

OBJECTIVE To create a committee to ensure continuity and integrity of design of facilities and real property at Orlando International and Orlando Executive Airports.

POLICY To ensure orderly development of airport facilities and real property, requests for tenant alterations, new construction, or installation of advertising display units by those entities proposing or constructing those projects (Project Sponsors) are to be approved by Aviation Authority staff. If a Project Sponsor disagrees with a final staff decision, the Project Sponsor may appeal the staff decision to the Design Review Appeal Committee.

METHOD OF OPERATION

General The Design Review Appeal Committee shall convene as needed when a Project Sponsor appeals a design decision.

Composition The Chief Executive Officer has the discretion to appoint the committee members based on the required task. The Chief Executive Officer may appoint the Chair of the DRA committee; or, if no Chair is appointed, the committee's first order of business will be elect a Chair.

Quorum A quorum consists of a majority of the voting members.

Notice In compliance with the Florida Statutes governing public meetings, proper notice of Design Review Appeal Committee meetings will be given and minutes will be published.

Meetings Meetings are scheduled as necessary by the Design Review Appeal Committee's Chair at a time and place designated by the Chair.

Procedure A Project Sponsor which desires to appeal a staff decision regarding the design of a project may request appellate review of the staff decision. In accordance with Appeal Process policy 140.04, Project Sponsor shall submit appeal request to the CEO and to the staff that rendered the decision. The appeal must be made no later than five business days from the staff review final decision or else the appeal is waived. The appeal must include the full set of documents reviewed by staff.

Upon CEO appointment of DRA Committee and a Chair, Chair shall schedule a Design Review Appeal Committee hearing convenient for the Project Sponsor, Design Review Appeal Committee members and staff within a reasonable time.

Appeals Actions taken by the Design Review Appeal Committee may be appealed by submitting a written appeal request to the Aviation Authority's Chief Executive Officer within five business days of the

action taken that is the subject of the appeal, in accordance with the Appeal Process Policy 110.04. Failure to appeal within this time frame shall constitute a waiver of the right to appeal.

APPROVAL AND UPDATE HISTORY

**Format and
Re-numbering
Approval**

Last Approval

Aviation Authority Board: December 14, 2022
Chief Executive Officer: December 14, 2022

SUPERSEDES