

**Minutes**  
**Third Meeting of the DOT ACCESS Committee**  
**July 11-12, 2016**  
**Ritz Carlton Hotel, Arlington, VA**

The Department of Transportation’s Advisory Committee on Accessible Air Transportation (ACCESS) met on July 11-12, 2016 in Arlington, VA. In accordance with the Negotiated Rulemaking Act, 5 U.S.C. §561-570, and the Federal Advisory Committee Act (FACA), 5 U.S.C. App.2, the meeting was open to the public. Richard Parker, Facilitator, called the meeting to order at 9:00 a.m. on Monday, July 11, 2016. The list of individuals attending the meeting is provided by **Attachment 1**. The agenda for the meeting is attached hereto as **Attachment 2**.

Committee Action

After welcoming remarks by the facilitator, Richard Parker, and the Department of Transportation Designated Federal Officer, Blane Workie, the proceedings commenced with a meeting of the Accessible Lavatories Subcommittee.

*Accessible Lavatories Subcommittee.*

Discussion began with a presentation by Catherine Burnett (FAA) regarding wheelchair regulations and the certification process. This presentation explained the Technical Standard Order Authorization (TSOA) as it relates to specific parts/material certifications and minimal performance standards. Each aircraft manufacturer has its own certification process so the timeline for introducing changes may vary. This was followed by a presentation from Michelle Albert and Roser Roca-Toha on the Original Equipment Manufacturers (OEM) timeline for development of an accessible lavatory concept. There was an introduction of two representatives from Bombardier Aerospace: Michael Block and Rob Grant. The Bombardier representatives proceeded to give a presentation on their “clean sheet” design, meaning they were able to design their aircraft from scratch, as they are newer to the industry. This sparked a lengthy discussion regarding new aircraft design versus retrofit implications in terms of time and production. The group then moved to discuss the findings of the Accessible Lavatory Subcommittee’s trip to an aircraft hanger in Seattle with the objective of gaining a better understanding of the current state of aircraft lavatories. Lee Page, the representative from Paralyzed Veterans of America, presented the findings of this trip. Advocates expressed issues with many of the current lavatories as well as the on-board aisle chairs. Lee Page followed up this discussion with a presentation of his findings from a survey taken of PVA members. The group wrapped up the morning session by outlining the advocates specifications at this point:

- Process will require a three-tiered approach
- Will include aisle chairs for transferring to and from the lavatory
- Both dependent and independent transfers must be considered in an accessible lavatory
- Training airline staff is necessary

After lunch, the Airbus representative gave a short presentation on a new way of making lavatories more accessible in the short term with an innovative aisle chair known as the Hamburg chair.

The Committee then broke up into separate groups to discuss what they planned to include in their proposal and continued to caucus for the remainder of the day.

*Service Animal Subcommittee.*

The Committee reconvened the next morning, July 12, and opened discussions of the Service Animal Subcommittee. Richard Parker, Facilitator, began the session with the introduction of Jeanine Worden from the Department of Housing and Urban Development. The HUD representative presented the Department of Housing and Urban Development's approach to service animals. In this presentation the HUD representative detailed the laws that they are to enforce and how different agencies in the federal government may have different definitions of a service animal based off of the regulations they enforce.

The Service Animal Subcommittee reported on the progress that both the advocates as well as the airlines had made in developing their proposals. After, the Committee broke up into smaller groups to discuss their respective positions on each issue and to determine a timeline for both an advocate proposal and an airline proposal. The Department of Transportation along with the Facilitator will work to reconcile the two proposals at the next plenary meeting in August.

*IFE/IFCom Subcommittee.*

After a short break, the In-flight Entertainment and In-flight Communications Subcommittee convened. The group began discussions by addressing several administrative issues:

- IFC will now be referred to as IFCom
- New subgroup for discussing cabin announcements
- New subgroup for addressing hardware and software accessibility
- New subgroup to discuss jurisdictional issues

The Committee began a review of the IFE Issue List document and decided that the discussion of IFE should be broken down by hardware and software and addressed separately. The committee agreed that a phased in approach would be necessary in order to have an immediate benefit and a fully accessible system. A vote was taken as to the issues that the group would address in these discussions and all voted to adopt the issues stemming from this conversation.

As the meeting came to a close the committee gave a brief overview of the next steps for each of the subcommittees and set action items to follow up on before the next plenary meeting.

ATTACHMENT 1

ACCESS Committee Second Plenary Meeting  
Attendance List

Committee Members	DOT and Other Governmental Representatives
Michelle Albert, Boeing	Stephanie Berger, Department of Justice
Zainab Alkebsi, National Association of the Deaf	Catherine Burnett, Federal Aviation Administration
Mary Barnicle, United Airlines	Livaughn Chapman, Department of Transportation
Kelly Buckland, National Council on Independent Living	Ann Cody, State Department
Parnell Diggs, National Federation of the Blind	Janet Glenningdale, Canadian Transportation Agency
Paul Doell, National Air Carrier Association	Robert Gorman, Department of Transportation
Geoff Freed, WGBH/National Center for Accessible Media	Karla Hammond, Department of Transportation
Brian Friedman, JetBlue Airways	Judith Heumann, State Department
Lise Hamlin, Hearing Loss Association	Maegan Johnson, Department of Transportation
Dr. Katharine Hunter-Zaworski, Oregon State University	Sohum Karia, Department of Transportation
Doug Lavin, Interational Air Transport Association	Jill Laptosky, Department of Transportation
Russ Lemieux, Airline Passenger Experience Association	Roselind Lazarus, Department of Transportation
Lorne Mackenzie, WestJet Airlines	Kathy Little, Department of Transportation
David Martin, Delta Airlines	Vinh Nguyen, Department of Transportation
Orit Michiel, Motion Picture Association of America	Lori Pierce, Federal Aviation Administration
Bradley Morris, Psychiatric Service Dog Partners	Supriya Raman, Transportation Security Agency
Larry Mullins, Lufthansa	Ray Samara, Department of Transportation
Lee Page, Paralyzed Veterans of America	<b>Other Attendees</b>
Richard Parker, Facilitator	Marcia Alden, Paws Global
Deborah Lynn Price, Frontier Airlines	Heather Ansley, Paralyzed Veterans of America
Roser Roca-Toha, Airbus	Tristan Atwood, Holland & Knight LLP
Alicia Smith, National Alliance on Mental Illness	Michael Block, Bombardier Aerospace
Jenine Stanley, Guide Dog Foundation	Bill Botton, U.S. Access Board
Tony Stevens, American Council of the Blind	Alec Bramlett, American Airlines
Blane Workie, Department of Transportation	Stephanie Carmody, American Humane Association
	Michael Childers, Airline Passenger Experience Association
	Charlie Crawford, American Council of the Blind
	Kristen Foster, Hawaiian Airlines
	Joan Gabel, Air France
	Rob Grant, Bombardier Aerospace
	Chad Heflin, International Air Transport Association
	Leslie Horton, International Association of Canine Professionals
	Sally Irvin, Assistance Dogs International
	Nicholas James, JetBlue Airways
	Alison Kehr, United Airlines

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	Douglas Kidd, National Association of Airline Passengers
	Kevin Kinder, Jetblue Airways
	Stephanie Lanza-Efthimiou
	Heather Lenahen, Spirit Airlines
	Jennifer Mathis, Bazelon Center for Mental Health Law
	Kavaragu Mtambuzi, Virgin America
	Doug Mullin, Airlines for america
	David Nelson, Amtrak
	Ray Prentice, Alaska Airlines
	Patrick Quayle, American Airlines
	Mike Robinson, Boeing
	Laura Rodgers, JetBlue Airways
	Katy Rosseland, Open Doors Organization
	David Semanchik, Airline Pilots Association
	Kenneth Shiotani, National Disability Rights Network
	Mark Smith, American Airlines
	Ainsley Stelling, Southwest Airlines
	Jim Thumpston, Zuckert Scoutt Rasenberger
	Jennifer Tripp, Muscular Dystrophy Association
	Brazilia Vela, Frontier Airlines
	Laura Weidner, National Multiple Sclerosis Society

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**ATTACHMENT 2**

**Agenda for Third Plenary Meeting  
(Modified)  
Monday and Tuesday, July 11-12, 2016  
Ritz-Carlton, Pentagon City  
1250 S. Hayes St.  
Arlington, VA 22202  
Diplomat Room  
Business Casual**

**Monday, July 11, 2016, 9:00 AM – 5:00 PM****Meeting of Lavatory Subcommittee**

- 09:00 – 09:15 AM**      *Call to Order and Introductions*  
*Richard Parker, Facilitator, ACCESS Committee*  
*Blane Workie, Designated Federal Officer (DFO), ACCESS Committee*
- 09:15 – 09:45 AM**      *FAA presentation on wheelchair regulation and certification process (impact on timing) - Catherine Burnett (FAA)*  
*Documents: P3.Lav.FAA Wheelchair Memo*  
*[FAA Memo on certification process to be supplied]*
- 09:45 – 10:15 AM**      *Presentation of Bombardier Accessible Lav Concept – Michael Block (Bombardier)*  
*Documents: To be supplied*
- 10:15 – 10:45 AM**      *Aircraft OEM presentation on order/implementation/delivery process as it affects regulatory compliance feasibility and cost*  
*Michelle Albert (Boeing) and Roser Roca-Toha (Airbus)*  
*Documents: To be supplied*
- 10:45 – 11:00 AM**      **Break**
- 11:00 – 12:30 PM**      Report of Lav WG Co-Chairs on Seattle Trip and status of Action Plan items  
(1) Overview of Seattle trip findings (Lee Page)  
(2) Presentation of advocates' survey (Lee Page)  
(3) Advocate's Draft Performance Specification (Katharine Hunter-Zaworski)  
(4) OEM (Airbus/Boeing) suggestion for methodology to assess trade-offs associated with any given performance specification (Michelle Albert & Roser Roca-Toha)
- 12:30 – 02:00 PM**      Lunch
- 02:00 – 03:00 PM**      *Presentation of Hamburg Chair option; discussion of possible workgroup to explore it (Roser Roca-Toha)*  
*Conclusion of discussion of accessible lavatory options*

**03:00 – 03:15 PM      Break**

***Caucuses***

**03:15 – 05:00 PM**      -- Service Animal advocates caucus to refine their proposal on service animals  
 -- IFE advocates caucus to develop IFE proposal  
 -- OEM/airline caucus to develop proposal for choice of metric (max seats/max range/scheduled flight time) for use in setting rule applicability threshold

**05:30 -- 6:30 PM      HAPPY HOUR**

**Tuesday, July 12, 2016, 9 AM – 4:00 PM**

**Meeting of the Service Animal Subcommittee**

**09:00 – 09:15 AM**      *Call to Order and Introductions; Agenda Approval*

**09:15 – 9:45 AM**      *Presentation of HUD approach to Animal Access – Jeanine Worden, HUD Document: P3.SA.HUD Matrix*

**09:45 – 10:30 AM**      Report of the Service Animal Work Group Chairs:  
 Status of airline questionnaire (Alec Bramlett)  
 Status of advocate proposal (Brad Morris)  
 Discussion of timetable/process for completion/processing of questionnaire presentations  
*Document: P2.SA Approved Issue List and Work Plan*

**10:30 - 10:45 AM      Break**

**Meeting of IFE/IFC Subcommittee**

**10:45 – 12:30 PM**      *Discussion and vote on IFE/IFComs Sequenced Issues List and Action Plan, including discussion of proposed formation of four working subgroups*  
*Document: P3.IFE Issue List.Action Plan.6.30.2016*

*Discussion of IFE/IFComs Issue List with technical analysis; (Michael Childers/Geoff Freed)*  
*Document: P3.IFE.Issues List with Technical Analysis.7.6.2016*

**12:30 – 02:00 PM**      Lunch

**02:00 – 02:15 PM**      Introduction of incoming DOT General Counsel Molly Moran

**02:15 – 04:00 PM**      Discussion of Round 1 IFE/IFC issues  
*Document: P3.IFE.Issue List.Action Plan.Tech Analysis.v2*

**4:00 PM                  Adjourn**