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GAYLORD REGIONAL AIRPORT ADVISORY COMMITTEE BYLAWS
Adopted: December 13, 2011

(COMPLIANCE WITH THIS PUBLICATION IS MANDATORY)

ACCESSIBILITY: Publications and forms are available on the Otsego County computer data base under Airport for downloading or printing.

RELEASABILITY: There are no releasing restrictions on this publication.

PURPOSE OF ADVISORY: The Gaylord Regional Airport Advisory Committee (Advisory Committee or AAC) shall provide input from representatives of key community elements that are impacted by the use and development of the Gaylord Regional Airport. The Advisory Committee shall also provide advice and recommendations to the Airport Manager, the County Administrator, and through the Commissioner Ex-Officio to the Otsego County Transportation and Airport Committee regarding the operation, planning and use of the Gaylord Airport.

PURPOSE OF INSTRUCTION: This instruction establishes procedures for the Advisory Committee to conduct business as an advisory body to the Gaylord Regional Airport, the Airport Manager and the Transportation and Airport Committee. These rules are intended to assist in the free but respectful flow of communication between all members.

SUMMARY OF CHANGES: These Bylaws corrects administrative errors, clarifies existing procedures, and implements guidance and limitations to both the operation of the Airport Advisory Committee and responsibilities of those appointed to it.

POSTING CHANGES: As situations and policies change so will this instruction to reflect those changes. The change must come from the Transportation and Airport Committee and be in writing. Any situation not covered by this document must be addressed to the airport leadership for guidance or clarification. This publication is not intended to answer every question that may arise while serving as a member of the Advisory Committee but is designed to provide a base line of instruction for a variety of issues.

Supersedes all other Bylaws or Instructions on same subject
OPR: Matt Barresi

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1. Membership

- 1.1 Nominees for appointment to the Advisory Committee shall be submitted to the Transportation and Airport Committee and appointed by the Otsego County Board of Commissioners.
- 1.2 There shall be 11 members comprising the Advisory Committee, one of which will be filled by the County Administrator. There is no limit to the number of terms an individual can serve on the committee.
- 1.3 Those members appointed to the Committee shall be randomly divided into staggered terms so that during any one year, only 3 member's terms shall expire.
- 1.4 Appointment to the Advisory Committee is a privilege and not everyone applying is selected. Those that are selected will comply with the following rules of conduct:
 - Attend scheduled meetings to the best of your ability in keeping with attendance rules.
 - Be prepared to work on issues and volunteer for airport projects if needed.
 - Place the interests of the airport above your individual interest such as your fuel cost or hangar lease or any issue that affects you directly but not the airport in its development.
 - Remove yourself from voting on any issue that could be considered a conflict of your personal or business interest.
 - Be respectful to all people attending and participating in committee meetings.
 - Be receptive to a variety of independent and individual thinking from all members.
 - Be respectful of the decisions of the Transportation Committee.
 - Officers appointed to positions on the Advisory Committee will carry out their assigned duties or be removed by the Chairperson for dereliction.
 - Members are an advisor to the Airport Manager, the County Administrator and the Transportation and Airport Committee but do not represent or speak for the airport to the news media, groups or clubs, agencies, or organizations unless authorized by the Trans/Air Committee, the County Administrator, or the Airport Manager.
- 1.5 Members of the Advisory Committee shall be comprised of members from different parts of the community.

2. Attendance

- 2.1 Members including the Airport Manager are expected to attend all regular meetings, in accordance with 2.4.
- 2.2 The Advisory Committee will decide at the January meeting if they will meet monthly, bi-monthly or quarterly for the new year.
- 2.3 The Advisory Committee may choose not to meet on a particular month.
- 2.4 A member may be recommended for removal from the Committee for malfeasance, misfeasance or nonfeasance by a majority vote of the Committee membership.
- 2.5 The Airport Manager will provide the Transportation and Airport Committee an Advisory Committee attendance list at the end of each year or upon request.

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3. Officers

- 3.1 The Advisory Committee shall annually elect from its members a Chairperson, Vice-Chairperson, and Secretary.
- 3.2 The Committee Chair's responsibilities include but are not limited to the following:
 - Conduct meetings.
 - Maintain order and setting the standard.
 - Serve as the spokesperson for the committee.
 - Helping to establish yearly goals for the committee.
 - Encouraging all members of the committee to participate.
- 3.3 It shall be the duty of the Vice-Chairperson to conduct meetings in the absence of the Chairperson.
- 3.4 It shall be the duty of the Secretary to send out meeting notices in addition to associated meeting material. The Secretary will also maintain all records of the Advisory Committee.
- 3.5 The Chairperson of the Transportation and Airport Committee shall be ex-officio member of the Advisory Committee and shall have no voting rights in the Advisory Committee but will act as a liaison to the Trans/Air Committee.
- 3.6 The Airport Manager shall have no voting rights in the Advisory Committee. The Manager will act as a liaison to the Transportation Committee when the Chairperson ex-officio is not present.

4. Powers and Limitations

- 4.1 The Advisory Committee shall not enter into contracts, hire, fire or task airport staff, negotiate the sale or purchase of real estate, or make financial commitments.
- 4.2 The Advisory Committee may establish subcommittees composed of members and non-members.
- 4.3 The Advisory Committee may utilize the services of local and regional organizations in carrying out its activities in keeping with para. 1.4.
- 4.4 The Advisory Committee may utilize the services of professional consultants with approval of the Transportation and Airport Committee.

5. Activities

- 5.1 In carrying out its purpose the Advisory Committee shall undertake such activities that will aid and support the Airport Manager and the long term development of the airport and include, but not limited to:
- 5.2 Preparing and recommending a long-range business plan and financing plan for the Gaylord Airport.
- 5.3 Reviewing and recommending actions concerning leases, fees and annual budgets for the airport.

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- 5.4 Developing and recommending annual goals and objectives for the operation and development of the airport.
- 5.5 Reviewing and recommending actions concerning the airport rules.
- 5.6 Presenting an annual report concerning the status of the airport.
- 5.7 Promoting awareness, utilization and development of the airport pursuant to and consistent with the Otsego County goals and objectives.

6. Notice of Meetings

- 6.1 Notice of any regular or special meeting of the Advisory Committee and/or a subcommittee shall be given to members at least 5 days prior in writing or by e-mail and shall be posted in accordance with the Open Meeting Act.
- 6.2 Meetings will be held in a public location as defined in the Open Meetings Act.
- 6.3 The business to be transacted and the purpose of any regular or special meetings of the Committee and/or Subcommittee shall be specified in the notice.

7. Quorum

- 7.1 At all meetings of the members a quorum of the voting members must be represented.
- 7.2 A number of members who shall equal not less than half of the members entitled to vote at such meetings shall constitute a quorum.

8. Voting

- 8.1 Each member as defined by the Bylaws shall be entitled to one vote on all issues (excluding a conflict of interest) which may come before the Advisory Committee or any subcommittee on which they serve.
- 8.2 Members may vote in person or may vote by proxy on any specific item executed in writing by the member and delivered to the Chairperson of the Committee or subcommittee before any regular or special meeting. All questions shall be determined by a majority vote, which shall be deemed to mean a majority of a quorum.

9. Conflict of Interest

- 9.1 A conflict of interest for these bylaws shall be defined as having a financial or other private interest, direct or indirect, personally or through a member of his or her family, in the matter upon which the Committee Member is required act upon. When a conflict of interest exists, the Committee member shall make such conflict known to the Committee, which shall then be reflected in the meeting minutes. The Committee member may participate in discussions on such matters, but shall not vote.

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10. Conflict Resolution

10.1 Any conflict concerning airport operations involving Airport Advisory Committee members and the County should first be discussed with the Airport Manager; second with the County Administrator; third the Transportation and Airport Committee; and finally with the full County Board should resolution not be found at earlier stages.

11. Amendment

11.1 These Bylaws may at any time be amended or replaced in whole or in part by a vote of a majority of the County Commissioners.