Caltrans
California Division of Aeronautics

AirportIQ
System Manager

California Airport Owners

Airport Sponsors' Guide to Adding Capital Improvement Projects in Caltrans AirportIQ System Manager
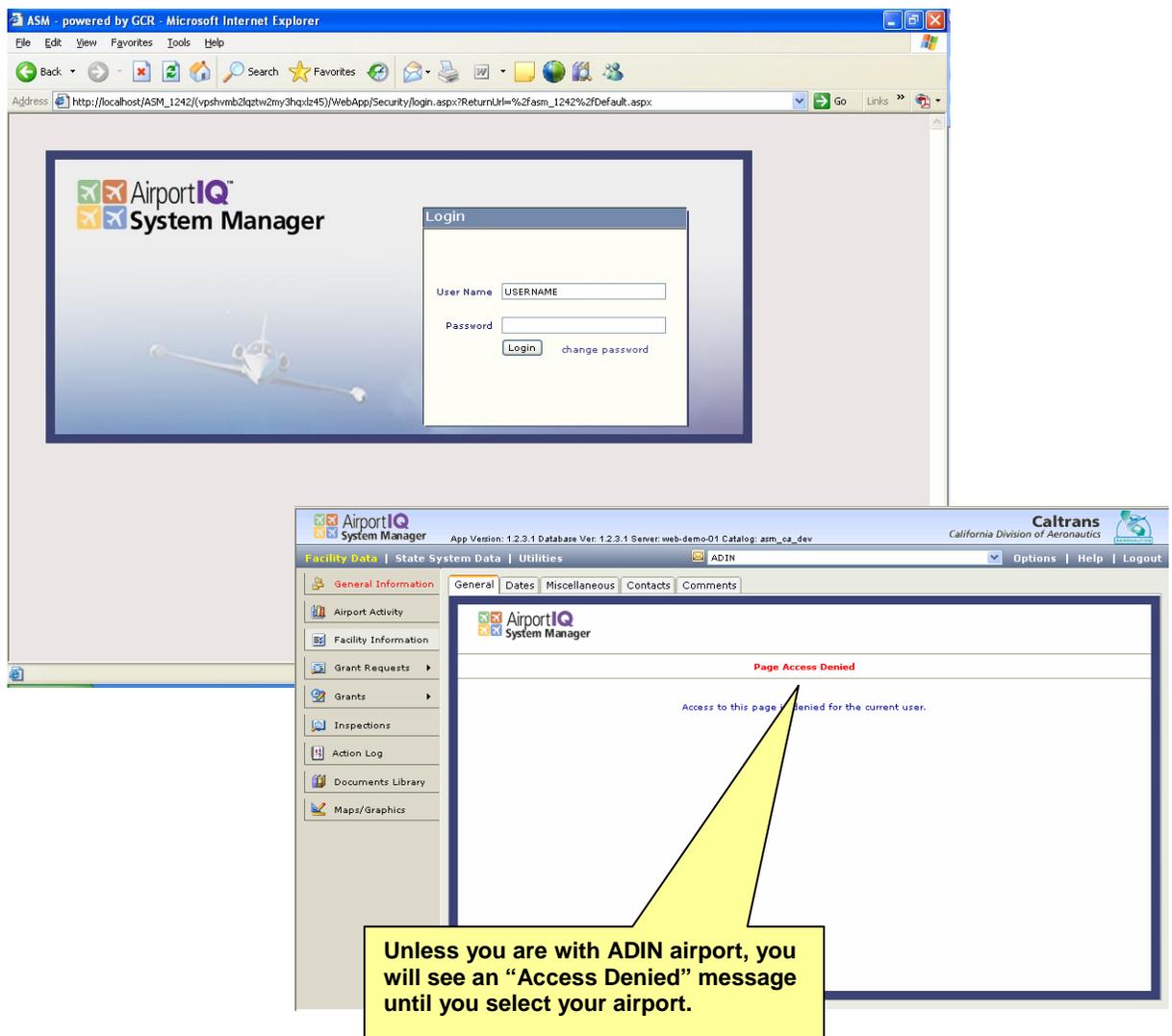
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1.0   INTRODUCTION

Caltrans AirportIQ System Manager (ASM) is a database that allows airport sponsors to add and store their Capital Improvement Projects online and create the AWP ACIP DATE SHEET to submit to Caltrans. ASM only works with Microsoft Internet Explorer version 11.
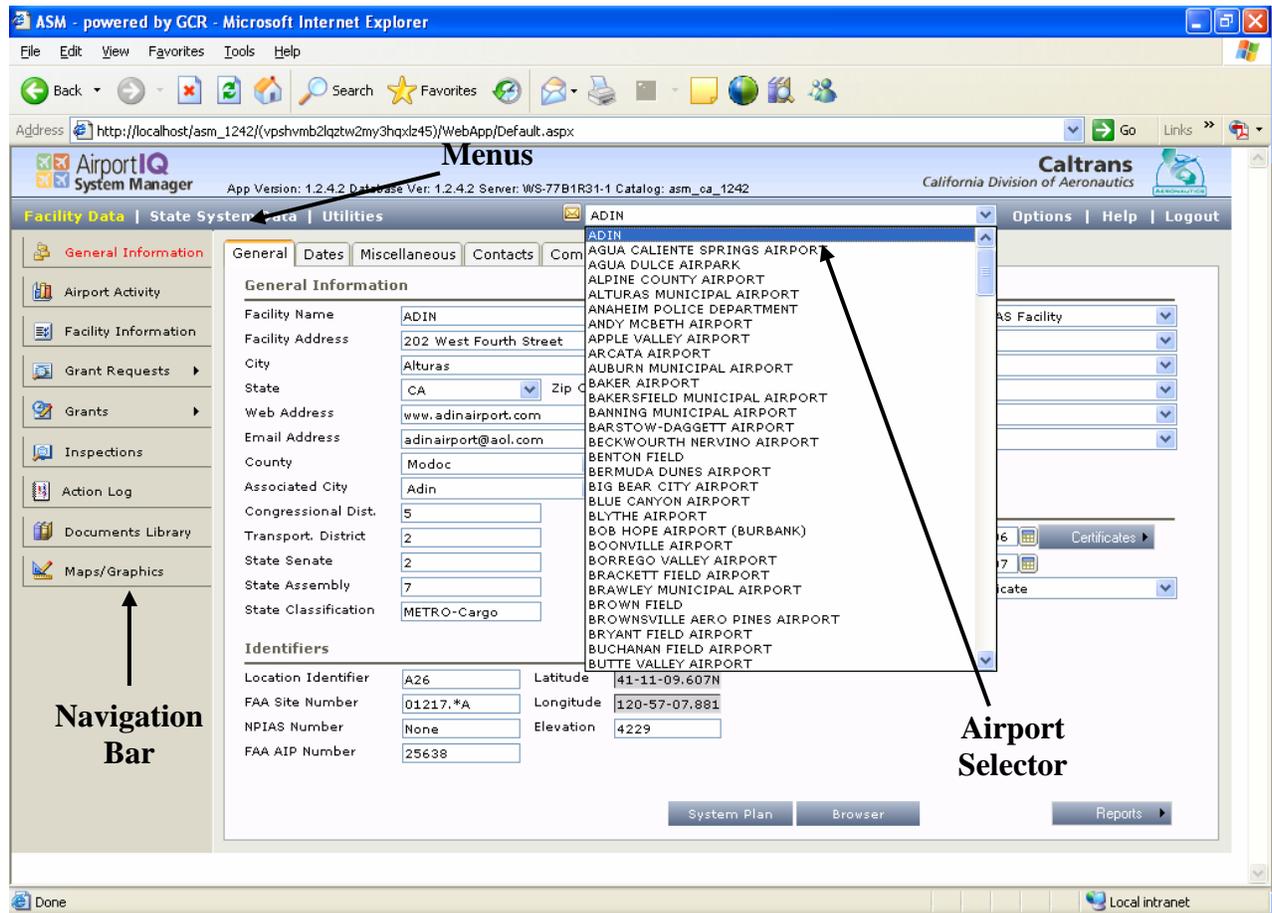
2.0   OVERVIEW OF ASM APPLICATION AND MODULES

Caltrans ASM runs on **Microsoft Internet Explorer 11**. (Caltrans ASM DOES NOT operate using other browsers such as Google Chrome, Bing, Firefox or Safari.) The ASM application is accessed through http://www.CaltransASM.com. Once you access the application via the internet, the application's login screen will load. You will be provided with a unique username and password by Caltrans in a Capital Improvement Plan (CIP) request letter. This username and password will give you access to data related to your airport, while preventing access to other airports' data. Similarly, other airport sponsors will have access to their airport data, but will not be given access to your data.

Application Login Screen

Unless you are with ADIN airport, you will see an "Access Denied" message until you select your airport.

Several things are worth noting which are applicable throughout the application. First, at the top left are three **Menus**: Facility Data, State System Data, and Utilities. The Facility Data menu is displayed by default and is shown in the **Navigation Bar** on the left side of the browser window. Each of the modules that are facility-specific is shown here. At the top right of the screen is the **Airport Selector** dropdown box listing all of the airports in the State of California. By default, the first airport in the list is displayed. Whenever a different airport is selected, the data visible in the Facility Data menu's modules is specific to that airport.

Airport sponsors may only access data for their airport(s). Navigation to other areas of the ASM application and to other airports will display an "Access Denied" message.

General Screen Layout

3.0   GRANT REQUESTS PROCESS

The Grant Requests module of ASM provides the ability for airport sponsors to enter and update requests for funding via the internet. This process has been customized to meet the unique needs of the State of California, incorporating the unique funding programs that sponsors may utilize.

Once you have logged into the ASM application, you will be presented with the General Information Module displaying data for Adin Airport. The General Information module loads because it is the first module in the list of menu options just as Adin Airport loads because it is the first airport in the list of airports. If you do not have access to this module for Adin Airport then you will see an "Access Denied" message. This only means that you do not have access to the current screen. You may proceed with following the steps below to access the Grant Requests Module for your airport(s).

At the top of the screen to the right, you will see "ADIN" displayed in a white box. Click on this box and a dropdown list of airports will be displayed. Select the airport for which you would like to modify grant request data and the program will load the General Information Module for that airport. Next, select Grant Requests on the list of menu options on the left side of the screen. A "fly-out" menu will appear with two options. Select "Grant Requests" from the two options and the Grant Requests Module will load for the selected airport.

Dropdown List of Airports

Grant Requests Fly-Out Menu

Once you click on "Grant Requests", the Grant Requests Module will load. In the middle of the screen is a list of the current projects for the selected airport. Included in the list are the following fields:

- Program Year – the year in which the project is to be granted.
- Project Name – the name of the project.
- Status – the current status of the project.
- Type – displays the project type of either AIP or A&D.
- FAA – displays the funding share associated with the FAA.
- State – displays the funding share associated with the State of California.
- Sponsor – displays the funding share associated with the local government or airport.
- Total – displays the total funding needs of the project.

Grant Requests Module

The details regarding how each of these fields is populated are described below. Above the list of projects are two drop-down filters: Project Status and Project Type. A filter is a selection that will decrease the number of projects shown in the list to what is chosen. To apply one or more filters, simply select the applicable drop-down menu and make a selection. The list of projects will be refreshed to include only those projects matching the filter criteria.
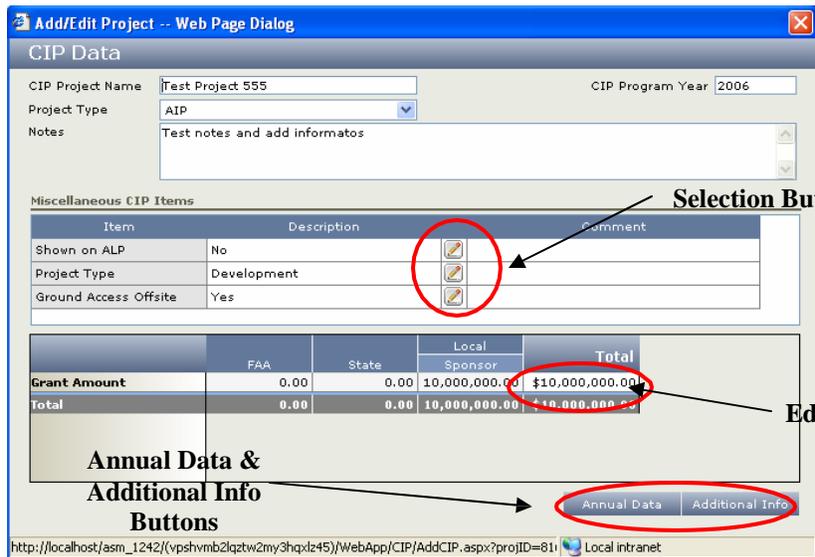
Adding a Project

The first step to populating the ASM program with one or more grant requests is to select the Add button.   This button is a green plus button ⊞ found at the top right of the list of projects. Projects can be added at any time. To delete a project click on the project name to highlight the desired project, and then click the red X button ✖ found next to the add button.

When the Add button is clicked, a popup screen ("CIP Data" page) is displayed that will ask for the project information. Enter the project's name as you want it to appear in the grant request to be submitted to the Caltrans Division of Aeronautics. Enter the **CIP Program Year** for which funding is being requested. Below the **CIP Project Name**, select the **Project Type** from the dropdown list provided. In the **Notes** box, enter the full project description/narrative, indicating all descriptive elements required by Caltrans.

In **Miscellaneous CIP Items**, select appropriate description of each Item by using pencil icon Selection Buttons as shown below.

The final step to requesting funding for a project is to specify the project's cost, detailing the funding by FAA, state, and local share. For most project types, all you will need to do is enter a total project cost (see below) and the application will calculate the funding split accordingly. (See Appendix A for the Funding Distribution.) This is not the case for Primary and Commercial NPIAS airports' AIP project, though. For this type of project, you will need to manually enter each line of the funding share.

CIP Data Popup

To complete the bottom section of the FAA's AWP ACIP Data Sheet, you will need to use the Annual Data button and the Additional Info button. The Annual Data pop-up allows you to enter the projects to show in the "Open AIP Funded Projects" section of the ACIP Data Sheet using the Item Description field to populate the Project Names and the Date field to populate the Expected Close-Out Dates. The Additional Info pop-up screen allows for the completion of four additional sections of the ACIP Data Sheet. Once you have made the appropriate selections, close the popup screen by clicking the X found at the top right of the popup. *Throughout the ASM application, clicking this button will close and save popup screens.* Because ASM utilizes a technology known as auto-save, clicking a save button is not necessary unless specifically indicated on a particular screen. Once you have closed the popup screen to add a project, you will now see the project in the list.

After a project has been added, you may edit it by highlighting the appropriate project and clicking the "CIP Data" button found below the list of projects. This button will launch the popup screen containing the detailed information about the highlighted project.

Please print the ACIP Data Sheet *by year* for signature and submittal to Caltrans. To do so, first modify the Filter by Year option to reflect the year you wish to print in *both* the Start Year and the End Year selections. Then choose **Options** > **Reports** > **ACIP Data Sheet** as shown below.

4.0   QUICK START GUIDE FOR ADDING A PROJECT

1. Login to the ASM application using the previously provided username and password.
2. Select your airport from the dropdown list of airports at the top right of the screen.
3. Select Grant Requests➔Grant Requests from the menus found on the left side of the screen.
4. Click the add button at the top right of the list of projects (list may be empty).
5. Enter a name for the project.
6. Enter the CIP year for the project in the box at the top right.
7. Select the project type (type of funding to be requested from Caltrans) from the dropdown list.
8. Enter the project description/narrative into the box below the project type selection.
9. Enter the project cost in the total column (Primary & Commercial NPIAS AIP project costs must be entered manually).
10. Click the Annual Data and Additional Info buttons and complete the necessary information for the FAA AWP ACIP Data Sheet.
11. Click the X at the top right of the popup window.
12. The project should now be listed in the list of projects with the requested amounts displayed.
13. Rate the project using the Ratings button.
14. Filter the list and print the FAA AWP ACIP Data Sheet by choosing Options > Reports > ACIP Data Sheet
15. Your project has now been added. Please sign and submit the AWP ACIP Data Sheet as necessary.

5.0   APPENDIX A – FUNDING DISTRIBUTION

Airport Type	Project Type	Federal	State	Sponsor
NPIAS: Relievers & General Aviation	A&D	0%	90%	10%
NPIAS: Relievers & General Aviation	AIP	95%	*4.5%	5.5%
NPIAS: Primary & Commercial	AIP Only	90%	0%	10%
Non-NPIAS	A&D Only	0%	90%	10%
All	Ground Access Offsite = "Yes"	0%	0%	100%

*Maximum cap per project may apply