



AIAA Ground Testing Technical Committee Charter

Version	Revision date	Revisions Made by
V1	6/11/26	C. Jorgens, T. Wayman, E. Hubbard

1. Committee Name

Ground Testing Technical Committee

2. Scope

The Ground Testing Technical Committee (GTTC) is formed through the Technical Activities Division (TAD) of the American Institute of Aeronautics and Astronautics ([AIAA](#)) to carry out those objectives of the AIAA pertaining to ground testing. Ground testing includes, but is not limited to, the duplication and simulation of dynamic, aerospace flight environments, and the testing of aerodynamic systems, subsystems, and components in ground-based testing facilities. Ground-based test facilities include wind tunnels, shock tunnels, ballistic ranges, space and other environmental facilities, engine and rocket test facilities, structural test laboratories, and the like.

3. Governance

The GTTC exists under the umbrella of the Aerospace Sciences Group (ASG) of the AIAA's Technical Activities Division (TAD).

4. Roles and Responsibilities

a) Institute activities

- 1) Organize technical sessions for the annual AIAA SciTech Forum and AIAA Aviation Forum. This includes performing the following duties: a call for technical paper submissions, an abstract review process, assignment of accepted abstracts into technical sessions, session chair and co-chair assignment, session monitoring (speaker introductions, timekeeping, attendance, etc.) and session chair reporting. Special sessions are organized regularly by GTTC members when topics of interest to the community are in demand.
- 2) Organize sessions for other committees or conferences hosting technical sessions germane to the scope of the GTTC upon request.
- 3) Establish and maintain active liaisons with other AIAA Technical Committees to coordinate joint sessions and collaboration where appropriate. A list of liaisons will be maintained by the GTTC Secretary.



- 4) Maintain awareness and provide interactive support, as appropriate, with professional groups inside and outside the AIAA that have charters embodying the technologies of the GTTC scope.
- 5) Prepare position papers on specific topics, as deemed appropriate by GTTC membership.
- 6) Generate, maintain, review and update all AIAA Standards documents produced by GTTC working groups and subcommittees. Responsibility for this activity resides within the Standards Subcommittee. GTTC officers and Steering Committee assist in this effort, as needed.
- 7) Perform special activities as directed by the GTTC Chair.
- 8) Provide an annual report to AIAA and the Technical Activities Division (TAD) describing the activities completed by the GTTC. Completion of this task is the responsibility of the Steering Committee with input from all other Subcommittees and Working Groups within the GTTC.
- 9) Provide professional education and student engagement/growth opportunities for relevant topics of interest to the ground testing community, as appropriate. Responsibility for these activities resides within the Education and Student Activities Subcommittee.

b) Administrative/Functional activities

- 1) Identify and honor individuals in the aerospace field for their exemplary contributions to the ground testing community through annual facilitation of an award process. Procedures for administering the award are the responsibility of the Awards Subcommittee.
- 2) Identify "Outstanding Papers" from each of the SciTech and Aviation Forum proceedings in Ground Testing technical sessions and honor author(s) through facilitation of an award process after each conference. Procedures for administering the award(s) are the responsibility of the Awards Subcommittee.
- 3) Identify the "Best Paper" from the pool of Outstanding Papers selected in the previous calendar year and honor author(s) through annual facilitation of an award process. Procedures for administering the award are the responsibility of the Awards Subcommittee.
- 4) Prepare newsletters (physical and/or digital) featuring ground testing facilities (test highlights, upgrades, new capabilities, etc.), articles for publication, and other public release information as appropriate. The preparation of public release information is the responsibility of the Publications Subcommittee.

c) Committee award(s) list

- 1) Ground Testing Award: Presented for outstanding achievement in the development or effective utilization of technology, procedures, facilities, or modeling techniques for flight simulation, space simulation, propulsion testing, aerodynamic testing, or other ground testing associated with aeronautics and astronautics.



- 2) Outstanding Paper Award: Presented to author(s) of papers that are deemed to be of superior technical quality, relevance, and readability for each of the SciTech and Aviation Forum events.
- 3) Best Paper Award: Presented to author(s) of a paper deemed to have the highest technical quality, relevance and readability among the pool of awarded Outstanding Papers.

5. Leadership

Leadership positions on the GTTC consist of the Chair, Vice-Chair, Secretary, and Chairs for each Task Subcommittee.

a) GTTC Chair

The GTTC Chair organizes and facilitates all GTTC meetings, evaluates the continued health of the committee, and shapes the vision, goals and objectives of the committee to ensure continued alignment with its charter and with those of the Institute. The Chair serves as the main point of contact between the AIAA and the committee and is thus responsible for completing an annual report, flowing down communications from TAD and flowing up issues, suggestions and status to TAD leaders. The Chair ensures succession planning, charter accuracy, roster maintenance, and added value for the committee, its members, and the aerospace community.

The service term for the Chair position is two years, beginning/ending in April of even calendar years. The Vice-Chair assumes the Chair role upon the term limit. If the Vice-Chair is unwilling or unable to serve as Chair, a nomination and election process would be executed to fill the role of GTTC Chair.

b) GTTC Vice-Chair

The GTTC Vice-Chair supports the Chair and assists in executing his/her responsibilities as needed or assigned. The Vice-Chair is responsible to serve in the absence of the Chair. They are expected to serve as Chair of the Steering Committee and Membership Subcommittees. As GTTC Chair-elect, they are to attend AIAA's TC Chair training program and may begin to develop future strategy for the committee.

The service term for the Vice-Chair position is two years, beginning/ending in April of even calendar years. Nominations for the Vice-Chair-elect are solicited by the Chair and Vice-Chair. Nominees are required to confirm with their home organization that a four-year term on the GTTC is permissible since upon term limit, the Vice-Chair assumes the Chair role. Once a list of nominees is finalized, the following process is followed:

- 1) In the case of a single nominee:
 - a. A simple "yay" or "nay" election is held at the Winter GTTC close-out meeting. The candidate is dismissed from room as the Chair administers the vote, and is notified of the results once voting concludes.



- 2) In the case of multiple nominees:
 - a. The GTTC Chair acts as or selects an election official.
 - b. The election official presents a ballot to GTTC membership. If more than half of the TC, minus the nominees, is present at the Winter GTTC close-out meeting, the election is held at the meeting. It is otherwise facilitated via e-mail.
 - i. If election occurs at the close-out meeting, candidates are permitted to make a short presentation to the GTTC on their qualifications and plans for the TC, if elected. The candidates are dismissed from the room and the election official administers a vote.
 - ii. If election occurs via email, a list of candidates with a brief overview of each (supplied by candidates) will be distributed no more than one month after the Winter close-out meeting. Each GTTC member will have three weeks to reply to the election official with their Vice-Chair selection.
 1. If no reply is received within the time specified, that member will forfeit their vote.
 - c. The election official compiles the results and provides them to the GTTC Chair and Vice-Chair. The candidates are notified of the results, then the GTTC membership is notified.

c) GTTC Secretary

The Secretary is responsible for taking minutes at TC meetings, publishing and distributing minutes to all GTTC members, maintaining email distribution list for the committee, maintaining the current membership roster to include email, phone number, home organization, AIAA member status, and GTTC member status. They are to maintain task lists and schedules that are reviewed for current status and updates at GTTC meetings.

The service term for the Secretary position is two years, beginning/ending in April of even calendar years. The GTTC Secretary is appointed by the GTTC Vice-Chair.

d) Task Subcommittee Chairs

Task Subcommittee Chairs are responsible for leading the work of the subcommittee, including but not limited to developing meeting agendas, Chair meetings (delegating duties if unable to attend), coordinating with the Secretary to organize meeting location and time, and providing the GTTC Chair with reports and information as needed.

Task Subcommittee Chairs are either appointed by the GTTC Chair or Vice-Chair or elected by the committee.

6. Structure

The GTTC is comprised of a Steering Committee, seven (7) task sub-committees responsible for administrative functions, and multiple working group and focus groups that are responsible for technical contributions to the AIAA and their membership.



Steering Committee The Steering Committee is responsible for the overall coordination, direction, oversight and operations of the GTTC. This committee is comprised of the GTTC Chair, Vice-Chair, Secretary and Chairs of the Task Subcommittees.

Membership Subcommittee The Membership Subcommittee is responsible for managing the yearly cycle of membership applications, coordinating voting and ensuring that new members are fully briefed and integrated into the TC. This subcommittee is chaired by the GTTC Vice-Chair and vice-chaired by the GTTC Secretary.

Conferences Subcommittee The Conferences Subcommittee is responsible for overseeing the planning and execution of the GTTC's contributions to any AIAA conference for which the TC participates. They ensure a Technical Discipline Chair and a deputy are assigned and able to fulfill their role. The chair and vice-chair election and term limits are described in the subcommittee's charter.

Awards Subcommittee The Awards Subcommittee is responsible for administering the processes for all GTTC awards including soliciting and organizing nominations, distributing judging criteria and forms to GTTC membership, gathering completed evaluation forms, compiling results, and notifying honorees of their award. The chair and vice-chair election procedure and term limits are described in the subcommittee's charter.

Program Subcommittee The Program Subcommittee is responsible for organizing a presentation for the benefit of GTTC membership during the close-out meeting at each conference. The chair position is voluntary and of an indefinite term, assigned by the GTTC chair.

Education and Student Activities Subcommittee The Education and Student Activities Subcommittee is responsible for offering training opportunities to the aerospace community to enhance understanding of various disciplines within ground testing and student activities to bolster awareness, involvement and growth in the field of ground testing. The chair and vice-chair election procedure and term limits are described in the subcommittee's charter.

Standards Subcommittee The Standards Subcommittee is responsible for maintaining a list of GTTC documents and administering the review process of each document, in accordance with their charter. They also assist GTTC Working Groups and Committees on Standards with the process of publishing documents under the AIAA Standards process. The chair and vice-chair election procedure and term limits are described in the subcommittee's charter.

Publications Subcommittee The Publications Subcommittee is responsible for soliciting and publishing publicly released content by the GTTC. The chair and vice-chair election procedure and term limits are described in the subcommittee's charter.

Working Groups The GTTC has Working Groups that are each dedicated to producing a Guide, Recommended Practice, or Standard publication (or updating an existing publication) in a specific area of interest and expertise of its members. Each working group is required to have an active charter, a chair that is a GTTC member, and a vice-chair. The Working Group chair position is determined through election, either by the Working Group members or the GTTC



members. The chair and vice-chair election procedure and term limits are described in the working group's charter.

Focus Groups The GTTC has a number of Focus Groups that invite collaboration, presentations, and discussions amongst community members in a particular area of interest. A Focus Group may transition into a more formal Working Group if its members find that the community could benefit from a working document in their area of interest. Focus Groups are not required to have a charter or formally elected chair/vice-chair. GTTC members may volunteer to initiate or chair a Focus Group at any time and the GTTC members will hold a vote to affirm the Focus Group and/or chair.

7. Membership

Membership of the GTTC is comprised of professionals that perform tasks such as research, development, design, test support, instrumentation, data acquisition, computational methods, characterization, management, facility maintenance, capability enhancement, or analytical methods associated with aerodynamic or aerospace ground testing facilities. The committee may have up to 60 members. It is desired that committee membership represents government, industry and academia in relatively even proportions. The committee is open to US and non-US members. Young professional members are desired for succession planning and diversity of thought.

Applications for membership are reviewed by the GTTC members and considered based on the individual's experience and potential for positive engagement and contribution to the GTTC visions. Individuals invited to join the GTTC have the opportunity to accept or decline; if any invitees decline, the Membership Chair may elect to extend invitations to the next most qualified candidate(s) from the application pool.

8. Meetings

The GTTC meets two times during a calendar year. The first meeting is held in conjunction with the AIAA SciTech Forum in the Winter. The second meeting is held in conjunction with the AIAA Aviation Forum during the Summer.

Unless special circumstances dictate, attendance at GTTC meetings is open to all AIAA members, staff, honorary members, retirees, ex-officio members, and other individuals as deemed appropriate by the GTTC leadership.

GTTC members are expected to attend both meetings per calendar year.

9. Committee Website

Ground Testing: Public Forum on Engage: <https://engage.aiaa.org/aerospace-sciences/communities/community-home?CommunityKey=bdd1fb97-9f6f-4cbc-9ec2-f2bd4857e2fc>

Ground Testing Technical Committee on Engage: <https://engage.aiaa.org/aerospace-sciences/communities/community-home?CommunityKey=902ba656-6f6b-419f-98fc-63533d2db28e>



10. Charter Revision

The charter is to be reviewed/reapproved or updated/approved every two years to ensure it reflects the committee's goals, visions, structure, organization and procedures.

The current GTTC charter is Revision 1. It was last updated to align with the AIAA requested format by Chris Jorgens (Former Chair), Tom Wayman (Chair) and Erin Hubbard (Vice Chair) on 5/2/26. It was approved by the GTTC on 6/11/26 and by AIAA on (FILL IN DATE HERE).