

RE: Instrument approach LOA approval guide for KDZB

Horseshoe Bay Resort Jet Center offers RNAV LPV approaches into runways 17 and 35 with approval via LOA from the FSDO. The request, application, and approval procedures must be adhered to exactly. The procedure is simple and quick; however, the processing time at the FSDO does consume some time. I have requested, applied, and been approved for the procedures which took approximately 29 days. If you desire access to the approaches, do this NOW!

- 1) Call Horseshoe Bay Resort Jet Center at (830) 598-6386 to request the approach LOA approval documents. You will need to provide a phone number and email address to the concierge. You can make your parking reservation and any other arrival requests at this time.
- 2) You will receive an email requesting the following information...
 - a) Email address for the requested documents
 - b) Registered owner
 - c) Pilot name
 - d) Aircraft registration number
 - e) Contact phone number
- 3) Reply to the email with the required information in a simple format.
- 4) You will receive an email from a manager containing your airport authorization for the approaches as well as a FSDO FORM information sheet to complete. These are the documents you will need to submit to the FSDO for them to issue the LOA.
- 5) Complete the FSDO FORM provided by Horseshoe Bay Jet Center completely and as accurately as possible. Do not anticipate that the FSDO will just guess or figure it out.
- 6) Email the completed forms to the FSDO using 9-AVS-NTX-FSDO-19-Public@faa.gov
- 7) Wait 30 days before calling or emailing for updates. Expect the process to take as much as 45 days.
- 8) Upon receipt of the LOA you must contact your instrument approach chart provider (presumably Foreflight or Jeppesen) for paper or digital approach plates.
- 9) KDZB approaches have been verified in the Garmin 28 day cycle updates for the G1000. Please verify your avionics contain the downloads as well as the legally required equipment to fly the RNAV GPS approaches.
- 10) File and fly with confidence a few clouds won't mess up your weekend of fun and education.

Completed and approved forms are attached as examples. Please note, the forms are for 2 aircraft and 2 pilots. Only 1 LOA is needed per entity or individually owned aircraft. You can not combine aircraft into a single LOA unless all are owned and registered to the same entity. An attempt was made to obtain a LOA for all King Air Gathering attendees and was denied by Horseshoe Bay Resort Jet Center.