

Airport Authority Meetings and Conduct Policy

Originally Adopted on August 18, 2021; Revised and adopted December 17, 2025

I. Purpose

The purpose of this document is to provide a written reference of the mutual understanding of Airport Authority Members and Airport Staff relative to the conduct of all meetings of the St. Augustine Airport Authority ("Authority"). The document is intended to serve as a guide in determining meeting decorum, understandings, and procedures. No intention is made to supersede the need for reasonableness in the conduct of meetings or in the application of the guidance provided herein. To the extent of any conflict, controlling law, including Florida's Government in the Sunshine Law, the reasonable opportunity to be heard requirements for public participation, and Florida's Public Records Law, shall govern. The Authority will use the Government in the Sunshine Manual/Handbook as a nonbinding interpretive resource to promote compliance and transparency. This Policy 2025-01 supersedes and replaces the previous version of Policy 2021-01 (previously 2012-01).

II. Meeting Types

Generally, all meetings likely to be held by the Authority will fall under one of five classifications, as follows:

- a) Regular – This type of meeting is the most common, characterizing the conduct of the normal monthly meetings of the Authority. Presently, these meetings are held on the third Monday of each month (excepting conflicting holidays).
- b) Special – Relatively infrequent, this type of meeting is required when business matters of the Authority need to be addressed between regular meeting dates or with more urgency than normally required. The Authority's annual organizational meeting held in early January may be conducted as a special meeting. Special meetings are limited to the specific topic(s) placed on the agenda and noticed.
- c) Public Hearing – Public Hearings are special meetings designed for the purpose of affording public input on the specific noticed topic for which the meeting is held. They are limited to the topic(s) placed on the agenda and noticed.
- d) Workshop – Workshop meetings are largely informational or explanatory in scope and are conducted informally. While workshops are public and noticed, no final action may be taken. Items requiring action shall be placed on a regular or special meeting agenda.
- e) Executive Session – Executive sessions may be conducted only as authorized by Florida law and are strictly limited. Examples include certain litigation strategy conferences and collective bargaining strategy sessions as permitted by law. For litigation strategy sessions, the Authority will follow applicable procedures, including announcing the session in an open meeting and stating the case name and parties; limiting attendance to the Authority, the Authority Attorney, the court reporter, and

necessary staff or consultants; having the session recorded by a certified court reporter; reconvening in open session to take any action; and making the transcript part of the public record at the conclusion of the litigation. For collective bargaining strategy sessions, attendance is limited as provided by law; discussions are confined to negotiation strategy; the session will be recorded as required; and the record will be made public at the time and in the manner prescribed by law. Executive sessions are not authorized for personnel matters (including hiring or firing), general policy discussions, or to avoid public scrutiny. The Authority will adhere to all statutory prerequisites and procedures, including noticing, attendance limitations, recording, and post-session disclosure as applicable.

III. Meeting Requisitions

Meeting requests should be made either directly to the Airport Authority Chairman or to the Executive Director, as follows: Members desiring a special meeting, workshop, or executive session shall communicate such request to the Chairman during the course of any scheduled Authority meeting. Normally, such requests would be made during the discussion of a specific agenda item covering the requested meeting topic. If the item is not agenda-specific, a request can be made during the “Authority Member Comments” section of any meeting. Requests made through the Executive Director will be coordinated with the Chairman for scheduling and are normally subject to a consensus of Authority members prior to scheduling.

IV. Meeting Notices and Sunshine Compliance

a) As required by Florida law, all meetings will be open to the public and properly noticed in advance, with reasonable notice given based on the type of meeting and circumstances. The Authority will not conduct discussions or take action on Authority business outside of a noticed public meeting. Meeting notices will, at a minimum, include the date, time, place, and a brief, plain-language description of the subject matters anticipated for discussion or action, along with an accessibility statement and contact information for accommodations. Notices should be clear enough to apprise the public of topics on which action may be taken and should avoid vague descriptions.

b) The Authority will endeavor to meet the following minimum advance notification schedule:

Type	Minimum Advance Notice
Regular Meetings	Five days
Special Meetings	Twenty-four hours
Public Hearings	Statutory minimum
Workshops	One week
Executive Sessions	Statutory minimum

c) Whenever time permits, meetings shall be advertised in the St. Augustine Record newspaper. Additional notification may be provided to local radio stations for public information broadcasts. Emergency meetings shall be deemed special meetings and will be noticed to the greatest extent practicable under the circumstances.

d) All Airport Authority meeting agendas shall be made available to the public on the Authority's official website. The schedule of publication and updates shall generally conform to the minimum advance notification table. A proviso shall accompany web agenda publication that the agenda may be modified at the meeting consistent with law. Agenda materials will be posted online when feasible and late-distributed materials made available to the public; see Section XXVIII for comprehensive requirements on agenda packets and late-filed materials.

e) Sunshine Law standards. Authority members shall not discuss Authority business with each other outside of a noticed public meeting, whether in person, by telephone, electronic mail, text message, social media, or through intermediaries, to include avoiding "walking" or "daisy-chain" communications designed to reach consensus outside a meeting. One-way communications from staff to individual members for informational purposes are permissible; staff shall not be used to facilitate member-to-member communications on Authority business. See Section XIII for comprehensive Sunshine and Public Records standards, including staff use, serial communications, social media, and records retention. During meetings, members should refrain from texting, emailing, or using messaging applications regarding agenda business to avoid inadvertent deliberations.

f) Public access and accommodation. All meetings will be held in a location accessible to the public. Where remote participation or streaming is offered, it will be provided in a manner consistent with Florida law. Reasonable accommodations will be provided upon request in accordance with applicable law. When technology is used to facilitate access (e.g., livestreaming), technical issues will not invalidate the meeting if the meeting is otherwise open and noticed; the Authority will make reasonable efforts to resolve issues promptly. For member remote participation, see Section XXIV.

g) Records. All meeting materials, agendas, minutes, recordings, written public comments, emails, text messages, social media messages or posts concerning Authority business, and other Authority records are public records unless exempt or confidential by law and shall be retained and produced in accordance with Florida's Public Records Law and records retention schedules. See Section XIII(d) for comprehensive Public Records requirements, including use of personal devices, social media content, and retention obligations.

V. Agenda Preparation

The Executive Director or designee shall prepare and distribute the official agenda associated with all Airport Authority meetings, in consultation with the Chairman. Items may be placed on the agenda as follows:

1. Authority Members may request the Executive Director to place an item on the agenda for Authority consideration;
2. During “Member Comments,” with a majority’s consent, an item will be placed on the next appropriate meeting agenda;
3. At the Chairman’s discretion, an Invocation and/or the Pledge of Allegiance may be added.

VI. Approval of Minutes

Meeting minutes will be prepared by Authority staff, and the written version will serve as the official minutes. A backup recording, where made, is maintained as a public record. Minutes will record the motions, seconds, and votes of each member; a verbatim transcript is not required by law. Minutes will be promptly recorded and open to public inspection. Minutes should reflect late arrivals, early departures, conflicts/abstentions with the stated reason, and the names of movers and seconders. Minutes shall be approved as distributed, or as corrected or amended by consensus or vote, as needed. Audio or video recordings, where made, are supplemental, will be made available on the Authority’s website, and will be retained in accordance with applicable records schedules.

VII. Acceptance of Financial Reports (Treasurer’s Report)

Monthly compilations are prepared by staff or a CPA and are subject to annual audit. Monthly reports may be accepted as distributed, or as corrected or amended by consensus or vote, as needed.

VIII. Approval and Modification of the Agenda

An agenda item titled “Approval of Agenda” shall follow acceptance of financial reports to facilitate concurrence in the items to be discussed. Agendas may be approved as distributed or amended (by addition, deletion, or reordering) by consensus or vote. Additions should be limited and consistent with reasonable notice and Sunshine Law principles. The Authority will avoid taking action on substantive items that were not reasonably described in the meeting notice or agenda, absent a bona fide emergency. Items added at the meeting that require action will, where practicable, be deferred to a future noticed meeting.

IX. Action Items

- a) The Executive Director shall prepare all action items for the agenda with sufficient detail and, where appropriate, legal and budgetary analysis and a staff recommendation. Backup materials should be clear, concise, and available to the public consistent with Section XXVIII.
- b) Consent Agenda – Routine, non-controversial items may be grouped. Any member may remove an item, which shall then be considered as a standalone action item.
- c) Item-specific public comment – For each action item, the Chairman shall afford an opportunity for public comment limited to that item, consistent with Section XII of this

Policy and applicable law. The opportunity to be heard on an item will occur before the Authority takes official action on that item.

d) Voting – A simple majority of members present shall govern unless otherwise provided by law or this Policy. Motions may reference staff recommendations and may include stipulations. All votes shall be publicly cast; secret ballots are prohibited. Roll-call votes may be used for clarity and shall be used when required by law or when requested by any member.

e) Reconsideration – Items previously acted upon may be reconsidered only upon a super-majority (four of five members), except items referred to staff, tabled, or otherwise not acted upon. Reconsideration will occur in an open meeting with public participation consistent with this Policy.

X. Motions, Seconds, Discussions, and Votes

a) Ministerial items may be accomplished by consensus; if any member objects, a formal vote is required.

b) For action items, the typical order is: presentation; item-specific public comment; member Q&A; motion; second; discussion; vote.

c) The Chairman ordinarily does not make the first motion. If no second is received, the motion dies.

d) Members may “call the question” after all members have had an opportunity to participate in discussion.

e) Conflicts of interest must be promptly disclosed. With the advice of counsel, the member shall state the conflict for the record, file any required disclosures, refrain from making or seconding motions, and abstain from voting. The member may participate as a member of the public during discussion, as permitted by law.

XI. Old Business

The Chairman, with the Executive Director, will ensure that unfinished business or periodic review items are tracked and placed on appropriate agendas. Staff will maintain a running calendar and provide periodic updates, not less than quarterly.

XII. Public Comment

a) General public comment at the beginning of the meeting. A segment for general public comment shall be placed near the beginning of each regular meeting, special meeting, workshop, and public hearing agenda. Each speaker will be allotted three (3) minutes to address the Authority on any matter within the Authority’s jurisdiction that is not otherwise scheduled for a public hearing at that meeting.

b) Speaker registration. Individuals wishing to speak during general public comment must complete and submit a public comment card prior to the start of the meeting to be recognized. The Chair will call speakers in the order received. Speakers shall address

the Board as a whole, state their name for the record, and confine remarks to the allotted time. To ensure a reasonable opportunity to be heard, the Chair may recognize a speaker who has not completed a card if time permits.

c) Written public comment. Written public comment submitted to the Authority before or during the meeting will be accepted and placed into the official record. Written comments will not be read aloud during the meeting unless directed by the Chair. Written comments received on an actionable item before the meeting will be provided to members where practicable.

d) Item-specific public comment. For each actionable agenda item, at the Chair's discretion, the Chair may provide an opportunity for public comment limited to that item. Item-specific comments are limited to three (3) minutes per speaker. A speaker card is encouraged for efficient recognition; the Chair may also recognize speakers present who have not submitted a card, time permitting. The Chair may adopt reasonable, content-neutral procedures such as time limits, avoidance of repetitive testimony, designation of a spokesperson for groups, and reordering of speakers to promote efficiency, provided all persons are afforded a reasonable opportunity to be heard before action is taken.

e) Decorum. The public may not disrupt the meeting with personal, impertinent, profane, threatening, or slanderous remarks, or boisterous behavior. The Chair may rule a speaker out of order and, after a warning, may terminate a speaking turn to maintain order. No demand for an immediate response from the Board shall be made during public comment. Restrictions will be applied without regard to viewpoint. Disruption, not disagreement, is the basis for limiting participation.

f) Accommodations. Individuals requiring accommodations to participate in public comment should notify the Authority in advance. Reasonable accommodations will be provided consistent with applicable law. When appropriate, remote or written comment may be used as an accommodation.

XIII. Government in the Sunshine and Public Records

a) Open meetings. All meetings at which official acts are to be taken or at which two or more members discuss Authority business are open to the public and will be noticed. Workshops and informational briefings are subject to the Sunshine Law if two or more members discuss Authority business; no final action may be taken at workshops. Advisory boards and committees created by or acting on behalf of the Authority are likewise subject to the Sunshine Law.

b) Prohibited communications. Members shall not discuss Authority business with one another outside of a noticed public meeting, including via email, text, social media, telephone, or through intermediaries. Serial communications designed to reach decisions or consensus outside a public meeting are prohibited. Polling of members outside a meeting, or communications through staff that act as a liaison among members on Authority business, are prohibited. Attendance by two or more members at meetings of other entities or community events may require notice if Authority business

will be discussed; members should avoid discussing foreseeable Authority business in such settings or ensure appropriate notice and openness.

c) Use of staff. Staff may provide one-way informational materials to individual members. Staff shall not act as an intermediary to facilitate member-to-member communications on Authority business outside of a noticed public meeting.

d) Records. All Authority records, including emails, texts, documents, agenda materials, minutes, recordings, and written public comments, are public records unless exempt or confidential by law and will be maintained and produced in accordance with Florida's Public Records Law and retention schedules. Members and staff shall use Authority systems for Authority business to facilitate retention and retrieval. Public records created or received on personal devices or accounts in connection with Authority business must be preserved and produced upon request. Social media content concerning Authority business may be a public record and must be captured and retained as required. Records subject to an active request or litigation hold shall not be destroyed.

e) Training and guidance. Members shall familiarize themselves with Sunshine and Public Records requirements applicable to their service and may consult the Authority Attorney and staff regarding compliance. Annual refresher training is encouraged, and new members will receive an orientation covering Sunshine and Public Records compliance. The Authority Attorney may periodically brief the Board on updates reflected in the Sunshine Manual.

XIV. Board Member Statements to the Public

Unless specifically requested by the Chairman or authorized by the full Authority, individual members shall not speak on behalf of the Authority in public forums or media. In all instances, members shall clarify when they are expressing personal opinions. The Chairman and/or the Executive Director may publicly represent the Authority as authorized.

XV. Recognition by the Chairman

To preserve order and facilitate accurate minutes, all speakers must be recognized by the Chair before speaking. Members of the public seeking recognition should complete a speaker card before the meeting for general comment and may raise a hand during item-specific public comment. The Chair will manage recognition and time limits.

XVI. Signatures of Authority Officers

Approval of any item by the Authority authorizes the appropriate signatures by the Chairman, Secretary/Treasurer, and/or the Executive Director to implement the action, consistent with law and this Policy.

XVII. Election of Officers and Committee Assignments

The Authority shall conduct an annual selection of three officer positions: Chair, Vice Chair, and Secretary/Treasurer. Officers and committee assignments will be determined

consistent with Section X, will be voted upon at the December meeting, and will be effective as of the first meeting in the subsequent calendar year..

XVIII. Parliamentary Authority

The Authority will conduct its meetings in material conformance with Robert's Rules of Order Newly Revised (current edition) as a parliamentary guide. The Authority may deviate from Robert's Rules where necessary to promote efficiency, transparency, and compliance with Florida law. In the event of a conflict, controlling law and this Policy govern. The Chair may apply relaxed procedures for workshops and informational briefings, provided Sunshine Law requirements are observed and public participation is afforded as set forth in this Policy before any subsequent official action.

XIX. [Reserved]

XX. Public Right to Record and Media Access

Recording and photography. Members of the public and the media may audio- or video-record, photograph, or broadcast any public meeting using nondisruptive equipment. Reasonable rules to prevent disruption (e.g., placement of tripods, avoidance of blocking aisles, silencing devices) may be enforced, but recording may not be prohibited because of content or viewpoint. The Authority will provide reasonable space and power access when feasible without impeding operations. Press materials. Any materials provided to members that are not exempt will be available to the public and media at the meeting or online consistent with Section XXVIII.

XXI. Advisory Boards, Committees, and Delegated Bodies

Applicability. Advisory boards, committees, or panels created by, delegated authority from, or acting on behalf of the Authority are subject to the Sunshine Law. Meetings of such bodies will be noticed, open, and documented in accordance with this Policy. Staff committees. When staff committees perform decision-making functions on behalf of the Authority rather than solely fact-finding, those meetings will comply with Sunshine requirements.

The Audit and Finance Committee will be the only standing committee. The Committee will consist of not less than three (3) members, including the Vice Chair of the Authority, who will serve as Chair of the Committee, the Secretary/Treasurer, and one additional Board member appointed by the Committee Chair.

XXII. Site Visits, Inspections, and Attendance at Other Meetings

Site visits and inspections. When two or more members attend site visits or inspections where Authority business will be discussed, the visit constitutes a meeting that must be noticed and open to the public to the extent practical. If logistics preclude full public attendance, no discussion or debate among members shall occur; fact-finding by staff

should be documented for the record. Attendance at other entities' meetings and community events. If two or more members attend an event or another entity's meeting and Authority business is likely to be discussed among them, notice and openness are required. Members should avoid discussing foreseeable Authority business in such settings absent proper notice. See also Section XXII.

XXIII. [Reserved]

XXIV. Remote Participation, Quorum, and Accessibility Technology

Quorum and presence. A physical quorum will be established consistent with applicable law. Remote participation by members may be permitted only in circumstances authorized by law and Authority practice (e.g., extraordinary circumstances). A remotely participating member must be audible to the public and all members; votes must be publicly cast and recorded. Technology failures. Livestreaming or other technology is provided to enhance access. Technical failures will not invalidate a meeting that is otherwise open and noticed; efforts will be made to restore service promptly.

XXV. Quasi-Judicial Matters and Ex Parte Communications

Due process. In quasi-judicial proceedings, the Authority will ensure notice, the opportunity to be heard, the right to present evidence, and an impartial decision-maker. Ex parte disclosures. Members shall disclose any ex parte communications regarding a pending quasi-judicial matter before deliberations, including the identity of the person, the substance of the communication, and any written materials received, and shall place such disclosure on the record. Record. Decisions will be based on competent substantial evidence presented at the hearing or properly disclosed of record; the minutes should reflect pertinent findings and votes.

XXVI. Continued, Emergency, and Special Meetings – Procedures

Continuances and recesses. Meetings or agenda items may be continued or recessed to a time and place certain announced on the record. The continuation will be noticed consistent with law; if the time and place are announced in a properly noticed meeting and occur within a short interval, additional notice may be abbreviated as permitted. Emergency meetings. Emergency meetings will be called only when immediate action is required for public health, safety, or welfare, or to protect Authority interests. Notice will be given by the most effective and practicable means under the circumstances, with agenda materials posted as available. Public comment will be afforded before action to the extent practicable. Special meetings. Special meetings will be confined to noticed topics. Items not on the special meeting agenda will not be acted upon absent a bona fide emergency.

XXVII. Security Screening, Decorum, and Accessibility

Security and screening. Reasonable, content-neutral security measures (e.g., bag checks, magnetometers) may be employed if necessary for safety, provided they do not unreasonably impede public access. Accessibility. The Authority will include accessibility statements in notices and will provide reasonable accommodations upon

request, including auxiliary aids and services, language assistance where feasible, and accessible seating and materials.

XXVIII. Agenda Materials – Preparation, Distribution, and Late-Filed Items

Preparation and distribution. Agenda packets will, when feasible, be posted online concurrently with member distribution and will include staff reports, contracts, and backup documents not exempt from disclosure. Late-filed materials. Materials delivered to members after agenda publication will be made available to the public at the meeting and posted online promptly. If late materials substantially change an item, the Authority will consider deferring action to allow public review absent exigent circumstances.

XXIX. Public Records Requests at Meetings

Intake and processing. Public records requests received during a meeting will be acknowledged and logged by staff. Immediate production during the meeting is not required if not feasible; staff will process requests reasonably and in good faith consistent with law.

Costs and redactions. Lawful fees and redactions will be applied consistent with Public Records Law. Exempt or confidential information will be protected and redacted before release.

XXX. Lobbying, One-on-One Communications, and Vendors

One-on-one meetings. Individual members may meet with constituents, applicants, or vendors; however, no member-to-member discussion of Authority business may occur outside noticed meetings. For quasi-judicial matters, members should minimize ex parte contacts and must disclose any such contacts as provided in Section XXV. Procurement and ethics. Vendor interactions must comply with procurement rules and ethics laws; no commitments may be made outside Authority action in a noticed meeting.

XXXI. Training, Acknowledgment, and Periodic Review

Orientation and refresher. New members will receive orientation on Sunshine and Public Records requirements, this Policy, and ethics. Annual refresher training is encouraged for all members and key staff. Acknowledgment. Members will sign an acknowledgment of receipt and understanding of this Policy upon appointment and after each material revision. Periodic review. The Authority Attorney and Executive Director will review this Policy at least biennially, considering updates reflected in the Sunshine Manual, and will recommend revisions for Authority consideration at a noticed public meeting.

XXXII. Implementation and Cure Protocol

Immediate reporting. Suspected Sunshine or Public Records issues should be raised immediately with the Chair, Executive Director, and Authority Attorney. Cure steps. Where appropriate, the Authority will consider remedial measures, including re-noticing, re-opening deliberations, and re-hearing matters in an open meeting, without prejudice

to other legal remedies. Documentation. Any cure actions, disclosures, and training taken in response to potential violations will be documented in the record.