

<b>OBJECTIVE</b>	To administer the provisions of the Florida Legislative Act (the "Legislative Act") that created the Greater Orlando Aviation Authority.
<b>Purpose of The Board</b>	The purpose of the Aviation Authority Board (the "Board") is to carry out the objectives of the Legislative Act and to serve the public interest through the coordination of the planning, financing, construction, and operation of the aviation facilities operated by the Aviation Authority in Orange County, Florida.
<b>Functions of the Board</b>	<ul style="list-style-type: none"><li>• To exercise the powers of the Aviation Authority to make rules and regulations concerning its operations and facilities.</li><li>• To adopt resolutions, policies and procedures, and to approve the execution of legal contracts that obligate the Aviation Authority.</li><li>• To approve the Aviation Authority's annual operating budget and capital improvement expenditures.</li><li>• To serve as a public forum for citizens on aviation matters.</li></ul>
<b>Powers of The Board</b>	The Board has all powers necessary to carry out the purposes of the Legislative Act. The exercising of such power is held to be an essential municipal function of the City of Orlando.
<b>Membership of The Board</b>	The membership of the Board consists of seven (7) members who are appointed as provided by the Legislative Act.
<b>Election and Term of Office</b>	The officers of the Board are elected as the first order of business at the regular April meeting, and take office upon election. The Chairman is elected by the Board for a term of two (2) years. No person may serve as Chairman for more than four (4) consecutive terms or eight (8) consecutive years, whichever is greater. All other officers are elected for terms of two (2) years. All officers hold office until their successors have been elected.
<b>Officers of The Board</b>	<ol style="list-style-type: none"><li>1. The <b>Chairman</b> presides at all Board meetings, appoints regular members and chairmen to committees (subject to ratification by the Board), and performs other duties that pertain to the office of the Chairman. If the elected Chairman ceases to be a member of the Board, or for any reason does not continue to serve as Chairman, a successor is elected for the unexpired portion of the term.</li></ol>

2. The **Vice-Chairman** is a member of the Board who assumes the Chairman's duties and responsibilities during the Chairman's absence.

3. The **Treasurer** has custody of all Aviation Authority funds and securities and keeps full and accurate accounts of all receipts and disbursements. The Treasurer deposits all moneys, securities, and other valuable effects in the name of the Aviation Authority in depositories designated by the Board or as set forth in the Aviation Authority's Investment Policy. The Treasurer disburses the funds of the Aviation Authority as ordered by the Board, and renders an account of all transactions performed as Treasurer to the Board.

**Treasurer's Bond.** The Treasurer is required to furnish a bond in an amount not less than fifty thousand dollars (\$50,000) by a bonding company acceptable to the Board. The cost of the premium is paid by the Aviation Authority.

4. The **Secretary** keeps a correct record of the proceedings of the Board meetings. The Secretary may appoint an Assistant Secretary to keep a correct record of the proceedings. The Assistant Secretary must be an employee of the Aviation Authority.

The Chairman and Vice-Chairman must be members of the Board. If the Treasurer is not the Director of Finance of the City of Orlando, then the election of such officer must be approved by the Orlando City Council. The Secretary, Assistant Secretary, and Treasurer need not be members of the Board. If the Treasurer is a member of the Board, then the Chief Financial Officer or the Director of Finance, at the written direction of the Chief Executive Officer, shall perform the functions specified in Section 3 hereof.

Additional Officers may be elected from time to time as deemed necessary by the Board. Any additional officers appointed by the Board need not be members of the Board.

## **MEETINGS**

### **Time and Place**

At the discretion of the Chairman, the Board meets for a workshop meeting on the first Wednesday of the month at a location designated by the Chairman. Regular meetings are held on the third Wednesday of the month in the Carl T. Langford Board Room in the Orlando International Airport. **All meetings of the Board are public meetings governed by the provisions of Chapter 286, Florida Statutes.**

## **Notice of Meetings**

<b>Schedule</b>	The Aviation Authority adopts a calendar quarterly, semiannually or annually. This calendar of the Board's regular meetings, including dates, times, and locations and shall be published in the legal notices and classified advertising section of a newspaper of general paid circulation in Orange County, Florida, of general interest and readership in the community that is published at least five (5) days a week.
<b>Notice to Public</b>	<p>Notice of the day, time, and place of regular meetings of the Board are posted in the Aviation Authority's Reception Area in the Orlando International Airport and on the Aviation Authority's website at <a href="http://www.orlandoairports.net">www.orlandoairports.net</a>.</p> <p>The day, time, place and purpose of any Board meeting other than a regular or emergency meeting must be advertised at least seven (7) days prior to such meeting in the legal notices and classified advertising section of a newspaper of general paid circulation in Orange County, Florida, that is of general interest and readership in the community that is published at least five (5) days a week.</p>
<b>Emergency Meetings</b>	Meetings of the Board to deal with an emergency may be held as necessary, with reasonable notice, as long as the action taken at the meeting is subsequently ratified by the Board. However, no approval of the Aviation Authority's annual budget may be granted at an emergency meeting.
<b>Notice to Board Members</b>	<p>Notice to Board members is not required for any regular public meeting of the Board that is held at the normally scheduled time and place.</p> <p>Notice to Board members of any special meeting or any regular public meeting to be held at other than the normally scheduled time and place is given by the Secretary or Assistant Secretary, either verbally or in writing, no less than seven (7) days prior to the meeting.</p>
<b>Quorum</b>	A quorum for the conduct of business consists of four (4) Board members.
<b>Voting</b>	For any issue that requires a vote, a vote of four (4) Board members is required to constitute the official action of the Board. A Board member may not vote by proxy.
<b>Rules of Order</b>	Board meetings are conducted according to "Robert's Rules of Order."

**Order of  
Business**

The order of business at Board meetings generally is:

1. Call to Order,
2. Roll Call,
3. Approval of Minutes,
4. Presentations and Public Appearances,
5. Personal Appearances,
6. Consent Agenda,
7. New Business,
8. Information Items.

**Agenda and  
Minutes**

The Chief Executive Officer prepares an agenda and the Secretary or Assistant Secretary maintains minutes of each Board meeting. A Senior Vice President serves in the absence of the Chief Executive Officer, and the Assistant Secretary serves in the absence of the Secretary.

Material required for a regular meeting, scheduled for the third Wednesday of the month, is distributed to each Board member no later than two (2) working days prior to such meeting.

Minutes of the Board meetings are public records and will be open to public inspection as provided by the laws of the State of Florida. The minutes are posted on the Aviation Authority's website at [www.orlandoairports.net](http://www.orlandoairports.net).

**Committees**

The Chairman of the Aviation Authority Board appoints regular members to all committees and designates the chairman of each committee, all subject to confirmation by the Board. The Chief Executive Officer is authorized to add, replace, and delete members and designate the Chairman of each committee on an interim basis, as required to maintain continuity of Aviation Authority business. All appointments by the Chief Executive Officer shall be subject to confirmation by the Board at the next regularly scheduled meeting.

**Seal**

The Aviation Authority has an official seal that is kept by the Secretary or Assistant Secretary.

**Financial**

The Fiscal Year of the Aviation Authority begins October 1 and ends September 30.

The Board prepares a budget on or before September 1 of each year for the next ensuing year, and files a copy of its budget by September 1 of each year with the City of Orlando and Orange County, Florida.

**Section 101.01  
Greater Orlando Aviation Authority Bylaws**

**Organization Policy:  
Administration**

The Board initiates an annual audit of the financial records of the Aviation Authority by an independent certified public accountant, which is accompanied by the accountant's opinion and any qualifications relating thereto. A copy of this audit, together with the Aviation Authority's annual financial report, is filed by March 31 of each year with the Secretary of the Board, the City of Orlando, Orange County, Florida, the Florida Department of Banking and Finance, and, if required, the trustee under any revenue bond trust agreement or revenue bond resolution then in effect.

The Board is required to submit to the Division of Bond Finance of the State Board of Administration reports pertaining to the Aviation Authority's new revenue bonds. Copies of these reports are to be filed with the City of Orlando and Orange County, Florida.

**Documents**

All checks, drafts, and orders for payment of money are signed in the name of the Aviation Authority and countersigned by the officers or agents designated by the Board for that purpose.

The execution of any contract, conveyance, or other instrument authorized by the Board (except as below stated), is made in the name of the Aviation Authority by the Chairman or Vice Chairman, and Secretary or Assistant Secretary, any of whom may attach the seal of the Aviation Authority.

In the absence of the Assistant Secretary, the Chief Executive Officer will appoint a designee for the purpose of attestation of documents, signed by the Chief Executive Officer, and attachment of the Aviation Authority seal.

The Board may identify and authorize any other officer or employee to execute specified contracts, conveyances, or other documents.

**Rules and  
Regulations**

In compliance with the Aviation Authority's Legislative Act, the Board adopts its Policy and Procedure Manual and the Orlando International and Executive Airports' Operations Manuals and Emergency Manuals as part of the rules and regulations of the Aviation Authority.

Additions to or amendments of such rules and regulations are proposed by the Chief Executive Officer and are subject to adoption by the Board in the manner provided by Section 140.04, Policy and Procedure Manual.

**Actions  
Affecting  
the Traveling  
Public**

In the event that any proposed rule or regulation will, in the judgment of the Board, directly affect the traveling public as a class, notice shall be given to the public before the Board meets to adopt the proposal. Such notice will:

- Be published twice in a newspaper of general circulation in Orange County, Florida; the first publication not more than fourteen (14) days and the second publication not less than four (4) days prior to the proposed adoption.
- Contain a statement advising the public of the date, time and place of the meeting at which the proposal will be considered, the substance of the proposal, the place(s) and time(s) that the proposal may be inspected, and the fact that the public may appear and be heard at the meeting.

**Emergency  
Actions**

In the event of an emergency involving immediate danger to the health, safety, or welfare for the public, the Chief Executive Officer may, with the Chairman's concurrence, adopt any rule or regulation to protect the public interest, provided that prior to or at the time of the adoption of the rule or regulation, the Chief Executive Officer submits to the Board a written report of the immediate danger that exists and the reason for needing the emergency rule.

An emergency rule or regulation is effective for ninety (90) days only after its adoption, during which time, regular rule-making procedures may be invoked.

An emergency rule or regulation may become effective immediately.

**Organization  
Chart**

See attachment.

**REFERENCE**

Chapter 57-1658, Special Acts of 1957, as recodified by Chapter 98-492 of the Laws of Florida, and amended by Chapter 98-491 of the Laws of Florida.

**APPROVAL AND  
UPDATE HISTORY**

**Format and  
Re-numbering  
Approval**

Aviation Authority Board: April 22, 1992 (3HH)

**Last Approval**

Aviation Authority Board: December 14, 2022  
Chief Executive Officer: December 14, 2022

**Supersedes**

All Previous

# GREATER ORLANDO AVIATION AUTHORITY

# ORGANIZATION CHART

