



MEMORANDUM

Airport - Memo No. AP15-018

DATE: NOVEMBER 20, 2014
TO: MAYOR AND COUNCIL
THRU: RICH DLUGAS, CITY MANAGER RD
MARSHA REED, ASSISTANT CITY MANAGER MR
FROM: LORI QUAN, AIRPORT ADMINISTRATOR LQ
SUBJECT: APPROVAL OF REVISED CHANDLER AIRPORT COMMISSION BYLAWS

RECOMMENDATION: The Chandler Airport Commission and City Staff recommend approval of revised bylaws for the Chandler Airport Commission.

BACKGROUND/ DISCUSSION: Ordinance No. 685 established the Chandler Airport Commission (Commission) with several amendments culminating with Ordinance No. 4419 amending the Chandler City Code referencing the Commission.

This summer, a Commission subcommittee and City Staff worked together with the City Attorney's office to revise the bylaws, which were last amended in 2010. The proposed revisions were presented to the entire Commission at their regular meeting on October 8, 2014. At that time, the Commission voted unanimously to forward a recommendation to City Council to adopt the revised Airport Commission Bylaws. Key revisions include:

- 1) Modifications to reflect departmental changes;
2) Reducing the number of subcommittees from five to four by eliminating the Airport and Airspace Subcommittee;
3) Providing the Chair the flexibility to cancel a meeting if there are no action items on the agenda. In no case shall more than two consecutive meetings be cancelled.

PROPOSED MOTION: Move to approve revised Chandler Airport Commission bylaws in accordance with the recommendations of the Airport Commission and City Staff.

Attachments:
Proposed Chandler Airport Commission Bylaws

**CITY OF CHANDLER
CHANDLER AIRPORT COMMISSION
BYLAWS
(DRAFT Revision Date – ~~October~~ August 2010 2014)**

ARTICLE I AUTHORITY

Section 1 These Bylaws for the Chandler Airport Commission (hereinafter referred to as the Commission) are adopted under the authority of Section 8-2 of the Chandler City Code as amended from time to time.

ARTICLE II PURPOSE, FUNCTION AND DUTIES

Section 1 Purpose – The Commission shall provide policy advice to the Mayor and Council on the planning and operation of the Chandler Municipal Airport; and to provide a public forum for all parties interested in the airport’s planning and operations.

Section 2 Function – The Commission shall serve as an advisory body to the City of Chandler Mayor and Council.

Section 3 Duties – The Commission shall have the following duties:

A. Responsibilities – Advise the City Council in the development of the airport facility in a manner which reflects the needs of the community and demonstrates its essential worth to overall community development, both economically and aesthetically. In general, within the parameters prescribed by Section 8-2.2 of the Chandler City Code, the recommendations of the Airport Commission should seek to do four things for the community:

- i. Provide advice regarding the physical growth and development of the airport for the benefit of the entire community.
- ii. Provide advice regarding harmonious and efficient allocation of surrounding land use.
- iii. Provide advice regarding basic aviation related services.
- iv. Provide advice regarding efficient and effective airport operations.

B. Grants – The Airport Commission will review and provide a recommendation for all grants pertaining to the Airport

- i. The Commission will vote on all Airport grants before being submitted to the City Council. The exception will be in the event that grant acceptance and Council action is required sooner than the Commission can meet.
- ii. The Commission will make special arrangements (if necessary) to meet and discuss grants if there is a time shortage to send grants to City Council.
- iii. The Commission will not hinder the flow of grants to City Council if they are unable to meet.

ARTICLE III ORGANIZATION

Section 1 Commission Members – The Commission shall consist of seven (7) members as defined in Section 8-2 of the Chandler City Code.

Section 2 Commission Attendance – Members of the Commission are expected to attend all meetings of the Commission, unless otherwise excused. Forfeiture of office and removal are subject to the provisions set forth in Section 2-6 of the Chandler City Code.

Section 3 Officers and Staff

A. Officers – The Commission shall elect a Chair and Vice Chair at the first meeting following the first day of May each year as defined by Chandler City Code, Section 8-2.1.

i. The Chair and Vice-Chair will serve one-year terms. Any Commissioner serving as the Chair or the Vice Chair shall be eligible for reelection.

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 Commissioner will be elected by the Commissioners 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 vote of all of the Commissioners. Upon action to remove an officer, the Commission shall in the same meeting, elect a new Commissioner 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~~Administrator or the Administrator's designee shall ~~staff the Commission~~serve as staff liaison and serve as Secretary to the Commission. The City's airport staff, under direction of the Secretary to the Commission, shall furnish professional and technical advice to the Commission. Other City staff may furnish professional and technical advice as requested by the Commission or the Secretary to the Commission.

C. Recording Secretary – The Transportation & Development Director shall appoint a recording secretary to the Commission.

ARTICLE IV MEETINGS

Section 1 Regular Meetings

A. Date and Time of Meetings – The Commission meets monthly on the second Wednesday of each month ~~except for August at 7:00 p.m.~~ If there are no action agenda items to be heard, a regular meeting may be cancelled by the Chairman or Vice Chairman acting in the Chairman's capacity no later than seven (7) days prior to the scheduled meeting date.. In no case shall the Chairman or Vice Chairman acting in the Chairman's capacity cancel more than two consecutive meetings under this Article IV.1.A.unless a majority of the Commissioners take action at a preceding meeting to cancel any such regular meeting. Whenever a legal holiday is the same

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day as a meeting, such meeting shall either be cancelled or rescheduled by motion and majority vote of the Commission.

B. Location – Regular meetings of the Commission shall be held in the Chandler Municipal Airport Terminal Building Conference Room, unless noticed or advertised differently.

Section 2 Special Meetings – A special meeting may be called by the Chair, or in his/her incapacity, by the Vice Chair or at the request of two (2) Commissioners.

Section 3 Executive Sessions – The Commission may hold executive sessions closed to the public in accordance with applicable law.

Section 4 Quorum – At least fifty percent (50%) of the ~~seven (7) Commissioner seats then serving on the Commission~~ shall constitute a quorum for the conduct of business at any Commission 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 to the Commission with the concurrence of the Chair for each regular meeting, special meeting and executive session of the Commission. 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 of the Commission with documentation eight calendar days in advance of the meeting, in order to be considered for action on an agenda.

Section 6 Conduct of Meetings

A. Presiding Officer – The Chair shall preside at the meeting. The Vice-Chair, in the Chair's absence, shall conduct the meeting. If neither Chair nor Vice-Chair is in attendance, then the meeting will be conducted by the highest seniority Commissioner.

B. Chair Authority – The Chair shall have the right to vote on all matters before the Commission, and shall also have the right to make or second motions in the absence of a motion, or a second, made by another Commissioner.

C. Attendance by Telephone - Members of the Commission may attend a meeting by telephone if they are too ill to attend or are out of town. Commissioners will provide the Secretary of the Commission with three (3) hours notice of their intent to attend a meeting by telephone. In no event shall more than three (3) Commissioners members attend a meeting by telephone. When a member of the Commission attends a meeting by telephone, the Chair shall state for the record the member of the Commission who is attending the meeting by telephone.

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

~~D.E.~~ Consent Motion – The Commission, by a single consent motion, may take action on any number of matters where the Commission, 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 Commissioner or member of the public request to address any such matter, the Commission 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.

~~E.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.

~~F.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. In order 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 Commission. 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.

~~G.H.~~ New Items – All items submitted from the floor or presented as an adjunct to the agenda will be deferred to the next regularly scheduled meeting of the Commission

~~H.I.~~ Voting

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

ii. Each member attending shall be entitled to one (1) vote. Voting on all matters before the Commission 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. A Commission member shall disqualify himself or herself and abstain from voting whenever he or she has, or may have, a conflict of interest in the case under consideration, as described and provided by the Arizona Revised Statutes (ARS 38-501, et. seq.).

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

J.K. Procedure – Unless otherwise inconsistent with these bylaws, the conduct of all Commission meetings, including meetings of standing and ad hoc subcommittees, 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 Commission or subcommittee.

Section 7 Records – Minutes of each Commission meeting shall be compiled by the Recording Secretary and signed by the Chair and distributed to each Commissioner before or at the next regular Commission meeting. Minutes may be amended by vote of the Commission at the next regular Commission meeting. Minutes shall be maintained in a form accessible to the public in the principal offices of the Airport ~~Manager~~Administrator.

Section 8 Retention of Files: The official records of the Commission shall include these bylaws, minutes of all meetings, staff reports presented to the Commission, written recommendations and findings of the Commission as prepared by and forwarded to the Chandler City Council by the Secretary to the Commission, and any proposed resolutions or ordinances related to a matter presented to the Commission, and any written materials submitted to the Airport ~~Manager~~Administrator by any member of the public concerning a matter considered by the Commission. The recording secretary shall keep and maintain all such official records on file in the office of the Airport ~~Manager~~Administrator. Minutes of all meetings of the Commission shall also be maintained on file with the Chandler City Clerk. All such official records shall constitute public records and be available for public inspection during customary office hours, except for any Executive Session minutes or other confidential communications or documents under applicable law. Original Commission documents shall be retained for not less than five (5) years. Thereafter, such matters may be microfilmed or scanned for electronic filing, along with other special matters as the Secretary to the Commission deems essential, for permanent recording.

Section 9 Notice of Meetings

A. Notice – Notice of the date, time and place of any Commission 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 Commissioners and to the general public in accordance with Arizona'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 regular and special meetings of the Commission shall be open to the public. The recording 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 COMMISSION SUBCOMMITTEES

Section 1 Subcommittees

A. Assignments to Subcommittees – The Chair will make subcommittee assignments and assign a Commissioner to head a subcommittee each year at the

meeting following the first day in June or the meeting following the election of officers – whichever occurs first.

B. Subcommittee Size – Each subcommittee will as a minimum, consist of two Commissioners and the Airport ~~Manager~~Administrator or his/her designee.

C. Term – Commissioners may serve as officers or members of standing subcommittees for consecutive terms without limitation.

Section 2 The standing subcommittees are:

A. Airport and Airspace Safety – ~~The Airport and Airspace Safety subcommittee will review all aspects of actions related to creating and maintaining a safe operating environment on the airport and in the Class D airspace. This can include: non-movement areas; movement areas; obstruction review on or near the airport; traffic patterns and traffic pattern altitudes; and other facets related to safety on and around the airport. Based on the subcommittee's review and findings, it may provide recommendations to the full Commission regarding changes to activity to improve airport and airspace safety.~~

B. Budget and Finance – The Budget and Finance subcommittee will review financial aspects of the airport. This can include: annual budgets; ongoing financial reports throughout the fiscal year; Capital Improvement Programs (CIP); grant programming; rates and fees; and other financial characteristics of the airport. Based on the subcommittee's review and findings, it may provide recommendations to the full Commission regarding the financial aspects of the airport.

C. Economic Development, Planning and Land Use – ~~The Economic Development, Planning and Land Use subcommittee will review developmental aspects of the airport. This can include: proposed development on the airport or through-the-fence activity; airport planning documents and programming such as Master Plans and Noise Studies; possible development opportunities to encourage the growth of the economic impact of the airport and airpark areas; land use planning for the airport; preliminary review of Airport Conflict Evaluations; and other elements related to economic development, planning and land use on the airport. Based on the subcommittee's review and findings, it may provide recommendations to the full Commission regarding the economic development, planning and land use planning related to the airport.~~

D. Rules and Regulations – The Rules and Regulations subcommittee will review the various elements that address and facilitate the safe, efficient use of the airport and certain business functions of the airport. This can include: the airport Rules and Regulations; wait list procedures; standard lease content and formats; licensing and permitting and their processes for implementation. Based on the subcommittee's review and findings, it may provide recommendations to the full Commission regarding the aspects within its purview.

E. Airport Promotions – The Airport Promotions subcommittee will review promotional, marketing and ~~advertising~~community-advocacy aspects of the airport.

This can include: airport promotional activity to improve airport use; demographic and marketing information related to aviation market trends; existing and projected market needs related to the airport; aviation industry and citizen perceptions of the airport. Based on the subcommittee's review and findings, it may provide recommendations to the full Commission regarding the aspects within its purview.

Section 3 Ad Hoc Subcommittees – Ad hoc subcommittees may be created by the Chair. The members of an ad hoc subcommittee shall be appointed by the Chair. Ad hoc subcommittees shall normally have a life not to exceed one year, unless renewed for a specific additional period by the Chair. Members of the subcommittees created pursuant to this Section 3 shall be limited to current members of the Airport Commission.

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Section 1 These Bylaws may be amended by majority vote at any meeting of the Commission provided that notice of said proposed amendment is given to each Commissioner in writing at least five (5) days prior to said meeting. Such amendment shall be subject to ratification by the City Council and, if so approved, shall become effective at the next regular meeting of the Commission.

APPROVED AS TO FORM

City Attorney

Date

**CITY OF CHANDLER
CHANDLER AIRPORT COMMISSION
BYLAWS
(Revision Date – October 2014)**

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K. Procedure – Unless otherwise inconsistent with these bylaws, the conduct of all Commission meetings, including meetings of standing and ad hoc subcommittees, 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 Commission or subcommittee.

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APPROVED AS TO FORM

City Attorney *KSM*

Date