

UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

# Air Agency Certificate

*Number* JGV9194F

*This certificate is issued to*

Duncan Aviation, Inc.  
d/b/a Duncan Avionics  
*whose business address is*  
1098 South Milwaukee Avenue, Suite 303  
Wheeling, Illinois 60090

*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:*

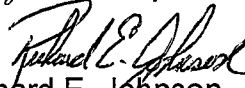
Limited Airframe (03/27/2006)  
Limited Accessory (03/27/2002)

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

*Date issued:*

January 19, 1990

*By direction of the Administrator*



Richard E. Johnson

Manager, Lincoln, NE, 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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Part A

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**A001 . Issuance and Applicability**

**HQ Control: 01/31/2012**

**HQ Revision: 05d**

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. 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:  
1098 S. Milwaukee Avenue, Suite 303  
Wheeling, Illinois 60090

b. The holder of these operations specifications is the holder of certificate number JGV9194F 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. U.S./EC Aviation Safety Agreement Repair Station/Maintenance Organization Approvals not authorized.

e. The certificate holder is authorized to conduct the operations described in subparagraph a under the following other business names:

Duncan Avionics

Delegated authorities: None

1. The Certificate Holder applies for the Operations in this paragraph.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Larry Becherer, Principal Maintenance Inspector (CE09)  
[1] SUPPORT INFO: FAA Form 8310-3 dated 04/29/2013  
[2] EFFECTIVE DATE: 5/28/2013, [3] AMENDMENT #: 11  
DATE: 2013.05.31 14:57:12 -05:00

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

A handwritten signature in black ink, appearing to read "Matthew Q. Nelson", written over a horizontal line.

Nelson, Matthew Q., Manager

5-31-2013

Date

**A002 . Definitions and Abbreviations**

**HQ Control: 01/12/2012**

**HQ Revision: 05b**

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.

<b>BASA</b>	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.
<b>Certificate Holder</b>	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.
<b>CFR</b>	Code of Federal Regulations
<b>Class rating</b>	As used with respect to the certification, ratings, privileges, and limitation of aircraft within a category having similar operating characteristics.
<b>EASA</b>	European Aviation Safety Agency
<b>EASA Accountable Manager</b>	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.
<b>Exemption</b>	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.
<b>FAA Accountable Manager</b>	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.
<b>Geographic Authorization</b>	An approval provided to a repair station located outside the United States to perform maintenance support under contract for a U.S. air carrier (or an operator of U.S.- registered aircraft under 14 CFR Part 129) at a location other than the repair station facility. A geographic authorization is issued by the FAA to respond to a U.S. air carrier's or Part 129 foreign operator's need for maintenance at a station where the frequency and scope of that maintenance does not

	warrant permanently staffing and equipping the station for its accomplishment.
<b>Limited Rating</b>	A rating issued to repair stations for the performance of maintenance on particular makes and models of airframes, powerplants, propellers, radios, instruments, accessories, and/or parts.
<b>Limited Ratings - Specialized Services</b>	Rating issued for a special maintenance function when the function is performed in accordance with a specification approved by the Administrator.
<b>Line Maintenance</b>	Any unscheduled maintenance resulting from unforeseen events, or scheduled checks where certain servicing and/or inspections do not require specialized training, equipment, or facilities.
<b>MAG</b>	The Maintenance Annex Guidance (MAG) defines the process that the FAA and EASA undertake in the inspection, findings of compliance certification, and monitoring of repair stations, as well as their joint cooperation in quality assurance and standardization activities in support of the Agreement, Annex 2, Maintenance.
<b>Maintenance</b>	The inspection, overhaul, repair, preservation, and replacement of parts, but excludes preventive maintenance.
<b>U.S./EC Aviation Safety Agreement, Annex 2, Maintenance</b>	Annex 2 covers the reciprocal acceptance of findings of compliance, approvals, documentation and technical assistance regarding approvals and the monitoring of repair stations/maintenance organizations.
<b>MIP</b>	Maintenance Implementation Procedures (MIP) are procedures for implementing the provisions of a BASA that apply to maintenance.
<b>MOE</b>	A maintenance organization exposition (MOE) pertains to EASA member countries that use an MOE in place of a Repair Station Manual (RSM) and a Quality Control Manual (QCM).
<b>Preventive Maintenance</b>	As defined in 14 CFR part 1 and part 43 appendix A, subparagraph (c).
<b>QCM</b>	Quality Control Manual
<b>Repair Station located in the United States</b>	A certificated repair station located in the United States.
<b>Repair Station located outside the United States</b>	A certificated repair station located outside of the United States.
<b>RSM</b>	Repair Station Manual



1. Issued by the Federal Aviation Administration .
2. Support information reference: Non-Mandatory change
3. These Operations Specifications are approved by direction of the Administrator.



2012.03.26 14:46:49 Central Daylight Time  
Location: WebOPSS  
Digitally signed by Marlyn P Beisner,  
Principal Avionics Inspector (CE09)

4. Date Approval is effective: 03/23/2012 Amendment Number: 6
5. I hereby accept and receive the Operations Specifications in this paragraph.

King, Jeffrey L., Chief Inspector, Components/Satellites

A handwritten signature in black ink, appearing to be "JL King", written over a horizontal line.

Date: 03/23/2012

<u>Rating</u>	<u>Manufacturer</u>	<u>Make/Model</u>	<u>Limitations</u>
Airframe	All (12,500 lbs MGTOW or less per TCDS)	All	<p>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:</p> <p>Diagnosis, calibration, adjustments, removal, replacement and installation of radios, instruments and instrument systems, including instrument panels, radio antennas and wiring as defined in Title 14 CFR 145.59(d) and (e).</p> <p>--- NOTE: This excludes any adjustments of instruments and radios not specified in the aircraft manufacturer's maintenance instructions or other instructions for continued airworthiness.</p> <p>Diagnosis, removal and replacement of cabin entertainment, cabin lighting, and cabin convenience items.</p> <p>Perform RVSM inspections and RVSM systems certification. The work must be performed in accordance with an FAA approved RVSM maintenance program or any FAA approved RVSM maintenance program contained in any Title 14 CFR 91.409(f) inspection program.</p> <p>Altimeter system(s) and altitude reporting equipment tests and inspections required by Title 14 CFR 91.411. Transponder equipment tests and inspections required by Title 14 CFR 91.413.</p> <p>--- Non-RVSM certificated aircraft: The tests and inspections shall be performed using 14 CFR 43, Appendix E and/or F, as applicable, or the manufacturer's current maintenance instructions.</p> <p>--- RVSM certificated aircraft: FAA approved RVSM maintenance program is required.</p>
Accessories - Electrical	From the accepted Capability List, as amended.	From the accepted Capability List, as amended.	Limited to removal, replacement, repair, servicing and testing.

**Limited Ratings - Specialized Services**

<u>Rating</u>	<u>Specifications</u>	<u>Limitations</u>
None Authorized.		



1. The Certificate Holder applies for the Operations in this paragraph.
2. Support information reference: FAA Form 8310-3 dated 10-11-2011
3. These Operations Specifications are approved by direction of the Administrator.



2011.12.07 13:55:48 Central Standard Time  
Location: WebOPSS  
Digitally signed by Marlyn P Beisner,  
Principal Avionics Inspector (CE09)

4. Date Approval is effective: 12/05/2011 Amendment Number: 6
5. I hereby accept and receive the Operations Specifications in this paragraph.

Mertens, Michael R., Manager of Regulatory Compliance

A handwritten signature in cursive script, reading "Mike Mertens".

Date: 12/05/2011

**A004. Summary of Special Authorizations and Limitations**

**HQ Control:** 9/23/1998  
**HQ Revision:** 010

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

	<u>Reference Paragraphs</u>
Use an approved electronic recordkeeping system, electronic/digital signature, and/or electronic media.	A025
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:**

Use Exemptions.	A005
Perform maintenance with NAA ratings where the scope of work is authorized by a BASA/MIP.	A060
Perform work, including continuous operations, at additional locations other than at its primary fixed location.	A101
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 U.S. registered aircraft in common carriage under Part 129, apart from D100 which authorizes that work away from station.	D107

1. The Certificate Holder applies for the Operations in this paragraph.
2. Support information reference: Air Agency's letter dated November 30, 2007.
3. These Operations Specifications are approved by direction of the Administrator.



Becherer, Larry G.

Principal Maintenance Inspector

CE09

4. Date Approval is effective: 2/6/08

Amendment Number: 3

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



Mertens, Michael R.

Manager of Regulatory Compliance

Date: 2/6/08

**A007. Designated Persons**

**HQ Control:** 12/19/06  
**HQ Revision:** 030

- 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**

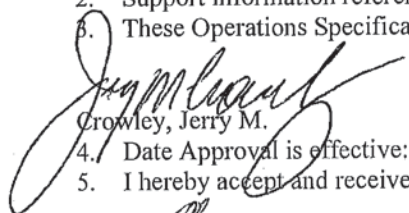
Title	Name	Parts Authorized
FAA Accountable Manager, 145 / Manager	Nelson, Matthew Q.	A,D
Manager of Regulatory Compliance	Mertens, Michael R.	A,D
Chief Inspector, Components/Satellites	King, Jeffrey L.	A,D

- 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, Jeffrey L.	jeff_king@duncanaviation.com	(402) 475-2611	ALL

1. The Certificate Holder applies for the Operations in this paragraph.
2. Support information reference: Air Agency's letter dated July 30, 2007.
3. These Operations Specifications are approved by direction of the Administrator.

  
Crowley, Jerry M.


Principal Avionics Inspector

CE09

4. Date Approval is effective: 8/2/07

Amendment Number: 7

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

  
King, Jeffrey L.

Chief Inspector, Components/Satellites

Date: 8/2/07

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

**HQ Control: 11/16/2004**

**HQ Revision: 00a**

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

Electronic recordkeeping system as referenced in Duncan Aviation Repair Station General Operating 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. Support information reference:
  3. These Operations Specifications are approved by direction of the Administrator.



2010.06.09 11:53:01 Central Daylight Time  
Location: WebOPSS  
Digitally signed by Larry Beecherer,  
Principal Maintenance Inspector (CE09)

4. Date Approval is effective: 06/09/2010                      Amendment Number: 2
5. I hereby accept and receive the Operations Specifications in this paragraph.

Mertens, Michael R., Manager of Regulatory Compliance

*Michael R. Mertens*

Date: 06/09/2010



**A449 . Antidrug and Alcohol Misuse Prevention Program**

**HQ Control: 07/17/2009**

**HQ Revision: 00a**

- a. The Part 145 repair station certificate holder has elected to implement an Antidrug and Alcohol Misuse Prevention Program, because the certificate holder performs safety-sensitive functions for a 14 CFR Part 121, and 135 certificate holder and/or for a 14 CFR Part 91 operator conducting operations under Section 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 Antidrug and Alcohol Misuse Prevention Program.
- c. Antidrug and Alcohol Misuse Prevention 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 Antidrug and Alcohol Misuse Prevention Program Records:	
Telephone Number:	A3: JGVA194F
Address:	
Address:	
City:	
State:	
Zip code:	

d. Limitations and Provisions.

- (1) Antidrug and Alcohol Misuse Prevention Program inspections and enforcement activity will be conducted by the Drug Abatement Division. Questions regarding these programs should be directed to the Drug Abatement Division.
- (2) The certificate holder is responsible for updating this operations specification when any of the following changes occur:
  - (a) Location or phone number where the Antidrug and Alcohol Misuse Prevention 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, as specified in the regulations.

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

1. Issued by the Federal Aviation Administration .
2. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.



2010.06.09 11:55:41 Central Daylight Time  
Location: WebOPSS  
Digitally signed by Larry Beecher,  
Principal Maintenance Inspector (CE09)

4. Date Approval is effective: 06/09/2010 Amendment Number: 4
5. I hereby accept and receive the Operations Specifications in this paragraph.

Mertens, Michael R., Manager of Regulatory Compliance

*Michael R Mertens*

Date: 06/09/2010



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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	05/31/2013	5

**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 functions authorized in paragraph A003	Duncan Aviation, Inc. Repair Station General Operating Manual (RSGOM)	see Duncan Aviation, Inc. RSGOM

- 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.

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



Digitally signed by Larry Becherer, Principal Maintenance Inspector (CE09)  
[1] SUPPORT INFO: FAA change.  
[2] EFFECTIVE DATE: 5/31/2013, [3] AMENDMENT #: 5  
DATE: 2013.05.31 14:58:26 -05:00

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

A handwritten signature in black ink, appearing to read "Matthew Q. Nelson".

Nelson, Matthew Q., Manager

5-31-2013

Date