

Sanford Seacoast Regional Airport  
Airport Advisory Committee  
Committee Charge  
Approved by Sanford City Council 4/21/2009 amended 02/04/2020  
Further amended 01/17/2023

1. Purpose

The purpose of the Airport Advisory Committee is to advise the City Council and Airport Manager on issues related to the Sanford Seacoast Regional Airport (SFM). The mission of the Committee is to meet regularly and as needed to review and evaluate topics, issues, events, and proposals and make recommendations to assure alignment with the Airport's duly accepted Business Plan and facilitate the mission of the Airport. The Airport Advisory Committee derives all its authority from the City Council and as such shall only have those powers specifically granted by Council Order.

2. Committee Membership

The Committee shall be composed of (7) seven voting members appointed by the City Council. The membership shall include the following:

- (2) Citizens of Sanford who may or may not hold a pilot's certificate
- (2) Citizens of Sanford and/ or citizens of other communities in York County who may or may not hold a pilot's certificate.
- (1) Incumbent City Councilor
- (2) Person who holds a valid pilot's certificate and who operates an aircraft based at the Sanford Seacoast Regional Airport. This person need not be a resident of Sanford.

All members must be qualified to vote in his/ her respective town of residence. In no case will there be less than four (4) members that are residents of Sanford.

The Airport Manager shall attend all meetings of the Committee and may take part in all discussions but may not vote.

The Council shall appoint a representative of the Kennebunk, Kennebunkport and Wells Water District who may take part in all discussions but may not vote.

No person who serves as an FBO at Sanford Seacoast Regional Airport or who works as an employee for one of the FBO's may serve on the Airport Advisory Committee.

3. Committee Officers

Annually the Committee shall elect a Chair, Vice Chair and Secretary. The Chair shall be responsible for the orderly conduct of the meetings and in his or her absence the Vice Chair shall assume this responsibility. The secretary shall keep a written record of all meetings which shall be delivered to the Airport Manager within two weeks following each meeting.

Attendance. The purpose of the Attendance Policy is to ensure that committee members contribute their expertise and judgment to ensure that the AAC does the best work possible in the pursuit of its goals. Committee members are expected to attend all committee meetings. It is recognized that committee members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. If a member fails to attend at least 75% of the meetings in a 12-month period, the Chair may call and discuss the attendance with the individual. A member's record of attendance shall be considered with respect to renewal of a future assignment to the committee. All Committee appointments are subject to City Council approval and removal.

4. Meetings

The Committee shall meet at the Airport on a regular basis at a time and place convenient for the majority of members. All meetings must be held in public session.