



April 3, 2015  
9:00 a.m. – 11:00 a.m.  
701 South 12th Street  
Arlington, VA 22202

## **Meeting Minutes**

**Summary:** This meeting was conducted to discuss the single issue of airport access control and to gain approval of the proposed recommendations outlined in the draft Airport Access Control report. The Airport Access Control Working Group presented the proposed recommendations to the Aviation Security Advisory Committee (ASAC). The draft report will be presented to Mr. Mark Hatfield, the Acting Deputy Administrator for Transportation Security Administration (TSA), on Wednesday, April 8, 2015.

### **Meeting Comes to Order, Closed Session**

Mr. Steve Alterman, ASAC Chairman, called the meeting to order and briefly explained his responsibilities under the Aviation Security Stakeholder Participation Act of 2014. The meeting was closed to the public and only ASAC members and federal officials were allowed to participate. Mr. Melvin Carraway, Acting Administrator for TSA, and Mr. Hatfield attended briefly to thank members for their contributions to the Airport Access Control report. Mr. Alterman volunteered to Mr. Carraway that the ASAC and its working group was prepared to continue work on the subject of access control, if TSA wished.

Following the departure of Mr. Carraway and Mr. Hatfield, Mr. Alterman stated that he would like ASAC concurrence with the proposed recommendations outlined in the draft Airport Access Control report prior to submitting the recommendations to TSA. He added that he would seek approval for the recommendations as a whole, rather than conducting individual votes on the 28 recommendations.

### **Airport Access Control Working Group, Mr. Ken Dunlap**

After brief comments from the TSA Executive Sponsor, the meeting was turned over to Mr. Ken Dunlap, as Vice Chairman of ASAC and as lead for the Airport Access Control Working Group. Mr. Dunlap noted that TSA continues to collaborate with industry to strengthen and enhance airport security requirements. He also stressed the importance of assessing airport security vulnerabilities and applying risk mitigations measures to reduce threats. He then asked Mr. Chris Bidwell, Ms. Colleen Chamberlain, and Mr. Allen Black to report individually on specified areas of the working group activities.



Mr. Bidwell, Ms. Chamberlain, and Mr. Black reported on employee screening, employee vetting, security awareness and vigilance, internal control and auditing of airport credentials, and risk-based, high-level security based on intelligence and information-sharing. They answered all questions asked by ASAC members.

Following these reports, and associated questions and answers, Mr. Alterman thanked everyone for their hard work and contributions and asked for any further comments. Hearing none, he confirmed a quorum, and asked for a motion to approve the draft Airport Access Control report; the motion was received and seconded. The Airport Access Control Working Group's draft report and 28 recommendations were approved unanimously by the ASAC.

Attachment A provides a complete list of meeting participants.

The final report is being finalized for delivery to TSA on April 8, 2015.

### **Adjournment**

Mr. Alterman noted that the next scheduled meeting of the ASAC would be at TSA Headquarters on Tuesday, May 5, 2015, from 1-4:00 PM. He added that the ASAC would meet again the first week of September 2015, with additional details being finalized.

Mr. Alterman asked for any last comments, and with none received adjourned the meeting at approximately 10:30 AM.

**Summary of Action Items:** No action items were recorded.

### **Certification of Detailed Minutes**

*I hereby certify that this is an accurate record of the activities of the Aviation Security Advisory Committee on April 3, 2015.*

A handwritten signature in black ink that reads "Stephen A. Alterman". The signature is written in a cursive style with a horizontal line extending from the end of the name.

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Stephen A. Alterman  
Chairman