

**Lithium Battery Air Safety Advisory Committee**  
**MEETING AGENDA**

Meeting Date: January 22-23, 2020  
 Location: Department of Transportation, Washington D.C.  
**January 22, 2020**

|   | <b>Estimated Time</b> |
|---|-----------------------|
| <b>1. Welcome, Safety Briefing, &amp; Call to Order</b><br>1.1 Welcome (Duane Pfund, DFO)<br>1.1 Safety Briefing (DFO)<br>1.2 Call to Order (Bob Brown, Chairman)   | 0900-0910             |
| <b>2. Committee &amp; Staff Introductions</b>   | 0910-0930             |
| <b>3. Opening Remarks</b><br>3.1 Opening Remarks<br>3.1.1 Drue Pearce, Deputy Administrator, PHMSA<br>3.1.2 Josh Holtzman, Acting Deputy Associate Administrator for Security and Hazmat Safety, FAA<br>3.2 Opening Remarks (Chairman)  | 0930-1015             |
| <b>4. Agenda Overview – (Chairman)</b><br>4.1 Discussion<br>4.2 Adoption  | 1015-1030             |
| <b>5. Committee Business</b><br>5.1 Overview of the Federal Advisory Committee Process (Paul Roberti, PHMSA Chief Counsel)  | 1030-1100             |
| <b>Break</b>  | 1100-1130             |
| <b>6. Committee Business (cont.)</b><br>6.1 Committee Roles and Responsibilities (DFO)<br>6.2 Overview of FAA Reauthorization Act Sec 333(d) (DFO)<br>6.2.1 Committee Composition<br>6.2.2 Duties<br>6.2.3 Reporting<br>6.2.4 Meetings<br>6.3 Charter (DFO)<br>6.4 By-laws (Chairman) | 1130-1230             |
| <b>Lunch</b>  | 1230-1400             |
| <b>7. Mandate Duties &amp; Identifying Risks in the Transportation System</b>   | 1400-1530             |
| <b>Break</b>  | 1530-1600             |
| <b>8. Mandate Duties &amp; Identifying Risks in the Transportation System (cont.)</b>   | 1600-1645             |
| <b>9. Closing Remarks</b><br>9.1 Agenda for Day 2 (Chairman)<br>9.2 Closing Remarks for Day 1 (Chairman)  | 1645-1700             |

January 23, 2020

**Estimated  
Time**

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| <b>1. Opening Remarks for Day 2 (Bob Brown, Chairman)</b><br>1.1 Recap of Day 1<br>1.2 Opening Remarks   | 0900-0915 |
| <b>2. Finalize Discussion on Mandate Duties &amp; Identifying Risks in the Transportation System (cont.)</b>   | 0915-1030 |
| <b>Break</b>   | 1030-1100 |
| <b>3. Potential Approaches to Address Mandate Duties and Identified Risks in the Transportation System</b><br>3.1 Discussion on Potential Sub-Committees Opportunities<br>3.2 Prioritize Work<br>3.3 Consider Terms of Reference | 1100-1230 |
| <b>Lunch</b>   | 1230-1400 |
| <b>4. Potential Approaches to Address Mandate Duties and Identified Risks in the Transportation System (cont.)</b>   | 1400-1500 |
| <b>5. Reporting</b><br>5.1 Committee Draft<br>5.2 Timeline   | 1500-1530 |
| <b>Break</b>   | 1530-1600 |
| <b>6. Deliverables</b>   |           |
| <b>7. Future Work</b><br>7.1 Any Further Committee Business<br>7.2 Determination of Future Meeting Dates   | 1600-1645 |
| <b>8. Closing Remarks (Chairman &amp; DFO)</b>   | 1645-1700 |