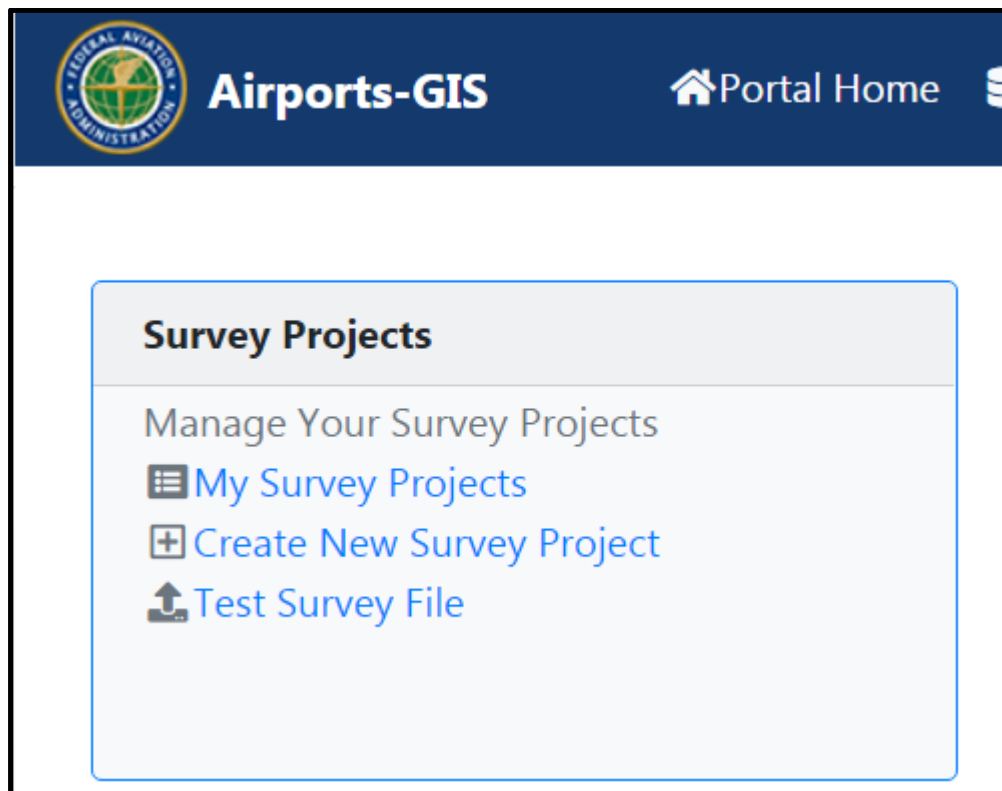




## Existing Airport Data Project




As an Airport Sponsor, Multiple Airport Authority, state block grant or state DOT user, 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 displays the top navigation bar of the Airports-GIS portal. On the left is the Federal Aviation Administration logo, followed by 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" menu box. The menu box has a header "Survey Projects" and a list of options: "Manage Your Survey Projects", "My Survey Projects" (with a list icon), "Create New Survey Project" (with a plus icon), and "Test Survey File" (with an upload icon).

 **Airports-GIS** [Portal Home](#) 

**Survey Projects**

- 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 Existing Airport Data Project as your Project Type. Click **Next Step** for Step 2.

## 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

Airport CategoryStep 2 of 3

**Airport Category**

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

< Previous StepNext Step >

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

### Create Project

Project ConfirmationStep 3 of 3

Please review and confirm all project data below before submitting!

Project Airport : **IAD - WASHINGTON DULLES INTL (KIAD)**

Project Type : **Existing Airport Data**

Airport Category : **NPIAS Part 139 Airport**

< Previous StepCreate New Project

4. Click on Create New Project. The system assigns a project number to your Existing Airport Data 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 user is logged in as 'Account (Demo Airport Sponsor)'. The main content area is titled 'In-Progress IAD-213236 : Project Summary'. On the left, there is a sidebar with 'Project Summary' and 'Survey' sections. The 'Survey' section is expanded to show 'Acceptance'. The main content area is divided into three panels: 'Existing Airport Data', 'Surveyor/Consultant Information', and 'Project Activity'. The 'Existing Airport Data' panel shows details for 'WASHINGTON DULLES INTL (IAD)', including creation time, category, and a checked 'Survey Required' checkbox. The 'Surveyor/Consultant Information' panel has an 'Add Surveyor/Consultant' button and a message stating 'No Surveyors are currently assigned to the project'. The 'Project Activity' panel has an 'Add Note' button and a table with one entry.

**Existing Airport Data**

[WASHINGTON DULLES INTL \(IAD\)](#)  
Created by Demo Airport Sponsor on Today 12:35 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](mailto:demoairportponsor@cghtech.com)

**Surveyor/Consultant Information**

No Surveyors are currently assigned to the project

**Project Activity**

Date	User	Action
Today 12:35 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.

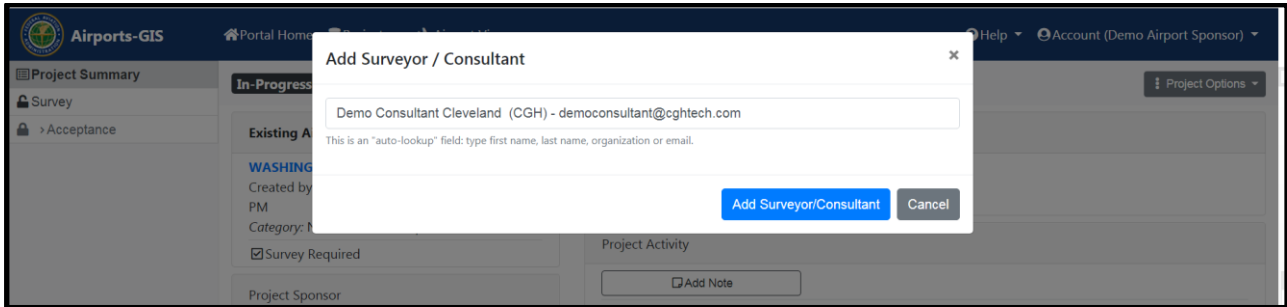
1. Click on **+Add Surveyor/Consultant** button.

The screenshot displays the 'Airports-GIS' interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The main content area is titled 'In-Progress IAD-213236 : Project Summary'. On the left, a sidebar shows 'Project Summary', 'Survey', and 'Acceptance'. The main content is divided into several sections:

- Existing Airport Data:** Includes 'WASHINGTON DULLES INTL (IAD)', created by 'Demo Airport Sponsor' on 'Today 12:35 PM', with category 'NPIAS Part 139 Airport' and 'Survey Required' checked.
- Project Sponsor:** Lists 'Demo Airport Sponsor' with address '123 Main Street NW, Herndon, VA 20170', phone '123-456-7890', and email 'demoairportsponsor@cghitech.com'.
- Surveyor/Consultant Information:** Features a '+Add Surveyor/Consultant' button and the text 'No Surveyors are currently assigned to the project'.
- Project Activity:** Includes an '+Add Note' button and a table of activities.

Date	User	Action
Today 12:35 PM	Demo Airport Sponsor	Created Project

2. 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.



3. 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.

