

**GRAND COUNTY, UTAH
ORDINANCE No. 645 (2021)**

**REPEALING ORDINANCE NO. 467, IN PART, AND RESOLUTION NO. 3138 AND
ADOPTING NEW BYLAWS OF THE GRAND COUNTY AIRPORT BOARD**

WHEREAS, Grand County owns, operates, and maintains the Canyonlands Regional Airport;

WHEREAS, the previously named Grand County Council (the "Council") adopted Ordinance No. 467 (2008) to establish the Grand County Airport Board ("Airport Board") and approving the initial Bylaws;

WHEREAS, the Council adopted Resolution No. 3138 (2018) to amend the Bylaws of the Airport Board; and

WHEREAS, the Grand County Commission desires to amend the Bylaws to empower the Airport Board to provide technical recommendations relating to the operations and maintenance activities conducted at the Canyonlands Regional Airport;

NOW THEREFORE, BE IT ORDAINED, that the Grand County Commission hereby repeals Ordinance No. 467 (2008), in relevant part, and Resolution No. 3138 (2018) and adopts the Bylaws of the Grand County Airport Board attached hereto as Exhibit A.

ADOPTED at a regular meeting of the Grand County Commission on the 21st day of September 2021 by the following vote:

AYES: Clapper, Hadler, Hedin, McGann, Stock, Walker, Woytek

NAYS:

ABSENT:

GRAND COUNTY COMMISSION

ATTEST:

Mary McGann

Mary McGann, Chair

QH

Quinn Hall, Clerk/Auditor

EXHIBIT A

BYLAWS of the GRAND COUNTY AIRPORT BOARD (effective **September 21, 2021)**

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1. PURPOSE OF THE BOARD

- a. The Grand County Airport Board was established via Grand County Ordinance No. 467 on March 18, 2008.
- b. The purpose of the Grand County Airport Board (“the Board”) shall be to advise the Grand County Commission in matters related to the business and affairs of the Grand County Canyonlands Regional Airport (henceforth called the “Airport”). The members shall in all cases act as a Board, adopt such rules and regulations for the conduct of their meetings and the management of the Board, as they may deem proper, not inconsistent with these Bylaws, County Ordinances, and the laws of this state.

2. DUTIES OF THE BOARD

- a. The Board shall:
 - i. Recommend that the County Commission enter into contracts, agreements and other instruments required for the efficient operation of the Airport, its facilities and services.
 - ii. Advise that the County Commission purchase, trade, exchange, acquire, buy, sell, obtain option on, acquire by gift, grant, bequest, or devise, or otherwise dispose of and encumber real and personal property or any interest therein, including leases and easements.

- iii. Provide recommendations to the County Commission concerning the regulation receiving, deposit and embarkation of passengers or property to or from the Airport;
- iv. Recommend to the County Commission regulations to prohibit any Airport hazard, obstruction, or environmental concerns;
- v. Recommend charges, fees, and rentals, and submit such recommendations to the County Commission for approval;
- vi. Advise the County Commission concerning the lease or assignment for operation of such space or area, appurtenances, appliances, or other conveniences as are necessary or useful;
- vii. Recommend for approval by the County Commission rules governing the use of the Airport, its facilities and the use of other property and means of transportation at the Airport;
- viii. Recommend the County Commission enter into contracts or otherwise cooperate with the Federal Government, the state, or other public or private agencies;
- ix. Promote aeronautics and the furtherance of commerce and navigation by air;
- x. Recommend authorization of travel and other expenses of the Board members, agents, counsel, and employees when engaged in Board business;
- xi. Recommend the County Commission accept financial assistance from public or private sources, or that the County apply for and accept advances, loans, grants, contributions and any other forms of financial assistance from the Federal Government, state, or county or any other source public or private;
- xii. Fix the time and place at which its meetings shall be held; such place shall be a public place located with the county;
- xiii. Recommend to the County Commission the advice of specific technical experts, and other agents, as may be necessary for specific actions or projects associated with the Airport and its attendant facilities;
- xiv. Arrange with County staff for the providing of any services or supplies required by the Board;
- xv. Serve as a hearing group on violations associated with the implementation of any standards adopted by the County for operations at the Airport.
- xvi. Review annual operating budget of the airport as determined by County staff.
- xvii. Serve as the 'Airport Board of Adjustment' as defined in Section 4.3.3 of Airport Limitation District section of the Grand County Land Use Code.

3. MEMBERSHIP

- a. The Board shall consist of seven (7) voting members and one (1) non-voting member:
 - i. One (1) voting member nominated by the City of Moab; and
 - ii. One (1) voting member nominated by the Moab Area Travel Council Advisory Board; and
 - iii. One (1) non-voting member appointed by the County Commission; and
 - iv. Five (5) voting members selected at large.
- b. All appointments to the Board shall be made by the Grand County Commission; the Commission will consider the recommendations of the Airport Board at the time of the appointment.

4. TENURE

- a. The appointment of members shall be for a term of four (4) years.

- i. Any fraction of a calendar year in the initial appointment shall be considered a full year.
- b. Board Officers (Chair and Vice Chair) shall serve two (2) year terms, which expire on the first meeting in January on the year their term ends.
- c. A member whose term has expired may continue to hold office until a successor is appointed and qualified.
- d. A vacancy occurring in the board shall be filled for the unexpired term in the same manner as was the original appointment.

5. QUALIFICATIONS OF MEMBERS

- a. A person eligible to be appointed as a Board member shall meet the following requirements:
 - i. be not less than 21 years of age;
 - ii. be a resident of Grand County and the State of Utah; and
 - iii. be a registered voter in Grand County.

6. SELECTION OF CHAIRMAN

- a. Upon expiration of a prior term, at its first regular meeting in February, the Board shall select one of the voting members to serve as Chair.
 - i. The Chair shall be the principal Officer of the Board and, subject to the control of the members, shall preside over all business and affairs of the Board.
 - ii. The Chair shall, when present, preside at all meetings of the Board in accordance with Roberts Rules of Order.

7. SELECTION OF VICE-CHAIRMAN

- a. Upon expiration of a prior term, at its first regular meeting in February, the Board shall select one of the voting members to serve as Vice-Chair.
 - i. In the absence of the Chair, or in the event of their removal, death, inability or refusal to act, the Vice-Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair position.
 - ii. The Vice-Chair shall perform such other duties, from time to time, as may be assigned to by the Chair or by the Board.

8. SECRETARY

- a. A full-time Grand County employee, working in the Department of the Airport, will act as a Secretary of Airport Board meetings. This employee will be either the Airport Director or their designee.

9. QUORUM OF THE BOARD

- a. Four (4) members of the Board constitute a quorum for the transactions of business.
- b. The Board may act officially by an affirmative vote of a majority of the members of a quorum.
- c. For purposes of a closed session, the Board must vote in a supermajority (two-thirds of Board members present) to go into a closed session. For the purposes of these Bylaws, a supermajority consists of five (5) members voting in favor of a motion.

10. RECORD OF MEETINGS

- a. The Board shall cause written minutes of its proceedings to be kept available for public inspection.
- b. Minutes will be kept on record in the office of the Airport Director, and made available electronically on the Grand County website.

- c. The Board shall record in the record the yea and nay votes cast by the Board with regard to any action taken by it.

11. MEETINGS OF BOARD

- a. The Board shall convene for regular meetings to be held not less than monthly throughout the year.
- b. The order of business shall be:
 - i. Reading of minutes of the preceding meeting with editing and approval.
 - ii. Reports of the Airport Director.
 - iii. Citizens to be heard.
 - iv. Discussion and consideration items for possible action by the board.
 - v. Discussion items to be addressed by the board that do not require action.
 - vi. Elections, if required.
 - vii. Future Considerations.
- c. Emergency meetings may be ordered by the Chair or Vice-Chair.
 - i. All members must be notified immediately as well as an advertisement to the public through the most expeditious means, in order for the meeting to be held as per Utah Code 52-4-202(5).
- d. Meetings shall be held at such public place, within the County, as may be designated by the Board or the Chair.
- e. The Board shall adopt a system of rules of procedure under which its meetings are to be held.
 - i. The Board may suspend the rules of procedure by two-thirds vote of the members who are present at the meeting. The Board shall not suspend the rules of procedure beyond the duration of the meeting at which the suspension of the rules occurs.
- f. Subject to the approval of the County Commission, the Board is empowered to determine and establish such rules for the conduct of the Board as the members deem advisable, except that such rules shall not be in conflict with these Bylaws or other law, federal, state, or county, or city.

12. COMPENSATION

- a. No compensation shall be paid to members, as such, for their services.
 - i. Expenses incurred during the course of performing services for the Board or Board business may be compensated when approved by the Board from the Airport operating budget; as authorized by the Airport Director.

13. PRESUMPTION OF ASSENT

- a. A member of the Board who is present at a meeting of the members at which action on any board matter is taken shall be presumed to have assented to the action taken unless their dissent shall be entered in the minutes of the meeting. Such right of dissent shall not apply to a member who voted in favor of such action.

14. COMMITTEES

- a. The Board may designate from among its members ad hoc committees.
 - i. Committees of the Board shall report to the Board the proceedings of any committee meeting but formal recordings and minutes will not be kept of the committee discussions.

- ii. If the sub-committee consists of a number of members equal or greater than a quorum of the board, the sub-committee meetings will be treated as a regular meeting subject to State requirements of open meetings.

15. AMENDMENTS

- a. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by majority vote of all members at any regular meeting or at any special meeting when the proposed amendment has been sent out in the notice of such meeting. Such amendments must be approved by the Grand County Commission.

16. REPORTS BY BOARD

- a. The Board shall file with the Grand County Commission any reports required or requested by the Commission members.

17. BUDGET OF BOARD

- a. The Board does not have a specified Budget. Recommendations for Board expenditures will be coordinated with County staff and included in the annual Airport operating budget.

18. ELECTRONIC ACCESSIBILITY FOR BOARD MEETINGS

- a. With prior arrangement with the Chair or Vice-Chair, Board members may establish meeting communication either by phone, teleconference or video conference.
- b. Any board member establishing their presence at a meeting via means of electronic communications, may act within their full capacity of a Board member for the duration of the meeting.

19. RESIGNATION

- a. A member may resign at any time by giving written notice to the Board, the Chair or the Vice-Chair.
- b. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or such Officer and the acceptance of the resignation shall not be necessary to make it effective.
- c. It shall be considered a resignation, and a Board member shall be automatically removed from the Board, if the member has four (4) unexcused absences of regularly scheduled meetings within a period of twelve (12) consecutive months.

20. REMOVAL OF MEMBERS

- a. The Board may recommend the removal of a member to the County Commission for inefficiency, neglect of duty, or misconduct in office.
- b. The Board member in question will be provided a review hearing.
 - i. The member shall be provided a copy of the reasons for removal at least ten (10) days prior to the hearing and shall have the opportunity to respond in person.