2022

Airport Master Record Seminar

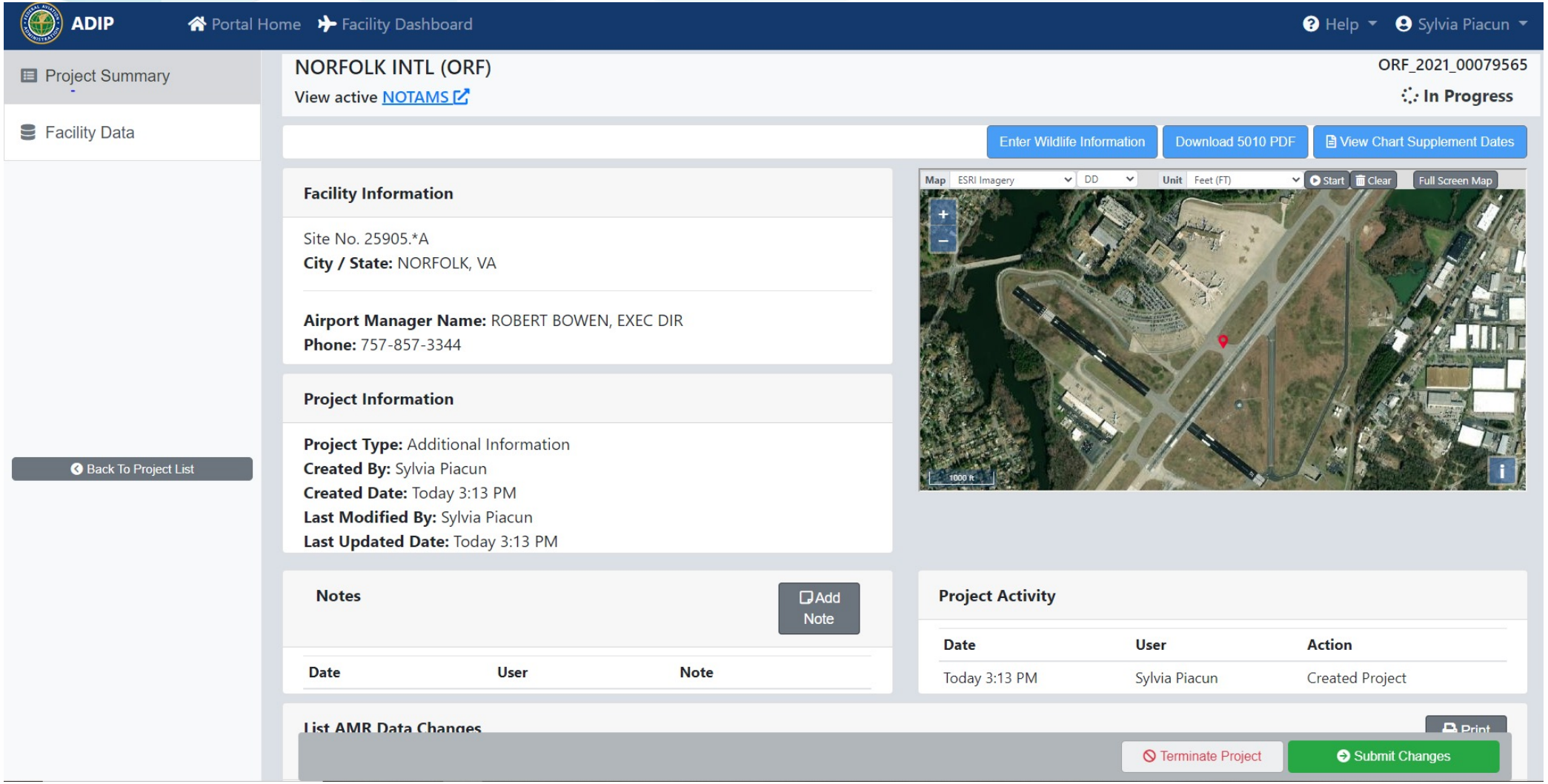
Airport Master Record (AMR) Module
inside the
Airport Data and Information Portal (ADIP)

We are Airports

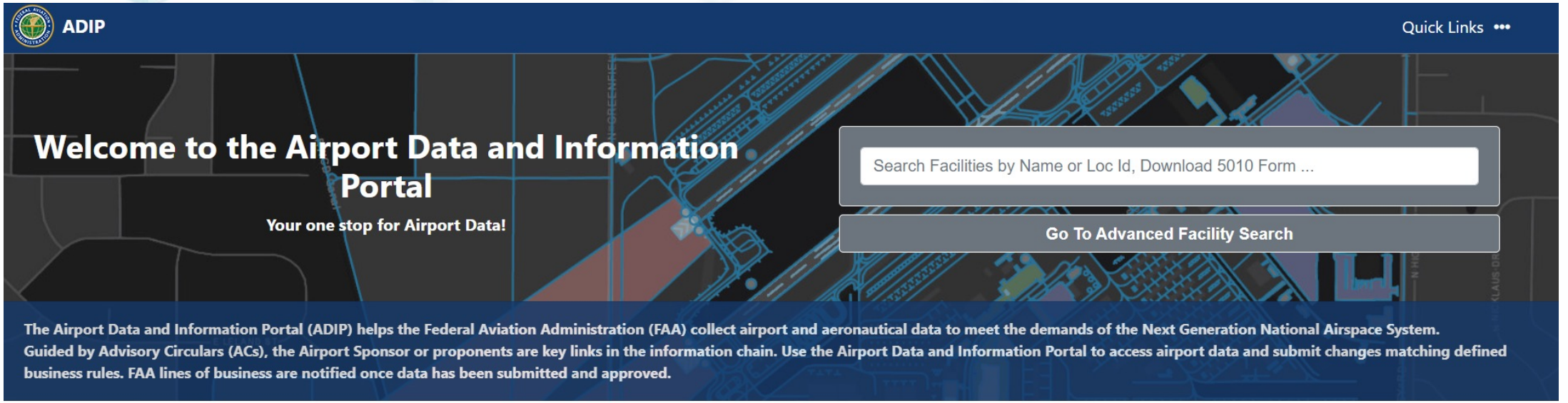
FAA Office of Airports

2018 AIRPORT MASTER RECORD SEMINAR

Introduction to **AMR** Module



AMR Module – Registration and Login



Request a Public Account and select your User Role

FAA ADMIN and FAA Airports Regional and District Office **Log In** button

Airport Managers, State and Contractor Airport Inspectors, and State DOT employee **Log In** button

We are Airports

FAA Office of Airports

2018 AIRPORT MASTER RECORD SEMINAR

AMR - Field Permissions

System Permissions

Below are the user roles and associated capabilities each of per element within the system

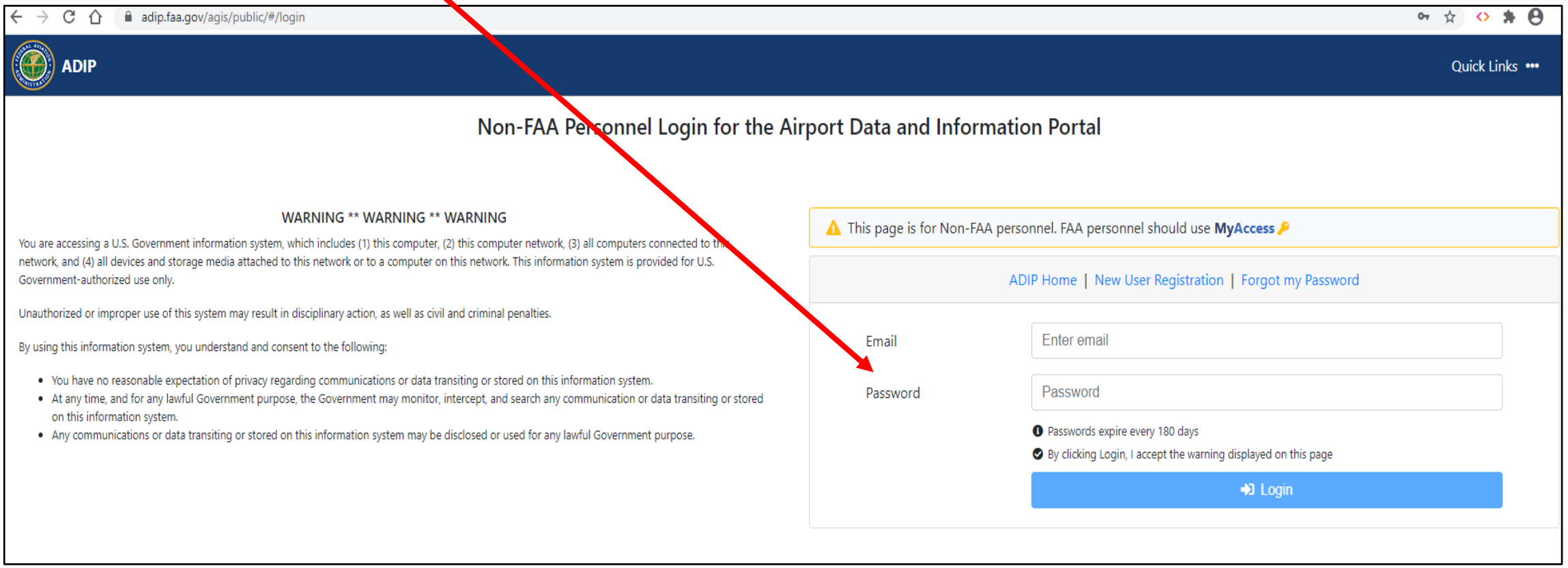
Admin: Employees of the office of Airports Headquarters or contracted personnel
Airport Manager: Owner or Manager as depicted on the Airport Master Record (5010)
FAA: Employees of the office of Airports Regional and Airport District Offices
State: Employees of the State DOT
State Inspector: Employees of the State DOT who perform airport inspections

AMR - Field Permissions

Field #	Field Name	Administrator	Airport Manager	FAA	STATE	State Inspector	Remarks Required	Comments
	Location Identifier	N	N	N	N	N	N/A	NFDC ENTRY ONLY
	FAA Site No.	N	N	N	N	N	N/A	NFDC ENTRY ONLY
1	Associated City	Y	Y	N	N	N	N/A	Only Admin can edit for NPIAS airports. Airport Manager will be able to edit only non-NPIAS airports. If Associated City changes, then CBD to Airport value will also change
2	Airport Name	Y	Y	N	N	N	N/A	Only Admin can edit for NPIAS airports. Airport Manager will be able to edit only non-NPIAS airports.
3	CBD To Airport(NM)	Y	Y	Y	Y	Y	N	
3	Direction	Y	Y	Y	Y	Y	N	
4	State	N	N	N	N	N	N/A	NFDC ENTRY ONLY
5	County	N	N	N	N	N	N/A	NFDC ENTRY ONLY
	Region	N	N	N	N	N	N/A	NFDC ENTRY ONLY
6	ADO	N	N	N	N	N	N/A	NFDC ENTRY ONLY
7	Sectional Aeronautical Chart	N	N	N	N	N	N/A	NFDC ENTRY ONLY
	Airport Internet Address (Not in eNASR Schema 5010 Field Only)	Y	Y	Y	Y	Y	N/A	Data is stored only in 5010, not sent to NASR
10	Ownership	Y	N	Y	N	N	N	For NPIAS Airports, only FAA administrator can edit, requires submission of documentation.

ADIP **AMR** Module – Login for State Inspectors

Login page will display as below; Enter the email address and password assigned to your account and hit login.



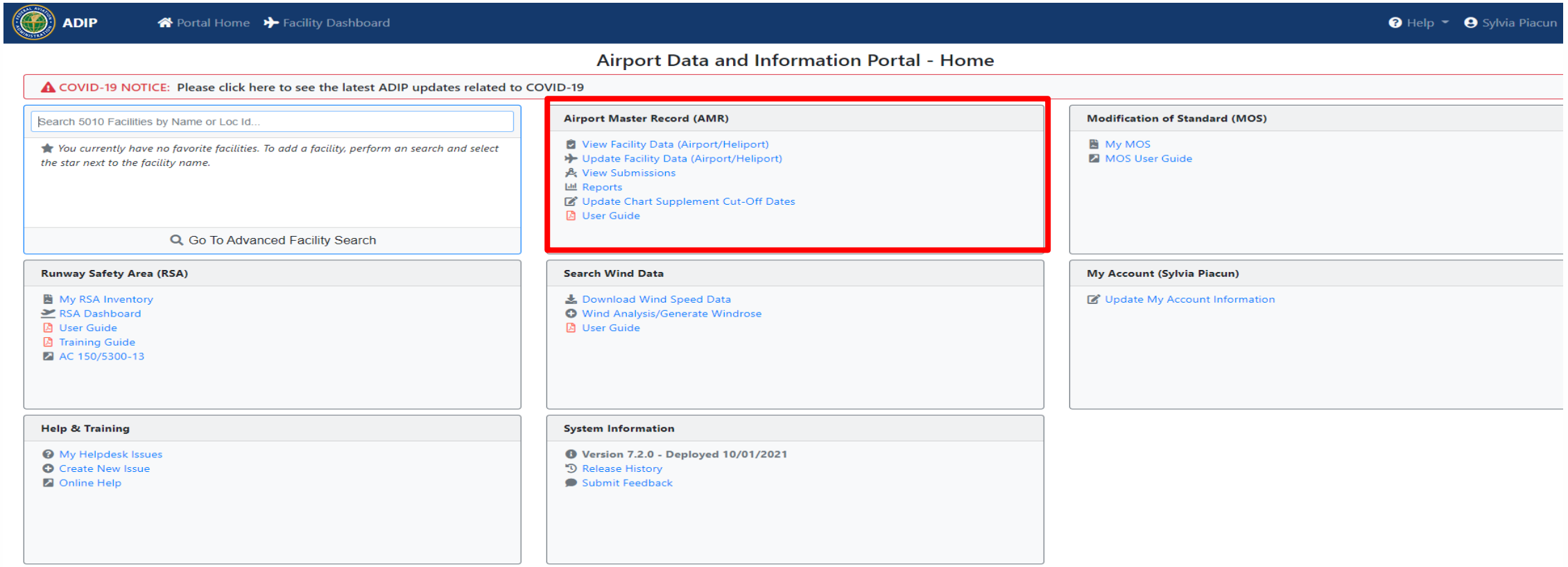
We are Airports

FAA Office of Airports

2018 AIRPORT MASTER RECORD SEMINAR

ADIP **AMR** Module – State Inspector Portal Page

The Airport Master Record (**AMR**) block will display on the portal page.
Here you can View/Update a Facility, View your submissions and access the User Guide.



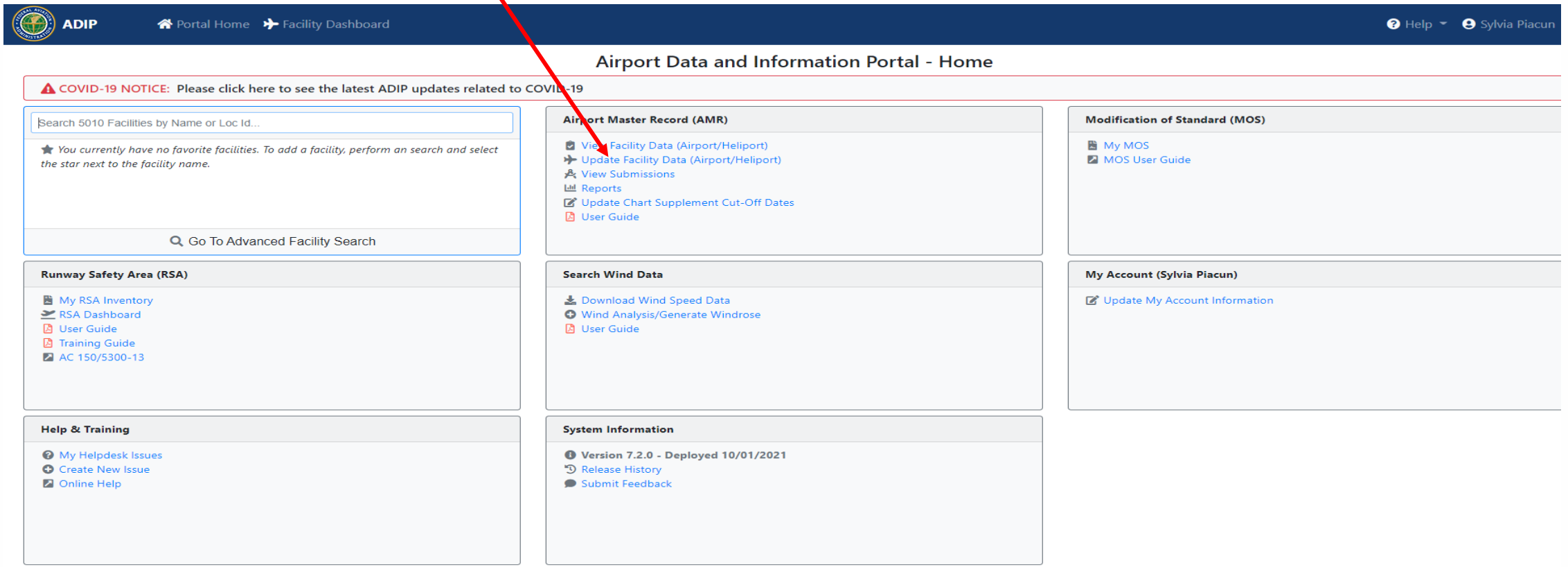
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

ADIP **AMR** Module – Updating a Facility

You will select the “Update Facility Data (Airport/Heliport)” to begin updating the airport/heliport.



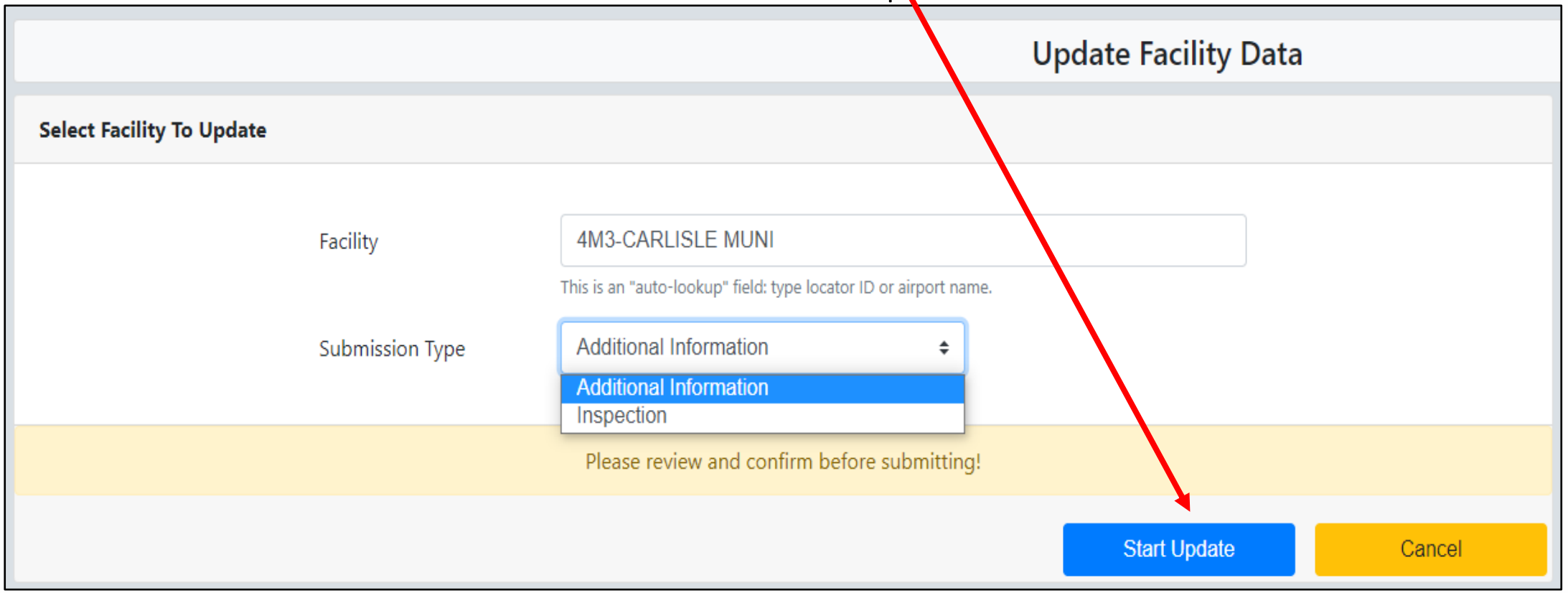
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

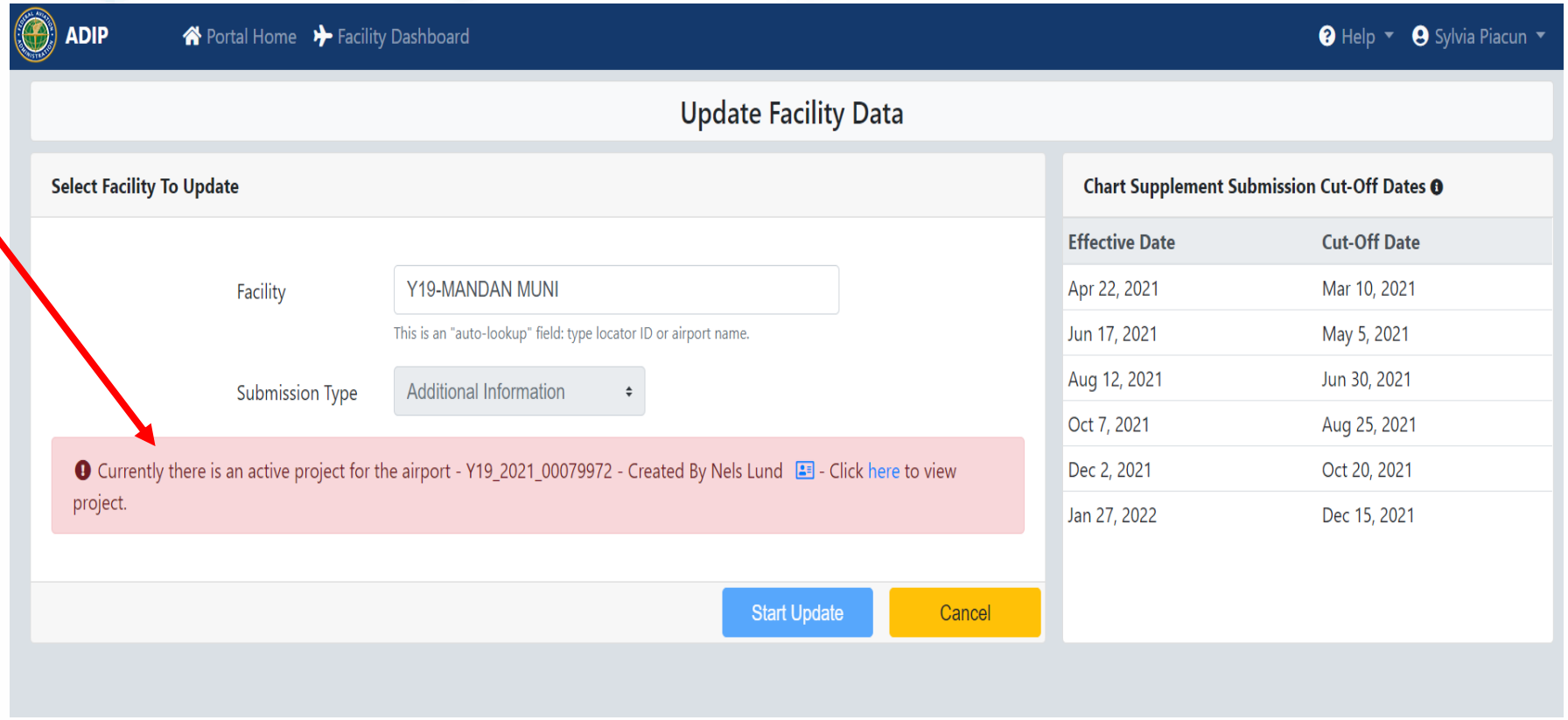
AMR – Update Facility Data

Enter the airport LOC ID, select the submission type as ‘Inspection’ or “Additional Information” and click on ‘Start Update’ button.



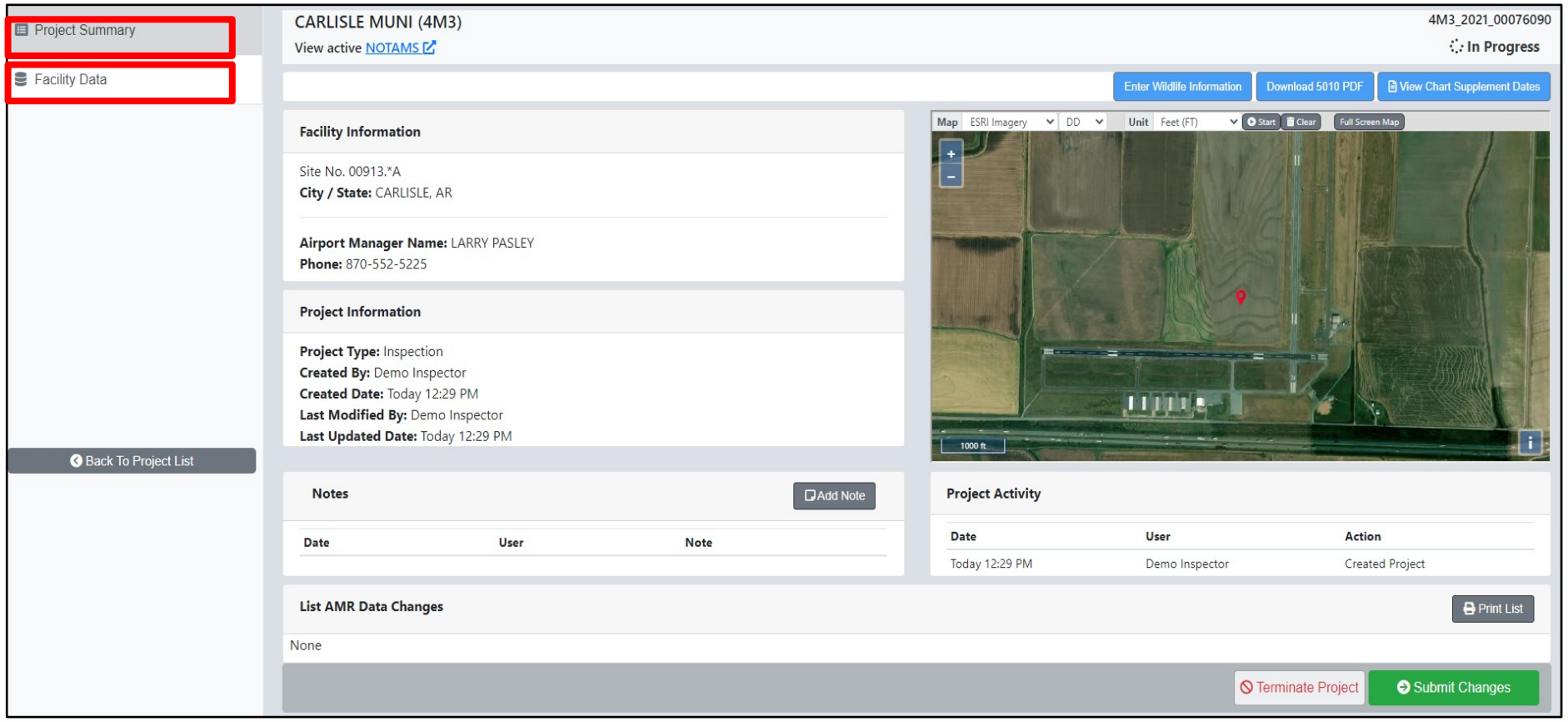
AMR – Update Facility Data

After entering your LOC ID and the highlighted section is displayed, this means someone else has created a project for that airport. You will not be allowed to make any edits until that person has submitted or terminated the project.



AMR – Project Summary Page

AMR Project Summary Page will display with Facility Information, Project Information and Project Activity. Click on "**Facility Data**" tab to update Airport data.



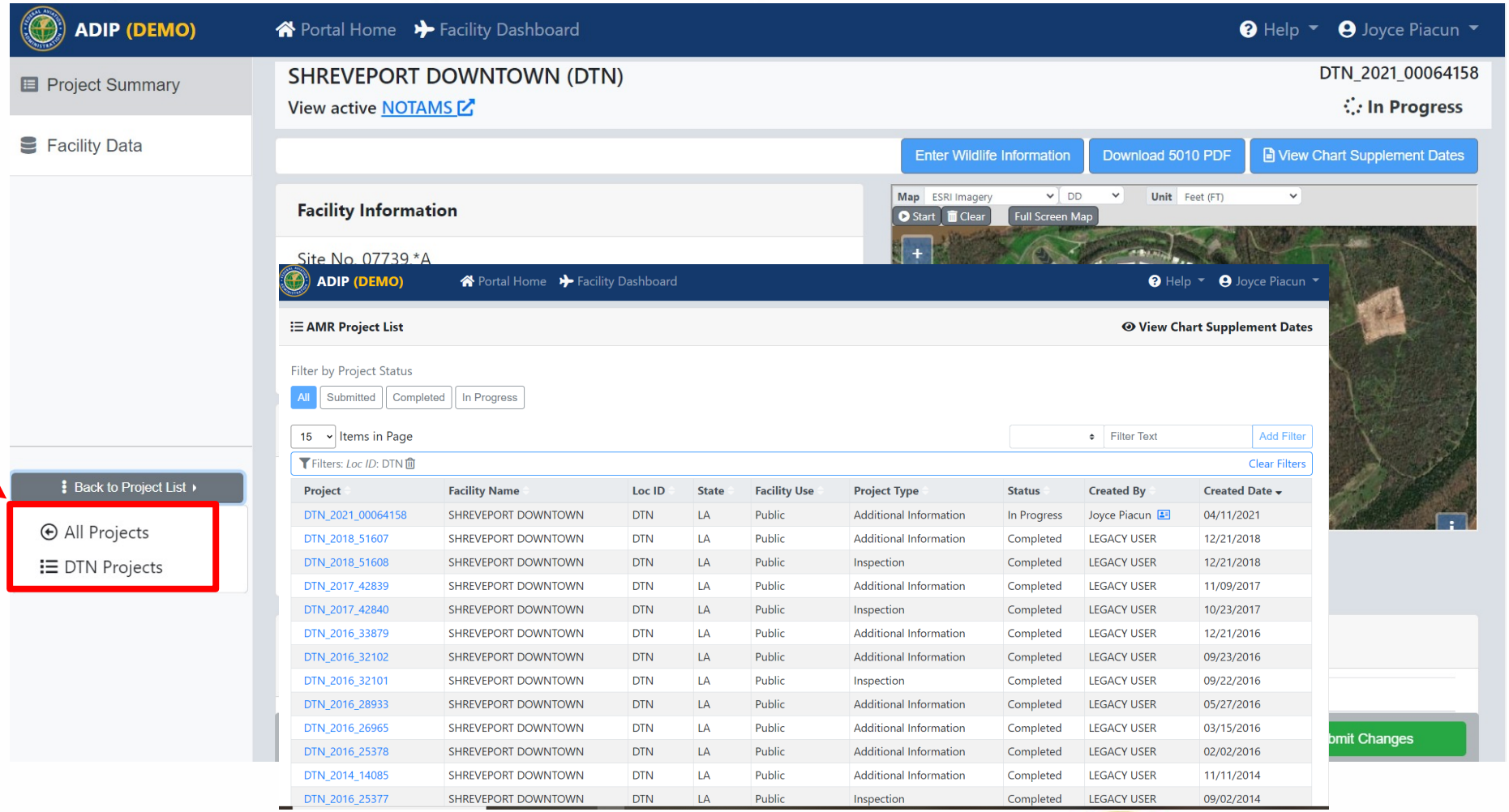
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – Project Summary Page

A new feature on the “**Project Summary**” and “**Facility Data**” Page is the ability to see all your projects you have created or just the projects created for the selected facility. When selecting either one a screen will pop up with your list of projects.



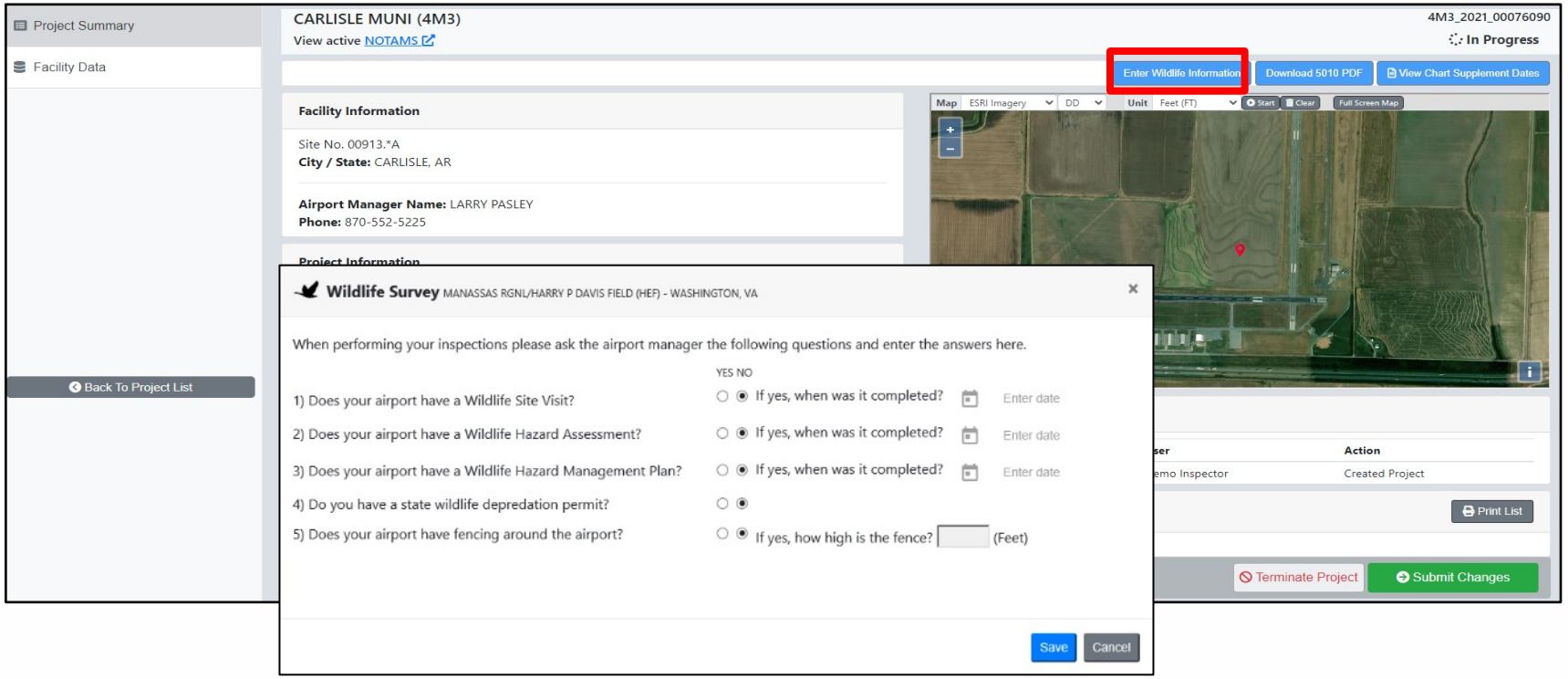
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

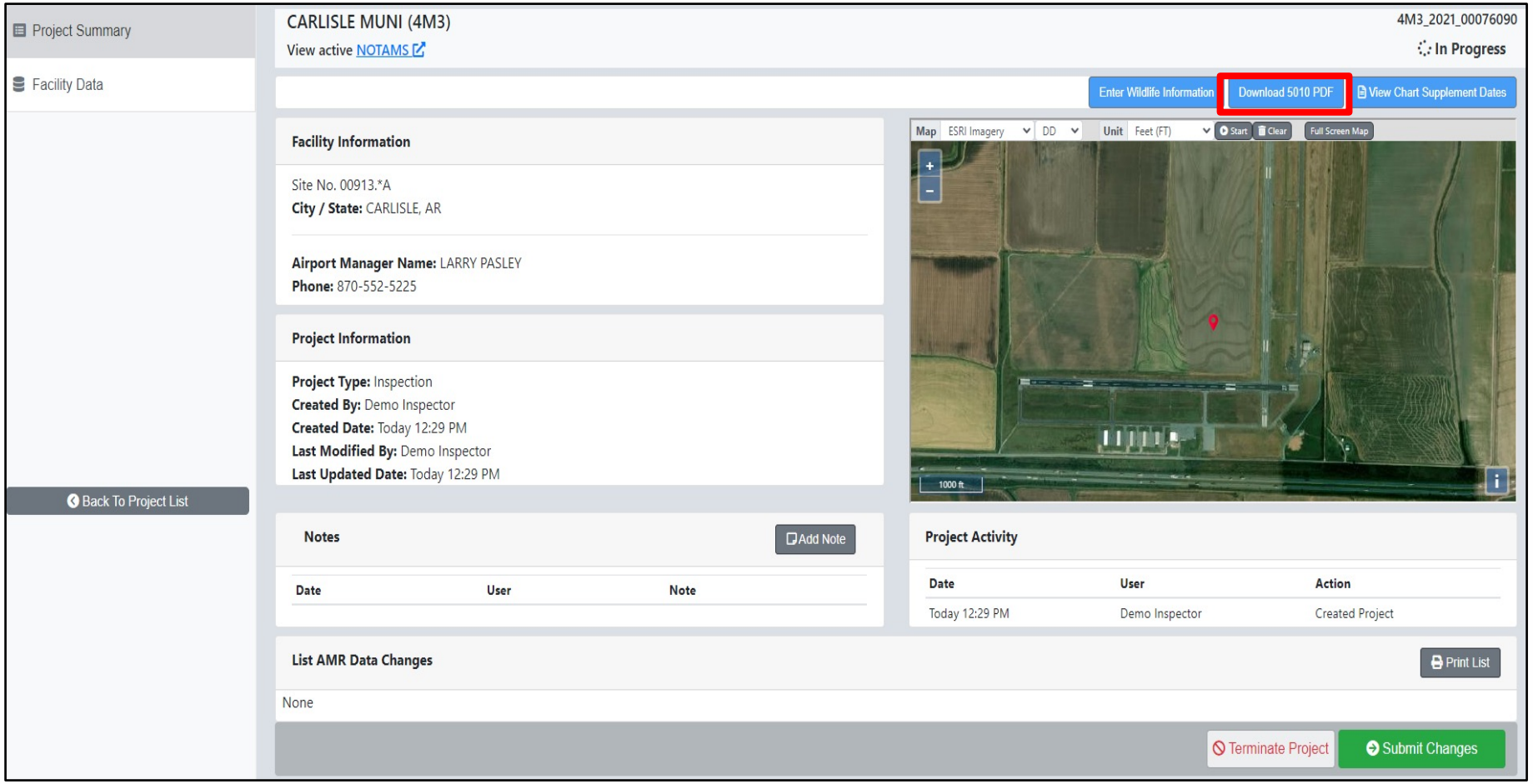
AMR – Wildlife Survey

Click on the "**Enter Wildlife Information**" tab to access the Wildlife Management Survey questions. These questions are to be answered for each inspection. Go over questions with Airport Manager and answer as best you can.



AMR – Download 5010 form

By clicking on the “**Download 5010 PDF**” you will get a current copy of the airport master record for the selected facility.



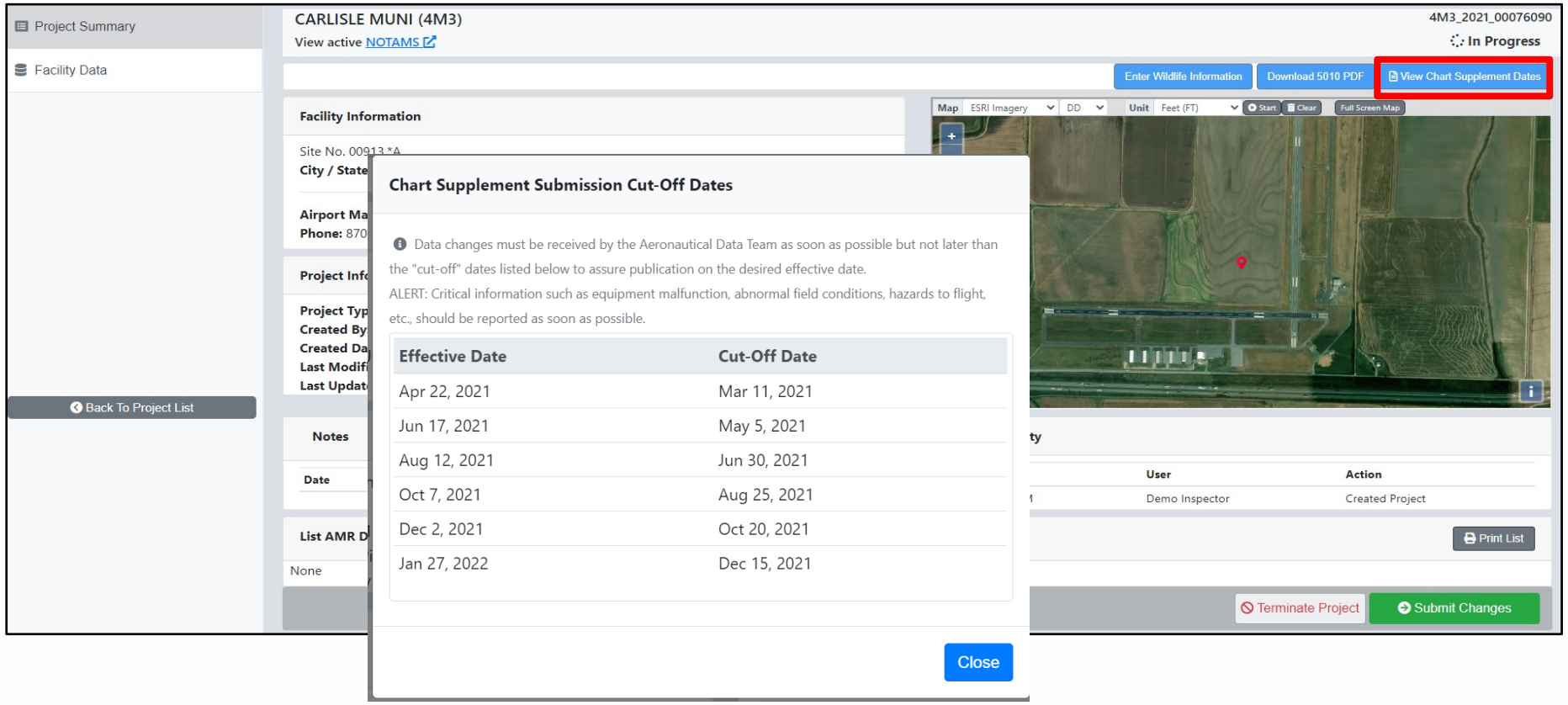
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

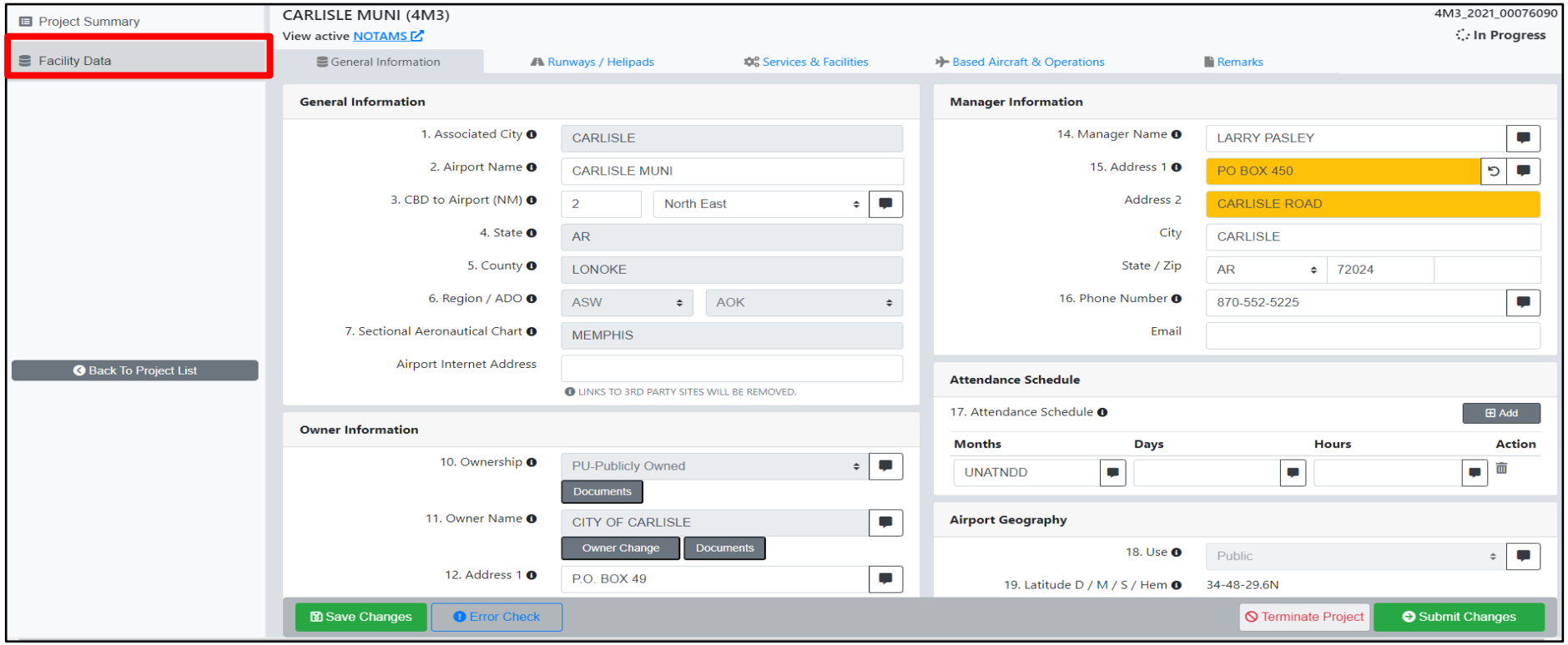
AMR – View Chart Supplement Dates

By clicking on the “**View Chart Supplement Dates**” will bring up a screen showing the Effective Dates and Cut-Off Dates.



AMR – Facility Data

In order to edit airport data, you will need to click on the "**Facility Data**" tab as shown in red.



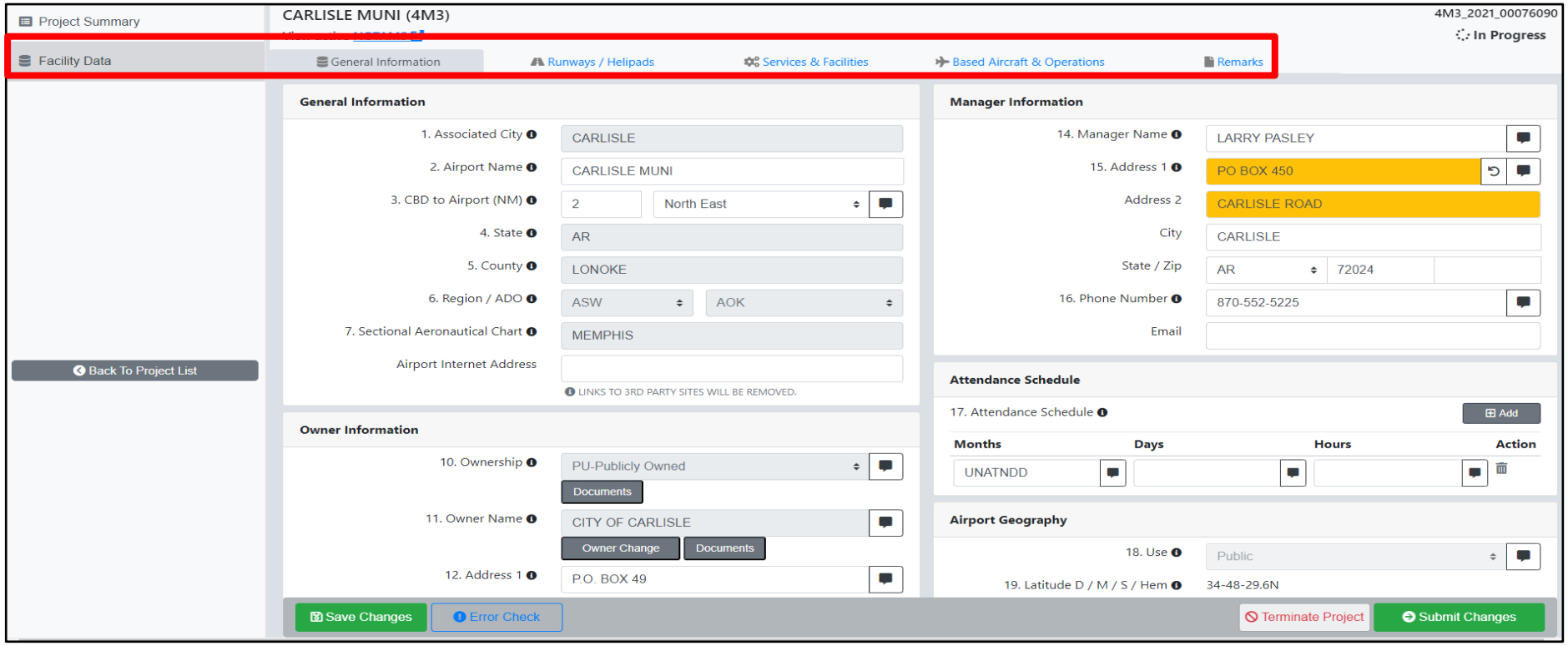
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – Facility Data

The Facility Data page displays the **General Information, Runways/Helipads, Services & Facilities, Based Aircrafts and Remarks** tabs as shown in red.



We are Airports

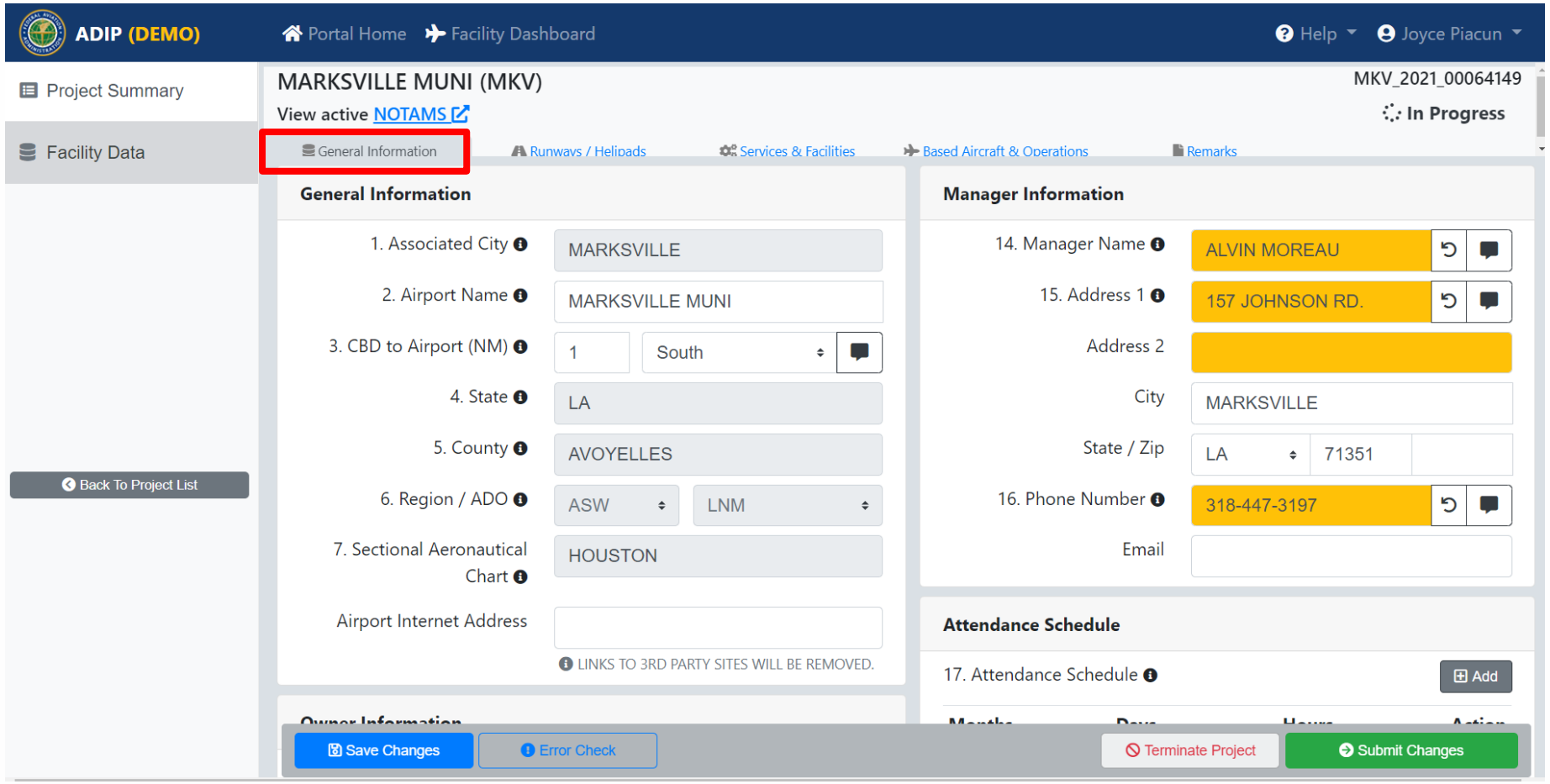
FAA Office of Airports

2018 Airport Master Record Seminar

AMR – General Information Tab

The General Information Page displays Airport Master Record data elements 1-26.

On this page you can select the "**NOTAMS**" link to view active NOTAMS for the selected airport.



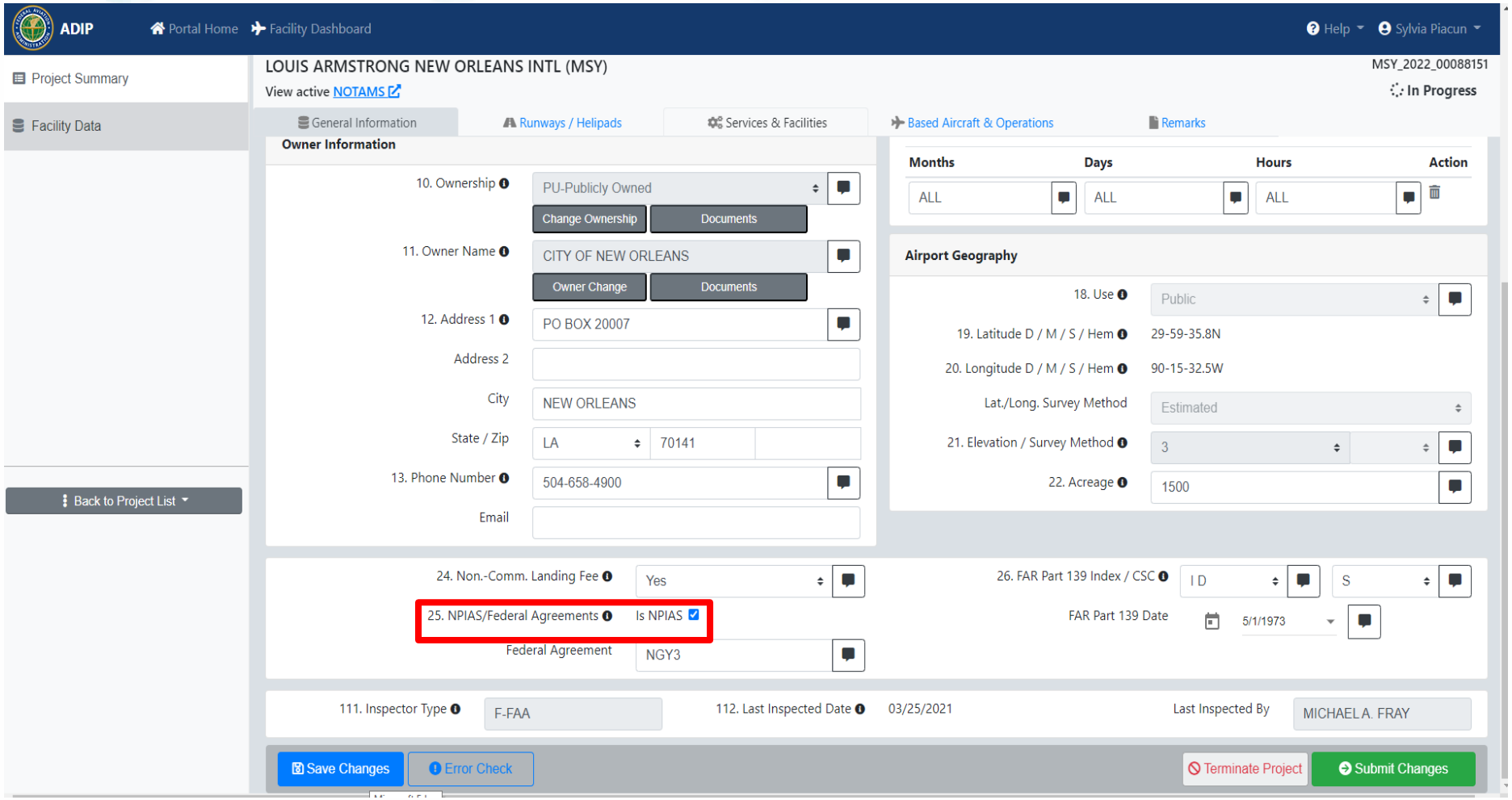
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – NPIAS/Federal Agreements

Data element #25. **NPIAS/Federal Agreements** now has a Check box that should be checked when the Federal Agreement starts with an “N”. Only editable by an FAA Inspector.



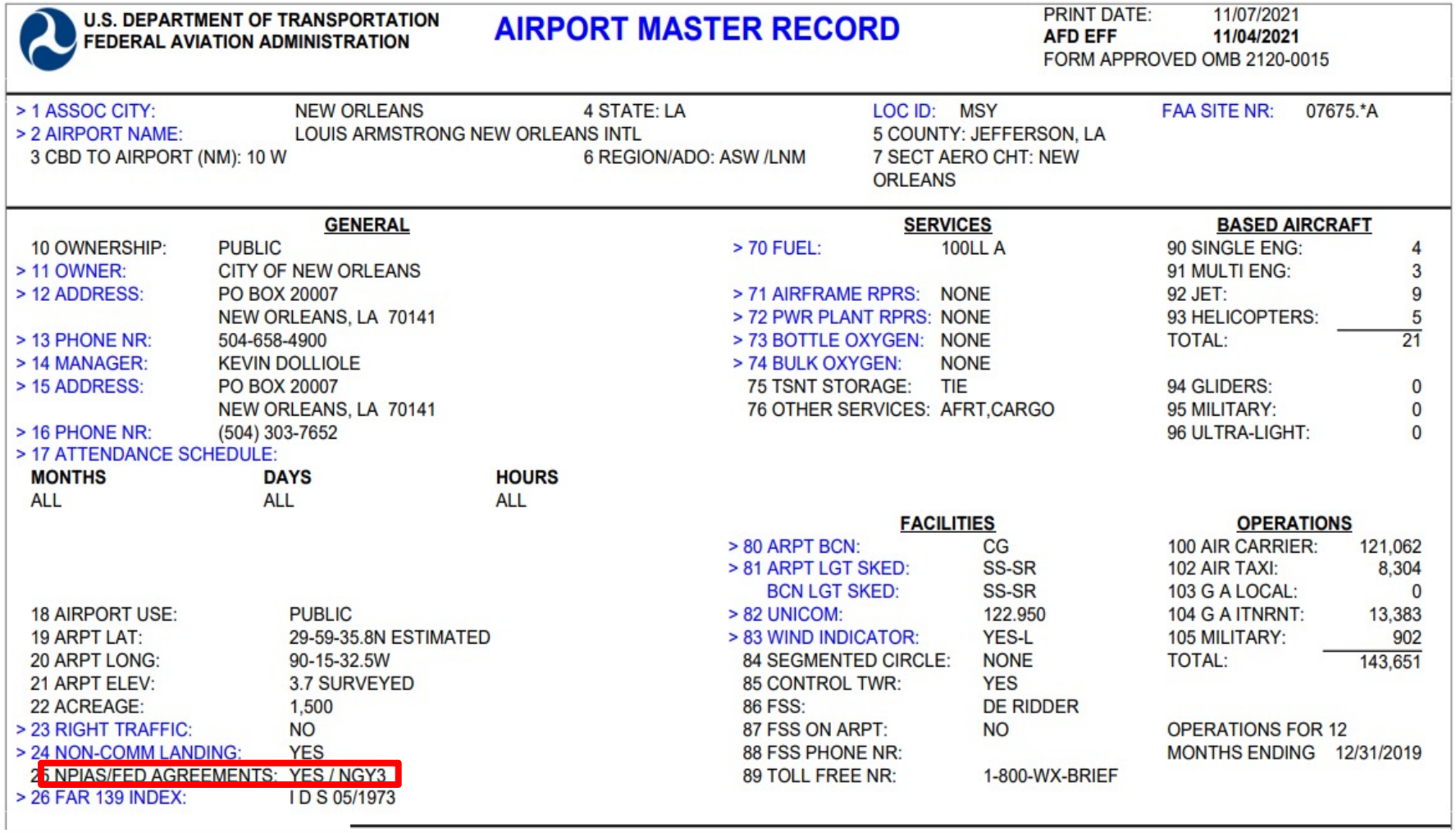
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – NPIAS/Federal Agreements

If the box was checked for Data Element #25 in ADIP, this is how it will be displayed on the Airport Master Record that can be downloaded in the ADIP program.



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AIRPORT MASTER RECORD

PRINT DATE: 11/07/2021
AFD EFF 11/04/2021
FORM APPROVED OMB 2120-0015

> 1 ASSOC CITY: NEW ORLEANS 4 STATE: LA
> 2 AIRPORT NAME: LOUIS ARMSTRONG NEW ORLEANS INTL
3 CBD TO AIRPORT (NM): 10 W 6 REGION/ADO: ASW /LNM
LOC ID: MSY FAA SITE NR: 07675.*A
5 COUNTY: JEFFERSON, LA
7 SECT AERO CHT: NEW ORLEANS

GENERAL

10 OWNERSHIP: PUBLIC
> 11 OWNER: CITY OF NEW ORLEANS
> 12 ADDRESS: PO BOX 20007
NEW ORLEANS, LA 70141
> 13 PHONE NR: 504-658-4900
> 14 MANAGER: KEVIN DOLLIOLE
> 15 ADDRESS: PO BOX 20007
NEW ORLEANS, LA 70141
> 16 PHONE NR: (504) 303-7652
> 17 ATTENDANCE SCHEDULE:

MONTHS	DAYS	HOURS
ALL	ALL	ALL

18 AIRPORT USE: PUBLIC
19 ARPT LAT: 29-59-35.8N ESTIMATED
20 ARPT LONG: 90-15-32.5W
21 ARPT ELEV: 3.7 SURVEYED
22 ACREAGE: 1,500
> 23 RIGHT TRAFFIC: NO
> 24 NON-COMM LANDING: YES
25 NPIAS/FED AGREEMENTS: YES / NGY3
> 26 FAR 139 INDEX: I D S 05/1973

SERVICES

> 70 FUEL: 100LL A
> 71 AIRFRAME RPRS: NONE
> 72 PWR PLANT RPRS: NONE
> 73 BOTTLE OXYGEN: NONE
> 74 BULK OXYGEN: NONE
75 TSNT STORAGE: TIE
76 OTHER SERVICES: AFRT,CARGO

FACILITIES

> 80 ARPT BCN: CG
> 81 ARPT LGT SKED: SS-SR
BCN LGT SKED: SS-SR
> 82 UNICOM: 122.950
> 83 WIND INDICATOR: YES-L
84 SEGMENTED CIRCLE: NONE
85 CONTROL TWR: YES
86 FSS: DE RIDDER
87 FSS ON ARPT: NO
88 FSS PHONE NR:
89 TOLL FREE NR: 1-800-WX-BRIEF

BASED AIRCRAFT

90 SINGLE ENG:	4
91 MULTI ENG:	3
92 JET:	9
93 HELICOPTERS:	5
TOTAL:	21
94 GLIDERS:	0
95 MILITARY:	0
96 ULTRA-LIGHT:	0

OPERATIONS

100 AIR CARRIER:	121,062
102 AIR TAXI:	8,304
103 G A LOCAL:	0
104 G A ITNRNT:	13,383
105 MILITARY:	902
TOTAL:	143,651

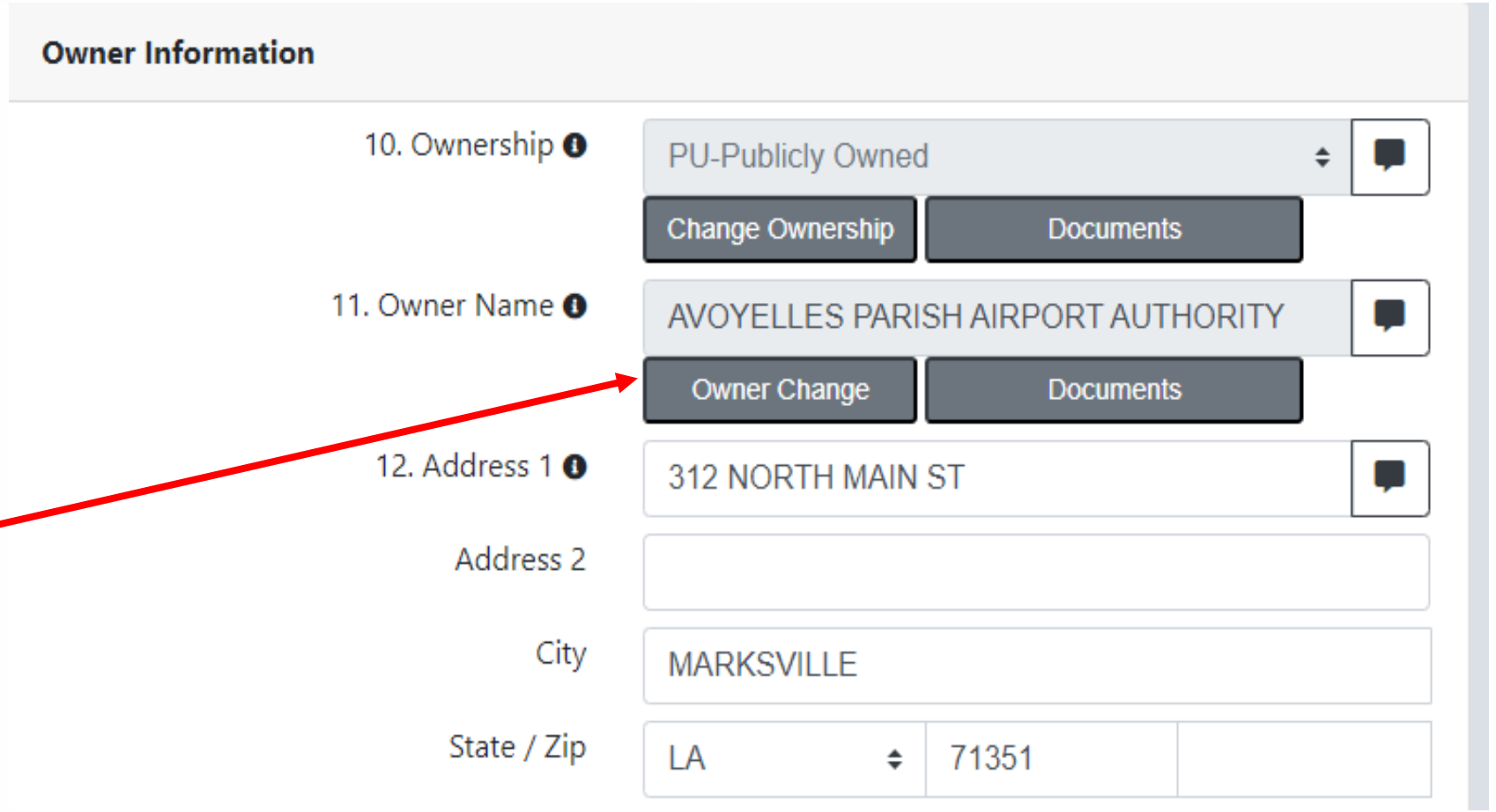
OPERATIONS FOR 12 MONTHS ENDING 12/31/2019

We are Airports

FAA Office of Airports

AMR – Ownership and Owner Name Change

On the General Information Tab, you can change the Ownership and Owner Name which require additional documentation. Select the "**Change Ownership**" or "**Owner Change**" button and you will be prompted to submit the required documents for those changes.

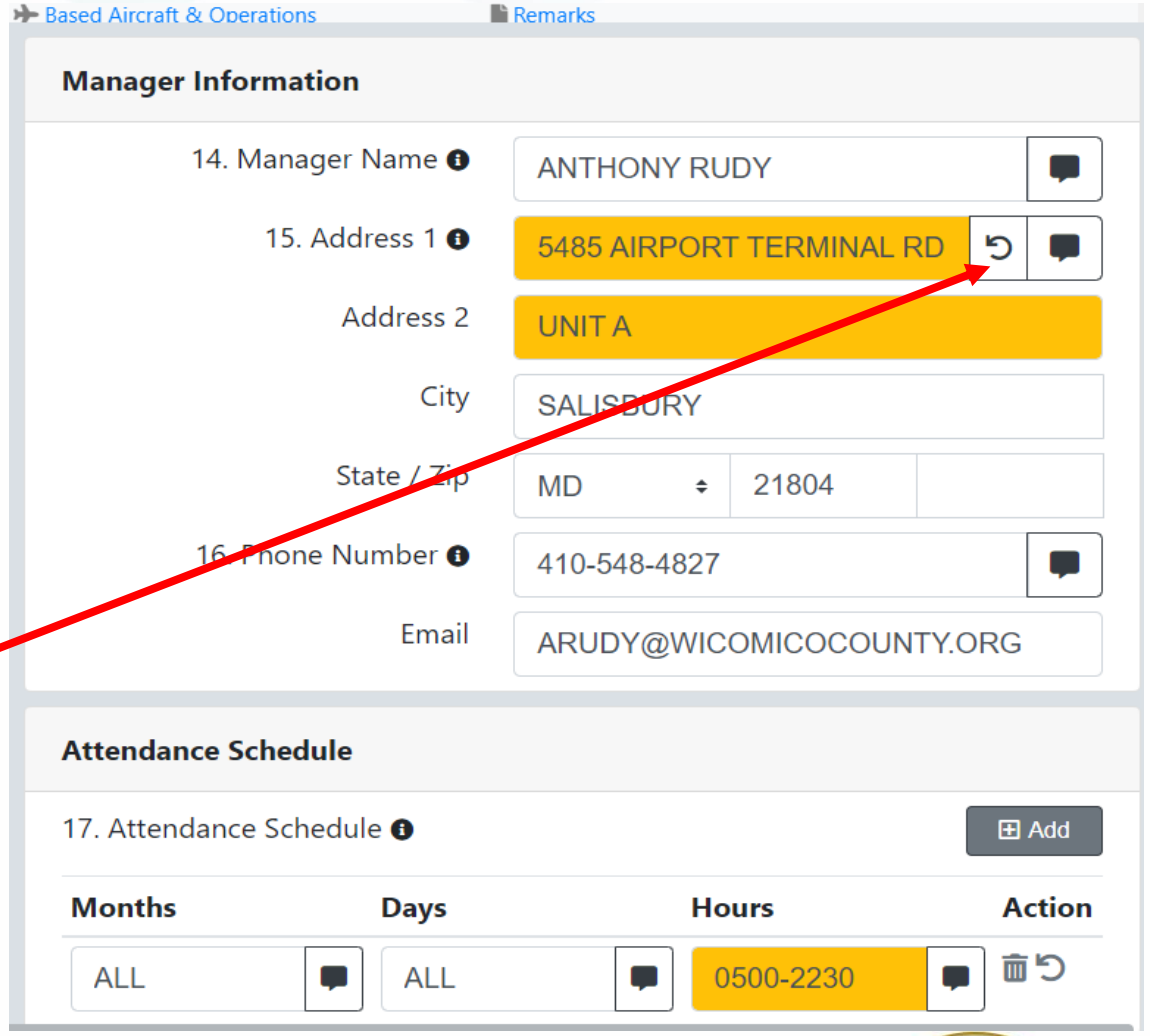


AMR - Comparing your changes with current FAA data

When a saved value differs from the current published data, field is highlighted (yellow).

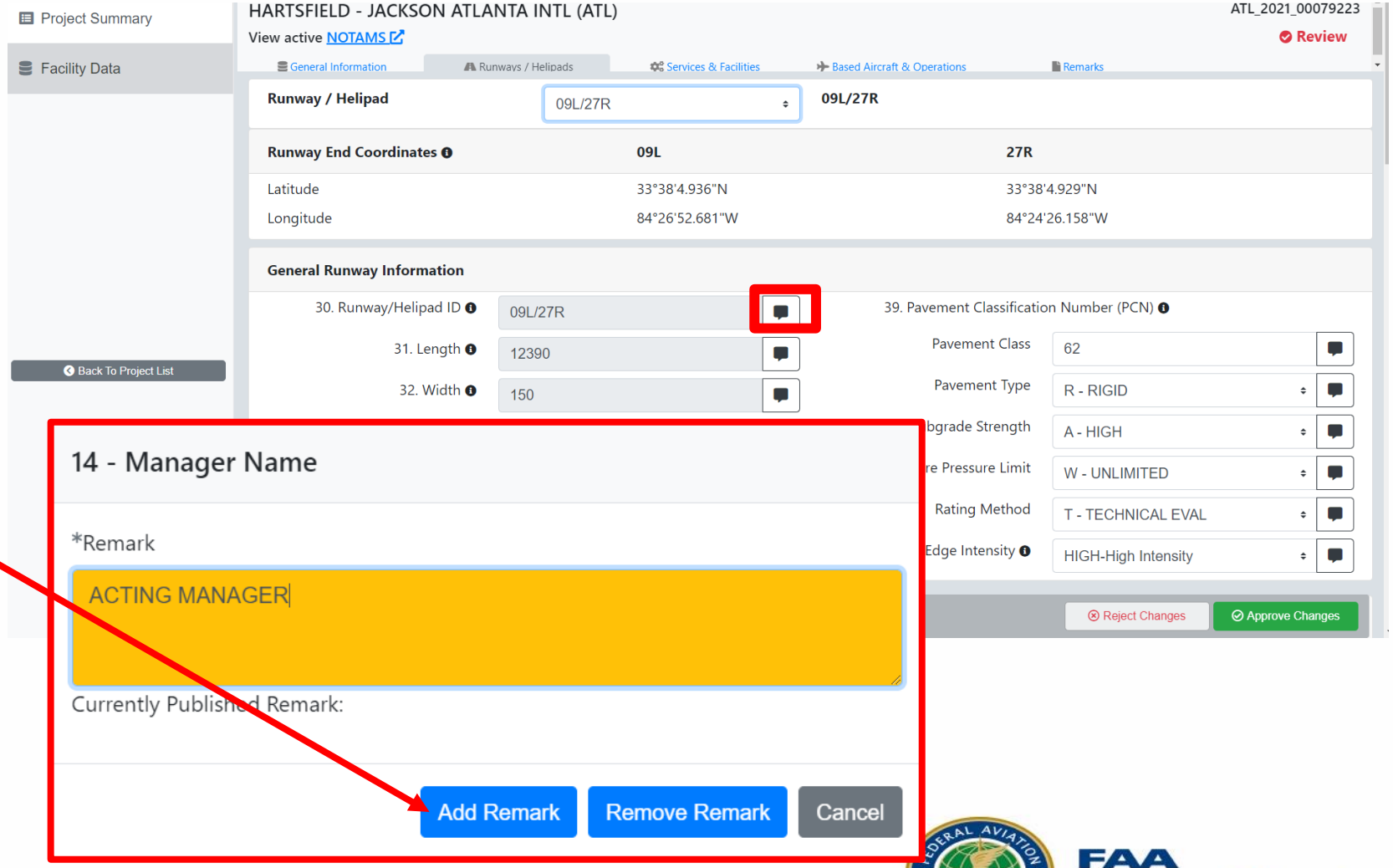
Hover mouse over highlighted field to view comparison window.

If you want to revert to the currently published data, click on the reverse arrow and save changes.



AMR – Adding a Referenced Remark

- Select the “**Remark**” icon button to the right of the data element to access the Reference Remark window.
- Enter the remark in the space provided and select the “Add Remark” button to save your changes.



We are Airports

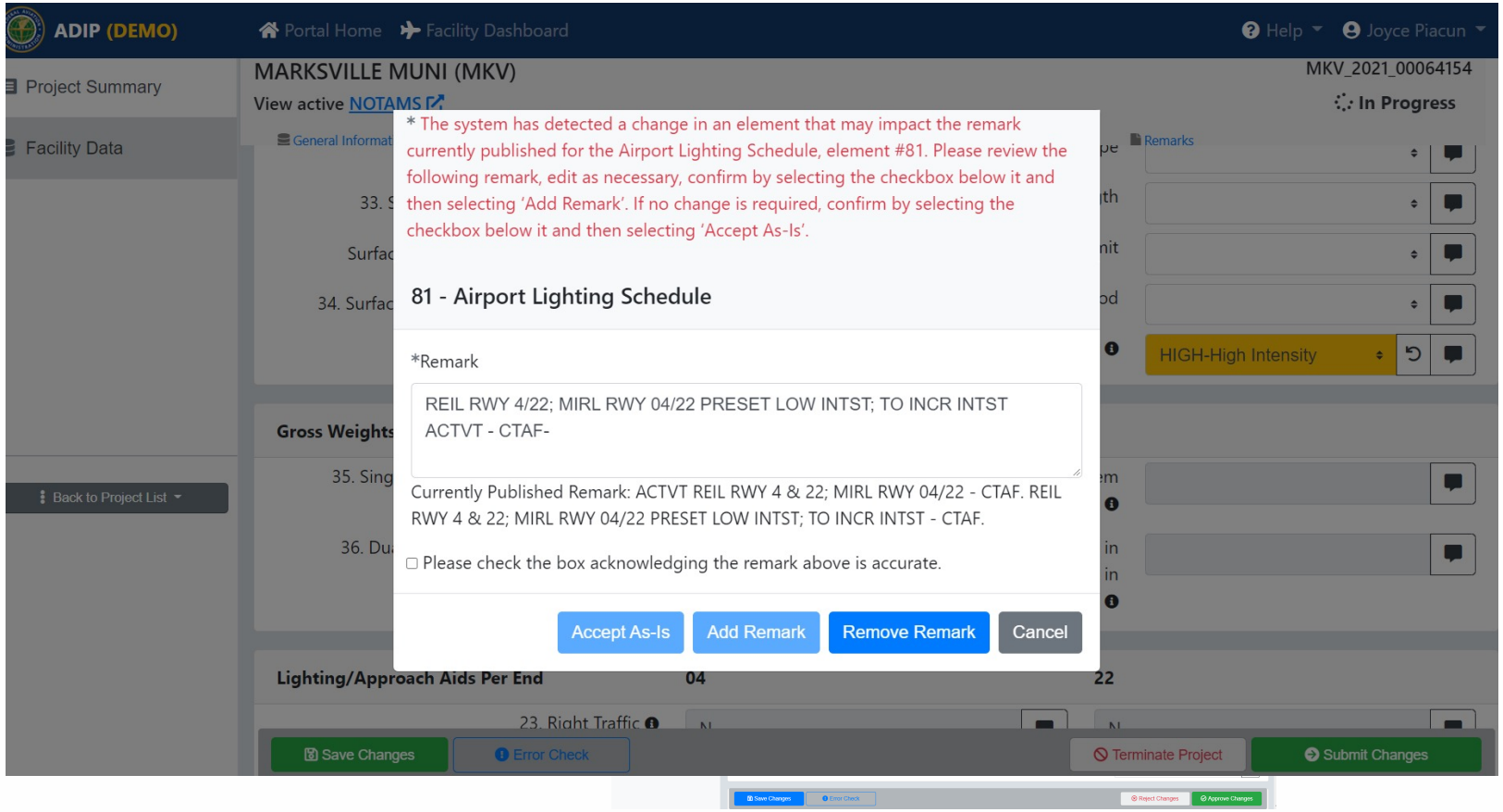
FAA Office of Airports

2018 AIRPORT MASTER RECORD SEMINAR

AMR – Adding a Referenced Remark

When adding or changing a data element associated with the “**Airport Lighting Schedule**” it will require a remark.

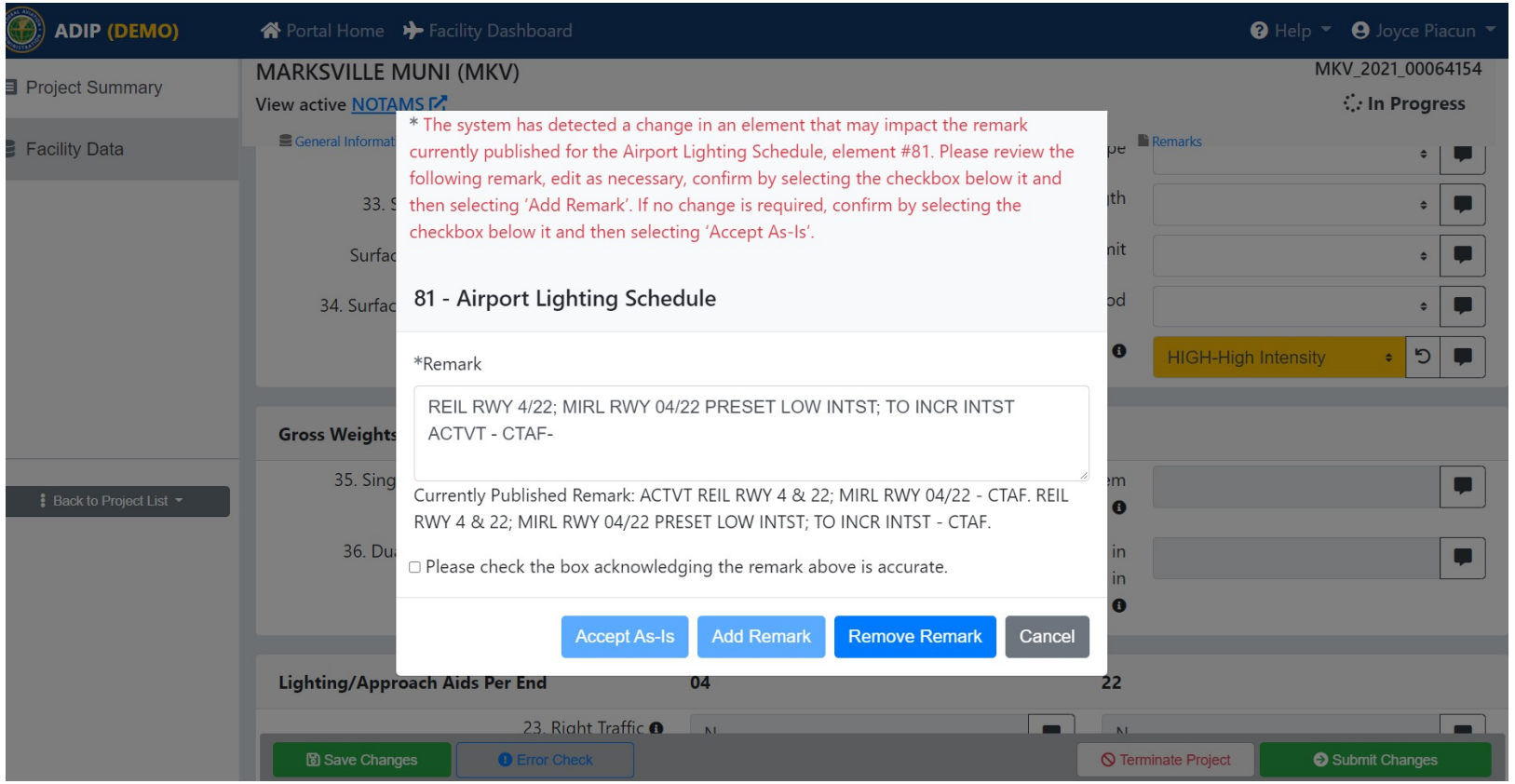
The Reference Remark window will pop-up. Enter the remark in the space provided or Edit the current remark. If no change is required select the “**Accept As-Is**” and save your changes.



AMR – Deleting a Referenced Remark

When deleting a data element associated with the “**Airport Lighting Schedule**” you will be required to remove the existing remark.

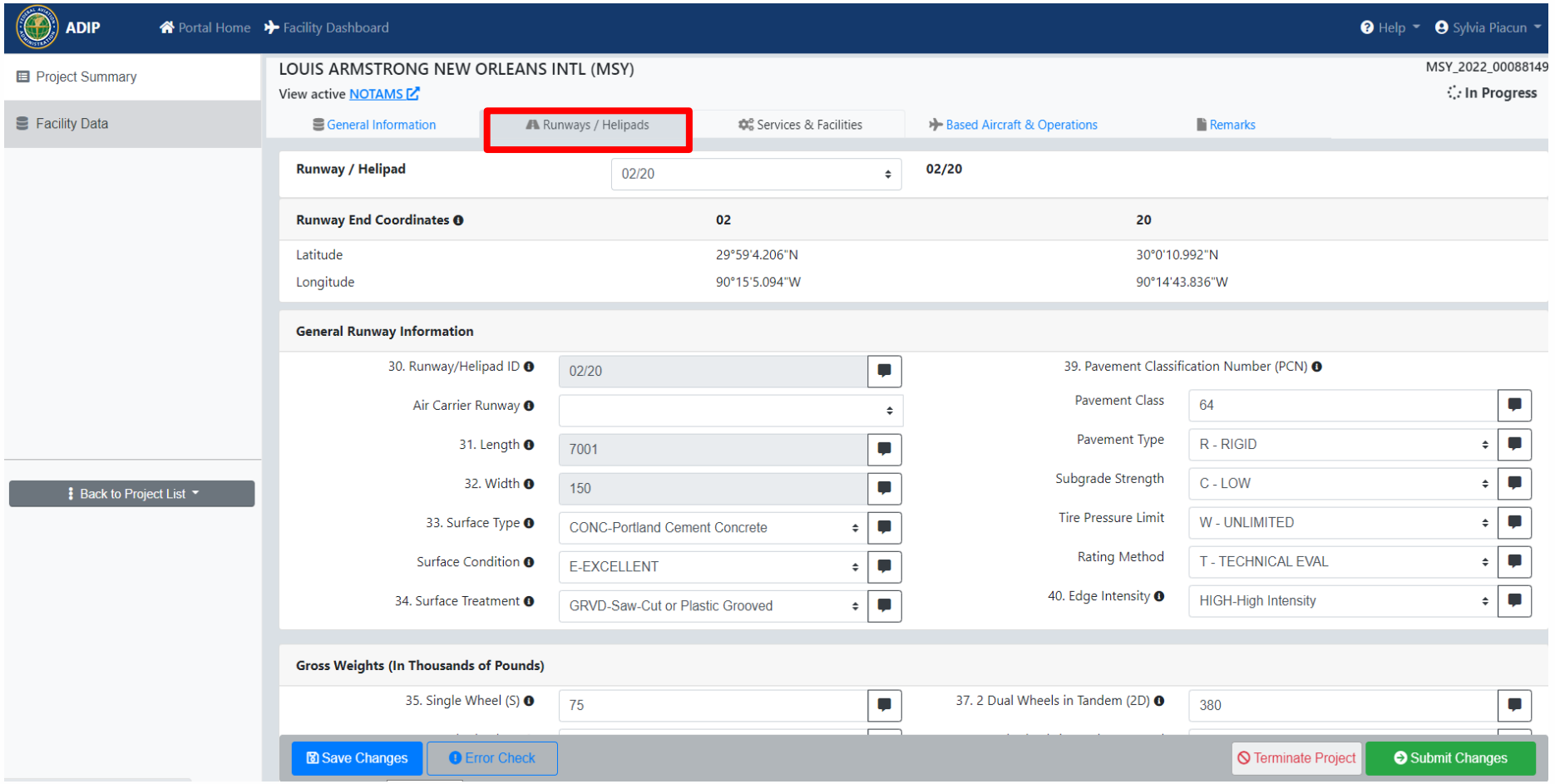
The Reference Remark window will pop-up. Select the “**Remove Remark**” and save your changes.



AMR – Runway/Helipads Tab

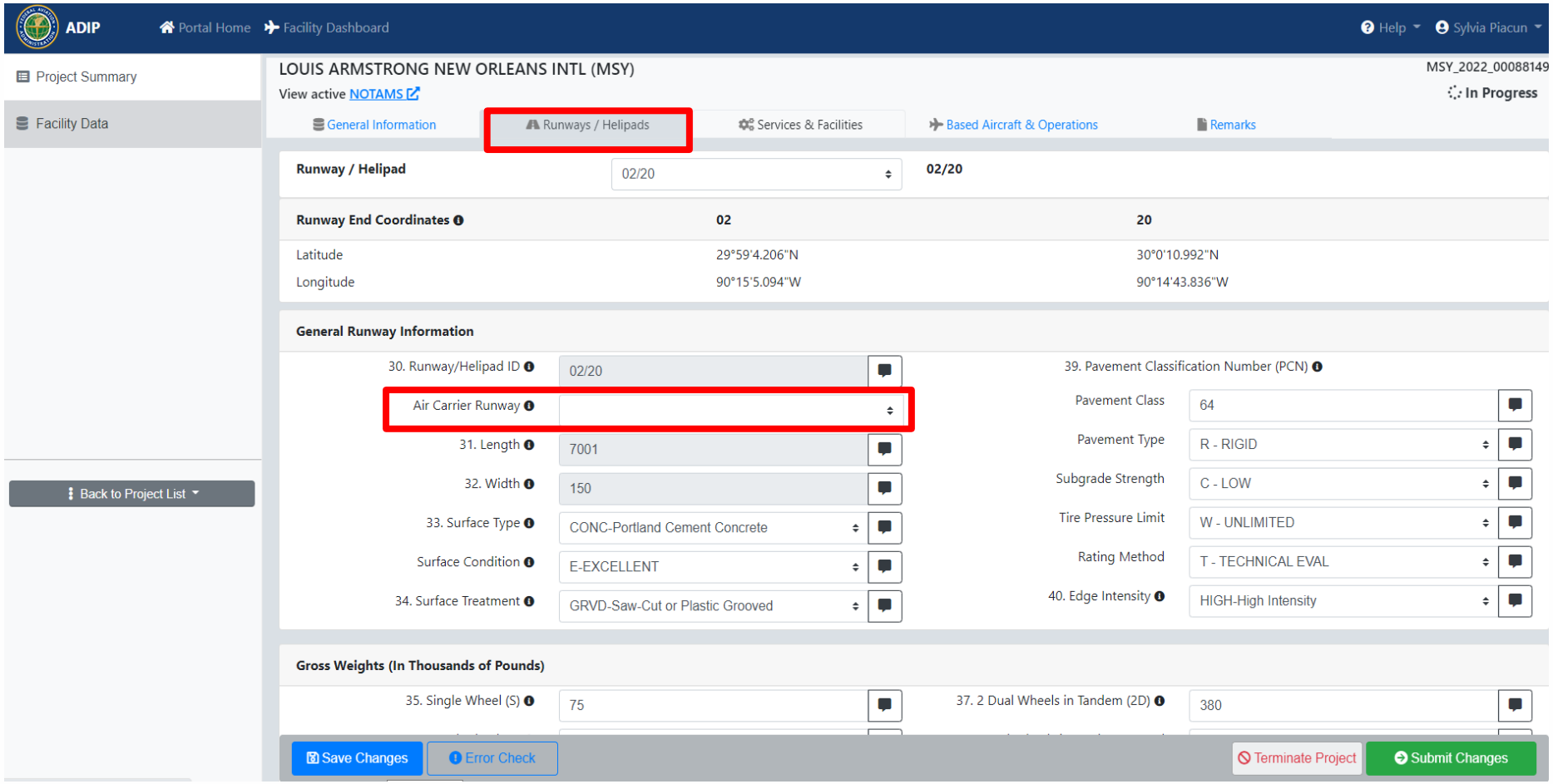
The **Runways/Helipads Page** displays Airport Master Record data elements 30-63 for each Runway/Helipad available.

Remarks for individual fields are displayed in the remark icon to the right.



AMR – Runway/Helipads Tab

Air Carrier Runway: This field associated with data element #30 Runway/Helipad ID, designates whether a runway at an airport (which is certificated under 14 CFR Part 139) is available for use by air carrier aircraft. Select "**Yes**" or "**No**", only editable by FAA Inspectors. See AMR Data Dictionary for more information.



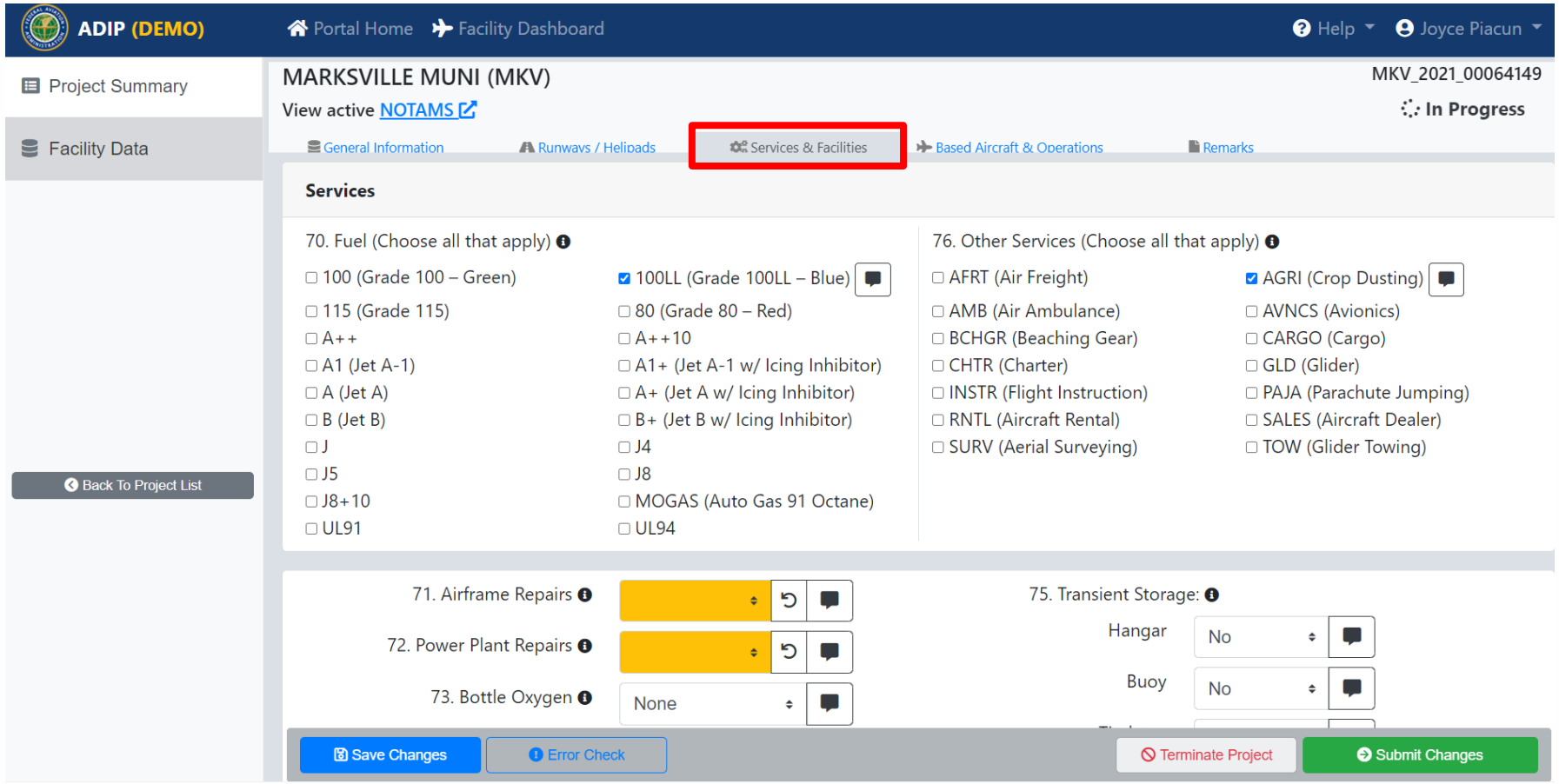
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

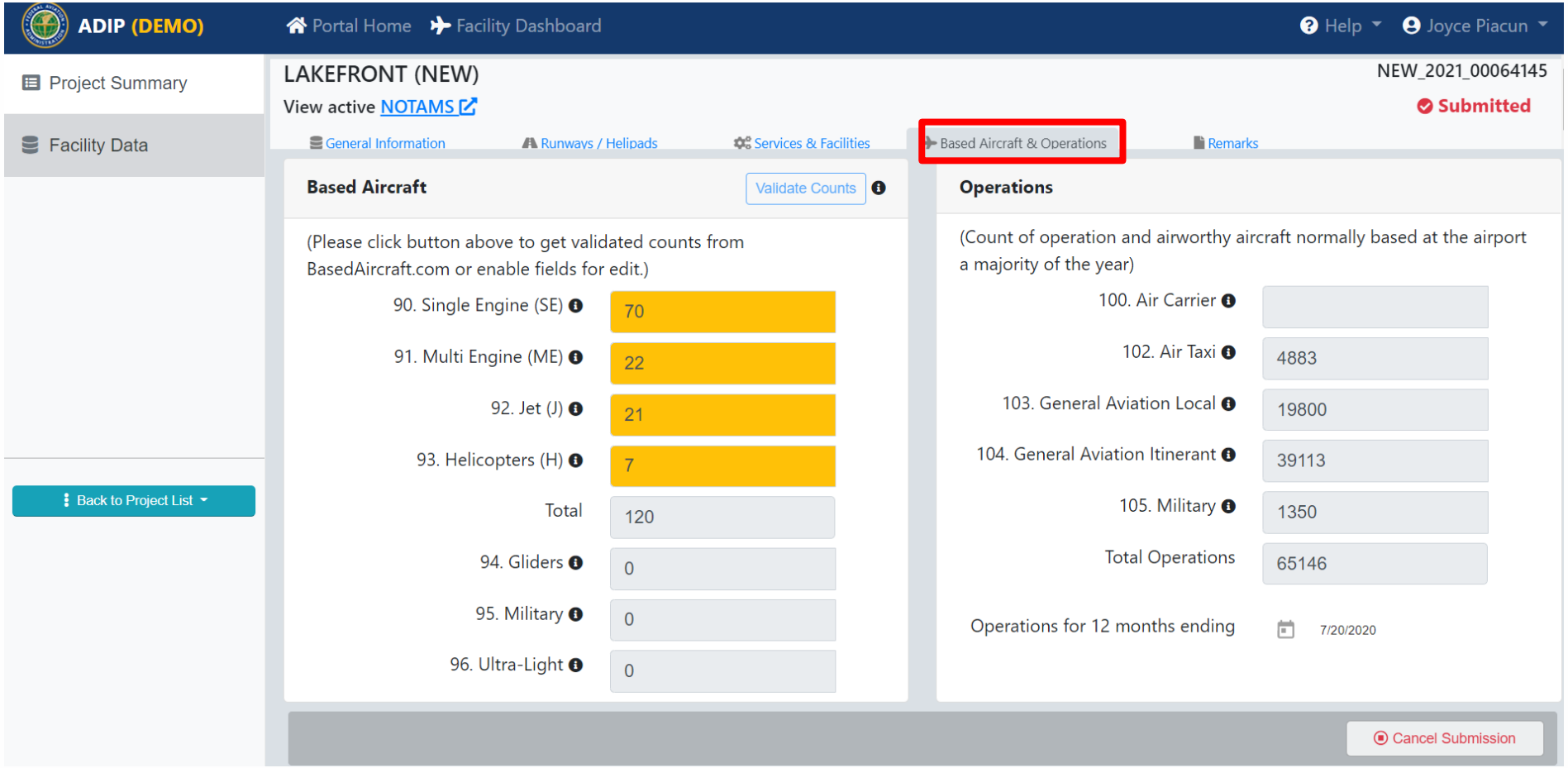
AMR – Services & Facilities Tab

The **Services & Facilities** page displays Airport Master Record data elements 70-89.
Remarks for individual fields are displayed in the remark icon to the right.



AMR – Based Aircraft & Operations

The **Based Aircraft & Operations** page displays Airport Master Record data elements 90-105 as well as access to the National Based Aircraft Inventory Program counts (if applicable).



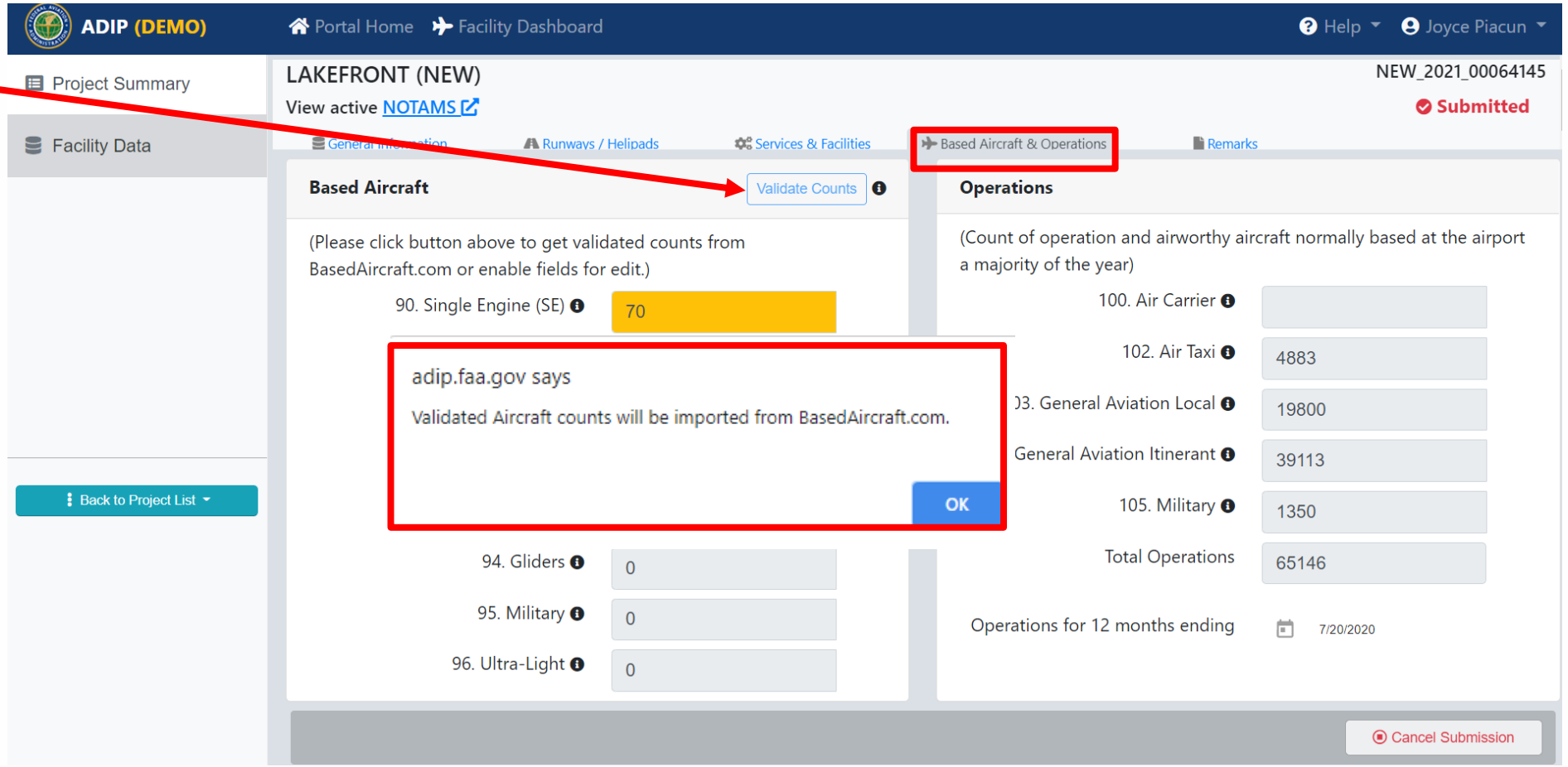
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – Based Aircraft & Operations

By clicking on the "**Validate Counts**" button a window will pop-up, if the selected facility is in the Based Aircraft website you will see the screen on the right. Click the "OK" button to pull in the current validated counts and save your changes.



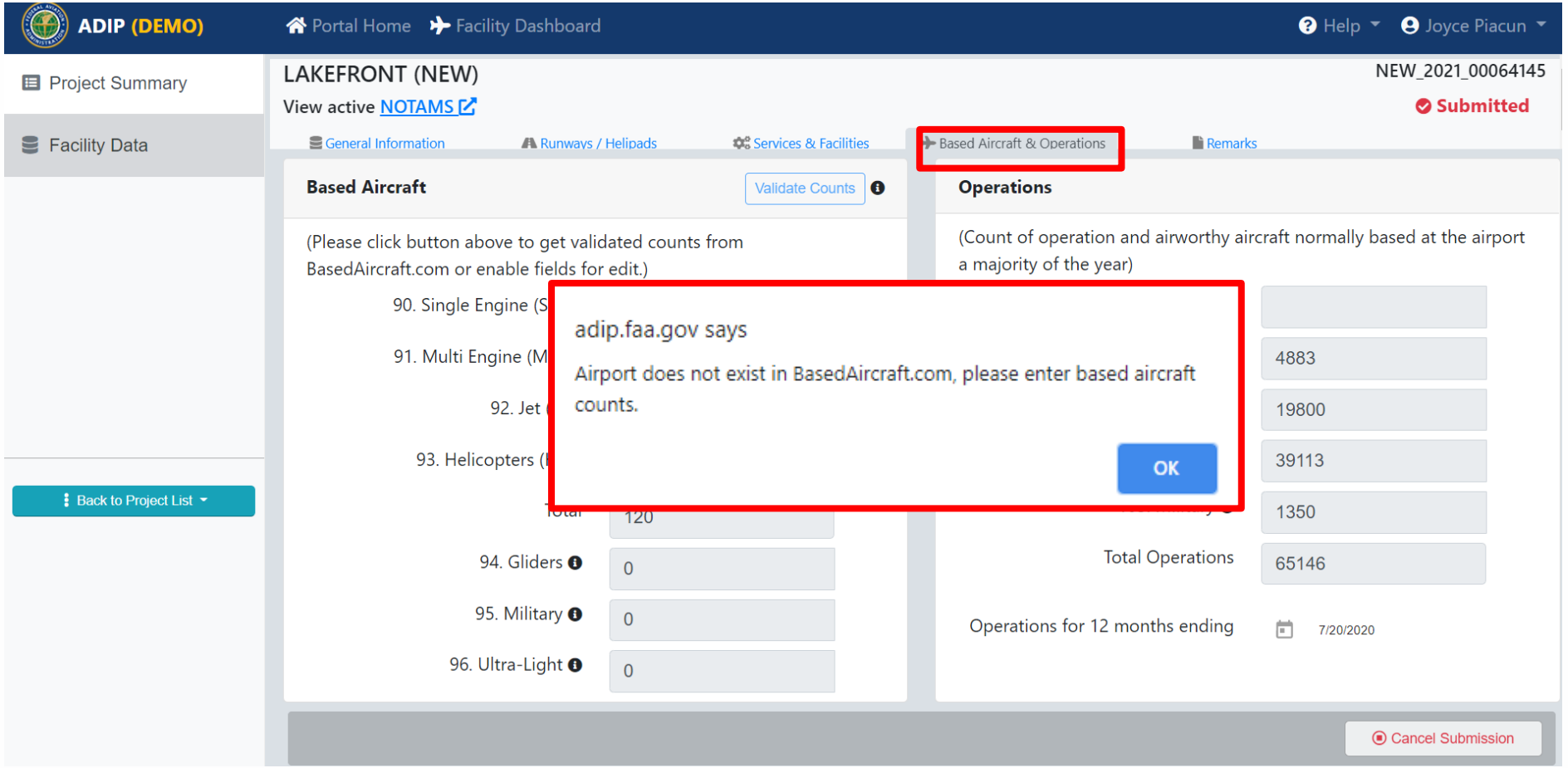
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – Based Aircraft & Operations

If the selected facility was not in the Based Aircraft website, you will see the screen on the right. Click the "OK" button and the fields will turn white, then enter your based aircraft numbers and save your changes.



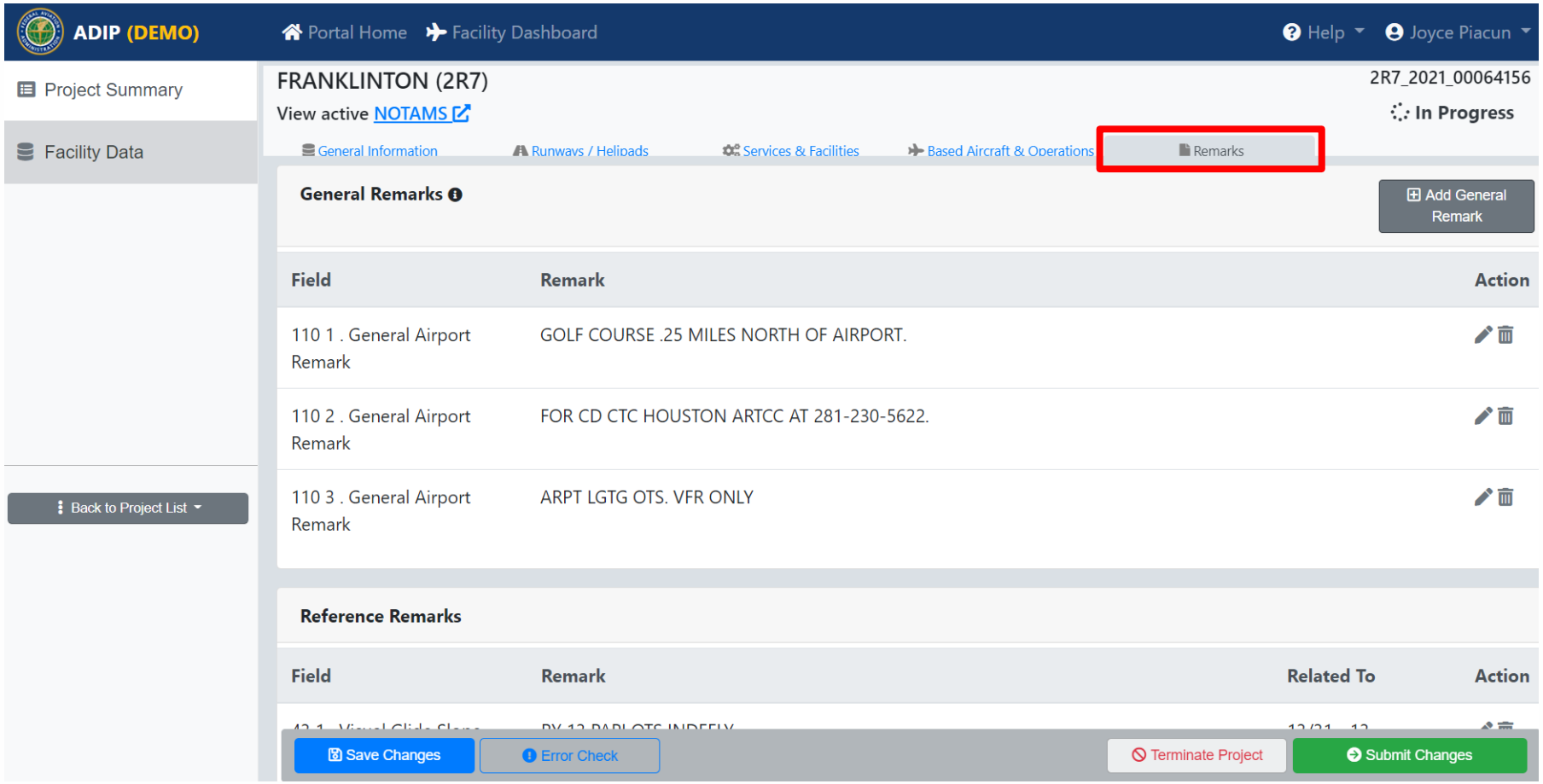
We are Airports

FAA Office of Airports

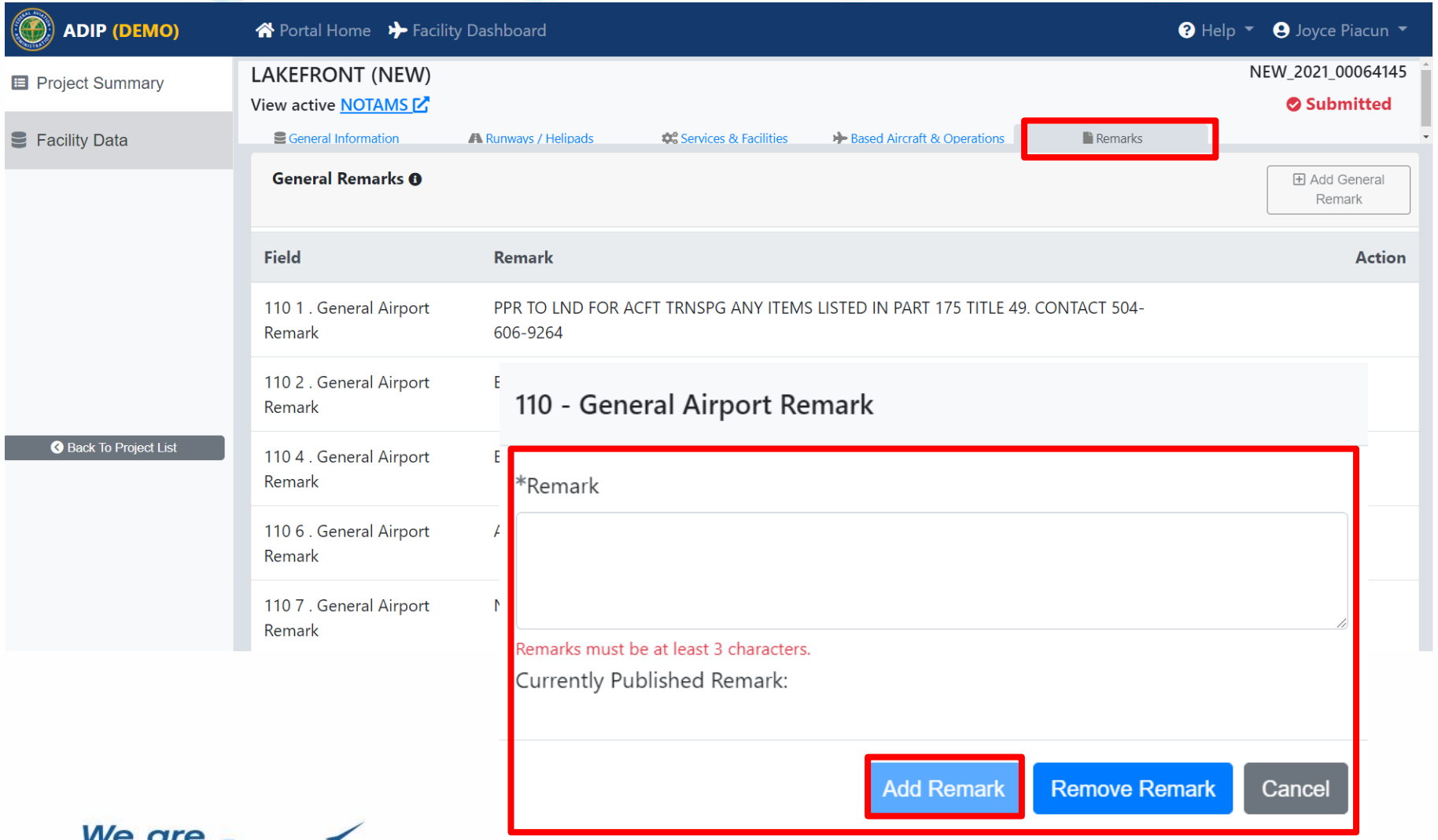
2018 Airport Master Record Seminar

AMR – Remarks

The **Remarks** page represents one screen location allowing you to view, edit and delete remarks for specific individual date elements OR view, edit and delete for Airport General Remarks (#110).



AMR – Adding General Remarks



Select the "**Add General Remark**" button to access the 110 – General Airport Remark window.

Enter the remark in the space provided and select the "**Add Remark**" button.

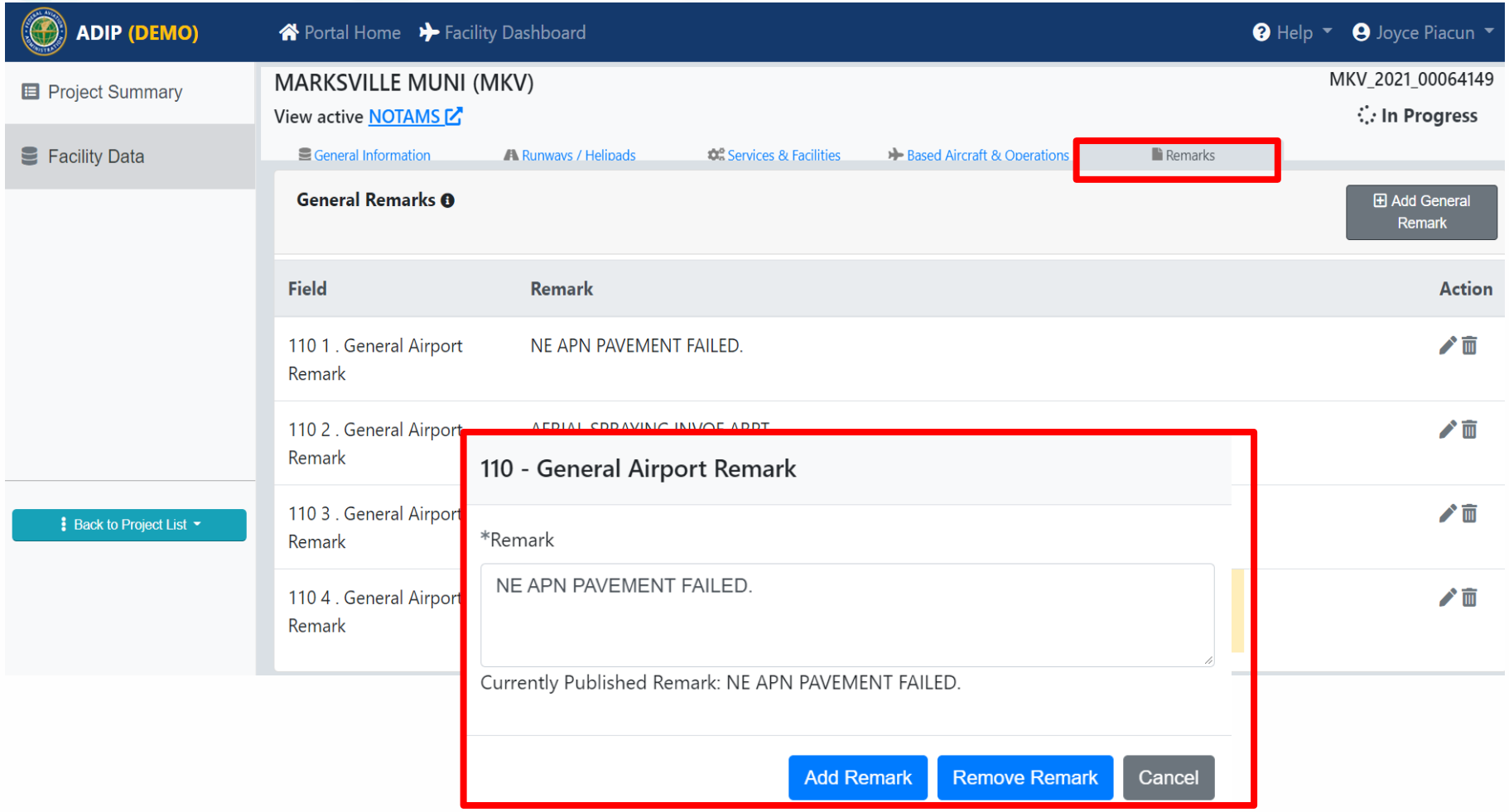
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – Editing or Deleting Remarks

To edit a remark, click on the "**Edit**" icon, a screen will pop-up that will allow you to make edits. After you edit the remark, Click on the "**Add Remark**" button to add the remark. If you need to delete a remark, click on the "**Delete**" icon and the program will ask you "**Delete Remark**" and click on either "Yes" or "No".



We are Airports

FAA Office of Airports

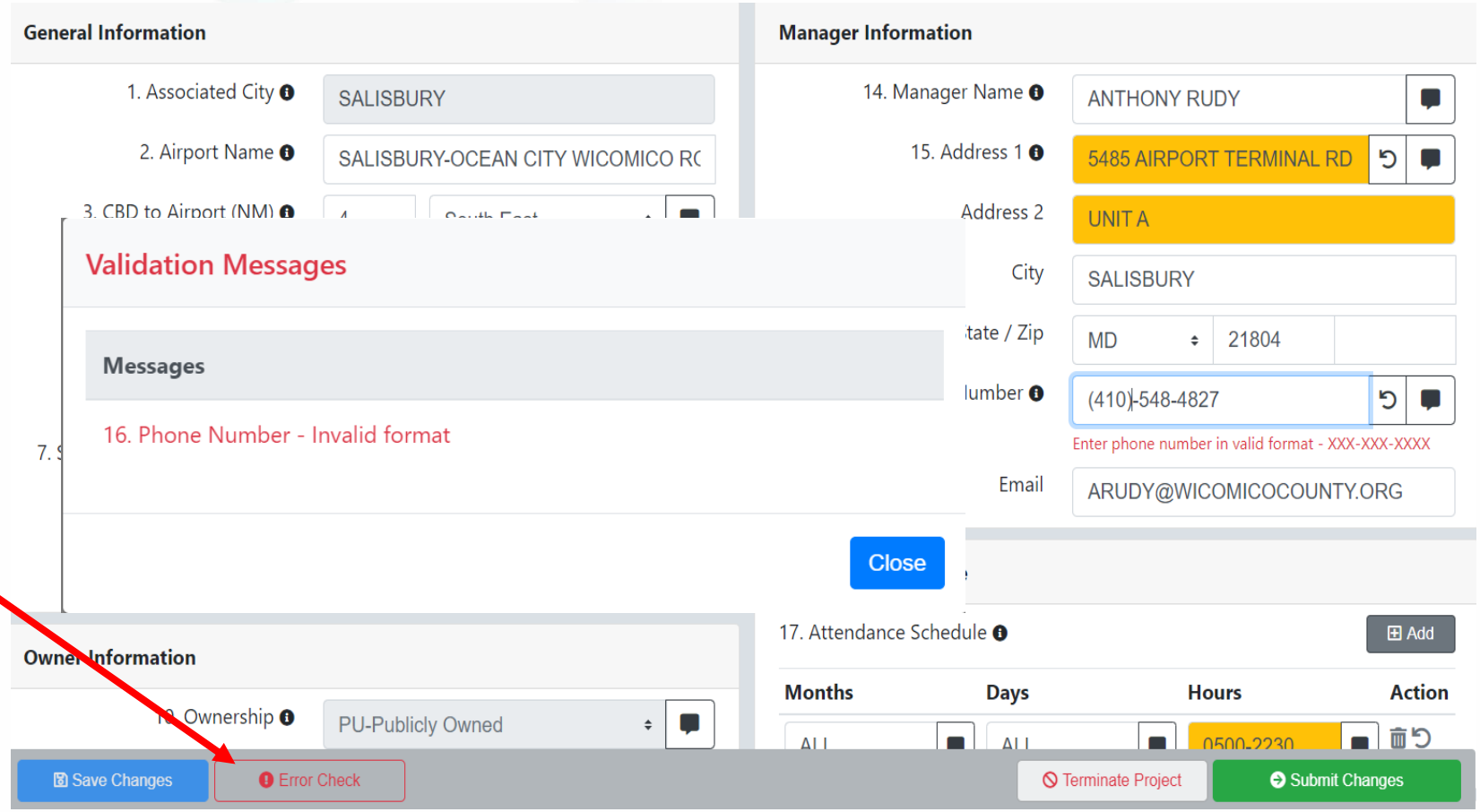
2018 Airport Master Record Seminar

AMR – Error Check

If there is an error in any of the data, you will see the "**Error Check**" button on the bottom of the screen. You cannot submit your changes until you fix the error.

Click on the "**Error Check**" button to see the validation message.

Make the appropriate changes and click on "**Save Changes**".



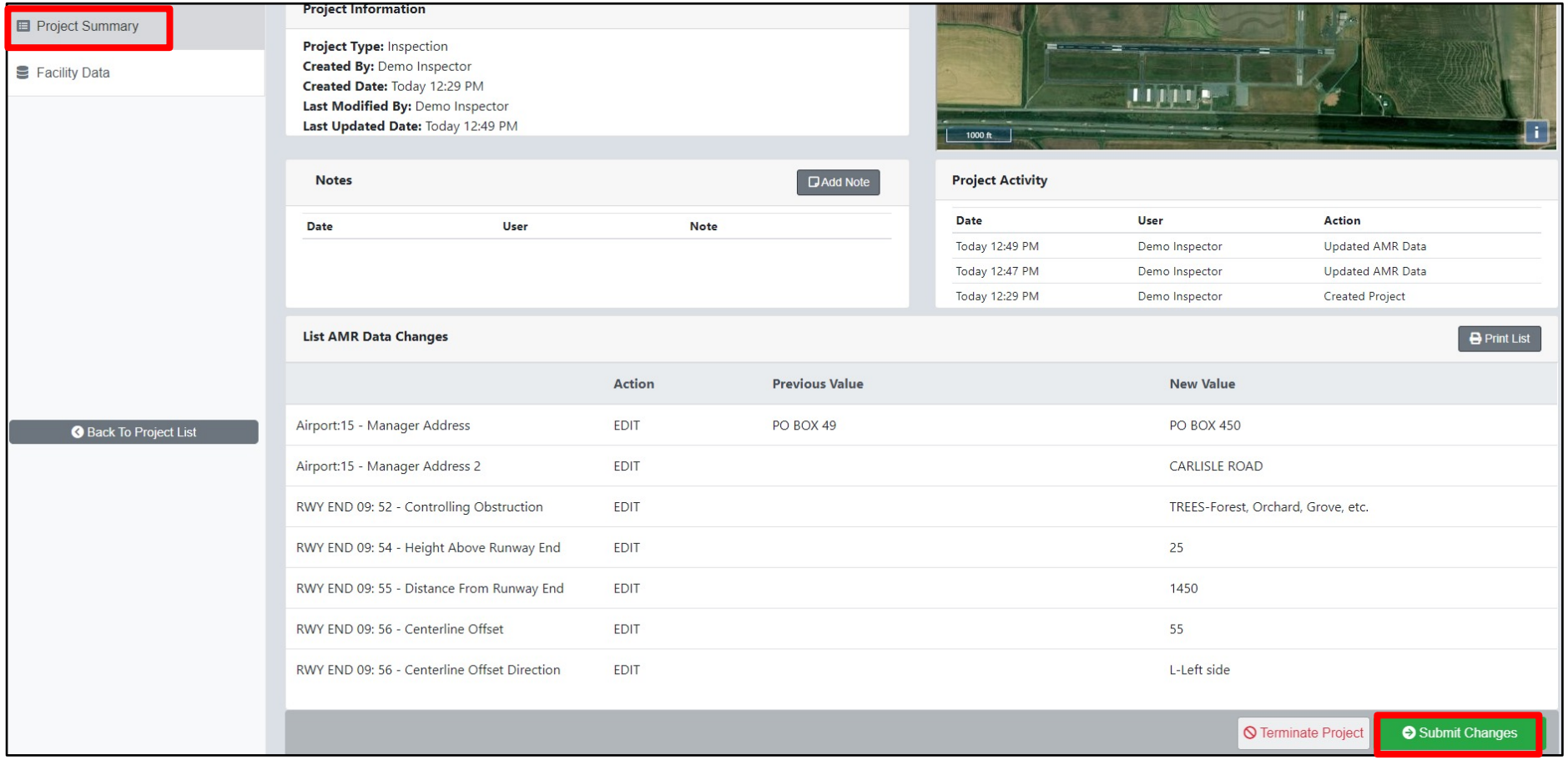
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – Project Summary Page

After you have entered your data changes and before you "**Submit**" them you can click on the "**Project Summary**" page. This will list all changes made for this airport. Review your changes and click '**Submit Changes**' when ready.



We are Airports

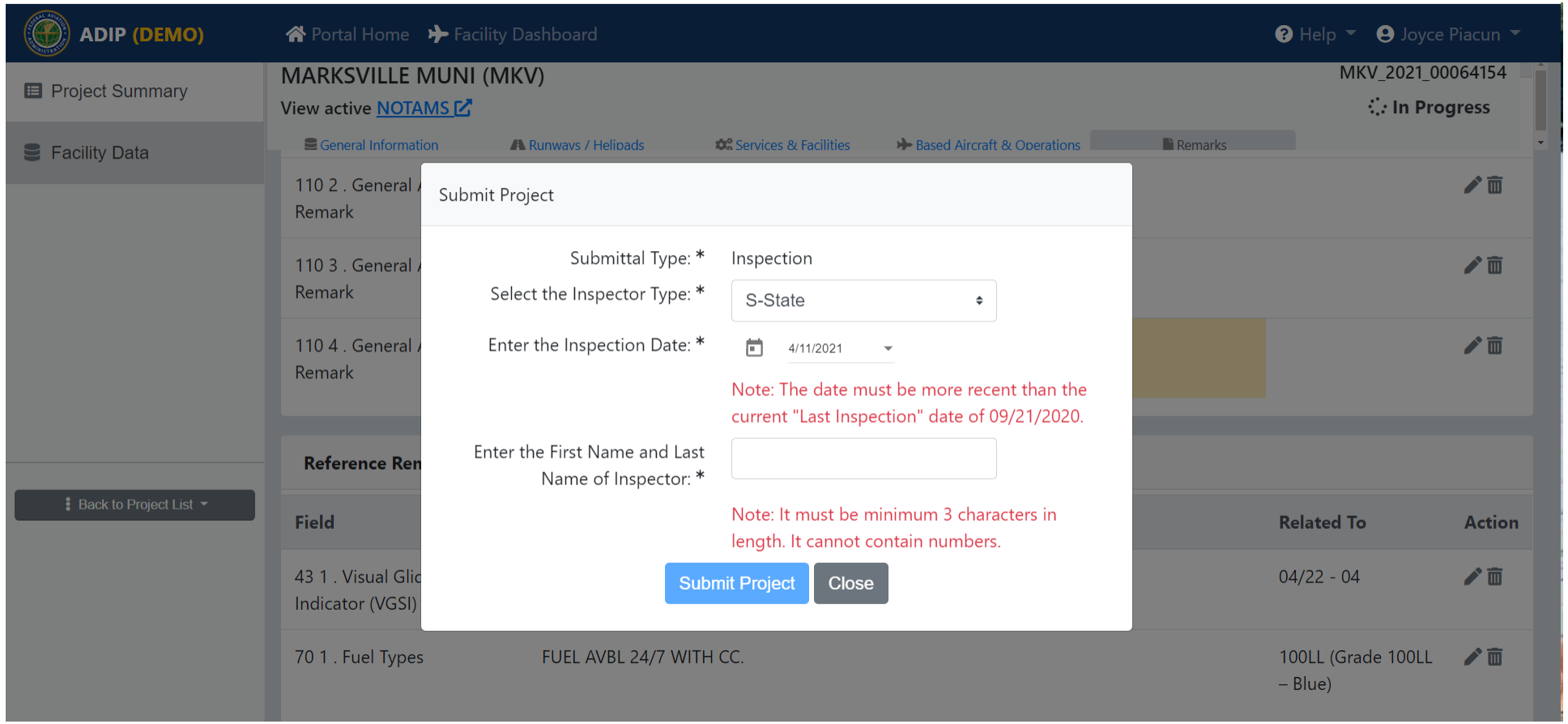
FAA Office of Airports

2018 Airport Master Record Seminar

AMR – Submit Project Page

When selecting the “**submit changes**” button the screen on the right will pop-up when this was for an inspection.

Enter the requested information and select the “**Submit Project**” button.



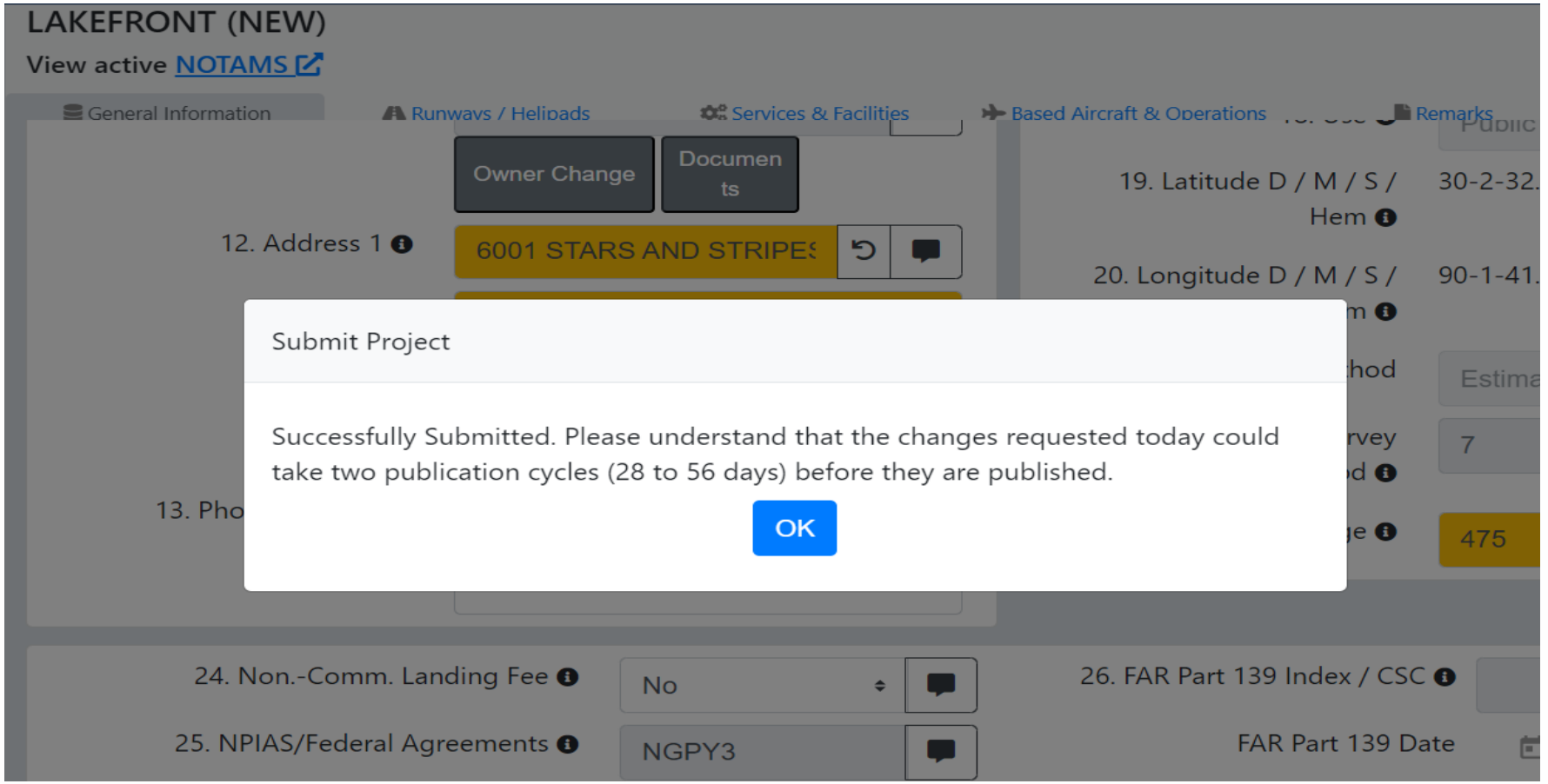
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – Submit Project Page

After submitting your updates for the facility, you will receive this message. Click "**OK**" and you will be brought back to Project Summary Page.



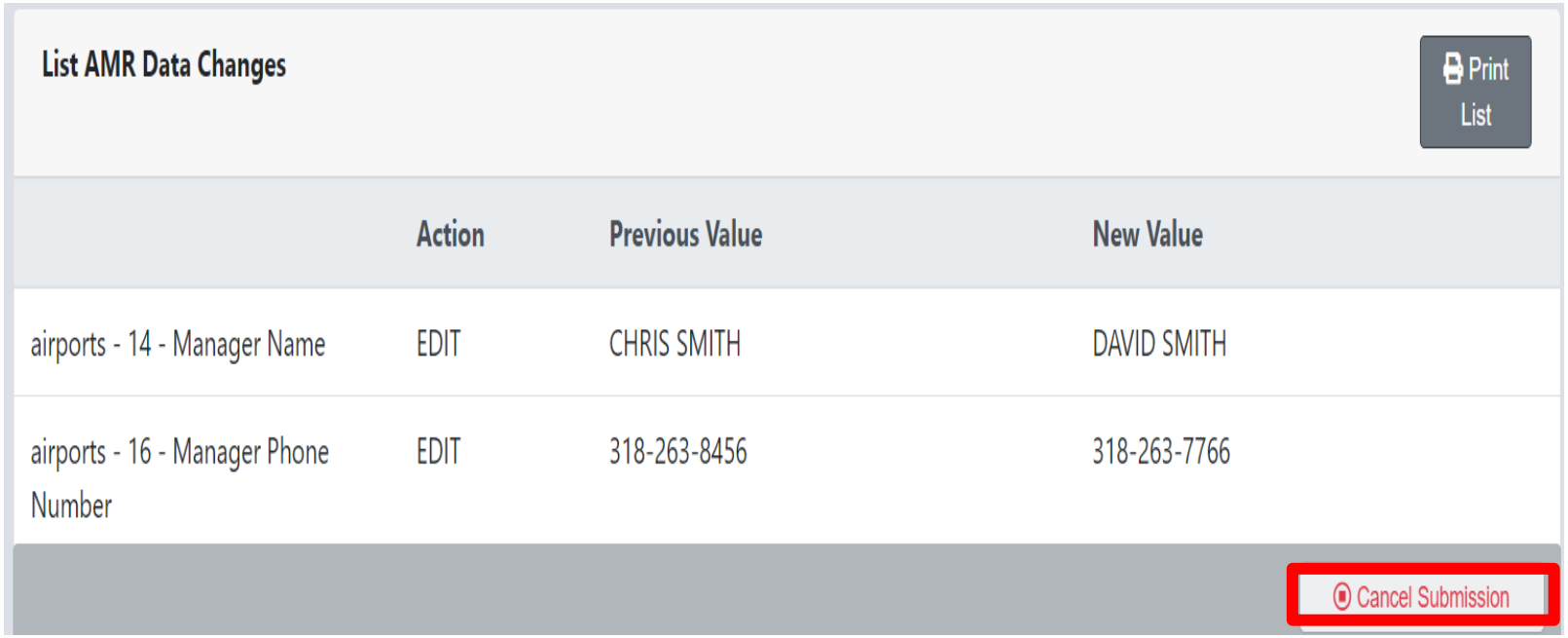
We are Airports

FAA Office of Airports

2018 AIRPORT MASTER RECORD SEMINAR

AMR – Cancel Submission

If you submitted your changes by mistake, selecting the "**Cancel Submission**" button will allow you to recall your submission and you can make other changes and then you can submit again.



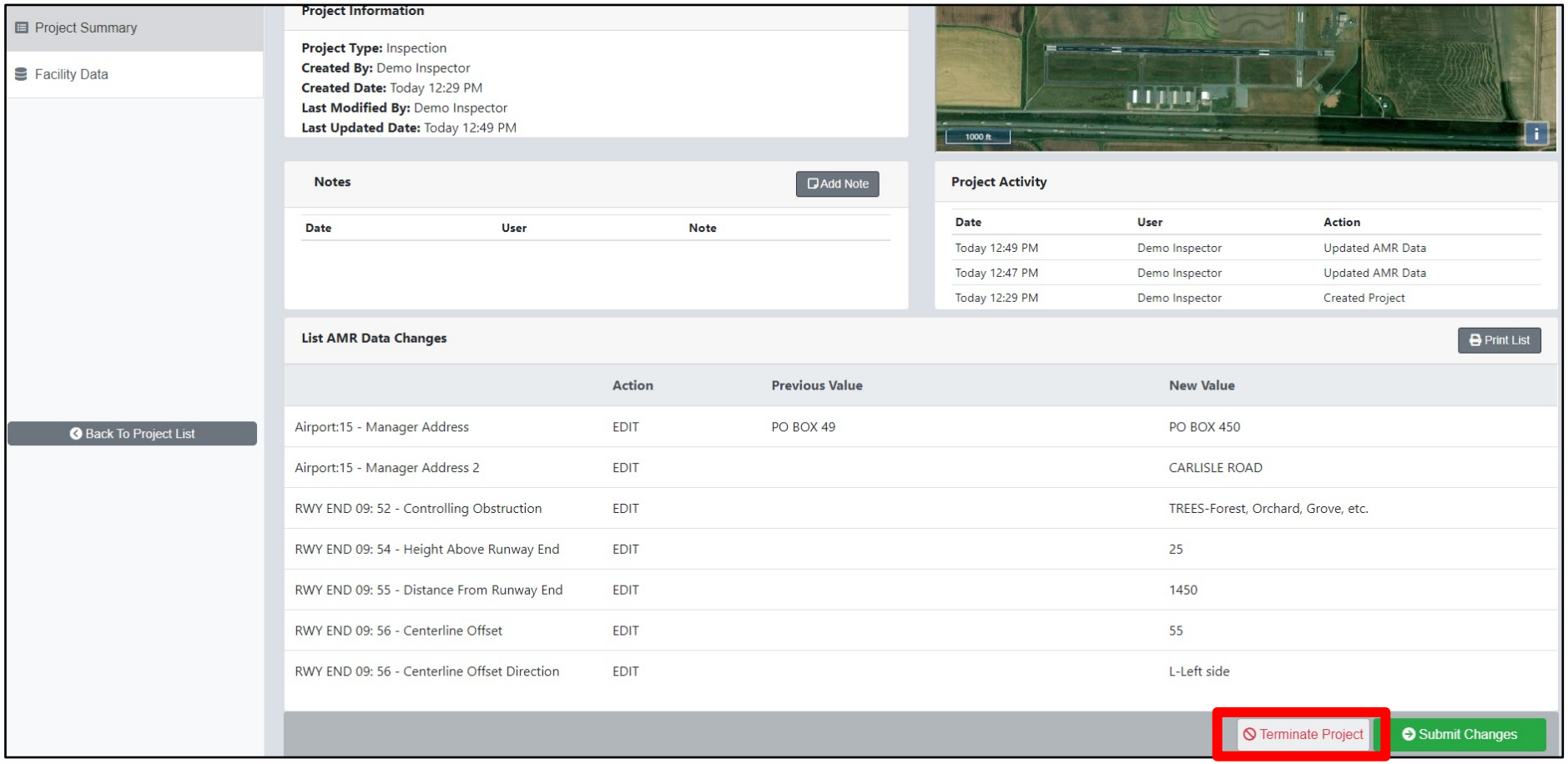
We are Airports

FAA Office of Airports

2018 AIRPORT MASTER RECORD SEMINAR

AMR - Terminating a Project

If you wish to cancel all your changes and start with a new project, select "**Terminate Project**" by clicking on the "**Terminate Project**" button.



AMR – Changes Submitted

Following your **Project Submittal** you will receive an Email confirmation showing your data changes. This will list all the data changes that were made for that facility.

Sent: Thursday, June 27, 2019 3:17 PM

Subject: dev: (5F4) Additional Information Submittal (real to address: spiacun@gmail.com)

Sylvia Piacun, thank you for submitting data for HOMER MUNI (07552.*A) at 06/27/2019 15:15 -0400
The changes you submitted are:

==========

EDIT airports - 73 - Bottle Oxygen

Previous Value: null

New Value: Low

==========

EDIT airports - 71 - Airframe Repairs

Previous Value: null

New Value: Minor

==========

EDIT airports - 104 - General Aviation Itinerant

Previous Value: 750

New Value: 800

==========

EDIT RWY END: 12 - 42 - Runway Marking Type

Previous Value: BSC-Basic

New Value: NRS-Numbers Only

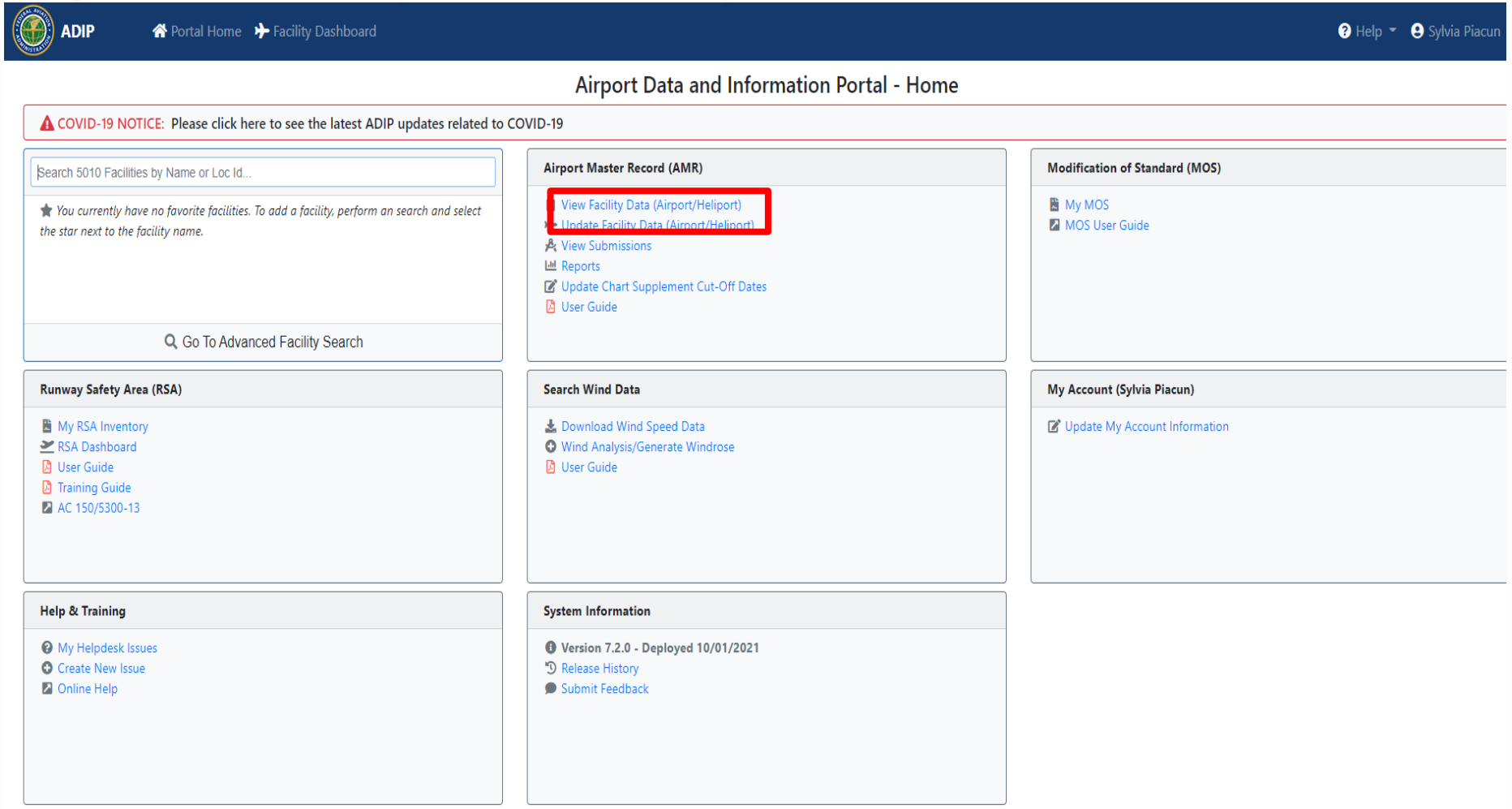
We are Airports

FAA Office of Airports

2018 AIRPORT MASTER RECORD SEMINAR

AMR – State Inspector Portal Home Page

The “**View Facility Data(Airport/Heliport)**” link on the ADIP Portal Home Screen is for viewing airport data only.



We are Airports

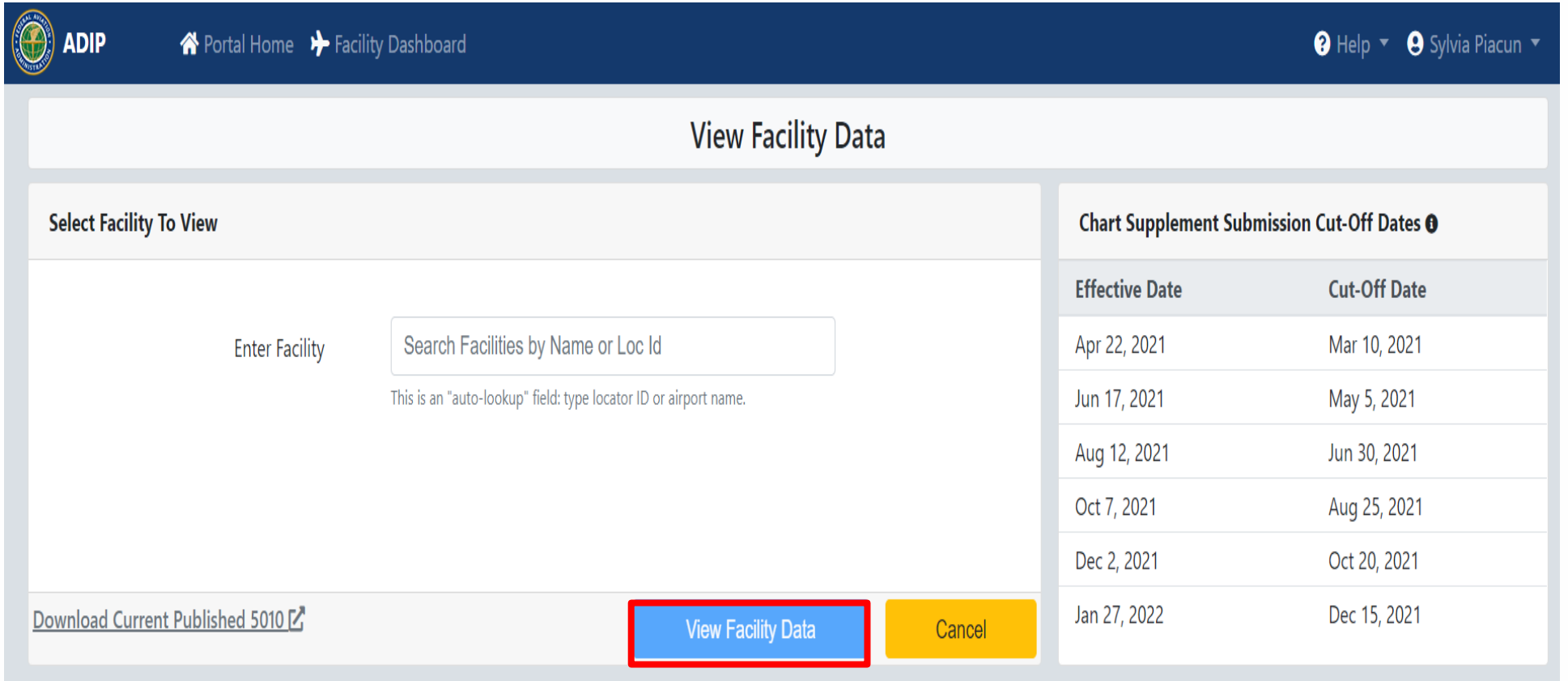
FAA Office of Airports

2018 Airport Master Record Seminar

AMR – Airport Search

After selecting "**View Facility Data**" the screen on the right will display.

Enter the LocID and select "**View Facility Data**" button to access the airport's data. You will not be able to edit airport data, only view the data.



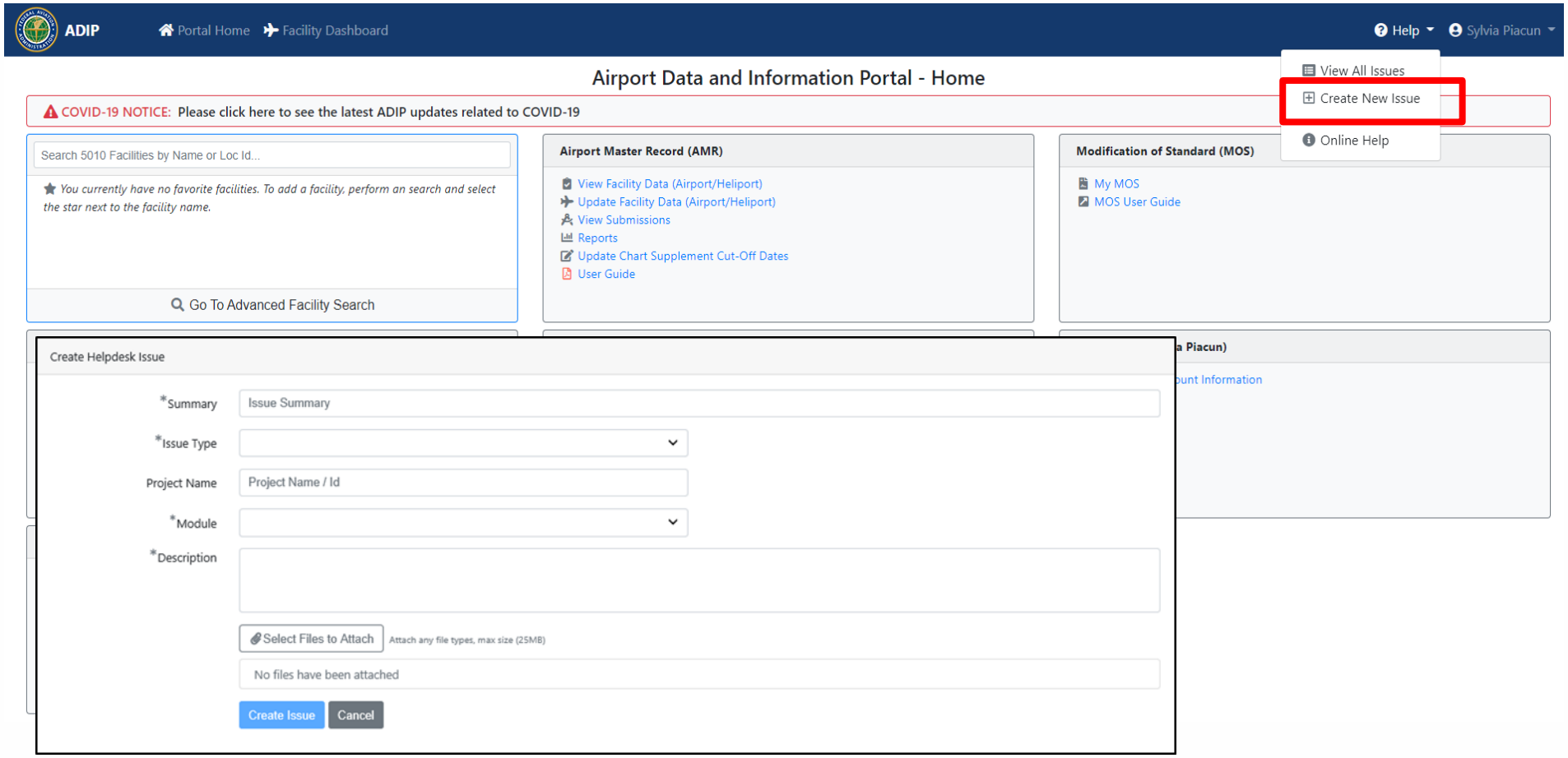
We are Airports

FAA Office of Airports

AMR – Online Help Options

Selecting the "**Help**" icon in the upper right corner will access the help options menu.

By selecting the "**Create New Issue**" a screen will pop up and allow you to create and submit a new helpdesk issue.



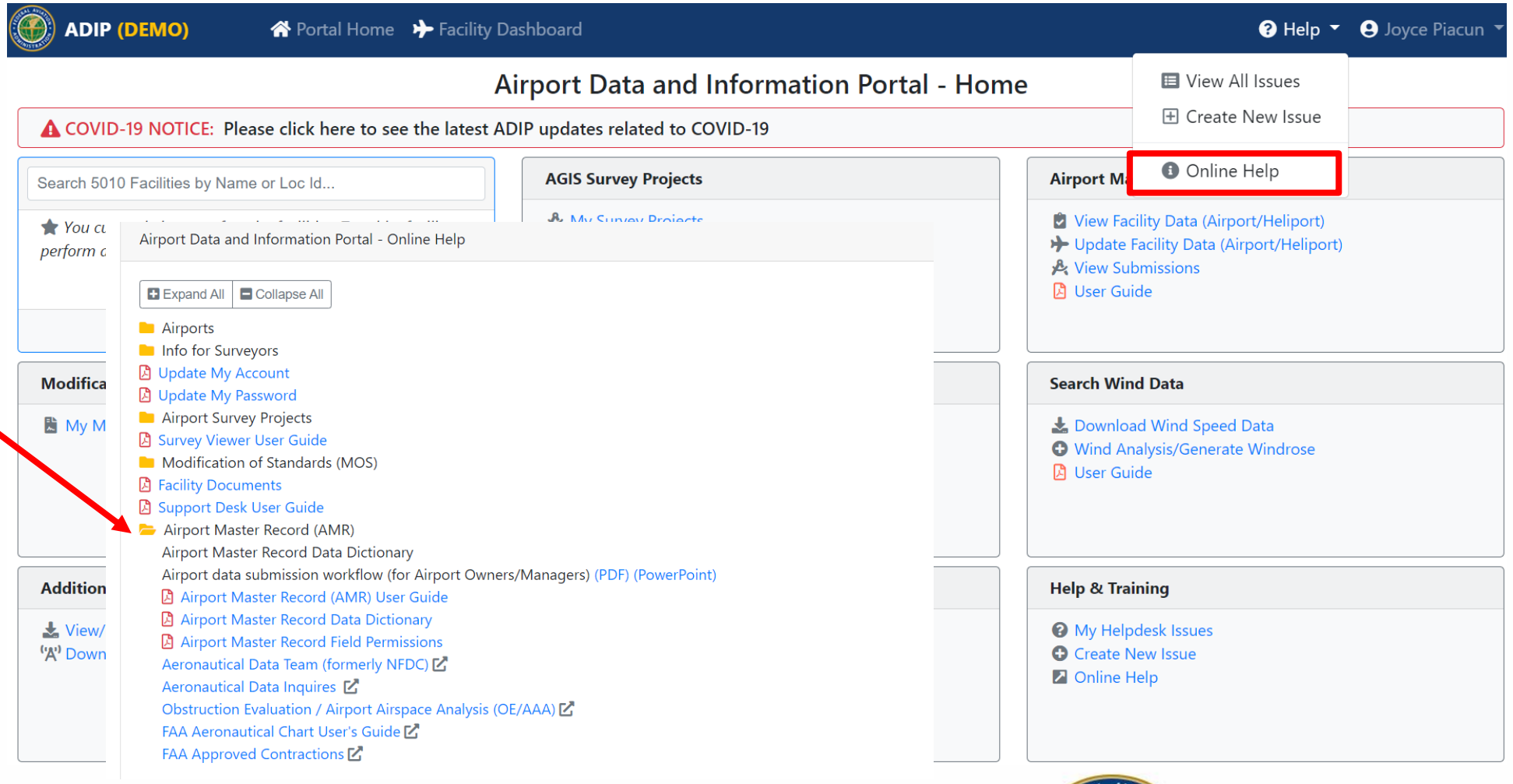
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – Online Help Options

Select the Airport Master Record "**Online Help**" link in the Airport Master Record (AMR) section of the ADIP home page. This will bring up a list of user guides and support documentation.



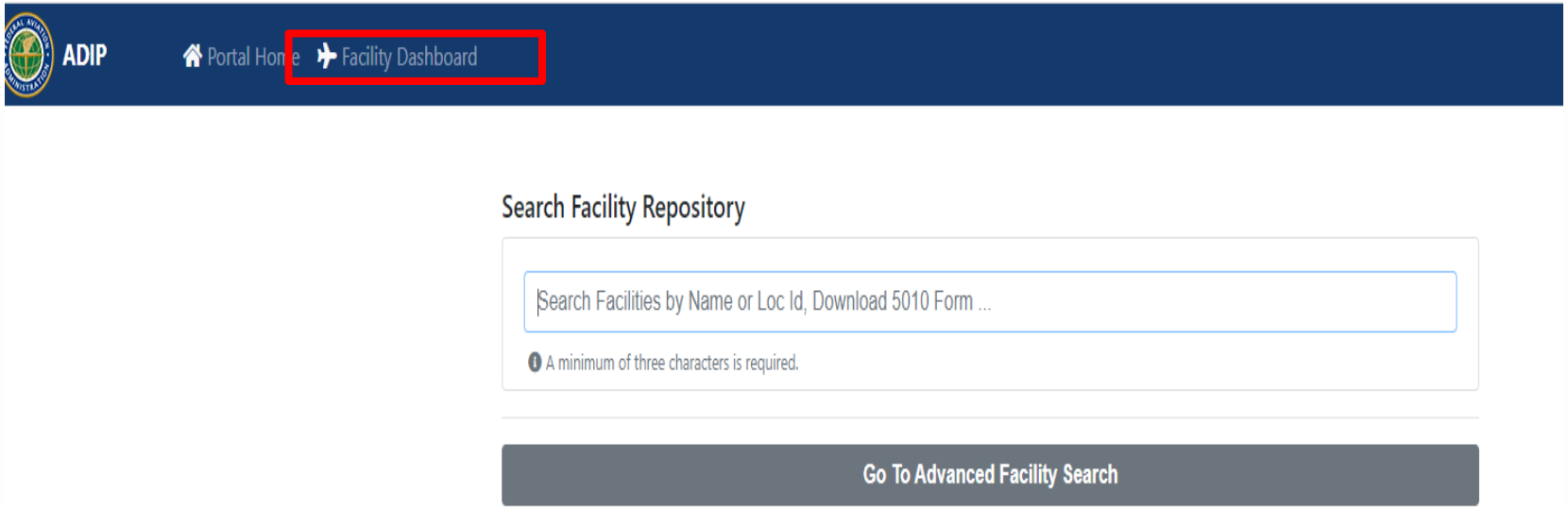
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – Facility Dashboard

Select the Airport Master Record "**Facility Dashboard**" link on the Airport Master Record (**AMR**) home page. Enter a LocID to access an airport's Facility Details, Surveys, Facility Map and Charts.



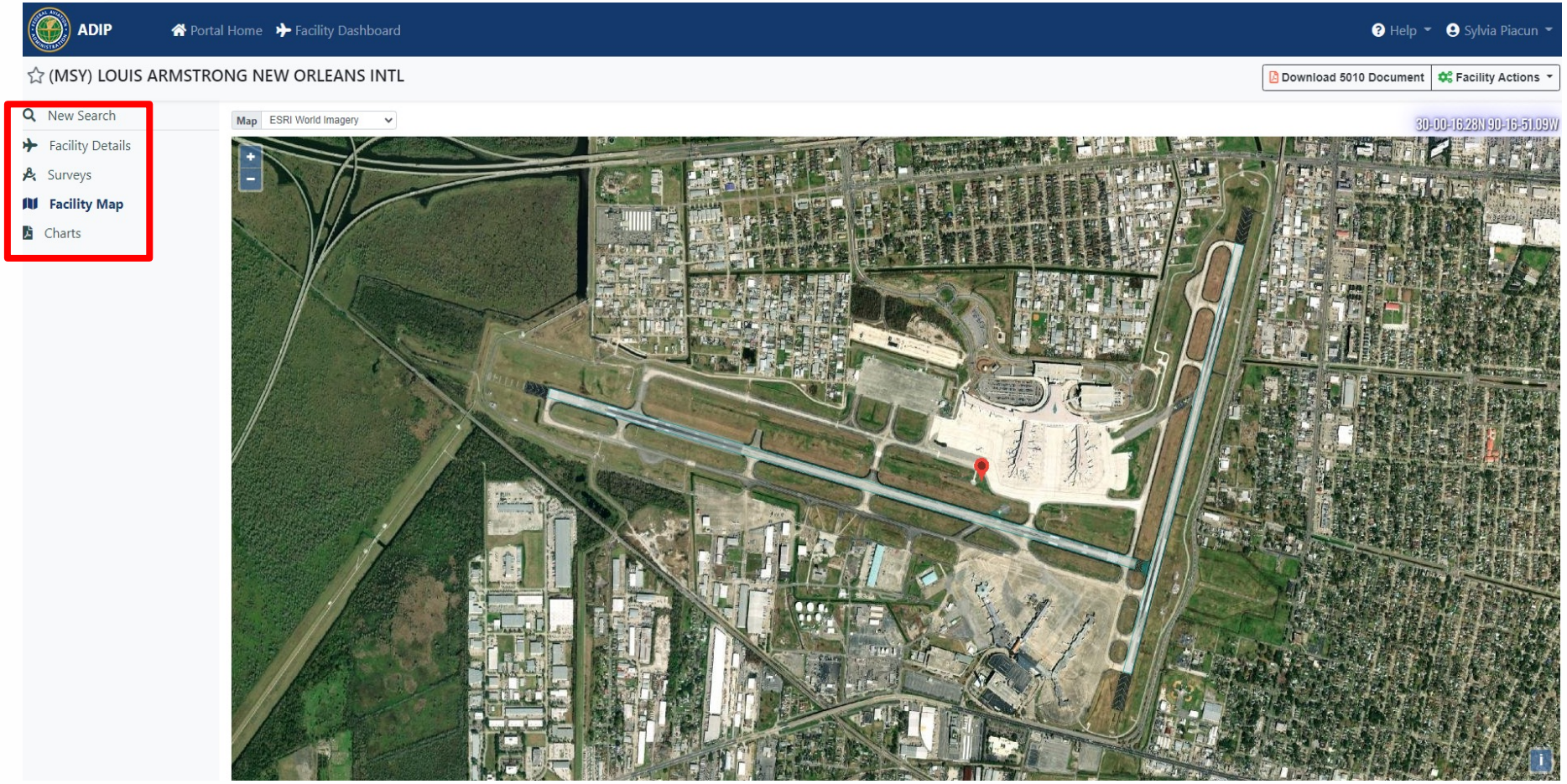
We are Airports

FAA Office of Airports

2018 AIRPORT MASTER RECORD SEMINAR

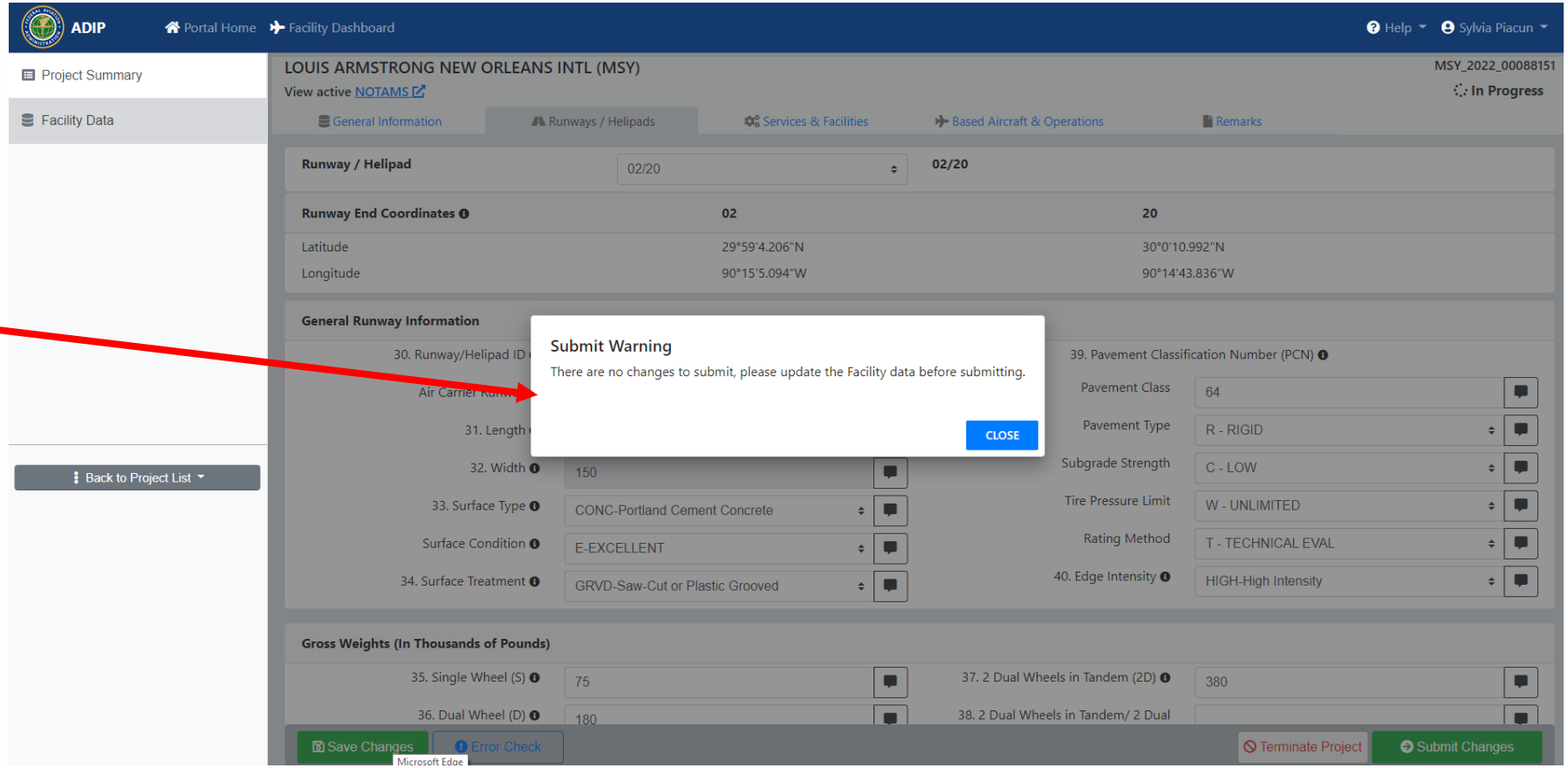
AMR – Facility Dashboard

Once on the "**Facility Dashboard**" you can select the links to access an airport's Facility Details, Surveys, Facility Map and Charts.



AMR – New Enhancements

There is a new feature in ADIP which prevents a user from submitting without saving his data. An error message will be displayed as shown on the right.



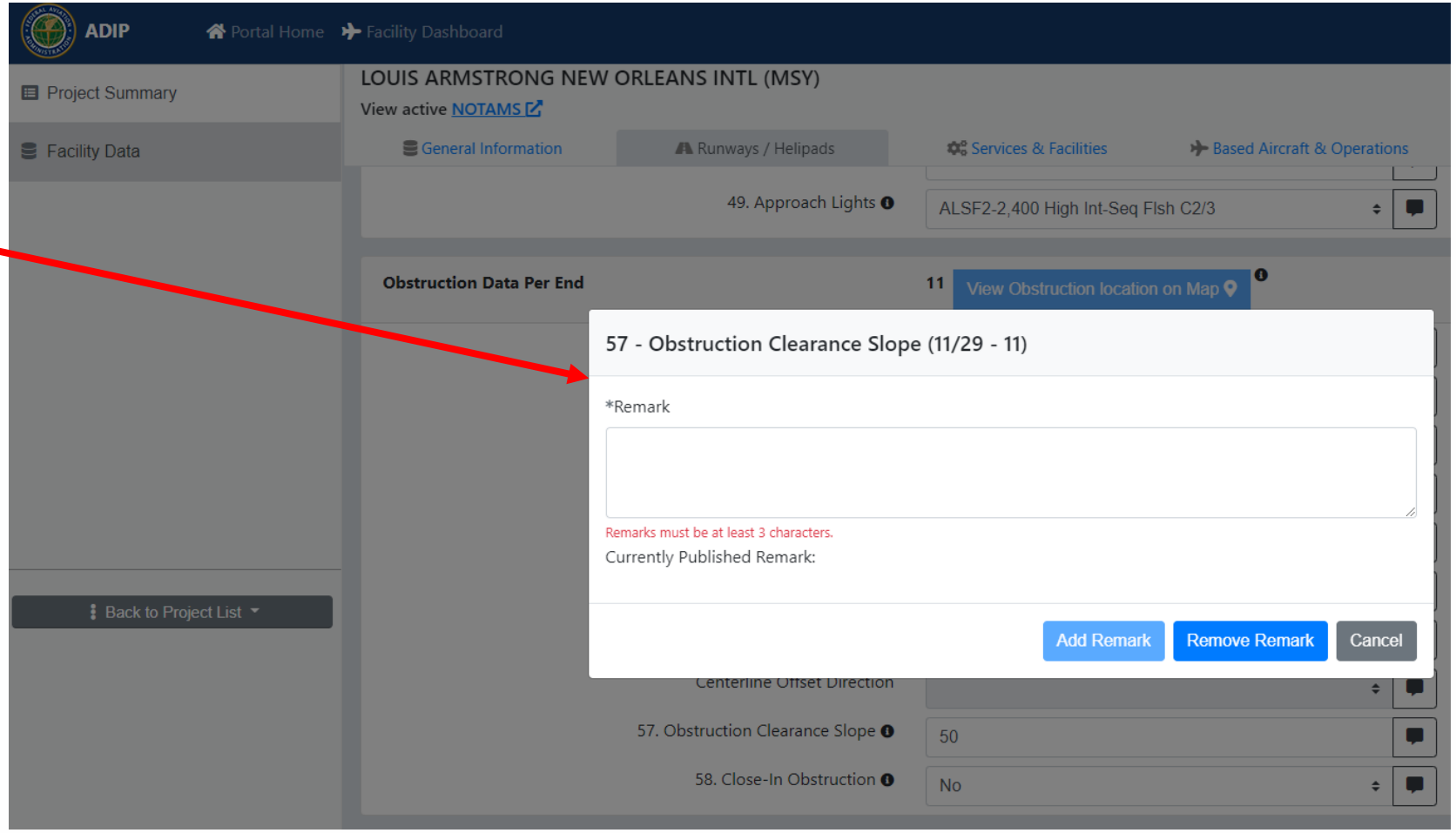
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – New Enhancements

The remarks entry screen now includes both the Runway and Runway End ID enabling users to have a reference when entering remarks.



We are Airports

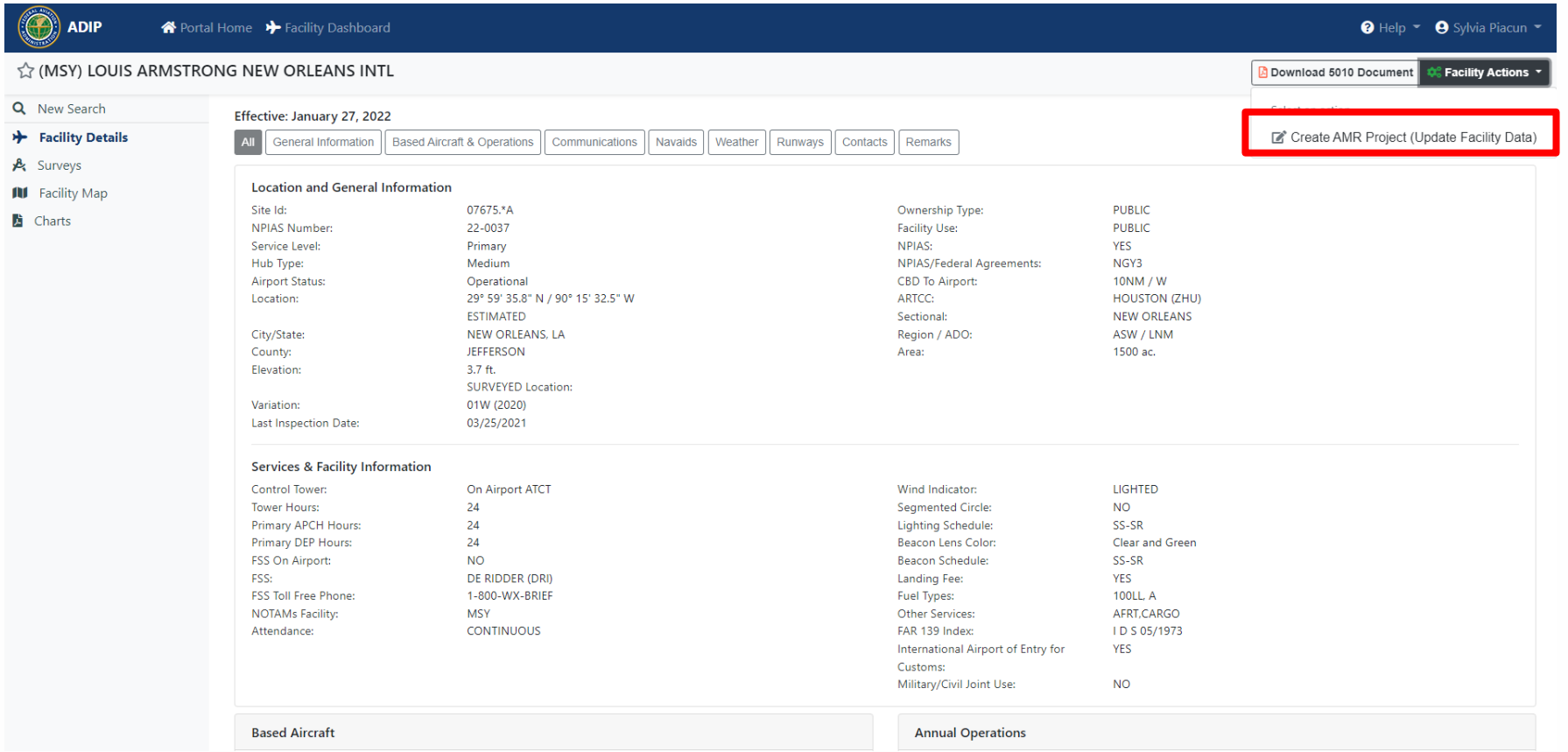
FAA Office of Airports

2018 Airport Master Record Seminar

AMR – New Enhancements

An **AMR** Project can now be created from the Facility Details page by clicking the "**Create AMR Project**" link under the Facility Actions dropdown.

User can now initiate a new **AMR** project for the given facility as long as there are no open projects for the facility.



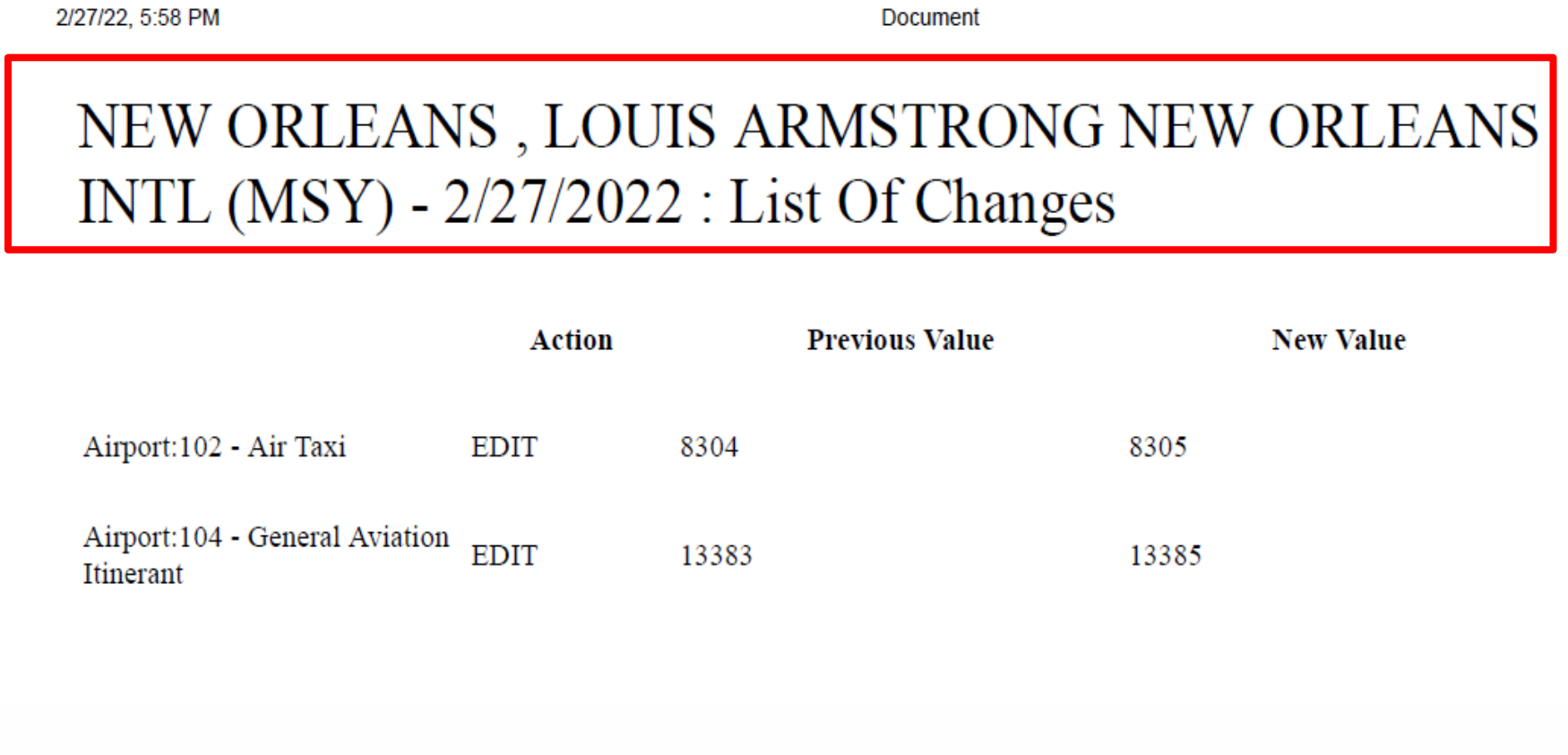
We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

AMR – New Enhancements

The list of **AMR** data **Changes Report** contains a header at the top of the page helping users view the list of changes at an airport when printing. The header contains the following information:
Associated City
Airport Name (LOC ID)
Date



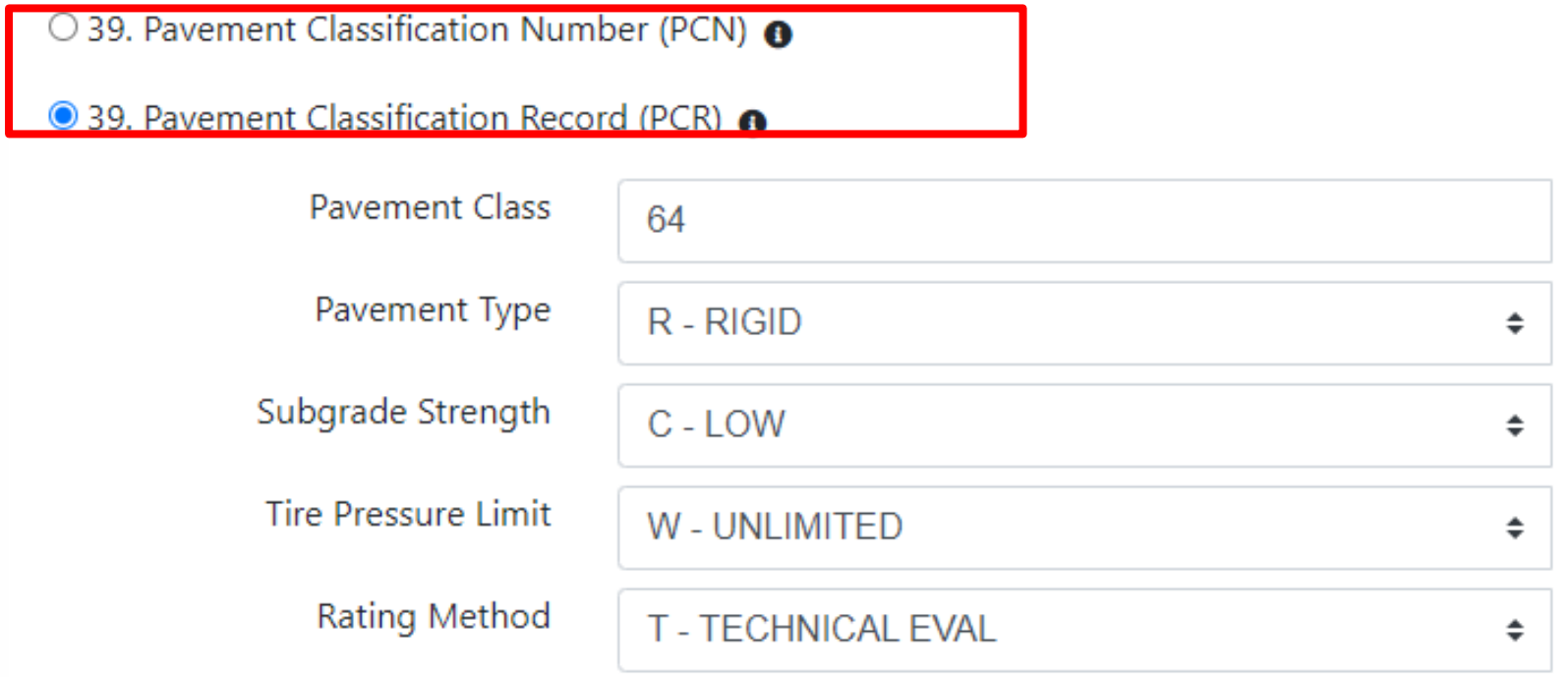
2/27/22, 5:58 PM Document

NEW ORLEANS , LOUIS ARMSTRONG NEW ORLEANS INTL (MSY) - 2/27/2022 : List Of Changes

	Action	Previous Value	New Value
Airport:102 - Air Taxi	EDIT	8304	8305
Airport:104 - General Aviation Itinerant	EDIT	13383	13385

AMR – New Enhancements

Users have the option of selecting **Pavement Classification Number (PCN)** or **Pavement Classification Record (PCR)** for reporting runway pavement data. Only one pavement type can be entered per Runway – PCN or PCR.



We are Airports

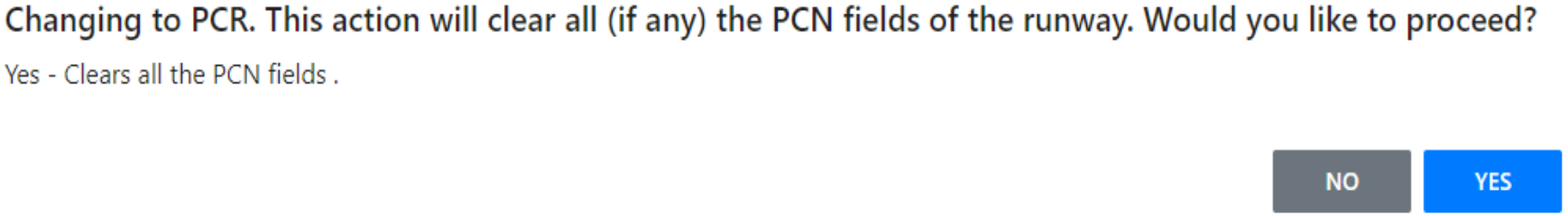
FAA Office of Airports

2018 AIRPORT MASTER RECORD SEMINAR

AMR – New Enhancements

When the value is changed from **PCN** to **PCR**, the system provides a message that all current PCN fields will clear. Users need to enter all PCR values.

Note: 5010 PDF is updated to show PCN/PCR for item #39.



We are Airports

FAA Office of Airports

2018 AIRPORT MASTER RECORD SEMINAR

AMR – Most Common Mistakes

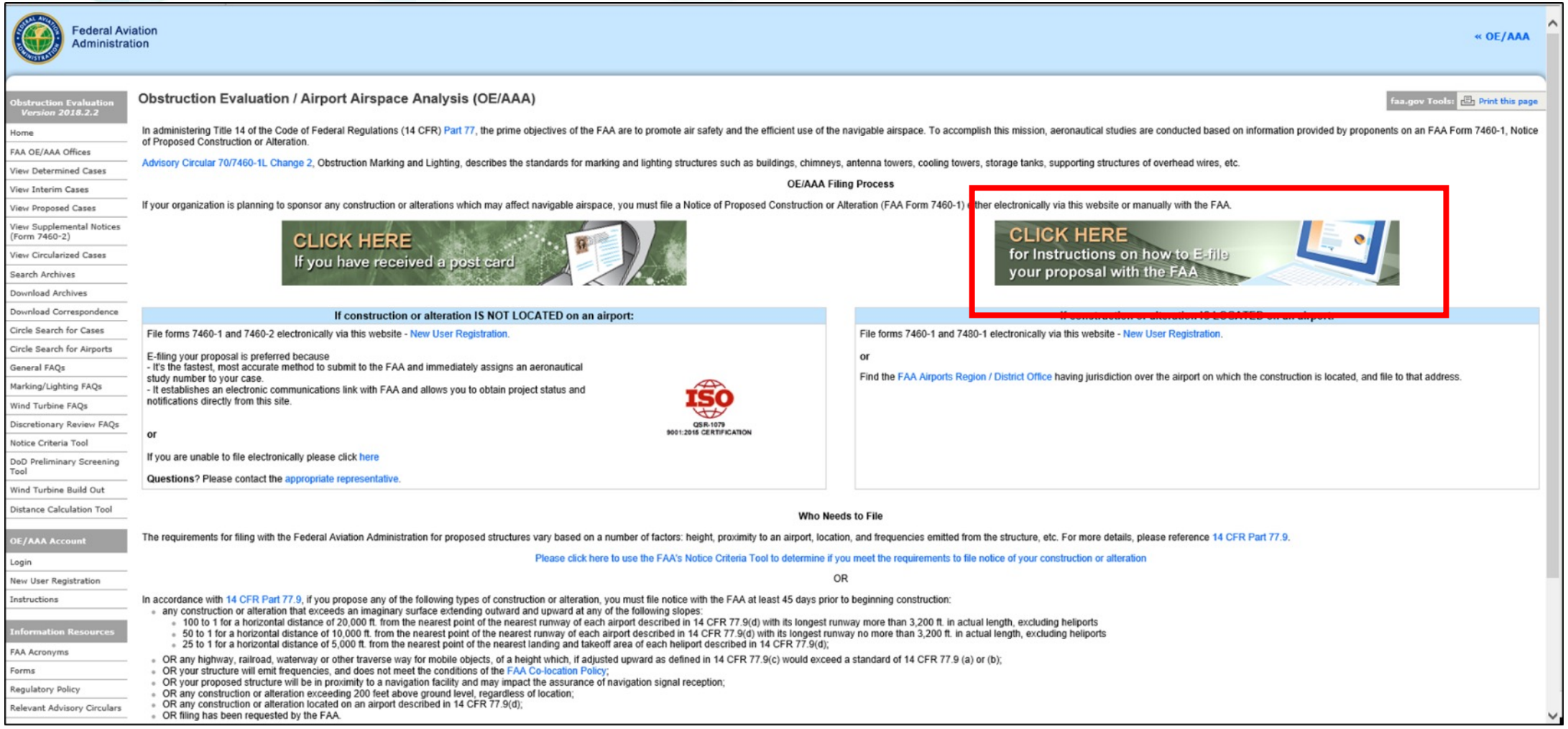
- Submitting "**Additional Information**" when it should have been submitted as an "**Inspection**."

- When "**Creating a Project**" most people don't realize that the project you create will stay open until it has been submitted or terminated. Most users are just viewing the data, not updating it.

AMR – Airspace Items requiring 7480-1

- #18 **USE** (Changing airport's use)
- #23 **RIGHT TRAFFIC** (Changing traffic patterns)
- #30 **RUNWAY/HELIPAD ID** (Adding or deleting a runway/helipad record or changing the identifier of a runway/helipad)
- #31 **RUNWAY/HELIPAD LENGTH** (Changing the surveyed length of a runway or helipad)
- #32 **RUNWAY/HELIPAD WIDTH** (Changing the surveyed width of a runway or helipad)
- #51 **DISPLACED THRESHOLD** (Adding, modifying or deleting a runway's Displaced Threshold)

Obstruction Evaluation / Airport Airspace Analysis

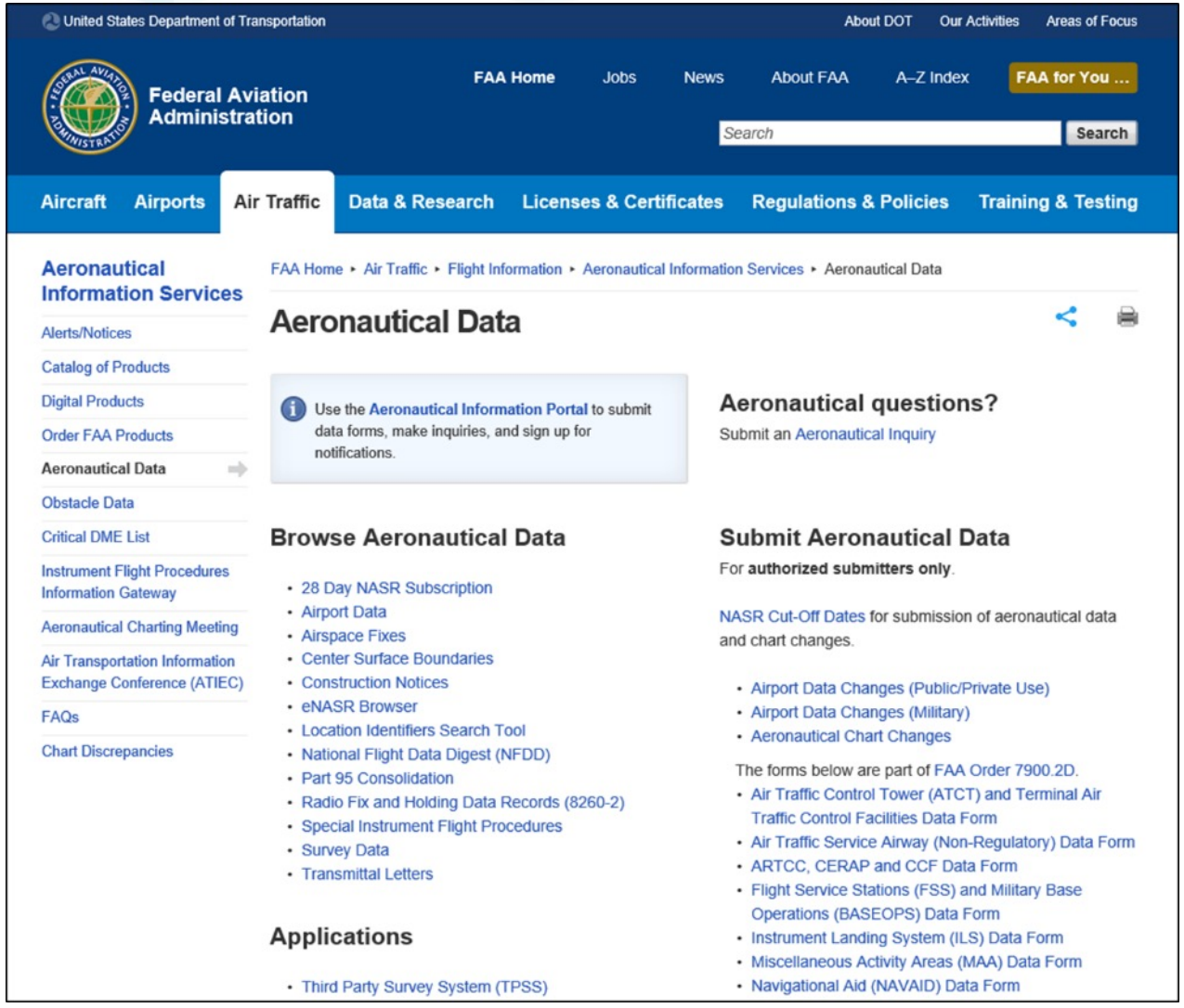


We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

Aeronautical Data Team (ADT, formerly NFDC)

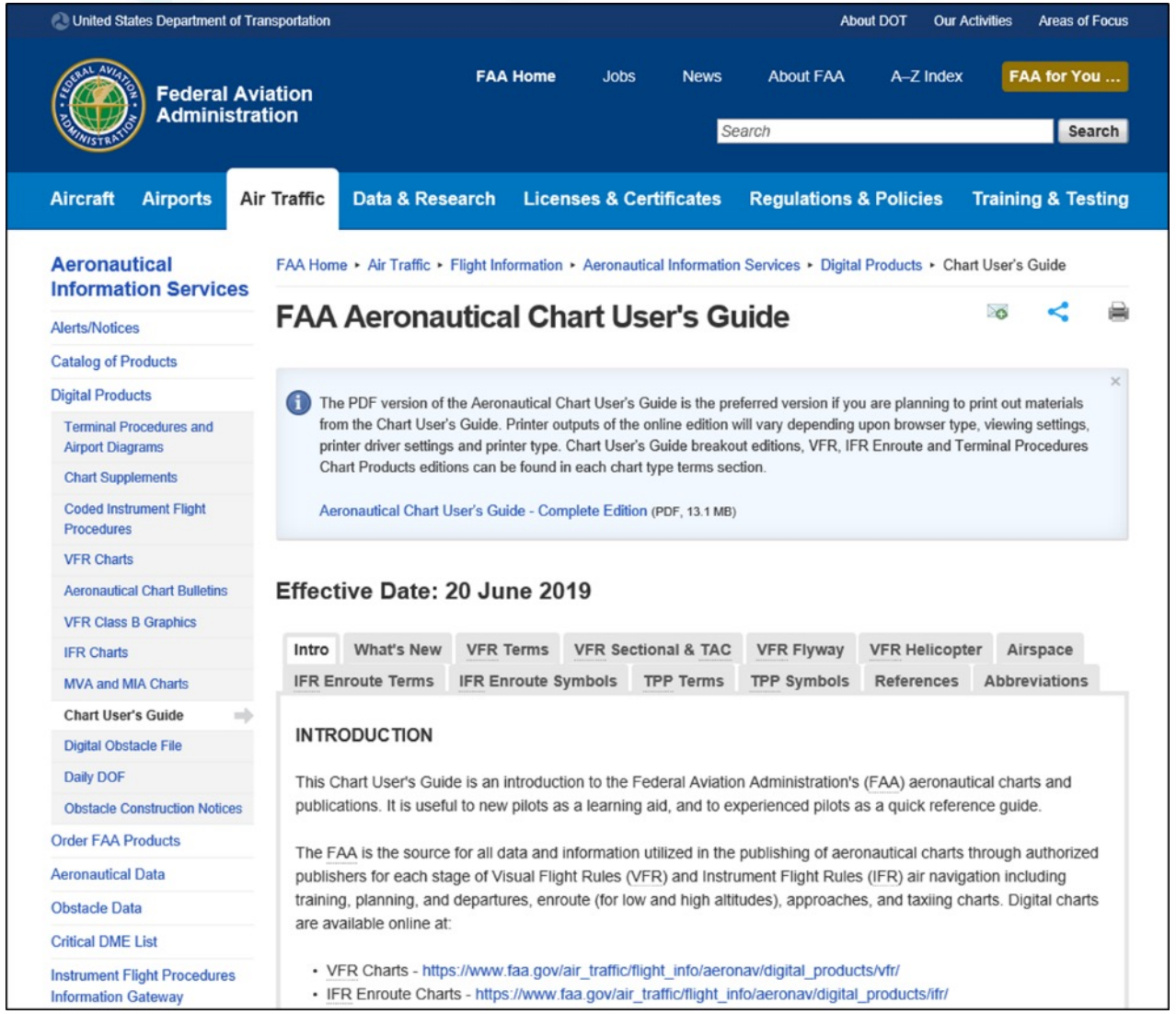


We are Airports

FAA Office of Airports

2018 AIRPORT MASTER RECORD SEMINAR

FAA Aeronautical Chart User's Guide



We are Airports

FAA Office of Airports

2018 Airport Master Record Seminar

THANK YOU

We are Airports

FAA Office of Airports