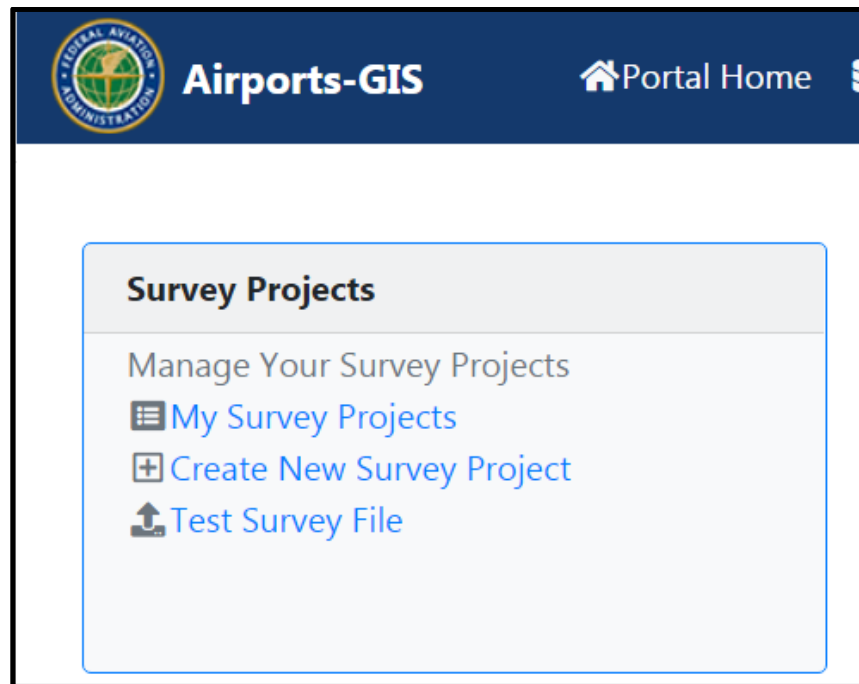


### **Design/As Built Airport Survey Project:**

When creating a survey, project type can be selected as Design/As Built Airport Data Project.

### **Create Design/As Built Airport Data Project:**

As an Airport Sponsor, multiple airport authority, state DOT or state block grant user, you can create a Design/As Built project from the Projects menu bar or from the Survey Projects pane on the Airports GIS Home page.



1. In Step 1, enter an Airport ID or name and select from the list. Check Design/As Built Airport Data Project as your Project Type. Click **Next Step** for Step 2.

### Create Project

Airport & Project Type

GRR - GERALD R FORD INTL (KGRR)

This is an "auto-lookup" field: type locator ID or airport name.

**Project Type**

- New Airport Survey Project  
This project involves a new airport survey meeting the AC 150/5300-18 standards.
- Existing Airport Data Project  
This project involves current airport data in use that was transformed to meet the AC 150/5300-18 standards and is being provided to Airports GIS.
- EB-91 Vegetation Management Project  
This project involves the removal or topping of vegetation as well as the collection, submission, and management of the supporting data regarding vegetation.
- Design/As Built Airport Data Project  
This project allows an incremental workflow, starting from proposed airport information, adding more detailed and more accurate design information, and culminating in a set of features that represents the as-built state of the airport.
- PACS & SACS Project  
This project is to establish geodetic control for the specified airport.

[Next Step >](#)

2. In step 2, select your airport category.

Note: Click on Previous Step, step 1 is displayed. Step 2 selection will be lost and need to select again.

### Create Project

Airport CategoryStep 2 of 5

**Airport Category**

- NPIAS Part 139 Airport
- NPIAS Non-Part 139 Airport
- Non-NPIAS Airport

< Previous Step

Next Step >

3. Click on Next Step, Step 3 will be displayed to select purpose of survey and to enter optional AIP Grant number.  
Note: If AIP Grant number entered is not in the correct format (ex: 3-36-1234-012-2005), Next Step will not be clickable.

## Create Project

Additional Data

Step 3 of 5

### Purpose of Survey

- Airport Airspace Analysis - Non-Vertically Guided
- Airport Airspace Analysis - Vertically Guided
- Airport Layout Plan - Airport Design or Planning
- Airport Layout Plan - Airport Movement Area Construction
- Airport Layout Plan - Airport Non-Movement Area Construction
- Airport Layout Plan - Obstruction Removal IFR Operations
- Airport Layout Plan - Obstruction Removal VFR Operations
- Airport Layout Plan - Periodic Update
- Airport Mapping Database - Initial Development
- Airport Mapping Database - Periodic Update
- Airport Obstruction Chart - Initial Development
- Airport Obstruction Chart - Periodic Update
- Construction - Airside
- Construction - Landside
- NAVAID Siting - Non-Precision/Visual
- NAVAID Siting - Precision

### AIP Grant Number

3-36-1234-012-2016

format like: 3-36-1234-012-2005 (must have dashes)

[< Previous Step](#)


[Next Step >](#)

4. Click on Next Step, Step 4 will be displayed to select Target Operational Date.

Click on Previous Step if you want to update any selected data.

**Create Project**

Set Target Operational Date Step 4 of 5


Choose Target Operational Date:  Select Target

S	M	T	W	T	F	S	
Jun 2018 >						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
Jul 2018 >							

[< Previous Step](#) [Next Step >](#)

**Create Project**

Set Target Operational Date Step 4 of 5

Choose Target Operational Date:  11/30/2018 ▾

[< Previous Step](#) [Next Step >](#)

5. Click Next Step to display Step 5 Project Confirmation.  
It will display all data selected until Step 4.  
Click on Previous Step if you want to update any selected data.

### Create Project

Project ConfirmationStep 5 of 5

Please review and confirm all project data below before submitting!

Project Airport :	<b>GRR - GERALD R FORD INTL (KGRR)</b>
Project Type :	<b>Design/As Built</b>
Airport Category :	<b>NPIAS Part 139 Airport</b>
Verification Options :	<b>Imagery</b>
Purpose of Survey :	<b>Construction - Landside</b>
AIP Grant Number :	<b>3-36-1234-012-2016</b>
Target Operational Date :	<b>11/30/2018</b>

< Previous Step

Create New Project

- Click on Create new Project to create the Design/As Built Data Project. Project Summary is displayed after the project is created.

Note:

- Project Summary gives you a snapshot of your current project, your data and file submissions and their approval/verification status.
- You can add comments by clicking Add Note.
- Change Target Operational Data option is available for the project in Design phase. After Design Verification is complete, Change Target Operational Date option is not available to change the date.
- Imagery Plan is required for Design/As Built Airport Data Project.

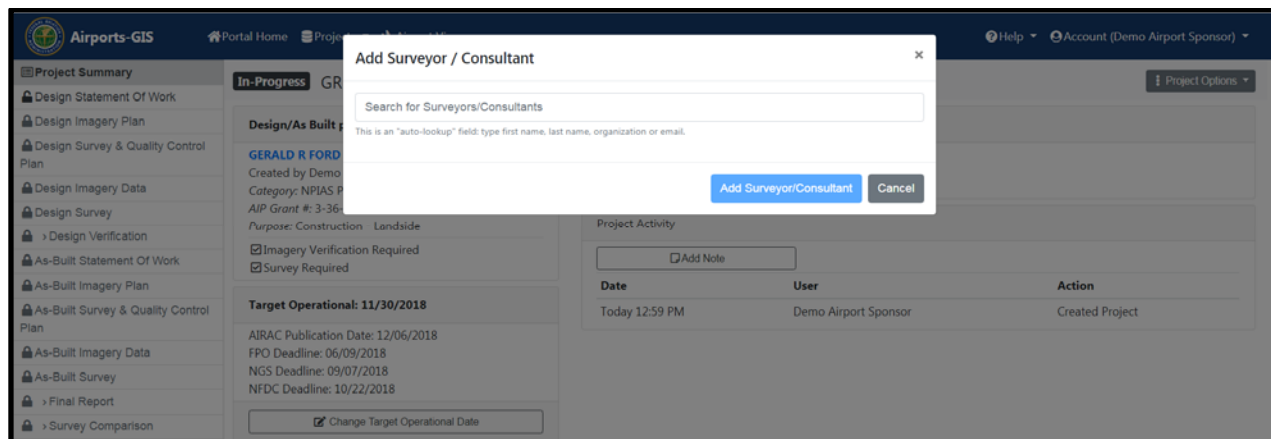
The screenshot shows the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The main content area is titled 'In-Progress GRR-213401 : Project Summary'. On the left, a sidebar lists various project phases like 'Design Statement Of Work', 'Design Imagery Plan', and 'As-Built' stages. The main panel is divided into several sections: 'Design/As Built project' with details for 'GERALD R FORD INTL (GRR)', 'Target Operational: 11/30/2018' with a 'Change Target Operational Date' button, and 'Project Sponsor' information for 'Demo Airport Sponsor'. On the right, there are sections for 'Surveyor/Consultant Information' (with an 'Add Surveyor/Consultant' button) and 'Project Activity' (with an 'Add Note' button and a table of activities).

Date	User	Action
Today 12:59 PM	Demo Airport Sponsor	Created Project

## Delegate a Consultant or Surveyor

After the Project is created, a consultant can be assigned to the project by clicking “+Add Surveyor/Consultant” under the Surveyor/Consultant Information from the Project Summary workflow step.

1. Click on **+Add Surveyor/Consultant** button.



The screenshot shows the 'Airports-GIS' Project Summary page. The page is in an 'In-Progress' state. A modal dialog box titled 'Add Surveyor / Consultant' is open, featuring a search input field labeled 'Search for Surveyors/Consultants' and a note: 'This is an "auto-lookup" field: type first name, last name, organization or email.' Below the search field are two buttons: 'Add Surveyor/Consultant' and 'Cancel'.

The background page displays project details for 'GERALD R FORD'. Key information includes:

- Design/As Built:** Created by Demo, Category: NPIAS P, AIP Grant #: 3-36
- Purpose:** Construction, Landside
- Imagery Verification Required:**
- Survey Required:**
- Target Operational:** 11/30/2018
- Deadlines:** AIRAC Publication Date: 12/06/2018, FPO Deadline: 06/09/2018, NGS Deadline: 09/07/2018, NFDC Deadline: 10/22/2018
- Action:**  Change Target Operational Date

The 'Project Activity' table shows a single entry:

Date	User	Action
Today 12:59 PM	Demo Airport Sponsor	Created Project



2. Enter first name, last name, organization or email as search criteria. Select the consultant from the displayed list.

The screenshot displays the 'Airports-GIS' web application interface. A modal dialog box titled 'Add Surveyor / Consultant' is open, featuring a search input field containing the text 'Demo Consultant Cleveland (CGH) - democonsultant@cgitech.com'. Below the input field, a small note reads: 'This is an "auto-lookup" field: type first name, last name, organization or email.' Two buttons, 'Add Surveyor/Consultant' and 'Cancel', are positioned at the bottom right of the dialog. The background interface shows a project summary page with a sidebar on the left listing tasks such as 'Design Statement Of Work', 'Design Imagery Plan', and 'Design Survey & Quality Control Plan'. The main content area displays project details for 'Design/As Built' including 'GERALD R FORD', 'Created by Demo', 'Category: NPIAS P', 'AIP Grant #: 3-36', 'Purpose: Construction - Landside', and 'Target Operational: 11/30/2018'. A 'Project Activity' table is visible at the bottom right of the background page.

Date	User	Action
Today 12:59 PM	Demo Airport Sponsor	Created Project

3. Click on Add Surveyor/Consultant to add the consultant to the project.

Note: You can delegate to another surveyor or consultant by repeating the above step.  
Assigned consultant can be removed by clicking on the recycle icon under Action column.

The screenshot shows the 'Airports-GIS' interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The user is logged in as 'Account (Demo Airport Sponsor)'. The main content area is titled 'In-Progress GRR-213401 : Project Summary'. On the left is a sidebar with a 'Project Summary' menu and various project-related options like 'Design Statement Of Work', 'Design Imagery Plan', etc. The main content is divided into three sections: 'Design/As Built project', 'Target Operational: 11/30/2018', and 'Surveyor/Consultant Information'. The 'Design/As Built project' section shows details for 'GERALD R FORD INTL (GRR)', including creation date, category, grant number, and purpose. The 'Target Operational' section lists key dates: AIRAC Publication Date (12/06/2018), FPO Deadline (06/09/2018), NGS Deadline (09/07/2018), and NFDC Deadline (10/22/2018). The 'Surveyor/Consultant Information' section features an 'Add Surveyor/Consultant' button and a table with columns for Name, Organization, Phone, Email, and Action. The table lists 'Demo Consultant Cleveland' with organization 'CGH', phone '123-456-7890', and email 'democonsultant@cghtech.com'. Below this is the 'Project Activity' section with an 'Add Note' button and a table showing activity logs. The activity log shows two entries: one at 'Today 1:02 PM' where 'Demo Airport Sponsor' 'Added Consultant to Project', and another at 'Today 12:59 PM' where 'Demo Consultant Cleveland' 'Created Project'.

Name	Organization	Phone	Email	Action
Demo Consultant Cleveland	CGH	123-456-7890	democonsultant@cghtech.com	

Date	User	Action
Today 1:02 PM	Demo Airport Sponsor	Added Consultant to Project
Today 12:59 PM	Demo Consultant Cleveland	Created Project