

**PARTICIPATION PLAN FOR THE
ACI-NA LEGAL AFFAIRS COMMITTEE
STEERING GROUP**

Purpose: The Steering Group for the ACI-NA Legal Affairs Committee (the “Committee”) is the group of ACI-NA Member legal representatives that, foremost, plans the annual Spring and Fall Legal Conferences for ACI-NA. In addition, the Steering Group members participate as speakers and moderators at the Committee’s conferences; serve on working groups to review briefs, comments, regulations, and legislation for ACI-NA; address and provide guidance for specific legal issues raised by individual ACI-NA Members and Committee members; assist ACI-NA in briefings before Congress and administrative agencies; oversee the preparation of ACI-NA amicus briefs; and participate in agency focus groups.

Size: The Steering Group is composed of up to 30 members – 24 of whom are designated legal representatives of ACI-NA Airport Members (selected as described below under “New Members”), 2 of whom are representatives ACI-NA World Business Partners (WBPs)/Associate Members (selected by the Steering Group for 2-year terms), 1 of whom is a representative of the ACI-NA Board (selected by the ACI-NA Board), 1 of whom is a representative of the ACI-NA Commissioners (selected by the ACI-NA Commissioners), and 2 of whom participate in ACI-NA’s Young Airport Professional (YAP) program. The YAP members serve 1-year terms and are selected by the Steering Group, with 1 YAP member representing an ACI-NA Airport Member, and 1 YAP member representing an ACI-NA WBP/Associate Member. YAP members may be no older than 40 years old at the time of selection

New Members: The Committee Chair and Vice Chair jointly select, and submit for approval to the Steering Group, nominees to fill vacancies on the Steering Group. During this selection process, the Chair and Vice Chair will endeavor to maintain the ratio of Large, Medium, and Small airport representation, as well as broad geographic diversity among Steering Group members. Membership on the Steering Group is limited to one designated representative from any ACI-NA Airport or WBP/Associate Member, except that a YAP representative may be from the same ACI-NA Airport Member as another Steering Group member.

The representatives of ACI-NA WBP/Associate Members are selected by the Chair, Vice Chair, and Steering Group in the same manner as the ACI-NA Airport Member designated legal representatives. Prior to appointment to the Steering Group, a nominee must obtain a commitment from the ACI-NA Airport Member or WBP/Associate Member for whom the nominee is the designated legal or other representative to support the nominee’s participation in and travel for the Steering Group.

Term Limits: There are no term limits for the 24 Steering Group members who are designated legal representatives of ACI Airport Members. History has shown that openings in these positions on the Steering Group regularly become available through natural attrition.

WBP/Associate Member Participation Restriction: A Steering Group member who is an employee, partner, or shareholder of a private law firm, as well as that law firm, may not represent interests

adverse to airports, regardless of whether such Steering Group member is the designated legal representative of an ACI-NA Airport Member or a representative of an ACI-NA WBP/Associate Member.

Changes in Steering Group Member Employment: Any Steering Group member who ceases to be the legal representative of an ACI-NA Airport or WBP/Associate Member shall vacate the position on the Steering Group, provided that Committee Chair, upon consultation with the Steering Group, may permit such member to remain on the Steering Group for up to 90 days after termination of such member's representation of an ACI-NA Airport or WBP/Associate Member, as the case may be.

Notwithstanding the foregoing provision, if a Steering Group member leaves the employment of the ACI-NA Airport Member or WBP/Associate Member for whom that Steering Group member was the designated legal representative and becomes the designated legal representative of a different ACI-NA Member, that person may remain on the Steering Group if the new ACI-NA Member employer agrees to support the legal representative's participation in and travel for the Steering Group.

In no event shall a person representing interests adverse to airports, or whose firm does so, be permitted to remain on the Steering Group.

Member Requirements: The Steering Group shall meet at each of the annual Spring and Fall ACI-NA Legal Conferences, as well as one or more other times each year. Steering Group members must attend in person at least two of the Steering Group meetings each year. The Committee Chair may waive this requirement for good cause. In order to promote vibrant and effective ACI-NA legal conferences, the Steering Group believes that it is critical for its members to participate at the Spring and Fall Steering Group meetings and Committee conferences. If a Steering Group member fails to meet the attendance requirement set forth above without reasonable cause, the Committee Chair, upon consultation with the Committee Vice-Chair may request such Steering Group member to resign from the Steering Group. In exigent circumstances when it is not prudent or advisable to meet in person, ACI-NA may cancel conferences or the Steering Group may determine that it will hold meetings remotely.

At least once every two years, each Steering Group member must participate as a speaker, a moderator, or a member of a reviewing working group or obtain speakers for conference presentations. In addition, each member must assist in fulfilling the purposes of the Committee in a substantial manner, including, among other things, through participation, where relevant, in providing input to questions and issues faced by ACI-NA Airport Members, and identifying issues of importance to the airport legal community.

In order to ensure adequate knowledge, experience, and expertise in the unique legal issues faced by public airports, an individual must be the ACI-NA Airport Member's or WBP/Associate Member's designated legal representative to the ACI-NA Legal Affairs Committee and must have participated in the ACI-NA Legal Affairs Committee conferences for a sustained period of at least three years before being eligible for membership on the Steering Group. In specific instances, the Steering Group may reduce the 3-year requirement to 2 years, if the Steering Group determines by a 2/3 vote that the totality of a prospective Steering Group member's professional experience, expertise in issues of concern to airport lawyers, and past and expected contributions to the work of the Committee warrant such reduction. The preceding experience requirements do not apply to the YAP representatives.

Encouraging New Participants: At the two Legal Conferences each year, the Committee Chair will provide information on the duties, requirements, and commitment for participation in the Steering Group, announce vacancies, and request that anyone interested in becoming a Steering Group member contact the Committee Chair, Vice Chair, Immediate Past Chair or Secretary. If a conference is cancelled, the Chair may make this announcement and request via email, conference call, or other appropriate means.