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

ADS Air Traffic Control Tower
16000 Dooley Road
Addison, TX 75001

January 8, 2013

Dear Addison Airport Tenant and/or User,

Runway incursions remain a serious concern both locally and nationally. One important component of our ongoing efforts to improve surface safety at Addison Airport involves conducting a Runway Safety Action Team (RSAT) meeting at least once each year. The FAA and Airport Management will be conducting a local RSAT meeting on Wednesday, February 6, 2013 from 1 PM to 3 PM in the Addison Airport Management Conference Room located at 16051 Addison Road, Suite 220, Addison, TX 75001.

The purpose of this RSAT meeting is to unite those individuals and organizations that are actively involved in airside operations and movement of aircraft, vehicles and equipment on the Airport Operations Area (AOA). We look for participation from all airport interests (tenants, fixed base operators, and airport operations and maintenance personnel). Participants are asked to help develop recommendations and solutions to enhance surface safety. Those recommendations serve as the foundation for a site-specific Runway Safety Action Plan. You are cordially invited and encouraged to join us.

Your participation is vitally important and your input is welcomed. Please RSVP via email or telephone to:

Harland B. (Blaine) Herron
Air Traffic Manger, Addison Tower
972-628-2401
harland.b.herron@faa.gov

Please include the name, organization, phone number and email address of those who will be attending.

If you have questions or need more information, please let me know.

Sincerely,

Harland B. Herron
Air Traffic Manager, ADS ATCT