



COMMITTEE PARTICIPATION PLAN

Airports Council International – North America

Air Service Committee

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ACI-NA AIR SERVICE COMMITTEE

PARTICIPATION PLAN

Committee mission statement

The ACI-NA Air Service Committee (“*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, the U.S. Department of Transportation as well as Transport Canada.

Committee purpose

- To raise awareness of the air service development profession and the impact it has on airports and the communities they serve
- To facilitate the development of air service opportunities
- To provide 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 assist staff with the planning and coordination of ACI-NA air service conferences including the JumpStart® Air Service Development Conference and Air Service Data Seminar

Committee membership

Any employee of an ACI-NA Airport Member (“*Airport Member*”) or an ACI-NA Associate Member / World Business Partner organization (“*Associate Member*”) can join the *Committee* by notifying the ACI-NA Committee Secretary, listed at airportscouncil.org/committees-programs/air-service/, who will place the requester on the distribution list.

Committee engagement

The *Committee* shall meet a minimum of once per year in-person at the JumpStart® Air Service Development Conference to discuss priorities and work product progress.

The *Committee* shall at minimum of three times per year be invited to webinars and/or conference calls focused on timely and relevant educational items.

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Committee officers

PURPOSE

- To work with ACI-NA staff to develop agendas in advance of ACI-NA Air Service Committee Steering Group (“*Steering Group*”) meetings. *Past Chair’s* attendance is optional.
- To actively provide the ACI-NA Board and other ACI-NA committees with input to key information air service policy matters and coordinate selected initiatives.
- To provide feedback to ACI-NA staff on the *Committee* membership directory

ROLES

The positions collectively known as Committee Officers (“*Committee Officers*”) include:

<i>Committee Chair</i>	Must be an <i>Airport Member</i> employee with a minimum of one year on the <i>Steering Group</i> . Must have been the <i>Vice Chair</i> in the year previous unless special circumstances occur to make this not feasible.
<i>Vice Chair</i>	Must be an <i>Airport Member</i> employee and should have a minimum of one year on the <i>Steering Group</i>
<i>Past Chair</i>	Optional one year term; must be held by the previous year’s <i>Committee Chair</i>

TERMS

Both the *Committee Chair* and *Vice Chair* shall each serve 1-year terms

SELECTION PROCESS

To facilitate continuity, at the end of the *Committee Chair’s* 1-year term, the *Vice Chair* will become the *Committee Chair* in the following year. The incoming *Committee Chair* shall select the *Vice Chair* at their full discretion.

CHANGES IN EMPLOYMENT:

If a *Committee Officer* changes employment during their term, the remaining *Committee Officers* will consult with *Committee* ACI-NA staff to determine if a replacement is needed.

SUCCESSION

If the *Committee Chair* is unable to complete his or her term, then the *Vice Chair* will assume the *Committee Chair* position for the remainder of that term and an additional calendar year.

If the *Vice Chair* is unable to complete his or her term or becomes the *Committee Chair* during the year, then the *Committee Chair* would select a new *Vice Chair* from the pool of employees of *Airport Members* serving on the *Steering Group*.

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Committee steering group

PURPOSE

- To support the *Committee Officers* in managing the *Committee*
- To support the *Committee Officers* in formulating an annual work plan
- To coordinate *Committee* engagement
- To present the work plan and progress reports to the *Committee*

LIAISON

The *Steering Group* will be appointed a Board Liaison by the ACI-NA Board of Directors Chair

ROLES / PARTICIPANTS

The *Steering Group* shall consist of 16-23 participants in the following roles:

<i>Committee Officers</i> (2-3)	Positions as described on page 3.
<i>Airport Representatives</i> (8-12)	Must be an <i>Airport Member</i> employee. Only one <i>Airport Member</i> employee may serve at a time as an <i>Airport Representative</i> or <i>Committee Officer</i> .
<i>Associate Representatives</i> (4-6)	Must be an <i>Associate Member</i> employee. Only one <i>Associate Member</i> employee may serve at a time as an <i>Associate Representative</i> .
<i>Young Professionals</i> (2)	Position held by one employee of an <i>Airport Member</i> and one employee of an <i>Associate Member</i> . Must be under 35 years of age at start of term.

TERMS

Airport Representatives and Associate Representatives:

- May serve a term of up to 4 consecutive years, with terms aligning with the calendar year
- Any time served as a *Committee Officer* is not included in the 4-year term. If a participant is selected as a *Committee Officer*, the combined terms would reach up to 7 years.

For example: 4 years on *Steering Group*, 1 year as *Committee Chair*, 1 year as *Vice Chair*, 1 year as *Past Chair*

- Following completion of term(s) on *Steering Group* and as applicable as a *Committee Officer*, participants must take one year off before seeking election back on *Steering Group*

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- Similarly, *Airport Members* or *Associate Members* employing *Airport Representatives* or *Associate Representatives* must take 1 year off between having *Airport Representatives* or *Associate Representatives* on the *Steering Group*

Exception: if the *Airport Member* employs someone rolling off as a *Committee Officer*, and the *Committee Officer* does not have any of his / her term left as an *Airport Representative*, the gap year is not required

- Terms are staggered so that approximately 25% of each representative category are up for nomination each year. Accordingly, the *Committee Officers* may establish a lesser term for an incoming representative category to adhere to staggered term requirements

Young Professionals:

- May serve a term of up to 2 consecutive years, with terms aligning with the calendar year
- Terms are staggered so that a *Young Professional* position is open during each annual election cycle employed by an *Airport Member* or *Associate Member* (alternating election cycles)
- Following completion of their 2-year term, a participant in a *Young Professional* role may immediately run for an open applicable *Airport Representative* or *Associate Representative*, adhering to those term requirements if elected
- A *Young Professional* participant is able to participate even if an *Airport Member* or *Associate Member* already employs someone on the *Steering Group*

NOMINATION AND ELECTION PROCESS:

Annual election:

By October 1 of each year, ACI-NA will, in coordination with the *Committee Officers*, circulate a request for nominations for open positions.

Steering Group nominees will be reviewed to ensure they are eligible to participate on the *Committee*, as listed in the “terms” above.

An electronic ballot will be emailed out to all *Committee* members and the results of the electronic ballot tabulated by ACI staff no later than November 1. *Committee Officers* shall make the final recommendations based on the ballot, person’s experience, airport size, type of business, diversity, etc.

Those selected will be contacted to confirm their desire and commitment to participate on the *Steering Group*.

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Special election:

If any participant of the *Steering Group* is unable to complete his or her term then a special election may be held for that position, or the *Committee Chairs* may select based on the prior election's nomination results.

If an election is held, the *Committee Officers* and ACI-NA staff will handle this process through an electronic ballot to the *Committee* members. Eligibility will remain the same as the annual election.

ENGAGEMENT:

The *Steering Group* will hold regular leadership meetings / conference calls to discuss *Committee* business including *Committee* working groups, meeting planning, work products, etc. Calls should be held at least monthly and if necessary, more frequently when *Committee* business and topics necessitate the added communication. Each *Steering Group* participant is expected to regularly attend the calls. Guests can be invited to join the call by the *Committee Officers* discretion.

All *Steering Group* participant are strongly encouraged to actively participate in at least one *Committee Working Group* ("*Working Group*") or designated *Steering Group* project.

Failure to regularly attend on a reasonable basis may trigger a review, by *Committee Officers*, to determine whether a *Steering Group* participant can continue to fulfill their role.

Changes to the *Committee* Participation Plan will require a majority vote from the *Steering Group*.

CHANGES IN EMPLOYMENT:

In the event a *Steering Group* participant changes employers during his or her term, the following provisions apply:

- If a *Steering Group* participant's employment with an *Airport Member* or *Associate Member* ends, or of if his / her employer ends its ACI-NA membership, the *Steering Group* participant shall vacate the position on the *Steering Group*.

Committee Officers may permit such participants to remain on the *Steering Group* for up to 90 days after termination of employment with an *Airport Member* or *Associate Member*.

- If a *Steering Group* participant changes employment from one *Airport Member* or *Associate Member* to another *Airport Member* or *Associate Member* 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* participant changes employment from one *Airport Member* or *Associate Member* to another *Airport Member* or *Associate Member* that is already represented on the *Steering Group*, there will be consultation between the member organization and *Committee Officers* to decide who will remain.
- If an *Airport Representative* participant becomes employed by an *Associate Member* there will be consultation by the *Committee Officers* if there are vacancies on the *Steering Group*. Likewise, if an *Associate Representative* becomes employed by an *Airport Member*, there will be consultation by the *Committee Officers* if there are vacancies on the *Steering Group*.

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Committee working groups

PURPOSE

- To investigate and / or produce information on air service topics relevant to the *Committee*, as designated by *Committee Officers*
- New *Working Groups* may be requested to the *Committee Officers* by members of the *Committee* and/or participants of the *Steering Group*

ROLES & TERMS

Roles for the *Working Group* include:

<i>Working Group Chair</i>	Required. Will be appointed by the <i>Committee Officers</i> . Must be an <i>Airport Representative</i> and may serve up to two years, unless an exception is made by the <i>Committee Officers</i> in consultation with the <i>Steering Group</i> for the continuation of work product momentum. Responsible for identifying an annual work plan for the <i>Working Group</i> and presenting that plan and progress reports at the <i>Steering Group</i> meetings.
<i>Working Group Co-Chair</i>	Not required. Will be appointed by the <i>Committee Officers</i> . May be employed by an <i>Airport Member</i> or <i>Associate Member</i> . May serve for up to two years, unless an exception is made by the <i>Committee Officers</i> in consultation with the <i>Steering Group</i> for the continuation of work product momentum.
<i>Working Group Participants</i>	Any <i>Committee</i> member may request to participate in a <i>Working Group</i> , regardless of whether they have a role in the <i>Steering Group</i>

ENGAGEMENT

The *Working Group* will collaborate as needed to ensure success on their outputs.

ACI-NA staff will be available to assist *Working Group Chair* and *Working Group Co-Chair* with tasks, including e-mailing the *Committee* with information from the *Working Group* and request member participation.

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.

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Revision history

Date	Revision Notes / Comments
December 11, 2024	Comprehensive document clean up. Clarified action if a Committee Officer changes employment. Clarified term lengths if serving as a Committee Officer. Adjusted volume range of Steering Group participants adjusted to account for the ranges of each category. Emphasized purpose of Committee Officers and Steering Group. Clarified committee liaison position.