

Legal Objectives

47.68.250 RCW - Registration of aircraft. (Effective until July 1, 2021.)

notes

(1) Every aircraft must be registered with the department for each calendar year in which the aircraft is operated or is based within this state. A fee of fifteen dollars is charged for each such registration and each annual renewal thereof.
 (2) Possession of the appropriate effective federal certificate, permit, rating, or license relating to ownership and airworthiness of the aircraft, and payment of the excise tax imposed by Title 82 RCW for the privilege of using the aircraft within this state during the year for which the registration is sought, and payment of the registration fee required by this section are the only requisites for registration of an aircraft under this section.
 (3) The registration fee imposed by this section is payable to and collected by the secretary. The fee for any calendar year must be paid during the month of January, and must be collected by the secretary at the time of the collection by him or her of the excise tax. If the secretary is satisfied that the requirements for registration of the aircraft have been met, he or she must issue to the owner of the aircraft a certificate of registration therefor. The secretary must pay to the state treasurer the registration fees collected under this section, which registration fees must be credited to the aeronautics account in the transportation fund.

47.68.250 RCW (cont) - Exclusions

notes

(6) The secretary must be notified within thirty days of any change in ownership of a registered aircraft. The notification must contain the N, NC, NR, NL, or NX number of the aircraft, the full name and address of the former owner, and the full name and address of the new owner. For failure to so notify the secretary, the registration of that aircraft may be canceled by the secretary, subject to reinstatement upon application and payment of a reinstatement fee of ten dollars by the new owner.

47.68.250 RCW (cont) - Registration Support by Municipalities and Port Districts

notes

(7) A municipality or port district that owns, operates, or leases an airport, as defined in RCW 47.68.020, with the intent to operate, must require from an aircraft owner proof of aircraft registration as a condition of leasing or selling tiedown or hanger space for an aircraft. It is the responsibility of the lessee or purchaser to register the aircraft. The airport must work with the aviation division to assist in its efforts to register aircraft by providing information about based aircraft on an annual basis as requested by the division.

47.68.250 RCW (cont) - Change of Ownership

notes

The secretary shall be notified within thirty days of any change in ownership of a registered aircraft. The notification shall contain the N, NC, NR, NL, or NX number of the aircraft, the full name and address of the former owner, and the full name and address of the new owner. For failure to so notify the secretary, the registration of that aircraft may be canceled by the secretary, subject to reinstatement upon application and payment of a reinstatement fee of ten dollars by the new owner.

Customer Service Objectives

Ease of Access for our Customers

notes

To substantially reduce the amount of paperwork and the number of screens that a customer must navigate to register or exempt multiple aircraft.
 Rationale: currently users exempt aircraft either by paper or using an online form on a different part of the website than registering. Further, they can't register some of some, but not all. of their aircraft at a time.

Cost Reduction Objectives

Reduce the Cost of WSDOT Staff Time

notes

To reduce the amount of time spent by WSDOT staff processing registration renewal reminders, late notices, registration payments, registration mailings and other registration related activities.

Eliminate Double Data Entry by Accounting

notes

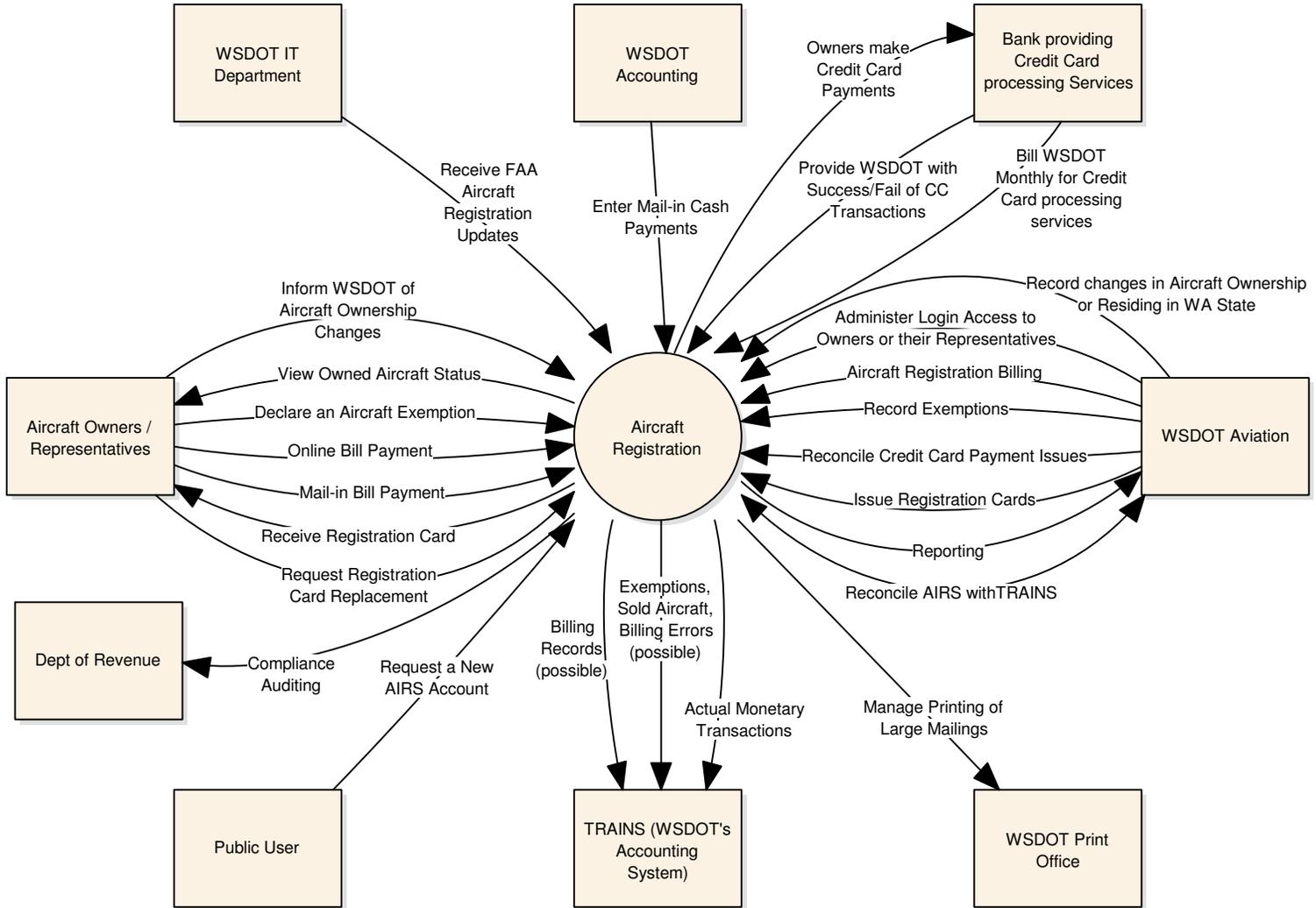
To reduce or eliminate double data entry on the part of WSDOT Accounting staff by having those registration payments entered into AIRS by hand (mail in registration payments) be automatically sent to TRAINS (WSDOT's accounting system).

Printing and Mailing Costs

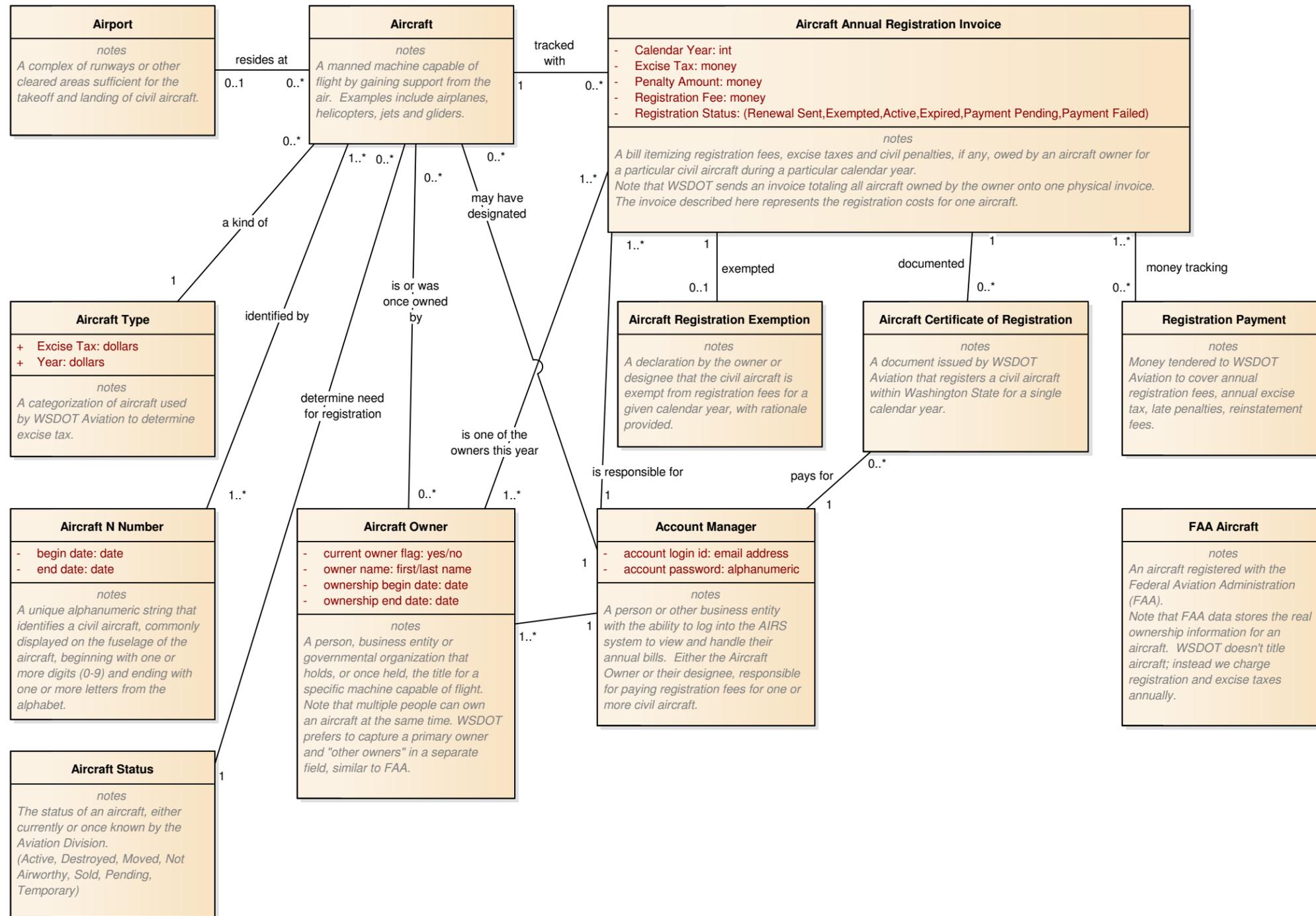
notes

To reduce the overhead costs associated with printing bulk mailings, printing registrations and postal fees.

Business Context



Business Data Model



Business Data Model Requirements

3.1

Aircraft - Airport
<p>notes</p> <ul style="list-style-type: none">- An aircraft may only reside at one airport.- An aircraft that resides within WA state may reside somewhere other than a public airport (e.g. a private landing strip).- A public airport may have many resident aircraft.

Aircraft - Owner
<p>notes</p> <ul style="list-style-type: none">- An aircraft can be owned by one or more entities at a time.- An aircraft may have been owned by prior owners and historical records of that ownership is important.- An owner may own many aircraft.- Owners may still exist in the system that no longer own any aircraft.

Aircraft - N-Number
<p>notes</p> <ul style="list-style-type: none">- An aircraft can have only one N-Number at a time- An N-Number can only be associated with one aircraft at a time- An N-Number in the system may no longer be associated with any aircraft.- An owner may keep an N-number that they move from plane to plane over the years (think Air Force 1)- N-Numbers can be reserved for a fee with the FAA

Owner - Representative
<p>notes</p> <ul style="list-style-type: none">- An aircraft owner may have designated a representative to receive and pay their annual registration fees and receive their registration card. If not, the owner handles their own registration activities.- A representative may represent more than one owner.- A representative may represent only some of an owner's aircraft, not all.

Account Holder - Owner - Representative
<p>notes</p> <ul style="list-style-type: none">- A log-in Account allows userid/password access to the AIRS system to view and pay bills.- An Account Holder may be the Owner or the Owner's Representative.- Not all owners have an Account. They may pay their bills by mail and so don't need an account.

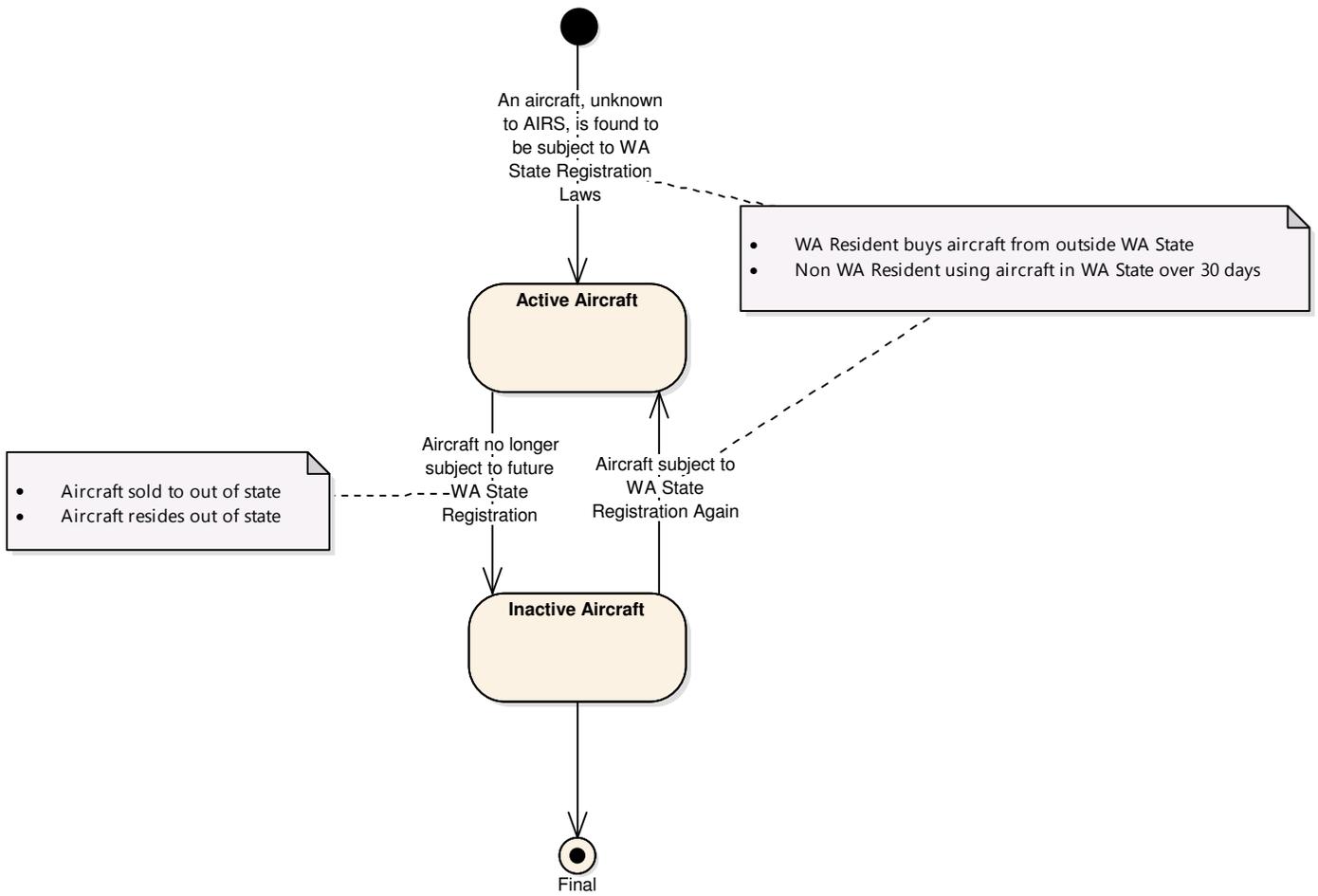
Aircraft - Registration Invoice
<p>notes</p> <ul style="list-style-type: none">- An aircraft that is ineligible to register during a particular registration year will not be invoiced.- All aircraft eligible to register will be invoiced for fees and penalties.- An aircraft will have, at most, one current invoice per registration year. (even though the invoice may change as information changes or penalties accrue)

Aircraft Invoice - Exemption
<p>notes</p> <p>An aircraft owner with an exempt aircraft must re-apply the exemption every registration year, after billing by WSDOT.</p>

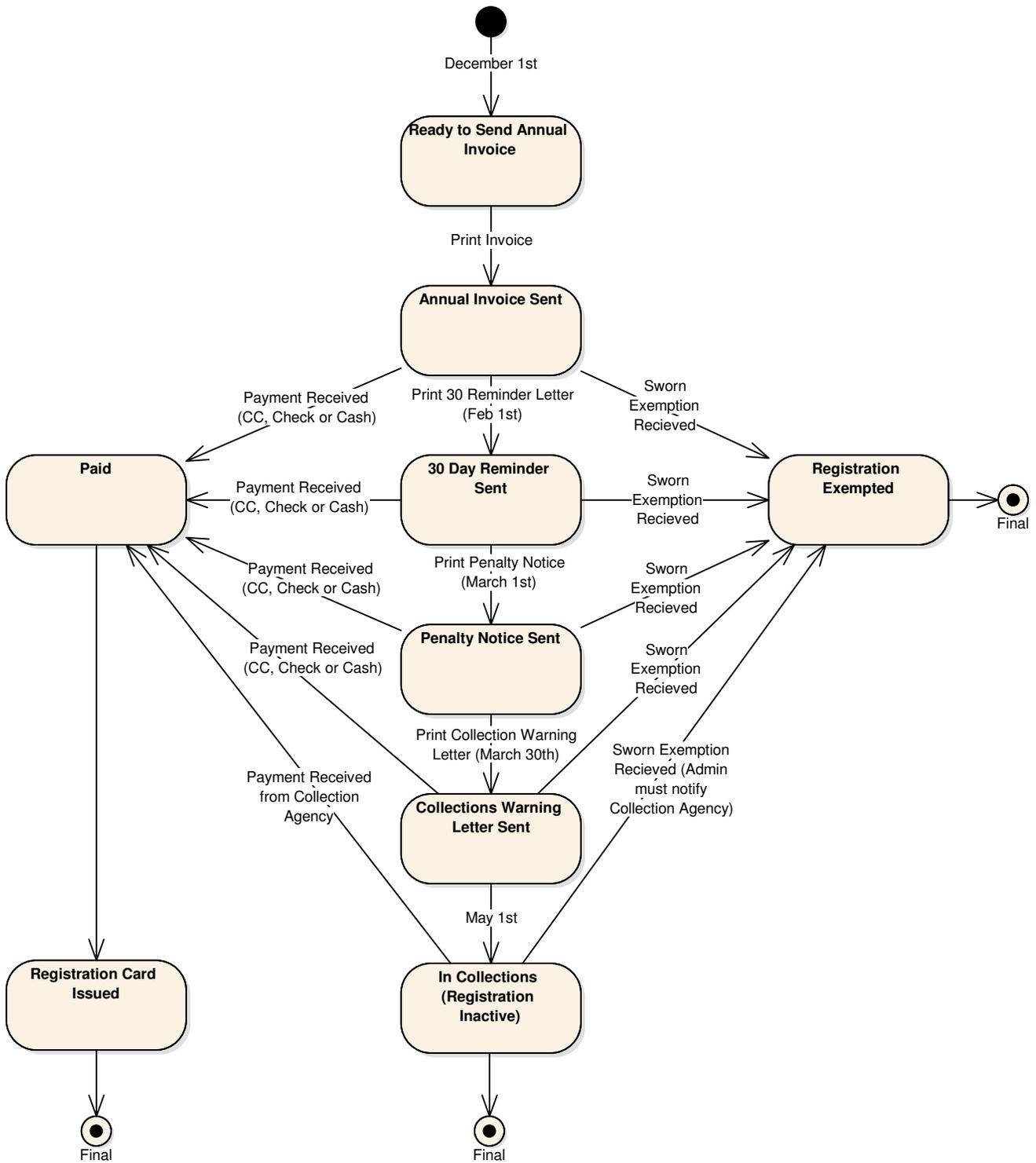
Aircraft Registration Payment
<p>notes</p> <ul style="list-style-type: none">- The owner might not respond to an annual invoice.- One or more payments may be received in response to an annual invoice.- An owner may pay for several aircraft at once.

Aircraft Registration Certificate
<p>notes</p> <ul style="list-style-type: none">- An aircraft invoice may not result in a registration certificate, due to exemption or lack of payment.- An aircraft invoice will typically receive one registration certificate per year.- A duplicate registration certificate may be requested resulting in a replacement certificate.- Note that new certificate numbers are created when the registration is reissued.

Aircraft Status

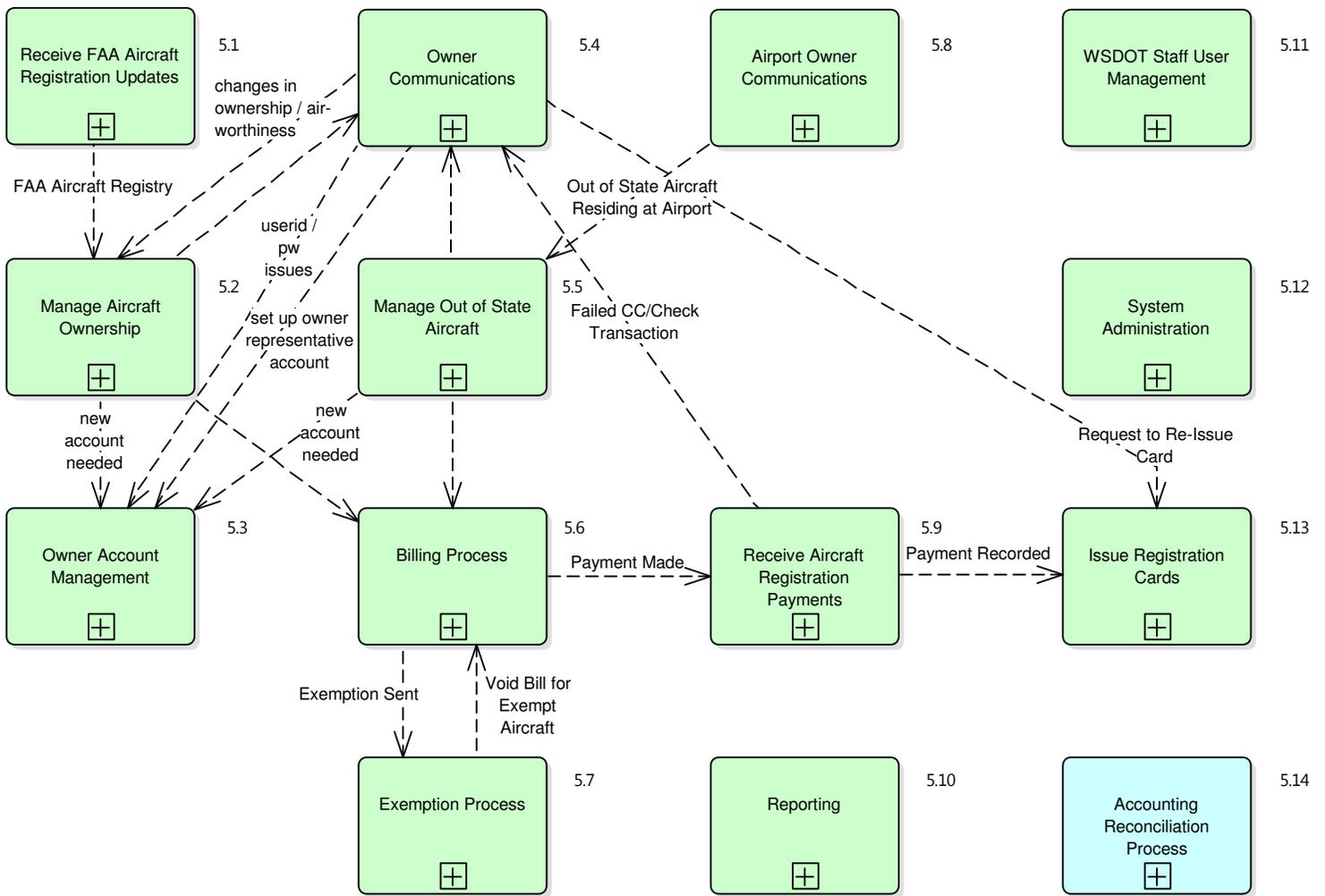


WA State Registration Status



Business Process Map

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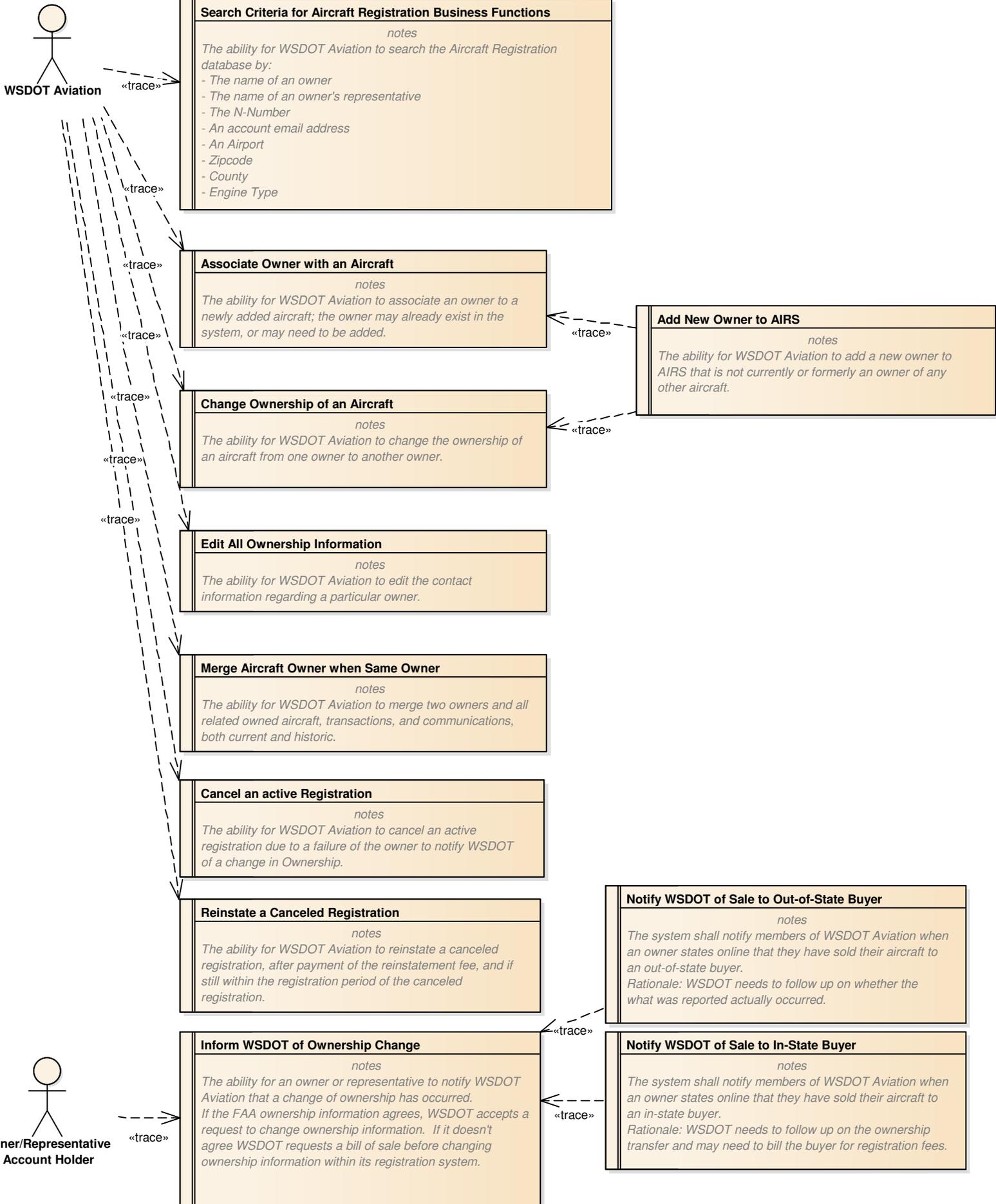


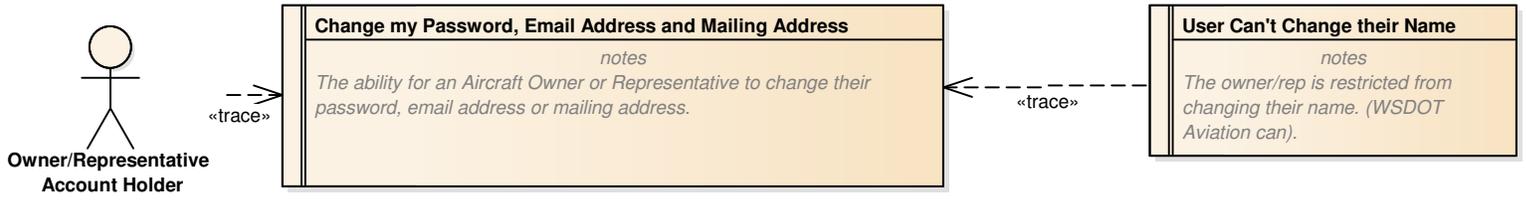
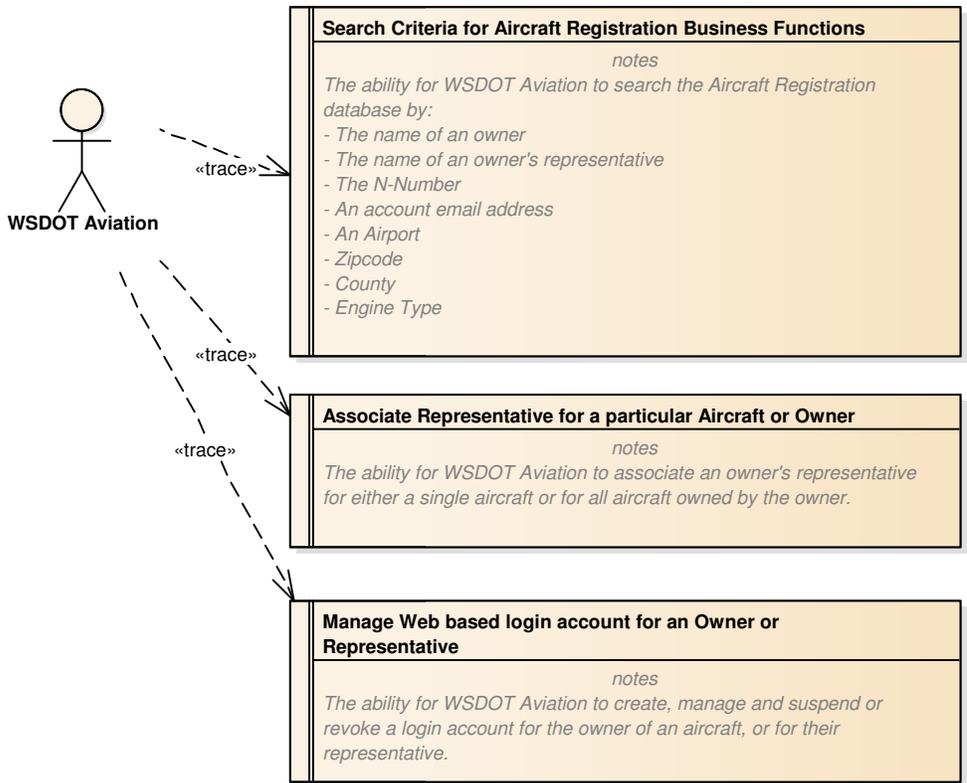
Download and Import FAA Aircraft Registration Frequently
<i>notes</i>
<i>The ability for Aviation Division Staff to import the FAA Aircraft Registration database on an adhoc basis, as automatically as possible.</i>
<i>Rationale: While it is currently done annually, the FAA updates their database weekly. WSDOT currently relies on new owners to notify WSDOT of aircraft sales/purchases.</i>
<i>WSDOT would prefer a completely automated FAA download with no need for IT staff or Aviation staff to help the process along.</i>

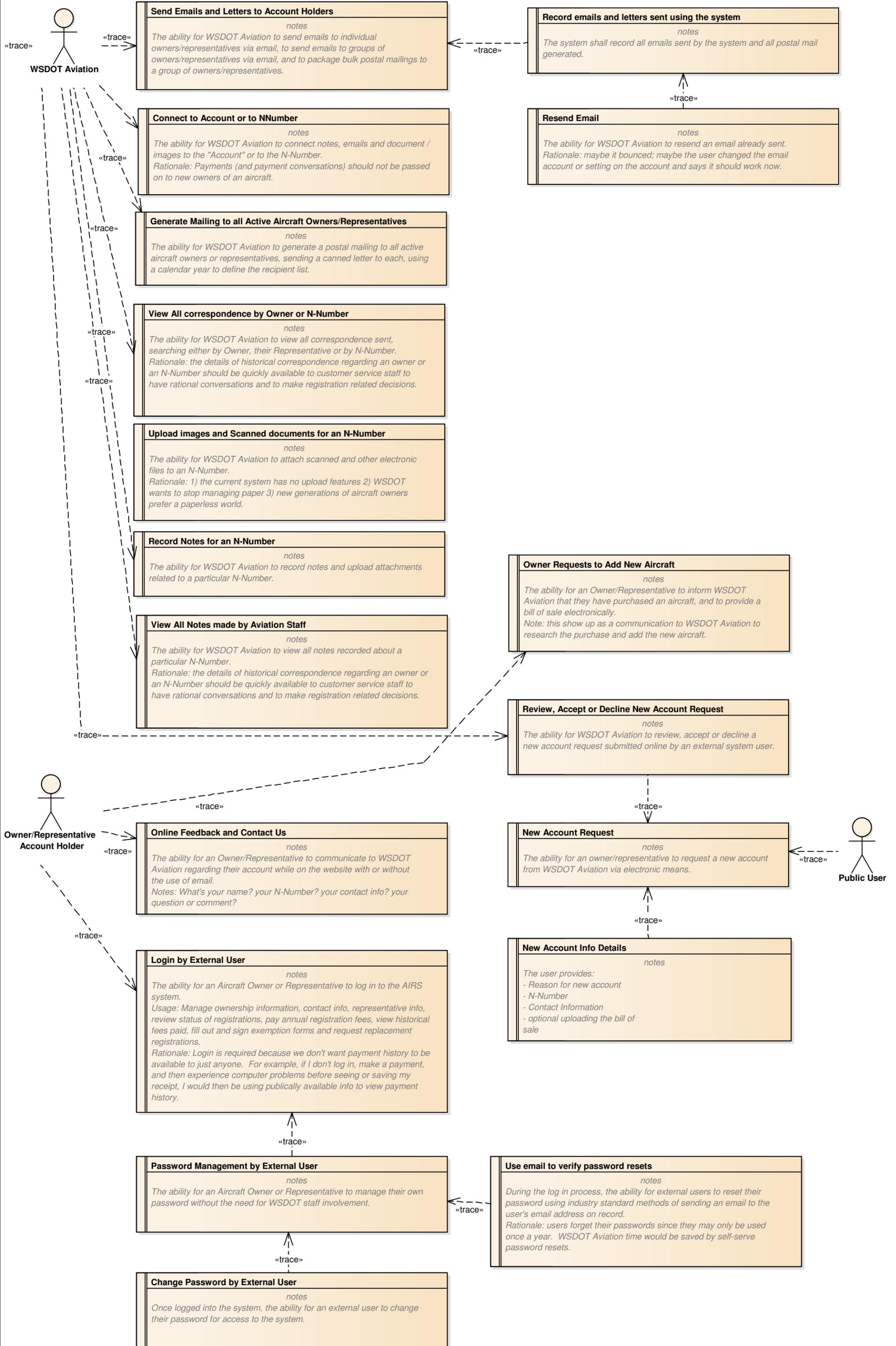
Store FAA Ownership Locally
<i>notes</i>
<i>The ability for the FAA download to store current FAA ownership records locally for *all* aircraft that operate or reside in WA State, with a date-stamp received from FAA.</i>
<i>Rationale: It should be easy for WSDOT Aviation to quickly see FAA ownership data without going to FAA's website and performing a lookup.</i>

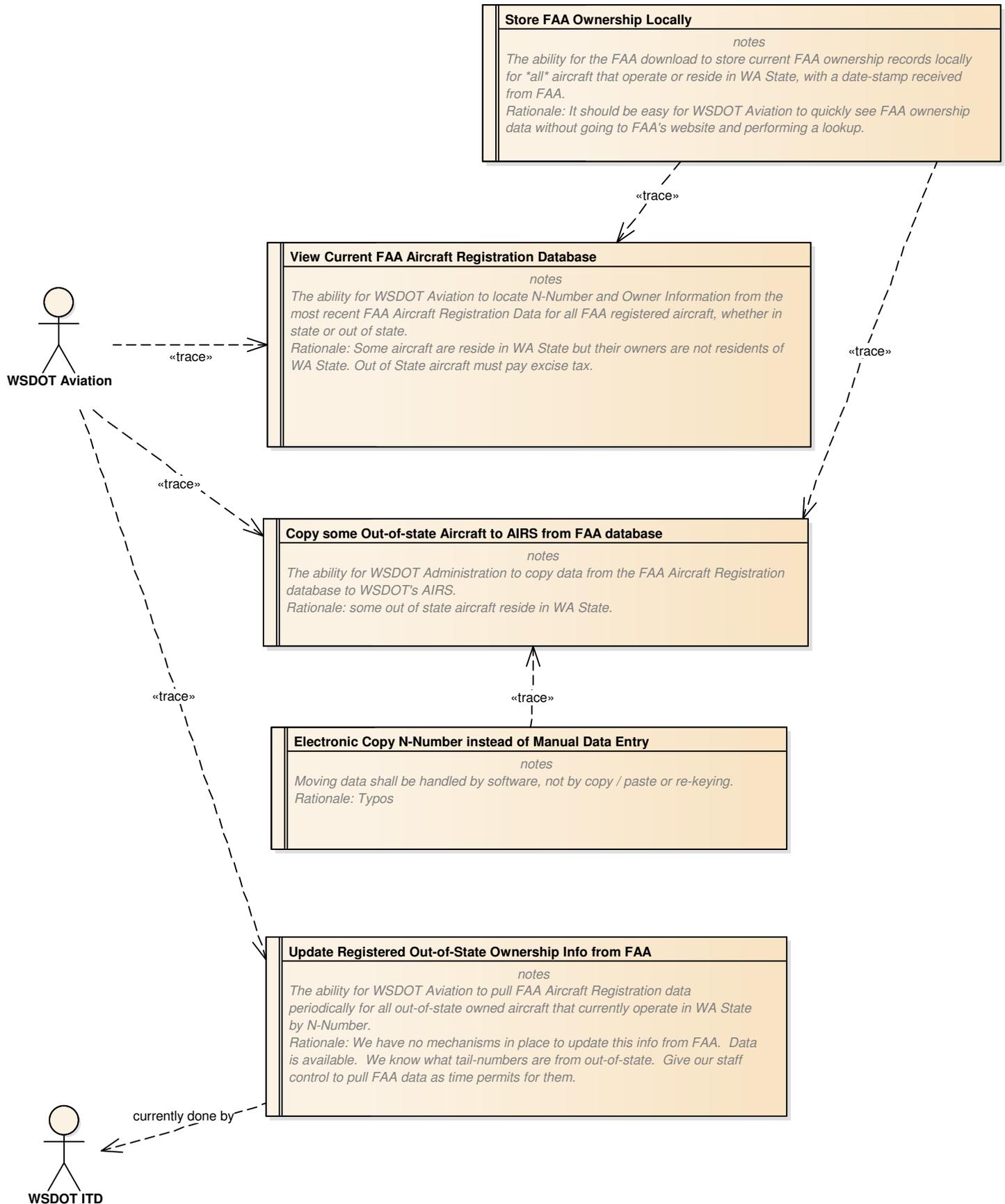
Update Registered Out-of-State Ownership Info from FAA
<i>notes</i>
<i>The ability for WSDOT Aviation to pull FAA Aircraft Registration data periodically for all out-of-state owned aircraft that currently operate in WA State by N-Number.</i>
<i>Rationale: We have no mechanisms in place to update this info from FAA. Data is available. We know what tail-numbers are from out-of-state. Give our staff control to pull FAA data as time permits for them.</i>

N-Number, Serial Number, Owner Comparison
<i>notes</i>
<i>The ability for the Aviation Division Staff compare FAA registration data with AIRS registration data, comparing N-Number, Serial Number and Owner for differences.</i>



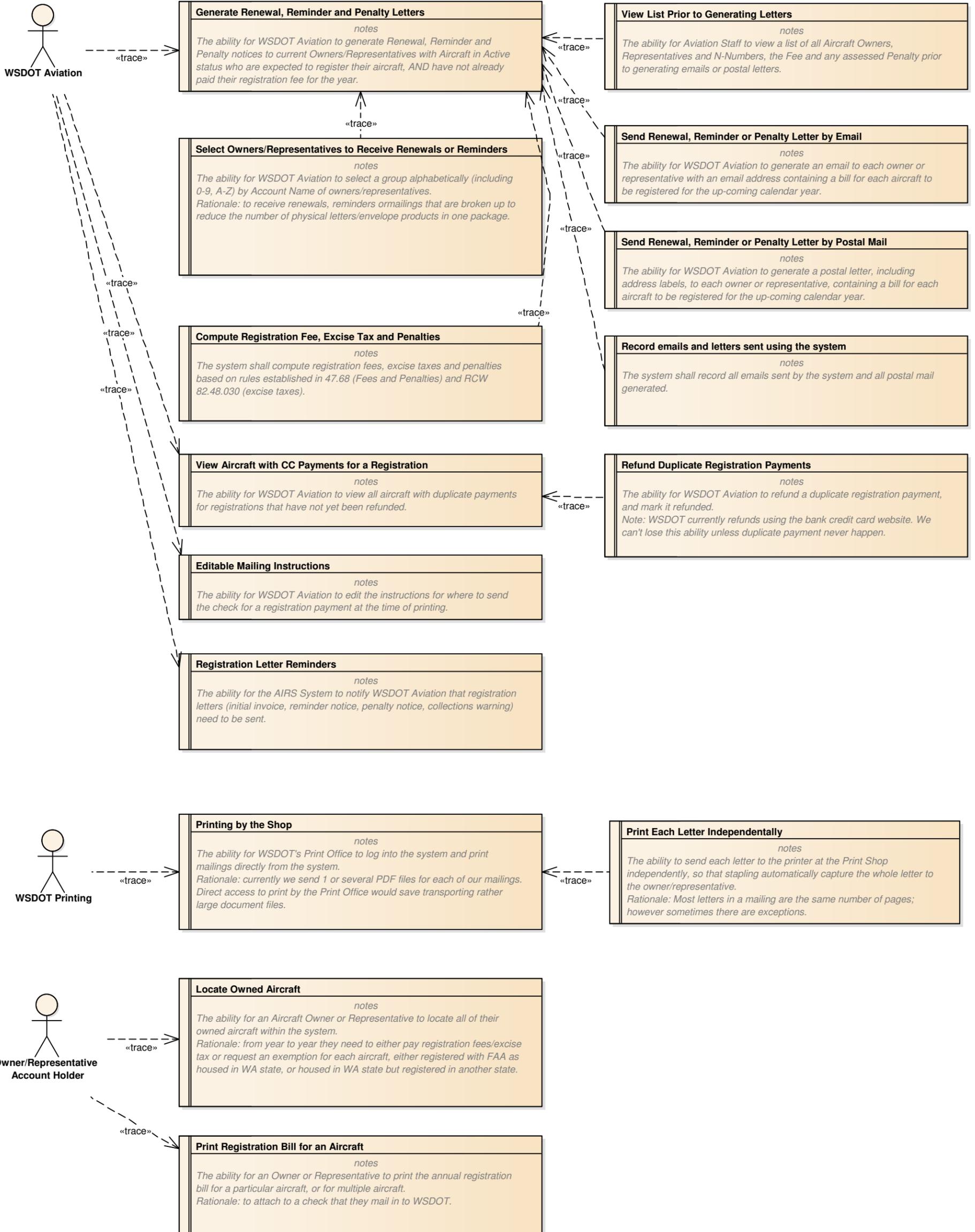






Billing Process Requirements

5.6



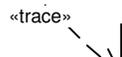
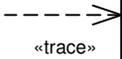


Locate Owned Aircraft

notes

The ability for an Aircraft Owner or Representative to locate all of their owned aircraft within the system.

Rationale: from year to year they need to either pay registration fees/excise tax or request an exemption for each aircraft, either registered with FAA as housed in WA state, or housed in WA state but registered in another state.



Apply for Exemption

notes

The ability for an Aircraft Owner or Representative to select one or more aircraft from the list that they own/manage and either electronically exempt the aircraft online or print a pre-filled out paper exemption form for mailing to WSDOT Aviation.

Note: usually in response to a billing, but could happen any time of year if the aircraft is new to AIRS or the ownership changes mid year.

Rationale: this will reduce the number exemptions handled/entered by WSDOT Aviation staff.

Autofill Exemption Form

notes

The system shall pre-fill as many fields as possible on the Exemption form for the user.

e.g. Owner Name, Address, City/State/Zip, N-number, Make, Model, Serial # and the account email address.



Automatic Approval of Exemption Requests

notes

The system shall automatically approve all exemptions requests.

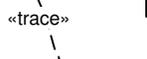
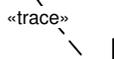
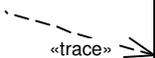
Note: WSDOT Aviation can review exemption requests and optionally deny an exemption request.

Search Criteria for Aircraft Registration Business Functions

notes

The ability for WSDOT Aviation to search the Aircraft Registration database by:

- The name of an owner
- The name of an owner's representative
- The N-Number
- An account email address
- An Airport
- Zipcode
- County
- Engine Type



Enter Exemption on Behalf of Owner

notes

The ability for WSDOT Aviation staff to enter an exemption on behalf of an owner.

Business Rule: The person data entering must have a signed document showing the owner's sworn statement explaining the exemption reason.



Store scanned image of paper Exemption or PDF

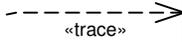
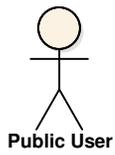
notes

The ability for WSDOT Aviation to optionally attach to the N-number either a scanned image of a paper exemption form, or a PDF filled out and electronically signed by the owner or representative.

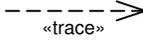
Deny an Exemption Request

notes

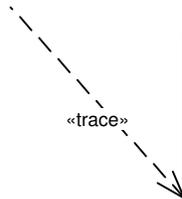
The ability for WSDOT Aviation to optionally decline an exemption request made by an owner / representative, providing a reason for the record.



Public Registration Inquiry
<i>notes</i>
<i>The ability for the public to enter an N-Number and inform the public user that either:</i>
<ul style="list-style-type: none"><i>- The tail number is not registered, or</i><i>- The tail number's registration is expired, or</i><i>- The tail number's registration is current, or</i><i>- The tail number is exempted for the following reason.</i>



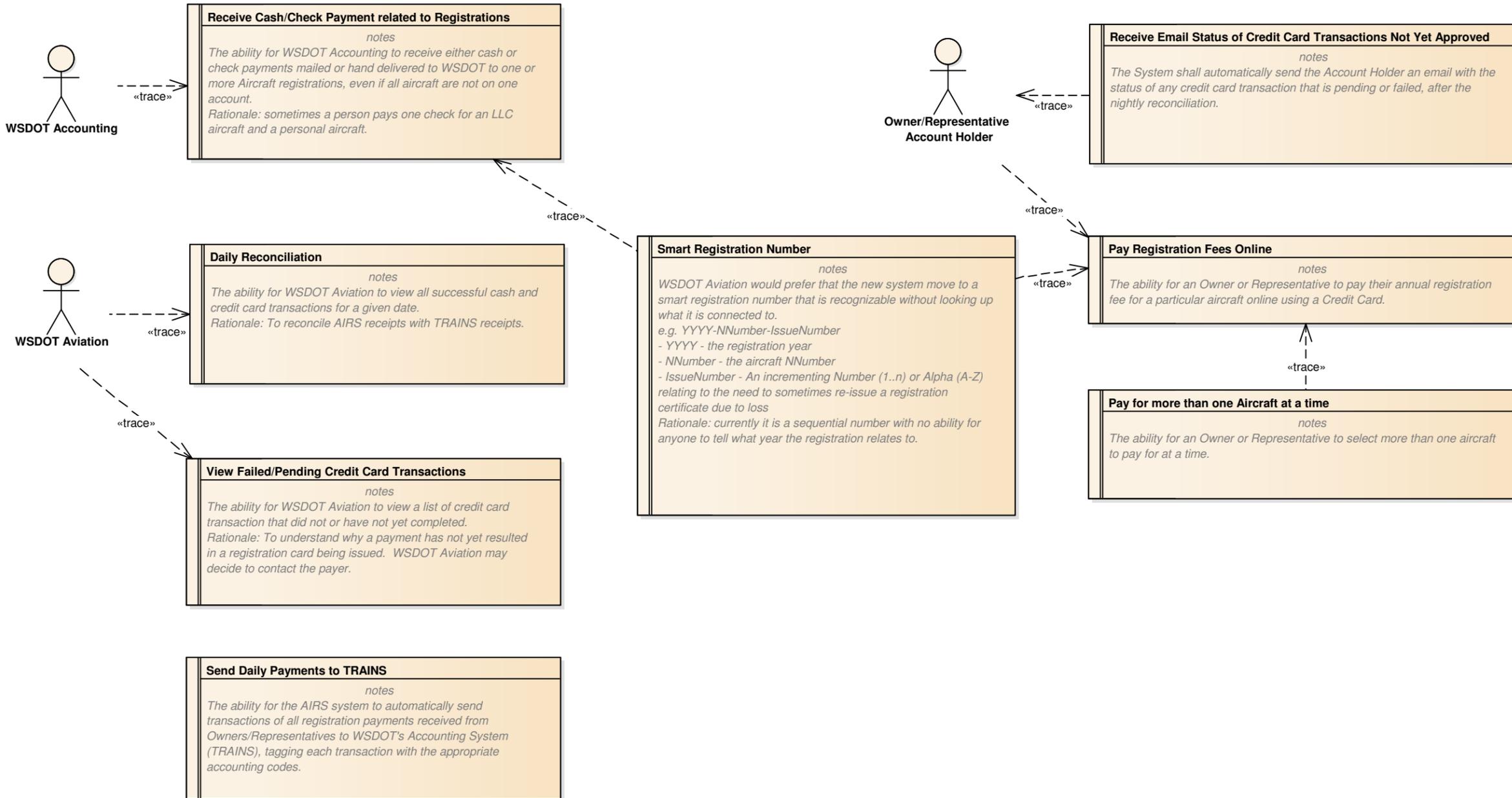
Partner Registration Inquiry
<i>notes</i>
<i>The ability for any airport owner or State law enforcement to enter an N-number and view owner information and registration status information.</i>



View Aircraft Owners at My Airport
<i>notes</i>
<i>The ability for an Airport Owner/Operator to run a report showing which tail-numbers are recorded as residing at their airport.</i>
<i>Rationale: This can be used by the airport owner to verify that WSDOT is correctly informed. Washington government run airports are required by law to provide updated information about resident aircraft periodically. Other airports might be asked to provide feedback on this report as a pre-requisite for grant funding.</i>
<i>Note: it would be best to make this feature available from the Airport tracking system (AIS/AVSP).</i>

Receive Aircraft Registration Payments Requirements

5.9



Reporting

5.10

Registrations by Cash vs Credit

notes

The ability for WSDOT Aviation to create a report of revenue that separates cash/checks revenue from credit card revenue, with the following columns:

- Count of Registrations paid by Credit Card
- Credit Card Revenue
- Count of Registrations paid by Cash/Check
- Cash/Check Revenue
- Count of Total Registrations
- Count of Exemptions
- Total Revenue

Filtering / summarized in the following ways:

- Summarized by year of payment, or
- Summarized by month, after selecting which year of payment, or

Optionally to Filter by:

- Registrations for all registration years
- Registrations for a particular registration year

Account Status Report

notes

The ability for WSDOT Aviation to create a report showing a count of Accounts assigned to each Account Status.

Registration Status Report

notes

The ability for WSDOT Aviation to create a report showing a count of aircraft by Registration Status, filtering on Registration Year.

Registration Type Report

notes

The ability for WSDOT Aviation to create a report showing a count of aircraft by the type of registration (new vs renewals), filtering on Registration Year.

Aircraft Status Report

notes

The ability for WSDOT Aviation to create a report showing a count of aircraft by active status of the aircraft, filtering on Registration Year.

Aircraft Type Report

notes

The ability for WSDOT Aviation to create a report showing a count of aircraft by Aircraft Type, filtering on Registration Year.

Exemption Type Report

notes

The ability for WSDOT Aviation to create a report showing a count of aircraft by Exemption Type, filtering on Registration Year.

Cash Receipts Printed Report

notes

The ability for WSDOT Aviation to create a report showing a list of accounts that have received a cash receipt, filtering on Registration Year and Month. (note that this report may only be needed if Accounting decides to track billing as well as payments).

Adhoc Reporting Capability

notes

The Aviation Division needs a mechanism for querying all data in the system in an adhoc way. Extracting data to Access or Excel would be adequate for this need. Rationale: questions get asked by Execs or the Legislature. Answering those questions is often difficult due to limited reporting features.

Aircraft List Report

notes

The ability for WSDOT Aviation to create a report showing a list of aircraft that meet one of the following criteria:

- Active Aircraft
- Bad Mailing Address
- Commercial Manufacturer
- Commercial Aircraft
- Dealer Owned
- De-registered Aircraft
- Destroyed Aircraft
- Exempt Aircraft
- FAA Expired/Revoked Aircraft
- Foreign Country Aircraft
- Large Aircraft Repair
- Moved
- Not Airworthy Aircraft
- Sold Aircraft
- First Time Registrations (including the Registration Date column) showing the following columns: Aircraft Owner, N-Number, Aircraft Make, Aircraft Serial Number and Year of Manufacture, and the option to add other Owner information like contact information.

Registration Penalties Report

notes

The ability for WSDOT Aviation to create a report showing a list of aircraft that have been received late penalty charges, filtering on Registration Year.

Aircraft Status by Year Report

notes

The ability for WSDOT Aviation to create a report showing a count of Aircraft during each year summarized by Aircraft Status.

Duplicate Address Report

notes

The ability for WSDOT Aviation to create a report showing owners with active aircraft that appear to have close to the same address (they may be the same owner).

Merge two Owner Accounts

notes

The ability for WSDOT Aviation to merge all of the aircraft registration tracking information about one account into another, and remove/retire the old account. Rationale: they are the same person/owner, but during data-entry it wasn't noticed.



