



ACIP Web Submittal Handbook





Introduction

The purpose of the ACIP system is to allow each airport on an individual basis to assess their needs for future growth, expansion, and facility needs. The ACIP makes way for a convenient means to document, communicate, and track the airport's needs directly to the Arizona Department of Transportation - Aeronautics Division.

PROCESS:

STEP 1: Review/Complete Airport Information

STEP 2: Upload PDF for Fiscal Year 1

STEP 3a: Add Project for Fiscal Year 1

STEP 3b: Save

STEP 3c: Return to Project List

* Repeat Step 3 for all Projects in Fiscal Year 1

*Repeat Steps 2 & 3 for each Fiscal Year

STEP 4: Review "View Draft Program Year"

STEP 5: Make any edits to projects (if necessary)

STEP 6: Review "View Draft Program Year"

STEP 7: Press "Send to Aeronautics" to submit all Projects

STEP 8: Print Report, Sign and send to FAA



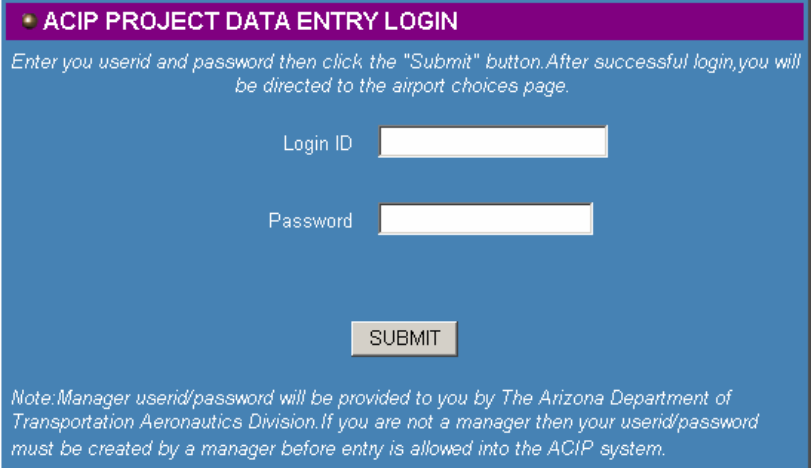
The following documentation is intended to provide guidance to Airport Managers and their designated users. The examples listed in this document serve as a quick reference to the procedures used to enter projects and to illustrate the functions included in the website. Please note that there may be slight differences in appearance of the screens.

Logging In

Passwords and User IDs are case sensitive.

Once you have reached the login screen (Fig. 1), enter your User ID and password exactly as given.

 Fig. 1



ACIP PROJECT DATA ENTRY LOGIN

Enter your userid and password then click the "Submit" button. After successful login, you will be directed to the airport choices page.

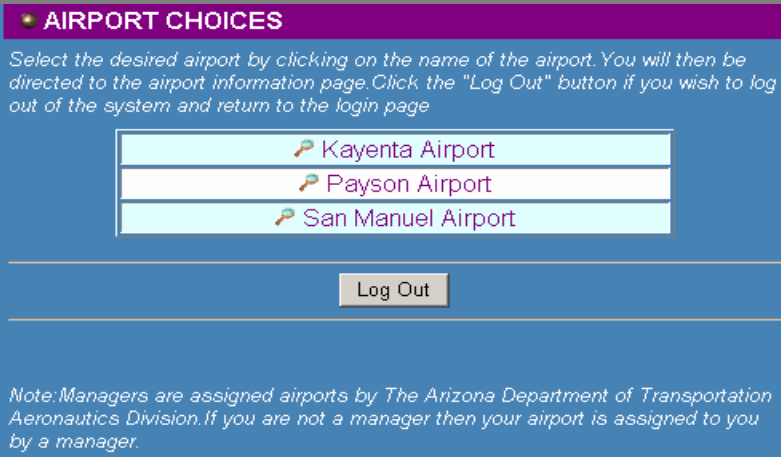
Login ID

Password

SUBMIT


Note: Manager userid/password will be provided to you by The Arizona Department of Transportation Aeronautics Division. If you are not a manager then your userid/password must be created by a manager before entry is allowed into the ACIP system.


Once you have successfully logged into the system the airport selection screen will appear (Fig. 2).




AIRPORT CHOICES

Select the desired airport by clicking on the name of the airport. You will then be directed to the airport information page. Click the "Log Out" button if you wish to log out of the system and return to the login page

 Kayenta Airport

 Payson Airport

 San Manuel Airport

Log Out

Note: Managers are assigned airports by The Arizona Department of Transportation Aeronautics Division. If you are not a manager then your airport is assigned to you by a manager.

 Fig. 2

Select any available airport by clicking on it.

STEP 1: You will be brought to the Airport Information Page (Fig. 3).

AIRPORT INFORMATION (Kayenta Airport)	
Contact Information	Operational Data
Primary Contact <input type="text"/>	Based Aircraft, Total: <input type="text"/>
Facility Location <input type="text"/>	Commercial/Commuter Enplanements: <input type="text"/>
Phone # (XXX-XXX-XXXX) <input type="text"/>	Tiedown Waiting List - Uncovered: <input type="text"/>
Fax # (XXX-XXX-XXXX) <input type="text"/>	Annual Operations - Total: <input type="text"/>
Website URL (HTTP://www.AZDOT.gov) <input type="text"/>	
Performance Standards	
Do Airport's RSAs Meet Standards?	<input type="radio"/> Yes <input type="radio"/> No
Is the airport current with Part 139 projects?	<input type="radio"/> Yes <input type="radio"/> No
Is the airport current with RIAT projects?	<input type="radio"/> Yes <input type="radio"/> No
Sponsor commits to greater than 5% Share?	<input type="radio"/> Yes <input type="radio"/> No
Distance to nearest medical facility (miles)	<input type="text"/>
<input type="button" value="User / Airport Security"/> <input type="button" value="View Current Projects"/> <input type="button" value="Update Airport Info"/> <input type="button" value="Discard / Return"/>	
<p><small>The airport information page allows maintenance of airport information. You can click the "Update Airport Info" button to update the airport information. This page also allows entry to user/airport security and projects. Clicking the "User/Airport Security" button directs you to the user/airport security page. Clicking the "View Current Projects" button directs you to the edit/review project page. Click the "Discard/Return" button if you wish to discard changes or return to the airport choices page. To print the airport report click the "Print Airport Report". Note: Non managers will not have access to the security page</small></p>	

Fig. 3

The airport information should be edited by the Airport Manager and updated each year. This page stores general contact, operational, and performance standards data. From this screen you will also be able to access to user/airport security and projects.

The following actions can be performed on this page:

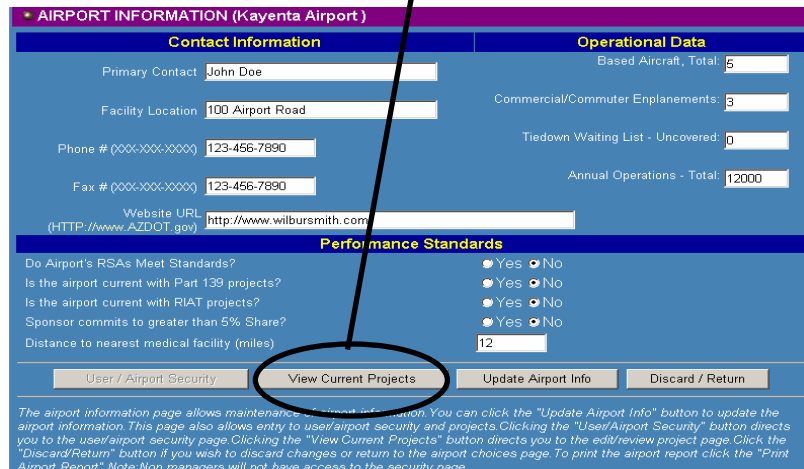
- Clicking the **"Update Airport Info"** button to update the airport information. As indicated above in Fig. 2, all fields must be populated. You may use "0" for any null values.

Note: No information will be saved until the "Update Airport Info" button has been clicked. An "airport information updated" message [airport information updated](#) will appear at the bottom of the screen to inform the information has been successfully updated.

- Clicking the **"View Current Projects"** button directs you to the edit/review project page.
- Click the **"Discard/Return"** button if you wish to discard changes or return to the airport choices page.
- Click the **"User/Airport Security"** button directs you to the user/airport security page. This option is only available to Airport Managers.
- To print an airport summary report, click the **"Print Airport Report"**.

Viewing, and Adding New Projects:

To add a new project, or review projects click on the “View Current Projects” button.



AIRPORT INFORMATION (Kayenta Airport)

Contact Information	Operational Data
Primary Contact: John Doe	Based Aircraft, Total: 5
Facility Location: 100 Airport Road	Commercial/Commuter Enplanements: 3
Phone # (000-000-0000): 123-456-7890	Tiedown Waiting List - Uncovered: 0
Fax # (000-000-0000): 123-456-7890	Annual Operations - Total: 12000
Website URL (HTTP://www.AZDOT.gov): http://www.wilbursmith.com	

Performance Standards

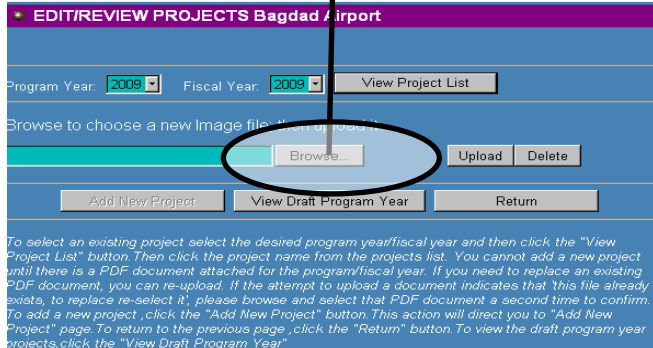
Do Airport's RSAs Meet Standards? Yes No
 Is the airport current with Part 139 projects? Yes No
 Is the airport current with RIAT projects? Yes No
 Sponsor commits to greater than 5% Share? Yes No
 Distance to nearest medical facility (miles): 12

Buttons: User / Airport Security, **View Current Projects**, Update Airport Info, Discard / Return

The airport information page allows maintenance of airport information. You can click the "Update Airport Info" button to update the airport information. This page also allows entry to user/airport_security and projects. Clicking the "User/Airport Security" button directs you to the user/airport_security page. Clicking the "View Current Projects" button directs you to the edit/review project page. Click the "Discard/Return" button if you wish to discard changes or return to the airport choices page. To print the airport report click the "Print Airport Report". Note: Non-managers will not have access to the security page.

STEP 2:

The Sponsor must provide a map of each Fiscal Year projects before entering in the project list. Click on “Browse” to choose a new image file (.PDF Format Only) for uploading. After inserting the file click “Upload” Button. This is a unique PDF file for each fiscal year. **PROJECT MAPS MUST BE ENTERED FIRST! (Before Projects. Using an ALP Base Map) Example of correct type of map on Page 8.**



EDIT/REVIEW PROJECTS Bagdad Airport

Program Year: 2009 Fiscal Year: 2009 View Project List

Browse to choose a new Image file:

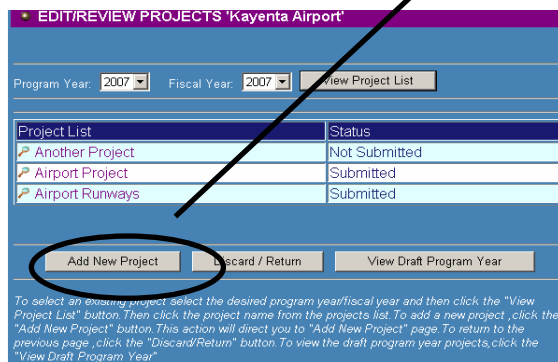
To select an existing project select the desired program year/fiscal year and then click the "View Project List" button. Then click the project name from the projects list. You cannot add a new project until there is a PDF document attached for the program/fiscal year. If you need to replace an existing PDF document, you can re-upload. If the attempt to upload a document indicates that this file already exists, to replace re-select it, please browse and select that PDF document a second time to confirm. To add a new project, click the "Add New Project" button. This action will direct you to "Add New Project" page. To return to the previous page, click the "Return" button. To view the draft program year projects, click the "View Draft Program Year".

To view the PDF file just click on the file name.

If you update the same PDF file you need to upload the PDF file twice (this protects the overwrite)

STEP 3a:

You will then be able to click on the “Add New Project” button to enter projects for that particular fiscal year. This contains all the projects for the individual program and fiscal year.



EDIT/REVIEW PROJECTS Kayenta Airport

Program Year: 2007 Fiscal Year: 2007 View Project List

Project List	Status
Another Project	Not Submitted
Airport Project	Submitted
Airport Runways	Submitted

To select an existing project select the desired program year/fiscal year and then click the "View Project List" button. Then click the project name from the projects list. To add a new project, click the "Add New Project" button. This action will direct you to "Add New Project" page. To return to the previous page, click the "Discard/Return" button. To view the draft program year projects, click the "View Draft Program Year".



ADD NEW PROJECT (Benson Municipal Airport)

Program Year: 2009
 Fiscal Year: 2009
 Funding Source:
 Project Type:
 Project Component:
 Sponsor Priority (1-99):
 Sponsor's Project Identifier (up to 10 characters):

* Note: Program Year is an umbrella indicator for the current program. Use Fiscal Year to indicate the specific year for this Project.

Is project shown on ALP? Yes No
 Approved Payment Maintenance Project? Yes No
 Engineering approved by ADOT/FAA? Yes No
 Phased Project? Yes No
 Main Runway/Taxiway? Yes No
 Environmental Review Status?

Status: **Not Submitted**

Short Description:
 Project Justification
 Enter Justification for any project in the first fiscal year of this submittal

 Description of work to be accomplished (Identifier, Location and Size Only)

 Project Total \$
 Please round to the nearest dollar. Do not use commas or dollar signs

STEP 3b:

To add a new project, enter data into the fields. Click the "Save" button to store your project.

Note: All fields are mandatory and must be populated in order to save your project.

Once a project is saved only a Manager will have the privileges to remove projects.

To view the PDF file just click on the file name.

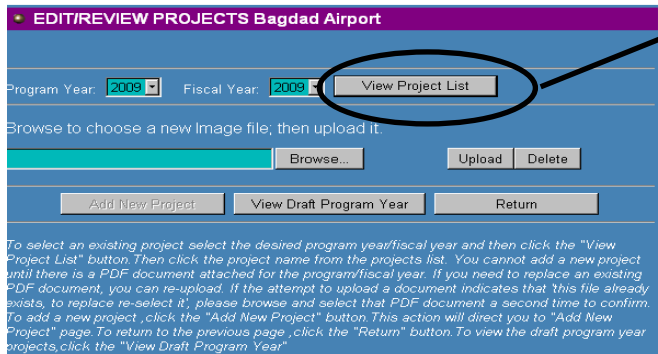
If you update the same PDF file you need to upload the PDF file twice (this protects the overwrite)

"New Project Saved" is on the bottom of the screen. Click "RETURN" to go back to Project List.



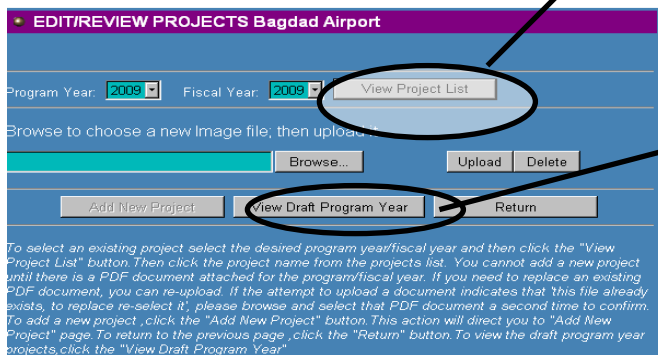
STEP 3c:

You will be able to review all projects for the program year and fiscal year. Click the **"View Project List"** to view all projects. Please ensure that the appropriate Program and Fiscal Year is selected before entering a new project.



STEP 5:

To edit a project simply press the **"View Project List"** button and select the appropriate project.



STEP 4 & STEP 6 (After Editing):
Click on the **"View Draft Program Year"** button to bring you to a complete listing for all projects within the program year or to print the draft report.

Underneath the **"Status"** heading, the projects will either be flagged with **Not Submitted, Submitted, Accepted, or Rejected.**

2007 DRAFT PROGRAM YEAR REVIEW - ('Kayenta Airport')

Fiscal Year	Project Description	Funding Type	Total Funding	Status
2007	Airport Runways	Federal, State, and Local	56000.00	Submitted
2007	Airport Project	Federal, State, and Local	320033.00	Submitted
2007	Another Project	Federal, State, and Local	555454.00	Not Submitted

Send To Aeronautics Discard / Return

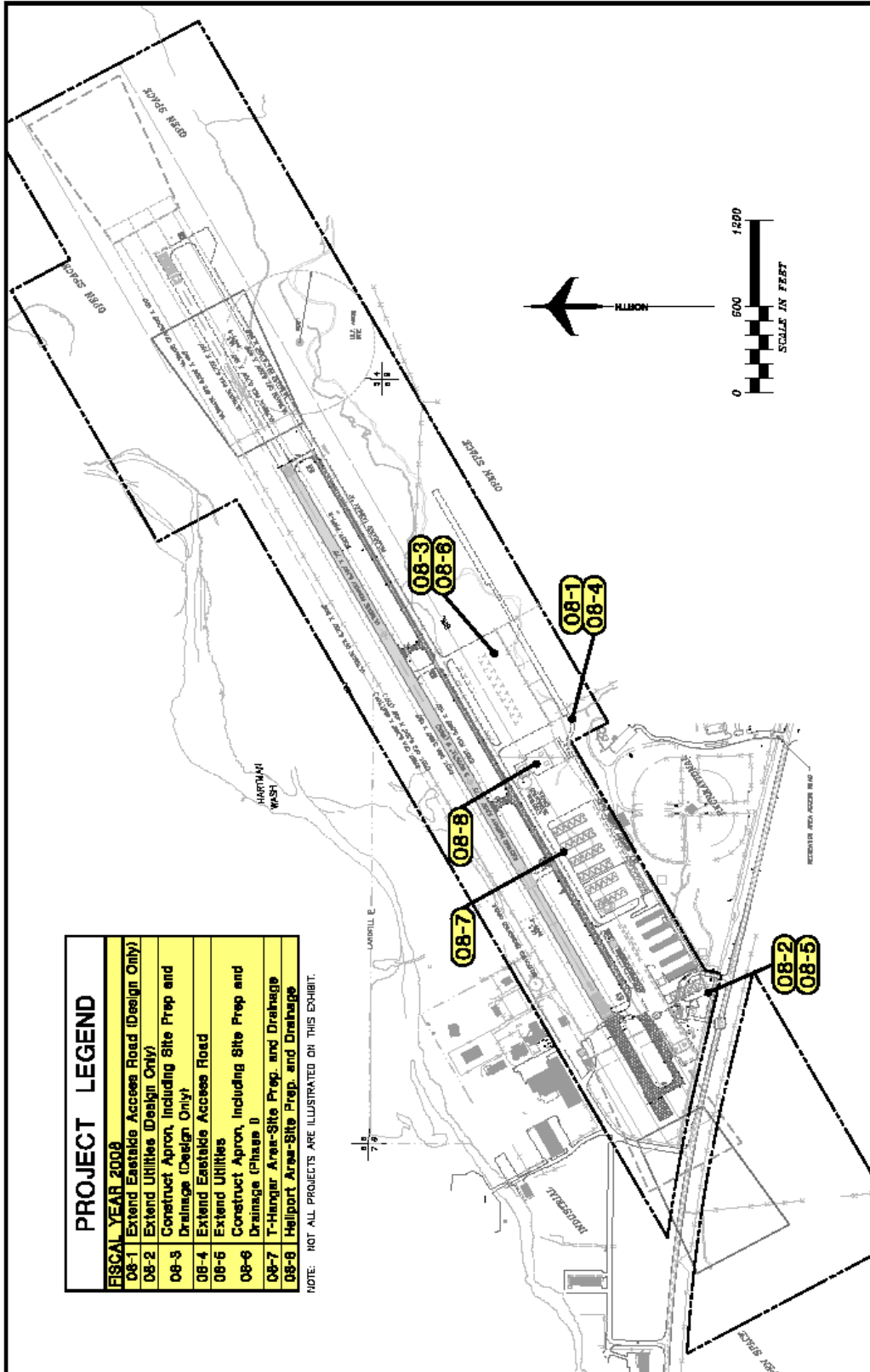
Print Draft Program Report

send the projects that have not been submitted to aeronautics, click the "Send To Aeronautics" button. To discard or return to the previous page, click the "Discard/Return" button. To print the draft program year report, click the "Print Draft Program Report" link.

STEP 7:
When you are ready to submit the projects you have created click the **"Send To Aeronautics"** button.

Once you have submitted the project to Aeronautics you will no longer be able to edit or make any additional changes the project.

STEP 8:
Print the report, Sign and Send to FAA



WICKENBURG MUNICIPAL AIRPORT
AIRPORT CAPITAL IMPROVEMENT PROGRAM (FY 2008)
PROJECT SKETCH