

**RESOLUTION OF THE ROWAN COUNTY BOARD OF COMMISSIONERS, STATE OF  
NORTH CAROLINA, AMENDING THE BYLAWS OF THE MID-CAROLINA REGIONAL  
AIRPORT ADVISORY BOARD**

WHEREAS, the Rowan County Board of Commissioners adopted Bylaws for the Mid-Carolina Regional Airport Advisory Board on February 16, 2009; and

WHEREAS, the Rowan County Board of Commissioners wishes to amend those Bylaws;

NOW, THEREFORE, BE IT RESOLVED that the existing Bylaws of the Mid-Carolina Regional Airport Advisory Board are hereby repealed;

BE IT FURTHER RESOLVED that the following Bylaws of the Mid-Carolina Regional Airport Advisory Board are hereby adopted and shall constitute the Bylaws of the Mid-Carolina Regional Airport Advisory Board.

**ARTICLE I**

**NAME**

The Mid-Carolina Regional Airport Advisory Board, hereinafter referred to as the Airport Advisory Board, has been established by the Rowan County Board of Commissioners (Board of Commissioners). The Airport Advisory Board shall be subordinate and directly accountable to the Board of Commissioners.

**ARTICLE II**

**MEMBERSHIP**

The Airport Advisory Board shall consist of five (5) voting Members (Members) appointed by the Board of Commissioners. Members shall reside within Rowan County more than six (6) months per year and be representative of the geographical diversity of the County. Approval of each candidate for membership shall be by a majority vote of the Board of Commissioners. Members shall possess a knowledge of aviation matters and have some experience in administrative proceedings. Members must be reasonably free to attend the regular meetings, and on occasion to serve on committees requiring additional time. All Members shall serve at the pleasure of the Board of Commissioners.

1. The Members shall be appointed based on the following criteria:
  - (a) Pilots/Tenants -Two (2) active pilots and/or tenants in good standing located at the Mid-Carolina Regional Airport (Airport).
  - (b) Community Members - Three (3) individuals residing in Rowan County.
  - (c) One (1) Member of the Board of Commissioners shall serve as a non-voting liaison.

**ARTICLE III**  
**COMPENSATION**

No compensation shall be paid for serving as a Member of the Airport Advisory Board. Members may be reimbursed out-of-pocket costs for expenses incurred on Airport Advisory Board business when previously approved by the Airport Advisory Board, the Board of Commissioners, and when funds for expense reimbursement have been approved by the Board of Commissioners in the operational budget or otherwise.

**ARTICLE IV**  
**TERM**

The terms of office for an Airport Advisory Board Member shall be three (3) years, ending on June 30. The terms of the Members shall be staggered so that the terms of no more than three (3) Members shall expire in any given year.

1. Should a vacancy occur on the Airport Advisory Board, the Board of Commissioners shall appoint a replacement Member to fill only the unexpired term of the vacant position.
2. If the Board of Commissioners does not appoint a new Member or reappoint an existing Member on or before the expiration of a Member's term, that Member may continue on a month-to-month basis until such time as the Member is either reappointed or a new person has been appointed to the position.

The failure of a Member to attend three consecutive regular meetings of the Airport Advisory Board, without excused absences, shall constitute a tender of resignation by that Member. The Airport Director (Director) shall promptly notify the Board of Commissioners of such resignation and resulting vacancy.

**ARTICLE V**  
**PURPOSE AND INTENT**

The County of Rowan operates the Airport for the benefit of all residents, business owners, and visitors of the County. The Board of Commissioners seeks to ensure the Airport is maintained and developed in such a manner that it will continue to be a high-quality aviation facility for its users and a good neighbor in the community, recognizing that both the users and community may change as Rowan County continues to grow and develop. The Airport Advisory Board has been established to assist and advise the Board of Commissioners and County officials in the implementation of these objectives.

1. The Airport Advisory Board from time to time may seek and receive information from Airport users, lessees, the general public, and agencies of the federal, state, and local government, on County airport operational and administrative matters and on aeronautical concerns in general for the purpose of formulating recommendations to the Board of Commissioners.
2. It shall be the purpose of the Airport Advisory Board to act in an unbiased manner, representing the people of Rowan County, the users of the Airport, and all those directly concerned with aviation and Airport activities.
3. The Airport Advisory Board in its deliberation shall thoughtfully consider, in all matters, the social, economic, and environmental effects of its actions, decisions, and recommendations.

## **ARTICLE VI**

### **POWERS AND DUTIES**

1. The Airport Advisory Board's primary duty is to act in an advisory capacity to the Board of Commissioners.
2. The Airport Advisory Board shall not take any action or conduct any activity that is inconsistent with these Bylaws.
3. The Airport Advisory Board shall make recommendations to the Director, County Manager, and the Board of Commissioners on any matter as requested by the Board of Commissioners relating to the Airport and aviation.
4. At the request of the Director, the Airport Advisory Board shall review and make recommendations to the Board of Commissioners, Airport staff, or both on matters under the Airport Advisory Board's jurisdiction, including but not limited to the following:
  - a. Plans and policies related to Airport safety and security
  - b. Preparation and implementation of the Airport Master Plan, Airport Business Plan, Airport Capital Improvement Plan, and related plans and documents including, but not limited to, Airport Rules and Regulations, Minimum Standards for Commercial Operators, and other airport management documents
  - c. Land use issues that impact the operation of the Airport (on and off the Airport)
  - d. Special events proposed to occur on the Airport, or in the general vicinity of the Airport, that might affect its operation or have an impact on the communities in the vicinity of the Airport
  - e. Commercial and non-commercial Airport template agreements

- f. Policies for the development and use of hangars
  - g. Policies that create economic development opportunities at the Airport
- 5. Correspondence containing representations and/or recommendations of the Airport Advisory Board being sent to the Board of Commissioners, individuals of the public, or other agencies of the County, shall first be approved by a majority vote of the Members, and such materials shall be transmitted under the signature of the Chair or designee. Correspondence containing County policy or representations intended to be sent to federal, state or other non-county agencies, shall first be sent to the Board of Commissioners for approval and signature.

## **ARTICLE VII**

### **SUBCOMMITTEES**

From time to time the Airport Advisory Board may form a standing or ad hoc subcommittee, as needed. The Chair may assign up to two (2) Members to such a committee for purposes of special studies and pursuits. A committee shall not be comprised of a quorum of the Airport Advisory Board. Each committee will be headed by a committee chair. The committee chair shall be responsible for carrying out its assigned task. A committee shall be dissolved after the completion of its task or achievement of its objective

## **ARTICLE VIII**

### **OFFICERS**

1. The officers of the Airport Advisory Board shall be the Chair and Vice Chair.
2. The Chair and Vice Chair shall be elected to the Airport Advisory Board for a term of one year at its first meeting of the County fiscal year or until a successor is duly elected. The Chair and Vice Chair should not serve in these roles for more than two (2) consecutive one-year terms. The newly elected officers shall take office upon election. A vacancy in either position shall be promptly filled by a vote of the remaining Advisory Body Board Members, and such replacement officer shall serve out the remainder of the one-year term.
3. It shall be the duty of the Chair to preside over all meetings of the Airport Advisory Board, to appoint committee chairs of any standing or ad hoc subcommittee, and to exercise such other powers and perform such other duties as may be prescribed by the Airport Advisory Board.

4. It shall be the duty of the Vice Chair to assist the Chair in the execution of that office, to preside at meetings in the event of the absence of the Chair, and to exercise such other powers and perform such other duties as may be delegated by the Chair or as may be prescribed by the Airport Advisory Board.
5. The Director shall serve an ex-officio Member, but shall not make motions nor be a voting Member.
6. Airport staff shall (a) provide administrative support, (b) keep minutes, (c) maintain records, and (d) receive and distribute communications and correspondence of the Airport Advisory Board.

## **ARTICLE IX**

### **MEETINGS**

1. Regular meetings of the Airport Advisory Board shall be held biannually, in February and August, at 10:00 a.m. on the second Tuesday of the month, or as otherwise set by the Chair with the input of the Members. Unless an alternate location is duly noticed in accordance with County policy, all meetings shall be held in the Airport Conference Room and be open to the public.
2. Special meetings may be called (a) by the Chair, (b) at the request of the Director, or (c) by a majority of vote of Members.
3. A regular meeting may be canceled by the Chair, or by the Vice Chair in the absence of the Chair, not less than forty-eight (48) hours in advance of the meeting, due to an expected lack of a quorum or lack of business. A regular or special meeting may be canceled by the Chair or Vice Chair at any time due to an emergency. The reason for the cancellation of a duly noticed meeting shall be noted in the minutes.
4. Agendas for meetings shall be prepared by Airport staff and electronically distributed at least five days prior to a meeting to all Members and to others on the approved agenda mailing list. Public notice of all meetings and any cancellations thereof, shall be given pursuant to the North Carolina Open Meetings laws as applied for regular and special meetings.
5. All meetings and record keeping shall comply with the North Carolina Open Meetings and Public Records laws.
6. Unless otherwise addressed by these Bylaws, the conduct of the affairs of the Advisory Board and its subcommittees shall proceed in accordance with Robert's Rules of Order.

7. The Airport Advisory Board shall, at all meetings, set aside time for public comment and input related to matters within the jurisdiction of the Airport Advisory Board. Persons wishing to address the Airport Advisory Board regarding items on the agenda must notify the Director prior to the public discussion of the item. The Airport Advisory Board shall allow public comment prior to acting on an agenda item.
8. Rules of Debate - Members desiring to speak or address the staff shall have ample opportunity to do so and shall confine discourse to the question or topic under debate. A Member desiring to speak shall not be interrupted when speaking unless called to order by the presiding officer. The presiding officer shall determine all points of order except that the Members may determine any point of order by majority vote. Members of the public shall not engage in debate with Members of the Airport Advisory Board, staff, or other Members of the public.

## **ARTICLE X**

### **QUORUM AND VOTING**

1. The presence of any three (3) Members constitutes a quorum for the transaction of all business duly presented at a meeting, even if one or more Members must abstain from voting on a particular item of business.  
If the Airport Advisory Board has one, or more, unfilled vacancies, the presence of any three Members shall constitute a quorum.
2. Each Member of the Airport Advisory Board shall have one (1) vote, which shall be exercised by the Member, if present at the meeting, unless required to abstain due to an actual or perceived conflict of interest. Voting by proxy shall not be allowed.
3. A tie vote shall be a rejection of the approval sought for the agenda item; provided, however, if less than the full Airport Advisory Board was present to vote on the item, the Chair may direct that the item be brought back for reconsideration at the subsequent meeting of the Airport Advisory Board.

## **ARTICLE XI**

### **CONFLICT OF INTEREST**

Members shall comply with the terms and provisions of any existing policies or ordinances duly adopted by the Board of Commissioners regarding Conflict of Interest and shall abstain from acting on matters as therein required.

**ARTICLE XII**

**AMENDMENTS TO BYLAWS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote of the Board of Commissioners, provided that a copy of any amendment proposed for consideration shall be made available at least thirty days prior to the date of the meeting. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval or ratification by the Board of Commissioners.

**ARTICLE XIII**

**SEVERABILITY**

If any provision of these Bylaws, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of these Bylaws.

**ARTICLE XIV**

**EFFECTIVE DATE**

These Bylaws shall take effect upon approval. All prior versions of these Bylaws are hereby repealed.

Upon motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and duly carried, the foregoing resolution was approved on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chair, Board of Commissioners

ATTEST:

By \_\_\_\_\_

Sarah Pack

Clerk to the Board

Rowan County Board of Commissioners