ACI-NA

Public Safety and Security

Committee Guidelines

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INTRODUCTION

The following chapters provide the framework for the operation and procedures for the Airports Council International-North America (ACI-NA) Public Safety and Security Committee (PS&S). The basis for which PS&S operates is derived from "Operational and Procedural Guidelines" developed by the ACI-NA Board of Directors (Board) in the summer of 2007.

As required by the Board, the PS&S Committee Leadership and ACI-NA Committee Secretary developed a Participation Plan in Chapter I that outlines the following:

- The size of the Steering Group
- Term limits for Steering Group members
- A process to encourage Steering Group participation by Associate members, including any limitations
- Means for designating positions for Canadian members
- A program to encourage Steering Group participation
- A method by which Steering Group membership is to be reviewed when a Steering Group member changes between member employers or leaves the employment of a member organization and is not subsequently employed by another member organization
- Role of Working Group and Task Force chairs in the Steering Group
- Process and schedule for electing new members to the Steering Group
- Mission statement for related Working Groups or Task Forces
- Committee Work Plan

The Participation Plan shall be available to all members via the PS&S webpage on the ACI-NA website.

Chapter II defines the roles, responsibilities and participation of PS&S Steering Group members.

Chapter III shows the working group goals and objectives.

The PS&S Work Plan will not be posted on the website.

Chapter IV lists the current year's Steering Group members.

Chapter V illustrates the PS&S Organization Chart reflecting the integration of the Canadian Airports Council (CAC) Security Committee.

CHAPTER I: PS&S Participation Plan

1. Committee Structure

   a. *The Public Safety & Security Committee*. ACI-NA airport or associate members of the PS&S Committee.

   b. *The Public Safety & Security Steering Group*. Select airport and associate employees of the PS&S Committee nominated to serve on the Steering Group by PS&S Committee members and elected by current Steering Group members. There should be no more than one elected representative on the PS&S Steering Group from each airport and associate member.

   c. *The Public Safety & Security Committee Leadership*. PS&S Steering Group airport members nominated and elected by the Steering Group.

2. Committee Participation

   a. Eligibility: Any employee of an ACI-NA airport or associate member may participate on the ACI-NA PS&S Committee. These employees may join the PS&S Committee by notifying the appropriate ACI-NA Committee Secretary/staff representative who will place the eligible employee on the PS&S Committee roster and distribution list.

   b. Airport Employee: An airport employee is a person employed by an ACI-NA airport member. This includes an airport authority or governmental body (e.g., city, county, or an airport employee of a larger port who operates multiple transportation systems) or an airport third party operator.

   c. Associate Employee: An associate employee is a person employed by an ACI-NA associate member.

   d. Canadian Participation: The PS&S Committee and Steering Group shall encourage participation by ACI-NA Canadian members. There are up to four Canadian airport members on the Steering Group.

3. Committee Purpose

   a. Mission Statement: The PS&S Committee's mission is to enhance the safety and security of airports by providing recommendations to industry and government for public safety and security policies, identifying and promoting best practices, and identifying or developing educational and technological resources that help accomplish public safety and security objectives.

4. Committee Officers/Leadership Team

   a. Chair: One year term. The Chair must be an employee of an ACI-NA member airport who served as Vice Chair the previous year.

   b. Vice Chair: One year term. The Vice Chair must be an employee of an ACI-NA member airport who served as Second Vice Chair the previous year. The Vice Chair becomes the Chair the following year.

   c. Second Vice Chair: The Second Vice Chair must be an employee of an ACI-NA member airport who has served one year on the PS&S Steering Group prior to taking a leadership post. The Second Vice Chair becomes the Vice Chair the following year.

   d. Immediate Past Chair: One year term. The Immediate Past Chair is held by the previous year's Chair.

   e. PS&S Committee Leadership terms run from January 1, through December 31, each year.

   f. Chair of the Canadian Caucus: Elected by members of the Canadian Airports Council Security Committee.

   g. Vice Chair of the Canadian Caucus: Elected by members of the Canadian Airports Council Security Committee.

   h. ACI-NA Board Liaison: Appointed annually by the ACI-NA Board Chair.

   i. ACI-NA Commissioners' Liaison: Appointed annually by the Commissioners Committee to serve as a liaison between the PS&S Committee and the Commissioners Committee.

   j. The Chair, Vice Chair, Second Vice Chair and Immediate Past Chair represent the ACI-NA leadership of the PS&S Committee. Board and Commissioners' Liaison's represent Committee Officers.

5. Steering Group

   a. The PS&S Committee Steering Group shall consist of 38 members:

      i. Six (6) PS&S Committee Steering Group Leaders: Chair, Vice Chair, Second Vice Chair, Immediate Past Chair, and the Chair and Standing Vice Chair of the Canadian Caucus.

      ii. Twenty (20) US airport and four (4) Canadian airport employee members.

      iii. Eight (8) ACI-NA associate members.

- The PS&S Committee will strive to have representation from all airport membership classes[1], including Canadian airports.

    iv. One (1) Ex-Officio Representative

6. Steering Group Member Terms

    a. Steering Group Members may serve up to four one-year terms, after which, the member cannot serve on the PS&S Steering Group for a least a one year period, subject to the following exceptions:

        i. Time served as PS&S Committee Leadership is not included as part of the four one-year terms.

        ii. Steering Group members serving their fourth year have the option to fill any open vacancies.

    b. Steering Group member terms run from January 1, through December 31, each year.

    c. At least twenty-five percent of the Steering Group shall be rotated each year.

    d. Any PS&S Steering Group member that misses two consecutive Steering Group meetings may be subject to removal due to non-participation.

7. Committee Meetings

    a. The PS&S Committee shall meet a minimum of two times per year at the two annual PS&S Conferences.

    b. The PS&S Committee or Steering Group may meet more frequently as determined by the Committee Leadership. ACI-NA staff will provide advance notice of Steering Group meetings, which shall be open to any PS&S Committee member. At the discretion of the Chair, all or part of PS&S Committee Steering Group meetings may be closed to other than Steering Group members.

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[1] Membership class is defined by the total annual throughput of passenger traffic and cargo at an airport as recorded two years prior to submitting annual dues.

Class   **Traffic**
Class D2 = 58,000,001+
Class D1 = 19,500,001 – 58,000,000
Class C   = 4,900,001 – 19,500,000
Class B   = 1,000,000 – 4,900,000
Class A   = 0 – 999,999

8. <u>Nomination and Election Process</u>

   a. By July 15, of each year, ACI-NA will circulate a request for nominations for the open Steering Group and Leadership positions to PS&S Committee members. A request for nominations will be sent to the PS&S Steering Group.

   b. Any PS&S Committee member may self-nominate or nominate another person for an open position on the Steering Group for consideration to be a PS&S Steering Group Airport member or Associate member representative.

   c. Any PS&S Steering Group Airport member may self-nominate or nominate a current or former Steering Group Airport member for a PS&S Leadership position. Associate members of the PS&S Steering Group may nominate Airport members for a Leadership position.

   d. Election of open Leadership and Steering Group positions will be held before the second annual PS&S Committee meeting. The nominees for each position shall be voted on by the Steering Group by e-mail.

   e. If the Chair resigns or can no longer serve, then the Vice Chair will assume the Chair position for the remainder of that term, and may serve in this position for an additional year.

   f. If the Vice Chair resigns or can no longer serve, then the Second Vice Chair will assume the Vice Chair position for the remainder of that term and may serve in this position for an additional year.

   g. If the Second Vice Chair resigns or can no longer serve, then ACI-NA will request nominations from the Steering Group and hold a special election to fill the position. The vote may be handled through email or conference call.

   h. If the ACI-NA Board Liaison resigns or can no longer serve, then the ACI-NA Board Chair will select a new ACI-NA Board Liaison.

   i. If the ACI-NA Commissioners' Liaison resigns or can no longer serve, then the ACI-NA Commissioners Committee will select a new Commissioners' liaison.

   j. If a Steering Group vacancy arises during the year, the position shall be filled in accordance with the nominating process as soon as possible.

9. <u>Working Groups and Task Forces</u>

   a. Working groups are defined as a group of Committee members that advise the Steering Group on issues and conference programming related to a specific subject area.

b. Task forces are defined as a group of Committee members established for a finite period of time for a specific purpose or task as determined by the Steering Group.

c. New working groups or task forces may be initiated as deemed necessary by the PS&S Committee Leadership.

d. Working groups and task forces may be discontinued or inactivated if their work is accomplished or as deemed necessary by PS&S Committee Leadership.

e. Working groups and task forces shall have a chair and vice chair that the PS&S Committee Leadership team appoints. The working group or task force chair or their designee will be responsible for making progress reports during Steering Group meetings.

f. Subject to approval by the PS&S Chair, members of the Committee may request to participate on an ACI-NA PS&S working group or task force.

CHAPTER II: Steering Group Responsibilities

ACI-NA is the "Voice of Airports," representing local, regional, state and national governing bodies that own and operate commercial airports in the United States and Canada. The principal functions of ACI-NA include: promoting cooperation with all elements of the North American civil aviation industry including governments, industry and related associations; providing the pre-eminent North American airport forum for the exchange of ideas and information; providing leadership for the development and improvement of safe, secure, efficient and economically viable airport facilities, and the enhancement of airport capacity; and presenting members' views and recommendations to governments, industry and general public.

1. Committee Coordination with ACI-NA Board
   ACI-NA publishes an annual work plan, which is developed by the PS&S Committee and ACI-NA staff. Committees, working groups and task forces create the committee work plans. The PS&S Committee Chair, through the Committee Board Liaison and ACI-NA staff, coordinates these activities with the Board.

2. ACI-NA Board Liaison
   The Board Liaison coordinates between the ACI-NA Board and the Public Safety and Security Committee to ensure the committee's work plan and initiatives align with Board priorities. The Board Liaison acts as the communications link because policy formulation and development can originate from either the top-down (Board to committee) or bottom-up (Committee to Board).

3. Chair
   The PS&S Committee Chair establishes and implements the annual work plan, and coordinates with the Board, the Steering Group, Committee membership, and ACI-NA staff on the work plan, policy issues and priorities. The Committee Chair is also responsible for assuring working group work plans align with Committee goals and objectives.

4. Vice-Chair
   The Vice Chair directly supports the Chair in carrying out the Committee's work plan.

5. Second Vice-Chair
   The Second Vice Chair directly supports the Vice Chair in carrying out the Committee's work plan.

6. Immediate Past Chair
   Directly supports the Chair and provides leadership continuity. In essence, principal committee guidance and leadership continuity is provided by the Chair, Vice Chair, and Immediate Past Chair.

7. Canadian Chair
   The Canadian Security Committee Chair establishes and implements the annual Committee work plan, and coordinates with the Board, the steering group, Committee membership, and ACI-NA staff on work plan, policy issues and priorities. The Committee Chair is also responsible for assuring working group work plans are in sync with Committee goals and objectives. The Canadian Chair will lead the Canadian Caucus, service as the point of contact with Canadian regulatory agencies and identify issues to be addressed by the Transnational Committee.

8. Canadian Standing Vice Chair
   The Vice Chair directly supports the Chair in carrying out the Committee's work plan. Typically, the committee Vice Chair becomes the next year's Chair. The Canadian Standing Vice Chair will support the Canadian Caucus, service as the point of contact with Canadian regulatory agencies and identify issues to be addressed by the Transnational Committee.

9. Airport and Associate Representatives
   Given the breadth of the public safety and security issues, the majority of the committee's work and discussion occurs in the working groups.

10. ACI-NA World Standing Security Committee Representatives
    The ACI-NA World Standing Security Committee Representatives are airports and World Business Partners (WBP) of the PS&S Steering Group who serves as a liaison to between ACI-NA PS&S and ACI World Standing Security Committee; the liaisons exchanges information on key

policy and program priorities between each committee. There are two (2) airport member seats and two (2) World Business Partner seats on the World Standing Security Committee. Each representative term is four years commencing January 1, each year. The airport and WBP seats shall have staggered end dates.

a. The outgoing Chair of the PS&S Committee shall be offered the opportunity to fill one of the two North America seats immediately following the chairmanship. If the outgoing Chair of the Committee is unable to commit to the demands of participation then the Steering Group, with the assistance of ACI-NA staff, shall suggest an alternate representative, based on the following qualifications:
    *   Current employment by an ACI-NA member airport in good standing
    *   Current or past participation on the Steering Group of the appropriate ACI-NA Committee
    *   A demonstrated willingness and ability to travel to World Standing Security Committee meetings/conferences and to participate fully in all activities of the Committee

b. The Steering Group, with the assistance of the ACI-NA staff shall suggest a WBP representative to serve on the World Standing Security Committee based on the bulleted qualifications in paragraph (a) above.

c. If at any point during the four-year term the North America representative can no longer participate, the steering group, with the assistance of ACI-NA staff, shall suggest an alternate representative to fulfill the remainder of the original term.

d. ACI-NA PS&S Committee secretary shall communicate to the World Standing Committee staff the names and terms of the North American representatives no later than December 1, of each year, and any time a change is made under paragraph (b).

11. Ex-Officio Representative
    ACI-NA has designated one staff member from the National Safe Skies Alliance to serve as an Ex-Officio of the PS&S Steering Group.

12. ACI-NA Committee Secretary and Staff
    The ACI-NA Committee Secretary supports the Committee Chair and the Steering Group. The Committee Secretary coordinates with the Chair, Board Liaison, and other ACI-NA staff to assure the goals and objectives of the Committee aligns with the goals and objectives of the Board. The ACI-NA Committee Secretary also acts as a communication point on cross-committee and/or ACI regional work plans and/or products. The Committee Secretary is responsible for preparing a summary of the full

Public Safety and Security Committee meetings. As requested, the Committee Secretary adds historical perspective regarding the Committee's past achievements, issues, meetings, structural changes, etc. The ACI-NA PS&S Department staff supports the Committee Secretary in these tasks.

13. Providing Emergency Contact Information
    ACI-NA PS&S Steering Group shall provide the PS&S Committee Secretary their emergency contact information by January 31, each year.

CHAPTER III: Working Group Goals and Objectives

1. To share ideas and exchange information among fellow airport public safety and security professionals.

2. To initiate and complete an annual work plan of projects that will benefit the airport industry as it relates to public safety and security matters.

3. To actively provide the ACI-NA Board and other ACI-NA committees with input to key public safety and security legislative and/or policy matters, and to coordinate selected initiatives.

4. To assist ACI-NA Staff in coordinating the ACI-NA Public Safety & Security Conferences.

5. To actively support Airport Cooperative Research Program (ACRP) and National Safe Skies Alliance safety and security initiatives and report progress to the Committee.

6. To foster a positive, innovative, and respectful environment between the various entities involved in aviation safety and security.

7. To act as a conduit for information flowing from the Department of Homeland Security, Transportation Security Administration, Federal Aviation Administration, and other federal agencies to member airports and associates.

8. To provide leadership in identifying and solving airport safety and security challenges.

9. To create opportunities to continually improve the knowledge of aviation safety and security professionals.

CHAPTER IV: 2018 Steering Group Members

PS&S Leadership			
US Chair Michele Freadman Deputy Director, Aviation Security Operations Boston Logan International Airport			**Canadian Chair** Dawn Kohinski Director, Security and Airside Safety Winnipeg International Airport
Vice Chair Shawna Larson Deputy Aviation Director – Public Safety & Security Phoenix Sky Harbor International Airport	**Second Vice Chair** Chris Hinds Manager, Aviation Security John Glenn Columbus International Airport	**Immediate Past Chair** Doug Mansel Aviation Security Manager Oakland International Airport	**Canadian Vice Chair** Barbara Maloney Manager, Security Vancouver Airport Authority
Board Liaison Huntley Lawrence Director of Aviation Port Authority of New York and New Jersey			

	Airport Steering Group Members United States (Each member serves a four-year term)					CANADA (no terms)
Serving 1st Term	Lydia Beairsto Public Safety and Security Manager General Mitchel International Airport	Robert Boblitz Manager, Office of Airport Security Maryland Aviation Administration	Michael Stephens Director of Operations and Public Safety Dane County Regional Airport	Pete Troyer Chief of Police Spokane International Airport	Renee Tufts Airport Security Manager Philadelphia International Airport	Dawn Kohinski Director, Security and Airside Safety Winnipeg International Airport
Serving 2nd Term	Martina Benedikovicova Security Compliance Coordinator Charlotte Douglas International Airport	Kim Dickie Airport Security Manager John F. Kennedy International Airport	Christopher Cole Airport Security Manager San Antonio Airport System	Christopher Styles Division Director, Aviation Southwest Florida International Airport	Bryant Walker Airport Director City of Brownsville, Office of the Aviation Department	Barbara Maloney Manager, Security Vancouver Airport Authority
Serving 3rd Term	Victor Williams Director – Public Safety & Operations Capital Region Airport Commission	Kelly Colling Director of Operations Burlington International Airport	Robert Forester Senior Manager, Safety and Security Services San Francisco International Airport	Ethel McGuire Assistant Chief of Airport Police Homeland Security and Intelligence Los Angeles World Airports	Wendy Reiter Director of Security and Emergency Preparedness Seattle-Tacoma International Airport	Jason Sangster Airports Security Manager Edmonton International Airport
Serving 4th Term	Scott Lanter Director of Public Safety Operations Blue Grass Airport		Alex Gichuiri Airport Security Coordinator Kansas City International Airport	Bob Lockhart Airport Operations Manager - Security Compliance San Jose International Airport	Jeff Sasada Operations Supervisor, Communications & Access Control Sarasota Bradenton Int'l Airport	Steve Faulkner Director, Engineering Greater London International Airport Authority

	Associate Steering Group Members	
1st Term	Vik Deol Vice President of Sales AlertEnterprise!	Don Zoufal Independent Safety and Security Consultant SDI Presence, LLC
2nd Term	Mark Crosby Senior Aviation Consultant Ross & Baruzzini	Lorena de Rodriguez President SSi, Inc
3rd Term	Brad Dalton Vice President HSS Aviation & Government Services	Tracy Fuller Vice President Allied Universal Security Services
4th Term	Andy Kuchel Vice President of Business Development Quantum Secure	Faith Varwig Principal Faith Group, LLC

PS&S Appointments to ACI World Standing Security Committee	
Airport Representatives	**World Business Partners**
Brian Rumble Senior Manager, Facilities Development Tampa International Airport Regional Representative	Lorena de Rodriguez President SSi, Inc.
Nathalie Samson Director, Security Vancouver Airport Authority Regional Representative	
Richard Duncan Assistant General Manager, Public Safety and Security Hartsfield-Jackson Atlanta International Airport Member at Large	
Wendy Reiter Director of Security and Emergency Preparedness Seattle-Tacoma International Airport Member at Large	

CHAPTER V: Integration of ACI-NA and CAC

In 2011 and 2012, the ACI-NA Public Safety and Security (PS&S) Committee and Canadian Airports Council (CAC) Security Committee leadership met to implement the ACI-NA and CAC Boards' goal of organizational integration. In order to achieve integration, Committee Leadership had several face-to-face meetings and agreed upon the following:

- Existing PS&S Leadership will be enhanced by the addition of a Standing Vice Chair, appointed by members of the Canadian Caucus (see Figure 1).

- The Standing Vice Chair will lead the Canadian Caucus, serve as the point of contact with Canadian regulatory agencies and identify issues to be addressed by the Transnational Committee.

- ACI-NA will revise the Steering Group Participation Plan to ensure leadership positions and participation opportunities for Canadian members.

- The Committee working group topics and structure will be amended to focus on transnational issues and ensure Canadian member participation.

- The two Committees will merge to form one "Transnational PS&S Committee." (see Figure 2)

- The Transnational PS&S Committee will focus on transnational issues affecting US and Canadian members.

- There will be two caucuses operating under the Transnational PS&S Committee, a US and a Canadian Caucus, which will focus on national regulatory and legislative issues (see Figure 3).

- In addition, a Transnational Working Group, comprised of volunteers of the US and Canadian Caucuses will be created and tasked with addressing issues affecting both US and Canadian members.

- Transnational issues identified as focal areas for the Transnational Working Group include:
    - Recapitalization/Optimization
    - LAGs
    - Prohibited Items List
    - 100 percent non-passenger screening
    - Risk-based security
    - Advanced Imaging Technology
    - Baggage rescreening
    - Exit lane technology
    - Perimeter security
    - Cargo security
    - Aircraft lasing

- Conference locations will be selected to ensure equity and promote maximum participation
  - o The spring PS&S Conference may be held in the U.S. and Canada, and, to maximize member airport participation, meeting locations will alternate between east and west coasts.
  - o The Fall PS&S Conference may alternate between Ottawa and Washington, DC.
  - o The Canadian Caucus will have an annual meeting to focus on Canadian regulatory issues. ACI-NA staff will participate.
  - o Monthly Steering Group calls will continue with broader Canadian participation.

- The Transnational PS&S Committee will meet as a whole during the Spring and Fall PS&S Conferences and the Caucuses will meet separately to discuss national issues.

- Nothing in this plan shall preclude Leadership from making further changes to benefit Committee membership.

Revised Organizational Chart/Structure

Figure 1

Transnational PS&S Committee Leadership

Chair

Canadian Standing Vice-Chair

First Vice-Chair

Second Vice-Chair

Figure 2

Transnational PS&S Committee Steering Group

US	US	US	US	US	Canada
US	US	US	US	US	Canada
US	US	US	US	US	Canada
US	US	US	US	US	Canada

Figure 3

Transnational PS&S Committee Structure

Transnational PS&S Committee

Canadian Caucus (CAC Security Committee)

US Caucus (ACI-NA PS&S Committee)