

GDOT Aviation System Manager  
(ASM)  
Airport User Guide

AVIATION PROGRAMS

GA DOT Keeping Georgia on the Move

AIRPORT - CHEROKEE COUNTY (CANTON)

AVIATION SYSTEM MANAGER

Welcome CDM\_INC\SCHNOEBELNMJ! Logout

Airport Information

Projects

Reports

Add/Edit Airport Data

Add/Edit/View Projects

Submit Projects

Copy Projects

Reports

Log in	GDOT administered Windows authentication is used. Username will appear in the upper right-hand corner, below the banner.
Select Menu Item	Click on any of the icons to navigate to that specific page for the selected airport.

Year: 2014

Welcome back. Here are the latest submissions you've made:

Year	Airport	Status	Reviewed By	Comments	Last Activity Date
2014	DECATUR COUNTY INDUSTRIAL AIR PARK (BAINBRIDGE)	Submitted	N/A	N/A	May 15, 2014 - 09:30 AM
2012	CHEROKEE COUNTY (CANTON)	Accepted	CDM_INC(SCHNOEBLENM)	Comments can be made for accepted data too. Though it's not required like when rejecting.	May 15, 2014 - 09:42 AM

Click to Hide

Save Changes Submit Changes

**GDOT Project Manager**  
 Manager's Name:

**Airport Sponsor**  
 First Name:  MiddleName:  Last Name:   
 Position Title:   
 Address Line 1:   
 Address Line 2:   
 City:  State:  Zip:   
 Office Phone:  Mobile:  Fax:   
 Email:

**Primary Contact**  
 First Name:  MiddleName:  Last Name:   
 Position Title:   
 Address Line 1:   
 Address Line 2:   
 City:  State:  Zip:   
 Office Phone:  Mobile:  Fax:   
 Email:

Edit Airport Information	Make edits to desired fields related to the airport. When finished, the edits can be saved for later, or submitted for approval.
GDOT Project Manager	Displays the name of the GDOT Project Manager that is currently assigned at the airport.
Airport Sponsor	Displays the contact information of the airport's designated Airport Sponsor. To update, contact your Project Manager
Primary Contact	Displays the contact information of the airport's designated primary contact. To update, contact your Project Manager
Alerts	Airport Information Alerts will show up as a pop-up window. These alerts show up when the page is first loaded to show the statuses of the submissions made by the user currently logged in. It's sorted by the Last Activity Date of the submission, and show the Year and Airport the submission was made for. The status of the submission. If the status was reviewed it will show who it was reviewed by and any comments that were made. And finally the Last Activity Date, which is the date and time the status on the submission has changed.

## Airport Information -> Editing Airport Information

Year: -- Add New Year -- v

**Airport Information**

Based Aircraft:

Tiedown Waitlist:

Based Aircraft entered in basedaircraft.com:

Annual Enplanements:

Annual Operations:

Hangar Waitlist:

Master Plan/Planning Report Year:

Add Year

Click to Cancel

**Data Status:** Submitted


**Aviation Fuel Sales (Gallons)**

JetA:

AvGas:

Save Changes
Submit Changes

<b>Adding a new year</b>	The years in the drop-down list are populated by the years that currently have previous submissions made for the current airport. So if a new submission needs to be made, the option to add a new year is located at the top of the drop-down list. Selecting it will make a pop-up window appear prompting the user to enter a year that didn't exist in the drop-down list before. When the button is clicked, the year is added to the list and selected as the current submission to edit.
<b>Data Status</b>	Shows the latest status of the current submission. Once submitted, the status changes and the submission is locked from edits until it has been reviewed. After the review process the submission opens for editing again.



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**AIRPORT CIP SUBMITTALS**

AIRPORT - DECATUR COUNTY INDUSTRIAL AIR PARK (BAINBRIDGE) Welcome CDM\_INC\SCHNOEBLENM! Logout

**View/Add/Edit Projects**

Years: All Years Data Status: Accepted

View/Edit	Fiscal Year	Description	View Plan	Cost	Status
	2019		View Plan	\$60,000.00	Accepted
	2019		View Plan	\$250,000.00	Accepted
	2019		View Plan	\$30,000.00	Accepted
	2018		View Plan	\$35,000.00	Accepted
	2018		View Plan	\$165,000.00	Accepted

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ...

**Project Details** [Edit](#) [Add New](#)

Status:	Accepted		Total Project Cost:	\$60,000.00
Fiscal Year:	2019	Project Type:	Federal Share:	\$54,000.00
Funding Source:			State Share:	\$3,000.00
Airport Priority:			Local Share:	\$3,000.00
Short Description:				
NPIAS Description:				
Work Description:	DESIGN T-HANGAR TAXIWAY AND CONCRETE SLAB FOR 12-UNIT T-HANGAR			
Project Justification:				
ALP Includes Project?	<input type="checkbox"/>	Application on File?	<input type="checkbox"/>	Environmental Study:
Project in CIP?	<input type="checkbox"/>	Notice Filed (7460-1)?	<input type="checkbox"/>	Environmental Status:
Property Ownership Map	<input type="checkbox"/>			Approval Date:
Project Drawing File :	View Plan			

Filter Project By Year	Select the year from the calendar year drop-down list to view a list of projects by that year.
Select Project to View	Click on the binocular icon in the View/Edit column to select that project to display in the Project Details section.
Delete Project	Click the 'X' icon in the View/Edit column to delete the project. A pop-up window will prompt the user to verify the deletion, with the option to click either "Okay" to continue with the deletion, or "Cancel" to cancel the deletion.
Edit Project Details	Click the Edit button to make modifications to the details of the selected project. When editing, the buttons will change to Update and Cancel respectively. Clicking the update button will save the changes made to the project and cancel will revert the changes.
Add New Projects	Clicking the Add New button will allow you to create a new project. When finished, clicking either the Save or Cancel buttons will either add the project to the list of projects or cancel the creation process.

**AVIATION PROGRAMS**  
Keeping Georgia on the Move

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AIRPORT - DECATUR COUNTY INDUSTRIAL AIR PARK (BAINBRIDGE)

**AIRPORT CIP SUBMITTALS**

Welcome CDM\_INC\SCHWOEBELWJ! Logout

Submit Projects

Year: -- All Years --

Data Status: *Not Submitted*

Select	FiscalYear	Description	View Plan	Cost	Status
<input type="checkbox"/>	2024	This is a project	View Plan	\$50,000.00	Not Submitted

Submit Projects

Filter Project By Year	Select the year from the calendar year drop-down list to view a list of projects by that year.
Select Project to Submit	Click on the checkbox in the Select column to mark that project as one to be submitted.
Submitting Projects	Clicking on the Submit Projects button marks all of the selected projects as submitted and sends them to be reviewed.

The screenshot shows the 'AVIATION PROGRAMS' website header with a navigation menu (Home, Airport Information, Projects, Reports) and a sub-header 'AIRPORT CIP SUBMITTALS'. A dropdown menu is set to 'AIRPORT - DECATUR COUNTY INDUSTRIAL AIR PARK (BAINBRIDGE)'. The main content area is titled 'Copy Projects' and contains two dropdown menus: 'Copy From Fiscal Year' (set to 2014) and 'Copy To Fiscal Year' (set to 2015). Below these is a 'Projects List' table with columns: Select, Fiscal Year, Description, View Plan, Cost, and Status. One project is listed for 2014 with ID 'T00XXXX/AP014-9024-24(087)' and status 'Current'. A 'Copy Projects' button is located at the bottom right of the table.

Copy Projects	Allows the user to select Fiscal Year to copy projects from, and a Fiscal Year to copy projects to.
Projects List	Displays a list of projects with the Fiscal Year matching that of the selected value from the drop-down list of Fiscal Years to copy from.
Copy From Fiscal Year	A drop-down list that displays the list of Fiscal Years available to copy projects from for the current airport.
Copy To Fiscal Year	A drop-down list that displays the list of Fiscal Years from the first year in the Copy From drop-down list, to 10 years past the current year. If the first year in the Copy From drop-down list occurs after the current year, then the list will display the current year with the 10 years following.
Select Project to Copy	Click on the checkbox in the Select column to mark that project as one to be copied.
Copy Projects	When clicked, the Copy Projects button takes the selected projects and copies them to the Fiscal Year selected in the drop-down list of Fiscal Years to copy to.

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**AVIATION SYSTEM MANAGER**

AIRPORT - ATHENS/BEN EPPS (ATHENS)

Select Reports

CIP Project Funds By Airport Report

Select Report	Select Airport and Years you want report to reflect
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