

Florida Airports Council

Committee Charter

Finance and Administrative Committee

Mission Statement:

The mission of the Florida Airports Council's Finance and Administrative Committee (F&A) is to provide strategic leadership and collaboration among Florida's airports in Operational and Capital financial management and administrative operations to include, Human Resources, Air Service Development, Risk Management/Insurance, and Properties and Contracts.

Connection to Strategic Plan:

Supports the Advocacy Pillar.

Committee Type:

Standing Committee

Committee Membership:

- Unlimited members; strive for 20–50 active members for efficient meetings.
- No term limits for members. Chair and Vice-Chair serve one-year terms.
- Any FAC member in good standing can join.
- All members have equal voting rights.
- Chair reports directly to the Board.
- Members may be removed for lack of participation or conflict of interest.
- The F&A Committee will encourage participation by members of Florida general aviation and commercial service airports of all sizes. While the Committee's focus will concentrate on the topics described in the "Focal Points" below, participation across the airport personnel spectrum is encouraged, as is participation from interested consultants and state agencies.

Key Focus Areas:

- ✓ Accounting and Auditing
- ✓ Financial Reporting and Analysis
- ✓ Enterprise Resource Planning and Software Packages
- ✓ Treasury Management and Public Finance

- ✓ Grants and Grantor Relations (FDOT coordination)
- ✓ Airline Rates and Charges
- ✓ Public Procurements
- ✓ General Aviation Tenant Relations and Commercial Real Estate
- ✓ Human Resources, Performance Management, and Employee Benefits
- ✓ Risk Management and Insurance (Property, Airport Owners, Cyber, Environmental, Workers Compensation)
- ✓ Interactions with Airport Boards of Directors and Audit Committees

Onboarding:

- Review mission statement for alignment with the Strategic Plan.
- Collaborate with Legal Committee, State Affairs and Federal Affairs.
- Understand annual deliverables and goals.

Chairperson:

- Recommended by committee members and appointed by Board Chair for a one-year term.
- Leads meetings, sets agendas, reports to the Board.
- Vice-Chair supports Chair and steps in as needed.
- Chair, Vice-Chair, or Board Liaison records and submits minutes.

Power and Authority:

- Can make recommendations related to financial and administrative best practices.
- Majority vote; recommendations submitted to the Board.
- Cannot make binding decisions without Board approval.

Responsibilities:

- Attend meetings, complete tasks, maintain confidentiality.
- Chairperson leads meetings and manages workflow.
- Vice-Chair supports Chair, assumes duties when necessary.
- Members contribute expertise and support goals.

Annual Deliverables:

- Develop and share best practices for financial and administrative operations.
- Provide input to the FAC Board on matters related to state-level advocacy.
- Submit periodic reports on industry trends, challenges, and committee progress.

Meeting Procedures:

- At least quarterly.
- Members present constitute a quorum.
- Minutes and attendance recorded and submitted.
- Agendas distributed one week prior.
- Follow Robert's Rules, adjusted for efficiency.

Review and Term:

- Assess charter for alignment with goals annually.
- Standing committee; subject to Board changes.