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June 8, 2001

Ms. Dorothy Beard
Chief, Docket Section
U.S. Department of Transportation
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Room P.L. 401
Washington, D.C. 20590

U.S. DEPT. OF TRANSPORTATION
DOCKET SECTION
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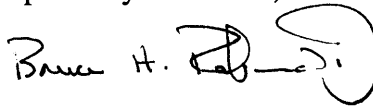
Re: Passenger Manifest Information, Docket OST-98-3305 -450

Dear Ms. Beard:

Enclosed please find the Summary of Procedures to Comply with 14 CFR Part 243 on Passenger Manifest Information of Biz Jet Services, Inc. A separate confidential submission will be made providing the name and phone number of the emergency contact for Biz Jet Services, Inc.

If you have any questions regarding this filing, please call me.

Respectfully submitted,



Bruce H. Rabinovitz
David Heffernan
Counsel for
Biz Jet Services, Inc.

Enclosure

SUMMARY OF PROCEDURES TO COMPLY WITH 14 CFR PART 243 ON PASSENGER MANIFEST INFORMATION

Biz Jet Services, Inc. ("Biz Jet") will institute the following procedures to comply with 14 CFR Part 243 on Passenger Manifest Information with respect to flights operating to or from the United States:

INFORMATION GATHERING

The full name of the passenger will be requested at the time the reservation is made and obtained prior to boarding the aircraft.

Emergency Notification forms will be available at the departure gate for passengers to supply information required to be solicited by Section 243.7(a)(2). Signs will be placed in the gate room area soliciting this information. Forms will be collected by the Biz Jet Representative or Flight Attendant as the passenger boards the aircraft.

INFORMATION PROCESSING

The data will be collected by the Biz Jet Representative. The information will be maintained until the flight segment has reached its destination and all passengers have disembarked. The information collected will be kept strictly confidential and will only be released to overseeing authorities. It will not be used for commercial purposes.

The data will be transmitted to the Department of State via the fastest medium available in the event of an aviation disaster.

BIZ JET SERVICES, INC. CONTACT

The 24-hour contact is being provided to the Department and the NTSB under separate cover.