



ACI-NA Air Service Committee Overview

January 2022

ACI-NA Air Service Committee

Mission Statement

The ACI-NA 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).

ACI-NA Air Service Committee Structure



- Any employee of an Airport Member or WBP/Associate Member of ACI-NA can request to join the Air Service 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 representatives from an airport/organization participate on the Air Service Committee and the various Working Groups.

Role of the Air Service Steering Group (Leadership)

- Steering Group members are elected positions by the Air Service Committee and the terms can range between 1 – 4 years. The Steering Group shall consist of a minimum of 6 and a maximum of 23 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:
 - Plan and execute educational sessions with the coordination of ACI-NA staff for the ACI-NA Jumpstart® Air Service Development Conference
 - Monitor, analyze and create recommendations around regulations impacting air service
 - Create information and provide education on air service topics and data to members, committees and external stakeholders
 - Improve collaboration among other ACI-NA committees on issues that pertain to air service
 - Actively provide the ACI-NA Board of Directors and other ACI-NA Committees with input regarding Air Service.

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

Committee Work Plan, Board Reports, Participation Plan

- **Committee Annual Work Plan:** The Air Service Steering Group creates an Annual Work Plan (January) of projects as it relates to air service. 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 Directors (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 Air Service 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.

Air Service Committee Work Plan

Committee Goals and Objectives

- Establish Air Service Committee, increase awareness and member participation
- Monitor, analyze and create recommendations around regulations impacting air service
- Create information and provide education on air service topics and data to members, committees and external stakeholders
- Improve collaboration among other ACI-NA committees on issues that pertain to air service
- Continue to improve conferences, creating new and exciting topics

Meeting Goals and Objectives

- Plan for the JumpStart® Air Service Development Conference
 - Recruit new air carriers to participate in the airport-airline meetings
 - Plan day-long conference programming on topics of interest to committee members and attendees

Committee Goals and Objectives

1. Air Service Small Airport Challenges

- Enable non-hub and small-hub airports to utilize tools and resources to their advantage to help maintain and attract air service.
- Identify issues affecting air service at non-hub and small-hub airports and ensure these issues are a priority for the Air Service Committee
- Explore and develop ways that small and large airports can work together to develop new air service opportunities
- Track legislation affecting small airports and make recommendations to the Air Service Policy Working Group

2. Air Service Policy

- Standing working group of members to evaluate policy issues and make recommendations to the U.S. and Canadian Policy Councils on positions related to air service.

3. Air Service Resources

- Prepare information and data about the air service profession, trends and reports on air service activity
- Develop materials and information for sharing to airport member colleagues on air service
- Develop problem statements for investigation by the Airport Cooperative Research Program (ACRP)
- Develop an Air Service Committee Resource Center

4. Air Service Conference Planning (Open to Steering Group members only)

- Work on program planning for JumpStart® Air Service Development Conference and bi-annual Air Service Data Planning Seminar
- Identify and evaluate other options for events and conferences related to air service
- Connect with first time attendees at JumpStart®

Air Service Steering Group Nomination Process

- Annually, the appropriate ACI-NA staff member requests nominations from members of the Air Service Committee to serve as members of the Air Service Steering Group (Leadership) for the following year, in accordance with the Air Service Committee Participation Plan.
- Historically, there is a 25% turnover of Steering Group members, which includes: three airport representatives (4 Year Term) and one WBP/associate representative (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.



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.