Area Width (ft)			
Runway Safety Area Length (ft)			
Object Free Area Width (ft)			
Object Free Area Length (ft)			



In the ‘Runway Ends, Part 77 and Controlling’ module you will need to select the specific ‘Runway Designation’ from the drop down list and then the specific ‘End Number’. Separate data needs to be entered for each runway end.

# Taxiway Design Standards.....

Washington State Department of Transportation  
Traffic & Roads | Projects | Business | Environment | Maps & Data

Search Airport Information System text size: T T T

Home Submit Information Reports Logout

### Taxiway Design Standards

The following information is for Methow Valley State Airport for year 2008.  
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**Resources**  
Reference the Airport Layout Plan to provide the following information.

Taxiway Designation [Select Taxiway Designation]

Design Standard	Existing Condition	Compliant
Taxiway Safety Area Width (ft)	<input type="text"/>	[Select Compliance Reason]
Taxiway Object Free Area Width (ft)	<input type="text"/>	[Select Compliance Reason]
Taxiway Shoulder Width (ft)	<input type="text"/>	[Select Compliance Reason]
Does the Taxiway have Guidance Signs?	No	[Select Compliance Reason]

Previous Save Next

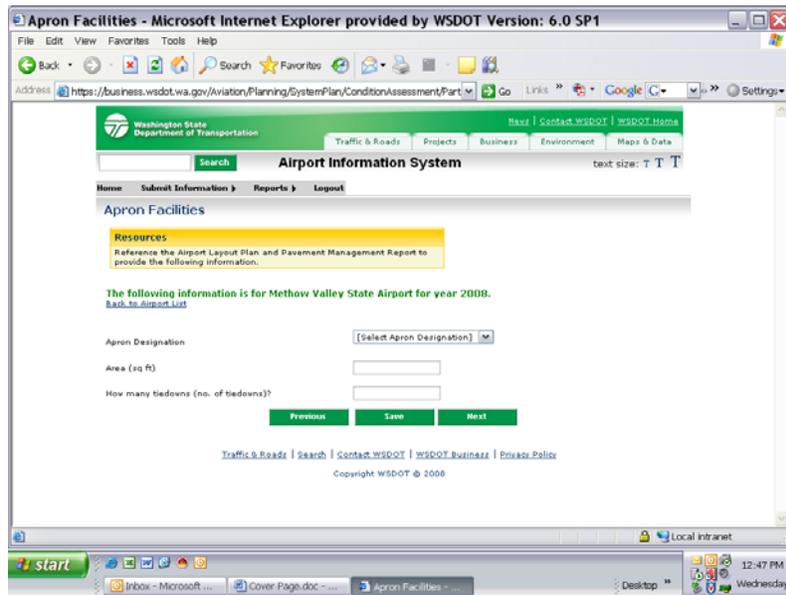
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Like the **‘Runway Design Standards’** module you will need to select the specific **‘Taxiway Designation’** from the drop down list and complete the information for each taxiway (if there is more than one taxiway).

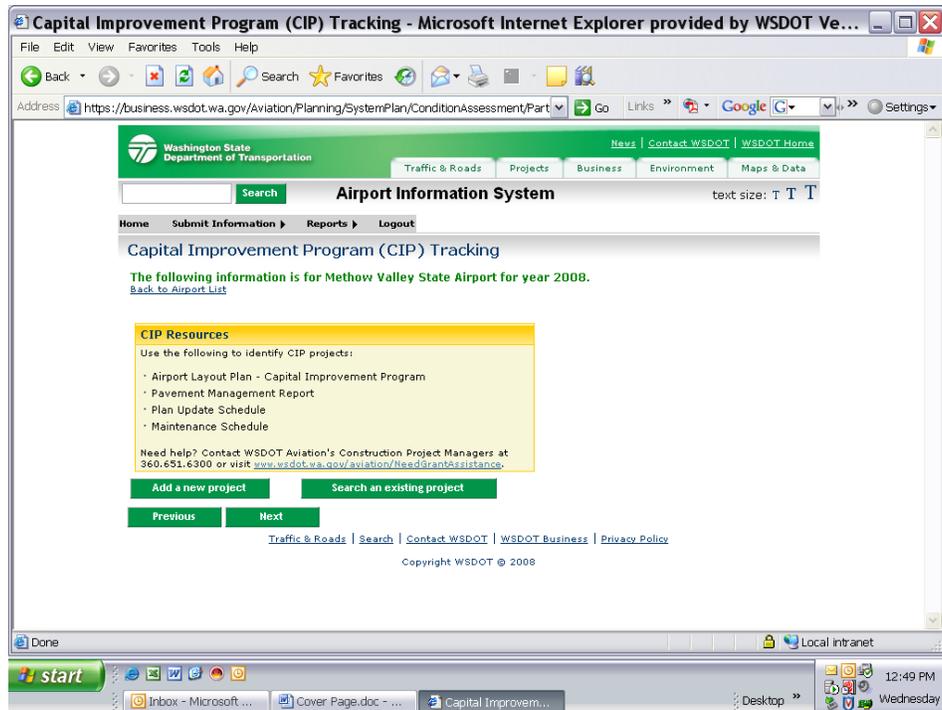
# Apron Facilities.....



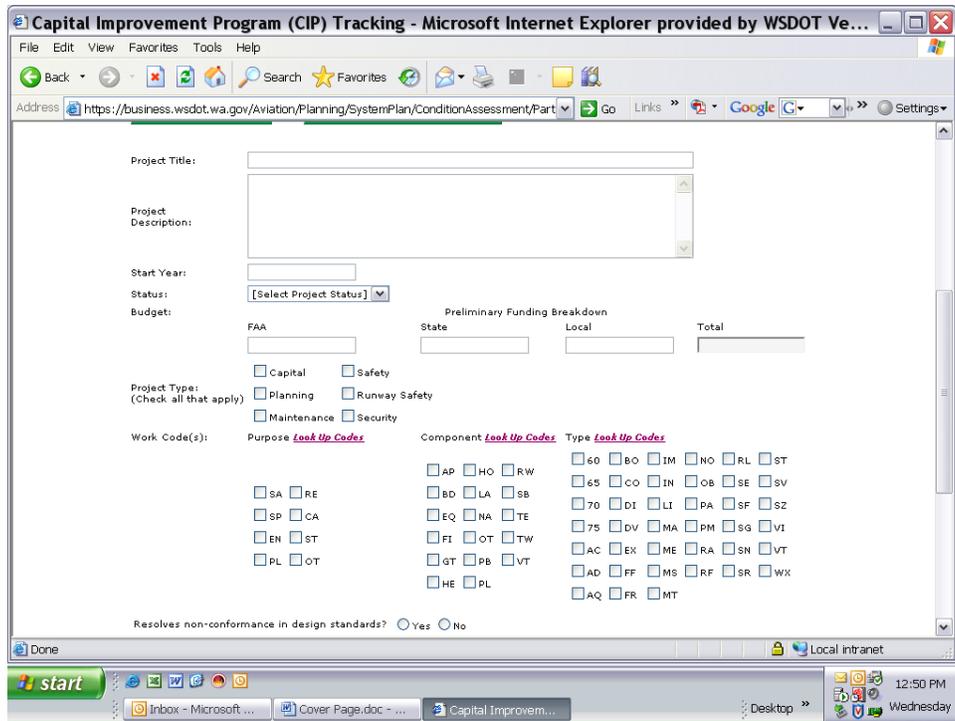
Select the **'Apron Designation'** from the drop down list and complete the information for each apron.

This is the last screen under **'Airport Infrastructure Information'**.

# Capital Improvement Program (CIP) Tracking.....



As part of the Long-Term Air Transportation Study WSDOT Aviation will be developing a statewide capital improvement program (CIP). It is very important that you enter your upcoming projects in the ‘**Capital Improvement Program (CIP) Tracking**’ module on an annual basis. The list of projects can come from various sources but primarily you will find them on your CIP that was developed as part of your Airport Layout Plan.



When entering a new project click on ‘**Add a new project**’. The screen will refresh and you will need to fill in the pertinent information. Click ‘**Save**’ when you have finished entering the data for the project and repeat the process until you have entered all of your projects.

You can always edit or review an existing project that has been entered. Click on ‘**Search an existing project**’ and you will be given an option to enter specific search criteria or search ‘**All**’ projects.

# Environmental Information.....

**Environmental Information - Microsoft Internet Explorer provided by WSDOT Version: 6.0 SP1**

Home Submit Information Reports Logout

### Environmental Information

The following information is for Methow Valley State Airport for year 2008.  
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Do wetlands exist on airport property?  Yes  No

How many acres of wetlands?

What is your source for wetland classification? (Max 100 char)

Have noise contours been prepared for the airport?  Yes  No

If so, for what year are the future noise contours prepared for?

Does the 65 DNL noise contour extend beyond airport property?  Yes  No

Is there a stormwater management system at airport?  Yes  No

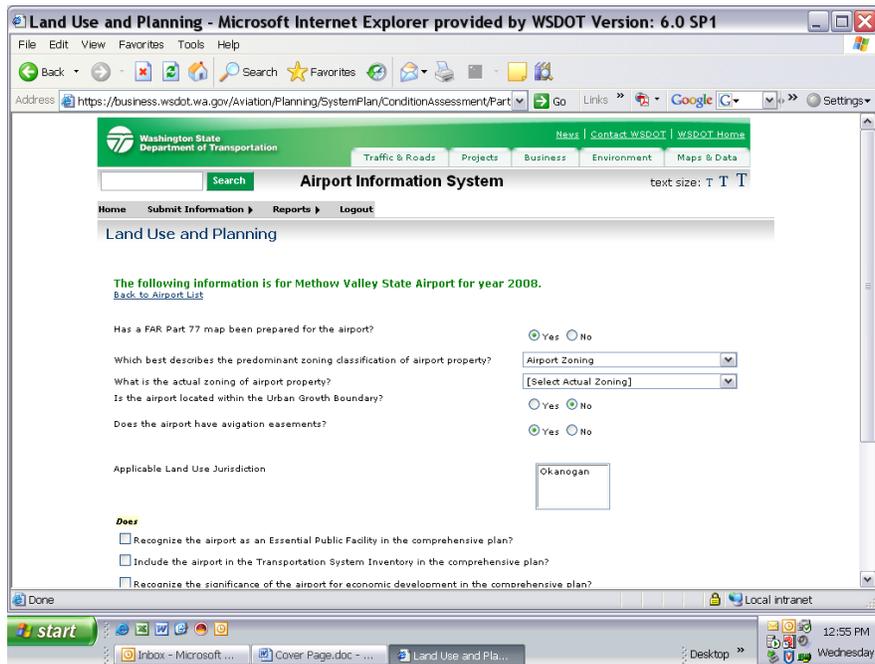
Primary stormwater facility type  
[Select Primary Stormwater Facility Type]

Describe the stormwater management system and plan (Max 1,000 char)  
N/A



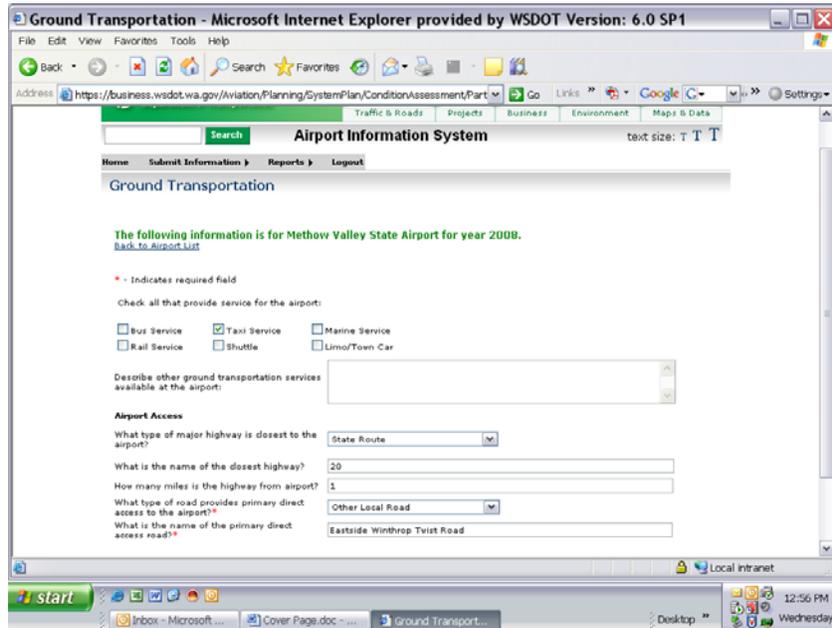
Enter and save your data in the **'Environmental Information'** module.

# Land Use and Planning.....



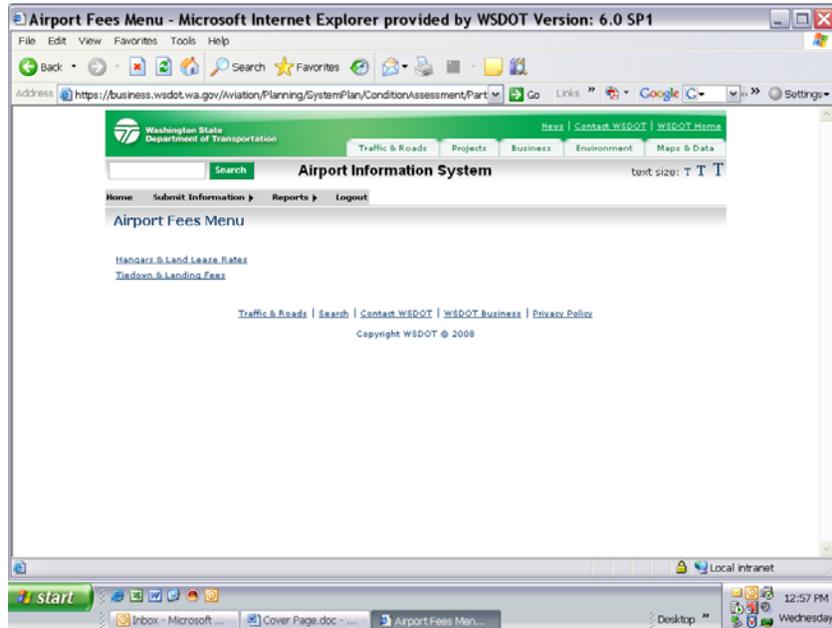
Enter and save your data in the **'Land Use and Planning'** module. Choose the **'Applicable Land Use Jurisdiction'** from the list on the right of the screen and then check the applicable boxes in the list of questions below.

# Ground Transportation.....

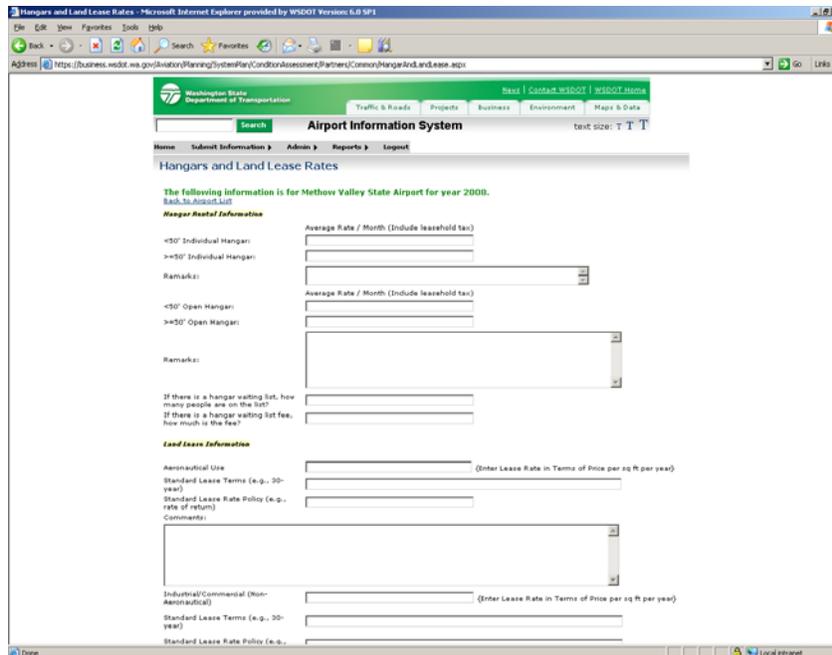


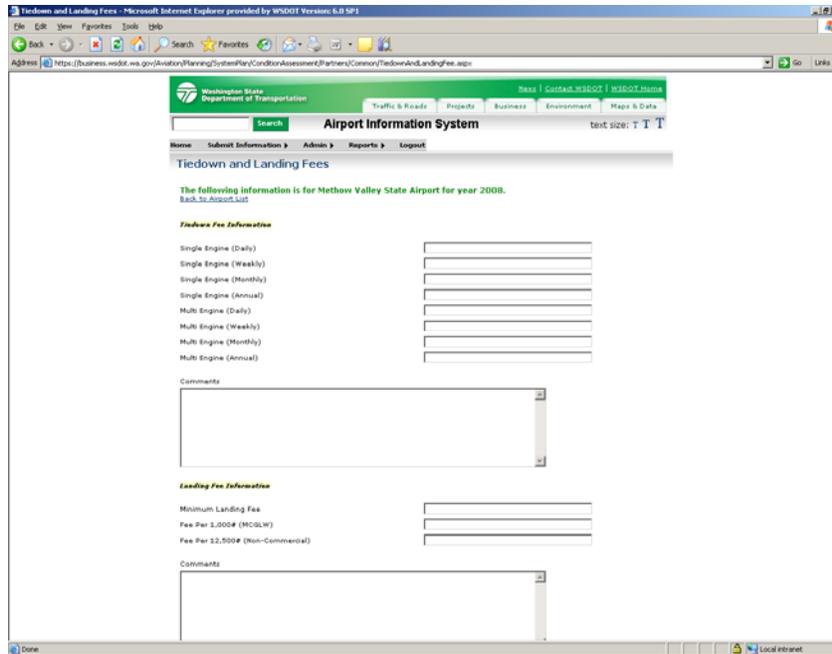
Identify any ground transportation that provides service at your airport and then describe the access to your airport.

# Airport Fees.....



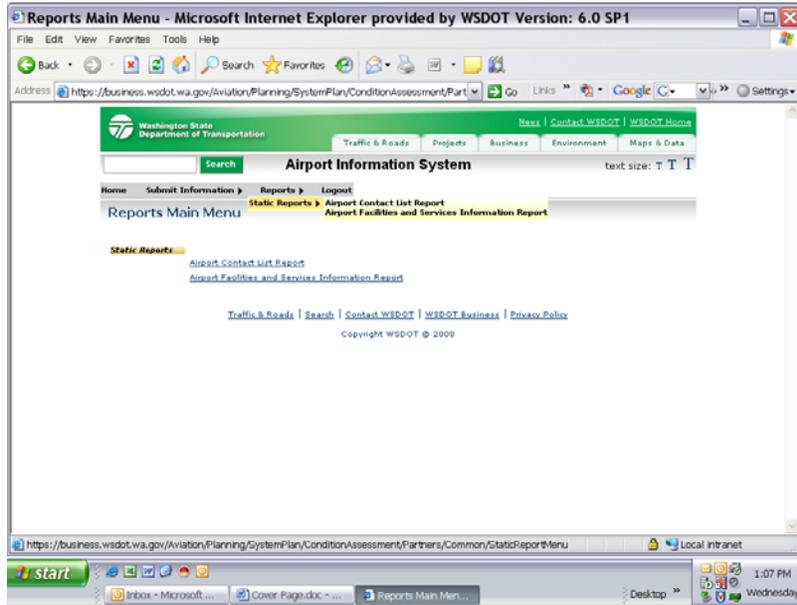
There are two areas to be filled out under ‘Airport Fees’.





Click on either ‘**Hangars & Land Lease Rates**’ or ‘**Tiedown & Landing Fees**’ and input the pertinent information for each area. These are the last modules for inputting information.

# Reports.....

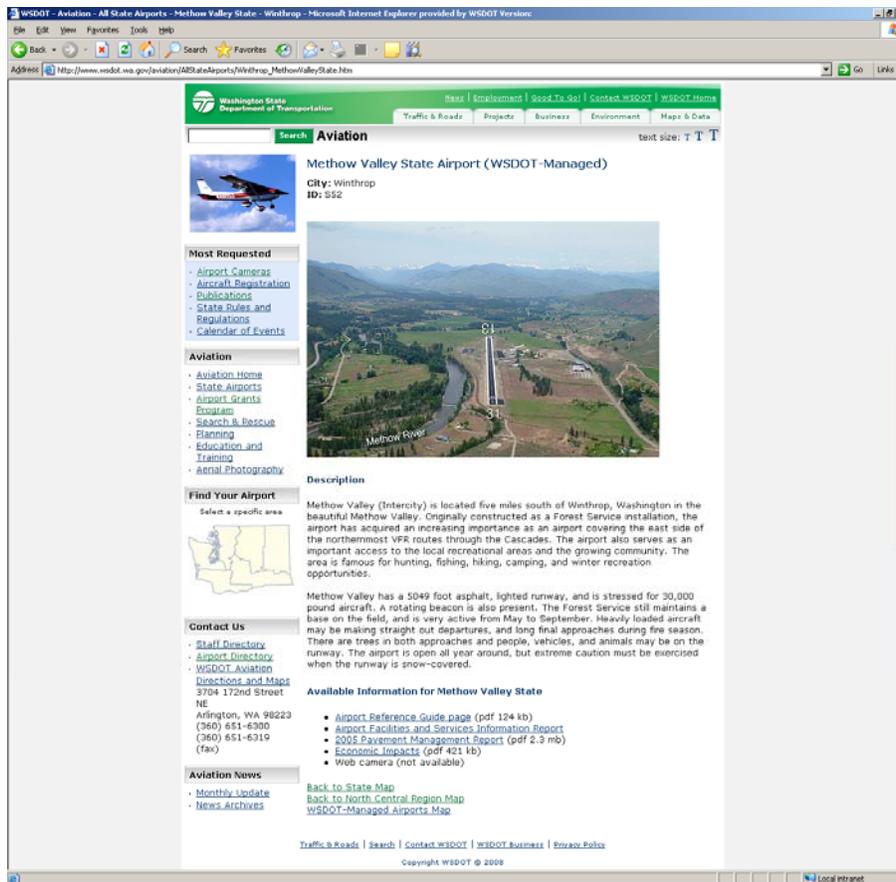


The next section contains static reports that can be accessed by clicking on **'Reports'** at the top of the page. Click on either **'Airport Contact List Report'** or **'Airport Facilities and Services Information Report'**. When you click on the link for either of the reports a PDF file of the report will open in a separate window. See below.

Airport Contact Information		
Name	Address	Phones
Email	Agency	Title
Mrs Marilee Pribble	PO Box 3367 Arlington, WA 98223-3367	(360) 651-6302 Mobile: Other: FAX: (360) 651-6319
pribblm@wsdot.wa.gov	WSDOT Aviation	Executive Assistant
Mrs Marilee Pribble	PO Box 3367 Arlington, WA 98223-3367	(360) 651-6302 Mobile: Other: FAX: (360) 651-6319
pribblm@wsdot.wa.gov	WSDOT Aviation	Executive Assistant
Mrs Marilee Pribble	PO Box 3367 Arlington, WA 98223-3367	(360) 651-6302 Mobile: Other: FAX: (360) 651-6319
pribblm@wsdot.wa.gov	WSDOT Aviation	Executive Assistant

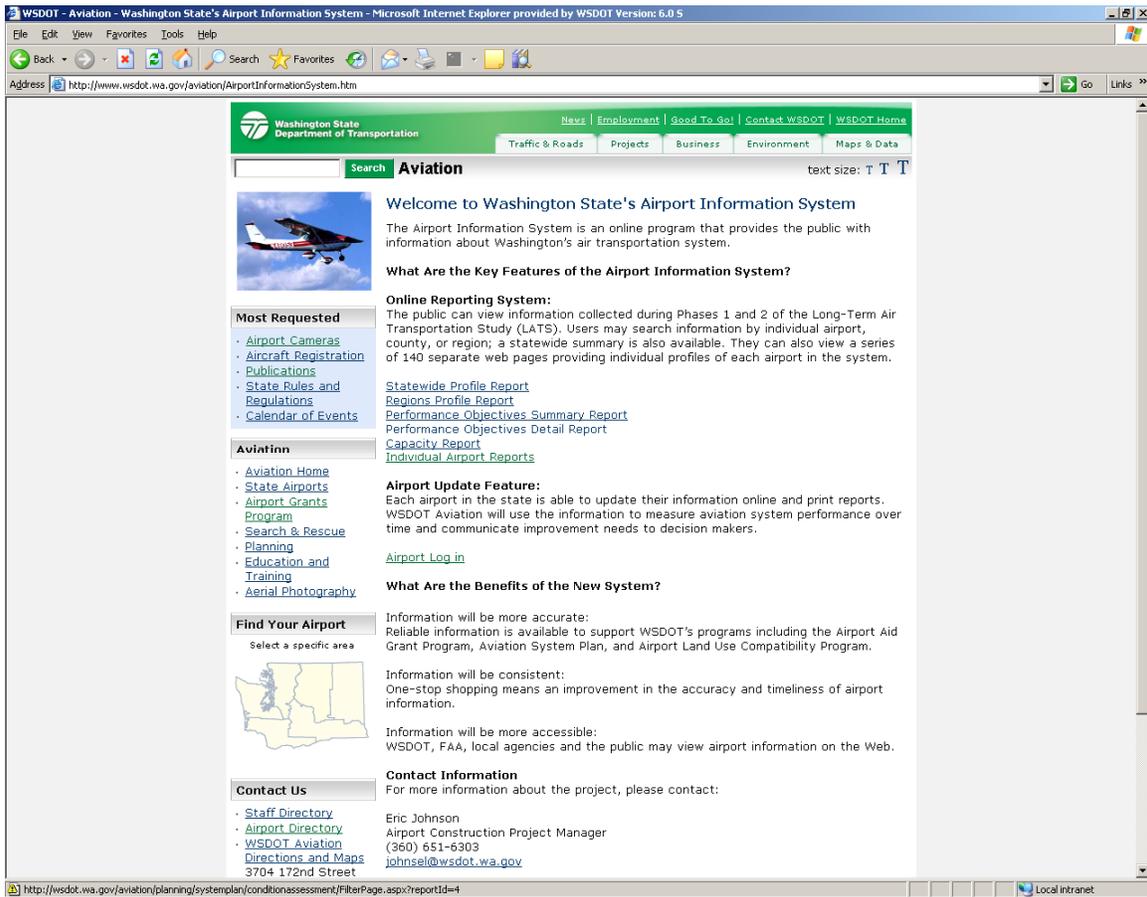


# Detailed Airport Information Available to the Public.....



Additional information is available to the public from either WSDOT Aviation's homepage or the main webpage for the Airport Information System. Each airport in the system has its own individual webpage that contains information and links to other items like the Pavement Management Report or the Airport Reference Guide. Links are also provided to webcams or weather systems if available for the airport. In the future links to other items like an airport's Airport Layout Plan will be provided here.

# Other Information Available to the Public.....



Other statewide and regional reports are available from either the Airport Information System or Long-Term Air Transportation Study WebPages. These reports are from a statewide or system plan level. Additional reports will be added mid-November such as Performance Objective Comparison detail and summary reports, Pavement Condition Graphics, etc.