

PENNSYLVANIA AVIATION ADVISORY COMMITTEE
Desert Room, Commonwealth Keystone Building, Harrisburg, Pennsylvania
December 17, 2018 – AGENDA
10:00am - noon

- A. Call to Order - Chairperson Robert Shaffer**
- B. Roll Call of Members – Chairperson Robert Shaffer**
- C. By-Law Amendment Discussions – Chairperson Robert Shaffer**
- D. Future Committee Direction and Actions – Anthony J. McCloskey, P.E., Director,
PennDOT Bureau of Aviation**
- E. Adjournment – Next Meeting Finalization**

**BYLAWS
Of the
AVIATION ADVISORY COMMITTEE**

Created by Act 1999-58, Approved December 15, 1999

ITEM I – PURPOSE:

The purpose of the Aviation Advisory Committee is to provide guidance to the Governor, the General Assembly, the Secretary of Transportation, the Secretary of Community and Economic Development, and the State Transportation Commission on aviation matters. This committee is to further the public interest and enhance aeronautical development within the Commonwealth.

ITEM II – MEMBERSHIP:

1. The committee shall consist of 25 members. The members shall be as follows:
 - a. The Secretary of Transportation
 - b. The Secretary of Community & Economic Development
 - c. The Chairman and Minority Chairman of the Transportation Committee of the Senate.
 - d. The Chairman and Minority Chairman of the Transportation committee of the House of Representatives.
 - e. Nineteen members of the public representing the areas of concern specified, who shall have extensive experience and knowledge of air transportation activities throughout this Commonwealth, to be appointed by the Governor as follows:
 - i. Three persons from the board of directors of the Aviation Council of Pennsylvania.
 - ii. Two persons from the airline industry.
 - iii. One person from the aviation manufacturing/maintenance industry.
 - iv. Four persons from Pennsylvania's airport system.
 - v. Two persons representing general aviation fixed base operators.
 - vi. One person representing the air cargo industry.
 - vii. Two persons representing the metropolitan planning organizations and local development districts in this Commonwealth.
 - viii. One pilot representing the pilot community in this Commonwealth.
 - ix. Three members of the general public.
2. Each member may designate an representative alternate to serve in his or her stead their place. A member shall notify the chairman chairperson in writing of the designation.
3. The term of all members of the committee shall be for three years. Any member of the committee may be reappointed for no more than two full successive terms.

4. Any member appointed to fill a vacancy occurring prior to the expiration of the term to which his predecessor was appointed shall serve only for the unexpired term. Each member shall serve until the appointment of a successor.

ITEM III – OFFICERS:

The Governor shall appoint one member of the committee as chairperson. The members of the committee shall annually elect a ~~v~~Vice ~~e~~Chairperson; ~~and s~~Secretary ~~and a treasurer~~ from among the members of the committee.

Chairperson

1. The Chairperson shall preside over the Committee, and shall, if present, preside at all meetings of the members except those held by task groups.
2. The Chairperson shall sign all documents, notices, or communications of an official character.
3. The Chairperson shall be the person to receive and evaluate proposed policies from the members.

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Vice Chairperson

1. The Vice Chairperson shall act for the Chairperson in case of 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.
2. The Vice Chairperson shall perform other tasks and duties as are from time to time assigned by the Chairperson or Board.

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Secretary

1. 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.
2. The Secretary shall develop annual reports of the Committee's deliberations and conclusions to the Governor, members of the General Assembly and the State Transportation Commission.

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ITEM IV – Election of Officers

1. Chairperson shall receive nominations from the floor for candidates to fill the Vice Chairperson and Secretary offices.
2. When more than one nomination of a candidate for an office other than the Chairperson has been received, voting for the election of the officers shall be conducted by written or electronic vote. Any candidate receiving a majority of votes cast for any office shall be declared elected.

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ITEM IV – MEETINGS:

1. The Aviation Advisory Committee shall meet at least ~~four~~^{three} times every 12 months but may hold such additional meetings as are called by the chair~~man~~^{person} or by petition of at least six committee members. The chair~~man~~^{person} shall provide notice at least 14 days in advance for regular meetings and provide a minimum of three days² notice for special meetings.
2. The secretary ~~shall maintain a record of meeting attendance by members and~~ shall provide written notice to members who miss two consecutive meetings. Three consecutive absences of committee meetings by a member shall be grounds for removal if affirmed by a majority vote of the committee.
3. ~~Minutes of meetings shall be prepared by the secretary and filed with the committee and distributed to all members. All records shall be a matter of public record.~~

ITEM VI – VOTING:

1. A majority of the appointed members shall constitute a quorum for the conduct of business with the exception of voting for officers.
2. Two thirds (2/3) of the members must be present for the purpose of voting for officers.
3. A quorum is required for other voting purposes. If a quorum is physically present, then additional members may participate and vote by telecommunication, ~~(speaker phone, video teleconferencing, etc.)~~ or by written proxy.

ITEM VII – PARLIAMENTARY AUTHORITY:

The rules contained in the Modern Edition of *Robert's Rules of Order* shall govern the Pennsylvania Aviation Advisory Committee in all cases where they are not inconsistent with these bylaws and any special rules of order the committee may adopt.

ITEM VIII – AMENDMENTS TO BYLAWS:

These bylaws may be amended at any regular or special meeting of the Committee by a two-thirds majority vote, provided that previous notice of the amendment was given to all members at least ten days in advance.

~~ITEM VIII – EXPENSES:~~

~~The nineteen public members of the committee shall be allowed reasonable per diem expenses to be set by the committee.~~

ITEM IX – POWERS AND DUTIES:

The committee shall have the power and duty to:

1. Make recommendations to promote and preserve the aviation and the air transportation system in this Commonwealth and propose methods, strategies or technologies that can be used to improve these systems.
2. Provide guidance on aviation related issues to the Governor, the General Assembly, the ~~s~~Secretary of Transportation, Secretary of Community and Economic Development, and the State Transportation Commission.
3. Promote aviation systems and capital infrastructure improvements.
4. ~~Review the Department's capital project program prioritization process and provide recommendations on the method for determining priorities among locations.~~
5. Guide the Department's continuous State aviation systems planning process.
6. Review and promote Federal and State aviation rules and regulations as may be proper and necessary to promote and develop beneficial aviation practices and operations.
7. Promote aviation education opportunities and encourage research and development for aviation safety and security.
8. ~~Promote business development~~Define intermodal opportunities for airports within this Commonwealth.
- 8.9. Review emerging technologies in aviation.
- 9.10. Provide a forum for exchange of information concerning the users' view of needs and requirements of this Commonwealth's aviation systems.
- 10.11. Address other appropriate aviation issues that arise from time to time.

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ITEM XI – REPORTING

1. ~~The committee shall submit reports of its deliberations and conclusions to the Governor, members of the General Assembly and the State Transportation Commission.~~
2. General Information: Reports to the Governor, the General Assembly, the Secretary of Transportation, and the State Transportation Commission, as well as minutes of all meetings, shall be deemed General Information, and shall be available to the public.
3. Specific Information: All press releases and marketing information are to be issued by the Department of Transportation with the advice and consent of the members of the Aviation Advisory Committee.

ITEM XI – STAFF:

The Department of Transportation shall provide appropriate staff support to enable the committee to properly carry out its functions.

Adopted at the regular meeting of the Aviation Advisory Committee in Harrisburg, Pennsylvania on the ____ date of *January, 2001*.

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