



CITY of BRIDGEPORT
SIKORSKY
MEMORIAL AIRPORT



Administrative Office - 1000 Great Meadow Road - Stratford, CT 06615

Telephone (203) 576-8163 - Fax (203) 576-8166

Airport Commission Virtual Meeting Process

Due to the COVID-19 public health emergency all Sikorsky Memorial Airport Commission meetings will be conducted virtually until further notice. The following process will apply to ensure compliance with Governor Lamont's orders for conducting such public meetings:

- 1- The meeting will be conducted using Zoom and will be accessible to the public to either view or listen in real-time.
- 2- Minutes of the meeting will be recorded and/or the entire meeting will be recorded via Zoom and included on the [airport department page website](#).
- 3- The Airport Manager's Office will distribute the agenda and instructions for connecting to the Zoom meeting at least one (1) week prior via the normal distribution list. The agenda and the meeting access information will be posted on the airport department page website.
- 4- Relevant meeting materials will be submitted to the Airport Commission at least twenty-four (24) hours in advance of the meeting and will be made available on the airport department page website for public inspection prior to, during, and after the meeting. Any exhibits to be submitted by members of the public shall, to the extent feasible, also be submitted to the Airport Commission via the Airport Manager's Office a minimum of twenty-four (24) hours prior to the meeting and posted to the airport department page website.
- 5- The meeting will be conducted as follows:
 - a. The Airport Manager's Office will mediate and run the technical portion of the Zoom meeting, unless advised differently by the Mayor or City Council President.
 - b. Conventional rules regarding calling the meeting to order and running the meeting will apply. Written testimony may be provided in advance for inclusion in the public speaking portion.
 - c. Folks speaking during the meeting will be asked to identify themselves by name and title each time they speak.
 - d. All participants will be muted initially but will be able to unmute themselves to speak.
 - e. Required meeting participants will have the option to share video footage of themselves at the meeting. The web component will primarily consist of a screen share of the agenda and any relevant meeting documents or presentations.