

Grand Forks Regional Airport Authority
Public Comment Policy

On November 20, 2025, the Grand Forks Regional Airport Authority (the “**Authority**”) establishes the following Public Comment Policy (the “**Policy**”) to govern regular meetings of the Grand Forks Regional Airport Authority Board of Commissioners (the “**Board**”).

WHEREAS, the Authority invites and values public input at the regular meetings of the Board (“**Regular Meetings**”).

WHEREAS, the Authority desires to establish procedures for public comment that give interested persons a reasonable opportunity to be heard while maintaining an orderly and efficient meeting environment.

NOW, THEREFORE, the following Policy is enacted:

1. A public comment agenda item will, at all Regular Meetings, be the agenda item following the Chairman’s Report and preceding the first item of “New Business.”
2. To provide public comments, each individual desiring to address the Board must submit a speaker card prior to the Regular Meeting being called to order that includes the following information:
 - a. the individual’s name.
 - b. the individual’s address.
 - c. the item or topic upon which the individual desires to provide comment.
 - d. Missing information from the speaker card disqualifies an individual from providing comment at the Regular Meeting.
3. Each individual desiring to address the Board, and having properly completed a speaker card prior to the Regular Meeting being called to order, will be allowed three minutes to provide comments during the public comment agenda item. Such individual(s) will be notified by the Chair of the meeting when such individual’s three minutes have expired.

4. The public comment agenda item will be limited to a total of thirty minutes, regardless of how many individuals have timely submitted completed speaker cards.
5. Individuals will be called upon to offer public comments in the order in which speaker cards were submitted.
6. All comments must:
 - a. Address the item or topic indicated on the individual's completed speaker card.
 - b. Be relevant to the Authority.
 - c. Be directed to the Board as a whole.
7. Comments may not:
 - a. Be defamatory, abusive, harassing, or unlawful.
 - b. Include information that is exempt or confidential under North Dakota open records law.
 - c. Interfere with the orderly conduct of the Regular Meeting.
8. Individuals offering public comment will not have access to the Authority's audio/visual technology.
9. Individuals offering public comment may not yield their allotted time to another individual.
10. Individuals unable or unwilling to offer public comment in person may submit written comments to the Authority prior to a Regular Meeting. If received at least twenty-four hours before the meeting, the Authority will distribute the written comments to the Commissioners prior to the meeting. Comments submitted fewer than twenty-four hours before a Regular Meeting will be distributed to the Commissioners after the meeting. Any written comments submitted must include the individual's name and address.

11. Notwithstanding this Policy, the Chair of the Board has and retains the independent authority to ask questions, and hear answers, from persons attending Regular Meetings, either in person or remotely. A person recognized by the Chair to speak pursuant to this authority is beyond the scope of, and not governed by, this Policy.