

BY-LAWS OF THE

**AIRPORT ADVISORY COMMITTEE
CITY OF TALLAHASSEE**

ARTICLE I - NAME AND AUTHORIZATION

A. NAME

The name of the Committee shall be the *Airport Advisory Committee* herein after referred to as the "Committee".

B. AUTHORIZATION

The Committee exists by the authority of the Tallahassee City Commission and may be modified or abolished by action of the City Commission.

ARTICLE II - PURPOSE AND FUNCTION

A. PURPOSE

This Committee shall serve in an advisory capacity to the Tallahassee City Commission and to the Aviation Department, on issues presented to the committee related to the operation and promotion of Tallahassee Regional Airport and economic development opportunities and activities prompted by its presence and functions.

B. FUNCTION The Committee shall:

1. Formulate a plan for regional promotion of Tallahassee Regional Airport and its facilities, and assist in its implementation.
2. Assist Staff to develop leasing and concession policies that provide a fair financial return for the Airport, assure maximum customer service for Airport users, streamline the approval process for new and renewal agreements, and encourage sound management of Airport assets over the long term.
3. Review and/or develop the strategic vision for Tallahassee Regional Airport, its facilities and its functions, and suggest needed updates from time to time.
4. Review the Airport Rules and Regulations and Minimum Standards for Aeronautical Activities and make recommendations as necessary to assure they are both user friendly and adequately protect the safety, health and welfare of the public and the financial stability of the Airport.
5. Provide advice to the Aviation Department and the City Commission on any other airport or economic development issues that are presented to it.

ARTICLE III - MEMBERSHIP

A. MEMBERS

The *Airport Advisory Committee* shall be comprised of eleven members appointed by the City Commission. Committee members will be selected based on their qualifications and willingness to serve. Members will be selected without regard to their race, creed, national origin, age, sex or disability.

B. ELIGIBILITY

1. All members of *Airport Advisory Committee* shall reside within the Tallahassee Regional Airport Market Service Area. None shall have a direct financial interest in or be employed by any entity that does business at Tallahassee Regional Airport. At least one member shall reside or do business outside Leon County.

2. Members shall be respected business and professional people, holding or having held a number one or number two leadership position in their respective organizations, who are regular airport customers. Consideration will be given to appointing members who have specific expertise in economic development, banking, design, marketing, pilot credentials, general aviation, neighborhood association representation, accounting, business and commercial law, retail sales, property management, and business development. Two of the committee seats shall be automatically and permanently filled by the President of the Greater Tallahassee Chamber of Commerce and the Executive Director of Visit Tallahassee.

C. APPOINTMENTS

1. Members shall be appointed initially for a three-year staggered term. Members shall not serve more than two full consecutive terms.

2. The Mayor shall recommend to the City Commission name(s) of the person recommend to fill the vacancy within thirty (30) days of notification. If the appointment is not made within thirty (30) days, the Committee chair shall have the authority to request an appointment be agendaed for the next available Commission meeting.

D. VACANCIES. A member's position shall become vacant when:

1. a member is absent from 33% of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. Special exceptions on the removal of members for absences may be made by the Committee Chair when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the committee to maintain a quorum, or

2. when a member no longer meets eligibility requirements, or

3. when a member's term expires, or

4. when a member resigns.

ARTICLE IV. ORGANIZATION

A. OFFICERS

1. The Committee shall elect from its members a Chair, Vice-Chair and (at the discretion of the Committee) a Secretary.

2. Officers shall be elected by the committee for a term of one (1) year at the June meeting and shall assume office beginning immediately following the election.

B. QUORUM

A majority of the Committee shall constitute a quorum to hold a meeting or take any action.

C. VOTING RIGHTS

Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Committee.

ARTICLE V. OFFICERS AND DUTIES

A. CHAIR

1. The Chair shall appoint chairs of all committees, including standing and special.

2. It is the Chair's responsibility to ensure compliance with the bylaws. The Chair will notify members of removal from the committee for noncompliance. Specific questions of conflict of interest will be addressed by the City Attorney or designee.

3. The Staff Contact shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the City Treasurer-Clerk's designee to begin the appointment process.

4. The Chair may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the committee to maintain a quorum.

B. VICE-CHAIR

The vice-chair shall perform the duties in the absence of or as prescribed by the chair.

C. REMOVAL

When an officer has been absent or has not performed the duties of that office for three consecutive meetings, that officer may be removed from office by the Committee with a majority vote at a regularly scheduled meeting. The Staff Contact shall immediately, upon removal of an officer, notify the City Treasurer-Clerk's designee to begin the appointment process.

ARTICLE VI. COMMITTEE OPERATIONS

A. The Committee shall have no authority other than as stipulated by the bylaws and approved by the City Commission.

B. The Committee will meet routinely based upon an adopted meeting schedule which will be provided to the City Treasurer-Clerk's designee. The meeting date may be changed by the Chair with notification in advance by mail to Committee members. Special meetings may be called by the Chair or by a majority of the committee members.

C. All meetings will be open to the public. For advertising purposes, the Committee will provide to the Public Information Office a schedule of their meetings and will insure agendas and minutes are available to the public in accordance with the State Sunshine Laws. In addition, the minutes of each meeting shall be provided to the City Treasurer-Clerk's designee.

D. All meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE VII. STAFF SERVICES

A. The Aviation Department shall act as the liaison for the Committee with the City Commission and the appropriate appointed official. The Aviation Department will provide staff services to the committee. Staff services will include:

1. providing a schedule of meetings to the Public Information Office and committee members, arranging meeting locations; maintaining summary minutes of the meetings; preparing and distributing appropriate information related to the meeting agenda

2. informing the Committee of events, activities, policies, programs, etc. occurring within the scope of the Committee's function and informing the Committee of all City Commission or department requests for information or assistance.

3. ensuring the City Treasurer-Clerk's designee is informed of all vacancies, expired terms, changes in officers, or any other changes to the Committee and that all requests for review of applications by the committee and any subsequent recommendations by the committee or staff are returned in a timely manner to the City Treasurer-Clerk's designee to facilitate the appointment process.

4. the responsibility for the continuous flow of information to the appropriate appointed officials including providing reports, actions, and recommendations of the Committee and notification of noncompliance by the committee or chair with the bylaws or statutes.

5. the responsibility for ensuring information provided by the Committee for City Commission review is appropriately agendaed for the City Commission meetings.

B. A formal, standard orientation program will be provided by staff to all new members. The program will address, but not be limited to, the bylaws, conflict of interest, the Florida Sunshine Law, ethics violations, and stress the legal obligations and responsibilities. Staff will insure responses are provided to any concerns the new members may have regarding the duties and responsibilities of the committee and the members.

ARTICLE VIII. SUNSET PROVISION

The City Commission will review the activities and accomplishments of the Committee every four years based on a formal review by the appropriate Department Director and/or Assistant City Manager to determine if the Committee has completed its original objectives and to determine if the Committee should continue its activities.

ARTICLE IX. BYLAWS AND EFFECTIVE DATE

A. Any changes to the bylaws will be reviewed and approved by the Committee and the City Commission and filed with Aviation Department and the City Treasurer-Clerk's designee. These Bylaws shall become effective upon adoption by the City Commission.

APPROVED AS TO FORM - June 8, 1994

REVISED - August 24, 1994

REVISED - April 14, 1999

REVISED – March 13, 2002

REVISED – January 26, 2011