

**Aeronautical Information Services Working Group (AISWG)
Meeting 16-01 April 5, 2016
FAA Aeronautical Information Services
Silver Spring, MD and Oklahoma City, OK**

1. Opening Remarks:

- a. **How to post minutes to the AISWG web page.** Brian Quinn, support contract - John Graybill has this information.

b. Attendance

Name	Organization	Phone	Email
Silver Spring, MD			
Jennifer Hendi	FAA / AJV-553	301-427-4816	jennifer.l.hendi@faa.gov
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George Bland	AFFSA	405-582-5010	George.bland@us.af.mil
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Tom Schneider	FAA / AFS-420	405-954-5852	thomas.e.schneider@faa.gov
Don Harmer	FAA / AJV-553	405-954-9930	donald.r.harmer@faa.gov
Chris Pillifant	FAA / AJV-553	405-954-0623	Chris.pillifant@faa.gov
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2. Old Business:

- a. **12-085 (January 10, 2012): Activity Areas Data. ISSUE:** There are currently a variety of methods for disseminating data describing aerobatic activity areas (Ultralight, Glider, Hang Glider, Aerobatic Practice & Training areas): some of these areas are published in text form in the back matter of the A/FDs, some are represented on the Visual charts by symbols, others by boxed notes, but it is desired that the SOURCE be standardized. During a recent ACF Charting Group meeting (Issue 11-01-238), it was recommended that AIM maintain and disseminate data describing these various activity areas in a way similar to Parachute Jump Areas (PJA), so that the information is available directly from the FAA designated office in a data-based, standardized format.

Status 01-10-12: New issue submitted by Val Watson, AJV-3B. Val asked if these areas could be better described to provide more information and a better source of data for charting. Chris Criswell responded that designating specific areas for these activities can be difficult because they are not well defined. Jeff Waterman stated that some aerobatic areas are well defined, and that these areas should be stored in the database similar to PJAs. Brad Rush stated that this data must be stored with source information to provide accountability for this data. Chris also stated that if these areas are defined by a radius about a point, as several people suggested, that the point may overlap with other symbols on the chart, and that coordination would be needed to determine the cartographic judgment to be used in these cases. Val responded that charting standards for the areas already exists, with cartographic rules for hierarchy of symbols and offset when necessary, and that detail is an AeroNav Products issue and not what is being addressed here - what AeroNav Products is looking for (and what Jeppesen is looking for) is a more consistent and complete sourcing of these areas, preferably in the NASR database and with as much location information (e.g., lat/long) as possible. Val stated that Ted Thompson from Jeppesen specifically requested at the ACF Charting Group meeting that glider, ultralight, hang glider & training operations areas be databased in the same fashion as PJA's. Curtis Davis asked who the source would be for this data, and suggested that it may be the Service Centers although they are not reliable. Chris responded that the OSGs should be the source. Chris agreed to investigate what solutions AIM could provide for this issue. OPEN.

IOU: Chris Criswell will research database options for activity (e.g., aerobatic, glider) areas data and report them to the group.

Status 04-03-12: Chris Criswell briefed that the NFDC has established a process for adding changes to activity areas within Special Notices section to the NFDD, and that the NFDC is currently gathering requirements for databasing these

areas in a similar manner to PJAs. Val Watson asked if these changes are included in the add-on pages of the NFDD. Chris responded yes. OPEN.

IOU: Chris Criswell will keep the group updated on database options for activity (e.g., aerobatic, glider) areas data.

Status 07-10-12: John Graybill briefed that the NFDC is currently developing Order 7900.3 to standardize submission of airspace data, including special activity area. The order will contain forms that standardize the data required by the NFDC and will prepare the NFDC to maintain the data in a database in the future. Tom Schneider asked if the airway data being defined in this order would affect the 8260-16 forms. John responded that the 8260-16 form would not be affected since Order 7900.3 only covers non-regulatory airways. Val Watson stated that customers (e.g., Jeppessen) have complained that they cannot track changes to the special notices using the NFDD add-on pages, and are requesting a timeframe for when the notices will be databased. John responded that he could not provide a timeframe for this request. Chris Criswell suggested that AeroNav Products should disseminate changes to the Special Notices to improve efficiency, since they currently process the changes through the NFDC's Aeronautical Chart Changes (ACC) portal and then create the add-on pages for the NFDD. Brad Rush responded that data should be submitted through the portal, validated by AIM, and distributed via the NFDD to AeroNav Products for publication (i.e., AeroNav Products should not be involved with the data changes). Chris responded that since the recent ATO re-organization, the cartographic standards role has been moved from AIM to AeroNav Products, and thus the responsibility for the ACCs also moved. Val stated that this function should not be performed by AeroNav Products, and that it is AIM's function to validate data. Chris responded that the changes come from a variety of sources, and it is the function of cartographic standards to coordinate and validate these changes. Deb Copeland added that AeroNav Products is now performing these functions, and that they have been adding brief, descriptive text to the top of the add-on pages that highlight the changes to airport diagrams and sketches. Val asked if this text could be added to the add-on pages for Special Notices. Deb responded yes. IOU OPEN.

IOU:

- 1) Chris Criswell will keep the group updated on database options for activity (e.g., aerobatic, glider) areas data.
- 2) John Graybill will keep the group updated on the status of Order 7900.3.
- 3) Deb Copeland will have the add-on pages for Special Notices updated to include a brief textual description of the changes.

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

- 1) Chris Criswell briefed that requirements are being developed to collect, database and disseminate activity areas from NASR via the NFDD. IOU OPEN.
- 2) John Graybill provided an update prior to the meeting: Order 7900.3 currently out for comment . IOU OPEN.
- 3) There was no update. Val Watson briefed the group that Terry Sharp is the new A/FD manager. IOU OPEN.

IOU:

- 1) Chris Criswell will keep the group updated when NASR will begin disseminating activity (e.g., aerobatic, glider) areas data.
- 2) John Graybill will keep the group updated on the status of Order 7900.3.
- 3) Terry Sharp will brief on the status of the textual description activity area Special Notices.

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

- 1) Chris Criswell briefed that the current focus is on creation of fillable PDF's forms that will be used to submit the different types of activity areas data through the Aeronautical Chart Changes (ACC) web portal. Once the Order is complete the forms will be placed on NFDC.FAA.GOV and submitted through the ACC web portal to AeroNav Products who will place the information within the ADD-ON page of the NFDD. Ultimately the fillable PDF forms will used to develop the functionality within eNASR. IOU OPEN.
- 2) John Graybill provided and update prior to the meeting that Order 7900.3 is still be worked on. Tom Schneider asked if 7900.3 has been distributed for comment. Greg Pray said that he will find out if the 7900.3 has been sent out for comment and will provide. IOU OPEN.
- 3) Adam Edmondson, A/FD team lead briefed the group that the A/FD team currently receives Special Notice activity areas through the ACC webportal. The A/FD team will vet the Special Notice and then post the change within the ADD-ON page of the NFDD. IOU OPEN.

IOU:

- 1) Chris Criswell will keep the group updated on when the fillable pdf forms will be made available on NFDC.FAA. and on the eNASR enhancement to accommodate the activity areas data.
- 2) John Graybill will keep the group updated on the status of Order 7900.3.
- 3) Adam Edmondson will provide an update on adding the textual description activity area Special Notices to the ADD-ON page of the NFDD.

Status 04-02-13: The following status update of the three open IOUs from the AISWG were provided:

- 1) Chris Criswell updated the group that once the final 7900.3 Order has been distributed fillable pdf forms will be added to the nfdc.faa.gov website to allow for the submission data described within the 7900.3. IOU OPEN
- 2) John Graybill updated the group that NFDC is targeting late summer or early fall for the final Order 7900.3. IOU OPEN
- 3) Bob Carlson updated the group that the Special Activity Areas are being processed by AJV-3 and included within the ADD-ON page of the NFDD. Order 7900.3 will establish a fillable pdf form to standardize the Special Activity Area submissions. CLOSED

IOU:

- 1) Chris Criswell will keep the group updated on when the fillable pdf forms will be made available on NFDC.FAA.GOV.
- 2) 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 the open IOUs were provided. IOU OPEN.

IOU:

- 1) Chris Criswell will keep the group updated on when the fillable pdf forms will be made available on NFDC.FAA.GOV.
- 2) John Graybill will keep the group updated on the status of Order 7900.3 and the associated fillable pdf forms.

Status 11-05-13: The following status updates are from the two open IOUs from the last meeting:

- 1) John Graybill stated that AIM is still working on the 7900.3 which will provide guidance on submitting activity area data using fillable PDF forms.
- 2) Chris Criswell indicated that NASR's priority is currently NavLean requirements and any development to support other requirements will be scheduled after the NavLean work is complete. IOU OPEN.

IOU:

- 1) John Graybill will keep the group updated on the status of Order 7900.3 and the associated fillable pdf forms.
- 2) Chris Criswell will keep the group updated on when the fillable pdf forms will be made available on NFDC.FAA.GOV and when NASR will be able to be modified to accommodate the new features and attributes.

Status 01-07-14: The following status updates are from the two open IOUs from the last meeting: John Graybill stated that nothing has changed since the last meeting. AIM is still working on the 7900.3. IOU OPEN.

IOU: John Graybill will keep the group updated on the status of Order 7900.3 and the associated fillable pdf forms.

Status 04-08-14: The following status updates are from the two open IOUs from the last meeting: Prior to the meeting John Graybill provided an update that NFDC Manager (AJV-21), Rick Funkhouser, has re-initiated meetings to discuss the 7900.3 Order. IOU OPEN.

IOU: John Graybill will keep the group updated on the status of Order 7900.3 and the associated fillable pdf forms.

Status 07-08-14: Rick Funkhouser briefed the group that Order 7900.3 should be complete by calendar year-end. The 7900.3 Forms will be included with the Order. The order will also provide guidance on how to populate and submit forms. The draft order is currently being circulated internally within AJV-2, forms are still being developed. Chris Criswell asked Rick if he has coordinated with the Nav Lean Program. IOU OPEN.

IOU: John Graybill will keep the group updated on the status of Order 7900.3 and coordination with the Nav Lean Program.

Status 10-07-14: John Graybill reported that the draft Order 7900.3 is still in progress. John met with Sue Gardiner concerning collection, storage and dissemination of aerobatic areas in NASR. The process for collection and submission of aerobatic areas and UAS areas will be contained within Order 7900.3. IOU OPEN.

IOU: John Graybill will keep the group updated on the status of Order 7900.3.

Status 02-03-15: John Graybill reported that NFDC has begun talks with the NASR contractor in order to create a new Miscellaneous Activity Area resource in NASR. This resource will include the following Activity Area types: Glider, Hang Glider, Ultralight, Aerobatic Practice, Space Launch Activity (SLA), and Unmanned Aircraft (UA). Once this data is added to NASR, any changes will automatically generate NFDD entries, thus eliminating the process of creating NFDD add-on pages. The target date for adding this resource to NASR is late fall, 2015. The draft Order 7900.3 will contain instructions for submitting this data to NFDC.

Also, in conjunction with this effort, John reported that NFDC is developing web-based digital forms that will allow users to submit this data via the Aeronautical

Chart Change (ACC) portal. The digital forms will allow for the automatic validation of data, thus saving time for both the data submitters and NFDC. NFDC continues to meet work with Sue Gardner regarding Aerobatic Practice Area data, Anna Cushman regarding Space Launch Activity Areas, and Eric Lautenschlager on Unmanned Aircraft area data.

IOU: John Graybill will keep the group updated on the status of Order 7900.3, the Miscellaneous Activity Area resource in NASR, and the creation of digital forms for this data.

Status 04-07-15: John Graybill reported that NFDC is in the process of finalizing NASR requirements to support Activity Area types: Glider, Hang Glider, Ultralight, Aerobatic Practice, Space Launch Activity (SLA), and Unmanned Aircraft (UA). The target date for adding this resource to NASR is late fall, 2015. The draft Order 7900.3 will contain instructions for submitting this data to NFDC.

Michael Wallin from NFDC stated that "Activity Area" Special Notices will be vetted by NFDC and distributed via a NFDD add-on page.

Val Watson stated that she will submit any charting specification changes to the IACC MPOC. IOU OPEN.

IOU:

- 1) John Graybill will keep the group updated on the status of Order 7900.3, the Activity Area resource in NASR, and the creation of digital forms for submitting this data.
- 2) Val Watson will update the group on charting specification changes.

Status 07-07-15: John Graybill reported that requirements for a new NASR Activity Area resource that would include Glider, Hang Glider, Ultralight, Aerobatic Practice, Space Launch Activity (SLA), and Unmanned Aircraft (UA) areas have been submitted and are awaiting development. The target date for inclusion into NASR has been pushed back to early 2016. Once IACC RD 751 has been finalized, a listing of all current Aerobatic Practice Areas will be published in the NFDD. IOU OPEN.

IOU:

- 1) John Graybill will keep the group updated on the status of NASR Activity Area resource.
- 2) Val Watson will update the group on IACC RD 751.

Status 10-05-15: AISWG Members agreed to close the issue once Greg Pray signs IACC RD 751. IOU OPEN.

Status 04-05-16: Greg Pray signed IACC RD 751 in October of 2015, which creates a mechanism for charting Aerobatic Practice Areas on VFR Charts (Helicopter Route, Flyway, Terminal Area & Sectional). AISWG Members agreed to close the issue. **ISSUE CLOSED.**

- b. **12-088 (April 3, 2012): Revision of the AIM.** ISSUE: During discussion of Issue 09-076 (Airway Minimum Turning Altitude (MTA)), Paul Eure presented a question regarding revision of the FAA Aeronautical Information Manual (AIM). Paul asked who the OPR of the AIM was and how changes to the AIM are coordinated? He felt that changes to the AIM may not be adequately coordinated across the domain of affected stakeholders.

Status 04-03-12: New issue initiated by Paul Eure, AJE-31. During discussion of another issue, Paul Eure asked who the OPR of the AIM was. Tom Schneider replied that each paragraph of the AIM has a particular OPR, and that Brenda Hawkins with the AIM office has a matrix listing of this information that is periodically distributed. Paul responded that changes to the AIM are not being effectively coordinated, and cited a recent example when an additional option (“heavy”) was added to the AIM to describe the icing level, and that this led to confusion as not all involved were aware of the change. Chris responded that this is an important issue that will be added as a new business item for the next meeting.

IOU: Chris Criswell will request that Brenda Hawkins or another member of the AIM office provide a briefing on submitting and coordinating changes to the AIM at the next AISWG meeting.

Status 07-10-12: Chris Criswell briefed that he contacted the AIM office and was informed that all changes to the AIM should be routed through either Heather Mathieson (AJV-11) or Kolie Lombard (AFS-410), who will coordinate with the OPR of the section affected by the change. Bill Hammett responded that this represents a change from the past, in which all changes to the AIM were routed through one person in the office of primary responsibility (OPR), now AJV-362, for coordination and publication. Bill added that there was a list of OPRs for each specific paragraph in the AIM that was maintained by AJV-362. It was acknowledged that the list is outdated. Paul Eure stated that this issue was presented because the AIM was updated without the proper coordination and resulted in incorrect information being published. Chris stated that a current listing of the OPRs for the AIM is needed so that changes can be properly coordinated. Bill stated that the AIM currently instructs users to submit changes to AJV-362 via a form, which give the impression that AJV-362 will coordinate the changes. Brad Rush responded that AJV-362 just publishes the information and isn’t responsible for the coordination. Paul responded that when he completes a DCP for the AIM, he submits it to Heather Mathieson for coordination. Bill asked how Paul knew to coordinate changes with Heather (AJV-11) when the AIM says to go through AJV-362. Paul responded that his group follows an internal SOP

for submitting DCPs to the AIM. Bill responded that the AIM crosses several lines of business and proper guidance for submitting and coordinating changes needs to be publically available to ensure the proper coordination procedures are followed. IOU OPEN.

IOU: Brad Rush will request that Brenda Hawkins or another member of the AIM office (AJV-362) provide a briefing on submitting and coordinating changes to the AIM at the next AISWG meeting.

Status 10-02-12: Guy Copeland briefed the group that management of AIM changes has been transferred to Gary Norek's group (AJV-11). Bill Hammett responded that the AIM OPR master list has fallen out of use and needs to be updated so that changes can be properly coordinated. Guy Copeland believes the AIM will be incorporated into JPAMS. IOU OPEN.

IOU: Chris Criswell will request that Gary Norek (AJV-11) provide a briefing on submitting and coordinating changes to the AIM at the next AISWG meeting.

Status 01-08-13: Chris Criswell briefed the group that he spoke to Gary Norek's group (AJV-11). Gary stated that the Project Lead, Mike LaJuene is working on finalizing the OPR list for the AIM. Bill Hammett stated that the other issue that needs to be addressed is in regards to improving the coordination of AIM changes. Chris stated that a system currently being developed called JPAM is supposed to be the process management system that improves the coordination of Order changes. IOU OPEN.

IOU:

- 1) Chris Criswell will request that Mike LaJuene provide the master list of AIM OPR's by the next AISWG.
- 2) Mike LaJuene will provide a briefing on submitting and coordinating changes using JPAM at the next AISWG meeting.

Status 04-02-13: Mike LaJuene was not able to attend the AISWG. Chris Criswell will request that he attend the next AISWG. IOU OPEN.

IOU:

- 1) Chris Criswell will request that Mike LaJuene provide the master list of AIM OPR's by the next AISWG.
- 2) Mike LaJuene will provide a briefing on submitting and coordinating changes using JPAM at the next AISWG meeting.

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

IOU:

- 1) Chris Criswell will request that Mike LaJuene provide the master list of AIM OPR's by the next AISWG.
- 2) Mike LaJuene will provide a briefing on submitting and coordinating changes using JPAM at the next AISWG meeting.

Status 11-05-13: No status updates for were provided for the two open IOU's from the last AISWG. IOU OPEN.

IOU:

- 1) Chris Criswell will request that Mike LaJuene provide the master list of AIM OPR's by the next AISWG.
- 2) Mike LaJuene and/or Gary Norek will provide a briefing on submitting and coordinating changes using JPAM at the next AISWG meeting.

Status 01-07-14: According to Michael LaJuene DCP's coordination procedures were for ATO changes not other lines of businesses. AFS has provided their requests directly to the publication team that used to be in AJV-3, which now resides in AJV-8. So AFS changes were never coordinated within our process. I have been in contact with Bruce McGray and Kolie Lombard in AFS and all indications are that they are strongly looking into the possibility of using the JPAMS system and would be incorporated into the next generation of work flows. AJV-8 is in the process of re-evaluating the present coordination procedures.

Recommend request a meeting with the JPAMS team to discuss the DCP coordination process as we move forward with the next generation of work flows.

Michael LaJuene stated that he will provide a PDF with the primary and subsequent owners, plus stakeholders of the content. IOU OPEN.

IOU:

- 1) Chris Criswell will follow-up with Mike LaJuene about the master list of AIM OPR's by the next AISWG.
- 2) Request Bruce Mcgray provide a briefing on submitting and coordinating DCP's at the next AISWG meeting.

Status 04-08-14: Lynette Jamison and Michael LaJuene both reiterated that the future process will be built into JPAMS. Lynette took the action to contact Heather Hemdal to verify the future process. Michael will provide a final review of the master list of AIM OPR's by the next AISWG. IOU OPEN.

IOU:

- 1) Mike LaJuene will review the master list of AIM OPR's and provide the list to the AISWG by the next meeting.
- 2) Lynette Jamison will update the AISWG on her discussion with Heather Hemdal on the future process for submitting and coordinating DCP's at the next AISWG meeting.

Status 07-08-14: The Master List of AIM OPR's was provided to the AISWG and will be posted to <https://nfdc.faa.gov/xwiki/bin/view/AISWG/WebHome> . Michael LaJuene and George Bayer from the PMO stated that JPAMS is currently in development. Phase 1 will phase out legacy system – new JPAMS will replace paper manuals with digital – HTML and PDF. The new format will be searchable. Phase 2 is the DCP process – changes being handled digitally will reduce change cycle time. Phase 1 development completes by end of September. October 1 is Phase 1 completion goal. Phase 2 follows, DCP workflow process should be finalized by end of July. AJV-8 is the group supplying requirements. Mike requested assistance with assessing all required DCP workflows Overlap timeframe between implementation of JPAMS and phase out of DCPs will be lengthy. Training will be conducted prior to go-live; go-live will be summer of 2015. The legacy DCP process/system will phase out by 2016. IOU OPEN.

IOU: George Bayer and Mike LaJuene will schedule a meeting with Tom Schneider to discuss DCP workflows to be built into JPAMS.

Status 10-07-14: The Master List of AIM OPR's was posted to <https://nfdc.faa.gov/xwiki/bin/view/AISWG/WebHome> . Michael LaJuene and George Bayer from the PMO were not in attendance to provide an update on JPAMS. IOU OPEN.

IOU: JPAMS development update.

Status 02-03-14: No update was provided regarding JPAMS development. Tom Schneider asked if the Master List of AIM OPR's is currently complete and being maintained. He requested the Master List of AIM OPR's be posted on the Air Traffic Pubs website. IOU OPEN.

IOU: Chris Criswell will provide an update concerning completeness of the Master List of AIM OPR's.

Status 04-07-15: Michael LaJuene will be retiring end of June. Michael suggested contacting Heather Hemdal, Director of Air Traffic Procedures in order to determine if the Master List of AIM OPR's is currently being maintained. Chris Criswell will contact Heather Hemdal to request that the Master List of AIM OPR's be posted on the Air Traffic Pubs website. IOU OPEN.

IOU: Chris Criswell will provide an update concerning completeness of the Master List of AIM OPR's and publishing the AIM OPR list on the ATO Pubs website.

Status 07-07-15: Chris Criswell reported that he contacted the Air Traffic Procedures Group in order to determine if the Master List of AIM OPR's is currently being maintained. The last list provided to the AISWG by Michael LaJuene is the most current list. The Air Traffic Procedures Group does not plan to post the list on the Air Traffic Procedures website. IOU OPEN.

IOU: Chris Criswell will provide an update publishing the AIM OPR list.

Status 10-05-15: Val Watson will take over as POC until a new chair for the AISWG is established to ensure the AIM OPR list is published. IOU Open.

Status 04-05-16:

- 1) Mike LeJuene was the previous contact within Air Traffic Procedures AJV-8 working with Chris Criswell on the subject. Mike retired & Chris moved to another position, and Val Watson inherited the issue.
- 2) Val Watson contacted Heather Hemdal, Director of Air Traffic Procedures AJV-8 to find out:
 - Is there a listing that states what office within the FAA is responsible for specific parts/portions/paragraphs in the AIM.
 - Where can we find this listing?
 - Is this listing being updated/maintained by your offices?
- 3) Heather Hemdal referred Val to Natking Estevez, Manager of Air Traffic Standards & Procedures Support AJV-81. Natking informed Val that since AJV-8 is responsible for updating the AIM, they always check to make sure the changes received are properly coordinated with appropriate stakeholders to the best of their ability in accordance with FAA Order 1320.62.
- 4) To do so, Air Traffic Procedures AJV-8 publishes the list of AIM OPRs publically on their KSN site (Guest Library).
 - <https://ksn2.faa.gov/ajv/home/AJV-8/AJV8%20Guest%20Library/Forms/AllItems.aspx>
- 5) The AISWG agreed to close this issue. **ISSUE CLOSED.**

- c. **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, 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 Conner 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 of 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.
- 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.

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.

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

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.**

- d. **12-093 (July 10, 2012): Joint Use Airports List.** ISSUE: The "Joint Use" airports list contained in the NASR database does not agree with the military "Joint Use" airport list. AeroNav Products is requesting that the NASR database be updated with the correct "Joint Use" airports so that the Airport/Facility Directory (A/FD), which uses the NASR database as source, is published with the correct data. AIM is requesting that the Office of Airports update FAA Order 5000.5, LIST OF JOINT USE AIRPORTS, so that the NASR database can be updated.

Status 07-10-12: New issue initiated by Val Watson, AJV-3. Val briefed that NASR lists 100+ "Joint Use" airports, Order 5000.5 lists 24-30 "Joint Use" airports, an Office of Airports website (http://www.faa.gov/airports/aip/military_airport_program/index.cfm?sect=joint) has a list, and asked which source of data is correct. Brad Rush added that the Office of Airports need to identify the single authoritative list, and publish this list in both the order and online. Bill Hammett responded that CFR Part 139 defines what constitutes a "Joint Use" airport, and added that in addition to the Office of Airports defining the list, that the definition in Order 8260.15 must be revised. Lance Christian agreed, stating that most of the military define a "Joint Use" airport as an airport with a "Joint Use" agreement, which is a smaller list of airports than those with both military and civil operations. Bill added that this definition does not match the one listed in CFR Part 139. Tom Schneider added that a joint meeting between the NFDC, Office of Airports, and DoD was held in October of 2011 to establish airport definitions, but that no progress from that

meeting has been reported. Ray Zee stated that he will coordinate with the Office of Airports on this issue.

IOU: Ray Zee will research the definition for “Joint Use” airports and coordinate a standard definition and list of airports with the Office of Airports. He will report his progress to the group.

Status 10-02-12: Ray Zee provided an update prior to the meeting: He stated “We previously had several different definitions, but under the most recent re-authorization act it has been defined as “an airport owned by the Department of defense, at which both military and civilian aircraft make shared use of the airfield.” The Planning and operations side of ARP have been notified and they will plan to evaluate the impact to their databases.” Val Watson stated that Order 5000.5 needs to be updated. ARP is planning to update the Part 139 definition. *Editors note: "Joint Use Airport" legally defined in 14 CFR, Part 139.5 as “Joint-use airport means an airport owned by the United States that leases a portion of the airport to a person operating an airport specified under § 139.1(a)”.* IOU OPEN.

IOU: Ray Zee will report on the progress of updating Part 139 and Order 5000.5 to the group.

Status 1-08-13: Ray Zee reported that there is a new definition for “Joint Use Airport” in the code of Federal Regulations based on the most recent Defense Authorization Act. The Office of Airports is identifying the airports that fall within this new definition. Ray is working to get clarification on the scope of the new definition. IOU OPEN.

IOU: Ray Zee will report on the progress of updating Part 139 and Order 5000.5 with the new “Joint Use Airport” definition released in the most recent Defense Authorization Act. Ray will provide a list of airports that fall within the definition.

Status 4-02-13: Ray Zee reported that based on the most recent definition 94 possible joint use airports have been identified. No other progress has been made on updating Part 139 and Order 5000.5 with the new “Joint Use Airport” definition. IOU OPEN.

IOU: Ray Zee will report on the progress of updating Part 139 and Order 5000.5 with the new “Joint Use Airport” definition released in the most recent Defense Authorization Act. Ray will provide a current list of airports that fall within the definition.

Status 7-09-13: No update was provided for the IOU. IOU OPEN.

IOU: Ray Zee will report on the progress of updating Part 139 and Order 5000.5 with the new "Joint Use Airport" definition released in the most recent Defense Authorization Act. Ray will provide a current list of airports that fall within the definition.

Status 11-05-13: Raymond Zee stated that the issue is that the DOD has a different definition than what is currently in 14 CFR, Part 139.5, which has created differences in the Joint Use Airport Lists. IOU OPEN.

IOU: Ray Zee will report on the progress of updating Part 139 and Order 5000.5 with the "Joint Use Airport" definition in 14 CFR, Part 139.5. Raymond will report back on the progress AAS-300 has made on finalizing a "Joint Use Airport" list.

Status 01-07-14: Raymond Zee reported that he has not made any progress on resolving the differences between the joint use definitions. IOU OPEN.

IOU: Ray Zee will report on the progress of updating Part 139 and Order 5000.5 with the "Joint Use Airport" definition in 14 CFR, Part 139.5. Raymond will report back on the progress AAS-300 has made on providing one joint use airport definition and finalizing a "Joint Use Airport" list.

*Note: After the AISWG Meeting Mr. Raymond Zee submitted the following questions to Mr. Brian Rushforth, Manager of AAS-300.

For Airport data - How important is it for an airport to be determined as "joint use" or not? Are there any operational and practical considerations? Are there any considerations for procedure developers and maintainers? Does the new definition affect an update of Order 5000.5D - List of Joint -Use Airports?

Has AGC reviewed the new definition and does it affect language in current Joint Use Agreements between the airports and DoD?

Does this (the new definition) affect any current or future actions by the Policy Board on Federal Aviation (PBFA)?

Status 04-08-14: Raymond Zee updated the group that at present little progress has been made by The Office of Airports on resolving the differences between the civilian and military joint use definitions. Val Watson took the action to provide Ray with suggested text for the definition. IOU OPEN.

IOU: Raymond Zee will review the suggested text provided by Val Watson and will report back on the progress AAS-300 has made on providing one joint use airport definition.

Status 07-08-14: Raymond Zee provided three different options. Raymond stated that the Part 139 definition for Joint Use Airports will not change due to its purpose. The Part 139 Joint Use definition is aligned with federal grants for the Airport Improvement Program and not intended to be used for air traffic operational purposes. It was agreed that the Part 139 definition should remain unchanged, the definition in Order 5000.5 should be removed and the list within Order 5000.5 should be updated with the DOD airports that have joint-use agreements. The DOD list is straight forward – identifies joint-use which means civilian aircraft may use military airport. In NASR the FAA currently databases over 2000 joint-use airports. It was requested that the Office of Airports provide a memo stating that purpose of the Part 139 definition. Raymond Zee will prepare a memo the intent of the definition, including NASR data changes needed as a result of the new list. July 14 is target date for memo from Ray Zee. IOU OPEN.

IOU:

- 1) Raymond Zee will work with DOD on revising Order 5000.5.
- 2) Raymond Zee provide a memo describing the intent of the Part 139 definition and necessary NASR data changes to the Director of AJV-2/3.

Status 10-07-14: Raymond Zee reported that no progress has been made towards identifying those airports considered to be “joint use” based on any of the existing definitions. Raymond suggested using a different designation other than “joint use” because “joint use” suggests there is funding involved. Raymond Zee will continue to work towards a potential solution. IOU OPEN.

IOU: Raymond Zee will report at the next AISWG on potential solutions.

Status 02-03-15: Drew Goldsmith has replaced Raymond Zee as The Office of Airports AISWG member. At this time Drew did not have an update. IOU OPEN.

IOU: Drew Goldsmith will report at the next AISWG on potential solutions.

Status 04-07-15: Drew Goldsmith reported that the Office of Airports will be using the Part 139 definition when the new Airport Data and Information Program (AC19) is stood up in October. Order 5000.5 should be recognized as out of date, and APP is aware of the need to update it. IOU OPEN.

IOU: Drew Goldsmith will report back at the next AISWG.

Status 07-07-15: Drew Goldsmith reiterated The Office of Airports statement from the April 7, 2015 AISWG meeting. The Office of Airports will be using the Part 139 definition when the new Airport Data and Information Program (AC19) is stood up in October. Order 5000.5 should be recognized as out of date, and APP is aware of the need to update it. Charting should develop a definition that can be used to support their operational requirements. IOU OPEN.

IOU: 1. Val Watson and Drew Goldsmith will report back at the next AISWG.

Status 10-05-15: No one from the Office of Airports was in attendance. IOU OPEN.

Status 04-05-16:

- 1) There are several legal definitions of what is considered to be a 'joint use' (JU, military / civil use) airport; one in the Code of Federal Regulations (CFR), one for budgetary purposes, one in the 'Joint Use Agreement', and one based on if the airport is military or civil owned. In the airports section of the NASR database, there is a check box for 'joint use' and a check box for 'military landing agreement' (was a DoD field originally). The military list (approx. 25), NASR database (190 airports), and the FAA Order list (approx. 25) of 'joint use' airports all disagree.
 - 2) The FAA Airports Line of Business (ARP) has the original list contained in FAA Order 5000.5, effective 1990. The Order is 'owned' by the Airports Planning & Environmental Division (APP-400) and Patrick Magnotta is the point of contact in the responsible office. Sharon Glasgow of FAA Airports APP-400 (Sharon is currently on detail; contact Luis Loarte), knows the military point of contact.
 - 3) **ISSUE OPEN**: What definition of JU should the source used be based upon? Should the list updated by FAA Airports (ARP), civil airports, and the DoD be used to update the NASR database? Which source should populate the NASR database? Should the two forms of JU annotation remain in the NASR database or only one?
- e. **15-105 (July 7, 2015): Airway Altitudes shown as Feet (FT) or Flight Level (FL)**. Issue: NASR has a discrepancy in how Flight Level Airway Altitudes below 18,000 are data based.

Status 10-05-15: Scott Jerdan will report back at the next AISWG. **IOU Open**

Status 05-04-16: In US airspace, above 18,000 feet, flight levels are used (some exceptions over in oceanic airspace). The Flight Procedures and Airspace Order 8260.19 mandates these altitudes be documented as Feet in the Form 8260-16. As a result, the NASR database stores Flight Level Airway Altitudes incorrectly as Feet following the source. The FAA directorate, Flight Standards Service (AFS-400), owns the Flight Procedures and Airspace Order 8260.19 that directs these altitudes be documented as Feet in the Form 8260-16.

IOU: Tom Schneider from Flight Standards Service AFS-420, will assess whether the 8260.19 Order should be changed to source as flight levels above 18,000 feet. **IOU OPEN**

- f. **15-106 (July 7, 2015): AFS-460 Approving 3rd Party Procedures.** Issue: 3rd Party Procedures that do not have an Airport Ident in the system are being approved by AFS-460.

Status 10-05-15: The procedures are being approved because they are point in space. Tom Harris believes they are private airports and will report back at the next meeting. **IOU Open**

Status 05-04-15: The Ident Order does not allow for the reservation of airport idents. For NFDC to issue an airport ident a site number needs to be part of the request.

IOU: Charlie Rose of AFS-460 will check with new manager on the process at the next meeting (helipad procedures for hospitals). **IOU OPEN.**

3. New Business:

- a. Lance Christian shared that the World Geodetic System 1984 (WGS84) will be updated for the Earth Gravitational Model 20-20 (EGM2020). EGM is updated every 5 years. He asked what if any the FAA will be updating. **IOU OPEN - Jill Olson of the FAA directorate, Aeronautical Information Services (AIS) AJV-5 will ask Deb Cowell & Brad Rush.**
- b. Scott Jerdan shared with AISWG that DoD NOTAM manager, Jim Mills, contacted NFDC with a concern that not all military helicopter landing facilities were in the NASR database. His main concern is that NASR feeds this information to the Federal NOTAM System (FNS) and NOTAM Manager. After the April 5th AISWG meeting Scott Jerdan coordinated between the DoD NOTAM office, the military services (reps Paul Hoegstrom, Dan Layman, and Phil Schwinn), The FAA office of airports, and NFDC to ensure that the military services understood the process to update landing facility information in NASR in support of the FNS and NOTAM Manager. **IOU CLOSED.**
- c. Tom Schneider shared that the Order 8260.19 G is out and H is in the works. Changing forms 8260.xyz, going to report format, aiming for May/June time frame (after ACF) also converting forms to live cycle format. Make room for additional information. Finalizing samples now - working with Chris Pillifant of AIS. NGA and Military Services want to see them. **IOU CLOSED:** Shared as attachments to the email distributing these minutes.
- d. Anna Cushman of the FAA's Commercial Space Transportation Line of Business (AST) shared nothing but positive feedback from AST on the closed issue of rocket symbols on aeronautical charts and AFDs. Congratulations to everyone who got this done.

- e. Review of charter and purpose/scope of meeting is being accomplished. The AISWG is still needed and the charter is at the 5 year point (due for revision). The goal is to have draft by the July meeting. Jill will follow up once a month on IOUs to see if anyone needs help fulfilling IOU before next meeting.
 - f. **16-107 (April 5, 2016): Addition of Miscellaneous Activity Area Resource to NASR.** Issue: AIS signed IACC RD 751 in October of 2015, which creates a mechanism for charting Aerobatic Practice Areas on VFR Charts (Helicopter Route, Flyway, Terminal Area & Sectional). The FAA's ATO Program Management Office (PMO, AJM-33) is now responsible for the management of the NASR database management tool (moved from AJV-5).
4. **Next Meeting:** The meeting will be held at Aeronautical Information Services in Silver Spring, MD with VTC from Aeronautical Information Services in Oklahoma City, OK on **Tuesday, July 12, 2016**. Start time is 9:00 AM EST and dress is business casual. Send agenda items to Jill Olson and Carolyn (CJ) Meushaw.