

**ACI-NA Air Service Committee
Participation Plan
Last Updated: January 20, 2021**

Committee Name: ACI-NA Air Service Committee

Mission Statement:

The Air Service Committee focuses on issues related to the development, maintenance and retention of air carrier air services to member airports. Members of the committee work to develop events for airport members to connect with air carrier representatives, enabling them to build productive relationships between the carriers and the communities they serve. The committee develops and advocates on regulatory and legislative issues related to air service and interacts, at a minimum, with the Federal Aviation Administration (FAA), the U.S. Department of Transportation as well as Transport Canada (TC).

Committee Purpose:

- A forum to share ideas and exchange information between fellow Air Service professionals.
- To initiate and complete an annual work plan of projects that will benefit the airport industry as it relates to air service.
- To actively provide the ACI-NA Board and other ACI-NA Committees with input to key information air service policy matters and to coordinate selected initiatives.
- To work with other ACI regions on common air service issues.
- To facilitate the development of air service opportunities
- To assist ACI-NA staff with the planning and coordination of related air service ACI-NA conferences including the JumpStart® Air Service Development Conference.

Committee Membership:

- Any employee of an Airport Member or WBP/Associate Member of ACI-NA can join the Air Service Committee (sometimes referred to as the Committee in this document) by notifying the appropriate ACI-NA staff member who will place them on the distribution list.

Committee Meetings:

- The Air Service Committee shall meet a minimum of once per year in-person at the JumpStart® Air Service Development Conference, usually held in the spring, and may meet more frequently as determined by the Committee Officers/Steering Group.

Committee Conference Calls:

- The Air Service Committee shall at minimum hold quarterly conference calls with the full Air Service Committee to discuss activities, timely subjects, and work products of the Committee. Educational webinars may also be held to benefit the members of the Committee.

Committee Officers:

- Chair – One year term; must be an ACI-NA airport employee and should have a minimum of one year on the Committee. (Must have been the Vice Chair in the year previous.)
- Vice Chair – one year term; must be an ACI-NA airport employee and should have a minimum of one year on the Committee. The Vice Chair becomes the chair in the following year.
- Immediate Past Chair – Optional one year term; must be held by the previous year's chair.
- *Liaisons*
 - Board Liaison Representative – appointed by the ACI-NA Board of Directors Chair each year.
 - Commissioner's Liaison – a member of the Commissioner's Committee may be nominated by that committee to serve as a liaison between the Committee and the Commissioner's Committee (optional).

Steering Group:

- The Steering Group will support the Committee Officers in managing the committee, defining the Committees annual work plan. It shall consist of a minimum of 6 and a maximum of 23 members.

Membership:

- The Steering Group shall consist of a minimum of 6 and a maximum of 23 members including:
 - 3 Committee Officers
 - 4-8 Airport Member Representatives
 - Should include chairs of any Working Group
 - Only one representative from each airport
 - Up to 2 Canadian airports, if interested
 - 4 Associate Member Representatives
 - 2 Young Professionals
 - One airport member and, one WBP/associate member
 - One-year term
 - Able to participate even if organization is already on Steering Group
 - Must be under 35 years old during term

- The Steering Group will hold regular leadership conference calls to discuss committee business and topics including Air Service Committee working groups, meeting planning, committee work products, etc. The leadership calls should be held at least monthly and if necessary, more frequently when committee business and topics necessitate the added communication. Additional members can be invited by the Committee Officers to join the call.

Steering Group Terms:

- Steering Group members may serve a term of up to 4 consecutive years, after which, the member must take one year off, subject to the following exception: Time served as an Officer or Past Chair is not included in the 4 year term.
- The Airport and Associate organization/company must take one year off, before coming back on the Steering Group.
- The Airport Member Representatives and the Associate Member Representatives have staggered terms so that approximately 25% of the Representatives are up for nomination each year. Accordingly, as part of the first year nomination process, the Representatives shall be given terms of one to four years and then as determined by the Officers.
- Only one representative from an airport and only one representative from an associate's company may participate on the Steering Group at any one time. This excludes the Young Professionals positions.

Nomination and Election Process:

- By October 1 of each year, ACI-NA will, in coordination with the Committee Officers, circulate a request for nominations for open positions. A Committee member may self-nominate.
- The Nominees will be contacted to confirm their desire and commitment to participate on the Committee, if elected.
- An electronic ballot will be emailed out to all Airport and Associate Committee members and the results of the electronic ballot tabulated by ACI staff no later than November 1. The Officers shall make the final recommendations based on the ballot, person's experience, size of airport, type of business, diversity, etc.
- Airport Hub Size Representative – An airport representative shall be defined as any airport the FAA classifies as a Large, Medium, Small or Non Hub Airport as listed, at the time of the election, in the most recent Fiscal Year data published by the FAA.
- Terms shall run from January 1 through December 31 each year.

Committee Officer Succession

- If the Chair is unable to complete his or her term, 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.
- If the Vice Chair is unable to complete his or her term or becomes the Chair during the year, then a special election may be held for that position. Only current Steering Group members would be eligible and may be handled through email or conference call.
- If any member of Steering Group is unable to complete his or her term then a special election may be held for that position. If an election is held, the Committee Officers and ACI-NA staff will handle this process through an electronic ballot to the Committee members. Voting eligibility will remain the same.

Changes in Steering Group Member Employment:

- In the event a Steering Group member changes employers during his or her term, the following provisions apply:
- If a Steering Group member becomes no longer employed by an ACI-NA member, the Steering Group member shall vacate the position on the Steering Group, unless the Officers, upon consultation with the Steering Group, permits 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 Associate Member.
- If a 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, they may serve the remainder of the term as long as participation is supported by the new employer.
- If a 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, there will be consultation with the Steering Group.
- If a Steering Group airport member moves to an associate member there will be consultation with the Officers if there are vacancies on the Steering Group. Likewise, if a Steering Group associate member moves to an airport member there will be consultation with the Officers if there are vacancies on the Steering Group.

Air Service Committee Working Groups:

- Working Groups shall be initiated by the Committee Officers to investigate and/or produce information on specific air service topics at airports.
- Working Groups may be discontinued or inactivated if there are no pertinent issues to be discussed or the Working Group does not have an Annual Work Plan.
- New Working Groups may be requested by members of the Air Service Committee.

Working Group Leadership:

- Working Groups will have a chair and, if necessary, a co-chair who will be appointed by the Committee Officers.
- Chairs must be an airport member. Co-chairs may be an airport or associate member.
- Working Group Chairs may serve for up to two years. The Working Group Chair will be responsible for identifying an Annual Work Plan for the Working Group and presenting the Work Plan and progress reports at the Steering Group meetings.

Steering Group Responsibilities:

- Formulate an annual work plan.
- Coordinate conference calls and communication with interested members.
- Present the work plan and progress reports at Committee meetings.
- ACI-NA Staff will be available to assist the Working Group Chairs with all tasks.

Member Participation:

- All Air Service Steering Group members are strongly encouraged to actively participate in at least one Working Group or designated Steering Group project.
- Any member of the Air Service Committee, even if not on the Steering Group, may request to participate in a Working Group.
- At the request of the Working Group Chair, ACI-NA staff can email the Air Service Committee with information from the Working Group and request member participation.
- ACI-NA will forward interested member participation lists to the Working Group.