

Revised and Approved by the AHN Airport Authority, November 24, 2020 (vetted by ACCGov Attorney's Office and ACCGov Manager's Office).

*Previously Revised October 23, 2018 by the Clarke County Airport Authority.*

## **BY-LAWS OF THE CLARKE COUNTY AIRPORT AUTHORITY**

### **ARTICLE I - AUTHORIZATION**

The name of this organization shall be the Athens-Clarke County Airport Authority, herein referred to as the Authority, and shall function according to Georgia law as described in enabling legislation Georgia Law No. 1132, approved 28 March 1988 (Georgia Laws 1988, Vol. 2, pp. 4906-4923), hereinafter referred to as the "Enabling Legislation".

The Authority declares itself and shall function as an Advisory Body to the Mayor and Commission of the Unified Government of Athens-Clarke County (hereinafter referred to as ACCGov). until such time as Section 23 of the Enabling Legislation is implemented by the Athens-Clarke County Mayor & Commission. The Authority will not exercise contract authority, unless given consent by the Mayor & Commission, by entering into contracts, commitments, leases and other obligations of the local government as outlined in Section 24 of the Enabling Legislation prior to implementation of Section 23 of the Enabling Legislation of the above cited Georgia Law by the Athens-Clarke County Mayor and Commission. It shall take an affirmative vote of four (4) members of the Authority to adopt, change or amend these By-Laws.

### **ARTICLE II – MISSION AND OBJECTIVES**

The mission and objectives of the Airport Authority shall be to provide advice to ACCGov to promote a safe, consistent, and efficient aviation environment; provide quality aviation products and services; and serve as a catalyst in the creation and development of aviation related industry in Athens-Clarke County. The roles and responsibilities of the Airport Director, the ACCGov Manager, the Airport Authority, and the Mayor & Commission are listed in the Roles and Responsibilities document adopted by the Authority on October 23, 2018 (see text appended).

### **ARTICLE III - MEMBERSHIP**

**Section 1** Authority Membership shall consist of six (6) members who shall be residents and qualified voters of Athens-Clarke County. At least one of the six members shall reside within five miles of the airport. The term of office of each member shall begin on the first day of July each year. All members of the Authority shall be appointed by the ACC Mayor & Commission for a term of four years on a staggered term basis as described in Section 5(a) of the Enabling Legislation, or until their qualified successors are duly appointed. All members of the Authority shall serve without compensation. Any member of the Authority otherwise qualified shall be eligible for reappointment unless such member has served for two consecutive four-year terms, in which case said member shall not be eligible for reappointment until after a period of one (1) year's absence from Authority Membership

**Section 2** The Manager of ACCGov shall serve as a nonvoting ex-officio member of the Authority for the purpose of assisting in the coordination of activities between the Authority and the Mayor and Commission( Enabling Legislation, Section 5(b). The Manager may choose to appoint one of the Assistant Managers as the designee and he/she will notify the Authority in writing of his/her choice.

**Section 3** Any member who has three (3) consecutive absences from regularly scheduled meetings of the Authority, shall automatically cease to be a member of the Authority, (Section 9 Enabling Legislation) Members are obliged to notify the Chair or Vice Chair in the event of an anticipated absence. Any member who has four (4) absences from any regularly scheduled meetings of the board across the calendar year, without prior written notification to the chair or vice chair, shall automatically by reason of such fact cease to be a member of the Authority.

**Section 4** All Authority members are subject to removal by the Mayor & Commission with or without cause. Any vacancy during the unexpired term of a member shall be filled by the Mayor & Commission for the remainder of the term.

Any member may also be removed from office for good cause affecting his/her ability to perform his/her duties as a member, if found guilty of misfeasance, malfeasance, or nonfeasance in office, by vote of (3) of the Authority members. This can only occur after a public hearing at which such member is given the right to present evidence on his/her own behalf and only upon a finding by four (4) of the other members that good cause exists for removal.

**Section 5** Should an appointed member vacate office either by resignation, death, change of residence, or removal as provided in Section 3 or Section 4 above, the Mayor & Commission shall, as soon as practicable, appoint another qualified person to serve as a member of the Authority for the unexpired term. The staff liaison or the Authority Chair are responsible for notifying the Clerk of Commission when a member resigns or a vacancy exists for other reasons. The Clerk of Commission will work with the appropriate Mayor & Commission to fill the vacancy.

#### **ARTICLE IV – OFFICERS AND DUTIES**

**Section 1** An Authority Chair and Vice-Chair shall be elected for a tenure of the current calendar year by a quorum of the Authority at the regularly scheduled meeting in January of each year, or as soon thereafter as practicable, and each shall serve until his/her successor is elected. In the event of the Chair's death, removal, or resignation, the Vice-Chair shall assume the duties of the Chair until a successor Chair is elected.

**Section 2** The Authority Chair will propose standing committees at the start of his/her term in office. An ad-hoc committee can be created at any time during the year. All committees must be approved by an affirmative vote of four (4) members of the Authority.

**Section 3** The duties of the Chair shall be to:

1. Preside at all meetings of the Authority.
2. Represent the Authority in all private and public matters.

3. Appoint the Chair of all committees set forth herein and such additional appointments as he/she may deem necessary.
4. Serve as an ex-officio member of all committees.
5. Appoint a Secretary to the Authority for the purpose of recording and preparing the minutes of all meetings and keeping the records of the Authority.
6. Serve as liaison with the ACCGov Manager for the purpose of assisting in the coordination of activities between the Authority and the Mayor & Commission.
7. Vote only in the event of a 3-0, 3-1 or a 3-2 vote. The Chair's vote must be recorded in the minutes of the meeting as either for, against, or abstain.

**Section 4** An Authority Vice-Chair shall be elected for a tenure of the current calendar year by a quorum of the Authority at the regularly scheduled meeting in January of each year, or as soon thereafter as practicable, and serve until his/her successor is elected.

**Section 5** The duties of the Vice-Chair shall be to assume the duties of the Chair in his/her absence.

## **ARTICLE V - MEETINGS**

**Section 1** The Authority shall hold its regular meetings on the fourth Tuesday of each month at 3:00 P.M. unless another time is set at the preceding regular meeting. A full and timely notice for each regularly scheduled meeting shall be provided to ACCGov Clerk of the Commission for posting on the public meetings calendar, and to members of the Authority. The regular monthly meeting date, time, and place can be permanently or temporarily changed by a vote of four (4) members at any regularly scheduled meeting.

The presence of four (4) appointed members of the Authority at a designated place and time shall constitute a quorum for the purpose of transacting business; nevertheless, at least four (4) affirmative votes of membership shall be required for the approval of any matter or the exercise of any of the powers of the Authority. All meetings will be held in compliance with the Georgia Open meetings Law, and in compliance with prevailing ACCGov policies and procedures governing public meetings.

The Authority must give due notice of any meeting to be held at any place and time, and of any meeting that differs from the regular meeting schedule. Special or emergency meetings may be called from time to time by the Chair or upon request of a majority of the members of the Authority. For special meetings, irregularly scheduled meetings, or rescheduled regular monthly meetings, notice of the meeting must be filed. The notice must be posted at the regular meeting place at least 24 hours in advance and must be provided 24 hours in advance to ACCGov Clerk of the Commission for posting on the public meetings calendar. The notice must also include the agenda and subjects to be discussed. The Secretary is responsible for the posting. A special or emergency meeting must be limited in scope and purpose, and cannot replace the regularly scheduled monthly meeting.

**Section 2** All meetings of the Authority shall be open to the public in accordance with the Georgia Open Meetings Act, O.C.G.A §50-14-1 et. seq. and in compliance with ACCGov policies and procedures. Meetings are defined as any gathering of a quorum of the Authority members at which official business or policy of the Authority is to be discussed, or in which official action is to be taken, or (in the case of a committee) recommendations on official business or policy to the Authority are to be formulated or discussed.

Meetings of the Authority may be closed only in compliance with provisions of the Georgia Open Meetings Act and with prevailing ACCGov policies and procedures. Concerned parties shall have the right to be heard by the Authority on matters relevant to the Authority's duties. A Request to-be Heard shall be directed to the Secretary prior to 10:00 a.m. six days before the meeting. Any party not notifying the Secretary for an agenda assignment by the specified time will be required to postpone his/her request until the next scheduled meeting of the Authority.

Persons making presentations to the Authority shall limit their presentation to three (3) minutes per person, with notice of thirty (30) seconds remaining. These rules will be identical in all cases to those used for persons making presentations before the Athens-Clarke County Mayor & Commission. A copy of the ACCGov rules for presentations before the Mayor & Commission will be supplied by the Secretary at the time the request is made.

**Section 3** The Secretary must prepare an agenda by 12:00 noon on the Friday preceding the regular meeting, post it on the Authority's public bulletin board, website, and distribute it to members of the Authority, the Managers Office, and Commission liaison, such that they receive the agenda at least 3 days prior to the meeting.

The order of business shall commence with the minutes of the preceding meeting, it shall proceed according to the posted agenda, and shall not be altered without the permission of the Chair.

## **ARTICLE VI – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall be the Parliamentary Authority for all matters of procedure not specifically covered by the Authority's By-Laws.

## **ARTICLE VII AMENDMENTS**

These By-Laws may be amended at any time by the Authority after introduction and discussion of any proposed amendment and a two-week interval between its introduction and a vote of the Authority.

## **ARTICLE VIII – RATIFICATION**

These By-Laws and any amendments thereto shall be introduced and discussed at a regular business meeting of the Authority and shall become effective upon ratification by vote at a subsequent regular meeting.

*Roles and Responsibilities Chart appended/.....*

## CLARKE COUNTY AIRPORT AUTHORITY<sup>1</sup>

### ROLES AND RESPONSIBILITIES

The following RACI chart clearly lays out roles and responsibilities for the key airport tasks. The basic elements of the chart are:

- Job functions or titles are noted across the top
- Tasks or responsibilities are noted down the left hand side,
- The cells inside the RACI chart are filled in based on the following criteria:
  - **R = Responsible** = The person (organization) who performs the work
  - **A = Approver** = The person (organization) who delegates the work to those *responsible* and must approve the work that the *responsible* provides.
  - **C = Consulted** = Anyone who must be consulted with prior to a decision being made and/or the task being completed and with whom there is two-way communication.
  - **I = Informed** = Anyone who must be informed when a decision is made or work is completed and with whom there is just one-way communication

<sup>1</sup> Approved October 23, 2018 by the Clarke County Airport Authority

## CLARKE COUNTY AIRPORT AUTHORITY

## ROLES AND RESPONSIBILITIES - RACI CHART

CATEGORY	TASKS	AIRPORT DIRECTOR	MANAGER	AIRPORT AUTHORITY	M&C
Financial	Annual financial report	R	A	I	
	Budget creation	R	C	C	A
	Capital projects - budget	R	R	I	A
	Conduct annual audit	R	A	I	
	Contracts (2)	R	R	I	A (2)
	Develop / Update Yearly CIP	R	C	I	A
	Grants (1)	R	A	C	A
	Issue bonds	R	C	R	A
	Maintain inventory/fixed assets	R	A	I	
	Monthly financial reports	R	A	C	
	Process A/P	R	A		
	Process A/R	R	A		
	Purchases (1)	R	A	I	A
	Management	Airport Policies and Practice	R	I	I
Airport staff compensation		R	A	I	
Airport staff performance reviews		R	I		
Airport staff supervision		R	I		
Authority Agenda & minutes		R	I	A	
Procure					
Communicate with project consultants		R	C	I	
Monitor consulting projects		R	C	C	
Customer satisfaction measures		R	A	I	
Recruit Authority members		C	I	R	A
Marketing	Marketing execution	R	A	I	
	Marketing plan	R	A	C	
	Website - major revamp	R	A	C	
	Website - existing site enhancements	R	C	I	
Operations	Aircraft Rescue & Fire Fighting	R	I	I	
	Airport Fees	R	A	I	
	Airport Fixed Base Operations	R	I	I	
	Airport Wildlife Hazard Mgmt.	R	I	I	
	Capital projects - implement	R	C	C	
	Communicate with ATC Tower	R			
	Complaints & Resolving Problems	R	I	I	
	Coordinate FAA correspondence	R	I	I	
	Coordinate FAA inspections	R	A	I	
	Coordinate GDOT correspondence	R	I	I	
	Daily operations	R	A	I	

## CLARKE COUNTY AIRPORT AUTHORITY

## ROLES AND RESPONSIBILITIES - RACI CHART

CATEGORY	TASKS	AIRPORT DIRECTOR	MANAGER	AIRPORT AUTHORITY	M&C
	Emergency and Preparedness Plan	R	I	I	
	Environmental Management	R	I	I	
	Long-term ground leases	R	C	I	A
	Maintain Airport Properties	R	I	I	
	Maintain safe and secure airport	R	C	I	
	Overlay zoning requests	C	I	R	A
	Year to Year lease renewals	R	A	I	
<b>Passenger Air Service Development</b>	Airline incentives	R	C	C	A
	Airline recruiting	R	C	C	A
	Attend ASD conferences	A	I	I	
<b>Planning</b>	Develop / Update Yearly CIP	R	C	I	A
	Master Plan	R	C	C	A
	Strategic Plan	C	C	R	A
	Monitor Strategic Plan Progress	R	I	C	I

**Notes**

(1) Depends on the value. Anything over \$200,000 for purchases and over \$50,000 for grants must be approved by the M&C.

(2) Depends on value and if budgeted. Mayor has to sign off on all contracts, but only goes to M&C if over \$200,000 or \$50,000 over budgeted funds