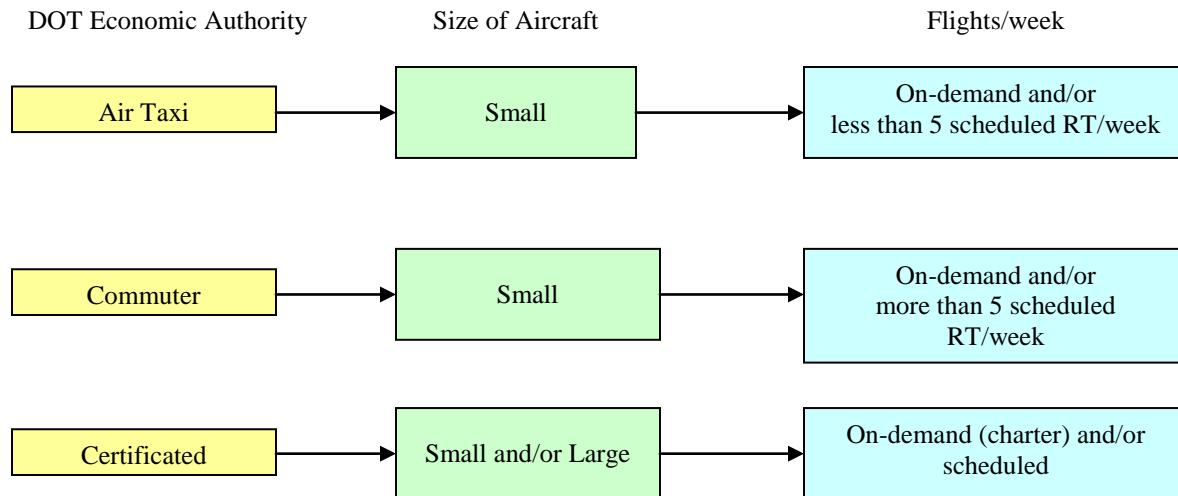


FAQ for Fitness Website

Q.: I want to start an airline. Where do I begin?

A.: That depends on the level of service you intend to provide. Use the diagram below as a guide.



Air Taxi

Basis of Authority	Exemption from Statute Under 49 U.S.C. § 40109 Governed by 14 CFR Part 298	
Authorizing Document	Air Taxi Registration Form (OST Form 4507)	
DOT Analysis of Application	Verification of Insurance (delegated to the Federal Aviation Administration)	
Types of Operations	Charter Passenger Charter Cargo Charter Combination	Limited Scheduled Passenger Limited Scheduled Cargo Limited Scheduled Combination
Operational Limitations	Scheduled operations limited to no more than 4 weekly roundtrip flights in a market.	
Aircraft Limitations	Size limited to aircraft having fewer than 60 passenger seats or a maximum payload capacity of 18,000 pounds. No limitation on quantity.	
Expiration	None	

Commuter Air Carrier

Basis of Authority	Exemption from Statute Under 49 U.S.C. § 40109 Governed by 14 CFR Part 298	
Authorizing Document	Commuter Air Carrier Authorization	
DOT Analysis of Application	Fitness Evaluation	
Types of Operations	Charter Passenger Charter Cargo Charter Combination	Scheduled Passenger Scheduled Cargo Scheduled Combination
Operational Limitations	Depends on operating proposal and fitness evaluation.	
Aircraft Limitations	Size limited to aircraft having fewer than 60 passenger seats or a maximum payload capacity of 18,000 pounds. No limitation on quantity.	
Expiration	None	

Certificated Air Carrier

<u>Basis of Authority</u>	<u>Statute 49 U.S.C. § 41102</u>	
<u>Authorizing Document</u>	<u>Certificate of Public Convenience and Necessity</u>	
<u>DOT Analysis of Application</u>	<u>Fitness Evaluation</u>	
<u>Types of Operations</u>	<u>Charter Passenger</u> <u>Charter Cargo</u> <u>Charter Combination (passenger and cargo)</u>	<u>Scheduled Passenger</u> <u>Scheduled Cargo</u> <u>Scheduled Combination (passenger and cargo)</u>
<u>Operational Limitations</u>	<u>Depends on operating proposal and fitness evaluation.</u>	
<u>Aircraft Limitations</u>	<u>Limitations on size and quantity depend on fitness evaluation</u>	
<u>Expiration</u>	<u>None</u>	

Key terms

Small Aircraft – any aircraft originally designed to hold less than 60 passengers seats or 18,000 pound payload.

Large Aircraft – any aircraft originally designed to hold more than 60 passenger seats or 18,000 pound payload.

Scheduled – transport service that is published in a flight schedule that specifies time and days of week such transport is being offered.

Q. Now that I know I will operate as a U.S. air taxi/commuter/certificated air carrier, what information do I need to provide the Department?

A. U.S. air taxi operators must fill out OST Form 4507 and provide a paper check for \$8 made payable to the U.S. Department of Transportation.

In addition, you must have your insurance company or broker complete a current aircraft liability insurance certificate (OST Form 6410). Once these forms are received by the Federal Aviation Administration (FAA), and are determined to be in order, the FAA will return an approved and stamped copy of OST Form 4507 for your file.

The \$8 payment and OST Forms 4507 and 6410 should be mailed to:

Federal Aviation Administration
Program Management Branch (AFS-260)
800 Independence Avenue, SW
Washington, DC 20591

NOTE: For Alaskan air taxi operators, please file your OST Forms 4507 and 6410 with the Alaskan Region Headquarters (AAL-230) 222 West 7th Avenue, Box 14, Anchorage, AK. 99513.

For more information, contact:

Federal Aviation Administration
Air Transportation Division
Program Management Branch (AFS-260)
800 Independence Avenue, SW
Washington, DC 20591

(202) 267-8166 (office)
(202) 267-5229 (fax)

Those applicants requesting Commuter Air Carrier Authorization must file an application in the public docket and pay an application fee of \$670. To file the application, you may either file it at www.regulations.gov or mail a hard copy with 6 copies of the application to the U.S. Department of Transportation Dockets Section. The application must contain

the fitness information outlined in 14 CFR Part 204.3. The \$670 may be paid via www.pay.gov.

Applications for Commuter Air Carrier Authorization may be mailed to:

U.S. Department of Transportation - Dockets Section
1200 New Jersey Avenue, SE
West Building
W12-140 Dockets
Washington, DC 20590
Phone : (800) 647-5527

For additional guidance, see our “How To Become a Commuter Air Carrier” information packet found online at the DOT website under http://ostpxweb.dot.gov/aviation/X-50%20Role_files/aircarriereconauth.htm#How

Those applicants requesting to operate as U.S. certificated air carriers must file an application in the public docket and pay an application fee of \$850. To file an application in the public docket, you may either file it at www.regulations.gov or mail a hard copy with 6 copies of the application to the U.S. Department of Transportation Dockets Section. The application must contain the information outlined in 14 CFR Part 204.3. The \$850 fee may be paid on www.pay.gov.

Applications should be mailed to:

U.S. Department of Transportation – Dockets Section
1200 New Jersey Avenue, SE
West Building
W12-140 Dockets
Washington, DC 20590

Phone : (800) 647-5527

Note: If you are applying for interstate (domestic) and foreign economic authority, you must file, and pay for, two separate applications, one for each type of authority, in two separate dockets.

For additional guidance, see our “How To Become a Certificated Air Carrier” information packet.

Q: Once I have submitted my paperwork and everything is in order, what is the process for receiving my certificate or commuter authority?

A. The DOT usually will issue 3 separate orders as part of the process towards an air carrier receiving economic authority.

A **Show Cause Order** will tentatively find an Air Carrier fit to operate. Once the Show Cause Order is issued, there is a 14 day Answer Period where comments may be made regarding the application. If any objections are raised, there is an additional 7 days for responses.

If no comments or issues are raised during this timeframe, a **Final Order** will be issued. At this point, the air carrier is found fit, but cannot operate until it provides to the Department, certain evidentiary items. Usually this will include proof of its Air Carrier Certificate and updated Operating Specifications (from the FAA), an updated Insurance form (OST 6410), and any other requirements that are imposed by the Department.

Once the air carrier provides the required items to the Department, we will issue an **Effective Order** finding the air carrier fit to now operate under its new authority.

Q: I now hold commuter or certificate authority from the Department. Do I need to continue to provide the Department with information?

A: Yes! Once you receive DOT economic authority, your relationship with the Department has just begun. The Department is responsible for ensuring that existing air carriers remain fit to conduct their operations. So, if you, as an air carrier, wish to continue to operate, updated fitness information as set forth in 14 CFR 204.3 must be provided to the Department.

Below is a sample list of events that may trigger the need to submit updated information to the Department.

- Going from cargo operations to passenger operations
- Switching from operating small aircraft to operating large aircraft
- Hiring a new President, Chief Executive Operating or Chief Operating Officer
- Filing for Chapter 11 bankruptcy
- A change in ownership
- Ceasing operations and then restarting service

Q.: The Department placed restrictions on my commuter or certificate authority and I want to expand my operations beyond what I am currently authorized. Can I do this?

A.: Yes. In order to go beyond what you are authorized, such as increasing fleet size, or updated fitness information, as outlined in 14 CFR 204.3, and the reason(s) the expansion is warranted must be submitted. Where you submit your request and updated fitness information depends on the location of the restriction and on whether you want to amend or remove the restriction.

If the restriction is located in the Terms, Conditions, and Limitations attached to your Commuter Air Carrier Authorization or Certificate of Public Convenience and Necessity, or if you want to remove a restriction in its entirety, you should submit your request and updated fitness information in the public docket either electronically through www.regulations.gov or by mail to the U.S. Department of Transportation – Dockets Section

If the restriction is not located in the Terms, Conditions, and Limitations attached to your Commuter Air Carrier Authorization or Certificate of Public Convenience and Necessity, your request and updated fitness information should be submitted to the Air Carrier Fitness Division).

Note for Air Taxi Operators: The Department does not generally limit the number of aircraft an air taxi operator can use. However, to add aircraft to (or subtract aircraft from) your fleet, an amended OST Form 4507 and an updated OST Form 6410 must be submitted to the FAA at the following address for approval:

Federal Aviation Administration
Air Transportation Division – Technical Programs Branch
(202) 267-8166 (office)
(202) 267-5229 (fax)

Q.: I want to operate my air carrier under another name. How do I do that?

A.: Before you begin operating under a new name, you must first request that the Department register that name, pursuant to 14 CFR Part 215, for use in certain of your operations, and submit a registration fee of \$56 to www.pay.gov. In your request, you must also provide evidence that you have notified and served all existing certificated, commuter or foreign direct air carriers that use an identical or similar name. Once the Department determines this information is in order, it will acknowledge the registration by notice, either in the same action that grants the application for initial operating authority or transferor by separate notice, in the case of use of a trade name.

Requests for trade name or change of name registrations may be mailed to
U.S. Department of Transportation
Air Carrier Fitness Division, X-56
1200 New Jersey Avenue, SE
Washington, DC 20590

Q: What happens if I cease operations or never operate after the Department has issued me a Commuter Air Carrier Authorization or a Certificate of Public Convenience and Necessity?

A.: In accordance with 14 CFR Part 204.7, if you cease operations, your DOT economic authority is automatically suspended as of your cessation date. You have one year from your cessation date to be re-found fit by the Department; if not, the Department will revoke your DOT economic authority for reason of dormancy.

You cannot resume operations unless you file an application containing the information outlined in 14 CFR 204.3 at least 45 days before you intend to resume any such air transportation, and until the Department redetermines your fitness. You may file an application in the public docket either electronically through www.regulations.gov or by mail to U.S. Department of Transportation – Dockets Section). An application fee of \$290 must be submitted via www.pay.gov.

U.S. Department of Transportation – Dockets Section
1200 New Jersey Avenue, SE
West Building
W12-140 Dockets
Washington, DC 20590

Also, in accordance with 14 CFR Part 204.7, if you hold a Commuter Air Carrier Authorization or Certificate of Public Convenience and Necessity and you have not instituted operations within one year of the date you were found fit, then your DOT economic authority will be revoked for reason of dormancy.