

Passed by the Airport Advisory Board on July 14, 2020

  
Stephen Richard, Chairman

  
Jason Rourke, Vice Chairman

  
Brian Donovan, Member

  
Scot Henderson, Member

  
Mike Holmes, Member

  
Luke Hood, Member


  
Lance Link, Member

  
Jon Puckett, Member

  
Susan Retter, Member

Certification:

I, the undersigned, the duly appointed and acting Secretary of the Airport Advisory Board, do hereby certify that the foregoing Bylaws were adopted by majority vote of the Board at a meeting, at which a quorum was present, on July 14, 2020.

  
Jessie Hahn, Secretary

**City of Concordia**  
**Airport Advisory Board**

**BYLAWS**

July 14, 2020

The Airport Advisory Board (Board) is a board appointed by the City of Concordia Commission that is empowered to make recommendations to the City Commission about issues that concern Blosser Municipal Airport. The Board also recommends future development, planning, improvements and maintenance of the airport. In addition, the Board is empowered to determine, approve, and permit appropriate non-airport uses of Blosser Municipal Airport; recommend rules and regulations as well as penalties for violation of these rules and regulations.

**Article I.—Membership**

1. The Airport Advisory Board shall consist of not less than five (5) members nor more than nine (9) members. All members shall reside within Cloud County. Members shall be appointed by a majority vote of the City Commission. All Members shall serve without compensation.
2. All Board Positions shall be numbered and have a term of four (4) years except for the initial terms required to create staggered Board Position terms. Terms shall begin on July 1<sup>st</sup> and shall be staggered so that no more than a maximum of three (3) terms expire each year. Each Board Position term shall expire in the year indicated on the following chart:

Board Position Number	Year Term Expires					
	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
1	2009	2013	2017	2021	2025	2029
2	2009	2013	2017	2021	2025	2029
3	2010	2014	2018	2022	2026	2030
4	2010	2014	2018	2022	2026	2030
5	2011	2015	2019	2023	2027	2031
6	2011	2015	2019	2023	2027	2031
7	2012	2016	2020	2024	2028	2032
8	2012	2016	2020	2024	2028	2032
9	2013	2017	2021	2025	2029	2033

3. The Board shall be representative of the Blosser Municipal Airport users and other citizens knowledgeable and concerned about air transportation and aviation. When the Board considers applicants for City Commission appointment to the Airport Advisory Board, the Board's appointment recommendation to the City Commission will give preference to applicants who are licensed pilots and to the Fixed Base Operator (FBO) serving at Blosser Municipal Airport.
4. The City Commission may appoint additional Members, pursuant to recommendation by the Airport Advisory Board, for serving in expert or specialist capacities. Members appointed in this matter shall be Ex-Officio Members.
5. Board Position vacancies on the Airport Advisory Board, from whatever cause, shall be filled by the City Commission for the unexpired term. The City Commission, by two-thirds vote, may remove any member of the Airport Advisory Board from the Board prior to the expiration of his/her Board Position term.
6. The Chairman of the Airport Advisory Board may recommend the City Commission that a Member be removed from the Board if:
  - a. Any Member fails to attend three (3) consecutive meetings without a prior excuse accepted by the Board Chairman; or
  - b. If any Member fails to attend more than fifty percent (50%) of the Board's combined total of Regular Meetings and Special Meetings conducted from July 1<sup>st</sup> through June 30<sup>th</sup> of each year.

## **Article II. –Organization**

1. The Airport Advisory Board shall organize annually at the first meeting of the Board after July 1st of each year.
2. The Airport Advisory Board shall elect, by majority vote, a Chair and Vice-Chair who shall serve for a period of one (1) year or until the Board selects and qualifies their successors.
3. An officer or employee of the City designated by the City Manager will serve as Secretary to the Airport Advisory Board. In the absence of the Secretary, an Airport Advisory Board member will select an Airport Advisory Board member as Acting Secretary to record the minutes of the meeting.
4. The Chairman shall preside at all meetings of the Airport Advisory Board, and shall decide all points of order and procedure.
5. The Vice-Chair shall assume the duties of the Chair in his/her absence.
6. The Secretary shall perform the following duties:
  - a. Maintain a schedule of the dates on which the quarterly meetings of the Board are to be held and notify each Member of the date, time, and place of each meeting;

- b. Maintain an accurate, complete, and permanent record of all meetings;
- c. Forward copies of the minutes of each meeting and other meeting informational material to each Member of the Board for their review before the next scheduled meeting;
- d. Prepare an agenda in conjunction with the Board Chairman for each meeting and cause the said agenda to be delivered to each Member of the Board at least twenty-four (24) hours prior to each meeting. The agenda will state the time and meeting place of the meeting and information to be considered by the Board;
- e. Transmit approved minutes of each meeting and recommendations of the Airport Advisory Board to the City Commission;
- f. Report regularly to the City Manager concerning meetings and activities of the Board; and
- g. Perform other duties as assigned by the Chairman.

### **Article III. – Meetings**

1. The Airport Advisory Board will normally hold Regular Meetings to be conducted quarterly on the second Wednesday of January, April, July, and October of each year at 5:30 p.m. at the Concordia City Hall. The Board may alter or cancel the date, time and/or place of its meetings as long as the Board meets twice per calendar year. Determined alternate meeting dates, times, and meeting places shall be published by the Board. The Board shall conduct its annual reorganization meeting in July of each year.
2. The Chairman, or in his/her absence the Vice Chairman, shall call Special Meetings of the Airport Advisory Board. The Secretary shall give notice of special meetings to Members of the Board at least twenty-four (24) hours prior to such meeting, and notice to the public in accordance with the Kansas Open Meetings Law.
3. All Regular Meetings and Special Meetings are to be open to the public. Executive Session, excluding the public, may be conducted only in accordance with the Kansas Open Meetings Law.
4. A majority of the Members then appointed and acting shall constitute a quorum for the transaction of business. If a quorum is not present at a Regular Meeting or Special Meeting, those Members present may either adjourn the meeting or hold the meeting to consider such matters as are on the agenda. No action at such meeting shall be final or official unless and until ratified at a meeting at which a quorum of the Board is present.
5. The meeting should follow a predetermined agenda. However, the Chairman has discretion to amend the agenda with additional topics or items before or during the meeting.
6. The Chairman shall restate a motion and ask for further discussion before the Board votes on the motion. The Secretary shall record the name of the Member making the motion and the Member seconding the motion.

7. An affirmative vote of at least a majority of a quorum is sufficient to make recommendations to the City Commission. The Secretary shall record Yes votes, No votes, and Abstentions with respective names of the Members. The Board may also take action by a nonvoting general consensus.
8. Any procedural and parliamentary point of order not covered by Ordinance 2-443, or other ordinances of the City of Concordia, or by these Bylaws, or other rules adopted by the Board shall be in accordance with Roberts Rules of Order.

#### **Article IV. – Responsibilities**

1. Identify the needs of Blosser Municipal Airport, including:
  - a. Planning and zoning needs
  - b. Facilities needs; and
  - c. Operation and maintenance needs
2. Advise the City Manager on all matters affecting Blosser Municipal Airport, and appear before the City Commission to discuss airport matters when appropriate.
3. Render advice and assistance to other City boards and commissions, to City departments and to private agencies on matters affecting Blosser Municipal Airport.
4. Serve as a communications conduit for Blosser Municipal Airport related matters, to include:
  - a. Providing accurate information on Airport facilities to federal and state agencies,
  - b. Performing public relations service between airport users and local, state and federal government officials; and
  - c. Resolving conflicts that may occasionally develop between the Airport and its neighbors.
5. Make determinations concerning any future non-aviation use of Blosser Municipal Airport land and facilities. The Board shall make said determinations in accordance with City of Concordia, Kansas Commission Policy Statement Number 2007-1, effective September 30, 2007.
  - a. When the Airport Advisory Board determines that a request for non-aviation use of Blosser Municipal Airport is not detrimental to the primary use of the Airport for aviation purposes, the Airport Advisory Board shall only permit said deemed appropriate non-aviation Airport usage with the Board's approval and written consent.
6. Perform such other functions and duties as may be directed by the City Commission.

7. In prescribing the above duties of the Airport Advisory Board, it is not the intent to duplicate or overlap the functions, duties or responsibilities assigned to any other City board or commission, or of a department of the City. Upon request, the Board will render assistance and advice to such board, commission or department.

#### **Article V.- Committees**

1. The Chairman may appoint task forces or committees as deemed necessary for information or research.

#### **Article VI. - Records and Reports**

1. The Secretary shall keep a record of recommendations by the Airport Advisory's Board.
2. Records are to be available at City Hall for public review in accordance with the Kansas Open Records Act
3. The Members of the Airport Advisory Board shall annually review their duties, responsibilities, and authority.

#### **Article VII—Publicity**

1. The Airport Advisory Board shall encourage the public to attend its Regular Meetings and Special Meetings and shall take positive action to keep its activities transparent before the public.

#### **Article IX—Amendments**

1. The Board may make and alter rules, including amendments to these Bylaws, which are not inconsistent with Ordinance 2-443 or any other applicable ordinance of the City of Concordia.

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