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[date]

[name, title]

[official contractor name]

[street address]

[city/state]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

RE: Memorandum of Agreement No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the interest of saving both time and money, the Federal Aviation Administration (FAA) has decided to use the new format of a Memorandum of Agreement (MOA) which covers NAVAID facilities installed by this agency and contains similar terms and conditions provided under the existing no-cost land leases. There are many sound reasons for this decision. The airports are in constant flux and it is very labor intensive for both the airport and the FAA to attempt to maintain the volume of paperwork. The current lease process requires legal descriptions of the property the government is leasing. Those legal descriptions are often times inaccurate or quickly outdated. The FAA does not have the resources to continually update and revise legal descriptions, hence the burden falls on the airport sponsor. The new Memorandum of Agreement (MOA) process eliminates the use of legal descriptions and relies on a List of Facilities and the Airport Layout Plan to identify where our facilities are located.

It is our belief that this new process will be mutually beneficial to both parties. It will no longer be necessary for the airport sponsor to ensure that the legal descriptions are accurate, thus saving time and money. Many airports have a very cumbersome process for lease approvals, airports that are currently under the new system find that their approvals are processed much quicker.

Our national legal counsel has reviewed and approved the MOA document and has assured us that this document is legal and binding. Rest assured that you are as protected by utilizing this document as you would a land lease.

Remember that this document will only apply to Navigational Aids that are currently addressed under on-airport, no-cost leases. It in no way affects other cost leases you may have with the FAA.

We are enclosing \_\_\_ original copies of the MOA. If this agreement is acceptable to you, please execute and return the original and \_\_\_ copies to this office. Upon completion by the Government, an executed copy will be returned to you.

We wish to express our appreciation for your willingness to work with us on this new process. If you have questions or concerns please feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

RECO Name

Real Estate Contracting Officer

Federal Aviation Administration