



May 5, 2015
9:00 a.m. – 11:30 a.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 updates from the Airports, International Aviation, General Aviation, and Air Cargo subcommittees, and proposed Air Cargo recommendations for committee approval. The agenda is provided as Attachment A.

Meeting Comes to Order

Mr. Dean Walter, Aviation Security Advisory Committee (ASAC) Designated Federal Officer (DFO), called the meeting to order and 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. Attachment B provides a complete list of meeting attendees.

Opening Remarks

TSA Executive Sponsor Don Thompson, ASAC Chairman Steve Alterman, and ASAC Vice-Chairman Ken Dunlap each made brief welcoming remarks. TSA Acting Administrator Melvin Carraway attended briefly to thank committee members for their outstanding work on the Airport Access Control Report, and for their continued support to aviation security efforts. Mr. Alterman volunteered to Mr. Carraway that the ASAC was prepared to continue its work on the Airport Access Control Report, if TSA felt additional committee work as necessary.

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.

Update on implementing the Airport Access Control Report

Mr. Walter introduced Brett Gunter, Assistant Administrator, Office of Training and Workforce Engagement (OTWE), Kim Hutchinson, Deputy Assistant Administrator, OTWE, and Peter Marcello, OTWE, who introduced a Transportation Security Administration (TSA) initiative to promote Security Awareness and Vigilance throughout the aviation community with the Department of Homeland Security's reemphasis on "If You See Something, Say Something™". With the theme of 'This is My Airport', federal security directors and airport directors will be asked to engage all badged airport, tenant, and contractor employees through personal commitment to mission and workplace vigilance, to raise security awareness and encourage detection and reporting of suspicious activity.



Dan McCann, TSA Office of Security Policy and Industry Engagement, provided an update on the status of the other recommendations. Some recommendations were implemented by recent revision of two Security Directives and the issuance of an Information Circular. TSA is still analyzing several of the recommendations to determine the implementation approach.

Security Stakeholders Participation Act of 2014, Dean Walter

Mr. Walter briefed the committee on implementation of the Aviation Security Stakeholder Participation Act of 2014, which was enacted into law on December 18, 2014. A new charter, to comply with provisions of the law is awaiting approval. Committee bylaws will also require revision, but will wait until new members are appointed. TSA expects to re-appoint current members to new two-year terms under the revised charter. We are in the process of soliciting candidates for five vacancies, created by the additional membership groups added by the law. The law also requires ASAC to hold one public meeting each year, which is scheduled for November 20.

Subcommittee Updates, Steve Alterman

Mr. Alterman asked the co-chairpersons for each subcommittee to provide an update, covering any progress to date, including focus areas going forward.

Commercial Airports Subcommittee Update, Alan Black/Mike Duffy

Mr. Black provided an update on two areas that the subcommittee is reviewing. The first area reviewed the existing airport perimeter security program, literature and documentation. The analysis is complete and it appears the current TSA perimeter approach is reasonable. The second area is to develop a collection of industry practices. The collection of industry practices is nearly completed.

International Aviation Subcommittee Update, Craig Lynes

Mr. Lynes stated that the subcommittee is still examining: 1) expansion of the TSA Pre✓ Program, 2) mutual recognition of the trusted traveler programs, 3) information sharing – specifically how to communicate information on threats and Security Directives to industry, and 4) screening related to liquids, aerosols and gels.

General Aviation (GA) Subcommittee Update, Jens Hennig/Kevin Knott

Mr. Hennig reported that the subcommittee has completed its review and update of the *Security Guidelines for General Aviation Airport Operators and Users* document. This document was approved as a recommendation at the July 22, 2013, ASAC meeting, but since it was not formally issued by TSA, the subcommittee reviewed the document to ensure it was still current and provided necessary changes to TSA. The document is now with TSA for final clearance and issuance.



Air Cargo Subcommittee Updates, Sue Presti/Dan Cabral

Ms. Presti presented two proposed recommendations, listed below, to the Committee for deliberation and approval. Mr. Walter stressed that the recommendations must be clearly defined with a completion metric to indicate when an action could be considered complete or implemented.

A complete list of proposed recommendations is included in Attachment C. Each proposed recommendation was presented and discussed. At that point, a separate vote was taken on each proposal. Mr. Walter confirmed that there was a quorum present to proceed with a vote, and that passage is based on a simple majority plus one of those members in attendance.

Proposed Recommendation #1: Known Shipper. *ASAC recommends that TSA update the process for determining that a shipment is from a known shipper to reflect a more risk-based approach. Specifically, ASAC recommends that TSA specify that a passenger, all-cargo, or indirect air carrier must verify one of the following measures to confirm that a shipment is from a known shipper:*

- 1) *The shipper is confirmed as known through the Known Shipper Management system; or*
- 2) *The shipper has a documented business relationship of some time with an active account covering regular shipments; or*
- 3) *The shipper has been visited by the passenger, all-cargo, or indirect air carrier to verify its status; or*
- 4) *The passenger, all-cargo, or indirect air carrier can verify the membership of the shipper in a trusted trader program, including but not limited to Customs-Trade Partnership Against Terrorism (C-TPAT), Global Entry, TSA Pre ✓™; or*
- 5) *The shipment is physically screened to the enhanced screening levels as accepted by TSA for high risk cargo.*

There was little deliberation on this proposal. However there was discussion about the need to complete additional analysis to ensure the options mentioned in #4 provide an commensurate level of vetting to the current standards. **The proceeding vote was unanimous (15-0) to approve Recommendation #1.**

Proposed Recommendation #2: Risk-Based Security (RBS) Programs. *ASAC recommends that TSA meet with the regulated parties under each air cargo Standard Security Program (SSP) to determine how to update each SSP to appropriately integrate a risk-based approach.*

There was significant interest among the ASAC membership to expand this recommendation to standard security programs beyond those in the air cargo arena. While the committee agreed in concept, this would make the recommendation very general in nature and difficult to fully implement, track and close out. After extended discussion, however, it was decided to approve the recommendation as written. The other subcommittees were encouraged to bring forth



similar RBS recommendations in their areas of expertise, if appropriate. **The proceeding vote was unanimous (15-0) to approve Recommendation #2.**

Administrative Discussion

Mr. Alterman requested a briefing on the Air Cargo Advanced Screening (ACAS) program for the September meeting. A member also stated that an update from the Cybersecurity working group would be beneficial. Mr. Alterman noted that the next scheduled meeting of the ASAC would be at TSA Headquarters on Wednesday, September 2, 2015. He added that the final ASAC meeting for the year would be Friday, November 20, 2015, which will be the annual public meeting.

Adjournment

Mr. Alterman asked for any last comments, and with none received adjourned the meeting at approximately 11:15 AM.

Summary of Action Items

- Transmit approved recommendations to the Acting Administrator (Alterman)
- Schedule meet & greet meeting with new Administrator, once confirmed.
- ASAC conference call around July 7, 2015, to update committee on Airport Access Control Report Implementation (Walter)
- ACAS briefing for September meeting (Walter)
- Cybersecurity Working Group update at September meeting (Walter)

Certification of Detailed Minutes

I hereby certify that this is an accurate record of the activities of the Aviation Security Advisory Committee on May 5, 2015.

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

Stephen A. Alterman
Chairman



Attachment A: Meeting Agenda

1. Update on implementing the Airport Access Control Report
2. Update on implementing the Aviation Security Stakeholder Participation Act of 2014
3. Subcommittee Updates:
 - a. Commercial Airports Subcommittee – Status Update;
 - b. International Aviation Subcommittee – Status Update;
 - c. General Aviation – Status Update; and
 - d. Air Cargo Subcommittee – Proposed Recommendations & Status Update
4. Deliberation/Vote on Proposed Recommendations
5. Administrative discussion



Attachment C: Air Cargo Subcommittee

Recommendation #1: Known Shipper. ASAC recommends that TSA update the process for determining that a shipment is from a known shipper to reflect a more risk-based approach. Specifically, ASAC recommends that TSA specify that a passenger, all-cargo, or indirect air carrier must verify one of the following measures to confirm that a shipment is from a known shipper:

- 1) The shipper is confirmed as known through the Known Shipper Management system; or
- 2) The shipper has a documented business relationship of some time with an active account covering regular shipments; or
- 3) The shipper has been visited by the passenger, all-cargo, or indirect air carrier to verify its status; or
- 4) *The passenger, all-cargo, or indirect air carrier can verify the membership of the shipper in a trusted trader program, including but not limited to Customs-Trade Partnership Against Terrorism (C-TPAT), Global Entry, TSA Pre ✓™; or*
- 5) *The shipment is physically screened to the enhanced screening levels as accepted by TSA for high-risk cargo.*

Background: Currently, carriers can confirm a known shipper via options #1, #2 and #3 above. Taking into account risk-based approaches, and leveraging existing other security programs, TSA can expand the universe of options to include #4 and #5 above.

Completion measure: TSA adds options #4 and #5 to the standard security programs.

Recommendation #2: Risk-based Security Programs. *ASAC recommends that TSA meet with the regulated parties under each air cargo Standard Security Program (SSP) to determine how to update each SSP to integrate appropriately a risk-based approach.*

Background: TSA and industry both support an outcome driven, risk-based, approach to security. However, the existing SSPs covering the air cargo supply chain have not been updated to reflect this risk-based approach.

Completion Measures:

- 1) TSA establishes a process for meeting with the parties regulated under each SSP.
- 2) TSA and the relevant regulated parties identify the necessary changes for each SSP to align with a risk-based approach.
- 3) TSA takes the necessary steps to modify the SSPs consistent with these changes.