



U.S. Department
of Transportation
**Federal Aviation
Administration**

Newport News Air Traffic Control Tower
2402 G Avenue
Newport News, VA 23602

March 5, 2012

To Whom It May Concern:

The Federal Aviation Administration (FAA) has made the reduction of Runway Incursions and Surface Incidents one of its top priorities. As part of this program, the FAA, in conjunction with airport authorities across the nation, is conducting Runway Safety Action (RSAT) meetings at individual airports. The purpose of these RSAT meetings is to gather the individuals who are actively engaged in the movement of aircraft and vehicles and have an open discussion on how to improve runway safety. The operation of the airport is discussed, both from the perspective of the control tower as well as from the airport management viewpoint. Past runway incursions and surface incidents are reviewed. As a result of the meeting, a list of recommendations is generated, which are then tracked to completion.

On April 17, 2012, the Federal Aviation Administration (FAA) and Peninsula Airport Commission (PAC) will conduct an RSAT at Newport News Airport. The RSAT will begin at 0900 and will take place at Airport Commission Conference Room located in the terminal. The meeting should conclude by 1100.

We request that a representative from your business attend. Other attendees will include representatives of the following groups: airport management, air traffic controllers, airlines, fixed base operators, flight schools, and any other groups that operate on the aircraft movement area.

Your participation is important and your input is welcomed. Please RSVP to Nicole Spivey at nicole.spivey@faa.gov by April 6. Include the name, organization, phone number, and email addresses of those who will be attending.

If you have any questions, please contact Andrea Stapleton or Nicole Spivey at (757) 875-5080.

Sincerely,

A handwritten signature in black ink that reads "Andrea Stapleton". The signature is written in a cursive style and is placed over a light gray rectangular background.

Andrea Stapleton
Acting Air Traffic Manager
Newport News ATCT