

**CHARTER OF THE AIR CARRIER ACCESS ACT ADVISORY COMMITTEE  
U.S. DEPARTMENT OF TRANSPORTATION**

1. **ADVISORY COMMITTEE’S OFFICIAL DESIGNATION**: The committee’s official designation is the Air Carrier Access Act Advisory Committee (ACAA Advisory Committee).
2. **AUTHORITY**: Section 439 of the FAA Reauthorization Act of 2018, Pub. L. No. 115-254, 132 Stat. 3186 (2018), requires the establishment of an advisory committee on issues related to the air travel needs of passengers with disabilities. Section 541 of the FAA Reauthorization Act of 2024, Pub. L. No. 118-63, 138 Stat. 1025 (2024) extended the statutory authorization to September 30, 2028. The ACAA Advisory Committee is also established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. ch. 10.
3. **OBJECTIVES AND SCOPE OF ACTIVITIES**: The ACAA Advisory Committee will advise the Secretary of Transportation on issues related to the needs of passengers with disabilities in air travel.
4. **DESCRIPTION OF DUTIES**: The ACAA Advisory Committee will carry out the following tasks:
  - a. Advise the Secretary on the implementation of the Air Carrier Access Act, 49 U.S.C. § 41705;
  - b. Identify and assess the existing and emerging disability-related access barriers for passengers with disabilities;
  - c. Evaluate the extent to which the programs and activities of the Department of Transportation are addressing the disability-related access barriers identified in section 4(b);
  - d. Recommend consumer protection improvements to the air travel experience of passengers with disabilities;
  - e. Submit a report to the Secretary on whether the current regulations, programs and activities of the Department are addressing existing disability-related access barriers encountered by air travelers with disabilities; and
  - f. Conduct other activities determined to be necessary or appropriate by the Secretary.
5. **AGENCY OR FEDERAL OFFICER RECEIVING THE ADVISORY COMMITTEE’S ADVICE/RECOMMENDATIONS**: The ACAA Advisory Committee shall report to the Secretary of Transportation through the General Counsel.

6. **SUPPORT**: The Department's Office of the General Counsel will sponsor the ACAA Advisory Committee.
7. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS**: The estimated annual cost to the Government is \$117,646. The ACAA Advisory Committee will require the support of approximately 0.7 full-time DOT employee.
8. **DESIGNATED FEDERAL OFFICER (DFO)**:
  - a. The Assistant General Counsel for the Office of Aviation Consumer Protection, or designee, will serve as the Designated Federal Officer (DFO) for the ACAA Advisory Committee.
  - b. The DFO, or designee, must perform the following duties:
    - i. Ensure ACAA Advisory Committee activities comply with FACA, the FACA Final Rule, agency administrative procedures, and any other applicable laws and regulations;
    - ii. Approve or call all meetings of the ACAA Advisory Committee or subcommittee;
    - iii. Approve the agenda;
    - iv. Attend all ACAA Advisory Committee and subcommittee meetings for their duration;
    - v. Fulfill the requirements under § 10(b) of FACA (codified at 5 U.S.C. 1009(b));
    - vi. Adjourn any meeting when the DFO determines it to be in the public interest;
    - vii. Chair any meeting when so directed by the agency head;
    - viii. Maintain information on ACAA Advisory Committee activities and provide such information to the public, as applicable; and
    - ix. Ensure ACAA Advisory Committee members and subcommittee members, as applicable, receive the appropriate training (e.g., FACA overview, ethics training) for efficient operation and compliance with FACA and the FACA Final Rule.
9. **MEETINGS**:
  - a. Frequency: Unless otherwise required by law or approved by the Secretary, all meetings will be held virtually (or in a hybrid forum that does not require additional use of Federal funds). It is anticipated that the ACAA Advisory Committee will meet at least twice during a 12-month period following the ACAA Advisory Committee's establishment. Additional meetings and subcommittee meetings may be called as necessary.
  - b. Voting: A quorum must exist for any official action, including voting on a recommendation, to occur. A quorum exists whenever 75% of the appointed members are present. In any situation involving voting, the majority vote of members present

will prevail, but the views of the minority will be reported as well. If there is no majority vote, the result 'No Consensus' must be reported, followed by the views of each voting faction.

10. **DURATION**: Continuing.

11. **TERMINATION**: This charter shall terminate 2 years from its filing date unless otherwise renewed in accordance with FACA.

12. **MEMBERSHIP AND DESIGNATION**:

- a. The ACAA Advisory Committee shall be composed of no more than 25 members with at least one member from each of the following groups:
  - i. Passengers with disabilities;
  - ii. National disability organizations;
  - iii. Air carriers;
  - iv. Airport operators;
  - v. Contractor service providers;
  - vi. Aircraft manufacturers;
  - vii. Manufacturers of wheelchairs, including powered wheelchairs, and other mobility aids; and
  - viii. National veterans' organizations representing disabled veterans.
- b. The Chairperson of the ACAA Advisory Committee shall be designated by the Secretary from among the individuals appointed to the ACAA Advisory Committee.
- c. To ensure that the ACAA Advisory Committee is fairly balanced and that multiple perspectives are represented, more than one member may be appointed per group.
- d. Members' terms shall commence when they are appointed by the Secretary.
- e. Members serve at the pleasure of the Secretary and may be replaced at any time for any reason, including non-participation.
- f. A vacancy in the ACAA Advisory Committee shall be filled in the manner in which the original appointment was made.
- g. Members of the ACAA Advisory Committee shall serve without pay but may receive travel and per diem expenses in accordance with 5 U.S.C., chapter 57, subchapter I.
- h. Members appointed solely for their expertise shall serve as special government employees.

13. **SUBCOMMITTEES:**

- a. The General Counsel may establish subcommittees to perform specific assignments.
- b. Subcommittees shall not work independently of the chartered ACAA Advisory Committee and shall report all of their recommendations and advice to the full ACAA Advisory Committee for deliberation and discussion. Subcommittees must not provide advice or work products directly to the Department or any Federal agency.

14. **RECORDKEEPING:** The records of the ACAA Advisory Committee, formally and informally established subcommittees, or other subgroups of the ACAA Advisory Committee shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedules. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552. An agency docket will also be established for ACAA Advisory Committee documents. To the extent that there is a discussion of issues concerning ongoing rulemaking proceedings during an ACAA Advisory Committee meeting, the minutes of that meeting will be placed in the appropriate docket.

15. **FILING DATE:** The filing date of this charter is September 27, 2023, and the amended charter is effective on June 9, 2025. The charter will expire on September 27, 2025, unless renewed.