



EAST HAMPTON AIRPORT
159 PANTIGO ROAD
EAST HAMPTON, NY 11937

James L. Brundige
Airport Director

March 28, 2022

Dear Airport User:

The Town of East Hampton is working with an FAA approved consultant to design, implement, and maintain private instrument procedures for the new private-use airport, called "Special procedures." These Special procedures will be owned by the Town and will be reviewed and approved by the FAA. The Town expects that these Special procedures will be available upon opening of the private-use East Hampton Town Airport (JPX) on May 19, 2022.

If you would like to use these Special procedures, you must apply to the FAA and obtain the FAA's permission to use the Special procedures. In order to apply, you must have the consent of the Town. Attached to this letter are four attachments: (1) an overview of the Special procedures; (2) a hold harmless agreement between you and the Town; (3) a hold harmless agreement between you and the Special procedure consultant; and (4) a customer and aircraft profile (provided in both pdf and excel format). The latter three attachments must be reviewed, executed, and submitted to the Town **before** the Town will give you consent to apply for the Special procedures. To be clear, if you decide to provide an application to the Town, you acknowledge consenting to all of these agreements. In addition to submitting these three documents, you **must also provide a copy of your insurance policy that lists the Town and Flight Tech as an "additional insured" and waives any subrogation rights.** This means the entire application package that must be returned to the Town consists of:

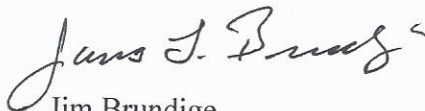
1. Hold harmless agreement between you and the Town;
2. Hold harmless agreement between you and Flight Tech;
3. A customer and aircraft profile for each aircraft you want to have authorized for Special procedures; and
4. A copy of your insurance policy noting that the Town and Flight Tech are "additional insureds" and that subrogation rights are waived.

Once you provide the fully executed application package to the email SpecialProcedureApplication@EHamptonNY.gov, you will be provided with an Authorization document denoting the Town's consent to apply for access to the Special Procedures. Regardless when you complete the application package, in order to gain authorization to use Special procedures you are required to fill out the entire application package, submit the three attachments denoted above, and receive consent from the Town.

If this full application package is received on or before April 8, 2022, the Town will provide your information to the FAA to facilitate the approval process. It is the Town's understanding that the FAA will process this set of applications with a goal of providing authorization on or before May 19, 2022. If you do not submit the application package on or before April 8, 2022, you will be required to submit the same information to the email address listed above to obtain the Town's consent. If the documents are complete, you will receive the Authorization letter showing the Town's consent for you to apply to the FAA for permission to use these Special procedures. Once you receive this Authorization, you will need to interact directly with the FAA to obtain authorization to use the Special procedures pursuant to FAA processes and guidance.

If you have questions, please send me an email at JBrundige@ehamptonny.gov and I will respond to you as soon as I can. However, depending on when your question is received and the nature of the inquiry, I cannot guarantee that I will be able to respond prior to the April 8, 2022, date. Also, it is important to note that the Town cannot delay providing the list of approved applicants—users who have submitted the entire application package described above in a satisfactory manner—to the FAA on April 8, 2022, as that is the date that has been requested by the FAA. I therefore urge you to submit the application package and any questions at your earliest convenience to try and avoid timing issues.

Respectfully,



Jim Brundige
Airport Director

Cc: John Jilnicki, Town Attorney