

Saint Johns County Airport Authority

Northeast Florida Regional Airport Policy Committee Charter

The Saint Johns County Airport Authority hereby adopts this **CHARTER OF THE POLICY COMMITTEE (“Committee”)** this 13th day of March 2023.

Purpose

The Airport Authority has determined that the public interest will be served by establishing a technically competent Policy Committee to, upon request by the Authority, study and advise the Authority on the implementation, revision, and review of an airport policy to support the airport’s mission to meet the aviation needs of Saint Johns County.

Membership

The Policy Committee shall consist of up to nine members, including at least one Airport Authority Member. An Airport Authority Member shall serve as the Committee Chairperson. The Committee Chairperson shall choose a Vice Chair, which shall be an Authority Member if a second Authority Member is available. Any Authority Member may participate as a member of the Policy Committee at his or her election. Other Committee members shall be selected, as needed, by the Chairperson or as otherwise established by the Airport Authority from time to time. Committee members may include, without limitation, individuals representative of the airport’s corporate tenants, t-hangar tenants, airport users and organizations of civic and governmental nature with interest in how the airport serves the community and region. All members of the Committee shall be residents of St. Johns County.

Meetings

The Committee shall conduct public meetings and undertake research, as needed, to achieve its purpose. All meetings and business of the Policy Committee shall conform with Florida state “Sunshine law” requirements, including without limitation notice, recording, and public access. Without modification to the foregoing requirements, the Chairperson shall have the discretion to establish and amend meeting conduct rules. The Authority may establish Committee meeting rules from time to time, which shall take precedence over any rules established by the Chairperson.

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Preferred Committee Member Background

Policy Committee members should have a broad understanding of the airport, its business, legal and/or corporate governance principles, FAA regulation of public-use airports, the principles of aviation safety, operations, security, risk management, the airport environment, support facilities and/or be a community stakeholder interested in how the airport might better serve the needs of the people of St. Johns County.

Functions & Responsibilities

Upon and at the request of the Airport Authority the Policy Committee shall be available to review an existing policy or proposed policy matter or question, for the purpose of making recommendations, in consultation with Authority legal counsel as requested, to support the general improvement of airport operations and in light of FAA regulatory compliance requirements and applicable state or federal law.

At the direction of the Policy Committee Chairperson, one or more members the Policy Committee may visit or otherwise communicate with other airports, if necessary, to acquire knowledge related to its mission.

The Policy Committee shall report its findings, deliberations, and recommendations within 60 days to the Airport Authority at regular or special public meetings.

Chairperson

Secretary