



# NOTICE OF AIRPORT/HELIPORT ALTERATION AND/OR CHANGE OF BASED AIRCRAFT

**PLEASE TYPE OR PRINT IN BLUE OR BLACK INK**

**INSPECTION FEE \$50** (if applicable - see instructions)

SPONSOR INFORMATION		
NAME OF AIRPORT/HELIPORT	DATE	
NAME OF LICENSEE	DAYTIME PHONE NUMBER	
STREET ADDRESS/P.O. BOX	COUNTY	
CITY	STATE	ZIP CODE

ALTERATION/CHANGE
I, (we), hereby give notice of proposed physical change, or alteration of this airport/heliport:
BRIEF DESCRIPTION (ATTACH PHOTOS/SKETCH IF NECESSARY)
_____
_____
_____
_____
_____

CHANGE IN BASED AIRCRAFT			
I, (we), hereby give notice of a change in based aircraft at this airport/heliport (private airports/heliports only):			
MAKE	MODEL	REGISTRATION NUMBER	ADD/DELETE
			ADD <input type="checkbox"/> DELETE <input type="checkbox"/>
			ADD <input type="checkbox"/> DELETE <input type="checkbox"/>
			ADD <input type="checkbox"/> DELETE <input type="checkbox"/>

CERTIFICATION	
I hereby certify that I am the owner, or authorized agent, of the above named airport/heliport, that the information contained in this application and any accompanying documents is true and correct.	
_____	_____
Name (Print)	Signature
_____	_____
Title	Date (mm/dd/yyyy)

Complete and mail to: **PennDOT Bureau of Aviation**  
**Attn: Licensing Coordinator**  
**P.O. Box 3151**  
**Harrisburg, PA 17105-3151**

**FOR BUREAU OF AVIATION USE ONLY**

**LICENSING COORDINATOR**

LICENSING FEE PAID \$ \_\_\_\_\_ DATE RCVD \_\_\_\_\_ CHECK/MONEY ORDER # \_\_\_\_\_ LICENSE # \_\_\_\_\_

**AVN SPECIALIST REMARKS**

Does this change/alteration necessitate a facility inspection? YES  NO  If yes, date completed: \_\_\_\_\_

Does change/alteration meet Bureau licensing criteria for Type airport/heliport? YES  NO

Does this change/alteration require FAA notification? YES  NO

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AVN SPECIALIST SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AVN SPC SUPV CONCURRENCE \_\_\_\_\_ DATE \_\_\_\_\_

## NOTICE OF AIRPORT/HELIPORT ALTERATION (AV-19) INSTRUCTIONS

### REFERENCES:

- A. Aviation Code, Act of October 10, 1984, P.L. 837, No. 164
- B. Department of Transportation Aviation Regulations, Chapter 471, Title 67, PA Consolidated Statutes. §471.7 (Licensing Criteria and Requirements) (b)(2) An owner or operator of an airport shall give prompt written notice to the Bureau, using Bureau Form AV-19, of a proposed physical change in the airport that is likely to affect its safety or conformity with the criteria under which the airport was licensed by the Bureau.
- C. FAA Advisory Circular 150/5300-13 (Airport Design) (as amended)
- D. FAA Advisory Circular 150/5390-2 (Heliport Design) (as amended)

### PURPOSE:

Use this form to report significant changes to the airport/heliport. Changes to runways and heliports may require a Bureau inspection to assure compliance with licensing guidelines.

### INSTRUCTIONS:

#### Sponsor Information

1. List the airport/heliport name in the top block as it appears on the license.
2. Enter the name, mailing address, and phone number of the airport/heliport owner/sponsor.

#### Alteration/Change

1. Provide a brief description of the proposed alteration for the airport/heliport. Attach an airport/ heliport sketch plan or diagram that details the change(s).
2. Changes to a runway or heliport landing area will require an on-site inspection. Attach an inspection fee of \$50 paid to the Commonwealth of Pennsylvania (check, money order or bank draft). Any additional site or re-inspection may require an additional \$50 inspection fee.

#### Change of Based Aircraft

1. If additional aircraft are to be based at the site, provide the make, model and registration information of each new aircraft. Attach the take-off and landing performance specifications for each aircraft.

#### Certification

The owner, or authorized agent for the owner, must sign and date the application. Print or type the signatory's name. If appropriate list the signatory's title.

**Forward the Notice of Alteration to:** PennDOT Bureau of Aviation  
Attn: Licensing Coordinator  
P.O. Box 3151  
Harrisburg, Pa 17105-3151