



## **ANACORTES AIRPORT ADVISORY COMMITTEE BY-LAWS**

Approved June 7, 2007

### Article I

This Committee shall be known as the ANACORTES AIRPORT ADVISORY COMMITTEE (AAAC) created by Anacortes Port Commission on April 26, 2006.

### Article II

#### Mission and Purpose

Section 1. The AAAC shall perform the duties as assigned by the Port Commission.

Section 2. The purposes of AAAC are as follows:

- a. AAAC shall perform those duties required by the Commission, and to advise, and forward recommendations, to the Commission on the following issues:
  - Rules regulations and information related to the overall operation of the airport;
  - Safety and accident issues, violation reporting, and enforcement.
  - Noise issues and the Voluntary Noise Abatement Procedures;
  - Neighborhood compatibility issues; and
  - Capital and maintenance improvement projects.
- b. Other duties prescribed by the Commission.

### Article III

#### Committee Membership

Section 1. Membership

In recognition of the individual commitment required, the Committee may consist of up to thirteen (13) members, appointed by the Commission.

- a. The Committee will not exceed:
  - A representative from the Port of Anacortes.
  - A representative from the City of Anacortes.
  - A representative from a fixed based operator (FBO) at the airport
  - Three pilots based at the airport.
  - Four non-pilot neighbors residing within Port District One.
  - Three at-large residents within a Port District other than District One.
- b. No alternates are required.
- c. The composition of the AAAC may be changed at any time by the Port Commission

Section 2. Appointment of Members and Alternates

- a. Members will be initially appointed to serve for two years.
- b. The Port Commission may remove members at any time.
- c. Failure to attend at least 50% of the meetings in any six month period will result in removal from the Committee
- d. The member may be reappointed for additional terms.
- e. Appointments of all members shall become effective upon appointment by the Commission.

Article IV  
Meetings, Conduct of Meetings, and Quorum

- a. Meetings shall be at least quarterly. A regular meeting date, time and place; shall be established by the AAAC Chairperson. The Chairperson or a third of the AAAC members may call special or emergency meetings. All meetings will be open to the Public.
- b. A Quorum shall consist of seven members, for the conduct of business. The act of a majority of those voting members present at meetings at which a quorum is present shall be the act of AAAC.
- c. Subcommittees or advisory committees to develop recommendations for AAAC may be appointed by the Chair and ratified by AAAC. At a regularly scheduled meeting AAAC shall approve subcommittee membership and AAAC members and/or alternates and outside experts.
- d. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

- e. AAAC may establish other rules of procedure as deemed necessary for the conduct of business.
- f. AAAC shall make its reports and findings, including minority reports, and public comments and shall forward them to the Port Commission through the Executive Director.
- g. AAAC may receive information and analysis on issues before it from a variety of sources.
- h. AAAC shall provide an opportunity for the public to provide comment on relevant issues at each of its regularly scheduled meetings.
- i. AAAC shall provide a minimum of seven days notice to members of any regular or special meetings.

#### Article V Officers and Duties

- a. A Chair, and 1<sup>st</sup> Vice-Chair shall be elected by a majority of the voting members for a one-year term of office ending in January of each year. A vacancy in any of these offices shall be filled by a majority vote of AAAC, for the remainder of the unexpired term.
  - 1. Nominations shall be received at the first meeting in January for chair, and first vice chair.
  - 2. The first Vice-Chair shall become Chair following the completion of the Chair's term.
- b. The Chair shall set the agenda of and preside at all meetings, and shall be responsible for the expeditious conduct of AAAC's business. Three members can cause a special meeting to be called with a minimum of seven days notice.
- c. In the absence of the Chair, the 1st Vice-Chair shall assume the duties of the Chair.

#### Article VI Amendments

- a. These by-laws may be amended by a majority vote of the AAAC membership, except that Article III related to the AAAC membership may not be amended without the concurrence of the majority of the Port Commission.
- b. Written notice must be delivered to all members and alternates at least 30 days prior to any proposed action to amend the by-laws.