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

ORDER
1110.119P

Effective Date:
9/17/14

SUBJ: Aviation Rulemaking Advisory Committee

1. Committee's Official Designation (Title). This committee is the Aviation Rulemaking Advisory Committee (ARAC).

2. Authority. This order renews the Federal Aviation Administration's (FAA) ARAC and constitutes its charter. The ARAC is established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, Title 5 of the United States Code (5 U.S.C. App. 2.)

3. Objective and Scope of Activities. The ARAC will provide advice and recommendations to the FAA concerning rulemaking activity, such as aircraft operations, airman and air agency certification, airworthiness standards and certification, airports, maintenance, noise, and training. The ARAC's information, advice, and recommendations will result in better rules and/or guidance material. The activities of the ARAC will not circumvent the requirements of the Administrative Procedure Act, 5 U.S.C. § 553.

4. Description of Duties.

a. The ARAC will undertake only tasks assigned to it by FAA.

b. The ARAC will provide the FAA direct, first-hand information and insight by meeting together and exchanging ideas on the tasks assigned.

c. The FAA will fully disclose all ARAC communications on the merits of a rulemaking by issuing its substantive pronouncements in written documents that will be filed promptly in the public dockets, consistent with applicable laws, regulations and the U.S. Department of Transportation (DOT) Order 2100.2.

5. Agency or Official to Whom the Committee Reports. The FAA Administrator is the sponsor of the ARAC; the ARAC reports to the Administrator, through the Associate Administrator for Aviation Safety, AVS-1.

6. Support. The Office of Rulemaking will provide the support for the ARAC.

7. Estimated Annual Operating Costs and Staff Years. The estimated annual operating cost (including *pro rata* share of salaries of DOT employees, travel, and contractor support costs) is $250,000. The ARAC will require the support of approximately 1.75 employee-years.

8. Designated Federal Officer.

a. The Director of the Office of Rulemaking (ARM-1) will serve as the ARAC Designated Federal Officer (DFO).

b. The DFO shall:

1. Call all meetings of the ARAC and determine where they are to be held;

2. Formulate and approve an agenda for each meeting, an outline of which will be published in the Federal Register;

3. Notify all of the ARAC members with the time, place, and agenda for meetings;

4. Attend all committee and subcommittee meetings and adjourn meetings when doing so would be in the public interest, or ensure that a full-time salaried FAA official with the authority to adjourn the meeting is present at all meetings; and

5. Maintain all files and records.

9. Estimated Number and Frequency of Meetings. The ARAC will meet approximately four times annually to manage administrative issues and address FAA-assigned tasks. The following procedures will govern the conduct of ARAC meetings:

a. Each meeting will be held at a reasonable time, in a reasonably accessible place, in a room large enough to accommodate ARAC members, staff, and interested members of the public.

b. Each meeting of the ARAC will be open to the public, except as provided under Section 10(d) of FACA, as implemented by Title 41 of the Code of Federal Regulations (41 CFR) § 101-6.10, the Government in the Sunshine Act (5 U.S.C. § 522b(c)), 41 CFR Part 102-3, and DOT Order 1120.3B.

c. Persons wishing to make a presentation before the ARAC must notify the Chairperson or Vice Chairperson at the beginning of the meeting. Written materials may be submitted to the ARAC at any time through the DFO.

d. Notice of the agenda, date, time, location, and purpose of the meeting shall be published in the *Federal Register* at least 15 calendar days prior to the date of the meeting.

10. Duration. This order cancels Order 1110.119N, Aviation Rulemaking Advisory Committee, dated September 17, 2012. The new order 1110.119P is effective for 2 years beginning September 17, 2014, which is the filing date of this charter.

11. Termination. This charter shall terminate 2 years after its effective date unless renewed in accordance with FACA and other applicable requirements.

12. Membership and Designation.

a. The Associate Administrator for Aviation Safety, AVS-1, designates members to the ARAC.

b. Voting members represent organizations directly and indirectly impacted by FAA regulations (e.g., aircraft owners and operators, airmen and flight crewmembers, organizations representing airports, maintenance providers, manufacturers, public citizen and passenger groups, and training providers). Members appointed to serve solely for their expertise will serve as special Government employees. To ensure the recommendations of the ARAC have taken into account the needs of diverse groups served by the FAA, membership shall include, to the extent practicable, individuals and/or organizations that represent minorities, women, and persons with disabilities. The designated organizations provide balanced membership in terms of knowledge, expertise and points of view of interested parties relative to the ARAC's tasks.

c. Representatives from both the Office of Aviation Policy and Plans and the Office of the Chief Counsel will participate as non-voting members on the ARAC.

d. Civil Aviation Authority representatives from other governments will be considered for non-voting status on the ARAC upon request.

e. Member representatives shall continue to serve until a replacement has been appointed. Alternate representatives may be appointed when necessary.

f. Members of the ARAC serve without compensation. Transportation and per diem expenses may be paid when necessary and appropriate.

13. Subcommittees. The FAA, in consultation with ARAC, may create subcommittees and working groups. Subcommittees address a specific technology or segment of the aviation industry, and working groups comprise technical specialists with subject matter expertise who volunteer to support assigned tasks The subcommittee or working group may be established when FAA determines that multiple tasks needing the same technical or industry expertise will be assigned to ARAC. Subcommittee and working group membership shall be established by the ARAC Chairperson, in consultation with the ARAC member representatives and the DFO. An FAA Representative will be assigned to each subcommittee and working group. Subcommittees and working groups must not work independently of the ARAC; they shall provide all of their recommendations and advice to the ARAC for deliberation, discussion, and approval. The subcommittee's and working group's meetings will be conducted in the same manner as an ARAC meeting.

14. Recordkeeping. The records of ARAC shall be handled in accordance with General Records Schedule 26, Item 2. Consistent with 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 ARAC will be available for public inspection and copying at the Office of Rulemaking, Federal Aviation Administration, 800 Independence Avenue, SW., Washington, DC, 20591. The FAA will charge a fee for information furnished to the public in accordance

with the fee schedule published in 49 CFR part 7. The ARAC records are also located on the FAA's committee public Web site.

16. Filing Date. The filing date of this renewed charter is September 17, 2014, and will expire on September 17, 2016, unless renewed.

Michael P. Huerta
Administrator