



# Drone Advisory Committee

October 22, 2020 DAC Meeting • Washington, DC

## Detailed Minutes

### Introduction

The Drone Advisory Committee was held on October 22, 2020, from 11:00 AM to 2:55 PM EST. Because of the COVID-19 pandemic, this October 22<sup>nd</sup> DAC meeting was held virtually and livestreamed.

### DFO Opening Remarks

Mr. Dan Elwell started his opening remarks by reading the Official DFO Statement and played for the attendees a video by the Secretary of Transportation, The Honorable Elaine Chao. The Secretary expressed her thanks for the hard work done by the DAC members and highlighted the important work being done by the FAA during COVID-19. After the conclusion of the video, Mr. Elwell moved on to the agenda and highlighted that the meeting agenda for today includes a presentation from Task Group #8 on the Safety Culture DAC recommendations. Following the DAC presentation, the FAA will provide responses to the Facility Maps and UAS Traffic Management (UTM) task group recommendations.

Mr. Elwell shared that after the conclusion of the presentations, there will be an opportunity for DAC members to discuss topics and recommend future DAC topics. The meeting will conclude with the FAA issuing a new tasking to the DAC on Remote Identification and the introduction of a standing sub-committee. The DFO also provided the attendees with an update on the DAC solicitation announcement and noted that the selection of candidates will be announced during the February 2021 meeting. Mr. Elwell noted one housekeeping item, the approval of the meeting minutes from the June 19, 2020, meeting. Mr. Elwell asked for a motion to approve the meeting minutes and if there were any objections. There were no objections and the motion passed. He then turned it over to the DAC Chairman, Michael Chasen, for his opening remarks.

For detailed meeting minutes (link is timestamped for DFO Opening Remarks):

<https://youtu.be/kxTJHyjfZ6E?t=162>

### DAC Chair Opening Remarks

DAC Chairman Michael Chasen began his remarks by welcoming everyone to the second virtual DAC meeting. The Chairman shared that the road to recovery is long but there have been many positive steps. He shared his hopes and expectations that the aviation industry will come back stronger than before. During the pandemic, the drone industry showcased the positive potential of drone technology to aid in the public health crisis, through providing more resilient supply chains, and by offering a mechanism for people to receive goods, through socially distanced drone delivery services. The Chairman highlighted that several DAC members are directly involved in these initiatives, using drones for the public good. While the DAC has been impacted by the COVID-19 pandemic, the important work of the DAC has continued. He ended his



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remarks by again thanking the DAC members for their hard work and called upon Task Group 8 to begin their presentation.

For detailed meeting minutes (link is timestamped for DAC Chairman Opening Remarks):  
<https://youtu.be/kxTJHyjfZ6E?t=912>

## Task Group #8: Safety Culture

### Presenters:

**Lead: Captain Joe DePete, Air Line Pilots Association (ALPA)**

**Presenter: Captain Steve Jangelis, Air Line Pilots Association (ALPA)**

Captain Steve Jangelis shared that task group lead, Captain Joe DePete, could not make it to the DAC meeting due to prior commitments. Captain DePete had written an opening statement that Captain Jangelis read aloud to the members. The statement highlighted the important work of Task Group 8 (TG8) and the hard work by the members to complete the recommendations. Throughout the process, they made sure to keep safety as the top priority and bring UAS to the level of safety of traditional manned aviation. After reading the prepared statement, Captain Jangelis shared that TG8 established four sub-groups: traditional manned, recreational unmanned, small (scale) commercial UAS operators, and national (large-scale) commercial UAS operators.

The TG8 recommendations are broken into executive summary and sub-group recommendations. TG8 developed several common safety tenets that the group members could use and support. The tenets include; safety ownership, safety modeled by leadership, organizational values, learning culture, system wide approach, and trust. The sub-groups developed recommendations with commonalities and differences. TG8 recognizes that there is no one-size-fits-all solution. After sharing the summary, Captain Jangelis, turned over the presentation to sub-group 1 presenter, Captain Houston Mills.

Captain Mills shared that the sub-group's primary recommendation is for the FAA to foster a strategy that encourages "safety ownership" and "a learning culture" throughout the UAS community. Following his presentation, Captain Mills handed off to Rich Hanson to present recommendations from sub-group 2. Mr. Hanson shared that sub-group 2 (recreational sub-group), recommends the FAA leverage existing safety programs that have been successfully demonstrated, work with different components of the drone community, further integrate the multiple stakeholders in the UAS community, and educate the general public on UAS, in order to promote safety. Mr. Hanson completed the sub-group 2 presentation and passed presenter duties to Dave Messina to speak on sub-group 3. Mr. Messina shared the sub-group 3 (small commercial) recommendations: UAS education using the existing FAASTeam, a safety culture self-assessment, and use of a flight risk assessment tool. Following the sub-group 3 presentation,



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Todd Graetz presented on sub-group 4. Sub-group 4 (national manufacturers) recommends that operations should utilize the existing manned safety management system and procedures; that there should be safety policy and governance; and that there should be knowledge sharing.

Following the TG8 presentation, there was a short question and answer period between DAC members and the presenters. After the completion of the Q&A portion, the Chairman asked for a motion to forward the TG8 recommendations from the DAC to the FAA and if there were any objections. The motion was passed and there were no objections.

For detailed meeting minutes (link is timestamped for Task Group 8 presentation):  
<https://youtu.be/kxTJHyjfZ6E?t=1010>

## DAC Task Group #5 – UAS Facility Maps

### **Presenter:**

**Bill Stanton, UAS Integration Lead, Air Traffic Organization**

The DAC Chairman called upon Bill Stanton from the FAA to begin his presentation on FAA responses to DAC Task Group #5 – UAS Facility Maps recommendations. Mr. Stanton began the presentation by thanking the group for their recommendations and time. He shared that the FAA reviewed all four recommendations thoroughly and would speak to each recommendation. Mr. Stanton shared that on recommendation one: the FAA agrees with refining standardized grid spacing. The FAA has formed an internal working group to discuss and plan for this update and has begun initial discussions with UAS Service Suppliers (USS). For recommendation two: the workgroup developed a risk-based algorithm that generates the optimal altitude. The algorithm criteria is under refinement and will be thoroughly reviewed and tested. Implementation is targeted for mid-2021.

Mr. Stanton shared that for recommendation three: the FAA is currently planning to conduct internal beta testing on grid spacing. Details on the beta test are under discussion and the FAA will collect and analyze the potential benefits. For the last recommendation, recommendation four, the FAA formed a working group and views the grid square as a Core Air Navigation Service Provider (ANSP) responsibility. The FAA algorithm under development is based on DAC recommendations and the FAA is planning to review the algorithm periodically, in order to maximize airspace efficiency and usage.

After the conclusion of Mr. Stanton's presentation, the Chairman opened the floor to any questions. There were no questions.



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For detailed meeting minutes (link is timestamped for DAC Task Group #5 – UAS Facility Maps): <https://youtu.be/kxTJHyjfZ6E?t=5173>

## 15 Minute Break

Following Mr. Stanton’s presentation there was a scheduled 15-minute break.

## DAC Task Group #7 – UTM Performance Capability Priorities

### Presenter:

**Jay Merkle, Executive Director, UAS Integration Office**

After the conclusion of the 15-minute break, Jay Merkle of the FAA, began his presentation on the FAA UAS Traffic Management (UTM) Performance Capability Priorities response. Mr. Merkle shared that the recommendations by the DAC Task Group 7 (TG7) were extremely thorough and helpful. Mr. Merkle highlighted the original tasking mandate, which asked TG7 to review the UTM Concept of Operations (CONOPS) and determine industry performance capability priorities for UTM. TG7 provided a matrix to the FAA, broken down by performance capabilities. TG7 highlighted 12 areas where more discussion is needed.

Mr. Merkle addressed the important points of TG7’s recommendation, especially the point that the FAA and industry should work together “prior to version 3.0 [of the CONOPS] being published to ensure that clarity occurs.” Mr. Merkle shared that the FAA is very thankful to TG7 for their hard work. The FAA agrees with industry’s assessment of prioritization and commitment. The FAA is committed to working together with industry on CONOPS 3.0 and is setting up interactive discussions to address specific areas highlighted by TG7.

Mr. Merkle shared that the FAA is working with NASA Aeronautics Research Institute (NARI) to set up a venue to engage with industry. This is expected to begin in the fourth quarter of 2021. The updates to CONOPS 3.0 will include topics identified by TG7 and address other general updates. The FAA is targeting the second quarter of 2021 for the release of UTM CONOPS 3.0.

After Mr. Merkle finished his presentation, there was a question and answer session. There were no questions posed.

For detailed meeting minutes (link is timestamped for DAC Task Group #7 – UTM Performance Capability Priorities): <https://youtu.be/kxTJHyjfZ6E?t=6745>



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## Present New DAC Tasking

**Presenter:**

**Jay Merkle, Executive Director, UAS Integration Office**

Mr. Merkle shared that the FAA is issuing a new tasking for the DAC from the DFO. Mr. Merkle highlighted that the FAA issued a Request for Information (RFI) on March 17 on Low Altitude Manned Aviator Participation on UAS Remote Identification (RID). The objective is to learn how manned aircraft can receive and use UAS RID and also to engage with low altitude manned aviators, to improve safety and reduce collision risk. The FAA received 30 responses from manned community concerns with RID. The main concerns were noted.

The tasking from the FAA requests that the DAC engage operators in low altitude airspace to obtain feedback on how remote identification might be used to increase situational awareness and use this feedback to develop recommendations on how the FAA can address responses to the RFI.

Following the tasking announcement, there was a short question and answer portion. Several members posed questions and contributed comments.

After the conclusion of the question and answer portion, the DAC Chairman asked for a motion to approve the new tasking. The motion was approved; there were no objections. The DAC Chairman shared that James Burgess of Wing will lead the new task group to provide recommendations to the FAA.

For detailed meeting minutes (link is timestamped for Present New DAC Tasking):  
<https://youtu.be/kxTJHyjfZ6E?t=7090>

## Standing Subcommittee Proposal

**Presenter:**

**Gary Kolb, Stakeholder Liaison, UAS Integration Office**

After the conclusion of the new tasking presentation, the DAC Chairman asked Gary Kolb of the FAA to begin his presentation on the Standing Subcommittee Proposal. Mr. Kolb shared that the FAA is proposing a standing subcommittee for DAC tasking. The intent is to leverage DAC and stakeholder expertise in helping to facilitate UAS integration into the National Airspace System (NAS). Membership would be composed of 50% DAC members, from any stakeholder group, and the remaining 50% can be any non-DAC member approved by the Secretary of Transportation. Mr. Kolb concluded his presentation and opened the floor to questions and



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comments. Several members posed questions and contributed comments. After the conclusion of the question and answer portion, the DAC Chairman asked for a motion to approve the creation of the standing subcommittee proposal. The motion was approved; there were no objections. The Chairman announced that Captain Houston Mills of UPS will lead the standing subcommittee.

For detailed meeting minutes (link is timestamped for Standing Subcommittee Proposal):  
<https://youtu.be/kxTJHyjfZ6E?t=8386>

## New Business/Agenda Topics

The Chairman opened the floor to DAC members to bring up any new business topics or agenda topics. Captain Mills and Mr. Burgess shared their questions and comments with the DAC.

For detailed meeting minutes (New Business/Agenda Topics):  
<https://youtu.be/kxTJHyjfZ6E?t=9059>

## Closing Remarks and Adjourn

Mr. Dan Elwell began his closing remarks by sharing how impressed he is with the work of the DAC during this difficult time. Mr. Elwell shared that the ideas of the DAC are also extremely important and something the FAA will be reviewing very thoroughly. Mr. Elwell highlighted that the aviation industry is rapidly growing in terms of technology and we can expect more of the same. He was thankful for all the hard work done by the DAC members.

Mr. Elwell turned the meeting over to the Chairman, Michael Chasen, for his closing remarks. Mr. Chasen thanked all the DAC members for their hard work, those tuning in for their participation, and the FAA for running the meeting. He shared that anyone interested in serving on the subcommittee should contact Captain Houston Mills and if any DAC members are interested in serving on the RID task group, they should reach out to Mr. James Burgess. Mr. Chasen shared that he hoped to see everyone at the next DAC meeting tentatively scheduled for February 2021. After concluding his remarks, the Chairman asked for a motion to adjourn the meeting. The motion was approved and the meeting was adjourned.

For detailed meeting minutes (Closing Remarks and Adjourn):  
<https://youtu.be/kxTJHyjfZ6E?t=9269>



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## Appendix A: Meeting Attendees

| Name                   | Title   | Org. |
|------------------------|---|------|
| 1. Dan Elwell          | Deputy Administrator and DAC Designated Federal Officer                 | FAA  |
| 2. Angela Stubblefield | Chief of Staff  | FAA  |
| 3. Jay Merkle          | Executive Director, UAS Integration Office                              | FAA  |
| 4. Bill Crozier        | Deputy Executive Director, UAS Integration Office                       | FAA  |
| 5. Arjun Garg          | Chief Counsel, Office of General Counsel                                | FAA  |
| 6. Kirk Shaffer        | Associate Administrator, Airports                                       | FAA  |
| 7. Tonya Coultas       | Deputy Associate Administrator, Security and Hazardous Materials Safety | FAA  |
| 8. Timothy Arel        | Deputy Chief Operating Officer, Air Traffic Organization                | FAA  |
| 9. Brianna Manzelli    | Assistant Administrator, Office of Communications                       | FAA  |
| 10. Teri Bristol       | Chief Operating Officer, Air Traffic Organization                       | FAA  |
| 11. William Stanton    | UAS Integration Lead, Air Traffic Organization                          | FAA  |
| 12. Gary Kolb          | UAS Stakeholder & Committee Liaison, UAS Integration Office             | FAA  |
| 13. Alex Zektser       | Attorney Advisor  | DOT  |

| Confirmed FAA/DOT Observers |  |      |
|-----------------------------|--|------|
| Name                        | Title  | Org. |
| 1. Adrienne Vanek           | Director, International Division, UAS Integration Office   | FAA  |
| 2. Michael McCrabb          | Foreign Affairs Specialist, UAS Integration Office         | FAA  |
| 3. Christopher Swider       | International Specialist, UAS Integration Office           | FAA  |
| 4. Rico Carty               | Deputy Executive Director, Flight Standards                | FAA  |
| 5. Genevieve Sapir          | Senior Advisor, Security and Hazardous Materials Safety    | FAA  |
| 6. Robert Sweet             | Senior Advisor, Air Traffic Organization                   | FAA  |
| 7. Elizabeth Forro          | Special Assistant, UAS Integration Office                  | FAA  |
| 8. Allison LePage           | Digital Communications Manager, Office of Communications   | FAA  |
| 9. Alison Duquette          | Digital Communications Team Lead, Office of Communications | FAA  |
| 10. Jessica Orquina         | Lead Communications Specialist, UAS Integration Office     | FAA  |
| 11. Khurram Abbas           | Communications Specialist, UAS Integration Office          | FAA  |
| 12. Gretchen Tressler       | Senior Communications Specialist, UAS Integration Office   | FAA  |
| 13. Jennifer Riding         | Management Support Specialist, UAS Integration Office      | FAA  |