SUBJ: **COMMERCIAL SPACE TRANSPORTATION ADVISORY COMMITTEE**

1. PURPOSE. This order constitutes the charter for the Commercial Space Transportation Advisory Committee and provides for its operation in accordance with the provisions of the Federal Advisory Committee Act (Title 5 U.S. Code, Appendix II) (Pub. L. 92-463; 86 Stat. 770).

2. DISTRIBUTION. This order is distributed to the Associate Administrator level in Washington and the Federal Aviation Administration (FAA) Technical Center.

3. CANCELLATION. Order 1110.124C, Commercial Space Transportation Advisory Committee, dated November 15, 2002, is canceled.

4. SCOPE. The committee provides information, advice, and recommendations to the FAA Administrator (the Administrator) on matters relating to all aspects of U.S. commercial space transportation activities. The committee does not exercise program management or regulatory development responsibilities and makes no decisions directly affecting the programs on which it provides advice. The committee provides a forum for the development, consideration, and communication of information from a knowledgeable, independent perspective.

5. OBJECTIVES AND DUTIES. The committee:

a. Undertakes such information-gathering activities as necessary to define issues for consideration by the committee, develops positions on those issues, and presents the committee's position to the Administrator.

b. Evaluates economic, technological, and institutional developments relating to commercial space transportation and submits to the Administrator recommendations on promising new ideas and approaches for Federal policies and programs.

c. Serves as a forum for the discussion of problems involving the relationship between industry activities and Government requirements.

6. SPONSOR. The Administrator shall be the committee sponsor. The Office of the Associate Administrator for Commercial Space Transportation (AST) shall furnish support services for the operation of the committee, including maintenance of committee records. (AST) shall designate a member of the office to be executive director of the committee.

7. MEMBERSHIP. The committee shall be composed of approximately 25 members, each of whom shall be appointed by the Secretary, after consultation with appropriate Government agencies, industry and business organizations, the scientific community, academia, and public interest and consumer groups. The membership shall be fairly balanced in terms of points of view represented and the functions to be performed by the committee. To ensure that the recommendations of the committee have taken into account the needs of diverse

groups served by the Department, membership shall include, to the extent practicable, individuals and/or organizations to represent minorities, women, and persons with disabilities.
1110.124C

8. APPOINTMENTS OF MEMBERS. Each member shall be recommended by the Administrator for a 2-year term, with each member eligible to be reappointed for a successive term. The Secretary shall approve the appointment of the members. Terms shall be staggered with approximately one-half expiring each year. Any person appointed to fill a vacancy occurring prior to the expiration of the term for which his or her predecessor was appointed shall be appointed for the remainder of such term. Members shall continue to serve until their replacement has been appointed.

a. A chairperson shall be appointed from among the membership by the Administrator.

b. Members may be represented at committee meetings and activities by alternates representing the same interest as the member; alternates shall have the full rights and duties of membership. Appointment of an alternate shall be made by the member in writing, with the approval of the committee executive director, at any time prior to the meeting or activity for which the appointment is made. The appointment is valid for only one meeting or activity, including any continuation of that meeting or activity.

9. MEETINGS. The committee shall meet at least once each calendar year, and upon the call of the chairperson, subject to the approval of the executive director of the committee who serves as the Designated Federal Official (DFO). The committee may not meet in the absence of the DFO or a departmental employee designated as an alternate DFO. The DFO shall adjourn any meeting whenever it is determined to be in the public interest. An agenda for each meeting shall be approved in advance by the executive director of the committee.

a. The chairperson or, in the absence of the chairperson, the vice-chairperson shall preside at each meeting.

b. Detailed minutes shall be kept of each committee meeting and approved by the chairperson. The minutes shall include the time and place of the meeting; a list of committee members and staff and agency employees present; a complete summary of matters discussed and conclusions reached; copies of all reports received, issued, or approved by the committee; a description of public participation, including a list of the members of the public who presented oral or written statements; and a description of public statements. The minutes of the meeting shall be certified by the chairperson of the committee.

c. The committee meetings shall be open to the public, and timely notice of such meetings shall be published in the Federal Register at least 15 days before the meeting. The proposed agenda, as well as the time and place of the meeting and information that the meeting will be open to the public, should be included in the notice which should be forwarded to the Office of the Chief Counsel, Attention: Rules Docket, AGC-200, approximately 30 days before the meeting. Other forms of the notice, such as press releases, are to be used to the extent practicable. Meetings or portions of meetings may be closed to the public where the Administrator determines that such portion of a meeting should be closed in accordance with subsection (c) of 552b of Title 5, United States Code. Any such determination shall be in writing and contain the reasons for the determination. If such a determination is made, the advisory committee shall issue a report at least annually setting forth a summary of its activities and such related matters as would be informative to the public consistent with Section 552(b) of Title 5, United States Code. Interested persons may file written statements with the committee at any time.

d. Detailed minutes of each meeting shall be kept and certified by the chairperson of the committee. The minutes shall contain:

(1) A record of participants at the meeting.

(2) A complete description of matters discussed and conclusions reached.

(3) Copies of all reports received, issued, or approved by the committee.

e. The minutes, as certified by the chairperson of the committee, shall be available for public inspection and copying in the office of the sponsor. Public availability of minutes or other documents received or generated by the committee are subject to applicable limitations and exceptions prescribed in the Freedom of Information Act (5 U.S.C. 552 (b)).

10. ESTIMATED COST AND SUPPORT. The estimated annual operating cost of the committee is $35,000, which includes printing, miscellaneous, and related costs. Approximately 0.5 person years are required to support the committee.

11. PUBLIC PARTICIPATION. Each committee meeting shall be open to the public, and interested persons shall be permitted to attend and appear before the committee, subject to reasonable limitations of space and time. Meetings may be closed to the public only as authorized by Section 10(d) of the Federal Advisory Committee Act (Title 5 U.S. Code, Appendix II), as amended, and applicable regulations.

12. AVAILABILITY OF RECORDS. Subject to Section 552 of Title 5 U.S. Code, records, transcripts, minutes, appendices, working papers, drafts, studies, agendas, and other documents that are made available to, or prepared for or by, the committee shall be available for public inspection and copying in the Office of the Associate Administrator for Commercial Space Transportation (AST-1), 800 Independence Avenue, S.W., Washington, D.C. 20591. Fees shall be charged for information furnished to the public in accordance with the fee schedule published in Part 7 of the Title 49, Code of Federal Regulations.

13. PUBLIC INTEREST. The formation and use of the Commercial Space Transportation Advisory Committee are determined to be in the public interest in connection with the performance of duties imposed on FAA by law.

14. EFFECTIVE DATE AND DURATION. This charter is effective November 15, 2004, which is the filing date of the charter. The committee shall terminate 2 years after this date unless, prior to that time, the charter is terminated or extended.

Marion C. Blakey

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Administrator