

CHESAPEAKE REGIONAL AIRPORT AUTHORITY
GUIDELINES FOR SPEAKERS BEFORE THE AUTHORITY

If you wish to address the Chesapeake Airport Authority at a meeting, you must register to speak before the meeting. The Airport Manager will take down your name, address and the subject on which you wish to speak before the meeting.

If you have a complaint or questions about airport operation or service, it is advisable to take it up with the Manager before bringing it to the attention of the Authority as he may be able to assist you more promptly.

Speakers are generally limited to one appearance of three minutes in length at any meeting, although exceptions can be allowed at the discretion of the Chairperson.

WHEN YOUR NAME IS CALLED, PLEASE FOLLOW THESE STEPS:

1. State your name and address.
2. Identify the subject and succinctly state your position and give facts and other data.
3. If you represent a group or organization, ask the others to rise and be recognized.
4. If you have a written statement, give it and other supportive material to the Manager for the record.

The Authority does not generally respond to citizen remarks at the time they are given. This gives the members of the Authority and the Manager an opportunity for any necessary investigation and deliberation; the speaker will be contacted in the future.

CT COWLING, CHAIRMAN