

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
GREAT LAKES REGION

GL AT 1110.9B

1/6/86

SUBJ: GREAT LAKES REGION AIR TRAFFIC MANAGERS' ADVISORY COMMITTEE (ATMAC)

1. PURPOSE. This order establishes the Great Lakes Region Air Traffic Managers' Advisory Committee and Executive Committee, and specifies scope, structure, selection process, and responsibilities.
2. DISTRIBUTION. This order is distributed to the division level and above in the regional office (except the Air Traffic Division); branch level and above in the Air Traffic Division, and to all air traffic field facilities at a limited level.
3. CANCELLATION. This order cancels Order GL AT 1110.9A, Great Lakes Air Traffic Managers' Advisory Committee (ATMAC), dated May 3, 1985.
4. BACKGROUND. The Air Traffic Division has a need for a system to provide a continuous exchange of information as follows: Input from the field, by option, and levels; up and down communications; and, advice on matters of regional and national interest. The Air Traffic Managers' Advisory Committee and Executive Committee provide a vehicle to meet that need.
5. SCOPE. The Air Traffic Managers' Advisory Committee represents all Great Lakes Air Traffic Managers in matters of:
  - a. Providing input on items of regional and national interest.
  - b. Personnel policy/practices affecting Great Lakes Region Air Traffic Managers.
  - c. Problem identification and solutions.
  - d. Agenda items for regional and national Air Traffic Managers' conferences.
6. STRUCTURE. The Air Traffic Managers' Advisory Committee will be comprised of one representative for a maximum of eight facilities. Each option and level will be represented by a representative from that option/level. See Appendix 2 for names. The Air Traffic Managers' Executive Committee will be comprised of:
  - a. One en route member to represent all air route traffic control centers (ARTCC's).
  - b. Terminal representatives to represent airport traffic control towers (ATCT's) as follows:
    - (1) One member to represent both Level IV and V terminals.

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- (2) One member to represent Level III terminals.
- (3) One member to represent Level I and II terminals.
- c. Two flight service station representatives as follows:
  - (1) One member to represent Level III stations and automated flight service stations (AFSS's).
  - (2) One member to represent Level I and II flight service stations.

7. SELECTEES. Air Traffic Managers' Advisory Committee members and the Executive Committee will be selected at regional Air Traffic Division Managers' conference.

- a. One representative will be selected by each group listed in Appendix 2.
- b. The Executive Committee will be determined by the Air Traffic Managers' Advisory Committee representatives.
- c. The chairman of the Air Traffic Managers' Advisory Committee will be selected from and by the Executive Committee.
- d. Representatives are limited to two consecutive terms.
- e. Vacancies will be filled by the appropriate group.

8. RESPONSIBILITIES.

- a. Division Manager.
  - (1) Initiates action to convene meetings in accordance with paragraph 8 of this order or as otherwise needed.
  - (2) Meets with the committee for discussion and debriefing during each meeting.
  - (3) Provides a focal within the regional office to interface with the ATMAC chairman as needed, i.e., meeting, logistics, etc.
- b. Branch Managers. Utilize the Air Traffic Managers' Advisory Committee for soliciting input on matters pertaining to their individual branches. This may be accomplished verbally or in writing directly to each Air Traffic Manager with a request that replies be funneled back through the respective ATMAC representative or, on time-critical items, directly to the ATMAC representative for processing in a "networking fashion," with the representative returning a consolidated reply.
- c. Air Traffic Managers' Advisory Committee Chairperson:
  - (1) Provides direct interface with the division manager on ATMAC issues.
  - (2) Coordinates, schedules, and chairs ATMAC Executive Committee meetings, entire ATMAC meetings, or particular segments of ATMAC, if needed.

- (3) Interfaces with the national ATMAC representatives on items of national concern.
- (4) Solicits agenda items for ATMAC meetings.
- (5) Initiates action with the appropriate group to fill unexpired terms.
- (6) Provides briefing on oncoming ATMAC members and the Executive Committee on pertinent items.

d. Executive Committee. Serves as an advisory committee, problem-solving, and information resource committee to the division manager, representing all regional Air Traffic Managers.

e. ATMAC Representatives.

- (1) Serve as group focals for gathering input and recommendations on general or specific option, or level, items of a regional or national interest.
- (2) Are avenues for managers within the group being represented to forward problems to the branch or division level. Issues raised to the division level shall be forwarded through the ATMAC chairman.
- (3) Provide feedback to managers within the group being represented in a timely manner.
- (4) Brief the oncoming group ATMAC representative of any pertinent items.

f. Air Traffic Managers. Provide ATMAC representatives with:

- (1) Responses to requests for input.
- (2) Problems and proposed solutions, or a statement, that there is not a identified solution.
- (3) Agenda items as requested.
- (4) Any item managers feel should be dealt with through ATMAC.

9. MEETINGS.

a. A meeting of newly-selected members will be held at each Air Traffic Managers' conference. Generally, this meeting will provide an opportunity to become acquainted, get briefed on pertinent information from the outgoing representative/chairman, and select an Executive Committee.

b. The Executive Committee will meet at the managers' conference, generally for the purpose of selecting a chairperson; thereafter, meetings of the Executive Committee will be held semi-annually.

c. Meetings of the entire ATMAC, the Executive Committee, or segments of the ATMAC may be called by the division manager or the ATMAC chairman after coordination with the division manager.

10. GENERAL. As experience is gained through the use of the ATMAC, it is understood that the structure, responsibilities, etc., may need to be amended. The intent of the present structure was to provide a system to accomplish the following:

a. Provide a means whereby the regional branches could obtain input from all field managers with a minimum of coordination and a timely manner and, if necessary, be done on a selective basis, i.e., by option and/or facility level. The ATMAC representatives being selected by option and level and used as focals provide that vehicle.

b. Establish a committee of workable size to interface directly with the Air Traffic Division manager, particularly on matters of concern to the field managers; additionally, to act as an advisory group to the Air Traffic Division manager. The six-member Executive Committee provides this vehicle.

c. Allow flexibility and a wide range of options for the Air Traffic Division manager to seek advice and input. This is available as follows:

- (1) The entire ATMAC.
- (2) Selected options within the ATMAC.
- (3) Selected levels of an option within the ATMAC.
- (4) The Executive Committee.
- (5) Selected options within the Executive Committee.
- (6) Selected levels of an option within the Executive Committee.

NOTE: Nothing in this order is intended to eliminate direct interface between field managers and the division or branch levels. The intent is to provide a structured method for as many managers as possible to have input and give advice on a wide range of issues affecting the Great Lakes Air Traffic Division and the FAA.

  
 K. C. Patterson  
 Manager, Air Traffic Division

APPENDIX 1. AIR TRAFFIC MANAGERS' ADVISORY COMMITTEE

<u>Group</u>	<u>Member</u>	<u>Facilities</u>	<u>Group</u>	<u>Member</u>	<u>Facilities</u>
1	John Bacon	*Chicago/Aurora ARTCC Cleveland/Oberlin ARTCC Indianapolis ARTCC Minneapolis ARTCC	6	Len Parmley	Bismarck ATCT Duluth ATCT Fargo ATCT Mansfield ATCT *Muskegon ATCT
2	Ray Baran	Chicago/O'Hare ATCT Cleveland/Hopkins ATCT Columbus ATCT Dayton ATCT Detroit/Metro ATCT Indianapolis ATCT *Milwaukee/Mitchell ATCT Minneapolis/Wold ATCT	7	Maureen Woods	Sioux Falls ATCT Terre Haute ATCT Grand Forks ATCT LaCrosse ATCT Milwaukee/Timmerman ATCT Minneapolis/Crystal ATCT Minneapolis/Flying Cloud ATCT *St. Paul ATCT West Lafayette ATCT
**3	Bob Sluyter	Akron/Canton ATCT Champaign ATCT *Fort Wayne ATCT South Bend ATCT Toledo ATCT Youngstown ATCT	8	Pete Edison	Cincinnati/Lunken ATCT *Columbus/State ATCT Detroit/City ATCT Detroit/Willow Run ATCT Jackson ATCT Janesville ATCT Pontiac ATCT
4	Dennis Root	Flint ATCT Grand Rapids ATCT Green Bay ATCT *Kalamazoo ATCT Lansing ATCT Madison ATCT Saginaw ATCT	9	Joe Schmieder	*Aurora ATCT Carbondale ATCT Chicago/DuPage ATCT Chicago/Meigs ATCT Chicago/Midway ATCT Chicago/Palwaukee ATCT Decatur ATCT East St. Louis ATCT
5	Don Phillips	Evansville ATCT *Moline ATCT Peoria ATCT Rochester ATCT Rockford ATCT Springfield ATCT	10	Al Smith	Alton ATCT Appelton ATCT Bloomington, IL ATCT *Cleveland/Burke ATCT Oshkosh ATCT

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Appendix 1

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<u>Group</u>	<u>Member</u>	<u>Facilities</u>

<u>Group</u>	<u>Member</u>	<u>Facilities</u>
11	Jim White	*Ann Arbor ATCT Battle Creek ATCT Bloomington, IN ATCT Minot ATCT Muncie ATCT Rapid City ATCT Traverse City ATCT

<u>Group</u>	<u>Member</u>	<u>Facilities</u>
1	Jack Taulbee	Columbus FSS Decatur FSS Detroit FSS Indianapolis FSS *South Bend FSS
2	Jerry Fricke	Cleveland FSS Dayton FSS Green Bay FSS Kankakee FSS Lansing FSS Princeton FSS Terre Haute FSS
3	Lyle Wicken	Cincinnati FSS Findlay FSS *Grand Forks FSS Huron FSS Quincy FSS Rockford FSS Saginaw FSS
4	Wanda Loncar	Alexandria FSS *Fort Wayne FSS Hibbing FSS Jamestown FSS Minot FSS Wausau FSS

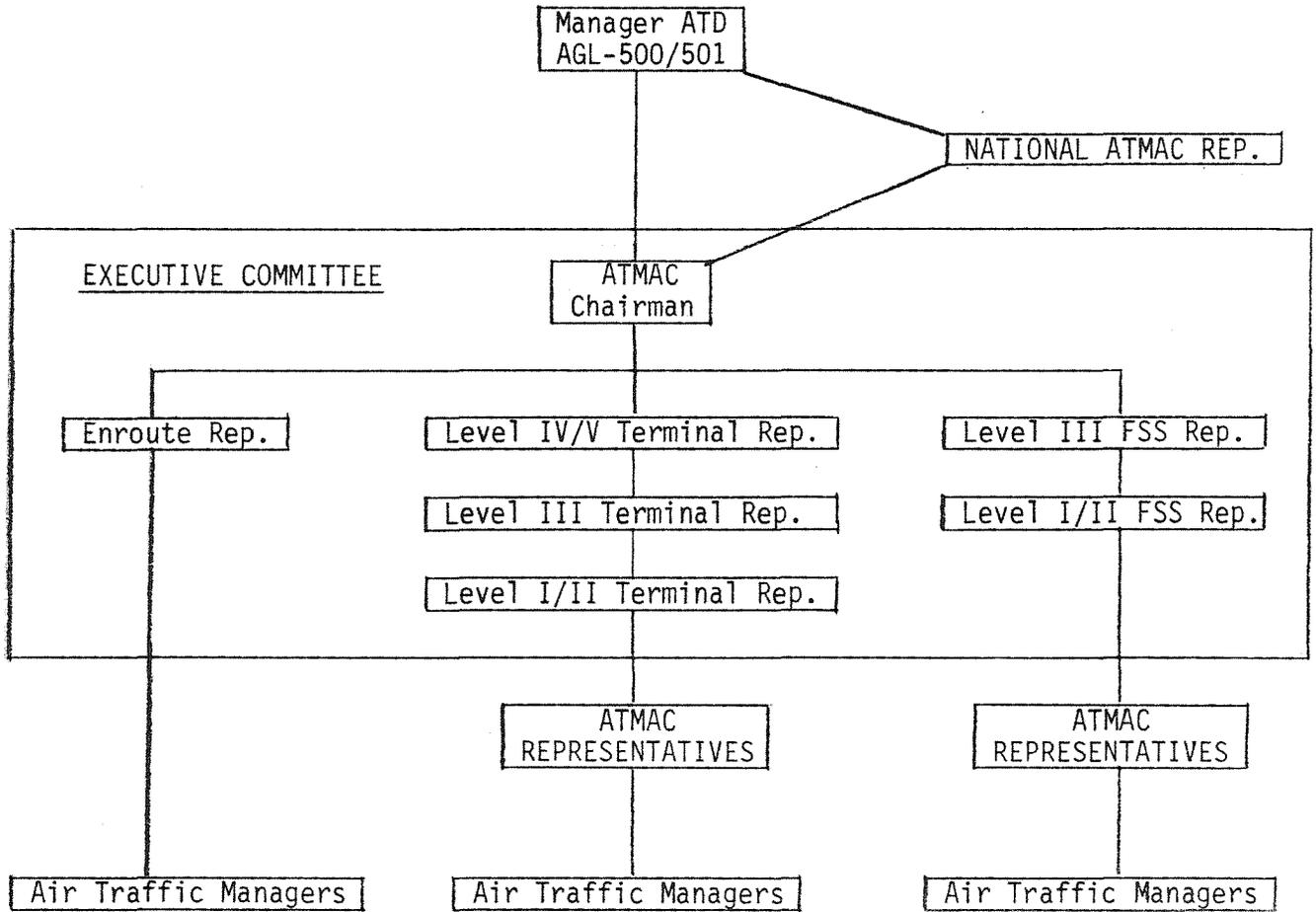
<u>Group</u>	<u>Member</u>	<u>Facilities</u>
5	Bill Cobb	Houghton FSS Marquette FSS Pellston FSS Pierre FSS *Rapid City FSS Traverse City FSS Youngstown FSS
6	Bill Masters	Dickinson FSS Eau Claire FSS Jackson FSS LaCrosse FSS Redwood Falls FSS *Rochester FSS Zanesville FSS

EXECUTIVE COMMITTEE MEMBERS:

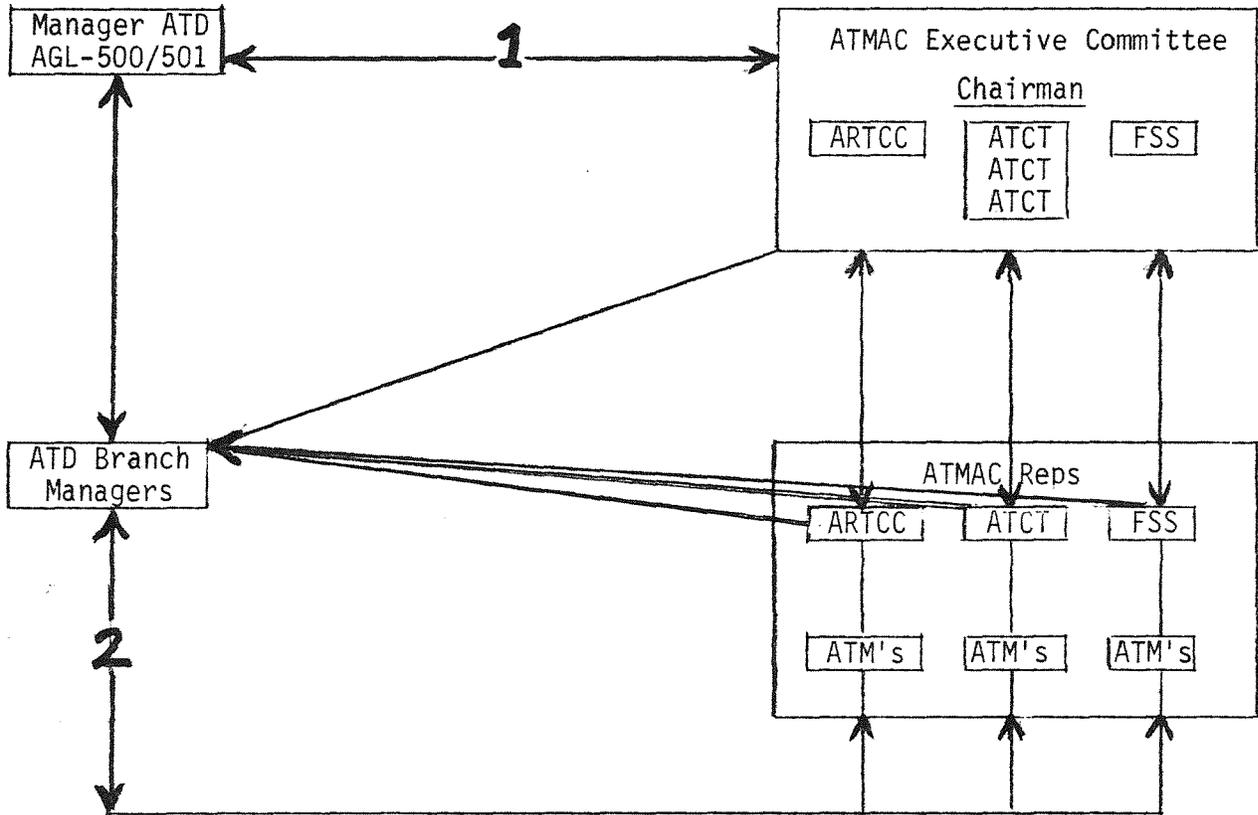
John Bacon	Jerry Fricke
Ray Baran	Bob Sluyter
Wanda Loncar	Len Parmley

\*\*ATMAC CHAIRPERSON: Bob Sluyter

APPENDIX 2. ORGANIZATIONAL CHART



APPENDIX 3. ATMAC FLOW CHART



System #1: AGL-500/501 → ATMAC Executive Comm. → ATMAC Reps. → ATM's  
(verbal)

System #2: ATD → All ATM's → ATMAC Reps. → ATD  
(written/verbal)