

CRESWELL CITY COUNCIL/AIRPORT COMMISSION

JOINT WORK SESSION – INFORMATIONAL ONLY

AGENDA ITEM SUMMARY

Agenda Item Number: **Item III – Role of the Creswell Airport Commission**
Meeting Date: August 23, 2010
Staff Contact: Shelley Humble/Mark Shrives

AGENDA ITEM SUMMARY

The attached materials are samples of current Airport Commission roles for other Oregon Airports. Also included in the materials is the current Ordinance in effect for the City of Creswell.

BACKGROUND:

One of the requests by the Airport Commission was to utilize these joint meetings to review and update the current roles of the Airport Commission and update Ordinance No. 309 – An Ordinance establishing an airport commission which oversees the operation, maintenance and expansion of Creswell Municipal Airport.

POLICY ISSUES:

N/A

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

N/A

OPTIONS

N/A

STAFF RECOMMENDATION

N/A

SUGGESTED MOTION -

N/A

ATTACHMENTS

Ordinance No. 309

Commission Roles from:

- City of Albany
- City of Corvallis
- City of Eugene
- City of Roseburg
- Port of St. Helens

ORDINANCE NO. 309

AN ORDINANCE ESTABLISHING AN AIRPORT COMMISSION WHICH OVERSEES THE OPERATION, MAINTENANCE AND EXPANSION OF CRESWELL MUNICIPAL AIRPORT.

THE CITY OF CRESWELL ORDAINS AS FOLLOWS:

Section 1. Name of Airport. The property owned by the City of Creswell and designated and zoned for airport operations shall be known as Hobby Field.

Section 2. Airport Commission - Composition - Terms of Office.

(1) The Airport Commission shall consist of five members who shall be appointed by the Mayor with the approval of the Council and shall be designated as the "Creswell Airport Commission".

(2) The Commission shall consist of one Creswell City Council Member, one Planning Commission Member, two members who regularly use Hobby Field and one member at large who shall reside in the City of Creswell. The Non-Council Members of the Commission shall serve for a four year term, and the Council Member and Planning Commission Member shall be appointed annually. Initially, the Commission's Council Members shall have one member appointed for a 2 year term, one member appointed for a 3 year term and one member appointed for a 4 year term.

(3) A representative of the fixed base operator of Hobby Field and the Creswell City Administrator shall serve as ex-officio members of the committee.

(4) The Commission shall elect a chairman and secretary from its membership at a meeting held in January of each year, except that at the first meeting of the Commission after the effective date of the ordinance, a chairman and secretary shall be elected to serve until the next meeting of the Commission held in the following January. The Council Member and the Planning Commission Member of the Commission shall not be eligible to be chairman but shall be eligible to vote.

Section 3. Airport Commission - Meetings. The Commission shall meet at least once each calendar quarter for its regular meeting and may meet at such other times as determined by the chairman or by the written request of three members of the Commission.

Section 4. Airport Commission - Vacancies and Removals. Appointments to fill vacancies shall be for the remainder of the unexpired term. Any member of the Commission shall serve at the will of the Mayor with the approval of the Council and any member may be removed by a majority vote for such removal by the City Council.

Section 5. Airport Commission - Records. The Recording Secretary, or in his or her absence, the Acting Recording Secretary designated by the Committee, shall keep accurate and complete minutes of each meeting and shall submit the minutes to the City Administrator for following Committee approval of the minutes.

Section 6. Airport Commission - Procedures. A majority of the committee members shall constitute a quorum. The Airport Commission shall adopt rules and regulations to conduct its affairs which rules and regulations shall be consistent with the laws of the State, the City Charter and City Ordinances.

Section 7. Airport Commission - Duties and Powers.

(1) The Airport Commission shall act as an advisory committee to the City Council

(2) It is the intent of the City that the airport be used to the fullest extent consistent with the general welfare and economic needs of the citizens of Creswell and the users of the airport.

(3) The Commission shall recommend the adoption of rules and regulations to the City Council which relate to:

(a) The maintenance of airport facilities.

(b) The number and location of aircraft hangars, together with recommended rules for the leasing and construction of hangar space.

(c) Part-time or full-time, commercial usage of the airport.

(d) Safety regulations for the use of the airport which shall be consistent with State and National Standards.

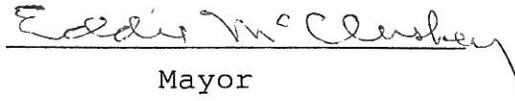
(e) A long-range plan for development and use of the airport and property adjacent to the airport, which shall, so far as necessary, be coordinated with the planning agencies of Lane County, the State of Oregon, the City of Creswell and the Federal Government.

(f) Neither the Commission, nor its chairman shall have the power to obligate the City of Creswell except as may be permitted under rules adopted by the Council by resolution.

Section 8. Airport Commission - Compensation. Members of the Airport Commission shall receive no compensation for their service but shall be reimbursed for authorized expenditures.

Passed by the Common Council this 11th day of April, 1988.

Approved by the Mayor this 11th day of April, 1988.


Mayor

ATTEST:


City Administrator/Recorder

First Reading: March 7, 1988

Second Reading: April 11, 1988



cityofalbany.net

Contact: 333 Broadalbin Street SW, Albany, OR 97321 | **Voicemail:** 541-917-7503 Council / 541-917-7502 Mayor | **Fax:** 541-917-7511

Airport Advisory Commission

The Airport Advisory Commission is established by the Albany City Council to advise the City Council concerning efficient management, operation, and development of the Albany Municipal Airport and all of its related operations, facilities, and assets. It shall have no independent authority except as may be delegated to it from time to time by ordinances, resolutions, or motions made by the City Council. The Commission shall consider and make recommendations to the City Council on matters concerning operation, enhancement, development, financial stability, and improvement of the airport. This list is not exclusive and shall include periodic review of the performance of fixed base operator(s) and other persons or entities having commercial relationships with the airport. The Commission shall also make recommendations, as appropriate, concerning municipal support services to the airport such as fuel and facilities and shall make recommendations concerning annual City funding for the airport, revenue development, or enhancement. No fewer than four commissioners shall have their principal place of residence within Albany's jurisdictional city limits. By City Council policy, persons who have a significant financial interest in the Commission's airport considerations will not be appointed. (Ord. 5730, 2010; or AMC 2.25).

Members' term of office: 2 years

Meets: second Thursday of the month at 3:30 p.m.

Location: City Hall-Santiam Room, 333 Broadalbin SW, Albany, OR 97321

Meeting Date	Agenda	Agenda Packet	Approved Minutes
August 18, 2010	Agenda (60KB)		
July 12, 2010	Agenda (34KB)		
July 8, 2010	Agenda (59KB)		
June 24, 2010	Agenda (51KB)		Minutes (70KB)
June 10, 2010	Agenda (59KB)		Minutes (65KB)
May 13, 2010	Agenda (36KB)		Minutes (83KB)

ORDINANCE 2010- 09

AN ORDINANCE RELATING TO THE AIRPORT COMMISSION, AMENDING MUNICIPAL CODE CHAPTER 1.16, "BOARDS AND COMMISSIONS," AS AMENDED

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 1.16.200 is hereby amended as follows:

Section 1.16.200 Airport Commission.

- 1) An Airport Commission is hereby created consisting of eight persons.
- 2) The Airport Commission shall advise Council and City Manager concerning:
 - a) The management, care, and control of the Municipal Airport of the City; required rules and regulations in connection therewith; and the expenditure of such funds as shall be appropriated by Council therefor.
 - b) The planning of the Airport Industrial Park located generally north of Airport Road and east of Ingalls Street; and potential impacts of such plans upon the Airport.
 - c) The expenditure of such funds as shall be received through leasing or sales of Airport or Industrial Park land.
 - d) The review and recommendations of long range facility plans (i.e., plans to address the issues related to the City hangar) and Airport Fund business plan.

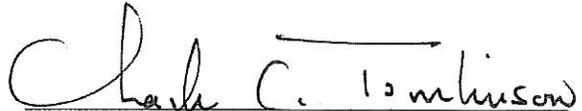
3) The functions of the Commission may be accomplished using subcommittees, task forces, or stakeholder committees.

(Ord 2010-** §1, 03/15/10; Ord. 2002-28 § 1, 08/19/02; Ord. 2002-22 § 1, 07/01/02; Ord. 89-36 § 1, 1989; Ord. 81-99 § 50, 1981)

PASSED by the City Council this 16th day of March, 2010.

APPROVED by the Mayor this 16th day of March, 2010.

EFFECTIVE this 26th day of March, 2010.



Mayor

ATTEST:



City Recorder

**ADMINISTRATIVE ORDER NO. 58-09-02
of the City Manager
City of Eugene, Oregon**

**REGARDING THE AIRPORT ADVISORY COMMITTEE AND
DELEGATION OF AUTHORITY TO APPOINT MEMBERS.**

The City Manager of the City of Eugene finds that:

A. Under the provisions of Chapter IV, Section 16 of the Eugene Charter of 2002, the City Manager is designated as the administrative head of the City. Subsection (2)(b) of Section 2.013 of the Eugene Code ("EC"), authorizes the City Manager to create standing or ad hoc departmental advisory committees.

B. The Airport Advisory Committee ("the Committee") was originally established in 1987 under EC 2.013(1). Subsequently, the Committee was removed from the Eugene Code, and continued on as a Departmental Advisory Committee.

C. It would be more efficient to delegate to the Public Works Director the authority to determine the composition of the Airport Advisory Committee and to appoint the members of

the committee.

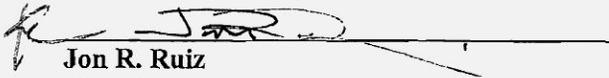
NOW, THEREFORE,

**THE CITY MANAGER OF THE CITY OF EUGENE ORDERS AND DIRECTS
THAT:**

1. Based on the above findings, which are adopted, the Airport Advisory Committee exists as a standing committee for purposes of making recommendations to City staff and departments concerning implementation of policies regarding the Eugene Airport.

2. The power to determine the composition of the Airport Advisory Committee and to appoint the members of the Airport Advisory Committee is delegated to the Public Works Director.

Dated this 20 day of February, 2009.


Jon R. Ruiz
City Manager

**Organization and Bylaws
of the
Airport Advisory Committee**

Article I - Establishment

This committee, being duly and officially established by the City Manager of the City of Eugene, Oregon, shall be known as the Airport Advisory Committee. The advisory committee makes recommendations to City staff. City staff is responsible for making recommendations to the City Council.

Article II - Purpose and Objectives

Develop recommendations for City staff by providing an ongoing citizen perspective and review of Airport Capital Improvement Projects, environmental issues, the airport budgeting process, and changes to Airport Administration policy.

Article III - Membership and Voting

The nine committee members are selected from the following five categories:

Two public members. The public members must demonstrate an interest in serving on the Airport Advisory Committee.

Two business community members. The business community members must be associated with Lane County businesses or the Eugene Chamber of Commerce.

Two travel/tourism members. The travel/tourism members must be associated with the travel industry or the tourism industry.

Two general aviation members. The general aviation members must hold pilot certificates and must be part of the general aviation community.

One development member. The development member must be associated with land development or industrial development.

The committee members must either work or reside within the City of Eugene's urban growth boundary.

The Airport Director shall maintain a list of people interested in serving on the Airport Advisory Committee. When positions on the committee become vacant, the Airport Director shall recommend candidates to the Public Works Director. If the Public Works Director approves the Airport Director's recommended candidates, the Public Works Director shall, by formal letter, invite the candidates to serve on the committee. Members will serve an initial term of three years, and may be reappointed to a second term. Except as provided below, members shall not serve more than a total of six consecutive years on the committee. In order to provide continuity and a solid knowledge base, one third of the committee shall rotate off at the end of each term while the remaining members serve consecutive terms. If replacements from the applicant categories are not available, committee members' terms may be extended until new members can be found or, in the alternative, a member from one of the other applicant categories may be appointed. Individuals must wait one year before they can reapply for a seat on the Airport Advisory Committee if they have completed their maximum number of consecutive years of service on the committee.

The committee's chair and vice chair are elected by the majority of the committee for a one-year term and hold office until their successors are elected or until their terms as members of the committee expire. The duties of the chairperson include presiding over all meetings of the

Airport Advisory Committee Bylaws

committee and ensuring that the work of the committee is accomplished, appointing subcommittees, signing correspondence on behalf of the committee, and performing other duties necessary to the office. In the event of the absence of the chairperson, the vice chairperson presides in place of the chairperson. In the absence of both the chairperson and the vice chairperson, the remaining members shall elect one of their members to act as temporary chairperson.

Committee members are encouraged to take an active role in the Airport Advisory Committee, including attending all committee meetings. If members of the committee are unable to attend a meeting, they shall notify City staff as soon as possible.

Each member shall be entitled to one vote on any issue presented at regular and special meetings at which the member is present.

Article IV - Conflict of Interest

Members of the Airport Advisory Committee provide advice to City staff and study various aeronautical and aviation matters. As such, committee members are public officials for purposes of the government ethics laws. Committee members may not use or attempt to use their official position or office to obtain financial gain or avoid financial detriment that would not otherwise be available but for the committee member's holding of the official position or office. Committee members may also be confronted with conflicts of interest from time to time. If a committee member believes he or she has a conflict of interest, the committee member should consult with the Airport Director on the proper cause of action to resolve the conflict.

Article V - Meetings of the Committee

Formal Airport Advisory Committee meetings are scheduled for the second Wednesday of each month at 7:00 AM at the Airport Administration Office, 28855 Lockheed Drive, Eugene. On occasion, meetings may require rescheduling to accommodate holidays and/or to coincide with the Airport Manager's additional obligations.

Notices of all meetings will be given to all members of the committee and other interested persons at least five days prior to such formal meetings.

A quorum of this committee shall consist of five members. Official actions of the committee shall be taken only when a quorum is present. The act of a majority of the members present at a meeting at which a quorum is present shall be an act of the committee. All meetings shall be conducted in accordance with Roberts' Rules of Order.

Meetings of the committees are open to the public. The purpose of the meetings is to permit open discussion on specific topics in an informal setting, to hear public expression on issues, and to inform the public of what the committee is doing. Committee members have the obligation to consider the welfare of the entire City, and to be fair, objective and courteous. The committee may meet in closed session if it is reviewing information conveyed to the City of Eugene in confidence (for example, public records exempt from disclosure).

A public comment period generally shall be the last item of every meeting of the Airport Advisory Committee. Public comment shall be limited to ten minutes unless a majority of committee members present vote to extend the time. The presiding officer shall establish a time limit for each speaker and may limit the number of speakers.

The presiding officer shall be responsible for ensuring order and decorum are maintained. Behavior or actions that are unreasonably loud or disruptive shall be cause for removal from Airport Advisory Committee meetings. This includes engaging in violent or distracting action, making loud or disruptive noise or using loud and disruptive language, and refusing to obey an order of the

presiding officer.

Article VI - Minutes

The staff of the City of Eugene Public Works Department Airport Division shall be responsible for preparing, keeping, and distributing action summaries of the committee meetings.

Article VII - Amendment to Bylaws

These bylaws may be amended by a majority vote of the members of the committee present at any regular or special meeting called for that purpose at which a quorum is present. Written notice of such proposed amendment, and the nature thereof, shall be given to the membership of the committee and other interested persons at least five days prior to the day of the meeting at which the amendments are to be considered.

Certification of Approval

The foregoing Bylaws were duly approved by a majority of the members of the Airport Advisory Committee on _____, 2009.

Kurt Corey, Public Works Director
Date: _____

Timothy M. Doll, Airport Director
Date: _____

Airport Advisory Committee Chairperson
Date: _____

Airport Advisory Committee Vice Chairperson
Date: _____

00220453.DOC;1

Shelley

From: Sandy L. Cook [scook@cityofroseburg.org]
Sent: Wednesday, August 18, 2010 8:22 AM
To: shumble@creswell-or.us
Cc: Jeffrey L. Nelson
Subject: Airport

Shelley,

I've included the information directly out of our Municipal Code in regards to the Airport Commission as part of this e-mail. Please note that it is an advisory commission and can only make recommendations to our City Council as the Council is the only body that can authorize expenditures. It should be pretty much self-explanatory, but if you have any questions, please feel free to give me a call or e-mail and I'll see if I can help you further.

Chapter 2.14 AIRPORT COMMISSION

Sections:

- [2.14.010 Creation of the Commission.](#)
- [2.14.020 Duties--Responsibilities.](#)
- [2.14.030 Exceptions.](#)
- [2.14.040 Organization of Commission.](#)

2.14.010 Creation of the Commission.

There is created and established a Commission of the City to be designated as the "Roseburg Airport Commission."
 (Ord. 2891 § 1 (part), 1995)

2.14.020 Duties--Responsibilities.

The duties and responsibilities of the Commission shall include but not be limited to the following:

- A. Develop a policy plan providing for the future development of the Roseburg Regional Airport.
- B. Provide a forum for receiving citizen input about Airport operations.
- C. Periodically make studies of the Airport and recommend to the Council a policy plan for the Airport. Such plan shall include the goals and objectives for the Airport, the strategies to be used to achieve the goals and objectives, the prioritized listing of the required and desired capital improvements, the strategies to be used to implement the capital improvement plan, the marketing direction to be pursued, specifically identifying types of potential airport users to be targeted, the long-term financial plan, and such other information as prepares for and facilitates the future development of the Airport.

(Ord. 2891 § 1 (part), 1995)

2.14.030 Exceptions.

The Commission's duties and responsibilities specifically exclude the following:

- A. Day-to-day operations of the Airport.
- B. Jurisdiction for the marketing and development of property within the Airport Industrial Park. Primary jurisdiction for the marketing and development of this property is delegated to the Economic Development Commission.

C. Primary jurisdiction over land use decisions within the clear zone as defined in the most current Airport Master Plan.

(Ord. 2891 § 1 (part), 1995)

2.14.040 Organization of Commission.

The Commission shall consist of seven members, one of whom shall be the Chair and one of whom shall be designated by the Douglas County Board of Commissioners. The Fixed Based Operator of the Airport shall serve as an ex-officio, non-voting member of the Commission. The remaining five members shall have a demonstrated interest and knowledge of the aviation industry. A majority of the membership (four) shall be licensed pilots and residents of the City.

(Ord. 3160 § 1, 2004; Ord. 3132 § 1, 2003; Ord. 2891 § 1 (part), 1995)

**Sandy Cook, Staff Assistant
City of Roseburg Public Works Dept
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Advisory Committees

The Purpose of an Advisory Committee:

An advisory committee is a group designed to broaden the scope of information that goes into the decision-making process. Members of the committee come from the community and represent a cross-section of interests and perspectives. Advisory committees play an important public relations role, as well as providing staff with a fresh perspective on planning, implementation and programmatic issues.

Limitations to an Advisory Committee:

Advisory Committees must meet and adhere to the public meeting statutes and ethics laws. Advisory committees should be broad enough in composition to include citizens who may not be direct consumers of the services dealt with by the Committee, i.e. not primarily a committee of users of the services.

1. Public Meeting Requirements: An Advisory Committee is a "governing body" for purposes of the Public Meetings Law because it makes recommendations to the Port Commission. Therefore, an Advisory Committee must conduct its meetings in accordance with the Oregon Public Meetings Law found in ORS Chapter 192. Compliance with the Public Meetings Law generally requires attention to Notice of Meetings, space and location limitations, accessibility for disabled persons, public attendance, voting, minutes and record keeping.
2. Public Records Law: Advisory Committees are also subject to the Oregon Public Records Law found in ORS Chapter 192. As a result, most records submitted to or generated by the Advisory Committee are open to public inspection unless they fall within a specific exemption from the law that permits nondisclosures.
3. Ethics: In some instances, Advisory Committee members may be subject to state laws relating to conflicts of interest, financial reporting and other disclosure requirements. Care should be taken to follow the rules found in ORS Chapter 244 when applicable.

Authority of Advisory Committees:

Advisory committees have authority to recommend actions to the Port, but shall not obligate the Port in any way. Communications from advisory committees, for external publication, must be approved by the Port's Executive Director, Commission President, or Port facility manager.

Advisory Committee Responsibilities:

Advisory committees have no legal authority; therefore all their responsibilities are assigned at the discretion of the executive director or Port Commission. Responsibilities assigned to an advisory committee may include any or all of the following:

1. Program planning and development

Both ongoing and new programs require constant input on the effectiveness of present and future direction of the Port. A multitude of decisions must be made as programs and/or services meet the challenges of environmental change. This change may range from deterioration of infrastructure (building or dock improvements, paving, etc.) or planning for growth through subsequent expansion activities. The advisory committee should develop new ideas and recommend proposals for consideration for long-range planning, prioritization of capital expenditures, and expansion, modification and/or termination of existing programs, projects or activities.

2. Development of program policy

While advisory boards cannot create legally binding policies for the Port, they can help the Commission create policies which provide direction and support for programs and staff.

3. Planning and implementing public relations

An advisory committee, which includes highly networked community members, can be effective in sharing information about Port programs, facilities and services.

4. Research and Development Committees (Subcommittees)

Advisory committees may form subcommittees or research and development (R/D) groups which have assigned tasks in specific areas or focus. For example, a group of members of the original advisory committee may be expanded to include other members from the public whose expertise would be valuable in evaluation, planning and implementation of a program or project. These R/D groups may be short-lived or longer, depending on the specific assignment. R/D group members are selected by advisory committee members for a term of two years. Members may be reappointed for extended terms by advisory committee members in cases where the task is yet to be completed.

Connecting with the Port Commission

It is advisable to have one member of the Commission appointed to each advisory committee. A lead staff member is or will be assigned to each advisory committee. The purpose of these additions is to enhance communication between an individual advisory group and the Port Commission-at-large. Port Commissioners greatly appreciate the work of advisory committee members and want to be a support to members individually and supportive of their endeavors.

Selection and Appointments of Advisory Committee Members

It shall be the policy of the Port Commission to solicit applicants for new advisory committees and replacements on existing committees through published notices in local newspapers and announcement at a regularly scheduled Port meeting. Applicants will complete and return an application, to the Port, that includes reason for wanting to serve and a self assessment of the applicants proposed contribution to the committee. Each applicant for appointment will be evaluated on an objective basis, using the following criteria:

1. Residency - Appointments to certain boards and commissions must, by state law or local ordinance, be limited to residents of the Columbia County. It is preferable that all appointments be filled by county residents. However, persons living outside the county may be considered and appointed to positions, not legally restricted to county residents, when determined appropriate by the Port Commission.

2. Contributive Potential – The Port Commission shall evaluate the potential contribution that each applicant may make to a particular advisory committee before making an appointment. Factors to guide Commission in its evaluation of candidates could include:

- a. Desire to perform public service.
- b. Ability to express ideas, concepts or philosophies.
- c. Experience in the community on other boards and committees.
- d. Special knowledge important to the focus of the advisory committee.
- e. Diversity in composition of the committee.

Applicants shall be invited to attend an interview of a joint meeting of an existing advisory committee and the Port Commission or of just the Port Commission, in the case of a newly formed committee, prior to selection. Appointment of individuals to serve on advisory committees will be made by a majority vote of the Port Commission and may serve on only one Port committee at any one time.

Terms of Appointment

Each advisory committee member is appointed for three years, with one-third of the members' terms expiring each year. For newly formed committees, tenure of members will be determined by lot, distributing members into one, two and three year terms.

Organization of Advisory Committees

At the initial meeting of newly formed advisory committees a chairman, vice-chairman, and secretary will be selected by members and a meeting schedule set. Members will

review Port policy establishing advisory committees and establish targets for activities and goals related to the focus of the advisory group.

Advisory Committee Budget

Advisory Committees will each be allocated \$300, annually, for incidental expenses associated with the committee.

Termination of Advisory Committee Members Term of Service

An appointed member of a Port advisory committee may terminate service by notifying the Port Executive Director in writing. Absence from four or more consecutive scheduled meetings may be reason for termination of a member's appointment by the Port Commission.