Inspections Division
Date: 07/14/16

NORTHEAST AIR
Flight Support Group
NBAA

1011 Westbrook Street, Portland, Maine 04102
207-774-6318 • www.northeastair.com

TO: Department of Permitting and Inspections
City of Portland

FROM: Mark Goodwin, General Manager
Northeast Air

DATE: June 22, 2016

RE: Submission of Signage Permit Applications

Please find enclose in this packet a series of (4) applications for signage for new construction at our FBO facility at the Portland Jetport as follows:

1. Freestanding Curb Sign

2. Main Entry Sign – Facing Parking Lot

3. Ramp Sign – Facing Air Traffic Landing Ramp – Directional

4. Roof Sign – Facing Air Traffic Runways – Directional

While we have submitted these signs as a complete packet, each sign has its own applications required. We are very interested in a rolling approval of each item so as not to hold up the whole process should one sign needs further details.

With respect to the Directional Signs (#3 & #4) we have enclosed in each application a letter from the Portland Jetport Manager, Paul Bradbury, supporting the need for these signs for clear communications to landing aircraft as to where to taxi and access our FBO for fuel and services.

As the busy summer season is in full swing, our new facility is scheduled to open on Friday, July 29. Any and all consideration your department can offer to speed the process of these approvals will be appreciated and assist in making a good impression of the Portland Jetport operations to visiting tourists and customers.

Please do not hesitate to contact me with questions during your review at any time on my cell at 207-318-2369. Thank you.