



**Summary of the Ninety-Seventh Meeting**  
**Special Committee 224 Plenary**  
**Airport Security Access Control Systems**

The ninety-seventh meeting of SC–224 was held virtually on August 22, 2024.

**Attendees included:**

Christer Wilkinson (Co-Chair)	AECOM System Solutions
Suzanne Guzik (Acting Secretary)	G&H Consulting
Djhanice Neric (GAR)	FAA
Karan Hofmann (Program Director)	RTCA, Inc.
Martina Benedikovicova	Charlotte Douglas IA
Chan Browne	Atlanta International Airport
Jose Chavez	TSA
Arnaldo Claudio	Metropolitan Washington Airports Authority
Keith Jackson	Atlanta International Airport
Pankaj Mishra	Port Authority of New York & New Jersey
Jodi Spencer	Boise Airport
Regrets:	
Jonathan Branker	FAA
Raymond Hunting	Hollywood Burbank Airport

**SC-224 – Meeting No. 97**  
**(August 22, 2024 Meeting)**

**1. Welcome and Administrative Remarks:**

Ms. Hofmann opened the meeting with the reading of the reminders for Anti-Trust Requirement, RTCA Proprietary Policy and Membership Policy and relevant exemptions, as well as RTCA membership requirements. Dr. Wilkinson presented the agenda for today’s meeting.

Dr. Wilkinson provided general leadership introductions: Ms. Hofmann – Program Director; Ms. Guzik – Editor & Leader Acquisition/Procurement. Dr. Wilkinson requested that Ms. Guzik take notes as a temporary acting Secretary until a new secretary can be determined. Ms. Guzik volunteered to serve as Secretary if another volunteer was not acquired – no current volunteers.

Dr. Wilkinson noted that we have many new members and have had several members, and section leads resign/retire from the committee so the subject matter of this plenary will vary from the standard content discussions and be more introductory and organizational. Introductions from each new members and brief background (and their interests) was requested:

- Mr. Mishra (PANYNJ)
- Ms. Benedikovicova (CLT)
- Mr. Claudio (DCA)
- Mr. Jackson (ATL)
- Mr. Browne (ATL)
- Ms. Spencer (BOI)

## **2. Approval of Previous Meeting Summary:**

Dr. Wilkinson presented the agenda for today's meeting, noting that detailed technical content discussion will be tabled until the next meeting after committee/technical leadership positions are settled, and potential additional volunteers obtained.

## **3. Approval of Previous Meeting Summary:**

The Summary for the Plenary #96 (June 6, 2024) without change

## **4. RTCA Overview / Rems of Reference (ToR) Discussion:**

Ms. Hofmann and Dr. Wilkinson reviewed the general structure/purpose of the RTCA committee and provided a brief summary of the ToR for the document/committee.

Ms. Hofmann noted that the ToR were approved for the next 2 versions which are intended for a 2025 release and then another to close approximately the end of 2026.

At the October meeting, need to determine if there will be a date change in document versions to submit at the PMC meeting.

## **5. Leadership Discussion:**

Dr. Wilkinson provided general background on the background of the committee and DO-230 document, noting that with significant turnover in members since last meeting (particularly Section Leaders), there will need to be a pause in technical work to reacquire new leaders/assignments and volunteers moving forward. Ms. Hofmann will be retiring in November, and no replacement has been designated yet.

## **6. TSA Report:**

Mr. Chavez provided a report from TSA on the latest new items and focus:

- FAA Cybersecurity Goals 'Equipment, Systems, & Network Infrastructure Protection' just released today. TSA is working close with FAA and CISA so suggests the new information would be good for the committee to review.
- Federal Budget Approved but noted that 'law enforcement reimbursement' has been discontinued which will significantly affect the operations/budget of over 200 airports.

- Employee Screening requirements/implementation still moving forward as planned. {Dr. Wilkinson requested that Mr. Chavez coordinate directly with Mr. Branker for document impacts.}

## **7. Version DO-230N Discussion:**

Dr. Wilkinson provided a brief history of the DO-230 document which was created 1994 and has been periodically updated from version A to the last-published version M published this last year. The content of DO-230 is intended to be predominantly technical – operational guidance is reserved for other documents/activities like the PARAS group.

Considering the significant change in committee participation, Dr. Wilkinson encouraged the new members to read the Introduction section of the existing DO-230M which can be provided to any members not already having access. SC-224 will be looking for people to volunteer as Section Leads for various (almost all) sections of the document as currently only Introduction, Acquisition/Procurement, and Cybersecurity have leads. Once the new members have familiarized with the DO-230 content, section responsibilities can be assigned at the next meeting.

Dr. Wilkinson inquired if any of the new attending members have a potential interest in certain areas/section:

- Mr. Claudio – Biometrics
- Mr. Mishra – Biometrics, Cybersecurity

Dr. Wilkinson noted that although each Section has a lead (and potentially various contributors working with the lead), any members/section contributors can and will weigh-in on all section content, particularly where cross-over coordination is warranted. Dr. Wilkinson noted that the committee would need at least 4 more volunteers for section leads to keep the next revision progressing.

Version 230-N: The goal of the committee is to update that document at least every 2 years to keep up with technology and changing airport environment/policies. Each update every Section receives at least review and minor updates. Every 3-5 years on a rotating basis each section receives a major review/re-write.

Ms. Hofmann provided a brief overview of the document finalization process (~ 3 months):

- Once the committee members have completed their edits, content is submitted to Ms. Guzik for final combination, editorial review/changes and presentation/production.
- When Ms. Guzik has completed edits, then the document 30-day FRAC (final review and comment) period begins in which committee and public provide comments.
- At the close of the FRAC period, the committee reviews the comments received, determines a response/resolution, and Ms. Guzik executes any formal changes.
- The final DO-230 document is then submitted to RTCA's PMC (Program Management Committee) for review and approval.
- Once approved, the document is published formally and available for purchase/distribution.
- Ms. Guzik noted that the 3-year-old acquisition/procurement section and its associated checklist is due for significant review/re-write this version.

- Editorial work is outstanding for improving cross references between sections where similar information is discussed as well as focus on checklist updates and consistency.
- Dr. Wilkinson noted that there is continued effort needed to coordinate technical information between sections so that information within a section is self-standing enough to not fully read each section, but also not overly repetitive or contradictory. Also to assure that the sections contain a ‘limited amount of educational introductory information’.

Dr. Wilkinson noted that with the changes in leads/leadership that section-by-section updates would not be reviewed until next meeting once lead assignments had been made.

**8. Action Items for Next Meeting:**

Dr. Wilkinson encouraged everyone to read the Introduction for familiarity with the document content as well as interest as contributors to specific sections and/or volunteers as section leads. Committee leadership noted that participation is open to all companies that have RTCA membership as well as all ACI member organizations, so if anyone knows of anyone else which might have an interest then please forward their information to Dr. Wilkinson or Ms. Hofmann for contact/consideration. There is not restriction in the committee on number of participants or contributors.

**9. Significant Dates:**

More work on DO-230N	10 <sup>th</sup> October (Plenary #98), 10:00 AM – 1:00 PM ET
Continued work on DO-230N	5 <sup>th</sup> December (Plenary #99), 10:00 AM – 1:00 PM ET

The meeting was adjourned.

-S-  
Christer Wilkinson  
Co-Chair

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Alan Paterno  
Co-Chair

**CERTIFIED** as a true and Accurate summary of the Meeting.