# Weekly Completed Activity:

Website activity:

1. Updated press release
2. Added “Note from Dave”

Communications Activity:

1. Sent ACA RTCA press release via MailChimp
	1. 3500 sends, 200 opens, 12 bounces
2. Responded to “Mail from website”
	1. STC N ° ST00835DE validation in Brazil

Name: Israel Alves da Cruz
Email: israel.cruz@portalavionicos.com.br

* + 1. Sent to Luke Gomoll, SEA
	1. STC No. SR00764DE

Name: Leandro Moura

Email: leandro.silva@omnibrasil.com.br

* + 1. Sent to David Sam for disposition
	1. TCAS II Change 7.1

Name: John Chagaris
Email: jetpilot9@windstream.net

* + 1. Sent quote
1. MailChimp Subscribers
	1. Transferred 3,411 contacts from Constant Contact. This included cleaning up fields, correcting names, addresses and emails
		1. 2,615 ‘subscribed’ contacts
		2. 796 ‘cleaned’ contacts – these are contacts that bounced, unsubscribed or were otherwise flagged by constant contact
2. STC information:

|  |  |  |
| --- | --- | --- |
| **Need** | **STC** | **Subject** |
| STC Doc | SA09886AC | BendixKing CG100P Connected Gateway Installation Part 23 AML (King Air 200/B200) |
| STC Doc | SA01044DE | PC12 TB44 Battery |
| STC Doc | SA01053DE | PC-12 GoGo AVANCE L3 |
| STC Doc, STC # | Not yet available | Peregrine and Lee Aerospace announce Aviation Clean Air (ACA) system Supplemental Type Certificate (STCs) for the Citation 560XL |
| STC Doc, STC # | Not yet available | Peregrine, Lee Aerospace and ACA announce COVID-19 Aviation Clean Air System STC for Bombardier Challenger series Aircraft |
| STC Doc, STC # | Not yet available | Peregrine, Lee Aerospace and ACA announce COVID-19 Aviation Clean Air System STC for Gulfstream G-IV and G-IV SP series Aircraft |

# Next Activities

**Website activity:**

| **Prioritized Topic** | **Estimated Start** | **Estimated Completion** | **Comments** |
| --- | --- | --- | --- |
| Update STC data | Awaiting Data | TBD | Awaiting data from sharepoint |
| SEO | 1-Mar-2021 | 2-Apr-2021 | This will be a continuous part-time effort involving refinements and Google analytics reviews. |
| Analytics | 22-Feb-2021 | 24-Feb-2021 |  |
| File manager installation | 25-Feb-2021 | 26-Feb-2021 |  |
| Manage Press Release and other Posting Announcements | Ongoing |  |  |
| Security & Maintenance | Ongoing |  |  |

**Communication Activity:**

| **Prioritized Topic** | **Estimated Start** | **Estimated Completion** | **Comments** |
| --- | --- | --- | --- |
| ACA RTCA EUROCAE Participation | 16-Feb-2021 | 17-Feb-2021 |  |
| Bombardier Press Release | Awaiting WL |  | Lumry tasking |
| GAC G150 Heater PR | Awaiting GAC |  | Lumry tasking |

# Press Release Status:

|  |  |  |  |
| --- | --- | --- | --- |
| **Press Release** | **Audience** | **Status** | **Release Date** |
| ACA RTCA EUROCAE Participation | Press, 145 shops | mailchimp | 16-Feb-2021 |
| Bombardier CL Exclusive ACA | Press | awaiting - Wes |  |
| G150 Actuator Heater | Press | awaiting - GAC/Wes |  |
| 560XL ACA | Press | Released | 16-Dec-2020 |
| PC-12 Gogo AVANCE L3 | Press | Released | 15-Dec-2020 |
| CAS 67 Change 7.1 Owner Campaign | CAS 67 Aircraft non 7.1 | Released | 9-Sep-2020 |
| G700 TXi STC Expertise for Your Next Upgrade Project | Garmin Dealers | Released | 11-Aug-2020 |
| G700 TXi STC EMB-120 Press | Press | Released | 10-Aug-2020 |
| G700 TXi STC EMB-120 Operator | EMB-120 Operators | Released | 10-Aug-2020 |
| ACA CL-600 Series | Press | Released | 13-Jul-2020 |
| ACA G-IV | Press | Released | 8-Jul-2020 |
| May Covid-19 Update | 145 shops, press, prior contacts | Released | 5-May-2020 |
| Covid-19 Status | 145 shops, press, prior contacts | Released | 30-Mar-2020 |