U.S. Department
of Transportation

Federal Aviation Administration

Office of Airport Planning and Programming
National Airport Planning & Environmental Division

CY 2025 All-Cargo Data Reporting Requirements for
FY 2027 AIP Entitlement Funding

Deadline:

- Calendar Year 2025 cargo data is due to the FAA by **March 13, 2026**

How to Submit:

- **NOTE:**
  - You will need to **use Microsoft EDGE** to fully access the site's features.
  - You will need to create an account in **Login.gov** for authentication.
    - For guidance: https://help.myaccess.faa.gov/ciam
    - **Non-federal employees and contractors**, choose "customer" as your User Type when prompted. This includes all airport, airport authority, state and local government employees, and contractors supporting such agencies.
  - You will need to **disable your internet browser's pop-up blocker** to access the AEP site.
    - You can do so by either selecting the blocked pop-up icon in your browsers address bar and selecting "Always allow pop-ups…" for the AEP site -or- by opening your internet browser settings, opening the site permissions menu (or site settings, or similar depending on the browser) and updating the pop-ups and redirects settings to allow pop-ups for the AEP site.
  - You will need to use **current CY25 FAA Form 5100-108 Template** (Enclosure 4).

- If you **do not currently have an AEP account**, you will need to follow the New User account request process on the AEP site to request and activate your account. To request a new account:
  (1) Open Microsoft EDGE browser and navigate to the AEP site: https://aep.airports.faa.gov/Home.aspx.
  (2) Click on Login button in the middle of the page.
  (3) Follow the instructions to create a Login.gov account.
    - If you have an existing Login.gov account, then log in to be navigated back to the AEP page.
  (4) Click the "Create New User" button in the middle of the page.
  (5) Fill out your profile information for your account – **type** in each field (e.g., Name, Email, Phone, etc.)
  (6) Request access by selecting the 'Air Carrier Activity' user application checkbox
  (7) Request access to your airport(s) by selecting one or more from the list of airports
    - Press and hold the shift key when selecting more than one airport.
  (8) Request permission to submit cargo data for your airport by selecting the 'Cargo Data Submitter' checkbox
  (9) Review and confirm your account request information, acknowledge the privacy act statement, and click Finish.

(10) You will receive email confirmation once you've submitted your request, after it's been approved, and once your account has been created.

(11) You will need to acknowledge/agree to the rules of behavior when you first log in.

- If you **do have an existing AEP account**, but not currently have cargo data submitter permissions, to request access for your account:

  (1) Open Microsoft EDGE browser and navigate to the AEP site: https://aep.airports.faa.gov/Home.aspx.

  (2) Login using your existing Login.gov username and password.

  (3) Open the "My Account" menu from the "Welcome…" dropdown in the upper right corner of the page (by clicking on Welcome <your username>)

  (4) Click the "Request Additional Access" link off to the right.

  (5) Select the 'ACA – Air Carrier Activity' as the Application

  (6) Select 'Airport' as the organization

  (7) Request permission to your airport(s) by selecting your airport from the list of airports. If you are reporting for more than one airport, select those airports as well.

  (8) Request permission to submit cargo data for your airport by selecting the 'Cargo Data Submitter' checkbox

  (9) Click the "Submit for Approval" button to submit your request

  (10) You will receive email confirmation once you've submitted your request, after it's been approved, and once your account has been updated.

- Submit your data by uploading a completed FAA Form 5100-108 Excel Template (column format only) to the AEP site. You can copy and paste your data into the 'Cargo Data Input' tab (worksheet) in the file.

  o FAA Form 5100-108 can be found at: http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/reporting/.

  o Once on the AEP site, submit the completed FAA Form 5100-108 excel file by clicking the "Air Carrier Activity" menu at the top of the page to open the Cargo Data Upload page. From there, follow the on-screen instructions to upload and submit your cargo data excel file.

  o Submitted excel files should be named in the following format: CY25 Cargo – *Airport Name and/or LOCID*.xlsx (or .xls)

  o If you need to submit for more than one airport, you will need to upload a separate excel file for each.

  o **NOTE**: Submissions **not** adhering to these requirements will not be accepted.

- As the authorized airport representative, when submitting CY2025 data through AEP, you will be required to certify, under penalty of perjury, that: "*The all-cargo data being reported to the FAA is true, correct and complete to the best of my knowledge, information and belief.*" This represents that **the submitted** files, records, documents, and data have not been manipulated or falsified in an effort to receive a more favorable allocation of AIP funds. A false, fictitious, or fraudulent certification may be subject to criminal and/or civil prosecution, as well as appropriate administrative action.

- CY 2025 cargo data must be prepared using the Aircraft Landed Weight list and the Cargo Carrier list. This information is available online at: http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/reporting/

- o *Aircraft Landed Weight by Manufacturer and Model* (Enclosure 2) has been developed for reporting all-cargo data to the FAA. The list contains a unique ID for each aircraft model and its associated maximum landed weight and must be used to determine the correct aircraft. If one aircraft model is shown with several weights (i.e., A300B4), select the ID that is closest to the reported landed weight. However, if an aircraft has several landing weights and the difference is greater than 10% or an aircraft is missing from the list altogether, please contact Christina Nutting at christina.nutting@faa.gov or 202-267-9277 and/or Luis Loarte at Luis.Loarte@faa.gov or 202-267-9622 prior to submission.

- o *Cargo Carriers* (Enclosure 3) has been developed for reporting all-cargo data only and it is mandatory that this list be used. The list contains a unique carrier code for air carriers that operate aircraft dedicated to the transportation of cargo only. If an air carrier **does not** appear on the list, please contact Christina Nutting at christina.nutting@faa.gov or 202-267-9277 and/or Luis Loarte at Luis.Loarte@faa.gov or 202-267-9622 prior to submission.

Common Reporting Problems to Avoid:

- Missing, duplicating across multiple rows, or entering incorrect Air Carrier or Aircraft Identification information.

- Submitting data for carriers not on the list of cargo carriers (Enclosure 3).

- Using a format that does not follow the column template/example. (Enclosure 4).

- Changing the default worksheet name as provided in the template. (Enclosure 4)

- Submitting landed weights different than that shown on the standard list for the aircraft (Enclosure 2). If the landing weight is greater than 10%, discuss difference with FAA prior to submission.

- Including 0s for Carriers or Aircrafts in Months with no data. If there are no landings for a given month, omit the full line from the report.

- Including aircraft with no landings for a given year or blank rows in between rows with cargo data.

Submission Format:

COLUMN: Data organized by Airport, Air Carrier, Aircraft, and then month. This column formatted report must be submitted as an Excel file <u>only</u>. All of the information listed below must be included for each row. Do **not** combine categories of data (e.g., do not put the month and number of landings in the same column).

All-Cargo Data Report (CY2025)
ACME International Airport (XYZ)

LOCID	CARCD	CARRIER NAME	AC– MODEL	AC_ID	AC–LANDED-WEIGHT	YEAR	MONTH	# LANDINGS
XYZ	5x	United Parcel Service	A300	10	315920	2025	1	22
XYZ	5x	United Parcel Service	A300	10	315920	2025	2	20
XYZ	5x	United Parcel Service	A300	10	315920	2025	3	22

LOCID	CARCD	CARRIER NAME	AC– MODEL	AC_ID	AC–LANDED-WEIGHT	YEAR	MONTH	# LANDINGS
XYZ	5x	United Parcel Service	A300	10	315920	2025	4	22
XYZ	5x	United Parcel Service	A300	10	315920	2025	5	21

Definitions:

Term	Definition
Aircraft ID	Unique ID associated with the aircraft make/model
Aircraft Landed Weight	The weight of an aircraft providing scheduled and nonscheduled service of only property (including mail) in intrastate, interstate, and foreign air transportation. For cargo service apportionment purposes, the aircraft landed weight is the certificated maximum gross landed weight of the aircraft type as specified by the aircraft manufacturer. (see Enclosure 2)
Airport Location Identifier	LOCID
All-Cargo Aircraft	Any aircraft specially designed, manufactured, and/or modified to be used solely for transportation of property (i.e., cargo, mail, and/or freight). Aircraft operations of revenue passengers and cargo are excluded from the all-cargo category. Aircraft with permanently installed passenger facilities (such as seats, overhead bins, interior decor, etc.) for scheduled and nonscheduled passenger flights are also excluded from the cargo category.
All-Cargo Air Carrier	An air carrier that operates aircraft dedicated to the transportation of cargo only. (see Enclosure 3).
Cargo Service Airport	An airport that is served by all-cargo aircraft in scheduled and nonscheduled service providing air transportation of only property, including mail, with an aggregate landed weight in excess of 100 million pounds.
FAA Form 5100-108 (All-Cargo Carrier Activity Report)	FAA form used to collect the number of landings by all-cargo aircraft (used to identify allocation of federal Airport Improvement Program cargo entitlement funds). To receive cargo entitlement funds, this data must be submitted on FAA Form 5100-108. It is preferred that the Form 5100-108 be submitted electronically however, a paper version can be mailed to the address above. If the FAA Form 5100-108 is electronically submitted, a paper copy of the form is not required.
Month	Month of the All-Cargo landing
Number of Revenue Landings	The number of landings performed by the cargo carrier in revenue producing or commercial operations only. It excludes landings on all non-revenue, training, or practice flights.
Year	Calendar year of the All-Cargo landing