

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number JQ0D194F

This certificate is issued to

Duncan Aviation, Inc

whose business address is

**10440 Truemper Dr.
Mather, CA 95655**

upon finding that its organization complies in all respects with the requirements of the Federal Aviation Regulations relating to the establishment of an Air Agency, and is empowered to operate an approved **Satellite Repair Station**

with the following ratings:

**Radio
Limited Airframe
Limited Accessory
Limited Instrument 12/07/2016**

This certificate, unless canceled, suspended, or revoked, shall continue in effect **INDEFINITELY**

By direction of the Administrator

Date issued:

March 31, 2010

**Brook B. Stewart
Manager, SAC FSDO**

This Certificate is not Transferable, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF, SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both

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A001 . Issuance and Applicability

HQ Control: 05/06/2022

HQ Revision: 05f

a. These operations specifications are issued to Duncan Aviation, Inc., a Repair Station located in the United States, pursuant to 14 CFR Part 145, § 145.53(a). The repair station certificate holder shall conduct operations in accordance with 14 CFR Part 145 and these operations specifications.

The certificate holder's address:

Fixed Location:
10440 Truemper Way
Mather, California 95655-4109

b. The holder of these operations specifications is the holder of certificate number JQ0D194F and shall hereafter be referred to as the "certificate holder".

c. These operations specifications are issued as part of this repair station certificate and are in effect as of the date approval is effective. This certificate and these operations specifications shall remain in effect until the certificate for a repair station that is located in the United States is surrendered, suspended, or revoked.

d. The repair station specified on these operation specifications does not perform maintenance and/or an alteration of aircraft and/or aeronautical products under a Bilateral Aviation Safety Agreement (BASA).

e. The certificate holder is authorized to use only the business name which appears on the certificate to conduct the operations described in subparagraph a.

Delegated Authorities:

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Joseph C. Mitchell, Principal Avionics Inspector (WP25)
[1] EFFECTIVE DATE: 11/4/2022, [2] AMENDMENT #: 9
DATE: 2022.11.04 09:03:48 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2022.11.04 07:46:06 -05:00

A002 . Definitions and Abbreviations

HQ Control: 02/11/2016

HQ Revision: 05c

Unless otherwise defined in these operations specifications, all words, phrases, definitions, and abbreviations have identical meanings to those used in 14 CFR and 49 U.S.C., as cited in Public Law 103-272, as amended. Additionally, the definitions listed below are applicable to operations conducted in accordance with these operations specifications.

| | |
|---------------------------------|---|
| BASA | The Bilateral Aviation Safety Agreement (BASA) is an executive agreement concluded between the United States and a foreign country for the purpose of promoting aviation safety; also known as an Agreement for the Promotion of Aviation Safety. |
| Certificate Holder | In these operations specifications, the term "certificate holder" means the holder of the repair station certificate described in these operations specifications in Part A paragraph A001 and any of its officers, employees, or agents used in the conduct of operations under this certificate. |
| CFR | Code of Federal Regulations |
| Class rating | As used with respect to the certification, ratings, privileges, and limitation of aircraft within a category having similar operating characteristics. |
| EASA | European Aviation Safety Agency |
| EASA Accountable Manager | The manager who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by the EASA full-member Authority. |
| EU | European Union |
| Exemption | An authorization that permits an alternate means of compliance with a specific CFR. The exemption must meet the procedural requirements of 14 CFR Part 11. |
| FOCA | Federal Office of Civil Aviation |
| FAA Accountable Manager | A person designated by the certificated repair station who is responsible for and has authority over all repair station operations that are conducted under 14 CFR Part 145, including ensuring that the repair station's personnel follow the regulations and serving as the primary contact with the FAA. |
| Geographic | An approval provided to a repair station located outside the United |

A003 . Ratings and Limitations

HQ Control: 04/03/2017

HQ Revision: 01a

The certificate holder is authorized the following Ratings and/or Limitations:

Class Ratings

Radio Class 1: Communications Equipment

Radio Class 2: Navigational Equipment

Radio Class 3: Radar Equipment

Limited Ratings

| <u>Rating</u> | <u>Manufacturer</u> | <u>Make/Model</u> | <u>Limitations</u> |
|----------------------|---|---------------------------------------|--|
| Airframe | From the Capability List, as amended. | From the Capability List, as amended. | Airframe Maintenance, Alterations, and Preventive Maintenance excluding: complete inspections to airframe, powerplants, and propellers --Removal, disassembly and installation of powerplants, propellers, primary flight controls and landing gear components and associated actuators. |
| Airframe | All (12,500 lbs MGTOW or less per TCDS) | All | Limited to aircraft that weigh 12,500 lbs maximum gross take-off weight (MGTOW) or less per the Type Certificate Data Sheet. Limited to the following. Airframe Maintenance, Alterations and Preventive Maintenance excluding: --Complete inspections to airframe, powerplants, and propellers. --Removal, disassembly and installation of powerplants, propellers, primary flight controls and landing gear components and associated actuators. |
| Accessories | From the Capability List, as amended. | From the Capability List, as amended. | Limited to removal, replacement, repair, servicing and testing. |
| Instruments | Aerosonic, United Kollsman/IDC Honeywell, Collins, Bendix/King, Smith Industries, Thales, Jaeger, Thompson Sextant, | Altimeters | Instrument maintenance and Preventive maintenance limited to externally accessible components not requiring instrument disassembly, |

Limited Ratings - Specialized Services

| <u>Rating</u> | <u>Specifications</u> | <u>Limitations</u> |
|----------------------|------------------------------|---------------------------|
| None Authorized | | |

-
1. Issued by the Federal Aviation Administration.
 2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Joseph C. Mitchell, Principal Avionics Inspector (WP25)
[1] EFFECTIVE DATE: 11/4/2022, [2] AMENDMENT #: 6
DATE: 2022.11.04 09:07:40 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2022.10.27 13:22:47 -05:00

A004 . Summary of Special Authorizations and Limitations

HQ Control: 09/23/1998

HQ Revision: 010

a. The certificate holder, in accordance with the reference paragraphs, is authorized to:

| | Reference Paragraphs |
|--|-------------------------|
| Use an acceptable electronic recordkeeping system, electronic/digital signature, and/or electronic media. | A025 |
| Perform work, including continuous operations, at additional locations other than at its primary fixed location. | A101 |
| Conduct operations choosing to have an antidrug and alcohol misuse prevention program. | A449 |
| Perform work, excluding continuous operations, at additional locations other than at its primary Fixed Location. | D100 |

b. The certificate holder is *not authorized and shall not*:

| | Reference Paragraphs |
|---|-------------------------|
| Use Exemptions. | A005 |
| Perform maintenance with ratings for repair stations located outside the United States under a Bilateral Aviation Safety Agreement with Maintenance Provisions. | A060 |
| Perform maintenance in accordance with foreign repair station geographic authorizations. | B050 |
| Perform line maintenance for cert. holders conducting operations under Parts 121 and 135 and for foreign carriers/persons operating non-U.S. registered aircraft in common carriage under Part 129, apart from D100 which authorizes that work away from station. | D107 |

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Thomas H Weeks, Principal Avionics Inspector (WP25)
[1] EFFECTIVE DATE: 6/20/2019, [2] AMENDMENT #: 3
DATE: 2019.06.20 11:22:35 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2019.06.20 12:31:38 -05:00

A007 . Designated Persons

HQ Control: 09/08/2021

HQ Revision: 03a

a. The personnel listed in the following table are designated to officially apply for and receive operations specifications for the certificate holder indicated below.

Table 1 – Designated Persons to Apply for and Receive Authorizations

| Title | Name | Parts Authorized | Email Address |
|--|---------------------|-------------------------|----------------------|
| FAA Accountable Manager, 145 | Nelson, Matthew Q. | A,D | |
| Manager, Regulatory Compliance | Mertens, Michael R. | A,D | |
| Chief Inspector, Components/Satellites | King, Jeffrey L. | A,D | |

b. The following personnel listed in Table 2 are designated by the certificate holder to receive Information for Operators (InFO) messages for the certificate holder as indicated below. A receipt for the information by an operator or person is not required.

Table 2 – Designated to Receive InFO Messages

| Name | Email Address | Telephone No. | Type of Information to Receive |
|---------------------|---------------------------------|----------------------|---------------------------------------|
| Mertens, Michael R. | mike.mertens@duncanaviation.com | (402)475-2611 | ALL |
| King, Jeffery L. | jeff.king@duncanaviation.com | (402)475-2611 | ALL |

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Joseph C. Mitchell, Principal Avionics Inspector (WP25)
[1] EFFECTIVE DATE: 11/4/2022, [2] AMENDMENT #: 2
DATE: 2022.11.04 09:10:09 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2022.10.27 13:23:01 -05:00

**A025 . Electronic/Digital Recordkeeping System,
Electronic/Digital Signature, and Electronic Media**

HQ Control: 04/03/2017

HQ Revision: 00b

a. The certificate holder is authorized to use an acceptable electronic/digital recordkeeping system, described and/or referenced in this paragraph (if none, enter N/A.)

Electronic recordkeeping system as referenced in the Duncan Aviation Repair Station General Operation Manual (RSGOM)

b. The certificate holder is authorized the use of the following electronic/digital signature procedures (if none, enter "N/A").

Electronic/Digital Signature System (ESO) procedures as outlined in the Duncan Aviation RSGOM

c. The certificate holder is authorized to use electronic media for the repair station and quality control manuals, if acceptable (if none, enter "N/A").

An electronic copy of the RSGOM shall be posted within five working days as referenced in the Duncan Aviation RSGOM

1. Issued by the Federal Aviation Administration.

2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Joseph C. Mitchell, Principal Avionics Inspector (WP25)
[1] EFFECTIVE DATE: 11/4/2022, [2] AMENDMENT #: 1
DATE: 2022.11.04 09:14:32 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2022.10.27 13:23:05 -05:00

A101 . Additional Fixed Locations

HQ Control: 12/11/2020

HQ Revision: 01b

a. The certificate holder is authorized to perform work at the following additional fixed location(s) listed in Table 1 below, provided it has the facilities, materials, equipment, and technical personnel to perform the work authorized.

Table 1

| Additional Location Address(es) | | | | |
|---------------------------------|---------|------------|---------------|-------------|
| Address | City | State | Country | Postal Code |
| 20511 SkyWest drive, Suite 200 | Hayward | California | UNITED STATES | 94541 |

b. This authorizes the certificate holder to use multiple locations to perform its operations under a single certificate.

c. With the exception of the provisions of subparagraph g below, this authorization does not constitute work performed at additional location(s) outside the domiciled country.

d. The certificate holder may perform continuous operations at the facilities listed in Table 1 above.

e. All the authorizations and exemptions authorized for the certificate holder apply at these locations, as applicable.

f. Repair stations located outside the United States covered by the U.S./European Union (EU) Safety Agreement must be under the surveillance of an aviation authority (AA), hold a European Aviation Safety Agency (EASA) line station approval, and must be located within the EU Member States.

g. Repair stations with their principal place of business located within the United Kingdom of Great Britain and Northern Ireland (UK) operating under the Maintenance Implementation Procedures (MIP) are authorized additional fixed locations outside of the UK. The repair station must hold a UK Civil Aviation Authority (CAA) approval, be under direct surveillance by the UK CAA for that location, and must not be located within the United States.

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Joseph C. Mitchell, Principal Avionics Inspector (WP25)
[1] EFFECTIVE DATE: 11/4/2022, [2] AMENDMENT #: 2
DATE: 2022.11.04 09:16:12 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2022.10.27 13:22:51 -05:00

A449 . Drug and Alcohol Testing Program

HQ Control: 08/30/2021

HQ Revision: 00b

- a. The 14 CFR Part 145 repair station certificate holder has implemented a drug and alcohol testing program because the certificate holder performs safety-sensitive functions for a 14 CFR Part 121, 121/135, and/or 135 certificate holder, and/or for a 14 CFR Part 91 operator conducting operations under § 91.147.
- b. The certificate holder certifies that it will comply with the requirements of 14 CFR Part 120 and 49 CFR Part 40 for its drug and alcohol testing program.
- c. Drug and alcohol testing program records are maintained and available for inspection by the FAA's Drug Abatement Compliance and Enforcement Inspectors at the location listed in Table 1 below:

Table 1

| Location & Telephone of Drug and Alcohol Testing Program Records | |
|---|-------------|
| Telephone Number: | A3 JGVA194F |
| Address: | |
| Address: | |
| City: | |
| State: | |
| Zip code: | |

d. Limitations and Provisions.

(1) The FAA's Drug Abatement Division is responsible for oversight and enforcement of the DOT/FAA-mandated drug and alcohol testing program. Questions regarding the program requirements or regulations must be directed to the Drug Abatement Division at 202-267-8442 or drugabatement@faa.gov.

(2) The certificate holder is responsible for updating this operations specification when any of the following changes occur:

(a) Phone number and address where the drug and alcohol testing program records are kept.

(b) If the certificate holder's number of safety-sensitive employees goes to 50 and above, or falls below 50 safety-sensitive employees.

(3) The certificate holder with 50 or more employees performing a safety-sensitive function on January 1 of the calendar year must submit an annual report to the Drug Abatement Division of the FAA.

(4) The certificate holder with fewer than 50 employees performing a safety-sensitive function

on January 1 of any calendar year must submit an annual report upon request of the Administrator.

e. The certificate holder has fewer than 50 safety-sensitive employees.

1. Issued by the Federal Aviation Administration.

2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Joseph C. Mitchell, Principal Avionics Inspector (WP25)
[1] EFFECTIVE DATE: 11/4/2022, [2] AMENDMENT #: 1
DATE: 2022.11.04 09:17:00 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2022.10.27 13:22:56 -05:00

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Part D

| | HQ CONTROL DATE | EFFECTIVE DATE | AMENDMENT NUMBER |
|--|--------------------|-------------------|---------------------|
| 100 Work to be Performed at a Place Other Than the Repair Station Fixed Location(s) | 11/16/2004 | 03/31/2010 | 0 |

D100 . Work to be Performed at a Place Other Than the Repair Station Fixed Location(s) HQ Control: 11/16/2004
HQ Revision: 050

- a. The certificate holder may perform work at a place other than its Fixed Location (as listed in paragraph A001, and paragraph A101 if issued, of these operations specifications) provided it has the facilities, material, equipment and technical personnel to perform the work authorized in the following table.

Table 1

| Work Authorized | Repair Stations Manual References | Quality Control Manual References |
|--|--|-----------------------------------|
| All items listed in para. A003 are authorized. | Duncan Aviation, Inc. Repair Station General Operating Manual (RSGOM). | N/A |

- b. The certificate holder **may not** perform **continuous** operation at a facility other than the station's Fixed Location listed in paragraph A001, and paragraph A101 if issued.
- c. Line Stations . Privileges of a line station, as set forth by the EASA certificate and scope of work and located within the country where the main facility is domiciled are listed in Table 1 are authorized.
- d. Work may be due to a special circumstance or on a recurring basis. If on a recurring basis, the repair station must have procedures in its manual.

