

**BY-LAWS**

**Of**

**The Rangeley Municipal Airport**

**Airport Commission**

**Rangeley, Maine**

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**Proposed: October 27, 1997**  
**Adopted: December 1, 1997**  
**Amended: May 21, 2001**

# **RANGELEY MUNICIPAL AIRPORT AIRPORT COMMISSION By-Laws**

## **ARTICLE 1. PREAMBLE**

### **Section 1. NAME**

The name of the commission is the Rangeley Airport Commission.

### **Section 2. PURPOSE**

The purpose of this Commission will be to promote goodwill between the Airport and the citizens of Rangeley, and to provide guidance to the Town Manager on airport operations, maintenance and improvements. To assist in planning, facilities acquisition or construction and to provide guidance to the Town Manager in the operation of such additions to, or extensions of, the existing airport and related facilities as may be necessary to provide optimum air transportation service for Rangeley and the surrounding area.

Specifically, the purpose of the Commission is to assist the Town Manager in stimulating aeronautical development at the Rangeley Municipal Airport, as appropriate to users needs and the needs of Rangeley and the surrounding communities through defining and setting into motion, policies, projects and programs that will increase airport viability. The Commission will provide guidance to the Town Manager on management of the existing Rangeley Municipal Airport and related aviation facilities. The Airport property is situated on Kennebago Road, Rangeley, consisting of land and buildings, easements, fixtures, equipment and tools and all other property, both real and personal which is part of, or used at, the existing airport facility together with all leases, receivables and all other intangible property.

### **Section 3. INTENTIONS**

It is the intention of the Commission to work with the Town Manager, in seeking assistance from Federal, State and Local Government as well as the private sector in the form of grants, loans, gifts and other available assistance to carry out the goals of the Commission and the Municipality. The Commission will assist the Town Manager in seeking laws, ordinances, codes and so forth, at local, state and national levels to further the development of the Rangeley Municipal Airport. The Commission shall endeavor to assist and influence both the public and private sections of the Town of Rangeley and surrounding communities, as may be appropriate to furthering the purpose of the Commission.

## ARTICLE II. RANGELEY AIRPORT COMMISSION ADMINISTRATIVE POLICY

### Section 1. MEMBERSHIP

- A. The Commission shall be appointed by the Board of Selectmen and shall consist of seven members and up to two alternate members serving staggered terms of three years. The Town Manager shall be an Ex-officio member of the Commission.
- B. Vacancies
1. When members propose to resign, if reasonably feasible, they shall give notice of their intent to the Chairperson or Secretary, or make the date of resignation effective in such a manner to allow time for the appointment of a replacement.
  2. When a vacancy occurs through death, resignation or a member is removed due to lack of attendance, the Secretary shall promptly indicate to the Board of Selectmen that a vacancy exists. When such vacancy occurs, and after a vote by the Commission, the Commission shall recommend to the Board of Selectmen, which alternate is recommended by the Commission to be appointed to fill the vacancy and serve as a regular member. A new alternate will be recommended to be appointed by the Board of Selectmen to fill the new alternate vacancy.
  3. When a member becomes incapacitated permanently or for what appears likely to be a protracted period, or moves from the jurisdiction, or becomes, for any other reason, no longer qualified for office, and fails to resign, the Chairperson shall cause any necessary investigation to be made and if appropriate, shall declare the office vacant and the Secretary shall promptly indicate such to the Board of Selectmen that a vacancy exists. When such vacancy occurs, and after a vote by the Commission, the Commission shall recommend to the Board of Selectmen, which alternate is recommended by the Commission to be appointed to fill the vacancy and serve as a regular member. A new alternate will be recommended to be appointed by the Board of Selectmen to fill the new alternate vacancy.

### Section 2. PRINCIPAL OFFICERS

The officers shall be a Chairperson and a Vice-Chairperson, to be elected annually by the Commission on its first meeting following their appointment by the Board of Selectmen and shall be known as Officers of the Airport Commission.

- A. Chairperson: The Chairperson shall preside at all regular, special and executive session meetings as well as workshops of the Commission and conduct the meetings consistent with Robert's Rules of Order except when Robert's Rules of Order are in conflict with the rules and regulations of the Airport Commission.
- (1) The Chairperson shall appoint, with consent of a majority of the Commission members, members of any committees established by the Commission.
  - (2) The Chairperson shall be an Ex-Officio member of any committee established by the Commission.

- (3) The Chairperson shall vote only in the event of a tie.
  - (4) The Chairperson may delegate his duties to the Vice-Chairperson when the workload or circumstances so dictate, that it is in the best interest of the Commission.
- B. Vice-Chairperson:** The Vice-Chairperson shall assume the duties of the Chairperson when the Chairperson is absent or when it is determined the workload or circumstances so dictate, that it is in the best interest of the Committee to do so.

**Section 3. ATTENDANCE**

- A.** It shall be the obligation of each member of the Airport Commission to attend all scheduled meetings unless excused by the Chairperson or his representative and is to be read into the minutes of the meeting. A written notice should be provided to any public official or any other individual if their attendance is desired at a meeting.
- B.** Failure to attend four (4) consecutive regular meetings, or four (4) of any eight (8) consecutive meetings, without the recorded consent of the Chairperson, shall be construed as resignation from the Commission.

**Section 4. MEMBERSHIP RECORD**

A current directory of the Rangeley Airport Commission members will be maintained at all times and shall contain addresses, phone numbers, length and expiration date of term.

**ARTICLE III. MEETINGS**

**Section 1. REGULAR MEETINGS**

Regular meetings of the Airport Commission shall be held on the last Monday of the month at a time and public place previously designated by the Commission. The Secretary shall send notices of a regular meeting to each board member at least five days before such meeting.

**Section 2. SPECIAL MEETINGS**

Special meetings of the Airport Commission can be called by the Chairperson or by a majority of the Commission members upon reasonable notice to all members and the public.

### **Section 3. MEETING AGENDA AND ORDER OF BUSINESS**

The Secretary shall prepare an agenda for each Commission meeting. The order of business shall be as follows:

- A. Call to order and roll call with recording of members present and absent and indications as to whether absences are with the consent of the Chairperson.
- B. Approval of the minutes of the previous meeting.
- C. Public to speak.
- D. Correspondence to be read into record.
- E. Reports of the Commission.
- F. Reports of the Airport Manger.
- G. Old Business.
- H. New Business.
- I. Announcements.
- J. Adjournment.

### **Section 4. PROCEEDINGS**

- A. All meetings shall be conducted in accordance with Robert's Rules of Order and in compliance with the State of Maine "Right to Know" Law.
- B. Secretary
  - (1) The Secretary of the Commission shall keep a faithful record of all meetings of the Commission and send proper notices of the meetings and all public meetings of the Commission and generally to perform those duties as may be required by the Chairperson or its member.
  - (2) The minutes of all official meetings will be taken by the Secretary and will be distributed to all members within a minimum of five days prior to the next meeting.
  - (3) The Secretary shall keep a record of all resolutions, transactions, correspondence, funding and determinations of the Commission. All records shall be deemed public and may be inspected at the Town Office during normal business hours and in the presence of the Secretary or other authorized personnel.

### **Section 5. QUORUM**

A majority of the members of the Airport Commission constitutes a quorum.

### **Section 6. COMMISSION DECISIONS**

The act of a majority of the members present at a meeting, at which a quorum is present, shall be the act of the Commission.

**Section 7. CONFLICT OF INTEREST**

A member of the Airport Commission shall abstain in the discussion and voting on an issue if the following exists:

- A. A member is, by reason of interest, placed in a situation of temptation to serve or be perceived to serve his own personal interest.
- B. Any question of whether a member should abstain from discussion and voting on a particular issue or matter before the Commission shall be by majority vote of the members except the member being challenged, who may not vote.

**ARTICLE IV. EFFECTIVE DATE**

These By-Laws are effective as of December 1, 1997 when they were adopted by the Airport Commission. Subsequent modifications to these By-Laws shall be voted upon and approved by the majority of the Commission Members.

CHAIRPERSON 

VICE-CHAIRPERSON 

MEMBER \_\_\_\_\_

MEMBER \_\_\_\_\_

MEMBER \_\_\_\_\_

MEMBER \_\_\_\_\_

MEMBER \_\_\_\_\_