

**Hutchinson Airport Advisory Committee**  
**Bylaws**  
**rev. June 2017**

**ARTICLE I - ORGANIZATION**

- A. The Airport Advisory Committee was created by City Resolution No. 2715 adopted by the Hutchinson City Council in February of 1989 and City Resolution No. 3016 adopted by the Hutchinson City Council in November 1998.
- B. These Bylaws have been developed and adopted by the Hutchinson Airport Advisory Committee, and all previously adopted bylaws are deemed repealed.
- C. **Name.** Pursuant to the Hutchinson Municipal Code, this Board shall be known as the City of Hutchinson Airport Advisory Committee, hereinafter referred to as "Hutchinson Airport Advisory Committee" or the "HAAC".
- D. The HAAC assist the City Council by recommending and advising the City Administration and the City Council on policies, budgetary concerns and technical aviation related issues having an impact on matter related to aviation policies, practices, facilities, general management and operations of the Hutchinson Regional Airport.
- E. **Mission.** The Airport Advisory Committee's mission shall be to educate and inform the public and act as advocate for the preservation, protection and promotion of Hutchinson Regional Airport and to advise the City on the management of the same.
- F. The HAAC will strive to reach consensus on matters concerning aviation policies in the City of Hutchinson.

**ARTICLE II - MEMBERSHIP AND APPOINTMENT**

- A. The Airport Advisory Committee will seek the broadest possible membership including representatives of the government entities, institutions, businesses and community residents from the City of Hutchinson and/or Reno County.
- B. **Number.** The HAAC shall be composed of eight (8) total voting members appointed by the Mayor with the consent of the Governing Body of the City of Hutchinson. At least fifty percent of the voting membership shall be professionally engaged in an occupation closely related the aviation industry.
- C. The Hutchinson Airport Manager shall serve as the ex-officio non-voting member of the HAAC.
- D. **Term.** Members shall be appointed for three (3) year terms and each member is limited to two (2) consecutive full terms.
- E. **Vacancies/Attendance.** Vacancies shall be filled for the unexpired portion of a term by appointment. If any member fails to attend three (3) meetings in a rolling twelve-month period without prior notice of such absence to the Chair or the Vice-Chair, the member shall be deemed to have voluntarily resigned and the term of said member shall be deemed vacant. The HAAC may grant a waiver to the attendance requirement.
- F. No member of HAAC, other than Officers of the HAAC, may speak in the name of the HAAC or act on its behalf without prior authorization of the HAAC or its Chairperson.
- G. **Compensation.** The members shall serve as such without compensation.

- H. **Resignation.** A member may resign at any time by delivering a written resignation to the Chairperson with a copy delivered to the Secretary.
- I. A roll of members shall be maintained by the Secretary and shared with Airport Manager.
- J. HAAC members shall be prepared to:
  1. Provide leadership, direction for the Hutchinson Regional Airport.
  2. Promote programs that educate citizens about the benefits of the Hutchinson Regional Airport.
  3. Advise City Council in the development and maintenance of the policies, standards, and guidelines applicable to persons involved in the aviation industry.
  4. Assist in developing a capital improvement program for the Hutchinson Regional Airport.
  5. Disseminate technical information for professional groups and developers, and shall strive to inform the general public of the community need for airport and preservation of the airspace around the airport.
  6. Act as an advocate for the airport in the community by assisting in coordinating the efforts of the City and private groups such as homeowners and developers.
  7. Serve as review board on operational decisions or violations of the Airport Zoning Code.
  8. Have a general understanding of the HAAC's bylaws, Airport Zoning Codes, Federal Aviation Regulation and the Hutchinson Regional Airport's Master Plan.
  9. Understand attendance guidelines.
  10. Participate in a subcommittee if necessary.
  11. Participate in Fly In's, Open Houses and other aviation related programs.
  12. Have an understanding and commitment to the HAAC's yearly goals.

### **ARTICLE III - PROCESS FOR FILLING VACANCIES**

Advisory Board members operates in conjunction with the Staff Liaison and are appointed by the Mayor.

1. The Board shall consider any candidates who have applied for membership to the Board and nominate names for consideration by the Mayor. Airport tenants shall be considered if the applicants are not associated with FBO services or under the employ of aircraft servicing and/or FBOs.
2. If an active member has not reached term limits and wishes to continue to serve on the Board, then 45 days prior to the expiration date of a member's term, the staff liaison shall write a memo to the City Manager, and include the completed Application for Appointment to Board/Commission/Committee.
3. The City Manager will contact the Mayor and advise him of the application(s) on file for that particular Board.
4. The City Manager will notify the staff liaison of the Mayor's approval of appointment/reappointment.
5. The appointment/re-appointment will be put on the City Council Agenda for approval at the City Council Meeting.
6. After approval by the Mayor and City Council members, a letter will be sent to the individual from the City Manager's office confirming their appointment, along with Resolution No. 2744, that outlines attendance requirements at meetings.
7. Applicants wishing to be considered for a future appointment on the Board may complete an "Applicant Bank - Statement of Interest", which will be filed for future review in the event of an opening on a Board/Commission/Committee.

## ARTICLE IV - OFFICERS

- A. The affairs and projects of the HAAC shall be administered by a slate officers elected by a majority vote of the HAAC.
- B. **Election of Officers.** At its January meeting, the members shall annually elect from among its number a Chair, a Vice Chair and a Secretary.
- C. **Terms of Office.** The Chair and Vice Chair of the HAAC shall assume responsibility at the February meeting of the calendar year and shall hold office for one (1) year or until their successors are chosen and qualify in their stead. There is no limit on the number of terms that any officer may hold an office.
- D. **Vacancies.** Officer vacancies shall be filled at the next regular meeting of the HAAC by election of the members. Officers elected to fill vacancies shall serve until the next regular election of officers.
- E. The Chairperson shall:
  - 1. In conjunction with the Airport Manager, prepare, or cause to be prepared, an agenda for every regular or special meeting of the HAAC.
  - 2. The Chair shall preside at all meetings of the HAAC and have the right to vote on all matters of business transacted by the HAAC.
  - 3. Appoint members of the HAAC to task forces and assign duties to such task forces, all with the approval of the HAAC.
  - 4. Serve as spokesperson for the HAAC on issues where the HAAC has adopted positions.
  - 5. Supervise the preparation of reports, such as summaries of the HAAC activities, present to or advise the City Manager and/or City Council on community aviation matters, annual budgets and accomplishment reports, subject in each case to the approval by the HAAC.
  - 6. Perform any other duties as authorized by vote of the HAAC.
- F. The Vice-Chairperson shall:
  - 1. Assume the duties and responsibilities of the Chairperson in the Chairperson's absence.
  - 2. When acting as chairman, the Vice-Chairperson shall have the same powers, duties and privileges as the chairperson.
  - 3. Prepare, or cause to be prepared, a financial report for every regular meeting of the HAAC. Vice-Chairperson may work with City Finance Department or City Parks Department in preparation and/or presentation of financial reporting.
  - 4. Perform such other duties as the HAAC shall from time to time prescribe.
- G. The Secretary shall:
  - 1. The secretary shall keep, or cause to be kept, all records of the HAAC, and shall transmit all appropriate records to the City Clerk to become part of the official City Record.
  - 2. Ensure that a copy of meeting minutes is sent to all HAAC members within 25 days of each meeting.
  - 3. The Secretary shall distribute meeting minutes to the City Council and, upon request, to the general public.
  - 4. The Secretary shall be responsible for keeping official copies of all minutes, motions, articles and other business of the HAAC.
  - 5. The Secretary will give or cause to be given notice of all meetings of the HAAC.
  - 6. Ensure that a report of annual accomplishments, developed by the

- Chairperson, is updated and published by January 31 each year.
7. Call a regular meeting to order, if circumstances should prevent the Chairperson and Vice-Chair from attending.
  8. Shall perform such other duties as may be prescribed by the HAAC or the Chair under whose supervision the Secretary shall be.

## ARTICLE V - MEETING AND ATTENDANCE POLICY

- A. **Regular Meetings.** The regular meeting of the HAAC shall be held on the third Tuesday of the month, in Airport Conference Room unless prior notification is given of an alternative site by the Secretary. The time of the meeting shall be 3:00 p.m. Alternative days, times and places may be set for the regularly scheduled meeting if approved by the HAAC at a regular or special meeting.
- B. **Special Meetings.** Special meetings of the HAAC may be called by the Chair and shall be called by the Chair at the written request of five (5) voting members. The call for such meeting must state the purpose of the meeting and no other business shall be settled at that meeting. Formal action taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda.
- C. **Notice of Meetings.** Written notice of a meeting of the HAAC stating the time and place shall be mailed/emailed at least five (5) days prior to the meeting to each member at the last known address of such member. Written notice of a special meeting stating the time and place thereof shall be mailed/emailed at least three (3) days prior to the special meeting to each member to the last known address of such member. Every notice of any special meeting shall state the purpose or purposes for which the meeting has been called and the business transacted at all special meetings shall be confined to the purpose in the call. Notwithstanding the above, in the event of a proposed bylaw amendment, notice of the proposed amendment shall be mailed/emailed to all members at least ten (10) days prior to the meeting at which they are to be voted upon. Regular meetings may be cancelled upon mutual consent of the Chairperson and city staff liaison if it is determined that there exists a lack of items for the Committee to discuss. Notice of meeting cancellations shall be mailed at least three (3) days prior to the meeting's regularly scheduled date.
- D. **Work Sessions.** The Chairperson may from time to time call for work session meetings for the purpose of receiving information, hearing presentations, and discussing information, provided that no formal or informal action is taken.
- E. All meetings of the HAAC shall be open to the public.
- F. **Quorum.** The presence at any meeting of a majority of the voting members actually appointed and serving at the time of the meeting shall constitute a quorum for the transaction of business. Members attending remotely by telephone or video means will be counted as in attendance.
- G. **Voting.** At all meetings of the HAAC, each member present (with the exception of the ex-officio member) shall be entitled to vote. Each member shall have one (1) vote. All elections shall be had and all questions decided by a majority roll-call vote of those voting members present. A majority vote of a quorum of the committee members is required for approval of all motions. A tie vote shall be deemed as a denial of the motion. A motion that fails by a majority vote shall not be deemed as approval of the opposite

position and a new motion must be made to approve the opposite position, with any amendments and conditions

- H. **Conflict of Interest.** When an agenda item is up for consideration which represents a conflict of interest for any member of the HAAC, that individual shall declare the conflict of interest and not participate in the discussion or vote on that item. A committee member who is part of a quorum of the committee during the consideration of any matter but not participating in the discussion or vote on a specific matter because of a conflict of interest shall be considered present for quorum purposes but absent from the voting on that specific matter.
- I. **Conducting Meetings.** All meetings shall be conducted under Robert's Rules of Order.
- J. Order of Business.
  - 1. Call to Order
  - 2. Roll Call
  - 3. Presentations
  - 4. Approval of Minutes
  - 5. Old Business
  - 6. New Business
  - 7. Discussion of non-Agenda Items
  - 8. Adjournment
- K. **Minutes.** The secretary shall keep, or cause to be kept, minutes and keep the same recorded to date, showing all important facts pertaining to each meeting and hearing, the vote of each regular member upon each matter, or those absent or failing to vote, and such other details as the HAAC or its Chairperson shall direct. The minutes of each meeting shall be approved by the HAAC at its next meeting.

## **ARTICLE VI - ROBERTS RULES OF ORDER**

In the event that a conflict occurs between the rules and procedures of these bylaws and Roberts Rules of Order, the rules and procedures of these bylaws shall prevail. In all other procedural questions, Roberts Rules of Order shall apply.

## **ARTICLE VII - COMMITTEES**

- A. There shall be no standing committees of the Hutchinson Airport Advisory Committee.
- B. With the consent of the HAACB, the Chairperson may appoint ad hoc subcommittees of the HAAC for special study or review of an issue. The purpose of ad hoc subcommittees shall be to make detailed investigations, studies and recommendations to the committee as instructed pertaining to matters or classes of matters falling within its purview. The chairman or vice-chairman shall be an ex-officio member of all committees.

## **ARTICLE VIII - ETHICS**

The Hutchinson Airport Advisory Committee is an integral arm of local government that deals with matters of importance and concern to local citizens. Activities of the HAAC may come under close public scrutiny and should be approached with that in mind. It is vitally important that the HAAC perform all of its activities fairly and openly without any hint of unethical conduct.

**ARTICLE IX - AMENDMENTS**

These bylaws may be amended by majority vote of a quorum of members present and in session at any regular meeting, provided that notice in writing has been given to each member at least ten (10) days prior to such meeting, or provided that such amendment was read at the last regular meeting of the HAAC.

**ARTICLE X - ADOPTION**

These bylaws are hereby adopted by the City of Hutchinson Airport Advisory Committee by unanimous vote June 20, 2017

CITY OF HUTCHINSON AIRPORT ADVISORY  
COMMITTEE

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Chairperson

ATTEST:

*Adam R Schneider - via PDF*

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Secretary