

## **SUSSEX COUNTY AIRPORT ADVISORY COMMITTEE BYLAWS**

### I. Committee

#### A. Name & Definitions

1. The name of the Committee shall be the Delaware Coastal Airport Advisory Committee, **hereinafter referred to as “Committee”**.
2. The Sussex County Council shall hereinafter be referred to as **“County Council”**.
3. The Director, Airport & Industrial Park Operations shall hereinafter be **referred to as “Airport Manager”**.
4. Delaware Coastal **Airport shall be hereinafter referred to as “Airport”**.

### II. Objective

- A. The Committee is established by the County Council to advise and to make recommendations to the Airport Manager and the County Council on policy and programs of 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 Sussex 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 eleven members appointed by the County Council: (Terms will be for one year periods and expire December 31 and members may be re-appointed.)
1. One County Council Member
  2. The Sussex County Administrator
  3. The Sussex County Engineer

4. The Sussex County Economic Development Director
5. One representative of the Fixed Base Operator
6. One non-commercial Airport tenant
7. One commercial Airport tenant
8. Two Airport-based aircraft owners
9. One Industrial Park tenant representative
10. One representative at large

B. The County Administrator and County Engineer may delegate their position at each meeting to another representative who will have a voice and a vote at that meeting.

C. The Airport Manager shall be the County staff liaison to assist the Committee and shall have a voice and vote at all meetings.

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

E. Committee members shall receive no County reimbursement except as allowed by the County Council.

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

#### IV. Officers

A. The Committee shall elect officers, who shall be elected at the first regular Committee meeting subsequent to January 1.

1. Officers shall hold office until December 31 and are eligible for re-appointment.

B. The Committee shall designate offices to be held and determine the role of each.

#### V. Meetings

A. **The Committee is a “public body” subject to the provisions of Delaware’s Freedom of Information Act (29 Del. C. §1000, et. seq) and is required to follow the requirements of §10004 regarding “open meetings.**

B. Meetings of the Committee shall be held at the Sussex County Emergency Operations Center, 21911 Rudder Lane, Georgetown, Delaware, unless otherwise posted.

C. 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. Additionally, the Committee may change the frequency, dates, and times of meetings by majority vote of the Committee.

D. 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 Council. Public notice of all special meetings shall be posted as soon as reasonably possible, but in any event no later than 24 hours before such meeting.

E. A quorum for the transaction of business shall consist of not less than six (6) members of the Committee. A simple majority of voting members present shall be sufficient to act on any matter.

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

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

H. The 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 Council staff liaison or representative no later than one (1) business day prior to the date the agenda is to be finalized.

I. **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 Delaware.

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

VI. Procedures

A. The Airport Manager or County Council may refer such matters as they deem appropriate to the Committee for recommendations or input.

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

C. Recommendations and reports of the advisory committee shall be included in staff recommendations to the County Council.

VII. Areas of Emphasis

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

1. Provide a communication forum for Airport topics, issues, and opportunities.
2. Ensure the long-term financial health of the Airport
3. Encourage the development and operation of general aviation businesses
4. The provision of quality aviation products, services, and facilities to the public at the Airport
5. Review and provide recommendations for consideration and possible inclusion into the Airport Master Plan.
6. Submit recommendations for consideration and possible inclusion in grant applications for airport projects.
7. Assist in the marketing of the Airport and related aviation activities.
8. Share and disseminate information to Airport tenants, customers, and affiliates.
9. Ensure compliance with FAA obligations to ensure a continued source of funding for airport development.