

2011 ACI-NA Legal Affairs Steering Group Work Plan

I. Meeting Schedule

- a. Steering Group planning meetings:
 - i. January 7: meeting in Phoenix, Arizona
 1. Establishment of new leadership—Chair, Vice-Chair, Board Liaison
 2. Discuss and establish agenda, assign committee liaisons for seminars, and propose speakers for Spring Legal Conference in Philadelphia, Pennsylvania, April 13-16, 2011
 3. Discuss pending legal matters of potential concern to members
 4. Discuss criteria for filling open Steering Group position
 5. Report of the TSA Working Task Force
 6. Establishment of Part 16 Working Task Force
 7. Identification of Members interested in working on a task force to review the FAA's 2010 Airport Incentives Guidebook
 8. Review of Committee Participation Plan, especially issue of Summer Steering Group meeting
 9. Marketing ideas for the Spring Legal Conference:
 - Target law student registrants at discounted rates
 - Target academic speakers from Philadelphia area law schools and market to law schools (Joe Messina will determine appropriate points of contact)
 - Consider offering special discounts for multiple lawyers registering from the same organization, or for young lawyers (those practicing less than five years)
 - Consider Philadelphia law firms that are not ACI-NA Associate Members
 - ii. April 13: meeting in Philadelphia, Pennsylvania
 1. Review plans for Spring Legal Conference
 2. Discuss ideas for preliminary agenda, assign committee liaisons for development of seminar ideas and to propose speakers for Fall Legal Conference in San Diego, CA, October 15-16, 2011
 3. Remind steering group members to identify and encourage airport legal affairs committee members to express interest in being considered for membership on the steering committee
 4. Reports of Legal Steering Group Task Forces

5. Review other committee updates and issues
- iii. June 2011: Milwaukee or Chicago
 1. Review Feedback from Spring Legal Conference
 2. Finalize decision on person for open Steering Group position
 3. Develop Final Agenda for Fall Legal Conference
 4. Reports of Legal Steering Group Task Forces
 5. Review other committee updates and issues
 6. Solicit expressions of interest in service as Vice-Chair of the Steering Group
- iv. October 15: meeting in San Diego, CA
 1. Review plans for Fall Legal Conference
 2. Review Steering Group nominations (if any available open positions)
 3. Reports of Legal Steering Group Task Forces
 4. Establish date and location of January 2012 Steering Group meeting
 5. Review other committee updates and issues
- b. 2011 Spring Legal Conference:
 - i. Support ACI-NA with identification of topics and speakers for the conference: April 13-16, 2011 in Philadelphia, PA
 - ii. Full steering group meeting to review issues and updates, as well as to plan for Fall Conference, on April 13, from 9 a.m. to 12 noon.
- c. Annual Conference/Fall Legal Conference - San Diego, CA, October 15-16, 2011
 - i. Support ACI-NA with identification of topics and speakers for the conference: September 15-19, 2011
 - ii. Full steering group meeting to review issues and updates, as well as to review plans for 2010 Fall Legal Conference
- d. Conference calls will be scheduled on an as-needed basis should other issues arise that require the interim attention of the Legal Steering Group.

II. Member Coordination:

- a. **As Requested:** Respond to incoming inquiries from membership by circulating such inquiries to all committee members and providing responses to airport member initiating the request
- b. **Weekly Legal Briefing:** Provide weekly e-mail updates on regulatory, governmental, and judicial developments of interest to membership

- c. As deemed important by Steering Group: Establishment of webinars to update membership on time-sensitive legal developments that may be of general interest to membership

III. ACI-NA Committee Support

Through Legal Committee liaisons with some ACI-NA committees, provide legal support on issues of importance to airports.

- a. ASSIST-Sustainability Working Group: Tim Karaskiewicz
- b. Business Diversity Committee: Louisa Goldstein
- c. Environmental Committee: Bret Lobner
- d. Finance Committee: Emily Neuberger
- e. Government Affairs Committee: Bob Watson
- f. Safety and Security Committee: E. Lee Thomson

IV. Aviation Legal Group Liaisons

Through ACI-NA staff and /or Legal Steering Group liaisons, provide input on airport-related issues and serve as a point of contact with other aviation legal groups.

- a. ABA Air and Space Law Forum
 - i. ACI-NA Staff: Monica Hargrove (on Governing Committee)
 - ii. Bret Lobner: ACI-NA Legal Steering Group Liaison
- b. ACRP Legal Research Panel
 - i. ACI-NA Staff: Monica Hargrove
 - ii. Carlene McIntyr, Lee Thomson and Tim Karasckiewicz: Legal Steering Group
- c. AMAC
 - i. ACI-NA Staff: Monica Hargrove (ACI-NA staff contact)
 - ii. Louisa Goldstein: ACI-NA Legal Steering Group Liaison
- d. Federal Bar Association Transportation and Transportation Security Law Section
ACI-NA Staff: Monica Hargrove, Secretary
James Briggs, Member
- e. National Council on Disability
ACI-NA Staff: James Briggs
- f. Transportation Research Board Law Committee
ACI-NA Staff: Monica Hargrove
- g. U.S. Access Board
ACI-NA Staff: James Briggs

V. Maintain Periodic Discussions on Issues of Mutual Interest with ATA Litigation Committee Members

VI. Increase Participation in ACI-NA Legal Affairs Committee
Conference and Meetings by Airport Members in the Southeastern United
States and Canada