

**COUNTY OF MARQUETTE**  
**AIRPORT ADVISORY COMMITTEE BYLAWS**  
**Effective October 12, 2006**  
**(Revised March 16, 2010 / February 15, 2011/ January 8, 2013)**

I. Committee

A. Name & Definitions

The name of the Committee shall be the Sawyer International Airport Advisory Committee, hereinafter referred to as "Committee".

The Marquette County Board of Commissioners shall hereinafter be referred to as "County Board".

The Director of the Sawyer International Airport and Business Center shall hereinafter be referred to as "Director of Operations".

The Sawyer International Airport shall be hereinafter referred to as "Airport".

B. Objective

The Committee is established by the County Board to advise the Director of Operations and the County Board on policy and programs of the Airport. The Committee's purpose is to enhance the Airport and to provide opportunities for involvement by individuals with aviation and business knowledge and experience. The Committee shall exchange, discuss, review, and gather information on Airport-related issues.

The Committee shall be advisory and shall have no authority to bind Marquette County to any liability, whether contractual or otherwise, or to expend any county funds or to direct county staff.

C. Members

1. The Committee shall consist of eight members appointed by the County Board: (Terms will Expire 12/31)

	Term
One County Commissioner;	2
One representative of the Highway Transportation;	3
One representative of the Sawyer Control Tower;	2
One representative of the Fixed Base Operator;	3
One representative of General Aviation;	2
One representative from the airlines doing business at the Airport;	3
One representative at large.	2

Members shall have current knowledge of commercial or general aviation, airport development, airport operations, and shall demonstrate dedication to public interest and service.

2. The term of appointment shall be staggered as indicated next to each member.

3. Terms of outgoing members shall expire on December 31, unless new appointments have not been made.
4. The Director of Operations, or designee, shall be the Airport staff liaison to assist the Committee.
5. Committee members shall receive no county reimbursement except as allowed by the County Board.
6. Members of the Committee who have more than four unexcused absences a calendar year shall have their names automatically referred to the County Board for possible removal and appointment of another person to take their place.

Members shall be considered unexcused if they fail to attend a meeting without providing Airport staff with a notification that they will be unable to attend before any meeting occurs.

7. Members of the Committee who are unable to attend a meeting shall notify Airport staff. Airport staff shall determine as soon as possible whether or not there will be a quorum. When staff determines that a quorum will not be present for a meeting, they shall contact all Committee Members and cancel the upcoming meeting.
8. Members of the Committee may be removed from the Committee, for cause, by action of the County Board.

D. Officers

1. Officers of the Committee shall be Chairman, Vice Chairman, and Secretary.
2. Officers shall be elected at the first regular Committee meeting subsequent to January 1.
3. Officers shall hold office for one year and are eligible for re-election.

II. Meetings

- A. The Committee shall be subject to the provisions of the Michigan Open Meetings Act and the Michigan Freedom of Information Act.
- B. Meetings of the Committee shall be held in the Conference Room of the Airport Services Center, 125 G Avenue, Gwinn, Michigan, unless otherwise posted.
- C. Meetings will be held every month beginning each January. Dates and times shall be determined by the Committee at the first regular Committee meeting subsequent to January 1. Meeting dates, times, or location may be changed upon written notice no less than two (2) weeks prior to the scheduled meeting date.
- D. Special meetings may be called for a specified time and date determined by the Committee or at the request of the Director of Operations or the County Board.

- E. A quorum for the transaction of business shall consist of not less than four (4) members of the Committee.
- F. The Committee may establish subcommittees or work groups to address specific issues.
- G. The Committee shall develop and adopt Committee Policies to address meeting and organizational issues.
- H. All items to be placed on the agenda must be submitted to the county staff liaison or representative no less than seven calendar days prior to the meeting.
- I. Robert's Rules of Order shall govern the Committee in all cases to which they are applicable, provided that they are not in conflict with any Rules adopted by the Committee or the laws of the State of Michigan.
- K. Written meeting minutes shall be recorded, kept and placed on file with the County Clerk.

### III. Procedures

- A. The Director of Operations or County Board may refer such matters as they deem appropriate to the Committee for recommendations or input.
- B. The Director of Operations, or designee, will present recommendations to the Committee for consideration, advisory input, or support as deemed necessary and appropriate.
- C. Committee will reply to all submitted items in a timely and appropriate manner within the parameters of the Committee's bylaws.
- D. Recommendations and reports of the advisory committee shall be included in staff recommendations to the County Board.

### IV. Areas of Emphasis

The Committee shall promote Airport development and shall give priority consideration to the following:

- A. Review and provide recommendations for consideration and possible inclusion into the Airport Master Plan.
- B. Submit recommendations for consideration and possible inclusion in grant applications for airport projects.
- C. Assist in the marketing of the Airport and related aviation activities.
- D. Share and disseminate information to Airport tenants, customers, and affiliates.
- E. Provide a communication forum for Airport topics, issues, and opportunities.

### V. Amendments

- A. Amendments to the bylaws shall be according to Robert's Rules of Order and approved by the County Board.