Aviation Advisory Committee
January 26, 2011
Milton, Florida

The Aviation Advisory Committee met on the above date with the following members present: Chairman Carlos Diaz and members, Theodore Elbert, Mike Harris, Randy Roy, and Clay McCutchen. County staff present: County Administrator (Hunter Walker), County Engineer (Roger Blaylock), and Administrative Services Manager (Tammy Simmons).

Chairman Diaz called the meeting to order at 5:00 p.m. The minutes of the November 17, 2010 meeting were approved unanimously.

Old Business
Aviation Advisory Committee Operating Procedures (exhibit 1)

The proposed Standard Operating Procedures were distributed to the committee members. Summary of approved revisions and discussions on the Standard Operating Procedures below.

SECTION 1, Purpose, Strike "related to Peter Prince Field". (Allow committee to address aviation issues county wide) The purpose of the Aviation Advisory Committee is to provide advice and recommendations to the Board of County Commissioners on the general subject of aviation issues related to Peter Prince Field.

SECTION 2, Membership, a., iii. (Discussion)
iii. One of whom shall be appointed by the Commanding Officer at Eglin AFB.

Walker stated he will notify Eglin by letter to remind them they have a position on this committee.

SECTION 2, Membership, a., iv. (Discussion)
iv. One member shall be a representative of the Fixed Base Operator.
The committee felt when a second FBO is approved to operate at Peter Prince Field it will be problematic for both to be in voting positions. Elbert stated the FBO membership may need to be an ex-officio position. Committee will come back and address this item after a decision is made on the Milton Aviation Partners proposal.

SECTION 2, Membership, b. Strike "shall serve a term concurrent with that of the Commissioner who appointed him/her and". (Resolve conflict between 2.b and 2.c.).
b. Each member ~~shall serve a term concurrent with that of the Commissioner who appointed him/her and~~ may be removed from office at anytime with or without cause by a vote of the Board of County Commissioners.

SECTION 3, Officers. Add "Officers will be elected at the first meeting of each calendar year" (State when annual elections will take place). Add letter "a. and b." (more than one item)
a. The committee shall elect a Chairman and such other officers as they might deem necessary, who shall serve terms of one (1) year, with a maximum of two (2) terms.
b. Officers will be elected at the first meeting of each calendar year

SECTION 4, Meetings, a. Strike "The adjournment will be no later than 6:30 p.m.". (no time restrictions).
a. The Aviation Advisory Committee shall meet the third Wednesday of each month in the Board of County Commissioners Chamber at 5:00 p.m. ~~The adjournment will be no later than 6:30 p.m.~~

SECTION 5, Items for Discussion, a. Strike "the" and replace "agenda". Strike "they wish to be on the agenda". (Make more specific).
a. Committee members must present ~~the~~ agenda items ~~they wish to be on the agenda~~ to the County Administrator.

SECTION 5, Items for Discussion, b. Strike "request" and replace "agenda items"
b. All requests agenda items should be specific with respect to information, content, and goal.

SECTION 6, Voting, a. Strike "A quorum is required for voting purposes". (current resolution). Remove "b." (one item)
a. ~~A quorum is required for voting purposes.~~
b. A quorum shall consist of four (4) members present.

SECTION 9, Objectives, h., i., j. k. Add "and recommend" (allow committee to make recommendations).
h. Review and recommend the current and planned use of air space
i. Review and recommend the use of land underlying air space wherein peculiar hazards or noise may reside
j. Review and recommend policy issues
k. Review and recommend master plan of Peter Prince Field

SECTION 10, Process for Forwarding Information to Commissioners, d. Strike "Upon a majority vote a written recommendation signed by committee members should be sent to the Commissioners for review". (clarify representation to Commissioners)
d. ~~Upon a majority vote a written recommendation signed by committee members should be sent to Commissioners for review.~~

SECTION 10, Process for Forwarding Information to Commissioners, e. Add "as determined by the committee". (clarify representation to Commissioners)
e. Committee chairman or his/her designee should submit a written report and present it in person at the next following County Commission meeting as determined by the committee.

GRASI
Roy stated committee members can teleconference into the GRASI Stakeholder Working Group meeting scheduled for January 27 & 28, 2011. The link to the telcon number and webinar is in the body of the email that Simmons' sent out this week.

Diaz stated the working group has been very attentive to Santa Rosa County and put our data into their model.

New Business
Chairman to Committee
Select new chairman at next meeting.

FBO Issues
Glass stated all the lighting outages reported at the last meeting have been taken care of with the exception of one Runway End Identification Light (REIL) on the south end that parts have been ordered for. The gate continues to blow the circuit breaker at least once a day and Ingram hopefully can fix it. Aircraft Management Services has its third class of Saudi Arabian students; they are Air Force and Navy. The class is half way through the 29 hour course and seems to be doing well. AMS gives them at least two solos and when they fly solo they stay close to the flagpole at Milton. The construction on the NE run-up pad is coming along quickly and the SE run-up pad area has been outlined.

Harris stated an FAA report was sent out last week of the practice areas and he will provide Roy a copy of it.

Chairman Issues
No items

Pensacola Flight Watch
No items

Administrative/Engineer
No items

Other Business
Roy stated that aircraft are operating on weekends more than usual as they are making up flight hours.

Next Meeting/Adjournment
The next meeting will be at 5:00 p.m. on February 16, 2011.

Meeting adjourned at 6:45 p.m.

EX.1

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AVIATION ADVISORY COMMITTEE
Standard Operating Procedures
1. PURPOSE: The purpose of the Aviation Advisory Committee is to provide advice and recommendations to the Board of County Commissioners on the general subject of aviation issues.
2. MEMBERSHIP:
a. The committee shall consist of 8 members. The members shall be as follows:
i. Five (5) of whom shall represent the general aviation community. Each member of the Board of County Commissioners shall appoint one (1) member of the Aviation Advisory Committee subject to the approval of the entire Board of County Commissioners.
ii. One of whom shall be appointed by the Commanding Officer of NAS Whiting Field.
iii. One of whom shall be appointed by the Commanding Officer at Eglin AFB.
iv. One member shall be a representative of the Fixed Base Operator.
b. Each member may be removed from office at anytime with or without cause by a vote of the Board of County Commissioners.
c. Each member shall serve until the appointment of a successor.
3. OFFICERS:
a. The committee shall elect a Chairman and such other officers as they might deem necessary, who shall serve terms of one (1) year, with a maximum of two (2) terms.
b. Officers will be elected at the first meeting of each calendar year.
4. MEETINGS:
a. The Aviation Advisory Committee shall meet the third Wednesday of each month in the Board of County Commissioners Chamber at 5:00 p.m.
b. All meetings will be open to the public to attend.
c. The County Administrator shall provide notice in advance for regular meetings and special meetings.
d. The County Administrator shall prepare the agenda in the following format:
i. Call to Order
ii. Review/Approval of Minutes
iii. Old Business
iv. New Business
v. FBO Issues
vi. Chairman Issues
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vii. Pensacola Flight Watch, Inc.
viii. Administrative/Engineer
ix. Other Business
x. Next Meeting/Adjournment.
e. The County shall maintain a record of meeting attendance by members.
f. Minutes of meetings shall be prepared by the County, distributed to all members and approved by the committee at the following meeting.
g. All records shall be a matter of public record: minutes, reports, etc.
5. ITEMS FOR DISCUSSION:
a. Committee members must present agenda items to the County Administrator.
b. All agenda items should be specific with respect to information, content, and goal.
6. VOTING: A quorum shall consist of four (4) members present.
7. PARLIAMENTARY AUTHORITY: The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Santa

Rosa County Aviation Advisory Committee in all cases where they are not inconsistent with these Standard Operating Procedures and any special rules of order the committee may adopt.
8. AMENDMENTS TO STANDARD OPERATING PROCEDURES: These standard operating procedures may be amended at any regular or special meeting of the Board of County Commissioners upon recommendation of the Aviation Advisory Committee.
9. OBJECTIVES: The committee shall have the power and duty to:
a. Make recommendations to promote and preserve the aviation and the air transportation system and propose methods, strategies or technologies that can be used to improve these systems.
b. Promote aviation systems and capital infrastructure improvements.
c. Review the Airport's capital project program prioritization process and provide recommendations on the method for determining.
d. Review and promote Federal and State aviation rules and regulations as may be proper and necessary to promote and develop beneficial aviation practices and operations.
e. Promote aviation education opportunities and encourage research and development for aviation safety and security.
f. Provide a forum for exchange of information concerning the users' view of needs and requirements of the aviation systems.
g. Projects may be assigned by the Board of County Commissioners, or may originate from the Aviation Advisory Committee.

h. Review and recommend the current and planned use of air space
i. Review and recommend the use of land underlying air space wherein peculiar hazards or noise may reside
j. Review and recommend policy issues
k. Review and recommend master plan of Peter Prince Field
l. Receive and evaluate reports of poor or improper services by the contractual base operator
m. Receive and evaluate unsafe conditions
n. Receive and evaluate failure of parties to observe airport rules
o. May initiate discussions, observations, or investigations, in order to make recommendations on aviation or airport matters to the Board of County Commissioners.
p. May hear comments on airport and aviation matters from the public or other agencies for consideration and possible recommendations to the Board of County Commissioners.
q. Shall advance and promote the interests of aviation and protect the general welfare of the people living and working near the airport and the County in general.
r. Shall provide a forum for the managers of Peter Prince Airport regarding operational and/or policy matters at and around the airport.
10. PROCESS FOR FORWARDING INFORMATION TO COMMISSIONERS:
a. Agendas will be copied to the County Commissioners.
b. Minutes will be copied to the County Commissioners.
c. The committees' deliberations and conclusions are to be presented to the Board of County Commissioners in memo form by County staff upon approval of the Aviation Advisory Committee.
d. Committee chairman or his/her designee should submit a written report and present it in person at the next following County Commission meeting as determined by the committee.
e. Committee members should never revert to individual letters or memos to the Commissioners as the official Committee stance.
f. Individual members can communicate with the Commissioners when they disagree with a consensus opinion on behalf of their personal opinion.
11.STAFF:
a. The Santa Rosa County Board of County Commissioners shall provide appropriate staff support to enable the committee to properly carry out its functions.
b. The staff coordinator will be the County Administrator or his/her designee.