



**National Consortium  
for Aviation Mobility**

*National Research and Technology Activities*

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September 6, 2002

Munro and Associates Inc.  
1749 Northwood Drive  
Troy, Michigan 48084

Dear Mr. Munro:

The NCAM Board of Directors is encouraged by the creation of a Michigan SATSLab. The participation of the "Transportation State" in the NCAM Research and Technology work will depend on funding made available to NCAM for use within the SATSLab. Federal funding made available to NCAM is used to support the accomplishment of level-1 requirements. These requirements are generated in response to the congressional appropriations and other requirements agreed to by the partners (NASA, NCAM and FAA). The work within NCAM is developed within the Technical Coordinating Committee (TCC). Although all of the proposed efforts by every one of the SATSLabs, could not be afforded within the budget constraints, the elimination of duplicated efforts and the prioritization of work against the technical requirements has resulted in a proposed R&T plan. This plan is currently developed to support work for the remainder of CY 2002. The R&T plan for FY 2003-2005 will be developed by working groups, which are chartered by the TCC. These working groups are organized around specific technical requirements (i.e. Higher Volume Operations, etc.). I envision Michigan would participate in some of the existing working groups as well as in any new group formed in response to some specific or unique requirements, which may develop. These new requirements may be in the area of inter-modal issues or automotive technology.

NCAM, in response to our NASA partner's desire to establish a more uniform standard of conduct for a SATSLab, is now preparing a policy establishing guidelines for SATSLab organizational structure, governance and business management.

NCAM realizes that all SATSLabs are not the same, either in membership or operation, however, the effective behavior and operation should be relatively the same.

The policy is in the process of development and should be reviewed and approved in mid-September. In order for the Michigan SATSLab to expedite their membership and begin the planning necessary for work on approved R&T tasks, I have outlined what I believe will be the key issues concerning approval for membership, based on what the SATSLab Guidance Policy will contain.

SATSLab Guidance

1. SATSLabs must represent a collaborative effort with state or regional objectives.
2. SATSLabs must have a governance process in which members have a voice in the operation of the SATSLab.
3. Either a charter, articles of incorporation and by-laws, articles of collaboration or other such governance documents, stipulating the objectives and governance must be agreed upon by members performing work with a copy provided to NCAM.
4. Each SATSLab and each member of a SATSLab must agree to abide by the *terms and conditions* of the NCAM JSRDA.
5. Single SATSLab Team Manager: Each SATSLab must have only one team manager that can speak for the team when there are organizational issues to be resolved.
6. Single Manager with Single Business Organization: Each SATSLab Team Leader must manage the business and technical issues of its SATSLab members, consistent with the terms of the NASA-NCAM agreement and an integrated Annual R&T Plan.
7. Membership within NCAM can either be as a member of a SATSLab (preferred) or as individual member through AAAL. In any case, the members agree to operate in accordance with the NCAM By-laws as well as the *terms and conditions* of the negotiated contract between NCAM and the SATSLab or member.

Please provide the information, which would indicate the Michigan SATSLab, either has or plans to develop the necessary structure and governance to meet the guidance. This should include the proposed membership as well as the collaborative governance documentation.

The by-laws for NCAM state that the board may *fix, change or amend* payments due from members. The board plans to establish membership dues and other payments, at the September meeting, which will be effective for FY 2003 commencing October 1, 2002.

Thank you and I look forward to the accomplishments of the Michigan SATSLab.

Sincerely,

  
John F. Sheehan  
Executive Director