

## **Environmental Affairs Committee Steering Group Participation Plan (update version 3.7.19)**

In accordance with the Operational and Procedural Guidelines for ACI-NA Standing Committees, Steering Groups, Working Groups and Task Forces, the Environmental Affairs Committee Steering Group developed this Participation Plan.

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### Steering Group Requirements

- Size of group
  - Comprised of up to 34 individuals (26 voting, 8 non-voting) and the Board Liaison
- Composition of group
  - Leadership group (seven voting members) consisting of:
    - Board Liaison
    - Full Committee Chair
    - Chair - Canadian Caucus
    - Chair – US Caucus
    - Vice Chair – Canadian Caucus
    - Vice Chair – US Caucus
    - Immediate Past Full Committee Chair
  - Chairs of any Working Group or Task Force established by the Committee (eight voting members)
  - At least two At Large Associate members; six members are recommended, for committee balance (six voting members)
  - Remainder of positions dedicated to At Large Airport members; six are recommended, for committee balance (six voting members)
  - Working Group co-chairs are considered part of the Steering Group, however they do not hold voting privileges (eight non-voting members)
- Overall group requirements
  - At least 70% of the total Steering Group membership should be from airports
  - Membership limited to one representative from any airport or associate, unless position would be otherwise unfilled due to lack of interested participants
  - Steering Group will aim to have at least two Canadian airport representatives in addition to the Chair and Vice Chair of the Canadian Caucus
  - All members of the Steering Group will be responsible for encouraging new Steering Group members.
- Meetings
  - The Steering Group is expected to meet:

- Each January in Washington, D.C. (at ACI-NA's Office)
    - At the annual Spring Environmental Affairs Conference
    - ACI-NA Annual Conference and Exhibition
  - To remain in good standing, Steering Group members are expected to attend at least two of the three Steering Group meetings held over the year, and are expected to participate in the majority of the monthly committee teleconference calls. A member failing to remain in good standing may be asked to resign their position.
  - The Spring and Fall meetings are open to all Caucus members to observe.
- Definition of caucuses
  - US Caucus
    - The US Caucus is comprised of US-based airport and business partners, lead by the US Caucus Chair and Vice Chair.
  - Canadian Caucus
    - The Canadian Caucus is comprised of the members of the Canadian Airports Council Environment Committee, lead by the Committee Chair and Co-chair. The Chair and Co-Chair fill the respective leadership roles (Chair and Vice Chair) in the Steering Group.
- Diversity and Inclusion
  - The Steering Group is expected to uphold ACI-NA's commitment to diversity and inclusion while delivering their mandate established under this Participation Plan and current and future committee Work Plans.

#### Steering Group Leadership

- Considerations
  - Rotation of the individuals serving in leadership roles on the Standing Committees ensures equitable access to the seats and allows the Committee to benefit from differing perspectives and expertise backgrounds.
- Board Liaison
  - Role
    - Acts as a liaison between the ACI-NA Board of Directors (BOD) and the Committee. The Board Liaison communicates BOD priorities to the committee, and advises the committee on how best to integrate the work plan with overall ACI-NA goals and objectives.
- Full Committee Chair
  - Role
    - Leads the Committee and the Steering Group, is the primary contact with the Board Liaison, works with the Committee Secretary/ACI-NA Environment Director who administers and manages the affairs and activities of the Committee, and represents the Committee on transnational issues.
  - Eligibility

- Only airport members may become Full Committee Chair
    - To serve as Full Committee Chair, a person must have served at least two years in a Steering Group Leadership position as Chair and/or Vice Chair of Caucus
  - Terms
    - Steering Group will elect Full Committee Chair to a single one-year term
    - May be re-elected to serve a second consecutive one-year term, but may not be elected to a third consecutive one-year term.
    - Only in special circumstances where there are no eligible candidates for the role may an individual serve for one additional one-year term (for a total of three years)
    - Term begins January 1<sup>st</sup>
  - Election
    - Conducted at the Annual ACI-NA Conference by the Steering Group, from either the Chair - Canadian Caucus or the Chair - US Caucus
  - Succession
    - Full Committee Chair moves to Immediate Past Committee Chair at the conclusion of their term
  - Mid-Term Vacancy
    - A mid-term vacancy of the Full Committee Chair will be filled by the Chair of either Caucus, subject to the eligibility requirements
    - If both Caucus Chairs express an interest in the position, a specially scheduled election will be called in order to quickly fill the vacancy, but with the intent of giving members adequate time to consider their vote and hold the election.
    - There will be a preference to hold the election at the Annual ACI-NA Conference or at the Annual Spring Environment Committee when member attendance and participation is highest. However, the Steering Group may decide to schedule an election at other times and using various methods, so as not to delay the replacement.
    - Any mid-term replacement for the Full Committee Chair role will fill the role until the end of the previous incumbent's term
- Chair – US or Canadian Caucus
  - Role
    - Support the Full Committee Chair, provide leadership within the entire Committee, and lead their respective caucuses as they address their nation-specific issues, particularly those issues with significant regulatory aspects.
  - Eligibility
    - Only airport members may become Chair of Caucus
  - Terms
    - Two years, starting January 1<sup>st</sup> of the next calendar year
    - Terms for the respective Caucus Chairs should expire in alternating years, to allow the outgoing individual to move into the Full Committee Chair role

- Election
  - The related Caucus will affirm, at the Annual ACI-NA Conference, the promotion of the Vice-Chair of the Caucus to the position of Caucus Chair.
- Succession
  - The expectation is that a Caucus Chair will move into the Full Committee Chair role at the conclusion of their term
- Mid-Term Vacancy
  - Replacement of the Chair of a Caucus will be by the current Vice Chair of the respective Caucus, upon notification by the individual vacating the position.
  - If the Vice Chair of the Caucus cannot fill that position, a special election will be held in order to fill the vacancy.
  - Any mid-term replacement for a Caucus Chair role will fill the role until the end of the previous incumbent's term
  - There will be a preference to hold the election at the Annual ACI-NA Conference or at the Annual Spring Environment Committee when member attendance and participation is highest. However, the Steering Group may decide to schedule an election at other times and using various methods, so as not to delay the replacement.
- Vice Chair – US or Canadian Caucus
  - Role
    - Provide additional leadership and support to the Committee and their respective caucuses.
  - Eligibility
    - Only airport members may become Vice Chair of a Caucus.
  - Terms
    - Two years, starting January 1<sup>st</sup> of the next calendar year
  - Election
    - Candidates for Vice Chair of Caucus may be nominated by themselves or any other member of their caucus and are elected by a caucus vote at the Annual ACI-NA Conference and/or a suitable gathering of the Canadian Caucus.
    - Vice Chair of Caucus is subject to approval by the First Vice-Chair of the Board of Directors in accordance with the ACI-NA bylaws.
  - Succession
    - It is expected that a Vice Chair of Caucus will be promoted to Caucus Chair at the conclusion of their term.
    - A Vice Chair that does not move into the Caucus Chair role at the end of their term leaves the leadership group and the position will be filled through election.
  - Mid-Term Vacancy
    - A mid-term vacancy of a Vice Chair of a Caucus will be by a specially scheduled election in order to quickly fill the vacancy, but with the intent of giving committee

members adequate time to nominate candidates, consider their vote, and hold the election.

- Any mid-term replacement for a Caucus Vice Chair role will fill the role until the end of the previous incumbent's term
  - There will be a preference to hold the election at the Annual ACI-NA Conference or at the Annual Spring Environment Committee when member attendance and participation is highest. However, the Steering Group may decide to schedule an election at other times and using various methods.
- Immediate Past Full Committee Chair
    - Role
      - Provides leadership continuity and strategic advice, mentors the Full Committee Chair and caucus leaders, and has an opportunity to participate in the ACI-World Environment Standing Committee
      - Leads a yearly review of the Participation Plan, to be conducted at the January in-person meeting of the Steering Group
    - Terms
      - 1 year, or until replaced by the outgoing Full Committee Chair
    - Election
      - None
    - Succession
      - At the end of the Full Committee Chair's term, they have the opportunity to move into this role, if desired. The move is encouraged, but not mandatory.
    - Mid-Term Vacancy
      - If the Immediate Past Full Chair position is vacated prior to the completion of the incumbent's term, the position will remain vacant until the end of the current Full Committee Chair's term.

#### At Large Airport and Associate Members

- Eligibility
  - Any member of either Caucus of the Environmental Affairs Committee can participate as an At Large Airport or as an Associate, within the Steering Group.
- Terms
  - At Large Airport and Associate members serve three-year terms
  - At Large Airport and Associate members are limited to serving two consecutive terms
  - In the event a Steering Group member changes employers during his or her term, the following provisions apply:
    - Leaves employ of ACI Member

- If the Steering Group member becomes no longer employed by an ACI-NA member, their term immediately ends, and a new member is elected for the remainder of the previous member's term.
  - Changes ACI airport or associate
    - If the Steering Group member changes employment from one ACI-NA member airport or associate to another ACI-NA member airport or associate that is not already represented on the Steering Group, he or she may serve the remainder of the term as long as participation is supported by the new employer.
  - Changes ACI airport or associate, duplicating representation
    - If the Steering Group member changes employment from one ACI-NA member airport or associate to another ACI-NA member airport or associate that is already represented on the Steering Group, he or she may serve until the next election as long as participation is supported by the new employer.
  - Changes from airport to associate
    - If the Steering Group member changes employment from an ACI-NA member airport to an associate, he or she must resign from the position but will remain on the Steering Group until the next election. The normal succession will be implemented and the vacant position will be filled from existing Steering Group members.
  - Changes from associate to airport
    - If the Steering Group member changes employment from an ACI-NA member associate to an airport member, they can continue to serve the remainder of the term as long as participation is supported by the new employer.
- Election
  - Any member of the Environmental Affairs Committee can nominate themselves or another member to fill an At Large Airport or Associate position on the Steering Group.
  - Members will be elected annually by Steering Group vote at the Steering Group meeting held in conjunction with the ACI-NA Annual Conference.
  - In the case of ties between candidates during an election, deadlocked votes are broken by the Full Committee Chair's vote for a candidate.
- Succession
  - If elected to a leadership position before completing the current term, the new member will only complete the remainder of the term of the previous member.

## Working Groups

- Leadership and Limitations
  - Participation on a working group is open to any ACI-NA member airport or associate.
  - Working groups are led by a Chair and Co-Chair
  - Both the Chair and Co-Chairs serve on the Steering Group; Chairs hold voting positions and Co-Chairs hold non-voting positions
  - Chairs must represent an airport.
  - Co-Chairs may represent any airport or associate.

- Co-Chairs do not hold voting rights, but are not precluded from holding an At Large large position (which provides voting rights) at the same time.
- Terms
  - Chairs and Co-Chairs serve two-year terms that expire in alternating years
  - Chairs and Co-Chairs are eligible for immediate re-election, with no limit on the number of consecutive terms that can be served
- Canadian consideration
  - It is the desire of the Committee that at least two working group leadership positions are filled by Canadian members, and that each working group identify and integrate transnational issues into their work-plan, conference agenda topics, and other activities.
- Election
  - Nomination preference will be given to candidates representing airports or associates not already represented on the Steering Group.
  - Elections for Chair and Co-Chair will be based on Steering Group vote and will be held at the Steering Group meeting held in conjunction with the ACI-NA Annual Conference.
- Succession
  - There is no expectation of succession between the Chair and Co-Chair, due to the representational limitations on the Chair position.

Environmental Affairs Committee Representation on the ACI-NA Sustainability Council – The following provisions apply for assigning Environmental Affairs Committee representation to the current ACI-NA Sustainability Council.

#### **REPRESENTATIVE SEAT**

1. The current Chair of Sustainability Working Group of the Environmental Affairs Committee shall be designated as the committee’s representative on the Council.
2. The term of the designation will be linked to the Chair’s term on the Working Group.
3. If the Sustainability Working Group Chair is unable to commit to the additional demands of participation on the Sustainability Council, namely, the ability to travel to meetings, then the steering group leadership, 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 Environmental Affairs committee
  - A demonstrated willingness and ability to fully participate in all activities of the Sustainability Council and to travel to Sustainability Council meetings/conferences
4. If at any point during the term the NA Airport representative can no longer effectively participate due to travel restrictions, a change in professional duties, or any other reason, the steering group, with the assistance of ACI-NA staff, shall suggest an alternate representative to fill out the original term, following the participation guidelines as outlined above.

5. The NA committee secretary shall communicate to the ACI-NA staff responsible for coordinating the Sustainability Council if the representative will change due to Sustainability Working Group Chair term end, and when the change will come into effect.

Filling North American Seats on ACI-World Environment Standing Committee (WEnSC) – The following provisions apply to North American representation on the WESC.

#### **AIRPORT REGIONAL REPRESENTATIVE SEATS**

1. The outgoing Full Committee Chair of the committee shall be offered the opportunity to fill one of the two NA Regional representative seats for a two-year term commencing on January 1 of the year immediately following the NA chairmanship.
2. If the outgoing Full Committee Chair of the committee is unable to commit to the demands of participation on the World Standing Committee, namely, the ability to travel to meetings, 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 Environmental Affairs committee
  - A demonstrated willingness and ability to travel to World standing committee meetings/conferences and to participate fully in all activities of the standing committee
3. The two NA Regional representative seats should have staggered end dates. If the two NA Regional representatives have the same end date, the term of one person should be extended by one year. If both individuals are able and wish to continue for one more year, the steering group must select between the two, using a process at their discretion.
4. If at any point during the two-year term the NA Airport representative can no longer effectively participate due to travel restrictions, a change in professional duties, or any other reason, the steering group, with the assistance of ACI-NA staff, shall suggest an alternate representative to fill out the original term, following the participation guidelines as outlined above.
5. The NA committee secretary shall communicate to the World Standing Committee staff the names and terms of the NA Airport representatives no later than December 1 of each year, and any time a change is made under point 4.
6. ACI-NA recognizes that participating in meetings outside of North American can be a challenge for many members, particularly during difficult economic times, and will take that into account when designating NA representatives.
7. Airport representatives serving on Standing Committees can serve consecutive terms, however regular change of the representatives is preferred. Rotation of the individuals serving on the Standing Committees ensures equitable access to the seats and allows the Committee to benefit from differing perspectives and expertise backgrounds. If there no interested candidates for the NA seats, an individual serve for one additional two-year term.

#### **WORLD BUSINESS PARTNER (WBP) (ASSOCIATE) SEATS**

1. All active Associate members of the steering group shall be offered the opportunity to fill one of the two NA WBP seats for a two-year term commencing on January 1.



2. If there are no WBP members of the steering group able to commit to the demands of participation on the World Standing Committee, namely, the ability to travel to meetings, 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 Associate Member in good standing
    - Current or past participation on the steering group of the ACI-NA Environmental Affairs committee
    - A demonstrated willingness and ability to travel to World standing committee meetings/conferences and to participate fully in all activities of the standing committee
  3. The two NA WBP seats should have staggered end dates at all times. If the two NA WBP designees have the same end date, the term of one person should be extended by one year. If both individuals are able and wish to continue for one more year, the steering group must select between the two, using a process at their discretion.
  4. If at any point during the two-year term the NA WBP representative can no longer effectively participate due to travel restrictions, a change in professional duties, or any other reason, the steering group, with the assistance of ACI-NA staff, shall suggest an alternate representative to fill out the original term.
  5. The NA committee secretary shall communicate to the World Standing Committee staff the names and terms of the NA WBP representatives no later than December 1 of each year, and any time a change is made under point 4.
  6. ACI-NA recognizes that participating in meetings outside of North American can be a challenge for many members, particularly during difficult economic times, and will take that into account when designating NA representatives.
  7. WBPs serving on Standing Committees can serve consecutive terms, however regular change of the representatives is preferred. Rotation of the individuals serving on the Standing Committees ensures equitable access to the seats and allows the Committee to benefit from differing perspectives and expertise backgrounds. If there no interested candidates for the NA seats, an individual serve for one additional two-year term.
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## Working Group Mission Statements

- **Air Quality**

The Air Quality Working Group monitors, reviews, analyzes, and guides regulations, policies, and research relating to air quality and climate change issues impacting airports. Areas of focus include NEPA requirements for air quality and greenhouse gas (GHG) impact analyses, national ambient air quality standards and regulations; general conformity requirements; the FAA Voluntary Airport Low Emissions (VALE) program; airport-related issues regarding hazardous air pollutants, local air quality, and public health; air quality benefits associated with alternative fuels; and impacts of aviation related to greenhouse gases and climate change. The Working Group will provide necessary input and recommendations on air quality issues to the Environmental Affairs Committee.

- **Land Use Compatibility**

Controlling land uses in the vicinity of airports is one of the most significant challenges that local governments and airports confront nationwide. Land uses that are incompatible pose not only a public safety issue; they exacerbate capacity issues because they further constrain an airport's ability to meet existing and future capacity needs. The Land Use Compatibility Working Group monitors, reviews, analyze, and guides regulations, policies, and research relating to land use issues that affect airports. Areas of focus include compatible land uses, zoning, land use planning, and coordination with jurisdictions having land use control in the vicinity of an airport. The Land Use Compatibility Working Group will provide necessary input and recommendations on land use issues to the Environmental Affairs Committee.

- **Natural Resources**

The Natural Resources Working Group monitors, reviews, and analyzes regulations, policies, and research relating to natural resources issues that may have potential impacts on airports. Additionally, the Natural Resource Working Group gathers information to provide resources for members and works cooperatively with other Working Groups to provide necessary review or input on issues related to natural resources, environmental permitting and mitigation, hazardous wildlife, protected species, wetlands, and land management.

- **NEPA**

The NEPA Working Group monitors, reviews, analyzes, and guides policies relating to airport operator compliance with the National Environmental Policy Act (NEPA). The primary area of focus for the NEPA Working Group is streamlining NEPA documents prepared by and for airport development projects. Additional activities focus on improving the interface between airport development planning and NEPA, reviewing FAA guidance as it relates to NEPA compliance, developing data to support categorical exclusions, improving the communication between airports and the FAA HQ/Region/ADO on environmental matters, and encouraging FAA's development of new guidance on key NEPA issues. The Working Group will provide necessary input and recommendations on NEPA issues to the Environmental Affairs Committee.

- **Noise**

As a primary Goal, the Noise Working Group promotes efforts to reduce aircraft noise exposure consistent with the safe, efficient, and financially responsible operations of airports and the National Airspace System. To accomplish this goal, the Working Group monitors aircraft noise research, policies affecting noise compatibility planning, and other relevant developments in the airport and aviation industry. Through evaluation of these developments, the Working Group identifies emerging issues with respect to their potential benefits in reducing aircraft noise exposure, as well as

their effects on airport operations, community relations, and finances. The Working Group communicates findings to the Environmental Affairs Committee in a balanced manner recognizing the diverse interests of member airports, and provides input and recommendations for the Environmental Affairs Committee to propose to the ACI-NA Board as appropriate.

- **Sustainability**

The Sustainability Working Group monitors, reviews, analyzes, and guides regulations, policies, and research relating to sustainability issues impacting airports. Areas of focus include long term strategic issue management, benchmarking and balanced scorecards of triple bottom line metrics of economic, social and environmental performance, environmental justice, and climate change (prevention and adaptation). The Working Group will provide necessary input and recommendations on sustainability issues to the Environmental Affairs Committee.

- **Waste Management**

The Waste Management Working Group monitors, reviews, analyzes, and guides regulations, policies, and practices relating to airport waste management issues. Areas of focus include waste reduction and reuse, recycling, hazardous materials management, and environmental due diligence. The Working Group provides necessary review or input on waste management issues to the Environmental Affairs Committee and encourages sharing of best practices for airport waste management among airports, industry partners, tenants, and communities.

- **Water Quality**

The Water Quality Working Group monitors, reviews, analyzes, and guides regulations, policies, and research relating to water quality issues impacting airports. Areas of focus include water quality; discharge permitting; deicing; spill prevention, control, and countermeasures (SPCC); water conservation; and drinking water. The Working Group will provide necessary input and recommendations on water quality issues to the Environmental Affairs Committee.

- **CAEP/International Issues (Activity Suspended)**

The CAEP/International Issues Working Group represents North American airports in shaping ACI-World's and CAEP's environmental policies and positions as guided by the North American Environmental Affairs Committee and Board of Directors and to monitor and report on developments related to aviation environmental issues. The Working Group will help establish and promote effective world policies and statements on aviation environmental issues; influence international standards, legislation, policy and rulemaking by representing airports' interests on environmental matters; develop strong partnerships among the international aviation industry and other stakeholders on environmental matters; improve international environmental awareness, training and sharing of information; review materials provided by the World committee and CAEP working groups and recommend comment and input to these documents; and report to Environmental Affairs Committee and the North American Board of Directors regarding World Committee and CAEP activities and positions.