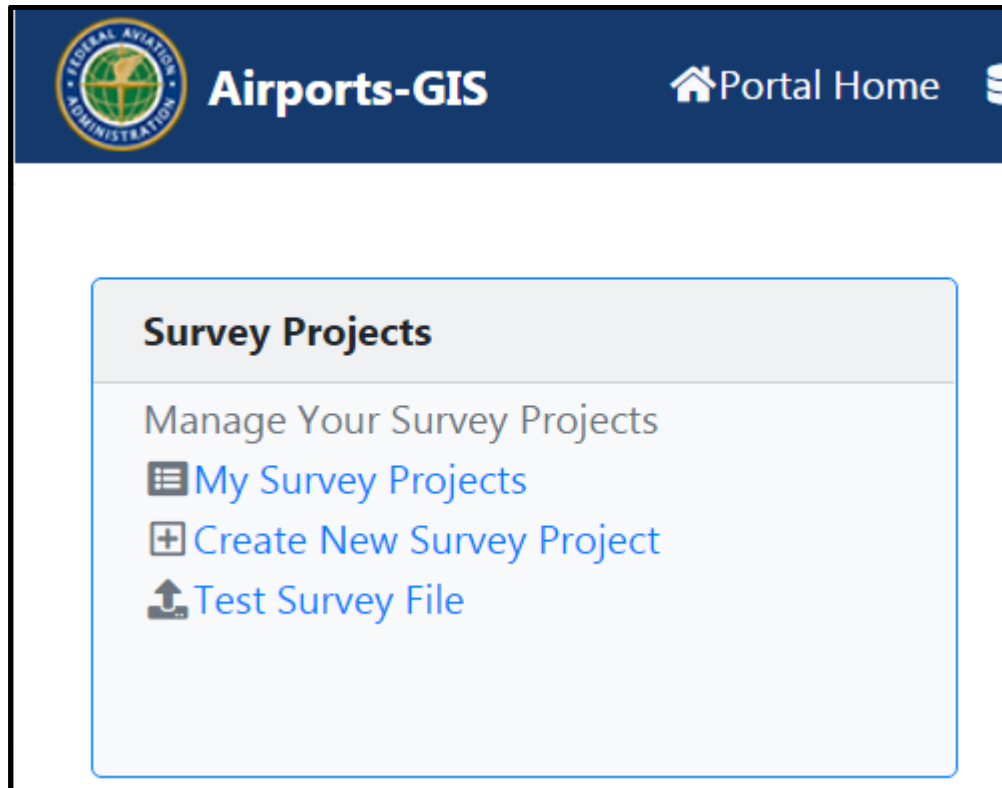





Existing Airport Data Project

As an Airport Sponsor, state DOT, state block grant or Multiple Airport Authority, you can create a new project from the **Projects** menu bar, or from the **Survey Projects** pane on the Airports GIS Home page.



The screenshot shows the top navigation bar of the Airports-GIS portal. On the left is the Federal Aviation Administration logo. In the center is the text "Airports-GIS". On the right is a "Portal Home" link with a house icon and a hamburger menu icon. Below the navigation bar is a "Survey Projects" panel with a light gray header. The panel contains the following options:

- Manage Your Survey Projects
 -  My Survey Projects
 -  Create New Survey Project
 -  Test Survey File

1. In Step 1 (of 3), enter an Airport ID or name and select from the list. Check EB-91 Vegetation Management Project as your Project Type. Click **Next Step** for Step 2.

Airports-GIS Portal Home Projects Airport View Help Account (Demo Airport Sponsor)

Create Project

Airport & Project Type

IAD - WASHINGTON DULLES INTL (KIAD)

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. Click **Next Step** for Step 3.

Create Project

Step 2 of 3

Airport Category

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

< Previous Step Next Step >

3. A confirmation page lets you verify and confirm your project initiation. Click the **Previous Step** button to change any options. Click **Create New Project** to complete the process.

Note: Project Type is shown as “EB-91 Vegetation Management” that is selected as the Project type in Step 1.

Create Project

Step 3 of 3

Project Confirmation

Please review and confirm all project data below before submitting!

Project Airport : **IAD - WASHINGTON DULLES INTL (KIAD)**
Project Type : **EB-91 Vegetation Management**
Airport Category : **NPIAS Part 139 Airport**

< Previous Step Create New Project

4. Click on Create New Project. The system assigns a project number to your Existing Airport Data (EB-91) project. It shows the **Project Summary** page.

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 IAD-213239 : Project Summary'. On the left, a sidebar shows 'Project Summary' with sub-items 'Survey' and 'Acceptance'. The main content is divided into three sections: 'Existing Airport Data (EB-91)', 'Surveyor/Consultant Information', and 'Project Activity'. The 'Existing Airport Data' section shows 'WASHINGTON DULLES INTL (IAD)' created by 'Demo Airport Sponsor' on 'Today 1:12 PM', with category 'NPIAS Part 139 Airport' and 'Survey Required' checked. The 'Surveyor/Consultant Information' section has an 'Add Surveyor/Consultant' button and a message 'No Surveyors are currently assigned to the project'. The 'Project Activity' section has an 'Add Note' button and a table with one entry: 'Today 1:12 PM' by 'Demo Airport Sponsor' with the action 'Created Project'.

Existing Airport Data (EB-91)

WASHINGTON DULLES INTL (IAD)
Created by Demo Airport Sponsor on Today 1:12 PM
Category: NPIAS Part 139 Airport
 Survey Required

Project Sponsor

Demo Airport Sponsor
Testing
123 Main Street NW
Herndon, VA 20170
123-456-7890
demoairportponsor@cghtech.com

Surveyor/Consultant Information

No Surveyors are currently assigned to the project.

Project Activity

Date	User	Action
Today 1:12 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 from Project Summary workflow step.

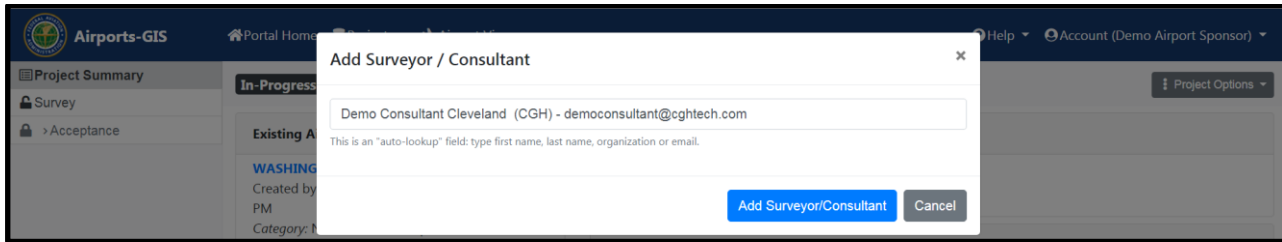
1. Click on **+Add Surveyor/Consultant** button.

The screenshot displays the 'Airports-GIS' interface for a project summary. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The main content area is titled 'In-Progress IAD-213239 : Project Summary'. On the left, a sidebar shows 'Project Summary' with sub-items 'Survey' and 'Acceptance'. The main content is divided into several sections:

- Existing Airport Data (EB-91)**: Includes 'WASHINGTON DULLES INTL (IAD)', created by Demo Airport Sponsor on Today 1:12 PM, with category 'NPIAS Part 139 Airport' and 'Survey Required' checked.
- Project Sponsor**: Lists 'Demo Airport Sponsor' with contact details: Testing, 123 Main Street NW, Herndon, VA 20170, 123-456-7890, and email demoairportsponsor@cghtech.com.
- Surveyor/Consultant Information**: Features a '+Add Surveyor/Consultant' button and a message: 'No Surveyors are currently assigned to the project'.
- Project Activity**: Includes an 'Add Note' button and a table of activities.

Date	User	Action
Today 1:12 PM	Demo Airport Sponsor	Created Project

- When clicked on **+Add Surveyor/Consultant** button, a popup is displayed to search for consultant. Enter first name, last name, organization or email as search criteria. Select the consultant from the displayed list.



- Click on Add Surveyor/Consultant button 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.

