

**DRAFT**  
**Pearson Field Airport**  
**Aviation Advisory Committee**  
**BYLAWS**

**ARTICLE I      AUTHORITY**

I.      These Bylaws for the Aviation Advisory Committee are adopted under the authority of Section 10.05.040 of the Vancouver Municipal Code (VMC) as amended.

**ARTICLE II      PURPOSE, FUNCTION AND DUTIES**

**Section 1 Purpose** – The purpose of the Aviation Advisory Committee (AAC) is to provide policy advice and recommendations to the City Council, City Manager, Airport Management and other City Departments regarding the management and operations of Pearson Field airport, related to airspace compatibility, and other aviation related issues pertaining to the City of Vancouver.

**Section 2 Function** – The AAC shall serve as an advisory body to the Airport Manager, the City Manager and the Mayor and Council.

**Section 3 Duties** – The AAC shall have the following duties:

A. Responsibilities – Advise in the management and operations of the Airport in a manner that reflects the needs of the community, reflects the City’s stated values and demonstrates its essential worth to overall community development, both economically and aesthetically. The recommendations of the AAC should provide advice and recommendations regarding:

- i.      Any issue pertaining to maximizing the historic, economic, public safety, educational, and cultural value of Pearson Field Airport;
- ii.     Airspace compatibility of any economic development projects with potential to affect the integral value of Pearson Field Airport (ex. zoning, building standards, etc.);
- iii.    Airport financial considerations including review of annual airport financial statement as well as review and recommendations on proposed fees, leases, rental rates and rental agreement formats;
- iv.     Proposals to construct or remove any building, capital improvements, or enlarge airport facilities;
- v.      The adoption or amendment of airport Rules and Regulations, Commercial Minimum Standards and the development of airport related plans including the master plan and airport layout plan;

- vi. Agreements with the National Park Service, or any other entity, with either operational or financial implications for Pearson Field Airport;
- vii. Operations, changes and advancements in aviation technology and airspace use.
- viii. Aviation matters referred to the committee by City Council, City Manager, or their designee;
- ix. Other aviation matters that originate within the committee.

B. Grants – The AAC will review and provide a recommendation for all grants pertaining to the Airport. Specifically, the AAC will:

- i. Review all Airport grants before application and before submission to the City Council for acceptance of the grant. The exception will be if grant acceptance and Council action is required sooner than the AAC can meet.

### **ARTICLE III ORGANIZATION**

#### **Section 1 Commission Members –**

- A. The AAC shall consist of nine (9) members as defined in Section 10.05.040 of the VMC with no more than three (3) airport tenants serving on the Committee. Due consideration, including recommendation from the acting AAC Chair, shall be given to maintaining members with demonstrated interest in aviation and aeronautical activities, and having skills in one or more relevant areas such as airport management, legal, marketing, finance, FAA knowledge, real estate, business, engineering, etc. Members will have demonstrated the ability to work effectively with others in a volunteer committee role and any other requirements as set forth by the Council for City advisory groups.
- B. Committee members appointed to fill an unexpired term shall serve until the end of the unexpired term, rather than a standard three-year term.
- C. When a Committee member's term expires, they may continue to serve until a successor is appointed by the Mayor and approved by City Council.
- D. Committee members shall not receive any compensation for service on the Committee.
- E. Committee members may resign prior to the end of their term on 30-day written notice to the Committee Chair and Airport Manager. Committee members may be removed prior to the expiration of their term of appointment for non-performance, including unexcused absences from three consecutive regular AAC meetings or six regular meetings in a twelve-month period, on recommendation of the AAC chair and Airport Manager, and by a majority vote of the City Council.

**Section 2 Committee Attendance** – Committee members are expected to attend all AAC meetings, unless otherwise excused. Forfeiture of office and removal are subject to the provisions set forth in Section 10.05.040 of the VMC.

### **Section 3 Officers and Staff**

A. Officers – The AAC will annually, by majority vote, elect a Chair and Vice-Chair at the first regular meeting of the calendar year as defined by Section 10.05.040 of the VMC.

i. The Chair and Vice-Chair will serve one-year terms. Any Committee member serving as the Chair or the Vice-Chair shall be eligible for reelection. Officer's may not serve for more than two consecutive terms.

ii. In the event the Chair cannot complete the full term in that position, the Vice-Chair shall assume the duties of Chair. Should the Vice-Chair be unable to complete the full term in that position, another AAC member will be elected by the AAC at the meeting immediately following notice of the Vice-Chair's inability to complete the term.

iii. The Chair or the Vice-Chair may be removed from office at any time by a majority plus one (1) vote of all of the Committee members. Upon action to remove an officer, the AAC shall in the same meeting, elect a new Committee member to that position. The newly elected officer will serve in that position until the next regularly scheduled election of officers.

B. Staff – The Airport Manager ("Manager"), or the Manager's designee, shall serve as staff liaison and Secretary to the AAC ("Secretary"). The City's Airport staff, under direction of the Secretary, shall furnish professional and technical advice to the AAC. Other City staff may furnish professional and technical advice as requested by the AAC or the Secretary.

## **ARTICLE IV MEETINGS**

**Section 1 Regular Meetings** - All regular and special meetings of the AAC will be open to the public and the date, place and agenda will be publicized in accordance with the Open Public Meetings Act. (RCW 42.30)

A. Date and Time of Meetings – The AAC generally meets quarterly on the second Tuesday of the month, starting in January, excluding legal City holidays ("Regular Meeting"). The AAC's annual Regular Meeting schedule shall be approved by motion and majority vote of the AAC at the first Regular Meeting following the first day of

June. The Chair, or Vice-Chair acting in the Chair's capacity, may set the time of the Regular Meeting.

B. Cancellation – If there are no action agenda items to be heard, a Regular Meeting may be cancelled by the Chair, or Vice-Chair acting in the Chair's capacity, no later than seven (7) days prior to the scheduled meeting date. In no case shall the Chair, or Vice-Chair acting in the Chair's capacity, cancel more than two consecutive Regular Meetings under this Article IV.1.B.

C. Location – Regular Meetings of the AAC shall be held in the Pearson Field Museum Headquarters building, unless noticed or advertised differently.

**Section 2 Study Session Meetings** – A Study Session Meeting may be called by the Chair, the Vice-Chair acting in the Chair's capacity, or at the request of two (2) Committee members. Study Session Meetings may generally be held before Regular Meetings. All Study Session Meetings shall be limited to the receipt of reports and information from the Airport Manager and from other City staff, where applicable. Such reports and information shall concern matters listed in the agenda for the Study Session. Public testimony is barred. The Secretary shall cause a recording to be made of each Study Session, which shall include at a minimum such information as is required by law and shall keep and maintain the recording as part of the AAC's records.

**Section 3 Special Meetings** – A Special Meeting may be called by the Chair, or the Vice-Chair acting in the Chair's capacity, or at the request of two (2) Committee members.

**Section 4 Quorum** – 5 Committee members shall constitute a quorum for the conduct of business at any AAC meeting. No action shall be taken at any meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date.

### **Section 5 Agenda**

A. Preparation – An agenda shall be prepared by the Secretary with the concurrence of the Chair for each AAC meeting. The agenda shall comply with applicable laws regarding open meeting notice requirements.

B. Agenda Items – All items for action and discussion shall be submitted to the Secretary with documentation eight (8) calendar days in advance of the meeting, to be considered for action on an agenda.

### **Section 6 Conduct of Meetings**

A. Presiding Officer – The Chair shall preside at the meeting. In the Chair's absence, the Vice-Chair shall conduct the meeting. If neither the Chair nor Vice-Chair is in attendance, then the meeting will be conducted by the Committee member with the highest seniority. If there is more than one (1) Committee member with the highest seniority, then these Committee members may select the Presiding Officer between themselves. If no decision is reached within ten (10) minutes of the meeting start time, then the Secretary shall facilitate the selection using a fair and equitable method, of which the outcome will be binding.

B. Chair Authority – The Chair shall have the right to vote on all matters before the AAC and to make or second a motion.

C. Attendance by Telephone – Committee members may attend a meeting by telephone if they are physically unavailable to attend in person. Committee members will provide the Secretary with a minimum of three (3) hours prior notice of their intent to attend a meeting by telephone. In no event shall more than three (3) Committee members attend a meeting by telephone. When a Committee member attends a meeting by telephone, the Chair shall state for the record the Committee member who is attending the meeting by telephone.

D. Agenda Order – The order of the agenda is at the discretion of the Chair whom may consider the request of any Committee member for a change.

E. Consent Motion – The AAC, by a single consent motion, may take action on any number of matters where the AAC, staff, or general public with interest in such matters do not desire to address any of these items. If after a call and invitation by the Chair for discussion of any item(s) on the proposed consent agenda, should any Committee member or member of the public request to address any such matter, the AAC shall withdraw the matter from the consent agenda for the purpose of conducting a full discussion and receiving of public comments prior to taking action on the matter.

F. Staff Recommendations – A motion to adopt or approve staff recommendations or simply to approve the action under consideration shall, unless otherwise particularly specified, be deemed to include adoption of all proposed findings and as stated in the staff report on file in the matter.

G. Public Comment – For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chair and stating his or her name and address and the names of any person on whose behalf the speaker is appearing. To expedite the conduct of the provision of comments, the Chair may limit the amount of time that any person(s) may use in addressing the AAC. The Chair will announce the time limit prior to any public address on the subject and will apply the limit equally to all speakers on the matter.

H. New Items – All items submitted from the floor or presented as an adjunct to the agenda will be deferred to the next Regular Meeting of the AAC.

I. Voting

i. After the conclusion of any input on a matter to be considered by the AAC, the AAC shall discuss, deliberate or otherwise take action on the matter.

ii. Each Committee member attending shall be entitled to one (1) vote. Voting on all matters before the AAC shall be by voice vote unless otherwise directed by the Chair. In all cases where a vote is taken, the yeas, nays and abstentions shall be separately recorded, with the exception of a unanimous vote, which shall be recorded as such.

iii. Committee member shall disqualify themselves and abstain from voting whenever they have, or may have, a conflict of interest in the case under consideration, as described and provided by the Revised Code of Washington (RCW 42.30).

J. Recommendation to City Council – The Secretary shall forward in writing the recommendations and findings of the AAC to the Council through approved minutes or subsequent requests for Council action on a particular matter.

K. Procedure – Unless otherwise inconsistent with these bylaws, the conduct of all AAC meetings shall be governed by the rules contained in the latest revised version of *Robert's Rules of Orders* unless such rules are suspended by majority vote of the AAC.

**Section 7 Records** – Minutes of each AAC meeting shall be compiled by the Secretary, signed by the Chair, and distributed to each Committee member before or at the next Regular Meeting. Minutes may be amended by vote of the AAC at the next Regular Meeting. Minutes shall be maintained in a form accessible to the public in the principal offices of the Manager.

**Section 8 Retention of Files**

A. Files – The official records of the AAC shall include the bylaws, minutes of all meetings, staff reports presented to the AAC, written recommendations and findings of the AAC as prepared by and forwarded to the Council by the Secretary, and any proposed resolutions or ordinances related to a matter presented to the AAC, and any written materials submitted to the Manager by any member of the public concerning a matter considered by the AAC.

B. Retention – The Secretary shall keep and maintain all such official records on file in the office of the Manager. Minutes of all AAC meetings shall also be maintained on file with the Vancouver City Clerk. All such official records shall constitute public records and be available for public inspection during customary office hours. Original AAC documents shall be retained for not less than seven (7) years. Thereafter, such matters may be microfilmed or scanned for electronic filing, along with other special matters as the Secretary deems essential, for permanent recording.

### **Section 9 Notice of Meetings**

A. Notice – Notice of the date, time and place of any ACC meeting, and a general explanation of each matter to be considered at such meeting, and including a general description of the area affected, shall be given to the Committee members and to the general public in accordance with Washington’s open meeting law requirements, and such other requirements as may exist under applicable federal, state or local law, including, without limitation, any requirements for notice by publication.

B. Public Access – All meetings of the AAC shall be open to the public. The Secretary shall keep minutes of the proceedings, showing in all cases where a vote is taken, the yeas, nays and abstentions being separately recorded, with the exception of a unanimous vote, which may be recorded as such.

## **ARTICLE V AMENDMENTS**

II. These Bylaws may be amended by majority vote at any meeting of the AAC provided that notice of the proposed amendment is given to each Committee member in writing at least five (5) days prior to the Regular Meeting. Such amendment shall be subject to ratification by the Council and, if so approved, shall become effective at the next Regular Meeting.

APPROVED AS TO FORM

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City Attorney

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Date