



Federal Aviation Administration

Policy Guidance

Date: May 09, 2023

To: All Airports Regional and District Office Managers
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From: for John R. Dermody, Director of Airport Safety and Standards, AAS-1

Prepared by: Christopher Criswell, Airport Data and Airspace Branch Manager

Subject: Engineering Policy Memo 23-02: Airport Data and Information Portal (ADIP) Document Library

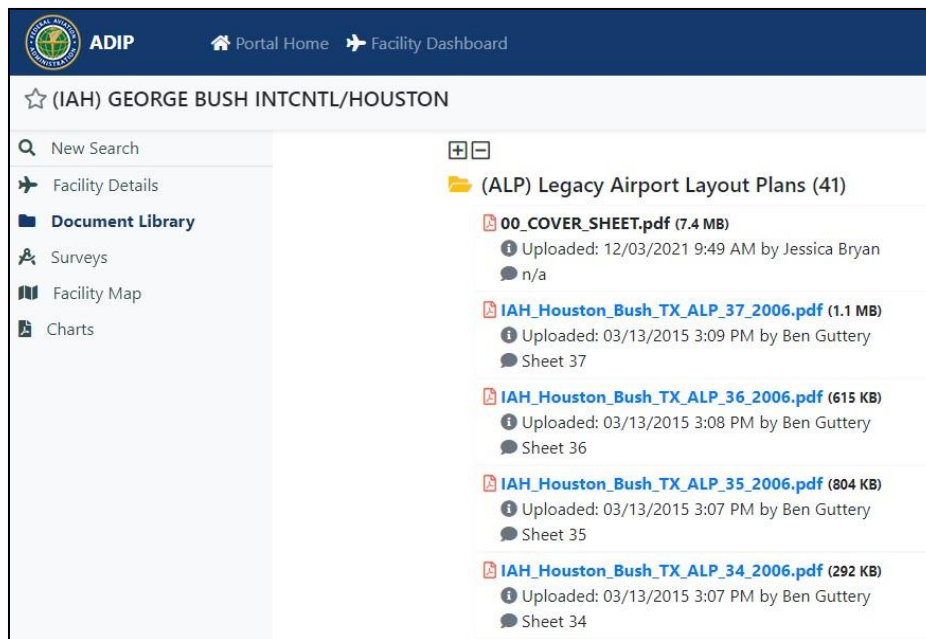
Purpose

This memorandum rescinds the October 31, 2014, memorandum titled “Geographical Information Systems (GIS) Cloud Server Data Update 1”. The purpose of this memorandum is to clarify the expectation of uploading Airport Layout Plans (ALPs) into the Airport Data and Information Portal (ADIP) located at <https://adip.faa.gov>. In addition, this memorandum rescinds and replaces the previous guidance in regards to uploading Airport Signage and Marking plans and Runway Safety Area (RSA) determinations.

Airport Layout Plans

Providing the latest version of the ALP (please upload the entire ALP set, not only the ALP sheet) will ensure accuracy for an airport’s users and will maintain the system with up-to-date documentation. ADIP provides the ability to store information (e.g. ALP documents), and enables the agency to share this information and collaborate internally across the nation. The airport regional and/or district offices should upload ALP drawing sets as pdf documents, as well as digital ALP files (e.g. CAD, SHP) if available, and associated approval letters into ADIP after approving within the Obstruction Evaluation and Airport and Airspace Analysis (OE/AAA) system. Users can upload files into the “documents” section of the corresponding airport as shown in the graphic contained on the following page. It is preferred for individual pages of the ALP to be uploaded as separate files, as complete ALP sets can result in large file sizes. For historical purposes, legacy copies can remain in the ADIP system.

Instructions for uploading files into ADIP are available on the ADIP website. Select “Online Help” under “Help & Training”, and then select the “Facility Documents” link.



Please utilize the following naming convention when uploading files:

Airport ID_City_State_Document Name_Date signed/approved

Example: DCA_Washington, DC_ALP Sheet 1 Cover_10312022.pdf

Airport Signage and Marking Plans

The October 31, 2014, memorandum requested Airport Signage and Marking Plans be uploaded into the ADIP system. The Airport Safety and Operations Division (AAS-300) is currently upgrading the Certification and Compliance Management Information System (CCMIS) program to become the authoritative source for Airport Signage and Marking Plans. Following deployment, ADIP will establish a connection with CCMIS, allowing users to access these documents. In preparation for the CCMIS enhancement, and to avoid duplication of efforts, the regional and/or district offices are relieved from the responsibility of uploading Airport Signage and Marking Plans into ADIP until further guidance is issued.

Runway Safety Area Determinations

The October 31, 2014, memorandum requested RSA determinations to be uploaded to the ADIP system. With the release of the Runway Safety Area Inventory module, RSA determinations are no longer stored in the “documents” section of ADIP. RSA determinations should be retained within the RSA Inventory module of the respective airport and runway.

Contact

Please contact Christopher Criswell, Airports Data and Airspace (AAS-120) Branch Manager, christopher.criswell@faa.gov, for any questions pertaining to this memorandum.