

**GRAND COUNTY AIRPORT BOARD BYLAWS**  
**Revised January 17, 2006**

**1. PURPOSE OF THE BOARD**

The purpose of the Grand County Airport Board ("the Board") shall be to advise the Grand County Council in all matters related to the business and affairs of the Grand County Airport, Canyonlands Field, henceforth called the airport. The members shall in all cases act as a board, and they may 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 by-laws, County ordinances, and the laws of this state.

**2. NUMBER AND TENURE OF MEMBERS**

- a) The board shall consist of five members.
- b) All appointments to the board shall be made by the Grand County Council with advice from the board
- c) The appointment of members shall be for a term of four years. Any fraction of a calendar year in the initial appointment shall be considered a full year.
- d) Each member's term of office shall expire on the first meeting in January, but a member whose term has expired shall continue to hold office until a successor is appointed and qualified.
- e) A vacancy occurring in the board shall be filled for the unexpired term in the same manner as was the original appointment.

**3. QUALIFICATIONS OF MEMBERS**

A person to be eligible to be appointed as a member shall meet the following requirements:

- a) be not less than 21 years of age;
- b) be a resident of Grand County and the State of Utah

**4. REMOVAL OF MEMBERS**

The board may recommend the removal of a member by the County Council for inefficiency, neglect of duty, or misconduct in office but only after a hearing. The member shall be given a copy of the reasons for removal at least ten days prior to the hearing and shall have the opportunity to respond in person.

**5. RESIGNATION**

A member may resign at any time by giving written notice to the board, the chairman or the secretary. 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.

## 6. SELECTION OF CHAIRMAN

Each year the board at its first regular meeting in February shall select one of the members to serve as chairman. The chairman shall be the principal officer of the board and, subject to the control of the members, shall in general supervise and control all of the business and affairs of the board. He shall, when present, preside at all meetings of the board. He may sign, any documents, which the directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the members or by these bylaws to some other officer, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of chairman and such other duties as may be prescribed by the members from time to time.

## 7. SELECTION OF VICE-CHAIRMAN

Each year the board at its first regular meeting in February shall select one of its directors to serve as vice-chairman. In the absence of the chairman, or in the event of his death, inability or refusal to act, the vice-chairman shall perform the duties of the chairman, and when so acting, shall have all the powers of and be subject to all the restrictions upon the chairman. The vice-chairman shall perform such other duties as from time to time may be assigned to him by the chairman or by the board.

## 8. SELECTION OF SECRETARY/TREASURER

Each year the board at its first regular meeting in February shall select one of the directors to serve as secretary/treasurer. The secretary/treasurer shall keep the minutes of the board meetings in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required; be custodian of the board records including a log of director term expirations, and keep a register of the post office address of each director which shall be furnished to the secretary by such director; and in general perform all duties incident to the office of secretary/treasurer.

## 9. QUORUM OF THE BOARD

Three directors of the board constitutes a quorum for the transactions of business. The board may act officially by an affirmative vote of a majority of the members of a quorum, unless it is otherwise provided for in the ordinance creating the board.

## 10. RECORD OF MEETINGS

The board shall cause written minutes of its proceedings, duly signed by the Chairman, to be kept available for public inspection in the office of the Grand County Clerk. The board shall record in the record the yeas 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:
  1. Reading of minutes of preceding meeting
  2. Reports of Chairman and Vice-Chairman
  3. Reports of committees
  4. Elections, if required
  5. Unfinished business
  6. New business

- c) Special meetings may be ordered by a majority of the member directors or the chairman. All member directors must be notified at least 3 hours in advance, plus advertisement to the public through the most expeditious means, in order for the meeting to be held.
- d) Meetings shall be held at such public place, within the county, as may be designated by the board or the chairman.
- e) The board shall adopt a system of rules of procedure under which its meetings are to be held. The board may suspend the rules of procedure by two-thirds vote of the member directors 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 Council, the board is empowered to determine and establish such rules for the conduct of the board as the directors deem advisable, except that such rules shall not be in conflict with this act or other law, federal, state, or county, or city.

## 12. COMPENSATION

No compensation shall be paid to members, as such, for their services. Expenses incurred during the course of performing services for the board or board business may be compensated when approved by the board.

## 13. PRESUMPTION OF ASSENT

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 his 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

The board, may designate from among its members ad hoc committees.

## 15. AMENDMENTS

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 Council.

## 16. DUTIES OF THE BOARD The board shall:

- a) Recommend that the County Council enter into contracts, agreements and other instruments required for the efficient operation of the airport, its facilities and services.
- b) Recommend that the County Council 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.
- c) Provide recommendations to the County Council concerning the regulation receiving, deposit and embarkation of passengers or property to or from the airport;
- d) Recommend to the Council regulations to prohibit any airport hazard;
- e) Recommend charges, fees, and rentals, and submit such recommendations to the council for approval;

- f) Advise the Council concerning the lease or assignment for operation of such space or area, appurtenances, appliances, or other conveniences as are necessary or useful;
- g) Recommend for approval by the Council rules governing the use of the airport and facilities and the use of other property and means of transportation within the airport;
- h) Recommend the county enter into contracts or otherwise cooperate with the Federal Government, the state, or other public or private agencies;
- i) Promote aeronautics and the furtherance of commerce and navigation by air;
- j) Obtain, hire, purchase or rent equipment, supplies, or services within the approved budget authorized by the county;
- k) Authorize travel and other expenses of the board members, agents, counsel, and employees when engaged in board business;
- l) Recommend the county 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;
- m) Fix the time and place at which its meetings shall be held, which place shall be a public place located with the county;
- n) Record each resolution, as soon as possible after its passage, in a book kept for that purpose and authenticate it by the signature of the chairman and the secretary of the board;
- o) Recommend the employment of technical experts, and other agents, permanent and temporary, as the board may deem necessary for the planning, design, operation, maintenance, administration and management of the airport and its attendant facilities;
- p) Generate boards own method of internal bookkeeping while adhering to the prescribed method of auditing by the County Clerk/Auditor. Recommend to the County the payment or rejection of claims and demands and submit to County for payment of such claims;
- q) Arrange with Grand County for the providing of any services or supplies required by the board;

#### 17. REPORTS BY BOARD

The board shall file with the Grand County Council any reports required or requested by the council members.

#### 18. BUDGET OF BOARD

The board shall prepare annually a budget for the estimated operating, maintenance and improvement expenditures for the board during the ensuing year. The budget shall be prepared in a manner consistent with the system used by Grand County, and shall be submitted to the county for approval by the Council in the manner and at the times the county directs.

Bylaws accepted on the 17th day of January, 2006 by:

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Joette Langianese, Chair  
Grand County Council

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Doug Carroll, Chair  
Grand County Airport Board