



Federal Aviation
Administration

FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Sponsor

**You are required to have a registered e-filing account*

All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.



Sponsor

The sponsor is the owner/operator of the structure you are requesting the FAA to study. This is the name and address that will be reflected on all FAA correspondence generated regarding this site. If you are the owner/operator, please enter your own information to proceed.

Add New Sponsor

Before filing a case, you must have a minimum of one sponsor. As a first time user, you're required to enter a sponsor before you can submit a new case (7460-1 or 7480-1). This is only required for your first account filing, and is optional thereafter. Example: In case other filings have different sponsors.

Instructions:

1. Select the "**Add New Sponsor**" link on your portal screen to add a sponsor.

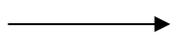
The Add A New Sponsor link is used to open the My Sponsors Page to add a new sponsor.

Off Airport Construction (includes on Military Airport)	On Airport Construction (excludes on Military Airport)
<p>My Cases (Off Airport) Add New Case (Off Airport) Add Multiple Cases (Off Airport) Add Supplemental Notice (7460-2 Form) My Sponsors Add New Sponsor Off Airport Contacts My Circ Comments</p>	<p>Please file all Modification of Standards requests at https://airports-gis.faa.gov Please file all Wind Turbine/Met Tower (w/WT Farm) as Off Airport</p> <p>My Cases (On Airport) Add New Case (On Airport) My Sponsors Add New Sponsor Create New Landing Area Proposal (LAP) My Landing Area Proposals (LAPs) On Airport Contacts Manage Airport Operations Staff</p>



Example: Add New Sponsor Screen

Add New Sponsor



- The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Please populate the following form to add or update a Sponsor.
- Required fields indicated with *

* Sponsor Name:	<input type="text"/>
* Attention Of:	<input type="text"/>
* Address:	<input type="text"/>
Address2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="State"/>
-OR-	
* Non-US State:	<input type="text"/>
* Country:	<input type="text" value="United States"/>
* Zip / Post Code:	<input type="text"/>
* Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/> ext <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>
* Email:	<input type="text"/>

Instructions:

1. Enter your name in the "attention of" field
2. Enter the sponsors address information
3. Then, select the [Submit] button
4. Return to your portal screen and select the "Add New Case" link to see the 7460-1 form for completion.



View My Sponsors

- Click the **My Sponsors** link on your Portal Page to move to the **My Sponsors** screen that lists your sponsors.
- Sort the list: sponsor name, attention of, phone, email, city, state, View Off Airport Cases or View On Airport Cases.

My Sponsors Screen

From the My Sponsors screen, additional sponsors can be added, and existing sponsor profiles can be updated or deleted.

Example: My Sponsors Screen

My Sponsors

* The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.

[Add New Sponsor](#)

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Sponsor Name	Attention Of	Phone	Email	City	State	Off Airport Cases	On Airport Cases
52 Eightor	Katie	123-259-9143	loukatos@52eightone.com	Alpharetta	NC	View Off Airport Cases	View On Airport Cases
ABC Com	Goldie	321-567-0600	aol.com	Chepachet	WV	View Off Airport Cases	View On Airport Cases
Advanced	Freda	987-486-4333	nan@321inc.com	Brighton	VT	View Off Airport Cases	View On Airport Cases
AI Design	Brad	704-731-8075	vartz@aidginc.com	Charlotte	NC	View Off Airport Cases	View On Airport Cases



Update Sponsor

Change and update information in your existing sponsor profile(s):

Instructions:

5. Selecting the applicable sponsor from the Sponsor name list
6. Change the sponsor data as needed on the update Sponsor screen
7. Then, select the **[Submit]** button

Example: My Sponsors - Update Sponsor Screen – *Update Sponsor*

Update Sponsor

[Sponsor - Desk Reference Guide](#)

• The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
• Please populate the following form to add or update a Sponsor.
• Required fields indicated with an asterisk*

[Delete this Sponsor](#)

* Sponsor Name:	<input type="text" value="Caithness Beaver Creek, LLC"/>
* Attention Of:	<input type="text" value="Ken Talovich"/>
* Address:	<input type="text" value="565 5th Avenue"/>
Address2:	<input type="text" value="29th Floor"/>
* City:	<input type="text" value="New York"/>
* State:	<input type="text" value="New York"/>
-OR-	
* Non-US State:	<input type="text"/>
* Country:	<input type="text" value="United States"/>
* Zip / Post Code:	<input type="text" value="10017"/>
* Phone:	<input type="text" value="212"/> - <input type="text" value="621"/> - <input type="text" value="6099"/> ext <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>
* Email:	<input type="text" value="ktalovich@caithnessenergy.com"/>



Delete a Sponsor Profile

Instructions:

1. Select the sponsor name from the list on the My Sponsors screen
2. Select the **Delete this Sponsor** link on the Update Sponsor screen
3. Select the **[Submit]** button on the Confirm sponsor Deletion screen

Example: My Sponsors - Update Sponsor Screen – *Delete this Sponsor*

Update Sponsor

[Sponsor - Desk Reference Guide](#)

- The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Please populate the following form to add or update a Sponsor.
- Required fields indicated with an asterisk*

[Delete this Sponsor](#)

* Sponsor Name:

* Attention Of:

* Address:

Address2:

* City:

* State:

-OR-

* Non-US State:

* Country:

* Zip / Post Code:

* Phone: -- ext

Fax: --

* Email:

[Submit](#) [Cancel](#)



Example: My Sponsors - Update Sponsor Screen – Confirm Sponsor Deletion

Confirm Sponsor Deletion
 Sponsor - Desk Reference Guide

The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
 Please confirm you would like to delete this sponsor.

Sponsor Name: Milligan 3 Wind LLC
 Attention Of: Jason Edwards
 Address: 700 Louisiana Suite 2575
 Address2:
 City: Houston
 State: Texas
 -OR-
 Non-US State:
 Country: United States
 Zip / Post Code: 77002
 Phone: 214-793-9532 ext
 Fax: --
 Email: jedwards@aksamitrm.com

Change Sponsors

Links on the **My Sponsors** screen (“View Off Airport Cases” and “View On Airport Cases”) places you on the **My Sponsors Active Cases** screen.

From the **My Sponsors Active Cases** screen, sponsors can be changed.

Example: My Sponsors - My Sponsors Active Cases Screen - Change Sponsor Off Airport

My Sponsors Active Cases ←

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Update Sponsor	Project Name	Structure Name	ASN	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/>	ABCOM-000161335-10	(Cooper Rd)	2025 -ANE-1111-OE	Terminated	06/17/2025	07/11/2025	Chepachet	RI
<input type="checkbox"/>	ABCOM-000161441-10	(Cooper Rd)	2025 -ANE-1119-OE	Terminated	06/18/2025	07/27/2025	Chepachet	RI

Rows per Page: 20

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Example: My Sponsors - My Sponsors Active Cases Screen - Change Sponsor (On Airport)

My Sponsors Active Cases

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Update Sponsor	Project Name	Structure Name	ASN	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/>	ABCOM-000161335-10	(Cooper Rd)	2025 -ANE-1111-OE	Terminated	06/17/2025	07/11/2025	Chepachet	RI
<input type="checkbox"/>	ABCOM-000161441-10	(Cooper Rd)	2025 -ANE-1119-OE	Terminated	06/18/2025	07/27/2025	Chepachet	RI

Rows per Page: 20

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Change Sponsors

Use the current sponsor to create a new sponsor or choose an existing sponsor from the "change sponsor to" dropdown.

Example: My Sponsors - Cases For Sponsor Screen - Change Sponsor (Off Airport)

Cases For Sponsor

- * The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- * Please populate the following form to add or update a Sponsor.
- * Required fields indicated with *

You are currently editing the sponsor information for 2025 -ANE-1111-OE (Cooper Rd)

Change sponsor to: - or -

Use Current Sponsor to Create a New Sponsor

* Sponsor Name:

* Attention Of:

* Address:

Address2:

* City:

* State:

-OR-

* Non-US State:

* Country:

* Zip / Post Code:

* Phone: -- ext

* Fax: --

* Email:



Example: My Sponsors - Cases For Sponsor Screen - Change Sponsor (On Airport)

Cases For Sponsor

- * The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- * Please populate the following form to add or update a Sponsor.
- * Required fields indicated with *

You are currently editing the sponsor information for 2025-AGL-3855-NRA MINNEAPOLIS-ST PAUL INTL/WOLD-CHAMBERLAIN

Change sponsor to: Bechtel
Change Sponsors **Cancel**

Use Current Sponsor to Create a New Sponsor

* Sponsor Name: Van Wagner Outdoor
* Attention Of: Walid Abu-Ghazaleh
* Address: 560 West Washington Blvd
Address2: Suite 200
* City: Chicago
* State: Illinois
-OR-
* Non-US State:
* Country: United States
* Zip / Post Code: 60661
* Phone: 312-648-0000 ext
* Fax: 866-339-0011
* Email: walid@vanwagner.com
Create New Sponsor **Cancel**

Example: My Sponsors - My Sponsors Active Cases Screen – Change Sponsor (Off Airport)

Confirm Sponsor Update

- * The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- * Please confirm you would like to Change this sponsor.

You are currently editing the sponsor information for 2025-ANE-1111-OE (Cooper Rd)

Change sponsor to: Bechtel
Change Sponsors **Cancel**



Example: My Sponsors - Sponsor Change Success Screen - Off Airport



-- ADDITIONALLY --

My Sponsors Active Cases screen features are available for currently assigned sponsors.

The following case features are available via the **Project Name** link on the My Sponsors Active Cases screen:

- Project Summary screen
- Link to Details for Case screen
- Show saved map
- Clone the case
- Upload a PDF / Upload a PDF to the Project
- View the (most recent) Latest letter

From the **My Sponsors Active Cases** screen, the following case features are available via the **Structure Name** (Off Airport) or **Airport** (On Airport) link. Details for case)

- View 7460-1 information
- View all letters issued for a case
- View all documents uploaded to a case (e-filed)



Example: My Sponsors - My Sponsors Active Cases Screen - Structure Name Off Airport

My Sponsors Active Cases

Records 1 to 2 of 2 Page 1 of 1

Update Sponsor	Project Name	Structure Name	ASN	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/>	ABCOM-000161335-10	(Cooper Rd)	2025 -ANE-1111-OE	Terminated	06/17/2025	06/17/2025	Chepachet	RI
<input type="checkbox"/>	ABCOM-000161441-10	(Cooper Rd)	2025 -ANE-1119-OE	Terminated	06/17/2025	06/17/2025	Chepachet	RI

Example: My Sponsors - My Sponsors Active Cases Screen - Airport On Airport

My Sponsors Active Cases

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Update Sponsor	Project Name	Airport	ASN	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/>	Van -147891550-11	MINNEAPOLIS-ST PAUL ...	2025 -AGL-3855-NRA	Determined	06/10/2025	06/27/2025	MINNEAPOLIS	MN
<input type="checkbox"/>	Van -147891550-11	MINNEAPOLIS-ST PAUL ...	2025 -AGL-3854-NRA	Determined	06/10/2025	06/27/2025	MINNEAPOLIS	MN