INSTRUCTIONS FOR AIRPORT OWNERS

Please use **any one** of the following methods to notify the FAA that your airport's data is still correct:

1. If you have the letter from the Private Airport Survey, please complete it and return it to the FAA at the address provided in the letter.

2. If you do not have the letter, or if you prefer to notify the FAA by web, you can use the Airport Data and Information Portal by visiting *https://adip.faa.gov.* Click on the "Register" button to register for an account. In the Requested Role field select "Airport Manager". Once registered, log into the system. For technical assistance after you are logged in, locate the HelpDesk link.

    Note that logging in will satisfy the requirement to notify the FAA. No further action is needed.

3. You may also call the FAA Regional or Airport District Office that is responsible for your state. You can determine which office to call by visiting this link:

    https://www.faa.gov/about/office_org/headquarters_offices/arp/regional_offices/.

    For example, of your airport is in South Carolina you would contact the Atlanta Airport District Office at (404) 305-6799.

4. If none of the above methods are possible, you may contact Drew Goldsmith at the Office of Airports, 202-267-6549 or Andrew.e.goldsmith@faa.gov and he will assist you.