AIRPORT REGISTRATION

1. FAA Location Identifier:
   - Indicate zeros with a slash (to differentiate from letter "O")
   - For three-character identifiers, start at left and leave last space blank
   ___ ___ ___

2. Airport Name: __________________________________________________

3. Airport Physical Address:
   __________________________________________________
   __________________________________________________
   __________________________________________________

4. Airport Mailing Address:
   __________________________________________________
   __________________________________________________
   __________________________________________________

5. Airport Daytime Phone Number: _________________________________

6. Airport 24/7 Emergency Number: _________________________________

7. Airport Facsimile Number: ______________________________________

8. Airport 24-Hour Security Contact:
   Name: _________________________________________________________
   Phone Number: ________________________________________________
   Cell Phone Number: ____________________________________________
   E-Mail Address: ______________________________________________

9. Airport Manager:
   Name: _________________________________________________________
   Phone Number: ________________________________________________
   Cell Phone Number: ____________________________________________
   E-Mail Address: ______________________________________________

10. Airport Owner: (if different from Manager)
    Name: ________________________________________________________
    Phone Number: ________________________________________________
    Cell Phone Number: ____________________________________________
    E-Mail Address: ______________________________________________

11. Local Law Enforcement Contact:
    Name: _________________________________________________________
    Organization Name: _____________________________________________
    Phone Number: ________________________________________________
    Cell Phone Number: ____________________________________________
    E-Mail Address: ______________________________________________

I hereby certify that all statements on this Registration Form, the enclosed Characteristics Questionnaire, and Security Plan are true and accurate to the best of my knowledge.

____________________________________   ____________________________________
Print Name        Title

____________________________________   ____________________________________
Signature         Date
# AIRPORT CHARACTERISTICS MEASUREMENT TOOL
## Questionnaire

See **Step-by Step Instructions** for guidance to complete this form

<table>
<thead>
<tr>
<th>SECURITY CHARACTERISTICS</th>
<th>RESPONSES</th>
<th>POINTS</th>
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<tbody>
<tr>
<td><strong>LOCATION</strong></td>
<td></td>
<td></td>
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<tr>
<td>1. Within 30 NM of Mass Population Areas</td>
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<tr>
<td>2. Within 30 NM of a Sensitive Site</td>
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<tr>
<td>3. Falls Within Outer Perimeter of Class B Airspace</td>
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<tr>
<td>4. Falls Within the Boundaries of Restricted Airspace</td>
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<tr>
<td><strong>BASED AIRCRAFT</strong></td>
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<tr>
<td>5. Based Aircraft</td>
<td></td>
<td></td>
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<tr>
<td>6. Based Aircraft Over 12,500 pounds</td>
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<tr>
<td><strong>RUNWAYS</strong></td>
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<tr>
<td>7. Longest Runway Length</td>
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<td>8. Asphalt or Concrete Runway</td>
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<tr>
<td><strong>OPERATIONS</strong></td>
<td></td>
<td></td>
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<tr>
<td>9. Over 50,000 Annual Aircraft Operations</td>
<td></td>
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<tr>
<td>10. <strong>Part 135 Operations</strong>: (Air Ambulance, Med-Evac, Air Taxi, Commuter, On Demand, Commercial Air Tours)</td>
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<tr>
<td>11. <strong>Part 137 Operations</strong>: (Agricultural)</td>
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<tr>
<td>12. <strong>Part 125 Operations</strong>: (Large Aircraft)</td>
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<td>13. Flight Training</td>
<td></td>
<td></td>
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<tr>
<td>14. Flight Training in Aircraft Over 12,500 Pounds</td>
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<td>15. Rental Aircraft</td>
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<tr>
<td>16. Maintenance, Repair, and Overhaul Facilities Conducting Long-Term Storage of Aircraft Over 12,500 Pounds</td>
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</tbody>
</table>

**TOTAL SCORE**

Questions regarding this Questionnaire may be directed to the NYSDOT Aviation Security Coordinator at phone 518-485-7691, or via e-mail at [Aviation@dot.ny.gov](mailto:Aviation@dot.ny.gov)

A list of Frequently Asked Questions is available in the Airport Security section of our website: [www.dot.ny.gov/divisions/operating/opdm/aviation/security](http://www.dot.ny.gov/divisions/operating/opdm/aviation/security)

Submit this completed form to NYSDOT
New York State Department of Transportation

GENERAL AVIATION FACILITY
SECURITY PLAN

Airport Name: ______

FAA Location Identifier: ______

City: ______

County: ______

Security Category: ______

CONFIDENTIAL

This document may contain information that if disclosed could endanger the life or safety of the public, and therefore this document is to be maintained and used in a manner which preserves the confidentiality of the information contained herein in a manner consistent with law.

The author requests that information contained herein be excepted from disclosure pursuant to subparagraph one-a of paragraph (a) of subdivision five of section eighty-nine of the public officers law.
CERTIFICATION

This General Aviation Facility Security Plan is submitted to the New York State Department of Transportation pursuant to the requirements of NY Transportation Law Article 2, Section 14-m, the Anti-Terrorism Preparedness Act of 2004.

All statements contained herein are true to the best of my knowledge and belief.

Submitted by:

______________________________________________
Print Name

Title:

______________________________________________
Signature                              Date
Our General Aviation Facility
The following is a brief description of our general aviation facility:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Our Plan
Based on my evaluations and responses provided in the attached Airport Characteristics Measurement Tool Questionnaire form, we have determined that this airport is in TSA Security Category ________.

The following incorporates the required elements of the Section B Security Enhancements Compliance Evaluation form for each of the four possible Security Categories.

- I have provided explanation of how or when each of the applicable suggested security enhancements from the U.S. Department of Homeland Transportation Security Administration (TSA) Security Guidelines for General Aviation Airports is being applied at our airport.

- Alternatively, I have written “None” for each enhancement required of our Security Category that will not be implemented at our airport. In such instances, I have provided our written justification for not implementing the suggested TSA security enhancement.

The following section also includes the additional statutory requirements to be implemented at our airport as codified in NY Transportation Law Article 2, Section 14-m Airport Security, known as the Anti-Terrorism Preparedness Act of 2004.

SECURITY ENHANCEMENTS COMPLIANCE

A. All Security Categories (Items 1 – 5)

1. **SIGNS** (TSA 3.3.5)
   Warning signs and advisories are posted, where appropriate.

_________________________________________________________________________
_________________________________________________________________________
2. **DOCUMENTED SECURITY PROCEDURES** (TSA 3.5.1)

3. **POSITIVE PASSENGER / CARGO / BAGGAGE ID** (TSA 3.1.1)
   Aircraft crew verifies the identity of all aircraft passengers.

4. **ALL AIRCRAFT SECURED** (TSA 3.2)
   Pursuant to *NY Transportation Law Article 2, Section 14-m Airport Security*, known as the *Anti-Terrorism Preparedness Act of 2004*, all aircraft at our facility, when not in operation, are **double-locked** with one internal and one external lock. NYSDOT policy defines “not in operation” to mean “*when not occupied by, actively being operated by, or actively being worked on by crew.*”

   Any appropriate combination (of two or more) of the following mechanisms shall constitute “double-locking” at our facility:
   - Locking aircraft entry door
   - Locking cockpit door
   - Locking hangar door
   - Keyed magneto switch
   - Keyed master switch
   - Keyed master power switch
   - Throttle lock
   - Mixture lock
   - Locking fuel cut-off
   - Locking control surface "gust-lock"
   - Propeller lock
   - Propeller chain
   - Locking wheel lock or chock
   - Locking tie-down cable
   - "Club" type devices for the control yoke
   - Locking battery compartment (in which battery a battery cable is disengaged)

   The access of student pilots and unlicensed persons to aircraft keys is restricted.
5. **COMMUNITY WATCH PROGRAM** (TSA 3.4.1)

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B. Security Category II, III, and IV (Items 6 – 9)

6. **CONTACT LIST** (TSA 3.5.3)
   For our airport as applicable, or as required of all Public Use general aviation airports in New York State, a written list of emergency contacts (i.e. Police, Fire, EMT-Rescue, etc.) is prepared and made available for the use of airport personnel.

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7. **LAW ENFORCEMENT OFFICER (LEO) SUPPORT** (TSA 3.4.4)

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8. **SECURITY COMMITTEE** (TSA 3.4.3)

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9. **TRANSIENT PILOT SIGN IN / OUT PROCEDURE** (TSA 3.1.4)
   For our airport as applicable, or as required of all Public Use general aviation airports in New York State:
   - A log of all transient aircraft is maintained for a minimum of five years.
   - Persons renting aircraft are required to present government-issued identification, in addition to any currently valid pilot’s license.
C. Security Category III and IV (Items 10 – 14)

10. **ACCESS CONTROLS** (TSA 3.3.3)

________________________________________________________________
_________________________________________________________________

11. **LIGHTING SYSTEM** (TSA 3.3.4)

________________________________________________________________
_________________________________________________________________

12. **PERSONNEL ID SYSTEM** (TSA 3.3.6)

________________________________________________________________
_________________________________________________________________

13. **VEHICLE ID SYSTEM** (TSA 3.3.6)

________________________________________________________________
_________________________________________________________________

14. **CHALLENGE PROCEDURES** (TSA 3.4.1)

________________________________________________________________
_________________________________________________________________
D. Security Category IV (Items 15 – 18)

15. **FENCING** (TSA 3.3.3)

   ________________________________________________________________
   ________________________________________________________________

16. **HANGARS** (TSA 3.3.1)

   ________________________________________________________________
   ________________________________________________________________

17. **CLOSED CIRCUIT TV** (TSA 3.4.5)

   ________________________________________________________________
   ________________________________________________________________

18. **INTRUSION DETECTION SYSTEM** (TSA 3.4.6)

   ________________________________________________________________
   ________________________________________________________________

   ________________________________________________________________
   ________________________________________________________________

   ________________________________________________________________
E. All Airports - All Security Categories

**EMERGENCY LOCATOR MAP**

The attached diagram depicts the general site layout of our airport facility, its general property boundaries, and clearly identifies select critical areas for emergency responders. This site diagram is intended for use by our local emergency responders and clearly identifies notable areas such as:

- Access roads,
- Runways,
- Aircraft ramp areas,
- Fence lines,
- Gates,
- Power lines,
- Hydrants,
- Emergency shelters,
- Buildings,
- Refueling stations,
- Fuel farms, and
- Hazardous materials sites, if any.

*Note: This site diagram shall be drawn generally-to-scale; it may be hand-drawn.*

Security Plan Prepared by:

___________________________
Signature

Title: