

Factual Report – Attachment 10
FAA FSDO Correspondence

OPERATIONAL FACTORS

CEN17MA183



Trans-Pacific Jets

March 15, 2017

Mr. Sam Belknap
CC: Mr. Michael Hoffman, Mr. Joseph Large
FEDERAL AVIATION ADMINISTRATION
16501 Sherman Way, Suite 330
Van Nuys, CA 91406

Dear Mr. Belknap,

Effective March 28, 2017 Trans-Pacific Air Charter LLC (Certificate #1QUA578N) will be relocating its Principal Maintenance Base to it's the same location as its Principal Base of Operations at the following address:

95 Nakolo Pl.
Honolulu, HI 96819

This location coincides with the Trans-Pacific Air Charter LLC company headquarters.

The Director of Operations and Director of Maintenance shall be domiciled at the facility in Honolulu, Hawaii. The Chief Pilot shall be assigned to an aircraft based at the pilot domicile in Van Nuys, California and will rotate between bases as required by flight assignment. The facility in Honolulu, Hawaii will serve as the main operations base and the operations control center. All flight sales, flight releases and flight tracking shall be conducted from the Honolulu location.

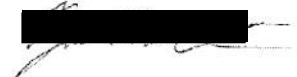
The company's Main Maintenance Base shall be located at the above defined Honolulu address. All aircraft maintenance records will be retained and stored at this location and the maintenance system control shall be conducted from this Honolulu address.

All flight crew and maintenance personnel training will henceforth take place at the above defined Honolulu address and approved contract training vendors as defined by applicable Operations Specifications. Employees shall be domiciled primarily in Honolulu, Hawaii. A pilot domicile will also remain in Van Nuys, California and Salt lake City, Utah. It is expected that upon approval of operations in areas of Class II Navigation and issuance of Operations Specifications defined by the letter submitted to the Administrator on January 10, 2017 that the majority of the company's flight operations will be conducted to and from Honolulu, Hawaii.

Trans-Pacific Air Charter LLC is requesting this change in order to better centralize its maintenance and operations center at the company's corporate headquarters in order to provide a higher level of coordination and oversight.

If you have any questions please contact me at [REDACTED] or by email at [REDACTED]

Sincerely,



Ryan A. Frost



Federal Aviation Administration


RECEIVED

APR 26 2016

FLIGHT STANDARDS
DIVISION, AWP-200

240

Memorandum

Date: April 20, 2016
To: Manager Flight Standards Division, AWP-200
From:  Richard Swanson, Manager, Van Nuys FSDO
Prepared by: Michael Hoffman ext. 337
Subject: SunQuest Executive Air Charter, LLC. Transfer Information

RECEIVED

APR 28 2016

Technical Support Branch-Air Carrier
AWP-240

The attached document was submitted by SunQuest Executive Air Charter, LLC., 1QUA, as an initial plan to move their base of operations from Van Nuys, CA to Honolulu, HI.

The following information is intended to summarize their intent:

- Flight releases shall be originated from Honolulu, HI.
- All required documents will be maintained at the PBO in Honolulu, HI.
- The Director of Operations will be domiciled in Honolulu, HI.
- The proposed Chief Pilot will be domiciled in Provo, UT.
- Crewmember training will be at Van Nuys, CA.
- All flight crewmembers will be domiciled in Provo, UT or Van Nuys, CA.
- The Principal Maintenance Base will be at Van Nuys, CA., which would require a split base.
- The current aircraft will remain at Van Nuys, CA.

Attachment



April 5, 2016

Mr. Michael Hoffman
FEDERAL AVIATION ADMINISTRATION
16501 Sherman Way, Suite 330
Van Nuys, CA 91406

Dear Mr. Hoffman,

Effective May 6, 2016 SunQuest Executive Air Charter LLC (Certificate #1QUA578N) will be relocating its Principal Base of Operations to the following address:

95 Nakolo Pl.
Honolulu, HI 96819

Effective on the date defined above, this address shall serve as the company's primary business address and mailing address. All flight operations shall be dispatched and/or released from this location and all flight locating will be conducted from this location. The sales staff and Director of Operations will be based at the Honolulu, Hawaii address and all operations documents, pilot records, and other documents pertinent to the operation of the company shall be maintained at this location. All regulatory compliance as it pertains to flight operations shall be based on documents and processes at the base in Honolulu, Hawaii.

The aircraft will continued to be based at the Van Nuys, California location with the exception of one Lear 35A (N452DA), which will be based on Provo, Utah. All flight crewmembers will be based either at Van Nuys, California or Provo, Utah. The Chief Pilot will be based at Provo, Utah.

The company's Principal Maintenance Base will remain at its current location at 7426 Hayvenhurst Ave. Van Nuys, CA 91406 (mailing address 7415 Hayvenhurst Pl. Van Nuys, CA 91406).

Pusuant to this change, SuNQuest Executiev Air Charter LLC would like to request the following changes to its Operations Specifications:

- Change the primary business address and primary mailing address defined in A001.
- Change of Agent for Service in A007 to read:
Ryan Frost
95 Nakolo Pl.
Honolulu, HI 96819

RECEIVED

APR 05 2016

VAN NUYS FSDO



- Change of address for the Antidrug and Alcohol Misuses Program address in A449 to 95 Nakolo Pl. Honolulu, HI 96819 and a change to this paragraph's phone number to [REDACTED]
- Change of address for A999 to reflect 95 Nakolo Pl. Honolulu, HI 96819.

If you have any questions please contact me at [REDACTED] or by email at [REDACTED]

Sincerely,

[REDACTED SIGNATURE]

Ryan A. Frost



Federal Aviation Administration

Memorandum

Date: May 20, 2016

To: Richard Swanson, Manager, Van Nuys Flight Standards District Office, WP-01

For:

From: Nicholas Reyes, Manager, Regional Flight Standards Division, AWP-200

Prepared by: Nathan C. Dickinson, Regional Specialist, AWP-240, [REDACTED]

Subject: 14 CFR Part 135 Transfer of Certificate Management Oversight

As discussed with Van Nuys Flight Standards District Office (FSDO) Manager Richard Swanson on May 18, 2016, our office is returning the request to assign Certificate Holding District Office (CHDO) duties for the Sunquest Executive Air Charter, LLC's (Sunquest) certificate to the Honolulu FSDO without further action.

Sunquest, certificate number 1QUA578N, maintains its Principal Base of Operations (PBO) at Van Nuys, California but is moving their office to Honolulu, Hawaii for business reasons. While this location is within the geographic area of responsibility of the Honolulu FSDO, our review has determined that the Van Nuys FSDO should remain the CHDO for reasons outlined below. This analysis is based on factors associated with the air carrier's scope of operations in accordance with FAA Order 8900.1, Volume 2, Chapter 1, Section 2, Paragraph 2-28.

Paragraph 2-28 directs the Regional Flight Standards Division to evaluate the specific facts and circumstances of a transfer, in descending order of priority, when determining if a re-assignment of CHDO is necessary. Accordingly, these following six factors support VNY FSDO retaining oversight:

1. The Director of Maintenance will continue to be based at Van Nuys, CA.
2. The Main Maintenance Base will continue to be based at Van Nuys, CA.
3. The aircraft will continue to primarily be based at Van Nuys, CA.
4. The geographic center of operation continues to be Van Nuys, CA. Through use of the Geographic Airport Data Display (GEOADD) tool, our analysis indicates almost all flights began or terminated within the Southwestern United States (43% at Van Nuys alone) between May 2015 and April 2016. 14 CFR part 119 utilizes the term principal base of operations (PBO) to mean the primary operating location, and FAA Order 8900.1, Volume 2, Chapter 1, Section 2, paragraph 2-27, states the office having responsibility

for the geographic area in which the PBO is located will normally be assigned CHDO responsibilities.

Additionally, Sunquest is not authorized to operate in Hawaii, nor do they hold authorization for Class II navigation at this time.

5. Flight crewmembers will continue to be domiciled at Van Nuys, CA.
6. Crewmember training will continue to be conducted at Van Nuys, CA.

We ask that you please notify Sunquest by letter that FAA oversight responsibility will remain with your office.

If you have any further questions related to this matter, please contact AWP-240 Specialist Nathan C. Dickinson at [REDACTED] 1.

Attachment

Van Nuys Memorandum dated 4/20/2016



Federal Aviation Administration

Memorandum

Date: April 24, 2017

To: Manager Technical Standards Branch, AWP-230
ORIGINAL SIGNED BY:

From: Victor Goodell, Manager, Van Nuys FSDO

Prepared by: Michael Hoffman ext. 337

Subject: Trans-Pacific Air Charter, LLC. Certificate Transfer

The attached document was submitted by Trans-Pacific Air Charter, LLC., 1QUA, notifying the Van Nuys FSDO that the maintenance base has been moved to Honolulu, HI (HNL). The operator has stated the Director of Maintenance will be moving to Honolulu soon, but a date has not been proposed. The PBO was already moved to HNL and a transfer plan is not needed.

The following information is a summary for your information:

The Van Nuys FSDO concurs with the move of the certificate oversight to the Honolulu FSDO.

The operator is in good standing and does not have any unresolved findings.

Outstanding items

- The operator is requesting Class II navigation which has not been started.
- Falcon DA-50 MEL

Location and Accessibility of Certificate Holders Management Personnel.

- Director of Operations, Honolulu, HI
- Director of Maintenance, Fresno, CA with plans to move to HNL
- Chief Pilot, San Diego, CA

Location of the main operations base and operations system control center.

- Honolulu, HI

CONCURRENCES	
ROUTING SYMBOL	MJH
INITIALS/SIG	[Redacted]
DATE	5/3/17
ROUTING SYMBOL	JSB
INITIALS/SIG	[Redacted]
DATE	5/3/17
ROUTING SYMBOL	JJL
INITIALS/SIG	[Redacted]
DATE	5-3-17
ROUTING SYMBOL	GSM
INITIALS/SIG	[Redacted]
DATE	05-03-2017
ROUTING SYMBOL	VLG
INITIALS/SIG	[Redacted]
DATE	5/3/17
ROUTING SYMBOL	MAIL
INITIALS/SIG	[Redacted]
DATE	5/4/17
ROUTING SYMBOL	FILE
INITIALS/SIG	[Redacted]
DATE	5/4/17
ROUTING SYMBOL	PTRS
INITIALS/SIG	[Redacted]
DATE	5/3/17



Federal Aviation Administration

Memorandum

Date: June 29, 2017

To: Tiffany Chitwood, Manager, HNL FSDO, Honolulu, Hawaii


From: Victor L. Goodell, Manager, Van Nuys FSDO, Van Nuys, California

Prepared by: Kelly Reid, Aviation Safety Assistant, 

Subject: Transfer Certificate Holder: Trans-Pacific Air Charter, LLC

The Van Nuys Flight Standards District Office is releasing all documents for certificate holder Trans-Pacific Air Charter, LLC which has relocated to the Honolulu FSDO jurisdiction. The Van Nuys FSDO is transferring this certificate holder's files and all applicable documents to your office.

If you have any questions and or concerns please feel free to contact our office.

Enclosures:
Files, folders

Figure 10-10-1B. Certificate Transfer Process Job Aid

Job Aid Start Date:		Certificate Holder:
Phase 1—Releasing Regional Flight Standards Division (RFSD) Office Initial Tasks		
Item	Initials/Date or N/A	Details
1		Coordinate with the Director or Deputy Director of Flight Standards Service (AFS) if the transfer will significantly affect Federal Aviation Administration (FAA) resources.
2		If the request is for transfer from a corporate official, enter: Name: Corporate Title: Reason for the Transfer: Proposed Location: Proposed Transfer Date:
3		Notify appropriate division management of the transfer request. Releasing RFSD Manager Person Contacted: Regional Coordinator's Name: Phone Number: Office Address:
4		Initiate certificate transfer file.
5		Contact the acquiring RFSD manager. Person Contacted: Regional Coordinator's Name: Phone Number: Office Address: Identify a transition team and team lead (if appointed). Name:
6		Review certificate holder's transfer plan. Date the RFSD office received the plan: Requested Timeframe for Completion of Transfer:
7		Schedule an initial briefing with the acquiring RFSD office and both certificate-holding district office (CHDO) Office Managers (OM), and establish a corresponding FAA plan to support the releasing and the acquiring CHDOs. Releasing CHDO: Manager's Name and Phone: Office Address: Regional Coordinator's Name: Phone: Point of Contact (POC): Acquiring CHDO: Manager's Name and Phone: Regional Coordinator's Name and Phone: POC:

8		Contact the Flight Standards National Field Office (FSNFO) (AFS-900) for support during the certificate transfer process as necessary. AFS-900 POC:
9		If required, request a National Certificate Holder Evaluation Process (CHEP). Completion Date of National CHEP:
Notes:		
Phase 2—Releasing CHDO Tasks		
Item	Initials/Date or N/A	Details
1	N/A	Contact AFS-900 for support during the transfer process (as necessary).
2	6/19/17 [REDACTED]	Coordinate with the RFSD office on how unresolved issues with the certificate holder are resolved.
3	4/26/17 [REDACTED]	Ensure principal inspectors (PI) include all appropriate risk indicators in the Certificate Holder Assessment Tool (CHAT) for the certificate holder, including Performance History (PH), Operational Stability (OS), Environmental Criticality (EC), and Certificate Holder Dynamics.
4	6/20/17 [REDACTED]	Review the certificate holder's FAA CHDO files.
5	6/20/17 [REDACTED]	Verify that the manuals in the certificate holder's manual system are present. Coordinate access of electronic manuals from the releasing CHDO to the acquiring CHDO. Typical manuals include, but are not limited to: 1) General Operations Manual (GOM), 2) General Maintenance Manual (GMM), 3) Training program manuals, 4) Minimum equipment lists (MEL), 5) Flight Attendant (F/A) Manual (Passenger or Cargo Passenger), and 6) Maintenance Reliability Program. Discard any outdated files in accordance with the office file guide. Do not discard any original certification documentation. List the certificate holder's manuals here:
6	6/19/17 [REDACTED]	Coordinate with the releasing RFSD office, acquiring RFSD office, and acquiring CHDO to: 1) Transfer the certificate holder's CHDO files, 2) Meet with the certificate holder, and 3) Transfer the certificate.
7	4/26/17 [REDACTED]	Verify that PIs complete and close open Safety Assurance System (SAS) work assignments.

8	6/29/2017 [REDACTED]	Verify that Frontline Managers (FLM) unassign any planned System/Subsystem Performance Assessments (SPA), Element Design Assessments (EDA), Element Performance Assessments (EPA) and Custom Data Collection Tools (C DCT).
9	4/26/17 [REDACTED]	Verify that PIs utilize Comprehensive Assessment Plan (CAP) to document critical planned surveillance.
10	6/19/17 [REDACTED]	Meet with the acquiring CHDO and discuss the SAS work program. Review the CHAT risk indicators and the Analysis, Assessment, and Action (AAA).
11	4/26/17 [REDACTED]	Confirm that the information contained in the certificate holder's operations specifications (OpSpecs) agrees with requests on file.
12	6/20/17 [REDACTED]	Verify that all authorizations and limitations listed in OpSpec A004, and exemptions and deviations listed in OpSpec A005, have an associated Web-based Operations Safety System (WebOPSS) paragraph assigned. Ensure that all issued OpSpecs are based on current template revisions.
13	6/20/17 [REDACTED]	Review the certificate holder's current "vitals" for accuracy in SAS. If necessary, contact the Aviation Data Systems Branch (AFS-620).
14	4/26 [REDACTED]	Complete enforcement actions and surveillance for outstanding hotline complaints, congressional inquiries, Safety Issues Reporting System (SIRS) issues, whistleblowers, voluntary disclosures, incidents, occurrences, etc.
15	6/29/17 [REDACTED]	Forward the certificate holder's CHDO files and the completed sections of the Certificate Transfer Process Job Aid to the releasing RFSD office. Forward the files and information maintained outside FAA databases, along with the transfer documents.
Notes:		
Phase 3—Releasing RFSD Office Final Tasks		
Item	Initials/Date or N/A	Details
1		Contact AFS-900 for support during the transfer process (as necessary).
2		Receive and review the certificate holder's CHDO files and provide continued support, direction, and procedures during transfer process.
3		Coordinate with the acquiring RFSD office for transfer of signature authority in WebOPSS (coordinate with the National Service Desk).
4		Coordinate with the acquiring RFSD office and CHDO to complete transfer of certificate.
Notes:		

Phase 4—Acquiring RFSD Initial Tasks		
Item	Initials/Date or N/A	Details
1		Contact AFS-900 for support during the transfer process (as necessary).
2		Review the certificate holder's or applicant's transfer plan and adjust (as necessary) in coordination with the releasing RFSD office and the acquiring CHDO.
3		Identify and allocate resources, staffing, and training for the acquiring CHDO.
Notes:		
Phase 5—Acquiring CHDO Tasks		
Item	Initials/Date or N/A	Details
1	N/A 7/14/17	Contact AFS-900 for support during the transfer process (as necessary).
2	[Redacted] 7/14/17	Review the certificate transfer plan and Certificate Transfer Process Job Aid and adjust (as necessary) in coordination with the acquiring RFSD office and the releasing CHDO.
3	[Redacted] 7/14/17	Verify that all open items and/or discrepancies were resolved.
4	[Redacted] 7/14/17	Fill required positions for the CHDO.
5	[Redacted] 7/14/17	Complete required training.
6	[Redacted] 7/14/17	Update the certificate holder's or applicant's team roster in SAS.
7	[Redacted] 7/14/17	Meet with the releasing CHDO and discuss the SAS work program. Review the CHAT risk indicators and the AAA.
8	[Redacted] 7/14/17	After the CHDO is primarily responsible for oversight, review and revise the Certificate Holder Operating Profile (CHOP), CHAT, and CAP, and amend as appropriate (ensure adequate resources for the initial quarter).
9	[Redacted] 7/14/17	Issue a new certificate holder certificate.
10	[Redacted] 7/14/17	Transfer the new certificate in WebOPSS.
11	[Redacted] 7/14/17	Verify that the eVID has been updated (refer to VPM).
12	N/A	Verify that all "Open" and "Planned" Program Tracking and Reporting Subsystem (PTRS) records are transferred.
13	[Redacted] 7/14/17	Review all applicable OpSpecs.
14	[Redacted] 7/14/17	Update Master Minimum Equipment List (MMEL) user data.

15	[Redacted] 7/14/17	Forward a copy of completed Certificate Transfer Process Job Aid, certificate transfer plan, and appropriate documents to the acquiring RFSD office.
16	[Redacted] 7/14/17	Hold an introductory meeting with the certificate holder, the new CHDO OM, and office personnel.
Notes:		
Phase 6—Acquiring RFSD Office Final Tasks		
Item	Initials/Date or N/A	Details
1	07/17/2017 [Redacted]	Validate that all items on the Certificate Transfer Process Job Aid are complete.
2	07/17/2017 [Redacted]	Ensure administrative functions are completed including: <input checked="" type="checkbox"/> Personnel action, staffing, training, and assignments are complete. <input checked="" type="checkbox"/> Transfer of files from the releasing to the acquiring CHDO. <input checked="" type="checkbox"/> Entry of required PTRS records. <input checked="" type="checkbox"/> Update the eVID (refer to VPM). <input checked="" type="checkbox"/> Issue new operating certificate. <input checked="" type="checkbox"/> Revise and re-issue OpSpecs. <input checked="" type="checkbox"/> Revise office roster in the SAS automation. <input checked="" type="checkbox"/> Reviewed and revised the CAP, as appropriate.
4	07/17/2017 [Redacted] N/A	Notify appropriate AFS personnel.
5	07/17/2017 [Redacted]	Complete certificate transfer documentation and provide a copy of the certificate transfer record to releasing and acquiring offices to include copies of the following: <input checked="" type="checkbox"/> Transfer Request/Notification. <input checked="" type="checkbox"/> Record (the releasing CHDO being briefed on the transfer). <input checked="" type="checkbox"/> Record (the acquiring CHDO being briefed on the transfer). <input checked="" type="checkbox"/> Discrepancies. <input checked="" type="checkbox"/> Discrepancy resolution. <input checked="" type="checkbox"/> Acquiring CHDO PI's SAS training completion. <input checked="" type="checkbox"/> Completed Certificate Transfer Process Job Aid. <input checked="" type="checkbox"/> Completed Certificate Transfer Process. <input checked="" type="checkbox"/> Acquiring CHDO's "N/A Report" from the Operations Research Analyst (ORA) and the CHAT/CAP report as of the official transfer date.
Notes:		

10-10-1-17 through 10-10-1-29 RESERVED.