



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

**ORDER
JO 7110.50D**

Air Traffic Organization Policy

Effective date:
January 3, 2023

SUBJ: Letters of Authorization for Reduced Separation at Recurring Airshows and Fly-Ins

- 1. Purpose of This Order.** This order establishes the process by which requests for Letters of Authorization for reduced air traffic control separation minima at recurring air shows or fly-ins are submitted, reviewed, and adjudicated. First-time fly-ins and previously approved fly-in authorizations that are updated to reflect additional waived paragraphs or the application of additional mitigations are not covered by this order.
- 2. Audience.** This order applies to all Air Traffic Organization (ATO) elements.
- 3. Where Can I Find This Order.** This order is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/ and the air traffic publications website at https://www.faa.gov/air_traffic/publications/.
- 4. What This Order Cancels.** This order cancels FAA Order JO 7110.50C, Requesting a Letter of Authorization for Reduced Air Traffic Control Separation Standards at Recurring Air Shows or Fly-Ins, effective December 3, 2018.
- 5. Explanation of Policy Changes.** This order has been written to align with current practices and update organizational references. Several lengthy paragraphs in FAA Order JO 7110.50C have been divided into shorter paragraphs for ease of reference. Additionally, reference to FAA Order JO 7110.65, Air Traffic Control, paragraph 3-9-9, Non-Intersecting Converging Runway Operations, was added to the list of paragraphs for which the Director, Policy, AJV-P, may issue a Letter of Authorization on a site-specific basis. Appendix D is deleted.
- 6. Policy.** Air traffic facilities responsible for developing special air traffic procedures to accommodate an increased volume of air traffic generated by a major aviation event, such as an air show or fly-in, must first attempt to meet the anticipated demand in accordance with existing directives. If adhering to standard separation requirements would negatively affect the safety of the event, then a facility may request a Letter of Authorization. The mitigations specified herein have been proven to provide an acceptable level of safety. A Letter of Authorization granted per this order removes the need to apply for a waiver to allow the use of reduced separation standards.
- 7. Procedures (General).**
 - a.** Each terminal facility requesting reduced air traffic control separation standards must:

(1) Submit a written request to the Director, Policy, AJV-P, through the Service Center Operations Support Group. The request must be endorsed by the Service Area Director and submitted at least 150 days prior to the scheduled event.

(2) Complete and attach Appendix A, Justification Criteria for Letter of Authorization.

(3) Upon approval, implement all mitigation strategies specified per the Letter of Authorization.

(4) Upon completion of the event, complete Appendix B, Post-Event Checklist. Retain in facility files for two years, or longer as the ATM deems necessary.

b. The Service Area/Service Center must:

(1) Review a request for a Letter of Authorization for content accuracy and ensure it contains:

(a) Special Event Standard Operating Procedures (SOP).

(b) Facility training order, or statement that it is posted to the Facility Directives Repository.

(c) All supporting documentation.

(2) Complete Appendix A, Sections 13 and 14, as appropriate.

(3) Forward the request to the Director, Policy, AJV-P, via electronic mail addressed to: 9-AJV-P-HQ-Correspondence@faa.gov at least 120 days before the event.

c. AJV-P, Policy, must:

(1) Review the request to ensure required documents are provided, complete and accurate.

(2) Coordinate with the Service Center and Air Traffic Services, AJT-2, as necessary.

(3) Complete Appendix A, Section 15, as appropriate.

(4) Issue a Letter of Authorization, or deny the request in accordance with paragraph 14, below.

8. Same Runway Separation, Arrivals. The Director, Policy, AJV-P, may issue a Letter of Authorization regarding the following subparagraphs in FAA Order JO 7110.65, Air Traffic Control, Paragraph 3-10-3, Same Runway Separation: 3-10-3a1(a), 3-10-3a1(b), 3-10-3a2(a), and 3-10-3a2(b).

a. Separation may be reduced to 1,500 feet when a Category I aircraft is landing behind either a Category I or Category II aircraft. Separation may be reduced to 3,000 feet when a Category II aircraft is landing behind either a Category I or Category II aircraft.

b. Air traffic facilities requesting a Letter of Authorization to reduce runway separation between successive arrivals must:

(1) Identify or establish fixed runway distance markers to act as a landing spot for arriving aircraft.

EXAMPLE-

Runway separation is reduced to 1,500 feet between Category I aircraft. The airport operator or sponsor may paint or place brightly colored markings on/or adjacent to the runway at 1,500 feet and 3,000 feet from the threshold of the arrival runway. The first aircraft will be instructed to touch down on the brightly colored marker at 3,000 feet. The second aircraft will be instructed to touch down on the brightly colored marker at 1,500 feet. The third aircraft will be instructed to touch down on the numbers of the arrival runway. When the first and second aircraft have exited the runway, the third aircraft may be instructed to continue approach and touch down on the brightly colored marker 3,000 feet down the runway. Thus, the aircraft are always at least 1,500 feet apart on the runway. Controllers should avoid allowing aircraft to touch down on the numbers to prevent fly-overs.

(2) Ensure that any operations using reduced separation between successive arrivals on the same runway are only conducted during daytime visual flight rules (VFR) conditions.

(3) Ensure that any operations using reduced separation are conducted on dry landing surfaces.

(4) Ensure a method of metering is used, such as radar, use of a remote VFR staging location to meter the number of aircraft permitted in the traffic pattern, or establishment of procedures in the special event SOP providing guidance to Local Control for holding aircraft away from the airport to meter the incoming traffic.

NOTE-

If a remote VFR staging location is used, it will typically be established at the edge of the Class D Surface Area or approximately five statute miles from the airport. The location should be a prominent geographical landmark where controllers use radio communication and visual methods of identifying aircraft. VFR arrivals may be required to report or overfly this landmark for sequencing to the airport. The remote location should have landline, radio, or cellular telephone communication with the primary airport traffic control tower for coordination of arrival flows and emergency procedures.

(5) Use spotters to assist local controllers by identifying aircraft, facilitating arrival sequencing, coordinating with other tower cab positions, and scanning the runway(s) for aircraft, vehicle, and pedestrian activities that may compromise safety.

(6) Define duties of the spotter and describe associated arrival procedures in the facility or special event SOP and training directive.

(7) Include, in a Graphic Notice and Letter to Airmen, the reduced arrival separation standards.

NOTE-

Domestic Notices are found at: https://www.faa.gov/air_traffic/publications/domesticnotices/.

9. Same Runway Separation, Departures. The Director, Policy, AJV-P, may issue a Letter of Authorization concerning the following subparagraphs in FAA Order JO 7110.65: 3-9-6a1, 3-9-6a2, and 3-9-6a3, for departing aircraft.

a. Separation may be reduced to 1,500 feet when only a Category I aircraft is involved. Separation may be reduced to 1,500 feet when a Category I aircraft is preceded by a Category II aircraft. Separation may be reduced to 3,000 feet when either the succeeding aircraft or both are Category II aircraft.

b. Air traffic facilities requesting a Letter of Authorization to reduce standard runway separation between successive departures on the same runway must:

(1) Identify or establish fixed runway distance markers to determine the distance between successive departures. The distance markers may consist of runway markers of known distance, runway intersections, or markers placed on or near the runway at specified locations.

(2) Ensure operations using reduced separation between successive departures are only used during daytime VFR conditions.

(3) Ensure operations using reduced separation are conducted on dry surfaces.

(4) Use spotters to assist local controllers to determine the departure sequence, coordinate with other tower cab positions, and scan the runway for aircraft and vehicle activities that may compromise safety.

10. Intersecting Runway Separation. Air traffic facilities requesting a Letter of Authorization to reduce the separation of arrivals and/or departures on converging, non-intersecting runways must:

a. Ensure runway markings clearly define the permanent or temporary runways in use.

b. Use spotters to assist in ensuring pilot compliance with special procedures or instructions, coordinate with other tower cab positions, and scan the runway for aircraft, vehicle, or pedestrian activities that may compromise safety.

c. Define the duties of the spotter and describe associated arrival and/or departure procedures in the facility or special event SOP and the facility training order.

d. Include, in a Graphic Notice and Letter to Airmen, the special reduced arrival and/or departure procedures.

11. Relief from Standard Communications Requirements. The Director, Policy, AJV-P, may issue a Letter of Authorization to facilities requesting relief from standard communications

requirements, including identification of an aircraft by type and call sign, verbal pilot acknowledgements of instructions, and any of the additional paragraphs cited herein.

a. The following paragraphs/subparagraphs in FAA Order JO 7110.65 are eligible for consideration for a Letter of Authorization, subject to the safety requirements of subparagraph b of this paragraph.

- (1) 2-4-3a, Pilot Acknowledgement/Readback
- (2) 2-4-8, Radio Message Format
- (3) 2-4-9, Abbreviated Transmission
- (4) 2-4-19, Facility Identification
- (5) 2-4-20, Aircraft Identification
- (6) 2-7-2c3, Altimeter Setting Below Lowest Usable Flight Level
- (7) 2-9-2d, Operating Procedures
- (8) 3-1-3, Use of Active Runways
- (9) 3-1-4, Coordination Between Local and Ground Controllers.
- (10) 3-1-6, Traffic Information
- (11) 3-9-1d, Departure Information
- (12) 3-10-1, Landing Information

b. Air traffic facilities requesting a Letter of Authorization to waive requirements listed in a(1) through a(12) above must:

- (1) Establish and use a metering method as specified above in subparagraph 8b(4).
- (2) Use spotters to assist local controllers to identify aircraft, facilitate arrival sequencing, coordinate with other tower cab positions, and scan the runway for aircraft, vehicle, and pedestrian activities that may compromise safety.
- (3) Define the duties of the spotter and describe associated arrival and/or departure procedures in the facility or special event SOP and the facility training order.
- (4) Include, in a Graphic Notice and Letter to Airmen, the special communication procedures.

c. Special air traffic procedures regarding pilot acknowledgement for radio communications, including no radio (NORDO) procedures.

- 1) If the arrival of NORDO aircraft is anticipated (for example, vintage aircraft or any other aircraft without radio capability), the facility must describe the procedures to be used. Each facility must establish and disseminate NORDO procedures that include pre-coordination, holding points, and any other required procedures for handling these operations.
- 2) If the arrival of NORDO aircraft is unanticipated (for example, aircraft that have a radio failure or other emergency that prevents them from communicating with the tower, or a pilot fails to check NOTAMs at an event where a temporary tower has been established), these NORDO events will be managed in accordance with standard FAA Order JO 7110.65 policy.

12. Site-specific Authorizations. The Director, Policy, AJV-P, may, on a site-specific basis as outlined herein, issue a Letter of Authorization regarding the following subparagraphs in FAA Order JO 7110.65: 3-7-1e, 3-9-4a, 3-9-4b, 3-9-4c, 3-9-4d, and 3-9-4i, 3-9-9, 3-10-5a, 3-10-5b, 3-10-5c, and 3-10-5d, and 3-10-6. Site-specific authorizations and eligible paragraphs are shown below in subparagraphs a through c.

a. A Letter of Authorization may be issued to Sun 'n Fun Fly-In, conducted at Lakeland Linder Regional Airport (LAL), concerning FAA Order JO 7110.65, subparagraphs 3-9-4a, 3-9-4b, 3-9-4c, 3-9-4d, 3-10-5a, 3-10-5b, 3-10-5c, and 3-10-5d.

b. A Letter of Authorization may be issued to the Experimental Aircraft Association Air Venture Fly-In, conducted at the Wittman Regional Airport (OSH) and Fond du Lac (FLD) County Airport, concerning FAA Order JO 7110.65, subparagraphs 3-9-4a, 3-9-4b, 3-9-4c, 3-9-4d, and 3-9-4i, 3-9-9 (OSH only; excludes FLD), 3-10-5a, 3-10-5b, 3-10-5c, and 3-10-5d.

c. Air traffic facilities granted a Letter of Authorization for an air show or fly-in that will feature use of Line Up and Wait (LUAW) must:

- (1) Separate arrival and departure responsibilities between two Local Control positions on the same runway. One Local Control must be responsible for arrivals. The second Local Control must be staged at the departure runway.
- (2) Designate a spotter at the departure Local Control position as the Local Assist/Monitor position for LUAW. The spotter must scan the final for arrival aircraft and advise the departure local controller to stop departures in time to ensure the required runway separation between the arrival and the departure aircraft.
- (3) Ensure LUAW is only conducted from sunrise to sunset.
- (4) Define the duties of the spotter and associated arrival and/or departure procedures in the facility or special SOP and the facility training order.

(5) Identify in a Graphic Notice and Letter to Airmen the LUAW procedures and separation standards.

d. LAL ATCT may be authorized per Letter of Authorization to permit lightweight single-engine propeller-driven aircraft to conduct simultaneous, same direction operations with other aircraft categories on parallel runways (10L/28R and 10R/28L). LAL ATCT's request for a Letter of Authorization concerning FAA Order JO 7110.65, paragraphs 3-9-3b and 3-8-3c requires the facility to implement the following:

- (1) LAL must provide instructions using visual means, and/or two-way communications.
- (2) LAL must comply with all other provisions of paragraph 3-8-3.

13. Letters of Authorization concerning FAA Order JO 7210.3, Facility Operation and Administration. The Director, Policy, AJV-P, may issue a Letter of Authorization concerning the following: 2-2-3, Position Responsibility; 2-2-6b, Sign In/Out and On/Off Procedures; 4-6-5, Preparation of FAA Form 7230-4; 4-6-6, FAA Form 7230-10, Position Log; and 10-1-7, Use of Active Runways.

14. Denial of Request for Authorization. The Director, Policy, AJV-P, may deny a request for a Letter of Authorization. Denial may be based on, but is not limited to the following:

- a. A determination is made consistent with Appendix A, Section 14, that there is insufficient justification for approval.
- b. A determination is made consistent with Appendix A, Section 1, that air carrier and air taxi operations have not been appropriately segregated.
- c. The special event SOP does not implement mitigations required by this order.
- d. The Graphic Notice intended for publication, or already published, is inaccurate, misleading, or incomplete.

15. Special Event SOP. Facilities requesting a Letter of Authorization must develop and submit a special event SOP. Content may include (but is not limited to):

- a. Overview of the type of event, expected traffic levels, and mixture of aircraft.
- b. Arrival procedures, to include use of a spotter if applicable.
- c. Departure procedures, to include use of a spotter if applicable.
- d. Use of the Automatic Terminal Information Service (ATIS) for the event.
- e. Use of active runways.

- f. Ground traffic movement.
- g. Coordination between local and ground control positions.
- h. Communications.
- i. VFR arrival metering.
- j. VFR holding.
- k. LUAW, if applicable.

16. Graphic Notices, Letters to Airmen, and Letters of Agreement. Facilities requesting a Letter of Authorization must have a plan, with documents, to socialize the planned event. The facility should widely disseminate timely information to the aviation community and to personnel who will staff the event (e.g., mass mailings, websites, briefing materials). The facility may also contact the event sponsor for assistance. Information may include but is not limited to:

a. Publication of a narrative description of the special air traffic control procedures. The narrative description of the procedures may include but is not limited to:

- (1) Airport traffic control tower hours of operation, and frequencies.
- (2) Traffic patterns and altitudes.
- (3) VFR arrival procedures, effective times, and dates.
- (4) VFR departure procedures, effective times, and dates.
- (5) ATIS.
- (6) Airport closings.
- (7) Flight plans and weather information.
- (8) Runway markings delineating 1,500 feet and 3,000 feet.
- (9) Anticipated arrival/departure delays.
- (10) Description of any temporary or mobile airport traffic control tower and its location on the airport.
- (11) No-radio procedures, to include any pre-coordination and holding points.

b. Publication of a chart of the area, if appropriate. This chart may include, but is not limited to:

(1) Outer visual holding/reporting points and the frequency to contact arrival control. Frequency assignments may also be made based on aircraft headings to the airport. It may also be desirable to depict 5, 10, 15 or 20-mile circles.

(2) Where ATIS is available, indicate the frequencies and that pertinent arrival and departure information will be broadcast.

(3) Airport traffic control tower hours of operation.

(4) Description of the temporary or mobile airport traffic control tower, and its location on the airport.

(5) Effective dates and times of the special procedures.

c. Cautionary advisory requirements for equipment, vehicles, and/or personnel that may be near or in the runway safety area(s).

d. Movement areas, and non-movement areas.

17. Equipment. FAA-authorized equipment must be used for communications between air traffic control and aircraft. Air traffic control communications must be recorded to the extent possible.

Michael R. Beckles
Director (A), Policy, AJV-P
Air Traffic Organization

Appendix A. Justification for Letter of Authorization

Complete and include this checklist with the request submission package. As this is not a form, local modification is acceptable, on the condition that all responsive data are included.

1. Aircraft Operations.

What type of aircraft operations do you anticipate during the fly-in or special event?

<input type="checkbox"/> General Aviation (FAR Part 91) - Single Engine	<input type="checkbox"/> Air Carrier (FAR Part 121) - Jet
<input type="checkbox"/> General Aviation (FAR Part 91) - Twin Engine	<input type="checkbox"/> Air Carrier (FAR Part 121) – Turboprop
<input type="checkbox"/> General Aviation (FAR Part 91) – Helicopter	<input type="checkbox"/> Air Carrier (FAR Part 121) – Prop
<input type="checkbox"/> General Aviation (FAR Part 91) – Sailplane	<input type="checkbox"/> Air Carrier (FAR Part 135) – Jet
<input type="checkbox"/> General Aviation (FAR Part 103) – Ultralight	<input type="checkbox"/> Air Carrier (FAR Part 135) – Turboprop
<input type="checkbox"/> General Aviation (FAR Part 91) – Balloon	<input type="checkbox"/> Air Carrier (FAR Part 135) – Prop

NOTE-

A Letter of Authorization cannot be issued unless special provisions are made to segregate the air carrier (FAR Part 121) and air taxi operations (FAR Part 135) from general aviation fly-in/special aviation event itinerant aircraft.

2. Hourly Airport Arrival Operations - Standard Runway Separation.

Indicate below the expected average hourly arrival traffic count for each runway configuration that will be used during the fly-in/special event.

Arrival Runway Configuration	Average Hourly Traffic Count

3. Hourly Airport Departure Operations – Standard Runway Separation.

*Indicate below the expected average hourly **departure** traffic count for each runway configuration that will be used during the fly-in/special event.*

Departure Runway Configuration	Average Hourly Traffic Count

4. Hourly Airport Arrival Operations – Reduced Runway Separation.

*If you are requesting to use **less than standard runway separation** between successive **arrivals**, indicate below the expected average hourly arrival traffic count when using reduced runway separation for each runway configuration that will be used during the fly-in/special event.*

Arrival Runway Configuration	Average Hourly Traffic Count

5. Hourly Airport Departure Operations – Reduced Runway Separation.

*If you are requesting to use **less than standard runway separation** between successive **departures**, indicate below the expected average hourly departure traffic count when using reduced runway separation for each runway configuration that will be used during the fly-in/special event.*

Departure Runway Configuration	Average Hourly Traffic Count

NOTE-

An example is in Appendix C.

6. What was the total traffic count from previous fly-ins or special events at this airport?

Year	Total Traffic Count

7. Demonstrated Safety Record – During previous fly-in/special event.

Describe any air traffic incidents or accidents that occurred during the last fly-in/special event at this airport while operating with the Special Air Traffic Procedures. Do not include any accidents or incidents that occurred during the airshow or aerobatic demonstration activity period. Provide a synopsis of the event and any additional mitigation(s) that may have been implemented to prevent this type of incident or accident from recurring. It is recognized not all safety events will necessarily require a mitigation response; however, if one or more have been implemented, report it here.

Description:

Additional Mitigation(s):

8. Significant Changes from Prior Request

Are there any significant changes to your current Letter of Authorization request when compared to your last Letter of Authorization for which you received an approval? For example: additional (FAA Order JO 7110.65 or FAA Order JO 7210.3) paragraphs cited, additional mitigations, new airport venue or different airport layout (new runways or taxiways) changes, or ATCT equipment changes.

Yes (Fly-In request is not covered under this order; the facility needs to submit a waiver request with a supporting SRMD with Hazards in SMTS to the Director, Policy, AJV-P.)

No

9. List the estimated arrival and departure times associated with this fly-in/special event.

Date	Arrival Times	Departure Times

10. Will a temporary control tower be established? Yes _____
(Airport ID)

No

11. Will all appropriate personnel be trained and credentialed to meet the need of the fly-in/special event? Yes No (If no, provide an explanation why.)

- 12. Forward your completed request to the Service Area. Include:**
- Request for a Letter of Authorization.
 - A copy of your Special Event SOP.
 - All supporting documentation, including Graphic Notice/LTA/Airport diagrams, etc.

I have verified that this Letter of Authorization request contains all the required information and the appropriate paragraphs have been properly cited.

Signature/Date _____
(Field Level POC)

13. Based on the review of the SOP and Graphic Notice information, are the proper paragraphs cited in the request for a Letter of Authorization?

Yes – Signature/Date _____
(Service Area POC)

No – *Have the facility update its request for a Letter of Authorization to include all appropriate paragraphs.*

14. Demonstrated Need for Reduced Separation:

(Upon review of all the supporting documentation, the Service Area is expected to either concur or non- concur with the authorization request. Some questions that can help to determine that answer could include: Based upon the increase in the level of anticipated traffic activity, is this airport better served by granting an authorization to operate with the reduced separation standard than it would be if they had to meet the anticipated increase in traffic demand while still applying standard separation rules? In other words, is it safer to operate with a Letter of Authorization granting relief from applying required separation than it would be without it?)

*The Director, Air Traffic Operations, Service Area,
(Check One) _____ concurs _____ does not concur with the request for a reduction of runway separation during this fly-in/special event.*

Signature/Date _____

Explanation for non-concur:

15. Approval from the Director, Policy, AJV-P:

(Upon receipt of all supporting documentation, including initial concurrence from the Service Area, the Director, Policy, AJV-P, is expected to review the package for accuracy, completeness, and adherence to FAA Order JO 7110.50, Letters of Authorization for Reduced Separation at Recurring Air Shows and Fly-Ins, and then issue a Letter of Authorization.)

Yes – Signature/Date _____
(Director, Policy, AJV-P)

No – *Initiate coordination through the Service Area for the facility to update its request for a Letter of Authorization to include all appropriate paragraphs.*

Director, Policy, AJV-P supports issuance of a Letter of Authorization.

Director, Policy, AJV-P, does not support issuance of a Letter of Authorization.

Explanation for not granting Letter of Authorization:

Appendix B. Post Fly-In Event Checklist: Exit Debriefing Summary

A report including the following information must be completed after each fly-in event to assist in the completion of Appendix A, Justification Criteria for Letter of Authorization, for the next fly-in.

Facility Sponsoring Event:

Date(s) of Fly-In:

Location of Fly-In:

Total Traffic Count During Fly-In:

(Attach Copy of Daily Traffic Record, FAA Form 7230-1) Peak Hourly Count:

List any incidents/accidents that occurred during the fly-in portion of the event and attach a copy of the preliminary accident or incident report:

Describe any additional mitigations or procedural changes to your SOP that may be warranted as a result of any air traffic incidents or accidents:

Describe any other procedural problems noted during the fly-in:

Describe areas of needed improvement as applicable:

- Controller training
- Pilot education
- Air traffic procedures
- Inter/intra facility coordination
- Facility staffing
- Facility equipment and layout
- Remote location, equipment, and set-up procedures

Appendix C. Example from Sun 'n Fun**1. Hourly Airport Arrival Operations – Standard Runway Separation.**

Indicate below the expected average hourly arrival traffic count for each runway configuration that will be used during the fly-in/special event.

Arrival Runway Configuration	Average Hourly Traffic Count
10R/28L	34

2. Hourly Airport Departure Operations – Standard Runway Separation.

Indicate below the expected average hourly departure traffic count for each runway configuration that will be used during the fly-in/special event.

Departure Runway Configuration	Average Hourly Traffic Count
10R/28L	40

3. Hourly Airport Arrival Operations – Reduced Runway Separation

If you are requesting to provide less than standard runway separation between successive arrivals, please indicate below the expected average hourly departure traffic count when using reduced runway separation for each runway configuration that will be used during the fly-in/special event.

Arrival Runway Configuration	Average Hourly Traffic Count
10L/28R (per NOTAM)	49

4. Hourly Airport Departure Operations – Reduced Runway Separation

If you are requesting to provide less than standard runway separation between successive departures, please indicate below the expected average hourly departure traffic count when using reduced runway separation for each runway configuration that will be used during the fly-in/special event.

Departure Runway Configuration	Average Hourly Traffic Count
10R/28L	55
10L/28R (per NOTAM)	55

Appendix D. Administrative Information

- 1. Distribution.** This order is distributed electronically, as per paragraph 3, above.
- 2. Background.** Air show and fly-in events often generate volumes of air traffic that exceed the busiest commercial airports in the country. Air traffic facilities frequently develop special air traffic procedures to accommodate this traffic. Each year, air traffic facilities involved in air show and fly-in events submit new and renewal authorization requests per this order. The Director, Policy, AJV-P must submit validated requests for Letters of Authorization to the Air Traffic Safety Oversight Service (AOV) for concurrence, even though in most cases there is little or no change from the previous authorization. The procedures identified in this order will be approved upon issuance of a Letter of Authorization. Changes to operational procedures not studied nor addressed in a previous Letter of Authorization or AOV-approved authorization are required to undergo the full Safety Management System (SMS)/Safety Risk Management process for review and approval per the Air Traffic Organization SMS Manual.
- 3. Authority to Change This Order.** The issuance, revision, or cancellation of the material in this order is the responsibility of AJV-P.
- 4. Suggestions for Improvements.** Please forward all comments on deficiencies, clarifications, or improvements regarding the contents of this order to 9-AJV-P-HQ-Correspondence@faa.gov.

Your suggestions are welcome. FAA Form 1320-19, Directive Feedback Information, is located in this order for your convenience.

- 5. Records Management.** Refer to FAA Order 0000.1, *FAA Standard Subject Classification System*; FAA Order 1350.14, *Records Management*; or your office Records Management Officer (RMO)/Directives Management Officer (DMO) for guidance regarding retention or disposition of records.

Appendix E. Directive Feedback Information

Please submit any written comments or recommendation for improving this directive, or suggest new items or subjects to be added. Also, if you find an error, please tell us about it.

Subject: FAA Order JO 7110.50D, Letters of Authorization for Reduced Separation at Recurring Airshows and Fly-Ins.

To: 9-AJV-P-HQ-Correspondence@faa.gov

Please mark all appropriate line items:

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:

In a future change to this directive, please cover the following subject:
(Briefly describe what you want added.)

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____

FAA Form 1320-19 (10-98)