



ACI-NA
Public Safety & Security
Committee Guidelines

February 6, 2014

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Chapter I: INTRODUCTION

The following chapters provide the framework for the operation and procedures for the Airports Council International-North America (ACI-NA) Public Safety and Security Committee (PS&S). The basis for which PS&S operates is derived from “Operational and Procedural Guidelines” developed by the ACI-NA Board of Directors (Board) in the summer of 2007.

As required by the Board, the PS&S Committee Leadership and ACI-NA Committee Secretary developed a Participation Plan in Chapter I that outlines the following:

- The size of the Steering Group
- Term limits for Steering Group members
- A process to encourage Steering Group participation by Associate members, including any limitations
- Means for designating positions for Canadian members
- A program for encouraging individuals to participate as a Steering Group member
- A method by which Steering Group membership is to be reviewed when a Steering Group member changes between member employers or leaves the employment of a member organization and is not subsequently employed by another member organization
- Role of Working Group and Task Force chairs in the Steering Group
- Ballot process and schedule for electing new members to the Steering Group
- List of Steering Group meeting dates and locations for year
- Mission statement for related Working Groups or Task Forces
- Committee Work Plan

The Participation Plan shall be available to all members via the PS&S Web site.

Chapter III defines the responsibilities of PS&S Steering Group members and Chapter IV shows the work plan for the year. The PS&S Work Plan will not be posted on the website.

Chapter V lists the current year’s Steering Group members, and Chapter VI illustrates the PS&S Organization Chart reflecting the integration of the Canadian Airports Council (CAC) Security Committee.

CHAPTER I: PS&S Participation Plan

1. Committee Structure

- a. *The Public Safety & Security Committee.* All ACI-NA members of the PS&S Committee.
- b. *The Public Safety & Security Steering Group.* Select members of the PS&S Committee elected to serve on and by members of the Steering Group.
- c. *The Public Safety & Security Leadership.* Select members of the PS&S Steering Group elected to serve by members of the Steering Group.

2. Committee Participation

- d. All employees of ACI-NA members are eligible to participate on the ACI-NA PS&S Committee. These employees may join the PS&S Committee by notifying the appropriate ACI-NA committee secretary/support person who will ensure they are placed on the PS&S Committee roster and distribution list.
- e. **Airport Employee:** An airport employee is a person employed by an ACI-NA airport member. This includes an airport authority or governmental body (e.g., city, county, or an airport employee of a larger port who operate multiple transportation systems) or an airport third party operator.
- f. **Associate Employee:** An associate employee is a person employed by an ACI-NA associate member.
- g. **Canadian Participation:** The PS&S Committee and Steering Group shall encourage participation by ACI-NA Canadian members. There are up to four Canadian airport members on the Steering Group.

3. Committee Purpose

- a. **Mission Statement:** The PS&S Committee's mission is to enhance the safety and security of airports by providing recommendations to industry and government for public safety and security policies, identifying and promoting best practices for public safety and security, and identifying and/or developing educational and technological resources that help accomplish public safety and security objectives.
- b. **Guiding Principles:**
 - i. To share ideas and exchange information among fellow airport public safety and security professionals.

- ii. To initiate and complete an annual work plan of projects that will benefit the airport industry as it relates to public safety and security matters.
- iii. To actively provide the ACI-NA Board and other ACI-NA Committees with input on key public safety and security, legislative and/or policy matters, and to coordinate selected initiatives.
- iv. To assist ACI-NA Staff in coordinating the ACI-NA Public Safety & Security Conferences.
- v. To actively support Airport Cooperative Research Program (ACRP) safety and security initiatives and report progress to the Committee.
- vi. To foster a positive, innovative, and respectful environment between the various entities involved in aviation safety and security.
- vii. To act as a conduit for information flowing from the Transportation Security Administration, Federal Aviation Administration, and other federal agencies to member airports and associates.
- viii. To provide leadership in identifying and solving public safety and security challenges.
- ix. To create opportunities to continually improve the knowledge of our aviation safety and security professionals.

4. Committee Officers/Leadership Team

- a. Chair: One year term. Must have a minimum of one year on the PS&S Committee Steering Group and be an airport employee.
- b. Vice Chair: One year term. Must have a minimum of one year on the PS&S Committee Steering Group and be an airport employee. The Vice-Chair will become the Chair in the following year subject to an affirmative vote of the majority of Steering Group members.
- c. Immediate Past Chair: One year term. Must have served in the previous year as the PS&S Committee Chair and be an airport employee.
- d. Second Vice Chair: The Second Vice Chair must have one year on the PS&S Committee Steering Group prior to taking a leadership post and be an airport employee.
- e. Chair of the Canadian Caucus: Elected by members of the Canadian Airports Security Council

- f. Vice Chair of the Canadian Caucus: Elected by members of the Canadian Airports Security Council
 - g. ACI-NA Board Liaison: Appointed annually by the ACI-NA Board Chair.
 - h. ACI-NA Commissioners' Liaison: Appointed annually by the Commissioner's Committee to serve as a liaison between the PS&S Committee and the Commissioner's Committee.
 - i. The Chair, Vice Chair, Second Vice Chair and Immediate Past Chair represent the ACI-NA leadership of the PS&S Committee. Board and Commissioner Liaison's represent Committee Officers.
5. Committee Meetings
- a. The PS&S Committee shall meet a minimum of two times per year at the two annual PS&S Conferences. The PS&S Committee or Steering Group may meet more frequently as determined by the Committee Leadership.
6. Nomination and Election Process
- a. By July 15 of each year, ACI-NA circulates a request for nominations for the open Steering Group and Leadership positions to committee members.
 - b. Any PS&S Committee member may self-nominate or nominate another person for an open position on the Steering Group for consideration to be a PS&S Committee Steering Group Member, or Associate Member Representative.
 - c. Election of open Leadership and Steering Group positions will be held before the second annual PS&S Committee Steering Group meeting. The nominees for each position shall be voted on by the Steering Group by a secret ballot.
 - d. Terms shall run from January 1 through December 31 each year.
 - e. If the Chair resigns or can no longer serve, then the Vice Chair will assume the Chair position for the remainder of that term, and may serve in this position for an additional year.
 - f. If the Vice Chair resigns or can no longer serve, then the Second Vice Chair will assume the Vice Chair position for the remainder of that term and may serve in this position for an additional year.
 - g. If the Second Vice Chair resigns or can no longer serve, then a special election will be held for that position. The Nominating Committee

shall handle this process. The vote may be handled through email or conference call.

- h. If the ACI-NA Board Liaison resigns or can no longer serve, then the ACI-NA Board Chair will select a new ACI-NA Board Liaison.
- i. If the ACI-NA Commissioner's Liaison resigns or can no longer serve, then the ACI-NA Commissioner's Committee will select a new Commissioner's liaison.
- j. If a Steering Group vacancy arises during the year, the position shall be filled in accordance with the nominating process as soon as possible.

7. Steering Group

- a. The PS&S Committee Steering Group shall consist of 37 members:
 - i. Five (5) PS&S Committee Steering Group Leaders: Chair, Vice Chair, Second Vice Chair, Chair and Standing Vice Chair of the Canadian Caucus.
 - ii. Twenty (20) US airport members and four (4) Canadian airports.
 - iii. Eight (8) ACI-NA associate members.
 - There should be only one representative on the Steering Group from each airport and each associate member.
 - The PS&S Committee will strive to have representation from all airport membership classes¹, including Canadian airports.

8. Steering Group Member Terms

- a. Steering Group members may serve up to one four-year term, after which, the member cannot serve on the PS&S Committee Steering Group for a least a one year period, subject to the following exceptions: time served as the Chair, Vice Chair, Second Vice Chair or Immediate Past Chair is not included as part of the four (4)-year term.
- b. If a Steering Group vacancy arises during the year, the position shall be filled in accordance with the nominating process as soon as

¹ Membership class is defined by the total annual throughput of passenger traffic and cargo at an airport as recorded two years prior to submitting annual dues.

Class	Traffic
Class D2	= 58,000,001+
Class D1	= 19,500,001 – 58,000,000
Class C	= 4,900,001 – 19,500,000
Class B	= 1,000,000 – 4,900,000
Class A	= 0 – 999,999

possible. Steering Group Members serving their fourth year have the option to fill any open vacancies.

- c. At least 25% of the Steering Group shall be rotated each year.
- d. The PS&S Committee Steering Group shall meet a least two times each year at two PS&S Conferences. ACI-NA staff will provide advance notice of Steering Group meetings, which shall be open to any ACI-NA member. Part of PS&S Committee Steering Group meetings may be closed to other than Steering Group members at the discretion of the Chair with approval of the Steering Group.

9. Working Groups and Task Forces

- a. Working Groups are defined as a group of committee members that advise the Committee Steering Group on issues and conference programming related to a specific subject area.
- b. Task Forces are defined as a group of committee members established for a finite period of time for a specific purpose or task as determined by the Steering Group.
- c. New Working Groups or Task Forces may be initiated as deemed necessary by the PS&S Committee Leadership.
- d. Working Groups and Task Forces may be discontinued or inactivated if their work is accomplished or as deemed necessary by the PS&S Committee Leadership.
- e. Working Groups and Task Forces shall have a Chair and Vice Chair that are appointed by the Leadership Team. The Working Group or Task Force Chair or their designee will be responsible for making progress reports at Steering Group meetings.
- f. Any PS&S Committee Steering Group member that misses two consecutive Steering Group meetings the individual will be removed from the Steering Group due to non-participation.
- g. Any member of the PS&S Committee may request and is eligible to participate on an ACI-NA PS&S Working Group or Task Force.

CHAPTER II: Steering Group Responsibilities

ACI-NA is the "Voice of Airports," representing local, regional, state and national governing bodies that own and operate commercial airports in the United States and Canada. The principal functions of ACI-NA are to: promote cooperation with all elements of the North American civil aviation industry including governments, industry and related associations; provide the pre-eminent North American airport forum for the exchange of ideas and information; provide leadership for the development and improvement of safe, efficient and economic airport facilities and services, and the enhancement of airport capacity; and, present Member's views and recommendations to governments, industry and general public.

1. **Committee Coordination with ACI-NA Board**
ACI-NA's agenda/work plan is enunciated annually in its business plan which is formulated by the ACI-NA Board, committees and staff. Committee work plans are formulated by the committees, working groups and task forces and are coordinated with the Board through the committee Chair, the committee Board Liaison and the ACI-NA staff.
2. **ACI-NA Board Liaison**
The Board Liaison coordinates between the ACI-NA Board and the Public Safety and Security Committee to assure the committee's work plan and initiatives are in sync with the priorities of the Board. Also, since policy formulation and development can either come from the top-down (Board to committee) or bottom-up (committee to Board), the Board Liaison is the communications link to assure the best results.
3. **Chair**
The committee Chair establishes and implements the annual committee work plan, and coordinates with the Board, the steering group, committee membership, and ACI-NA staff on work plan, policy issues and priorities. The committee Chair is also responsible for assuring working group work plans are in sync with committee goals and objectives and priorities.
4. **Vice-Chair**
The Vice Chair directly supports the Chair in carrying out the committee's work plan. Typically, the committee Vice Chair becomes the next year's Chair.
5. **Second Vice-Chair**
The Second Vice Chair directly supports the Vice Chair in carrying out the committee's work plan. Typically, the committee Second Vice Chair becomes the next year's Vice Chair.

6. **Immediate Past Chair**
Directly supports the Chair and provides leadership continuity. In essence, principal committee guidance and leadership continuity is provided by the Chair, Vice Chair, and Immediate Past Chair.
7. **Canadian Chair**
The committee Chair establishes and implements the annual committee work plan, and coordinates with the Board, the steering group, committee membership, and ACI-NA staff on work plan, policy issues and priorities. The committee Chair is also responsible for assuring working group work plans are in sync with committee goals and objectives and priorities. The Canadian Chair will lead the Canadian Caucus, service as the point of contact with Canadian regulatory agencies and identify issues to be addressed by the Transnational Committee.
8. **Canadian Standing Vice Chair**
The Vice Chair directly supports the Chair in carrying out the committee's work plan. Typically, the committee Vice Chair becomes the next year's Chair. The Canadian Standing Vice Chair will support the Canadian Caucus, service as the point of contact with Canadian regulator agencies and identify issues to be addressed by the Transnational Committee.
9. **Airport and Associate Representatives**
Given the breadth of the public safety and security issues and discipline, the majority of the committee's work and discussion occurs in the working groups.
10. **ACI-NA World Standing Security Committee Representatives**
The ACI-NA World Standing Security Committee Representatives are airports and World Business Partners (WBP) of the PS&S Steering Group who serves as a liaison to between ACI-NA PS&S and ACI World Standing Security Committee; the liaisons exchanges information on key policy and program priorities between each committee. There are two (2) airport member seats and two (2) World Business Partner seats on the World Standing Security Committee. Each representative term is four years commencing January 1 each year. The airport and WBP seats shall have staggered end dates.
 - a. The outgoing Chair of the PS&S committee shall be offered the opportunity to fill one of the two North America seats immediately following the chairmanship. If the outgoing Chair of the committee is unable to commit to the demands of participation then the Steering Group, with the assistance of ACI-NA staff, shall suggest an alternate representative, based on the following qualifications:
 - Current employment by an ACI-NA Member Airport in good standing

- Current or past participation on the Steering Group of the appropriate ACI-NA committee
 - A demonstrated willingness and ability to travel to World standing committee meetings/conferences and to participate fully in all activities of the standing committee
- b. The Steering Group, with the assistance of the ACI-NA staff shall suggest a WBP representative to serve on the World Standing Security Committee based on the bulleted qualifications in paragraph (a) above.
- c. If at any point during the four-year term the North America representative can no longer participate due to travel restrictions, a change in professional duties, or any other reason, the steering group, with the assistance of ACI-NA staff, shall suggest an alternate representative to fulfill the remainder of the original term.
- d. ACI-NA PS&S committee secretary shall communicate to the World Standing Committee staff the names and terms of the North American representatives no later than December 1 of each year, and any time a change is made under paragraph (b).
11. Ex-Officio Representative
ACI-NA has designated one staff member from the National Safe Skies Alliance to serve as an Ex-Officio to the Public Safety and Security Steering Group.
12. ACI-NA Committee Secretary and Staff
The ACI-NA committee Secretary supports the committee Chair and the Steering Group. The secretary coordinates with the committee Chair, Board Liaison, and other ACI-NA staff to assure the goals and objectives of the committee is in sync with the goals and objectives of the Board. The Secretary also acts as a communication point on ACI-NA multi-committee and/or ACI multi-region joint work plans and/or products. The secretary is responsible for preparing a summary of the full Public Safety and Security Committee meetings. As requested, the secretary adds historical perspective regarding the committee's past achievements, issues, meetings, structural changes, etc. The ACI-NA Public Safety and Security Department staff supports the committee secretary in these tasks.
13. Providing Emergency Contact Information
Airport members who elect to serve as a member of the ACI-NA PS&S Steering Group shall provide the ACI-NA PS&S Committee Secretary the following emergency contact information by January 31 each year:
- Full Name
 - Title

- Airport Code
- Office Telephone
- Mobile/Cellular telephone
- Pager Number (if applicable)

CHAPTER III: Working Group Goals and Objectives

- a. To share ideas and exchange information among fellow airport public safety and security professionals.
- b. To initiate and complete an annual work plan of projects that will benefit the airport industry as it relates to public safety and security matters.
- c. To actively provide the ACI-NA Board and other ACI-NA Committees with input to key public safety and security legislative and/or policy matters, and to coordinate selected initiatives.
- d. To assist ACI-NA Staff in coordinating the ACI-NA Public Safety & Security Conferences.
- e. To actively support Airport Cooperative Research Program (ACRP) safety and security initiatives and report progress to the Committee.
- f. To foster a positive, innovative, and respectful environment between the various entities involved in aviation safety and security.
- g. To act as a conduit for information flowing from the Transportation Security Administration, Federal Aviation Administration, and other federal agencies to member airports and associates.
- h. To provide leadership in identifying and solving airport safety and security challenges.
- i. To create opportunities to continually improve the knowledge of our aviation safety and security professionals.

CHAPTER IV: 2014 Steering Group Members

PS&S Leadership			
<p>US Chair Gary Duncan Division Director of Aviation Southwest Florida International Airport</p>			<p>Canadian Chair Nathalie Samson Director Terminal Operations and Security Ottawa International Airport Authority</p>
<p>Vice Chair Cedric Johnson Baltimore Washington International Airport</p>	<p>Second Vice Chair Mark Nagle Director of Airport Security Denver International Airport</p>	<p>Immediate Past Chair Rob Benstein Public Safety & Operations Director Gerald R. Ford Int'l Airport Kent County Aeronautics Board</p>	<p>Standing Vice Chair Nathalie Samson Director Terminal Operations and Security Ottawa International Airport Authority</p>
<p>Board Liaison Robert M. Ball Executive Director Southwest Florida International Airport</p>			

United States of America (Each member serves a four-year term)						CANADA (no terms)
Serving 1 st Term	Mike Everson Commander, MSP Police Minneapolis-St. Paul International Airport	Chris Hinds Manager, Operations & Aviation Security Columbus Regional Airport Authority	Shawna Holton Aviation Security Superintendent Phoenix Sky Harbor International Airport	Melissa Osborn Chief of Operations Fairbanks International Airport	Clint Welch Manager, Aviation Security and Law Enforcement San Diego County Regional Airport Authority	Dave Fuller Deputy Director Kelowna International Airport
Serving 2 nd Term	Michael Keegan Airport Public Safety & Security Manager/ Airport Security Coordinator General Mitchell International Airport	Charles Cinquemani Assistant Director Dallas Fort Worth International Airport	Renee Tufts Airport Security Manager Philadelphia International Airport	Richard Duncan Assistant General Manager Public Safety & Security Hartsfield-Jackson Atlanta International Airport	Peter Troyer Chief of Police Spokane International Airport	Nathalie Samson Director Terminal Operations and Security Ottawa International Airport Authority
Serving 3 rd Term	Henry Campbell Airport Security Coordinator Raleigh-Durham Airport Authority	Doug Mansel Aviation Security Manager Oakland International Airport	Jeanne Olivier Assistant Director, Aviation Security and Technology Aviation Department The Port Authority of New York and New Jersey	Nick Keller Safety & Security Manager Yeager Airport	Scott Lanter Deputy Director of Public Safety and Operations Blue Grass Airport	Jason Sangster Airports Security Manager Edmonton International Airport
Serving 4 th Term	Connie Proctor Superintendent of Operations Salt Lake City Department of Airports	Steve Petty Public Safety Director Louisville Regional Airport Authority	Bonnie Hankins Security Manager Sacramento County Airport System	Brian Rumble Deputy Director of Operations/ Security Administration Tampa International Airport	Frank Capello Director of Security Broward County-Fort Lauderdale	Steve Faulkner Director, Engineering Greater London International Airport Authority

Associate Steering Group Members

1 st Term	<p>Tim Anderson CEO Anderson Airport Consulting</p>	<p>Dawn Lucini Director, Aviation Security TELOS, ID</p>
2 nd Term	<p>Chris Runde VP, Transportation and Government Solutions Alert Enterprises!</p>	<p>Gloria Bender Managing Principal TransSolutions</p>
3 rd Term	<p>Don Zoufal Safety & Security Executive System Development/Integration</p>	<p>Michael Lanam Vice President Aviation & Government Services HSS, Inc.</p>
4 th Term	<p>Lorena De Rodriguez President AviaEd/SSI Instruction</p>	<p>Mark Denari VP of Business Development SAIC</p>

PS&S Appointments to ACI World Standing Security Committee

Airport Representatives	World Business Partners
Mark Baldy Aviation Security Coordinator Ronald Reagan Washington National Airport	Theresa Coutu Director Leigh-Fisher
Peter Troyer Chief of Police Spokane International Airport	VACANT
Richard Duncan Aviation Security Director Hartsfield-Jackson Atlanta International Airport Member at Large	
Brian Rumble Deputy Director of Operations/ Security Administration Tampa International Airport Member at Large	

CHAPTER V: Integration of ACI-NA and CAC

In 2011 and 2012, the ACI-NA Public Safety and Security (PS&S) Committee and Canadian Airports Council (CAC) Security Committee leadership met to implement the ACI-NA and CAC Boards' goal of organizational integration. In order to achieve integration, committee leadership had several face-to-face meetings and agreed upon the following:

- Existing PS&S leadership will be enhanced by the addition of a Standing Vice Chair, appointed by members of the Canadian Caucus (see Figure 1 on page 22).
- The Standing Vice Chair will lead the Canadian Caucus, serve as the point of contact with Canadian regulatory agencies and identify issues to be addressed by the Transnational Committee.
- ACI-NA will revise the Steering Group Participation Plan to ensure leadership positions and participation opportunities for Canadian members.
- The Committee working group topics and structure will be amended to focus on transnational issues and ensure Canadian member participation.
- The two Committees will merge to form one "Transnational PS&S Committee."
- The Transnational PS&S Committee will focus on transnational issues affecting US and Canadian members.
- There will be two caucuses operating under the Transnational PS&S Committee, a US and a Canadian Caucus, which will focus on national regulatory and legislative issues (see Figure 3 on page 22).
- In addition, a Transnational Working Group, comprised of volunteers of the US and Canadian Caucuses will be created and tasked with addressing issues affecting both US and Canadian members.
- Transnational issues identified as focal areas for the Transnational Working Group include:
 - Recapitalization/Optimization
 - LAGs
 - Prohibited Items List
 - 100 percent non-passenger screening
 - Risk-based security
 - Advanced Imaging Technology
 - Baggage recheck
 - Exit lane technology
 - Perimeter security
 - Cargo security

- Aircraft lasing
- Conference locations will be selected to ensure equity and promote maximum participation
 - The spring PS&S Conference may be held in the U.S. and Canada, and, to maximize member airport participation, meeting locations will alternate between east and west coasts.
 - The Fall PS&S Conference may alternate between Ottawa and Washington, DC.
 - The Canadian Caucus will have an annual meeting to focus on Canadian regulatory issues. ACI-NA staff will participate.
 - Monthly Steering Group calls will continue with broader Canadian participation.
- The Transnational PS&S Committee will meet as a whole during the Spring and Fall PS&S Conferences and the Caucuses will meet separately to discuss national issues.
- Nothing in this plan shall preclude Leadership from making further changes to benefit Committee membership.

Revised Organizational Chart/Structure

Figure 1



Figure 2

Transnational PS&S Committee Steering Group

US	US	US	US	US	Canada
US	US	US	US	US	Canada
US	US	US	US	US	Canada
US	US	US	US	US	Canada

Figure 3

