



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Aircraft Certification Service  
Compliance & Airworthiness Division

Fort Worth ACO Branch  
10101 Hillwood Parkway  
Fort Worth, TX 76177

In reply refer to: 7F0-22-2278

Mr. Jeffrey McCormick  
Cabin Management Solutions, LLC  
2971 Hawthorne Dr., Suite 302  
Conroe, TX 77301

Dear Mr. McCormick:

The Federal Aviation Administration (FAA) allows for minor changes in type design to be approved by a Design Approval Holder (DAH) under a method acceptable to the FAA reference Title 14, Code of Federal Regulations (14 CFR) 21.95. The Fort Worth ACO Branch has developed a process for allowing a DAH to approve minor changes to type design data by way of a Minor Change Agreement (MCA). The goals of this process are to 1) provide DAHs with more timely responses, 2) be a better use of FAA resources, and 3) result in greater standardization in the evaluation and approval of minor changes.

In order to meet 14 CFR 21.95, a MCA must be in place with your company prior to you approving minor changes. We have developed a MCA for your company which references the criteria that you will use to evaluate changes and lists the types of minor changes that do not require FAA involvement. When a minor change to type design follows the process described in the MCA, it is FAA approved and no additional Fort Worth ACO Branch approval is required. I have signed and enclosed the MCA with this letter, please review and sign the agreement as well and return the signed original back to FAA.

We are confident that this MCA will prove to be of mutual benefit. If you have any questions, please contact Ms. Shohreh Fontaine, AIR-7F2, at telephone (817) 222-5245, or by e-mail at [shohreh.fontaine@faa.gov](mailto:shohreh.fontaine@faa.gov).

Sincerely,

S. Frances Cox  
Acting Manager, Fort Worth ACO Branch  
Compliance & Airworthiness Division  
Aircraft Certification Service

Enclosure – Minor Change Agreement

cc: Fort Worth MIDO Section, AIR-882