



**Federal Aviation
Administration**

Roundtable Engagement

GUIDANCE

How the FAA engages with Airport and Community Roundtables

What is a Roundtable?

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

Airports, local governments, or agreements among multiple jurisdictions are mostly those that initiate the formation of a roundtable and subsequently chair the meetings.

The FAA, alongside the airline industry and other stakeholders (e.g., the U.S. Military), may participate in roundtables, subcommittees, and associated working groups to offer technical and subject matter expertise on operational questions.

Roundtables typically have group-approved charters or bylaws that provide an agreed-upon structure for membership, meetings, and processes.

A roundtable may elect to make formal recommendations to the FAA. Ideally, applicable recommendations are first coordinated through the airport (or technical consultant), who will then, as appropriate, forward them to the applicable entity (e.g., the FAA, airlines, or zoning authority).

How Can Roundtables be Beneficial?

Historically Airport and Community Roundtables have been the venue to provide a constructive and equitable engagement with communities and airport stakeholders. These forums allow all communities related to a given airport(s) to discuss concerns openly.

The FAA's engagement and participation in a roundtable can assist and advise the FAA on community outreach or information needs and help the FAA better understand community priorities.

Roundtables support a transparent process where communities who may be impacted by aviation have a seat and voice.

Outside of a roundtable's collaborative, consensus-driven environment, individual communities could inadvertently address their concerns at the expense of other communities.

Roundtables serve as a sustainable approach for the FAA to equitably address the concerns of similarly impacted communities.

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



What is FAA's Role in Roundtables?

FAA representatives are invited and can participate in roundtable meetings to provide technical information and advice, but they are not members and do not vote on roundtable issues.

The FAA can brief roundtables on various aviation requested topics to deliver clear and consistent messages to similarly impacted communities.

FAA representatives you may see at a roundtable meeting are:



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.



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 team member 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.

The most productive roundtables invite FAA and other 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.



How Can Roundtables Inform Change?

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

The FAA takes these recommendations and raises them to the applicable FAA organization (e.g., for potential airspace operational changes, multiple lines of business within ATO will coordinate), as a formal recommendation, following discussion and proper vetting.

The FAA does not require a roundtable to contract technical support in order to submit a recommendation; however, it may be a valuable addition to ensure that consensus recommendations are clear for the initial feasibility.

After the FAA receives a formal recommendation 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 criteria below, the FAA keeps the roundtable apprised of the status. It is important to remember that making any change, even one that appears to be minor, must follow all of the FAA's processes to ensure the safety of the National Airspace System (NAS), and that process does not happen quickly. These types of changes are likely to take several years to implement.

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 authority or internal FAA sections responsible for air traffic control (ATC) and flight procedure develop-

ment (e.g., ATC, flight standards, FPT, etc.) require airport authority concurrence prior to submission.



3. The public may sign up for notifications of procedure amendments associated with respective airports and monitor the

status of those amendments using the IFP Information Gateway.



4. If the FAA determines the recommendation is indeed "feasible," the recommendation may proceed to review further. These reviews can have many steps

and depend on priorities and resources, which may take years to accomplish. The FAA provides the roundtable with more detailed information about the processes, timetables, and milestones. As the recommendation progresses, the FAA updates the roundtable on the environmental and safety reviews.

Remember that making any change must follow all of the FAA's processes to ensure the safety (NAS).



There are four feasibility considerations the FAA reviews before any 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 airport actions subject to FAA decision.



4. Financial Feasibility
Is the recommendation financially supportable?
Airspace is complex and interconnected. It is quite likely that implemen-

ting a community recommendation may require additional changes to other procedures or to the airspace itself. While the single change may be 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:



**Design/
Development**
(How long might that take?)



**Environmental
Review/
Assessment/
Study**



**Safety
Risk
Management**



Training