

Airport Certification Manual

Minneapolis-St. Paul International Airport (MSP)

DocuSigned by:

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MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL

Table of Contents

List of Exhibits iii

Revision Control Sheet v

Distribution List ix

Section 101 – Purpose, Airport Information 101-1

Section 105 – Inspection Authority 105-1

Section 111 – Exemptions 111-1

Section 113 – Deviations 113-1

Section 115 – Falsification, reproduction, or alteration of applications, 115-1
certificates, reports, or records

Section 201 – Airport Certification Manual/Revisions 201-1

Section 301 – Records 301-1

Section 303 – Personnel 303-1

Section 305 – Paved Areas 305-1

Section 307 – Unpaved Areas 307-1

Section 309 – Safety Areas 309-1

Section 311 – Marking, Signs, and Lighting 311-1

Section 313 – Snow and Ice Control 313-1

Section 315 – ARFF Index Determination 315-1

Section 317 – ARFF Equipment and Agents 317-1

Section 319 – ARFF Operational Requirements 319-1

Original Date: 12/09/04

Revision Date: 05/16/25

MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL

Table of Contents

Section 321 – Handling and Storing of Hazardous Substances and Materials 321-1

Section 323 – Traffic and Wind Indicators 323-1

Section 325 – Airport Emergency Plan 325-1

Section 327 – Self-Inspection Program 327-1

Section 329 – Pedestrians and Ground Vehicles 329-1

Section 331 – Obstructions 331-1

Section 333 – Protection of NAVAIDS 333-1

Section 335 – Public Protection 335-1

Section 337 – Wildlife Hazard Management 337-1

Section 339 – Airport Condition Reporting 339-1

Section 341 – Identifying, Marking, and Lighting Construction 341-1
and Other Unserviceable Areas

Section 343 – Noncomplying Conditions343-1

Section 401 – Airport Safety Management System: General Requirements401-1

Section 403 – Airport Safety Management System: Implemenation403-1

MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL

List of Exhibits

Exhibit 101-1 – Reference List

Exhibit 101-2 – Area Chart

Exhibit 303-1 – Organization Chart

Exhibit 305-1 – MSP Movement Area

Exhibit 305-2 – Paved Areas Not Available to Air Carrier Operations

Exhibit 309-1 – Engineered Materials Arresting Systems (EMAS) Maintenance Program

Exhibit 311-1 – Sign Plan

Exhibit 311-2 – Preventive Maintenance Inspection Procedures for PAPIs and Generators

Exhibit 311-3 – Vehicle Service Road Sign Plan

Exhibit 313-1 – Snow and Ice Control Plan

Exhibit 317-1 – ARFF Equipment/Personnel

Exhibit 321-1 – Fuel System Inspection Reports

Exhibit 325-1 – Airport Emergency Plan

Exhibit 327-1 – Daily Self-Inspection Forms

Exhibit 329-1 – MAC Ordinance 127

Exhibit 331-1 – Obstruction Maps

Exhibit 337-1 – Wildlife Hazard Management Plan

Exhibit 339-1 – NOTAM Information

Exhibit 400-1 – Maintenance Corrective Action Form

Original Date: 12/09/04

Revision Date: 05/16/25

MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL

Exhibit 500-1 – LOA, Airport Emergency Services at Minneapolis-St. Paul International Airport (MSP)

Exhibit 500-2 – LOA, Land and Hold Short Operations (LAHSO) Procedures

Exhibit 500-3 – LOA, Movement/Non-movement Areas

Exhibit 500-4 – LOA, Runway Lighting for CAT II and III Approaches

Exhibit 500-5 – LOA, Surface Movement Guidance Control System Procedures

Exhibit 500-6 – LOA, Minneapolis Airport Traffic Control Tower Contingency Plan - Temporary Tower

Exhibit 500-7 – LOA, Notification Process by the Metropolitan Airports Commission for Surface Area Notices to Airmen

Exhibit 500-8 – LOA, Reporting Airport Movement Area Conditions and Notification

Exhibit 500-9 – LOA, Notice to Airmen (NOTAM) Notification Responsibility

Exhibit 500-10 – LOA, Runway Safety Areas

Exhibit 500-11 – LOA, Minneapolis Airport Traffic Control Tower Contingency Plan - Temporary Tower - Orange Ramp

Exhibit 500-12 – SMS Implementation Plan Approval Letter

Exhibit 500-13 – LOA, Taxiway A and Taxiway B Convergence Taxi and Pushback Procedures

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Revision Date: 05/16/25

MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL**Revision Control Sheet**

Revision Number	Revision Date	Revision Contents and/or Remarks
001	07/01/07	Pages iv - vi, Revision Control Sheet, Distribution List
001	07/01/07	Page 11-2, Declared Distances & Displaced Thresholds
001	07/01/07	Page 11-3, safety areas for Taxiways K & L
001	07/01/07	Page 12-3, 12-4, 12-5, Taxiway reflectors
001	07/01/07	Page 15-1, & 15-2, paragraph a, vehicles 16 & 17
001	07/01/07	Page 16-1, items c & e
001	07/01/07	Page 21-1, 21-2, 21-3, 21-4, 21-5, Pedestrian and Ground Vehicles
001	07/01/07	Page 24-1, item 3.a
001	07/01/07	Exhibit 1, Operations Organization Chart
001	08/15/06	Exhibit 7, Sign Plan
001	07/01/07	Exhibit 9, Snow Plan
001	07/01/07	Exhibit 13, Letters of Agreement
002	01/22/09	Exhibit 7, Updated Sign Plan
003	03/31/09	Exhibit 9, Snow Plan: Added information related to continuous monitoring and crew resource management.
004	10/31/10	Complete update of the entire document.
005	01/01/12	Page 21-1, 21-2, 21-3, 21-4, 21-5, 21-6, Pedestrian and Ground Vehicles
006	03/18/13	Pages i, iv, Table of Contents and Revision Control Sheet. Pages v-vi, Elimination of Document Control Sheet (page renumbering). Page 4-1, Falsification, reproduction, or alteration of applications, certificates, reports, or records. Page 8-1, 8-2 (format), CEO, Personnel. Page 21-2, 21-4, Pedestrians and Ground Vehicles.
007	09/15/13	00 -Table of Contents; Sections 9, 11, 12, 15, 16, 20, 24, 26, 27; Exhibits 1, 2, 4, 5-2, 6, 7, 9-1, 9-2, 10, 11, 13-1, 13-2, 14, 16, 17.
008	07/31/14	00 - Table of Contents, Section 21
009	08/01/14	Table of Contents, Section 13, Exhibit 9
010	03/24/2016	Updates to 00 - Table of Contents and Sections 12, 15, 16, 17, 20, and 26 as well as Exhibits 1, 4, 7, 10, 12, 14, and 15. Addition of Exhibit 18.

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V

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MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL**Revision Control Sheet (continued)**

Revision Number	Revision Date	Revision Contents and/or Remarks
011	09/01/2016	Changes to Sections 13, 20, 26 and Exhibit 9 to incorporate Runway Condition Codes (RCCs) and other changes to Airport Condition Reporting methods.
012	02/11/2018	Updates to 00 - Table of Contents, Sections 9 and 12 and Revised Movement/Non-Movement Area Letter of Agreement in Exhibit 13.
013	05/11/2018	Updates to 00 - Table of Contents, Distribution List, Section 21, Exhibit 1, Exhibit 5, and Exhibit 9
014	08/31/2018	Updates to Table of Contents, Section 11-Safety Areas, Section 12-Marking, Signs and Lighting, Section 15-ARFF Equipment and Agents, Section 17-Handling and Storing of Hazardous Substances and Materials, Exhibit 10-ARFF Equipment/Personnel, Exhibit 16-Preventive Maintenance Procedures for PAPIs and Generators, Exhibit 17-Engineered Materials Arresting System (EMAS) Maintenance Program, Exhibit 18-Fuel System Inspection Reports and Exhibit 19 - Corrective Action Form
015	11/09/2018	Updates to Section 19- Airport Emergency Plan and Exhibit 11- Airport Emergency Plan
016	06/01/2019	Entire document reformatting, and reorganization. Updates to Section 317- ARFF: Equipment and Agents, Section 321 -Handling and Storing of Hazardous Substances and Materials, Exhibit 303-1-Organization Chart, Exhibit 313-1-Snow Plan, Exhibit 317-1-ARFF Equipment/Personnel, Exhibit 327-1-Daily Self-Inspection Forms, Exhibit 339-1-NOTAM Information
017	09/27/2019	Updates to Distribution List, Section 323-Air Traffic and Wind Direction Indicators, Exhibit 311-2-Preventive Maintenance Inspection Procedures for PAPIs and Generators, Exhibit 313-1-1-Snow Plan, 321-1-Fuel System Inspection Reports, Exhibit 327-1-Self-Inspection Forms
018	10/01/20	Updates to Distribution List, Section C of Section 321 and replacement of pages 4 and 5 of Exhibit 321-1 with new training form.
019	11/20/20	Updates to Distribution List, Section 309, Section 311, Section 321, Section 323, Exhibit 305-2, Exhibit 311-2, and Exhibit 500-1
020	12/23/20	Updates to the Table of Contents and the Sign Plan in Exhibit 311-1.

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MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL**Revision Control Sheet (continued)**

Revision Number	Revision Date	Revision Contents and/or Remarks
020A	06/16/2021	Updates to the Table of Contents, Distribution List, and the Sign Plan in Exhibit 311-1.
021	6/21/2021	Updated Wildlife Hazard Management Plan in Exhibit 337-1.
022	3/25/2022	Updated Table of Contents-Distribution List, Section 303, Section 327, Exhibit 309-1, Exhibit 311-2, and Exhibit 327-1.
023	04/22/2022	Updated Section 311, Section 325, Section 339, Exhibit 325-1 and Exhibit 339-1
024	08/26/2022	Updated Table of Contents, Section 305, Section 311, Exhibit 313-1, Exhibit 321-1, Exhibit 500-1
025	11/18/2022	Updated Table of Contents, Section 301, Section 317, Section 335, Exhibit 101-2, and Exhibit 500-10
026	07/14/2023	Updated Table of Contents, Section 201, Section 311, Section 327, Section 329, and Exhibit 327-1
027	10/06/2023	Updated Table of Contents Distribution List, Section 313 and Exhibit 313-1.
028	10/12/2023	Updated Exhibit 325-1, Airport Emergency Plan - Revision 06
029	12/29/2023	Updated Section 309, Section 317, Section 319, and Exhibit 317-1
030	01/26/2024	Update to the Sign Plan, Exhibit 311-1
031	01/31/2024	Updated Exhibit 325-1, Airport Emergency Plan - Revision 07
032	04/12/2024	Updated Section 337 and Exhibit 337-1, Wildlife Hazard Management Plan
033	05/30/2024	Updated Table of Contents Distribution List, Exhibit 500-6, and added new Exhibit 500-11.
034	07/10/2024	Updated Section 317, Exhibit 317-1, and Exhibit 500-6.
035	09/09/2024	Updated Exhibit 313-1, Snow and Ice Control Plan
036	09/18/2024	Updated Exhibit 325-1, Airport Emergency Plan
037	09/19/2024	Added Sections 401, 403, and Exhibit 500-12
038	11/01/2024	Updated Table of Contents Updated Exhibit 313-1, Snow and Ice Control Plan section 5.7 and Appendices 4, 5, 6, 7, 8, 9, 10, 11 Updated Section 309 page 3 and Exhibit 327-1 page 4
039	11/25/2024	Updated Table of Contents Updated Section 311 Added Exhibit 311-3
040	01/15/2025	Updated Section 317 page 2 and Exhibit 317-1

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MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL

Revision Control Sheet (continued)

Revision Number	Revision Date	Revision Contents and/or Remarks
041	04/07/2025	Added Exhibit 500-13
042	04/08/2025	Updated Section 317 and Exhibit 317-1
043	04/24/2025	Updated Exhibit 325-1 - Airport Emergency Plan
044	05/01/2025	Updated Section 321 and Exhibit 321-1
045	05/16/2025	Updated Section 301, Section 303, and Section 401, and added Section 402.

Original Date: 12/09/04

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MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL

Distribution List

1. Original ACM
 2. FAA Airport Certification Inspector
 3. MAC Executive Director/CEO
 4. MAC Executive Vice President/COO
 5. MAC Vice President Management and Operations
 6. MAC Director of Integrated Operations
 7. MAC Director of Airport Maintenance and Asset Management
 8. MAC Director of Terminal and Landside Operations
 9. MAC Assistant Director of Field Maintenance
 10. MAC Director of Real Estate and Airline Affairs
 11. MAC Emergency Manager
 12. MAC Airport Police Department
 13. MAC Airport Fire Department
 14. MAC SMS Manager
 15. MAC Trades Department
 16. MAC Field Maintenance Department
 17. MAC Electrical Department
 18. MAC Paint Department
 19. MAC Airport Development Department
 20. MAC Airside Operations Department
 21. MAC Emergency Communications Department
 22. Air Traffic Manager, FAA Air Traffic Control Tower
 23. Manager, FAA Airways Facilities
 24. Minnesota State Department of Transportation
 25. General Manager, Signature Flight Support
-

Original Date: 12/09/04

Revision Date: 05/16/25

MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL



Distribution List

26. Station Manager, Air Canada
 27. Station Manager, WestJet Airlines
 28. Station Manager, American Airlines
 29. Station Manager, Southwest Airlines
 30. Station Manager, Delta Air Lines
 31. Station Manager, FedEx
 32. Station Manager, Frontier Airlines
 33. Station Manager, Icelandair
 34. Station Manager, UNIFI
 35. Station Manager, Spirit Airlines
 36. Station Manager, Skywest Airlines
 37. Station Manager, Endeavor Airlines
 38. Station Manager, United Airlines
 39. Station Manager, Sun Country Airlines
 40. Station Manager, Alaska Airlines
 41. Station Manager, DHL
 42. Station Manager United Parcel Service
 43. 934th Air Force Reserve
 44. 133rd Air National Guard
 45. Swissport
 46. Station Manager, Denver Air Connection
 47. Station Manager, Air France/KLM
 48. Station Manager, Atlas Air
 49. Station Manager, Allegiant Airlines
 50. Station Manager, Amazon Air
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Original Date: 12/09/04

Revision Date: 05/16/25

X

FAA Approval: 
 Date: Jun 17 2025

MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL



Distribution List

- 51. Station Manager, Aer Lingus
- 52. Station Manager, Discover Airlines

Original Date: 12/09/04

Revision Date: 05/16/25

xi

FAA Approval: 
 Date: Jun 17 2025

MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL

Section 301 - Records

Furnish Records

Upon request of the Administrator, the Airport will furnish records listed under this section.

List of Required Records

The Airport maintains the following records:

1. Personnel Training – 24 consecutive months for personnel training records under Sections 303, 327, and 402(b).
2. Emergency Personnel Training – 24 consecutive months for ARFF and emergency medical service personnel training records under Section 319.
3. Airport Fueling Agent Inspection – 12 consecutive months for records of inspection of fueling agents under Section 321.
4. Fueling Personnel Training – 12 consecutive months for self-inspection records under Section 321.
5. Self-Inspection – 12 consecutive months for self-inspection records under Section 327.
6. Movement areas and safety areas training - 24 consecutive months for records of training given to personnel with access to movement areas and safety areas under Section 329.
7. Accident and Incident - 12 consecutive months for each accident or incident in movement areas and safety areas involving an air carrier and/or ground vehicle under Section 329.
8. Airport Condition – 12 consecutive months for records of airport condition information dissemination under Section 339.
9. Safety Risk Management - the longer of 36 consecutive calendar months after the risk analysis of identified hazards has been completed, or 12 consecutive calendar months after mitigations required have been completed, for Safety Risk Management documentation under Section 402.
10. Safety Communications - 12 consecutive calendar months for records of safety communications under Section 402.

Additional Records

The Airport will make and maintain additional records as may be required by the Administrator.

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Section 301, page 1

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MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL

Section 303 - Personnel

Lines of Succession of Operational Responsibility

Lines of succession of operational responsibilities are depicted in the organizational chart attached to this manual as Exhibit 303-1.

1. Metropolitan Airports Commission

The Minneapolis-Saint Paul International Airport is governed by the Metropolitan Airports Commission (Commission). The Commission is comprised of a 15 member Board of Commissioners. The mayors from the cities of Minneapolis and Saint Paul have seats on the Board, the remaining 13 seats are appointed by the Governor of the State of Minnesota.

The direct administration, operation, maintenance, and management are the responsibility of the Airport Staff under the direction of the Executive Director/CEO.

Personnel Requirements

The Airport will comply with the following personnel requirements:

1. Maintain sufficient qualified personnel to comply with the requirements of the ACM and the requirements of Title 14 CFR Part 139.
2. Equip personnel with sufficient resources needed to comply with the requirements of Title 14 CFR Part 139.
3. All new persons who access the movement areas and safety areas and perform duties in compliance with the requirements of the ACM and Part 139 will receive training as specified under Part 139. This training shall be completed prior to the initial performance of such duties and at least once every 12 consecutive calendar months thereafter. New hires are provided with on-the-job training and are required to complete training prior to being permitted to perform duties under the requirements of this ACM and Part 139. This training includes:
 - a. Airport familiarization, including airport marking, lighting and signs system, and driver training.
 - b. Procedures for access to, and operation in, movement areas, and safety areas under Section 329 Pedestrians and Ground Vehicles.

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Revision Date: 05/16/25

Section 303, page 1

FAA Approval: 
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MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL

- c. Airport communications, including the use of ATCT, and airport frequencies and procedures for reporting unsafe airport conditions.
 - d. Duties required under the ACM and the requirements of Part 139 Sections 319, 321, 327, 329, 337, and 339 as appropriate.
- 4. Make record of all training completed by each individual in compliance with this section that includes, at a minimum, a description and date of training received. Such records shall be maintained for 24 consecutive calendar months after completion of training.
- 5. As appropriate, comply with the following training requirements of this ACM:
 - a. Section 319 – Aircraft Rescue and Fire Fighting: Operational Requirements;
 - b. Section 321 – Handling and Storage of Hazardous Substances and Materials;
 - c. Section 327 – Self-Inspection Program
 - d. Section 329 – Pedestrians and Ground Vehicles
 - e. Section 337 – Wildlife Hazard Management
 - f. Section 339 – Airport Condition Reporting
 - g. Section 402 - Airports Safety Management System

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Section 303, page 2

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MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL

Section 401 - Airport Safety Management System: General Requirements

Under Part 139.401(a), Minneapolis-St. Paul International Airport is required to comply with SMS requirements as the FAA has determined it is classified as a large hub based on passenger data extracted from the Air Carrier Activity Information System.

In accordance with Part 139 subpart E, Minneapolis-St. Paul International Airport will develop, implement, maintain, and adhere to the Airport Safety Management System (SMS). The scope of the Airport SMS encompasses aircraft operation in the movement area, aircraft operation in the non-movement area, and other airport operations addressed under Part 139. The Minneapolis-St. Paul International Airport is the responsible party for compliance with the Airport SMS.

Policies and procedures for the development of, implementation of, maintenance of, and adherence to the Airport's SMS, as required under Part 139 subpart E, are contained in a separate Airport SMS Manual, which is maintained in the Metropolitan Airports Commission's General Office by the SMS Accountable Executive and their designated appointee.

On an annual basis, or upon FAA request, the Airport shall provide the FAA copies of any changes to the Airport SMS Manual.

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Section 401, page 1

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MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL**Section 402 - Components of Airport Safety Management System****(a) SMS Components**

In accordance with Part 139.402, the Airport SMS has the following components:

- Safety Policy;
- Safety Risk Management process and procedures for identifying hazards and their associated risks within airport operations and for changes those operations covered by Part 139;
- Safety Assurance processes and procedures to ensure mitigation measures are adequate and the Airport SMS is functioning effectively; and
- Safety Promotion processes and procedures to foster an airport operating environment that encourages safety.

(b) Safety Risk Management Records

The Airport shall establish and maintain records that document the Airport's Safety Risk Management processes. These records shall provide a means for the Airport's acceptance of responsibility for assessed risks and mitigations. These records will be maintained for the longer of –

- 36 consecutive calendar months after the risk analysis of identified hazards under Part 139.402(b)(2) has been completed; or
- 12 consecutive calendar months after mitigations required under Part 139.402 (b)(2)(v) have been completed.



(c) Safety Awareness Orientation

The Airport will provide all persons authorized to access airport areas regulated under Part 139 with a safety awareness orientation, which includes hazard identification and reporting. The safety awareness orientation materials are readily available to such persons and will be reviewed and updated every 24 calendar months or sooner if necessary. The Airport will maintain a record of all safety awareness orientation materials made available in compliance with Part 139.402(d)(1), including any revisions and means of distribution. These records will be retained for 24 consecutive calendar months after the materials are made available.

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Revision Date: 05/16/25

Section 402, page 1

FAA Approval: 
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MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL

(d) SMS Training

The Airport will provide safety training on those requirements of SMS and its implementation to each person with responsibilities under the Airport SMS that is appropriate to the individual's role. In accordance with the SMS Manual, this training must be completed prior to initial performance of SMS duties and at least every 24 consecutive calendar months. The Airport will maintain a record of all training for these employees that includes, at a minimum, a description and date of training received. These records will be retained for twenty-four consecutive calendar months after completion of training.

(e) SMS Communications



As specified in the Airport SMS Manual, the Airport will develop and maintain a formal means for communicating important safety information that, at a minimum:

- Ensures all persons authorized to access the airport areas regulated under this part are aware of the SMS and their safety roles and responsibilities;
- Conveys critical safety information;
- Provides feedback to individuals using the airport's safety reporting system required under Part 139 402(c)(2); and
- Disseminates safety lessons learned to relevant airport employees or other stakeholders.

Records of communications of important safety information will be maintained for 12 consecutive calendar months.

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Section 402, page 2

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