



Airport Handling Manual

AHM 020

GUIDELINES FOR THE ESTABLISHMENT OF AIRLINE OPERATORS COMMITTEES

RECOMMENDED that:

1. To facilitate airport operations pertaining to the clearance and handling of passengers, crews, baggage, cargo and aircraft, Members shall establish Airline Operators Committees (AOCs) at all international airports.

2. At airports served by both ATA and IATA Members, they shall form a single AOC.

3. The AOC shall dedicate attentive consideration particularly to:

3.1 singling out impediments that slow down operations arising from local premises, facilities and regulations, and identifying needs for the development of the above mentioned resources, with an aim at soliciting the competent counterpart (Department of Civil Aviation or Airport Authority) to put into effect all actions deemed necessary;

3.2 ensuring that any adjustments to Industry rules agreed upon to overcome local difficulties (including social aspects) do not alter the spirit of such rules, and reporting to the appropriate section of ATA and/or IATA Secretariats, through the proper department of Member head offices, any discrepancies noted in the Industry rules, as well as the need to fill existing gaps or eliminate inconsistencies;

3.3 referring all matters related to air navigation facilities, operations and services, both in the air and on the ground, to the Regional Director Safety, Operations and Infrastructure (S, O & I) of IATA through the proper departments of Members head office. The operating airlines will make available from their head office suitably qualified specialists who will be prepared to consult and advise the local Authorities. The IATA Regional Director Infrastructure will arrange for the airline specialists to convene through a Regional Coordinating Group (RCG) for air navigation matters.

3.4 referring all matters concerning medium to long-term airport development programs, involving the handling of passengers, cargo and aircraft, to the Regional Director S, O & I of IATA through the proper departments of Members head office. The operating airlines will make available from their head office suitably qualified specialists who will be prepared to consult and advise the local Authorities. The IATA Regional Director of S, O & I, in coordination with the IATA Director Industry Charges, Fuel and Taxation, as any infrastructure change has charges implications, will arrange for the airline specialists to convene an Airport Consultative Committee (ACC) for airport developments.

In general terms AOCs cover day-to-day short term operational matters while ACCs cover medium to long-term strategic development matters.

See IATA Airport Development Reference Manual.



4. Agendas and minutes of the AOCs meetings shall be sent to the local Board of Airline Representatives (BAR), or similar body, and (unless otherwise instructed) to the local Facilitation Representative and the proper department of Members' head offices;
5. Unless otherwise required by local law, AOC meetings shall be conducted in English.
6. In order to maintain Industry uniformity, the activities of Airline Operators Committees shall be ruled by the following by-laws.

Article 1 — General

- 1.1 The name of this organization shall be the (airport] Airline Operators Committee (AOC).
- 1.2 The principal office of the organization is located at (airport).
- 1.3 Regular membership is limited to airlines operating regularly scheduled flights to . . .
 - 1.3.1 Each regular member shall actively participate in the AOC and shall be represented by a competent member of its staff.
 - 1.3.2 Other airlines and non-airline Handling Agents shall be allowed to participate as non-voting Associated Members.
- 1.4 To be effective, the AOC shall meet once a month.
- 1.5 Other parties shall not be invited to participate in normal AOC meetings. A separate meeting or an open session should be set aside for this purpose.

Article 2 — Purpose

- 2.1 The purpose of the AOC is to provide opportunities for dialogue, education, advancement and improvement of all aspects of the airport operations through meetings, seminars, communications, publications, and other programs and activities.
- 2.2 The deliberations of the AOC shall include, but shall not be limited to, the following:
 - 2.2.1 Terminals and systems installed;
 - 2.2.2 Conditions of apron, taxiways and runways;
 - 2.2.3 Local air traffic and ground circulation;
 - 2.2.4 Airport development progress from user's point of view (landside, airside and airport buildings);
 - 2.2.5 Access to airport and airport buildings, including car ports;
 - 2.2.6 Local implementation of the international standards and recommended practices in Annex 9 to the Chicago Convention on International Civil Aviation, as well as the ICAO Type B Recommendations, taking account of any differences (reservations) filed by the . . . authorities;



2.2.7 Other airport services not mentioned above.

2.3 All major Capital Expenditure (CAPEX) programs will have an impact on the level of airport charges and should be reported to the IATA Regional Director, S, O & I and to the IATA Director Industry Charges, Fuel and Taxation. IATA will coordinate with the relevant Member airline representatives and arrange formal consultations with the airport where appropriate.

2.4 Similarly, the AOC should inform the IATA Director Industry Charges, Fuel and Taxation of all proposed changes to the level of structure of airport charges. IATA will co-ordinate with the relevant Member airline representatives and arranges formal consultations with the airport where appropriate.

2.5 The AOC shall check to ensure that the airport authority produces a regularly updated Airport Master Plan, a short to medium term development program and a resultant 10-year rolling CAPEX program.

2.6 The AOC shall properly liaise with the local Baggage Committee, and with any other special committee that may be established by resolution of one of the acknowledged airline associations.

2.6.1 (alternative for airports where no LBC exist) The AOC shall assume responsibilities of LBCs, as defined in IATA Resolution 744, as well as those of any other special committee that may be established by resolution of one of the acknowledged airline associations.

2.7 The AOC may establish, as deemed necessary, permanent or ad hoc sub-committees, task forces or working groups to develop or carry out particular themes at expert level, e.g. an Airport Consultative Committee (ACC) or local CUTE working group.

2.8 The AOC shall make recommendations for corrective actions whenever substandard performances are identified.

Article 3 – Officers

3.1 The officers of the AOC are:

Chairman

First Vice-Chairman

Second Vice-Chairman

Secretary/Treasurer

Immediate Past Chairman

3.2 The officers constitute the Executive Committee

3.3 If a vacancy occurs among the officers, for any reason, the position is filled by the Executive Committee, for the unexpired portion of the term.



3.4 In order to maintain good effective communications AOCs shall provide a list of all officers to the Regional Director S, O & I of IATA. This list should be updated as officers are replaced or re-appointed.

Article 4 — Nominations and Elections

4.1 All candidates for office shall be nominated and elected as provided in this article, at the December monthly meeting.

4.2 Nominations shall be made from the floor by members present.

Nominations for any office shall not be considered without the consent of the nominee.

If no nominations, or a too low number of nominations are made from the floor, the Chairman shall appoint a nominating learn consisting of himself and three members.

4.3 A majority vote of those present and voting shall rule. Only members in attendance at the meeting are entitled to voting.

4.4 The term of office for appointed officers shall be for one year. Officers are eligible for re-appointment for no more than three consecutive years.

Article 5 — Meetings

5.1 A monthly meeting of all members shall be called by the Chairman for the day of the month agreed upon by majority vote at the January monthly meeting.

5.2 Notification to the membership, confirming or re-confirming date and place of each meeting shall be made by means of inter-office memorandum, or teletype message, no less than seven (7) days prior to the date of the meeting.

5.3 Opening of the meeting shall include:

5.3.1 Meeting details (if any);

5.3.2 Approval of the minutes;

5.3.3 Approval of the agenda;

5.3.4 Specification of other matters (if any).

5.4 A written report of the meeting shall be circulated to all members before notice of the following AOC meeting.

5.5 Special sessions for the discussion of urgent matters may be called, at the discretion of the Executive Committee or upon request of at least five (5) regular members.



5.6 In case the official representative of a member airline cannot attend a meeting, a deputy with full authority to vote may be nominated in writing.

Members unable to attend a session should apologize, possibly prior to the meeting.

Article 6 — Voting

6.1 The presence of fifty (50) percent of the regular membership constitutes a quorum. Where a quorum is present a majority of members is necessary to make a decision, except where some other number is required, by law or by these by laws.

Proxy voting is not permitted.

6.2 Each member airline is entitled to only one vote on each issue, motion or proposition placed at regular meetings.

6.3 A majority vote shall be considered binding on all Members, except on those members whose airline policy would be disallowed by the nature of the vote.

When this exception applies, the concerned member shall give the Executive Committee a written or teletype notification, to be brought to the attention of all members.

Article 7 — Territoriality

7.1 Official letters to Department of Civil Aviation and/or Airport Authority on policy matters or controversial issues must be agreed upon by an absolute majority vote.

7.2 None of the decisions taken by the AOC, or actions wherefrom shall be such as to.

7.2.1 Deregulate any industry agreed provisions;

7.2.2 Extend their effects beyond the physical or jurisdictional boundaries of the airport;

7.2.3 Disallow local application of individual airlines policies.

7.3 Whenever deemed necessary, the assistance of other bodies shall be sought through the BAR or the FAL Representative, as applicable.

7.4 These by laws shall not preclude member airlines from maintaining their independent sovereignty, or from representing their own interests in all matters, except when they agreed not to do so by common consent.

Article 8 — Protocol

8.1 In carrying out their duties and responsibilities the officers and the Members shall conform to existing provisions of the applicable laws.