

# Operating Procedures

## FREMONT COUNTY AIRPORT ADVISORY BOARD

January 2014

(Revision 1)

### Section 1      Organization and Purpose

The Fremont County Airport Advisory Board (Board) is a voluntary organization formed to consult with and advise the Fremont County Commissioners (County Commissioners) on various issues concerning the development and operation of the Fremont County Airport (Airport).

### Section 2      Board Duties

1. The Board shall make recommendations to the County Commissioners on:

(a) Airport expansion, airport ground and flight safety, infrastructure development and financing, leasing, FBO selection, airport management and the airport budget.

(b) Issues concerning the utilization, operation, future development and expansion of the Industrial Park and all other properties surrounding the airport.

In addition, the Board shall:

(a) Annually review the Operating Procedures for applicability to the activities and objectives of the Board.

(b) Solicit proposed changes to the Operating Procedures from Board members.

(c) Draft proposed changes to the Operating Procedures for Board consideration and adoption.

2. Actions taken by the Board and recommendations by the Board to the County Commissioners shall be in compliance with rules and regulations of Fremont County, the FAA and CDOT.

**Section 3      Membership**

1.      The Board may consist of up to seven (7) voting members appointed by the County Commissioners. In addition, the Fremont County Airport Manager, the Director of the Fremont Economic Development Corporation (FEDC) and the Florence Mayor, City Manager, or their appointed designee shall also serve as non-voting members of the Board.
2.      Board members shall be selected from a list of applicants obtained from the public announcement for vacancies, or from names submitted by the Board to the County Commissioners. Applicants must apply in writing.
3.      The Board shall be comprised of members with aviation and/or aviation management background and experience who have a vested interest in Fremont County Airport operations.
4.      Board members will serve staggered three (3) year terms. In the event of resignations the appointed replacement member will complete the remaining term of resigning member.
5.      Any member who is absent from two (2) consecutive meetings may be replaced at the discretion of the County Commissioners.

**Section 4      Nature of Member Service**

Board members serve voluntarily and will not be compensated for their service. However, when assigned special projects by the County Commissioners which involve personal expenditures, they may be reimbursed for actual expenses involved.

**Section 5      Election of Officers**

A Chairman, Vice Chairman, Secretary and Vice Secretary will be elected on even numbered years (at the first meeting of the year) by the Board from their membership. Other officers may be elected at the Board's discretion. All Officers shall serve for a period of two (2) years or until a successor assumes the duty of office.

**Section 6      Duty of Officers**

**Chairman.**      The Chairman shall preside at all meetings of the Board and report all recommendations on the Board to the County Commissioners.

**Vice Chairman.**      The Vice Chairman shall exercise the powers and authority and perform the duties of the Chairman in the Absence or disability of the Chairman.

**Secretary.** The Secretary shall take and transcribe minutes of all meetings of the Board. The results of motions made and seconded shall be recorded.

**Vice Secretary.** The Vice Secretary shall assume the duties of the Secretary when the Secretary is not present at any meeting of the Board.

### **Section 7**      **Regular Meetings**

1. The Board will meet on a date to be scheduled the last month of each quarter to explore and identify problem areas, plan future improvements, provide research, support and assistance to the County Commissioners on all matters concerning the Airport. Special meetings may be called from time to time by the County Commissioners or the Chairman of the Board on 3 day written notice to Board members.
2. All meetings shall be held using Roberts Rules of Order. A quorum for a meeting will be a majority of Board voting members.
3. All meetings of the Board will be open to the public.

### **Section 8**      **Standing Committees**

The following standing committees shall be appointed by the Chairman and approved by a vote of the Committee. In addition to appointed members, the Chairman of the Board, the Airport Manager, the Director of FEDC, Florence city management, and others, may serve as ex-officio members of each committee. All committee meetings will be open for attendance by other members of the Board. Minutes of the proceedings at each committee meeting will be kept and copies provided to the Board at the next regular meeting.

- a. **Safety/Security and Airport Operations Committee.** The Safety/Security Airport Operations Committee shall have the following duties.
  - (1) Make recommendations to the board and the County Commissioners regarding safe operations of all aeronautical activities on the airport.
  - (2) Establish rules and regulations, when necessary, that improve safety and security.
  - (3) Hold safety meetings when required for safe operations.
  - (4) Periodically monitor operations at the airport and review procedures for safety.

b. **Finance Committee.** The Finance Committee shall have the following duties.

- (1) Periodically monitor operations at the airport which impact County funds.
- (2) Recommend changes which add equity and fairness to fiscal policy.
- (3) Hold meetings, when required, to assess efficiency and cost effectiveness issues as they apply to airport operations and expenditures.

c. **Airport Development Committee.** The Airport Development Committee shall have the following duties.

- (1) Make recommendations to the Board and the County Commissioners for orderly development of the airport hangars, parking areas, roads, signs and other things that pertain to the development in the airport area.
- (2) Hold meetings and coordinate with FEDC and other interested parties on the development and expansion needs of the Airport.
- (3) Assist with documentation to secure funding for the development of the Airport.

### **Record of Changes:**

Note: Any requested changes to this document must be submitted to the Fremont County Airport Advisory Board for consideration, incorporation and subsequent approval by the Fremont County Commissioners.

<b><u>Rev #</u></b>	<b><u>Revised</u></b>	<b><u>Date of Revision</u></b>
0	Original Document released	2/01/1999
1	Deleted Airport Industrial Park responsibility references (No Board expertise available) Changed maximum Board membership and composition (to better represent Airport Interest) Changed dates of Regular Meetings (scheduling convenience) Delete "Amendments", add "Record of Changes" (to better track document history/approval status) Incorporate unspecified (but previously adopted) revisions of September 2004	3/18/2013

Approved by Fremont County Commissioners this 28 day of January ~~February~~ 2014

  
Chairman