

**Charter of the Advanced Aviation Advisory Committee**  
**U.S. Department of Transportation**

- 1. Committee's Official Designation.** The Committee's official designation is the Advanced Aviation Advisory Committee (AAAC).
- 2. Authority.** The Committee is established under the authority of the U.S. Department of Transportation (DOT), in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, Pub. L. 92-463, 5 U.S.C. App 2. The Secretary of Transportation has determined that the establishment of the Committee is in the public interest.
- 3. Objectives and Scope of Activities.** The objective of the AAAC is to provide independent advice and recommendations to the Department of Transportation (DOT) and the Federal Aviation Administration (FAA) and to respond to specific taskings received directly from the FAA. The advice, recommendations, and taskings relate to improving the efficiency and safety of integrating advanced aviation technologies-- including unmanned aircraft systems (UAS) and advanced air mobility (AAM), into the National Airspace System (NAS) -- while equipping and enabling communities to inform how UAS, AAM and other technologies may operate in ways that are least impactful to those communities. In response to FAA requests, the AAAC may provide the FAA and DOT with information that may be used for tactical and strategic planning purposes.
- 4. Description of Duties.** The AAAC will act solely in an advisory capacity and will not exercise program management responsibilities. Decisions directly affecting implementation of transportation policy will remain with the FAA Administrator and the Secretary of Transportation. The AAAC will:

  - a. Undertake only tasks assigned by the FAA
  - b. Deliberate on and approve recommendations for assigned tasks in meetings that are open to the public.
  - c. Respond to ad-hoc informational requests from DOT and the FAA and or provide input to DOT and the FAA on the overall AAAC structure (including the structure of subcommittees and or task groups).
- 5. Agency or Official to Whom the Committee Reports.** The AAAC reports to the Secretary of the U.S. Department of Transportation (DOT) through the FAA Administrator.

- 6. Support.** The FAA will provide support, including funding for the Committee. The UAS Integration Office is the primary entity within the FAA responsible for supporting the AAAC.
- 7. Estimated Annual Operating Costs and Staff Years.** The FAA's annual operating costs to support the AAAC 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 AAAC Designated Federal Officer (DFO). The AAAC DFO will ensure that administrative support is provided for all activities. The DFO will:

  - a. Ensure compliance with FACA and any other applicable laws and regulations.
  - b. Call and attend all the committee and subcommittee meetings.
  - c. Formulate and approve, in consultation with the Chair, all committee and subcommittee agendas.
  - d. Notify all Committee members of the time, place, and agenda for any meeting.
  - e. Maintain membership records.
  - f. Ensure efficient operations, including maintaining itemized contractor invoices.
  - g. Maintain all AAAC records and files.
  - h. Adjourn any meeting when doing so would be in the public interest.
  - i. Chair meetings when directed to do so by the FAA Administrator.
- 9. Estimated Number and Frequency of Meetings.** AAAC estimates meeting three times a year to carry out its responsibilities. AAAC meetings will be open to the public, except as provided under Section 10(d) of FACA, as implemented by 41 CFR part 102-3, and DOT Order 1120.3C.
- 10. Duration.** Continuing, subject to renewal every 2 years.

**11. Termination.** The charter will terminate 2 years after its effective date, unless renewed in accordance with FACA and other applicable regulations. If the AAAC is terminated, the FAA will give as much advance notice as possible of such action to all participants.

**12. Membership and Designation.** AAAC shall comprise members appointed by the U.S. Secretary of Transportation upon recommendation by the FAA Administrator. All AAAC members serve at the pleasure of the Secretary of Transportation. To the extent practicable, the membership of the AAAC shall include persons of diverse backgrounds in race, ethnicity, religion, sexual orientation, and gender.

- a. The AAAC will have no more than 41 members. Members represent airports and airport communities; pilot and controller labor groups; local, state, and tribal governments; navigation, communication, surveillance, and air traffic management capability providers; research, development, and academia; agricultural interests, traditional piloted aviation operators; UAS hardware component manufacturers; UAS manufacturers; corporate UAS operators; citizen UAS Operators; UAS software application manufacturers; advanced air mobility; community advocates; and industry associations or other specific areas of interest as determined by the FAA Administrator or Secretary of Transportation.
- b. Members will serve without charge, and without government compensation. Members who represent a particular interest of employment, education, experience, or affiliation with a specific aviation related organization will serve as representatives. Members appointed solely for their expertise serve as Special Government Employees.
- c. Member representatives and SGEs are appointed for a 2-year term, but can continue to serve until their replacement is chosen or they are reappointed
- d. Members shall not preference or otherwise utilize their membership on the Committee in connection 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 AAAC. They must provide recommendations and advice to the AAAC, not the FAA, for deliberation, discussion, and approval. Subcommittees are comprised of subject matter experts from multiple stakeholder groups to include traditional, pilotless, and advanced aviation communities and they will include expertise on a range of policy matters, including security, safety, and privacy.

- 14. Recordkeeping.** The records of the AAAC are handled in accordance with the National Archives and Records Administration (NARA) 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 AAAC will be available for public inspection at [https://www.faa.gov/uas/programs\\_partnerships/drone\\_advisory\\_committee/](https://www.faa.gov/uas/programs_partnerships/drone_advisory_committee/).
- 15. Filing Date.** This charter will expire on June 12, 2022. The amended charter is effective October 25, 2021

