



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
National Policy

ORDER  
1110.119L

09/03/08

**SUBJ: Aviation Rulemaking Advisory Committee**

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- 1. Purpose of This Order.** This order re-establishes the Aviation Rulemaking Advisory Committee and constitutes its charter, as required by the Federal Advisory Committee Act (5 U.S.C.) (P.L. 92-463; 86 Stat. 770).
- 2. Audience.** The audience for this order includes employees from the following services within the Office of the Associate Administrator for Aviation Safety: Aircraft Certification, Flight Standards, and Rulemaking; and the Office of the General Counsel.
- 3. Where Can I Find This Order?** You can find this order on MyFAA employees website at [https://employees.faa.gov/tool\\_resources/orders\\_notices](https://employees.faa.gov/tool_resources/orders_notices)
- 4. Cancellation.** Order 1110.119K, Aviation Rulemaking Advisory Committee, dated March 20, 2008, is canceled.
- 5. Background.** The Secretary of Transportation and the Administrator created a departmental Task Force on Federal Aviation Administration (FAA) Reform to recommend improvements in the operations within the FAA itself and between the FAA and the Office of the Secretary. A subgroup of the Task Force was specifically directed to recommend changes that would improve the rulemaking process concerning safety issues. That subgroup proposed establishing an advisory committee to serve as a forum for the FAA to get input from outside of the Federal Government on major regulatory issues facing the agency. The Secretary approved the proposal to establish an advisory committee.
- 6. Objective and Scope of Activities.** The committee is to provide advice and recommendations to the Administrator, through the Associate Administrator for Aviation Safety, concerning the full range of the FAA's rulemaking activity about aviation-related issues, such as air carrier operations, airman certification, aircraft certification, airports, and noise. The committee will afford the FAA added opportunities to obtain direct, first-hand information and insight from the substantially affected interests, meeting together, and exchanging ideas about proposed rules and existing rules that should be changed or eliminated. This advice will result in developing better rules. However, the activities of the committee will not circumvent the normal coordination process or the public rulemaking procedures. The FAA will fully disclose any committee communication on any particular issue and an assessment of the effect of the communication on the development of proposed rules in the public docket. The committee will undertake only those tasks assigned by the FAA. Neither the committee nor any of its subgroups may assign a task without prior approval by the FAA.

## 7. Organization.

a. The Aviation Rulemaking Advisory Committee consists of 55 member organizations selected by the FAA as most representative of the various viewpoints of those impacted by FAA regulations. The organizations provide a membership fairly balanced in terms of points of view of those represented and the functions to be performed by the committee. These organizations are:

1. Aeronautical Repair Station Association
2. Aerospace & Defense Industries Association of Europe (ASD)
3. Aerospace Industries Association of America, Inc.
4. Aerospace Industries Association of Canada
5. Aerospace Medical Association
6. Air Line Pilots Association
7. Air Traffic Control Association
8. Air Transport Association of America
9. Airbus Industries
10. Aircraft Electronics Association
11. Aircraft Owners and Pilots Association
12. Aircraft Rescue and Fire Fighters
13. Airline Dispatchers Federation
14. Airline Suppliers Association
15. Airport Consultants Council
16. Airports Council International, N.A.
17. Alaska Air Carriers Association
18. American Association of Airport Executives
19. American Helicopter Society Int'l
20. Association of Flight Attendants
21. Association of Professional Flight Attendants
22. Aviation Consumer Action Project
23. Aviation Technician Education Council
24. Boeing Commercial Airplane Group
25. Cargo Airline
26. Embraer Aviation
27. Experimental Aircraft Association
28. Flight Dispatchers, Meteorologists, and Operations Specialists Union
29. General Aviation Manufacturers Association
30. Helicopter Association International
31. International Airline Passengers Association
32. International Association of Fire Fighters
33. International Association of Machinists and Aerospace Workers
34. International Brotherhood of Teamsters
35. International Society of Aviation Maintenance Professionals
36. Light Aircraft Manufacturers Association
37. National Aeronautic Association
38. National Agricultural Aviation Association
39. National Air Carrier Association, Inc.
40. National Air Disaster Alliance Foundation
41. National Air Transportation Association, Inc.
42. National Association of Flight Instructors
43. National Association of State Aviation Officials
44. National Business Aviation Association, Inc.
45. National Organization to Insure a Sound-controlled Environment (N.O.I.S.E.)
46. Organization of Black Airline Pilots
47. Parachute Industry Association
48. Popular Rotorcraft Association, Inc.
49. Pratt & Whitney
50. Professional Aviation Maintenance Association
51. Public Citizen
52. Regional Airline Association
53. Soaring Society of America, Inc.
54. United States Parachute Association
55. Used Aircraft Certification Conformity Committee

The Associate Administrator Aviation Safety will designate members of the committee. The Administrator will designate the Chairperson. The membership may change to accommodate unforeseen circumstances.

b. Transport Canada Aviation will act as a consultant to the Aviation Rulemaking Advisory Committee. If Transport Canada or any member organization holds a minority position on any issue, the position will be included as part of the recommendation or identified in the letter transmitting the recommendation.

c. To ensure that the recommendations of the committee have taken into account the needs of diverse groups served by the Department, membership shall include, to the extent practicable, individuals and/or organizations to represent minorities, women, and persons with disabilities.

d. The Executive Committee provides the overall administrative oversight of the Aviation Rulemaking Advisory Committee. The Executive Committee consists of the chairperson of the committee, who will also chair the Executive Committee; the committee vice chair; the Executive Director of the committee; and assistant chairpersons representing aeronautical technical subject areas (presently, air carrier operations, maintenance, occupant safety, general aviation certification and operations, noise, aircraft certification, airport certification, transport airplane and engine, rotorcraft, and training and qualifications); two public interest representatives; a representative from the Office of Aviation Policy and Plans; and a representative of the Office of the Chief Counsel.

## **8. Administration.**

a. The Administrator is the sponsor of the committee. The Director of Rulemaking shall serve as the Executive Director of the committee and is the Designated Federal Official required by the Federal Advisory Committee Act. The Executive Director shall not be a member of the committee. The Executive Director will provide administrative support for the committee.

b. The Executive Director of this committee shall:

(1) Determine, with the approval of the sponsor, when a meeting is required and where it is to be held.

(2) Formulate and approve an agenda for each meeting, which will be approved in advance by the sponsor and published in the *Federal Register*.

(3) Notify all members of the time, place, and agenda for any meeting.

(4) Ensure that a full-time salaried FAA officer or employee is present at all committee meetings and is authorized to adjourn the meeting whenever doing so would be in the public interest.

(5) Maintain all committee files and records.

c. The committee will meet as often as needed to address each of the technical subject areas. The Executive Committee will meet as necessary, with a minimum of two meetings per year. Approximately 15 meetings will be held annually. An Issue Area (Technical Subject Area) may

be dissolved when it has no active tasks. Future tasks will be assigned to the Executive Committee.

d. Minutes must be kept of each advisory committee meeting. The chairperson of the committee must certify that the minutes are accurate. The minutes must include:

- (1) The time, date, and place of the meeting.
- (2) A list of all attendees at the meeting.
- (3) A complete and accurate description of matters discussed and conclusions reached.
- (4) Copies of all reports received, issued, or approved by the advisory committee.
- (5) A description of public participation, including a list of the members of the public who presented oral or written statements, and an estimate of the number of members of the public who attended the meeting.

e. Timely notice of committee meetings must be published in the *Federal Register* at least 15 calendar days before the meeting, except in exceptional circumstances, and then the reasons for giving less than 15 days notice must be included in the meeting announcement published in the *Federal Register*.

**9. Estimated Cost.** The estimated annual operating cost (including pro rata share of salaries of DOT employees) is \$45,000. The committee will require the support of approximately .4 employee-years. The Office of Rulemaking shall provide staff support for the committee.

**10. Compensation.** Members of the committee serve without compensation. Transportation and per diem expenses may be paid when necessary and appropriate.

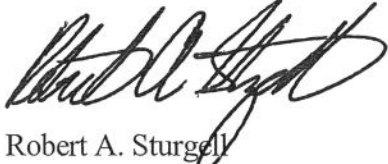
**11. Public Participation.** Each committee meeting shall be open to the public. Interested persons shall be permitted to attend, appear before, or file statements with the committee. Persons wishing to appear before the committee will have to make prior arrangements to do so. Written materials may be submitted to the committee at any time. Each meeting will be held at a reasonable time, in a place reasonably accessible to the public, and in a room large enough to accommodate the committee members, staff, and interested members of the public.

**12. Availability of Records.** Subject to the conditions of the Freedom of Information Act, 5 U.S.C. § 552, the records, reports, transcripts, minutes, and other documents that are made available to, or prepared for or by, the committee will be available for public inspection and copying at the Office of Rulemaking, Federal Aviation Administration, 800 Independence Avenue, SW., Washington, D.C. 20591. Fees will be charged for information furnished to the public in accordance with the fee schedule published in Part 7 of Title 49, Code of Federal Regulations.

**13. Public Interest.** The formation and use of the Aviation Rulemaking Advisory Committee are determined to be in the public interest in connection with the performance of duties imposed on FAA by law.

**14. Effective Date.** This charter is effective September 18, 2008 which is the filing date of this charter. The committee will remain in existence for 2 years after this date unless terminated or renewed sooner.

**15. Distribution.** This order is distribute to the division level in Washington headquarters, the Technical Center and the Aeronautical Center; regional administrator level in the regions; and division level in the Aircraft Certification Directorates.



Robert A. Sturgell  
Acting Administrator