

AIRPORT ADVISORY COMMISSION

BYLAWS

December 2011

Article I

The Airport Advisory Commission, hereafter referred to as the AAC, was established by the Archuleta County Commissioners by Resolution 2005-10 on 15 March 2005. The AAC shall act in an advisory capacity to the Board of County Commissioners and to the Airport Manager in all matters relating to the Airport.

1. Budget; Assist the Airport Manager in any /all phases of preparation, submission and recommendation of an annual budget for Airport operations, capital acquisitions, and capital improvements.
2. Airport Minimum Standards; preparation, adoption, updating or amendment of Airport Minimum Standards. Assist in the adoption, changes and enforcement of rules, regulations, policies and procedures regarding the conduct of tenants and other users of the Airport.
3. Airport Business Plan; Assist in the preparation, updating and implementation of an Airport Business Plan.
4. Capital Improvement Program; Assist the Airport Manager in the preparation and updating the Capital Improvement Program (CIP) for use by the FAA and State Division of Aeronautics
5. Airport Development; assist the Airport Manager in the preparation, updating and implementation of plans for Airport Development including architectural standards, hangar construction, aircraft and vehicle parking and utilities infrastructure for BOCC approval.
6. Report to the BOCC, providing a "State of the Airport" on a quarterly basis presented by the AAC Chairman or his designated representative.
7. Other and further duties; perform any other duties and responsibilities which may become necessary for the safe, efficient and self-sufficient operation of the airport.

Article II – Membership

Composition: The AAC shall be composed of ten members, seven of whom shall be recommended to the BOCC by the AAC and ultimately approved by the BOCC. *(The BOCC retains the right of appointing 2 of the 7 voting members.)* The remaining three shall be the County Administrator, a Town of Pagosa Springs representative and the Airport Manager, each of whom shall be non-voting ex-officio members.

All members shall be at least 18 years of age on the date of their appointment.

New members shall receive an indoctrination session(s) during the first quarter of their term to insure they are educated in current issues involving the airport.

Members serve without compensation.

Criteria: Those seeking to become a member of the AAC Board should have previously expressed interest in the Airport and in the AAC by attending AAC meetings and having participated in Airport or AAC projects / events, and / or the applicants should have skills / experience that would benefit the Board and its projects. Lastly, applicants should be able to meet the attendance requirements, both of the Official Monthly AAC Board Meetings, as well as the Monday Work Sessions.

Article III – Term of membership

Each regular member's term of membership on the AAC shall be three years, with operational years being January 1 - December 31st. On formation of the AAC, initial terms' of membership were staggered as provided for in the Authorizing Resolution. Members may be reappointed for successive terms. The ex-officio members' term shall coincide with their respective position tenure.

The AAC process to fill vacancies is as follows:

- At the AAC October Meeting:
Determine vacancies to be filled. Request that the vacancy be posted by the County, requesting interested parties to send their resume in by Nov 10th.
- At the AAC November Meeting:

AAC members not rotating off will review applicants and decide on candidates to recommend. The Chairman will cause a written report to be prepared and sent to the BOCC, requesting approval of recommended candidates.

- At the December BOCC Meeting:
Have recommendation on the BOCC agenda for a vote.
- Prior to Dec 31st, the AAC Chairman will inform new AAC members of their selection and personally advise all applicants not chosen of the decision and thank them for their interest.
- The first meeting of all new members will be the first meeting of the new calendar year.

All members serve at the pleasure of the BOCC and may be removed by the BOCC without cause.

Article IV- Vacancies

Member resignation: Vacancies shall be filled by the BOCC, with a recommendation of candidate(s) by the AAC. A member may resign upon written notice to the BOCC.

Removal from the Board: In the case where a majority of the AAC feel that a member is failing to perform their responsibility as a Board Member, or a member is absent for 4 regular scheduled meetings of the AAC, they may be asked to tender their resignation. In such case, the AAC should be prepared to make a recommendation to the BOCC for a new member appointment.

Article V – Meetings

Official AAC Meetings shall be held on at least a bi-monthly basis, but may be held more frequently as necessary. The meetings shall be open to the public and conducted in accordance with the Colorado Open Meetings Law. Notice of meetings shall be posted at the Archuleta Court House. A majority (4 of 7) of regular members shall constitute a quorum. (Members may attend in person or via phone conference call). As a general rule, Agendas for meetings shall be available

no later than the day before the published meeting date. Normally meetings will be scheduled for the third Wednesday of the month, commencing at 3:00 P.M. at the Fixed Base Operator (FBO) Conference room.

Monday Morning Work Sessions shall be held every Monday morning when the AAC leadership determines there is business to be addressed and assigned. Although there is no set attendance requirement, members are expected to participate in these work sessions. Members should understand that the future direction of the AAC and work on current projects is determined at these work sessions, and therefore the meetings are of importance to the continuing success of the AAC.

Article VI – Officers

The AAC shall elect a Chairman, Vice-Chairman and Secretary at the first scheduled meeting of each calendar year. Officers may serve successive terms.

Article VII – Currency of Bylaws

The AAC shall review these By-laws on an annual basis to insure that they properly reflect the way in which business is conducted. If the Bylaws need to be amended, that may be accomplished by a simple majority vote so long as a quorum is present.