

TransNorthern Aviation

3350 Old International Airport Rd.

Anchorage, AK 99514

T: (907) 245-1834

From: Josh Jacko

Date: 09/04/2025

Subject: Manuals and Navigation Card Update

To all pilots,

This memo is to notify all pilots of recent changes implemented by upper management regarding manual revisions as well as navigation card monthly updates. Manual revisions will now be printed and placed in each flight can with a sign-off sheet for the pilots to acknowledge the revision update, and to update the aircraft binder. The sign-off sheet and flight can will be collected by the Records department where the sign-offs will be tracked for inspections.

The navigation cards will be updated each month and also have a pilot sign-off sheet to acknowledge the update and that there are no conflicts with the device. If there are issues with the recent update, it will be noted on the sign-off sheet so that the issue can be addressed within a timely manner. The sign-off sheet and flight can will be collected by the Records department where the sign-offs will be tracked. Examples of these sign-off sheets are attached.

Thank you for your cooperation!

Best regards,

Mica Nelson

Records

TransNorthern / Dena'ina

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2025 Navigation Card Update Acknowledgment

JANUARY	MN	JULY	MN
FEBRUARY	MN	AUGUST	MN
MARCH	MN	SEPTEMBER	
APRIL	MN	OCTOBER	
MAY	MN	NOVEMBER	
JUNE	MN	DECEMBER	

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From: Flight Operations

Date:

Manual and revision number: _____

To all pilots,

By signing below, I acknowledge that:

1. I have received and read the aforementioned manual update
2. I understand the changes contained therein
3. The updated page(s) have been installed in the appropriate aircraft binder
4. The expired revision page(s) have been removed from aircraft binder and destroyed

PIC _____ (Print/Certificate/Signature)

SIC _____ (Print/Certificate/Signature)

Please return completed document to Records Clerk by end of duty day