

UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

# Air Agency Certificate

*Number* RJWR390K

*This certificate is issued to*

WIPAIRE, INC.

*whose business address is*

1700 Henry Ave.  
South St. Paul, MN 55075

*upon finding that its organization complies in all respects with the requirements of the Federal Aviation Regulations relating to the establishment of an Air Agency, and is empowered to operate an approved* REPAIR STATION.

*with the following ratings:*

AIRFRAME, RADIO  
LIMITED AIRFRAME, LIMITED ENGINES  
LIMITED INSTRUMENT, LIMITED ACCESSORY  
LIMITED FLOATS  
LIMITED LANDING GEAR COMPONENTS (10/21/2014)

*This certificate, unless canceled, suspended, or revoked, shall continue in effect* INDEFINITELY.

*Date issued:*

May 16, 1989

*By direction of the Administrator*

*At Y.Fi*

Christine M. Fiero  
Acting Manager, MSP FSDO

**This Certificate is not Transferable, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF, SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION**

*Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both*

Table of Contents

Part A

	HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
001 Issuance and Applicability	05/10/2024	03/18/2025	10
002 Definitions and Abbreviations	12/14/2017	03/07/2018	9
003 Ratings and Limitations	04/03/2017	11/06/2018	16
004 Summary of Special Authorizations and Limitations	09/23/1998	10/07/2021	8
007 Designated Persons	09/08/2021	04/11/2023	10
025 Electronic/Digital Recordkeeping System, Electronic/Digital Signature, and Electronic Media	04/03/2017	03/07/2018	0
449 Drug and Alcohol Testing Program	08/30/2021	10/07/2021	7

**A001 . Issuance and Applicability**

**HQ Control: 05/10/2024**

**HQ Revision: 05g**

a. These operations specifications are issued to Wipaire Inc., a Repair Station located in the United States, pursuant to 14 CFR Part 145, § 145.53(a). The repair station certificate holder shall conduct operations in accordance with 14 CFR Part 145 and these operations specifications.

The certificate holder's address:

Fixed Location:  
1700 Henry Ave.  
South St. Paul, Minnesota 55075

Mailing Address:  
1700 Henry Ave.  
South St. Paul, Minnesota 55075

b. The holder of these operations specifications is the holder of certificate number RJWR390K and shall hereafter be referred to as the "certificate holder".

c. These operations specifications are issued as part of this repair station certificate and are in effect as of the date approval is effective. This certificate and these operations specifications shall remain in effect until the certificate for a repair station that is located in the United States is surrendered, suspended, or revoked.

d. The repair station specified on these operations specifications performs maintenance and/or an alteration of aircraft and/or aeronautical products under a Bilateral Aviation Safety Agreement (BASA).

e. The certificate holder is authorized to use only the business name which appears on the certificate to conduct the operations described in subparagraph a.

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Dale E Drenckhahn, Principal Maintenance Inspector (GL15)  
[1] EFFECTIVE DATE: 3/18/2025, [2] AMENDMENT #: 10  
DATE: 2025.03.18 15:49:16 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Handwritten signature of James Dolphy in black ink.

James Dolphy, FAA Accountable Manager, 145

3/19/2025

Date

---

**A002 . Definitions and Abbreviations**

**HQ Control: 12/14/2017**

**HQ Revision: 05d**

Unless otherwise defined in these operations specifications, all words, phrases, definitions, and abbreviations have identical meanings to those used in 14 CFR and 49 U.S.C., as cited in Public Law 103-272, as amended. Additionally, the definitions listed below are applicable to operations conducted in accordance with these operations specifications.

<b>BASA</b>	The Bilateral Aviation Safety Agreement (BASA) is an executive agreement concluded between the United States and a foreign country for the purpose of promoting aviation safety; also known as an Agreement for the Promotion of Aviation Safety.
<b>Certificate Holder</b>	In these operations specifications, the term "certificate holder" means the holder of the repair station certificate described in these operations specifications in Part A paragraph A001 and any of its officers, employees, or agents used in the conduct of operations under this certificate.
<b>CAAS</b>	Civil Aviation Authority of Singapore
<b>CFR</b>	Code of Federal Regulations
<b>Class Rating</b>	As used with respect to the certification, ratings, privileges of airframes, powerplants, propellers, radios, instruments, and accessories within a category having similar operating characteristics.
<b>EASA</b>	European Aviation Safety Agency
<b>EASA Accountable Manager</b>	The manager who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by the EASA full-member Authority.
<b>EU</b>	European Union
<b>Exemption</b>	An authorization that permits an alternate means of compliance with a specific CFR. The exemption must meet the procedural requirements of 14 CFR Part 11.
<b>FOCA</b>	Federal Office of Civil Aviation
<b>FAA Accountable Manager</b>	A person designated by the certificated repair station who is responsible for and has authority over all repair station operations that are conducted under 14 CFR Part 145, including ensuring that the repair station's personnel follow the regulations and serving as the primary contact with the FAA.

<b>Geographic Authorization</b>	Authorization provided to a repair station located outside the United States to perform maintenance support under contract for a U.S. air carrier (or an operator of U.S.- registered aircraft under 14 CFR Part 129) at a location other than the repair station's main facility. A geographic authorization is issued by the FAA to respond to a U.S. air carrier's or Part 129 foreign operator's need for maintenance at a station where the frequency and scope of that maintenance does not warrant permanently staffing and equipping the station for its accomplishment.
<b>Limited Rating</b>	A rating issued to repair stations for the performance of maintenance on particular makes and models of airframes, powerplants, propellers, radios, instruments, accessories, and/or parts.
<b>Limited Ratings - Specialized Services</b>	Rating issued for a special maintenance function when the function is performed in accordance with a specification approved by the Administrator.
<b>Line Maintenance</b>	Any unscheduled maintenance resulting from unforeseen events, or scheduled checks where certain servicing and/or inspections do not require specialized training, equipment, or facilities.
<b>MAG</b>	The Maintenance Annex Guidance (MAG) defines the process that the FAA and EASA undertake in the inspection, findings of compliance certification, and monitoring of repair stations, as well as their joint cooperation in quality assurance and standardization activities in support of the EASA Agreement, Annex 2, Maintenance. The term Maintenance Agreement Guidance (MAG) defines the processes and activities applicable to a specific country under an MIP, and is not associated with the EASA Agreement.
<b>Maintenance</b>	The inspection, overhaul, repair, preservation, and replacement of parts, but excludes preventive maintenance.
<b>U.S./EU Aviation Safety Agreement, Annex 2, Maintenance</b>	Annex 2 covers the reciprocal acceptance of findings of compliance, approvals, documentation and technical assistance regarding approvals and the monitoring of repair stations/maintenance organizations.
<b>MIP</b>	Maintenance Implementation Procedures (MIP) are procedures for implementing the provisions of a BASA that apply to maintenance performed under 14 CFR Part 145, Section 145.53(b).
<b>MOE</b>	A maintenance organization exposition (MOE) pertains to procedural manuals used by maintenance organizations certificated by a foreign country. The MOE along with the FAA Supplement, sets forth the structure and procedures of the repair station to meet the requirements of 14 CFR Part 145 under a MIP.

---

<b>Preventive Maintenance</b>	As defined in 14 CFR part 1 and part 43 appendix A, subparagraph (c).
<b>QCM</b>	Quality Control Manual
<b>Repair Station located in the United States</b>	A FAA certificated repair station located in the United States.
<b>Repair Station located outside the United States</b>	A FAA certificated repair station located outside of the United States.
<b>RSM</b>	Repair Station Manual

- 
1. Issued by the Federal Aviation Administration.
  2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Dennis E Crawford, Principal Maintenance Inspector (GL15)  
[1] EFFECTIVE DATE: 3/7/2018, [2] AMENDMENT #: 9  
DATE: 2018.03.07 07:45:55 -06:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Handwritten signature of Jason Erickson in blue ink.

\_\_\_\_\_  
Erickson, Jason, FAA Accountable Manager, 145

Handwritten date "3/22/2018" in blue ink.  
\_\_\_\_\_  
Date

**A003 . Ratings and Limitations**

**HQ Control: 04/03/2017**

**HQ Revision: 01a**

The certificate holder is authorized the following Ratings and/or Limitations:

**Class Ratings**

Airframe Class 1: Composite Construction of Small Aircraft

Airframe Class 3: All-Metal Construction of Small Aircraft

Radio Class 1: Communications Equipment

Radio Class 2: Navigational Equipment

Radio Class 3: Radar Equipment

**Limited Ratings**

<b><u>Rating</u></b>	<b><u>Manufacturer</u></b>	<b><u>Make/Model</u></b>	<b><u>Limitations</u></b>
Airframe	From the Capability List, as amended.	From the Capability List, as amended.	
Engines	From the Capability List, as amended.	From the Capability List, as amended.	
Instruments	From the Capability List, as amended.	From the Capability List, as amended.	
Floats	From the Capability List, as amended.	From the Capability List, as amended.	
Accessories	From the Capability List, as amended.	From the Capability List, as amended.	
Landing Gear Components	From the Capability List, as amended.	From the Capability List, as amended.	

**Limited Ratings - Specialized Services**

<b><u>Rating</u></b>	<b><u>Specifications</u></b>	<b><u>Limitations</u></b>
None Authorized.		





**A004 . Summary of Special Authorizations and Limitations**

**HQ Control: 09/23/1998**

**HQ Revision: 010**

**a. The certificate holder, in accordance with the reference paragraphs, is authorized to:**

	Reference Paragraphs
Use an acceptable electronic recordkeeping system, electronic/digital signature, and/or electronic media.	A025
Perform safety-sensitive functions requiring a drug and alcohol testing program under 14 CFR part 120	A449
Perform work, excluding continuous operations, at additional locations other than at its primary Fixed Location.	D100

**b. The certificate holder is *not authorized and shall not:***

	Reference Paragraphs
Use Exemptions.	A005
Perform maintenance with ratings for repair stations located outside the United States under a Bilateral Aviation Safety Agreement with Maintenance Provisions.	A060
Perform work, including continuous operations, at additional locations other than at its primary fixed location.	A101
Perform maintenance in accordance with foreign repair station geographic authorizations.	B050
Perform line maintenance for cert. holders conducting operations under Parts 121 and 135 and for foreign carriers/persons operating non-U.S.-registered aircraft in common carriage under Part 129, apart from D100 which authorizes that work away from station.	D107

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Scott Carlson, Principal Avionics Inspector (GL15)  
[1] EFFECTIVE DATE: 10/7/2021, [2] AMENDMENT #: 8  
DATE: 2021.10.07 14:42:23 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Handwritten signature of James Dolphy in black ink.

James Dolphy, FAA Accountable Manager, 145

10/08/21

Date

**A025 . Electronic/Digital Recordkeeping System,  
Electronic/Digital Signature, and Electronic Media**

**HQ Control: 04/03/2017**

**HQ Revision: 00b**

a. The certificate holder is authorized to use an acceptable electronic/digital recordkeeping system, described and/or referenced in this paragraph (if none, enter N/A.)

Wipaire Domestic Repair Station and Quality Manual Section 9.2.1

b. The certificate holder is authorized the use of the following electronic/digital signature procedures (if none, enter "N/A").

N/A

c. The certificate holder is authorized to use electronic media for the repair station and quality control manuals, if acceptable (if none, enter "N/A").

N/A

1. The Certificate Holder applies for the Operations in this paragraph.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Dennis E Crawford, Principal Maintenance Inspector (GL15)  
[1] SUPPORT INFO: Add A025  
[2] EFFECTIVE DATE: 3/7/2018, [3] AMENDMENT #: 0  
DATE: 2018.03.07 07:46:58 -06:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Handwritten signature of Jason Erickson in blue ink.

\_\_\_\_\_  
Erickson, Jason, FAA Accountable Manager, 145

3/22/2018  
Date

**A007 . Designated Persons**

**HQ Control: 09/08/2021**

**HQ Revision: 03a**

a. The personnel listed in the following table are designated to officially apply for and receive operations specifications for the certificate holder indicated below.

**Table 1 – Designated Persons to Apply for and Receive Authorizations**

Title	Name	Parts Authorized	Email Address
FAA Accountable Manager, 145	Dolphy, James	A,D	jdolphy@wipaire.com

b. The following personnel listed in Table 2 are designated by the certificate holder to receive Information for Operators (InFO) messages for the certificate holder as indicated below. A receipt for the information by an operator or person is not required.

**Table 2 – Designated to Receive InFO Messages**

Name	Email Address	Telephone No.	Type of Information to Receive
Michael Bernhardt	mbernhardt@wipaire.com	651-414-6836	ALL
James Dolphy	jdolphy@wipaire.com	651-451-1205	ALL

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Dale E Drenckhahn, Principal Maintenance Inspector (GL15)  
[1] EFFECTIVE DATE: 4/11/2023, [2] AMENDMENT #: 10  
DATE: 2023.04.11 08:10:10 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

  
James Dolphy, FAA Accountable Manager, 145

4/13/2023

Date

**A449 . Drug and Alcohol Testing Program**

**HQ Control: 08/30/2021**

**HQ Revision: 00b**

- a. The 14 CFR Part 145 repair station certificate holder has implemented a drug and alcohol testing program because the certificate holder performs safety-sensitive functions for a 14 CFR Part 121, 121/135, and/or 135 certificate holder, and/or for a 14 CFR Part 91 operator conducting operations under § 91.147.
- b. The certificate holder certifies that it will comply with the requirements of 14 CFR Part 120 and 49 CFR Part 40 for its drug and alcohol testing program.
- c. Drug and alcohol testing program records are maintained and available for inspection by the FAA's Drug Abatement Compliance and Enforcement Inspectors at the location listed in Table 1 below:

**Table 1**

<b>Location &amp; Telephone of Drug and Alcohol Testing Program Records</b>	
<b>Telephone Number:</b>	A1 651-451-1205
<b>Address:</b>	1700 Henry Ave.
<b>Address:</b>	N/A
<b>City:</b>	South St.Paul
<b>State:</b>	MN
<b>Zip code:</b>	55075

d. Limitations and Provisions.

(1) The FAA's Drug Abatement Division is responsible for oversight and enforcement of the DOT/FAA-mandated drug and alcohol testing program. Questions regarding the program requirements or regulations must be directed to the Drug Abatement Division at 202-267-8442 or drugabatement@faa.gov.

(2) The certificate holder is responsible for updating this operations specification when any of the following changes occur:

(a) Phone number and address where the drug and alcohol testing program records are kept.

(b) If the certificate holder's number of safety-sensitive employees goes to 50 and above, or falls below 50 safety-sensitive employees.

(3) The certificate holder with 50 or more employees performing a safety-sensitive function on January 1 of the calendar year must submit an annual report to the Drug Abatement Division of the FAA.

(4) The certificate holder with fewer than 50 employees performing a safety-sensitive function

on January 1 of any calendar year must submit an annual report upon request of the Administrator.

e. The certificate holder has fewer than 50 safety-sensitive employees.

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Scott Carlson, Principal Avionics Inspector (GL15)  
[1] EFFECTIVE DATE: 10/7/2021, [2] AMENDMENT #: 7  
DATE: 2021.10.07 14:42:35 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

A handwritten signature in black ink, appearing to read "James A. Dolphy".

James Dolphy, FAA Accountable Manager, 145

10/08/21

Date

Table of Contents

Part D

	HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
100 Work to be Performed at a Place Other Than the Repair Station's Fixed Location(s)	05/20/2024	03/18/2025	7



**D100 . Work to be Performed at a Place Other Than the Repair Station's Fixed Location(s)** HQ Control: 05/20/2024  
HQ Revision: 05a

a. The certificate holder is authorized to perform work on a recurring basis at a location other than its fixed location(s) listed in Operations Specification A001, Issuance and Applicability, and, if issued, A101, Additional Fixed Locations, provided it has the facilities, material, equipment, and technical personnel to perform the work authorized in Table 1 below:

**Table 1 - Work Authorized**

Work Authorized	Repair Station Manual References	Quality Control Manual References
All work for which the Repair Station is rated	Section 1	Section 7

b. Work Authorized. The work authorized in Table 1 above could be the repair station's entire rating(s) or portions thereof.

c. Repair Station Manual (RSM). Table 1 must list the section(s) in the RSM and, if applicable, the Quality Control Manual (QCM) that contain the procedures that govern how the repair station will perform work on a recurring basis at a place other than the repair station's fixed location(s).

d. Continuous Operations. Issuance of this operations specification does not authorize continuous operations at a location away from the repair station's fixed location(s) listed in operations specification A001 and, if issued, A101.

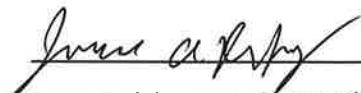
1. Issued by the Federal Aviation Administration.

2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Dale E Drenckhahn, Principal Maintenance Inspector (GL15)  
[1] EFFECTIVE DATE: 3/18/2025, [2] AMENDMENT #: 7  
DATE: 2025.03.18 15:49:59 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

  
James Dolphy, FAA Accountable Manager, 145

03/19/2025

Date