

**RESOLUTION NO. 06-36**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TAOS  
ADOPTING BYLAWS FOR THE AIRPORT ADVISORY BOARD**

**WHEREAS** the Town of Taos Town Council has formed the Airport Advisory Board pursuant to Town Ordinance; and

**WHEREAS**, The Town has determined that it is in the best interest of the Town to found it to be in the best interest of the Town to approve bylaws to the Airport Advisory Board to provide for the effective and efficient operations of the Board; and

**WHEREAS**, the Town Council has considered the attached Bylaws and have found them to be appropriate for the efficient operations of the Airport Advisory Board.

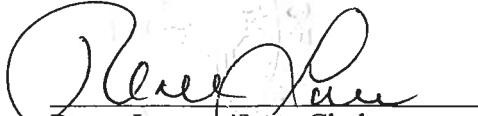
**NOW, THEREFORE, BE IT RESOLVED**, That the attached bylaws are hereby approved as the Bylaws for the Airport Advisory Board and the Board is directed to conduct business according to said bylaws.

**PASSED, ADOPTED, AND APPROVED**, this 20<sup>th</sup> day of June 2006 at the Regular Meeting of the Town Council.

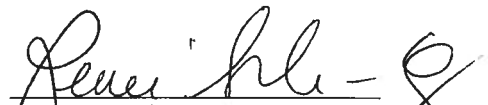
TOWN OF TAOS

By:   
Mayor Bobby F. Duran

ATTEST:

  
Renee Lucero, Town Clerk

Approved as to form:

  
Renee Barela-Gutierrez, Town Attorney

## **AIRPORT ADVISORY BOARD BYLAWS**

### **Article 1. ESTABLISHMENT**

The Taos Regional Airport Advisory Board is established pursuant to Town of Taos municipal ordinance Chapter 2.12.

### **Article 2. PURPOSE AND OBJECTIVES**

- A. To provide information and advice to the Town Council on issues pertaining to the operation, maintenance and future development of the Taos Regional Airport.
- B. To make recommendations to town management on matters that might improve the efficient, effective, and safe operation of the airport.
- C. To advance and promote the interests of general aviation, while promoting the general welfare of Taos County.
- D. In pursuit of the above objectives, the Board shall not be empowered to bind the Town Council to any recommendation; the Board shall act only in an advisory capacity.

### **Article 3. OFFICERS AND DUTIES**

- A. **Elected Officers and Duties**  
The Following officer shall be elected bi-annually: Chair & Vice Chair. The duties of the Chair are: To preside over meetings; to sign documents; to work with the Airport Manager in scheduling regular and special meetings; to see that all actions of the Board are properly taken.  
The duties of the Vice Chair are: To perform the duties of the Chair when the Chair is absent or unavailable.
- B. **Terms of office**  
The members of the Airport Advisory Board shall serve terms as identified in the Town Municipal Code Chapter 2.12 as amended. After the initial establishment of the board, officers shall serve four year terms.
- C. **Removal of officers**  
An officer of the AAB can be removed from office for failing to fulfill his duties, upon a majority vote of the Board and approval of the Town Manager.
- D. **Resignation of officers**  
In the case of a resignation of an officer, the Board shall immediately take action to vote in a new officer so the conduct of business is not disrupted. A special meeting may be called if needed.
- E. **Vacancy**  
The Airport Manager shall immediately notify the Mayor of vacancy on the Board. At the next regular Council meeting, the Mayor shall appoint a member pursuant to Town Ordinance Chapter 2.12.

#### **Article 4. BOARD AND MEETING OPERATIONS**

##### **A. Quorum**

Three (3) voting members of the Airport Advisory Board shall constitute a quorum. A quorum shall be present before any business is transacted.

##### **B. Conduct of business**

All actions of the Airport Advisory Board shall be put before its members in the form of a motion, duly seconded, and voted upon by members present for a quorum.

##### **C. Meetings**

The Airport Advisory Board shall hold regular meetings at least every other month. Additional meetings may be scheduled as required. Meetings shall be noticed at least three days prior to the meeting and shall be open to the public.

##### **D. Meeting Records and Minutes**

The Airport Advisory Board shall keep a record of its meetings, recommendations, findings and determinations. These records shall be public and maintained in the files of the Town Clerk & Airport Manager.

##### **E. General Order of Business**

The general order of business reflected on agendas shall be as follows:

- a) Determination of quorum.
- b) Approval of previous minutes.
- c) Approval of agenda
- d) Old business.
- e) New business.
- f) Adjournment.

##### **F. Conflict of Interest**

In the event that any member shall have personal interest of any kind in a matter then before the Commission he shall disclose his interest and be disqualified from voting upon the matter and the secretary shall record in the minutes that no vote was cast by such member. "Personal Interest" shall be deemed to include but not be limited to financial interests; interests in hangar development; business operations; and business park development. A Board member that has a continuous conflict of interest will agree to be permanently removed from the AAB. The intent of this section is to temporarily remove voting rights of a Board member whose personal interests may potentially conflict with the interests of the Town.

#### **Article 5. AIRPORT MANAGER**

##### **A. Role on Board**

The Airport Manager shall act as the liaison between the Board and the Town Council. He or his designee is responsible for scheduling meetings and ensuring the efficient administration of meetings. Additionally, he or his designee is responsible for taking minutes at Board meetings.

##### **B. Communication**

The members of the Board shall communicate with town employees and contractors only through the Airport Manager. No Board member shall give an order directly to any department or employee. Only a majority of the Board has an authority to recommend policy and procedure implementation or changes to the Town Council.

##### **C. News Releases**

All news releases regarding action or decision must be submitted to the airport manager and then approved and released by the Town Manager.

**Article 6. ADOPTION AND AMENDMENT**

- A. Bylaws of the Airport Advisory Board shall be adopted by a majority vote of the Mayor and Town Council.
- B. Bylaws of the Airport Advisory Board may be amended from time to time by a majority vote of the Mayor and Town Council provided that such proposed amendment shall have been first submitted to the Mayor and Council in writing prior to the meeting at which the vote is taken.

*These by-laws were adopted by the Mayor and Town Council on June 20, 2006*