

**TOWN OF ERIE  
ORDINANCE NO. \_\_\_\_ - 2020**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF  
ERIE AMENDING TITLE 3 OF THE ERIE MUNICIPAL CODE TO  
ESTABLISH AN AIRPORT ADVISORY BOARD**

**WHEREAS**, the Board of Trustees desires to promote economic development that is beneficial to the Town at the Erie Airport;

**WHEREAS**, an Airport Advisory Board will assist the Board of Trustees in promoting economic development at the Erie Airport; and

**WHEREAS**, the Board of Trustees believes it is in the best interest of the public health, safety and welfare to establish an Airport Advisory Board.

**NOW THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF ERIE, COLORADO THAT:**

Section 1. Title 3 of the Erie Municipal Code is hereby amended by the addition of the following new Chapter 2:

**Chapter 2. - AIRPORT ADVISORY BOARD**

**3-2-1: BOARD CREATED:**

There is hereby created an Airport Advisory Board for the Town. The Airport Advisory Board shall be an advisory committee of the Town, subject to the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, and the Colorado Open Records Act, C.R.S. § 24-72-200.1, *et seq.*

**3-2-2: PURPOSE AND DUTIES:**

A. Purpose: The purpose of the Airport Advisory Board is to promote economic activity at the Erie Municipal Airport that is beneficial to the Town.

B. Duties: The duties of the airport advisory board are as follows:

1. To advise the Board of Trustees, by written report, in connection with matters relating to the economic development, financial vitality and economic impact of the Erie Municipal Airport and related activities.

2. With the support of the Airport Manager and Town staff, to review and, as necessary, propose amendments to the Erie Municipal Airport Master Plan, and annual and long-range capital plans.

3. To occasionally survey the community to understand local perspectives on the progress of economic development and other issues associated with the Erie Municipal Airport.

4. To promote and encourage the economic development, public awareness and beneficial use of the airport and within that goal minimize any adverse impacts associated with the Erie Municipal Airport.

5. To assess economic and capital improvement provisions of the Town's plans related to the Erie Municipal Airport, and if determined to be necessary, recommend, by written report, amendments to the Board of Trustees.

6. To recommend, by written report, grants or other sources of funding Airport activities.

7. To promote Airport awareness at Town events or at the request of interested individuals or groups.

8. To biannually prepare a written report, which shall then be presented orally to the Board of Trustees at a public meeting, with the first report and presentation occurring after the first of the year and the second prior to the start of the Town's budget consideration for the following year.

9. To perform such other functions and duties associated with the Erie Municipal Airport as the Board of Trustees may direct.

**3-3-3: MEMBERSHIP, QUALIFICATIONS, COMPENSATION:**

A. The Airport Advisory Board shall consist of seven (7) members, each of whom shall be current residents of the Town. If any member ceases to reside in the Town, their membership on the Airport Advisory Board shall immediately terminate.

B. At least four (4) members of the Airport Advisory Board shall have specific professional experience in economic development.

C. All members of the Airport Advisory Board shall serve without compensation.

D. A member of the Board of Trustees shall be appointed as the liaison to the Airport Advisory Board. The liaison will attend regular Airport Advisory Board meetings and be the conduit of bidirectional information to and from the Board of Trustees. The liaison is not a member of the Airport Advisory Board, nor is the liaison entitled to vote.

**3-2-2: APPOINTMENT, TERMS OF OFFICE, REMOVAL:**

A. Appointment: All members of the Airport Advisory Board shall be appointed by the Board of Trustees.

B. Terms of office:

1. Four (4) members initially appointed to the Airport Advisory Board shall be appointed for four (4) year terms.

2. Three (3) members initially appointed to the Airport Advisory Board shall be appointed for two (2) year terms.

3. Following the initial appointments, all terms shall be four (4) years, except as necessary to maintain the stagger.

C. Removal:

1. The Board of Trustees may remove any member of the Airport Advisory Board for any of the following reasons:

a. A conflict of interest;

b. Any violation of law, regulation, or policy;

c. Neglect or malfeasance; or

d. Failure to attend three (3) consecutive regularly scheduled meetings without a leave of absence approved by a majority of the Airport Advisory Board.

2. Prior to removing any member of the Airport Advisory Board, the Board of Trustees shall provide written notice to such member, including the reasons for the proposed removal, and an opportunity to be heard at a public meeting of the Board of Trustees.

**3-2-3: OFFICERS:**

A. Election: At its first meeting following its creation, and at its first meeting following each regular Town election thereafter, the Airport Advisory Board shall elect from its members a Chair, Vice Chair and Secretary.

B. Duties: The Chair shall preside at all meetings of the Airport Advisory Board. The Vice Chair shall assume the duties and responsibilities of the Chair if the Chair is absent or unable to perform.

C. Term: The term of each office shall be one year, or until the first meeting of the Airport Advisory Board following each regular Town election, whichever is shorter.

D. Vacancies: A vacancy in the office of Chair shall be filled automatically by the Vice Chair, and a new Vice Chair shall be elected at the next meeting of the Airport Advisory Board from among the remaining members. A vacancy in the office of Vice Chair or Secretary shall be filled at the next meeting of the Airport Advisory Board from among the remaining members.

**3-2-4: BYLAWS:**

The Airport Advisory Board shall adopt bylaws, which bylaws must be approved by the Board of Trustees. Any amendment to the bylaws must be approved by both the Airport Advisory Board and the Board of Trustees.

**3-2-5: MEETINGS:**

A. Open meetings: All meetings of the Airport Advisory Board shall be open to the public, and notice of such meetings shall comply with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* At each meeting, the Airport Advisory Board shall allow for public comment, with reasonable time limitations.

B. Regular meetings: The Airport Advisory Board shall hold one regular meeting at the Erie Municipal Airport each month. The Airport Advisory Board shall determine the yearly schedule of meetings and provide such schedule to the Town Clerk for publication. Alternative dates, times, or places may be approved by the airport advisory board, as long as notice of such meetings is published on the town website and such meetings are held in public places. The airport advisory board shall hold a minimum of six meetings per year.

C. Special meetings: The Chair of the Airport Advisory Board may call a special meeting at any time, upon notice to the remaining members of the Airport Advisory Board.

D. Quorum: A quorum shall be one-half of the total number of actual members of the airport advisory board, rounded up to the nearest whole.

E. Voting:

1. A majority vote of those members present is required for all actions of the Airport Advisory Board.

2. All members, including the Chair, may vote on any item, except in the case of a conflict of interest.

F. Minutes: The airport advisory board shall keep minutes of all meetings and shall file such minutes with the Town Clerk.

G. Attendance by Others: The Erie Municipal Airport Manager will attend all airport meetings, and Town staff will be available to attend meetings quarterly, at the request of the Chair.

Section 2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one, or part, or parts be declared unconstitutional or invalid.

Section 3. Safety. The Board of Trustees finds that the adoption of this Ordinance is necessary for the protection of the public health, safety and welfare.

Section 4. Effective Date. This Ordinance shall take effect 30 days after publication following adoption.

**INTRODUCED, READ, PASSED AND ORDERED PUBLISHED this \_\_\_\_\_ day of July, 2020.**

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Jennifer Carroll, Mayor

ATTEST:

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Heidi Leatherwood, Town Clerk