

BYLAWS

Florida Statewide

Aviation System Plan Steering Committee

July 19, 2008

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**Article 1.0
Purpose, Responsibilities and Powers**

SECTION 1.1 Purpose

The Florida Statewide Aviation System Planning Steering Committee, hereinafter referred to as the “Steering Committee”, shall:

- Manage and give statewide policy direction to the Continuing Florida Aviation Systems Planning Process (CFASPP);
- Guide the Regional CFASPP Steering Committees;
- Resolve issues of conflict among the various CFASPP Steering Committees; and
- Make aviation system policy recommendations to the Florida Department of Transportation (FDOT) and the Federal Aviation Administration (FAA).

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 recommending the aviation component of the Florida Transportation Plan (FTP) and managing the twenty-year regional aviation system plan. This includes providing input to aviation consulting teams that are hired by the Florida Department of Transportation for specific regional and statewide 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, 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 oversee:

- A twenty-year statewide aviation Strategic 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, and evaluate local government comprehensive plans when requested by Regional Steering Committees;
- Recommendations for the National Plan of Integrated Airport Systems via the Florida Aviation System Plan. 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 the Florida Transportation Plan, regional policy plans, local government comprehensive plans, airport master plans, and Transportation Work Program compatibility.
- Intermodal issues which have impact on the Florida Aviation Industry, and participate in coordination requirements of Florida Statute 339.175. In this effort, the Statewide Steering Committee will include representatives of the local Metropolitan Planning Organizations (MPO) on the meeting agendas and encourage their continuing active participation.

SECTION 1.3 Powers

The nine Regional and one Statewide aviation planning steering Committees were created through cooperation among Florida local governments, the Florida Department of Transportation and the Federal Aviation Administration to manage and give policy direction to development of the CFASPP. Within this cooperative framework, the Steering Committees are empowered 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.

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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.).

Further, Steering Committee consensus recommendations carry the authority of member agencies upon acceptance by those agencies. The Steering Committee can request study grants through member agencies.

The Steering Committee 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.

SECTION 1.4 Regional Boundaries

The Florida Statewide Aviation System Planning Steering Committee shall manage the CFASPP at the statewide level.

Article 2.0 Membership

SECTION 2.1 Eligibility

An individual must be a presiding Chairperson of a Regional CFASPP Steering Committee to be eligible for full membership on the Statewide Steering Committee.

SECTION 2.2 Categories of Membership

There shall be three primary categories of Steering Committee membership: full members, technical advisors, and participants. Only the full membership will have voting privileges and their consensus decisions will be used in making recommendations to State and Federal agencies.

Full members shall meet the eligibility requirements of Section 2.1.

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), Department of Homeland Security (DHS) impacting airport planning, the Department of Defense (DoD), 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), Airports Council International (ACI), American Institute of Aeronautics and Astronautics (AIAA), 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.

“Participants” do not qualify as either full members or technical advisors, but have aviation interests and actively attend Statewide meetings. These participants may participate in discussion of an issue when recognized by the Chairperson.

SECTION 2.3 Appointment

Presiding Chairpersons of Regional Steering Committees automatically serve as full members on the Statewide Steering Committee. No formal appointment is necessary.

SECTION 2.4 Term and Attendance

Terms of membership for an individual shall not be limited, except in specific cases and agreement by a majority of the full members present when the issue is being considered.

If they cannot attend, Regional Chairpersons 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. A qualified representative would be a Steering Committee Vice-chairperson, or as a minimum a full voting member of that Regional CFASPP Committee.

Regular attendance at the Statewide CFASPP Steering Committee meetings is considered a critical component of the Regional Steering Committee Chairpersons' responsibilities. If a Regional Chairperson is unable to attend three consecutive meetings and fails to send a designated representative (proxy), the Statewide Steering Committee will notify the Regional CFASPP Committee Vice-chairperson and request appropriate action be taken to ensure adequate representation by that Regional Committee at future Statewide meetings.

**Article 3.0
Officers**

SECTION 3.1 Posts and Responsibilities

The Steering Committee shall have two officers: Chairperson and Vice-chairperson. The Officers shall be full voting members of the Regional Steering Committees. FDOT shall provide a CFASPP Administrator for record keeping and other purposes.

The Chairperson shall preside at Steering Committee meetings.

The Vice-chairperson shall preside at 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 adopted records will be used to develop the annual update to the Florida Transportation Plan and 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 Term of Office

The Officers shall serve at the discretion of the Committee for a period not to exceed two years. Members of the Steering Committee will be elected to fill these positions on a rotated basis. All members will have an opportunity to serve prior to any member serving a second term. Elections shall be scheduled for the first meeting following the New Year. 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. Termination of an Officer shall require a two-thirds approval of the full members present when the action is taken.

SECTION 3.3 Election

Steering Committee officers serve at the pleasure of the Committee and shall be elected by a simple majority of the full members present when the vote is taken. After serving a full term of office, the Chairperson shall step down and be replaced by the Vice-chairperson who will then serve a full term of office as the presiding Chairperson. In the event the Chairperson is unable to serve a full term of office, the Vice-chairperson shall assume the Chair and serve the time remaining. Upon assuming the Chair, the Chairperson shall call for and preside over the election of a Vice-chairperson. A special election shall be held if the Vice-chairperson is unable to complete a full term.

Article 4.0 Meetings and Reports

SECTION 4.1 Meeting Schedule and Topics

The Steering Committee shall normally meet three times annually. In addition to specific issues placed on meeting agenda by members, one meeting per year will address revisions to the Florida Aviation System Plan; and one meeting per year will address coordination of airport development, local government comprehensive planning, regional planning and State planning issues. The CFASPP Administrator and the FDOT CFASPP Program Manager will coordinate the agenda for these issues with the Steering Committee Chairperson.

SECTION 4.2 Meeting Notice and Materials

The meeting notice and meeting materials shall be mailed to the Chairpersons and Vice-chairpersons 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

In April, the meeting will be held in the Orlando International Airport or another suitable Orlando location. In July/August, the meeting will be held in conjunction with the annual Florida Airports Council (FAC) annual conference ; and in November, the meeting will be held in the Hillsborough County Aviation Authority (HCAA) Board Room at the Tampa International Airport or another suitable Tampa location.

SECTION 4.4 Meeting Quorum

A simple 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 recommendations adopted by the Steering Committee require

approval by a majority of the member organizations present. The Steering Committee, by two-thirds majority vote of member organizations present 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; and

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 and any revisions shall be adopted upon a two-thirds majority approval from the full members present when the action is taken.

SECTION 5.2 Amendment

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

SECTION 5.3 Waivers

Waivers to the Bylaws are permitted with at least two-thirds majority approval of the full members in attendance. The effective period of a waiver must be specified prior to approval.

APPROVED:

Chip Seymour

July 19, 2008

Chairperson

Date

Tom Jewsbury

July 19, 2008

Vice-chairperson

Date