

SUPPORTING STATEMENT

OMB-2120-0684

Fractional Aircraft Ownership Programs

Justification

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.**

14 CFR part 91, Subpart K describes requirements for fractional ownership operations conducted under part 91 and related requirements for fractional ownership operators when operating under 14 CFR part 135.

Fractional ownership is a program that offers increased flexibility in aircraft ownership. Owners purchase shares (1/16 for airplanes, 1/32 for helicopters) of an aircraft and agree to share their aircraft with others having an ownership share in that same aircraft. A distinguishing characteristic of this type of program is that owners also agree to put their aircraft into a “pool” of other shared aircraft and allow their aircraft to be used by other aircraft owners in that pool (dry-lease exchange). The aircraft owners use a common management company to maintain and crew the aircraft and administer leasing of the aircraft among owners.

14 CFR part 91, Subpart K (the rule) defines fractional ownership programs and their various participants, more clearly allocates responsibility and authority for safety of flight operations for purposes of compliance with the regulations, and ensures that fractional ownership program aircraft operations maintain a high level of safety. Certain elements of the rule provides, a level of safety equivalent to that of corresponding provisions of 14 CFR part 135. Parallel changes to corresponding sections of part 135 have been made to permit eligible fractional operators an alternate means for conducting certain commercial operations (i.e. operate part 91K for one flight, but part 135 for the next).

Title 49 USC, Section 40101, empowers the FAA to establish minimum standards, rules, and national policy which provide adequately for safety in air commerce. 14 CFR part 91, subpart K established appropriate safety regulations for fractional ownership operations.

Title 49 USC, Section 44702, empowers the Secretary of Transportation to issue air carrier operating certificates and to establish minimum safety standards for the operation of the air carrier to whom such certificates are issued. Under the authority of Title 49 USC, Section 44701, Title 14 Code of Federal Regulations (14 CFR) part 135 prescribes the terms, conditions, and limitations as are necessary to ensure safety in air transportation.

This collection of information supports the Department of Transportation's strategic goal on safety.

2. Indicate how, by whom, and for what purpose the information is to be used.

Each fractional ownership program manager and each fractional owner are mandated to comply with the requirements of 14 CFR part 91, subpart K. This mandatory information collection is used to determine if these entities are operating in accordance with the minimum safety standards of these regulations.

The FAA will use the information it reviews and collects to evaluate the effectiveness of the program and make improvements as needed, and ensure compliance and adherence to regulations.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

The burden associated with 14 CFR part 91, subpart K is associated with reporting and recordkeeping. The FAA uses an automated Operations Specifications subsystem to issue management specifications to fractional ownership program managers. This system allows management companies to electronically generate and electronically sign the management specifications. It contains standard template paragraphs. Use of this automated system is required for the fractional ownership programs. One hundred percent of the management specifications are generated and approved by electronic means.

Issuance and approval of management specifications is 100% electronic and fully compliant with the Government Paperwork Elimination Act.

In addition, the maintenance and inspection programs required for fractional ownership programs provides for the manuals to be kept and maintained electronically. Certain relief is provided from carrying maintenance manuals onboard the aircraft.

Most recordkeeping provisions and approval processes outlined in this rule for both fractional ownership programs and operations conducted under 14 CFR part 135 are accomplished electronically; however, legal contractual documents and certain documents such as passenger briefing cards and flight and operational manuals must be available in paper form for legal or safety reasons.

The FAA continues to work with fractional program managers to develop procedures to allow expedited changes to management and operations specifications, such as adding aircraft that are substantially similar to aircraft currently approved for operation.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purpose(s) described in 2 above.

There is no other agency collecting information from fractional ownership programs. This information, required by 14 CFR parts 91, subpart K, is to ensure safety in air commerce.

Information collected is only available from the fractional ownership program manager or operator. The program manager/operator must prescribe his/her own data based on the proposed operation. The information is not available from any other source.

However, the rule authorizes program managers that also hold a certificate to operate under part 135 or part 121 to use the same system or records they maintain under that part to satisfy the equivalent requirements and recordkeeping provisions of a fractional ownership program. Thus, program managers that hold an air carrier certificate or operating certificate would not be required to keep separate records for equivalent regulatory requirements to satisfy the independent obligations imposed by subpart K and part 135. These include flight and rest programs and recordkeeping, crew qualification, testing and training, and certain maintenance or inspection programs.

5. If the collection of information has a significant impact on a substantial number of small businesses or other small entities (item 5 of OMB Form 83-I), describe the methods used to minimize burden.

Applicants for fractional ownership operations are guided through the administrative requirements of the respective regulations by the assigned Flight Standards District Office. Automation of the operations specifications subsystem facilitates issuance of management specifications. Paragraphs outlining authorizations and limitations are issued specific to an operator's operation. For other reporting or recordkeeping burdens listed, the smaller operators have burdens in proportion to the size of their operation. The number of records and required reports are proportional to the number of pilots and aircraft used by the operator.

The FAA continues to work with fractional program managers to develop procedures to allow expedited changes to management specifications, such as adding aircraft that are substantially similar to aircraft currently approved for operation.

Section 91.1003 designates the fractional program manager as the owner's agent and authorizes the FAA to send any notices pertaining to the program solely to the program manager in its capacity as the agent, and not to all individual fractional shareowners.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.

The frequency of information collection is dependent on the applicant's business plan and application for new kinds of operation or types of aircraft. The frequency of information collection, for the most part, is determined by the business activity of the operator. There are safety implications for some forms of information. Failure to collect this information would undermine the FAA's ability to ensure these operations are conducted while providing at least the prescribed level of safety. Failure to collect this information may compromise the safety of the flying public.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with 5 CFR 1320.5(d)(2)(i)-(viii).

This collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.5 (d) (2) (i)-(viii), with the exception that some records are maintained longer than three years. Qualification records for crewmembers are maintained for as long as the person is employed by the program manager or operator. There are certain aircraft maintenance records that stay with the aircraft for the life of the aircraft and are transferred from owner to owner. This record retention requirement is not unique to part 91K operations. An identical requirement has existed for decades for operations conducted under parts 121, 125, 129, and 135.

8. Provide a citation of the FEDERAL REGISTER document soliciting comments on the conduct of the collection of information, a summary of all public comments responding to the notice, and a description of the agency's actions in response to the comments. Describe efforts to consult with persons outside the agency to obtain their views.

A 60-Day notice for public comments was published in the Federal Register on July 23, 2018, 83 FR 34910. No comments were received.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

There are no monetary considerations for this collection of information.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

Respondents have been given no assurance of confidentiality.

11. Provide additional justification for any questions of a sensitive nature such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

There are no questions of a sensitive nature.

12. Provide estimates of the hour burden for the collection of information.

The specific 14 CFR part 91 and 135 reporting requirements are prescribed by the following regulatory sections. When appropriate, this estimate will be based on an analysis performed in July 2018 of 91K operators of which there were 8 operators with an estimated 5300 fractional owners and 750 aircraft. The annual Air Transportation Wage of \$89,350/yr from the U.S. Bureau of Labor Statistics was used to calculate employee labor burden (Labor burden (\$89,350 / 2,087 working hours per year) = 42.81 per hour). Total weighted hourly costs, including fringe benefits and overhead, are \$50.09 (hourly wage + 17%). The number of owners is an estimate based on figures supplied by the National Business Aviation Association (NBAA) as a fleet wide snapshot as of July 2018 while the number of aircraft were taken from the FAA Web Based Operations Safety System (WebOPSS) database. Further, this revision will take into account, where appropriate, the fact that 7 of the 8 operators are also certificated under part 135 and as such, many of the items imposed by part 91K are of no additional burden because the items may be already required by part 135. The non-part 135 operator operates 2 aircraft.

§ 61.57, Exceptions. This section establishes an alternative method of meeting night currency requirements. The logging of flight time to meet this requirement is captured in the reporting requirements of § 91.1027, Recordkeeping.

§ 91.1003, Management contract between owner and program manager. This section requires a contract between each owner and program manager specifying owner and program manager rights and responsibilities.

Estimated number of new fractional owners per year	200
New contracts per year	200
Pages per contract	x 25
Cost per page	\$.10
Total estimated burden	\$ 500.00
Estimated time per contract	1.5 hrs
Total estimated time burden 1.5 hr. x 200 contracts	300 hrs
Estimated number of revisions per year (25% of owners)	1325
Pages per revision	10
Cost per page	x \$.10
Total estimated burden	\$1325.00
Estimated time per revision	1 hr
Total estimated time burden 1hr x 1325	1625 hrs

Total burden for this section: 1325 hours and \$1,825 in materials
 Labor burden (50.09 per hour x 1625 hours) \$81,396

§ 91.1007, Advance notice of non-program aircraft substitution. This would require an effort to provide notification that an aircraft used for a flight is not a program aircraft and

would also provide the name of the entity providing the substitute service. It is estimated that one half of the owners will use substitute service (charter) once each year.

Estimated number of notifications	2650
Pages per substitution contract	x 2
Cost per page	x \$.10
Estimated time per contract	.9 hrs
Total estimated time burden .9 hrs x 2346	2385 hrs

Total burden for this section:	2358 hours and \$530.00 in materials
Labor burden (50.09 per hour x 2358 hours)	\$119,465
Total (Labor + materials):	
\$119,995	

§91.1013, Owner’s understanding and acknowledgement of its operational control responsibilities. This section requires the program manager to brief each owner on the owner’s operational control responsibilities upon the signing of an initial contract, or a renewal or extension of the contract. The owner will further review and sign an acknowledgement of his responsibilities. Fractional ownership programs require a multi-year contract, generally for 5 years. It is estimated that each owner would be briefed and would sign an acknowledgement once each 5 years. The estimated burden is based on an estimated number of 200 new owners each year.

Estimated number of new owners per year	200
Total pages per briefing	1
Cost per page	\$.10
Estimated total annual cost	\$ 20.00
Estimated time per briefing	1 hr
Total estimated time 1 hr x 200	200 hrs

Total burden for this section:	200 hours and \$20.00 in materials
Labor burden (50.09 per hour x 200 hours)	\$10,018
Materials:	\$20
Total:	\$10,038

§91.1015, Management specifications. This section would require the issuance of management specifications which outline the authorizations, limitations, and other information for the fractional ownership program. These specifications are issued in the automated Operations Specifications subsystem. The implementation will require each program manager to utilize an automated system and electronic signature vs. the previous manual system for operations specifications. These estimates reflect the paperwork portion only and not the additional implementation costs of training and system installation and maintenance. Each program manager would be issued the set of management specifications. Specifications would be revised to reflect new aircraft, owner names, or changes in authorizations. **§91.1017**, Amending program manager’s management specifications, provides procedures for amendment of these specifications. As of July 2018, there were 8 fractional ownership programs active in WebOPSS. Ownership has increased slightly since last report and is expected to be stable. Revisions to management specifications are made to reflect changes in operations, owners, and aircraft.

Total estimated number of revisions	200
Cost per page	\$.10
Pages per contract	x 25
Total estimated burden for revisions	\$500.00
Estimated time burden per revision	6 hrs
Total estimated time 6 hrs x 200	1200 hrs

Total burden for this section:	1200 hours and \$500.00 in materials
Labor burden (50.09 per hour x 1200 hours)	\$60,108
Materials	\$500
Total	\$60,608

§91.1021, Internal safety reporting. This section requires each program manager to establish an internal safety reporting procedure and procedures to respond to an aviation incident/ accident. Part of the requirements of this section are included in §91.1023, Program Operating Manual Requirements.

Number of fractional ownership program managers	8
Pages per year	100
Cost per page	\$.10
Total estimated burden	\$80.00
Estimated hours per owner	40
Total estimated hours 40 hrs x 8	320 hrs

Total burden for this section:	240 hours and \$60.00 in materials
Labor burden (41.05 per hour x 320 hours)	\$16,029
Total (labor + materials)	\$16,109

§91.1023, Program operating manual requirements.

Requires each program manager to prepare and keep current a manual for the use of flight, ground, and maintenance personnel. The manual or appropriate portions of the manual, (and changes and additions) shall be made available to maintenance, ground personnel, flight crewmembers, and representatives of the Administrator. Employees are required to keep his/her manual up-to-date with changes furnished to them. Program managers of a limited size operation may be authorized deviations from all or part of the manual. Additionally, §91.1025 contains guidance as to the content of the manual. Numerous procedures are listed that require inclusion in the manual. Manual guidance is required appropriate to the size and authorizations applicable to an individual program. However, if an operator is also certificated in part 135 they are required to meet the same or more stringent manual requirements. This section will only levy a burden on operators that solely operate under part 91K. Currently only one operator, with 2 aircraft, operates solely in part 91K.

Number of solely 91K program managers required to have a manual	1
Number of aircraft required to have manual copy	2
Revisions per year	3
Estimated number of pages per revision	25
Cost per revision (\$.10 x 2 sides per page)	\$.20
Total estimated burden for revisions	\$45.00
Estimated time burden per revision per aircraft	1.5 hrs

Total estimated time burden 1.5 hrs x 3 rev x 1 a/c 4.5 hrs

Total burden for this section: 4.5 hours and \$45.00 in materials
 Labor burden (50.09 per hour x 4.5 hours) \$225
 Materials \$45
 Total **\$270**

§91.1027, Recordkeeping. This section provides the record keeping requirements applicable to each program manager. Note that if a program manager is also certificated to operate under part 135, they may satisfy the recordkeeping requirements of this section and 91.113 with equivalent obligations under the applicable 135 parts. In that case, the record keeping requirements would be covered by the appropriate air carrier rule. These options eliminate duplicative recordkeeping requirements. At the current time, all fractional ownership programs, except one, hold or are associated with an air carrier certificate. The recordkeeping figures reflect the part 91 numbers. Each program manager shall keep the following records:

AIRCRAFT

Current list of aircraft used or available for use.

It is estimated that all operators will update aircraft records each year.

Number of aircraft 750
 Estimated number of entries 25
 Cost per entry \$.10
 Total estimated burden for aircraft records \$1875.00
 Estimated time burden per entry .3 hrs
 Total estimated time burden .3hrs x 25 x 653 5625 hrs

Total burden for aircraft: 5625 hours and \$1875.00 in materials

Requires individual records of each pilot be maintained. This includes information on certificates, ratings, experience, duties, medical information, results of tests, flight time, training, and action concerning release from employment. This includes the logging of flight time to meet the night currency requirements of § 61.57 (e). However, if an operator is also certificated in part 135 they are required to meet the same or more stringent manual requirements. This section will only levy a burden on operators that solely operate under part 91K. Currently only one operator, with 104 pilots, operates solely in part 91K.

PILOTS:

Number of pilots (pilot in command and second in command-part 91) 4
 Average number of entries annually per pilot (other than flight and duty) x25
 Total estimated number of entries 100
 Cost per entry \$.10
 Total estimated cost burden \$10.00
 Estimated time burden .4 hrs
 Total estimated time burden .4 hrs x 25 x 4 40 hrs

Total burden for pilots: 40 hours and \$10.00 in materials

Requires the preparation of a load manifest for each program flight. Manifests are not required for repositioning, ferry flights, or training flights. These estimates reflect only program flight hours. Approximately 2 aircraft (part 91K only) fly an average of 800 program hours per year with an average stage length of 1.5 hours. This results in approximately 533 annual takeoffs per aircraft.

Estimated number of annual takeoffs per aircraft	533	
Estimated number of aircraft	x 2	
Cost per manifest	\$.10	
Total estimated burden		\$107.00
Estimated time burden per takeoff		.2 hrs
Total estimated time burden .2 hrs x 2 x 533		213 hrs

Total burden for manifests: 213 hours and \$107.00 in materials
Total cost of materials: \$1,992
Total burden for this section is: 5878 hours and \$1992.00 in materials
 Labor burden (50.09 per hour x 5878 hours) \$294,429
 TOTAL: \$296,421

§91.1029, Flight scheduling and locating requirements.

Each program manager must establish and use a system to schedule and release program aircraft must have procedures for locating each flight for which a flight plan is not filed. This procedure is part of the manual requirement of §91.1025. Flight plans are cleared by OMB 2120-0026, Domestic and International Flight Plans. The flight locating information shall be prepared for each flight that is not on a FAA flight plan, and shall be retained until completion of the flight. Almost all flights in turbojet airplanes are conducted on a flight plan. The burden to develop the flight locating procedure is contained in § 91.1023, Program operating manual requirements. However, if an operator is also certificated in part 135 they are required to meet the same or more stringent manual requirements. This section will only levy a burden on operators that solely operate under part 91K. Currently only one operator, with 2 aircraft, operates solely in part 91K.

Estimated annual flights on separate flight locating procedure	533	
Flight release number of pages	3	
Cost per page	\$.10	
Number of aircraft	2	
Total estimated cost burden		\$ 319.00
Estimated time burden per release		.5 hrs
Total estimated time burden .5 hrs x 533 x 3		800 hrs

Total burden for this section: 800 hours and \$319.00 in materials
 Labor burden (50.09 per hour x 800 hours) \$40,072
 TOTAL: \$40,391

§91.1031, Pilot in command, or second in command, designation required. The paperwork requirements of this section are contained in §91.1027, Recordkeeping.

§91.1033, Operating information required. Requires each program manager to provide cockpit checklists. Most companies will use checklists provided by the aircraft manufacturer. Some will develop their own checklists based on manufacturer's procedures. However, if an operator is also certificated in part 135 they are required to meet the same or more stringent manual requirements. This section will only levy a burden on operators that solely operate under part 91K. Currently only one operator, with 2 aircraft, operates solely in part 91K.

Number of fractional part 91K A/C req checklists	2	
Cost per checklist		\$200.00
Total estimated cost burden		\$ 400.00
Estimated time burden per checklist		6.5 hrs
Total estimated time burden	6.5 hrs x 2 a/c	13 hrs

Total burden for this section: 13 hours and \$400.00 in materials
 Labor burden (50.09 per hour x 13 hours) \$651
 TOTAL \$1051

§91.1035, Passenger awareness. This section requires an oral safety briefing supplemented by a printed briefing card. Many companies will use briefing cards provided by the aircraft manufacturer. Others will develop their own customized briefing cards. Cards must be available at each aircraft seat and an oral briefing must be given for each flight, unless the passengers have been previously briefed on another leg. Parts 91 (and parts 135/121) currently require oral briefings and/or briefing cards. If an operator is also certificated in part 135 they are required to meet the same or more stringent manual requirements. This section will only levy a burden on operators that solely operate under part 91K. Currently only one operator, with 2 aircraft, operates solely in part 91K.

Total estimated number of seats	(2 aircraft x 6 seats per)	
	12	
Cost per card	\$10.00	
Total cost of briefing cards	2 x 6 x 10 = \$120.00	\$120.00
Estimated number of flights per year, adjusted for passengers previously briefed	500	
Number of aircraft	2	
Estimated briefing time	2 min	
Total estimated time burden	2 min x 1000	33 hrs

Total burden for this section: 33 hours and \$120.00 in materials
 Labor burden (50.09 per hour x 33 hours) \$1653

§91.1037, Large transport category airplanes: Turbine engine powered: Limitations: Destination and alternate airports. Requires the program manager or other persons to calculate the performance requirements for each takeoff. This is a current requirement under part 91 to ensure that the aircraft can be landed safely within the available runway. No additional costs result from the rule change.

§91.1041, Aircraft proving tests. Requires a program manager to prepare a proving test program or request a deviation from the proving test requirement. A one time proving

test is required for a program manager using turbojets or an aircraft requiring two pilots under visual flight rules. If an operator is also certificated in part 135 they are required to meet the same or more stringent manual requirements. This section will only levy a burden on operators that solely operate under part 91K. Currently only one operator, with 2 aircraft, operates solely in part 91K. Additionally proving tests are only required for a new operator or a new aircraft type.

Estimated number of applicable fractional ownership operations	1 turbojet operator	
Estimated pages of paperwork required	x 25	
Cost per page	x \$1.00	
Total estimated cost burden		\$25.00
Estimated time burden	25 hrs	

Total estimated burden for this section: 25 hours and \$25.00 in materials
 Labor burden (50.09 per hour x 25 hours) \$1252

§91.1047, Drug and alcohol misuse program. Requires the program manager to provide drug and alcohol misuse education and to disclose to owners the existence or absence of a drug and alcohol misuse education program or testing program. This will require an initial disclosure to each owner. Educational materials are available (including on the web) and the costs are negligible. If an operator is also certificated in part 135 they are required to meet the same or more stringent manual requirements. This section will only levy a burden on operators that solely operate under part 91K. Currently only one operator, with 2 aircraft, operates solely in part 91K. The total cost of this disclosure is minimal.

§91.1049, Personnel. Requires each program manager to publish pilot and flight attendant duty schedules. It is estimated that each program manager will publish a schedule each month. Costs to develop or formulate the schedule are not included in this area. Figures reflect the costs of publication only.

Number of fractional ownership companies		8
Average number of schedules published per company	20	
Cost per schedule	\$1.10	
Total estimated cost burden	\$16.00	
Estimated time burden per schedule	1 hr	
Total estimated time burden 1hr x 8 comp x 20 schd	160 hrs	

Total estimated burden for this section: 120 hours and \$12.00 in materials
 Labor burden (50.09 per hour x 160 hours) \$8014

§91.1051, Pilot safety background check. Requires each program manager to request personnel information on each pilot. There are approximately 200 new pilots per year being hired by fractional ownership companies. Five different requests for information are generated to fulfill this requirement.

Number of pilots needing background checks	200	
Number of requests per pilot	5	
Cost per request (printing plus postage)	\$2.00	
Total estimated cost burden	\$2000.00	

Estimated time burden per request	1hr
Total estimated burden 1 hr x 200 x 5	1000 hrs

Total estimated burden for this section:	1000 hours and \$2000.00 in materials
Labor burden (50.09 per hour x 1000 hours)	\$50,090
TOTAL	\$52090

§91.1053, Flight crew experience. Allows a program manager to request a deviation from certain flight crew experience requirements based on the size and scope of the operation. It is estimated that 2 fractional ownership companies using small airplanes or helicopters will request the deviation.

Number of fractional ownership companies	2
Request for deviation, number of pages	1
Cost per page (printing plus postage)	\$2.00
Total estimated cost burden	\$4.00
Estimated time burden per deviation	2 hr

Total burden this section:	4 hours and \$4.00 in materials
Labor burden (50.09 per hour x 4 hours)	\$200
TOTAL:	\$204

§91.1055, Pilot operating limitations and pairing requirement. Allows a program manager to request a deviation from certain crew pairing requirements under specified circumstances. The logging requirements of this section are incorporated in §91.1027, Recordkeeping.

The following regulations encompass the crewmember training and testing provisions: **§91.1063 through §91.1107** require a training and testing program, specify crewmember qualifications and frequency of training and checks, and detail program approval processes. The recordkeeping provisions of these sections are contained in §91.1027, Recordkeeping. All of the existing fractional ownership programs have some type of training program. These programs would require revision to meet the new rule requirements. However, the revisions do not impose any additional burden.

§91.1109, Aircraft maintenance: Inspection program. Requires each program manager to establish an approved aircraft inspection program. The program must be derived from a currently recommended manufacturer program or approved program. If an operator is also certificated in part 135 they are required to meet the same or more stringent manual requirements. This section will only levy a burden on operators that solely operate under part 91K. Currently only one operator, with 2 aircraft, operates solely in part 91K.

Total number of fractional ownership operations	1
Estimated number of aircraft	2
Estimated cost for tracking maintenance per A/C (manuals, printing reports data entry etc.)	\$200
Total estimated cost burden	\$400.00
Estimated time burden per aircraft	40 hrs
Total estimated time burden 40 hrs x 36 a/c	80 hrs

Total burden for this section:	80 hours and \$400.00 in materials	
Labor burden (50.09 per hour x 80 hours)		\$4,007
TOTAL: \$4,407		

§91.1111, Maintenance training. Requires development of a training program for maintenance personnel. If an operator is also certificated in part 135 they are required to meet the same or more stringent manual requirements. This section will only levy a burden on operators that solely operate under part 91K. Currently only one operator, with 36 aircraft, operates solely in part 91K. Additionally, maintenance recordkeeping is a currently required item by existing §91.417. This section mandates the procedure be contained in the manual required in 91.1025. Costs are contained in that section and pose no additional burden.

§91.1113, Maintenance recordkeeping. Maintenance recordkeeping is a currently required item by existing §91.417. This section mandates the procedure be contained in the manual required in 91.1025. Costs are contained in that section.

§91.1115, Minimum equipment lists and letters of authorization. Requires an approved minimum equipment list to authorize operation with certain instruments and equipment inoperative. In addition, it is anticipated that there will be one revision to each list each year. If an operator is also certificated in part 135 they are required to meet the same or more stringent manual requirements. This section will only levy a burden on operators that solely operate under part 91K. Currently only one operator, with 2 aircraft, operates solely in part 91K.

Revisions:

Approximate number of manuals revised annually	2	
Estimate one revision per year	x 1	
Cost of revision (estimated number of pages 5 x \$.10 per page)	x\$.50	
Total estimated material cost	\$1.00	
Estimated time burden per revision	4 hr	
Total estimated time burden 4 hr x 2 a/c	8 hrs	

Total burden for this section:	8 hours and \$1.00 in materials	
Labor burden (50.09 per hour x 8 hours)		\$401
TOTAL: \$402		

SUMMARY OF BURDEN				
FAR Section	NUMBER OF RESPONSES	HOURS	MATERIALS	LABOR*
61.57	0	0	\$0	\$0
91.1003	1,325	1,325	\$1,825	\$81,396
91.1007	2,650	2,385	\$530	\$119,465
91.1013	200	200	\$20	\$10,018
91.1015	200	1,200	\$500	\$60,108
91.1021	8		\$80	\$16,029
		320		
91.1023	1	4.5	\$45	\$225
91.1027	1,287	5,878	\$1,992*	\$294,429
91.1029	533	800	\$319**	\$40,072
91.1031	0	0	\$0	\$0
91.1033	2	13	\$400	\$651
91.1035	12	33	\$120	\$1,653
91.1037	0	0	\$0	\$0
91.1041	1	25	\$25	\$1,252
91.1047	0	0	\$0	\$0
91.1049	160	160	\$16	\$8,014
91.1051	1,000	1,000	\$2,000	\$52,090
91.1053	2	4	\$4	\$200
91.1055	0	0	\$0	\$0
91.1063-1107	0	0	\$0	\$0
91.1109	2	80	\$400	\$4,007
91.1111	0	0	\$0	\$0
91.1113	0	0	\$0	\$0
91.1115	2	8	\$1	\$401
TOTAL	7,385	13,436 hours	\$8,277	\$690,010
Material + Labor:			\$698,297	

*Shows as 1995 in ROCIS due to rounding. **Shows as 320 in ROCIS due to rounding.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

The burden is shown in question 12. There are no additional costs.

14. Provide estimates of annualized cost to the Federal Government.

The paperwork generated by the requirements in section 12 is for the most part not subject to systematic FAA review and thus does not correspond to a quantifiable statement of FAA review hours. However, based on data from Labor Distribution Reporting, the FAA estimates that the total estimated annual cost to the Federal Government is \$175,000. This cost is based on the time of existing FAA staff spent reviewing and processing program information such as Minimum Equipment Lists and LOAs, and clerical support to issue approvals and authorizations submitted to the FAA as identified in this document. As an average salary, we have used the average hourly salary of a GS-11 step 6, "Rest of U.S." locality, (\$47 per hour, including overhead and benefits using a multiplier of 1.36) for technical time and a typist earning GS-6 step 1 (\$24 per hour) per administrative hour.

15. Explain the reasons for any program changes of adjustments reported in items 13 or 14 of the OMB Form 83-I.

While there was a slight increase in part 91K operators, this revision reflects a decrease in time, material and cost burden. The main driver of this decrease is the number of aircraft affected by section 91.1109, which applies only to part 91K operators who do not also operate under part 135. At the time of the previous submission, there was one such operator, which owned 36 aircraft; this resulted in an hour burden of 1,440 hours and \$59,112. As of July 2018, there is one 91K operator subject to 91.1109, but with only 2 aircraft. This represents an hour burden of 80 hours, and \$4,407. As a result of this and other, less significant changes, the total cost burden has decreased approximately 10%.

16. For collections of information whose results are planned to be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

This collection of information will not be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

We are not seeking approval to not display an expiration date OMB approval of this information.

18. Explain each exception to the certification statement identified in item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

There are no exceptions in Item 19 OMB Form 83-I.

