

# Louisiana Drone Advisory Committee

## Committee Charter

### ARTICLE I. AUTHORITY

A. The Committee is an advisory committee established under Act 328 of the 2021 Louisiana Legislature. The Louisiana Drone Advisory Committee shall hereinafter be referred to as (LADAC).

B. As an advisory committee, the Committee may not make decisions on behalf of the Louisiana Department of Transportation and Development. The Committee's role is to review matters within its scope and provide recommendations to the Secretary of the Louisiana Department of Transportation and Development to carry out advisory decisions, and serve as a resource for the Louisiana Legislature.

### ARTICLE II. MISSION STATEMENT

A. To provide an open venue in Louisiana and all unmanned stakeholders to work in partnership to identify and recommend a single, consensus-based set of resolutions for issues regarding the safety, efficiency, and integration of unmanned systems into the State of Louisiana and to develop recommendations to address those issues and challenges.

### ARTICLE III. PURPOSE

A. The committee will provide the state's legislature, executive branch, and federal delegation with recommendations that may be used for planning purposes in the areas of law, operational safety, and economic development to ensure increased growth of this maturing industry.

### ARTICLE IV. MEMBERSHIP

A. The committee will be composed of executive leaders from key unmanned systems stakeholders across aviation, ground transportation, and maritime sectors.

B. The members of the LADAC shall be appointed and serve the subsequent terms in accordance with Louisiana Revised Statutes Title 2 Aeronautics §2.2.1(B)(2).

C. The LADAC shall consist of fifteen (15) appointed members. Each member of the LADAC shall serve without compensation.

D. Each LADAC appointed member shall be allotted one (1) vote for all matters coming before the committee. Proxy votes for appointed members shall not be allowed.

E. The members of the LADAC are public employees and as such, are public servants who are subject to the Code of Governmental Ethics.

1. Public employee means anyone, whether compensated or not, who is (a) an officer or official of a governmental entity who is not filling an elective office; (b) appointed by an elected official to a position to serve the government or government agency, when the elected official was acting in his official capacity; (c) engaged in the performance of a governmental function; or (d) is under the supervision or authority of an elected official or another governmental employee.

2. Public servant means a public employee or an elected official.

#### **ARTICLE V. OFFICERS**

A. The LADAC chairperson shall be appointed by the Secretary of the Louisiana Department of Transportation and Development in order to conduct committee business and oversee deliberations during the open public meetings.

B. The LADAC may also elect a vice-chair and a secretary to assist in conducting the meetings and committee business.

C. The LADAC shall elect one member of the committee to serve as liaison with the Federal Aviation Administration to address any issues with federal, state, and local laws governing unmanned aircraft systems and unmanned aerial systems.

#### **ARTICLE VI. OPERATIONS**

A. A majority of the committee members will constitute a quorum. Committee approvals shall require a vote of a majority of the LADAC members present at the meeting at which a quorum is established.

B. The LADAC may create and form subcommittees or task groups as it deems necessary for conducting the committee's business. The LADAC shall approve the terms of reference defining the membership, scope, objectives, specific tasks, deliverables, and time table for deliverables of each subcommittee or task group created.

1. Subcommittees formed may be standing subcommittees or ad hoc subcommittees based on the purpose.

a. Standing subcommittees shall require an operating charter to reflect the operational component of the subcommittee's purpose.



b. Ad hoc subcommittees and Task Groups shall also require a limited charter to reflect the purpose. The ad hoc subcommittee and task group charters shall expire upon the successful completion of deliverables to the LADAC.

C. The LADAC shall review this charter annually and recommend any proposed changes or revisions for the governance of the committee, scope, membership (in accordance with state statutes), objectives, or deliverables.

D. The LADAC may amend this charter at any time during a normally scheduled meeting by a vote of the committee members. Committee members shall be present for a vote to be taken. A two thirds vote of the committee members shall be required to approve or amend this charter.

### **ARTICLE VII. MEETINGS**

A. The LADAC shall meet a minimum of four (4) times per year. The LADAC will advertise meeting dates, times, and locations in accordance with the state's public meeting statutes. All meetings will be a matter of public record and will be recorded and documented for accuracy of minutes and deliverables.

1. The LADAC Chairperson shall finalize the meeting agenda no less than five (5) working days prior to the scheduled meeting.

2. The LADAC meeting agenda shall be transmitted to committee members no less than four (4) working days prior to the next scheduled meeting.

B. The LADAC may invite non-members and industry subject matter experts to testify and present before the committee that possess broad knowledge and expertise related to the continued and positive growth of unmanned systems technology. This will provide opportunities to encourage economic development, manufacturing, maintenance, operations, education, and training throughout Louisiana for the benefit of citizens across the state.

1. Invitations extended to non-members or subject matter experts shall be coordinated with the Louisiana Department of Transportation and Development to ensure these invitations are accounted for on the timeframes for the meeting agendas.

a. LADAC members inviting a non-member or subject matter expert to present or testify shall notify the Louisiana Department of Transportation and Development no less than ten (10) working days prior to the agenda finalization.

### **ARTICLE VIII. RESPONSIBILITIES**

A. The LADAC shall provide recommendations to the Secretary of the Louisiana Department of Transportation and Development pertaining to policy and regulatory issues related to the adoption of drone technologies. These recommendations shall be presented to the Secretary in the form of a written report that shall be approved by the Secretary for transmittal to the House Committee on

Transportation, Highways, and Public Works and the Senate Committee on Transportation, Highways, and Public Works.

1. The report shall be submitted to the Secretary of the Louisiana Department of Transportation and Development no less than sixty (60) days prior to the start of each legislative session.
2. The report shall be submitted to the legislative committees no less than thirty (30) days prior to the start of each legislative session.

B. The legislative report shall contain the following information in the annual report:

1. Legal Barriers for Operations
2. Number of operators operating unmanned systems in Louisiana.
3. Companies using unmanned aircraft systems and unmanned aerial systems for commercial operations.
4. Economic value of industry in Louisiana.
5. Ranking of State of Louisiana in comparison to other states in terms of development of its own industry.
6. Any actions taken by the Federal Aviation Administration over the previous year pertaining to unmanned aircraft systems and unmanned aerial systems.
7. Impact of drone highways

#### **ARTICLE IX. PROHIBITED POLITICAL ACTIVITY**

A. As an advisory committee under the Louisiana Department of Transportation and Development, the LADAC shall be prohibited from participating in political activities through the actions of the committee.

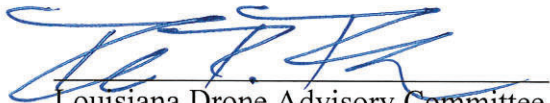
1. Prohibited activities means an effort to support or oppose the election of a candidate for political office or to support or oppose a particular party in an election, or to support or oppose any legislative instruments through the actions of the committee.

B. As public servants, the members of the LADAC shall not use the authority of his office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to engage in political activity.

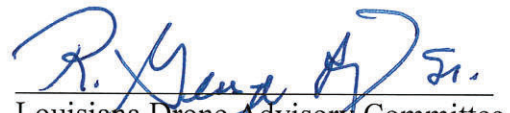
#### **ARTICLE X. CERTIFICATION**

We, the undersigned, hereby certify that the Louisiana Drone Advisory Committee is comprised of 15 members, of whom thirteen (13), consisting a quorum, were present at a meeting duly and

regularly called, noticed, convened and held this 24<sup>th</sup> day of August, 2021, and that the foregoing Charter was duly adopted at said meeting by the affirmative vote of thirteen (13) members, and opposed by zero (0) members, and that said Charter has been duly recorded in the Minute Book and is in full force and effect, as the instrument to govern the committee and all conducted business therein.

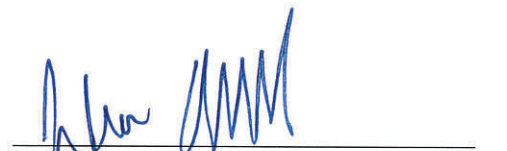


Louisiana Drone Advisory Committee  
Chairperson  
PRINTED – BRADLEY R. BRANDT



Louisiana Drone Advisory Committee  
Vice-Chair  
PRINTED – GEORGE REY, SR.

WHEREUPON, the charter was declared adopted on the 24<sup>th</sup> day of August, 2021.



Louisiana Drone Advisory Committee  
Secretary  
PRINTED – JOSHUA ALFORD

DATE: August 24, 2021