

UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

# Air Agency Certificate

*Number* D24R826Y

*This certificate is issued to*

Duncan Aviation, Inc.  
d/b/a Duncan Avionics

*whose business address is*

One Airport Road  
Suite 208

Morristown, New Jersey 07960

*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* Repair Station.

*with the following ratings:*

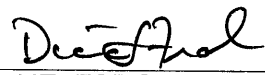
Limited Airframe  
Limited Accessory

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

*By direction of the Administrator*

*Date issued :*

August 31, 2001

Diana L. Frohn   
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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A001. Issuance and Applicability

HQ Control: 11/16/04  
HQ Revision: 050

- a. These operations specifications are issued to Duncan Aviation, Inc., a Domestic Repair Station, pursuant to Title 14 Code of Federal Regulations (CFR) Section 145.53. The repair station certificate holder shall conduct operations in accordance with CFR Part 145 and these operations specifications.

The certificate holder's address:

Fixed Location:  
One Airport Road  
Suite 208  
Morristown, NJ 07960

- b. The holder of these operations specifications is the holder of Certificate Number D24R826Y 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 operations specifications shall remain in effect until the domestic repair station certificate is surrendered, suspended, or revoked.

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


  
Crowley, Jerry M.

Principal Avionics Inspector

CB09

3. Date Approval is effective: 3/10/06  
4. I hereby accept and receive the Operations Specifications in this paragraph.

Amendment Number: 8

  
Mertens, Michael R.

Chief Inspector (LNK)

Date: 3/10/06

A002. Definitions and Abbreviations

HQ Control: 11/16/04  
HQ Revision: 050

Unless otherwise defined in these operations specifications, all words, phrases, definitions, and abbreviations have identical meanings to those used in the Title 14 Code of Federal Regulations (CFR) Regulations and Title 49 United States Code 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.

Bilateral Aviation  
Safety Agreement  
(BASA)

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" shall mean 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.

Domestic Repair  
Station

A certificated repair station located in the United States.

Exemption

An authorization that permits an alternate means of compliance with a specific CFR. The exemption must meet the procedural requirements of CFR 14, Part 11.

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.

FAA Form 8000-4-1

The FAA Form 8000-4-1 has been replaced with the form contained within this operations specifications application (QPSS) for the generation of the 14 CFR Part 145 Repair Station Operations Specifications.

Foreign Repair Station

A certificated repair station located outside of the United States.

Geographic  
Authorization

An approval provided to a foreign repair station to perform maintenance support under contract for a U.S. air carrier, or 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 the need of a U.S. air carrier or Part 129 foreign operator 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.

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.

Limited Rating

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.

Limited Ratings -  
Specialized Services

Rating issued for a special maintenance function when the function is performed in accordance with a specification or data acceptable to the Administrator.

Line Maintenance

Any unscheduled maintenance resulting from unforeseen events; or scheduled checks where certain servicing and/or inspections do not require specialized training, equipment, or facilities.

Maintenance

The inspection, overhaul, repair, preservation, and the replacement of parts, but excludes preventive maintenance.

Maintenance  
Implementation  
Procedures (MIP)

Procedures for implementing the provisions of a BASA that apply to maintenance.

MOE

Maintenance Organization Exposition - Pertains to European Aviation Safety Agency member countries that use an MOE in place of a Repair Station Manual and a Quality Control Manual.

Preventive  
Maintenance

As defined in Appendix A subparagraph (c) of 14 CFR Part 43.

QCM

Quality Control Manual

RSM

Repair Station Manual

Substantial  
Maintenance

Any activity involving a C-check (routine airframe maintenance) or greater maintenance; any engine maintenance requiring case separation or teardown; and/or major alterations or major repairs performed on airframes, engines, or propellers.

U.S. Department  
of Transportation  
Federal Aviation  
Administration

Operations Specifications

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

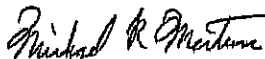
  
Crowley, Jerry M.

Principal Avionics Inspector

CB09

3. Date Approval is effective: 3/10/06
4. I hereby accept and receive the Operations Specifications in this paragraph.

Amendment Number: 4



Mertens, Michael R.

Chief Inspector (LNK)

Date: 3/10/06

A003, Ratings and Limitations

HQ Control: 01/30/04  
HQ Revision: 010

The Certificate Holder is authorized the following Ratings and/or Limitations:

Class Ratings

NONE

Limited Ratings

Rating

Airframe

Manufacturer

From the accepted  
Capability List, as  
amended.

Make / Model

From the accepted Capability  
List, as amended.

Limitations

Limited to the diagnosis,  
calibration, adjustments, removal,  
replacement and installation of  
radios, instruments, and  
associated systems defined in title  
14 CFR 145.59(d) and (e). This  
includes associated instrument  
panels, radio antennas and  
wiring.

Diagnosis, removal and  
replacement of cabin  
entertainment, cabin lighting, and  
galley convenience components.

Perform RVSM airframe  
inspections and RVSM systems  
certifications. The work must be  
performed in accordance with the  
current aircraft manufacturers'  
maintenance instructions or the  
FAA Approved RVSM  
maintenance program.

Altimeter system and altitude  
reporting equipment tests and  
inspections required by Title 14  
CFR 91.411.

ATC transponder tests and  
inspections required by Title 14  
CFR 91.413.

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

Rating

None Authorized.

Specifications

Limitations

U.S. Department  
of Transportation  
Federal Aviation  
Administration

Operations Specifications

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

  
Crowley, Jerry M.

Principal Avionics Inspector

CE09

3. Date Approval is effective: 3/10/06

Amendment Number: 7

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

  
Mertens, Michael R.

Chief Inspector (LNK)

Date: 3/10/06

Print Date: 3/10/2006

A003-2  
Duncan Aviation, Inc.

Certificate No.: D24R826Y

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:

Conduct operations choosing to have an antidrug and alcohol misuse prevention program.

Reference  
Paragraphs  
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

Use an approved electronic recordkeeping system and/or electronic signature.

A025

Perform maintenance with JAA ratings where the scope of work is authorized by the appropriate JAA form 3.

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 certificate holders conducting operations under 14 CFR Parts 121, 125, and 135, and for foreign carriers or foreign persons operating a U.S.-registered aircraft in common carriage under 14 CFR Part 129.

D107

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

  
Crowley, Jerry M.

Principal Avionics Inspector

CE09

3. Date Approval is effective: 3/10/06
4. I hereby accept and receive the Operations Specifications in this paragraph.

Amendment Number: 4

  
Mertens, Michael R.

Chief Inspector (LNK)

Date: 3/10/06

**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**

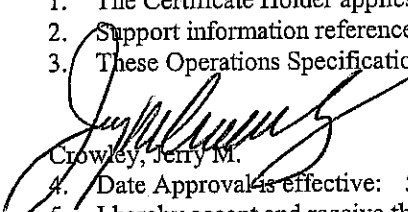
Title	Name	Parts Authorized
FAA Accountable Manager, 145	Tempelmeyer, Earl	A,D
Manager of Regulatory Compliance	Mertens, Michael R.	A,D
Chief Inspector, Components/Satellites	King, Jeffrey L.	A,D

- 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 letter dated May 7, 2007.
3. These Operations Specifications are approved by direction of the Administrator.

  
Crowley, Jerry M.

Principal Avionics Inspector

CE09

4. Date Approval is effective: 5/9/07

Amendment Number: 6

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

  
King, Jeffrey L.

Chief Inspector, Components/Satellites

Date: 5/9/07

A449. Antidrug and Alcohol Misuse Prevention Program

HQ Control: 01/22/04  
HQ Revision: 000

- 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 sightseeing operation as defined by 14 CFR §135.1(c).
- b. The certificate holder certifies that it will comply with the requirements of 14 CFR Part 121 appendices I and J 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:	(402) 475-2611
Address:	3701 Aviation Road
Address:	N/A
City:	Lincoln
State:	NE
Zip code:	68524

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.

U.S. Department  
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Federal Aviation  
Administration

Operations Specifications

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Crowley, Jerry M.

Principal Avionics Inspector

CE09

3. Date Approval is effective: 3/10/06

Amendment Number: 1

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

  
Mertens, Michael R.

Chief Inspector (LNK)

Date: 3/10/06

Print Date: 3/10/2006

A449-2  
Duncan Aviation, Inc.

Certificate No.: D24R826Y

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PART D - Additional Maintenance Authorizations & Limitations

	HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
100 Work to be Performed at a Place Other Than the Repair Station Fixed Location(s)	11/16/04	03/10/06	4
107 Line Maintenance Authorization	11/16/04	(Not used)	

Operations Specifications

D100, Work to be Performed at a Place Other Than the  
Repair Station Fixed Location(s)

HQ Control: 11/16/04  
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.	RSGOM page 02-08-01	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.

1. Issued by the Federal Aviation Administration.  
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Crowley, Terry M.

Principal Avionics Inspector

CB09

3. Date Approval is effective: 3/10/06  
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Amendment Number: 4

  
Mertens, Michael R.

Chief Inspector (LNK)

Date: 3/10/06