

How to Register a New Landing Area (airport, heliport or seaplane base):

- 1) Complete and submit:
 - a. A signed copy of the [FAA Form 7480-1, Notice of Proposed Landing Area](#)
 - b. A signed copy of the NH New Airport Registration [Application](#) utilizing the instructions found [here](#).

to Rita Castonguay Hunt at rhunt@dot.state.nh.us. A scanned copy of these forms is preferred but a hard copy can also be sent to:

New Hampshire Department of Transportation
Bureau of Aeronautics
7 Hazen Drive
Concord, NH 03302

- 2) Upon receipt, the Bureau of Aeronautics (BOA) will contact the applicant to schedule an onsite inspection. This visit will determine if and/or how the proposed airport, heliport, or seaplane base can meet FAA design standards. *A site certification may be issued following the inspection allowing the applicant up to 10 years to comply with the any construction standards or recommendations provided during the inspection.*
- 3) After the BOA site inspection, the applicant may be instructed to enter the proposed landing area information into the [Obstruction Evaluation/Airport Airspace Analysis](#) (OE/AAA) database. The applicant will need to create a new user account in order to complete this task. The applicant should enter the information as an "On Airport" case. *The BOA will provide the applicant with a temporary airport ID to use during this process. **Only complete this process once the construction on the proposed landing area is at or beyond substantial completion.** If construction includes a raised or rooftop heliport then please complete this process prior to construction. In this case, both the BOA and FAA will perform two inspections each, prior to and after construction.*
- 4) The BOA will submit the proposed landing area entered into the OE/AAA database to the different FAA divisions for review and to ensure the site is safe and there is no conflict with existing protected airspace. Through this process the FAA may contact the airport sponsor to schedule their own onsite inspection. Any details obtained by the FAA inspection will be incorporated into the final determination letter.
- 5) The FAA will issue a determination letter based on comments and inspections by the BOA and the FAA divisions. Mailed along with the determination letter will be a FAA Form 5010. This is the Master Record for the proposed landing area. The subsequent federal registration will be based on this form.
- 6) The applicant will complete and return a completed [FAA Form 5010-3](#) for newly established public-use airports or [FAA Form 5010-5](#) for newly established private use airports to the BOA by the same means listed in paragraph 1. A copy of these forms along with previously submitted 7480-1 form and the determination letter will be sent to FAA Headquarters and to the National Flight Data Center (NFDC) for processing.
- 7) Upon receiving the 5010 form the BOA will contact the applicant to conduct a final inspection (if necessary due to provisions previously issued by BOA or FAA). If no final inspection is necessary then the BOA will issue a state registration for the landing area at this time.

- 8) Once the forms are processed by the NFDC, the FAA will issue a Location Identification (LocID) for the landing area (e.g., NHxx). This LocID will be added to any issued state registration previously issued and will be added as the state airport identifier from this point forward.
- 9) At this time, the applicant will contact the FAA Flight Service Station D.C. Office at (703) 724-4288 or (703)724-4338 and let them know that the new airport, heliport or seaplane base is now active. Reference the FAA's determination case number (e.g. 20XX-ANE-XXX-NRA). The applicant will provide relevant airport data to the FAA Flight Service Station.
- 10) The applicant may reregister their landing area each year with the state by simply filling out a renewal application. The NHDOT typically sends renewal applications to all state-registered airports, heliports, and seaplane bases every December for the upcoming calendar year. Just as with the initial state registration applications, all registration renewals are at no cost to the applicant.

****Please note that you must comply with all applicable local zoning ordinances and regulations and shall not violate any local, state or federal laws or regulations in the development and construction of the heliport facilities. Any local, state, or federal permits necessary for the establishment and operation of these heliports are the responsibility of the airport sponsor.***

****Allowing the state registration to lapse will require all of the BOA steps to be repeated. If allowed to lapse the airport may lose protection from future legislation passed by local municipalities that would act against the operation of airports.***

Any questions can be directed to Rita Castonguay Hunt at rhunt@dot.state.nh.us or 603-271-1677.