



# Archuleta County Airport *Stevens Field*

## AIRPORT ADVISORY COMMISSION BYLAWS

*(Approved by AAC 11-14-2022) (Approved by BoCC xx-xx-2022)*

### **Article I Purpose**

The Airport Advisory Commission, hereafter referred to as the AAC, was established by the Archuleta County Commissioners, Resolution 2005-10 on 15 March 2005. The AAC shall act in an advisory capacity to the Board of County Commissioners (BoCC) and the Airport Manager in matters relating to the Airport including:

Review of Capital Improvement Project (CIP) and Airport Operating Budget annually.

Assist the Airport Manager when requested in the interpretation of rules, regulations, policies and procedures.

Report to the BoCC, when necessary, on issues affecting the Airport.

Perform any duties and responsibilities requested by the BoCC and/or Airport Manager which may be beneficial for the safe, efficient and self-sufficient operation of the Airport.

### **Article II Membership**

The AAC shall be composed of nine members, five of whom shall be voting members recommended by the AAC and approved by the BoCC. The remaining four shall be the County Administrator, the Airport Manager, the Town of Pagosa representative and the FBO representative, each of whom shall be non-voting ex-officio members. All members shall be residents of Archuleta County and be at least 18 years of age on the date of their appointment. Members serve without compensation.

### **Article III Term of Membership**

Each regular term of membership on the AAC shall be three years, with operational years being January 1 – December 31<sup>st</sup>. Terms of membership shall be staggered as provided for in the Authorizing Resolution. Members may be reappointed for successive terms. The ex-officio members' term shall coincide with their respective position tenure. An outgoing Board Member may make application to be re-elected to the Board for another term, but must follow the same procedures as all candidates, and the AAC shall conduct an impartial selection process in order to recommend applicants whom they feel best serve the needs of the AAC.

The AAC process to fill vacancies is as follows:

- In October the Chair will review all Board Members terms and determine upcoming vacancies to be filled. The Chair will request the Airport Manager contact the County to have an ad placed asking interested parties to submit their business resume. The resumes should be mailed / emailed to the County. After the deadline, resumes will be picked up by the Airport Manager and delivered to the AAC Chair for review. *Note: The vacancy notice process requires three - four weeks from notification to receipt of applications.*
- At the AAC November meeting:  
The AAC will discuss applicants and vote on candidates.  
The AAC Chair will send a Letter of Candidate Recommendation to the Airport Manager who will submit it to the County for approval at the next BoCC Meeting.  
The Chair shall notify all applicants of the outcome of the application process by letter or email.  
New member terms will begin January 1.
- At the AAC December meeting:  
The AAC Chairman will formally announce new members; officers will be elected for the upcoming year.

#### **Article IV Vacancies**

A member may resign upon written notice to the AAC Chairman and may hold office until a successor has been appointed. When there is a vacancy, the AAC makes a recommendation to the BoCC for new member appointment. When a member resigns, the AAC may elect not to fill the vacancy until the end of the year.

#### **Article V AAC Meetings and Specially Called Meetings**

Meetings shall be held in November and December and shall be open to the public and conducted in accordance with the Colorado Open Meetings Law. Notification, including Agenda, shall be posted on the Document Board at 398 Lewis Street, Pagosa Springs, CO a minimum of 24 hours prior to the posted meeting.

Specially Called Meetings shall be held when the AAC determines a need. They shall be open to the public and conducted in accordance with the Colorado Open Meetings Law. Notification, including Agenda, shall be posted on the Document Board at 398 Lewis Street, Pagosa Springs, CO a minimum of 24 hours prior to the posted meeting.

## **Article VI      Officers**

Following election of new AAC members, the AAC shall select a Chair, Vice Chair and Secretary for the upcoming year at the December meeting.

## **Article VII      Currency of Bylaws**

The AAC shall review these Bylaws on an annual basis to ensure they accurately reflect the way in which business is conducted. These Bylaws may be amended, altered or repealed at an AAC meeting by a majority quorum vote of the members.