U.S. Department of Transportation Federal Aviation Administration Office of Airports (ARP)

Certification Activity Tracking System (CATS)



User Guide

March, 2011

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1.0 Introduction

The Airport Financial Reporting Program is an outgrowth of the Federal Aviation Administration (FAA) Authorization Act of 1994, which requires commercial service airports to annually file financial reports with the FAA. Any airport that meets the following criteria must file FAA Form 5100-126 and 5100-127:

- The aiport is obligated. An airport is obligated if its sponsor agreed to the Airport Improvement Program grant assurances on or after January 1, 1995.
- The airport provides commercial service. Commercial service airports are those airports that enplane 2,500 or more passengers in a calendar year.
- The airport provided commercial service in the preceding calendar year. For example, if the airport had at least 2,500 enplanements in calendar year 2002, it must file reports for its 2003 fiscal year.

The Certification Activity Tracking System (CATS) is a web-based application serving as a central location for gathering and disseminating congressionally-mandated, airport financial information. The web site makes available the airport financial reports of the approximately 550 commercial service airports that have filed reports since 1996. This web site eliminates the need for airports to file hard copy reports. The CATS is designed to allow the public to view airport financial reports, to allow airport personnel to file and amend annual financial reports, and to allow the FAA to administer the program.

2.0 Purpose

The purpose of this manual is to familiarize users with the function of the CATS and the actions and steps required in viewing and managing procedures.

3.0 Accessing the CATS Web Site

To access the CATS application, open an Internet web browser and enter http://cats.airports.faa.gov/ in the Address field or in the Airports section of FAA.gov. When you have successfully reached the CATS web site, add it to your bookmarks or to your Favorites menu for easy access on subsequent visits.

The CATS home page presents you with hyperlinks to two main sections: **View an Airport Financial Report**, and **Enter Financial Data**.

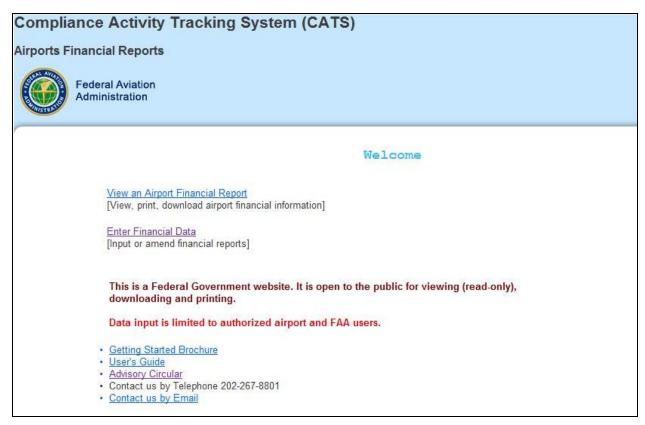


Figure 3.1: CATS Home Page

4.0 How to View an Airport Financial Report

Airport Financial Reports are publicly available. For viewing, there is no need to register or to log on.

1. To view Airport Financial Reports, click the **View an Airport Financial Report** hyperlink from the CATS Home page.

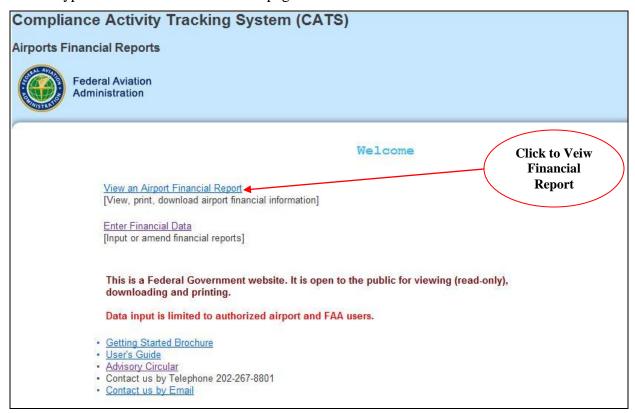


Figure 4.1: View an Airport Financial Report

A pop-up window appears containing a welcome message and a disclaimer.

2. Click OK.

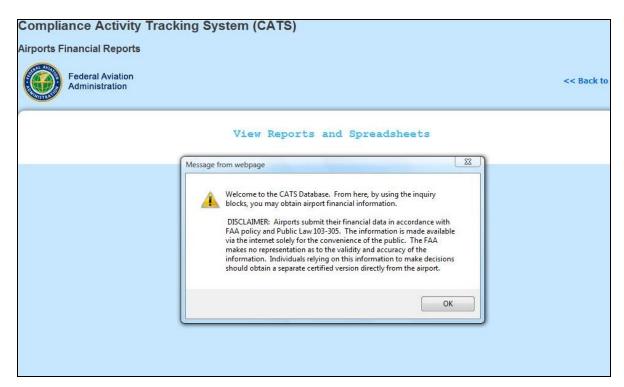


Figure 4.2: Welcome Message

3. Select an airport from the **Airport** drop-down menu. You can view Forms 126 and 127 in either an Excel or screen format.

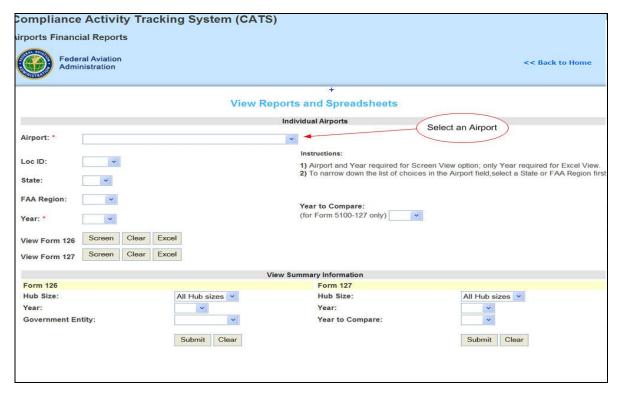


Figure 4.3: List of Airports

4. Using the drop-down menus, select a **State**, an **FAA Region**, and a **Year** to filter the Airport selection. This narrows the list of airports to the state selected.

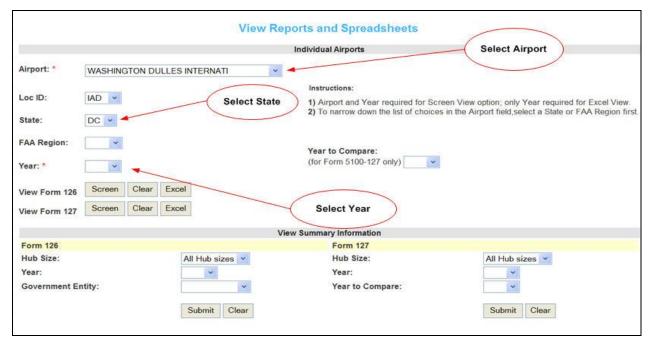


Figure 4.4: View Report

NOTE: An **Airport** and a **Year** must be selected in order to view a report. Otherwise, an error message appears.

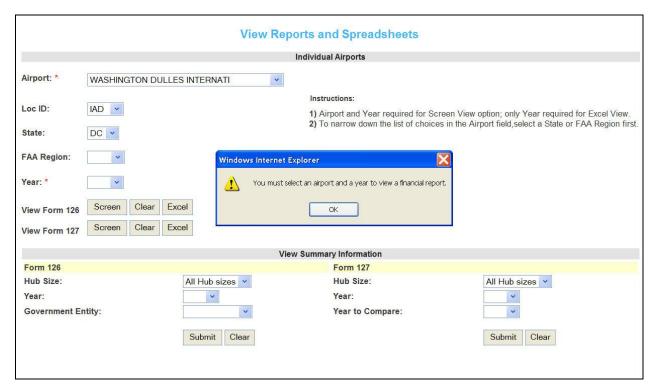


Figure 4.5: Error Message

5. For example, to view Form 126 for Washington Dulles Airport for 2006, select **Washington Dulles International** in the **Airport** drop-down menu, select **2006** from the **Year** drop-down menu, and select either **Screen** or **Excel** from View Form 126.

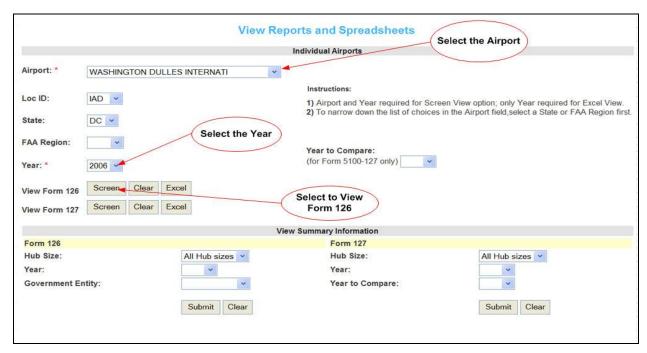


Figure 4.6: View Form 126 Report

Form 126 results will display.

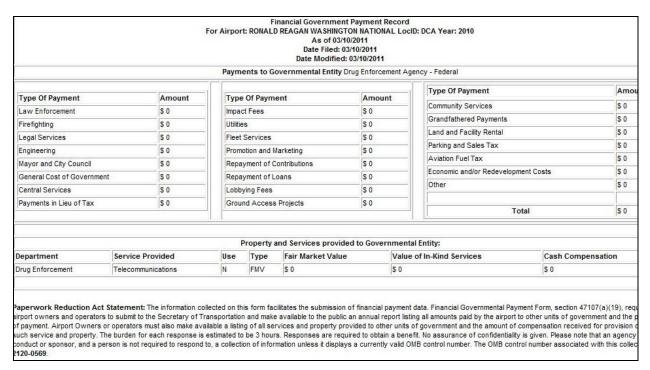


Figure 4.7: Form 126 Report

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6. To view Form 127 for Washington Dulles Airport for 2006, select **Washington Dulles International** in the **Airport** drop-down list, select **2006** from the **Year** drop-down list, and click **View Form 127**.

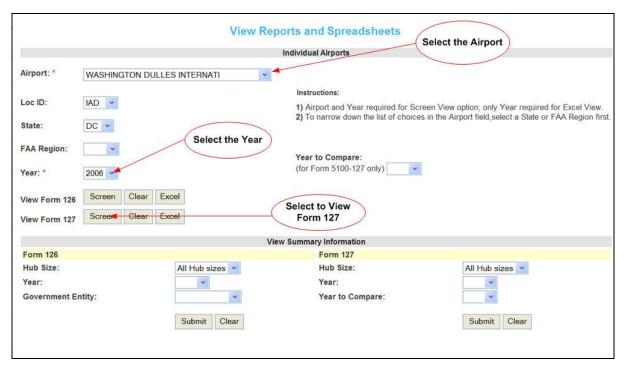


Figure 4.8: View Form 127 Report

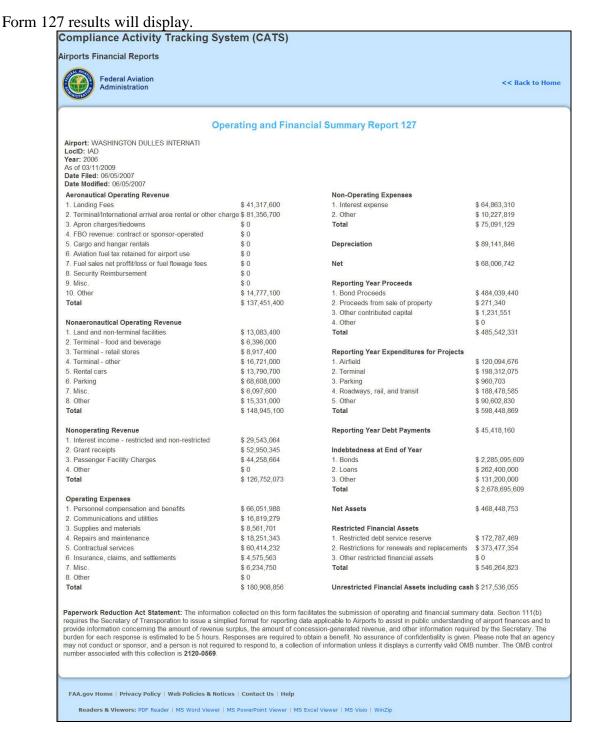


Figure 4.9: Form 127 Report

7. By selecting **Year to Compare** from the drop-down menu, you can compare the current year with the previous year.

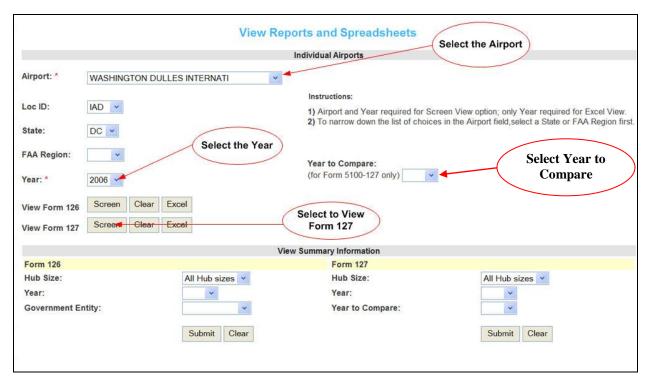


Figure 4.10: Year to Compare



Figure 4.11: Year to Compare