

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

1. **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. 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. App. 2.
3. **OBJECTIVES AND SCOPE OF ACTIVITIES:** The ACAA Advisory Committee shall 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) Review the current regulations with respect to practices for ticketing, pre-flight seat assignments, priority access to bulkhead seating, and stowing of assistive devices for passengers with disabilities;
 - (c) Identify and assess the existing and emerging disability-related access barriers for passengers with disabilities;
 - (d) 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(c);
 - (e) Describe improvements related to the air travel experience of passengers with disabilities;
 - (f) Recommend actions that it considers appropriate to improve the air travel experience of passengers with disabilities;
 - (g) Submit a report to the Secretary and appropriate committees of Congress on the needs of passengers with disabilities in air travel that assesses the current regulations with respect to practices for ticketing, pre-flight seat assignments, access to bulkhead seating and stowing of assistive devices for passengers with disabilities;
 - (h) 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

- (i) Conduct other activities determined to be necessary or appropriate by the Secretary.
- 5. **OFFICIALS TO WHOM THE COMMITTEE REPORTS:** The ACAA Advisory Committee shall report to the Secretary of Transportation through the Department's Office of 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 \$142,560. 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 Aviation Enforcement and Proceedings, or designee, will serve as the Designated Federal Officer (DFO) for the ACAA Advisory Committee.
 - (b) The DFO, or designee, approves or calls all of the ACAA Advisory Committee and subcommittee meetings, develops and approves the agenda in advance of consultation with the Chairperson, and must be present at each ACAA Advisory Committee and subcommittee meeting. The DFO chairs meetings when directed to do so by the Secretary and has the authority to adjourn meetings whenever such action is deemed to be in the public interest. The DFO works with the Chairperson to maintain order.
- 9. **MEETINGS:**
 - (a) Frequency: 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:** The ACAA Advisory Committee will terminate on September 30, 2023. Unless renewed by appropriate action prior to expiration, the charter for the ACAA Advisory Committee will expire two years from the date it is filed.

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. Wheelchair manufacturers; 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 DFO 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 20, 2019. The charter will expire on September 20, 2021, unless renewed.