

# Florida Airports Council

## Committee Charter

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### Facilities Committee

#### Mission Statement:

Dedicated to ensuring the highest standards of safety, efficiency, and reliability in airport maintenance operations through professional development and training of airport maintenance employees.

#### Connection to Strategic Plan:

Supports Educate Pillar by enhancing knowledge in facilities management.

#### Committee Type:

Standing Committee

#### Committee Membership:

- Unlimited members; strive for 20–50 active members.
- No term limits for members. Chair and Vice-Chair serve two-year terms.
- Open to all FAC members in good standing.
- Equal voting rights.
- Chair reports to the Board.
- Members may be removed for non-participation or conflicts.

#### Onboarding:

- Align mission with Strategic Plan.
- Collaborate with Operations, IT, Security and General Aviation Committees.
- Clarify annual deliverables like awards and educational sessions.

#### Chairperson:

- Elected by members for a two year term.
- Leads, sets agendas, reports to Board.

- Minutes taken by Chair, Vice-Chair, or Liaison.

#### **Vice Chairperson:**

- Elected by members for a two year term.
- Minutes taken by Chair, Vice-Chair, or Liaison.
- Vice-Chair assists and fills in as needed.

#### **Past Chairperson:**

- Serves for a two year term (not elected).
- Available to Chair and Vice Chair for support and guidance of facilitating the Committee goals
- Establish and maintain relationships between members and airports

#### **Power and Authority:**

- Recommend on facilities operations matters.
- Majority vote; Board approval required.
- Cannot make binding financial decisions without approval.

#### **Responsibilities:**

- Active participation, task completion, confidentiality.
- Chair oversees awards and sessions for E&T.
- Vice-Chair supports Chair, assumes duties if needed.
- Members contribute expertise, assist in organizing events.

#### **Annual Deliverables:**

- Educational Sessions for E&T Summit.
- Submit updates per meeting schedule to board; conduct annual review.
- Nominate for Mark Winkelmann Blue Light Award.
- Complete tasks as defined in the Annual Program of Work.

#### **Meeting Procedures:**

- At least quarterly.
- Members present constitute a quorum.
- Minutes and attendance documented and submitted.

- Agendas distributed one week prior.
- Follow Robert's Rules for efficiency.

**Review and Term:**

- Ensure mission alignment annually.
- Standing committee; subject to changes by the Board.