

PENNSYLVANIA AVIATION ADVISORY COMMITTEE

OPERATING PROCEDURES

AMENDED JUNE 8, 2023

I. PURPOSE

This document sets forth the Operating Procedures of the Pennsylvania Aviation Advisory Committee hereinafter referred to as the AAC. The purpose of the AAC is to provide guidance to the Governor, the General Assembly, the Secretary of Transportation and the State Transportation Commission on aviation matters. It is also the desire of the AAC to provide guidance to the Secretary of Community and Economic Development as the aviation industry and related interests can have a significant impact on Pennsylvania's overall economy. The AAC aims to further the public interest and enhance aeronautical development within the Commonwealth. These operating procedures are specifically intended to provide further guidance or clarification to the adopted AAC Bylaws for use by the AAC in an effort to promote a better understanding and more effective functioning of AAC duties and activities and not to replace the bylaws or formally amend the bylaws.

II. MEMBERSHIP

The Bylaws state the AAC consists of 25 members and indicates the membership composition. However, it is recognized that there are instances where a member(s) is unable to attend certain meetings. In these instances to ensure a voting quorum is achieved so that AAC formal business can be conducted without delay, it is understood each AAC member should designate an alternate to serve in their place and cast proxy votes on the member's behalf at AAC meetings. The AAC member should notify the AAC Chairperson in writing of such designation (with copy to the AAC Secretary and PennDOT Bureau of Aviation Director) not later than six months after their appointment or re-appointment to the AAC by the Governor.

In the event, an AAC member resigns from the Committee, the member shall tender their resignation in writing to the AAC Chairperson with a copy provided to the AAC Secretary and the PennDOT Bureau of Aviation Director. AAC member vacancies shall be filled through appointment by the Governor. The AAC may give advice or recommendations regarding AAC vacancy appointments upon the request of the Governor. The Chairperson and / or the Secretary will provide an orientation for newly appointed members to facilitate their understanding of committee roles, responsibilities and focus areas so they may meaningfully participate in the committee process.

III. DUTIES OF AAC OFFICERS

The Bylaws establish the AAC officers as the Chairperson, Vice Chairperson, Secretary and Treasurer. However, the Treasurer position is currently vacant since the Committee does not have an established operating budget with a revenue stream or obligational spending authority; nor does the committee manage assets or incur liabilities as part of its activities or is subject to federal or state financial audit reporting requirements. Should these circumstances change, the Treasurer position will be filled in accordance with the Bylaws.

In terms of functional responsibilities, the officers shall perform the following:

Chairperson

- The Chairperson shall preside over the Committee, and shall, if present, preside at all meetings of the members except those held by special purpose AAC subcommittees or task forces in which case the Chairperson will serve ex-officio.
- The Chairperson shall execute all official documents, notices or communications.
- The Chairperson is designated to receive and evaluate proposed policies from the members.

Vice Chairperson

- The Vice Chairperson shall act for the Chairperson in case of the absence or disability and shall act, or make arrangements for someone to act, as the parliamentarian during any meeting of the committee or of the general membership.
- The Vice Chairperson shall perform other tasks and duties as are from time to time assigned by the Chairperson or committee.

Secretary

- The Secretary shall maintain a record of meeting attendance by members and minutes of all committee meetings. The minutes shall be distributed to all members. All records shall be a matter of public record in compliance with the PA Open Meetings Law. The AAC Secretary shall issue meeting agendas, minutes and related information to the membership not later than seven calendar days in advance of the Committee business meeting date to afford sufficient time for members review. The Secretary shall maintain the membership roster and conduct roll calls to establish voting quorums at AAC business meetings.
- The Secretary shall develop a calendar year annual report of the Committee's activities, accomplishments, deliberations and conclusions. The annual report shall be issued to the Governor, General Assembly and State Transportation Commission. Further, the State Transportation Advisory Committee, (TAC) and PennDOT Secretary will also be provided a copy of the annual report as a courtesy to promote excellent communication regarding aviation matters affecting the overall transportation system. The annual report should specifically provide the names of the AAC officers, note all formal regular meetings that occurred, provide a legislative update, report sub-committee activities and major coordination efforts between the AAC and PennDOT Bureau of Aviation as part of the annual report format. This report shall be prepared for AAC adoption

at its first business meeting of the year following the reporting period and be officially submitted to the above-mentioned parties by the Chairperson. The annual report will also be posted on the PA Aviation Advisory Committee website. The AAC Secretary will work with the PennDOT Bureau of Aviation to help maintain and keep the website up to date with meeting agendas, minutes, committee reports, committee meeting schedules and other pertinent materials that are authorized for public release by the AAC Chairperson in consultation with the PennDOT BOA Director.

IV. ELECTION OF OFFICERS

- The Chairperson shall receive nominations from the floor for candidates to fill the Vice Chairperson and Secretary offices.
- When more than one nomination of a candidate for an office other than the Chairperson has been received, voting for the election of those officers shall be conducted by verbal, written or electronic vote. Any candidate receiving a majority of votes cast for any office shall be declared elected. The election of officers should occur during the first AAC business meeting of the new calendar year and officers will serve until the next annual election is held unless an officer resigns during their term where an election will be held at the next scheduled committee meeting to fill the unexpired officer's term using the same procedures. At the discretion of the AAC, one member may be elected to serve a dual role of Vice-Chair and Secretary.

V. MEETINGS

- Committee meetings will be publicly advertised and typically held in person in the Harrisburg, PA area. However, alternate geographic locations may be considered from time to time at the discretion of the Committee. If in-person meetings are not advised due to a natural or manmade disaster or for reasons of public health and safety, the committee may employ alternate technology to conduct remote

virtual meetings in lieu of the in-person meeting at the discretion of the Chairperson acting in the best interest of the committee as a whole or in response to official orders or disaster declarations issued by the appropriate federal and or state authorities. The PennDOT Bureau of Aviation staff will make all committee meeting location arrangements.

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VI. SUBCOMMITTEES AND TASK FORCES

- The Chairperson may appoint special purpose subcommittees or task forces to assist the committee in their work. Subcommittee or task force membership will be determined by the Chairperson considering individual member interest, expertise and availability. External stakeholders may also be invited to participate when appropriate. The Chairperson will designate the sub-committee or task force Chairperson that will be responsible for coordinating and conducting activities and reporting progress, findings and recommendations for AAC approval. Should the AAC require special assistance or support by other agencies, departments or use of professional consultants to assist in delivering the work products of the subcommittees or task forces, the AAC Chairperson will communicate those needs to the PennDOT Bureau of Aviation Director for further review and response. The AAC has hereby established five sub-committees as follows:
 - ***Aviation Funding***
 - ***Aviation Workforce and Economic Development***
 - ***Air Freight and Commercial Air Service***
 - ***Aviation Emerging Technology***
 - ***Aviation Legislative and Policy***

The above-named subcommittees were formed in response to the PA Transportation Advisory Committee, (TAC) ***PA Aviation Strategic Investment Plan*** adopted by the State Transportation Commission on December 14, 2022 to help implement the study recommendations. Each sub-committee operates in close coordination with the Aviation Council of PA, (ACP) and is jointly co-chaired by AAC and ACP members.

VII. POWERS AND DUTIES

- In order for the AAC to provide meaningful input and advice or formal recommendations to the Governor, General Assembly, Secretary of Transportation and State Transportation Commission on aviation matters affecting the Commonwealth, it will be necessary for the AAC to receive and review essential documents such as Updates to the State Airport System Plan, PA Aviation Economic Impact Study, 12 Year Transportation Plan listing aviation capital improvements priorities or other key studies or documents from PennDOT or other entities in a timely manner. AAC input may include providing letters of support or recommendations for improvement to such documents, providing oral and/or written testimony at public hearings or other forums, face to face meetings with key leaders, white papers etc.. The AAC will also review and advise where appropriate on legislative issues impacting PA aviation funding and aviation industry issues and needs. AAC high priority issues will be clearly outlined in the AAC Annual Report and other AAC issued documents as appropriate. The AAC will endeavor to coordinate with the Aviation Council of PA on priority issues in an attempt to achieve consensus on desired outcomes for the betterment of PA aviation.

Please refer to the bylaws for a complete list of powers and duties as provided by the Transportation Code.

VIII. COMPENSATION

- All AAC members serve voluntarily and without financial compensation, with the exception of allowable travel expenses as per Commonwealth of PA travel expense policy directives. The member is not required to seek reimbursement of allowable travel expenses, but may do so at their discretion. If seeking travel expense reimbursement, the member must follow all current Commonwealth travel expense policy procedures and directives.

IX. AMENDMENTS

Amendments to these operating procedures require approval of a majority vote of those members present at a regular AAC business meeting where a voting quorum has been established.

These operating procedures were amended by the PA Aviation Advisory Committee at their public meeting held on this 8th day of June, 2023.

AUTHORIZED

Robert W. Shaffer, Chairperson

Mark R. Murawski, Vice-Chair-Secretary

