



U.S. Department
of Transportation
**Federal Aviation
Administration**

Aviation Maintenance Division
950 L'Enfant Plaza North
Washington, DC 20024

25 February, 2015

Subject: International Maintenance Review Board Policy Board (IMRBPB) Meeting

Dear IMRBPB Member:

On behalf of the Federal Aviation Administration and the IMRBPB, I would like to invite you to the 2015 meeting of the International Maintenance Review Board Policy Board. The meeting will be held at the FAA Southern Regional Office in Atlanta, GA from Monday, 20 April, 2015, to Friday, 24 April, 2015.

The office can be found a short distance from the Atlanta International Airport at the following address:

Federal Aviation Administration
Southern Region
1701 Columbia Ave
College Park, GA 30337

There are multiple hotels in the vicinity of the airport – generally, the ones to the east of the office on or near Virginia Avenue should be suitable (a list of suggestions is attached).

While the facility is reachable by foot from the MARTA station down the street, I would recommend arriving by vehicle if possible as there are few choices for lunch within walking distance of the office. Parking at the building will be available.

We will plan to meet in the lobby of the building at 0900 on Monday morning and generally plan to be done by 1700 each day. As this is a US government building, access is controlled. Please plan to bring proof of identity (passport) and this invitation. I would also recommend allowing some extra time for badging procedures, particularly on the first day.

If you have any questions, feel free to contact me either the Chairman, Jeff Phipps at jeff.phipps@tc.gc.ca or (613) 952-4386 or myself at (316) 941-1287 or via the email below. **Please RSVP to this invitation via email to richard.t.perry@faa.gov no later than 20 March, 2015.**

I look forward to seeing you in Atlanta.

Sincerely,

Richard T Perry
Aviation Safety Inspector, Aviation Maintenance Division, FAA
Secretary, IMRBPB

Enc: Hotel Listing