

DEPARTMENTAL STANDARD OPERATING PROCEDURE

Miami-Dade Aviation Department

DSOP NO. 05-02

Effective: October 18, 2005

SUBJECT: Miami-Dade Aviation Department Employee Participation in Elections

PURPOSE: To establish policy regarding participation of Aviation Department personnel in elections as County employees.

BACKGROUND: The Federal Aviation Administration (FAA) in its Final Policy has defined activities which constitute diversion of airport revenue. On October 24, 2002, the FAA's District Office specifically stated that any costs (including salaries, benefits, training, travel, etc.) in support of election efforts cannot be paid with airport revenue.

I. AUTHORITY:

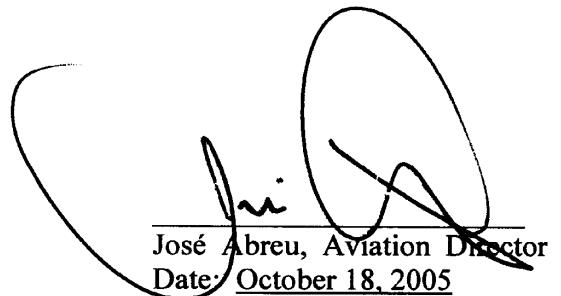
- A. Federal Register, Vol. 64, No. 30, February 16, 1999, Policy and Procedures Concerning the Use of Airport Revenue (Final Policy).
- B. Chapter 25, Miami-Dade County Code, Aviation Department Rules and Regulations. Authorizes the Aviation Director to promulgate policies, rules, regulations, orders, procedures, or instructions for employees or for those who do business at the Airport.
- C. FAA Letter to the County Manager Dated October 24, 2002 regarding MDAD Employee Election Participation. (Attached).

II. POLICY:

- A. Any requests by Aviation employees to participate in elections must be submitted in advance, with appropriate documentation and leave request, and approved by the employee's supervisor. These approvals are subject to the governing Division's current workload.
- B. The work must be performed on the employee's own time, using the employee's own accrued annual leave.

REVOCATION: None.

CROSS-REFERENCE: None.



José Abreu, Aviation Director
Date: October 18, 2005



U.S. Department
of Transportation
Federal Aviation
Administration

ORLANDO AIRPORTS DISTRICT OFFICE
5950 Hazeltine National Dr., Suite 400
Orlando, Florida 32822-5024
Phone: (407) 812-6331 Fax: (407) 812-6978

October 24, 2002

Mr. Steve Shriver
County Manager
Miami-Dade County
111 N.W. 1st Street, Suite 2910
Miami, Florida, 33128-1994

RECEIVED
OCT 28 2002
DIRECTOR

Dear Mr. Shriver:

It is our understanding that airport staff may be utilized to support election efforts.

If this is in fact the case, then any associated costs (including salary, benefits, training, travel, etc.) could not be paid for with airport revenue.

Federal Aviation Administration Policy and Procedure Concerning the Use of Airport Revenue, dated February 10, 1999, requires expenditures to be directly and substantially related to the day-to-day operations and/or provide direct benefit to the airport.

This would not preclude the use of MDAD employees in support of non-partisan activities at the precincts, but would require Miami-Dade County to reimburse the associated costs to the airport fund.

If you have any questions or need any additional information feel free contact me directly at (407) 812-6331, extension 23.

Sincerely,

Original Signed By

Miguel A. Martinez
Program Manager

cc:
Angela Gittens; MDAD