


# NORTHERN MAINE REGIONAL AIRPORT

## ADVISORY BOARD BY-LAWS



Approved by City Council: July 24, 2000  
Amended: February 4, 2002  
Amended: February 19, 2003  
Amended: April 18, 2005  
Amended: September 7, 2005  
Amended: December 19, 2005  
Amended by the City Council: October 1, 2012

True Copy Attest:

  
Beverly A. Labbe, City Clerk

City Seal

# NORTHERN MAINE REGIONAL AIRPORT

## ADVISORY BOARD BY-LAWS

### ARTICLE I. NAME

This group shall be called the Airport Advisory Board.

### ARTICLE II. AUTHORITY/OBJECTIVE

**Section 1.** The Board exists by Ordinance of the Presque Isle City Council and shall exercise the powers and authority and assume the responsibilities delegated by designated Ordinance.

**Section 2.** The objective of the Board is to recommend general policies and development initiatives concerning the operations of the Northern Maine Regional Airport to the department head, City Manager and City Council.

### ARTICLE III. MEMBERSHIP

**Section 1.** The Board shall consist of six (6) members appointed by the City Council who shall be residents of the City of Presque Isle and one (1) resident of Aroostook County nominated by the Airport Advisory Board and appointed by the City Council, and one (1) resident of Aroostook County nominated by the Aroostook County Commissioners and appointed by the City Council.

**Section 2.** Members shall be appointed on a staggered basis to provide continuity of service.

**Section 3.** Terms shall be for four (4) year periods.

**Section 4.** Appointed members of the Board shall continue to serve at the expiration of their term until either a new member has been appointed or the expirations of ninety (90) days from the end of the term, whichever occurs first.

- Section 5.** Board membership shall be comprised of the following mix of special interests:  
    Airport/ Aviation - two (2) members;  
    Business/Industry - two (2) members;  
    General Citizenry - two (2) members;  
    Aroostook County Economic Development - one (1) member; and  
    Aroostook County representative - one (1) member.
- Section 6.** Vacancies for any reason shall be filled by the City Council for the unexpired term in each case.
- Section 7.** The City Manager, Airport Director and Executive Director of the Presque Isle Industrial Council are Ex-Officio, non-voting members.
- Section 8.** Any tenant of the City involving any use of the Northern Maine Regional Airport facility shall not be eligible to be a member of the Airport Advisory Board. For the purpose of this section, tenant shall be defined as any person(s), corporate officer(s) or any owner of a business that has a written lease or license with the City that involves any facility at the Northern Maine Regional Airport.

#### **ARTICLE IV. QUORUM**

Four (4) members of the Board, present in person, one of whom must be an officer of the board, shall constitute a quorum for the transaction of business at any meeting.

#### **ARTICLE V. MEETINGS**

- Section 1.** Regular meeting times shall be established each year at the organizational meeting, to be held on third Tuesday in January at 3:00 PM.
- Section 2.** Special meetings may be called by the Chairperson, Airport Director, or upon the request of at least three (3) members.
- Section 3.** All meetings shall be noticed in writing to allow for public input.

#### **ARTICLE VI. OFFICERS**

The officers of this Board shall be a Chairperson, a Vice-Chairperson and Secretary who shall be elected at the organizational meeting.

## **ARTICLE VII. DUTIES**

- Section 1.** The Chairperson shall preside at all meetings of the Board; appoint all committees; represent the Board at public affairs; and shall maintain the dignity and efficiency of the Board in all possible ways.
- Section 2.** The Vice-Chairperson shall preside in the absence of the Chairperson.
- Section 3.** The Secretary shall keep a record of the proceedings of the Board.

## **ARTICLE VIII. ELECTIONS**

The officers shall be elected by nominations having been made from the floor. A majority vote of the quorum present shall constitute an election.

## **ARTICLE IX. DUTIES OF MEMBERS**

- Section 1.** It shall be the duty of each member of the Board to take an active part in the direction of the Board's activities and to act in whatever capacity he or she may be called. Board members are to be loyal in thought and deed to the welfare of the Northern Maine Regional Airport and to the community which it seeks to serve.
- Section 2.** All members shall serve without remuneration.
- Section 3.** Any member is privileged to make an inspection of Airport functions and equipment and to bring a report before the Board.

## **ARTICLE X. SPECIAL COMMITTEES**

Special committees shall be appointed by order of the Airport Advisory Board as needs may arise. Such committees shall not necessarily be restricted to members of the Advisory Board, provided however, the Chairperson of any special committee shall be a Board member. Notwithstanding other City residence policies on appointments to boards and committees, appointments by the Airport Advisory Committee to special committees may be made from residents outside of Presque Isle.

## **ARTICLE XI. AMENDMENTS**

The Board may recommend amendment(s) to the By-Laws at any regular or special meeting by a majority vote of a quorum, provided written notice of the proposed amendment(s) has been given to all Board members at least seven (7) calendar days prior to said meeting. Amendment(s) to the By-Laws shall require approval by the City Council.