

**BY-LAWS**

**North Central Florida Region**

**Aviation System Plan Steering Committee**

May 31, 2006

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**Article 1.0**  
**Purpose, Responsibilities and Powers**

**SECTION 1.1 Purpose**

The North Central Florida Region Aviation System Planning Steering Committee, hereinafter referred to as the “Steering Committee”, shall manage and give policy direction to the Continuing Florida Aviation System Planning Process (CFASPP) in the geographic area of Florida described under Section 1.4, below. The Steering Committee shall efficiently evaluate needs and appropriate actions to encourage airports to work together to effectively serve Florida’s growing air transportation demands. The Steering Committee shall address issues related to existing and proposed airport facilities, land use on and adjacent to existing and proposed airport facilities, airport access and airspace.

**SECTION 1.2 Responsibilities**

The Steering Committee is responsible for managing the twenty-year regional aviation investment plan. This includes directing the activities of aviation consulting teams that are hired by the Florida Department of Transportation for specific regional studies. The Steering Committee shall provide a forum for evaluating aviation related issues, achieving a consensus, and recommending actions, policies and proposed aviation projects to the Federal Aviation Administration, Florida Department of Transportation and the local governmental agencies that the membership represents. At the Florida Department of Transportation State level, Steering Committee Officers will coordinate their activities through the Aviation Office, Manager for Systems Planning and the CFASPP Administrator. This office shall provide meeting material to include agendas, meeting minutes, aviation office updates, and other relevant items. The Aviation Office will also coordinate technical reviews of study material and work closely with “sub-committees” of the Steering Committee, as appropriate.

The Steering Committee shall produce:

A twenty-year regional aviation investment plan;

- Updates to the Florida Aviation System Database and aviation forecasts that are used by the Florida Department of Transportation district offices to develop the five-year airports work program, evaluate local government comprehensive plans and review airport master planning projects;

- Regional components of the Florida Aviation System Plan (FASP) which is used by the Federal Aviation Administration as input to the National Plan of Integrated Airport Systems. The National Plan of Integrated Airport Systems establishes eligibility for Florida airports to receive Federal funds;
- Current aviation issues and policy advice to the Federal Aviation Administration and Florida Department of Transportation; and
- Reviews of Florida Transportation Plan, regional policy plans, local government comprehensive plans, airport master plans, and Transportation Work Program compatibility.
- Recognizing the importance of Intermodal issues on the Florida Aviation Industry, and the coordination requirements of Florida Statute 339.175, Committees will include representatives of the local Metropolitan Planning Organizations (MPO) on the meeting agendas and as voting members.

### **SECTION 1.3 Powers**

The Steering Committees may invite participation by the Federal Aviation Administration, the Florida Department of Transportation, Metropolitan Planning Organizations, national industry groups or consulting firms, but decisions and recommendations to local, State and Federal agencies are made exclusively by the Steering Committee membership. The Steering Committees can request study grants through member agencies.

### **SECTION 1.4 Regional Boundaries**

The North Central Florida Region Aviation System Plan Steering Committee shall manage the Continuing Florida Aviation System Planning Process within the geographic area including Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Sumpter, Suwannee, Taylor, Citrus, and Union counties.

## **Article 2.0 Membership**

### **SECTION 2.1 Eligibility**

To be eligible for full membership in the Steering Committee, individuals must be appointed by an airport sponsor or airport authority. One such member must be an elected official or staff member of the sponsoring authority. Other members nominated by the sponsor may be representatives of a public agency, business enterprise, special interest group, Fixed Base Operator or general public located in the Region. The Chairperson shall be a recognized representative of an airport sponsor or airport authority. There shall be no more than three members representing any of the sponsoring entities. Any named individual or designated alternate shall be considered as representing the sponsoring organizations for meeting purposes. Sponsoring entities are authorized only one vote on Committee decisions regardless of the number of representatives present.

### **SECTION 2.2 Categories of Membership**

There shall be three categories of Steering Committee participation: full members, technical advisors, and participants.

Full members are individuals noted in Section 2.1 that have been approved by the Steering Committee. Only the votes of full members shall be used to form consensus recommendations to sponsoring authorities.

Technical advisors represent the organizations that do not meet the eligibility requirements for full membership, but shall be recognized in Steering Committee discussions because of their professional expertise or association with public agencies in the Region. Employees of the Florida Department of Transportation (FDOT), Florida Airport Trades Association (FATA), the Civil Air Patrol (CAP), U.S. Customs Service, the Department of Defense (DoD), Florida private airports, and the Federal Aviation Administration (FAA) shall be recognized as permanent technical advisors. Special interest groups such as the Florida Airports Council (FAC), Aircraft Operators and Pilots Association (AOPA), American Association of Airport Executives (AAAE), American Institute of Aeronautics and Astronautics (AIAA), Florida Aviation and Aerospace Alliance (FAAA), Air Transport Association (ATA), flight training providers/academies, fixed base operators (FBOs), aeronautical universities and technical schools, and others are welcome and encouraged to attend. Attendance and participation by Florida private airports is also welcome and encouraged.

“Participant” members do not meet eligibility requirements for full membership, or as Technical Advisors, or have not been approved by the Steering Committee. These members may regularly attend meetings and may participate in discussion of an issue if recognized by the Chairperson.

### **SECTION 2.3 Appointment**

Appointment of individuals to membership on the Steering Committee is accomplished by a two-thirds majority vote of members present. Sponsors shall appoint their representatives, in writing, to the Steering Committee.

### **SECTION 2.4 Term and Attendance**

Terms of members shall not be limited, except in specific cases and agreement by the full members. Normally, individuals may be deleted from membership and a replacement sought after representation is not provided for three consecutive scheduled meetings. Named representatives of sponsors may send alternates (proxies) to satisfy meeting attendance requirements. Proxies for voting members will provide notice to the Chairperson in writing prior to the commencement of the regularly scheduled meeting.

**Article 3.0  
Officers**

**SECTION 3.1 Posts and Responsibilities**

The Steering Committee shall have two officers: Chairperson and Vice-Chairperson. FDOT shall provide a CFASPP Administrator for record keeping and other purposes.

The Chairperson shall preside at Steering Committee meetings. Additionally, the Chairperson is the Committee's primary representative to the Statewide Steering Committee and is expected to attend. In their absence, the Vice-Chairperson will represent the Steering Committee at Statewide as a proxy. The proxy will be presented to the Statewide Chairperson, in writing, prior to commencement of normally scheduled Statewide meetings. The Chairperson shall be a recognized representative of an airport or airport authority.

The Vice-Chairperson shall preside at Steering Committee meetings and shall represent the membership of the Steering Committee at Statewide Steering Committee meetings in the absence of the Chairperson.

The FDOT Aviation Office shall provide an Administrator for the CFASPP and support of the Regional and Statewide Steering Committees. The CFASPP Administrator shall keep meeting records that accurately present the consensus position of the Steering Committee on all issues and policies discussed at meetings. Steering Committee approved records will be used to develop the annual update to the Regional Aviation Investment Plan and the Florida Aviation System Plan. The CFASPP Administrator will also maintain the By-laws in a magnetic format, and update as appropriate, however no more than once a year. Steering committee members shall contact one of the officers to place items on the meeting agenda. The CFASPP Program Manager or Administrator will coordinate with Committee Chairpersons or Vice-Chairpersons approximately 30 days prior to each meeting concerning items for the Regional agendas.

**SECTION 3.2 Election**

All Officers shall be elected by a two-thirds majority of the full members present. Eligible candidates must be named representatives of organizational members on the Steering Committee.

**SECTION 3.3 Term of Office**

The term of office shall be for two years with one exception. If the Regional Chairperson is also holding a Statewide CFASPP Office, their Regional term of office will coincide with the duration of their term of Statewide Office. An election for any Office may be called by simple majority of the full membership present. Successive terms shall be at the discretion of the full membership. Should a vacancy occur, an election to fill the vacancy shall be conducted at the next meeting. Nominations for officers shall be from the floor.

## **Article 4.0 Meetings and Reports**

### **SECTION 4.1 Meeting Schedule and Topics**

The Steering Committee shall meet three times annually. The meeting schedule shall be pre-approved by a simple majority of the full membership. In addition to specific issues placed on meeting agenda by members, one meeting per year will address revisions to the Regional Aviation Investment Plan, one meeting per year will address coordination of airport development, local government comprehensive planning, regional planning and State planning issues, one meeting per year will address the airport inventory and needs database and one meeting per year will address forecasts.

### **SECTION 4.2 Meeting Notice and Materials**

The meeting notice and meeting materials shall be mailed to members a minimum of two weeks prior to the meeting date by the Florida Department of Transportation. The FDOT will also provide meeting location, dates, and times via the Internet.

### **SECTION 4.3 Meeting Location**

All regular meetings will be held at the Hawthorne Ocala Operations Center, at the Ocala Municipal Airport, unless the meeting location is specifically changed by the membership.

### **SECTION 4.4 Meeting Quorum**

A majority of the full voting members shall be present to declare an official meeting.

### **SECTION 4.5 Consensus Recommendations**

Only consensus Steering Committee recommendations shall be made to local, State and Federal agencies. The Steering Committee, by two-thirds majority vote of member organizations can establish an item of significant importance. To be declared a consensus recommendation, a recommendation shall be drafted to:

- Be agreeable to all interested member organizations;
- Be in compliance with all Federal, State and local laws, rules, guidelines, policies and procedures; and
- Be in compliance with professional planning and engineering practice.

#### **SECTION 4.6 Meeting Records**

Meeting records shall be clear and brief. They shall contain, at minimum, a Statement of:

- The meeting date, time and location;
- A list of attendees;
- A list of organizations not represented;
- The purpose of the meeting;
- Issues discussed, decisions and resulting recommendations and action items; and
- Summary narrative of key discussions.

All meeting records shall be approved by a majority vote of the organizations present.

#### **SECTION 4.7 Special Meetings**

Special meetings in addition to the regularly scheduled meetings may be called at the discretion of the Chairperson upon request of any full member.

**Article 5.0  
By-law Changes**

**SECTION 5.1 Adoption**

These By-laws shall be adopted by a two-thirds majority of the full voting membership present when the vote is taken.

**SECTION 5.2 Amendment**

These By-laws may be amended at any official Steering Committee meeting by agreement of two-thirds of the voting membership present. At a minimum, the By-laws will be reviewed annually and voted on by the full membership present.

APPROVED:

*D T Sawyer*

*May 31, 2006*

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Chairperson

\_\_\_\_\_  
Date

*Tom Davis*

*May 31, 2006*

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Date

## **Appendix**

### **Creation**

The nine Regional and one Statewide aviation planning steering Committees were created to manage and give policy direction to development of Continuing Florida Aviation System Planning Process (CFASPP). The CFASPP was created jointly by the Florida Department of Transportation and the Federal Aviation Administration to:

- Develop and maintain a Florida Aviation System Plan and supporting information (Chap. 332.006(1), F.S.);
- Provide coordination among local, State and Federal government for Florida aviation system planning (Sec. 502(b), 49 U.S.C. App. 2201 et seq.; Chap. 334.044(1), (12) and (21), F.S.; Chap. 187.201(20)(b)3 and 13, F.S.); and Metropolitan Planning Organizations (MPOs) Chap. 339.175 F.S.;
- Support development of the aviation component of the Florida Transportation Plan (Chap. 339.155, F.S.); and
- Develop recommendations for the State of Florida input to the Federal Aviation Administration's National Plan of Integrated Airport Systems (Sec. 504(c), 49 U.S.C. App. 2201 et seq.).