

From: Magnolia, Daniel <DMagnolia@nas.edu>

Sent: Thursday, February 19, 2026 11:11 AM

To: 'Hollie Baron' <baron@mbsairport.org>; Jeff Bilyeu <jbilyeu@brazoriacountytx.gov>; 'Oren Fallon' <ofallon@renoairport.com>; 'Thomas Herman' <therman@flynaples.com>; 'Bryan Rodgers' <bqr3@psu.edu>; 'Sana Usman' <susman@iflychs.com>

Cc: Griffin, Matthew <MJGriffin@nas.edu>; Summerlin-Azeez, Brittany <BSummerlin-Azeez@nas.edu>; Snell, Joseph <JSnell@nas.edu>; 'Paul Eubanks' <peubanks@aci-na.org>; 'Hannah Genovese' <hannah.genovese@aaae.org>; 'Daria Wonnacott' <daria.d.wonnacott@faa.gov>

Subject: [EXTERNAL] TRB-CRP Travel Memo for ACRP 04-36 Second Panel Meeting on March 17, 2026 (TRB260134)

Importance: High

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

Dear Panel Members,

The **ACRP 04-36 Second Panel Meeting** has been scheduled for **March 17, 2026**. You will have already been contacted by this project's Senior Program Officer (SPO) or Senior Program Assistant (SPA) regarding this meeting. 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. Panel Liaisons and local volunteers need not return the completed form. A simple reply to this email is sufficient.

STEP 1: Read the attached Travel Memo titled "TRB260134_TravelMemo_ACRP04-36_DueFeb26".

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 **TRB260134**. (See Travel Memo page 4.)

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, if available, should be directed to the SPO.
- LOCAL: CRP Panel Members who work 50 miles or less from 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 Meeting RSVP for planning purposes. A simple reply to this email is sufficient.
- LIAISONS: TRB does not pay for the cost of panel liaison travel & lodging to panel meetings. We still appreciate your Meeting RSVP for planning purposes.
- The attached travel memo has all the information you need: 1.) **meeting details**; 2.) making **travel reservations**; 3.) and **hotel reservations**.
- 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 FEB 26: RETURN the Meeting & Hotel RSVP Form** (travel memo, page 2) to me and **CONTACT** the 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.
- AGENDA: If you need a meeting agenda, a copy of any deliverables, or have any other meeting-related questions, please contact your SPO or SPA.
- EXPENSE REIMBURSEMENT: You will receive an email from the SPO or SPA at, or shortly after, the meeting with instructions on submitting your Travel Expense Report. Processing generally takes between 4-6 weeks after submission. Metro, Taxi, Uber/Lyft, and parking are reimbursable expenses for eligible CRP panel members during the Approved Travel Period.

HELP with...	FOR EXAMPLE...	CONTACT...
Meeting	Agendas, deliverables, reports, scheduling, project info, etc.	Senior Program Officer MJGriffin@nas.edu Program Coordinator BSummerlin-Azeez@nas.edu
Travel	RSVP, Air/train travel, hotel reservations, constructive cost estimates, etc.	Travel Specialist dmagnolia@nas.edu
Expense Report	Workday, completing/submitting expenses, follow-up, etc.	CRP Finance Office CRPTravelAcct@nas.edu

Cheers and safe travels,

Dan Magnolia

CRP Travel Specialist

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

DELAYED or CANCELED Flight? Contact **Vai Travel After-Hours** for assistance at **(301) 948-2448** or **(888) 565-9174** and provide access code DCA352100 and your **TRB Travel Code** (i.e., TRB260xxx; see your Travel Memo).

 Transportation Research Board (TRB) / Cooperative Research Programs (CRP)
 Keck Center of the National Academies of Sciences, Engineering, and Medicine
 500 Fifth Street NW / Washington, DC 20001 / www.trb.org