AIRPORT SECURITY LAW  
FREQUENTLY ASKED QUESTIONS

(In the following questions the terms “airport” and “facility” are used interchangeably to mean any aviation facility covered by the law, i.e. airports, heliports, helipads and seaplane bases)

COMPLIANCE QUESTIONS

❖ I received a notification of the law (informational letter) from NYSDOT. What do I do now?

You do not need to respond until you receive a registration and security questionnaire packet which will be mailed by the end of November or early December, 2004. At that point you should fill out the registration form and questionnaires. You will be given instructions on how to submit your registration and security plan. You may, however, get a copy of the TSA GA Security Guidelines in advance to become familiar with the security enhancements that may need to be included in your security plan. The TSA Guidelines are available here http://www.dot.state.ny.us/pubtrans/tsa-ga-guidelines.pdf

❖ What requirements apply to which airports?

The specific requirements are listed in Appendix 1 of the informational letter that was sent to airports on October 5, 2004. A copy of the appendix can be found at: http://www.dot.state.ny.us/pubtrans/files/oct5letterattachment.pdf

A copy of the complete informational letter can be found at: http://www.dot.state.ny.us/pubtrans/files/oct5letter.pdf

❖ My facility is only used once a year or sporadically. Do I have to register and submit a security plan?

Any facility that has an FAA Location Identifier (e.g. three- or four-digit code) must register with NYSDOT regardless of the level of activity at the airport.

❖ What happens if I don’t comply with the requirements of the law?

You will be in violation of Section F of Chapter 1 of the Laws of 2004, the Anti-Terrorism Preparedness Act. While the law does not contain direct penalties, airport managers and owners should weigh the challenges of complying with the requirements against the consequences of non-compliance in terms of public perception, insurance, liability, and its effects on future potential grants from NYSDOT. Moreover, implementation of the TSA Guidelines suggestions may prevent the imposition of stronger regulations in the future.

❖ What happens if the TSA changes its Security Guidelines?
Registered airports will only be required to respond to any new TSA guidelines on their next registration renewal.

QUESTIONS ABOUT AIRPORT STATUS

What if I want to declare my facility closed?

The Department strongly urges you to discuss your concerns with us prior to making such decision. Please call our Airport Security Coordinator at (518) 457-8343.

What if my airport is already closed?

To change the status of an airport or heliport (open to closed, or public use to private use) requires that a Form 7480-1 be filed with FAA. Please contact Ms. Sharon Perry (718) 553-3341 of the FAA at the following address to obtain Form 7480-1 and the FAA requirements regarding supporting information:

Federal Aviation Administration
Airports Division AEA 620
1 Aviation Plaza
Jamaica, NY 11434-4809

Alternately, the 7480-1 Form can be downloaded from the following FAA web site address: [http://forms.faa.gov/forms/faa7480-1.pdf](http://forms.faa.gov/forms/faa7480-1.pdf), although Ms. Perry should still be contacted regarding supporting documentation requirements. The completed 7480-1 Form is submitted to FAA at the above address. A copy of the 7480-1 form must be sent to NYSDOT either at the time of the filing with the FAA or included in the registration/security plan submittal to NYSDOT.

Do I have to fill out the registration forms if my airport is closed or will be closed by the registration deadline?

If your facility is officially closed with the FAA by July 23, 2005, you will not have to register or submit a security plan to NYSDOT. If you anticipate that your facility will still operational as of July 23, 2005, you should fulfill the requirements that apply to your facility.

What if I want to change my facility from public to private?

Follow the same instructions above for closed facilities. Registration form and security plan should be submitted as follows: if the required FAA 7480-1 form has been submitted to the FAA, and you anticipate that the facility will be converted to private status by the registration deadline (July 23, 2005), the forms should be filled out for a private airport. If the airport will not be switched to private-use by the deadline, the forms must be filled out for a public-use airport. You may wait to submit your forms until you have confirmation of the switch from the FAA as long as you meet the registration deadline.
GENERAL REQUIREMENTS QUESTIONS

(always in list format)

What are the registration fees?
Twenty five dollars ($25) for private-use airports and fifty ($50) dollars for public-use airports.

What forms of payment are acceptable?
Personal or certified checks or money orders are accepted.

Is there a specific format for the security plan?
There is no specific format required. A security plan shell will be made available on the Aviation Bureau Web Page. This shell will give you an idea of what items need to be included in the security plan according to your airport characteristics.

How long do I have to respond?
GA airports are required to send a registration application and security plan by July 23, 2005. The airport must renew its registration every three years and submit its security plan with each registration or whenever the plan changes.

When does the three-year registration period start?
It starts on the date of the registration certificate you will receive from NYSDOT.

NEED HELP?
Call the NYSDOT Airport Security Coordinator at (518) 457-8343, e-mail us at aviation@dot.state.ny.us, or visit our web page
http://www.dot.state.ny.us/pubtrans/airhome.html