

Federal Aviation Administration

CY 2024 All-Cargo Data Reporting Requirements for FY 2026 AIP Entitlement Funding

Deadline:

• Calendar Year 2024 cargo data is due to the FAA by March 14, 2025

How to Submit:

- NOTE:
 - $\circ~$ You will need to use Microsoft EDGE to fully access the site's features.
 - You will need to create an **account with FAA's MyAccess** multifactor authentication (MFA).
 - See attached Enclosure 5 MFA Instructions pdf. document.
 - 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 CY24 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 an internet browser and navigate to the AEP site: <u>https://aep.airports.faa.gov/Home.aspx</u>.
 - (2) Click on MyAccess Login button in the middle of the page.
 - (3) Follow the instructions to create a MyAccess account.
 - If you have an existing MyAccess account, then log in to be navigated back to the AEP page.
 - (4) Click the "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 (including your email and default password.)
 - (11) You will need to change your default password, set your security questions, and 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 an internet browser and navigate to the AEP site: <u>https://aep.airports.faa.gov/Home.aspx</u>.
 - (2) Login using your existing MyAccess 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.
 - FAA Form 5100-108 can be found at: <u>http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/reporting/</u>.
 - 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.
 - Submitted excel files should be named in the following format: CY24 Cargo Airport Name and/or LOCID.xlsx (or .xls)
 - If you need to submit for more than one airport, you will need to upload a separate excel file for each.
 - **NOTE**: Submissions <u>not</u> adhering to these requirements will not be accepted.
- As the authorized airport representative, when submitting CY2024 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 2024 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/

- <u>Aircraft Landed Weight by Manufacturer and Model</u> (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 Luis Loarte at Luis.Loarte@faa.gov or 202-267-9622 or Christina Nutting at Christina.Nutting@faa.gov prior to submission
- <u>Carqo Carriers</u> (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 Luis Loarte at <u>Luis.Loarte@faa.gov</u> or 202-267-9622 or Christina Nutting at <u>Christina.Nutting@faa.gov</u> 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.

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 <u>not</u> combine categories of data (e.g., do not put the month and number of landings in
the same column).

All-Cargo Data Report (CY2023)

ACME International Airport (XYZ)

LOCID								
XYZ	5x	United Parcel Service	A300	10	315920	2021	2	20

LOCID	CARCD	CARRIER NAME	AC- MODEL	AC_ID	AC–LANDED- WEIGHT	YEAR	MONTH	# LANDINGS
XV7	5×	United Parcel	A300	10	315920	2021	Л	22
712	JA	United Parcel	A300	10	515520	2021	4	22
XYZ	5x	Service	A300	10	315920	2021	5	21

Definitions:

Term	
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)
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.
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.
Month	Month of the All-Cargo landing
Year	Calendar year of the All-Cargo landing