



**FAA**  
**Aeronautical Information Services AJV-5**

## **AISWG - Aeronautical Information Services Working Group**

*Meeting Minutes 18-01 | January 9<sup>th</sup>, 2018*

### **1. Old Business:**

- a. **12-089 (April 3, 2012): UAS Standards and Charting.** ISSUE: During discussion of Issue 12-085 (Activity Areas Data), Paul Eure stated that as UASs become more prevalent, the FAA must develop standards to accommodate these new aircraft. Paul stated that the En Route Service Unit is in the process of developing separation standards for UASs, but is having difficulty attempting to coordinate with the UAS office (AFS-80). Paul also briefed that six Unmanned Aircraft Systems (UAS) training and research areas are being established across the US. Paul asked who should be contacted to coordinate the charting and publication of these areas?

Status 04-03-12: New issue initiated by Paul Eure, AJE-31. During discussion of the NFDCs plan to database certain activity areas, Paul Eure stated that six UAS training and research areas are being established across the US, and asked what group should be contacted to coordinate charting and publication of these areas. Val Watson responded that coordination should go through the UAS Office (AFS-80). Paul responded that this office has been somewhat non-responsive to date, and added that En Route has been trying to coordinate development of separation standards for UASs through this office with little success. Mike Foster added that the military services are working with FAA HQ on this issue as well. Paul responded that he was only referring to civilian UASs at this point. Chris Criswell responded that coordination should involve both the civilian and military UAS offices. George Bland stated that the military services are incorporating UASs into the NAS, not just at designated areas. Paul responded that the same process is happening on the civilian side, as it was mandated by Congress, which is why En Route is developing the separation standards, but that these research areas must also be included on the VFR charts once they are established. Lance Christian stated that the Las Vegas UAS Center for Excellence has a lot of experience with these activities and would be a good source of information. Paul responded that to implement these standards in six months as anticipated, they need a solution now. Val stated that AeroNav Products already has a specification available for charting these areas, but just needs the data. Chris added that the UAS Office is the authoritative source of this

data, and that the NFDC relies on the authoritative source for publication and charting data. Greg Pray and Mike Foster volunteered to coordinate this issue through the civilian and military UAS offices, respectively.

IOU:

- 1) Paul Eure will report on the separation standards being developed by En Route, and provide more information on the six UAS research areas being established at the next AISWG meeting.
- 2) Greg Pray will contact a representative of the UAS office handling civilian UASs and invite them to the next AISWG meeting to provide more information.
- 3) Mike Foster will contact a representative of the UAS office handling military UASs and invite them to the next AISWG meeting to provide more information.

Status 07-10-12: The following status update of the three open IOUs from the last meeting was provided:

- 1) Paul Eure briefed that since AFS will not develop standards because no safety case has been made, En Route will attempt to reverse engineer standards from the recommendations of the safety panel. He stated that Congress has mandated that standards must be established by 2014. IOU OPEN.
- 2) Greg Pray contacted Mike Connor and invited him to the AISWG to brief the group. Mike C. briefed that Congress has set strict guidelines for developing procedures involving UASs, and that he will keep Greg updated on changes through the end of the year. Chris Criswell asked what groups in the FAA were handling the new guidelines regarding UASs. Mike C. responded that these were handled by AJV-115 along with AFS-407. Chris asked if there was any guidance on charting for UASs. Mike C. responded that there is no published guidance for submitting requests, but they must go through AJV-115. Brad Rush stated that only areas with continuous UAS activity should be charted to avoid chart clutter. Mike C. responded that he can work to establish the criteria for charting, but needs contacts to help. Brad responded that Val Watson should be the contact for charting, and that Chris Criswell should be the contact for data. Chris asked when guidance on UASs would be available. Mike C. responded that 7210 series notice was being developed to provide guidance to Air Traffic, but did not have a date for release. IOU OPEN.
- 3) During the discussion of item (2), Mike C. also provided information on UAS coordination with the military. Lance Christian asked if AJV-115 and AFS-407 were also coordinating with the military. Mike C. responded yes, they are coordinating with the DoD and NASA. Mike Foster responded that military COAs are going through the OE/AAA system. Mike C. agreed and added that outside of COAs, the military is going through AJV-115. Lance added that military UAS experts will

need to be consulted for criteria, and Michael Clayton agreed. Mike F. responded that USAASA was representing the US Army on all UAS matters. Mike C. added that coordination on UAS matters has currently been handled through the DoD Policy Board on Federal Aviation (PBFA). George Bland responded that Col. Carl King (email: [carl.king@pentagon.af.mil](mailto:carl.king@pentagon.af.mil), phone: 202-385-4594) is involved with the PBFA and would serve as a contact for military coordination. Val asked how many military UAS areas have been established. Mike F. responded that approximately 50-100 have come through the COA process. John DeMaria responded that to his knowledge there has only been one UAS area submitted for charting. Chris added that a majority of the existing areas fall within restricted airspace and therefore are not charted. IOU OPEN.

IOU:

- 1) Paul Eure report on the separation standards being developed by En Route at the next AISWG meeting.
- 2) Chris Criswell and Val Watson will collaborate with Mike Connor to establish charting criteria for UASs and report progress at the next AISWG.
- 3) Mike Connor will contact Col. Carl King to coordinate military UAS standards and report progress at the next AISWG. Mike Foster will confirm that USAASA is the US Army lead for UAS.

Status 10-02-12: The following status update of the three open IOUs from the last meeting was provided:

- 1) Paul Eure briefed that no progress has been made on defining separating standards for UAS. Paul Eure, Randy Willis and Brad Rush recommended that this issue be removed as an ASIWG issue. The group agreed. IOU CLOSED.
- 2) Mike Connor briefed that the UAS test sites have been postponed. Chris Criswell asked about the current symbology and notations used to mark UAS operations on charts. Mike Connor responded that current operations are conducted using a Certificate of Authorization (COA) and many operations are within existing restricted airspace. Valerie Watson asked if we could have someone from the UAS office involved with making a charting reference or symbol. Valerie Watson also indicated that the draft Order 7900.3 contains a process for submitting UAS charting requests. IOU OPEN.
- 3) Mike Connor introduced Randy Willis (AJV-115) as the POC for UAS operations. Randy Willis briefed that current UAS operations will continue to involve waivers and coordination between the Military and operators of airspace and airports. Randy said he will need to reevaluate the subject related to temporary vs. permanent UAS operations and the difference between short and long term

authorizations. Some “temporary” authorizations are over 2 years old. Current goal is to have integration with NAS in 2015. IOU OPEN.

IOU:

- 1) Randy Willis will report back to the group on UAS authorizations.
- 2) Chris Criswell will provide Mike Connor a copy of draft Order 7900.
- 3) Mike Connor will report back on the status of developing charting criteria.

Status 01-08-13: The following status update of the three open IOUs from the last meeting was provided:

- 1) Mike Conner indicated that the UAS Authorizations are all handled through the COA process. IOU OPEN.
- 2) Chris Criswell indicated that when draft Order 7900.3 is ready he will distribute to the AISWG. IOU OPEN.
- 3) Mike Conner briefed that a draft Advisory Circular is being written that defines UAS charting standards. Mike will provide the draft AC to Chris Criswell who will distribute with the AISWG minutes. IOU OPEN.

IOU:

- 1) Mike Connor will report back on any changes to UAS authorizations.
- 2) Chris Criswell will distribute draft Order 7900.3 to the AISWG.
- 3) Mike Connor will report back on the status of developing charting criteria.

Status 04-02-13: The following is a status update from the last AISWG.

- 1) Mike Connor stated that the FAA UAS Support Office (AJV-115) is working on an advisory circular which will provide guidance on how to submit UAS charting request and criteria for charting. Chris Criswell indicated that Order 7900.3 should be referenced with the advisory circular. IOU OPEN.
- 2) Chris Criswell reiterated that NFDC is targeting late summer or early fall for the final Order 7900.3 which will include a fillable pdf form for UAS data. IOU OPEN.

IOU:

- 1) Mike Connor will report back on the development of the UAS advisory circular which includes guidance for the submission of UAS charting requests.
- 2) Mike Connor will distribute the most recent draft of the UAS advisory circular.
- 3) John Graybill will keep the group updated on the status of Order 7900.3 and the associated fillable pdf forms.

Status 07-09-13: No status updates for were provided for the three open IOU's from the last AISWG. IOU OPEN.

IOU:

- 1) Mike Connor will report back on the development of the UAS advisory circular which includes guidance for the submission of UAS charting requests.
- 2) Mike Connor will distribute the most recent draft of the UAS advisory circular.
- 3) John Graybill will keep the group updated on the status of Order 7900.3 and the associated fillable pdf forms.

Status 11-05-13: John Graybill updated the group on the progress of the 7900.3 and the fillable pdf forms which will be used to submit UAS areas. Mike Connor was not present to provide updates. IOU OPEN.

IOU:

- 1) Mike Connor will report back on the development of the UAS advisory circular which includes guidance for the submission of UAS charting requests.
- 2) Mike Connor will distribute the most recent draft of the UAS advisory circular.
- 3) John Graybill will keep the group updated on the status of Order 7900.3 and the associated fillable pdf forms.

Status 01-07-14: John Graybill stated that no additional progress has been on the 7900.3 and the fillable pdf forms which will be used to submit UAS areas. Mike Connor was not present to provide updates. IOU OPEN.

*\*NOTE: Mr. Scott Gardner will replace Mr. Mike Connor as the AISWG UAS POC. Scott Gardner, 202-267-8192, [scott.gardner@faa.gov](mailto:scott.gardner@faa.gov)*

IOU:

- 1) Mike Connor will report back on the development of the UAS advisory circular which includes guidance for the submission of UAS charting requests.
- 2) Mike Connor will distribute the most recent draft of the UAS advisory circular.
- 3) John Graybill will keep the group updated on the status of Order 7900.3 and the associated fillable pdf forms.

Status 04-08-14: No updates were provided. John DeMaria took the action to contact Scott Gardner for a response to the IOU's. IOU OPEN.

IOU:

- 1) Scott Gardner will report back on the development of the UAS advisory circular which includes guidance for the submission of UAS charting requests.
- 2) Scott Gardner will distribute the most recent draft of the UAS advisory circular.
- 3) John Graybill will keep the group updated on the status of Order 7900.3 and the associated fillable pdf forms.

Status 07-08-14: Scott Gardner requested that all new UAS charting requests to him. Corpus Christi TX has an example of UAS description. Scott Gardner will use the UAS Charting criteria AC developed by Mike Connor as a starting point for establishing policy for UAS charting. Jennifer Hendi and Tom Harris will gather existing published UAS charting information and send it to Scott Gardener to be vetted. IOU OPEN.

IOU:

- 1) Scott Gardner will report back on the development of the UAS advisory circular which includes guidance for the submission of UAS charting requests.
- 2) Jennifer Hendi and Tom Harris will provide the existing published UAS charting information and provide it to Scott Gardner.

Status 10-07-14: Scott Gardner was not present to provide an update on the draft UAS advisory circular.

IOU: Scott Gardner will report back on the development of the UAS advisory circular which includes guidance for the submission of UAS charting requests.

Status 02-03-15: Scott Gardner has been replaced by Eric Lautenschlager. John Graybill provided an update that NFDC will coordinate with Eric Lautenschlager regarding what UAS data should be included in NASR and the process for submitting that data to NFDC

IOU: John Graybill will report back on the status of adding UAS data to NASR. John will request that Eric Lautenschlager provide an update on the development of the UAS advisory circular which includes guidance for the submission of UAS charting requests.

Status 04-07-15: John Graybill reported that he met with Eric Lautenschlager. John stated that they are defining a shared vetting process for UAS charting provided an update that NFDC will coordinate with Eric Lautenschlager regarding what UAS data should be included in NASR and the process for submitting that data to NFDC.

IOU: John Graybill will report back on the status of adding UAS data to NASR. John will request that Eric Lautenschlager provide an update on the development of the UAS advisory circular which includes guidance for the submission of UAS charting requests.

Status 07-07-15: John Graybill reported that requirements for storing Unmanned Aircraft Activity (UAA) area data in NASR were included in the Activity Area Resource specifications submitted to the NASR team in June. Currently, requests to chart UAA areas are submitted to Visual charting from the UAS office. Visual Charting creates a NFDD add-on page for the entry and then, subsequently, adds the symbol to the chart. Once NASR has been modified to store UAA data, NFDC will take over responsibility for accepting and publishing UAA data in the NFDD.

IOU: John Graybill will report back on storing UAA data in NASR and the publication of UAA.

Status 10-05-15: John Graybill and Langston Majette will work with the UAS office on finalizing the charting criteria. John will update the group on UAS incorporation into NASR. IOU Open.

*\*Note: Langston Majette now works in the FAA UAS office.*

Status 04-05-16:

- 1) Langston Majette provided the following update from his detail to support UAS work in the Mission Support Services AJV-0 office: The ATO UAS Integration Team is working to see if a UAS symbol should be added to VFR charts but unsure of the scale of the work. They are currently developing a policy for model and hobbyist UAS operators (who want representation on VFR charts). The UAS symbol was not developed to chart model aircraft activities. However if it is deemed a safety concern, it could be used. This angle of the issue is still under discussion.
- 2) Langston Majette shared that the ATO UAS Integration Team is also working to establish criteria for UAS entries for the "Special Notices" section of the Chart Supplement. With the current absence of criteria, too many generic entries provide minimal safety value to pilots.
- 3) John Graybill said UAS symbology on VFR charts / Charting Supplements relates to populating miscellaneous activity areas into the NASR database.

IOU: Langston is working to engage AJV-115 to establish charting and chart supplement guidance by this summer. Updates from Langston Majette next AISWG meeting. IOU OPEN.

Status 07-12-16:

- 1) Langston Majette provided the following update from his detail to support UAS work in the Mission Support Services AJV-0 office: Work to establish VFR charting & Chart Supplement publication criteria has been temporarily put on hold due to the UAS Integration Team's focus on rolling out Part 107, effective August 29<sup>th</sup>, which will identify UAS activity that does not require charting. Langston reassured the working group that the ATO UAS Integration Team knows that the current box used for charting is not an adequate long-term charting solution. UAS access will be granted to Class E airspace first, followed by Class D, and ending with Class B access in December.
- 2) John DeMaria has received charting requests affecting Brownsville, El Paso, San Antonio, Albuquerque, Billings, Great Falls and Washington sectionals.
- 3) Val Watson shared that once charting criteria is established; the old boxes can be replaced.

IOU: Langston Majette will re-enter the AISWG request to establish VFR charting & Chart Supplement publication criteria into the ATO UAS Integration Team work after the first phase of airspace access is granted. He will provide an update at the next AISWG meeting. IOU OPEN.

Status 10-04-16: Langston Majette shared that there is a newly established office of primary responsibility (OPR) for unmanned aircraft systems (UAS) integration and tactical operations, AJV-115, in the ATO's Mission Support service unit. AJV-115 will be the authority on UAS charting criteria and new requests for charting will be directed to this office first. The AIS 'portal' currently under development will accommodate this new process. AJV-115 is hesitant to establish UAS charting criteria based on the current state of the NAS because it is evolving so rapidly during these initial stages of integration. They point out that UAS charting criteria necessitates a reframed perspective; given that a symbol at a point in space is not needed when UAS are everywhere. AIS will continue to hold internal meetings to ensure UAS are appropriately integrated into the aeronautical information databases and products under AJV-5 purview. Topics will include discussion of what attributes are needed for collection, what data would need publication, the utility of an Order identifying the office of responsibility (OPR) for data of origination versus dissemination, etc. Langston will soon provide a demo of the AIS 'portal' to AJV-115 and connect their leadership with AIS' NASR database leadership.

IOU: Jennifer Hendi and Bob Carlson will re-send material on existing UAS information on AIS products to Langston Majette who will in turn share it with AJV-115. IOU closed.

Status 1-10-17: Langston Majette was not in attendance due to a UAS meeting in Fort Worth. Jennifer Hendi and Bob Carlson received no word



back after re-submitting UAS information currently displayed on AIS (AJV-5) products to Langston after the AISWG meeting last October. The working group discussed how this agenda item has been open for over 4.5 years without effecting progress towards establishing UAS charting criteria. AISWG members from the legacy AJV-2 directorate (Aeronautical Information Management) offered that the work group could look to parachute jumping areas as a model to create charting criteria for UAS. The directorate invited parachute jumping industry leaders in to collaboratively create charting criteria with a focus on safety and best data management practices. More recently, now AJV-5 (Aeronautical Information Services) did the same with paragliding industry leader representatives to the same end. The working group discussed the pros and cons of closing this agenda item out in this forum to shift it to another forum in hopes of more success and ultimately debated the value to AISWG participants of getting a quarterly update on the progress of obtaining UAS charting criteria from an FAA organization outside of AJV-5.

IOU: AJV-5 is speaking with the Mission Support Service unit UAS office AJV-115 this week. Jill Olson will get an update from this discussion and from Langston Majette concurrently to see where things stand and send out a brief to AISWG members.

Status 4-11-17: Final action with Airspace AJV-11 to finalize standards – Charting standards will be in an AC – no draft now. Last comm on this was in early Feb. Randy Willis manager of AJV 11 stated this is targeted for 4QFY17. AJV-11 has been inundated with airspace authorization requests. As we modernize this process they will be freed up to handle this. Current requests go from AJV-5 to Langston Majette and then over to Randy so he is aware of the need. The threshold in the draft is very high and most requests would meet this so we are holding

Safety risk management decision (SRMD) panels and pathfinder requests are how the existing symbols got on the visual charts. Some may no longer even need to be charted. There is no maintenance process for what is on the chart right now. Langston Majette is the process currently and is aware that this is not sustainable. What is on the chart now is the result of a combined effort of safety panels that included several organizations within the FAA. Are SRMD panel records available within the FAA? Also, there are notices in the back of the books that are loose ends – put in before establishing the small UAS rule. These were added when UAS activity wasn't everywhere. AVS UAS gateway is intended to be a repository connecting folks to various lines of business handling UAS data.

Status 7-11-17: WG established. AJV-115 John Paige and AJV-5 met for kickoff. Discussed draft AC and Memo that outlines proposed requirements for charting guidelines. This led to productive discussions about the process

of this UAS data from submission, to creation, to data basing and charting. AJV-115 is concerned about being the entryway for the public to submit UAS data. The future vision is that AJV-115 would then be the authorized submitters to the portal and this policy would be covered in the future FAO 7900.2D.

Status 10-10-17: Langston Majette shared that the working group meeting occurred to discuss process / work flow. AJV-115 and AJV-5 have different perspectives on how this work will flow. AJV-115 doesn't have the capacity to receive requests for charting of UAS areas and would prefer the requests go directly to AJV-5. AJV-5 envisions AJV-115 vet these requests from the public and then AJV-115 will be the authorized submitters of these UAS sites into the AJV-5 portal. AJV-5 has revised the Advisory Circular draft and UAS memo per homework from the last working group. Langston received these and handed these products to John Page. Minimum requirements and thresholds that John Page is working on may not serve the public's or the agency's purposes a year from now. Should we hold another working group or let this simmer. There was an initial flurry of UAS charting requests in 2012 and 2013 (just here and there after 2013) but there have been no more UAS charting requests since 2013. An advantage of AJV-115 handling requirements and requests is that as they are aware of changes to requirements they are easily able to apply the new requirements to any new requests. This is a slated objective for FY18Q2 for AJV-115.

**IOU OPEN** - Langston will coordinate the next working group meeting; one agenda item of which will be to look into taking out current notices (potentially out of date, no longer accurate, etc.)

Status 01-09-18: Langston unable to attend. Langston shared via email dated 1/13/17 that, "Yes, I still have the IOU to coordinate this effort in moving the discussion forward. While nothing has yet matriculated, I have been in touch with John Page (AJV-115) since the last AISWG meeting, making sure this issue does not fall off the radar. There have been quite a few things that have come up within AJV-1 that have taken precedence/priority over everything else. I will continue to work with John Page and AJV-5 to move this forward."

**b. 16-108 (July 12, 2016): Hang Gliding / Paragliding Site Charting Criteria.**

Issue: Katie Murphy, Manager, AIS Visual Charting Sub Team B shared that the United States Hang Gliding and Paragliding Association (USHPA) has provided a list of more than 400 hang gliding and paragliding sites in the United States. The number of flights at these sites ranges from 1 to thousands per year. Visual Flight Rules charting needs to depict some of these sites on the charts. However, a minimum flight activity number must be established for charting

purposes. AIS Visual Charting Team believes discussing this with the AISWG would be beneficial.

Status 07-12-16: Rick Fecht shared that VFR Charting is looking for help to develop charting criteria. It was discussed that AJV-5 Aeronautical Information Services does not decide what charting criteria is; Flight Standards or some other FAA organization does. The working group also discussed the need to catalogue the sites in a source database such as NASR. It was concluded that this will be opened as an issue with IOUs and follow up discussion at the next AISWG.

IOU Closed: AJV-5 will find out whom in the FAA: 1) is responsible for determining charting criteria, and 2) governs hang / paragliding activity.

Status 10-04-16: The AIS Enroute & Visual Charting group AJV-52 will develop proposed charting criteria to include a minimum flight activity number. Then, the AIS Governance group AJV-55 will collaborate with the Aviation Safety line of business for their modification and approval. Data related questions will be addressed in the newly opened issue on MAA data.

Status 1-10-17: The AIS Enroute & Visual Charting group AJV-52 is developing proposed charting criteria to include a minimum flight activity number. An update will be provided for the next AISWG meeting. IOU OPEN.

Status 04-11-17: Jill Olson provided the following to FAA's Aviation Safety for review. There are approximately more than 400 hang gliding and paragliding sites in the United States and the number of flights at these sites ranges from 1 to thousands per year. AJV-5's Visual Flight Rules (VFR) charting needs to depict some of these sites on our charts, but feel that a minimum flight activity number must be established for charting purposes. Our thought is to propose depicting showing sites that exceed 400 flights per year.

Tony Ferrante with FAA's Aviation Safety responded with the following. We've discussed your proposal, and we reviewed the standards we currently use for other activities such as parachute operations. We believe you should establish criteria that includes a minimum established in-operation time as well as a minimum operations per year time. For example, for a PJA symbol to be charted, a jump site must be established for at least one year and there must be at a minimum 1000 jumps per year. While we agree with your proposal to depict a site that exceeds 400 flights per year, we ask that consider also including a minimum in-operations time of one year for consistency.

Status 07-11-17: Would these be data based if they don't meet charting criteria? There are instances of parachute jumping areas that don't meet criteria for charting but are in the data base. Should there be two separate

criteria; one for data basing and one for charting? What are the criteria for AJV-5 as the data baser to ensure currency of the data if at all? The 7900.2D could be considered as a place to house policy that establishes a requirement for Authorized submitters to validate data currency. A separate WG to reassess the MAA data workflow will be established within AJV-5.

Post meeting research: Scott Jerdan (AJV-5) shared that, “there is most certainly a need to “data base” information that doesn’t get charted. We support the NAS not just charting. However, we always need a source and the source needs to make sure changes are sent to NFDC. Also, we need an order or other document that spells out who is responsible to send NFDC the information, that they need to send us updates, and how to send the information.” Val Watson (AJV-5) added that with respect to data basing criteria, “all databases serve different purposes and populate the data that accomplish those purposes. The closest thing to this for the NASR database would, I suppose, be the NASR SOPs.”

Status 10-10-17: Closed IOU - AJV-5 will assess Aviation Safety’s recommendations to the proposed minimum flight activity number and determine an appropriate response. This charting criteria will not be included in charting specifications.

IOU Closed - AJV-5 is okay with Aviation Safety’s recommendation; Jill Olson will confirm our response to Aviation Safety (Tony Ferrante; Alex McDowell). AJV-5 will check the portal form to see if these criteria would be worked into the web form (Done; see 1/9/18 status). Concern about socializing the new process to the hang gliding association to ensure ATC facilities are aware of hang gliding activities in their area (as of 1/9/18; AFS will talk to the hang gliding folks).

IOU Closed – AJV-5 will put together a working group on the new process for submitting hang gliding data through ATC and AJV-5 will take the opportunity to discuss charting criteria, if these criteria will go before the ACF, what to do with currently charted old hang gliding data, and how to manage latest large list of sites from key stakeholder, Hang gliding association.

Status 01-09-18: AFS-800 has determined that they will put this into an order – meeting with them today for a continued conversation with them. They are willing to put something out in the interim since the order will take a while to get out. AFS will talk to the hang gliding folks.

AJV-5 confirmed that currently the 7900.2D portal form that captures data related to hang gliding / paragliding request information does not ask for, a) established in-operation time (number of years jump site has been established for), b) operations per year time (jumps per year at jump site), or

c) flights per year (at jump site). However, it could be put in the Remarks section, if needed and these would go in the MAA resource in NASR.

Post Meeting update: The conversation with AFS went very well. They are continuing their work to develop the criteria for what constitutes what should get charted, etc. They hope to have something out within the next 6 months – due to various other commitments, etc. AJV-5 told them that was fine and that we have a work around to get us through, we just want to have something in criteria that states an official source, etc.

**IOU** - AJV-5 will provide AFS with a copy of the 7900.2d as well as some bullets on our organization and who does what. AJV-5 will ask AFS what to do with currently charted old hang gliding data, and how to manage latest large list of sites from key stakeholder, Hang gliding association. AJV-5 will keep an eye out for the AFS order defining Hang Gliding data authoritative source and hang gliding charting criteria.

- c. **16-109 (October 4<sup>th</sup>, 2016): FAA Order 7900.2D.** Issue: There is no Order identifying the FAA office of primary responsibility as data steward of MAA data (to include aerobatic practice areas, hang gliding, para gliding, etc.), authoritative sources, approved replicated sources, custodians, etc.

Status 1-10-17: Rick Mayhew explained how the future FAA Order 7900.2D will identify authoritative sources of MAA information for submitting to AJV-5 for entering into NASR. This order will publish later in fiscal year 2017. The new FAA Order 7900.2D will address this for MAA and a host of other aeronautical data submitted to AJV-5 for entry into the NASR database. Collaboration on the draft order with organizations affected by this order (including AISWG members) will help answer these tough questions. The order will also be reviewed from an FAA enterprise information management (EIM) perspective by the new Community of Interest (Col) on aeronautical information products and services for best data & information management and governance practices.

Status 04-11-17: Update name of item 16-109 to reflect that actual name of the draft order. This order will be circulated widely for informal comment followed by formal comment after AJV-5 has performed internal review. Updates will be provided at the next AISWG meeting.

Status 07-11-17: Forms have been approved. Now in first draft review stage within National Aeronautical Data Team. Provided demo on NFDC Portal smart forms. Discussed how it limits the submitters. NFDC outlined the need for the order as: 1) Need for 7900.2 and 7900.3 to be combined into one order. 7900.3 efforts had been ongoing since 2014. Progress stalled. 2)

Need for data submission criteria to be standardized. 3) Need for authoritative sources to be identified. 4) Need for original documentation to be retrievable. 5) Need for Order to support new NASR Database MAA resource. 6) Need for Order to support AJV-5 automation efforts, machine readable fields. 7) How new digital/smart forms support the Order.

Status 10-10-17: In informal comment period now; the purpose of which is to socialize the revised order and the process changes it presents to folks across the agency who are affected. Currently scheduled to go public the end of November, early December.

Status 01-09-18: All comment periods are complete and coordination is complete, safety management activities are complete, and the ATO labor process is complete. The ATO COO has signed the clearance record along with all other LOB / SO affected. It is on the Administrator's desk for signature now.

- d. **16-111 (April 11<sup>th</sup>, 2017): Magnetic Variation Process.** Issue: The process needs to be clarified in FAA Order 8260.19 because what was written is around 6-7 years old, and there have been organization changes since then. It needs to be refreshed and take out some of those redundancies and provide a more streamlined process. Recommend a working group with AJV-54 Instrument Flight Procedures (IFP) group, AJV-54 Aeronautical Information group, AFS-420 Flight Standards Service - Flight Procedure Standards Branch, USAF, US Navy, and NGA on magnetic variation process. This is aeronautical data assignment for which IFP Group is the authoritative source.

Status 04-11-17 - Lonnie and Scott will get together to determine what changes are needed with regards to NFDC's involvement as this (.19H) order describes it and discuss the process. Lonnie also believes certain duties outlined in .19G (scheduling work) is not done by AJV-5 anymore (or is out of order in the order), is done by the Flight Procedures Teams in the regional directorates of the ATO's Mission Support Services (AJV-E, AJV-C, AJV-W). The US Army had recent experience with Jeppesen due to mag var changes in host nation and offered to provide feedback on the process as they learn more. AFS-420 wants these changes worked out within the ATO before the request to change the order comes to them.

IOU Closed – Lonnie will form a workgroup with FPTs and NFDC to identify changes needed within ATO with regards to the mag var process, roles and responsibilities outlined in the .19G to forward on to AFS-420.

Status 07-11-17: Lonnie provided update. Work group is finding that how we currently do business doesn't make sense and isn't covered in the 19H. Lonnie is working with Janet Myers and the IFP group to establish an internal SOP to

clarify and streamline the internal process. Will also get the .19 updated. Related issue – get the 8260 forms updated to remove the magnetic variation information off of the form so that a procedure will not need to be updated every time the mag var info is updated would be great but we don't know what that will look like. External AJV-5 stakeholders need a single point of entry to submit these changes. WG has discovered there are about 4 different ways to do this.

Status 10-10-17: Lonnie Everhart shared that AJV-5 is still trying to put a whitepaper together for the form changes and also gain support from the Flight Procedure Teams on verbiage change to the 8260.19 for MAGVAR processes. We are working with Tony Lawson and Diane Adams to facilitate the changes to Flight Standards.

IOU OBE– Lonnie Everhart will produce a white paper for the form changes.

Status 01-09-18: Lonnie Everhart not able to attend. Steve Szukala provided a 1/16/18 email update stating, “Lonnie is correct we are not going to pursue changing the forms from Mag to True. Mark B. has an automation work around that he is working. Patrick M. is working on updating our current MagVar SOP and reviewing the .19 for any possible criteria issues or requested changes. I believe Lonnie also had a few .19 changes that will be sent to Patrick.”

**IOU** – All AJV-5: Mark B. has an automation work around that he is working. Patrick M. is working on updating our current MagVar SOP and reviewing the .19 for any possible criteria issues or requested changes. I believe Lonnie also had a few .19 changes that will be sent to Patrick

**e. 17-112 (July 11, 2017) UNICOM and Multicom/CTAF Frequencies in NASR.**

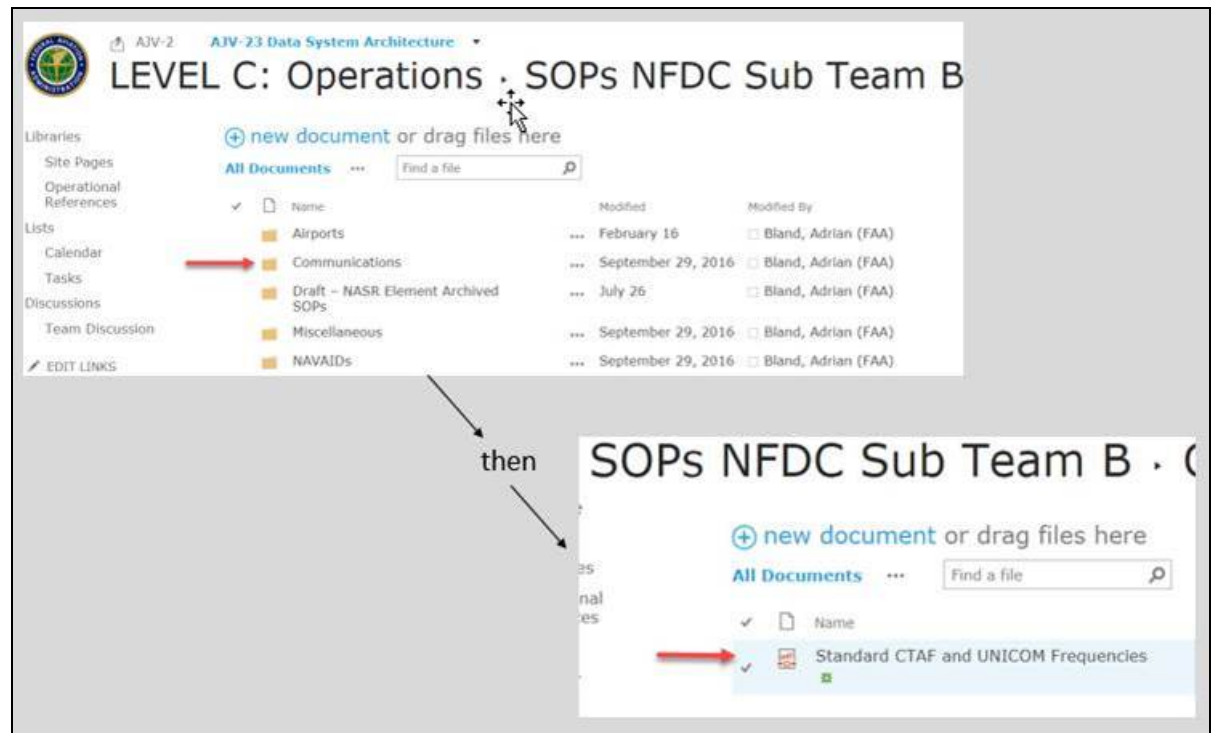
Issue: The FAA Aeronautical Information Manual (AIM) provides information regarding FAA recommended and FCC designated assignment of Multicom/Common Traffic Advisory Frequencies (CTAF). Summary, when no Part-time Control Tower Frequency or FSS Frequency is available: UNICOM Frequency available: CTAF = UNICOM Frequency. UNICOM Frequency not available: CTAF = 122.9. The FAA National Flight Data Center (NFDC) is responsible for the maintenance of UNICOM and Multicom/CTAF Frequencies in NASR. It is recommended that the above guideline be followed for situations when new airports are entered into the database or when UNICOM Frequencies are revised, added or deleted.

Status 10-10-17: Val Watson shared that AJV-5 hosted an internal meeting on this and together folks drafted a NASR SOP for UNICOM and CTAF frequencies; approved by Scott Jerdan. Will meet one more time to sign off on this and also to determine how to handle items from today back.

IOU CLOSED - AJV-5 will complete SOP by next meeting.



Status 01-09-18: On January 8<sup>th</sup> Cassandra Wexler shared via email that the Standard CTAF and UNICOM Frequencies SOP is complete and has been posted to the AJV-5 KSN under Team B SOPs > Communications (see graphic below and attachment. **CLOSED OUT.**



2. **New Business:** None

3. **Next Meeting:** Updated to April 10<sup>th</sup>, 2018

4. **Attendance:**

Present	Name	Organization	Phone	Email
SS	Krystle Behrms	FAA/ AJV-5614	301-427-4820	krystle.a.behrms@faa.gov
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PHONE	John Bordy	FAA / AFS-420	405-954-0980	John.bordy@faa.gov
SS	Robert Carlson	FAA/ AJV-5641	301-427-5134	robert.d.carlson@faa.gov
OKC	Michael Clayton	AFFSA	405-582-5012	Michael.clayton@us.af.mil
SS	Deb Cowell	FAA / AJV-55	301-427-4894	<a href="mailto:Deborah.cowell@faa.gov">Deborah.cowell@faa.gov</a>
PHONE	Chris Criswell	FAA / AAS-100	202-267-4634	Christopher.criswell@faa.gov
SS	John DeMaria	FAA/ AJV-5222	301-427-4960	<a href="mailto:john.a.demaria@faa.gov">john.a.demaria@faa.gov</a>
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OKC	Paul Hoegstrom	AFFSA	405-734-7108	paul.hoegstrom@us.af.mil



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	Alex Rushton	FAA / AJV-553	301-427-5186	<a href="mailto:Alex.ctr.rushton@faa.gov">Alex.ctr.rushton@faa.gov</a>
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