

APPLICATION GUIDEBOOK

New Entrant Air Carriers at John. F. Kennedy International Airport



APPLICATION GUIDEBOOK

For New Entrant Carriers

At John. F. Kennedy International Airport

November 2021

*Prepared by:
Properties & Commercial Development Division
The Port Authority of New York & New Jersey*

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August 31, 2021

To our Airport Partners:

Welcome to John F. Kennedy International Airport (JFK). It is an exciting time to be at JFK as we start a major redevelopment initiative. This guidebook is designed to provide air carriers with a quick and easy reference to help answer questions about initiating service to JFK. The guidebook provides a framework to use to expedite air service commencement.

In an effort to enhance the customer experience, the Port Authority of New York and New Jersey, the agency responsible for managing the airport's operation, has compiled the following information for airline use in the application process.

The guidebook provides a quick summary of key points and requirements and provides contact information for various service providers.

This guidebook is composed of five major sections which identifies issues which should be addressed three to four months prior to the commencement of service. These sections are:

- I. List of key points-of-contact
- II. Federal and Port Authority requirements and regulations
- III. Permitted JFK service providers
- IV. Port Authority market services
- V. Sample forms and other relevant information

We are delighted that you chose JFK to expand your operations. We hope this guidebook is a useful tool. If there is any additional information or assistance needed, please let us know.

Sincerely,



Charles R. Everett, Jr., C.M.

Deputy Director, Aviation & General Manager, JFK

Checklist Summary

Checklist Summary

Please use this Checklist Summary to track your application's progress

Check Box:

- Step 1: Submit documents to US DOT and FAA
- Step 2: Provide Service Information
- Step 3: Obtain Noise Clearance
- Step 4: Obtain Service Agreements
- Step 5: Comply with safety and security regulations
- Step 6: Provide Insurance
- Step 7: Submit Financial Information
- Step 8: Notify In-Site Federal Representatives

I. Major Players in the Application Process

I. Major Players in the Application Process

Before getting started it may be useful to contact some of the key agencies involved in initiating airline services. After contacting the appropriate federal government agencies, please speak with the primary contact person at JFK, your air carrier's Port Authority Representative. This representative is located in the Properties & Commercial Development Division and can advise and guide air carriers concerning all aspects of operating at the airport by matching your carrier's needs with available terminal, cargo and handling services.

Port Authority of New York and New Jersey

Properties & Commercial Development

Port Authority Property Representative

Kenneth Goldsman

JFK International Airport

Building 14, Second Floor

Jamaica NY 11430

Telephone: (718) 244-3640

Email: kgoldsman@panynj.gov

US Department of Agriculture at JFK

230-59 Rockaway Blvd.

Jamaica, NY 11430

Veterinary Services: (718) 553-3570

Plant Inspection Station: (718) 553-3570

Air Shipments: (718) 487-2747

US Customs & Border Protection at JFK

Building 77 Sandra Stabile

JFK International Airport

Telephone: (718) 487-2714

SANDRA.SCOTT.STABILE@CBP.DHS.GOV

Bldg 77, Suite P-4

(718) 487-5202

Fax: (718) 487-5199

Federal Government Contacts

Federal Aviation Administration (FAA) Eastern Region

159-30 Rockaway Blvd.

Jamaica NY 11434

(718) 553-3000

US Public Health Service at JFK

Terminal 4

Telephone: (718) 553-1685

xhn6cdc.gov

Transportation Security Administration (TSA)

HQ-Pentagon City, VA

866-289-9673

Website: <https://www.tsa.gov/contact>

TSA Passenger Operation

US Department of Transportation DOT

1200 New Jersey Avenue, SE Washington,
DC 20590

202-366-4000

JFK International Airport Service Provider Contacts

Section III of this guidebook provides detailed information about service providers and telephone numbers. The services, fees and other contractual items included in Section III are negotiated directly with the providers listed. For those carriers planning international operations into JFK, they must obtain CBP Landing Rights and submit confirmation of these Landing Rights to the PANYNJ.

II. Port Authority Requirements for New Air Carriers at JFK

II. Port Authority Requirements for New Air Carriers at JFK

Step 1: Submit Documents to US DOT and FAA

Before beginning the application process for service at JFK, all prospective air carriers must apply to the United States Department of Transportation (US DOT) by obtaining and completing current copies of the following documents. These documents verify that your airline is recognized and approved by the United States Federal Government.

To be a certified air carrier, complete the following :

Department of Transportation <https://www.transportation.gov/policy/aviation-policy/licensing/US-carriers>

Application Form <https://www.panynj.gov/content/dam/airports/pdfs/certificated-packet-2012.pdf>

The following forms can be found towards the end of the application:

- Affidavit Citizenship Form
- Affidavit of Safety Compliance Form
- Certificate of Insurance (Domestic carrier: Office of the Secretary of Transportation (OST) Form 6410 ; Foreign carrier: OST Form 6411)
- Interim Agreement of Air Carriers (“Montreal Agreement”) (OST form 4523)

Upon completion and U.S Government approval of these documents, please provide a letter addressed to the Port Authority’s Manager, JFK Properties & Commercial Development Division, with copies of both the Operating/Code-Sharing Authorization Certification and the Federal Aviation Administration (FAA) Aircraft Certification issued by the US DOT. **Upon receipt and verification of these documents, the Port Authority can begin to assist an air carrier with service commencement procedures.**

Note: Reference to DOT and FAA requirements and forms is for guidance only and is not meant to supersede, modify or represent a complete listing of any such requirements. Reference to Port Authority Rules and Regulations is for guidance only and is not meant to supersede or modify any PA Airport Rules and Regulations or other requirements.

II. Port Authority Requirements for New Air Carriers at JFK

Step 3: Obtain Noise Clearance

The Port Authority of New York & New Jersey requires that all aircraft comply with Title 14, Aeronautics and Space, Federal Aviation Regulations Part 36, Noise Standards: Aircraft Type and Airworthiness Certification. Takeoffs are subject to maximum noise level of 112 PNDB. Noise monitors are located in the nearest community, under the flight path at the departure end of each runway; continually measuring departing aircraft noise levels. It is the responsibility of each air carrier to determine methods of compliance with the 112 PNDB noise level limit, such as thrust reduction, limitations on gross weight, or utilizing aircraft with quieter engines. A supplemental flight fee of \$250 is assessed for each departure that exceeds 112 PNDB from any runway at JFK.

To obtain noise clearance from the Port Authority, please forward a letter requesting permission to operate your aircraft to the Noise Manager General Manager, Aviation Technical Services Division, 4 World Trade Center, 150 Greenwich Street, 18th Floor, New York, N.Y. 10007 (email ayousuf@panynj.gov). The letter should include the following information:

- Airline Name
- Contact Information (Name, Title, Mailing and Email Addresses)
- Make and Model of Aircraft
- Aircraft Registration (i.e., tail numbers)
- Aircraft/Engine Noise Certification (Accepted Sources: USDOT, FAA, ICAO, Airline Manufacturer, Engine Manufacturer). Aircraft/Engine Noise Certification must comply with FAA Regulation Part 36 Stage III/IV requirements or with ICAO Annex 16, Volume I, Chapters 3/4 requirements.
- Any Noise abatement efforts followed by the airline (i.e. thrust settings, flap settings, limitations on gross weight, or quieter engines, etc.)

II. Port Authority Requirements for New Air Carriers at JFK

Step 3: Obtain Noise Clearance (cont'd)

Aircraft Engine Ground Run-ups

1. No Jet or turboprop aircraft engine shall be run-up except in areas authorized by the Airport General Manager or designee. Aircraft engines shall be started on the terminal ramp in places designated for such purposes.
2. Idle power engine runs for Maintenance to check flight instruments shall not be performed at the Public Passenger Ramp and Apron Area, but in an area designated by the Airport General Manager or Designee.
3. High power engine runs will only be conducted on runways with authorization of the Airport Duty Manager and subject to existing airport operational condition.
4. Details for nighttime maintenance run-ups can be obtained from the Airport Duty Manager office.

NOTE: For the purpose of this procedure, the term "idle power" is defined as the lowest percentage of power at which the engine will run with throttles fully retarded. "High power" is defined as any power setting above idle power. The following procedures will govern above idle power maintenance runs unless otherwise specially authorized by the Airport General Manager or designee:

- Aircraft shall be run-up only in the locations and on the headings designated by the Airport General Manager or designee.
- No operator may run-up more than one aircraft at one time.
- No jet engine shall be run above 80 percent power for more than one minute, and not more than one engine above 80 power at one time without the approval of Port Authority operations. Such run-ups anticipated to exceed one minute must also be approved by Port Authority Operations.

II. Port Authority Requirements for New Air Carriers at JFK

Step 4: Obtain Service Agreements

Obtaining required agreements at least 60 to 90 days before commencement of service allows the Port Authority and other involved parties adequate time to review and consent to agreement terms. Below are the various kinds of agreements that are required of new air carriers at JFK.

Terminal Agreement

Terminal use agreements provide space for carriers in any of JFK's terminal complexes, including use of ticket counters, baggage makeup area, and administrative office space. These agreements between the new air carrier and a terminal operator or IAB airline are submitted to the Port Authority for prior approval.

Terminal 1 - Terminal One Group Association, LP

Mr. Manoj Patel, Co. Exec. Dir. Business Development
& Finance

(718) 751-1708

mpatel@jfkterminalone.com

Terminal 2—Delta Airlines

Stephanie Baldwin

Stephanie.m.baldwin@delta.com

Terminal 4 - JFK International Air Terminal LLC

Robert Pyrka, Director of Airline & Capacity Planning-

(718) 751-3813

RPyrka@JFKIAT.com

Terminal 5 - JetBlue Airways

Thomas Kuehn

Thomas.Kuehn@jetblue.com

Terminal 7 - British Airways

Steve Ebbro

steve.ebbro@ba.com

Terminal 8 -American Airlines

Mr. David S. Lombard, Manager, Strategic Alliances
718-487-5513

David.Lombard@aa.com

II. Port Authority Requirements for New Air Carriers at JFK

Step 4: Obtain Service Agreements (cont'd)

Other important agreements and permits to obtain from the Port Authority include the following:

Flight Fee Agreement

A Flight Fee Letter Agreement covers the payment of airline flight fees at JFK. This agreement must be signed prior to inauguration of service.

- FAA documents Operations Specifications, DOT Application, FAA Authority, Service Information, Noise Clearance (FAA Part 36 or ICAO Annex 16 Volume 1 Chapter 3), Aircraft and Engine Information
- Airline/Aircraft Insurance (see Insurance Certificate requirements on below)
- Contact information for two (2) 24/7 representatives (name, title, mailing address, phone, cell, email); Local office address (NO PO Box address are accepted)
- Aircraft Type (s)
- Maximum take-off weight of the aircraft

The Airline's Emergency Plan <https://www.panynj.gov/content/dam/airports/pdfs/aircraft-recovery-form.docx>

- Frequency- Please provide the airline's flight schedule. Airline has to obtain slots from the FAA and should submit to U.S. Customs and Border Protection (CBP) a request for CBP Landing Rights. Airline to submit evidence of CBP approval of landing rights.
- Please be aware that the authority to start selling tickets comes from the US Department of Transportation (USDOT). We suggest that your legal counsel consult with the USDOT.
- What terminal operator will the Airline be utilizing for the Airline's operations
- Name of the Airline's selected ground handler, cargo handler, in-flight caterer, and crew transportation providers.
- Payment of flight fee (Detailed below)
- For roadway signage at JFK Airport, what name does the Airline want to represent themselves as to the general public. Any departure level signage is the responsibility of the terminal operator.
- Port Authority Schedule of Charges is available on the Port Authority's web site by accessing

<https://www.panynj.gov/content/dam/airports/pdfs/scheduleofcharges-jfk.pdf>

II. Port Authority Requirements for New Air Carriers at JFK

Step 4: Obtain Service Agreements (cont'd)

Fuel Storage Permit

Air carriers with multiple frequencies may wish to store aviation fuel in JFK's bulk fuel storage farm. Make inquiries to the New Entrant Airline Liaison, JFK Properties & Commercial Development.

Security Deposit - Letter of Credit

The amount outlined in this agreement will be paid through a security deposit which is required by the Port Authority. Section II: Step 7 of this Guidebook provides further detail concerning a security deposit. <https://www.panynj.gov/content/dam/airports/pdfs/Letter-of-Credit.pdf>

Parking Permits

ABM Parking Services

Gregory Williams, Manager, JFK- Employee Parking Office

JFK International Airport, Bldg. 141 1st Floor Federal Circle, Jamaica, NY 11430

Tel- 718-244-8123 Fax- 718-244-3926 | www.abm.com

NOTE: A fully executed IATA ground handling agreement and any sublease agreement must be submitted for consent to the Port Authority prior to commencement of service. Only an authorized corporate officer (President or Vice President) can sign the above agreements. Proof of signature authority for non President/ Vice President, such as Power of Attorney, must be provided.

II. Port Authority Requirements for New Air Carriers at JFK

Step 5: Comply with Safety & Security Regulations

Please follow the guidelines below to ensure airline employee and passenger safety and security at JFK.

Safety

Aircraft Recovery Form:

This form is designed to identify the company responsible for recovering your aircraft in the event of an accident or equipment failure. It is suggested that each new airline obtain a copy of the Airport Recovery Manual from the Port Authority in order to familiarize your employees with airline responsibilities. <https://www.panynj.gov/content/dam/airports/pdfs/aircraft-recovery-form.docx>

Runway Slots:

Landing and takeoff slots are required between 0600 and 2259 hours. New carriers are cautioned to investigate and ensure compliance with this federal restriction by contacting the Federal Aviation Administration Slot Administration Office. Slot requests should be submitted to the FAA at email: 7-awa-slotadmin@faa.gov and the PANYNJ at email: jfkslots@panynj.gov.

Airport Security/SIDA

Issuing Officer Guide to the Application Process for the John F. Kennedy International Airport Security Identification Display Area (SIDA) ID Card.

Further details on SIDA

The Port Authority Airport Security identification Display Area ID Card is designed to grant unescorted access to the Aeronautical Operations Area (AOA). The issuance procedures for the JFK SIDA ID Card are to ensure compliance with Title 49 CFR Part 1542.203 , Security of Air Operation Area and Part1542.207. Access Control Systems. These procedures include the completion of an application submitted by the company's Authorized Signatory for an individual's unescorted access privilege, fingerprinting of the individual a criminal background search conducted by the FBI and a Security Threat Assessment (STA) by the Transportation Security Administration. Once the results are received and reviewed/approved by the Port Authority, the applicant will be required to attend a mandatory SIDA class. Upon successful completion of the training course, the applicant will be eligible for an ID Card. The issuance and use of the Port Authority SIDA Identification Card is administered under the auspices of the Manager, Airport Security.

II. Port Authority Requirements for New Air Carriers at JFK

Step 2: Provide Service Information

Please provide information describing your airline's intended air service to the Manager, JFK Properties & Commercial Development. This information is the starting point to receive formal Port Authority operating approval at JFK International Airport. In addition, this information will assist in identifying possible issues and matching your carrier's needs with available services at JFK International Airport.

- Type of aircraft and configuration (e.g.: B-747-400; 10 First, 35 Business, 330 Economy)
- Number of flights weekly
- Nature of service (passengers, cargo, or combination)
- Origins and destinations
- Arrival/departure times (local)
- IATA/OAG Designator code
- Estimated passenger load factor
- Other North American gateways served

A sample letter can be viewed in the link below

<https://www.panynj.gov/content/dam/airports/pdfs/sample-letter.pdf>

II. Port Authority Requirements for New Air Carriers at JFK

Step 5: Comply with Safety & Security Regulations - (cont'd)

Airport Security ID Card Description

The JFK Airport Security ID Card ("ID Card") is approximately 3 1/2" by 2 1/2", roughly the size of a credit card. JFK ID Cards include a magnetic strip, proximity chip, and a fingerprint biometric which are encoded by the airport with appropriate access restrictions. Each ID card has a unique, computer generated ID card number on the front of the card. The number on the back of the ID Card is a unique number to the individual and is used as a reference identifier. Also, on the face of the card is the FAA facility designation (JFK), the airport logo, expiration date and a color photograph of the cardholder along with a listing of up to three companies the cardholder may be employed by. The cardholder's badge strip color is either "red" or "blue" to denote SIDA access onto the AOA (red) or access to a Terminal Sterile Area (blue). Other identifiers that may appear on the face of the card include the Customs Hologram, Driver Privilege icon and Escort Privilege icon, etc. Also included are biographic information such as gender, eye color, and height (inches).

Applying for a Port Authority Airport Security ID Card

The JFK Security Credentialing Office

The JFK Airport Credentialing Office is located at in Building #14, First Floor, East Wing. The ID office is open Monday to Friday, 8:00AM to 4:00PM, except for holidays.

The Application

The Port Authority is the final approving authority for all airport issued ID Cards. The only identification media permitted in the SIDA will be the JFK ID Card and FAA Form 110A. For information on how to obtain a JFK Airport Security ID Card is please email JFK-Company-Package@panynj.gov.

II. Port Authority Requirements for New Air Carriers at JFK

Step 5: Comply with Safety & Security Regulations

Air Operations Area (AOA) clearance:

If airline employees require unescorted access to the Air Operations Area, obtain airport identification cards from the Airport Security Unit. For information regarding scheduling an appointment with the ID Office please email JFK-Company-Package@panynj.gov. AOA Plates: Special airside access license plates (also known as "PONYA" plates) are required for all vehicles, carts, tugs, or any equipment needing access to the AOA. These plates demonstrate that a vehicle has been inspected by PA Police, has adequate insurance and meets vehicle safety specifications. Vehicle drivers must undergo AOA driver training to ensure the safety and security of aircraft, passengers and airport personnel. Further information can be provided by the Port Authority Police Motor Vehicle Inspector at (718) 244-4353.

US Customs Border and Protection clearance:

If an applicant requires US Customs clearance (cargo and/or passenger), hologram authorization forms are provided and reviewed by the US Customs & Border Protection CHASE office on the 1st Floor, arrival level, of Terminal 4 (telephone: 718-553-1653). The authorization form is located at <https://www.panynj.gov/port-authority/en/index.html>.

Aeronautical Driver Training

The face of the Port Authority ID Card also indicates whether or not an employee is authorized to drive on the Aeronautical Operations Area. Employees requesting this privilege should receive driver training BEFORE coming to the ID office for the issuance of their ID Card. If your company is not authorized to conduct their own driver training program, your employee MUST attend the driver training program given by Port Authority Aeronautical Services. You must call ahead to reserve space in the class. To reserve your seat in the driver training class, dial 718-244-3797 and ask for the driver training coordinator. Upon successful completion of the driver training class, the employee will be authorized to have the "driver" icon added to the front of the ID Card.

II. Port Authority Requirements for New Air Carriers at JFK

Step 5: Comply with Safe & Security Regulations -(cont'd)

Airport Security ID Card Changes– Lost, Stolen, Non Returned

It is the joint responsibility of each tenant and their employee to notify the Port Authority immediately when an ID Card is lost or stolen. In the case when an employee leaves company or is terminated, it is the joint responsibility of the company and employee to return the ID Card to the Airport Security Credentialing Office. The replacement fee for a lost/stolen ID Cards is \$100.00. Employees who lose their SIDA ID Cards three times are subject to Port Authority review and denial for a replacement ID Card. Cards with “non-return” status are subject to Port Authority administrative review and penalty to the issuing company. The Transportation Security Administration mandates that when 5% of an airports’ issued ID Cards are unaccounted for, the airport operator must revalidate all existing ID cards. This revalidation process is costly, time consuming and can adversely impacts the operations

Escorting- Individuals-and Vehicles

Individuals who do not possess a Port Authority ID Card may require access to the AOA. In these cases, only individuals with ID Card escort privileges may provide the escort. Any authorized individual, Escortee, conducting an escort must meet the following requirements:

- Escortee, will be required to complete a PA Escort Form before the escort commences. Vehicles that are used to conduct an escort onto the AOA MUST have a PONYA plate. (i.e. plates issued by the Port Authority Police Motor Vehicle Inspector).
- Escortee must maintain in constant visual line of sight and verbal communication without use of telephonic or radio devices for individuals that are being escorted.
- Escortee must ensure that those individuals that are being escorted remain in the areas pertaining to the purposes for which their presence is authorized.

II. Port Authority Requirements for New Air Carriers at JFK

Step 6: Provide Insurance Certificates

New air carriers must assure the Port Authority that they carry the required insurance coverage amounts to operate at JFK. The Port Authority requires that each new carrier include the Port Authority and the City of New York as **additional insured or insured** on its policy certificates.

All policies must have no less than 30-day cancellation notice.

The Immunity Clause must be endorsed on the policy and written as indicated on Certificate of Insurance. **EXACT WORDING MUST APPEAR** (see below):

The insurer shall not, without obtaining express advance permission from the General Counsel of the Port Authority, raise any defense involving in any way the jurisdiction of the tribunal over the person of the Port Authority, the immunity of the Port Authority, its commissioners, officers, agents or employees, the governmental nature of the Port Authority or the provisions of any statutes respecting suits against the Port Authority.

Minimum Insurance requirements are outlined below:

- Comprehensive General Liability insurance of \$300 million each occurrence; and
- Comprehensive Automobile Liability insurance of \$25 million.
- 30 days notice of cancellation, modification, termination.

Please submit a copy of insurance certificates to:

Mr. Wayne Smith

Port Authority of NY & NJ, Risk Management Division

4 World Trade Center, 150 Greenwich Street, 19th Floor

New York, NY 10007

II. Port Authority Requirements for New Air Carriers at JFK

Step 7: Non signatory airline security requirements

Please provide copies of the following documents to the New Entrant Airline Liaison, JFK Properties & Commercial Development Division:

- Security Deposit: New airlines will be required to submit a security deposit in the form of letter of credit. The amount of the deposit will be a minimum of six months of your estimated obligations payable to the Port Authority and is due prior to inauguration of service.
- Advance payment of airport fees and charges by wire transfer may also be required.
- The submission of a financial statement will be at the discretion of the Port Authority.
- Monthly Activity Reports: On the 20th of each month following inauguration of service air carriers are required to submit copies of these reports to both the Aviation Department's Forecasting & Traffic Statistics, 4 World Trade Center, 18th Floor, New York, NY 10007 and JFK's Financial Planning Unit in JFK International Airport, Building 14, South Service Road, Jamaica NY 11430.
- Wire Transfer Instructions & sample Clean Irrevocable Standby Letter of Credit
- United States Bank references:
 - Name
 - Address
 - Telephone and fax numbers
- Company federal tax identification number on a W9 form.
- Certificate of Incorporation (if a US flag airline)

Please remit payments to the following address:

The Port Authority of New York and New Jersey,
P.O. Box 95000
Philadelphia, Pennsylvania, 19195

II. Port Authority Requirements for New Air Carriers at JFK

Wire Transfer Instructions:

The name of our Bank is TD Bank

600 Atrium Way, Mount Laurel, New Jersey 08054

Bank ABA Number: 031201360

Bank Account Number: 5950011618

Swift Code#: NRTHUS33XXX (For International Use Only)

II. Port Authority Requirements for New Air Carriers at JFK

Step 8: Notify On-Site Federal Representatives

Finally, to coordinate efforts and inform all appropriate agencies of the new service, carriers providing new international service should contact the local representative of each of the following agencies. Carriers providing domestic service should notify the Federal Aviation Administration Air Traffic Control Tower before commencing service.

US Federal Aviation Administration (for both international and domestic carriers)

Tower Chief

Air Traffic Control Tower, JFK

Telephone: 718-656-0335

US Department of Agriculture

Area Director

Telephone: 718-553-1727

US Department of Public Health

JFK Supervisor

Telephone: 718-553-1685/1686/1687

US Customs & Border Protection (CBP)

JFK Supervisor

Telephone: 718-553-1857

US Department of Transportation (DOT)

Customer Service Center

202-366-4000

III. Service Provider Contact List

III. Service Provider Contact Lists

JFK Aircraft Fueling Providers

Allied Aviation (formerly Ogden Aviation) is the fueling permittee for all air carriers at JFK International Airport. Fueling arrangements should be made directly with Allied.

Name	Telephone	Location
Allied Aviation	718-995-9764	Building No.90

JFK Service Provider spreadsheet in link below:

<https://www.panynj.gov/content/dam/airports/pdfs/service-providers-list.pdf>

IV. Port Authority Support

IV. Port Authority Support

Port Authority Support

Prior to the inauguration of air carrier's service, the Port Authority can provide a number of services which will allow for a smooth transition to the airport and will help to gain quick customer and industry recognition. The following represents a listing of the services which are available:

Market Research and Planning Assistance

- Passenger Profiles - Information pertaining to frequency of travel and other pertinent passenger demographics as obtained by an extensive Air Passenger Survey.
- Market Data - Specific passenger traffic information concerning destination markets, best routing strategies and optimal hours of operation analyses.
- Cargo Volumes by Market - Information on cargo by commodity and volume as reported by US Customs data.

Airport Information Services

- A range of airport information, publications and other materials is available for your employees and customers.
- Inflight Videos - An audio-visual welcome to the New York gateway designed to be viewed aboard aircraft. These videos offer a brief description of international passenger arrival procedures as prescribed by Federal Inspection Services (FIS) and airport services available to passengers (i.e. information desks, currency exchanges, baggage claim areas, smartcarts, ground transportation service counters, etc.)

Promotional Support

- Inaugural ceremony support is available, including public relations efforts such as press releases to officials in the industry and to the media. Additional promotional support services may be offered.
- Airport Ambassador Training - Courtesy training is provided to front-line employees who have high exposure and daily contact with airport customers. This training emphasizes "service to the customer" and ensures that both passengers and visitors are provided with accurate information and treated with respect.

V. Forms, Sample Letters and General Information

Information Packet: US DOT and FAA Sample Forms

The following telephone numbers may assist new air carriers contact the appropriate sources for updated application information.

For information on obtaining an Air Carrier Certificate from the FAA, contact:

Federal Aviation Administration

Air Transportation Division, Room #834
800 Independence Avenue, S.W.
Washington, D.C. 20591
(202) 267-8166

For information on air taxi authority, contact:

Special Authorities Division

Office of Aviation and International Affairs
1200 New Jersey Ave, SE
Washington, DC 20590
(202) 366-1037

For information on certificate authority under section 41102 of the statute, contact:

Air Carrier Fitness Division

Office of Aviation Analysis
1200 new Jersey Ave, SE
Washington, D.C. 20590
(202) 366-9721

For information on authority as a foreign air carrier, contact:

Foreign Air Carrier Licensing Division

U.S DOT Docket Management
1200 New Jersey Avenue, SE
West Building Ground Floor, Room W12-140
Washington, D.C. 20590
(202) 366-9826

DOT Customer Service Center: 202-366-4000

The sample forms which follow are meant to provide guidance only and are not meant to supersede, modify or represent a comprehensive listing of any DOT or FAA requirements.

Forms, Sample Letters and General Information

Application for Air Carrier Authority Form <https://www.panynj.gov/content/dam/airports/pdfs/application-for-Air-Carrier-Authority.pdf>

Certificate of Service Form <https://www.panynj.gov/content/dam/airports/pdfs/certificate-of-service.pdf>

Certificated Packet 2012 <https://www.panynj.gov/content/dam/airports/pdfs/certificated-packet-2012.pdf>

Affidavit of Safety Compliance Form <https://www.panynj.gov/content/dam/airports/pdfs/affidavit-of-safety-compliance-form.pdf>

Instructions to Certificate of Insurance Form <https://www.panynj.gov/content/dam/airports/pdfs/instructions-for-completing-certificate-of-insurance-OST-form-6410.pdf>

U.S Air Carriers Certificate of Insurance Form <https://www.panynj.gov/content/dam/airports/pdfs/US-air-carriers-certificate-of-insurance.pdf>

Explanatory Statement Form <https://www.panynj.gov/content/dam/airports/pdfs/explanatory-statement-form.pdf>

U.S Department of Transportation Docket OST 95-236 Form <https://www.panynj.gov/content/dam/airports/pdfs/US-Department-of-Transportation-Docket-OST-95-236.pdf>

Foreign Air Carrier Services <https://www.transportation.gov/policy/aviation-policy/licensing/foreign-carriers>

OST Form 6411 Instructions for Completing Certificate of Insurance <https://www.panynj.gov/content/dam/airports/pdfs/instructions-for-completing-certificate-of-insurance-OST-form-6411.pdf>

Sample Letter: Service Information

<https://www.panynj.gov/content/dam/airports/pdfs/sample-letter.pdf>

Sample Letter: Noise Clearance

Sample Letter Noise Clearance Form <https://www.panynj.gov/content/dam/airports/pdfs/sample-letter-noise-clearance-form.pdf>

Vehicle Inspection Checklist Form <https://www.panynj.gov/content/dam/airports/pdfs/vehicle-inspection-checklist.pdf>

Insurance Requirements List Form <https://www.panynj.gov/content/dam/airports/pdfs/insurance-requirements-list.pdf>

PFC Bank Information Form <https://www.panynj.gov/content/dam/airports/pdfs/PFC-bank-information.pdf>

Additional Organizations

Additional Organizations at JFK

JFK is supported by a vibrant array of professional and community organizations, on and off airport. Below are a few of those organizations, with a brief description and contact information for each.

The Council for Airport Opportunity:

The mission of the organization is "to identify and address the critical employment needs of the communities surrounding the New York and New Jersey Metropolitan airports, while at the same time responding to the hiring needs of the airport tenants and the aviation industry." <https://www.caonynj.com/>

Verdia Noel, Director Business Development NY
Council for Airport Opportunity, NYNJ
Building 141 off Federal Circle
JFK International Airport
Cell: 917-301-7444
Email: vnoel@caony.com

Aviation Development Council:

To promote the benefits of the region's aviation industry by facilitating the local purchase of goods & services by the airlines & tenants operating at the PANYNJ's airport system (LGA, JFK, EWR, TEB, SWF) from community-based businesses and to direct & facilitate important industry-related and community-sensitive programs that offer mutually-beneficial results to both the aviation industry and the communities served. <http://aviationdevelopmentcouncil.org/>

www.adcnynj.org

Bill Huisman
Executive Director
718-746-0212
bhuismanadc@aol.com

JFK Chamber of Commerce:

A chamber of commerce is an organization of business seeking to further their collective interests while advancing the community, regions, state, or nation. Business owners in the towns, cities and other territories voluntarily form these local societies/networks to advocate on behalf of the community at large, economic prosperity and business interests. www.jfkairportchamberofcommerce.org/main/



Additional Organizations at JFK (con't)

New York Airline Liaison Office:

The NYALO was established to help control the airlines' leasing and operating costs at JFK and LGA. This involves review and oversight of Port Authority capital and operating budgets, promoting more efficient and effective use of scarce resources, providing input as to the best sources and uses of capital investment available to the airports, and keeping abreast of industry advances that promote cost avoidance while maintaining high levels of customer service, safety and security. NYALO also collects and disseminates valuable local, political and operational information to the LGA and JFK airline community. <https://www.unisdr.org/newyork>

Michael Wesche
NYALO Executive Director
(314) 518-6081
m.wesche@avairpros.com

JFK Airport Rotary Club:

Our members are comprised of men and women from local businesses, airlines, and other professionals who work within or near the JFK Airport community, the members share the common principle of "Service Above Self" which guide Rotarians throughout the world. The Rotary Club of JFK International Airport was chartered in December 1970. It has become one of JFK Airport's leading local service organizations. We host 2 meetings a month, one lunch and one dinner. We have several great events throughout the year for all to participate in. (Kids Holiday Party, Run the Runway 5K, Annual Ladies Golf/Spa and more!) <https://metroairportnews.com/organizer/jfk-rotary-club/>

Contact: Katie Bliss
Phone: 516-410-2222
Email: Admin@jfkrotaryclub.org
Website: www.jfkrotaryclub.org

JFK Customs Brokers and Freight Forwarders Association:

To continue to nurture our very close relationship with government agencies, industry firms, and community stakeholders seeking innovative means to offer opportunities and solutions to individuals and companies in the field of international trade. <https://www.jfkbrokers.com/>

JFK AIRPORT CUSTOMS BROKERS AND FREIGHT FORWARDERS ASSOCIATION, INC.
2016 LINDER BLVD. SUITE #6
ELMONT NY 11003-4043
PHONE: 516-285-4201
E-MAIL: penny@jfkbrokers.com
CONTACT: PENNY DUNCKLEE

JFK Air Cargo Association:

The JFK Air Cargo Association, Inc., was founded in 1958 and our stated goal is to educate and serve various air cargo industry components. Throughout the year we have luncheon meeting and events that educate our members, give them and opportunity to network and support philanthropic endeavors. We also provide representation and support for our members before the federal, state and local authorities with whom we do business. <https://www.jfkaircargo.net/>

Additional Organizations at JFK (cont'd)

JFK Air Cargo contact information:

Michael J. Bednarz
Manager Air Cargo Business Development
Aviation Department
The Port Authority of New York & New Jersey
4 World Trade Center 18th Floor
150 Greenwich Street
New York, NY 10006
Tel: 212-435-3772 or U.S. Toll Free 866-353-1031
Fax: 212-435-3828
email: mbednarz@panynj.gov

The Ark

The ARK has been conceived and designed as the world's only privately- owned animal Terminal and USDA -approved, full service, 24 hour, airport quarantine facility, for import and export of horses, pets, birds and livestock

The ARK at JFK is a full-service animal health, quarantine and reception center located in Building 78A of Cargo Area D. It provides live animal cargo ("AVI") care, in-transit and quarantine services to air carriers at JFK, LGA and EWR as well as their ground handling agents and supports the missions of Federal agencies including CDC, USDA, FWS and CBP. Additionally, ARK provides small animal shipping services to retail clients and acts as receiving agents for international shippers routing to or through the NY ports. The ARK is comprised of the following divisions: ARK Pet Oasis and In-Transit (open 24/7), Equine Export, Equine Import, NOAH (Jet stall grooms) and Equine Ground Handling. The ARK is approved by PANYNJ to retrieve and tender AVI from and to aircraft. The ARK's Ground Handler is ASAK solutions.

78A North Boundary Road, Jamaica, NY 11430 | Cargo Area D, Building 78A

24-Hour Telephone: (212) 973-8275

Email: Info@arkjfk.com

Michael Falacara, COO, The ARK at JFK: (212) 532-0084 x102 | MFalacara@arkjfk.com

Arnold Sue Chuen Ken, President, ASAK Solutions: (347) 448-7069 | Arnold@asaksolutions.com

Additional Organizations at JFK (cont'd)

Medical Facility Building 75

Dr. Raymond Kayume

Administrator

Director of Marketing and Corporate Compliance

Jamaica, NY 11430

718-816-9500

917-816-4411

Email: raymondk@jfkadvancedmedical.com

Dentist

Dr. Trager

718-656-4747

insdockjfk@yahoo.com

JFK Parking and Transportation

<https://www.jfkairport.com/to-from-airport/airport-directions>

Aeronautical Services Supplement

Aeronautical Services Supplement

The Port Authority's Aeronautical Services Division is responsible for the operations, This Division's staff also manages and coordinates a number of valuable services to air carriers, including public aircraft parking, aeronautical driver training, aircraft engine run-up areas and procedures, and other operational services. For information concerning these services, please contact the Airport Duty Manager by telephone at 718-244-3800 or by mail at the following address:

Airport Duty Manager
Aeronautical Services Division
Port Authority of New York and New Jersey
Building 145
JFK International Airport
Jamaica, New York 11430

Deicing services are typically provided by the airport's Ramp Handling permittees or Unit Terminal lessees. Snow removal at the terminals is performed by the Unit terminal lessees.

Sheltair Aviation Services JFK (Sheltair) manages the General Aviation Terminal (GAT) and adjacent ramp and serves as a convenient gateway for both international and domestic events and meetings taking place in New York City. Sheltair's professional FBO team provides 24/7 fueling Jet A and 10011, concierge and VIP handling, general aviation and commercial ground handling, sports and entertainment charter handling, diplomatic logistics coordination, deicing services, aircraft parking assignments and more. Onsite security clearance and medical lift are available and Customs and Immigration provides the ease of planeside clearance. Sheltair offers flight crew and passenger transportation to and from the main terminals, rental cars upon request, WIFI, pilot lounge and meeting room, coordination of hotels, private car transportation and catering. For more information about these services and more, contact:

347-566-6620 Main

347-566-6619 Fax

UNICOM 122.95

Info-JFK@sheltairaviation.com

General Aviation Terminal Building 145
Jamaica, NY 11430

Robert McAdams, General Manager

718-207-7122

rmcadams@sheltairaviation

www.sheltairaviation.com

NYALO Letter- <https://www.panynj.gov/content/dam/airports/pdfs/NYALO-letter.pdf>