

Stillwater County and City of Columbus

Joint City-County Airport Board

BY-LAWS

Amended November 2022

MEMBERSHIP

The Joint City-County Airport shall consist of five (5) members to be appointed as follows:

- A. Two (2) members residing outside the city limits of the City of Columbus shall be nominated by the Board of County Commissioners;
- B. Two (2) members residing within the city limits of the City of Columbus shall be nominated by the City Council;
- C. One (1) member residing within the County shall be nominated by the local aviation community;
 - a. A formal letter from the local aviation community must be submitted to the Joint City-County Airport Board nominating this member. The Joint City-County Airport Board will review and submit a formal recommendation to both the city Council and Board of County Commissioners for approval. * This will be a recommendation only as the governing bodies have final approval or disapproval.
- D. All Appointments shall be jointly made by both governing bodies.

TERMS

The terms of the members shall be four (4) year terms extending from January 1 to December 31; and they may be reappointed to addition four (4) year terms.

MEETINGS

- A. The Joint City-County Airport Board will meet the second Monday of each month at 10:00 a.m. ~~at the City Hall Conference Room~~ Location will be posted on the Agenda.
- B. Special meetings may be called by the Chairman or majority of the Board.
- C. Notice of meetings will be posted in the County West Annex and Stillwater County website 48 hours prior to the meeting time.

VOTING

- A. A majority of voting members constitutes a quorum.
- B. Each member has one vote on each issue.
- C. Each board member is allowed two (2) absentee votes per calendar year. The absentee votes can either be cast by telephone, email, or letter being directed to the Chairman or the Secretary. Telephoned votes must be followed by a letter of confirmation. Votes via zoom or video are considered to be in person votes.

OFFICERS AND DUTIES

- A. The officers of the Joint City-County Airport Board shall be Chairman and Vice Chairman.
 - a. The Chairman and Vice Chairman shall be elected by the Airport Board by nominations for a term of one (1) year.
 - b. A vacancy in elected office will be filled by election to the Board for the remainder of the term.
 - c. Elected officers may serve no more than two (2) consecutive terms in the same office.
- B. The Chairman shall have executive power of supervision on the management such as may pertain to the office and such powers and duties as are designated from time to time by the Airport Board.
- C. The Vice-Chairman shall perform the duties of the Chairman in all cases in which the Chairman is unable to serve.
- D. The ~~Clerk of the City of Columbus~~ Administrator of the Commissioners shall provide notice for meetings keep minutes of the meetings, take care of correspondence, annual lease payments for hangar leases and other tasks as requested.

REMOVAL OF BOARD MEMBERS

- A. A Board member may be removed only by a majority vote of the Joint City-County Airport Board. The Board shall recommend removal of a member to the City Council and The County Commissioners.
 - a. A Board member who misses three consecutive monthly meetings during the fiscal year may be removed. Members unable to attend shall give prior notification to the Board Secretary. Once three or more consecutive meetings are missed the Board Secretary will notify the Board and the discussion of removal will be posted on the agenda. The Board will then discuss the removal, make a recommendation, and then vote. The recommendation will be submitted to the City Council and the County Commissioners.

COMMITTEES

The Chairman shall appoint committees as necessary for carrying out the work of the Airport Board.

ADMINISTRATION

The Joint City-County Airport Board shall operate under Montana Codes Annotated Section 67-10-205 and related statutes. An annual report and budget will be submitted to the City Council and County Commissioners by the first Monday in May for their review and approval.

RULES OF ORDER

The Board shall govern all meetings with the regulations in Roberts Rules of Order, Revised.

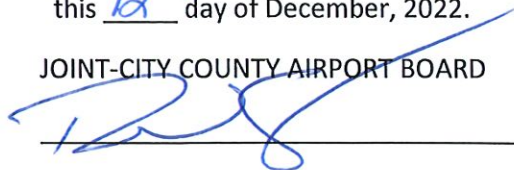
AMENDMENTS

Amendments to these By-Laws may be proposed by any member of the Airport Board. A written copy of the proposed amendment shall be submitted to the Chairman of the Board, at least seven days before the next regular meeting.

RECOMMENDED FOR APPROVAL by the Joint City County Airport Board, Columbus Montana,

this 12th day of December, 2022.

JOINT-CITY COUNTY AIRPORT BOARD




RICH COWGER, CHAIRMAN

ATTEST:



City Clerk
Webb Mandeville, Mayor

APPROVED by the Board of County Commissioners of the County of Stillwater Montana,

this 20th Day of December, 2022.


Tyrel Hamilton, Chair
Steve Riveland, Member

ATTEST:


Heidi Stadel Clerk & Recorder
Jeff Ruffatto, Member

