



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5420.10A  
OPS  
14 SEP 2015

AIR STATION ORDER 5420.10A

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: AIRFIELD ADVISORY BOARD

Encl: (1) Board Membership  
(2) Duties of the President and Members  
(3) Board Procedures

1. Situation. Marine Corps Air Station (MCAS) Cherry Point has been designated as the master jet base on the East Coast and will face many challenges that will encompass multiple MCAS Directorates and areas of responsibility belonging to supported commands. The purpose of the Airfield Advisory Board is to establish a venue where all MCAS Directorates and designated members of supported commands will develop courses of action to overcome those challenges.

2. Cancellation. ASO 5420.10 w/Ch 1.

3. Mission. The mission of the MCAS Cherry Point Airfield Advisory Board is to review and recommend changes in policy and procedure in order to continuously improve operations and maintenance of the airfield and related infrastructure.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Board's focus of effort is to provide a forum for station-wide dialogue and exchange of information regarding airfield related initiatives, repairs, upgrades, safety, efficiency, environmental improvements, and encroachment issues. Board members will formulate, program, implement, and review related operations, projects, and process improvement initiatives, and will track their success.

(2) Concept of Operations

(a) The Commanding Officer, MCAS Cherry Point shall be the sponsoring commander for the Board.

(b) The Board shall be composed of members listed in enclosure (1).

(c) Subject Matter Experts (SMEs) will meet with the Board and be utilized as required/needed.

(d) The President of the Board shall be governed in the performance of his/her duties in accordance with enclosure (2).

(e) The Board shall meet monthly on the first Thursday, or as directed by the President of the Board. If a monthly meeting is cancelled, it shall be recorded as such in the minutes with concurrence from all members. At

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a minimum, the board shall meet quarterly on the first Thursday of January, April, July, and October.

(f) The Board shall conduct meetings as designated by the President of the Board in accordance with the procedures outlined in enclosure (3). The President shall determine whether the meetings will be opened or closed to the public.

(g) The Board shall make appropriate recommendations to the Commanding Officer, MCAS Cherry Point.

b. Coordinating Instructions. Submit all recommended changes concerning this Order to the Director of Operations, MCAS Cherry Point.

5. Administration and Logistics. The Commanding General, 2d Marine Aircraft Wing (2d MAW), and the Commanding Officers of Fleet Readiness Center East (FRC-East), and Combat Logistics Company 21 (CLC-21) concur with this Order insofar as it pertains to members of their command.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point and its subordinate and tenant commands.

b. Signal. This Order is effective the date signed.



TRAVIS L. POWERS  
Acting

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Board Membership

1. The Airfield Operations Officer, Operations Directorate, MCAS Cherry Point, will chair the Airfield Advisory Board as President.
2. The membership of the Board shall consist of the following representatives:
  - a. Operations Directorate (Airfield Operations, RMD)
    - (1) Secretary
  - b. Facilities Directorate (PW, EAD)
  - c. Supply Directorate (Fuels Department)
  - d. Comptroller
  - e. Community Plans and Liaison
  - f. Safety Directorate (ASO, ESO)
  - g. 2d Marine Aircraft Wing (G-3, G-4 ASO, MAG-14 S-3, S-4 ASO)
  - h. CLC-21
  - i. FRC-East (Operations and Maintenance)
3. Each member of the Board shall be designated in writing by his or her respective Commanding Officer. Each member shall also have an alternate, designated in writing, who is able to attend Board meetings if the primary member is unable to attend.

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Duties of the President

1. Schedule and preside at all Board meetings.
2. Prepare an agenda prior to each meeting and ensure it is distributed to each voting member at least 96 hours prior to the meeting.
3. Submit the Board minutes with recommendations to the Commanding Officer via the Director of Operations for review and appropriate action.
4. Inform members of any special meetings and its purpose as far in advance as possible.
5. Notify SMEs at least 96 hours in advance if their presence is required/needed for a scheduled meeting.
6. Maintain appropriate records and files pertaining to the Airfield Advisory Board meetings and activities.

Duties of the Members

1. Attend all Board meetings or communicate with the President if unable to attend.
2. Submit represented directorate or command's items of interest to the Board President no later than seven working days prior to the scheduled meeting.
3. Review the agenda with your Director or Commander prior to the meeting, understand his or her intent to include a feasibility of support, and be prepared to validate the Board's recommendation to the Commanding Officer, MCAS Cherry Point.
4. Implement within your respective directorate or command, all applicable recommendations approved by the Commanding Officer, MCAS Cherry Point. Provide appropriate feedback to the Board as necessary.

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Board Procedures

1. General Conduct of the Board

- a. Call to Order.
- b. Reading of minutes from previous Board meeting:
  - (1) Update progress on any current or on-going policy or procedural changes.
  - (2) Solicit debrief points from previously approved recommendations.
- c. Review submitted agenda items.
- d. Open forum for any new business not previously submitted.
- e. Review minutes of current meeting for completeness and accuracy.
- f. Adjourn.

2. General Considerations

- a. The mission of the MCAS Cherry Point Airfield Advisory Board is to review and recommend changes in policy and procedure in order to continuously improve operations safety and maintenance of the airfield and related infrastructure.
- b. All recommendations of the Board require a quorum of the assigned members. For quorum considerations, if a Board member is unable to attend an Advisory Board or assigned committee meeting, the member shall contact the Board President (or designated staff) as soon as possible, and provide the represented organization's concern with respect to the published agenda items.
- c. Minutes must include:
  - (1) The name of the Board.
  - (2) The meeting time, date, and place.
  - (3) A list of meeting attendees including SMEs who present oral and/or written statements.
  - (4) An accurate description of each matter discussed by the Board.
  - (5) Copies of all reports received and issued by the Board.
  - (6) Copies of each recommendation drafted by the Board.

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3. Initiating an Action

a. The Board may discuss items of interest originating from commands and members of the Board. Proposed items will be prepared by members and submitted to the President no later than seven working days prior to the meeting. New items introduced during the meeting will be tabled until the next meeting, unless the Board can develop a recommendation unanimously supported by all members.

b. The Board must come to a consensus before submitting a recommended course of action to the Commanding Officer.

c. Recommendations to the Commanding Officer will be presented in item, discussion, recommendation format and shall include dissenting viewpoints.

4. Action. The Board will take the appropriate action on recommendations reviewed and approved by the Commanding Officer, MCAS Cherry Point.