

**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 airport 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**.

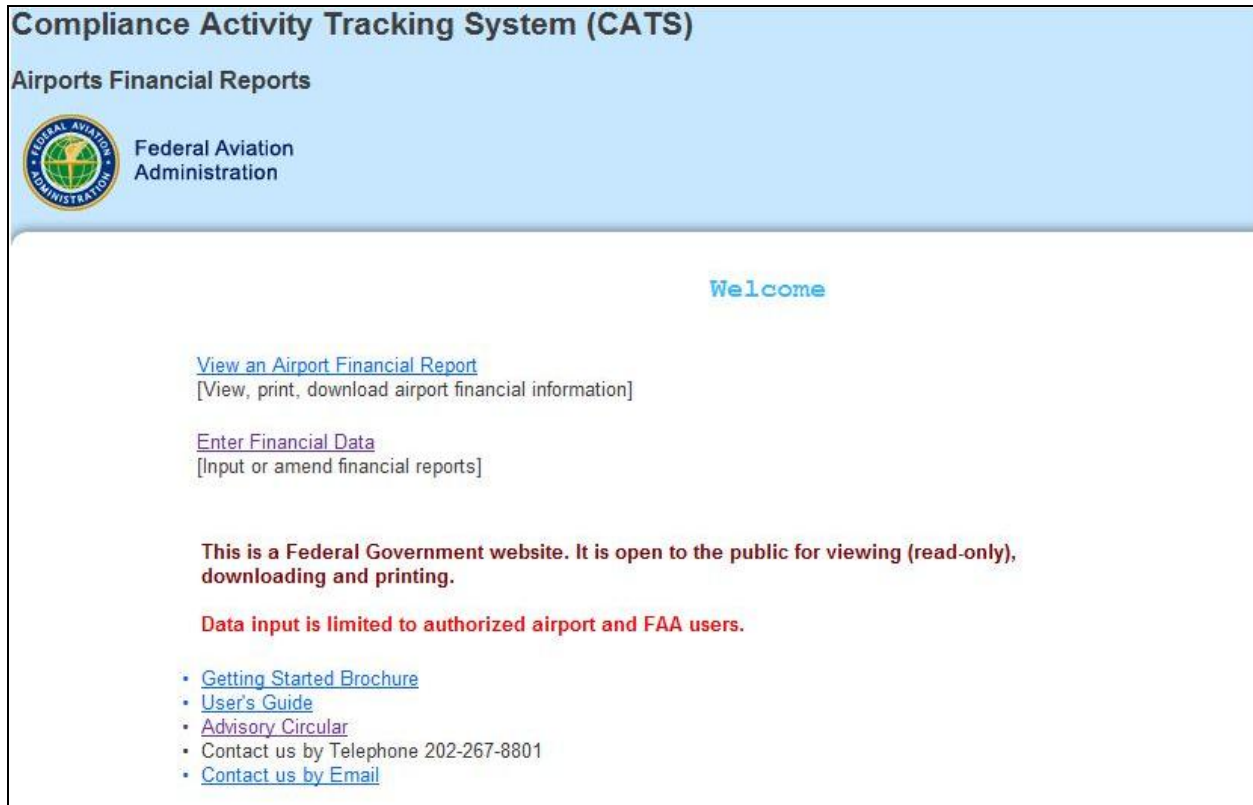


Figure 3.1: CATS Home Page

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.

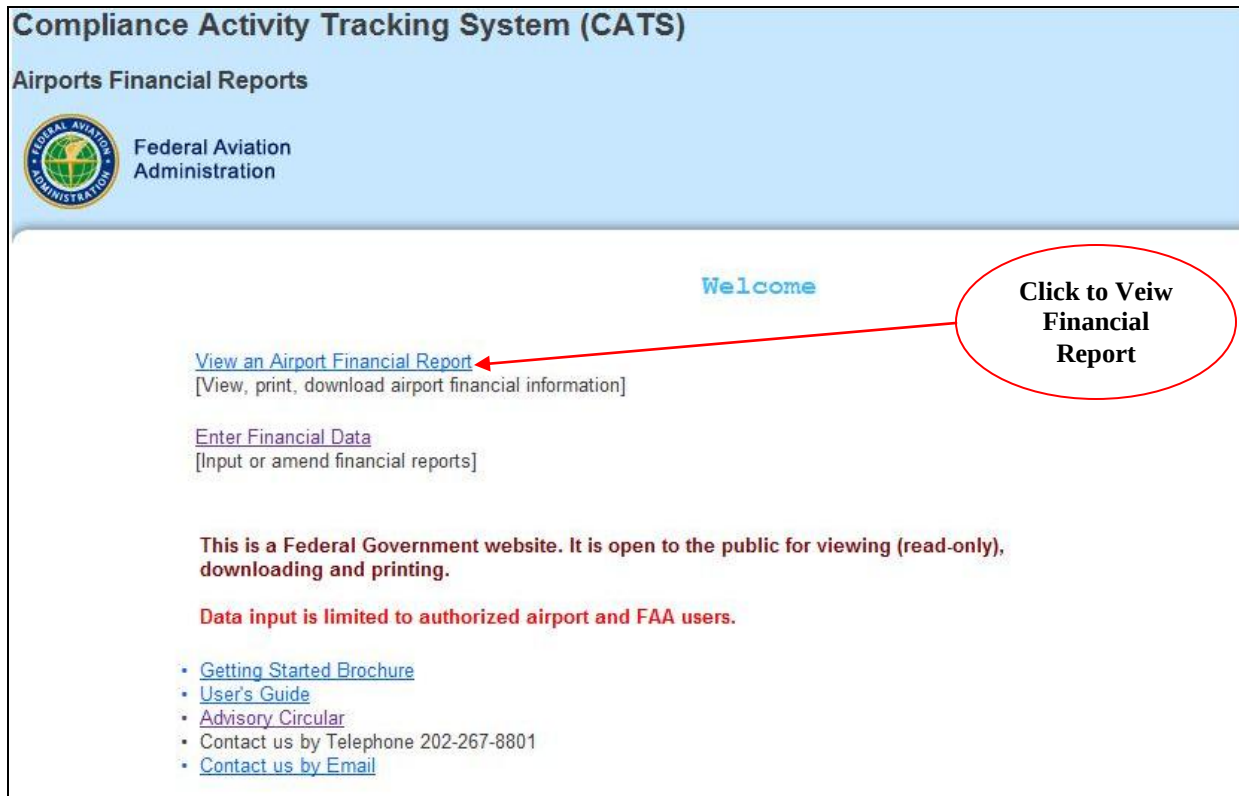


Figure 4.1: View an Airport Financial Report

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

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2. Click OK.

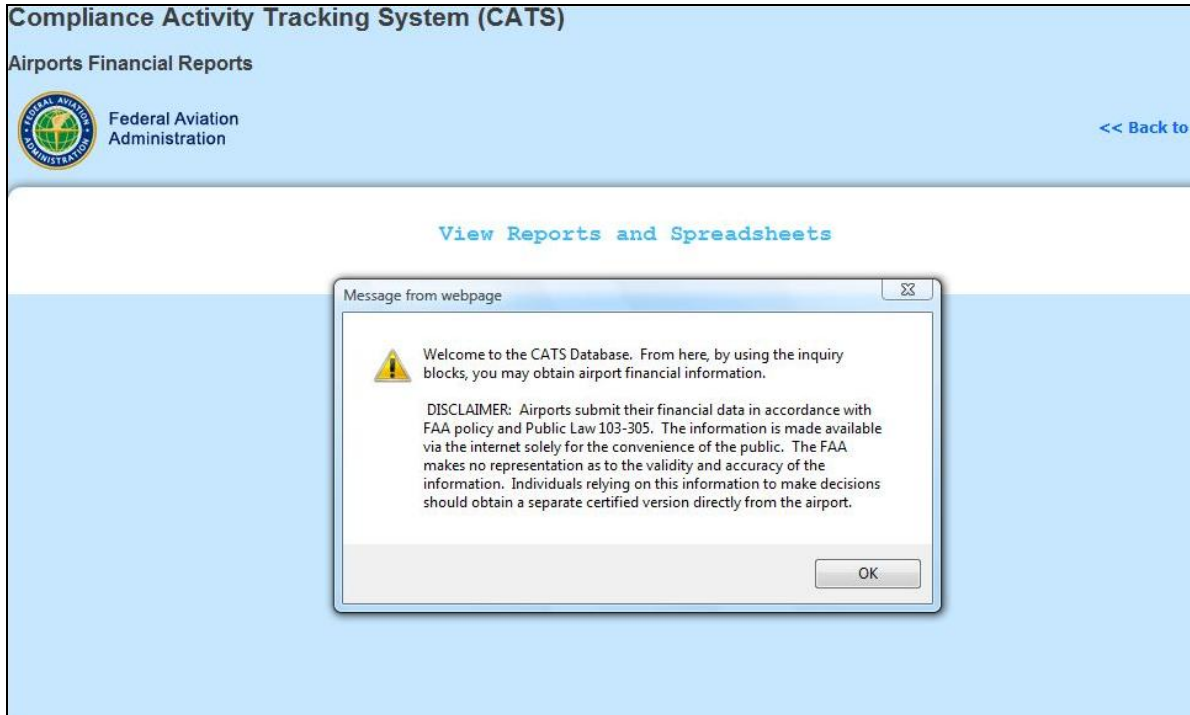


Figure 4.2: Welcome Message

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

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View Reports and Spreadsheets

Individual Airports

Select an Airport

Airport: *

Loc ID:

State:

FAA Region:

Year: *

Instructions:

1) Airport and Year required for Screen View option; only Year required for Excel View.
2) To narrow down the list of choices in the Airport field, select a State or FAA Region first

Year to Compare:
(for Form 5100-127 only)

View Form 126 Screen Clear Excel

View Form 127 Screen Clear Excel

View Summary Information

Form 126

Hub Size: All Hub sizes

Year:

Government Entity:

Submit Clear

Form 127

Hub Size: All Hub sizes

Year:

Year to Compare:

Submit Clear

Figure 4.3: List of Airports

- 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.

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View Reports and Spreadsheets

Individual Airports

Airport: * v Select Airport

Loc ID: v

State: v Select State

FAA Region: v

Year: * v Select Year

Year to Compare:
(for Form 5100-127 only) v

Instructions:
1) Airport and Year required for Screen View option; only Year required for Excel View.
2) To narrow down the list of choices in the Airport field, select a State or FAA Region first.

View Form 126

View Form 127

View Summary Information

Form 126	Form 127
Hub Size: All Hub sizes v	Hub Size: All Hub sizes v
Year: v	Year: v
Government Entity: v	Year to Compare: v
Submit Clear	Submit Clear

Figure 4.4: View Report

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

The screenshot displays the 'View Reports and Spreadsheets' interface. At the top, there's a section for 'Individual Airports' with a dropdown menu for 'Airport' (currently showing 'WASHINGTON DULLES INTERNATI') and a 'Year' dropdown (currently empty). Below these are buttons for 'View Form 126' and 'View Form 127', each with 'Screen', 'Clear', and 'Excel' options. A 'Loc ID' dropdown (showing 'IAD') and a 'State' dropdown (showing 'DC') are also present. To the right, 'Instructions' are listed: '1) Airport and Year required for Screen View option; only Year required for Excel View.' and '2) To narrow down the list of choices in the Airport field, select a State or FAA Region first.' An error message box from 'Windows Internet Explorer' is overlaid on the form, stating: 'You must select an airport and a year to view a financial report.' Below the main form is a 'View Summary Information' section with two columns for 'Form 126' and 'Form 127'. Each column has dropdowns for 'Hub Size' (set to 'All Hub sizes'), 'Year', and 'Government Entity', along with 'Submit' and 'Clear' buttons.

Figure 4.5: Error Message

- 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.

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View Reports and Spreadsheets

Individual Airports

Airport: * Select the Airport

Loc ID:

State:

FAA Region:

Year: * Select the Year

Instructions:
1) Airport and Year required for Screen View option; only Year required for Excel View.
2) To narrow down the list of choices in the Airport field, select a State or FAA Region first.

Year to Compare:
(for Form 5100-127 only)

View Form 126

View Form 127

Select to View Form 126

View Summary Information

Form 126		Form 127	
Hub Size:	All Hub sizes	Hub Size:	All Hub sizes
Year:		Year:	
Government Entity:		Year to Compare:	
Submit Clear		Submit Clear	

Figure 4.6: View 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**.

View Reports and Spreadsheets

Individual Airports

Select the Airport

Airport: * WASHINGTON DULLES INTERNATI

Loc ID: IAD

State: DC

FAA Region:

Select the Year

Year: * 2006

Instructions:

- 1) Airport and Year required for Screen View option; only Year required for Excel View.
- 2) To narrow down the list of choices in the Airport field, select a State or FAA Region first.

Year to Compare: (for Form 5100-127 only)

View Form 126 Screen Clear Excel

View Form 127 Screen Clear Excel

Select to View Form 127

View Summary Information

Form 126	Form 127
Hub Size: All Hub sizes	Hub Size: All Hub sizes
Year:	Year:
Government Entity:	Year to Compare:
Submit Clear	Submit Clear

Figure 4.8: View Form 127 Report

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Form 127 results will display.

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Operating and Financial Summary Report 127

Airport: WASHINGTON DULLES INTERNATI
LocID: IAD
Year: 2006
As of: 03/11/2009
Date Filed: 06/05/2007
Date Modified: 06/05/2007

Aeronautical Operating Revenue	
1. Landing Fees	\$ 41,317,600
2. Terminal/International arrival area rental or other charge	\$ 81,356,700
3. Apron charges/tiedowns	\$ 0
4. FBO revenue: contract or sponsor-operated	\$ 0
5. Cargo and hangar rentals	\$ 0
6. Aviation fuel tax retained for airport use	\$ 0
7. Fuel sales net profit/loss or fuel flowage fees	\$ 0
8. Security Reimbursement	\$ 0
9. Misc.	\$ 0
10. Other	\$ 14,777,100
Total	\$ 137,451,400

Nonaeronautical Operating Revenue	
1. Land and non-terminal facilities	\$ 13,083,400
2. Terminal - food and beverage	\$ 6,396,000
3. Terminal - retail stores	\$ 8,917,400
4. Terminal - other	\$ 16,721,000
5. Rental cars	\$ 13,790,700
6. Parking	\$ 68,608,000
7. Misc.	\$ 6,097,600
8. Other	\$ 15,331,000
Total	\$ 148,945,100

Nonoperating Revenue	
1. Interest income - restricted and non-restricted	\$ 29,543,064
2. Grant receipts	\$ 52,950,345
3. Passenger Facility Charges	\$ 44,258,664
4. Other	\$ 0
Total	\$ 126,752,073

Operating Expenses	
1. Personnel compensation and benefits	\$ 66,051,988
2. Communications and utilities	\$ 16,819,279
3. Supplies and materials	\$ 8,561,701
4. Repairs and maintenance	\$ 18,251,343
5. Contractual services	\$ 60,414,232
6. Insurance, claims, and settlements	\$ 4,575,563
7. Misc.	\$ 6,234,750
8. Other	\$ 0
Total	\$ 180,908,856

Non-Operating Expenses	
1. Interest expense	\$ 64,863,310
2. Other	\$ 10,227,819
Total	\$ 75,091,129

Depreciation	
	\$ 89,141,846

Net	
	\$ 68,006,742

Reporting Year Proceeds	
1. Bond Proceeds	\$ 484,039,440
2. Proceeds from sale of property	\$ 271,340
3. Other contributed capital	\$ 1,231,551
4. Other	\$ 0
Total	\$ 485,542,331

Reporting Year Expenditures for Projects	
1. Airfield	\$ 120,094,676
2. Terminal	\$ 198,312,075
3. Parking	\$ 960,703
4. Roadways, rail, and transit	\$ 188,478,585
5. Other	\$ 90,602,830
Total	\$ 598,448,869

Reporting Year Debt Payments	
	\$ 45,418,160

Indebtedness at End of Year	
1. Bonds	\$ 2,285,095,609
2. Loans	\$ 262,400,000
3. Other	\$ 131,200,000
Total	\$ 2,678,695,609

Net Assets	
	\$ 468,448,753

Restricted Financial Assets	
1. Restricted debt service reserve	\$ 172,787,469
2. Restrictions for renewals and replacements	\$ 373,477,354
3. Other restricted financial assets	\$ 0
Total	\$ 546,264,823

Unrestricted Financial Assets including cash	
	\$ 217,536,055

Paperwork Reduction Act Statement: The information collected on this form facilitates the submission of operating and financial summary data. Section 111(b) requires the Secretary of Transportation to issue a simplified format for reporting data applicable to Airports to assist in public understanding of airport finances and to provide information concerning the amount of revenue surplus, the amount of concession-generated revenue, and other information required by the Secretary. The burden for each response is estimated to be 5 hours. Responses are required to obtain a benefit. No assurance of confidentiality is given. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB number. The OMB control number associated with this collection is **2120-0569**.

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Figure 4.9: Form 127 Report

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

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View Reports and Spreadsheets

Individual Airports

Airport: * Select the Airport

Loc ID:

State:

FAA Region:

Year: * Select the Year

Instructions:
1) Airport and Year required for Screen View option; only Year required for Excel View.
2) To narrow down the list of choices in the Airport field, select a State or FAA Region first.

Year to Compare: (for Form 5100-127 only) Select Year to Compare

View Form 126

View Form 127 Select to View Form 127

View Summary Information

Form 126	Form 127
Hub Size: All Hub sizes	Hub Size: All Hub sizes
Year:	Year:
Government Entity:	Year to Compare:
Submit Clear	Submit Clear

Figure 4.10: Year to Compare

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Compliance Activity Tracking System (CATS)

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Operating and Financial Summary Report 127 Comparative

Print View

Airport: WASHINGTON DULLES INTERNATI
LocID: IAD
Year: 2006
Enplanements:

As of 03/11/2009 01:45:44 PM

Date Filed: 06/05/2007

Date Modified: 06/05/2007

Aeronautical Operating Revenue	2006	2005	Change	Non-Operating Expenses	2006	2005	Change
1. Landing Fees	41,317,600	46,913,600	-14%	1. Interest expense	64,863,310	69,072,864	-6%
2. Terminal/International arrival area rental or other charge	81,356,700	78,736,000	3%	2. Other	10,227,819	1,044,798	90%
3. Apron charges/tiedowns	0	0	n/a	Total	75,091,129	70,117,662	7%
4. FBO revenue: contract or sponsor-operated	0	0	n/a	Depreciation	89,141,846	85,163,200	4%
5. Cargo and hangar rentals	0	0	n/a	Net	68,006,742	45,960,006	32%
6. Aviation fuel tax retained for airport use	0	0	n/a	Reporting Year Proceeds			
7. Fuel sales net profit/loss or fuel flowage fees	0	0	n/a	1. Bond Proceeds	484,039,440	242,878,448	50%
8. Security Reimbursement	0	0	n/a	2. Proceeds from sale of property	271,340	66,451	76%
9. Misc.	0	0	n/a	3. Other contributed capital	1,231,551	0	100%
10. Other	14,777,100	16,874,000	-14%	4. Other	0	0	n/a
Total	137,451,400	142,523,600	-4%	Total	485,542,331	242,944,899	50%
Nonaeronautical Operating Revenue				Reporting Year Expenditures for Projects			
1. Land and non-terminal facilities	13,083,400	13,627,400	-4%	1. Airfield	120,094,676	49,235,092	59%
2. Terminal - food and beverage	6,396,000	5,719,500	11%	2. Terminal	198,312,075	132,034,983	33%
3. Terminal - retail stores	8,917,400	9,020,794	-1%	3. Parking	960,703	4,329,531	-351%
4. Terminal - other	16,721,000	16,781,650	0%	4. Roadways, rail, and transit	188,478,585	244,810,170	-30%
5. Rental cars	13,790,700	14,484,900	-5%	5. Other	90,602,830	91,072,226	-1%
6. Parking	68,608,000	75,769,000	-10%	Total	598,448,869	521,482,002	13%
7. Misc.	6,097,600	6,132,700	-1%	Reporting Year Debt Payments	45,418,160	37,611,199	17%
8. Other	15,331,000	12,285,700	20%	Indebtedness at End of Year			
Total	148,945,100	153,821,644	-3%	1. Bonds	2,285,095,609	1,802,013,465	21%
Nonoperating Revenue				2. Loans	262,400,000	254,840,000	3%
1. Interest income - restricted and non-restricted	29,543,064	12,865,904	56%	3. Other	131,200,000	118,500,600	10%
2. Grant receipts	52,950,345	6,712,927	87%	Total	2,678,695,609	2,175,354,065	19%
3. Passenger Facility Charges	44,258,664	52,878,468	-19%	Net Assets	468,448,753	410,183,812	12%
4. Other	0	3,862,182	n/a	Restricted Financial Assets			
Total	126,752,073	76,319,481	40%	1. Restricted debt service reserve	172,787,469	131,536,462	24%
Operating Expenses				2. Restrictions for renewals and replacements	373,477,354	274,716,386	26%
1. Personnel compensation and benefits	66,051,988	66,217,360	0%	3. Other restricted financial assets	0	0	n/a
2. Communications and utilities	16,819,279	18,030,904	-7%	Total	546,264,823	406,252,848	26%
3. Supplies and materials	8,561,701	9,122,165	-7%	Unrestricted Financial Assets including cash	217,536,055	195,711,628	10%
4. Repairs and maintenance	18,251,343	14,869,978	19%				
5. Contractual services	60,414,232	53,471,419	11%				
6. Insurance, claims, and settlements	4,575,563	3,827,268	16%				
7. Misc.	6,234,750	0	100%				
8. Other	0	5,884,763	n/a				
Total	180,908,856	171,423,857	5%				

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Figure 4.11: Year to Compare