



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

Air Traffic Organization Policy

**ORDER
JO 7910.4D**

Effective Date:
May 3, 2010

SUBJ: AIRPORT DIAGRAMMS

- 1. Purpose of This Order.** This order establishes qualifying criteria, guidelines, and requirements for the selection, development, construction, and maintenance of airport diagrams for public-use airports. Airport diagrams appear in the Airport/Facility Directory and the U.S. Terminal Procedures publication. In these applications, airport diagrams assist pilots, airport staff, and operators of airport ground vehicles in navigating runways, taxiways, and aprons. The FAA Office of Airports uses airport diagrams in reviewing Airport Layout Plans (ALPs) and other planning documents. Airport diagrams depict operational runways, runways under construction and closed runways, dimensions and orientation of runways, displaced thresholds, runway and taxiway surfaces, operational and closed taxiways, taxiway locations and designations, and airport facilities.
- 2. Audience.** This order applies to the following Air Traffic Organization (ATO) service units: Terminal Services, and the Office of Airport Safety and Standards in Washington; and Airports Divisions; regional Airports divisions Mike Monroney Aeronautical Center and FAA William J. Hughes Technical Center; Technical Operations Aviation System Standards National Aeronautical Charting Group; Airports District Offices (ADO); System Operations Aeronautical Information Services; airport traffic control towers, State Aviation Agencies that handle Block Grants under the Airport Improvement Program, and limited military offices.
- 3. Where Can I Find This Order?** This order is available on MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/.
- 4. Cancellation.** This cancels Order 7910.4C, Airport Diagrams, dated January 7, 2004.
- 5. Explanation of Policy Changes.** The order has been updated to reflect changes in organizational titles and addition of procedural and operational data requirements.
- 6. Criteria.** All towered airports are required to have a published airport diagram. Airports without towers must meet the following requirements to qualify for an airport diagram.

 - a.** Have two or more runways with associated taxiways, ramps, pads, or parking areas;
 - b.** Have an ALP, Obstruction Chart (OC), approved survey, or approved engineering drawing to serve as a source document;
 - c.** Have lighted taxiways that can be identified at night by approved lighted signs;
 - d.** Have taxiways that are lettered or otherwise identified by an approved method;

- e. Have a published instrument approach procedure; and
- f. Airports with an instrument approach procedure affording ILS Category II or III minimums or takeoff minimums of 700 feet or less runway visual range shall automatically qualify for an airport diagram.

7. Other. If an airport does not qualify under the above criteria, the local ADO and/or the Regional Airports Division may submit a staff study to the Service Area Terminal Operations Office showing the need for and the benefits of establishing an airport diagram at the desired location. The Service Area Terminal Operations Office shall review the study and forward its comments and recommendations, along with the proposal and required source documents, to the Regional Runway Safety Program Office for concurrence/comments. Upon approval, the Regional Runway Safety Program Office will route the request to the Regional Airspace Procedures Team (RAPT) for final approval. The RAPT chairman shall initiate the request to Aeronautical Information Services (AIS).

8. Actions. Identified requests for new airport diagrams will be processed through the RAPT. The responsible Federal official/office in paragraphs 8a or 8b shall submit the proposal to the Service Area Terminal Operations Office for approval. The Service Area Terminal Operations Office will route the request for diagram proposal to the Regional Runway Safety Program Office for concurrence/comments. The Regional Runway Safety Program Office will route the request to the RAPT for final approval and the RAPT chairman shall initiate the request to AIS. AIS will prepare a formal request to the National Aeronautical Charting Group (NACG) for the construction of a new airport diagram.

a. Service Area Terminal Operations Offices are responsible for reviewing proposed new airport diagrams and taking appropriate action to ensure compliance with provisions of this order and for initiating and processing requests for airport diagrams from the following:

(1) At airports with a FAA-operated control tower, the facility air traffic manager.

(2) At airports with a contract-operated or non-Federal control tower, the facility manager.

b. At non-tower airports, the Regional Airports Division or local ADO shall initiate requests for a new diagram. The Airport Improvement Program for some airports under this category is managed by State Aviation Agencies under the Block Grant Program. For these cases, the State agency should notify the applicable FAA ADO, or Regional Airports Division, of the need for a new airport diagram.

c. Actions that directly affect instrument approach procedures and products (i.e. new runway construction or alteration) must be submitted to the RAPT for coordination.

9. Program. New airport diagrams shall be developed in accordance with the following:

a. Development. New airport diagrams will be developed using the authorized Airports Geographic Information System when fully operational. Include with the request for development, a current OC, ALP, or approved engineering plans and surveys showing the following data, where available:

(1) Runways, complete with magnetic headings (including the magnetic variation and epoch year, if available) and identifiers, runway end coordinates and elevations. Runways under construction shall also be shown,

(2) Taxiways, with identifiers. Taxiways under construction shall also be shown.

(3) Parking areas, run-up mats, alert areas, landing pads, ramps and hold pads,

(4) Turnarounds,

(5) Large tanks,

(6) Control towers (including ground elevation and tower height),

(7) Airport beacons,

(8) Helicopter pads/alighting areas,

(9) Radar reflectors,

(10) Highest obstruction within diagram area,

(11) Fueling area,

(12) Other unique structures or features, clearly labeled,

(13) Operational Data Requirements.

(a) Runway dimensions-length and width, threshold to threshold,

(b) Displaced Threshold(s), including coordinates and elevations when available,

(c) Runway surface composition,

(d) Weight bearing capacity (landing gear configuration or PCN number when available),

(e) Runway end elevations,

(f) Land and Hold Short (LAHSO) lines,

(g) ILS hold lines,

(h) Localizer/Glide Slope Critical Areas,

(i) Dimensions of turnaround areas adjacent to runway thresholds where operational taxiways do not exist,

(j) Dimensions of overruns and blastpads,

(k) Location of Hotspot(s) on movement areas with a description of the potential safety problem(s) that exist,

(14) Engineered Materials Arrestor System (EMAS) and dimensions.

(15) Identify the following:

(a) Terminal/Administration Building and Base Operations,

(b) Fire Station,

(c) Military/Government hangars (numbered); identify the branch of service or agency to which it belongs when other than airport operator. Acronyms and/or abbreviations may be used; e.g., ANG (Air National Guard), USCG (United States Coast Guard), FAA (Federal Aviation Administration), etc.

(d) Parking areas and ramps; i.e., south, ANG, USN, etc.

(e) Hot cargo ramps,

(f) Automated Flight Service Station (AFSS), National Weather Service (NWS),

(g) U.S. Customs,

(h) Flight Standards District Office (FSDO),

(i) Security Identification Display Area

b. Format and Symbology. The airport diagram format and symbology shall be in accordance with Interagency Air Cartographic Committee specifications.

10. Review. Within 10 days after each 56-day chart publication effective date, the responsible Federal officials/offices listed in paragraph 8a or 8b shall review their airport diagrams for accuracy.

11. Revision. All revisions, resulting from either the review in paragraph 10 or new construction, will be processed by the responsible Federal official/office listed in paragraph 8a or 8b. Submit revision request to the local ADO and/or the Regional Airports Division for approval. The local ADO and/or the Regional Airports Division will route the diagram revision to AIS for processing. AIS will prepare a formal request to the NACG for revision to the airport diagram.

The local ADO and/or the Regional Airports Division shall also copy the revision request to the Regional Runway Safety Program Office and Service Area Terminal Operations Office, which may provide further comment to AIS.

All revisions that directly affect instrument approach procedures and products (i.e. new runway construction or alteration) must be submitted to the RAPT for coordination. The RAPT Chairman shall initiate the request for the airport diagram revision request to AIS.

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Date Signed