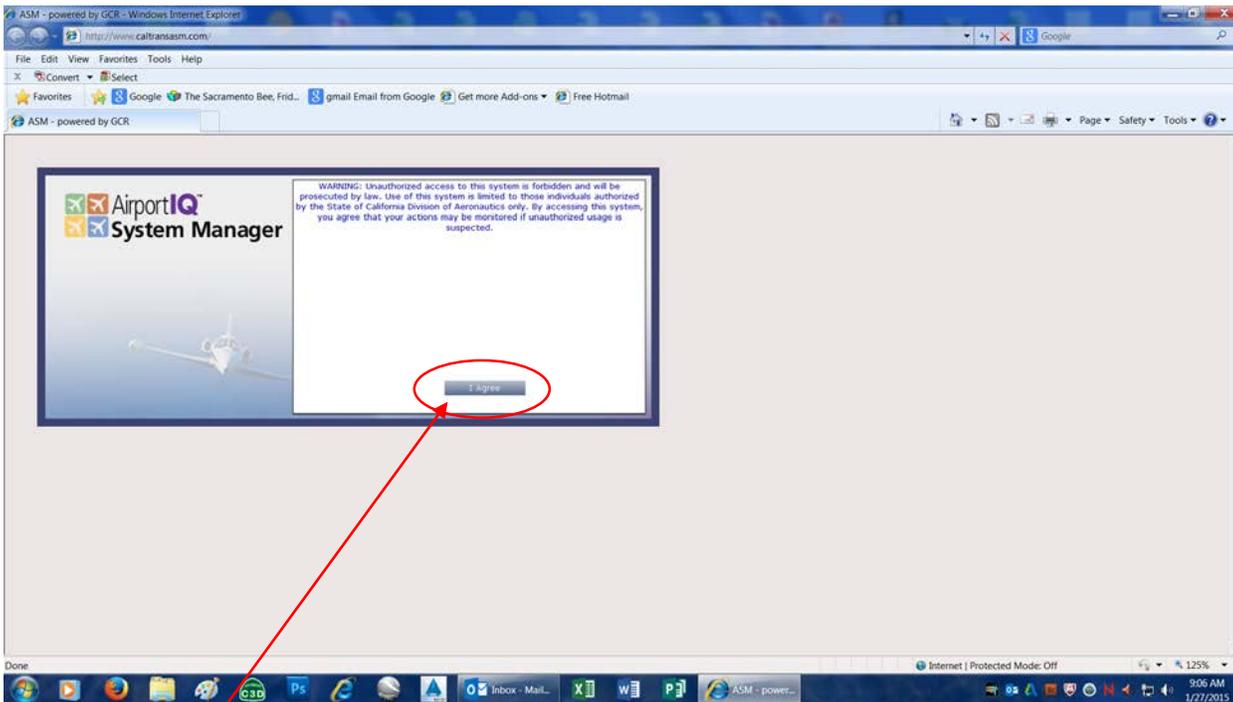


Airport IQ System Manager only works with Microsoft Internet Browser.

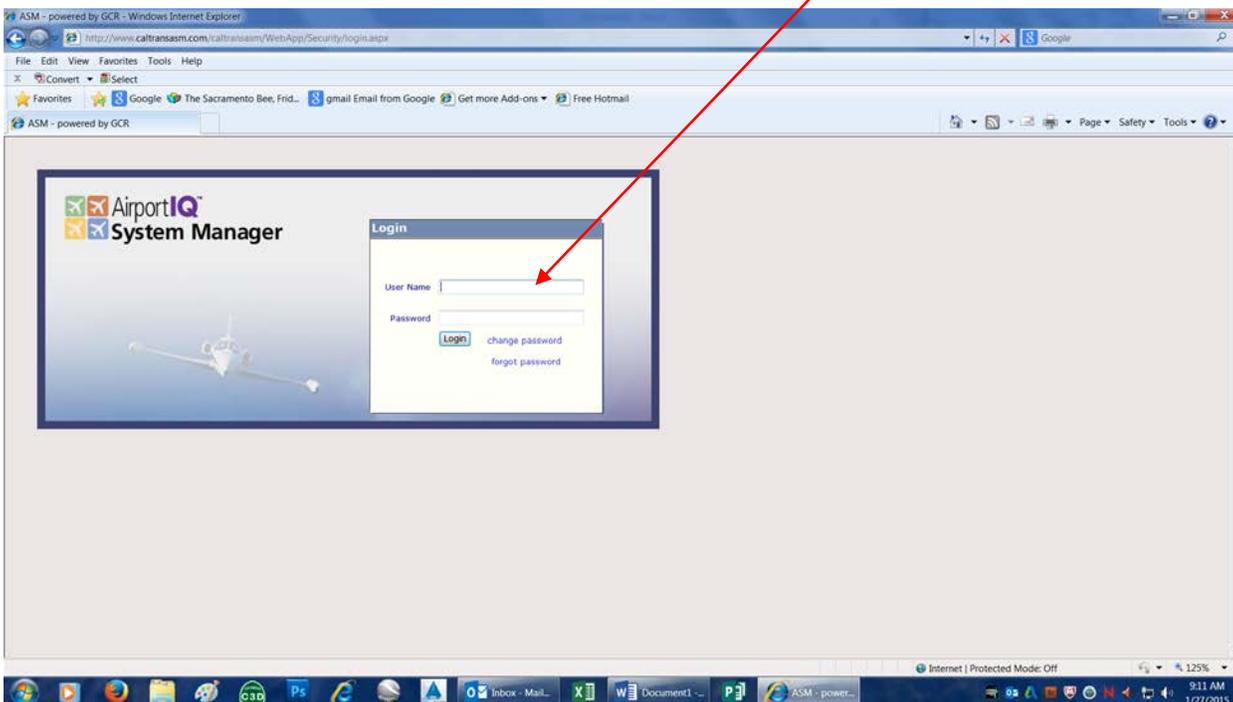
Go to Internet Browser (not other browsers) and enter the following web links.

<http://www.caltransasm.com/>



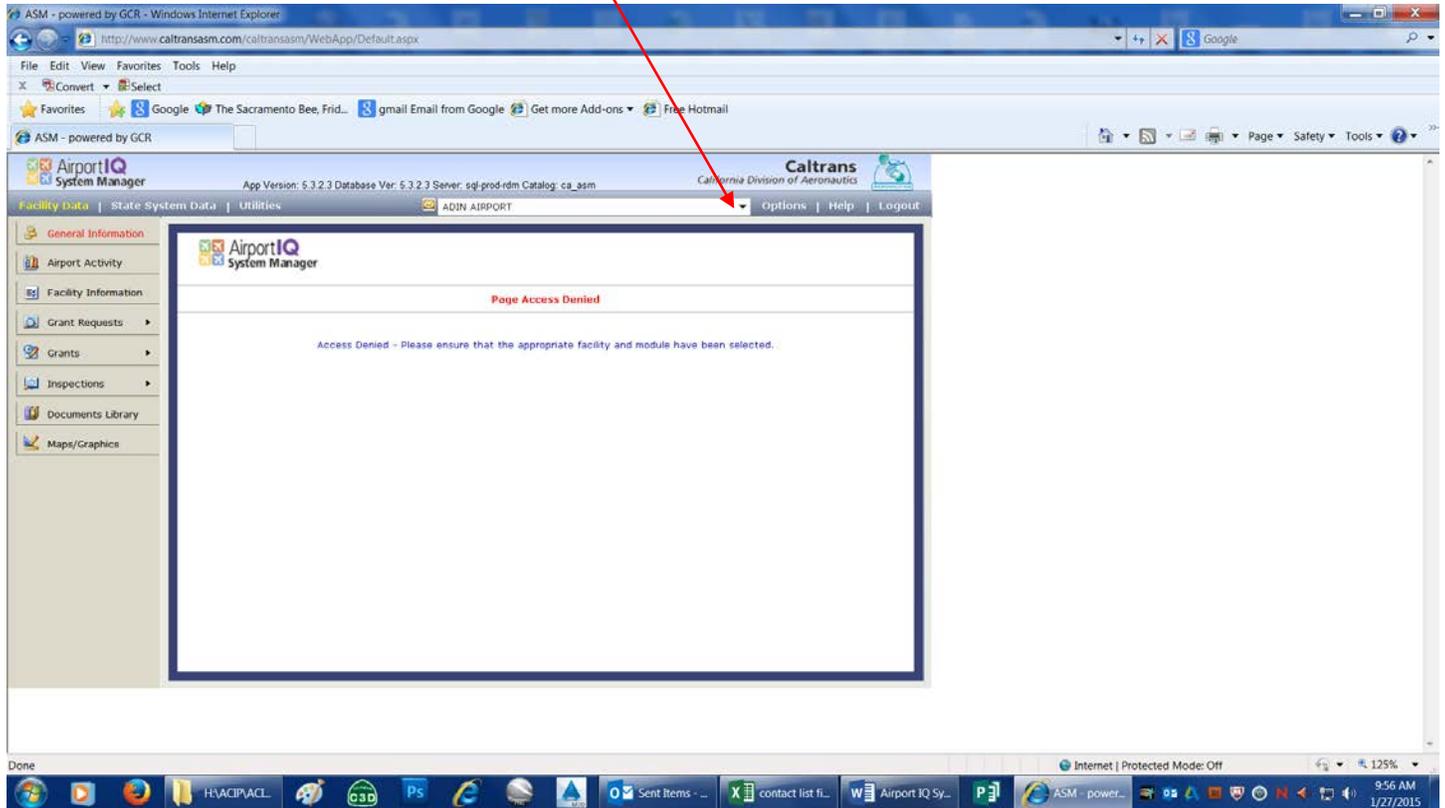
Select "I agree".

Enter User Name and Password that was provided in the letter or email.

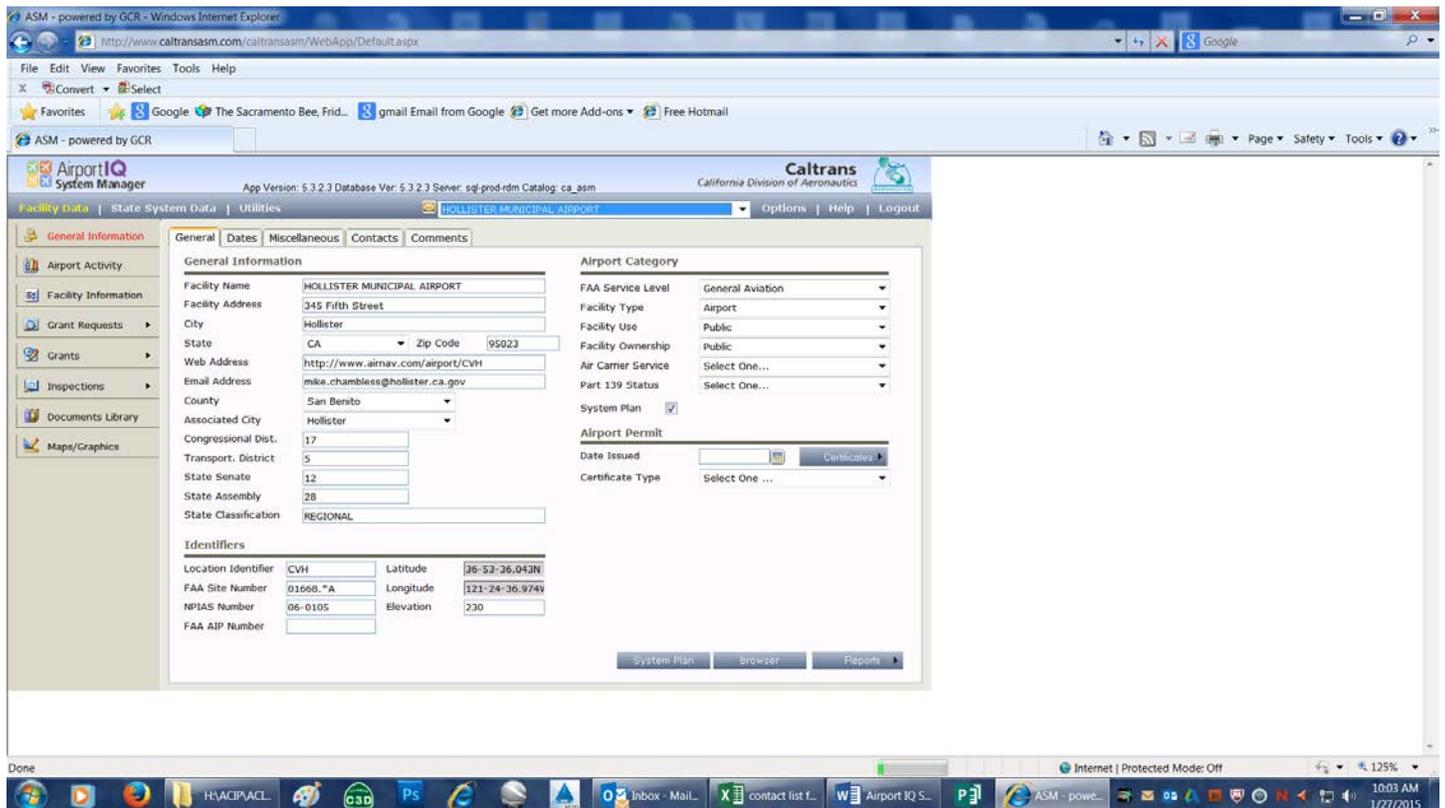


After log on into Airport IQ system you will see this message “Page Access Denied”, because you are in Adin Airport.

From scroll down menu pick your airport name.



Now you are in your airport.



Under "Facility Data" menu> hyper over "Grant Requests" and click on "Grant Requests" from the fly out menu.

The screenshot shows the Caltrans AirportIQ System Manager interface. The left sidebar contains a menu with the following items: General Information, Airport Activity, Facility Information, Grant Requests (highlighted with a red arrow), Grants, Inspections, Documents Library, and Maps/Graphics. The main content area displays the 'General Information' tab for 'HOLLISTER MUNICIPAL AIRPORT'. The 'Grant Requests' menu item is highlighted, and a red arrow points to it from the text above.

Now you see your all projects in the database.

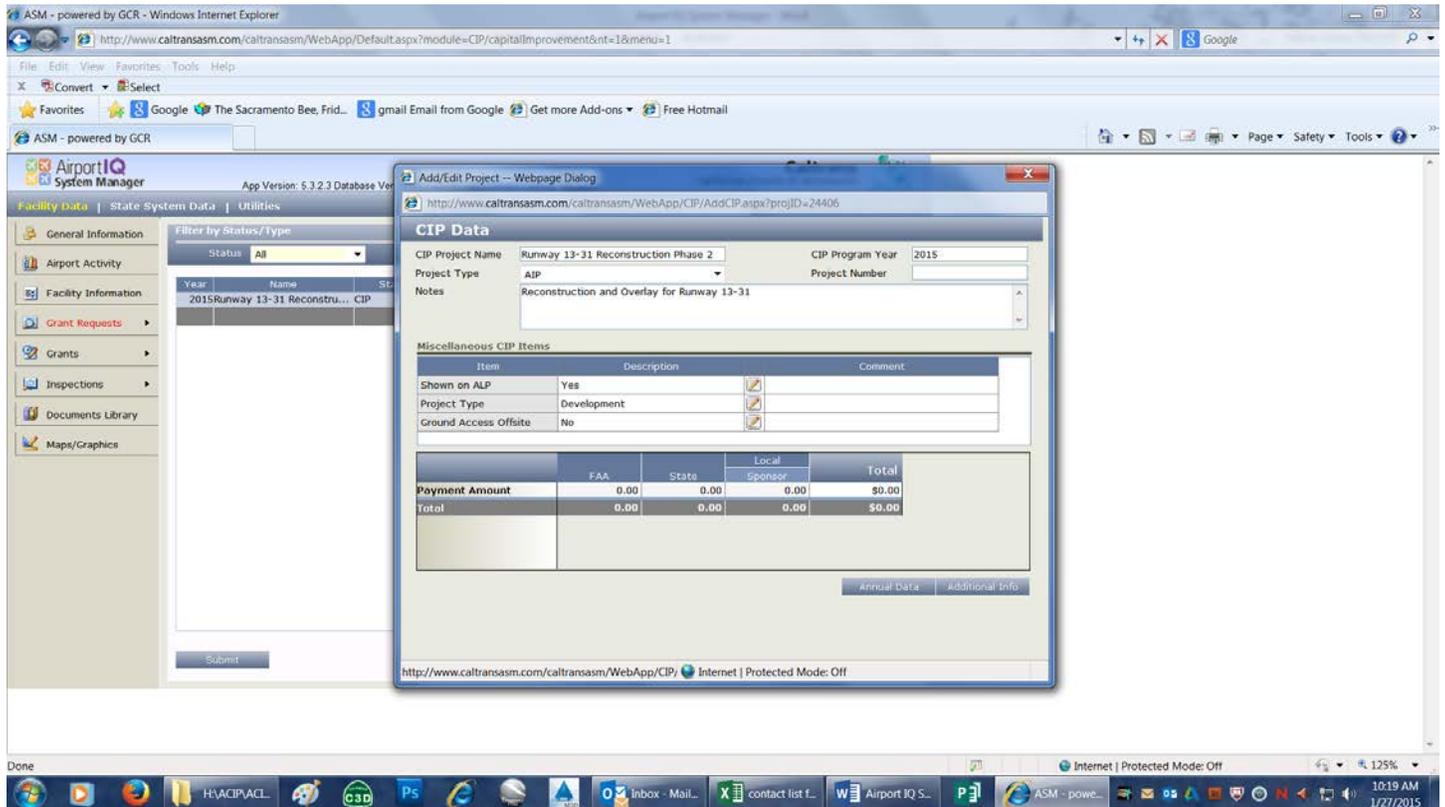
The screenshot shows the Caltrans AirportIQ System Manager interface displaying a table of projects. The table is filtered by Status (All) and Type (All). The table has columns for Year, Name, Status, Type, FAA, State, Local, and Total. The data is as follows:

| Year | Name | Status | Type | FAA | State | Local | Total |
|------|---------------------------|--------|-------|------|-------|-------|--------|
| 2015 | Runway 13-31 Reconstru... | CIP | AIP | 0.00 | 0.00 | 0.00 | \$0.00 |
| | | | Total | 0.00 | 0.00 | 0.00 | \$0.00 |

The table is displayed in a grid format with a 'Submit' button at the bottom left and 'Rating', 'Options', 'CIP Data', and 'Annual Data' buttons at the bottom right.

To **add** new project use “+” green plus sign. Please **note** when using “X”, it will delete your project completely on highlighted project.

To **modify** existing project: highlight the project you want to modify and left click “CIP Data” button at the right bottom with your mouse.



CIP Data page come up to modify the existing project.

CIP Project Name: Description of the project.

Project Type: Use scroll down menu> select>AIP for FAA funding projects or A&D for State funding projects. Note: the funding calculations will be different selecting “AIP” or “A&D”.

CIP Program Year: Enter the year the project is planned for.

Project Number: Leave it blank.

Notes: Expand the project description more.

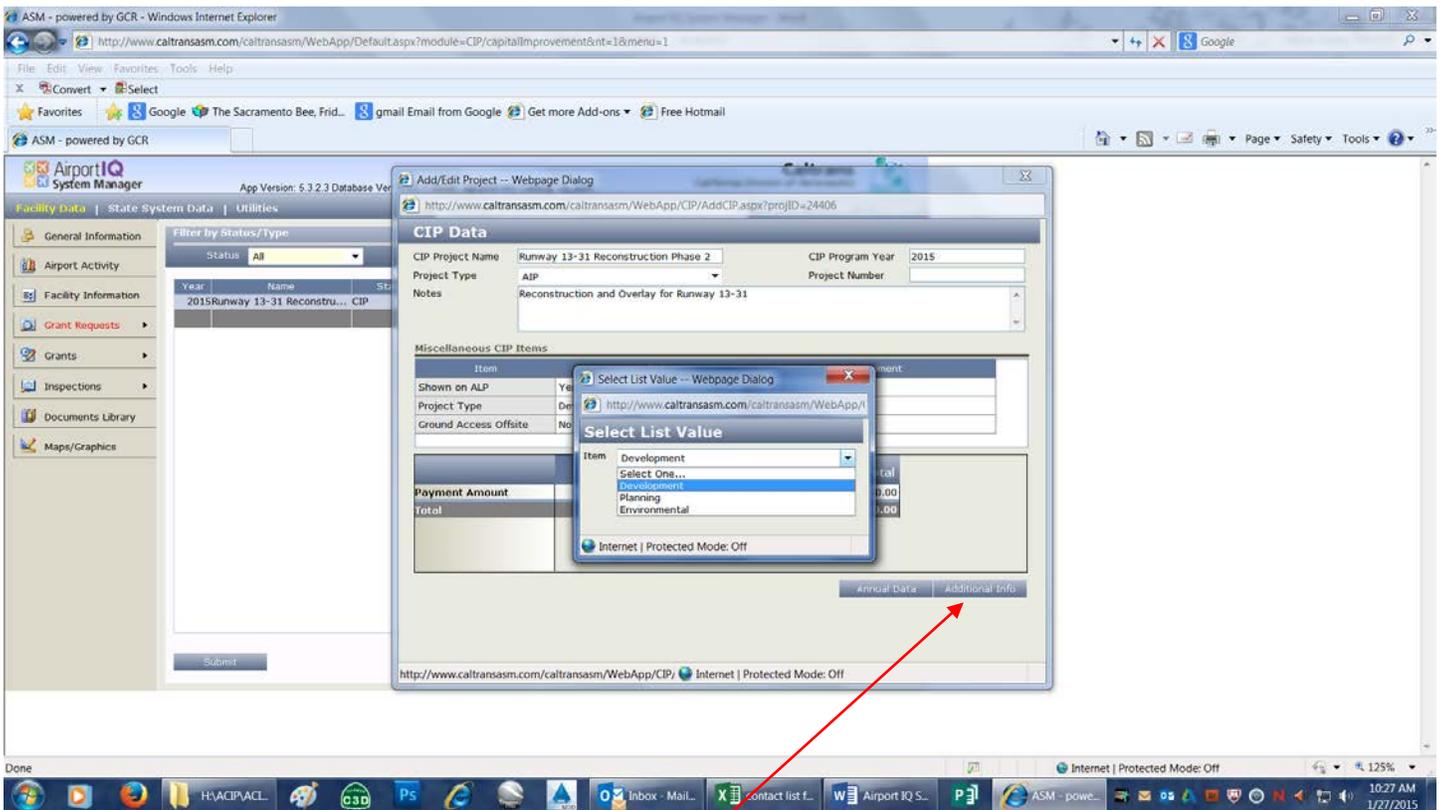
Miscellaneous CIP Items

Shown on ALP: use pencil icon on the right > Yes or No

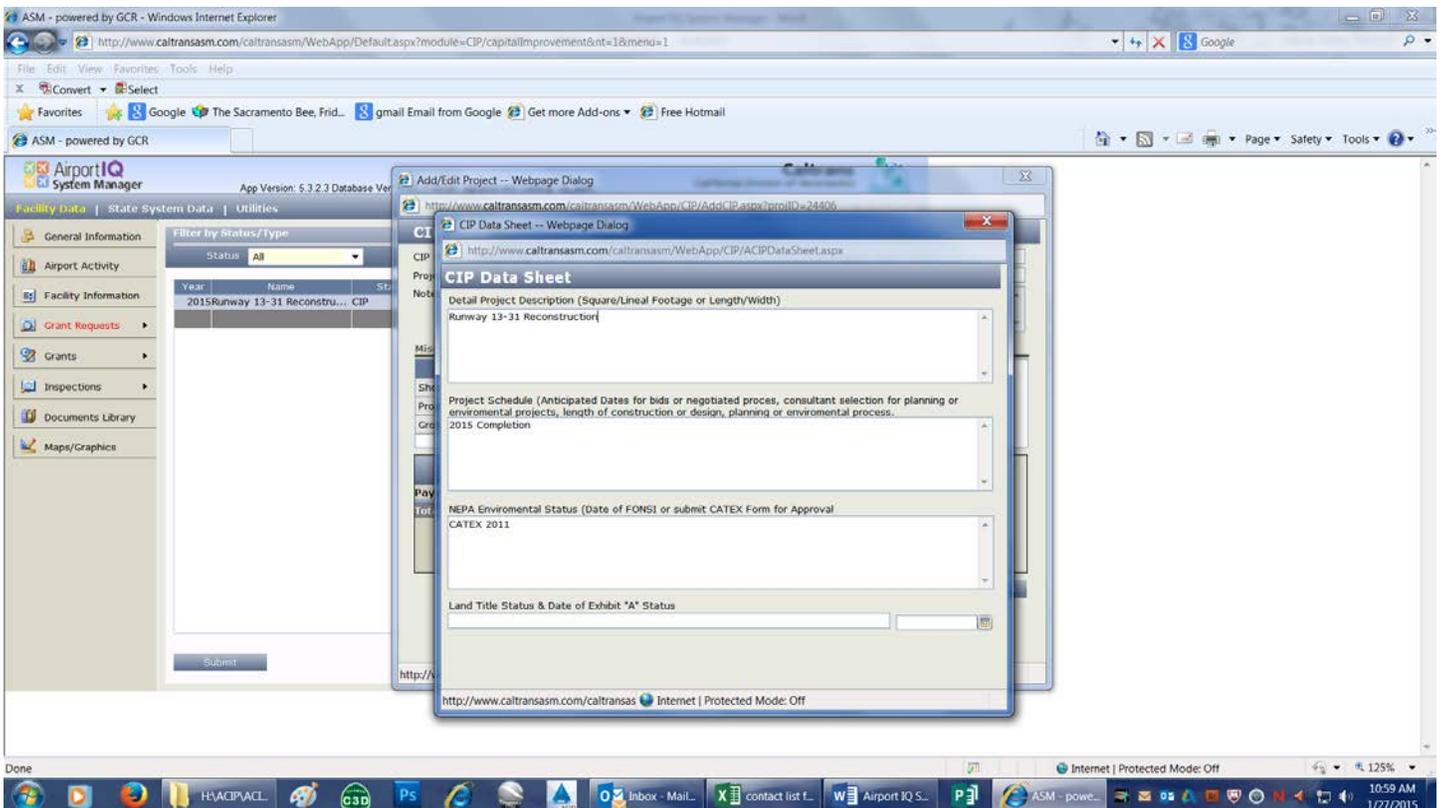
Project Type: use pencil icon> select the options: **Development** for construction projects, **Planning** for planning purpose, **Environmental** for environment study purposes. (As shown in the figure)

Ground Access Offsite: This project is “Ground Access Offsite” for example for access road for airport and not within air operation area. If you pick “Yes” the funding calculation would be different from using “No”.

Payment Amount: Enter the total project cost under **Total** block. It is built with formula and split the amount proportionally.



For detail information about your project click on “**Additional Info**” button at the right bottom on CIP Data page and CIP DATA Sheet page will pops up.



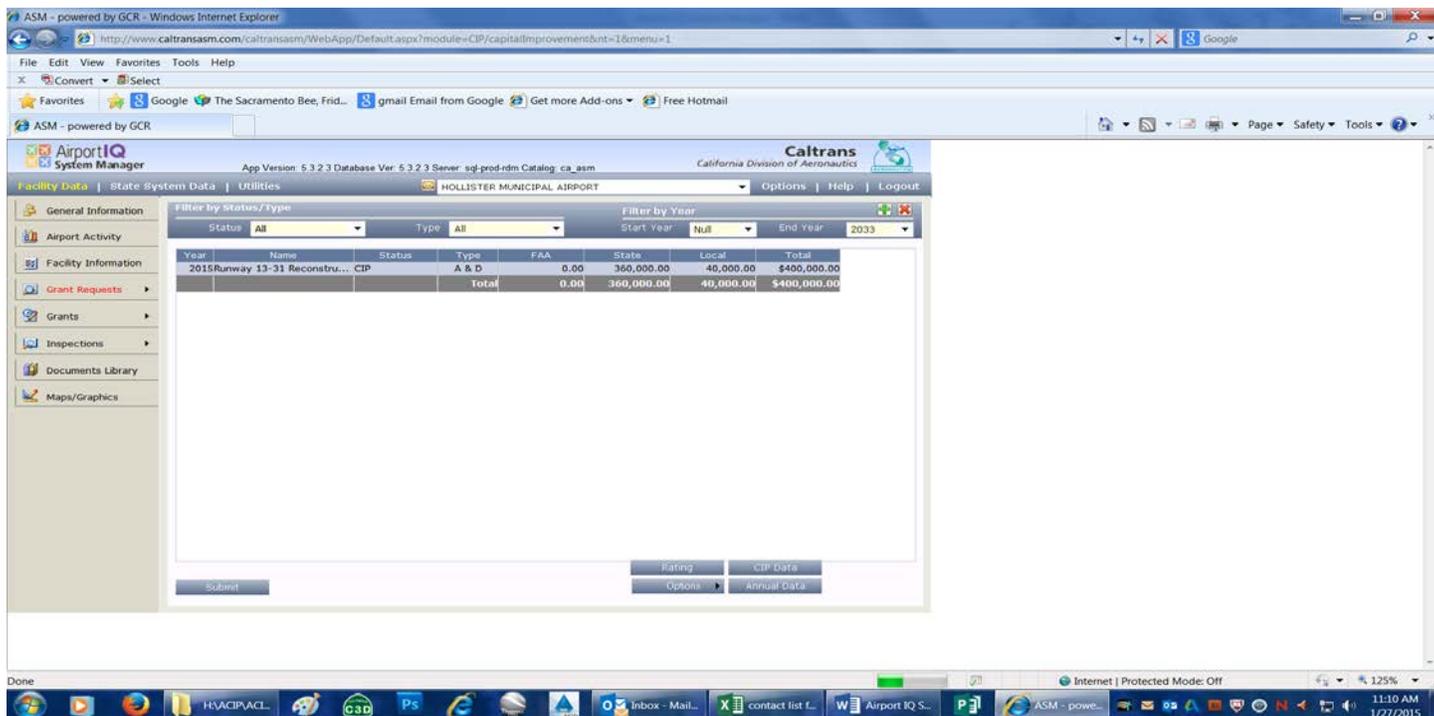
Detail Project: Explain more about project.

Project Schedule: Approximate date of preparing plans and specifications phase. Date for bid advertisement phase and date of construction phase.

NEPA Environmental Status: CATEX or required studies.

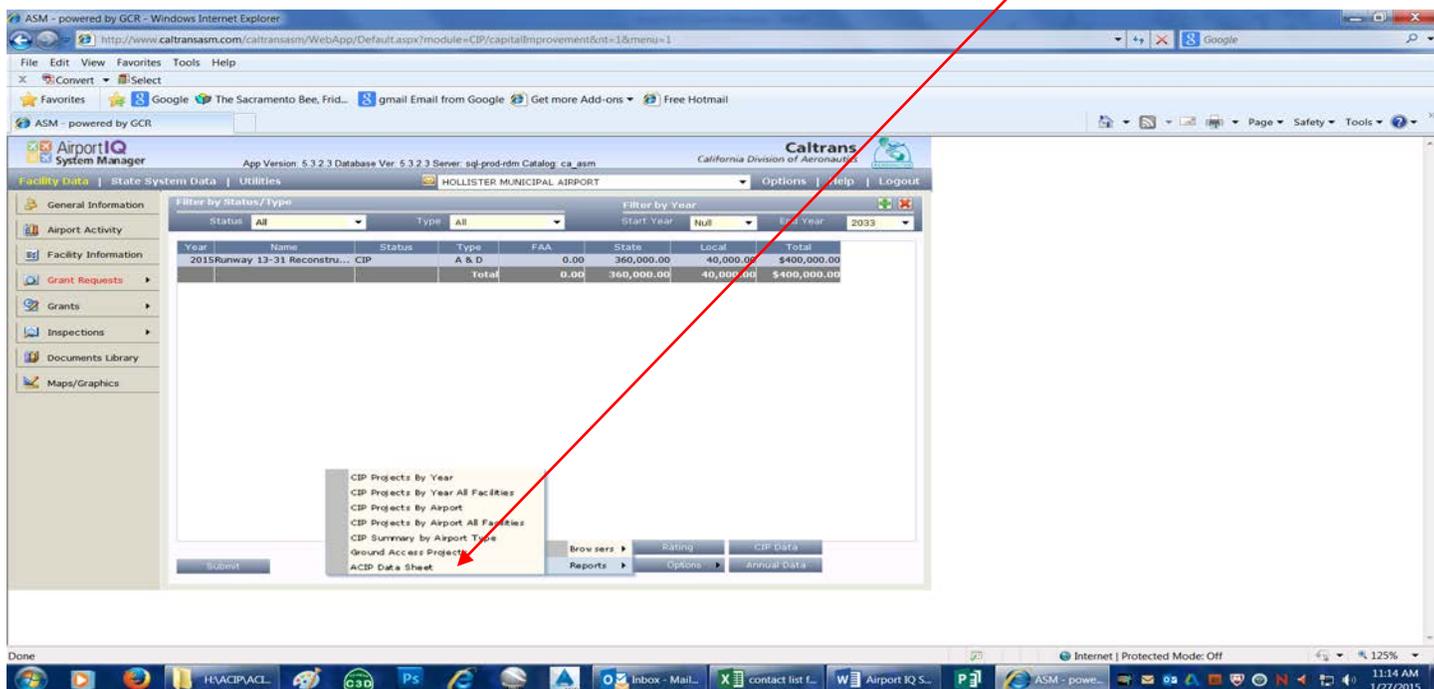
Land Title Status: Ownership of land being developed.

After you done with those information, close CIP Data Sheet page using red X on the top right. Also close CIP Data page using red X on the right top of the page. Now you are back to Grant Requests page as shown below.



To print on ACIP Data Sheet: To print projects for each fiscal year "Start Year" and "End Year" must be same at the right top of the page.

Click on "Options" button at the bottom> pick "Reports" from fly out menu> pick "CIP Data Sheet".



Submit ACIP Data Sheet with signature and date on it for each year.

AWP ACIP DATA SHEET



| | | | | | | |
|---|---------------------|-------------------------------------|--|-------------------------|--------------|------|
| Airport Name | | HOLLISTER MUNICIPAL AIRPORT | Fiscal Year | | | 2033 |
| Shown On ALP | Project Type | Project Description | Federal Share | Local Share | Total | |
| Yes | D | Runway 13-31 Reconstruction Phase 2 | \$0.00 | \$400,000.00 | \$400,000.00 | |
| | | Total | \$0.00 | \$400,000.00 | \$400,000.00 | |
| * D - Development; P - Planning; E - Environmental | | | | | | |
| PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS | | | | | | |
| Detail Project Description (Include information on Square/Lineal Footage or Length/Width) | | | | | | |
| Runway 13-31 Reconstruction Phase 2 - Runway 13-31 Reconstruction | | | | | | |
| Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process) | | | | | | |
| Runway 13-31 Reconstruction Phase 2 - 2015 Completion | | | | | | |
| NEPA Environmental Status (With grant application include copy of ROD, FONSI or CATEX letter of approval) | | | | | | |
| Runway 13-31 Reconstruction Phase 2 - CATEX 2011 | | | | | | |
| Land Title Status & Date of Exhibit "A" Status | | | | Date | | |
| Runway 13-31 Reconstruction Phase 2 - | | | | | | |
| Open AIP Funded Projects (include grant number and grant description) | | | | Expected Close-out Date | | |
| Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and has been duly authorized by the Sponsor. | | | | | | |
| Name and Title of Authorized Representative (Print or Type) | | | Contact Name and Title (Print or Type) | | | |
| Signature | | Date | Contact Phone (Print or Type) | | | |