

COUNTY OF MARQUETTE
AIRPORT ADVISORY COMMITTEE BYLAWS

Effective October 12, 2006

(Revised March 16, 2010 | February 15, 2011 | January 8, 2013 | February 21, 2023 | December 19, 2023)

I. Committee

A. Name & Definitions

The name of the Committee shall be the Marquette Sawyer Regional 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 Marquette Sawyer Regional Airport and Business Center shall hereinafter be referred to as "Director of Operations".

The Marquette Sawyer Regional 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 ten (10) members appointed by the County Board:

	Term
One County Commissioner;	2
One representative of the Airport 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
One representative for Higher Education	2
One representative for Hospitality	2
One representative for Medical Manufacturing	2
One representative for Mining	2

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

3. Terms of outgoing members shall expire on December 31 or remain vacant until filled.

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 specifically 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. A member of the Committee may be removed at the request of the committee with approval from the County Board.
9. A member of the Committee who wishes to vacate their position before the expiration of their term shall submit a formal letter of resignation to the County Board or designee.

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 in accordance with the Open Meetings Act.
- 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. The quorum necessary to conduct a meeting shall consist of a majority of members appointed to the Committee. Vacant positions shall not be considered when determining whether a quorum is present. Where there is a quorum present, a majority vote of those present shall decide questions for the transaction of business.
- F. The Committee may establish subcommittees or work groups to address specific issues.
- G. The Committee may develop and adopt Committee Policies to address meeting and organizational issues.
- H. Robert's Rules of Order shall guide the Committee, provided that they are not in conflict with any Rules adopted by the Committee or the laws of the State of Michigan.
- I. 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 approved by the County Board prior to implementation.