

**State of New Hampshire
DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS**

**John O. Morton Building
7 Hazen Drive
Concord, New Hampshire 03302-0483**

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Airport Registration Requirements

At the same time an initial application to the State of New Hampshire, a Notice of Landing Area Proposal, FAA Form 7480-1, should be electronically filed with the Federal Aviation Administration for all new landing areas. Airport and Heliport Development and Design Information Packets are available for a fee from the Bureau of Aeronautics.

Registration Procedure (Tra-A 405.01):

- 1) The owner or the sponsor of any commercial landing area open to the public shall possess a currently effective New Hampshire landing area registration.
- 2) The owner or sponsor of a non-commercial landing area which is not open to the public may obtain a state landing area registration, but such registration is not required by state law.

The registration certificate is effective for a period of one year. The year is based on the calendar year from January 1 to December 31.

* Registered landing areas open to the public may be eligible to receive one free windsock per registration year from the NHDOT, Bureau of Aeronautics. Please contact the Bureau for more information.

Registration Office Open 8:30 AM to 3:30 PM Monday through Friday

***Questions?
Call NHDOT, Bureau of Aeronautics
(603) 271-2551***

422:17 Airport Registration. – The department shall, with reasonable dispatch, upon receipt of an application for an original registration, issue an appropriate registration certificate if it is satisfied that the airport conforms to minimum standards of safety and that safe air traffic patterns can be worked out for such airport and for all existing airports and approved airport sites in its vicinity. Registration certificates and renewal thereof may be issued subject to any conditions that the department may deem necessary.

For the purpose of completing this form:

“Aircraft” means a device that is used, or intended to be used for flight in the air, and for which a federal registration certificate and number have been assigned.

“Airport” means an area of land or water that is used or intended to be used for the landing and taking off of aircraft, and includes its buildings and facilities, if any.

“Airport Manager” The operation of any airport registered under the provisions of this chapter other than unattended private noncommercial airports shall be under the supervision and control of an airport manager. Each manager, and any authorized representatives of, and successors to the manager, shall inform the director of his or her appointment, and provide a current telephone number and mailing address to the department. The airport manager shall have full power to close the airport against the take-off of any aircraft when in his or her opinion the proposed flight cannot be conducted without endangering the life or property of others; provided, that the power granted hereby shall not be used to prevent any flight which can be conducted in accordance with the then current federal and state regulations governing the operation of aircraft. [see RSA 422:20]

“Applicant” means the person charged with, and legally able, to make application for registration in the airport’s name.

“Commercial aviation operator” means any person, who in any capacity engages in one or more aeronautical activities for compensation or hire within the boundaries of an airport. Aeronautical activities include, but are not limited to carriage of persons or property; flight training; instruction; construction, sale, repair, maintenance, modification, or storage of aircraft, aircraft fuel or aircraft parts; or rendering other aviation services for compensation.

“Commercial Airport” an airport where person (s) or entities for any reason engages in one or more aeronautical activities for compensation or hire within the boundaries of an airport. Aeronautical activities include, but are not limited to carriage of persons or property; flight training; instruction; construction, sale, repair, maintenance, modification, or storage of aircraft, aircraft fuel or aircraft parts; or rendering other aviation services for compensation.

“Conditions” means terms of registration of the airport determined to potentially have an affect on safe operation of aircraft or a legally binding restriction. ie. “Daylight VFR Only” is a valid condition, “No Fuel Available” is not a condition”. No Commercial Traffic is a condition; “Single Engine Airplanes Only” is not a condition. Conditions determined during inspection are listed on your FAA form 7480-1 determination.

“Owner” means the person(s), municipality, or other entity that has legal rights of ownership over the airport’s property and facilities.

“Sponsor” means the person or entity that has a legally binding and tangible obligation to the continued operation, maintenance, and care of the facility.

New Airport Registration - Step-by Step Instructions

Please print unless otherwise instructed for a signature.

General Airport Information:

1. Name of Airport: Please enter the airport's name
2. FAA IDENT (if any): If applicable enter the airport's FAA Identifier
3. Name of County in which airport is physically located (e.g., Belknap, Coos)
4. Town or Municipality where airport is physically located
5. Airport's physical street address
6. Airport's mailing address (if different than 4)
7. Enter Lat-Long (if estimated please state): degrees-minutes-seconds format is preferred
8. Please Complete All Airport Information That Applies: Select ALL descriptions that apply
9. Current Airport Conditions: Describe the current conditions, including any restrictions to flight operations (i.e. Daytime VFR Only); commercial services provided (e.g., charter, fuel, flight instruction) or no commercial services provided
10. Longest Runway or Landing Area: Include length and width of runway and/or helipad

Airport Owner/Sponsor Information:

11. Enter Owner/Sponsor's Name. This is the person making the application for the airport and may or may not be the Airport Manager.
12. Enter Owner/Sponsor's mailing address
13. Enter Owner/Sponsor's daytime telephone number
14. Enter Owner/Sponsor's fax number
15. Enter Owner/Sponsor's e-mail address
16. Enter Owner/Sponsor's web address (if available)

Airport Status:

17. Select Open to the Public –No Limitations OR Prior Permission Required (PPR)
18. If Open to Public please include a schedule of attended hours: the hours of operation
19. Owner's signature

This Information Required For All Open To The Public Airports

Note: The following items are not required for unattended, private use, non-commercial airports. ALL public use airports must complete these items.

20. Enter Airport Manager's name
21. Enter Airport Manager's mailing address
22. Enter Airport Manager's daytime telephone number
23. Enter Airport Manager's fax number
24. Enter Airport Manager's cell number
25. Enter Airport Manager's e-mail address
26. Enter Airport Manager's web address (if available or different from item 13)
27. Authorized Representative(s): Some airports may have an additional person(s) with decision-making authority for the facility in the absence of the owner or airport manager.
28. Airport Manager's signature
29. Date of Airport Manager's signature

Submit completed application to:

NHDOT/Bureau of Aeronautics
P.O. Box 483
Concord, NH 03302-0483