

BYLAWS

CRAWFORD COUNTY AIRPORT BOARD

ARTICLE I – AUTHORITY NAME

The Crawford County Airport Board was created by and is an arm of the Board of Commissioners of Crawford County (County), State of Michigan, and is hereinafter referred to as the C-CAB. Once created, the C-CAB is given the authority to adopt and amend its own bylaws, and is responsible for them, subject to the approval of the Crawford County Board of Commissioners. The C-CAB may be dissolved by a majority vote of the Crawford County Board of Commissioners.

ARTICLE II – PURPOSES

Section 1

To maintain and manage the civilian airport property located at the Grayling Army Airfield in Crawford County.

Section 2

To oversee services provided to individuals interested in using the facilities at the public airport property located at the Grayling Army Airfield in Crawford County. This may be accomplished directly or through a contractual agreement with an interested third party or Fixed Based Operator (FBO)

Section 3

To comply with the terms of the lease, memorandum of understanding and any other documents that exists between the county and the military while preserving a mutually beneficial relationship between the County and the military.

Section 4

Develop plans to best serve the community through the operation of the airport.

Section 5

Periodically report on the activities and future plans of the C-CAB to the Crawford County Board of Commissioners.

ARTICLE III – MEMBERS

Section 1 - Members

The C-CAB shall consist of five (5) voting members who shall be responsible for governing its actions and achieving its purposes subject to the authority of the Crawford County Board of Commissioners.

Section 2 – Appointment

All five (5) members of the C-CAB shall be appointed by and serve at the will of the Crawford County Board of Commissioners.

Section 3 – Representation

Two (2) members of C-CAB shall be recommended by the Camp Grayling Commander and shall be representative of the military airport management and camp facilities management. One (1) member shall be a Commissioner that is elected and serving Crawford County. One (1) member shall be the Administrator/Controller of Crawford County. One (1) member shall be appointed at large by the Crawford County Board of Commissioners and should be a county resident and/or own property within the County.

Section 4 – Conflict of Interest

No member shall be affiliated with a public or private organization that contracts directly with C-CAB, the County or the Military. No member shall be involved in any endeavor which would influence the policy decisions regarding the airport unless that affiliation is disclosed and approved by the C-CAB.

Section 5 – Term of Appointment

The term of appointment of the (2) members representing the military shall be revisited every three (3) years. The Commissioner appointment shall occur (after the initial Board is established) during the organizational meeting of the Crawford County Board of Commissioners in January of every odd numbered year. The term of the County Administrator/Controller is indefinite. The term of the at large appointment shall be for three (3) years, with the first full term appointment expiring on March 31, 2013.

Section 6 – Compensation

There shall be no compensation for C-CAB board members. Reimbursement for expenses in extenuating circumstances can be attained from the County, if the Board of Commissioners has pre-approved the reimbursement.

Section 7 – Removal

Members of the C-CAB may be removed at will by the Crawford County Board of Commissioners for misfeasance, malfeasance and/or

nonfeasance, providing that a statement outlining the reasons for removal has been provided to the C-CAB member for a period of at least 30-days and the member is allowed to be respond to the statement at a meeting of the Crawford County Board of Commissioners.

Section 8 – Vacancies

In the event of a vacancy on the C-CAB, such a vacancy shall be filled by the Crawford County Board of Commissioners for the remainder of the unexpired term.

ARTICLE IV – OFFICERS

Section 1 – Officers

The officers of the C-CAB shall be a Chairperson, a Vice-Chairperson and a secretary.

Section 2 – Additional Officers

The C-CAB may appoint other officers as needed to permanent or temporary positions.

Section 3 – Term of Office

The officers shall be elected annually by the C-CAB from among its members. In the case of a vacancy, the C-CAB may hold a special election.

Section 4 – Duties of Officers

- A. Chairperson: The Chairperson shall preside at all meetings of the C-Cab, and appoint members to standing and non-standing committees.
- B. Vice – Chairperson: The Vice – Chairperson shall perform all duties of the Chairperson during the absence and/or inability of the Chairperson to act and perform all duties as prescribed by the Chairperson.
- C. Secretary: The Secretary shall assure that accurate and true minutes are kept. Additionally, the Secretary shall cause the issuance of minutes and notices of all meetings of the C-CAB within the guidelines of the Open Meetings Act.

ARTICLE V – COMMITTEES

Section 1 – Committees

The C-CAB shall establish Committees (Standing or Special) to look after such issues as it deems fit.

Section 2 – Membership

The Chairperson, with the advice of the other Board Members shall appoint members to Committees which may include non C-CAB members.

All non C-CAB members shall serve in voluntary capacity and shall not be entitled to any of the powers that come through the C-CAB membership.

Section 3 – Committee Chairs

All Committees formed by the C-CAB shall be Chaired by an appointed member of C-CAB. No single member of the C-CAB may chair more than two committees simultaneously.

ARTICLE VI – MEETINGS

Section 1 – Annual Meeting

The C-CAB will meet annually to determine officers and to set the regular meeting schedule of the C-CAB meetings. The meeting schedule shall be posted at the Crawford County Building and the civilian airport terminal.

Section 2 – Regular Meetings

The C-CAB shall hold a minimum of four (4) regular meetings throughout the year. The meetings shall be held in compliance with the Open Meetings Act. The meetings shall be held at a place and time that the C-CAB board deems convenient.

Section 3 – Special Meetings

The C-CAB may hold special meetings at the request of the Chairperson or the Vice-Chairperson (in the absence of the Chairperson) or at the request of the majority of the C-CAB members. All members of C-CAB must be notified of the date and time of the special meeting by phone, fax, email or direct mail. Special meetings shall be held in compliance with the Open Meetings Act.

Section 4 – Attendance

All meetings of the C-CAB are public meetings. C-CAB members are expected to attend C-CAB meetings. C-CAB will notify the Crawford County Board of Commissioners of any member missing three consecutive meetings. A member may attend a meeting by physical presence or by telephonic presence; as long as the meeting is conducted with an adequate speakerphone so that all members can communicate effectively with all other members and that any members of the public who are physically present can hear and understand the deliberations. Members must be physically present in order to be counted in the establishment of a quorum. Telephone charges for such meetings shall be borne by the C-CAB either directly or by reimbursement to the remote member.

Section 5 – Quorum

Three (3) members of the C-CAB shall constitute a quorum for the transaction of business.

Section 6 – Conduct

Robert’s Rules of Order Newly Revised, latest edition, shall govern the sessions of the C-CAB unless the bylaws conflict therewith, in which event the bylaws shall supersede as long as they are not in conflict with the Constitution of the United States or the laws of the State of Michigan.

Section 7 – Voting

An affirmative vote shall require three votes.

ARTICLE VII – POWER TO CONTRACT

Section 1 – Expenses

The C-CAB may not expend or authorize for expense any county funds that are not within its County Board of Commissioners authorized budget without the prior consent of the County Administrator/Controller or the County Board of Commissioners.

Section 2 – Contracts

The C-CAB may not enter into any contract without the authorization of the Crawford County Board of Commissioners.

ARTICLE VIII – BYLAWS

These bylaws may be amended in whole or in part at any time by a majority vote of all the members serving on the C-CAB at any regular or special meeting of the C-CAB provided that written notice of the proposed amendment(s) shall be given to all members not less than five (5) days prior to such meeting. Any such amendment shall be subject to approval by the Crawford County Board of Commissioners.

ADOPTED DATE: May 20, 2009

I, Sandra Moore, Clerk of the Crawford County Board of Commissioners and Clerk of the County of Crawford, do hereby certify that the above Bylaws were duly adopted by the said Board on May 20, 2009.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County and Court at Grayling, Michigan, this 20th day of May 2009.

Amended – July 15, 2009