

Saint Johns County Airport Authority

Northeast Florida Regional Airport Master Plan Committee

Purpose

The Airport Authority has determined that the public interest will be served by establishing a technically competent Master Plan Committee to advise the Airport Authority on the future growth and development of the airport to meet the aviation needs of Saint Johns County.

Membership

The Master Plan Committee shall consist of up to a recommended fifteen members, including without limitation one member of Airport Authority, representatives of the airport's corporate tenants, t-hangar tenants, and the public at large. The Airport Authority anticipates and encourages the additional participation of Airport staff, the Air Traffic Control Tower Manager, or their designate, the Authority's Engineer, and representatives or employees of Saint Johns County Government or other governmental units of the County as non-members at meetings of the Master Plan Committee ("Supporting Persons"). Supporting Persons shall not be members of the Master Plan Committee.

Non-Authority member applicants for the Master Plan Committee membership shall complete a written application which will become a matter of public record and the information verified by the Airport Authority.

Meetings

The Committee shall appoint a Chairperson and a Vice Chairperson from among its members. The Committee shall conduct public meetings at least quarterly but may meet at whatever frequency it deems necessary to achieve its purpose. All meetings and business of the Audit 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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The Airport Authority may reimburse Committee Members for out-of-pocket expenses incurred while serving on the Master Plan Committee, in accordance with the Authority's written reimbursement policy.

Preferred Committee Member Background

Master Plan Committee members should have a broad understanding of the Authority, its business, the principles of aviation safety, operations, security, risk management, the airport environment and support facilities.

At least annually, the Executive Director shall brief the Committee on the current state of the airport with respect to capital planning initiatives, the federal and state grant funding process, recommendations contained in the Master Plan and Airport Layout Plan, operational aspects of the airport, and other topics pertinent to the Committee.

Functions & Responsibilities

The Master Plan Committee shall:

1. Review the qualifications and experience of independent aviation consultants, engineers, and contractors.
2. Review recommendations in the current Master Plan and the Joint Aviation Capital Improvement Plan.
3. Propose recommendations to improve safety, operations, and tenant satisfaction.
4. Visit other airports, if necessary, to acquire knowledge related to its mission.
5. Report its findings, deliberations, and recommendations to the Airport Authority at regular or special public meetings.

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Master Plan Committee Functions

The Master Plan Committee shall review and reassess annually the adequacy of its functions and responsibilities and recommend any changes to the Authority.

If the Committee deems that extraordinary expenditures will be required to execute its duties, it can recommend a budget to the Airport Authority.

Chairperson

Secretary/Treasurer

Dated

Dated