



Commonwealth of Virginia  
Department of Aviation  
5702 Gulfstream Road  
Richmond, VA 23250-2422  
www.doav.virginia.gov

For DOAV Use Only  
DATE STAMP BELOW

## Proposal for *Airport Program Manual* Change

### Instructions

- Complete Parts 1 through 5.
- Submit this form to the Virginia Department of Aviation Airport Services Division by mail at 5702 Gulfstream Road, Richmond, 23250, or by fax to 804-236-3634, or by email to susan.simmers@doav.virginia.gov.

### Part 1: Reporting Information

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date: \_\_\_\_\_ Airport role: \_\_\_\_\_

### Part 2: Issue

Identify the policy, procedure, or situation that created your concern. Describe why a change is needed. Provide *Airport Program Manual* references as appropriate.

### Part 3: Analysis

Provide information on your proposed solution, including benefits and implementation costs. Address the system-wide impacts of the proposed solution.

### Part 4: Alternatives

Describe alternatives or solutions to address your concern.

### Part 5: Proposed Recommendation

Provide a recommendation for action and a schedule for implementation.

Proposal reference: \_\_\_\_\_ (administrative use only)