

**BYLAWS
OF THE
MORROW COUNTY LEXINGTON AIRPORT
ADVISORY COMMITTEE**

**ARTICLE I
Purpose and Formation**

Section 1 - Formation. The Morrow County Board of Commissioners ("BOC") hereby establishes an Airport Advisory Committee ("Committee") for the Morrow County Lexington Airport ("Airport") in the County of Morrow ("County"). The Committee shall be governed by these Bylaws and shall conduct business as set forth herein.

Section 2 - Advisory Status Only. All power to make law or policy concerning the Airport is reserved to the BOC. The Committee shall act in an advisory capacity only.

Section 3 - Purpose. The purpose of the Committee is to allow for citizen input on various issues facing the Airport, including but not limited to: expansion, funding, safety regulations, customer service, public education on the advantages of a County-owned airport, identification and privatization of future needs, and generating ideas for growing Airport utilization.

**ARTICLE II
Membership of Committee**

Section 1 – Appointment of Members. After Public Works notifies the BOC of the need to fill Committee position(s), Public Works shall publicize the Committee position in accordance with state law. Public notice shall set out the requirements and guidelines for approval and appointment by BOC.

Section 2 – Membership. The Committee shall consist of seven Members, approved and appointed by the BOC, and each Member shall serve a three year term that commences on January 1 and expires on December 31 three years later. The Committee shall consist of the following representatives:

- a. One (1) representative from Economic Development;
- b. One (1) representative from the Business User sector;
- c. One (1) representative from the Public Works staff;
- d. One (1) representative from County Emergency Management;
- e. One (1) pilot who utilizes the Airport shall represent the Tenant/Pilot sector; and
- f. Two (2) Members at Large;

Section 3 – Alternates. Each Member shall have an Alternate approved and appointed in the same manner as set forth in Section 1 of this Article. If a voting Member is unavailable for a meeting, then the Member's designated Alternate shall participate at the meeting as a voting Member. The term "Member" includes an Alternate who is acting as a voting Member.

Section 4 - Vacancies. If a Member resigns or a vacancy otherwise occurs, the remainder of the Member's unexpired term shall be filled by the Member's Alternate. If the Member's Alternate is not available, then such vacancy shall be filled under Section 1 of this Article.

Section 5 - Removal. The BOC may at any time remove a Member of the Committee. The resulting vacancy shall be filled in the manner set forth in Section 1 of this Article. The vacancy shall not be filled with any person previously removed from the Committee by the BOC.

ARTICLE III Meetings

Section 1 - Regular Meeting. Regular meetings of the Committee shall occur at a place and time as determined by Members or Staff. Notice of regular meetings shall be provided by e-mail to the Members, Alternates, and the BOC at least seven days prior to each regular meeting. Meetings shall be conducted two times a year.

Section 2 - Special Meeting. Special meetings of the Committee may be called by a majority of the Members present at a regular meeting or by the Staff. Such meetings shall be held at a place and time as directed by the Staff or Committee and stated in the Notice of Special Meeting. Any request for a special meeting shall state the purpose of the proposed special meeting. Notice of any special meetings shall be provided by e-mail to the Members, Alternates, and the BOC at least seven days prior to any such special meeting.

Section 3 - Notice of Meetings. In addition to the notice required by these Bylaws, notice of any regular or special meeting, shall be provided to the public as required by state law.

Section 4 - Quorum. Four Members will constitute a quorum for the transaction of business. Action by the Committee shall be taken upon the assent of a majority of the Members present at a meeting at which a quorum is present.

Section 5 - Conduct of Meetings. Meetings of the Committee shall be presided over by the Staff.

Section 6 - Telephonic Conferences. A Member may participate in a meeting of the Committee by a conference telephone or similar communication equipment by which all persons participating in the meeting may hear each other if all participants are advised of the communications equipment, and the names of the participants in the conference are divulged to all participants. Participation in a meeting pursuant to this Section 6 constitutes presence in person at the meeting.

**ARTICLE IV
Staffing**

Section 1 - Public Works Office. Public Works staff shall generate all agenda items, organize meeting locations and furnish all needed informational documents to the Members and Alternates, seven days prior to the meeting. Staff is considered one voting member. Staff will record all minutes, motions and actions.

**ARTICLE V
Notices**

Section 1 - Notices. Any notice required by statute or these Bylaws to be given to the Members shall be sufficient if delivered to the Member by e-mail or first class mail at the Member's address as set forth in the records of the Committee and such notice shall be deemed to have been given at the time of mailing.

**ARTICLE VI
Amendments**

Section 1 - Amendments. If changes to the Bylaws are approved by a majority of the Members, the Committee may suggest such changes to the BOC.

Signed and Adopted this 18th day of December 2019.

MORROW COUNTY BOARD OF COMMISSIONERS



Jim Doherty, Chair



Melissa Lindsay, Commissioner

APPROVED AS TO FORM:



County Counsel



Don Russell, Commissioner

**BEFORE THE BOARD OF COMMISSIONERS
FOR MORROW COUNTY, OREGON**

IN THE MATTER OF APPROVING)
BYLAWS OF THE MORROW)
COUNTY LEXINGTON AIRPORT)
ADVISORY COMMITTEE)

RESOLUTION NO.: R-2019-26

This matter coming before the Morrow County Board of Commissioners, sitting as the governing body for Morrow County, Oregon during is regularly scheduled business meeting on December 18, 2019; and

WHEREAS, ORS 203.035 authorizes Morrow County to exercise authority within the County over matters of County concern; and

WHEREAS, The Morrow County Lexington Airport Advisory Committee is appointed by the Morrow County Board of Commissioners; and

WHEREAS, the Morrow County Lexington Airport Advisory Committee has created bylaws for the committee and request approval of those bylaws; and

WHEREAS, a copy of the requested bylaws is included as Attachment A.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners adopts and signs the bylaws of the Morrow County Lexington Airport Advisory Committee as described in Attachment A.

Dated: December 18, 2019

**THE BOARD OF COMMISSIONERS
OF MORROW COUNTY, OREGON**



Jim Doherty, Chair



Melissa Lindsay, Commissioner



Don Russell, Commissioner

Approved as to Form:



Morrow County Counsel