

Title: Administrative Policy Airport Advisory Board	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 18
	Effective Date October 1, 2019
Policy Custodian Board of County Commissioners	Adoption/Revision Date October 1, 2019

Adopting Resolution(s): CC19-336

References (Statutes /Resos/Policies): CC16-477, CC18-075, CC18-378

Purpose: To establish the Airport Advisory Board, specify its membership and terms, and define its responsibilities.

Policy: Airport Advisory Board

A. Establishment

The purpose of the Airport Advisory Board (the Advisory Board) is to establish a feedback mechanism regarding the Airport, build awareness of the Airport and its role in the economic health of the region, develop Airport advocacy, educate users/tenants/neighbors about operating guidelines, create opportunities to engage the public, and ensure good neighbor practices by the Airport.

B. Responsibilities

1. The Advisory Board shall review and make recommendations regarding establishment of Airport goals, development and adoption of Airport master plans and relevant planning documents, major airport capital project schedules, Airport design guidelines and Airport ad hoc committee efforts. In addition, the Advisory Board will work as advocates of the Airport.
2. Meetings
 - a. The Advisory Board shall meet on a regular basis with the Board of County Commissioners (BCC). Such meetings shall be scheduled at the discretion of the BCC.
 - b. Regular meetings of the Advisory Board shall be held a minimum of 6 times a year or more frequently as requested by a majority of the Advisory Board members or by the Chair.
 - c. Special meetings may be called by the Chair.
 - d. The meetings shall be open to the public and minutes of such meetings shall be kept. The Advisory Board shall make meeting notices, agendas, date, time and location of regular and special meetings available to the public. Meetings that require additional notice as prescribed by Federal or State law or regulation will be announced as required.
 - e. Advisory Board members shall receive written or electronic notices containing the date, time, location, and agenda at least five (5) days prior to the day of the meeting.
 - f. More than fifty percent (50%) of the members shall constitute a quorum.

3. Staff

The Airport Director and staff will serve as staff to the Advisory Board. To accomplish the purposes of the Advisory Board, staff shall provide services, information, and other necessary professional assistance.

4. Remuneration

Members shall not be compensated.

C. Membership

1. Composition

- a. The Advisory Board shall be composed of seven (7) regular members to be appointed by the BCC and one (1) alternate member.
- b. The Advisory Board's regular membership shall be composed of: two (2) business owners, two (2) Jefferson County citizens-at-large, one (1) residential property owner, one (1) adjacent jurisdiction, and one (1) airport tenant. Business owners and residential property owners shall operate a business or reside within the Airport Influence Area (General Boundary Map, dated March 22, 2010, attached hereto).
- c. The Advisory Board's alternate member may be a representative of any regular membership as deemed appropriate by the BCC.
- d. Whenever a member's status changes and the member no longer represents the sector that he/she was appointed to represent, the member must tender their resignation or reapply for membership through the BCC. If reapplying, the member will have voting rights until reappointment is either granted or denied.

2. Terms

- a. Each member shall be appointed for an initial term, expiring September 30, 2019. Effective October 1, 2019, the BCC will appoint or reappoint members at the BCC's sole discretion, to have the following terms: three (3) members will have one-year terms, and four (4) members will have two-year terms in order to stagger the term end dates after the initial establishment year per the Board and Commission Appointments Policy.
- b. Members shall be subject to reappointment by the BCC upon application for renewal. Should a delay occur during the reappointment process, members shall continue to serve and shall have voting rights until the reappointment is either granted or denied.
- c. Each member shall serve until the later of the date his or her term expires and his or her successor is appointed, unless membership is earlier terminated by written resignation, is terminated because of two (2) consecutive unexcused absences in twelve (12) consecutive months, or is revoked by the BCC
- d. Members may be removed by the BCC with or without cause prior to the expiration of their term.

3. Conflict of Interest

A member of the Advisory Board shall avoid conflicts of interest, actual or perceived, by not recusing him or herself on matters under consideration by the Advisory Board a) regarding the provision of services by such member (or an entity that such members represents); or b) that would provide direct financial benefit to such member or the immediate family of such member.

4. Vacancies

a. Vacancies shall be filled by appointment by the BCC.

b. The Advisory Board and Airport Director may review the applications for appointment and make recommendations to the BCC for vacancies that occur.

5. Absences

a. Members may be not select alternates to represent him/her at Advisory Board meetings.