

**SUBJ: AIR TRAFFIC PROCEDURES ADVISORY COMMITTEE**

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**1. PURPOSE.** This order renews and constitutes the charter for the Air Traffic Procedures Advisory Committee (ATPAC) as required under the provisions of the Federal Advisory Committee Act (Public Law [PL] 92-463, Title 5 United States Code [USC], Appendix 2).

**2. DISTRIBUTION.** This order is distributed to the program director level in Washington headquarters and the Service Areas, with a branch level distribution in the Air Traffic Organization and Service Areas.

**3. CANCELLATION.** This order cancels order 1110.76P, dated June 26, 2004

**4. BACKGROUND.**

a. On January 28, 1975, the Secretary of Transportation established a taskforce to examine the overall organizational structure and management approach of the Federal Aviation Administration (FAA), including the FAA's use of delegations in carrying out its statutory safety mission, and to examine the relationship of the safety mission to the FAA's other missions. On April 30, 1975, the taskforce submitted its report to the Secretary of Transportation. The report contained a recommendation for establishment of a standing group composed of air carrier, controller, general aviation, military, and pilot representatives to review air traffic control (ATC) procedures and practices. The FAA established ATPAC in response to the recommendation.

b. ATPAC serves the public interest by providing a forum for interaction among the FAA, the military, the airlines, airline pilots, ATC personnel, general aviation pilots, business pilots, and their representatives. The level of expertise and balanced viewpoint of this committee have enabled early identification of potential problem areas and accelerated early corrective actions, thereby creating greater safety and public confidence in the nation's air transportation system.

**5. OBJECTIVES AND SCOPE.**

a. ATPAC, consistent with its original charter, is to review present ATC procedures and practices.

b. The committee, as additional tasks, may:

(1) Analyze new or significantly revised ATC procedural concepts.

(2) Review the adequacy of charts, diagrams, and illustrations used to convey information concerning the application of ATC procedures and their relevance to current, revised, or proposed ATC procedures and concepts.

(3) Identify Federal Aviation Regulations that have an impact on present, new, or significantly revised ATC procedures and concepts.

**6. DUTIES.**

a. The committee makes recommendations, by consensus, for standardizing, clarifying, and upgrading terminology

and procedures, as a result of its review of present ATC procedures and practices.

b. The committee provides advice and/or makes recommendations, by consensus, concerning those terms reviewed under paragraph 5b of this order.

c. The committee acts in a solely advisory capacity in accomplishing its duties.

**7. ORGANIZATION AND ADMINISTRATION.** ATPAC is comprised of a general membership, Executive Director, and Chairperson.

a. The committee consists of approximately 20 member organizations selected by the FAA and approved by the committee as most representative of the various viewpoints of aviation and airspace users. The organizations provide a membership that is fairly balanced in terms of points of view of those represented and the functions to be performed by the committee. To ensure that the recommendations of the committee have taken into account the needs of diverse groups served by the department, membership shall include, to the extent practicable, individuals and/or organizations to represent minorities, women, and persons with disabilities. Each member organization shall designate one representative and an alternate. The member organizations are as follows:

- (1) FAA
- (2) United States (U.S.) Army
- (3) U.S. Navy
- (4) U.S. Air Force
- (5) Aircraft Owners and Pilots Association
- (6) Allied Pilots Association
- (7) Air Line Pilots Association
- (8) Air Traffic Control Association, Inc.
- (9) National Business Aviation Association
- (10) National Association of Air Traffic Specialists
- (11) National Air Traffic Controllers Association
- (12) Helicopter Association International
- (13) Aviation Safety Reporting System Office
- (14) Southwest Airlines Pilots Association
- (15) Air Sports Council
- (16) Continental Airlines
- (17) Airline Dispatchers Federation
- (18) Professional Women Controllers
- (19) American Airlines

b. The FAA Administrator is the sponsor of the committee. Normally, the Chief Operating Officer shall receive all committee recommendations or reports. The Chief Operating Officer shall appoint an Executive Director, the designated Federal official, of the committee. The committee may not meet in the absence of the Executive Director. However, in case of an emergency, the Executive Director may designate an FAA employee to act as Executive Director. The Executive Director shall adjourn any committee meeting whenever he or she determines adjournment to be in the public interest. The Executive Director shall:

- (1) Provide administrative support for the committee and shall provide a secretariat.
- (2) Formulate an agenda for each meeting, which will be approved in advance by the sponsor.
- (3) Provide for the taking of minutes at each meeting and certify the accuracy of the minutes.
- (4) Distribute information to each member and alternate member at least 30 days prior to each scheduled meeting. The information shall include:
  - (a) Notification of the time and location of the scheduled meeting.
  - (b) Agenda for the meeting.
  - (c) Copies of each new area of concern (AOC) received to date.

c. A Chairperson shall be elected upon each charter renewal by a majority vote of the designated representatives. Meetings shall not be conducted in the absence of the Chairperson; however, in case of an emergency, the Chairperson may designate a committee member to serve as Chairperson. The Chairperson should be promptly notified of any changes in representation. The Chairperson:

- (1) Determines, in coordination with the Executive Director, when a meeting is required and where it will be held.
- (2) Conducts the meeting, including determination of priority and time allowed for discussion of Areas of Concern (AOCs) and other committee business.
- (3) Ensure the committee only makes recommendations that fall within the scope of the charter (i.e., deals with ATC procedures).
- (4) Serves as a facilitator during the discussions. The Chairperson will ensure that all points of view are heard and will take an impartial role in the discussions, especially when working to achieve consensus on a recommendation.

d. Meetings shall be held, as needed, approximately one each quarter.

e. Detailed minutes shall be kept of each committee meeting. The minutes shall include the time and place of the meeting; a list of committee members and staff and agency employees present at the meeting; a complete summary of matters discussed and conclusions reached; copies of all reports received, issued, or approved by the committee; a description of public participation, including a list of the members of the public who presented oral or written statements; and a description of the public statements.

f. The committee meetings will be open to the public, and timely notice of such meetings shall be published in the Federal Register at least 15 days before the meeting, except in emergency situations. The proposed agenda, as well as the time and place of the meeting and information that the meeting will be open to the public, should be included in the notice which should be forwarded to the Office of the Chief Counsel, Attention: Rules Dockets, AGC-10, 800 Independence Avenue, SW., Washington DC 20591 approximately 30 days before the meeting. Other forms of notice, such as press releases, are to be used to the extent practicable.

g. Representatives of the nongovernment member organizations serve without government compensation and bear all costs related to their participation on the committee.

**8. ESTIMATED COST.** The estimated annual operating cost (including pro rata share of salaries of Department of Transportation employees) is \$60,000. Approximately .55 person-years will be required to support the committee.

**9. PUBLIC PARTICIPATION.** Each committee meeting shall be open to the public and interested persons shall be permitted to attend and appear before the committee, subject to reasonable limitations of space and time. Meetings may be closed to the public only as authorized by Section 10(d) of the Federal Advisory Committee Act (PL 92-463, Title 5 USC, Appendix 2), as amended, and applicable regulations. Interested persons may file written statements with the committee at any time. Meetings or portions of a meeting should be closed in accordance with Subsection (c) of 552(b) of Title 5 USC. Any such determination shall be in writing and contain the reasons for the determination. If such a determination is made, the Federal Advisory Committee shall issue a report at least annually setting forth a summary of its activities and such related matters, as would be information to the public consistent with the policy of Section 552(b) of Title 5 USC. Interested persons may file written statements with the committee at any time.

**10. AVAILABILITY OF RECORDS.** Subject to Section 552 of Title 5 USC, records, reports, transcripts, minutes, appendixes, working papers, drafts, studies, agendas, and other documents that are made available to or prepared for or by the committee shall be available for public inspection and copying at the office of the Chief Operating Officer, FAA, 800 Independence Avenue, SW., Washington, DC 20591. Fees shall be charged for information furnished to the public in accordance with the fee schedule published in Part 7 of Title 49 Code of Federal Regulations.

**11. PUBLIC INTEREST.** The continued use and existence of ATPAC are determined to be in the public interest in connection with the performance of duties imposed on the FAA by law.

**12. EFFECTIVE DATE AND DURATION.** Renewal of this committee is effective July 5, 2006, which is the filing date of this charter. The committee shall remain in existence for 2 years after this date unless sooner terminated, renewed, or extended.

Marion C. Blakey  
Administrator