

**Aviation Rulemaking Advisory Committee
Executive Committee
Meeting Summary**

DATE: November 9, 2000

LOCATION: FAA Headquarters
800 Independence Ave., SW
Washington, DC

PUBLIC NOTIFICATION: The public was informed of this meeting in the Federal Register on October 19, 2000 (65 FR 62794).

ATTENDEES:

Edmond Boullay	JAA
Craig Bolt	Pratt and Whitney
Tony Fazio	FAA
Dave Hilton	Gulf Stream
Regina Jones	FAA
Norm Joseph	ADF
Ida Klepper	FAA
Al Prest	ATA
Ron Priddy	NACA
Bob Roberson	AIA
Glenn Rizner	HAI
Bill Schultz	GAMA
John Swihart	HAI
Joan Wages	APFA
Craig Williams	AAAE
Ken Susko	ASF
Gerri Robinson	FAA
Bob Zeiss	BOC
Brad Moravec	Boeing
Chris Witkowski	AFA
Bob Brown	IPA/UPS
Henri Branting	FAA
Jim Hurd	NADA/F
Paul Larson	FAA
Paul J. Smith	NADA/F
Bill Edmunds	ALPA
Florence Hamn	FAA

Telecon Participant(s):
Sean O'Callaghan

MEETING SUMMARY

- Chair, Al Prest, called the Aviation Rulemaking Advisory Committee (ARAC) Executive Committee (EXCOM) meeting to order at 11:00 a.m.
- Tony Fazio, the ARAC Executive Director, read the Federal Advisory Committee Act (FACA) statement that addresses the meeting procedures.
- Mr. Prest acknowledged that this will be Regina Jones' last meeting and that Gerri Robinson will be taking over her functions.

Review and Approval of Minutes of Previous Meeting

The meeting summary from the August 8, 2000, meeting was reviewed. The members voted to accept the minutes with two typographical corrections.

Modification to Operating Procedures

- A discussion was held to clarify issues on voting and use of proxies. Mr. Fazio stated that the "Green book" provides a good discussion on the use of votes and levels of consensus. The "Green Book" states:

" ARAC may allow absentee participation when determining the level of consensus on a written recommendation that has been thoroughly discussed prior to the meeting. The absent members may register their organization's opinion by mailing in or faxing in a ballot prior to the meeting or by participating by telephone or videoconferencing at the time the level of consensus is determined. Written or verbal proxies will not be accepted."
- No modification to this procedure will be issued. Mr. Fazio encouraged full participation from all members. To accomplish this, Mr. Fazio reminded all members of the FACA requirements regarding meeting location logistics, accessible locations for meetings, i.e. hub cities, the use of Federal Building Sites, and teleconferencing.
- Based on the Committee Management Order, advisory committee meetings shall be held in a Federal building in Washington, DC. If a meeting must be held outside of the Washington, DC metropolitan area, a waiver is to be filed with the Director of the Office of Rulemaking 60 days prior to the meeting date. A copy of the waiver is part of the meeting package. The FAA will monitor attendance at meetings both in Washington and other locations to see if participation fluctuates.
- "Green book" revisions are under way. All new revisions will be placed in the book and highlighted for easy visibility.

Nominations for General Aviation and Business Airplanes Issues Assistant Chair

Nominations were opened. Mr. Fazio asked that names be submitted to the FAA within the next few weeks.

Status Report: Fuel Tank Inerting Working Group

- A slide presentation was presented by Co-Chairperson, Bradford Moravec. Co-Chairperson Sean O'Callaghan was on the speaker phone.

- The presentation addressed the task assigned to the working group, the working group's formation and membership, the work plan, major milestones, and a brief concluding summary. (attached) The work plan and direction of the working group was approved by the Executive Committee. The working group co-chairs will update the Executive Committee regarding the progress of the task at each EXCOM meeting. It was stated by Co-Chair Sean O'Callaghan that he is working to recruit more European participation.
- Mr. Priddy commented on excellent layout of presentation. Mr. Prest reminded the EXCOM members that Fuel Taking Inerting is a working group under EXCOM. Mr. Priddy asked why the military (DoD) does not provide support to ARAC. It was stated that ARAC is an industry based group, but that they could be members of a working group.

Regulations and Rulemaking WEB site:

- Mr. Fazio gave a demonstration of the ARM WEB site, and it's value to ARAC. This WEB site gives quick access to the OST docket. There was a brief discussion regarding hand-carried documents to OST docket and the documents not being quickly posted to the Docket Management System (DMS).

Status Reports

Each member provided status reports.

Meeting Dates

- The EXCOM Committee agreed that the meetings for 2001 will be held on Feb. 7 (Full ARAC and EXCOM meeting), May 9, August 8, and Nov. 7. A motion was made to accept these dates, and the motion was passed.
- The next EXCOM meeting is scheduled for February 7, 2001, and will commence after the full ARAC meeting scheduled for the morning on the same day.

Minutes accepted: Date: Feb. 7, 2001_____

/S/

Albert H. Prest, Chair