

**Environmental Affairs Committee  
Steering Group Participation Plan  
(version 3.16.12)**

In accordance with the Operational and Procedural Guidelines for ACI-NA Standing Committees, Steering Groups, Working Groups and Task Forces, the Environmental Affairs Committee Steering Group developed this Participation Plan.

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Size – Comprised of up to 24 individuals, including a leadership group consisting of the Board Liaison; Full Committee Chair; Chair - Canadian Caucus; Chair – US Caucus; Vice-Chair – Canadian Caucus; Vice-Chair – US Caucus; and Immediate Past Full Committee Chair. In addition to those individuals, the Chair of any Working Group or Task Force established by the Committee will sit on the Steering Group. At least two members should be associates, and at least 70 percent of the total Steering Group membership should be airports. Membership is limited to one representative from any airport or associate. The Steering Group will aim to have at least two Canadian airport representatives in addition to the Chair and Vice Chair of the Canadian Caucus.

Leadership – Steering Group leadership consists of a Board Liaison; Full Committee Chair; Chair - Canadian Caucus; Chair – US Caucus; Vice-Chair – Canadian Caucus; Vice-Chair – US Caucus; and Immediate Past Full Committee Chair. Their roles and responsibilities are summarized below:

- The Board Liaison acts as a liaison between the ACI-NA Board of Directors (BOD) and the Committee. The Board Liaison communicates BOD priorities to the committee, and advises the committee on how best to integrate the work plan with overall ACI-NA goals and objectives.
- The Full Committee Chair leads the Committee and the Steering Group, is the primary contact with the Board Liaison, works with the Committee Secretary/ACI-NA Environment Director who administers and manages the affairs and activities of the Committee, and represents the Committee on transnational issues.
- The Chairs of the Canadian and US Caucuses support the Full Committee Chair, provide leadership within the entire Committee, and lead their respective caucuses as they address their nation-specific issues, particularly those issues with significant regulatory aspects.
- The Vice Chairs of the Canadian and US Caucuses provide additional leadership and support to the Committee and their respective caucuses.
- The Immediate Past Full Committee Chair provides leadership continuity and strategic advice, mentors the Full Committee Chair and caucus leaders, and has an opportunity to participate in the ACI-World Environment Standing Committee.

Elections, Terms and Succession

- Full Committee Chair: the Steering Group will elect as Full Committee Chair, at the Annual ACI-NA Conference, either the Chair -Canadian Caucus or the Chair- US Caucus to a single one-year term. Full Committee Chair may be re-elected to serve a second consecutive one-year term, but may not be elected to a third consecutive one-year term. To be eligible to serve as Full Committee Chair, a person must have served at least two years in a Steering Group Leadership position as Chair and/or Vice-Chair of Caucus. Rotation of the individuals serving in leadership roles on the Standing Committees ensures equitable access to the seats and allows the Committee to benefit from differing perspectives and expertise backgrounds. Only in special circumstances where there is no demand for a leadership role may an individual serve for one additional one-year term as Full Committee Chair.
- Chair of Caucus: The Canadian Caucus will affirm, at or before the Annual ACI-NA Conference, the promotion of the Vice-Chair – Canadian Caucus to the position of Chair – Canadian Caucus for a

two-year term. The US Caucus will affirm, at the Annual ACI-NA Conference, the promotion of the Vice-Chair-US Caucus to the position of Chair- US Caucus for a two-year term. It is the intent of the Steering Group that a Vice-Chair of Caucus will be promoted to the Chair of Caucus.

- Vice-Chair of Caucus: The Canadian Caucus will elect the Vice-Chair – Canadian Caucus to a two--year term, and the US Caucus will elect the Vice-Chair- US Caucus to a two-year term at the Annual ACI-NA Conference, for commencement on the first of the year after the Annual Conference. It is the intent of the Steering Group that Vice-Chair of Caucus will be promoted to Chair of Caucus by affirmation of the caucus but without an election.
- Candidates for Vice Chair of Caucus may be nominated by themselves or any other member of their caucus and are elected by a caucus vote.
- Only airport members may become Full Committee Chair, Chair of Caucus and Vice Chair of Caucus. Vice-Chair of Caucus is subject to approval by the First Vice Chair of the Board of Directors in accordance with the ACI-NA bylaws.
- Elections: elections for leadership positions will be held at the Annual ACI-NA Conference typically scheduled in the Fall, with terms to begin January 1<sup>st</sup> of the next calendar year.
- Filling Mid-term Vacancies: the Steering Group may agree to fill a mid-term vacancy of the Full Committee Chair and Vice-Chair of Caucus with a specially scheduled election in order to quickly fill the vacancy, but with the intent of giving committee members adequate time to nominate candidates, consider their vote, and hold the election. There will be a preference to hold the election at the Annual ACI-NA Conference or at the Annual Spring Environment Committee when member attendance and participation is highest. However, the Steering Group may decide to schedule an election at other times and using various methods. A vacancy of the Chair of Caucus will be filled by the Vice-Chair of Caucus, unless the Vice-Chair is not able to fill that position, in which case a special election will be held.

Participation – Any member of the Environmental Affairs Committee can nominate him or herself or another member to fill an at large airport or associate position on the Steering Group. Members will be elected annually by Steering Group vote at the Steering Group meeting held in conjunction with the ACI-NA Annual Conference. The Chair will break any tie. In order to remain in good standing, Steering Group members must attend at least two Steering Group meetings (participation by phone for the January meeting counts as attendance) each year or they may be asked to resign their position. All members of the Steering Group will be responsible for encouraging new Steering Group participation.

Term Limits – At large Steering Group members serve three-year terms and are eligible for immediate re-election. If elected to a leadership position, the term automatically extends to fulfill the term of the leadership position plus two years as immediate past chair.

In the event a Steering Group member changes employers during his or her term, the following provisions apply:

- If the Steering Group member becomes no longer employed by an ACI-NA member, his or her term immediately ends.
- If the Steering Group member changes employment from one ACI-NA member airport or associate to another ACI-NA member airport or associate that is not already represented on the Steering Group, he or she may serve the remainder of the term as long as participation is supported by the new employer.

- If the Steering Group member changes employment from one ACI-NA member airport or associate to another ACI-NA member airport or associate that is already represented on the Steering Group, he or she may serve until the next election as long as participation is supported by the new employer.
- If the Steering Group member in a leadership position changes employment from an ACI-NA member airport to an associate, he or she must resign from the leadership position but will remain on the Steering Group until the next election. The normal succession will be implemented and the vacant position will be filled from existing Steering Group members.

Working Groups – Participation on a working group is open to any ACI-NA member airport or associate. Each working group will be led by a Chair and a Co-Chair who serve two-year terms that expire in alternating years and are eligible for immediate re-election. It is the intention of the Committee that at least two working group leaderships positions are filled by Canadian members, and that each working group identify and integrate transnational issues into their work-plan, conference agenda topics, and other activities. The Chair will serve on the Steering Group and must represent an airport. Nomination preference will be given to candidates representing airports not already represented on the Steering Group. The Co-Chair may represent any airport or associate. Elections for Chair and Co-Chair will be based on Steering Group vote and will be held at the Steering Group meeting held in conjunction with the ACI-NA Annual Conference. Co-Chairs do not automatically serve on the Steering Group, but are not precluded from holding a Steering Group at large position.

Meetings - The Steering Group will meet three times per year: at ACI-NA's office in January, at the Environmental Affairs Conference in the Spring, and at the ACI-NA Annual Conference in the Fall. The Spring and Fall meetings are open to Non-Steering Group members to observe.

The Steering Group is expected to meet:

- Each January in Washington, D.C. (at ACI-NA's Office)
- At the annual Spring Environmental Affairs Conference
- ACI-NA Annual Conference and Exhibition

Filling North American Seats on ACI-World Environment Standing Committee (WESC) – The following provisions apply to North American representation on the WESC.

#### **AIRPORT SEATS**

1. The outgoing Full Committee Chair of the committee shall be offered the opportunity to fill one of the two NA Airport seats for a two-year term commencing on January 1 of the year immediately following the NA chairmanship.
2. If the outgoing Full Committee Chair of the committee is unable to commit to the demands of participation on the World Standing Committee, namely, the ability to travel to meetings, 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
3. If the NA Committee has a two-year term for its chair, the Steering Group will nominate a candidate for the open NA Airport seat for a two-year term commencing on January 1 of the year that the chairmanship of the committee does not change. Nominees should meet 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
4. The two NA Airport seats should have staggered end dates at all times. If the two NA Airport designees have the same end date, the term of one person should be extended by one year. If both individuals are able and wish to continue for one more year, the steering group must in some way select one person (methods can include drawing names out of a hat, flipping a coin, etc.).
  5. If at any point during the two-year term the NA Airport representative can no longer effectively 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 fill out the original term, following the participation guidelines as outlined above.
  6. The NA committee secretary shall communicate to the World Standing Committee staff the names and terms of the NA Airport representatives no later than December 1 of each year, and any time a change is made under point 4.
  7. ACI-NA recognizes that participating in meetings outside of North American can be a challenge for many members, particularly during difficult economic times, and will take that into account when designating NA representatives.
  8. Airport representatives serving on Standing Committees are not allowed to serve a second consecutive term. Rotation of the individuals serving on the Standing Committees ensures equitable access to the seats and allows the Committee to benefit from differing perspectives and expertise backgrounds. Only in special circumstances where there is no demand for an NA seat may an individual serve for one additional two-year term.

**WORLD BUSINESS PARTNER (WBP) (ASSOCIATE) SEATS**

1. All active WBP members of the steering group shall be offered the opportunity to fill one of the two NA WBP seats for a two-year term commencing on January 1 of the year immediately following the NA chairmanship.
2. If there are no WBP members of the steering group able to commit to the demands of participation on the World Standing Committee, namely, the ability to travel to meetings, then the steering group (especially the WBP steering group members), with the assistance of ACI-NA staff, shall suggest an alternate representative based on the following qualifications:
  - Current employment by an ACI-NA WBP Member 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
3. The two NA WBP seats should have staggered end dates at all times. If the two NA WBP designees have the same end date, the term of one person should be extended by one year. If both individuals are able and wish to continue for one more year, the steering group must in some way select one person (methods can include drawing names out of a hat, flipping a coin, etc.)
4. If at any point during the two-year term the NA WBP representative can no longer effectively participate due to travel restrictions, a change in professional duties, or any other reason, the steering

group (especially the WBP steering group members), with the assistance of ACI-NA staff, shall suggest an alternate representative to fill out the original term.

5. The NA committee secretary shall communicate to the World Standing Committee staff the names and terms of the NA WBP representatives no later than December 1 of each year, and any time a change is made under point 4.
6. ACI-NA recognizes that participating in meetings outside of North American can be a challenge for many members, particularly during difficult economic times, and will take that into account when designating NA representatives.
7. WBPs serving on Standing Committees are not allowed to serve a second consecutive term. Rotation of the individuals serving on the Standing Committees ensures equitable access to the seats and allows the Committee to benefit from differing perspectives and expertise backgrounds. Only in special circumstances where there is no demand for an NA seat may an individual serve for one additional two-year term.

#### Working Group Mission Statements

- **Air Quality**

The Air Quality Working Group monitors, reviews, analyzes, and guides regulations, policies, and research relating to air quality and climate change issues impacting airports. Areas of focus include NEPA requirements for air quality and greenhouse gas (GHG) impact analyses, national ambient air quality standards and regulations; general conformity requirements; the FAA Voluntary Airport Low Emissions (VALE) program; airport-related issues regarding hazardous air pollutants, local air quality, and public health; air quality benefits associated with alternative fuels; and impacts of aviation related to greenhouse gases and climate change. The Working Group will provide necessary input and recommendations on air quality issues to the Environmental Affairs Committee.

- **CAEP/International Issues**

The CAEP/International Issues Working Group represents North American airports in shaping ACI-World's and CAEP's environmental policies and positions as guided by the North American Environmental Affairs Committee and Board of Directors and to monitor and report on developments related to aviation environmental issues. The Working Group will help establish and promote effective world policies and statements on aviation environmental issues; influence international standards, legislation, policy and rulemaking by representing airports' interests on environmental matters; develop strong partnerships among the international aviation industry and other stakeholders on environmental matters; improve international environmental awareness, training and sharing of information; review materials provided by the World committee and CAEP working groups and recommend comment and input to these documents; and report to Environmental Affairs Committee and the North American Board of Directors regarding World Committee and CAEP activities and positions.

- **Land Use Compatibility**

Controlling land uses in the vicinity of airports is one of the most significant challenges that local governments and airports confront nationwide. Land uses that are incompatible pose not only a public safety issue; they exacerbate capacity issues because they further constrain an airport's ability to meet existing and future capacity needs. The Land Use Compatibility Working Group monitors, reviews, analyze, and guides regulations, policies, and research relating to land use issues that affect airports. Areas of focus include compatible land uses, zoning, land use planning, and coordination with jurisdictions having land use control in the vicinity of an airport. The Land Use Compatibility

Working Group will provide necessary input and recommendations on land use issues to the Environmental Affairs Committee.

- **Natural Resources**

The Natural Resources Working Group monitors, reviews, and analyzes regulations, policies, and research relating to natural resources issues that may have potential impacts on airports. Additionally, the Natural Resource Working Group gathers information to provide resources for members and works cooperatively with other Working Groups to provide necessary review or input on issues related to natural resources, environmental permitting and mitigation, hazardous wildlife, protected species, wetlands, and land management.

- **NEPA**

The NEPA Working Group monitors, reviews, analyzes, and guides policies relating to airport operator compliance with the National Environmental Policy Act (NEPA). The primary area of focus for the NEPA Working Group is streamlining NEPA documents prepared by and for airport development projects. Additional activities focus on improving the interface between airport development planning and NEPA, reviewing FAA guidance as it relates to NEPA compliance, developing data to support categorical exclusions, improving the communication between airports and the FAA HQ/Region/ADO on environmental matters, and encouraging FAA's development of new guidance on key NEPA issues. The Working Group will provide necessary input and recommendations on NEPA issues to the Environmental Affairs Committee.

- **Noise**

As a primary Goal, the Noise Working Group promotes efforts to reduce aircraft noise exposure consistent with the safe, efficient, and financially responsible operations of airports and the National Airspace System. To accomplish this goal, the Working Group monitors aircraft noise research, policies affecting noise compatibility planning, and other relevant developments in the airport and aviation industry. Through evaluation of these developments, the Working Group identifies emerging issues with respect to their potential benefits in reducing aircraft noise exposure, as well as their effects on airport operations, community relations, and finances. The Working Group communicates findings to the Environmental Affairs Committee in a balanced manner recognizing the diverse interests of member airports, and provides input and recommendations for the Environmental Affairs Committee to propose to the ACI-NA Board as appropriate.

- **Sustainability**

The Sustainability Working Group monitors, reviews, analyzes, and guides regulations, policies, and research relating to sustainability issues impacting airports. Areas of focus include long term strategic issue management, benchmarking and balanced scorecards of triple bottom line metrics of economic, social and environmental performance, environmental justice, and climate change (prevention and adaptation). The Working Group will provide necessary input and recommendations on sustainability issues to the Environmental Affairs Committee.

- **Waste Management**

The Waste Management Working Group monitors, reviews, analyzes, and guides regulations, policies, and practices relating to airport waste management issues. Areas of focus include waste reduction and reuse, recycling, hazardous materials management, and environmental due diligence. The Working Group provides necessary review or input on waste management issues to the Environmental Affairs Committee and encourages sharing of best practices for airport waste management among airports, industry partners, tenants, and communities.

- **Water Quality**

The Water Quality Working Group monitors, reviews, analyzes, and guides regulations, policies, and research relating to water quality issues impacting airports. Areas of focus include water quality; discharge permitting; deicing; spill prevention, control, and countermeasures (SPCC); water conservation; and drinking water. The Working Group will provide necessary input and recommendations on water quality issues to the Environmental Affairs Committee.