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**ACI-NA
BUSINESS INFORMATION TECHNOLOGY (BIT)
COMMITTEE OVERVIEW**

January 2019

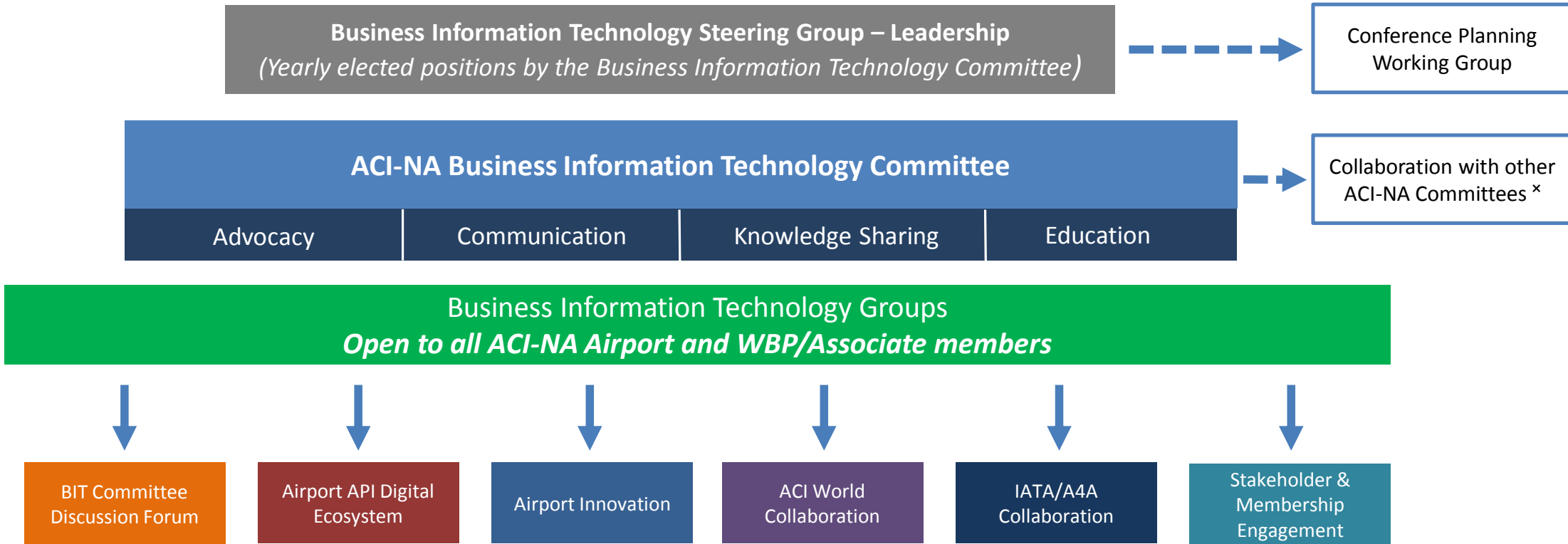# BUSINESS INFORMATION TECHNOLOGY
MISSION STATEMENT

The Business Information Technology (BIT) Committee is a community of aviation industry professionals committed to advancing a business-driven technology agenda for North American airports. The committee achieves its mission by lobbying on airports' behalf on important technological issues, by sponsoring initiatives to develop groundbreaking airport technology-based service models and by working with members and partners to establish an industry-wide airport technology agenda.

The Committee facilitates education and experience sharing events for its members and it collaborates with other aviation industry bodies and partners, such as A4A, IATA and ICAO, to foster innovation across the sector. The Committee's current agenda includes developing a standard biometrics solutions for U.S. airports, Airport API Digital Ecosystem, and collaboration with ACI World IT Task Forces.

Members prepare congressional testimony, respond to regulatory proposals and develop national and international policies for airport operators. The committee is represented on industry and governmental communications and technology taskforces.

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ACI-NA BUSINESS INFORMATION TECHNOLOGY COMMITTEE STRUCTURE

Business Information Technology Steering Group – Leadership
(Yearly elected positions by the Business Information Technology Committee)

Conference Planning Working Group

ACI-NA Business Information Technology Committee

Collaboration with other ACI-NA Committees ×

Advocacy	Communication	Knowledge Sharing	Education

Business Information Technology Groups
Open to all ACI-NA Airport and WBP/Associate members

BIT Committee Discussion Forum	Airport API Digital Ecosystem	Airport Innovation	ACI World Collaboration	IATA/A4A Collaboration	Stakeholder & Membership Engagement

× *Collaboration with Facilitation, Operations & Technical Affairs, and Public Safety & Security Committees*

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ACI-NA CONFERENCES

➢ ACI-NA hosts nearly 20 committee conferences and seminars annually, covering topics ranging from concessions, technology to international aviation issues.

➢ Specifically, the ACI-NA Airports@Work Conference and the ACI-NA Annual Conference & Exhibition are targeted to the Business Information Technology Committee.
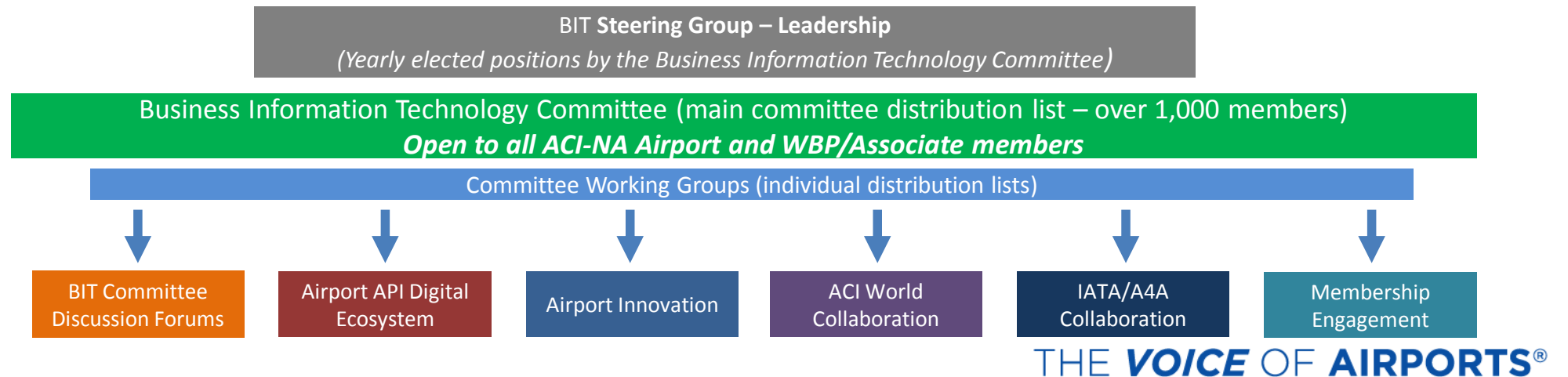

www.airportscouncil.org/education/conferences/

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HOW TO JOIN THE BUSINESS INFORMATION TECHNOLOGY COMMITTEE OR WORKING GROUPS

➢ The difference between the **Business Information Technology Committee** and the **Business Information Technology Steering Group** (Leadership).

    ➢ **Business Information Technology Committee:** Any employee of an Airport Member or WBP/Associate Member of ACI-NA can request to join the Business Information Technology Committee and the various working groups by notifying the appropriate ACI-NA staff member who will place them on the distribution list. ACI-NA members can have multiple (unlimited) representatives from an airport/organization participate on the Business Information Technology Committee and the various Working Groups. *(over 1,000 members are on the BIT Committee)*

    ➢ **Business Information Technology Steering Group:** Members are elected positions by the Business Information Technology Committee and the terms can range between 1 – 4 years. Steering Group members provide leadership to the full committee. *(27 Steering Group positions)*

BIT **Steering Group – Leadership**
(Yearly elected positions by the Business Information Technology Committee)

Business Information Technology Committee (main committee distribution list – over 1,000 members)
Open to all ACI-NA Airport and WBP/Associate members

Committee Working Groups (individual distribution lists)

BIT Committee Discussion Forums	Airport API Digital Ecosystem	Airport Innovation	ACI World Collaboration	IATA/A4A Collaboration	Membership Engagement

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COMMITTEE WORK PLAN, BOARD REPORTS, PARTICIPATION PLAN

➢ **Committee Annual Work Plan:** The BIT Steering Group creates an Annual Work Plan (January) of projects that will benefit the airport industry as it relates to technology. The Work Plan is built on the foundations of the various Working Groups and the educational conferences the Steering Group organizes.

➢ **Committee Board Report:** The appropriate ACI-NA staff member produces three Committee Board Reports annually, for the ACI-NA Board of Directions (winter, summer, and fall) and the Committee Officers review and provide comments, if necessary.

➢ **Committee Participation Plan:** In accordance with the Operational and Procedural Guidelines for ACI-NA Standing Committees, Steering Groups, Working Groups and Task Forces, the BIT Committee has a Participation Plan posted to the ACI-NA website. The participation plan includes: committee purpose, committee structure, leadership roles & responsibilities, Steering Group meetings, steering group term limits, nomination and election process, committee membership and working group participation.

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BIT COMMITTEE DISCUSSION FORUM
(AIRPORT AND WBP/ASSOCIATE MEMBERS)

➢ The BIT Committee Discussion Forum platform is similar to a Listserv, and allow members to view archived discussions on the community platform, view member profiles, and contact them directly.

➢ This is a space for the BIT Committee (Airport and WBP/Associate Members) to share questions, best practices, and engage in a dialog with your peers.

➢ Below is the link to register to the new online platform:
   ➢ https://aci-bit.mobilize.io/registrations/groups/20796

➢ After completing your registration form, you will:
   ➢ Receive an email from Mobilize to verify your email address
   ➢ Set-up your account password

➢ Your registration will be approved within 24 hours and you will receive a welcome email with all the necessary information regarding the new BIT Committee Community Platform.

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CYBERSECURITY LISTSERV
(AIRPORTS ONLY)

➢ Cybersecurity remains a high priority for airports. Cyber threats are a complex and ever-present risk in today's operating environment. The ACI-NA BIT Committee has created a Chief Information Security Officer (CISO) Listserv. This forum is for airport members to share information, best practices, and engage in a dialog with your peers. The Listserv is only open to airport employees.

➢ If you or any of your colleagues that are responsible for cybersecurity at your airport would like to be added to the Listserv, please contact Aneil Patel, Managing Director, Air Policy at (202) 861-8089.

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INTELLIGENCE

> ACI-NA offers a variety of research and resources to help members stay ahead of the curve to best serve their passengers, customers and communities. From fact sheets on policy issues to surveys, reports and resources to travelers tools, ACI-NA has the tools you need to stay informed.

> Examples of resources that might be of interest to the BIT Committee include:
>> ACI Annual Traffic Reports
>> Concessions Benchmarking Survey
>> Guest Experience Survey
>> Financial Benchmarking Survey
>> Traveler Tools

> Committee members and ACI-NA participate on the Airport Cooperative Research Program (ACRP) which is an industry-driven, applied research program that develops near-term, practical solutions to problems faced by airport operators. ACRP is managed by the Transportation Research Board (TRB) of the National Academies and sponsored by the Federal Aviation Administration (FAA). The research is conducted by contractors who are selected on the basis of competitive proposals.

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INDUSTRY ISSUES, CHALLENGES & OPPORTUNITIES

➢ As the Voice of Airports®, it is ACI-NA's mission to advocate policies and provide services that strengthen commercial airports' ability to serve their passengers, customers and communities.

➢ ACI-NA is always conscious in a dynamic industry, that issues, challenges or opportunities arise within the industry that has an impact on airport and/or associate members.

➢ As an airport trade association, ACI-NA has the resources and capabilities to address these topics in a way that promotes membership engagement and transparency for the industry.

➢ This may involve collaboration with other ACI-NA Committees or government agencies and ACI-NA staff are in the position to provide guidance and support to the membership.

➢ ACI-NA can only provide the necessary support and membership value, if airports and/or associate members approach the appropriate ACI-NA staff member(s). Thus, we encourage Steering Group and Committee members to communicate with ACI-NA staff if they feel a specific topic needs to be addressed within the industry.

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BIT STEERING GROUP
WBP AFFILIATE MEMBER OBSERVER

➢ World Business Partners Affiliate Members in good standing are permitted to have one (1) non-voting observer seat on the ACI-NA Business Information Technology (BIT) Steering Group. A maximum of two (2) WBP Affiliate Observer seats are available on the BIT Steering Group in a given calendar year.

➢ World Business Partners Affiliate Members should contact ACI-NA if they are interested in becoming an Observer. This package is "one-stop-shop" with turnkey rights and benefits over the course of an entire year.

➢ Current 2019 WBP Affiliate Observer:
  ➢ SITA

➢ BIT Steering Observers are treated equally as an elected Steering Group member, thus invited to all Steering Group meetings and receive the same communication as other Steering Group members from the appropriate ACI-NA staff member.

➢ Please contact the appropriate ACI-NA staff member if you need additional clarification or would like additional information regarding the BIT Steering Group Observer.

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ROLE OF THE BUSINESS INFORMATION STEERING GROUP (LEADERSHIP)

➢ Steering Group members are elected positions by the Business Information Technology Committee and the terms can range between 1 – 4 years. The Steering Group shall consist of a minimum of 6 and a maximum of 27 airport and WBP/associate members.

➢ Steering Group members hold regular leadership conference calls to discuss committee business and topics including committee working groups, meeting planning, committee work products, etc. Leadership calls are held at least monthly and if necessary, more frequently when committee business and topics necessitate the added communication.

➢ Steering Group members:
  – Actively provide the ACI-NA Board and other ACI-NA Committees with input regarding technology and passenger facilitation.
  – Initiate and complete an annual work plan of projects that will benefit the airport industry as it relates to technology and passenger processing
  – Plan and execute educational sessions with the coordination of ACI-NA staff for the ACI-NA Airports@Work Conference and the BIT Committee Workshop at the ACI-NA Annual Conference
  – Facilitate the development of technology opportunities in all areas of business development
  – Collaborate other aviation industry bodies and partners, such as IATA and A4A

Call for Steering Group Nominations are sent out to the ACI-NA BIT Committee in September of each year

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BUSINESS INFORMATION TECHNOLOGY (BIT) STEERING GROUP NOMINATION PROCESS

➢ Annually, the appropriate ACI-NA staff member requests nominations from members of the BIT Committee to serve as members of the BIT Steering Group (Leadership) for the following year, in accordance with the BIT Committee Participation Plan.

➢ Historically, there is a 25% turnover of Steering Group members, which includes: three airport representatives (4 Year Term) and two WBP/associate representatives (4 Year Term).

➢ The election results are reviewed by the *Steering Group Officers* (Chair, Vice Chair, and Immediate Past Chair) and the composition of new Steering Group members are determined by the following, but are not limited to: committee/working group participation, airport size, and diversity. In addition, the Officers determine the new Vice Chair, and this position is only eligible to current airport Steering Group members.

➢ The official start date for newly elected Steering Group members (including the Chair and Vice Chair) is January 1.

| Call for Steering Group Nominations *September 2018* | Nomination Deadline *October 2018* | ACI-NA Request Nomination Confirmation *October 2018* | ACI-NA Sends out Online Ballot to the full Committee *October 2018* | Committee Officers Review Results *November 2018* | 2019 Leadership Announced to Committee *January 2019* |

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Distributed only to BIT Steering Group Members

ACI WORLD AIRPORT INFORMATION TECHNOLOGY STANDING COMMITTEE

The mission of the ACI World Airport Information Technology Standing Committee (the "Committee") is to formulate Recommended Practices (RPs) and develop guidelines, benchmarking and training materials to help airports find the best business solutions for themselves, their partners and their customers in the fields of airport IT initiatives.
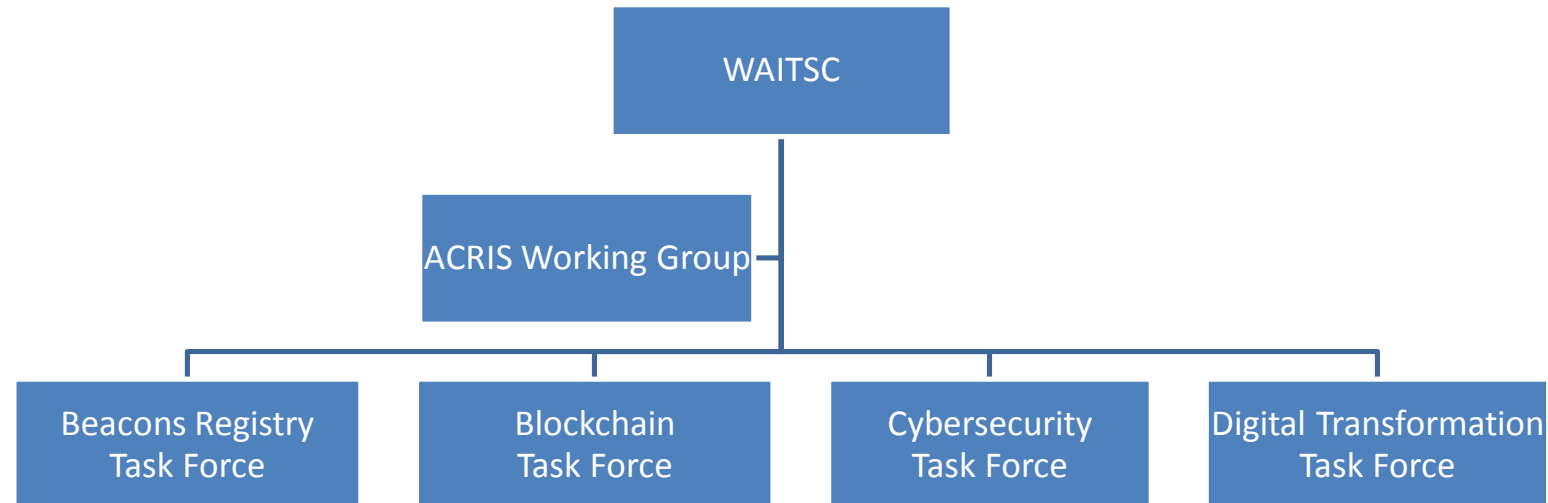
The Committee Strategic Objectives are the following:

1. To establish industry airport IT Policy Guidelines and Recommended Practices (RP).
2. To promote the airport-wide IT strategy, and support airports implementing their IT strategy in a secure, efficient and sustainable manner.
3. To optimize the use of new and existing technologies according to passenger needs and expectations, air transport demand and end-user requirements.
4. To encourage and support innovation, research and development.
5. To foster cooperation, information sharing and capacity building across ACI airport members on IT related issues.

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ACI WORLD AIRPORT INFORMATION TECHNOLOGY STANDING COMMITTEE

➢ Below is the high level program of work sets out keys IT initiatives the WAITSC proposes to focus on for the year ahead. In terms of committee structure, there are 4 Task Forces plus the Airport Community Recommended Information Services (ACRIS) Working Group.

➢ Any ACI-NA airport or WBP/associate member can volunteer to be part of the ACI World Working Groups/Task Forces by contacting the appropriate ACI-NA staff member.

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ACI WORLD AIRPORT INFORMATION TECHNOLOGY STANDING COMMITTEE

Topic	Leadership	Goals
ACRIS	Chair: Rolf Felkel (FRA) Vice-Chair : Ian Law (SFO)	To promote the following ACRIS web services available ➤ self-bag drop ➤ A-CDM ➤ Seamless Travel
		To finalize of the development of Airport GIS (Wayfinding) web service
		To make available an API platform
Airport Digital Transformation	Lead : Michael Zaddach (MUC)	To improve the current questionnaire with a maturity scale and other aspects
		To update the existing best practice document
Beacons Registry	Lead : Maurice Jenkins (MIA)	To make the registry available and promote it in the aviation community
		To support airports and airlines in the process of using the registry
Blockchain	Lead : Dave Wilson (SEA)	To produce a handbook on Blockchain
		If possible to setup a prototype scenario.
Cyber Security	Lead : TBD	To produce a Cyber Security handbook document
		To contribute to the development of Cyber Security Training Courses
Automated Flow Measurement	Lead : Rolf Felkel (FRA)	To update the Best Practice document
IT Training Course	Serge Yonke (ACI)	To identify areas of interest for an IT Training Course

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FUTURE RELEVANT CONFERENCES

2019 Conferences

2019 Airports@Work Conference
April 1 – 4, 2019
Grand America
Salt Lake City, UT

ACI-NA Annual Conference & Exhibition
September 15 – 17, 2019
Tampa, FL

2020 Conferences

2020 Airports@Work Conference
April 27 – 30, 2020
Sheraton Seattle
Seattle, WA

ACI-NA Annual Conference & Exhibition
September 13 – 15, 2020
Grand Rapids, MI

Note: The BIT Committee Workshop will take place on the Saturday & Sunday, prior to the ACI-NA Conference (i.e. September 14 & 15, 2019)

2021 Conferences

2021 Airports@Work Conference
April 19 – 22, 2021
Marriott Harborside
Ft. Lauderdale, FL

ACI-NA/World Annual Conference/World Annual General Assembly
October 24 – 26, 2021
Toronto, Canada

2022 Conferences

2022 Airports@Work Conference
April 25 – 28, 2022
Loews Kansas City
Kansas City, MO

Annual Conference & Exhibition
September 18 – 20, 2022
Minneapolis, MN

2023 Conferences

Annual Conference & Exhibition
October 1 – 4, 2023
Long Beach, CA

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Hosted By
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TPA19
AIRPORTS COUNCIL INTERNATIONAL – NORTH AMERICA
ANNUAL CONFERENCE AND EXHIBITION
SEPTEMBER 15 – 17, 2019

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