



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

National Policy

**ORDER  
1110.119S**

Effective Date  
9/14/18

**SUBJ:** Aviation Rulemaking Advisory Committee

---

**1. Committee's Official Designation (Title).** Aviation Rulemaking Advisory Committee (ARAC).

**2. Authority.** The Federal Aviation Administration's (FAA) ARAC charter is renewed under agency authority in accordance with the Federal Advisory Committee Act, as amended (Title 5 of the United States Code (5 U.S.C. App. 2)).

**3. Objective and Scope of Activities.** The ARAC will provide advice and recommendations to the FAA concerning rulemaking activities, such as aircraft operations, airman and air agency certification, airworthiness standards and certification, airports, maintenance, noise, and training. The ARAC's information, advice, and recommendations will result in better rules and/or guidance material. The activities of the ARAC will not circumvent the requirements of the Administrative Procedure Act, 5 U.S.C. § 553.

**4. Description of Duties.**

- a. The ARAC will undertake only tasks assigned to it by the FAA.
- b. The ARAC will provide the FAA direct, first-hand information and insight by meeting together and exchanging ideas on the tasks assigned.
- c. The FAA will disclose in the public docket any ARAC communication on any particular issue in a rulemaking.

**5. Agency or Official to Whom the Committee Reports.** The FAA Administrator is the sponsor of the ARAC; the ARAC reports to the Administrator, through the Associate Administrator for Aviation Safety, AVS-1.

**6. Support.** The FAA's Office of Rulemaking will provide the support for the ARAC.

**7. Estimated Annual Operating Costs and Staff Years.** The estimated annual operating cost (including *pro rata* share of salaries of U.S. Department of Transportation (DOT) employees, travel) is \$750,000. The ARAC will require the support of approximately 6.5 employees per year.

**8. Designated Federal Officer.**

- a. The Executive Director of the Office of Rulemaking (ARM-1) will serve as the ARAC Designated Federal Officer (DFO).
- b. The DFO (or designee) will:
  - (1) Call all meetings of the ARAC and its subcommittees and determine where they are to be held;
  - (2) Formulate and approve an agenda for each meeting, an outline of which will be published in the Federal Register;
  - (3) Notify all of the ARAC members with the time, place, and agenda for meetings;
  - (4) Attend all ARAC committee and subcommittee meetings and adjourn meetings when doing so would be in the public interest;
  - (5) Chair meetings when directed to do so by the FAA Administrator; and
  - (6) Maintain all files and records.

**9. Estimated Number and Frequency of Meetings.** The ARAC will meet at least three times annually to manage administrative issues and address FAA-assigned tasks. The following procedures govern the conduct of the ARAC meetings:

- a. Each meeting will be held at a reasonable time, in a reasonably accessible place, in a room large enough to accommodate the ARAC members, staff, and interested members of the public.
- b. Each meeting of the ARAC will be open to the public, except as provided under Section 10(d) of FACA, as implemented by Title 41 of the Code of Federal Regulations (41 CFR) § 101-6.10, the Government in the Sunshine Act (5 U.S.C. § 522b(c)), 41 CFR part 102-3, and DOT Order 1120.3B.
- c. Persons wishing to make a presentation before the ARAC must notify the Chairperson or Vice Chairperson per instructions in the meeting notice. Written materials may be submitted to the ARAC at any time through the DFO.
- d. The FAA will publish a notice of the agenda, date, time, location, and purpose of the meeting in the *Federal Register* at least 15 calendar days prior to the date of the meeting.

**10. Duration.** Continuing, subject to renewal every two years. This order cancels Order 1110.119R, Aviation Rulemaking Advisory Committee, dated September 16, 2016, and is effective for 2 years.

**11. Termination.** This charter terminates 2 years after its effective date, unless renewed in accordance with FACA and other applicable requirements.

**12. Membership and Designation.**

- a. ARAC shall comprise of members appointed by the U.S. Secretary of Transportation upon recommendation by the FAA Administrator.
- b. The ARAC consists of no more than 30 members. Members represent organizations directly and indirectly impacted by FAA regulations (e.g., aircraft owners and operators, airmen and flight crewmembers, airports, aircraft maintenance providers, aircraft manufacturers, public citizen and passenger groups, training providers, and labor organizations). To ensure the recommendations of the ARAC have taken into account the needs of diverse groups served by the FAA, membership includes, to the extent practicable, individuals and/or organizations that represent minorities, women, and persons with disabilities. The designated organizations provide balanced membership in terms of knowledge, expertise and points of view of interested parties relative to the ARAC's tasks.
- c. The FAA may consider using non-voting, nonmember experts and consultants on the ARAC.
- d. Member representatives continue to serve until a replacement has been appointed. Alternate representatives may be appointed, when necessary.
- e. Members of the ARAC serve without compensation. Transportation and per diem expenses may be paid when necessary and appropriate.

**13. Subcommittees.** The FAA, in consultation with the ARAC, may create subcommittees and working groups. Subcommittees address a specific technology or segment of the aviation industry. A subcommittee may be established when the FAA determines that multiple tasks needing the same technical or industry expertise will be assigned to the ARAC. Working groups are comprised of technical specialists with subject matter expertise who volunteer to support assigned tasks. The working group may be established when the FAA assigns specific tasks to the ARAC or a subcommittee.

Subcommittees and working groups must not work independently of the ARAC. They must provide recommendations and advice to the ARAC (rather than directly to the FAA), for deliberation, discussion, and potential recommendation by the ARAC to the FAA.

**14. Recordkeeping.** The records of the ARAC are handled in accordance with National Archives and Records Administration (NARA) General Records Schedule 6.2. Consistent with the Freedom of Information Act, 5 U.S.C. § 552, the records, reports, transcripts, minutes, and other documents that are made available to, or prepared for or by, the ARAC will be available for public inspection and copying at the Office of Rulemaking, Federal Aviation Administration, 800 Independence Avenue, S.W., Washington, DC, 20591. The FAA will charge a fee for information furnished to the public in accordance with the fee schedule published in 49 CFR part 7. The ARAC records are also located on the FAA's committee public website.

**15. Filing Date.** This charter is effective September 14, 2018. If not renewed, this charter will expire on September 14, 2020.

A handwritten signature in black ink, appearing to read "DK Elwell". The signature is written in a cursive, somewhat stylized font.

Daniel K. Elwell  
Acting Administrator