

# Board of County Commissioners Okaloosa County, Florida

Title: Aviation Advisory Committee Policy  
Date Adopted: November 19, 2013  
Effective Date: November 19, 2013  
Revised: March 17, 2015

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## **Article 1** **General**

### **Section 1.1** Purpose:

The Aviation Advisory Committee (“AAC”) was established by the Okaloosa County Board of County Commissioners (“Board”) on July 28, 1992. Its initial purpose was to assist Okaloosa County in reviewing proposed tall structures and other structures/facilities that may impact military/civilian aviation activities within the County. The Board desires that the AAC expand its scope to review proposals relating to the capacity expansion and enhancement of ancillary facilities of the Destin-Fort Walton Beach Airport and that it evaluate and provide recommendations to the Board to assure that such proposed improvements will not interfere with or degrade the mission of the United States Air Force at Eglin Air Force Base and other military facilities within Okaloosa County.

### **Section 1.2** Responsibilities:

The AAC shall review all applications for structures exceeding one hundred (100) feet in height and shall provide written comments and recommendations to the Planning Division Manager of the Growth Management Department for distribution to the Okaloosa County Planning Commission.

Additionally, it shall further review and provide recommendations to the Board concerning proposals relating to the capacity expansion and enhancement of ancillary facilities of the Destin-Fort Walton Beach Airport and evaluate and provide recommendations to assure that such improvements will not interfere with or degrade the mission of the United States Air Force at Eglin Air Force Base and other military facilities within Okaloosa County.

### **Section 1.3** Sunshine Law:

As an advisory committee established by the Board, the AAC is governed by and subject to the Florida Sunshine Law. All newly appointed members shall participate in an orientation process, which shall include, but is not limited to, an overview of Sunshine Law, Public Records and Ethics. From time-to-time, members of the AAC shall participate in a refresher briefing on the topics included in the orientation.

**Article 2**  
**Membership**

**Section 2.1    Composition:**

The AAC shall be comprised of nine (9) voting members. All members shall be a resident of Okaloosa County.

Membership shall consist of one member appointed by the following entities and ratified by the Board:

- 1)     Eglin Air Force Base,
- 2)     Hurlburt Field,
- 3)     Destin Jet Aviation,

In addition, the Board liaison to the Department of Airports for the Destin-Fort Walton Beach Airport and five (5) at-large members appointed by the Board shall also be members of the AAC. All members of the AAC shall either be appointed by or have their appointment confirmed by the Board. Staff of the Department of Airports shall provide support for the AAC.

**Section 2.2    Term:**

AAC members shall serve on the committee at the pleasure of the Board. All members shall serve for staggered terms of four (4) years, with the exception that the Board liaison will serve for the duration of their appointment as liaison.

**Section 2.3    Vacancies:**

Should any seat on the AAC become vacant, a replacement to serve the remainder of that seat's term shall be appointed in the same manner as the appointment of the person whose absence created the vacancy.

**Section 2.4    Removal:**

Any member shall be subject to removal from the AAC if they miss three (3) AAC meetings per year or upon a majority vote of the Board. Special consideration will be given for any absences due to Acts of God, medical reasons, and/or family emergencies.

**Article 3**  
**Chairman**

**Section 3.1    Chairman:**

The Chairman shall preside over all AAC Meetings. The Chairman shall provide the AAC's recommendation in writing to the Planning Commission relating to tall structures and to the Board relating to the proposed capacity expansion or enhancement of ancillary facilities.

**Section 3.2 Elections:**

Each year the Chairman and Vice Chairman shall be elected by majority vote of the members. The Chairman and Vice Chairman shall serve for one year commencing on January 1st. The Chairman and Vice Chairman may be reelected to serve more than one year upon a majority vote of the members. Any member may nominate another member to serve as Chairman or Vice Chairman.

**Article 4**  
**Meetings**

**Section 4.1 Meeting Schedule:**

The AAC shall meet quarterly, or as needed. Special meetings may be called at the discretion of the AAC Chairman upon reasonable notice to the members and the public.

The AAC annual meeting schedule shall be provided to the Planning Division Manager of the Growth Management Department and the Director of the Department of Airports. The schedule of meetings shall also be made available to anyone applying thereto for permit information.

**Section 4.2 Meeting Notice:**

All meetings shall be duly noticed and open to the public.

**Section 4.3 Meeting Location:**

All regular meetings of the AAC shall be held at the Destin-Fort Walton Beach Airport, in the main conference room, unless otherwise specified.

**Section 4.4 Deadline to Submit Applications for AAC Review:**

(1) Tall Structures. All applications requiring review and recommendation of the AAC relating to tall structures, shall be submitted to AAC no later than thirty (30) days prior to the next scheduled AAC meeting. Twelve (12) copies of the application, including the site plan and FAA Determination, shall be submitted to the AAC. Applications received within thirty (30) days prior to the next scheduled AAC meeting shall be placed on the agenda for the following meeting.

(2) Operational Capacity Expansion. For proposals relating to the proposed capacity expansion or enhancement of the operations of the County Airports, the Director of the Department of Airports or designee shall provide twelve (12) copies of the summary of the proposed capacity expansion or enhancement of ancillary facilities to the members of the AAC. Such materials shall be provided within thirty (30) days of the AAC meeting.

**Section 4.5 Meeting Minutes:**

Written minutes shall be kept of each AAC meeting. A written summary of each meeting shall be presented at the next AAC meeting for approval by members and signed by the Chairman. The AAC shall abide by Florida Statutes in regard to minutes and public participation. Minutes shall be maintained by the Department of Airports and available for public inspection.

**Section 4.6 Recommendations:**

Once the AAC has discussed and voted on the proposed tall structure, the recommendation shall be sent to the Planning Division Manager of the Growth Management Department for distribution to the Planning Commission prior to their next meeting. For matters relating to the capacity expansion or enhancement of ancillary facilities of the Destin-Fort Walton Beach Airport, the evaluation and recommendation of the AAC shall be provided to the Board, which upon consideration shall take such action as it deems appropriate.

**Section 4.7 Rules of Procedure:**

- 1) **Public Participation.** Meetings of the AAC shall be conducted by the Chairman, the Vice-Chairman, or their designee, in a manner to permit the greatest possible participation by all members and the interested public. The AAC shall comply with the requirements set forth in Section 286.0114, Florida Statutes, related to public participation.
- 2) **Majority/Quorum.** Approval of a motion requires an affirmative vote of a simple majority of the members present and voting. Five (5) AAC members shall constitute a quorum of the AAC for purposes of conducting business.
- 3) **Abstention.** Any member desiring to abstain from voting shall publicly disclose the reason for their abstention before the vote is taken, in compliance with Section 286.012 and Chapter 112, Florida Statutes. Full disclosure must be made in writing within fifteen (15) days after the date of such meeting by completing a Voting Conflict Form (see attached) and filing it with the secretary of the AAC. The Voting Conflict Form shall be attached to the minutes of the meeting in which the abstention took place.
- 4) **Rules.** The AAC meetings shall be subject to all the procedural requirements of Chapter 286, Florida Statutes. All meetings must be duly noticed and open to the public. AAC members are prohibited from discussing with any other AAC member, any matter on which it is foreseeable that the matter will be brought to the AAC for consideration.