



**COVID-19
CORONA VIRUS**
State of Emergency

Special Notice

Pursuant to State of Florida Emergency
Executive Order No. 20-69, AGO2020-03

JAA “VIRTUAL MEETING” ADVISORY

DURING THE COVID-19 STATE OF EMERGENCY



During this COVID-19 State of Emergency, the Jacksonville Aviation Authority (JAA) is taking steps to keep local government open and accessible to the public, while also protecting the health, safety and welfare of the community. The Governor of Florida issued Executive Order 20-69 allowing local government agencies like JAA to utilize telephonic or video conferencing in order to hold virtual public meetings. Consistent with “social distancing” and related directives, JAA’s public meetings will be held virtually until it is safe to do otherwise. Below, you will find a step-by-step guide for observing and/or participating in this new virtual meeting format.



Step 1: Find the Meeting Notice on JAA’s Website

JAA meeting notices can be found on its website (Click on _____) on the main or home page at www.flyjacksonville.com. Meeting notices will include the topics to be covered, the date and time of meetings, instructions for accessing the virtual meeting and instructions for making public comment, if applicable. Any meeting materials that would typically be distributed at the meeting will be posted on JAA’s website prior to the meeting.



Step 2: Familiarize Yourself with Teleconferencing

Teleconferencing allows the public – with or without access to the internet – to virtually observe JAA’s public meetings in real time. You may sign-in using your computer or call-in using your telephone to see or hear the meetings as they are being conducted by those present or attending remotely. Notwithstanding your method of access, please give yourself time before the meeting starts to get prepared. If you miss a meeting, rest assured that a record of the meeting will be available on JAA’s website soon thereafter.



Step 3: Remote Public Comment

To the extent applicable, meeting notices will provide information and instructions on how to provide public comment. Please know that informational meetings may not include public comment, which will be made clear in the meeting notices for any such meetings. Public comments must be submitted in advance of applicable meetings to the meeting host or contact, whose information will be contained in the meeting notice.

These are unprecedented times that require venturing into uncharted territory. So, please be patience with us and anticipate mistakes, as we all learn new processes and develop best practices. To help us improve our processes, please submit constructive comments and suggestions to michael.stewart@flyjacksonville.com