

**COLVILLE CITY COUNCIL AGENDA ITEM
BRIEFING SHEET**

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**Meeting Date:** October 23, 2018

**Contact:** Mayor Louis Janke

**Topic or Problem Statement:**

Proposed Resolution establishing a Municipal Airport Advisory Board.

**Type of Briefing:**

Information Only     Discussion Only     Decision Needed

**Background of Situation:**

A draft of the proposed Resolution was brought to Council on September 11, 2018 for review. This is the final action to implement.

**Goals and Objectives: i.e., CFP, Comprehensive Plan, Safety, etc.**

Council goals:

Colville is a community where people want to live and work.

Colville effectively delivers services.

Colville is a safe and healthy place to live.

Strategic plan goals:

Foster opportunities for continued economic vitality.

**Evaluate Alternatives or Options/Consequences of Inaction:**

Do nothing

**Funding Needed and Recommended Source (BARS #):**

N/A

**Attachments:**

Resolution No. 05-13

New proposed Resolution repealing No. 05-13

**Recommended Actions with Justification:**

Council motion to approve the proposed Resolution repealing Resolution No. 05-13 establishing a Municipal Airport Advisory Board.

## RESOLUTION NO. \_\_\_\_\_

### A RESOLUTION ESTABLISHING A MUNICIPAL AIRPORT ADVISORY BOARD AND REPEALING RESOLUTION NO. 05-13.

**WHEREAS**, pursuant to the provisions of RCW 14.08.120 municipalities are authorized to vest authority for the construction, enlargement, improvement, maintenance, equipment, operation and regulation of airports in a board or body of such municipality by a resolution which describes the powers and duties of such board.

**NOW, THEREFORE**, it is hereby resolved by the City Council of the City of Colville, Washington as follows:

#### **Section I:**

1. Creation - A Colville Municipal Airport Advisory Board was created on July 1, 1980.
2. Membership – The Colville Municipal Airport Advisory Board shall consist of seven (7) members, and a minimum of two (2) members shall reside within the city limits. The members shall serve without compensation and shall be appointed by the Mayor and approved by the City Council.
3. Terms – Terms of office of the Airport Board members shall be three (3) years.
  - a. The Mayor may also appoint a council representative to attend Board meetings as a non-voting member.
  - b. The Contracted Airport Manager will also attend the Board meetings. The Contracted Airport Manager will be a non-voting member. The Contracted Airport Manager will provide information to the Board on activities and problems.
  - c. Any Advisory Board member may be removed during their term by the City Council for sufficient cause. Sufficient cause means violation of the public trust or malfeasance. Also, removal may occur for non-participation in meetings.
  - d. All meetings of the board must be documented and minutes of the proceedings will be provided to the City Clerk's Office within 30 days of the meeting even if only in draft form.
  - e. A quorum of four (4) voting members must be present for a valid meeting.

4. ~~Organization~~ The Airport Advisory Board shall organize and select a chairman, vice chairman and a secretary. The Board shall adopt, and from time to time amend rules of procedure.  
Quorum – Meetings
  - a. The Board shall have a chairman, vice chairman and secretary. Officers shall be elected in January of each year. The secretary shall serve as the recording secretary to the Board. It shall be the duty of the chairman to preside at all meetings of the Board and the Secretary will keep official minutes of all meetings and all proceedings of the Board. Minutes will be provided to the City Clerk within ten (10) days after a meeting.
  - b. A majority of the Board shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry a proposition. The Board shall fix the time and place of its meetings. The meeting of the Board shall be open to the public. Special meetings may be called.
  - c. The board shall adopt Rules of Procedures.
5. Powers – The Airport Advisory Board shall have the following responsibilities:
  - a. The Board shall be available for consultation through the Chair, with the Mayor, City Council, or to other City staff members.
  - b. To assist in basic airport planning. The Board will be available to assist in the planning involving restricted landing areas, air protection privileges and for personal property for airport purposes and to make recommendations to the City Council. They will also assist in selecting sites for airplane hangars and support buildings.
  - c. To operate and maintain the municipal airport within the limitations of funds provided for that purpose in the airport budget as approved by the City Council.
  - d. In the event of necessary repairs, improvements, or purchase of equipment involving the municipal airport, the Advisory Board will assist in completing written applications for monetary assistance to the State Department of Transportation, Aeronautical Division, the Federal Aviation Administration, or any other potential funding source. All activity must have City Council approval.

## **Section II:**

Resolution No. 05-13 is hereby repealed in its entirety.

This Resolution shall be effective upon its passage.

Passed and adopted by the City Council of the City of Colville, Washington the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor Louis F. Janke

Attest:\_\_\_\_\_  
Holly Pannell, MMC, PFO, City Clerk/  
Human Resources Manager

Approved as to form:

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City Attorneys McGrane & Schuerman

ResAirportBoard2018

## **RESOLUTION NO. 05-13**

### **A RESOLUTION ESTABLISHING A MUNICIPAL AIRPORT ADVISORY BOARD AND REPEALING RESOLUTION NO. 14-07.**

**WHEREAS**, pursuant to the provisions of RCW 14.08.120 municipalities are authorized to vest authority for the construction, enlargement, improvement, maintenance, equipment, operation and regulation of airports in a board or body of such municipality by a resolution which describes the powers and duties of such board.

**NOW, THEREFORE**, it is hereby resolved by the City Council of the City of Colville, Washington as follows:

#### **Section I:**

1. Creation - A Colville Municipal Airport Advisory Board was created on July 1, 1980.
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  - c. Any Advisory Board member may be removed during their term by the City Council for sufficient cause. Sufficient cause means violation of the public trust or malfeasance.
  - d. All meetings of the board must be documented and minutes of the proceedings will be provided to the City Clerk's Office within 30 days of the meeting even if only in draft form.
  - e. A quorum of four (4) voting members must be present for a valid meeting.
4. Organization – The Airport Advisory Board shall organize and select a chairman, vice-chairman and a secretary. The Board shall adopt, and from time to time amend rules of procedure.

5. Powers – The Airport Advisory Board shall have the following responsibilities:
- a. The Board shall be available for consultation through the chair, with the Mayor, City Council, or to other City staff members.
  - b. To assist in basic airport planning. The Board will be available to assist in the planning involving restricted landing areas, air protection privileges and for personal property for airport purposes and to make recommendations to the City Council. They will also assist in selecting sites for airplane hangars and support buildings.
  - c. To operate and maintain the municipal airport within the limitations of funds provided for that purpose in the airport budget as approved by the City Council.
  - d. In the event of necessary repairs, improvements, or purchase of equipment involving the municipal airport, the Advisory Board will assist in completing written applications for monetary assistance to the State Department of Transportation, Aeronautical Division, the Federal Aviation Administration, or any other potential funding source. All activity must have City Council approval.

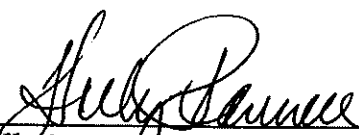
**Section II:**

Resolutions No. 14-07 is hereby repealed in its entirety.

This Resolution shall be effective upon its passage.

Passed and adopted by the City Council of the City of Colville, Washington the 23rd day of July, 2013.

  
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Mayor Deborah Rarrick

Attest:   
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Holly Pannell, CMC, PFO, City Clerk/  
Human Resources Manager

Approved as to form and content:

  
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City Attorneys McGrane & Schuerman