

Baldwin County Airport Advisory Committee

BYLAWS

Revised 10/2016

ARTICLE 1

NAME OF THIS ORGANIZATION

The name of this organization shall be the Baldwin County Airport Advisory Committee, hereinafter referred to as "Airport Advisory Committee".

ARTICLE 2

PURPOSE AND ORGANIZATION

SECTION 1: PURPOSE

The purpose of the Baldwin County Airport Advisory Committee is to provide advice and recommendations to the Baldwin County Commissioners and the Baldwin County Manager on matters of current policy and long-term development issues affecting the operation of the Baldwin County Airport. The Airport Advisory Committee serves at the pleasure of the County Commission as a means to aid the County Commission in gathering public input by providing a forum through which private citizens may advise the Baldwin County Commission on matters relating to the Baldwin County Airport. In order to accomplish that purpose, the Airport Advisory Committee may consult with and provide advice to the Commission on those matters, which deal with:

1. Airport Property and Facilities.
2. Area of Influence Surrounding the Airport.
3. Airport Master Plan.
4. Matters Pertaining to All Airport Operations & Public Relations.

The Airport Advisory Committee shall be and remain established following the adoption of these By-laws unless otherwise abolished by an affirmative vote of the majority of the County Commission.

SECTION 2: MEMBERSHIP

The Baldwin County Airport Advisory Committee shall be appointed by Board of the Baldwin County Commissioners and consist of seven (7) members. A member's regular term of appointment shall be two (2) years.

The Airport Advisory Committee shall submit annually to the County Manager a list of suggested qualified candidates to be considered for appointment to open positions on the Airport Advisory Committee.

To be eligible for appointment to the Airport Advisory Committee, a person must demonstrate special interest or experience in the Baldwin County Airport and/or aviation.

A candidate must also meet one of the following criteria:

- 1) Resident: To qualify under this category, the person must either own or occupy a residential dwelling located within the County.
- 2) Aircraft/Hangar Owner: To qualify under this category, the person must have an interest in an aircraft that is based at the Baldwin County Airport or an interest in a hangar that is leased from or constructed at the Baldwin County Airport.
- 3) Aviation / Management Expertise: To qualify under this category the person must have experience deemed beneficial to the task of the Airport Advisory Committee

The Chairman of the Board of Commissioners shall appoint one County Commissioner to be a member of the Airport Advisory Committee for the purpose of providing a liaison between the Board of Commissioners and the Airport Advisory Committee. The liaison member shall be ex officio and not have a vote. The term of the liaison member shall be until the end of the liaison member's term as County Commissioner.

The Baldwin County contracted Airport Manager shall participate as a non-voting member of the Airport Advisory Committee.

The Executive Director, Development Authority of the City of Milledgeville & Baldwin County shall participate as a non-voting member of the Airport Advisory Committee.

The City of Milledgeville Publics Works Director shall participate as a non-voting member of the Airport Advisory Committee.

There is no limit on the number of terms a member may serve.

All members serve at the pleasure of the appointing entity. The Board of Commissioners may remove any member for cause after such member is provided an opportunity to be heard with regard to the reasons for the proposed removal.

SECTION 3: OPEN MEMBERSHIP

Criteria and selection for membership shall not discriminate based upon sex, race, religion, creed, color, national or ethnic origin, or any other classification protected by law.

SECTION 4: TERMINATION OF MEMBERSHIP

Membership in the Airport Advisory Committee shall terminate in the event that:

1. The member shall not be, or shall no longer be, a member of that membership criterion from and for which he or she was appointed.
2. The member shall have acted in violation of the Airport Advisory Committee Bylaws.

SECTION 5: RESIGNATION

An Airport Advisory Committee member may resign at any time by giving written notice to the Chairperson, who shall forward such notice to the Airport Advisory Committee and the County Commission. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

SECTION 6: FILLING OF VACANCIES

In the event of a vacancy on the Airport Advisory Committee the County Commission shall select an individual from a list of recommended qualified candidates provided by the Airport Advisory Committee to fill such vacancy as soon as reasonably practicable. New members must meet the qualifications set forth in these bylaws.

SECTION 7: COMPENSATION AND EXPENSES

Members shall serve without pay except for reimbursement for travel expenses to meetings outside of the County. The County Manager must approve these reimbursements in advance. The County Manager shall designate a staff member to be responsible for providing actual materials and supplies necessary to conduct the business of the Airport Advisory Committee.

ARTICLE 3

POWERS AND DUTIES OF THE BALDWIN COUNTY AIRPORT ADVISORY COMMITTEE

SECTION 1: CONFLICT OF INTEREST

The Baldwin County Airport Advisory Committee will be advisory to the Baldwin County Commissioners and County Manager acting in its capacity as the Airport Advisory Committee, and may take no action that binds Baldwin County or the Airport Advisory Committee. Advisory Committee members shall abstain from participation in discussions or matters in which they may have a financial or vested interest. In the event of such an interest, an Airport Advisory Committee member shall disclose to the Airport Advisory Committee that such an interest exists and remove herself/himself from further participation in said discussions or matters.

SECTION 2: CODE OF CONDUCT

All members of the Airport Advisory Committee must adhere to the provisions under the Baldwin County Code of Conduct for elected County Commissioners.

SECTION 3: ATTENDANCE

If a member shall be absent without the consent of the Airport Advisory Committee from three (3) meetings, whether regular or special, within twelve (12) consecutive calendar months, such absence shall result in the termination of the membership of the absenting member. A member's absence shall be excused if, prior to the meeting from which said member will be absent, said member notifies the Chairperson of his or her intent to be absent and the reasons therefore; provided, however, that a member shall be entitled to only three (3) excused absences within twelve (12) consecutive calendar months. At each meeting, after the roll has been called, the Chairperson shall report to the Airport Advisory

Committee the name of any member who has so notified him or her of his or her intent to be absent and the reason for such absence.

ARTICLE 4
MEETINGS OF THE BALDWIN COUNTY AIRPORT ADVISORY COMMITTEE

SECTION 1: REGULAR MEETINGS

The Baldwin County Airport Advisory Committee shall set regular meetings of the Baldwin County Airport Advisory Committee for the forthcoming year at the annual meeting. The Airport Advisory Committee shall hold regular meetings quarterly. The Annual Meeting shall be held on the first Tuesday after the initial meeting of the Baldwin County Commissioners in January at the Baldwin County Airport.

SECTION 2: NOTIFICATION

The County Manager and/or Chairperson of the Airport Advisory Committee shall prepare a notice of the meeting and an agenda of all matters to come before the meeting, and distribute or deliver electronically the same to the Baldwin County Airport Advisory Committee prior to the regular meeting. Any member of the Baldwin County Airport Advisory Committee may cause matters to be placed on the agenda by advising the County Manager and/or Chairperson no later than 12: 00 noon on the Wednesday preceding the next regular meeting.

SECTION 3: SPECIAL MEETINGS

Special meetings may be held upon call of the Chairperson, or an affirmative vote by a majority of the members of the Airport Advisory Committee present at a regular or special meeting of the Airport Advisory Committee at which a quorum is present. The special meeting will be for the purpose of transacting any business designated in the call, after notification of all members of the Airport Advisory Committee is distributed or delivered electronically at least twenty-four (24) hours before the time specified for the special meeting. At such special meeting, no business other than that designated in the call shall be considered.

SECTION 4: QUORUM

The powers of the Airport Advisory Committee shall be vested in the members thereof in office from time to time. The powers of the Airport Advisory Committee shall be vested in the members thereof in office from time to time. A majority of the Airport Advisory Committee members then in office shall constitute a quorum for the purpose of conducting the Airport Advisory Committee's business, exercising its powers and for all other purposes, but less than that number may adjourn the meeting from time to time until a quorum is obtained. An affirmative vote by a majority of the members of the Airport Advisory Committee present at a regular or special meeting of the Airport Advisory Committee at which a quorum is present shall be required for approval of any questions brought before the Airport Advisory Committee.

SECTION 5: RULES OF ORDER

All meetings of the Baldwin County Airport Advisory Committee shall be conducted in accordance with Robert's Rules of Order.

SECTION 6: ALL MEETINGS TO BE OPEN AND PUBLIC

All meetings of the Airport Advisory Committee shall be open and public to the extent required by law. All persons shall be permitted to attend except as otherwise provided by law.

SECTION 7: RIGHT OF PUBLIC TO APPEAR AND SPEAK

At every regular meeting, members of the public shall have an opportunity to address the Airport Advisory Committee on matters within the Airport Advisory Committee's subject matter jurisdiction. Public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, shall be made during the time set aside for public comment; provided, however, that the Chairperson may direct that public input and comment on matters on the agenda be heard when the matter regularly comes up on the agenda. The Chairperson may limit the total amount of time allocated for public discussion on particular issues and/or the time allocated for each individual speaker.

SECTION 8: NON-AGENDA ITEMS

Matters brought before the Airport Advisory Committee at a regular meeting, which were not placed on the agenda of the meeting, shall not be acted upon by the Airport Advisory Committee at that meeting unless action on such matters is permissible pursuant to law. Those non-agenda items brought before the Airport Advisory Committee that the Airport Advisory Committee determines will require Airport Advisory Committee consideration and action and where Airport Advisory Committee action at that meeting is not so authorized shall be placed on the agenda for a future meeting.

SECTION 9: RECOMMENDATIONS TO COUNTY COMMISSION

Recommendations of the Airport Advisory Committee to the County Commission shall be prepared in writing and submitted to the County Manager.

Recommendations may be presented to the County Commission during a public meeting once the assigned County staff prepares a staff report summarizing key facts, analysis, cost/benefit consideration, fiscal impact, and policy implications and options, and the report has been reviewed by the County Manager. The official minutes of the Airport Advisory Committee documenting the Airport Advisory Committee recommendation(s) shall be attached to the staff report.

SECTION 10: MINUTES (ACTION)

Minutes of the Airport Advisory Committee shall be prepared in writing by the Airport Advisory Committee. Copies of the minutes of each Airport Advisory Committee meeting shall be made available to each member of the Airport Advisory Committee and the County Commission. Approved minutes shall be filed in the official book of minutes of the Airport Advisory Committee.

ARTICLE 5 OFFICERS AND DUTIES

SECTION 1: OFFICERS

The officers of the Airport Advisory Committee shall consist of a Chairperson and a Vice Chairperson, who shall be elected in the manner set forth. At the annual meeting in January an election of officers for the forthcoming twelve (12) months will be held, and those newly elected officers shall assume their position upon election.

SECTION 2: CHAIRPERSON

The Chairperson shall preside at all meetings of the Airport Advisory Committee and may submit such agenda; recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the Airport Advisory Committee. The Chairperson may sign documents necessary to carry out the business of the Airport Advisory Committee. The Chairperson may communicate with any County staff member to provide unofficial feedback on general items concerning the Baldwin County Airport, as necessary.

SECTION 3: VICE CHAIRPERSON

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the death, resignation or removal of the Chairperson, the Vice Chairperson shall assume the Chairperson's duties until such time as the Airport Advisory Committee shall elect a new Chairperson.

SECTION 4: ADDITIONAL OFFICERS

The Baldwin County Airport Advisory Committee may appoint such other officers, as the Airport Advisory Committee deems necessary.

SECTION 5: ADDITIONAL DUTIES

The officers of the Airport Advisory Committee shall perform such other duties and functions as may from time to time be required by the Airport Advisory Committee, these Bylaws, or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

SECTION 6: ELECTION

The Chairperson and Vice Chairperson shall initially be elected from among the members of the Airport Advisory Committee at the Airport Advisory Committee's first regular meeting. Thereafter, the Chairperson and Vice Chairperson shall be elected annually from among the members of the Airport Advisory Committee. Such officers of the Airport Advisory Committee shall hold office for one year following their election and until their successors are elected and in office. Any such officer shall not be prohibited from succeeding him or herself.

SECTION 7: REMOVAL OF OFFICERS

Upon an affirmative vote by a majority of the members of the total Airport Advisory Committee then in office at a regular or special meeting of the Airport Advisory Committee at which a quorum is present, any officer may be removed from office, and a successor elected.

SECTION 8: VACANCIES

Should the offices of the Chairperson or Vice Chairperson become vacant, the Airport Advisory Committee shall elect a successor from among the Airport Advisory Committee members at the next regular or special meeting, and such office shall be held for the unexpired term of said office.

ARTICLE 6 COMMITTEES

The Airport Advisory Committee may establish any standing and/or special committees it deems necessary consistent with, and to fulfill, its stated purpose. Such committees may include individuals not members of the Airport Advisory Committee, as needed to address the need.

ARTICLE 7 REPRESENTATIONS BEFORE PUBLIC BODIES

The Chairperson, the Vice Chairperson in the Chairperson's absence or a member of the Airport Advisory Committee, may make official representations on behalf of the Airport Advisory Committee before the County Commission if so specifically designated by the Airport Advisory Committee.

ARTICLE 8 AMENDMENTS TO BYLAWS

SECTION 1: AMENDMENT PROCEDURES

The Baldwin County Airport Advisory Committee may, by a two-thirds (2/3) majority vote, amend these Bylaws or any provisions or section thereof, at any time when the same is not in conflict or in contravention of any of the laws of the State of Georgia or ordinances applicable thereto, and such amendments shall be subject to approval by the Baldwin County Board of Commissioners, provided however, that notice of the proposed amendments be furnished to the Baldwin County Airport Advisory Committee members not less than ten (10) days prior to the meeting at which said amendments are to be considered. A copy of the Bylaws will be filed with the office of the County Clerk.

The above and foregoing Bylaws are hereby adopted as the Bylaws of the Baldwin County Airport Advisory Committee - Baldwin County, Georgia.

Dated this _____ day of _____, 2012.