

CLT Airport Community Roundtable

2019 Slate of Recommendations - FAA Submittal Plan

Action ID	Phase	Key Actions	Resp. Party	Start Date	End Date	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1	Develop Draft Submittal Document	Obtain sample submittal documents from HMMH	HMMH	Apr	Jun										
2		Define structure of Final Deliverable	ALL	Apr	Aug										
3		Develop draft Problem-to-Resolution Statements for each Recommendation	CLT/ACR	May	Oct										
		<i>The Slate of Recommendations should include the following for each measure: (1) the problem well defined (2) the measure well defined (3) how the measure solves the problem.</i>													
4		Develop draft of Cover Letter and other documents for Slate	CLT/ACR	May	Oct										
5	Analyze and Prioritize Potential Recommendations	Analyze potential Slate individually and collectively	HMMH/ACR	May	Dec										
6		Set preliminary priorities for Slate	ACR	Jun	Oct										
7	Gain Community Input, and Engage FAA Headquarters	Plan for Community meeting	CLT/ACR	May	Nov										
8		Invite all affected communities by the ACR proposed "change" to presentation of Slate and discussion	CLT/ACR	Jun	Oct										
9		Meet with FAA headquarters representatives before/after community meeting, engaging in informal dialogue about Recommendations, priorities, submittal process, etc.	ALL	Sep	Nov										
10		Hold community meeting, sharing draft slate (invite FAA HQ representatives to the meeting)	CLT/ACR	Oct	Nov										
11		Refine Slate based on community input	ACR	Oct	Dec										
12		Refine submittal documentation based on FAA feedback	CLT/ACR	Oct	Dec										
13	Conduct Final Approval/ Submittal	Finalize Slate Submittal Document	CLT/ACR	Oct	Dec										
14		Review/Approve Slate Submittal Document	ACR	Nov	Jan										
15		Submit Slate to FAA	CLT/ACR	Dec	Jan										