

AIRPORT ADVISORY BOARD BYLAWS

SECTION I- MEETINGS

Regular meetings of the Vance Brand Airport Advisory Board shall be called by the Chairperson. In the event of his or her absence or inability, this responsibility falls to the Vice-Chairperson. Regular Airport Advisory Board meetings will be held on the second Thursday of each month at 6:00p.m. at the Civic Center, City Council Chambers, unless agreed upon by a majority of the Board to hold the meeting at another public venue or through remote attendance. Remote attendance at meetings of the Board shall be governed by the City's Electronic Participation Policy, as amended from time to time. Written notice of this meeting, its time and place to be held and agenda shall be given to all Board members and interested parties and posted for public information in accordance with all City and State requirements.

Additionally, special meetings may be called by the Chairperson from time to time, when deemed necessary. Alternatively, a duly constituted quorum of the Airport Advisory Board may call such a meeting. The quorum will be constituted of at least four (4) members who have full voting rights on the Board as described by Title 2, Longmont Municipal Code, Chapter 2.94.020. Written notice of any special meeting, its time and place to be held and agenda shall be given to all Board members and interested parties and posted for public information in accordance with all City and State requirements.

SECTION II - ANNUAL MEETING

The annual meeting of the Airport Advisory Board shall be the first meeting of each year. Such meeting shall be devoted to the election of officers for the ensuing year, and such other business as shall be scheduled by the Airport Manager or the City Manager's duly authorized appointee.

SECTION III- QUORUM

At any meeting of the Airport Advisory Board a quorum shall consist of four (4) members of the Board. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

SECTION IV- VOTING

Each member attending an Airport Advisory Board meeting shall be entitled to cast one vote on any official action. Voting shall be by voice. In the event that any member should have a direct personal interest in a matter then before the Board, the member shall disclose that interest to the Board. The Board shall consider the interest and by vote determine whether said member is qualified to participate in action on the matter then before the Board, subject to all applicable City and State laws. Any Board member may challenge the right of any other member to vote on any matter before the Board due to a conflict of interest by offering a motion to that effect. The Board shall dismiss or sustain the motion by a majority vote of the quorum present. The secretary shall record in the minutes the outcome of said vote. The affirmative vote of a majority of the quorum present shall be necessary for the adoption of any resolution or other voting matter.

SECTION V- PROCEEDINGS

At meetings of the Airport Advisory Board, the following shall be the regular order of business:

1. Roll Call
2. Minutes of the Preceding Meeting
3. Adjustments to the Agenda
4. Board Reports
5. Public Invited to Be Heard
6. Informational Items
7. Action Items
8. Public Invited to Be Heard
9. Board Member, Council Representative, and Staff Comments
10. Adjournment

Each formal action of the Airport Advisory Board shall be embodied in a formal motion duly entered in the minutes after an affirmative vote as provided in Section IV.

SECTION VI- RULES OF PROCEDURE

Meetings of the Airport Advisory Board shall be conducted in accordance with Robert's Rules of Order. If Robert's Rules are not strictly followed, that fact shall not invalidate any action of the Board. During each Public Invited to Be Heard portion of the meetings, members of the public wishing to speak shall have up to 5 (five) minutes each to make comments. Unused time from one speaker may not be added to another speaker's time.

SECTION VII- OFFICERS

The officers of the Airport Advisory Board shall consist of a Chairperson and a Vice-Chairperson elected by the Board at the annual meeting for a term of one year. The Airport Manager, appointed by the City, shall be the Board Executive Secretary. In the event the Airport Manager is absent from any meeting, the Chairperson will conduct the proceedings of the Board meeting based on material submitted by City Staff.

SECTION VIII- DUTIES OF OFFICERS

The duties and powers of the officers of the Airport Advisory Board shall be as follows:

- A. Chairperson
 1. To preside at all meetings of the Board.
 2. To sign documents of the Board.
 3. To see that all actions of the Board are properly taken.
 4. To collaborate with the Airport Manager in determining agenda items.
- B. Vice-Chairperson
 1. During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

C. Airport Manager

1. To keep the minutes of all meetings of the Board.
2. To give or serve all notices required by law or by these Bylaws.
3. To prepare all materials, including the Agenda and packet, for meetings of the Board.
4. To be custodian of Board records.
5. To inform the Board of correspondence relating to business of the Board and to attend to such correspondence.
6. To sign in the absence of the Chairperson and Vice-Chairperson at the direction of the Board.

SECTION IX – VACANCIES

Should any vacancies occur among the members of the Airport Advisory Board by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the City Clerk by the Secretary. Should any vacancy occur among the officers of the Board, the vacant office shall be filled in accordance with Section VII of these Bylaws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

SECTION X- ABSENTEEISM

Any member absent (due to various reasons other than illness) from three (3) successive regular meetings or from a total of four (4) meetings per calendar year, will by motion of the Board, be referred to City Council for dismissal from the Board. The Chairperson of the Board shall notify the City Council in acceptable written format that the Council should consider for removal such Board member and that the Council, at their discretion, shall appoint a new Board member from the available applicant list, or advertise for new members in accordance with City regulation and Code requirements.

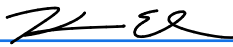
SECTION XI- ANNUAL REPORT

The Airport Advisory Board shall prepare an annual report and provide recommendations to City Council within the first half of each year related to the status of Vance Brand Airport, and those advisory powers and duties set forth in Longmont Municipal Code section 2.94.040.

SECTION XII-AMENDING BYLAWS


These Bylaws may be amended at any meeting of the Airport Advisory Board provided that notice of said proposed amendment is given to each member in writing at least five (5) days prior to said meeting.

Approved and adopted by the Airport Advisory Board on this ____ day of _____, 2022.


Harrison Earl (Mar 14, 2022 17:17 MDT)
Chairperson

03/14/2022
Date

ATTEST:


Jeff A. Kohnman (Mar 22, 2022 09:13 MDT)
Airport Manager

03/22/2022
Date