



Minnesota Department of Transportation
Office of Aeronautics
MS410
222 East Plato Blvd.
Saint Paul, MN 55107

Making Changes to the Airport Master Record (5010)

The state updates the Airport Master Record through an inspection program that includes an airport manager interview and a field visit. During the site visit we also inspect the airport for compliance with the Minnesota Public Airport Licensing standards. We try to inspect each public use airport on a three year recurring basis.

In between these inspections the airport manager is directed to make changes to the Airport Master Record to keep the airport information current. These changes can be submitted online through the National Flight Data Center (NFDC) website at: <https://nfdc.faa.gov/xwiki/bin/view/NFDC/PublicADC>. Some items cannot be changed through this process and those items and the process for changing them are identified on the NFDC website.

We would appreciate a copy of any changes the airport submits to the FAA. Minnesota also publishes airport information to pilots and we want to keep our information up-to-date.

The FAA looks at the Airport Master Record to see if the Part 77 surfaces are clear before funding projects at the airport. Obstructions identified during an inspection remain on the Airport Master Record until the next inspection unless the information is updated through these processes.

From a safety standpoint, we would prefer that the airport have a continuous process of self-inspection that identifies and removes obstructions before the state inspection. Though obstructions can be removed after the inspection there are costs associated with collecting the required documentation. The easiest and lowest cost alternative is to have clear surfaces when the inspection is performed.

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