

**MONROE COUNTY, MISSISSIPPI**  
**AIRPORT ADVISORY COMMITTEE BY-LAWS**

I. Definitions:

- A. The name of the Committee shall be the Monroe County Airport Advisory Committee, hereinafter referred to as “Committee.”
- B. The Monroe County Board of Supervisors shall hereinafter be referred to as “County Board.”
- C. The Manager of the Monroe County Airport shall hereinafter be referred to as “Airport Manager.”
- D. The Monroe County Airport shall hereinafter be referred to as “Airport.”

II. Objectives:

- A. The Committee is established by the County Board to advise and make recommendations to the Airport Manager and the County Board on policy and programs for the Airport. The Committee’s purpose is to enhance the airport and to provide opportunities for involvement by individuals with aviation and business knowledge and experience. The Committee shall exchange, discuss, review, and gather information on airport related issues.
- B. The Committee shall be advisory and shall have no authority to bind Monroe County to any liability, whether contractual or otherwise, or to expend any county funds or to direct county staff.

III. Members:

- A. The Committee shall consist of seven (7) members appointed by the County Board, and shall include the following:
  - 1. The Airport Manager of the Monroe County Airport.
  - 2. The County Administrator for Monroe County.

3. A representative from the professional engineering firm that has been employed to provide consulting services and advice relative to the development and operation of the Airport.

4. One (1) resident of Monroe County who has an interest in and knowledge of aviation.

5. One (1) commercial aircraft tenant.

6. Two (2) Airport based aircraft owners.

B. The County Administrator and the engineering consultant may delegate their position at each meeting to another affiliated representative who will have a vote at that particular meeting.

C. The Airport Manager shall be designated as the airport liaison to the County Board and, as noted hereinabove, shall have a voice and vote at all meetings.

D. The Members shall have a current knowledge of commercial or general aviation, airport development, airport operations, and shall demonstrate a dedication to public service.

E. Committee members shall not receive compensation for their service on the Committee except as allowed by the County Board.

F. Members of the Committee may be removed from the Committee, for cause, by the County Board.

G. Members of the Committee shall be appointed by the County Board for one (1) year terms beginning on January 1<sup>st</sup> of the calendar year and terminating on December 31<sup>st</sup> of the calendar year. Members of the Committee shall be eligible to be reappointed by the County Board for successive one (1) year terms to be determined at the discretion of the County Board.

H. Members are expected to attend all regularly scheduled and convened meetings of the Committee. Should a Member miss two (2) meetings in succession, the Chairman of the Committee may inquire of the absent member concerning his or her intention to continue serving on the Committee. Should a Member miss three (3) meetings in succession, the Chairman may refer the name of the absent Member to the County Board with the suggestion to dismiss the Member and a request to appoint another person to fill that Member's unexpired term.

IV. Officers:

A. The Committee Members shall elect a Chairman and a Vice-Chairman who shall each serve for a one (1) year term. The officers, if reappointed by the County Board to the Committee, shall be eligible for re-election.

B. The Airport Manager shall serve as the Secretary of the Committee.

V. Meetings:

A. Meetings of the Committee shall be held at the terminal building of the Monroe County Airport.

B. Meetings will be held every other month beginning each January. Dates and times shall be determined by the Committee at the first regular Committee meeting subsequent to January 1<sup>st</sup> of each year. Additionally, the Committee may change the frequency, dates, and times of the meetings by a majority vote of the Committee.

C. Special meetings may be called for a specified time and date determined by the Committee, or at the request of the Airport Manager or the County Board. Public notice of all special meetings shall be posted as soon as reasonably possible, but no later than 24 hours before such meeting.

D. A quorum for the transaction of business shall consist of not less than four (4) members of the Committee. A simple majority of voting members present shall be sufficient to act on any matter.

E. The Committee may establish subcommittees or work groups to address specific issues.

F. The Committee may develop and adopt Committee Policies to address meeting procedures and organizational issues.

G. The meeting agenda shall be finalized and posted no later than seven (7) calendar days prior to the scheduled meeting. Committee members shall submit all items to be placed on the agenda to the Airport Manager no later than one (1) business day prior to the date the agenda is to be finalized.

H. Robert's Rules of Order shall govern the Committee in all cases to which they are applicable, provided that they are not in conflict with any Rules adopted by the Committee or the laws of the State of Mississippi.

I. Written meeting minutes shall be recorded, kept and placed on file with the County Board.

#### VI. Procedures:

A. The Airport Manager and the County Board may refer matters that they deem appropriate to the Committee for consideration, recommendations, and input.

B. The Committee will reply to all submitted items in a timely and appropriate manner.

C. Recommendations and reports of the Committee shall be submitted to the County Board by the Airport Manager.

VII. Areas of Emphasis:

The Committee shall promote Airport development and public benefit, and shall give priority consideration to the following:

- A. The provision of a communication forum for Airport topics, issues, and opportunities;
- B. The assurance of the long-term financial health of the Airport;
- C. The encouragement of the development and operation of general aviation businesses;
- D. The provision of quality aviation products, services, and facilities to the public at the Airport;
- E. The development of recommendations for inclusion in the Airport Master Plan;
- F. Recommendations for consideration and possible inclusion in grant applications for Airport projects;
- G. Assistance in the marketing of the Airport and related aviation activities;
- H. The dissemination of information to Airport tenants, customers, and affiliates;
- I. The assurance of compliance with FAA obligations to facilitate a continued source of funding for airport development.