



# Airport IQ: Virginia Sponsors Guide

The *Airport IQ: Virginia Sponsors Guide* has been prepared to assist sponsors with the online submission of project requests to the Virginia Department of Aviation (DOAV). The information in the guide is organized into the following sections:

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Note: The fictitious airport VA Skies Airport, with the identifier VAS, is used for examples throughout this guide.

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If sponsors have questions about the online submission process, they should contact DOAV's Airport IQ Help Desk staff at 804-236-3632:

Susan Simmers      extension 105  
Mike Swain          extension 114

If sponsors have questions about passwords, they should contact DOAV's Airport IQ Help Desk staff at 804-236-3632:

Patty Sturgill      extension 104  
Susan Simmers      extension 105

If sponsors have changes and updates for the General Information module, they should send the changes to Susan Simmers at [susan.simmers@doav.virginia.gov](mailto:susan.simmers@doav.virginia.gov).

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## Quick Steps to Enter a Project Request

1. login to Airport IQ using the sponsor's username and password
2. select airport from airport drop-down box on menu bar
3. select Grant Requests module
4. select Grant Requests choice
5. click on the green plus button
6. enter the name of the project in the Add Project box
7. click on the black x
8. select the new project from the list of projects
9. click on the CIP Data button at the bottom right of the screen
10. enter the fiscal year
11. select the project type from the drop-down box
12. enter the project purpose or justification in the description field
13. enter the dollar amount for each of the funding sources from which funds are requested
14. click on the black x
15. select Process Management choice
16. select the project
17. choose the document category
18. click on the green plus button for the appropriate document category
19. select a document type
20. select other projects with which the document is associated
21. click on the Browse button to access a file directory
22. select the document to be added
23. click on the Save button
24. click on the black x
25. repeat for each project

## Quick Steps to Submit a Project Request

1. select all projects to be submitted
2. click the Submit button at the bottom left of the screen
3. click OK on the obstruction certification popup box



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## 1.0 Introduction to Airport IQ System Manager

Airport IQ System Manager, referred to in this guide as Airport IQ, is a software application developed for the management of state aviation systems. DOAV is using Airport IQ to manage data on Virginia airports, evaluate project requests, and manage grants. Virginia airport sponsors use Airport IQ to submit project requests online.

Airport IQ is a web-based program. As such, changes to or between screens will not always be instantaneous.

DOAV supplies sponsors with the website address for the Virginia Airport IQ application. Users will need to navigate through the restricted site warning before beginning the login process.

### 1.1 Overview of Airport IQ

The data in Airport IQ is organized into modules. Overall program menus are displayed across the top of each screen, and the modules are displayed in the navigation bar along the left side of the screen. The navigation bar is always displayed. When a module is open, the module title on the navigation bar is shown in red.

Sponsors use the Grant Requests and General Information modules under the Facility Data menu. A sponsor only has access to enter and submit project requests for that sponsor's airport in the Grant Requests module and is able to view only data for that sponsor's airport in the General Information module. DOAV uses the Airport Activity, Facility Information, Grants, Inspections, Document Library, and Maps/Graphics modules for request evaluations, project management, and data management.

After the login process is complete, Airport IQ opens to the General Information module. The module screen first displays just the navigation bar. The sponsor's airport must be selected in order for data to populate the screen. A sponsor can move to the Grant Request module before making an airport selection.

To select an airport:

1. Open the airport drop down box located on the menu bar.
2. Use the scroll bar to move through the list of airport names.
3. Click on the airport name.

#### 1.1.1 Grant Requests Module

Through the Grant Requests module, sponsors enter and submit project requests to DOAV. This process involves entering project names, information, and supporting documentation and submitting projects for DOAV evaluation and, for Airport Capital Program projects, recommendation to the Virginia Aviation Board.

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### 1.1.2 General Information Module

Through the General Information module, sponsors can view general facility information about their airports. This module provides a variety of information, including:

- facility address, associated city, and location
- VATSP role and FAA service level
- dates for inspections
- Virginia Aviation Board region
- minimum standards compliance and airport maintenance condition
- owner and manager contact information

Additional information on this module is provided in 5.0 General Information Module.

## 1.2 System Requirement

Airport IQ operates on any computer running Microsoft Windows with a recent version of the Microsoft Internet Explorer Browser.

## 2.0 Login Process

DOAV provides to sponsors a user name and password unique to each airport. The user name allows a sponsor to view general information on the sponsor's airport, enter project requests, and submit project requests. A sponsor is able to view information and access project requests for the sponsor's airport only.

### 2.1 How to Login

Once the website has been accessed, the login screen appears. The login screen contains a field for a user name, a field for a password, a login button, and a link for changing a password.

To login:

1. Enter user name.
2. Enter password.
3. Click on the login button.

Once the login process is complete, Airport IQ opens to the General Information module.

### 2.2 How to Logout

Sponsors can leave Airport IQ by logging out of the program or by exiting the website. If a sponsor logs out of the program, the sponsor will be returned to the login screen. This option is useful if a sponsor needs to end a work session and then return within a

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short time period. If a sponsor exits the website and then needs to return to the program, the sponsor has to access the application website.

To logout of Airport IQ, click on the Logout button at the far right of the menu bar.

### 2.2.1 Time Out Period

If no activity takes place within Airport IQ for 20 minutes, the program will logout the user. When new activity is attempted, the system prompts the user to login by opening the login screen.

## 2.3 Passwords

Every sponsor has been assigned a unique user name and password. These must be used the first time a sponsor logs into Airport IQ. Sponsors are encouraged to change their passwords once they begin using Airport IQ. Passwords in Airport IQ are case sensitive, should have a minimum of 4 characters, and have a maximum of 34 characters.

To change a password:

1. Click on the change password link located to the right of the Login button on the login screen.
2. Enter the current password in the second field titled Old Password
3. Enter the new password in the third field titled New Password
4. Enter the new password in the fourth field titled Confirm
5. Click on the Change Password button

After the password change has been completed, Airport IQ opens to the General Information module.

If a sponsor has problems with a password, the sponsor should contact DOAV's Airport IQ Help Desk to have the password reset. After logging into Airport IQ with that password, the sponsor should change the password.

If a sponsor wants an airport consultant to be assigned a user name and password for use in assisting the sponsor with project requests, the sponsor must provide DOAV with a written request, by mail or email, which includes:

- firm name
- contact name
- address for contact
- email address for contact
- phone number for contact

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## 3.0 Application Process

Sponsors enter project requests and submit these requests using the Grant Requests module. This module can be accessed by moving the cursor over Grant Requests in the navigation bar; do not try to click on the module as if it were a button. A flyout menu with the choices Grant Requests and Process Management will appear. The Grant Requests choice is used for entering and submitting project requests. The Process Management choice is used for entering supporting documentation. To open Grant Requests or Process Management, click on the choice.

The Grant Requests choice screen contains three sections. The top section of the screen offers filtering options for project status, project type, and fiscal years. This section also includes a green plus button for adding projects and a red x button for deleting projects. The middle section of the screen displays the following information for each project, in a tabular format:

- program year
- project name
- project status
- project type
- dollar amount of requested FAA funding
- dollar amount of requested state funding
- dollar amount of requested local funding
- total funding request

Totals for the requested funding sources and project costs are also displayed in this section. The bottom section of the screen contains three buttons. The Submit button on the left is used to submit projects to DOAV for evaluation and recommendation. The middle button is the Options button that allows a sponsor to browse a database and generate a report of entered projects. The CIP Data button on the right is used to open the Edit CIP Data box so project data can be entered.

The Process Management choice screen contains three sections. The top section of the screen offers filtering options for project type and project status. The middle section of the screen displays the following information for each project, in a tabular format:

- project name
- program year
- category
- project status

The table also has columns for project number and category, but they are not used for project entry and submittal in Virginia's version of Airport IQ.

The bottom section provides a listing of the uploaded documents in the following categories:



- 
- Airport Capital Program Request Documents
  - Maintenance, Security, and F&E Program Documents
  - Aviation Promotion & Air Service Program Documents
  - Plans and Specs (DOAV use only)
  - Correspondence (DOAV use only)
  - Pay Requests
  - Miscellaneous (DOAV use only)

Within each category, the following information is provided, in tabular format:

- document type
- document title
- published date
- comment
- location
- document date

The table also contains a column for marking documents for deletion and a link for viewing a document once it has been added to Airport IQ.

Each category forms a header bar in the table. At the far right of each header bar is a green plus button to be used for adding documents.

### **3.1 How to Enter a Project Request**

Sponsors need to open the Grant Requests choice to enter project requests. The first time projects are entered, the table will be empty, the total line will carry zeros, and the CIP Data button will be inactive.

To enter a project:

1. Click on the green plus button at the far right of the first section of the Grant Request screen.
2. Enter the project name into the Add Project popup box.
3. Click on the black x button to close the box.

The project name is added to the middle section of the Grant Requests screen, while the program year is blank and the dollar amounts are zeros.

All initial entries will show CAF as the project type. The project type can be changed when project information is entered. All entries that have not been submitted will show CIP as the status.

Project data is added through the Edit CIP Data popup box, which contains two sections. The first section has fields for:

- 
- project name
  - funding year
  - project type (capital, maintenance, promotion, etc)
  - project description

The second section has a field for each state funding program. These are preceded by a field for FAA funding requested and followed by a field for local funding. The final column is for the total funding requested. This total figure is calculated by Airport IQ. The scroll bar needs to be used to advance to the fields for some of the state funding programs, local funding, and total funding.

To add project information:

1. Click on the project from the project listing in the middle section of the Grant Requests screen.
2. Click on the CIP Data button.
3. Enter the fiscal year into the Funding Year field.
4. Select the project type from the Project Type drop-down box.
5. Enter the project justification or purpose in the description field for Airport Special Fund programs.
6. Enter the amount of federal, state, and local funding, as appropriate, being requested for the project
7. Click on the red x to close the Edit CIP Data popup box.

When entering dollar amounts, users should keep in mind the following:

- Commas are accepted by Airport IQ.
- The total funding requested is calculated by Airport IQ.
- Sponsors of air carrier and reliever airports need to enter the state discretionary amounts into the AC/R Discretionary field.
- Sponsors of general aviation airports need to enter the state discretionary amounts into the GA Discretionary field.
- A column for state entitlement funds will display when an air carrier airport is selected.

Information on the project type and costs is displayed in the middle section of the Grant Requests module screen. Projects are listed by fiscal year and alphabetically within each fiscal year.

### **3.2 How to Enter Supporting Documents**

Sponsors must provide electronic versions of supporting documents for all project requests. The documents may be in Word, Excel, or PDF formats. Information on the supporting documentation required for the various funding programs can be found in DOAV's *Airport Program Manual*. The naming conventions for the supporting documents are provided in Appendix A of this guide.

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Sponsors need to open the Process Management choice to enter supporting documents to Airport IQ.

Supporting documents are added through the Add Document popup box. The box contains:

- document type drop down box
- location drop down box
- date field
- project association field
- file field
- Browser button
- comments field
- Save button on the near right
- Cancel button on the far right

To add supporting documentation:

1. Click on the project from the project listing in the middle section of the Process Management screen.
2. Click on the green plus button on the far right of the header row for the Pre-Application Documents category.
3. Select the document type from the Document Type drop-down box.
4. Select the location as electronic copy from the Location drop-down box.
5. Select all of the other projects to which the document applies, so the document can be entered for multiple projects at one time.
6. Click on the Browse button to access a file directory.
7. Select the file to be added.
8. Click the Open button.
9. Click on the Save button after the file information shows in the file field.

The document type choices for the different funding programs are:

Airport Capital Program	<ul style="list-style-type: none"><li>• narrative</li><li>• narrative sketch</li><li>• environmental documentation</li><li>• other documentation</li></ul>
<ul style="list-style-type: none"><li>• Facilities and Equipment Program</li><li>• Voluntary Security Program</li><li>• Maintenance Program</li></ul>	<ul style="list-style-type: none"><li>• scope of work</li><li>• quote/bid</li><li>• project schedule</li><li>• sketch</li></ul>
<ul style="list-style-type: none"><li>• Aviation Promotion Program</li><li>• Air Service Development and Enhancement Program</li></ul>	<ul style="list-style-type: none"><li>• estimated budget</li></ul>

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Please note that scopes of work, bids, and engineering contracts are not included in the list of documents for the Airport Capital Program. Those documents should be submitted directly to the appropriate DOAV planner or engineer for review and approval. For state funded Airport Capital Program projects, DOAV review and approval are required prior to the submittal of a project.

The document listing will be added to the middle section of the Process Management screen. The documents selected using the project association choice in the Add Document popup box will also show on the Process Management screen for the other projects.

Please note that the project category defaults to construction. DOAV changes the project category during its evaluation of the project request.

To view a document, click on the View link in the last column.

To delete a document:

1. Click on the project from the project listing in the middle section of the Process Management screen.
2. Click on the box in the Delete column under the document category header row.
3. Click on the red x button on the far right of the blue bar over the first document category header row.
4. Click OK on the delete selection popup box.

### **3.3 How to Run Reports on Projects and Documents**

Once projects are submitted for DOAV evaluation, the project status changes to submitted, and sponsors can not access the data or documents. Sponsors are encouraged to run and save a Capital Improvement Program Report and a Project Document Library report for their records before projects are submitted. A Capital Improvement Program Report lists all projects entered but not submitted into Airport IQ and is generated through the Grant Requests screen. A Project Document Library report lists all documents for one project and is generated through the Process Management screen.

To run a Capital Improvement Program Report:

1. Click on the Options button to open the flyout menu.
2. Move the cursor over Reports in the flyout menu.
3. Click on CIP Report in the second flyout menu.

Note: The other choice in the first flyout menu is Browsers. The other choice in the second flyout menu is CIP Project Summary Report. Airport IQ generates the Capital Improvement Program Report in PDF format.

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Airport IQ will generate the Capital Improvement Program Report in PDF format. The Capital Improvement Program Report displays the following information for each project, in a tabular format:

- program year
- project name
- project status
- project type
- dollar amount of requested FAA funding
- dollar amount of requested state funding
- dollar amount of requested local funding
- total funding request

Projects for a fiscal year are grouped under a subheading row, and a sub-total of funding requests is calculated and displayed for each fiscal year. A total of all funding requests is calculated and displayed as the last row of the table. A report generation date and page numbers are in the document footer.

All projects entered into the Grant Requests module appear in the reports. Projects are listed by fiscal year and alphabetically within each fiscal year.

To run a Project Document Library report, click on the Report button in the lower right corner of the Process Management screen.

Airport IQ will generate the Project Document Library report in PDF format. A Project Document Library report displays the following information for a project, in a tabular format:

- document type
- document title
- location
- author
- date document added
- comments

A report generation date and page numbers are in the document footer.

Airport IQ generates the Project Document Library report in PDF format.

Please note that Project Document Library reports are prepared by project. A report should be run for each project.

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### 3.4 How to Submit a Project Request

Sponsors need to open the Grant Requests choice to submit project requests. To submit project requests:

1. Click on the projects to be submitted.
2. Click on the Submit button.
3. Read the certification language and click OK as appropriate.

After the Submit button is selected, the Certification popup box will open. The certification box contains the following language:

I hereby certify that documentation that shows the airport is free and clear of obstructions to navigational airspace in accordance with FAR Part 77, FAA Advisory Circular 150/5300-13 (current), Runway End Siting Requirements and Virginia Aviation Regulation, Section 5-20-140 has been submitted with this request to the Virginia Department of Aviation.

--OR--

The project(s) requested are to remove obstructions so to bring the airport into compliance with FAR Part 77, FAA Threshold Siting Criteria, Advisory Circular 150/5300-13 and Virginia Aviation Regulation, Section 5-20-140 or resolve a safe for flight issue on the airport.

When submitting projects, sponsors should keep in mind the following:

- Supporting documents must be entered before a project is submitted.
- Projects may be submitted individually.
- Multiple projects may be submitted at one time. To select multiple projects for submission, the sponsor needs to hold down the Control key and click on all the appropriate projects.

After a project is submitted, the project status changes to "Submitted". Sponsors cannot access the project request data or supporting documents once the status has changed.

If a sponsor identifies an error in the project request or a change in a project cost after the project request has been submitted, the sponsor needs to provide DOAV with a written notification of the error or change. The notification may be made by mail or email. DOAV will make the appropriate changes to the project request.

If a sponsor needs to submit documents after the project request has been submitted, the sponsor need to send the documents to the appropriate DOAV staff for entry into Airport IQ.

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If a sponsor wants or needs to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide DOAV with a written request to withdraw the project. The request may be made by mail or email. DOAV will change the project status to CIP so the sponsor can access the data and supporting documents.

Consultants cannot submit projects for sponsors. When a consultant is working in Airport IQ, the submit button will not appear in the Grant Requests module.

### **3.5 How to Resubmit a Project Request**

A project status will be changed to CIP module when a project request:

- has been withdrawn
- could not be funded due to a lack of available state funding
- was not approved due to unmet eligibility criteria or incomplete technical elements

Sponsors must revise the project request and supporting documents as needed and submit the request again. Unfunded project requests will not be automatically submitted by Airport IQ or DOAV.

### **3.6 How to Delete a Project Request**

Sponsors may delete a project from the Grant Requests module. When a project is deleted, all supporting documents are also deleted.

To delete a project request:

1. Click on the project from the project listing in the middle section of the Grant Management screen.
2. Click on the red x button on the far right of the top section of the Grant Management screen.
3. Click OK on the delete selection popup box.

Projects can only be deleted individually.

## **4.0 Project Status**

Sponsors can view the status of a project request in the Grants Requests module. The project status is provided in the third column of the Grant Requests module, as described in section 3.0 Application Process.

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DOAV uses the following project statuses:

CIP	<ul style="list-style-type: none"><li>• indicates a project request entered into the system</li></ul>
Submitted	<ul style="list-style-type: none"><li>• indicates a project request has been submitted to DOAV for evaluation</li></ul>
Screening	<ul style="list-style-type: none"><li>• indicates a project request is being evaluated by DOAV</li></ul>
Priority Rating	<ul style="list-style-type: none"><li>• indicates an Airport Capital Program project request has been given a project priority score</li></ul>
Tentative Allocation	<ul style="list-style-type: none"><li>• indicates a tentative allocation has been awarded by the Virginia Aviation Board to a Airport Capital Program project request</li><li>• indicates an allocation has been awarded by DOAV staff to an Airport Special Fund Program project request that requires a grant</li></ul>
Granted	<ul style="list-style-type: none"><li>• indicates a grant has been executed for a Airport Capital Program project</li><li>• indicates a grant has been executed for an Airport Special Fund Program project request that requires a grant agreement</li><li>• indicates an allocation has been awarded an by DOAV staff for an Airport Special Fund Program project request that does not require a grant</li></ul>
Closed	<ul style="list-style-type: none"><li>• indicates a project for which the grant has been closed</li></ul>

Sponsors can only access project requests with a project status of CIP, should they need to edit data or add documents. Sponsors can only delete project requests with the CIP project status.

#### 4.1 How to Use Filter and Sort Features

Sponsors can use the filter and sort features to modify the project listing shown on the Grant Requests screen.

The filter feature allows sponsors to select specific groups of projects for viewing, instead of having all their projects listed together. The listing of projects can be filtered by project status, project type, and fiscal year, either for a single year or a range of years. The filters can be used individually or in combination with each other.

The project status and project type filters are selected from the drop-down boxes. The fiscal year filter is selected by choosing a beginning and ending fiscal year from the drop-down boxes. The filter drop-down boxes are located in the top section of the screen.

The sort feature allows sponsors to reorder the project listing. The listing can be sorted by fiscal year, project name, project status, project type, funding source, or total project cost.

To sort the data, place the cursor on the column heading for the topic to be sorted and click on the heading. A black triangle is displayed next to the column heading to indicate the topic on which the listing is sorted.



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## 5.0 Airport General Information

Sponsors can view a variety of data on their airports in the General Information module, including general facility data, dates, and contact information. Reports for much of the information can be run by the sponsors.

Sponsors are encouraged to periodically review this information, especially the dates for licenses, inspections, obstruction certification, and security certification. Updates to information in this module should be forwarded to DOAV, as noted on page ii.

The General Information module is separated into six categories:

- General
- Dates
- Miscellaneous
- Priority Rating
- Contacts
- Comments

The General tab contains information for the following subcategories and fields:

Subcategory	Fields
General Information	<ul style="list-style-type: none"><li>• facility name</li><li>• facility address</li><li>• city and state</li><li>• web and addresses</li><li>• county</li><li>• associated city</li><li>• congressional district</li><li>• state senate and house districts</li><li>• state role classification</li></ul>
Identifiers	<ul style="list-style-type: none"><li>• location identifier</li><li>• FAA site number</li><li>• NPIAS number</li><li>• FAA AIP number</li><li>• latitude and longitude</li><li>• elevation</li></ul>
Airport Category	<ul style="list-style-type: none"><li>• FAA service level</li><li>• facility type</li><li>• facility use</li><li>• facility ownership</li><li>• air carrier service provision</li><li>• Part 139 status</li></ul>
Certificates	<ul style="list-style-type: none"><li>• date issued</li><li>• date expires</li><li>• certificate type (full or conditional license)</li></ul>

The Dates tab contains dates for the following subcategories and fields:

Subcategory	Fields
General	<ul style="list-style-type: none"> <li>• based aircraft survey received</li> <li>• certificate of financial responsibility received</li> <li>• ALP approval</li> <li>• airport safety zoning adopted</li> </ul>
Obstruction Status Certification	<ul style="list-style-type: none"> <li>• independent survey</li> <li>• FAA 5010 survey</li> <li>• FAA 5010 survey notification</li> <li>• license survey</li> <li>• license survey notification</li> <li>• PhotoSlope</li> <li>• PhotoSlope notification</li> <li>• DOAV review</li> <li>• DOAV review notification</li> <li>• ALP analysis</li> </ul>
Voluntary Security Certification	<ul style="list-style-type: none"> <li>• security plan</li> <li>• security audit</li> <li>• security self-audit</li> </ul>
Airport Licensing and Registration	<ul style="list-style-type: none"> <li>• license renewal notice sent</li> <li>• application received</li> <li>• fee received</li> <li>• new license mailed</li> <li>• registration confirmed</li> </ul>

The Miscellaneous tab contains information on the following fields:

Fields	Data
Planning District	planning district commission number
Planning Region	Virginia Aviation Board region number
Service Role	state service role as: <ul style="list-style-type: none"> <li>• CS - air carrier airport</li> <li>• RL - reliever airport</li> <li>• GR - regional general aviation airport</li> <li>• GC - community general aviation airport</li> <li>• LO - local service general aviation airport</li> </ul>
Coastal Resources Area	yes or no for inclusion in the Virginia Coastal Resources Management Area
Unmitigated Obstructions	yes or no for the presence of unmitigated obstructions affecting funding per current Virginia Aviation Board policy

The Priority Rating tab contains dates for the following subcategories and fields:

Airport Operational Conditions	<ul style="list-style-type: none"> <li>• height restrictive zoning</li> <li>• minimum standards</li> <li>• airport maintenance</li> </ul>
Airport Service Role	<ul style="list-style-type: none"> <li>• service role</li> </ul>
Security Certification Status	<ul style="list-style-type: none"> <li>• security certification</li> </ul>

The fields are populated with the following information:

height restrictive zoning	yes or no for the passage of the zoning
minimum standards set by code	meets or does not meet the minimum standards
airport maintenance	satisfactory or unsatisfactory
service role	state service role as: <ul style="list-style-type: none"> <li>• Commercial Service Airport</li> <li>• Designated Reliever Airport</li> <li>• Regional General Aviation Airport</li> <li>• Community General Aviation Airport</li> <li>• Local Service Airport</li> </ul>
security certification	meets, exceeds, or does not meet the minimum elements for certification

This information is used in the priority system scoring for Airport Capital Program project requests. Details on the scoring process and values can be found in DOAV's *Airport Program Manual*.

The Contacts tab contains names and information for contacts connected to the airport. The screen displays the following information in a tabular format:

- function
- company
- contact
- address
- phone

Website addresses, if available, are listed with a company name. Email addresses, if available, are listed with a contact name. A sponsor can open an email to a contact or a website by clicking on an address shown in blue.

The contacts are listed by the function they serve for an airport. A person may be listed more than once, depending on the functions associated with the sponsor and airport. The functions currently used by DOAV are:

- sponsor
- sponsor contact
- airport manager

- 
- DOAV planner
  - DOAV engineer
  - DOAV F&S engineer
  - VAB member
  - airport owner

The function of airport owner is used to identify the contact to be listed on the funding request summary report that is part of the Virginia Aviation Board package. The Comments tab contains general comments related to the airport.

Reports can be generated for the data recorded in the General, Dates, and Miscellaneous tabs.

To run a General Information Report, move the cursor over the Reports button and click on General Info Report. The General Information Report contains all the information in the General tab. Airport IQ will generate a General Information Report in PDF format.

To run an Airport Dates report, click on the Report button under the Dates tab. The report contains all the dates and comments from the Date tab.

To run an Airport Miscellaneous Items report, move the cursor to Report button then click on Report in the flyout menu. The report contains all the dates and comments from the Miscellaneous tab.

## Appendix A: Naming Conventions for Supporting Document

To improve the efficiency of the project request evaluation process and project management in Airport IQ, the Virginia Department of Aviation (DOAV) has established naming conventions to be used by sponsors when entering supporting documents. The naming conventions are composed of elements and set items. Elements that are document specific are shown as <elements> within each naming convention.

When saving a document, sponsors need to name the file using the conventions below by replacing the elements with the appropriate information. Descriptions of each element and examples of supporting document names are provided. Do not use any symbols, such as #, in the file names.

Funding Programs	Supporting Document Naming Convention
Airport Capital	<airport identifier> <document type> <project > VAB <year> <month>
F&E	<airport identifier> <document type> <project> <date>
Voluntary Security	<airport identifier> <document type> <project> <date>
Maintenance	<airport identifier> <document type> <project> <date>
Aviation Promotion	<airport identifier> budget <project> <date>
Air Service Development	<airport identifier> budget <project> <date>

Element	Programs	Description												
airport identifier	all	three-character identifier assigned by FAA												
document type	Airport Capital	type of document, identified using the code provided below <table border="1" data-bbox="636 1142 1354 1335"> <thead> <tr> <th>Type of Document</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>narrative</td> <td>narrative</td> </tr> <tr> <td>narrative sketch</td> <td>sketch</td> </tr> <tr> <td>categorical exclusion letter</td> <td>catex</td> </tr> <tr> <td>coastal zone consistency letter</td> <td>coastalzone</td> </tr> <tr> <td>Finding of No Significant Impact</td> <td>FONSI</td> </tr> </tbody> </table>	Type of Document	Code	narrative	narrative	narrative sketch	sketch	categorical exclusion letter	catex	coastal zone consistency letter	coastalzone	Finding of No Significant Impact	FONSI
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	<ul style="list-style-type: none"> <li>F&amp;E</li> <li>Voluntary Security</li> <li>Maintenance</li> </ul>	type of document, identified using the code provided below <table border="1" data-bbox="636 1409 1354 1570"> <thead> <tr> <th>Type of Document</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>scope of work</td> <td>scope</td> </tr> <tr> <td>estimated budget, quote, bid</td> <td>quote/bid</td> </tr> <tr> <td>project schedule</td> <td>schedule</td> </tr> <tr> <td>sketch</td> <td>sketch</td> </tr> </tbody> </table>	Type of Document	Code	scope of work	scope	estimated budget, quote, bid	quote/bid	project schedule	schedule	sketch	sketch		
Type of Document	Code													
scope of work	scope													
estimated budget, quote, bid	quote/bid													
project schedule	schedule													
sketch	sketch													
project	all	project or "all projects" as appropriate												
year	Airport Capital	last two digits of the calendar year of the VAB meeting (i.e. 08=2008)												
month	Airport Capital	two-digit notation of the month of the VAB meeting (i.e. 02=February)												
date	<ul style="list-style-type: none"> <li>F&amp;E</li> <li>Voluntary Security</li> <li>Maintenance</li> <li>Promotion</li> <li>Air Service</li> </ul>	submission date of request formatted as mmddyy												

DOAV requires that sketches be gray scaled, sized to 8 ½ x 11 inches, and no more than 100 kb.

If a document is associated with more than one project request being entered but not all of the projects, such as a categorical exclusion letter addressing two projects but not a third, the document name should include all the associated projects.

Examples of supporting document names are provided here.

Programs	Type of Document	Examples of Supporting Document Names
Airport Capital	narrative	VAS narrative apron rehabilitation (construction) VAB 08 06
	narrative sketch	VAS sketch apron rehabilitation (construction) VAB 08 06
	categorical exclusion letter	VAS catex apron rehabilitation (construction) VAB 08 06
	obstruction-free certification	VAS OC 5010 VAB 08 06
Facilities and Equipment	scope of work	VAS scope REIL replacement Runway 3 21 050107
	estimated budget	VAS budget REIL replacement Runway 3 21 050107
	project schedule	VAS schedule REIL replacement Runway 3 21 050107
	sketch	VAS sketch REIL replacement Runway 3 21 050107
Voluntary Security	scope of work	VAS scope fence installation perimeter 050107
	estimated budget	VAS budget fence installation perimeter 050107
	project schedule	VAS schedule fence installation perimeter 050107
	sketch	VAS sketch fence installation perimeter 050107
Maintenance	scope of work	VAS scope rotating beacon repair 050107
	estimated budget	VAS budget rotating beacon repair 050107
	project schedule	VAS schedule rotating beacon repair 050107
	sketch	VAS sketch rotating beacon repair 050107
Aviation Promotion	fly-in event	VAS budget fly-in 050107
	business plan	VAS budget business plan 050107
Air Service Development and Enhancement	airline visit	VAS budget airline visit 050107
	market research services	VAS budget market research services 050107