July 25, 2014

Dear General Aviation Airport Manager or Owner:

    RE:     General Aviation Airport Registration Renewal and Security Plan Submission, 2014-2017

The 2004 New York State Anti-Terrorism Preparedness Act (Article 2, Section 14-m of NY Transportation Law) requires that all General Aviation (GA) airports register with the New York State Department of Transportation (NYS DOT) and renew their registration every three years by submitting an up-to-date registration form and a current airport security plan.

These statutory requirements apply to all GA airports (including: airports, airstrips, heliports, seaplane bases, and other aviation facilities as defined in NY General Business Law Section 240, Subdivision 5) in New York State that do not have regularly scheduled commercial air carrier service. These requirements apply to all such private-use and public-use GA airports of either public or private ownership, regardless of flight operation activity levels.

You are receiving this letter and registration-security packet for your use in preparing and submitting your airport’s required information for the 2014-2017 renewal period. The enclosed registration-security packet materials are intended to provide the necessary instructions and guidance for you to prepare the included submission forms. If you require additional advice or guidance, the registration-security packet includes relevant NYS DOT contact information.

Your renewal submittal is due by the end date on your current Certificate of Registration. For most GA airports in New York, the current registration period expiration date is July 31, 2014. Recognizing the date of this letter, we are affording some reasonable accommodation for those airports that may submit their required materials beyond July 31.

Thank you in advance for your cooperation in registering your airport and updating your security plan in compliance with the law to improve general aviation security in New York.

Sincerely,

Gerardo Mendoza
Acting Director
Aviation Bureau
New York State Department of Transportation

General Aviation Airport Registration Renewal
and Security Plan Submission
2014 - 2017

Registration – Security Packet Materials

The enclosed materials are provided for your convenience in preparing and submitting your airport’s required registration renewal and security plan submission. The organization and content of the enclosed packet of materials are:

Part 1 – Airport Registration
- Airport Registration Form (to be submitted)
- Pre-Submission Checklist

Part 2 – Airport Security Characteristics Evaluation
- General Aviation Airport Security Plan Development Overview
- Section A: Airport Characteristics Measurement Tool Questionnaire Form (to be submitted)
- Section A – Step-By-Step Instructions (with Appendices A, B, and C)

Part 3 – Security Plan
- General Aviation Airport Security Plan Form (to be submitted)

Renewal of Registration

All necessary submission materials are included in the enclosed packet. Additionally, these forms, instructions, and other reference materials are available for download from our Aviation Bureau website: www.dot.ny.gov/modal/aviation.

On the right side of the Aviation home page, click on the “button box” labeled, “General Aviation Airport Security Requirements” to reach the Aviation Security documents page for easy download of the various submission forms and other reference materials. You may also reach the documents page directly at: www.dot.ny.gov/divisions/operating/opdm/aviation/security

For the three-year renewal, you must:

1. Submit a New Airport Registration Form
   This form must include the “best” address of the actual physical location of the airport. Careful attention should also be made to providing accurate information for each of the required items included in the form, pursuant to New York law.
2. **Submit an Updated Security Plan**
   You may create a new Security Plan using the enclosed form provided. Although you may utilize information provided with your previously submitted Security Plans, your 2014 Security Plan submission must be a new document, not an annotated copy of a previous one.

   While preparing your airport’s Security Plan, be sure to update and attach a **Section A: Airport Characteristics Measurement Tool Questionnaire** form and an **Emergency Locator Map** that clearly describe the current conditions and security characteristics at your airport.

3. **Submit a Check or Money Order for the Fee Applicable to Your Airport**

   - The fee for Private-use airports is $25.
   - The fee for Public-use airports is $50.

   Checks should be made to “Commissioner of Transportation”.

**Where to mail (submit) all materials**

Airport Security Coordinator  
Aviation Bureau, 5-4  
New York State Department of Transportation  
50 Wolf Road  
Albany, NY 12232

**Due Date**

The due date for submitting the required documents and payment is the end date on your airport’s current Certificate of Registration. For most General Aviation facilities in New York State, the current registration period expires July 31.

Please use the Pre-submission Checklist to make sure you have included all the required documents in your submittal.

**If You Need Help**

There are a few ways you can get help or ask questions about your airport registration renewal and security plan update submission:

- Call the NYSDOT Aviation Security Coordinator at: 518-485-7691;
- E-mail the Airport Security Coordinator at: Aviation@dot.ny.gov;
- Visit our website, www.dot.ny.gov/modal/aviation, then click on “**General Aviation Airport Security Requirements**”; or
- Write to us at the above address.

For additional assistance, the Aircraft Owners and Pilots Association (AOPA) provides some informative General Aviation airport security resources at [www.aopa.org/security.html](http://www.aopa.org/security.html), which may interest you.