



TRANSPORTATION RESEARCH BOARD

November 17, 2025

MEMORANDUM

TO: Chair and Members of ACRP Project Panel 04-36

FROM: Dan Magnolia, Travel Specialist

COPY: Matthew Griffin, Senior Program Officer, ACRP

SUBJECT: ACRP Project 04-36
Safety Management Systems for Small and Non-Hub Airports

It is time to start making your plans for the First Meeting of ACRP Project Panel 04-36, which will take place on December 17-18, 2025 in Room Keck 400 of the Keck Center of the National Academies, 500 5th St NW, Washington DC.

Panel travel expenses related to attending the meeting will be covered by the ACRP.

Here is a checklist of things you need to do:

- | | | |
|---|---|------|
| <input type="checkbox"/> Immediately | Complete and return the attached meeting response form by December 2, 2025 . <ul style="list-style-type: none">• We will make your hotel reservations for you. | Pg 2 |
| <input type="checkbox"/> Immediately | Review our requirements for reimbursement of travel expenses. | Pg 3 |
| <input type="checkbox"/> Immediately | Make your travel arrangements—we offer the services of a travel agency (Vai Travel) to assist you. | Pg 4 |
| <input type="checkbox"/> Before the meeting | Review our requirements for ground transportation to/from the airport or train station. | Pg 4 |
| <input type="checkbox"/> Day of meeting | Allow enough time to get from your hotel to the meeting location. The meeting will begin at 9:00 a.m. ET | Pg 3 |
| <input type="checkbox"/> After the meeting | Submit your Travel Expense Report (TER) within 30 days. | Pg 3 |
| <input type="checkbox"/> Any time | If you have any questions about your travel arrangements, please refer to the TRB-CRP Travel FAQ included with this travel memo. | Pg 4 |

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Jeff Bilyeu

From: Magnolia, Daniel <DMagnolia@nas.edu>
Sent: Monday, November 17, 2025 12:08 PM
To: 'Hollie Baron'; 'Thomas Herman'; 'Bryan Rodgers'; 'Sana Usman'; Jeff Bilyeu
Cc: Summerlin-Azeez, Brittany; Griffin, Matthew; Snell, Joseph; 'Paul Eubanks'; 'Hannah Genovese'; 'Daria Wonnacott'
Subject: [EXTERNAL] TRB-CRP Travel Memo for ACRP 04-36 First Panel Meeting on December 17-18, 2025 (TRB250567)
Attachments: TRB-CRP Travel FAQ.pdf; TRB250567_TravelMemo_ACRP04-36_DueDec2.pdf
Importance: High

ACRP 04-36: Safety Management Systems for Small and Non-Hub Airports

Dear Panel Members,

The **ACRP 04-36 First Panel Meeting** has been scheduled for **December 17-18, 2025**. You will have already been contacted by this project's Senior Program Officer (SPO) or Program Coordinator (PC) regarding your invitation in a separate message. Please Read This Email and its Attachments Carefully and reply at your earliest convenience *before* the RSVP Due Date even if you are awaiting travel approval.

STEP 1: Read the attached **Travel Memo** titled "TRB250567_TravelMemo_ACRP04-36_DueDec2".

STEP 2: Complete and Return the **Attendance and Hotel Response Form*** on **Page 2** of the **Travel Memo**.

STEP 3: Call **VAI Travel** *immediately* at **301-948-2448** to book your flight or train reservations using the Travel Code **TRB250567**. (See Page 4 of the Travel Memo for more details.)

**Due to the high volume of concurrent CRP travel events, I may not respond before the RSVP Due Date.*

- **TRB Travel Specialists** are available to explain the travel services provided for full voting panel members. While we are *not* a travel agency, we can guide you through the travel process. It is highly recommended that you utilize the travel and lodging services provided to ensure a smooth trip and prompt reimbursement. Please include your **Travel Code** (see travel memo) in all correspondence and messages.
- This will be an **in-person meeting** in **WASHINGTON, DC** at the **KECK Center**. Inquiries about remote participation should be directed to the SPO.
- The attached **Travel Memo** has **ALL** the information you need: 1.) **meeting details**; 2.) making **travel reservations**, and; 3.) **hotel reservations**.
- Please note that **requesting additional hotel dates** outside of the approved travel period is not guaranteed, may be at a higher rate than per diem, and paid for by the traveler including tax. (Availability changes frequently.)
- **Interested in booking your own Travel & Lodging?** It's ALL outlined in the included **Travel Memo** and **FAQ**.
- **RSVP BY DEC 2:** **RETURN** the **Meeting & Hotel RSVP Form** (travel memo, page 2) to me and **CONTACT** the official travel agent **VAI Travel** at your earliest convenience to make your travel arrangements as outlined in the travel memo (travel memo, page 4). **We encourage you to use VAI rather than booking your own travel**. Rooms unaccounted for will be released and no longer guaranteed after the due date. Please refer to the TRB-CRP FAQ for more details.
- **LIAISONS:** TRB does not pay for the cost of panel liaison travel to panel meetings. We still appreciate your RSVP for planning purposes. (No need to complete the form, a reply email will suffice.)

- **LOCAL:** Panel members who work within 50 miles of the meeting location are considered local by The National Academies policy and not eligible for per diem travel or lodging reimbursement. We still appreciate your RSVP for planning purposes.
- **AGENDA:** If you need a meeting agenda or have any meeting-related questions, please contact your SPO or PC.

Help with...	Example...	Contact...
Meetings	Agendas, deliverables, reports, scheduling, project info, etc.	Senior Program Officer MJGriffin@nas.edu Program Coordinator BSummerlin-Azeez@nas.edu
Travel & Hotel	RSVP, Air/train travel, hotel reservations, constructive cost estimates, etc.	Travel Specialist dmagnolia@nas.edu
Expense Reports	Workday, completing/submitting expenses, etc.	CRP Finance Office CRPTravelAcct@nas.edu

Cheers and safe travels,

Dan Magnolia

CRP Travel Specialist (NCHRP, ACRP, TCRP, International)

TRAVEL EXPENSES: Metro, Taxi, Uber/Lyft are reimbursable expenses for eligible CRP panel members during the Approved Travel Period. Contact CRPTravelAcct@nas.edu for travel expense report help.

DELAYED or CANCELED Flight? Please contact the **Vai Travel After-Hours Center** for assistance at **(301) 948-2448** or **(888) 565-9174** and provide access code **DCA352100**. Please have your **TRB Travel Code** ready (i.e., **TRB250xxx**; see your Travel Memo).

Daniel J. Magnolia (he, him, his)

Travel Specialist, Cooperative Research Programs (CRP)

Transportation Research Board (TRB)

Keck Center of the National Academies of Sciences, Engineering, and Medicine

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