



FAA
Airports

Part 16 Decision Database User Guide

General

The 14 CFR Part 16 Decision Database (PDD) app (also known as Case File Search) is the *public* part of the decision database. PDD is part of the Airport Compliance Activity Suite (ACAS) of database applications.

If you need to search for FAA Part 16 cases filed since January 2002, you *also* can search for them at [Regulations.gov](https://www.regulations.gov)

Browser tips

- **Use app back buttons:** Use the PDD app's **buttons** for "back" type functions. While a browser's "back" function *may* work, results can be unpredictable.
- **Bookmark notice:** You can bookmark app pages that are *public*.

Button behavior

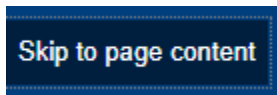
Throughout the app, hovering over a button with a mouse (or tabbing to it using a keyboard) causes the button to change from a gray background to a light blue background (example below).



Keyboard tabbing

PDD displays the top “header” area on page views. When opening a case file PDF, that normally opens in your default browser.

The first press of the Tab key displays a “**Skip to page content**” link at the top left (image below).



- Pressing the **Enter** key at the “Skip to content” link moves focus to the content area.
- Pressing **Shift + Tab** moves the focus or cursor backwards.
- When tabbing through results of a case file search, a dotted rectangle surrounds the current position (image below)



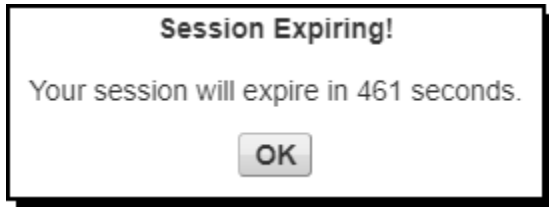
Link on-hover behavior

In the current version of PDD (Case File Search), links show **no change** on mouse hover, but the **cursor** changes from an arrow to a hand (as in the image below)

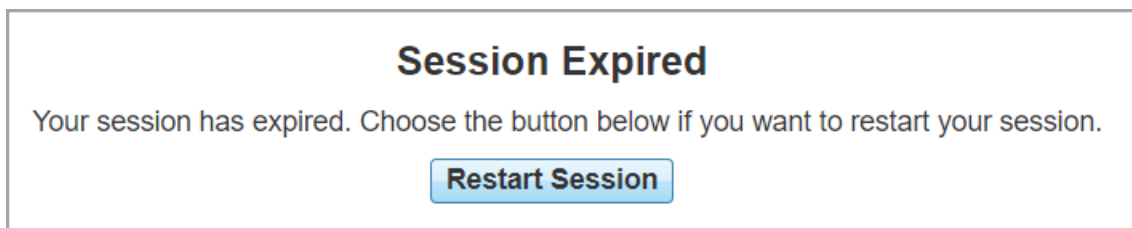


Inactivity timer

The app session times out after 20 minutes of no activity. A "Session Expiring!" notice pops up in advance (sample image below).



After your session expires, a "Session Expired" notice appears with a "Restart Session" button (image below).



Help

The Case File Search (aka Part 16 Decision Database (PDD)) has a **Help** menu pick directly under the Case File Search menu pick in the left navigation ("nav") menu (image below).



Choosing the Help menu item shows the Help page (image of the main content area is below) with two links and text of the FAA commitment to accessibility.

Help for Case File Search (Part 16 Decision Database)

- [Request help or report a problem with the Part 16 Decision Database app](#)

The Federal Aviation Administration is committed to providing equal access for all to our web pages and files. If you have accessibility problems with this web application or need alternative file formats because of a disability, email us about the problem.

- [Report an accessibility problem with the app](#)

- Request help or report a problem with the Part 16 Decision Database app
- Report an accessibility problem with the app

Each link opens a new email message with the “To” address and “Subject” already filled in. The email message body requests data that will help resolve a problem (an example image is below).

Send From [redacted]

To 9-AWA-ACO-ACAS-Help@faa.gov

Subject PDD Help Request

1 2 3 4 5

Please provide the below information:

Web address (URL) where the problem occurs:

Description of the problem:

A link to the Part 16 Decision Database User Guide appears below the Search for Cases and Reset Search Criteria buttons.

Search for Cases Reset Search Criteria

[Part 16 Decision Database User Guide \(PDF\)](#)

Access PDD Case File Search

Browse to the Part 16 [Case File Search](#) web page (image below)

14 CFR PART 16 -- RULES AND ADMINISTRATIVE DECISIONS

Case File Search

To search for Director's Determinations, Final Agency Decisions, Hearing Officer Determinations and Court of Appeals Rulings, enter text in one or more of the fields below and then choose the "Search for Cases" button. Leaving all fields blank displays all records.

Word/Phrase within Case Files:

Complainant:

Respondent:

Docket Number: 16 - -

Date Filter: ▼

[Part 16 Decision Database User Guide \(PDF\)](#)

FAA Part 16 cases filed since January 2002 can also be searched on [Regulations.gov](#).

The “**Search for Cases**” button starts a search using your search criteria.

The “**Reset Search Criteria**” button clears all search fields.

Note: Only specific FAA staff can login as an Admin.

Case File Searches

Tip: As used in this document, search “words” may be *partial* text. The app searches for whatever text you enter. Example:
Entering **zona** in the Respondent field shows results that include **Arizona** in the Respondent column.

Search result tips

A search in the *public* part of the app finds **only** cases with a status of:

- Dismissed
- Director's Determination
- Final Agency Decision
- Court of Appeals Filing
- Summary Judgment

Finding cases with a status below requires an **Admin** login:

- Complaint Filed
- Hearing Officer's Determination
- Docketed
- Corrective Action Plan
- Null Status

Search behavior – all fields

The **Complainant**, **Respondent**, and **Docket Number** fields relate to the app’s internal table of values (not visible to users) for these columns. Search behavior:

- If all fields are *blank* when you search for cases, the app displays all records.
- You cannot enter punctuation or symbols in search field.

Tip: Using the Enter key.

You may press the Enter key to *run* the search instead of choosing the “Search for Cases” button.

Note: For this tip to work, your cursor must be *in* a search field when you press Enter. Otherwise, pressing the Enter key does nothing.

Search Results buttons

Two buttons appear below search results (image below)



- The “**Edit Search**” button at the bottom of a “Case File (Results)” view displays your original Case Files Search view with your current search criteria.
- The “**New Search**” button displays your original Case Files Search view with the search fields blank.

“Word/Phrase within Case Files” field

This searches for text **inside PDFs** associated with cases. Searching for a word or phrase does *not* search file names or for complainant or respondents in the database.

- The app treats **multiple words *without* double quote marks** as an “**or**” function. That is, PDD looks for the presence of *either* word within PDFs.
- The app treats **multiple words *within* double quote marks** as one continuous phrase.
- **Quote marks:** If you use quote marks in any of the below ways, the app displays an error message:
ERROR. Use only one phrase and use double quote marks.
 - *More* than one phrase is in quotes
 - Using a single double quote mark (") or a single quote mark (')
 - Using *single* quote marks (') around words

Complainant and Respondent fields

These fields relate to PDD's internal table of values (not visible to users).

- Enter *only* letters and spaces in the Complainant and Respondent fields
- You cannot enter any quote marks in Complainant and Respondent fields.
- The app treats *Multiple words* in **Respondent** and **Complainant** fields as one **continuous phrase** -- as though there *were* double quote marks before the first word and after the last word. It does **not** treat multiple words as separate ("or" function) words.

Example search for a Complainant phrase. The image below shows search results for Complainant text of "aviation services" (*without* quotes). The results show all cases where "aviation services" is a phrase in Complainant text in the app's internal table (image below).

Case File (Results)		
Choose a complainant name to view the summary record:		
Complainant	Respondent	Docket Number
CTI Aviation Services	Millington Airport Authority	16-20-02
Resort Aviation Services, Inc.	Kootenai County, Idaho	16-20-01
Valley Aviation Services, LLP	City of Glendale, AZ	16-09-06
Jimsair Aviation Services	San Diego County Regional Airport Authority	16-06-08

Docket Number field

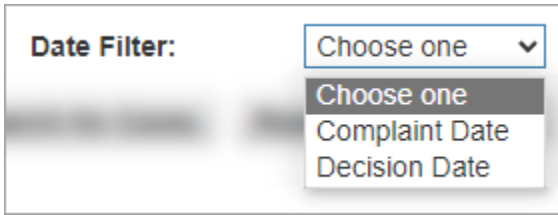
In **Docket Number fields**, you may use one or both Docket fields. All three examples below are valid docket searches.

Docket Number:	16 - <input type="text" value="16"/> - <input type="text" value="18"/>
Docket Number:	16 - <input type="text" value="16"/> - <input type="text"/>
Docket Number:	16 - <input type="text"/> - <input type="text" value="16"/>

Typing two digits into the first Docket Number field automatically moves the cursor to the next Docket Number field.

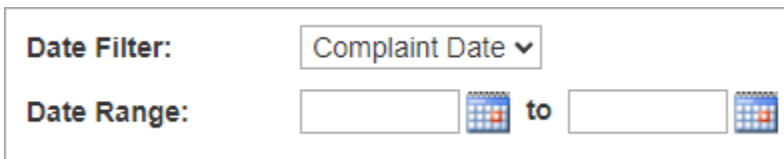
Date filter fields

You can choose A date range. To do so, first choose whether to search by Complaint Date or Decision Date (image below)



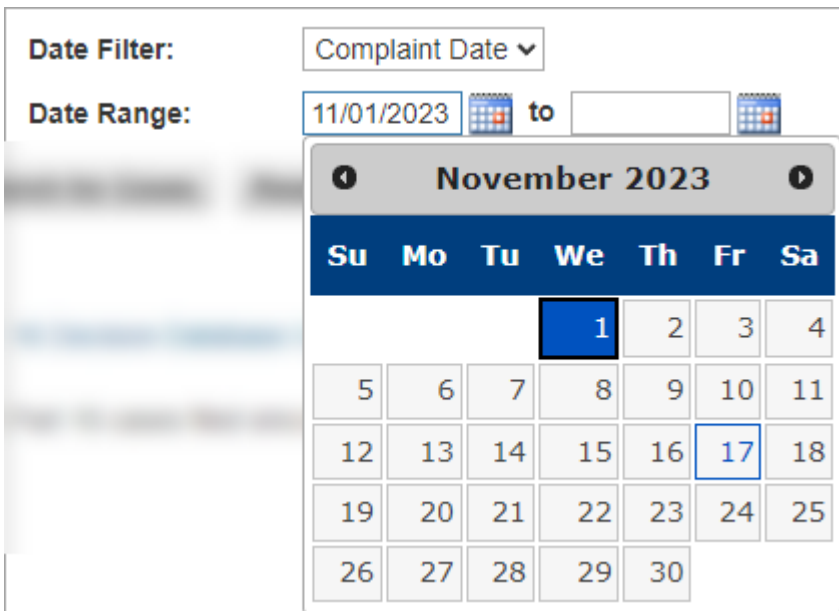
The image shows a form field labeled "Date Filter:" with a dropdown menu. The dropdown menu is open, showing three options: "Choose one" (highlighted), "Complaint Date", and "Decision Date".

After choosing Complaint Date or Decision Date, two date fields appear for the search's start date and end date and have a calendar date picker icon after each range date field (image below).



The image shows a form field labeled "Date Range:" with two input fields. The first input field contains the date "11/01/2023" and has a calendar icon to its right. The second input field is empty and also has a calendar icon to its right. The text "to" is placed between the two input fields.

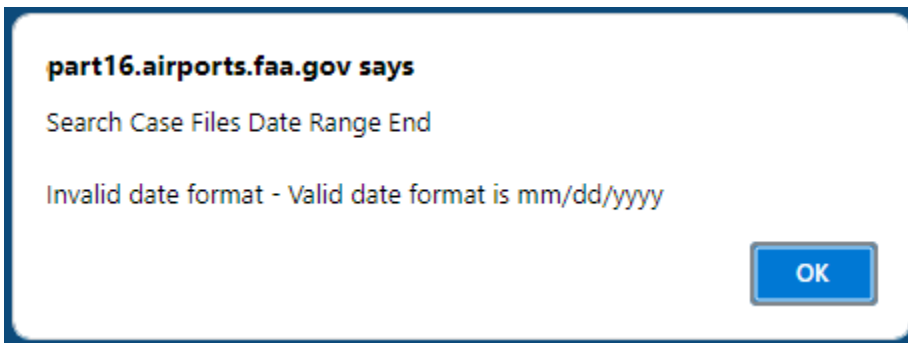
You may enter the dates or choose dates using the calendar date picker (image below). If you enter dates yourself, make sure to enter them in the mm/dd/yyyy format.



The image shows a calendar date picker for November 2023. The calendar is displayed in a grid format with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1 through 30). The date 17 is highlighted with a dark blue background and a white number, indicating it is the selected date. The date 1 is also highlighted with a dark blue background and a white number, indicating it is the current date.



The calendar date picker outlines the current date. After you choose a date, that date has a dark background with a white number (image above).

If you enter dates yourself and do not use the mm/dd/yyyy format, the app displays an error notice at the top (image below). Choose the OK button to continue, then edit the date to use the mm/dd/yyyy format.



Below is a sample of completed date fields.

Date Filter: ▾

Date Range:  **to** 

If you search by a date range, a Complaint Date or Decision Date column appears at right (sample image below) depending on your type search.

Case File (Results)

Choose a complainant name to view the summary record:

Complainant	Respondent	Docket Number	Complaint Date
Airport Shoppes Corp.	Aerostar Airport Holdings	16-23-08	04/14/2023
Timberview Helicopters, Inc.	Okaloosa County, FL	16-21-14	05/15/2023

Searches using *partial* text

The app searches for that text. It does not have to be a whole word.

Below is a sample search result for a Complainant of “phoen” – partial text (image below).

Case File (Results)		
Choose a complainant name to view the summary record:		
Complainant	Respondent	Docket Number
Luther Kurtz and Skydive Coastal California, d/b/a Phoenix Area Skydiving	City of Casa Grande, Arizona	16-16-01

View a Case File

At a Search Results view, choose a Complainant link to open a case file summary view with links to attached files (sample image is below).

Case:	Jason Theuma Paragon Skydive, LLC vs. State of Arizona
Docket Number:	16-19-16
Date of Complaint:	12/16/2019
Attached Files:	▪ Director's Determination (PDF)
Summaries / Key Exhibits:	No summaries or key exhibits are attached to this docket
<input type="button" value="Search Results"/> <input type="button" value="New Search"/>	

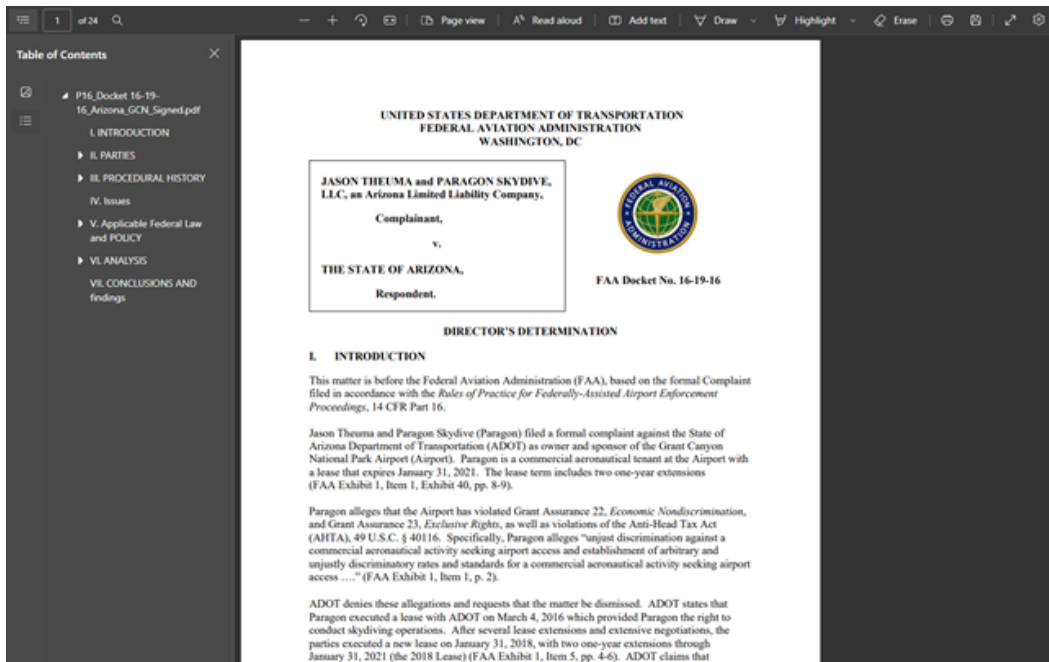
The “**Search Results**” button at the bottom of the “Case File” view displays the “Case File (Results)” view from your search.

The “**New Search**” button displays the case files search view with search fields blank.

In the “Case File” view, choose a link to open the related PDF.

- Depending on your computer setting, the PDF may open within the web browser, or it may open it within a PDF reader app.
- For PDFs opened within a browser, choosing the PDF link opens in a new browser tab the PDF file related to that docket number.

Below is an example PDF that opens in a browser window.

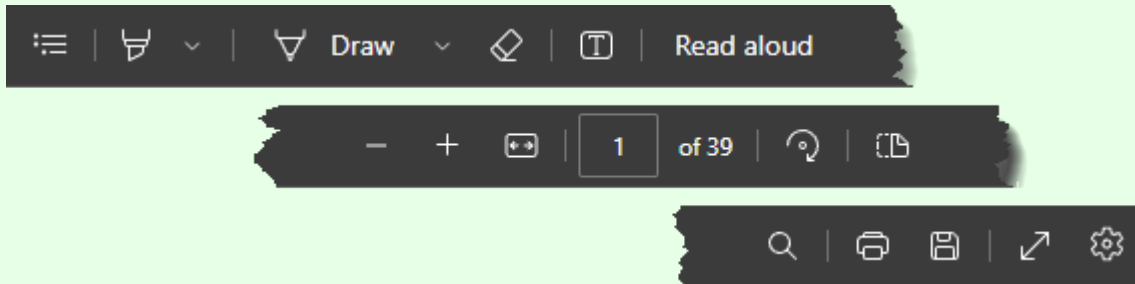


If the PDF has bookmarks, they may appear as a Table of Contents, as in the sample above in the Microsoft Edge browser.

Microsoft Edge Tips

Edge PDF Toolbar:

Edge shows buttons to save or print the PDF in the right part of a toolbar bar above the PDF (image below).



In-Browser PDF text search:

You can search for any text in the PDF by using the **Ctrl + F** keys in a Windows browser (or Command + F in a Mac browser).

Bookmarks:

If the PDF has bookmarks, choosing the "**Contents**" icon at the left of the PDF toolbar (image below) displays them. If there are no Bookmarks, choosing that icon displays thumbnails of the PDF pages.

