

Ordinance 683

*Amending Title III, Chapter 32 Departments, Boards, and Commissions
Creating Section 32.60 Airport Advisory Commission*

§ 32.60 ESTABLISHMENT.

There is hereby established an Airport Advisory Commission, hereinafter referred to as the "Commission".

§ 32.61 COMPOSITION.

(A) Membership.

(1) The Commission shall consist of members appointed by the City Council and a City Council representative for a total of seven members. The Council may also appoint an ex-officio member at their discretion. The ex-officio member is a non-voting member and is not counted in the total board members or counted for a quorum.

(2) Members other than the City Council shall be appointed from among persons in a position to represent the general aviation interest. One member may reside outside the City limits of the Cambridge, but shall be within Isanti County. No person shall be appointed with private or personal interests likely to conflict with the general public interest.

(B) Terms. Terms of office for members, other than the City Council representative, shall be for three years. The City Council representative shall be appointed annually by the Council with eligibility for reappointment. A member may not serve more than nine consecutive years. After a member has served for nine consecutive years, they would not be eligible for appointment to the Airport Advisory Commission for a period of one year.

(C) Removal from office; vacancies.

(1) Members of the Commission shall serve at the will of the City Council and any member of the Commission may be removed from office by majority vote of the City Council.

(2) In addition, any member absent from three consecutive regular meetings shall be deemed to have forfeited their seat upon declaration of the Mayor, and a vacancy shall exist without formal removal proceedings.

(3) It shall be the duty of the chairman of the Commission to notify the City Council promptly of any vacancies occurring in membership, and the City Council shall fill such vacancies within 60 days from notification for the unexpired term of the original appointment.

§ 32.63 ORGANIZATION.

(A) Officers. The Commission shall elect a chairperson and vice chairperson from among its members. It shall provide itself with a secretary, either by election from among its members or by appointment of an employee of the city who is not a member of the Commission and shall not be entitled to vote. Officer terms shall be for one year, with eligibility for re-election.

(B) Rules. The Commission shall be governed and operate pursuant to the City Council & Commissions Code of Conduct and Council Bylaws as adopted by the City Council. The staff liaison assigned to the Commission by the City Administrator shall keep a record of attendance at its meetings and of resolutions, findings and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the Commission shall be a public record.

(C) Meetings. The Commission shall hold at least two meetings per year. Special meetings may be called by the City Council representative to the Commission. Notice of the time and place of a special meeting shall be communicated to the members and publicly noticed at least three days prior to the meeting except in the event of emergency. All Commission meetings shall be open to the public. All meetings must comply with the Open Meeting Law.

(D) Advisors. The Public Works Director, Assistant Public Works Director (Airport Manager), City Engineer, consulting engineers, and the Director of the Community Development Department shall serve as advisors to the Commission.

§ 32.48 DUTIES AND POWERS.

(A) The Commission shall:

1. Develop, review, and update the Cambridge Municipal Airport layout plan as requested by the Airport Manager.
2. Work with the Community Development Director as requested to promote the public interest and understanding of the Airport Zoning and physical development of the Municipal Airport.
3. Provide information to the Airport Manager for sharing with the Minnesota Department of Aeronautics and with Federal Aviation Administration in the development, maintenance and operation of the Cambridge Municipal Airport and with all other Federal and State authorities. Attend meetings as requested by the Airport Manager.
4. Work with the Airport Manager to develop and submit to the City Council for adoption policies pertaining to the general management of the Airport and the use of Airport facilities, and to recommend various fees and rates for the use of the Airport facilities.

(B) Powers. The Commission is an advisory commission to the City Council. The Commission shall have no powers to acquire or lease land, employ personnel, enter into contracts or leases, seek requests for proposals, seek requests for bids, or any similar powers.

§ 32.49 APPROPRIATIONS AND EXPENSES.

(A) The Commission shall make recommendations to the City Council for the airport's master plan and capital improvement plan. The City Council will set the Airport's operational and capital budget as it may see fit and will collect fees, hangar rentals, or other expenses necessary to conduct the airport's operation.

Adopted by the Cambridge City Council this 17th day of December, 2018 and is effective upon its publication.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Publication Date: December 27, 2018