

receive the meeting room rate. A block of guest rooms has been reserved at the hotel for the nights of June 2, 3 and 4. A credit card is required to guarantee payment for all rooms. The hotel also can be reached by email at: [lestrada@nikko.com.mx](mailto:lestrada@nikko.com.mx) or [tjuarez@nikko.com.mx](mailto:tjuarez@nikko.com.mx).

A briefing to report on the outcome of the meetings will be conducted in room 10234-10236 at DOT at the address below, on July 12, 2004, from 10 a.m. to 12 p.m. Interested parties may notify DOT of their interest in attending this briefing by calling (202) 366-2892 by July 9.

**SUPPLEMENTARY INFORMATION:** LTSS-related documents, including past working group reports and statements received by DOT from industry associations, transportation labor unions, public safety advocates, and others are available for review in Docket No. OST-95-246, at the address below, Room PL-401, between 9 a.m. and 5 p.m., (EST) Monday through Friday, except national holidays. The Docket, which is updated periodically, may also be accessed electronically at <http://dms.dot.gov>. Information about the ninth plenary session can also be found on the DOT NAFTA Web site at <http://www.dot.gov/NAFTA>.

*Address and Phone Numbers:*

Individuals and organizations interested in participating in working group sessions must send notice of their interest and copies of their presentations by May 31 to one or more of the following working group chairs:

*LTSS Working Groups*

Compliance and Driver and Vehicle Standards, Tom Kozlowski—(202-366-4049), Federal Motor Carrier Safety Administration, U.S.

Department of Transportation, 400 7th Street, SW., Washington, DC 20590;

Hazardous Materials Transportation Standards, Bob Richard—(202-366-0586), Research & Special Programs Administration, U.S. Department of Transportation, 400 7th Street, SW., Washington, DC 20590.

*TCG Working Groups*

Cross-Border Operations and Facilitation, Maria Lameiro (202-366-2892), Office of International Transportation & Trade, Office of the Secretary of Transportation, U.S. Department of Transportation, 400 7th Street, SW., Washington, DC 20590;

Rail Safety and Economic Issues, Jane Bachner (202-493-6405), Federal Railroad Administration, U.S. Department of Transportation, 400 7th Street, SW., Washington, DC 20590;

Science and Technology, Rich Biter (202-366-5781), Office of the Secretary of Transportation, U.S. Department of Transportation, 400 7th Street, SW., Washington, DC. 20590.

For additional information, call (202) 366-2892.

Dated: May 24, 2004.

**Bernestine Allen,**

*Director, Office of International Transportation and Trade.*

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**BILLING CODE 4910-62-P**

## DEPARTMENT OF TRANSPORTATION

### Federal Aviation Administration

#### Advisory Circular 23-XX-21, Airworthiness Compliance Checklists for Small Airplanes During Major Alterations

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of availability of proposed advisory circular (AC) and request for comments.

**SUMMARY:** This notice announces the availability of and requests comments on a proposed AC. Proposed AC 23-XX-21 provides guidance material for the creation and use of airworthiness compliance checklists for small airplanes that can be used when making major alterations to small airplanes. Use of these compliance checklists should be limited to alterations that have been determined to be "major" alterations, as defined in 14 CFR part 1, but which are not so complex that they require an STC, per FAA Order 8300.10, as amended. Material in this AC is neither mandatory nor regulatory in nature and does not constitute a regulation.

**DATES:** Comments must be received on or before July 27, 2004.

**ADDRESSES:** Send all comments on the proposed AC to: Federal Aviation Administration, Small Airplane Directorate, Aircraft Certification Service, Regulations and Policy (ACE-111), 901 Locust Street, Kansas City, Missouri 64106.

**FOR FURTHER INFORMATION CONTACT:** Mr. Taylor Martin, Standards Office, Small Airplane Directorate, Aircraft Certification Service, Kansas City, Missouri 64106, telephone (816) 329-4138, fax (816) 329-4090.

**SUPPLEMENTARY INFORMATION:** Any person may obtain a copy of this proposed AC by contacting the person named above under **FOR FURTHER INFORMATION CONTACT**. A copy of the AC will also be available on the Internet at

<http://www.airweb.faa.gov/AC> within a few days.

**Comments invited:** We invite interested parties to submit comments on the proposed AC. Commenters must identify AC 23-XX-21 and submit comments to the address specified above. The FAA will consider all communications received on or before the closing date for comments before issuing the final AC. The proposed AC and comments received may be inspected at the Standards Office (ACE-110), 901 Locust, Room 301, Kansas City, Missouri, between the hours of 8:30 a.m. and 4 p.m. weekdays, except Federal holidays by making an appointment in advance with the person listed under **FOR FURTHER INFORMATION CONTACT**.

**Background:** The data and documentation requirements for major alterations can vary considerably. This variation can be attributed to the following: Differing complexity of the alterations, different sources of data submitted, and uncertainty of what data is actually required to show compliance with the applicable regulation during the submission to the FAA. Standardization of particular airplane alterations data submission and process shall be assured through the use of compliance checklists. The FAA will establish a library of checklists that will be periodically updated. This will eliminate the need to generate individual data package requirements when a modifier has performed a modification on a similar aircraft. Each checklist identifies the pertinent regulation as the certification basis of the airplane for the alteration. It also lists the manner in which the data can be approved. Reducing the approval process time requires up front involvement between the FAA and the applicant in project planning, open and constructive communication, and safety-focused project management. Using a compliance checklist should result in a more effective use of FAA and industry resources by establishing standard data and documentation requirements. Accordingly, the FAA is proposing and requesting comments on AC 23-XX-21.

Issued in Kansas City, Missouri on May 19, 2004.

**James E. Jackson,**

*Acting Manager, Small Airplane Directorate, Aircraft Certification Service.*

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