



September 2, 2015  
9:00 a.m. – 12:00 p.m.  
601 South 12th Street  
Arlington, VA 22202

## Meeting Minutes

### Summary

This meeting provided updates on efforts to implement the Airport Access Control Report. It also provided status updates from the International Aviation, General Aviation, Air Cargo, and Airports subcommittees. Recommendations from the Airports Subcommittee were proposed and approved, as were revisions to Committee By-Laws. Legislative bills in the United States Congress and their effects on TSA and the aviation community were also discussed. The agenda is provided as Attachment A.

### Meeting Comes to Order, Closed Session

Mr. Dean Walter, Aviation Security Advisory Committee (ASAC) Designated Federal Official (DFO), called the meeting to order and welcomed new ASAC members. The meeting was closed to the public and only ASAC members and federal officials were allowed to participate.

### Opening Remarks

TSA Executive Sponsor, Victoria Newhouse; ASAC Chairman, Steve Alterman; and ASAC Vice-Chairman, Ken Dunlap each made brief welcoming remarks, and again welcomed new ASAC members.

### Roll Call and Member Remarks

A roll call was taken during the committee member introductions. Members were given an opportunity for remarks, but none were made.

### Committee By-Laws

The committee discussed proposed revisions to the By-Laws, which were necessary to align with the new charter and the requirements of the Aviation Security Stakeholder Participation Act of 2014. The changes clarify the roles and responsibilities of ASAC members. One small revision was proposed to add "DHS" before "... *trusted traveler background check process.*" There was no additional deliberation on this proposal. The DFO confirmed a quorum was present, a motion to approve the revised By-Laws was received and seconded. **The proceeding vote was unanimous (23-0) to approve the By-Laws.**

### Update on implementing the Airport Access Control Report

TSA provided a summary overview on the status of the 28 recommendations from the Airport Access Control Report. TSA has implemented and closed 6 recommendations. The remaining 21 are open and active, and 1 is open but inactive, pending analysis of another



recommendation. It became apparent during the briefing that TSA needs to develop a better tool to track and report out on the implementation status of recommendations, which TSA agreed to create. In addition, ASAC members expressed concern about their lack of involvement in implementation of the recommendations.

#### **Subcommittee Updates, Mr. Alterman**

The co-chairpersons for each subcommittee provided an update, covering progress to date and focus areas going forward. New committee members were encouraged to join any subcommittees that affect their interests.

#### **International Aviation Subcommittee Update**

The co-chairmen noted that the subcommittee did not have any new 'issues' for action or discussion. They discussed the actions it has taken with respect to the Airport Access Control Report, namely the issuance of the TSA Information Circular to foreign flag air carriers.

The co-chairmen welcome ideas, issues, and topics for discussion/exploration. The subcommittee has not been very active this year due to a change in ASAC membership, but plans to meet and identify areas of focus for next year.

TSA noted that WestJet, a Canadian air carrier, will be the second foreign flag air carrier in the TSA PreV<sup>®</sup> Program. This item addressed a previous recommendation of the subcommittee to expand the TSA PreV<sup>®</sup> Program to more foreign flag air carriers.

The co-chairmen noted that the inbound threat to the United States remains and the International Aviation Subcommittee remains an important part of ASAC.

#### **General Aviation (GA) Subcommittee Update**

The co-chairmen reported that the subcommittee is in the process of reviewing the initial draft of Regulation 1542: Vetting of Foreign Nationals for Flight Screening, for possible changes. The subcommittee will meet with Subject Matter Experts (SMEs) in September-October 2015 to discuss revisions and to address any gaps.

The co-chairmen discussed the armed security officer requirement in the Ronald Reagan Washington National Airport (DCA) Access Standard Security Program (DASSP). TSA briefed this issue to ASAC, which concurred with TSA's recommendation to remove the requirement at the February 17, 2015, ASAC meeting. TSA continues to work with other government agencies to obtain the necessary concurrences and is also in the process of briefing the issue to the new TSA Administrator.

It was also mentioned that the "Security Guidelines for General Aviation Airport Operators and Users" document has been updated by the subcommittee and is in final TSA clearance for issuance to the GA community.



### **Air Cargo Subcommittee Updates**

The co-chairpersons discussed the existing Air Cargo Security Research & Development working group and how it relates to ASAC. The Aviation Security Stakeholder Participation Act of 2014 requires ASAC to establish a Security Technology subcommittee. No decision has been made on whether this existing group will be part of the new subcommittee or be part of the Air Cargo Subcommittee.

There were also brief discussions on the Air Cargo Advanced Screening program, the air cargo enhanced screening initiative, third party canines, and the need to provide better feedback on the implementation status of recommendations.

### **Commercial Airports Subcommittee Update**

The co-chairmen presented four proposed recommendations, listed below, to the Committee for deliberation and approval. A complete list of proposed recommendations is included in Attachment B. Each proposed recommendation was presented and discussed. At that point, a separate vote was taken on each proposal.

1. Airport Perimeter Security Best Practices.
2. Airport Security-Focused Grant Program.
3. Risk-Based Security in Airport Security Requirements.
4. Airport Employee Awareness Training.

There was little deliberation on these proposed recommendations. The DFO confirmed a quorum was present, and a motion to approve these recommendations was received and seconded. **The proceeding vote was unanimous (23-0) to approve the recommendations.**

### **Legislative Update & Discussion**

Committee members were briefed on the following pieces of proposed legislation:

- H.R.2843 - TSA PreCheck Expansion Act, was recently passed by the House with a goal of increasing the traveling public's enrollment options. TSA is developing a Request for Proposal (RFP) that will provide application enrollment standards for industry.
- H.R.3102 - Airport Access Control Security Improvement Act of 2015, was passed by the U.S. House Subcommittee on Aviation. This bill focuses on insider threat and airport employee screening. It has many provisions that would greatly impact TSA and U.S. airport operations.



### **Administrative Discussion**

The ASAC Annual Public Meeting, which is expected to be the final meeting of the year is scheduled for Friday, November 20, 2015, from 1:00-4:00 p.m. The Agenda for this meeting is being developed. It was also agreed that the first two ASAC meetings of 2016 will be scheduled for the first week in February and in May.

### **Administrator Neffenger Meet & Greet**

Administrator Neffenger attended the meeting briefly to thank committee members for their outstanding work on the Airport Access Control Report, and for their continued support to aviation security efforts. He discussed some initial thoughts on implementation of the report recommendations.

### **Adjournment**

Mr. Alterman asked for any last comments, and with none received adjourned the meeting at approximately 12:10 p.m.

### **Summary of Action Items:**

1. Improve Committee Recommendations tracking system.
2. Employee Access Control Recommendations
  - a. Involve working group members in implementation phase
  - b. Reconvene working group in early December for briefing and assessment of progress.
3. Relationship Among ASAC Subcommittees
  - a. Consider re-establishing Monthly (or bi-monthly) Subcommittee Co-Chairs calls to share information and ensure consistency in work plans.
  - b. Formalize Security Technology Subcommittee and address relationship to Air Cargo Subcommittee Research & Development Working Group.

### **Certification of Detailed Minutes**

*I hereby certify that this is an accurate record of the activities of the Aviation Security Advisory Committee on September 2, 2015.*

A handwritten signature in black ink that reads "Stephen A. Alterman".

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Stephen A. Alterman  
Chairman



## Attachment A: Meeting Agenda

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1. Revision of Committee By-Laws
2. Update on implementing the Airport Access Control Report
3. Subcommittees:
  - a. International Aviation Subcommittee – Status Update
  - b. General Aviation – Status Update
  - c. Air Cargo Subcommittee – Status Update
  - d. Commercial Airports Subcommittee – Proposed Recommendations & Status Update
4. Deliberation/Vote on Proposed Recommendations
5. Legislative update & discussion:
  - a. H.R. 2843, *TSA PreCheck Expansion Act*
  - b. H.R. 3102, *Airport Access Control Security Improvement Act of 2015*
6. Administrative discussion:
  - a. Annual Public ASAC meeting (November 20, 2015, 1:00 – 4:00 p.m.)
  - b. 2016 meetings
7. Administrator Peter Neffenger Meet & Greet



## Attachment B: Airports Subcommittee

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**Recommendation #1 – TSA should endorse the following industry practices and distribute to all airports as guidelines to enhance airport perimeter security.**

### **1. Peer Review Assessment**

There is a general understanding that having outside professionals reviewing an airport's security systems – in this case perimeter security – can bring new perspectives and ideas for the airport operator to consider. Host airports are encouraged to bring other airport operators and stakeholders into the security setting to review their strategic and tactical approaches to securing the airport perimeter.

With this method, an airport invites an Airport Security Coordinator and other security professionals from peer airports to conduct an airport security review and assessment. By gaining insight from peers and a fresh set of eyes, an airport can improve its security posture. From training to inspecting and documenting, airports will benefit by sharing best practices.

### **2. Joint Risk Assessment**

On an annual basis, airport operators should conduct a joint assessment of the facility's perimeter risk. Air carriers, government entities, tenants, cargo operators and others should participate in the joint risk assessments. The process should be designed to identify potential vulnerabilities and associated risks. These risk assessments will help an airport determine what measures are advisable to address any identified security risks at the perimeter. Any resulting perimeter security plan should mitigate against the greatest risks and help prioritize needed projects and financial resources.

### **3. After Action Review**

Based upon the complexity and consistent with the scale of an event or perimeter intrusion, the airport operator should conduct an after action review (AAR). The AAR should be conducted by airport operator management to aid in identifying compliance with security regulations and plans, identify strengths, and address vulnerability and/or weaknesses. The AAR should include a broad range of trusted stakeholders to provide multiple perspectives. The airport operator should encourage attendance to determine what measures need to be created, enhanced, or reinforced.

Completion Measure: *TSA endorses industry practices and distributes to all airports.*

**Recommendation #2 - Institute an Airport Security-Focused Grant Program**



Although the Department of Homeland Security (DHS), through its Homeland Security Grant Program, dispenses billions of dollars annually for systems and technology to bolster state, tribal and local preparedness and improve security and resilience, such a robust program is not currently available to airports. Airport operators have limited funding available that must be prioritized across a multitude of safety, security and operational projects.

To provide readily available funding to support perimeter, access control and other security enhancements at airports, DHS and TSA should establish an airport security-focused grant program.

Completion Measure: *TSA establishes an airport security-focused grant program.*

### **Recommendation #3 - Incorporate Risk-Based Security into Airport Security Requirements**

Airport security programs and requirements contain reactive security measures that are outdated, duplicative or otherwise need revision given the evolution of the threat and/or security countermeasures. In accordance with risk-based security, the latest intelligence information is continually assessed and informed reviews of security requirements are conducted to ensure they maintain pace with the threat. Based on such assessments, adjustments can be made to security requirements to maximize risk reduction and shift or reallocate security resources to bolster other areas. TSA should work collaboratively with industry Quarterly Airport Security Reviews (QASR) to review and incorporate risk-based security measures in airport security requirements, so that limited resources are applied to those areas where they most effectively reduce risk.

Completion Measure:

- 1) *Through the QASR, TSA should support intelligence briefings and an ongoing review of security requirements.*
- 2) *The QASR identifies the necessary modifications to airport security requirements to align with a risk-based approach.*
- 3) *TSA takes the necessary steps to modify the security requirements consistent with the modifications.*

### **Recommendation #4 - Training**

Leverage ground personnel, maintenance, air traffic control and flight crew in the Security Awareness Training program or associated campaign by embedding perimeter security awareness in the current curriculum for annual security refresher training. The Aircraft Operator Standard Security Program (AOSSP) and the Full All Cargo Aircraft Operator Standard Security Program (FACAOSSP) Security Training Guidelines should be updated to include perimeter security awareness.



Air Traffic Control personnel should receive specific incident-related scenario training from the Federal Aviation Administration that highlights areas in which (specifically tower controllers) they can integrate a perimeter scan during periods of low activity as part of their non-essential secondary duties.

Common training profiles for all personnel may include, but not limited to, the following items:

- a. Awareness of perimeter security vulnerabilities and specific examples of methodologies used to successfully penetrate current perimeter barriers;
- b. Specific reporting mechanisms and procedures such as dedicated frequencies and / or direct links to airport law enforcement; and
- c. Basic descriptive terms for concise communication to first responders.

Completion Measure: *Annual training requirements are modified, either directly by TSA where applicable or by recommendation to partnering Agencies, to include perimeter security awareness.*