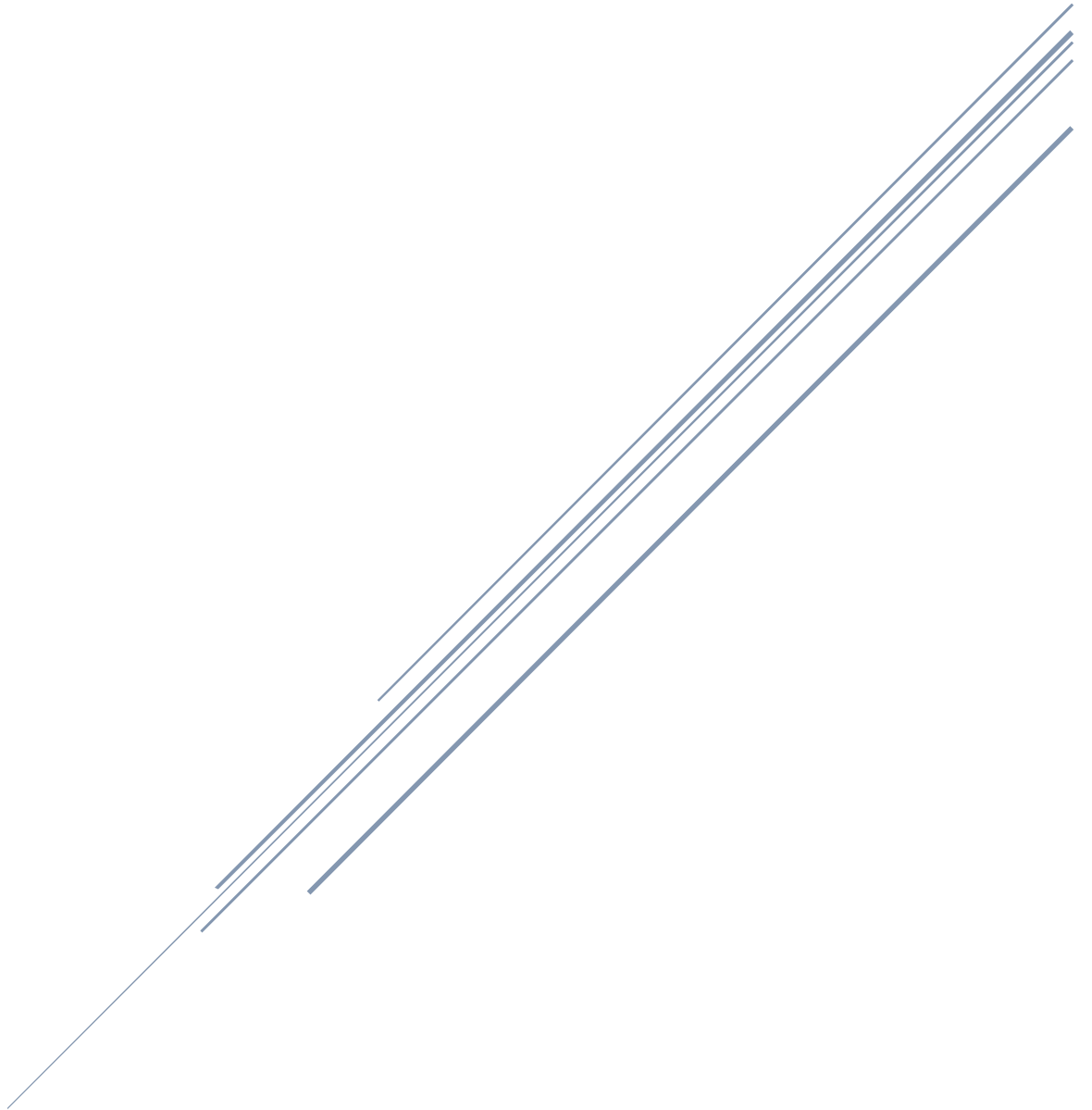




AVIATION BUSINESS ADVOCATES

# COMMITTEE HANDBOOK



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## Purpose

This Committee Handbook is a compilation of information, ideas and observations about NATA's committees – their organization, operation and composition – all of which has been gained from the board, committee members, NATA Team Members and other active trade associations.


Member-based committees play an important role in achieving an effective and progressive NATA. Productive committees are a vital part of the association's operations. There are some basic purposes to utilizing a committee and advantages to be gained. An effective committee can generate qualified group judgment and continuity of thinking while bringing together a cross section of member knowledge and experience.

To the assigned NATA Team Member, it provides constructive guidance and direction. The committee's ability to provide direct member involvement ensures that NATA truly represents its members. And the committee is both a classroom and a proving ground for developing better-informed and more knowledgeable members who could someday serve on the association's board of directors.

## Scope

All NATA Board members, Committee members, and Employees.

## Revision History

Revision	Description of Change	Effective Date
1	The oldest published document with the name "Committee Member Handbook" found in NATA Records. Renamed file to show archived storage "Committee Member Handbook - Rev 001 - 2010-01 [archive]"	2010-01
2	Renamed file to show archived storage "Committee Member Handbook - Rev 002 - 2012-01 [archive]"	2012-01
3	Renamed file to show archived storage "Committee Member Handbook - Rev 003 - 2013-04 [archive]"	2013-04
4	Renamed file to show archived storage "Committee Member Handbook - Rev 004 - 2015-08 [archive]"	2015-08
5	Renamed file to show archived storage "Committee Member Handbook - Rev 005 - 2018-01 [archive]"	2018-01
6	Renamed file to show archived storage "Committee Member Handbook - Rev 006 - 2020-08 [archive]"	2020-08
7	<p>Changed to new format, added records generated, templates, responsibilities and definitions and made minor editorial changes. Included new NATA Watermark and Logo. Renamed and archived old revisions of the handbook. This version is located at:</p> <p> NATA SharePoint &gt; File Library &gt; Committee's &gt; Handbook</p>	2023-09-18

## Overview

NATA's member committees work to advance the objectives outlined in the NATA Strategic Plan while also serving as a forum where member companies can: Provide input to the association on the key issues affecting aviation businesses and the course the association takes in addressing those issues.

Leverage industry expertise in creating products that provide a general benefit to the association membership. Network with other aviation business professionals, industry leaders and key government officials.

## Creation

All committees shall be created by resolution of the board of directors pursuant to Article X, Section 8 (a) of the Bylaws.

## Composition

Each committee shall be composed of representatives of member companies. In addition, representatives of associate, affiliate or corporate flight department member companies or organizations may also be included as non-voting members of a committee pursuant to Article II, Section 1 (b) and (c). The number of non-voting member representatives on each committee shall be limited to no more than 25% of the total number of committee members.

The non-voting members provide valuable insight and perspectives to committee discussions and should be used as resources when deemed appropriate by committee members. These non-voting members should inform, not drive, policy recommendations. Each company shall be limited to one named representative to any one committee, but a company may have a representative named to more than one committee.

## Size

The optimal committee size is recognized as between 7 and 13 NATA members, however, with non-voting members, or other unique circumstances, committees may increase in size.

## Eligibility

All committee members shall meet the following requirements:

- Be an officer or employee of a NATA member company.
- Possess appropriate industry experience.
- Possess knowledge of the federal statutes and regulations applicable to the activities within the committee's jurisdiction.
- Be willing and able to devote such time and expertise as may be necessary to consider issues affecting the activities within the committee's jurisdiction and to advise NATA staff in developing positions concerning such issues of benefit to the association's membership.
- Be willing to make a (or have employer's) commitment to be away from the job and to use company resources for special projects, correspondence, telephone calls and travel.

- Be willing and able to incur the transportation and other expenses necessary to attend meetings of the committee and other events.

## Term

To establish continuity on each committee, maximize the talents of each of its members, and ensure that other association members have an opportunity to serve on a committee, the term of service for each committee member shall be three years. However, a term can be renewed for an additional three years with approval of the NATA Executive Team.

Under special circumstances of benefit to the association, individual committee members with unique knowledge or expertise may be asked to continue on a committee beyond their second three-year term.

## Appointment of Committee Members

All appointments of committee members shall be approved by the committee they intend to join and shall be affirmed by the NATA Executive Team. The executive team retains the right at any time to remove members from the committee.

All committee members shall acknowledge that their participation on the committee is intended to benefit the association and serve the interests of the businesses that compose NATA members. Any committee member deemed to be acting contrary to the best interests of the association and its members will be removed from the committee.

## Attendance

Regular attendance of every committee member at meetings is preferred and is required if the committee is to use the combined expertise of its members. Habitual, non- consecutive absences will be dealt with on a case-by-case basis by the Committee Chair and NATA Executive Team.

Meetings are generally open to the representatives of all member companies that are not committee members. Upon approval of the executive staff, committees may meet in closed session to discuss sensitive issues. Non-voting members are not afforded this privilege.

## Basic Member Responsibilities

While the duties of the individual committee member may vary, there are certain basic responsibilities that every committee member assumes when that individual accepts a committee appointment. These include:

- Timely acknowledgement of all communications from the chairman or the assigned NATA team member requiring committee action.
- Determining availability for committee meetings and informing the chairman or the NATA team member as soon as possible.
- Making sure his or her own organization or superiors are fully aware of his or her responsibilities and commitments for meetings.
- Thoroughly reviewing pertinent background material and agenda before coming to a meeting.

- Sharing information with the group, if the committee member has experience directly related to a subject or problem under discussion.
- Being available to work with the NATA team member to review results of research and to advise on presentation of results.
- Attacking problems objectively and impersonally.
- Accepting and following through on assignments.
- Supporting decisions of the committee.
- Regularly attending committee meetings.

NATA Committee members are not authorized to speak on behalf of NATA unless specific guidance is provided by the NATA Executive Team. Committee members authorized to speak on behalf of the association shall not make commitments on behalf of the association or its members or represent any positions other than those for which they are authorized.

## Appointment of Committee Chair

The Chair and Vice Chair of each committee shall be appointed by the committee.

## Chair's Responsibilities and Duties

The Chair's responsibilities and duties can be placed in the following five basic categories:

1. **Term** – The Chair shall serve for a two-year term.
2. **Planning** – The Chair shall direct committee discussion in the development of goals and objectives that support the NATA Strategic Plan as outlined in this handbook.
3. **Maintaining Records and Information** – The Chair ensures that the NATA team member prepares appropriate Minutes and that motions are recorded, necessary reports are prepared, and a record of committee work is maintained. In addition, the chair remains constantly informed regarding the progress of individual committee member assignments and coordinates with other committees when appropriate.
4. **Active Participation** – The Chair must motivate members toward active participation and involvement in committee activities. With overall objectives in mind, the chair must channel the interest and talents of individual committee members into productive efforts and ensure the necessary follow-up action.
5. **Evaluating Results** – The Chair continually reviews and evaluates his or her own procedures, the committee's program and progress, and the individual assignments and responsibilities.

## Vice Chair's Responsibilities and Duties

The Vice Chair of each committee shall serve as its Chair in the event of the Chair's absence and perform other duties as assigned by the Chair. The Vice Chair shall serve for a two-year term.

## NATA Team Member's Responsibilities and Duties

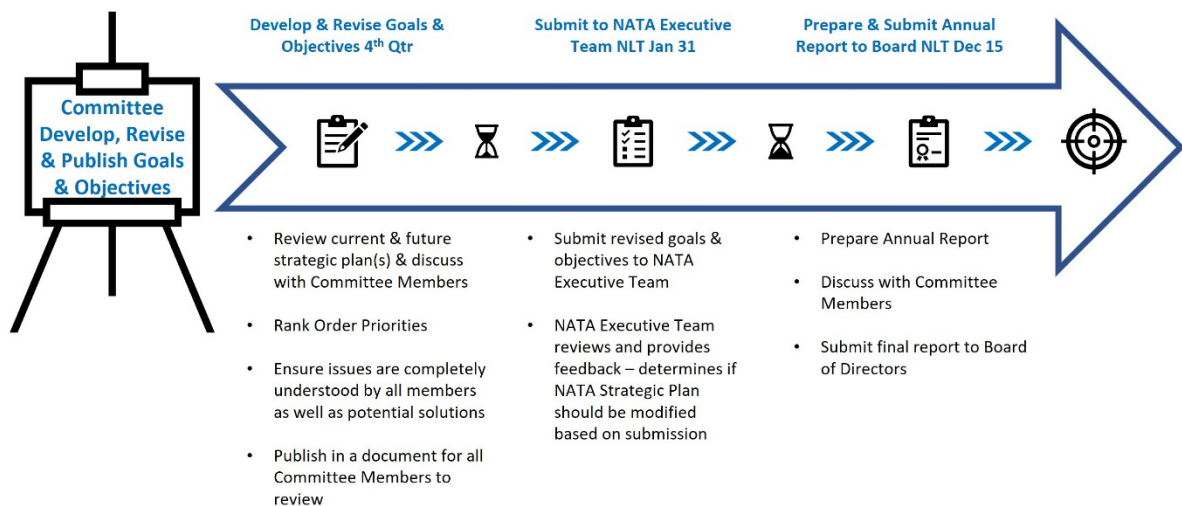
Each committee will have one NATA Team Member assigned to:

1. Assist in policy development, help conduct research, and facilitate guidelines, standards, and best practice development.
2. Maintain contact with appropriate legislative and regulatory entities.
3. Develop responses to legislative and regulatory proposals and provide administrative support.

## Goals and Objectives

During the fourth quarter of each year, committees shall develop a set of goals and objectives for the following calendar year. Such goals and objectives should align with the NATA Strategic Plan and be submitted to the NATA Executive Team through the committee's assigned NATA Team Member. In addition to aligning with the NATA Strategic Plan, committee goals and objectives should strive to meet one or more of the following conditions:

- Address issues of national or international importance.
- Address issues in which NATA participation is crucial to a successful outcome. Set industry-wide best practice or standard.
- Likely to have broad support within the industry.
- Mitigate significant areas of impact or cost for NATA members.



## Non-Strategic Projects

Most projects undertaken by a NATA committee support the association's approved strategic plan. Occasionally a committee may see a need to pursue a project outside the goals of the strategic plan. This process outlines the method of seeking approval of that project. The committee's NATA Team Member will submit committee project proposals that fall outside the scope of the strategic plan to the NATA Executive Team. Such proposals should include:

- Overview of the project.
- Rationale for the project.
- Relationship of the project to the committee and NATA in general.
- Cost estimate of the project.



The NATA Executive team will review project proposals and submit appropriate proposals to the NATA Board of Directors for approval.

## Meeting Schedule

Each committee shall meet a minimum of two times a year. It is preferred that at least one of the meetings is held near the association's headquarters in the Washington, D.C. area. A committee may schedule additional meetings to conduct its business. Teleconferences and Web-based meetings may also be scheduled as necessary.

## Meeting Agenda

An agenda shall be developed for every meeting that incorporates, in logical sequence, all items for discussion. The agenda should be coordinated between the chair and the NATA Team Member and distributed by the NATA Team Member to each committee member at least five working days in advance of the meeting.

## Basic Committee Responsibilities and Duties

Each committee is responsible for the following as it relates to their area of expertise and may expand on this list as desired:

1. Study and recommend policies concerning existing and proposed regulations and legislation.
2. Participate in sessions with appropriate legislative and regulatory agencies to express the needs and views of the association's members.
3. Recommend and arrange programs on issues pertinent to the committee's objectives to be included at association meetings.
4. Work with other committees as appropriate.
5. Submit reports to the board of directors upon request.

## Actions

Committee actions will be by consensus of all committee members. If consensus is not achievable, then a 2/3 majority vote of all committee members will be required for action. Each committee member shall receive one vote.

## Subcommittees

Subcommittees, or special working groups within a committee, may be established with approval of the NATA Executive Team. An active member of the committee must chair a subcommittee or working group. Members of a subcommittee may include technical experts that are not members of the parent committee if they represent a NATA member company.

## Annual Report

The committee Chair and NATA Team Member shall annually evaluate committee efforts and provide a report to the NATA Executive Team at the conclusion of each calendar year. Such a written report should include, but not necessarily be limited to, the following items:

- The Committee's progress towards meeting its goals and objectives.
- Continued action on existing goals and objectives for the next calendar year. Goals and objectives for the next calendar year.

## Definitions

**NATA Team Member:** Full-time NATA employee or NATA contractor assigned to ensure duties and responsibilities outlined in a previous section are accomplished.

**NATA Executive Team:** Consists of the department heads and Chief Operating Officer of NATA.

**Committee Members:** Selected personnel of NATA Member companies.

**Non-Voting Members:** Refers to individuals asked to participate in or attend committee meetings but are not allowed to vote on committee business.

## Records Generated

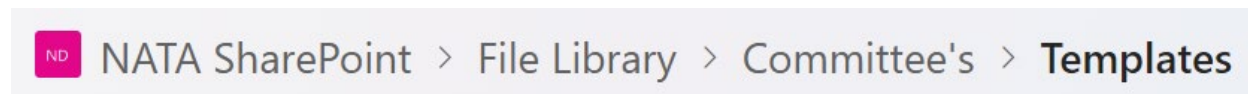
Copies of Appointment and Welcome letters, separation letters, agendas, minutes, and Annual Reports. These records are maintained in a sub-folder with the committee's name at the top-level folder @ (image is linked):



These records shall be maintained for a minimum period of five years after creation.

## Templates

Templates used to produce records as defined in this handbook are located @ (image is linked):



Each of the templates listed are being developed and will be posted in the folder once complete. The templates are used to generate records that are maintained as outlined in the preceding paragraph.

-  **NATA Committee Member Appointment and Welcome Letter**
-  **NATA Committee Member Separation Letter**
-  **NATA Committee Annual Report**
-  **NATA Committee Agenda**
-  **NATA Committee Minutes**

## Active Committees and Descriptions

The following list contains active internal NATA committees and subcommittees along with a description that highlights the committee's purpose. NATA intends for each committee to work in a cooperative and constructive manner with NATA's Team, Congress and the various regulatory agencies in the monitoring and promulgation of regulatory and legislative proposals and procedures impacting their area of expertise. Where appropriate, these committees will work in collaboration with other associations to seek unified approaches and solutions.

### ➔ **Advanced Air Mobility (AAM) Committee**

- Promotes the interests of the association's members on AAM relative to general aviation infrastructure and air charter operations development. They focus on a unified approach to modernization of both infrastructure and operational framework. They seek a path forward for FBOs and airports planning to service the next generation of aircraft and address sustainable infrastructure, such as vertiports, where innovative solutions in transporting people and goods will impact the overall aviation ecosystem.

### ➔ **Air Charter Broker Committee**

- Dedicated to establishing standards, upholding integrity of the air charter broker community, developing and implementing guidelines of industry best practices and providing value to business aviation users.

### ➔ **Air Charter Committee**

- Promotes the interests of the association's air charter members by addressing regulatory and legislative issues and industry problems, and to work with the other NATA committees as necessary to address business-related issues affecting on-demand Part 135 passenger and cargo air taxi operators.

### ➔ **Airport Business Committee**

- The Airport Business Committee is comprised of NATA members who work at aeronautical businesses and are familiar with issues that arise as part of owning and operating that business and representatives from general aviation airports. As such, members on the committee are tasked to promote the interests of the association's airport businesses and general aviation airports by addressing regulatory and legislative issues and industry concerns. The committee members represent the diversity of operations at airports by working on a variety of issues such as community relations, leasing, minimum standards, environmental, security, miscellaneous business concerns and regulatory compliance issues.

→ **Environment Committee**

- Promotes the Association’s policy priorities and highlights the achievements of aviation businesses to build on efficiency gains, sustainability, and other efforts to reduce its environmental impact.
- Supports the industry’s long-held goal to expand access to aviation, while embracing technological advancements and sound policies that promote a cleaner future.

→ **Maintenance Committee**

- Promotes the interests of the association’s members operating repair stations and maintenance facilities by addressing regulatory and legislative issues and industry problems.

→ **Safety Committee**

- Promotes the interests of the association’s members in general and business aviation ground handling and refueling safety and provides guidance to NATA’s highly successful Safety 1st programs and other aviation safety initiatives.
- Supports the NATA strategic plan as it relates to general aviation ground handling and refueling operations. This includes working in a cooperative and constructive manner with industry trade groups, aviation fuel suppliers, NATA members, and the Federal Aviation Administration in developing training programs, operational best practices, and guidelines for NATA member companies involved in ground handling and refueling operations.

→ **Safety – GA Fuel Handling Subcommittee**

- Focuses on matters related to fuel quality and handling as they pertain to the General Aviation industry in the United States. In addition to providing technical expertise in the development of industry guidelines, standards, and operational best practices it also serves to provide input into the work of the Energy Institute’s Aviation Committee.

→ **Security Council**

- Promotes and provides a forum for discussion among NATA member regulated carriers, with regulators, other regulated operators, and Subject Matter Experts, in a secure forum about current security issues, regulations, proposed regulations and other topics.
- The Council’s mission is to promote engagement and facilitate communications between NATA-member carriers and the TSA/DHS/CBP. The Council will serve as a conduit for enhanced information-sharing between industry and TSA, as well as a voice for aviation security issues.

## Antitrust Policy and Meeting Guidelines

The following policy and guidelines were adopted by the NATA Board of Directors, March 22, 1980:

### Statement of Policy

It is the policy of the National Air Transportation Association (NATA) and its members to comply strictly with all the laws applicable to the association's activities. Since NATA's activities involve cooperative undertakings among competitors and potential competitors, the board of directors emphasizes the on-going commitment of the association and its members to full compliance with federal and state antitrust laws. This statement is being distributed at NATA committee and board meetings as a reminder of the commitment and as a general guide for our activities and meetings.

### Responsibility and Antitrust Compliance

NATA's programs have been carefully designed and reviewed to ensure their conformity with antitrust standards. An equivalent responsibility for antitrust is yours. Your corporate employer and NATA depend on your good judgment to avoid all discussions and activities that may involve improper subject matter and improper procedures, explicit or implicit. NATA staff members work conscientiously to avoid subject matters that may have unintended implications, and legal counsel for the association will provide guidance with regard to these matters. It is important for you to realize, however, that the competitive significance of a particular conduct or communication probably is most evident to you, who are deeply involved in the competitive environment. For this reason, you have an important and individual responsibility for assuring antitrust compliance in NATA activities.

### Antitrust Guidelines

The antitrust laws seek to preserve a free competitive economy in the United States. As a general rule, competitors may not restrain competition among themselves through understanding or agreements as to the price, the production, or distribution of their products, or other agreements which unreasonably restrict competition, and they may not act in concert to restrict the competitive capabilities or opportunities of their competitors, their suppliers, or their customers.

However, application of the antitrust laws in particular fact situations is often difficult and random. As a result, unlawful agreements, however unintended, can be inferred from circumstantial evidence. Furthermore, penalties for violating the antitrust laws are severe, and can include imprisonment, fines, treble damages, and far-reaching restrictions on the future conduct of you and your company. For these reasons, especially without specific legal advice on a matter, when participating in NATA functions you should follow the guidelines set forth below that are designed to avoid even the appearance of questionable activity:

1. Do not discuss with other members your own or your competitors' prices, or anything that might affect prices such as cost, discounts, terms of sale, or profit margins.

2. Don't stay at a meeting where any such price talk occurs. If such talk does occur, state that it is illegal and leave.
3. Don't make public announcements or statements about what your company or other companies plan to do in particular geographic or product markets or with particular customers.
4. Don't talk about what your company or other companies plan to do in particular geographic or product markets or with particular customers.
5. Don't disclose to others at meetings any competitively sensitive information.

### **Meeting Procedures**

To avoid even the appearance of questionable activity, as well as to guard against inadvertent, wrongful conduct, all NATA meetings should be conducted in accordance with the following procedures:

1. Always look for and adhere to an agenda.
2. Limit discussions to the agenda or agenda-related topics.
3. Ensure that accurate Minutes of every meeting are prepared, sent to the participants, and approved at the next meeting.
4. In case of doubt about the propriety of a topic of discussion, consult your corporate counsel, NATA legal counsel, or avoid discussion of the topic altogether.
5. If you have a reservation(s) concerning remarks or discussions at a NATA meeting, state your reservations(s); if the discussion is not terminated or resolved satisfactorily, leave the meeting and have the Minutes reflect your name, time, and reason for leaving.

### **Conclusion**

Compliance with these guidelines involves not only avoidance of antitrust violations, but also avoidance of any behavior that might be construed as a violation. Bear in mind, however, that the antitrust laws of this country are complex and far-reaching, and that this statement is not a complete summary of applicable laws. Moreover, it is intended only to highlight and emphasize certain basic precautions designed to avoid antitrust problems. You must, therefore, seek the guidance of NATA legal counsel for your personal or corporate counsel if antitrust questions arise.