



Agenda

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DATE 4-24-12 TIME 3:58pm

SERVED BY Angie Gonzales

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**AIRPORT ADVISORY BOARD
MEETING
SANTA FE MUNICIPAL AIRPORT
TERMINAL BUILDING
121 AVIATION DRIVE
THURSDAY, MAY 3, 2012
4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF APRIL 5, 2012 MINUTES
5. AIRPORT REVIEW AND ASSOCIATED REPORTS:
 - AIRPORT ACTIVITY REVIEW
 - ATC TRAFFIC OPERATIONS/COUNTS REPORT
 - AIRPORT NOISE COMPLAINTS REPORT
 - AIRLINE ENPLANEMENT/DEPLANEMENT REPORT
 - MONTHLY AIRPORT REVENUE REPORT
6. CONTINUED AIRPORT MASTER PLAN UPDATE DISCUSSION AND RECOMMENDATIONS.
7. ITEMS FROM THE FLOOR
8. ITEMS FROM THE BOARD.
9. ITEMS TO BE DISCUSSED AT THE JUNE 7, 2012
AIRPORT ADVISORY BOARD MEETING.
10. ADJOURN

***REMINDER; ALL PRESENTATION ITEMS BE LIMITED TO 5 MINUTES**

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

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AIRPORT ADVISORY BOARD

May 3, 2012

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ROLL CALL	Quorum	1
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APPROVAL OF MINUTES		
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AIRPORT REVIEW AND ASSOCIATED REPORTS:		
AIRPORT ACTIVITY REVIEW		
ATC TRAFFIC OPERATIONS/COUNTS REPORT		
AIRPORT NOISE COMPLAINTS REPORT		
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MINUTES OF THE
CITY OF SANTA FE
AIRPORT ADVISORY BOARD MEETING

May 3, 2012

CALL TO ORDER

A regular meeting of the City of Santa Fe Airport Advisory Board was called to order by Carolyn Cook, Chair at 4:00 p.m. on this date at the Santa Fe Municipal Airport Terminal Building, 121 Aviation Drive, Santa Fe, New Mexico.

ROLL CALL

Roll call indicated the presence of a quorum for conducting official business as follows:

MEMBERS PRESENT:

Carolyn Cook, Chair
Richard Allison, Vice Chair
Elizabeth Hunke
Bill Sauter
William Schmitt
Bob Talarczyk

MEMBERS ABSENT:

None

OTHERS PRESENT:

Bill Aneshensel, Aviation Association
Kent Freier, Molzen-Corbin
Jim Montman, Aviation Division Director
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

Upon a motion by Mr. Schmitt, second by Mr. Allison, members voted unanimously to approve the agenda as published.

APPROVAL OF APRIL 5, 2012 MINUTES:

The following changes were made to the Minutes of the April 5, 2012 meeting:

Page 3, 4th paragraph was changed to read: *“Mr. Aneshensel mentioned that they will do a **driving** course one week from Saturday where they will review the Noise Abatement Plan.”*

Page 3, 5th paragraph, last sentence was changed to read: *“There were minimal findings and all **are in the process of being corrected.**”*

Page 4, 7th paragraph, last sentence was changed to read: *“He noted that he **had a conversation** with the National Weather Service regarding this.”*

Upon a motion by Ms. Hunke, second by Mr. Sauter members voted unanimously to approve the Minutes of April 5, 2012 as amended.

AIRPORT REVIEW AND ASSOCIATED REPORTS:

AIRPORT ACTIVITY REVIEW

ATC TRAFFIC OPERATIONS/COUNTS REPORT

AIRPORT NOISE COMPLAINTS REPORT

AIRLINE ENPLANEMENT/DEPLANEMENT REPORT

MONTHLY AIRPORT REVENUE REPORT

Memorandum dated April 26, 2012 to the Airport Advisory Board from Jim Montman; Aviation Division Director was distributed and reviewed.

[A copy is incorporated to these Minutes as Exhibit “A”.]

Mr. Montman said with regards to American Eagle’s bankruptcy proceedings, the Airport received a check from American Eagle but they are still six months behind. He noted that they have not indicated whether or not they are going to renew their lease agreement. He mentioned that they owe the Santa Fe Jet Center \$70,000.

Mr. Montman noted that there is nothing new to report with respect to the TSA Lease Agreement other than the fact that TSA has agreed to the changes that the SF Jet Center and the Airport has made.

Mr. Montman gave an update on the Taxiways A & C project noting that the grant money to complete Taxiway A and the design for Taxiway H has to be obligated by June 1st and they are working to get this done.

Mr. Allison asked if the rotating beacon is included in this.

Mr. Freier said yes.

Mr. Freier reported that the Airport has received a final report on the Wildlife Hazard Assessment yesterday and has not had a chance to review it.

Mr. Montman said the wireless service in the terminal building has been completed.

Mr. Montman said there is nothing new to report on the NMPA event.

Mr. Montman reported on the Part 139 Inspection Results.

[Copies of the *Letter of Correction* were distributed and reviewed. A copy is hereby incorporated to these Minutes as Exhibit “B”.]

Mr. Montman gave an update on the AAB vacancy noting that there are three individuals who are interested in filling the Board vacancy. He mentioned that Chair Cook has recommended Mark Miller as a prospective candidate.

Mr. Montman reported that the Request for Proposal for the Consultant was published in the paper last Friday and is due on May 25th. He noted that a pre-proposal meeting was held. The Request for Proposal is on the City’s website. A selection committee made up of city staff will be created as part of the selection process, and then it will go through the City Council process.

Mr. Montman said the Request for Proposal for the car rental services will be publicized tomorrow. The present car rental contracts will expire July 1st. Mr. Montman will give an update at the next meeting.

Mr. Montman reported on operations noting that the total-to-date operations are 22,397, an increase of 735 operations when compared to this month in the prior year.

Mr. Montman reported that there were no noise complaints for the month of April.

Mr. Montman gave an update on enplanement/deplanements noting that there was an increase of 350, when compared to the prior year.

Mr. Montman reviewed the monthly airport revenue report noting that the month of April was a good month – in terms of revenue.

Mr. Schmitt asked what the sales of assets are.

Mr. Montman said the Airport participates in the State Police Auction and these are auction items.

CONTINUED AIRPORT MASTER PLAN UPDATE DISCUSSION AND RECOMMENDATIONS

Mr. Allison noted that the Airport Master Plan is 10 years old. He said some projections were made but the Airport actually has some baseline data now. He asked the Board Members how they would like to proceed with this. He suggested that the Board review the Master Plan page by page.

Mr. Schmitt said the Board could review it by chapter.

Chair Cook suggested that the Board read two chapters at a time.

Ms. Hunke asked if the Board is at a place to warrant an update to the Master Plan.

Mr. Montman explained that this will be a complex process. He mentioned that the last Master Plan took over a year to do.

There was consensus of the Board to start reviewing the Master Plan at future meetings and place a time limit of 25 minutes to review it. Mr. Schmitt will lead the discussion at the next meeting Mr. Allison will lead the discussion at the July meeting. Questions can be given to Mr. Montman and he will work on getting the answers for the Board.

ITEMS FROM THE FLOOR

There were no items from the floor.

ITEMS FROM THE BOARD

Mr. Allison gave an update on the abandoned aircraft at the Airport noting that they are getting close to closing this out. The City has filed an Affidavit of Non-Military Status to certify that the owner of the aircraft is not on active duty.

ITEMS TO BE DISCUSSED AT THE JUNE 7, 2012 AIRPORT ADVISORY BOARD MEETING

Airport Master Plan Update Discussion and Recommendations-Review of Master Plan

ADJOURNMENT

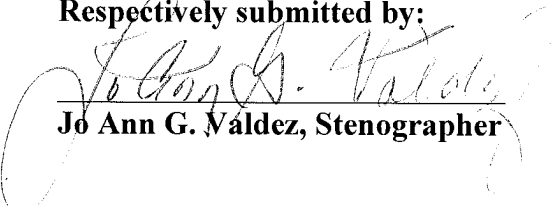
The next meeting of the Board will be held on June 7, 2012.

There being no further business to come before the Board, Mr. Allison made a motion to adjourn the meeting, second by Ms. Hunke, the meeting was adjourned at 5:45 p.m.

Approved by:

Carolyn Cook, Chair

Respectively submitted by:



Jo Ann G. Valdez, Stenographer

EXHIBIT

tabbies

A

City of Santa Fe, New Mexico

memo

DATE: APRIL 26, 2012

TO: AIRPORT ADVISORY BOARD

FROM: JIM MONTMAN, AVIATION DIVISION DIRECTOR

RE: AIRPORT REVIEW REPORTS

The following reports will be passed out at the meeting since the data is not available until after the last day of each month:

- 1) ATC traffic operations counts
- 2) Airport noise complaints
- 3) Airline enplanement/deplanement
- 4) Monthly airport revenue

2011 SANTA FE MUNICIPAL AIRPORT OPERATIONS

MONTH	ITINERANT				LOCAL		COMBINED OPERATIONS TOTAL	SAME MONTH LAST YR DIFFERENCE		MONTH
	Air Taxi	Gen. Avia	Military	Total Itinerant	Civil	Military				
Jan -11	347	490	68	905	4325	568	6703	1645		Jan -11
Feb -11	349	416	91	856	3170	513	5395	-41		Feb -11
Mar -11	421	465	74	960	4484	596	7000	869		Mar -11
Apr -11	420	523	47	990	3368	207	4565	-958		Apr -11
May -11	530	556	69	1155	4387	181	5723	-629		May -11
Jun -11	513	659	49	1221	4912	324	7678	865		Jun -11
Jul -11	666	711	22	1399	5568	183	8549	1434		Jul -11
Aug -11	651	692	72	1415	4785	360	7975	785		Aug -11
Sept -11	495	673	55	1223	3998	286	6730	-2142		Sept -11
Oct -11	486	642	87	1215	4633	208	7271	-463		Oct -11
Nov -11	411	466	30	907	3942	251	6007	-1077		Nov -11
Dec -11	390	443	44	877	2481	159	4394	-2147		Dec -11
TOTALS	5679	6736	708	13123	50053	3836	77990			

TOTAL OPERATIONS DIFFERENCE FROM LAST YEAR, TO DATE

-1859

2012 SANTA FE MUNICIPAL AIRPORT OPERATIONS

MONTH	ITINERANT				LOCAL		OPERATIONS TOTAL	LAST YR DIFFERENCE		MONTH
	Air Taxi	Gen. Avia	Military	Total Itinerant	Civil	Military				
Jan -12	389	465	85	939	3893	400	6737	34		Jan -12
Feb -12	371	389	111	871	3259	252	5253	-142		Feb -12
Mar -12	414	427	92	933	3882	292	5107	-1893		Mar -12
Apr -12	426	387	58	871	3371	187	5300	735		Apr -12
May -12							0	0		May -12
Jun -12							0	0		Jun -12
Jul -12							0	0		Jul -12
Aug -12							0	0		Aug -12
Sept -12							0	0		Sept -12
Oct -12							0	0		Oct -12
Nov -12							0	0		Nov -12
Dec -12							0	0		Dec -12
TOTALS	1600	1668	346	3614	14405	1131	22397			

TOTAL OPERATIONS DIFFERENCE FROM LAST YEAR, TO DATE

-1266

Area of Complaint	Date of Incident	Time of Incident	Nature of Complaint	Disposition/Call back	Street	Day of Week
Agua Fria	07/07/2011 PM		noises	07/11/2011	Camino Placitas	Thursday
las campanas	07/10/2011 PM		noise	07/11/2011	Willow Way	Sunday
south sf	07/12/2011 AM		noise	07/11/2001	Holly hock cir	Sunday
las campanas	07/13/2011 PM		noise	07/14/2011	synargia ranch r	Sunday
mutt nelson	07/22/2011 AM		noise	07/25/2001	Holly hock cir	Wednesday
Alameda	08/01/2011 AM		noise	08/01/2011	Camino de Vient	Monday
CR 62	08/22/2011 AM		noise	08/22/2011	Camino Vista Ve	Monday
eldorado	08/27/2011 noon		noise/low	08/29/2011	Vereda Corta	Monday
la cienega	09/01/2011 AM		noise	09/01/2011	Mago	Saturday
la cienega	09/30/2011 PM		noise	09/30/2011	La mesita del rey	Thursday
NONE OCT 2011					caminito vigil	Friday
Tierra Contenta	11/18/2011 PM		noise	11/28/2011	Jaguar Dr	Friday
NONE DEC-2011						
NONE JAN-FEB						
El Dorado	03/03/2012 PM		noise	03/03/2012	ElDorado	Saturday

NO COMPLAINTS IN THE MONTH OF APRIL 2012

AMERICAN EAGLEENPLANEMENTS/DEPLANEMENTS2009

MONTH	ENPLANE	DEPLANE	TOTAL
JAN	0	0	0
FEB	0	0	0
MARCH	0	0	0
APRIL	0	0	0
MAY	0	0	0
JUNE	689	769	1458
JULY	1231	1283	2514
AUGUST	1312	1257	2569
SEPT	1159	1131	2290
OCT	1144	1118	2262
NOV	1571	1577	3148
DEC	2646	2766	5412
TOTALS	9752	9901	19653

2010

MONTH	ENPLANE	DEPLANE	TOTAL
JAN	2488	2146	4634
FEB	2500	2465	4965
MARCH	3724	3972	7696
APRIL	3688	3492	7180
MAY	4051	4216	8267
JUNE	4584	4958	9542
JULY	4581	4903	9484
AUGUST	4425	4504	8929
SEPT	3346	3444	6790
OCT	3695	3554	7249
NOV	3322	3235	6557
DEC	2937	3030	5967
TOTALS	43341	43919	87260

AMERICAN EAGLEENPLANEMENTS/DEPLANEMENTS2011

MONTH	ENPLANE	DEPLANE	TOTAL
JAN	2608	2399	5007
FEB	2528	2392	4920
MARCH	3107	3096	6203
APRIL	3428	3533	6961
MAY	4028	3957	7985
JUNE	4468	4764	9232
JULY	5527	5962	11489
AUGUST	5080	5146	10226
SEPT	3112	3200	6312
OCT	3844	3544	7388
NOV	2970	2859	5829
DEC	2456	2758	5214
TOTALS	43156	43610	86766

2012

MONTH	ENPLANE	DEPLANE	TOTAL
JAN	2704	2431	5135
FEB	2466	2372	4838
MARCH	2955	3033	5988
APRIL	3595	3716	7311
MAY	0	0	0
JUNE	0	0	0
JULY	0	0	0
AUGUST	0	0	0
SEPT	0	0	0
OCT	0	0	0
NOV	0	0	0
DEC	0	0	0
TOTALS	11720	11552	23272

REVENUE ACCOUNT	APR-11	MAY-11	JUN-11	JUL-11	AUG-11	SEPT-11	OCT-11	NOV-11	DEC-11
Airport Land Rent	\$ 10,721.76	\$ 6,721.76	\$ 6,721.76		\$ 6,721.76	\$ 6,721.76	\$ 6,721.76	\$ 9,196.91	
Airport Tiedown Fees	\$ 2,599.75	\$ 371.50	\$ 4,200.75	\$ 1,545.00	\$ 5,684.75	\$ 4,696.00	\$ 5,229.00	\$ 4,520.25	\$ 1,960.00
Airport Landing Fee	\$ 9,834.71	\$ 26,210.45	\$ 14,853.26	\$ 15,248.76	\$ 19,406.19	\$ 17,136.34	\$ 10,272.54	\$ 11,938.55	
Airport Parking Fees	\$ 5,440.00	\$ 5,079.00	\$ 5,752.00	\$ 5,772.00	\$ 4,791.00	\$ 4,524.00	\$ 3,714.00	\$ 4,920.87	\$ 3,636.00
Airport Fuel Flowage Fees	\$ 11,572.29	\$ 10,473.89	\$ 13,021.54		\$ 16,398.90	\$ 14,795.19	\$ 12,384.12	\$ 14,104.58	
Airport GRT Sales	\$ 4,572.29	\$ 2,316.37	\$ 2,313.65	\$ 6,115.15	\$ 5,229.05	\$ 2,868.03	\$ 4,069.83	\$ 2,106.49	\$ 3,327.42
Airport Car Rental Fees	\$ 14,248.08	\$ 6,069.10	\$ 16,635.85	\$ 20,490.06	\$ 35,307.93	\$ 16,863.28	\$ 39,739.50	\$ 7,946.39	\$ 17,513.42
Airport Misc. Revenue		\$ 10.00			\$ 15.00		\$ 5.00	\$ -	
Airport Gate Fees	\$ 1,299.00	\$ 3,369.00	\$ 2,075.00	\$ 2,288.00	\$ 2,835.50	\$ 2,583.00	\$ 1,581.50	\$ 1,949.50	
Airport Terminal Rent (Airline)	\$ 1,013.34	\$ 2,026.69	\$ 1,013.34	\$ 1,013.34	\$ 1,013.34	\$ 1,013.34	\$ 1,013.34	\$ 1,764.89	
Airport Terminal Rent	\$ 1,080.94	\$ 1,387.56	\$ 8,999.48	\$ 8,616.05	\$ 1,210.04	\$ 9,334.10	\$ 879.67	\$ 756.57	\$ 756.57
Fire Protection Fee	\$ 3,278.24	\$ 8,736.82	\$ 4,951.09	\$ 5,082.92	\$ 6,468.73	\$ 5,712.11	\$ 3,424.18	\$ 3,979.52	
Airline Security Fee	\$ 1,474.98	\$ 3,876.55	\$ 2,231.38	\$ 2,269.20	\$ 2,874.32	\$ 2,552.85	\$ 1,512.80	\$ 1,758.63	
Airline Equipment Fee	\$ 3,220.00	\$ 6,075.00	\$ 2,495.00	\$ 2,900.00	\$ 3,005.00	\$ 3,050.00	\$ 1,860.00	\$ 2,195.00	
Sales of Fixed Assets									
Interest									
MONTHLY TOTAL:	\$ 70,355.38	\$ 82,723.69	\$ 85,264.10	\$ 71,340.48	\$ 110,961.51	\$ 91,850.00	\$ 92,397.24	\$ 67,138.15	\$ 27,193.41

SANTA FE MUNICIPAL AIRPORT
MONTHLY FINANCE REPORT

REVENUE ACCOUNT	JAN-12	FEB-12	MAR-12	APR-12	MAY-12	JUN-12	JUL-12	AUG-12	SEPT-12
Airport Land Rent	\$ 95,518.42	\$ 6,721.76	\$ 6,721.76	\$ 6,721.76	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Tiedown Fees	\$ 4,364.50	\$ 2,034.75	\$ 3,329.50	\$ 2,668.25	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Landing Fee	\$ -	\$ -	\$ -	\$ 20,770.61	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Parking Fees	\$ 4,540.00	\$ 2,967.00	\$ 4,032.00	\$ 4,587.00	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Fuel Flowage Fees	\$ 19,097.92	\$ 10,140.02	\$ 8,389.68	\$ 10,475.17	\$ -	\$ -	\$ -	\$ -	\$ -
Airport GRT Sales	\$ 10,593.54	\$ 2,541.82	\$ 2,658.03	\$ 6,402.60	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Car Rental Fees	\$ 20,483.82	\$ 5,742.01	\$ 13,419.77	\$ 21,928.93	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Misc. Revenue	\$ -	\$ -	\$ 5.00	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Gate Fees	\$ -	\$ -	\$ -	\$ 1,328.80	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Terminal Rent (Airline)	\$ 4,581.15	\$ 4,513.34	\$ 1,013.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Terminal Rent	\$ 9,655.97	\$ 3,657.10	\$ 2,618.51	\$ 1,597.80	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Protection Fee	\$ -	\$ -	\$ -	\$ 6,923.54	\$ -	\$ -	\$ -	\$ -	\$ -
Airline Security Fee	\$ -	\$ -	\$ -	\$ 3,063.42	\$ -	\$ -	\$ -	\$ -	\$ -
Airline Equipment Fee	\$ -	\$ -	\$ -	\$ 6,905.00	\$ -	\$ -	\$ -	\$ -	\$ -
Sales of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MONTHLY TOTAL:	\$ 168,835.32	\$ 38,317.80	\$ 42,187.59	\$ 93,422.88	\$ -	\$ -	\$ -	\$ -	\$ -



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
Airports Division, Southwest Region Safety and
Standards Branch



2601 Meacham Boulevard
Fort Worth, Texas 76137

April 16, 2012

CERTIFIED MAIL-RETURN RECEIPT REQUESTED

Mr. Jim Montman
Airport Manager
Santa Fe Municipal Airport
P.O. Box 909
Santa Fe, NM 87504-0909

Dear Mr. Montman:

Subject: Letter of Correction, EIR No. 2012SW840029

A periodic certification safety inspection of the Santa Fe Municipal Airport (SAF) was conducted on April 3-5, 2012. The inspection revealed that the airport was not being operated and maintained in compliance with all of the requirements of Federal Aviation Regulation 14 Code of Federal Regulation Part 139, the Airport Certification Manual, and the Airport Operations Certificate.

The following discrepancies were found and, as assigned at the post inspection briefing, are to be corrected by the date/s indicated.

a. FAR Part 139.201, General requirements: During the inspection, it was revealed that the training curriculum and training program for the ARFF department was lacking in certain areas causing the inadequate training records for personnel.

Correction Date: 06/04/2012

b. FAR Part 139.319 (i) (2), Aircraft Rescue and Firefighting: Operational Requirements: The curriculum and training program was missing two of the eleven subject areas – aircraft familiarization and rescue and firefighting personnel safety. Also, the material in airport familiarization was general and could be applied to any airport.

Corrected Date: 06/04/2012

c. FAR Part 139.319 (i) (5), Aircraft Rescue and Firefighting: Operational Requirements:

The training records were missing two essential parts – aircraft familiarization and rescue and firefighting personnel safety. The training records should reflect the eleven subject areas along with annual live fire burn.

Corrected Date: 06/04/2012

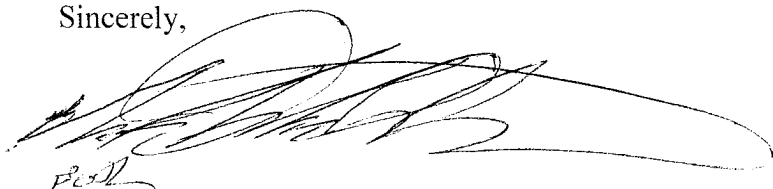
We have given consideration to all available facts and concluded that this matter does not warrant legal action at this time. In lieu of such action, we are issuing this letter of correction, which will be made a matter of record.

The correction dates for the discrepancies are regulatory and enforceable. The certificate holder is required to provide notice when a discrepancy item has been corrected. Progressive correction notices can be provided via e-mail. However, the certificate holder is required to provide notice in writing when all discrepancies have been corrected.

If it is determined that due to circumstances beyond your control you will not be able to meet a discrepancy correction date, you are required to provide notification to your assigned airport certification safety inspector. Initial notification of the potential of not being able to meet a compliance date can be via verbal/e-mail followed by written justification for not meeting the correction date and justification for requesting an extension of the correction date. The notification of not being able to meet the compliance date and the request for an extension should be made far enough in advance of the original correction date to permit our review and determination of approval or rejection.

Additional comments and recommendations are enclosed.

Sincerely,

A handwritten signature in black ink, appearing to read "Janny L. Jack", with a large, sweeping flourish extending to the right.

Janny L. Jack
Airport Certification Safety Inspector

Enclosure

cc:

New Mexico Department of Transportation, Aviation Division,
P.O. Box 9830, Albuquerque, NM 87119

COMMENTS AND RECOMMENDATIONS
PERIODIC CERTIFICATION INSPECTION
SANTA FE MUNICIPAL AIRPORT (SAF)
APRIL 3-5, 2012

1. Airport Tarmac Delay Contingency Plans: A question was asked about Airport Tarmac Delay Contingency Plans and who airports answer to as far as the plan themselves.

The requirement is for operators of large, medium, or small hubs, or non-hub U.S. airports to submit a contingency plan for lengthy tarmac delays to the Department of Transportation (DOT) for review and approval no later than May 14, 2012. The plan has three requirements:

- a. provide for the deplanement of passengers following excessive tarmac delays;
- b. provide for the sharing of facilities and make gates available at the airport in an emergency; and
- c. provide a sterile area following excessive tarmac delays for passengers who have not yet cleared U. S. Customs and Border Protection.

The submission process will be completed through an electronic system that has not been placed online to date but is expected by the end of the month. Once the system is up, DOT will issue a notice with instructions as to how to submit the plan. The format for the plan can be .PDF, MS WORD, and MS EXCEL documents.

For further information contact Livaughn Chapman, Jr. or Laura Jennings, Office of the General Counsel, U. S. Department of Transportation, phone (202) 366-7152 or email livaughn.chapman@dot.gov or laura.jennings@dot.gov.

3. Conclusion: As a reminder, the certificate holder bears ultimate responsibility for ensuring that SAF is both properly maintained and safely operated. It is imperative that the certificate holder take a proactive approach in ensuring the quality and consistency in meeting the requirements of 14 CFR Part 139 regulations and is in compliance with its certificate and ACM.

If you should have any questions or comments feel free to contact me at (817) 222-5625 or email janny.jack@faa.gov. The courtesy and cooperation extended to me during the inspection by your staff was highly appreciated. I look forward to working with you in the future.