AN EXPLANATION OF THE AIRPORT SPONSOR RESPONSIBILITIES OUTLINED IN FAA ORDER 6700.20B REGARDING THE MAINTENANCE OF NAVAIDS AND AWOS FACILITIES.

FOLLOWING ARE THE PERTINENT EXCERPTS FROM FAA ORDER 6700.20B. *See Non-Fed Website in resources List to download a full copy*

Chapter 1. General Information

1-1. Purpose of This Order. The purpose of the Technical Operations Non-Federal Program is to help ensure safe air navigation by regulating non-Federal facilities. This order establishes the policies and procedures that govern the lifecycle of non-Federal facilities, including their establishment, commissioning, maintenance, inspection, takeover, and decommissioning. *This order is the bible for Non- Fed Facilities. We will be focusing primarily on the Maintenance aspect.*

a. Establishment. The FAA will incorporate non-Federally owned facilities into the NAS whenever they meet criteria outlined in applicable sections of the Code of Federal Regulations (CFR)and this order. *NAS stands for National Airspace. Non-fed facilities are a part of the NAS just like any major airport.*

c. Periodic Inspections. The FAA will perform recurring ground and flight inspections to ensure that the continued performance of the facility will support the procedure and requirements. *These Ground Inspections means that an FAA Inspector comes out Annually and inspects each facility to ensure that the equipment and paperwork meets FAA Standards. The inspector will send you a report. Each Region has a Non-Fed liaison or Inspector. Ours are Gordon Graham 404-227-2782,*

Andy Treguboff 404-308-9177. South Ga Facilities and MALSR is Mike Nineinger 803-960-9011

c. FAA Inspector. Responsibilities include, but are not limited to:
(1) Conducting commissioning inspections, per SOP 3-2.
(2) Conducting periodic inspections, per SOP 4-1.
(3) Recording results of inspections, noting deficiencies, and determining whether the facility
is complying with relevant regulations, advisory circulars, orders, etc.
(4) Entering inspection data into the Non-Federal Tool.
(5) Addressing unsatisfactory operations of non-Federal facilities, per SOP 4-2. Will be discussed later
(6) Updating the OCC contact list when a facility's Sponsor or Non-Federal Technician
changes. (District Managers and non-Federal Coordinators also bear this responsibility.)
(7) Ensuring, during inspections, that OMMs are up to date.
Note: Some inspections are conducted by the SSC; others by the TSOG.

i. Operations Support Specialist (OSS). Formerly titled the Program Support Specialist (PSS),
District Office OSS responsibilities include, but are not limited to:
(1) Providing training support for Non-Federal Technicians.
(2) Documenting the completion of theory of operations and performance exams for Non-Federal Technicians.
(3) Documenting the Non-Federal Technician's verification authority on FAA Form 3400-3,
Technical Operations Personnel Certification / Verification Authority Record.
(4) Drafting verification authority letters for individual Non-Federal Technicians after
confirming that the technician has met all necessary requirements and possesses a documented FAA

Form 3400-3.

(5) Maintaining the training and verification records for Non-Federal Technicians.

(6) Issuing verification authority letters for Non-Federal Technicians and distributing them to:

(a) Non-Federal Technicians;

(b) Sponsors;

(c) Technician employers (if applicable);

(d) PIMs; and

(e) Non-Federal Coordinators.

Note: The District Manager is actually responsible for issuing verification authority letters. However, the Manager may delegate that responsibility to a designee, such as the OSS.

Note: This distribution list is in accordance with the latest version of Order JO 3000.57,

Air Traffic Organization Technical Operations Training and Personnel Certification. This is the person you email a request for a technician to be your Technician of Record. They will request the technicians Training certificates and issue the Verification Authority to you. The person to contact is Jamie Feldman at Jamie.Feldman@faa.gov. An example of a Verification Authority Request Letter will be included in this presentation.

g. Equivalent Performance and Maintenance Standards for Federal and Non-Federal Facilities. The FAA will ensure that non-Federal facilities meet the performance requirements and are maintained at the same standard as identical FAA facilities. If there is no identical equipment in the FAA inventory, then the facility must meet the standards of the International Civil Aviation Organization (ICAO), an FAA-authorized technical advisory group, or FAA-approved manufacturer's instruction book. *Equipment must perform and be maintained exactly like FAA Facilities*

2-5. Roles and Responsibilities of Non-Federal Sponsors & Technicians.

a. Sponsors. Responsibilities include, but are not limited to:

(1) Adhering to the requirements set forth in 14 CFR Part 171 and Amendment 171-6, as well as the relevant advisory circulars for visual aids and AWOS, which are referenced in the appendix of this order 11/25/15 6700.20B *These requirements are outlined in this order.*

(2) Ensuring that each of their Non-Federal Technicians adheres to the responsibilities set forth in 14 CFR Part 171, and Amendment 171-6, as well as the relevant advisory circulars for visual aids and AWOS, which are referenced in the appendix of this order.

(3) Ensuring that each of their Non-Federal Technicians are familiar with the OMM(s) relevant to the equipment they maintain. *OMM stands for Operations and Maintenance Manual and are provided to you by the FAA Non-Fed Inspector*

(4) Ensuring that each of their Non-Federal Technicians are performing in accordance with the responsibilities set forth in the OMM(s).

(5) Ensuring that each of their Non-Federal Technicians is verified on the equipment they've been hired to maintain.

(6) Ensuring that one copy of the technical performance record (TPR) is kept in the permanent records of the facility, and one copy is sent to the appropriate FAA/Technical Operations Services office.

(7) Ensuring that transmitting equipment *(each facility that Transmits a signal must have a License, i.e. Localizer, Glideslope, DME, AWOS)* is licensed in accordance with any applicable FCC regulations, and the license is posted at the facility. (If the size of the facility shelter – or lack thereof- makes posting impossible, the license must be retained in the Facility Reference Data File (FRDF) at the airport.) *SOP 6-2 explains the FCC Licensing Process*. *It is attached*.
To renew a FCC License got to this website, https://fjallfoss.fcc.gov/General_Menu_Reports/callsign.cfm *Enter the Call sign. Call sign can be found on the current license posted at the facilities. If you don't know the call sign contact Gordon Graham and he can give it to you. Please try not to let an FCC License expire. If it does it is difficult to renew it.* **NOTE, Facilities will not be shut down for an expired license,** *IAW Par 6-7a.(1)(b)* **Station License Expires**. *Non-Federal facilities are required to renew their FCC station license prior to the expiration date. The FAA will not shut down a non-Federal facility due to an expired FCC license, but the facility will be operating in violation of the FCC rules.*

 (8) Ensuring that, when applicable, each of their Non-Federal Technicians holds an FCC
general radio-telephone operator license; that the technicians bring a copy of their license whenever they are present for an inspection; and that a copy of their license and verification authority letter is kept in the FRDF.

(9) Ensuring the facility information is accurately published in FAA publications and
tools/databases made available to the public.

(10) Ensuring that the MOA and OMM are accurate and up-to-date. *MOA stands for Memorandum of Agreement. It is provided to you by the FAA Non-Fed Inspector*

(11) Resolving any negative inspection findings, before the next inspection.

(12) Providing calibrated test equipment for inspections, in accordance with section 6-4a of this
order.
Note: FAA test equipment must not be used

b. Non-Federal Technicians. Responsibilities include, but are not limited to:
(1) Adhering to the responsibilities set forth in 14 CFR Part 171 and Amendment 171-6, as
well as the relevant advisory circulars for visual aids and AWOS, which are referenced in the appendix of this order. 16 11/25/15 6700.20B
(2) Adhering to the responsibilities set forth in the relevant OMM(s);
(3) Acquiring a current FCC general radio-telephone operator license, if required by FCC
regulations set forth in 47 CFR §§ 87.71 and 87.73. (For further details, see section 6-7 of this order, which is titled *FCC Licensing of Non-Federal Facilities & Technicians*.)
(4) Keeping current and adequate records for the facilities they maintain, as required by 14
CFR Part 171, the most current version of advisory circular 150/5220-16, and the OMM. These records include:
(a) FAA Form 6030-1, *Facility Maintenance* Log; *Should be kept each facility*
(b) FAA Form 6000-8, *Technical Performance Record (TPR)*Should be kept at each Facility. We use specific FAA Tpr's for each facility (or an FAA-approved equivalent); and
(c) Facility Reference Data (FRD) forms (or an FAA-approved equivalent).
(5) Keeping their employers and the FAA informed of any problems associated with the Non Federal facilities they maintain.
(6) Contacting the FAA Service Area offices and the Service Center PIM for any technical
assistance they require.

(7) Sending in copies of logs and TPRs to the appropriate Service Area office when those documents are terminated, in accordance with section

The Non Fed Inspector will collect these

Important SOP's to FAA Order 6700.20b (attached)

4-1 - Conducting Periodic Inspections

4-2 -Addressing Non-Compliant Operation of Non-Federal Facilities

6-1 Non-Federal Technician Training & Verification Process

6-2 FCC Licensing

RESOURCE LIST

Phone numbers:

Mike Angley – Aeronav Services 770-710-5491

I will always try to answer any questions even if I am not your maintenance provider

FAA Non-Fed Inspectors Gordon Graham 404-227-2782, Andy Treguboff 404-308-9177. South Ga Facilities and MALSR is Mike Nineinger 803-960-9011

FAA NOTAM Issuance

To NOTAM an ILS, DME, NDB or MALSR Facility out of service call the appropriate FAA Control Center. If unsure any one of these offices can tell you which FAA Control Center is in charge of your airport.

I always get NOTAM's issued for my Facilities

Atlanta Center/ OCC - 866-432-2622 (North GA)

A80 - 678-364-6020 (Atlanta to Mid GA)

Jacksonville Center -904-845-1603 (South GA)

To NOTAM out an AWOS call the FAA NEMC at 855-322-6362

Non-Fed Public website -

https://www.faa.gov/airports/planning_capacity/non_federal/

Scroll to Non-Federal Program for NavAids and AWOS, then Regulations, Advisory Circulars to find the Non-Fed Order 6700.20B and AWOS circulars
Scroll to Maintaining Non-Federally Owned Systems for General information

FCC License Search and Renewal

To search FOR License and find the Expiration Date
**1. https://fjallfoss.fcc.gov/General_Menu_Reports/callsign.cfm -
Enter Call sign- Call sign can be found on the License located at each site. If the License is not there you can call the following Non-Fed Inspectors to get the Call Sign : *My Facilities can call me and I will take care of your License Renewal*. *For most of GA Gordon Graham 404-227-2782, or Andy Treguboff 404-308-9177.***
South Ga Facilities and MALSR call Mike Nineinger 803-960-9011

**To Renew FCC License – go to this Website
https://www.fcc.gov/wireless/support/universal-licensing-system-uls-resources/renewing-license-universal-licensing. Follow the steps.
If you don't know your FRN and Password do the following:**

1. **Find License by Call sign Click Call sign**
2. **Under Licensee See FRN and click Ownership filings See FRN**

3. **Click forgot Password.**
4. **For Help go to this website -**
   https://apps.fcc.gov/coresWeb/html/help.html

FAA Approved AWOs other than DBT – If DBT installs the new AWOS AW20 they will not train any technicians and you will be forced to get your maintenance done by them forever. Please consider Mesotech.

https://mesotech.com/pages/the-non-federal-program-and-awos

Americus Ga will have on installed in August and Dalton GA will have one soon. If anyone tells you DBT has an exclusive contract in GA that is incorrect.
Call GDOT **Colette Edmisten Williams,**
404.631.1323 office
912.210.0749 cell
Enhanced AWOS Display Software- Stanwyck Avionics
https://saiawos.com/www/home.html

Will allow multiple AWOS Display on any Computer with Internet If your DBT Computer Serial Hard Drive goes bad they will charge $3500.00 for new computer. Stanwyck can replace the Serial Hard Drive with a Solid State Hard Drive for $1350.00 and $360 per year for the Website. Limitless number of displays. Display in FBO, Pilot Lounge, etc. Give App address to pilots.
Eastman GA AWOs Display Web site.

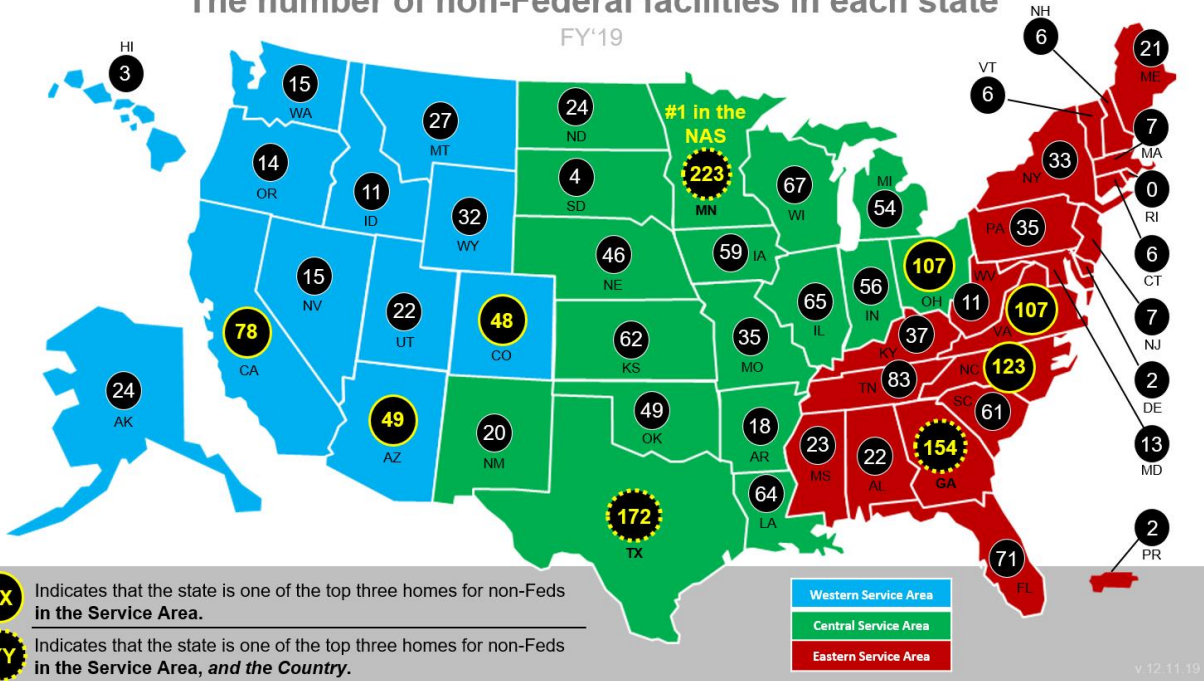https://online.saiawos.com/KEZM/desktop/index.html

Mobile App Web Address

http://online.saiawos.com/KEZM/mobile/index.html

Alternative AWOS NADIN Service

RSInet. http://www.remotesys.com/rsinet/ $720 per year Vs $1000 or more from DBT. If you currently transmit NADIN Data via a Cell modem and it gets hit with lightning, DBT charges over $400.00 to replace it. RSi will replace it free of charge.

State-by-State

The number of non-Federal facilities in each state
FY'19

2293

HI 3		

- WA 15
- MT 27
- OR 14
- ID 11
- WY 32
- NV 15
- CA **78**
- AK 24
- UT 22
- CO **48**
- AZ **49**
- NM 20
- ND 24
- SD 4
- MN **223** (#1 in the NAS)
- NE 46
- KS 62
- OK 49
- TX **172**
- WI 67
- IA 59
- MO 35
- AR 18
- LA 64
- MI 54
- IL 65
- IN 56
- OH **107**
- KY 37
- TN 83
- MS 23
- AL 22
- GA **154**
- NH 6
- VT 6
- ME 21
- MA 7
- NY 33
- RI 0
- PA 35
- CT 6
- WV 11
- NJ 7
- VA **107**
- NC 123
- DE 2
- SC 61
- MD 13
- FL 71
- PR 2

XX Indicates that the state is one of the top three homes for non-Feds **in the Service Area.**

YY Indicates that the state is one of the top three homes for non-Feds **in the Service Area,** *and the Country.*

- Western Service Area
- Central Service Area
- Eastern Service Area

v.12.11.19

Important SOP's

Revised 9/6/19

SOP	FEDERAL AVIATION ADMINISTRATION STANDARD OPERATING PROCEDURE (SOP)	NFP-PER
Subj:	**CONDUCTING PERIODIC INSPECTIONS**	Version 3.4A
POC: AJW-1X	Non-Federal SOP 4-1	9/6/19

Purpose.

This Standard Operating Procedure (SOP) addresses the process by which FAA nonFederal Inspectors must conduct periodic inspections of non-Federal facility.

Note: The procedures in this document are to be considered supplemental to other orders.

Roles and Responsibilities.

The Office of Primary Responsibility (OPR) for this SOP is the Technical Operations Non-Federal Program. This SOP was originally signed by the Vice President for Technical Operations Services, and is kept on file by the OPR. This SOP will be maintained, revised, updated or canceled by the OPR or any organization that supersedes, replaces or assumes the OPR's responsibilities. Finally the OPR can cancel this SOP at anytime if it becomes obsolete or is no longer needed.

Distribution.

This SOP is available online via https://technet.faa.gov/6700.20. Not true. Non FAA employees can't see it

The SOP format provides for timely updates, corrections, or cancellation as the needs of the FAA change. If this SOP is revised or cancelled, the OPR will use FAA email to notify all interested lines of business.

Authority to Use This SOP.

The latest version of Order 6700.20 establishes the authority to use this SOP.

SOP 4-1

Conducting Periodic Inspections

Revised 9/6/19

Conducting Periodic Inspections.

Note:

After the web-based Non-Federal Tool becomes mandatory, you must enter all ground inspection form data into the Tool, along with any associated documentation.

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SOP Overview

1. Determining if An Inspection is Required. (*And if So, How Often?*)

2. Inspecting the Facility & Evaluating its Non-Federal Technician.

(a) *MOA & OMM.*
(b) *Verification Authority.*
(c) *GROL.*
(d) *Documentation.*
(e) *Test Equipment.*
(f) *Safeguard Systems.*
(g) *Adequacy of Maintenance.*

3. Verifying the Facility's FCC License.

4. Concluding the Inspection.

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SOP 4-1

Conducting Periodic Inspections

Revised 9/6/19

3

1. Determining if An Inspection is Required. (*And if So, How Often?*)

(a) The latest version of the "*Non-Federal Order*," 6700.20, specifies which facility types must receive periodic inspection, and how often. (In 6700.20B, you can find this information in Supplement L, *"Non-Federal Facilities Requiring Ground and Flight Inspections."*)

2. Inspecting the Facility & Evaluating its Non-Federal Technician.

During periodic inspections, Inspectors must not make any changes to the non-Federal facility's equipment. This is a potential liability issue. Nonetheless, Inspectors' responsibilities include, but are not limited to the actions detailed below. (To complete these actions, Inspectors

should use the generic *Inspection Checklist*, Form 6700-13, and an equipment-specific inspection form, such as 6700-3, *AWOS*, and 6700-5, *Glide Slopes* .)

(a) MOA & OMM.

I. Confirm that the *Memorandum of Agreement* (MOA) and *Operations &*

Maintenance Manual (OMM) are "**readily accessible**." (The documents would be "readily accessible" if, for example, they were located at the facility, or in the airport manager's office.)

II. Confirm that MOA & OMM are signed, and up to date.

(1) For example, the current non-Federal technician must be listed in the OMM as a "verified maintenance technician."

A. Instructions – How to Update the OMM's Contact Information:

(i) During the inspection, you may find it necessary to update the OMM's facility contact information, e.g. for the owner/sponsor, non-Federal technician, etc. You can do this by filling out an addendum, and attaching it to the existing OMM.

(ii) The latest version of 6700.20, the "*Non-Federal Order,*" contains OMM templates. The templates include blank "*Facility Contact Information*" sheets. They can be used as addendums to pre-existing OMMs.

(iii) You needn't have the OMM re-signed/re-approved

when you update the facility contact information. But you must notify the Service Delivery Specialist at your local

Revised 9/6/19

4

OCC. (Or if the facility is in Alaska, you must contact the Service Operations Support (SOC) desk.)

(b) Verification Authority. Confirm that the technician has a site-specific FAA-issued

Verification Authority letter for the system you're inspecting.

(c) GROL. Confirm that the non-Federal technician has a current General Radiotelephone

Operator License (GROL) issued by the FCC. (This is only required for facilities with transmitters.)

(d) Documentation. Review and/or collect the various types of facility documents listed

below. Ensure that they're up to date, "readily accessible" (as described in 2(a), above)

and in compliance with the most current version of 6700.20's Supplement titled, *Record Retention.* (Supplement P, in 6700.20B.)

I. Facility Reference Data (FRD) file. This should include, at a minimum:

(1) A form that captures the commissioning data, such as the initial standards and tolerances for the facility's parameters. Forms 6000-10, *Technical Reference Data Record* (TRDR), and 6000-8, *Technical Performance Record* (TPR), are both acceptable. In either case, the form must be prominently marked as "Commissioning Data." And if a TPR is used, a line must be drawn below the data, indicating that remaining space on the form will not be used.

(2) A valid FCC license for the facility. (See Section 3, below.)

(3) Previous ground inspection reports, including the commissioning report.

(4) Flight inspection reports (including one that was issued within the past 12 months), as well as associated worksheets.

(5) Closed TPRs. Manufacturers' equivalents may be used as TPRs. Examples include "screen captures." (Note that a facility must retain TPRs for two years after the date on which they're closed. Refer to the *"Document Retention"* supplement in the latest version of 6700.20. It addresses retention requirements for documents associated with nonFederal facilities.)

(6) All NAS Change Proposals (NCP) &/or Configuration Control Decisions (CCD) that authorize non-standard configuration or operation.

(7) All modification records.

(8) The latest versions of all "reference documents." (Documents cited in the MOA &/or OMM are "Reference documents." They include FAA Orders, Advisory Circulars (ACs), and Technical Handbooks, as well as

Manufacturer Instruction Books, etc. They also include any updates and changes to those documents.)

Note: FRD may be stored in hardcopy or softcopy. Regardless, it must be "readily accessible" by all non-Federal technicians, and Inspectors.

II. FAA Form 6030-1, *Facility Maintenance Log*.

(1) The log must reflect *every* visit to the facility by a non-Federal technician.

A. The *Paper Maintenance Logging SOP* instructs non-Federal technicians on how to complete Form 6030-1. The SOP is available on the "Technician of Record" sub-page of the NonFederal Program's Public Website: www.FAA.gov/Go/NonFed

(2) When a facility is removed from service (OTS) for maintenance:

A. The log must reflect the time and date that the facility was removed from service and returned to service (RTS).

B. The log must also reflect proper coordination:

(i) NavAids and VisAids: Coordination is with the Operations
Control Center OCC.

(ii) AWOS and other weather systems: Coordination is with the
Network Enterprise Management Center (NEMC) System
Operations Center (SOC).

(3) The log must also include a formal verification statement indicating that
the facility was verified *before* it was RTS.

A. Formal verification statements are spelled out in the latest version
of the "Non-Federal Order," 6700.20.

B. Example: The formal verification statement for a localizer (LOC)
is "LOC Verified."

ii. FAA Form 6000-8, *Technical Performance Records* (TPR). You must review
any TPRs that are still open / have not been "closed." (TPRs can be
manufacturer's equivalents, including "screen captures.")

(e) Sponsors' Deadlines For Submitting Copies Of Logs & TPRs To FAA Inspectors.

SOP 4-1
Conducting Periodic Inspections
Revised 9/6/19

6

I. Generally, Inspectors will pick up copies of facility logs and TPRs at the
periodic inspection. If sponsors choose to submit their logs and TPRs more
frequently, they must discuss submission arrangements with the Inspector.

II. Periodic Inspection. If logs and TPRs are not available for pick up at the time of
the periodic inspection, the sponsor must submit copies to the Inspector within
20 business days following the periodic inspection. A one-time, limited
extension may be negotiated. The sponsor must submit the request for an
extension to the Inspector. The request must include the time frame negotiated.
It must also be in writing (e.g. email), for documentation purposes.

(f) Test Equipment.

III. Test equipment must not be furnished by the FAA. I.e., the sponsor or Non-Federal
technician must provide the test equipment.

IV. Verify that:

(1) The facility's test equipment is calibrated to the standards in the latest
version of Order 6200.4, *National Test Equipment Program
Management*. (Test equipment is usually marked with stickers indicating
the calibration and expiration date.)

(2) Test equipment that measures key performance parameters is (in
accordance with the OMM) calibrated to standards published in the
facility's Manufacturer Instruction Book, or the test equipment's

instruction book. (Use whichever book requires the *most frequent* calibration.)

(3) All test equipment calibration is accomplished with standards traceable to the National Institute of Standards and Technology.

(4) Test equipment is more sensitive than the facility equipment being tested. For example, if a system's "key performance parameter x" is measured in millivolts, the test equipment must also be able to accurately measure milivolts. I.e., test equipment that can only measure volts is not sufficient. (Refer to Order 6200.4 for details specific to the type of equipment being tested.)

(g) Safeguard Systems. Inspect the Internal Integrity Monitor &/or Remote Status Indicator, to verify that they are working properly (if applicable).

(h) Adequacy of Maintenance. The facility must be maintained per the MOA & OMM.

Confirm that:

I. The sponsor is complying with all agreed-upon terms and conditions that existed at the time of commissioning, such as "accepted deviations."

SOP 4-1
Conducting Periodic Inspections
Revised 9/6/19

7

II. The facility and surrounding environment is "in an acceptable physical condition." This means, for example, that there are no "impediments" that might interfere with the facility's radio signals, light plane, etc. ("Impediments" include trees, buildings, or other structures.)

III. The facility is operating within published standards and tolerances.

IV. The non-Federal technician has evaluated all key performance parameters. These parameters are identified in FAA maintenance orders. If there are no relevant orders, refer to the Advisory Circular(s) or Manufacturer Instruction Book(s).

Note that different documents define "key performance parameters" differently. To avoid confusion during an inspection, be sure to review the parameters that were inspected during the commissioning inspection.

V. NOTAMs are being issued *and* coordinated properly, in accordance with the latest version of Order 7930.2, *Notices to Airmen (NOTAM).*

VI. The non-Federal technician is performing maintenance and documentation in accordance with the MOA, OMM, and the latest version of Order 6700.20. Provide corrective guidance, as necessary. Any guidance and/or advice provided to the technician must be included in the Inspection Report.

VII. Ensure that, prior to concluding the inspection, the non-Federal technician makes a proper facility-condition entry in the facility log.

3. Verifying the Facility's FCC License.
(a) Is the Facility's "Station License" Expired or Incorrect?

I. No. The Inspector must proceed to Step 4.

II. Yes. The Inspector must:

(1) Immediately notify the:

A. Sponsor; and

B. Non-Federal Program Implementation Manager (PIM).

(2) If the license requires corrections, the Inspector should instruct the
sponsor to contact the FCC to have the corrections made.

(3) If the license is expired, and a new application is already pending with
the FCC:

A. The Inspector must document the expired license as a
"deficiency" in the inspection report.

B. The Inspector must ask the sponsor for proof of application.

(4) If the license is expired, and a new application is not already pending
with the FCC:

A. The Inspector must document the expired license as a
"deficiency," in the inspection report.

B. The Inspector must instruct the sponsor to submit a frequencyvalidation request to the FAA's Spectrum Engineering Office, via
the *WebFCR Tool*: https://webfcr.faa.gov

(i) Spectrum will provide the sponsor and the PIM with a NonGovernment Tracking number (NG T #). The sponsor will
receive that NG T # via the *WebFCR Tool*.

(ii) The PIM must notify the Inspector that the NG T # was
provided to the sponsor. The PIM must also note the exact
date on which the NG T# was provided. This will allow the
Inspector to determine if the sponsor complies with the
deficiency-resolution policy described below.

C. Once the NG T# is issued, the Inspector must instruct the sponsor
to:

(i) Submit a "station-license application" via the FCC's
website, within 60 days of receiving the NG T #. The FCC
website address is: https://www.fcc.gov/wireless/systemsutilities/universal-licensing-system

(ii) Provide proof to the Inspector that the application was
submitted within the 60-day window.

D. The Inspector must warn the sponsor that failure to comply will
result in the facility being NOTAM'd out of service.

E. The Inspector must record the dates of the above actions in the inspection report.

(b) Did the sponsor provide proof that the application was submitted to the FCC
within 60 days of receiving the NG T #?

I. Yes. The Inspector must proceed to Step 4.

II. No. The Inspector must NOTAM the facility out of service. Then the Inspector must ask the PIM to send a formal "NOTAM notification" letter to the sponsor.

4. Concluding the Inspection.

(a) To conclude the inspection, the Inspector must:

I. Have the technician make the following note in the log: "Annual inspection completed with FAA Inspector (insert name) , in accordance with the MOA/OMM."

II. Provide an exit briefing to the sponsor and non-Federal technician. Ideally, you should provide the briefing in person, if possible. The purpose of the exit briefing is to ensure that the sponsor and technician understand the outcome of the inspection, and any resulting action items they must perform. It also provides an opportunity for the Inspector to discuss any observations that are not documented in the inspection report.

(1) During the exit briefing, ensure that the sponsor and non-Federal technician are aware of the Non-Federal Program's public website:

www.FAA.gov/Go/NonFed

It contains useful resources, such as the latest versions of the *PIM Contact List*, and the *Paper Maintenance Logging SOP*.

(2) You should also point out that visitors to the website can sign up for email updates about changes to the site.

E.g., when the Non-Federal Program uploads a revised version of the *PIM Contact List*, or adds new tools and resources to the website.

Visitors can subscribe to receive updates by clicking on the icon circled below. It (and the other icons) are located on the top right corner of certain website pages.

III. Finalize, complete, and submit the equipment-specific inspection form, the generic *Inspection Checklist,* (Form 6700-13), and the inspection report.

10
a. Inspectors must submit completed inspection forms, logs, and the final inspection report to their immediate Supervisor, for review. The Supervisor must review the Inspector's work product to ensure the formal report is complete and accurate based on the logs and inspection forms.
b. After the Supervisor approves the Inspector's work product, the Inspector must forward a copy of the completed forms and inspection report to the sponsor.
c. The PIM may request a copy of these documents, if necessary.

Note: Although it is not yet mandatory to use the Non-Federal Tool, Inspectors may choose to use it to complete inspection forms and create reports. The NonFederal Program encourages this, to better familiarize Inspectors with the Tool.
IV. Provide a formal inspection report to the sponsor. This document serves to notify the sponsor of any deficiencies with the facility and its premises. It also notifies the sponsor of any deficiencies in the technician's ability to perform required facility documentation and maintenance. Be sure to include action items, instructions, and deadlines. The technician must add a copy of the report to the facility's documentation.
V. Document the inspection in the Remote Monitoring and Logging System (RMLS) via logging in Simplified

Revised 11/6/20
6700.20B

SOP	FEDERAL AVIATION ADMINISTRATI OPERATING PROCEDURE (SOP) ON STANDARD	**NFP-UO**
Subj:	**ADDRESSING NON-COMPLIANT OPERATION OF NON-FEDERAL FACILITIES**	Version 4.3
POC: AJW-121	Non-Federal SOP 4-2	11/6/20

Purpose.
This Standard Operating Procedure (SOP) sets forth the process for addressing the noncompliant operation of non-Federal facilities.
Note: The procedures in this document are to be considered supplemental to other orders.
Roles and Responsibilities.
The Office of Primary Responsibility (OPR) for this SOP is the Technical Operations Non-Federal Program. This SOP was originally signed by the Vice President for Technical Operations Services, and is kept on file by the OPR. This SOP will be maintained, revised, updated or canceled by the OPR or any organization that supersedes,

replaces or assumes the OPR's responsibilities. Finally, the OPR can cancel this SOP at anytime if it becomes obsolete or is no longer needed.

Distribution.

This SOP is available online at technet.faa.gov/6700.20 .

The SOP format provides for timely updates, corrections, or cancellation as the needs of the FAA change. If this SOP is revised or cancelled, the OPR will use FAA email to notify all interested lines of business.

Authority to Use This SOP.

The latest version of Order 6700.20 establishes the authority to use this SOP.

Addressing Non-Compliant Operation of Non-Federal Facilities.

Note:

After the web-based Non-Federal Tool becomes mandatory, you must enter all subsequent ground inspection form data into the Tool, along with any associated documentation.

1. Determining That a Facility's Operation is Non-Compliant.

a. Administrative Issues:

i. A non-Federal facility is considered non-compliant if any of the following administrative issues apply.

1. The facility's maintenance logs are not up to date.

2. The facility's maintenance logs do not follow the guidelines in the *Paper Maintenance Logging* SOP.

3. The facility's maintenance logs and all other required documentation are not "readily accessible." (Documents are "readily accessible" if, for example, they are located at the facility, or in the airport manager's office.);

4. Copies of the log(s) are not submitted to the FAA within the timeframe set forth in the section of 6700.20 Chapter 6 that addresses, *Timeframe In Which Logs and TPRs Must Be Received*.

5. The guidelines in the facility's Memorandum of Agreement (MOA) and/or Operations and Maintenance Manual (OMM) are not being followed.

ii. The Inspector must document the administrative issue(s) and require that the Sponsor correct the issue(s) within six months. (I.e. future logs must be in compliance). The Inspector must state this requirement in the inspection report, and also require the Sponsor to submit logs in six months, to demonstrate compliance. **This notification serves as a "1st Notice to the Sponsor."**

iii. If the same administrative issue(s) still exist after six months, the Inspector must notify the PIM of the ongoing non-compliance issue(s), and request that the PIM issue a "2nd Notice to the Sponsor." (See Step 2.)

iv. The Inspector should contact the appropriate Control Center and have a NOTAM issued.

b. Personnel Issues:

i. A non-Federal facility may be non-compliant if the sponsor does not have a technician of record to perform maintenance. The Inspector must notify the Sponsor, in writing (i.e. via the inspection report), that the FAA will allow the facility to operate until any of the following occurs:

1. There is an incident that requires a technician's intervention.

2. A preventative maintenance check is missed.

3. The "hard-deadline date" for the FAA inspection has passed. (I.e. the deadline for inspection, including its grace period.)

ii. Once any of the above occurs, the Inspector must immediately:

1. Notify the Sponsor of the above actions, in writing (i.e. via the inspection report).

2. Contact the appropriate Control Center and have a NOTAM issued, removing the facility from service.

3. Notify the Non-Federal Program (DC HQ) that a NOTAM has been issued for a non-compliant facility. The Program Manager will determine the next steps.

iii. Exception to the "hard-deadline requirement."

1. When the hard-deadline date for an inspection is missed, the Inspector must NOTAM out the facility, unless the Technician/Sponsor was not at fault. For example:

a. Bad weather prevented the inspection.

b. The Inspector and technician both made good faith efforts to schedule the inspection, but were unable to find a mutually acceptable time.

i. It's up to the Inspector to judge whether the technician is making a good faith effort to schedule the inspection.

ii. If the technician is not making a good faith effort, the Inspector must notify the Sponsor as soon as possible, so that the Sponsor can attempt to remedy the situation.

c. Non-Administrative Issues:

i. A non-Federal facility is considered non-compliant if any of the following non-administrative issues apply.

1. The facility is not maintained within specifications.

2. The facility is not operating within specifications.

ii. If any certified parameter is out of tolerance and/or if an out of tolerance condition exists that cannot be fixed during the current site visit, the system must be NOTAM'd out of service, unless it meets the exception in the note below. The Inspector must have the technician turn the facility off and notify the Sponsor that the system must be NOTAM'd out of service immediately. The Sponsor is responsible for having the NOTAM issued, and the Inspector must confirm that this action was taken.

Note: In the case of an individual AWOS sensor that is out of tolerance, the Inspector must have the Sponsor immediately issue a NOTAM for that sensor. But the remainder of the system may remain in service.

iii. If a NOTAM has not been issued within 24 hours, the Inspector must contact the appropriate Control Center and have a NOTAM issued. A follow-up notification must be made to the Sponsor informing that the NOTAM was issued, and the facility must remain turned off.

iv. Regardless of whether the NOTAM is initiated by the Sponsor or Inspector, the Inspector must notify the Non-Federal Program (DC HQ) that a NOTAM has been issued for a non-compliant facility. The Program's staff will track the NOTAM, renewing it as necessary, until the Inspector confirms that the issues have been resolved.

v. The Inspector must document the non-administrative issue(s) and require that the Sponsor correct the issue(s) in order to return the system to

service. The Inspector must state this requirement in the inspection report. This notification serves as a "1st Notice to the Sponsor."

Note: The FAA cannot place undue burden on a Sponsor. I.e., the Sponsor may choose to leave the system NOTAM'd out of service for an extended period of time until the resources are available to remedy the issue(s). This is not considered non-compliance. (But Inspectors should remind the Sponsor that NOTAMs sometimes require re-issuing after extended period of times.)

vi. If the Inspector finds that the Sponsor is refusing to abide by the direction provided (removing the facility from service and issuing a NOTAM) and/or has returned the facility to service without correcting the issues identified, the Inspector must notify the PIM and proceed to Step 2 of this SOP, requesting that the PIM issue a 2nd Notice. The Inspector should also contact the appropriate Control Center and have a NOTAM issued.

Note: The remainder of this SOP does not apply to non-compliant operations that are due to personnel issues.

2. Process for Addressing Non-Compliance – 2nd Notice to Sponsor.

Reminder: The FAA cannot place undue burden on a Sponsor. I.e., the Sponsor may choose to leave the system NOTAM'd out of service for an extended period of time until

the resources are available to remedy the issue(s). This is not considered noncompliance. (But Inspectors should remind the Sponsor that NOTAMs sometimes require re-issuing after extended period of times.)

When an Inspector determines that a Sponsor has not complied with the 1st Notice:

a. The PIM must then provide formal notice to the Sponsor/designee (2nd Notice). This notice must be signed by the Service Area Director of Technical Operations (or designee).

b. The 2nd Notice must:

i. Notify the Sponsor that the FAA NOTAM'd the facility out of service because it is operating in a potentially unsafe manner and is noncompliant.

ii. Outline the reasons that have led to this determination.

iii. Instruct the Sponsor to turn off the facility until such time as the issue(s) have been resolved.

SOP 4-2

Addressing Non-Compliant Operation of Non-Federal Facilities

Revised 11/5/20

6

iv. Provide guidance, from the Inspector's report(s), as to what remedial actions are required

v. Give the Sponsor 60 days to demonstrate that remedial action(s) have been taken

vi. Advise the Sponsor that remediation requires confirmation by an FAA Inspector.

vii. Advise that failure to comply will result in a permanent NOTAM and subsequent decommissioning of the facility.

3. Process for Addressing Non-Compliance – 3rd Notice to Sponsor.

a. **Sponsor fails to demonstrate remedial action within 60 days of the 2nd Notice's date.**

The PIM must:

i. Notify the following individuals of the need to take steps to decommission the system:

1. Service Area Director of Technical Operations

2. Regional Counsel

3. Service Center Program Manager

4. Non-Federal Policy & Oversight Office Program Manager, and

5. Site Inspector

ii. Send the Sponsor a 3rd Notice signed by the Service Area Director of Technical Operations (or designee).

iii. The 3rd Notice must:

1. Remind the Sponsor about the "2nd Notice" from the FAA.

2. Explain how the Sponsor has failed to comply with that notice.

3. Inform the Sponsor that the FAA has begun the process to decommission the facility.

SOP 4-2

Addressing Non-Compliant Operation of Non-Federal Facilities

Revised 11/5/20

iv. The PIM must take the necessary steps to decommission the facility and remove it from all publications and charts. Since this action is being initiated by the FAA, a letter from the Sponsor is not needed. The Notices should serve as documentation of this step.

SOP 4-2

Addressing Non-Compliant Operation of Non-Federal Facilities

Revised 11/5/20

Revised 5/18/21

SOP	FEDERAL AVIATION ADMINISTRATION STANDARD OPERATING PROCEDURE (SOP)	**NFP-VER**
Subj:	**NON-FEDERAL TECHNICIAN TRAINING & VERIFICATION PROCESS**	Version 2.2
POC: AJW-121	Non-Federal SOP 6-1	5/18/21

Purpose.

This Standard Operating Procedure (SOP) addresses the process for verifying the authority of a non-Federal technician to maintain specific non-Federal equipment.

Note: The procedures in this document are to be considered supplemental to other orders.

Roles and Responsibilities.

The Office of Primary Responsibility (OPR) for this SOP is the Technical Operations Non-Federal Program. This SOP was originally signed by the Vice President for Technical Operations Services, and is kept on file by the OPR. This SOP will be maintained, revised, updated or canceled by the OPR or any organization that supersedes, replaces or assumes the OPR's responsibilities. Finally the OPR can cancel this SOP at any time if it becomes obsolete or is no longer needed.

Distribution.

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Authority to Use This SOP.

The latest version of Order 6700.20 establishes the authority to use this SOP.

SOP 6-1

Non-Federal Technician Training and Verification Process

Revised 5/18/21

2

Non-Federal Technician Training and Verification Process.

Note: Title for each section of this SOP is followed by a parenthetical citation to either Order 6700.20, or JO 3000.57, *Air Traffic Organization Technical Operations Training*

and Personnel Certification. These citations are intended to help you locate, if necessary, the relevant policy for each section of the SOP.

1. Submitting a Request for Verification Authority. (JO 3000.57)

a. The sponsor of the non-Federal equipment must submit a written request for verification authority to the Technical Operations District Manager, or designee (such as the District Office Operations Support Specialist (OSS)).

i. The request must contain the all of the following information:

1. The non-Federal technician's:

a. Name;

b. Contact information; and

c. Employer name & employee number (if applicable).

2. The non-Federal equipment's:

a. Type;

b. Make;

c. Model;

d. Location; and

e. Identifier code.

ii. Non-Federal coordinators or inspectors must forward sponsor request letters to the appropriate OSS.

2. Reviewing the Request for Verification. (JO 3000.57)

a. Does the technician have a Verification Letter on file for the type of
equipment in question?

i. Yes. Proceed to Step 9 ("Reciprocity").

SOP 6-1

Non-Federal Technician Training and Verification Process

Revised 5/18/21

3

ii. No. Proceed to the next step.

3. Verification Authority – Basis & General Requirements. (JO 3000.57)

a. **Basis for Verification Authority**. Verification Authority is based on:

i. Acquisition of an FCC General Radio-Telephone Operator's License (GROL), if applicable; and

ii. The successful completion of required:

1. Theory of operations courses & exams; and

2. Performance exams.

b. **FCC GROL Requirements**. Refer to Step 6.

c. **Theory of Operations Requirements**. Require successful completion of a(n):

i. Appropriate FAA Academy-conducted course;

ii. FAA-approved factory-conducted course;

iii. Applicable theory of operations bypass examination

iv. FAA-approved online or home-study courses; and/or

v. An equivalency based on the non-Federal technician's previous training
and experience. (Refer to JO 3000.57 for details.)

d. **Performance Exam Requirements**. Can be met by successfully completing the

appropriate performance exam(s).

4. Identifying the Appropriate Courses and Exams. (JO 3000.57)

The District Manager (or designee) must:

a. **Identify the Required Courses and Exams**. The most current listing of official

courses and exams is located on the FAA Information Superhighway for
Training (FIST): http://fist.faa.gov

From the FIST homepage, click on:

i. Policies and Procedures; and then

ii. Order JO 3000.57 Appendix 3 &/or 5 (as applicable).

Note: Once the appropriate courses and exams have been identified, the District
Manager (or designee) must notify the non-Federal technician of those findings.

5. Administering Exams. (JO 3000.57)

Note 1: FAA Order JO 3000.57 includes policies and procedures for
administering performance exams.

Note 2: The *Performance Exam Rule*, and the associated *Performance Exam Rule –
Definitions* (below) are mirrored in sections 6-6f and 6-6g of the latest version of order
6700.20. Thus any modifications in this portion of the SOP must be also mirrored in
both parts of the order.

Note 3: The FAA employee who administers the performance exam must submit a
"performanceexam cover sheet" (Form 3400-15) to the operations support specialist (OSS),
along with the first

page of the exam (not instead of the exam). It is the examiner's responsibility to get the 3400-15
filled out and submitted with the exam.

a. Performance Exam Rule (Aka Verification Exam Rule).

i. Performance Exams must be administered by an FAA employee who is:

1. Received FAA-approved training on:

A. The non-Federal system.

B. Its equivalent in the FAA inventory; or

C. A Similar System.

ii. New Technology - For systems that represent technology not previously
approved and installed in the NAS, performance exams must be
administered by an FAA employee who has been trained on the new

technology.

iii. FAA Order JO 3000.57 includes policies and procedures for administering performance exams.

iv. The Performance Exam Rule in this section, and the associated Performance Exam Rule – Definitions (below) are mirrored in 6700.20. Thus if a section is modified, the Order must also be modified.

b. **Performance Exam Rule – Definitions**.

i. *Similar System*. A special term indicating that a System, when compared to other manufacturers' Systems of the same type, has a(n):

1. Identical Performance; but
2. Distinct Design.

ii. *Identical Performance*. A state in which a System generates the same signals as all other types of that System that are being manufactured.

iii. *Distinct Design*. A System that is configured differently than those produced by other manufacturers.

A. **Configuration.** The location of components within the design of a System, as well as the choice of components used and the design of the software.

c. **No Relevant Performance Exam Exists: Locally-Developed Exams.** In accordance with Order JO 3000.57, *Air Traffic Organization Technical Operations Training and Personnel Certification*, where no relevant performance exam exists, a locally-developed performance exam must be developed by the examiner and the OSS or other knowledgeable individual, and approved by the District Manager (or designee).

In accordance with JO 3000.57, verification authority based upon a LocallyDeveloped Exam may be granted upon:

i. Satisfactory completion of an FAA-approved, factory-conducted training course; and

ii. Satisfactory completion of a Locally Developed Performance Exam.

Note: This language is mirrored in section 6-6j of the latest version of order 6700.20. Any changes made here must also be mirrored in the order.

d. **Non-Federal Technician Fails an Exam**. In accordance with JO 3000.57, a retake exam (theory or verification) must not be administered to non-Federal technicians who have failed the initial exam until a minimum of 30 days has passed. The Service Area Director may waive this requirement where evidence exists that indicates the exam can be successfully completed. If the exam is failed on the second attempt, a mandatory 90-day waiting period must be

observed. No more than three theory or performance exams may be administered to a technician on an equipment type during a 12-month period.

Note: This language is mirrored in section 6-6o of the latest version of order 6700.20. Any changes made here must also be mirrored in the order.

6. FCC License Requirement for non-Federal Technicians. (JO 3000.57)

a. Is the system in question a transmitter or transmitting facility?

i. Yes. Continue with this Step.
ii. No. Proceed to Step 7 ("Documenting Verification Authority").
b. If the system in question is a transmitter or transmitting facility, the non-Federal technician must possess a General Radio Operator License (GROL).

Note: While Verification Authority is limited to a single system / location, a GROL is applicable to any transmitting non-Federal system and is valid for the lifetime of the license holder.
i. If the non-Federal technician has a GROL, the OSS must take the following two steps:
1. Determine that the GROL is valid by reviewing a copy of the license; and
2. Document it by making a copy for the technician's file.
ii. If the non-Federal technician does not have a GROL, the non-Federal coordinator must notify the sponsor that a GROL is required, and the technician can obtain one by taking the FCC-administered exam. The exam can be accessed at:
http://wireless.fcc.gov/commoperators/index.htm?job=pg

7. Documenting Verification Authority. (JO 3000.57)

a. The OSS must document the technician's Verification Authority.
b. The non-Federal technician is under no obligation to provide Personally Identifiable Information (PII) such as social security number.

8. Verification Letters. (6700.20)

a. After confirming that the non-Federal technician has met all necessary requirements and possesses a documented FAA Form 3400-3, the OSS must draft a Verification Letter.

Note: The appendix for this SOP contains a sample Verification Letter that you may use as a template.

b. The District Manager (or designee) must sign the Verification Letter and issue it to the non-Federal technician. The letter is a credential. It will act as the technician's authority to verify the system(s) specified in the letter.

c. The District Manager (or designee) must send a signed copy of Verification Letter to all of the following:

i. Sponsor.

ii. Non-Federal technician.

iii. Non-Federal technician's employer (if any).

iv. Non-Federal coordinators.

Note that the appendix of this SOP contains appropriate templates.

9. Verification Authority – Reciprocity Among Service Areas / Districts. (6700.20)

a. When a non-Federal sponsor wants to employ a non-Federal Technician who was issued Verification Authority in another Service Area, the sponsor, Technician and Operations Support Group (OSG) must work together to obtain a copy of the verification records from the issuing Service Area.

i. **Documentation is Complete**. The OSG must draft a Verification Letter that will be issued from the current District.

1. The Verification Letter must state the name of the District that issued the original Verification Letter, and the date it was issued.

ii. **Documentation is Incomplete**. The District Manager (or designee) may decide how to mitigate the issues on a case-by-case basis. Once the issues have been mitigated, follow to Step 9(a)(i).

10. Revocation of Verification Authority. (JO 3000.57)

a. Verification Authority will be automatically revoked after two years of inactivity. Otherwise it will stay in effect unless revoked by the FAA due to a lack of proficiency. In such a case, it can be reinstated following successful demonstration of proficiency on the relevant system(s).

b. Both the non-Federal coordinator and inspector must review the non-Federal technician's Verification Authority on an annual basis and verify that the technician has:

i. A valid Verification Authority letter or letters;

SOP 6-1

Non-Federal Technician Training and Verification Process

Revised 5/18/21

8

ii. Conducted routine or corrective maintenance on the system(s) referenced in the Verification Authority letter(s).

1. If the Technician cannot provide proof of practice within the past two years, the non-Federal coordinator must withdraw the Verification Authority.

iii. Conducted his or her maintenance practices in accordance with FAA standards.

1. If a deficiency is noted, the non-Federal coordinator must issue the non-Federal technician and sponsor a warning letter that includes:
a. A description of the deficiency;
b. Instructions on how to correct the deficiency; and
c. A warning that failure to correct the deficiency within 45 days will result in revocation of Verification Authority, which will apply to identical equipment across all three Service Areas.
2. If the deficiency is not satisfactorily corrected in a timely manner, the non-Federal coordinator must revoke the non-Federal technician's Verification Authority. The coordinator must:
a. Draft a revocation letter that:
i. Includes a description of the reason for revocation; and
ii. States that revocation applies to identical equipment across all three Service Areas.
b. Send a copy of the revocation letter, with supporting documentation, to the:
i. Non-Federal technician;
ii. Sponsor;
iii. TSOG Manager (who must in turn send a copy to the TSOG Managers in the other two Service Areas); and

SOP 6-1

Non-Federal Technician Training and Verification Process
Revised 5/18/21
9
iv. Non-Federal technician's employer (if any).

SOP 6-1

These are 2 SAMPLE LETTER Requesting Verification Authority
February 2, 2022
Jamie Feldman

Federal Aviation Administration

Jamie.Feldman@faa.gov

Dear Jamie,

Thomaston Upson County Airport (OPN) would like to update our letter of verification authority for the

AWOSIII-PT, MK20A Localizer, Mark 20A Glide Slope, 415SE DME, 2 MK10 Marker Beacons, NDB

with AeroNAV Maintenance as our FAA maintenance provider to also include maintenance on our MALSR and add William Patterson as an alternate.

Primary: Mike Angley

Alternate: William Patterson

I have included support documentation for the addition of the MALSR (Maintenance Agreement) for this

request. If there is any further documentation or you have questions regarding this request, please

contact me at (706) 647-4500, mellerbee@upsoncountyga.org or Mike Angley at (770) 710-5491

mike.angley401@gmail.com .

Once complete, please send a copy of the authorization letter to me at the below address and forward

the original to:

AeroNAV Maintenance

96 River Ridge Drive

Hawkinsville, GA 31036

Sincerely,

Mitch Ellerbee, Airport Director

mellerbee@upsoncountyga.org

Jamie Feldman
Federal Aviation Administration
Jamie.Feldman@faa.gov

Dear Jamie,

Dalton Municipal Airport (KDNN) uses AeroNAV Maintenance as our FAA maintenance provider. We request that a letter of verification authority be issued for the AWOS III, MK20A Localizer, and MK 20A Glide Slope for the following technicians:
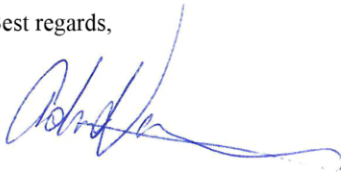
Primary: Mike Angley

Alternate: Chris Lewis

If there is any further documentation needed or questions regarding this request please contact me at (706) 618-4384, awiersma@daltonga.gov or Mike Angley at (770) 710-5491 mike.angley401@gmail.com.

Once complete, please send a copy of the authorization letter to me at the below address and forward the original to:

AeroNAV Maintenance
96 River Ridge Drive
Hawkinsville, GA 31036

Best regards,

Andrew Wiersma
Airport Manager
Dalton Municipal Airport
4483 Airport Rd
Dalton, GA 30721

706-259-2200 (Office)
706-618-4384 (Cell)