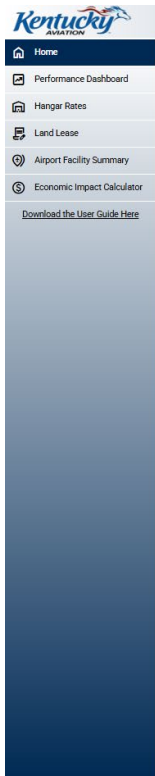


Introduction

The Kentucky Aviation Portal is a tool developed by the Kentucky Department of Aviation (KDA) to give airports a centralized location for providing essential airport information and updates. This user guide is designed to walk Airport Users through the process of entering and submitting their airport data within the portal. Each section of the Kentucky Aviation Portal includes step-by-step instructions accompanied by corresponding screenshots to support users as they navigate the system. Screenshots are labeled with letters that match specific instructions on each page, ensuring a clear and intuitive experience.

Step 1: Login Process



Welcome to the Kentucky Aviation Portal

Please select your action from the menu to the left of the screen. If you have any questions or experience any technical difficulties, please [contact the Kentucky Department of Aviation \(KDA\)](#).

Already have an account? [Sign In](#) | New user? [Sign Up](#)



- A. *Sign In Button*: If you have previously been granted access, you can sign in by entering your email and password.
- B. *Sign up Button*: If you are logging into the Kentucky Aviation Portal for the first time, you will need to request access and receive approval.

Step 1A: Requesting Access



- Home
- Performance Dashboard
- Hangar Rates
- Land Lease
- Airport Facility Summary
- Economic Impact Calculator
- [Download the User Guide Here](#)

[Sign In](#)

A

Sign Up

Email *

First Name *

Last Name *

Company Name (optional)

Password *

Confirm Password *

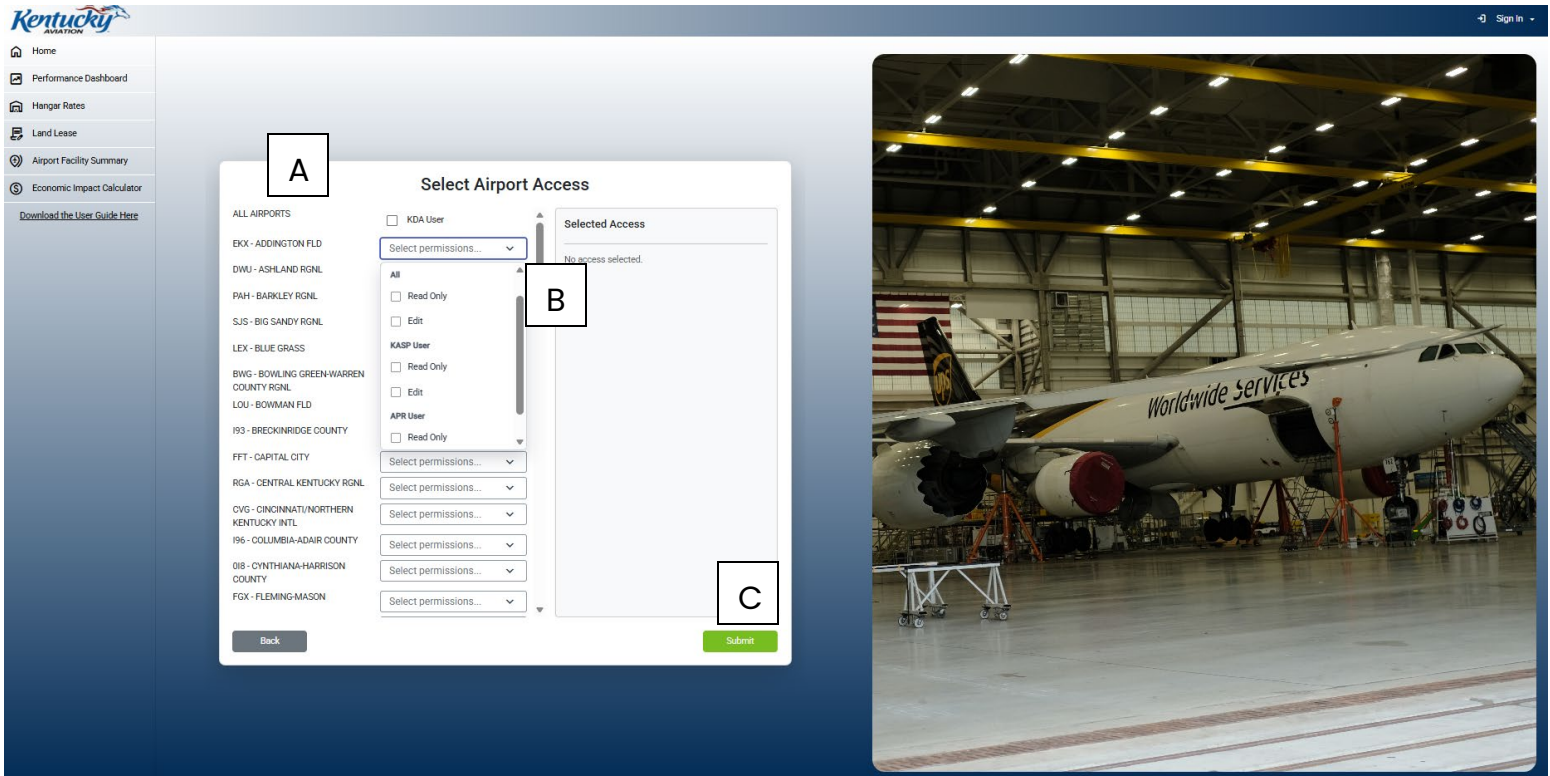
Cancel

Next

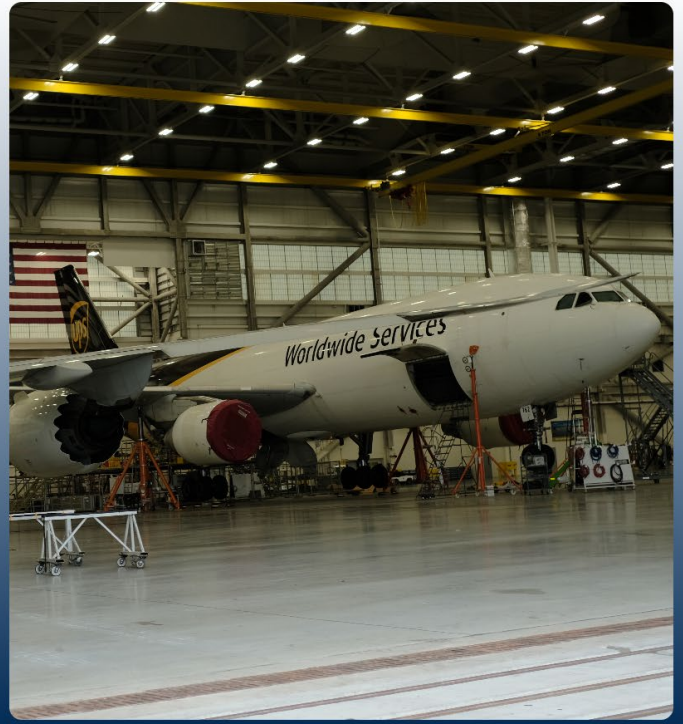


- A. Fill out each field with the information that you would like to be associated with your account.

Step 1B: Requesting Access

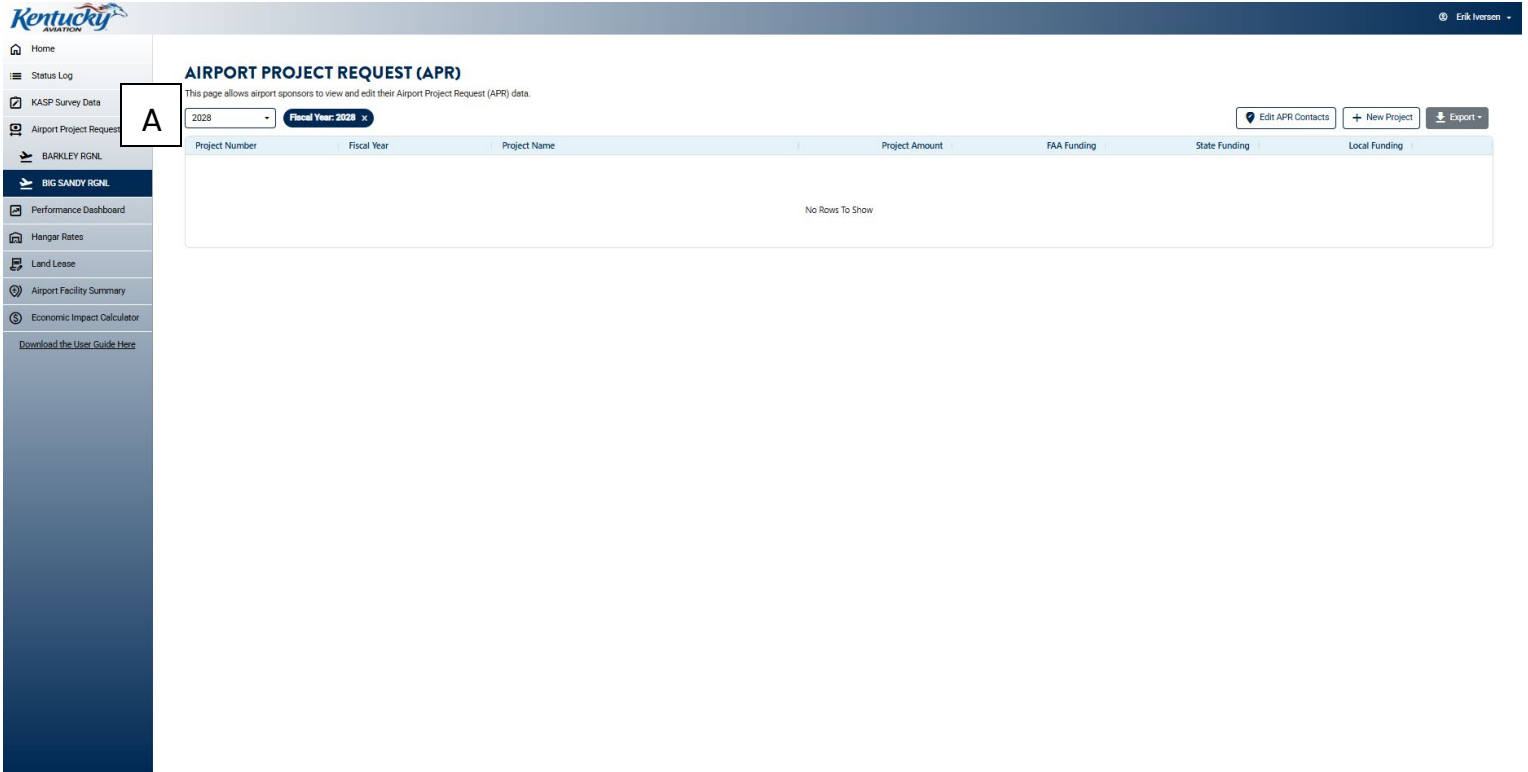


The screenshot shows the 'Select Airport Access' form. On the left, a list of airports is displayed under the heading 'ALL AIRPORTS'. In the center, there are three sections for selecting permissions: 'All', 'KASP User', and 'APR User'. Each section has a 'Select permissions...' dropdown menu. On the right, there is a 'Selected Access' box. At the bottom left is a 'Back' button, and at the bottom right is a green 'Submit' button. Three callout boxes are overlaid on the form: 'A' points to the airport list, 'B' points to the 'Select permissions...' dropdown, and 'C' points to the 'Submit' button.



- A. Select the airport(s) for which you would like to request access.
- B. From the “Select permissions...” drop down list, select “Read Only” or “Edit” under the “All” category. This will provide access to both the Airport Project Request (APR) and KASP Survey modules.
 - **Read Only:** Users may view airport information but do not have editing capabilities.
 - **Edit:** Users may view and edit airport information.
 - **User Access Manager:** This option gives a user full administrative rights for the selected airport, including granting and rejecting access and confirming data inputs. This option should be requested on a limited basis and only by upper airport management.
- C. After reviewing your selections, click on the “Submit” button. This will send your account setup request to KDA staff for review. If accepted, you will receive an email notification, refer back to Step 1 to login.

Step 3: Airport Project Requests



AIRPORT PROJECT REQUEST (APR)
This page allows airport sponsors to view and edit their Airport Project Request (APR) data.

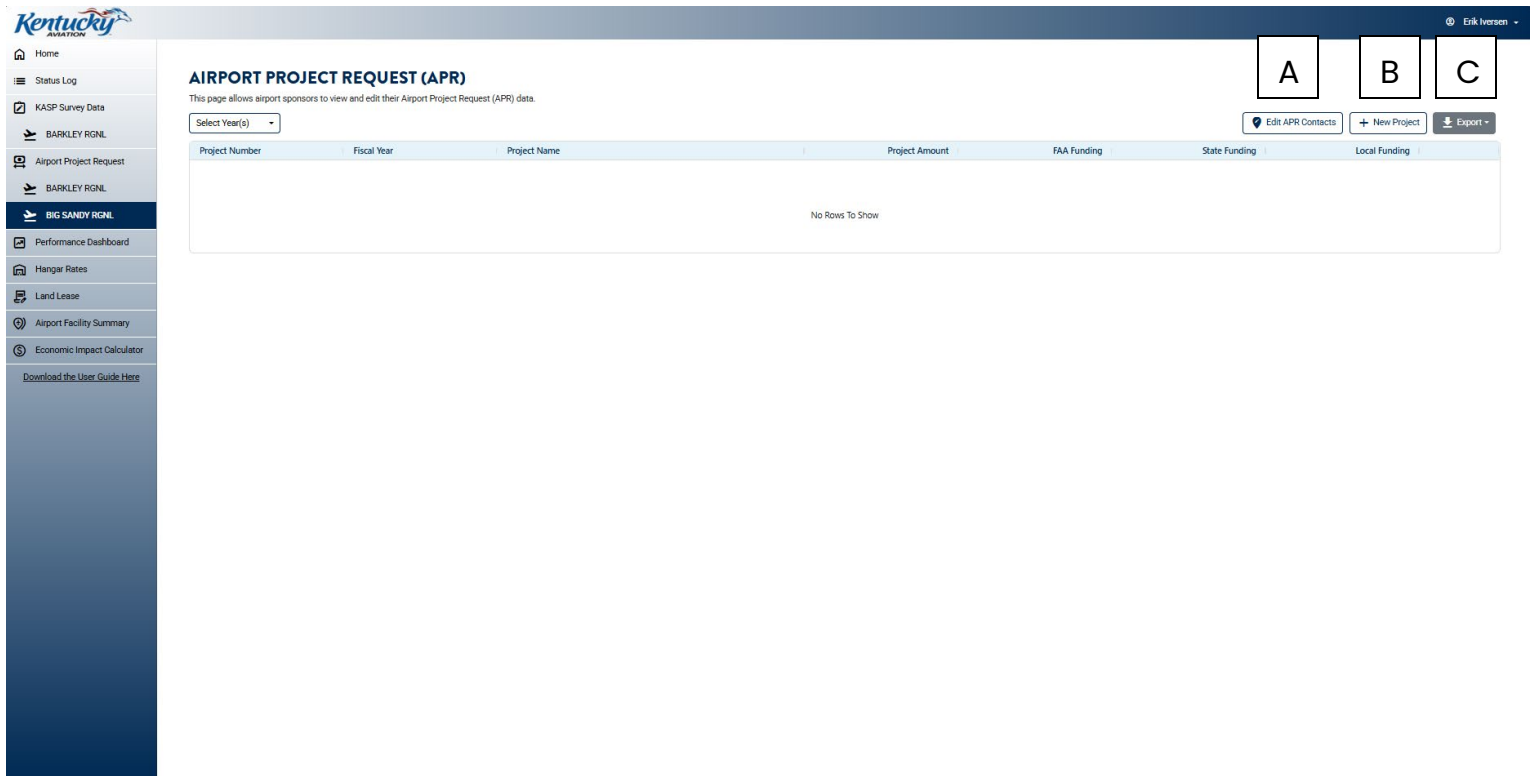
2028 **Fiscal Year: 2028** [Edit APR Contacts](#) [+ New Project](#) [Export](#)

Project Number	Fiscal Year	Project Name	Project Amount	FAA Funding	State Funding	Local Funding
No Rows To Show						

[Download the User Guide Here](#)

- A. The Airport Project Request (APR) section is where you can submit airport projects to KDA for review. This tool is located on the left-hand toolbar. When selected, it displays the list of airports you have access to and for which you can submit project requests.

Step 3A: Airport Project Request



Kentucky AVIATION

Home

Status Log

KASP Survey Data

BARKLEY RGNL

Airport Project Request

BARKLEY RGNL

BIG SANDY RGNL

Performance Dashboard

Hangar Rates

Land Lease

Airport Facility Summary

Economic Impact Calculator

[Download the User Guide Here](#)

AIRPORT PROJECT REQUEST (APR)

This page allows airport sponsors to view and edit their Airport Project Request (APR) data.

Select Year(s) ▾

Edit APR Contacts + New Project Export ▾

Project Number	Fiscal Year	Project Name	Project Amount	FAA Funding	State Funding	Local Funding
No Rows To Show						

- The Edit APR Contact option allows you to provide contact information for the Airport and Consultant staff who KDA will work with when programming and implementing the projects.
- The New Project option opens a pop-up window where you can enter the details of a project you wish to submit.
- The Export option generates a PDF file containing all submitted projects for your airport.

Step 3B: New Project Request (General Projects)

New Project

A

Name* :

Description:

B

Project Type* :

Box Hangars - New

C

Project Purpose* :

Select Purpose

D

Airport Master Plan* :

Select Airport Master Plan

Aligns with KASP Goals* :

None

E

Airport Obstruction* :

Select Airport Obstruction

Date Submitted:

07/24/2026

F

State Fiscal Year* :

Select Year

Estimated Total Cost* :

\$0.00

Funding* :

FAA

\$0.00

State

\$0.00

Local

\$0.00

G

Local Funding:

None

Description/Justification

Click to browse or drop files.

H

Project Sketch

Click to browse or drop files.

Other Files

Click to browse or drop files.

Cancel

Save Project

- A. **Project Information:** Users are required to provide a project name for all projects submitted to KDA for review. An optional project description field is available for users to include any additional information that may assist KDA in evaluating the project.
- B. **Project Type:** Users must select the appropriate project type from the available drop-down list. For revenue-generating projects, examples

include hangar development and fuel tank installation or rehabilitation projects.

- C. **Project Purpose:** Users are required to identify the project purpose. For projects intended to generate revenue, the Revenue Producing option should be selected from the list of available purposes.
- D. **Airport Master Plan:** Users must indicate which Airport Master Plan scenario applies to the proposed project and identify whether the project is consistent with the airport's Airport Layout Plan (ALP) and/or Master Plan.
- E. **Airport Obstruction:** Users are required to indicate whether any Part 77 obstructions have been identified at the airport associated with the proposed project.
- F. **State Fiscal Year:** Users must enter the State Fiscal Year (SFY) for which project funding is being requested.
- G. **Estimated Total Cost and Funding:** Users are required to provide the estimated total project cost and identify the anticipated funding contributions from FAA, State, and Local sources. The combined funding amounts must equal the total estimated project cost before the project can be submitted.
- H. **Supporting Documents:** Users may upload supporting documentation to provide additional context and information regarding the proposed project.
- I. **Project Submission:** After all required information has been entered and verified, users may submit the project to KDA by selecting the Save Project button located in the lower-right corner of the screen.

Step 3C: Airport Project Request (Pavement Related Projects)

New Project

A

Name*

Description:

B

Project Type*

Taxiway Repairs / Crack Repair

C

Project Purpose*

Select Purpose

D

Airfield Component*

Select Airfield Component

Component PCI*

Date Submitted:

07/24/2026

E

State Fiscal Year*

Select Year

Estimated Total Cost*

\$0.00

F

Funding*

FAA

\$0.00

State

\$0.00

Local

\$0.00

Local Funding: None

G

Description/Justification

Click to browse or drop files.

Project Sketch

Click to browse or drop files.

Other Files

Click to browse or drop files.

H

Cancel

Save Project

- A. **Project Information:** Users are required to provide a project name for all projects submitted to KDA for review. An optional project description field is available for users to include any additional information that may assist KDA in evaluating the project.

- B. **Project Type:** Users must select the appropriate project type from the available drop-down list. For pavement maintenance projects, examples include runway repair, crack sealing, taxiway repair, and taxiway crack sealing projects.
- C. **Project Purpose:** Users are required to identify the project purpose. For projects involving airfield pavement maintenance or rehabilitation, the Pavement Preservation/Maintenance option should be selected from the list of available purposes.
- D. **Airfield Component and Component PCI:** Users must identify the airfield component affected by the project and provide the current Pavement Condition Index (PCI) for the impacted pavement area.
- E. **State Fiscal Year:** Users are required to enter the State Fiscal Year (SFY) for which project funding is being requested.
- F. **Estimated Project Cost and Funding Information:** Users must provide the estimated total project cost and identify the anticipated funding contributions from FAA, State, and Local sources. The combined funding amounts must equal the total estimated project cost before the project can be submitted.
- G. **Supporting Documentation:** Users may upload supporting documentation to provide additional context and supporting information regarding the proposed project.
- H. **Project Submission:** After all required information has been entered and verified, users may submit the project to KDA by selecting the Save Project button located in the lower-right corner of the screen.