

**BYLAWS**

**Northwest Florida Region**

**Aviation System Plan Steering Committee**

June 5, 2008

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**Article 1.0  
Purpose, Responsibilities and Powers**

**SECTION 1.1 Purpose**

The Northwest 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 system 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 (FDOT) State level, Steering Committee Officers will coordinate their activities through the Aviation Office, Aviation System Manager 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 system plan;
- Updates to the Florida Aviation System Database 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 Technical Advisors.

### **SECTION 1.3 Powers**

The Steering Committee is not a creature of Federal or State law; however, consensus recommendations carry the authority of member agencies upon acceptance by those agencies. 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 Northwest Florida Region Aviation System Plan Steering Committee shall manage the Continuing Florida Aviation System Planning Process within the geographic area including Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Gulf, Calhoun, Liberty, Gadsden, Franklin, Leon, Wakulla, and Jefferson counties.

## **Article 2.0 Membership**

### **SECTION 2.1 Eligibility**

Specific organizations are recognized as members of the Steering Committee. These are representatives of the more than 100 public airports in the State of Florida. To be eligible for membership in the Steering Committee, individuals must be representatives of an airport or airport authority, representatives of a public agency, military installation, business enterprise or special interest group located in the region or be an elected official or from the general public of the region. The Chairperson shall be a recognized representative of an airport or airport authority. Any named individual or designated alternative shall be considered as representing the sponsoring organizations for meeting purposes.

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

There shall be three primary categories of Steering Committee membership: full members, technical advisors, and participants. Only the opinion of full members shall be used to form consensus recommendations to local, State and Federal officials.

Full members are those aviation professionals identified as follows:

- Manager/director or designee of each airport within the Region recognized in the Florida Aviation System Plan;
- Chairperson or designee of the lawfully authorized local governing body exercising regulatory authority over the airports recognized in the Florida Aviation System Plan;
- Administrative head or designated technical staff member of each duly authorized Metropolitan Planning Organization within the Region;
- Representatives of a military air installation

Full member organizations that represent more than one public-use airport are authorized one vote per airport on Committee decisions. All other full member organizations are authorized only one vote on Committee decisions regardless of the number of representatives present.

Technical advisors represent the organizations that may not meet all of 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), the Metropolitan Planning Organizations (MPO), the Civil Air Patrol (CAP), U.S. Customs and Border Protection (CBP), 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 Owners and Pilots Association (AOPA), American Association of Airport Executives (AAAE), American Institute of Aeronautics and Astronautics (AIAA), Florida Aviation Trades Association (FATA), Florida Aviation and Aerospace Alliance (FAAA), Air Transport Association (ATA), National Business Aviation Association (NBAA), 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 welcomed and encouraged.

“Participant” members represent organizations that may not meet all of the eligibility requirements for full membership, or have not been approved by the Steering Committee. These members may regularly attend meetings and may participate in discussion of an issue when recognized by the Chairperson.

### **SECTION 2.3 Term and Attendance**

Terms of membership for any individual shall not be limited, except in specific cases and with agreement of two-thirds of the full members present. An individual may be proposed for membership by any of the entities as listed in Section 2.1. Nevertheless, appointment, replacement, or termination shall only be made by a vote of the full members as outlined in Section 2.3.

Any organization may request replacement of a member elected as their representative. Such a replacement, however, must be accepted by two-thirds of the full members present.

An individual may be deleted from the membership roster by vote of two-thirds of the full members present and a replacement sought if such individual persists in pursuing matters not pertaining to the purpose and responsibilities of the committee after an initial warning from the Chairperson.

An individual may be deleted from the membership roster and a replacement sought after three consecutive absences from regularly scheduled meetings. Members may send representatives to satisfy meeting attendance requirements. Such representatives may

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carry proxy voting privileges from the full member and may introduce written comments or suggestions from that member. They may not be empowered to make independent motions not covered in the written proxy.

**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. 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 as a proxy in the absence of the Chairperson. The proxy will be presented to the Statewide Chairperson, in writing, prior to commencement of normally scheduled Statewide meetings.

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 Florida Aviation System Plan. The CFASPP Administrator will also maintain the Bylaws in an electronic 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 simple 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 normal 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. A replacement election for any post may be called by a simple majority of the full members present. An officer selected as a replacement shall serve for the unexpired term of the replaced officer only. Officers may be nominated from the floor or by the committee at the discretion of the full members present. An officer shall not serve for more than two (2) consecutive terms.

### **SECTION 3.4 Nomination of Officers**

The nominating committee shall report a slate of officers for the fourth quarter meeting of the calendar year. Election shall follow nominations from the floor at that meeting. Term of office shall start with the first quarter meeting of the following year.

## **Article 4.0 Meetings and Reports**

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

The Steering Committee shall meet a minimum of three times annually. In addition to specific issues placed on meeting agenda by members, one meeting per year will address revisions to the Regional Aviation System Plan, and one meeting per year will address coordination of airport development, local government comprehensive planning, regional planning and State planning issues.

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

The meeting notice and meeting materials shall be mailed to the Chairperson and Vice-chairperson and e-mailed to all other members a minimum of two weeks prior to the meeting date by the CFASPP Administrator. The FDOT will also provide meeting location, dates, and times via the Internet.

### **SECTION 4.3 Meeting Location**

The location for each meeting will be determined at the end of the prior meeting.

### **SECTION 4.4 Meeting Quorum**

A majority of the full 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;
- Summary narrative of issues discussed, decisions and resulting recommendations and action items.

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  
Bylaw Changes**

**SECTION 5.1 Adoption**

These Bylaws shall be adopted by two-thirds majority of the full members present.

**SECTION 5.2 Amendment**

These Bylaws may be amended at any official Steering Committee meeting by agreement of two-thirds of the full members present. Any such changes must be submitted in writing to the full membership by the CFASPP Administrator at least two weeks prior to the date of the meeting. This notice may be accomplished by placing the notice of changes on the Internet and notifying members by e-mail. At a minimum, the Bylaws will be reviewed every two years and voted on by the membership present.

APPROVED:

*Greg Donovan*

*June 5, 2008*

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Chairperson

Date

*Randy Curtis*

*June 5, 2008*

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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 the 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 governments 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.).