

Charter of the Bessie Coleman Women in Aviation Advisory Committee

U.S. Department of Transportation

1. Advisory Committee's Official Designation. The Committee's official designation is the Bessie Coleman Women in Aviation (BCWA) Advisory Committee.

2. Authority. The Committee is established under the authority of the U.S. Department of Transportation (DOT), pursuant to Sec. 403 of the FAA Reauthorization Act of 2024, Public Law (Pub. L.) 118-63, in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. ch. 10.

3. Objectives and Scope of Activities. The objectives of the BCWA Advisory Committee are to provide independent advice and recommendations to the DOT and the FAA and to respond to specific taskings received directly from DOT or the FAA. The advice, recommendations, and taskings relate to promoting the recruitment, retention, employment, education, training, career advancement, and well-being of women in aviation professions and aviation-focused Federal civil service positions. In response to DOT and FAA requests, the BCWA Advisory Committee may provide DOT and FAA with information that may be used for planning purposes.

4. Description of Duties. The BCWA Advisory Committee will act solely in an advisory capacity and will not exercise program management responsibilities. All activities carried out by the Committee, including special committees, shall be in response to written terms of work from the Secretary or FAA Administrator, or taskings approved by a majority of the voting members of the Committee and may not duplicate the objectives of the Air Carrier Training Aviation Rulemaking Committee. The BCWA Advisory Committee will:

- a. Foster industry collaboration in an open and transparent manner by engaging with representatives of the private sector associated with an entity described in subsection (e)(1)(B) of Sec. 403.
- b. Make recommendations for strategic objectives, priorities, and policies that would improve the recruitment, retention, training, and career advancement of women in aviation professions.
- c. Evaluate opportunities for the FAA to improve the recruitment and retention of women in the FAA.
- d. Periodically review and update the recommendations directed to the FAA and non-FAA entities produced by the Advisory Board created pursuant to section 612 of the FAA Reauthorization Act of 2018 (49 U.S.C. 40101 note) to improve the implementation of such recommendations.
- e. Coordinate with the Office of Civil Rights of the Department of Transportation and the Federal Women's Program of the FAA to ensure directives described in subsection (c) of Sec. 403 do not duplicate objectives of such office or program.

5. Agency or Federal Officer Receiving the Advisory Committee's

Advice/Recommendations. The BCWA Advisory Committee reports to the Secretary of Transportation through the FAA Administrator.

6. Support. The FAA will provide support, including funding for the Committee. The Office of Aviation Policy and Plans is the primary entity within the FAA responsible for supporting the BCWA Advisory Committee.

7. Estimated Annual Operating Costs and Staff Years. The FAA's annual operating costs to support the BCWA Advisory Committee for the period and scope specified by the charter is approximately \$460,000, which includes 2.0 full-time equivalent salary and benefits at \$413,000, plus \$47,000 for meeting, travel, and miscellaneous expenses.

8. Designated Federal Officer. The FAA Administrator, on behalf of the Secretary of Transportation, will appoint a full-time or permanent part-time Federal employee to serve as the BCWA Advisory Committee Designated Federal Officer (DFO). The BCWA Advisory Committee DFO will ensure that administrative support is provided for all activities. The DFO must:

- a. Ensure compliance with FACA, FACA Final Rule, DOT's administrative procedures, and any other applicable laws and regulations.
- b. Approve or call, in coordination with the Chair, all meetings of the BCWA Advisory Committee or subcommittee.
- c. Formulate and approve, in consultation with the Chair, all committee and subcommittee agendas.
- d. Attend all BCWA Advisory Committee and subcommittee meetings for their duration.
- e. Fulfill the requirements under § 10(b) of FACA (codified at 5 U.S.C. 1009(b)).
- f. Adjourn any meeting when the DFO determines it to be in the public interest.
- g. Chair meetings when directed to do so by the FAA Administrator.
- h. Maintain information on BCWA Advisory Committee activities and provide such information to the public, as applicable.
- i. Ensure BCWA Advisory Committee members and subcommittee members, as applicable, receive the appropriate training (e.g., FACA overview, ethics training) for efficient operation and compliance with FACA and FACA Final Rule.

9. Estimated Number and Frequency of Meetings. The BCWA Advisory Committee estimates meeting at least two times per year to carry out its responsibilities. BCWA Advisory Committee meetings will be open to the public, except as provided under section 10(d) of FACA, as implemented by 41 CFR part 102-3. Unless otherwise required by law or approved by the Secretary, all meetings will be held virtually (or in a hybrid forum that does not require additional use of Federal funds).

10. Duration. The duration of the BCWA Advisory Committee is continuing, subject to the Termination section below.

11. Termination. The charter will terminate 2 years after its effective date unless renewed in

accordance with FACA and other applicable regulations. The BCWA Advisory Committee will terminate on October 1, 2028.

12. Membership and Designation. The BCWA Advisory Committee shall comprise members appointed by the Secretary. All the BCWA Advisory Committee members serve at the pleasure of the Secretary of Transportation.

- a. The BCWA Advisory Committee shall be composed of the Administrator, or the designee of the Administrator, voting members, and non-voting members.
- b. Voting members—There will be at least 25 voting members, appointed by the Secretary, representing the following:
 - (i) Aircraft manufacturers and aerospace companies.
 - (ii) Public and private aviation labor organizations, including collective bargaining representatives of—
 - (I) Aviation safety inspectors and safety engineers of the FAA;
 - (II) Air traffic controllers;
 - (III) Certified aircraft maintenance technicians; and
 - (IV) Commercial airline crewmembers.
 - (iii) General aviation operators.
 - (iv) Air carriers.
 - (v) Business aviation operators, including powered lift operators.
 - (vi) Unmanned aircraft systems operators.
 - (vii) Aviation safety management experts.
 - (viii) Aviation maintenance, repair, and overhaul entities.
 - (ix) Airport owners, operators, and employees.
 - (x) Institutions of higher education (as defined in section 101 of the Higher Education Act of 1965 (20 U.S.C. 1001)), a postsecondary vocational institution (as defined in section 102(c) of the Higher Education Act of 1965 (20 U.S.C. 1002)), or a high school or secondary school (as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801)).
 - (xi) A flight school that provides flight training, as defined in part 61 of title 14, Code of Federal Regulations, or that holds a pilot school certificate under part 141 of title 14, Code of Federal Regulations.
 - (xii) Aviation maintenance technician schools governed under part 147 of title 14, Code of Federal Regulations.
 - (xiii) Engineering business associations.
 - (xiv) Civil Air Patrol.
 - (xv) Nonprofit organizations within the aviation industry.
- c. Nonvoting members—In addition to the voting members, the Committee shall be composed of not more than five nonvoting members appointed by the Secretary from among officers or employees of the FAA, at least one of which shall be an employee of the Office of Civil Rights of the FAA.
- d. Additional nonvoting members—The Administrator may invite additional representatives from the Department of Education and Department of Labor to serve as nonvoting members on the Committee.

- e. Committee members will serve without compensation for their work on the Committee. Members appointed solely for their expertise will serve as special government employees.
- f. Member representatives are appointed for a 2-year term but can continue to serve until their replacement is chosen or they are reappointed. The Chairperson shall serve a 2-year term.
- g. Members shall not preference or otherwise utilize their membership on the Committee in connection with public statements in their personal capacities without a disclaimer that views expressed are their own and do not represent the views of the Committee, the Federal Aviation Administration, or the Department of Transportation.

13. Subcommittees. The FAA Administrator has the authority to create and dissolve subcommittees as needed. Subcommittees must not work independently of the BCWA Advisory Committee. They must provide recommendations and advice to the BCWA Advisory Committee, not the FAA, for deliberation, discussion, and approval. The BCWA Advisory Committee is also permitted to establish special committees composed of industry representatives, members of the public, labor representatives, and other relevant parties. These special committees would function the same as the subcommittees described in paragraph 13 in carrying out their statutorily prescribed duties.

14. Recordkeeping. The records of the BCWA Advisory Committee are handled in accordance with the National Archives and Records Administration General Records Schedule 6.2 or other approved agency records disposition schedules. Subject to 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 BCWA Advisory Committee will be available for public inspection at <https://www.faa.gov/women-in-aviation>.

15. Filing Date. This charter is effective November 15, 2024, which is the filing date of this charter. The amended charter is effective on June 9, 2025. If not renewed, this charter will expire on November 15, 2026.