

APPENDIX A—MEETING ADMINISTRATION, FEDERAL ADVISORY COMMITTEE ACT

GENERAL INFORMATION ON ARAC MEETING ADMINISTRATION

The Federal Advisory Committee Act (FACA) requires that, when conducting Aviation Rulemaking Advisory Committee (ARAC) meetings, the Federal Aviation Administration (FAA) and/or ARAC must—

- Prepare a notice of meeting for publication in the Federal Register.
- Keep detailed meeting minutes.
- Make documents available to the public at a single location for copying and inspection.
- Certify the accuracy of meeting minutes.

NOTICES RELATED TO MEETING ADMINISTRATION

Federal Advisory Committee Act

FACA requires timely notice of each full committee, Executive Committee, and issue area meeting, open or closed, to be published in the Federal Register. This notice describes who is permitted to attend and ensures all interested persons are notified of the meeting. (See section 10(a)(2) of FACA.)

Under FACA, the Federal Register notice of an ARAC meeting must include—

- The name of the advisory committee;
- The time, date, place, and purpose of the meeting;
- A summary of the agenda;
- A sentence stating that any member of the public may submit written comments concerning ARAC's affairs;
- A statement regarding whether the public may speak at the meeting in accordance with guidelines developed by the FAA or ARAC;
- The name, address, and telephone number of the FAA official to whom the public may address any inquiries; and
- A reasonable deadline for written comments from the public to allow time to copy and mail them to the ARAC members before the meeting.

Appendix A—Meeting Administration, FACA

General Services Administration

The General Services Administration defines “timely notice” as at least 15 calendar days before the meeting. Less than 15 days’ notice may be given in exceptional circumstances provided the reasons for doing so are included in the meeting notice published in the Federal Register. The shortened notice period is used only in emergency situations. An administrative oversight cannot be used as a reason for not meeting the 15-day public notice period. (See section 101–6.1015 of Title 41, Code of Federal Regulations.)

FAA policy

The FAA requires the following be included in the Federal Register notice of an ARAC meeting in addition to the FACA notice requirements.

The Federal Register notice should also include—

- Building security requirements, if any;
- A statement regarding the availability of sign language, oral interpretation, and assisting listening devices; and
- A statement announcing that meeting space is limited and seating is on a first-come, first-served basis.

MEETING MINUTES

Contents of minutes

FACA requires detailed minutes to be kept for ARAC full committee, Executive Committee, and issue area meetings.

The working group should keep minutes, but this is not required by FACA. Minutes should contain an accurate description of each matter discussed and the resolution, if any, made by the group. The minutes will be used to review past deliberations on an issue if it resurfaces. (See section 10(c) of FACA.)

Appendix A—Meeting Administration, FACA

The following must be included in ARAC full committee, Executive Committee, and issue area meeting minutes.

FACA Requirements	FAA Policy
	The time, date, and place of meeting.
A record of the persons present.	A list of ARAC members, staff, and FAA employees who attended, as well as any members of the public. The number of members of the public present.
A complete and accurate description of matters discussed and conclusions reached.	A complete and accurate description of each matter discussed and conclusions and resolutions, if any, made by ARAC.
Copies of all reports received or approved by ARAC.	Copies of each report or other document received, approved, or accepted by ARAC.

Persons responsible

The following individuals are responsible for the accuracy and certification of the ARAC full committee, Executive Committee, and issue area meeting minutes.

Type of Meeting	Individual Responsible for Accuracy of Minutes	Individual Responsible for Certification of Minutes
Full committee	Chair	Chair
Executive Committee	Chair	Chair
Issue area	Assistant executive director	Assistant chair

ARAC full committee, Executive Committee, and issue area meeting minutes are approved by the responsible individual within 30 days of the meeting and are certified by the responsible individual within 90 days of the meeting.

Availability of minutes

Copies of the ARAC full committee, Executive Committee, and issue area meeting minutes are available to all ARAC members and the public on the FAA Web site at <http://www.faa.gov/avr/arm/index.htm> after the minutes are approved and certified by the responsible individual.

AVAILABILITY OF RECORDS

All official ARAC full committee, Executive Committee, and issue area meeting records are available for public inspection in the Office of Rulemaking during business hours, Monday through Friday, 8:30 a.m. to 5:00 p.m., excluding Federal holidays. (See section 10(b) of FACA.) In addition, most information on ARAC activities may be found on the FAA Web site at <http://www.faa.gov/avr/arm/index.htm>.