



Roundtable Engagement

GUIDANCE

How the FAA engages with Airport and Community Roundtables

What is a Roundtable?

“Roundtable,” in the aviation context, is generally a term for an organization established to address concerns raised by communities relating to the operation of a nearby airport.

Airports, local governments, or multiple jurisdictions acting by agreement are most commonly those that initiate the formation of a roundtable and subsequently chair the meetings.

Roundtables typically have charters or bylaws that provide an agreed-upon structure for membership, meetings, and processes. Roundtable membership is established by the roundtable. Examples of membership may include representatives of local governments, the airline industry, community groups, and other stakeholders.

FAA’s role is to offer technical and subject matter expertise on operational questions to the Roundtable.

Roundtables provide an opportunity for broad community representation, where the group can collaborate, discuss challenges, and provide consensus recommendations to the FAA.

How Can Roundtables be Beneficial?

- ✓ Roundtables have, historically, been a venue to provide opportunities for communities and airport stakeholders to discuss concerns openly.
- ✓ Roundtables support a transparent process where communities that may be impacted by aviation have a seat and voice.
- ✓ Roundtables also provide FAA the opportunity to engage with the airport community.

Roundtables have broad representation...can collaborate, discuss challenges, and provide consensus recommendations to the FAA.



What is FAA's Role in Roundtables?

FAA representatives provide technical information and advice to the roundtable members, but they are not members and do not vote on roundtable issues.

The most productive roundtables invite FAA and other stakeholder representatives as regular attendees or on an as-needed basis to address agenda topics with sufficient advance notice to enable the FAA to identify appropriate representation and prepare information across the agency.

The FAA can brief roundtables on various aviation-requested topics to deliver consistent messages to communities.

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FAA representatives you may see at a roundtable meeting are:



Office of the Regional Administrator (RA) covers outreach initiatives, emergency transportation preparedness and response, and daily oversight and implementation of FAA programs and initiatives.



Community Engagement Officer (CEO) is a key position across the nation coordinating with all necessary lines of business to develop effective planning and manage community engagement related to aviation issues within their assigned areas.



Air Traffic Organization (ATO) provides technical expertise, data, and analysis on operational issues and airspace procedural design when requested by the roundtable.



Office of Airports (ARP) provides information about airport operations, airport design, grant assurances, important information regarding an airport's role in the voluntary Part 150 noise compatibility-planning program, and the regional and national system of airports.



How Can Roundtables Inform Change?

The FAA looks to roundtables to make recommendations, ideally in coordination with the airport, because the airport has some recognition of the airspace operation and the impact on the potentially affected communities.

The FAA takes these recommendations and shares them with the applicable FAA organization (e.g., for potential airspace operational changes, multiple lines of business within ATO will coordinate), as a formal recommendation following all appropriate communication.


Although not required, some roundtables contract with technical support consultants to assist in developing recommendations.


After the FAA receives a formal recommendation from a roundtable for a change to a flight procedure or a change to airspace operations, the FAA will determine if the recommendation is feasible.


While the proposed changes are evaluated using the feasibility considerations below, the FAA keeps the roundtable apprised of the status. Nevertheless, making any change, even ones that appear minor, must follow all of the FAA's processes to ensure the safety of the National Airspace System (NAS), and those processes are likely to take several years to implement.

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Instrument Flight Procedures (IFP) Information Gateway:

 **1. Anyone** may submit a procedure request to the IFP Gateway.

 **2. All requests** *not* made by the airport operator or internal FAA sections responsible for air traffic control (ATC) and flight procedure development (e.g., ATC, flight standards, FPT, etc.) require airport authority concurrence prior to submission.

 **3. Members of the public** may sign up for notifications about procedure amendments associated with relevant airports and monitor the status of those amendments using the IFP Information Gateway.



Feasibility considerations the FAA reviews before a procedure change:



1. Technical Feasibility
Can the aircraft *safely* fly what is proposed?



2. Operational Feasibility
Can the recommendation accommodate the operational *challenges and constraints* in that particular airspace? This recommendation has to consider other airports because something that works in one airspace may not work in another.



3. Environmental Feasibility
All federal actions must comply with the National Environmental Policy Act (NEPA), which requires environmental impact analyses of proposed actions subject to FAA decision.



4. Financial Feasibility
Determines whether the recommendation is financially supportable. Airspace is complex and interconnected. It is quite likely that implementing any recommendation may require additional changes to other procedures or to the airspace itself. While the single change may appear feasible, the additional changes needed to enable the recommendation may be cost-prohibitive based on the additional work that would need to be completed.

Once a recommendation has passed feasibility assessments, these are the actionable processes:

