FAA National Based Aircraft Inventory Program

Overall Program Goal: The FAA wants to improve the integrity of the counts of based aircraft for a variety of reasons, including forecasting and capital planning.

Goal for BasedAircraft.com: To provide based aircraft counts to the FAA 5010 Inspection program that are a fair representation of the airports' actual functionality.

This User Guide provides information on using the website, **BasedAircraft.com**. The website provides a secure login to a site that will allow you to

- review and edit your list of aircraft
- see the FAA Aircraft Registration data for each aircraft
- easily identify any duplicate aircraft or aircraft that are also reported by other airports
- compare the aircraft counts with the airport's 5010 based aircraft counts
- confirm your list of aircraft

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Crib Notes for Reviewing, Cleaning-up, and Confirming Your Aircraft List

1. UPDATE YOUR LIST by adding aircraft, deleting aircraft, or editing an existing aircraft with the items circled in the image to the right.

2. FINAL CLEAN-UP: If there are any red numbers greater than 0 in Step 1, Step 2, or Step 3 in the 'Final Cleanup…' box, click the 'Find These' link and resolve the issue if possible.

Note, if duplicates remain in Step 2, please add comments as to why you consider it to be based at your facility.

3. UPDATE THE PREFERRED CONTACT IF NECESSARY.
Increasingly the email address will be used for communicating within the Inventory. Please update it if needed. (Of course, the email address is not shared or used outside of the program.)

4. CONFIRM THE COUNTS

Tools on the Airport Details Page

The Crib Notes on the prior page points you to the basics of updating your list, but the specifics of the Airport Details Page will be explained in more detail in this section in the hope that you'll be able to take full advantage of the tools created for you.

The sections highlighted above will be discussed in the order they are numbered.

1. Aircraft List

The aircraft list displays all of the based aircraft at the airport. The default view sorts the list by N-Number but any of the column headings can be used to sort the list. The first time a heading is clicked, the list will sort either ascending or descending, depending on the column, and a subsequent click will sort the list in the opposite direction. The list below has been set to show deleted aircraft.

1	**1ˢᵗ 4 Columns**: These columns contain information entered by the airport. Even though only the N-Number is required at this time, the additional fields provide information that is helpful for the airport to maintain their aircraft list and for the HelpDesk team when cleaning up duplicates.
2	**Added:** Displays the date the aircraft was entered into the inventory. *Note: All aircraft entered prior to 5/14/07 show 5/14/2007.*
3	**Type from FAA Aircraft Registration:** This is the BA Type derived from the FAA Aircraft Registration data. If the N-Number is not found in the Aircraft Registration data, no type is shown and it will not be included in the count moved to the 5010.
4	**Reported by Other Apts:** If there is a number in this column, it indicates the number of other airports that have reported the N-Number. Click on the N-Number to open a pop up window with a list of those airports.
5	**Edit Icon:** This opens the aircraft record for editing. See the section below, **Editing an Aircraft record,** for more information.
6	**Delete:** The red delete icon (🔴) allows aircraft to be removed from the aircraft list. Deleted aircraft are not included in the aircraft counts in the aircraft header. The counts will change immediately when an aircraft is deleted or undeleted. If an aircraft is deleted accidentally, use the **Include Deleted** option to include the aircraft in the list and then click on the ➕ icon to 'un-delete' it.
7	**Add Icon:** Clicking this (➕) 'un-deletes' an aircraft record and restores it to the active aircraft list and counts. This icon will only be visible on records that have been previously deleted and when the filter for **Include Deleted** is set to 'Yes'. (Notice that 'Deleted' shows to the right of the N-Number for deleted records.)

Editing an Aircraft record

When the edit icon ( ) is clicked, the record for the aircraft will change to edit mode, as shown below:

N-Number	Make / Model	Type	Owner	Added	Type from FAA Aircraft Registration	Reported by Other Apts	
N100			Marvin Corp Topeka, KS	3/18/2008	Single Engine		
N106JC			Henry Mason, Hgr 3	9/21/2007	Helicopter		
N1081K				9/21/2007	Helicopter		
N-Number N1095U (Ex., N000ZZ)	Make [ ] Model [ ]	Type <blank> ▼	Owner [ ] Address [ ] City, State, Zip [ ]	9/21/2007	Single Engine	1	Save Cancel
		Comments This aircraft has paid hangar fees since fall of 2006.					
N114PP				7/2/2007	Helicopter		

Only the N-Number is currently required for data entry, but the additional information makes a more meaningful aircraft list for the airport to maintain. The additional information is also very helpful when duplicate aircraft are being reviewed and cleaned up by HelpDesk staff. *If the aircraft is reported by other facilities, entering a comment in the comment field for the aircraft will allow the FAA to review the justifications for why aircraft are legitimately based at multiple airports.*

When the N-Number for an aircraft is changed and saved, the Type from FAA Aircraft Registration and the number shown under 'Reported by Other Apts' will be automatically updated to reflect the correct values for the new N-Number.

Although not shown in the aircraft list, the user who edited an aircraft record and the date it was edited will be saved in the database.

Details from the FAA Aircraft Registration data

Clicking on the hyperlink in the **Type from FAA Aircraft Registration** column will open a pop-up that provides the details from the Aircraft Registration data for the selected aircraft.

As shown below, sometimes the N-Number is found in more than one table in the FAA data. In this example, the active registration shown in the MASTER table appears to be for a totally different aircraft that the one shown in the inactive registration (DEREG) table.

<u>The Selection of the record to use for finding the '5010 Type'</u>**:**
For most aircraft, this is not an issue since most aircraft are *only* found in the 'MASTER' table, which is the current registration data. Anytime there is a record from the 'MASTER' table, the type is selected from that record. It can get more difficult when there is no record in the current registration data and the DEREG table has multiple entries. (The DEREG table contains the records of the aircraft that have been 'deregistered' by the FAA

FAA Aircraft by N-Number - Windows Internet Explorer

http://devweb.gcr1.com/5010AircraftInventory/FaaAircraftByNNumberPopup.aspx?nnumber=N125AT

N125AT

FAA Table *	Last Action Date	Cert. Issued	Make/Model	Registrant	5010 Type	Serial No.	Type Desc.	Engine Desc.	Status	File Date **
MASTER	9/14/2007	9/14/2007	1998 BURK COREY SABRE TRIKE	BURK COREY A PRESCOTT VALLEY AZ	Ultralight	033099	Weight-shirt-control	2 Cycle	N-Number Assigned and Registered.	1/10/2008
DEREG	10/19/2004	10/18/2001	LOCKHEED T-33A	FLANDERS GARY H VALLEJO CA	Jet	51-17468	Fixed wing single engine	Turbo jet	The Triennial Aircraft Registration form was mailed and has not been returned by the Post Office	1/10/2008

* FAA Aircraft Registration system tables:
• MASTER: Contains the active registration records
• DEREG: Contains the records that have been 'De-Registered'
• RESERVED: Contains the N-Numbers that have been reserved for future use or that are being held for other reasons

** "File Date" is the date the FAA's Aircraft Registration data was downloaded.

Aircraft Registration system.) The DEREG table contains a 'Last Action' date that is usually populated, and the record that contains the most recent 'Last Action' date is one that the '5010 Type' is pulled from.

<u>Accuracy of the FAA Aircraft Registration data:</u>
Even though the Aircraft Registration data is dependent on the owner's compliance and therefore not expected to be 100%, it is assumed to be the best source for the validation of N-Numbers and aircraft types.

- *Owner information* is offered for your reference. If owner information is not current, it makes no difference to the Based Aircraft Inventory, other than for reference when investigating duplicates.
- If the *5010 Type* is inaccurate, it can only be changed by the owner submitting the correct information to the FAA's Aircraft Registration system. Aircraft Registration data will be downloaded monthly and updates to the data, including 5010 Types, will be reflected immediately in the Inventory and requires no action on your part. If 'File Date' is older than a month, please contact BasedAircraftSupport@BasedAircraft.com.

- If the N-Number is not found in the FAA Aircraft Registration data, as indicated in the 'Type From FAA Aircraft Registration' column, it normally indicates that either the tail number is incorrect or the owner has not registered their aircraft.

Since the '5010 Type' from the FAA is used to determine to aircraft type, if the type is incorrect, you might want to note it in the comments for the aircraft, but the only recourse is for the owner to update the registration data. (Click the edit icon for the aircraft to add a comment.)

Details from the Multiple Airports Popup

As shown below, this page lists all airports that have reported the N-Number as well as the information entered for the aircraft and the date the record was created.

In the example shown below, the information seems to indicate that it may be the same aircraft reported by both facilities. Assuming it is the same aircraft, it is of course possible that the owner rents a hangar for that aircraft at both facilities, but it may also indicate that the aircraft was moved from one airport to the other or that the N-Number is incorrect at one of the facilities.

Comments for aircraft show up in the popup for reference

Comments are Needed: After deleting any aircraft that are no longer at your facility or that do not meet the FAA definition of a 'based aircraft', please enter comments for any remaining aircraft that have been reported by another facility.

- Comments that indicate why this aircraft is included in your list are helpful, i.e. "Nov 2012: Bought by Johnson Engineering and moved aircraft from Texas".
- Dates in the comment make them more meaningful over time.
- Having a hangar lease mentioned, although certainly a helpful indicator that the airport is familiar with the aircraft and that at one point it wasn't just at the airport for fuel, does not necessarily guarantee the aircraft is based at the airport since it may only be there occasionally or the lessor may have sold the aircraft after the lease was signed.

Note: If the other airport(s) deletes the aircraft from their list, your list and counts will immediately reflect the change without any action required by your airport.

See 'Cleaning Up Duplicates' for additional discussion.

2. Filters for Aircraft List

This group of tools is frequently over-looked, but it is very helpful, especially for large lists.

- The **N-Number Search** provides a wild-card search for the list. (i.e. Entering '25' will find every aircraft that has '25' *anywhere* in the tail-number.)

- The '**Show'** pick box contains the same filters that are included in the 'Final Cleanup…' area that allows you to quickly find the tail-numbers that are duplicated at your airport, entered by other airports, or that aren't found in the Aircraft Registration data.

- '**Include deleted**', as you would imagine, shows the deleted aircraft in the list. Once shown, they can be undeleted if needed.

3. Final Cleanup Tools

The tools in this section will help you to identify tail-numbers that won't be included in the 'Validated Counts' that are moved to the 5010 Master Airport Record.

- In Steps 1, 2 and 3, numbers greater than 0 indicate the number of aircraft in each category that need your attention.

- The **'?'s'** hyperlink provides a definition of each item and suggestions for resolving them.

- The '**Find These'** links will filter the list to the aircraft that need to be reviewed.

- The '**Show all aircraft'** link will remove the filter from the airport list.

As mentioned elsewhere, for any aircraft reported at other airports, edit the aircraft record and add a comment noting why you consider it to be based at your facility.

For the aircraft in Step 3 that aren't found in the FAA's Aircraft Registration data,

A. In addition to checking for the accuracy of your list and for typos, it's frequently helpful to verify that 1's, L's, and I's, or 5's and S's, or 0's and O's, or G's and 6's weren't transposed.

B. Check the FAA's Aircraft Registration website, http://registry.faa.gov/aircraftinquiry, to see if the aircraft is found.

C. If the tail number has been verified and the aircraft is not found in the FAA's Aircraft Registration, encourage the owner to register the aircraft.

4. Count Comparisons

The three columns in this table provide a convenient review of the values shown in the 5010 Master Airport Record and the Based Aircraft Inventory.

As shown in the help file below, the 'Currently Validated' column contains the counts that will be moved to the 5010 data.

COUNT DATA   ?

	In 5010	Inventory	Currently Validated
Single Engine	59	69	61
Multi Engine	12	14	12
Jet	0	1	0
Helicopter	5	6	5
Total Single, Multi, Jet, and Heli	76	90	78
Glider	0	1	***
Military	0	***	***
Ultra-light	0	0	***
Non 5010 aircraft types		2	
Total Found in FAA Acft. Reg. Data		93	TOTAL 78
Total Not Found in FAA Acft. Reg. Data		6	
Total Entered in BasedAircraft.com		99	

This help file is opened from the '?' circled in the top right corner of the table and it explains the data:

5. Confirmation of Data

After the aircraft list has been updated and Steps 1, 2, and 3 in the Final Cleanup section have been completed, the next step is to 'Confirm aircraft data'.

AIRCRAFT COUNTS CONFIRMED: 6/30/2008 by Jack Bruhart
Confirm aircraft data

When the counts are confirmed, it -

- puts a datestamp on the record, along with the user's name, that lets the FAA know that the list has been updated and reviewed as of the date on the record.

- moves the values from the **Currently Validated** column of the **Count Data** grid to the data for the 5010 Airport Master Record.

The data can be confirmed as often as desired.

COUNT DATA	In 5010	Inventory	Currently Validated
Single Engine	59	69	61
Multi Engine	12	14	12
Jet	0	1	0
Helicopter	5	6	5
Total Single, Multi, Jet, and Heli	76	90	78
Glider	0	1	***
Military	0	***	***
Ultra-light	0	0	***
Non 5010 aircraft types		2	
Total Found in FAA Acft. Reg. Data		93	TOTAL 78
Total Not Found in FAA Acft. Reg. Data		6	
Total Entered in BasedAircraft.com		99	

NOTE: If your airport does not have based aircraft, it is still necessary to confirm your counts. See **Airports with No Based Aircraft** for additional information.)

If this red label appears on your Airport Details page it indicates that at some point, the

This airport has reported that they have zero (0) based aircraft.

AIRCRAFT COUNTS CONFIRMED: 5/21/2010 **by** Pam Ward

airport was reported to officially have no (zero) based aircraft. If this is no longer accurate, enter your aircraft and then click the 'Confirm aircraft button and the red label will be removed.

The *Confirm Aircraft Data* button opens the **Confirmation** screen. The **Confirmation** pop-up screen allows you to include a short comment. Once you click the *Save* button, the counts are confirmed and your name will be displayed along with the date on which you confirmed the counts, as shown below.

http://devweb2.gcr1.com/?id=2813 - Confirm Aircraft Data - Windows Internet Explorer

Confirm Aircraft Counts

The following name will be recorded as the person who has confirmed this airport's aircraft counts:

Confirming user: Ann Jolly

Date confirmed: 10/26/2012

Optional comment:

Comments may only be edited when confirming the aircraft counts. Should you wish to make changes to these comments after you have saved, you will need to confirm your aircraft counts again, which will also update the date and name.

Thank you for confirming your counts. The Validated Counts will now be moved to the 5010 Master Airport Record.

[Save] [Cancel]

6. Helpful Tips and Information

Three tools are provided in this section.

A. The Airport Details

This link opens the popup page shown to the right. The basic information about the airport is shown, including the Owner and Manager from the 5010 data that was published on the '5010 Data Effective Date' that is also shown.

Note: The Owner and Manager information is pulled from the latest 5010 data and can't be updated in BasedAircraft.com but it can be updated by your state or federal inspector.

The Preferred Contact is for use within Based Aircraft and it is never shared outside of the program. It can be edited with the edit icon shown on this page or from the same icon beside the Preferred Contact name that is shown directly on the Airport Details page.

B. Users

This link opens the list of users for the airport. Although the logged in user has access to more fields to edit than are available on this form, the first name, last name, email, and Status (Active or Inactive) can be edited from this form.

C. Report

This link opens the Airport Details report. The heading contains information similar to the top of the Aircraft Details page.

The aircraft list shows both the airport's information as well as the FAA's Aircraft Registration data for each aircraft.

If the aircraft is listed by another airport, the information from the other airport is shown in the 'Reported by Other Apts' column

7. Help and Information
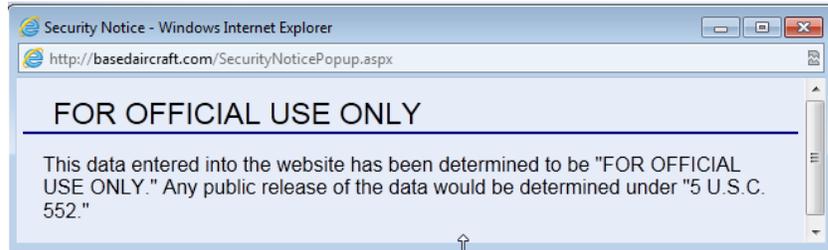
FAQ's | User Guide | Security Notice | Contact us

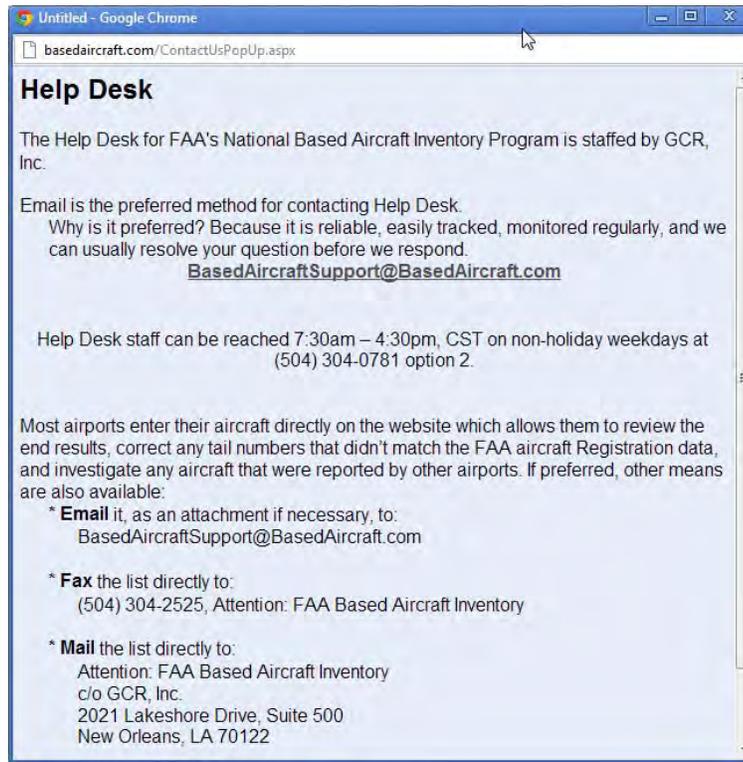This section includes four tools for your use.

A. The **FAQ's** will be updated from time by the FAA and they contain explanations of the program and definitions.

B. The **User Guide** opens this document.

C. The **Security Notice** is the FAA's notice that this information is not for use outside of this program without obtaining express permission from the office that administers the National Based Aircraft Inventory Program.

Security Notice - Windows Internet Explorer

http://basedaircraft.com/SecurityNoticePopup.aspx

FOR OFFICIAL USE ONLY

This data entered into the website has been determined to be "FOR OFFICIAL USE ONLY." Any public release of the data would be determined under "5 U.S.C. 552."

D. Contact Us opens a page with the contact information for the HelpDesk and information on alternate methods for submitting aircraft lists.

Untitled - Google Chrome

basedaircraft.com/ContactUsPopUp.aspx

Help Desk

The Help Desk for FAA's National Based Aircraft Inventory Program is staffed by GCR, Inc.

Email is the preferred method for contacting Help Desk.
　　Why is it preferred? Because it is reliable, easily tracked, monitored regularly, and we
　　can usually resolve your question before we respond.
　　　　　BasedAircraftSupport@BasedAircraft.com

Help Desk staff can be reached 7:30am – 4:30pm, CST on non-holiday weekdays at
　　　　　(504) 304-0781 option 2.

Most airports enter their aircraft directly on the website which allows them to review the end results, correct any tail numbers that didn't match the FAA aircraft Registration data, and investigate any aircraft that were reported by other airports. If preferred, other means are also available:
　　* **Email** it, as an attachment if necessary, to:
　　　　BasedAircraftSupport@BasedAircraft.com

　　* **Fax** the list directly to:
　　　　(504) 304-2525, Attention: FAA Based Aircraft Inventory

　　* **Mail** the list directly to:
　　　　Attention: FAA Based Aircraft Inventory
　　　　c/o GCR, Inc.
　　　　2021 Lakeshore Drive, Suite 500
　　　　New Orleans, LA 70122

Continued…….

8. User Account Updates

You are logged in as   JDoe .   Logout

User Information will not be used for any purpose outside of the BasedAircraft program.

The username link opens the editor for your account. There are 3 edit options as shown on the right.

1. Password Edits: This link allows the password to be edited. Use the 'Close Password' to cancel without saving your changes and the 'Change Password' button to save your changes/

2. Password Question and Answer

This question and answer is used on the home page when you know your username but forget the password.

3. The Edit button provides access to the name, email, phone and address fields. Like the other two, the data can be saved or the updates can be canceled on the editable page.

For help with a user account, use the link on the homepage for BasedAircraft.com.

Airports with No Based Aircraft

There are about 200 airports who have reported that they do not have based aircraft at their facility. These airports have been marked as 'Reporting 0 (zero) Aircraft' to indicate that they have reported into the Based Aircraft Inventory even though they do not have based aircraft. If you have 'reported 0 aircraft' you are still requested to go to the website and confirm your aircraft counts as '0' in order to validate to the FAA that this designation is correct.

If you have already 'reported 0 aircraft', red text will appear on the Airport Details page, as shown above.

To confirm that this is still the correct designation for your facility:

> Click the **Confirm aircraft data** button and use the 'Save' button on the lower right corner of the Confirmation page.

*To remove the '**This airport has reported that they have zero (0) based aircraft**':*

> Add at least one aircraft and then confirm the counts with the **Confirm aircraft data** button. (After the 'Confirm' page closes, the Airport Details page will need a few seconds to reload, and at that time, the red text should disappear.)

*To add the '**This airport has reported that they have zero (0) based aircraft**':*

> If there are no aircraft in your list: simply click the **Confirm aircraft data** button and then click the 'Save' button. (After the 'Confirm' page closes, the Airport Details page will need a few seconds to reload, and at that time, the red text should appear.)

> If there are aircraft in your list: delete existing aircraft with the red delete icon and then use the **Confirm aircraft data button.**

Duplicate Aircraft

Although sometimes the same tail-number will be entered at the same airport, those are monitored and easily resolved by the Help Desk staff, so for the purposes of this section, 'duplicates' will refer to the aircraft tail numbers that are entered by multiple airports.

Although there are legitimate duplicate aircraft that split their time between a couple of airports, it was found in 2012 that over 85% of the duplicates in BasedAircraft.com are the result of aircraft lists that haven't been edited within the last 24 months. Knowing that most duplicates are created from stale lists, eliminating stale lists will become a focus of Help Desk for the foreseeable future.

Duplicate Tail Number (N-Number) Cleanup

In 2012, the Help Desk staff was authorized to edit or delete the tail numbers when it was determined that it was reasonable to do so. When an airport with a current aircraft list reports issues to the Help Desk with duplicates, Help Desk investigates the duplicates and removes them from the other airport if it is apparent that the other list is excessively stale or that the aircraft appears to have been sold. If the aircraft in either list appears to have a typo in the aircraft list, the tail number is corrected and a comment is added to the aircraft comment on the website.

What is a Based Aircraft?

From the FAQ's:

> ### *2. What is the FAA's definition of a Based Aircraft?*
>
> *A based aircraft at your facility is an aircraft that is operational & air worthy, which is typically based at your facility for a MAJORITY of the year.*
>
> *This definition works well for most of the questions about what constitutes a based aircraft and it supports the ultimate purpose of having valid based aircraft counts in order to have realistic counts for planning and forecasting. The list of based aircraft should not be a fuel list or the aircraft registered in the county. Tougher questions involve the facilities whose activity is primarily seasonal since many of their aircraft are reported by other airports. At this time, the requirement that an aircraft can only be counted for a single airport is believed to provide data integrity benefits that outweigh the disadvantage to some facilities, but this subject continues to be under review and it may be changed in the future.*
>
> *Although based aircraft counts are important, they are rarely if ever the sole criteria in decision making and shouldn't cause undue concern if a single aircraft isn't considered to be 'validated'. (See 'What's Validated' for further information.)*

Gold Standard: Remembering the FAA's goal of obtaining valid based aircraft counts for planning and forecasting answers most questions about whether an aircraft should be included in the Inventory.

Some obvious examples of aircraft that don't meet the Gold Standard:

- Aircraft hanging in the air museum.
- Wings and Parts: hangar spaces without a functioning aircraft.
- Tie-down agreement or even a hangar space contract for a one time or sporadic visits.
- Aircraft from the city or county or state's aircraft licensing list that are not at your facility the majority of the year
- Aircraft from the FAA's Aircraft Registration system with an owner address in the same city and state, but Address, by itself, does not justify entering an aircraft at the airport simply because the city and state are the same as the airport.
- Aircraft under construction or repair that isn't fly-worthy now and not expected to be airworthy this year.

Security of the Based Aircraft Inventory

SENSITIVE SECURITY INFORMATION

> ***WARNING:*** This data is being treated as Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. Government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.

Site Requirements

- Windows Internet Explorer Version 6 or later, or Mozilla Firefox 2.0 or later.

- Security should be set no higher than Medium-High. At a setting of High some features will not function.