



**Organization and Bylaws
Of the
Airport Advisory Committee**

Article I – Establishment

This committee being duly and officially established by the City Manager of the City of Eugene, Oregon, shall be known as the Airport Advisory Committee. The Advisory committee makes recommendations to City staff. City staff is responsible for making recommendations to the City Council.

Article II – Purpose and Objectives

The committee shall develop recommendations for City staff by providing ongoing citizen perspective and review of the Airport Activity Report, Airport Capital Improvement Program, Airport Enterprise fund budgeting process, and changes to the Airport Administration policy. The committee shall take no action that binds the City of Eugene.

Article III – Membership and Voting

The Eugene Airport, as a Division of the Public Works Department of the City of Eugene, is committed to creating a welcoming and safe community for everyone and a place where every person can experience a sense of belonging. We value and foster diversity, equity, and inclusion and actively work to ensure this committee membership reflects these principles.

The thirteen committee members shall be selected from the following seven categories:

Three public members. The public members must demonstrate an interest in serving the greater Eugene community.

Two business community members. The business community members must be associated with the Eugene Area Chamber of Commerce or greater Eugene area businesses.

Two travel/tourism members. The travel/tourism members must be associated with the travel industry or the tourism industry in the greater Eugene area.

Two general aviation members. The general aviation members must hold pilot certificates and must be a part of the general aviation community at the Eugene Airport.

Two airport tenant members. Representatives who operate a commercial business at the Eugene Airport.

One Bethel Neighborhood member. A person who resides or works in the Bethel-Danebo neighborhood of Eugene.

One University of Oregon member. A person who works for or is a member of the Board of Directors of the University of Oregon.

The committee members must either work or reside within the City of Eugene urban growth boundary, unless otherwise noted above. To prevent potential conflicts of interest, commercial tenants at the Eugene Airport are limited to serve only in the tenant position.

The Airport Director shall maintain a list of people interested in serving on the Airport Advisory Committee. This committee will be included on the Department Advisory Groups web page on the City website. A link to the online application will be posted on the Airport Advisory Committee web page on the Eugene Airport website.

Applicants meeting the above criteria for open positions will be submitted to the Public Works Director for consideration. If approved, the Public Works Director shall, by formal letter, invite the candidate(s) to serve on the committee.

New members will serve an initial term of two years and may have the option to serve one additional two-year term. Current members, as of the date this revision to the bylaws is adopted, will serve out their current three-year term and may have the option to an additional two-year term. Exceptions to term limits may be granted to maintain an engaged and diverse committee. After completing a second two-year term, members must wait one two-year term before being allowed to reapply for membership on the committee.

The committee's chair and vice chair are elected by a majority of the committee for a one-year term and hold office until their successors are elected or until their terms as a member of the committee expires. The duties of the chairperson include presiding over all meetings of the committee and ensuring that the work of the committee is accomplished, appointing subcommittees as needed, signing correspondence on behalf of the committee, and performing other duties necessary to the office. In the event of the absence of the chairperson, the vice chairperson presides in place of the chairperson. In the absence of both the chairperson and the vice chairperson, the remaining members shall elect one of their members to act as temporary chairperson.

Committee members shall not be compensated during their term, provided, however, that reasonably necessary expenses, e.g. name plates, office supplies, and meeting refreshments, shall be paid from the Airport's budgeted funds.

Committee members are encouraged to take an active role on the Airport Advisory Committee, including attendance at all committee meetings. If members of the committee are unable to attend a meeting, they shall notify City staff as soon as possible. Members who miss more than three meetings in a calendar year may be replaced at the discretion of the Airport Director with the approval of the Public Works Director.

Article IV - Conflict of Interest

Members of the Airport Advisory Committee provide advice to City staff and study various aeronautical and aviation matters. As such, committee members are public officials for purposes of the government ethics law. Committee members may not use or attempt to use their official position or office to obtain financial gain or avoid financial detriment that would not otherwise be available but for the committee member's holdings of the official position or office. Committee members may also be confronted with conflicts of interest from time to time. If a committee member believes they have a conflict of interest, the committee member should consult with the Airport Director on the proper cause of action to resolve the conflict. Members with a conflict of interest may serve as agents of information on the issues but may not participate when the issue is voted upon. All members shall work cooperatively during unresolved matters. If the member is uncooperative, they will be asked to resign.

Article V - Meetings of the Committee

Formal Airport Advisory Committee meetings are scheduled for the third Wednesday of each month at 12:00 p.m. at the Airport Administration Office, 28855 Lockheed Drive, Eugene, 97402. On occasion, meetings may require rescheduling or may be moved to a virtual format to accommodate holidays and/or coincide with the Airport Director's additional obligations or needs. Notices of all meetings will be given to all members of the committee and other interested parties at least five days prior to such formal meetings.

A quorum of this committee shall consist of seven members. Official actions of the committee shall be taken only when a quorum is present. The act of a majority of the members present at a meeting at which a quorum is present shall be an act of the committee. All meetings shall be conducted in accordance with Robert's Rules of Order.

Meetings of the committee are open to the public. The purpose of the meetings is to permit open discussion on specific topics in an informal setting, to hear public expression on issues, and to inform the public of what the committee is

doing. Committee members have the obligation to consider the welfare of the entire City, and to be fair, objective, and courteous. The committee may meet in closed session if it is reviewing information conveyed to the City of Eugene in confidence (for example, public records exempt from disclosure).

A public comment period generally shall be the last item of every meeting of the Airport Advisory Committee. Public comment shall be limited to ten minutes unless a majority of committee members present vote to extend the time. The presiding officer shall establish a time limit for each speaker and may limit the number of speakers.

The presiding officer shall be responsible for ensuring order and decorum are maintained. Behavior or actions that are unreasonably loud or disruptive shall be cause for removal from Airport Advisory Committee meetings. This includes engaging in violent or distracting action, making loud or disruptive noises, or using loud and disruptive language, and refusing to obey an order of the presiding officer.

Article VI - Minutes

The staff of the City of Eugene Public Works Department Airport Division shall be responsible for preparing, keeping, and distributing action summaries of the committee meetings.

Article VII - Amendment to Bylaws

These bylaws may be amended by a majority vote of the members of the committee present at any regular or special meeting called for that purpose at which a quorum is present. Written notice of such proposed amendment, and the nature thereof, shall be given to the membership of the committee and other interested persons at least five days prior to the day of the meeting at which the amendments are to be considered.


Article VIII - Interpretation

In the event that any bylaw shall be at variance with any state statute or any ordinance or resolution of the City, the statute, ordinance, or resolution shall prevail. These bylaws are intended only to supplement such ordinance and resolutions and may not amend, invalidate, or abrogate any ordinance or resolution of the City.

Certification of Approval

The foregoing Bylaws were duly approved by a majority of the members of the Airport Advisory Committee on **January 20, 2021**.

Matt Rodrigues
Public Works Director, AIC


Matt Rodrigues (Feb 11, 2021 13:20 PST)

Date: 02/11/2021

Cathryn Stephens, A.A.E.
Acting Airport Director


Cathryn Stephens (Feb 11, 2021 13:13 PST)

Date: 02/11/2021

Airport Advisory Committee Chair


Piotr BuciarSKI

Date: 
2/11/2021

Airport Advisory Committee Vice-Chair


Mark Stringfield (Feb 11, 2021 13:09 PST)

Date: 02/11/2021