

## Commercial Space Transportation Advisory Committee Charter

1. **Committee Official Designation.** Commercial Space Transportation Advisory Committee (COMSTAC).
2. **Authority.** This discretionary committee was established under the authority of the U.S. Department of Transportation (DOT) and in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended (5 U.S.C. Ch. 10).
3. **Objectives and Scope.** The committee provides information, advice, and recommendations to the Secretary of Transportation through the Federal Aviation Administrator on all matters relating to U.S. commercial space transportation industry activities. The committee does not exercise program management responsibilities and makes no decisions directly affecting the programs on which it provides advice. The committee provides a forum for the development, consideration, and communication of information from a knowledgeable, independent perspective.
4. **Description of Duties.** The committee shall:
  - a. Undertake such information-gathering activities as necessary to address issues identified by the Federal Aviation Administration (FAA) for consideration by the committee, develop recommendations on those issues, and present the committee's recommendations to the Secretary;
  - b. Evaluate economic, technological, and institutional developments relating to commercial space transportation and operations and submit to the Secretary recommendations on promising new ideas and approaches for Federal policies and programs;
  - c. Propose in coordination with the Designated Federal officer (DFO) meeting agendas, including working group tasks, to be approved by the FAA, on those tasks.;
  - d. Undertake only those tasks assigned by the FAA; and
  - e. Serve as a forum for the discussion of issues involving the relationship between industry activities and Federal Government requirements related to commercial space transportation and/or operations in order to assist in providing information, advice, and recommendations to the Secretary.
5. **Agency to Whom the Committee Reports.** The committee shall report to the Secretary of Transportation through the FAA Administrator.
6. **Support.** The FAA Office of Commercial Space Transportation shall furnish support services for operating the committee, including maintaining committee records.
7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating cost of the committee is \$100,000, which includes payments to federal and contractor staff and travel reimbursement for non-federal members. Representative and Special Government Employee (SGE)

members are eligible to receive reimbursement for travel, per diem, and approved training and reference materials. The COMSTAC will require the support of approximately 0.5 of a full-time equivalent (FTE) employee per year.

- 8. Designated Federal Officer.** The Designated Federal Officer (DFO) is a full-time or permanent part-time employee appointed in accordance with Agency procedures and 41 CFR 102-3.105(i). The Associate Administrator, Office of Commercial Space Transportation, shall designate the DFO. The DFO will call all advisory committee and subcommittee meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, maintain all files and records, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings only in the absence of both the Committee Chair and Vice Chair or when directed to do so by the FAA Administrator.
- 9. Estimated Number and Frequency of Meetings.** The committee shall meet approximately twice each calendar year subject to the approval of the Secretary of Transportation. The committee may not meet in the absence of the DFO, or a departmental employee designated as an alternate DFO.

  - a. The chairperson or, in the absence of the chairperson, the vice-chairperson shall preside at each meeting.
  - b. Copies of all reports received, issued, or approved by the committee shall be distributed at the meeting to committee members and meeting attendees, and placed on the FAA's Office of Commercial Space Transportation website.
- 10. Duration.** Continuing.
- 11. Termination.** The committee shall terminate 2 years after the charter filing date unless, prior to that time, the charter is terminated or renewed.
- 12. Membership.**

  - a. The committee shall be composed of approximately 28 members, each of whom shall be appointed by the Secretary of Transportation. The membership shall be fairly balanced in terms of points of view represented and the functions to be performed by the committee. Every attempt is made to have representation from all segments of the commercial space transportation industry, with a primary focus on regulated entities. Membership will comprise people who have individual expertise or who represent interests necessary to COMSTAC in its submission of information, advice, and recommendations to the FAA. Membership selection will be based on materials submitted and in a manner that ensures equal opportunity for all people consistent with all Federal anti-discrimination laws that prohibit discrimination on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, disability or age. Membership solicitation will be undertaken in a manner that encourages participation by members of underrepresented and underserved communities in accordance with Executive Order 13985.

- b. These areas of expertise will be prioritized: public safety, safety of commercial space transportation and human space flight, commercial space transportation research and development, impacts of climate change on commercial space development and the impacts of commercial space on the climate, workforce, labor union, and environmental stewardship of the commercial space industry.
  - c. All members will serve a term of up to 2 years, with each member eligible to be reappointed for a single successive term. Members appointed solely for their expertise serve as SGEs; those serving on behalf of specific interests will serve as Representatives.
  - d. Any person appointed on an interim basis by the Secretary of Transportation, to fill a vacancy occurring before the expiration of the term for which his or her predecessor was appointed, shall be appointed for the remainder of such term. Members shall continue to serve until their replacement has been appointed.
  - e. A committee Chair and Vice Chair shall be appointed by the Secretary of Transportation. The committee Chair will serve for a single two-year term in this capacity unless otherwise determined by the Secretary of Transportation.
  - f. Members may not be represented at committee meetings and activities by alternates.
- 13. Subcommittees.** Per DOT Order 1120.3D dated July 6, 2022; the FAA Administrator has the authority to create subcommittees within COMSTAC as needed. These entities report to COMSTAC. They do not provide advice or work products directly to the FAA. These entities will terminate after one year unless renewed or terminated prior to their expiration by the DFO. Unless required by FACA, all subcommittee meetings will be closed to the public and limited to members of the relevant subcommittee, the DFO, other support staff from the U.S. Government, and subject matter experts invited to speak to the subcommittee.
- 14. Recordkeeping.** Records of the committee and any of its working groups shall be handled in accordance with General Records Schedule 6.2 or other approved FAA records disposition schedule. Subject to FOIA, records, transcripts, minutes, appendices, working papers, drafts, studies, agendas, and other documents made available to, or prepared for or by, the committee shall be available for public inspection and copying in the Office of the Associate Administrator for Commercial Space Transportation (AST-1), 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 the Title 49, Code of Federal Regulations.
- 15. Filing Date.** The charter is effective June 24, 2023, which is the filing date of the charter. Unless renewed, the charter will expire 2 years after the filing date.