

FAUQUIER COUNTY AIRPORT COMMITTEE

BYLAWS

PURPOSE

The purpose of the Fauquier County Airport Committee is to serve as the management body for the Board of Supervisors and the County Administrator to oversee the operation of the Warrenton-Fauquier Airport.

MISSION STATEMENT

The mission of the Warrenton-Fauquier Airport is to provide a safe and hospitable, general aviation, public use airport, operated on a self-sustaining basis and providing quality services, while being a good neighbor and meeting the needs of the County, its citizens, local businesses and visitors. A major purpose will be to serve as a reliever airport for Dulles and Washington International Airports. The original intent is to keep it open, keep it active and keep it small, while providing the County with the ability to hold open future options for possible long term development.

ARTICLE I: NAME

The name of this organization shall be the Fauquier County Airport Committee.

ARTICLE II: OBJECTIVES

The Fauquier County Airport Committee, working with the Board of Supervisors and County Administrator, shall have the following duties and responsibilities:

- a. Monitor airport operations and provide oversight to the management functions.
- b. Advise the Board of Supervisors on needed improvements.
- c. Review proposed capital projects and expenditures and recommend actions to the Board of Supervisors.
- d. Serve as citizen representatives for the development of the Airport Master Plan.
- e. Maintain liaison with the FAA and VDOA and coordinate actions as necessary.
- f. Oversee the development of a manual for minimum standards and rules and regulations.
- g. Establish and monitor accounting mechanisms for the control and reporting of funds.
- h. Cause an annual audit of funds and operations to be conducted with results report to the Board of Supervisors.
- i. Other duties and responsibilities as prescribed by the Board of Supervisors.

ARTICLE III: MEMBERS

- a. The Committee shall consist of up to eight (8) members.

- b. Members are appointed by the Board of Supervisors for a four (4) year term with one (1) citizen members representing each of the five (5) magisterial districts and up to three (3) Citizen at Large members. Four (4) members shall constitute a quorum for the conduct of Airport Committee meetings.
- c. Members shall be persons with management, business, public administration or airport related skills.
- d. Members serve at the pleasure of the Board of Supervisors.
- e. Members shall be required to attend at least 50% of all meetings in a calendar year. The Chairman will initiate action to obtain resignation for members unable to meet the fifty percent (50%) attendance requirement.
- f. All Airport Committee members are expected to become familiar with the By-Laws and the Rules, Regulations and Minimum Standards of the Airport.
- g. In-term vacancies may be filled by the Board of Supervisors.
- h. The Committee may recommend memberships to the Board of Supervisors, as appropriate.
- i. The County Administrator or designated representative, Director of General Services, and other County Officers or Staff may serve as ex-officio members as designated by the County Administrator and approved by a majority of the Committee.

ARTICLE IV: OFFICERS

- a. The Committee Chairman shall be appointed by the County Board of Supervisors for a term of one (1) year. Treasurer and Secretary functions will be performed by County Staff designated by the County Administrator. The Committee will elect a Vice-Chairman and other officers as deemed desirable for a term of one (1) year.
- b. The Chairman shall conduct meetings and direct the activities of the Committee.
- c. The Vice-Chairman shall serve in the absence of the Chairman.
- d. The Secretary will keep minutes of meetings and handle other administrative duties as requested.
- e. The Treasurer shall establish an appropriate means of receiving, handling and accounting for the Airport Enterprise Fund.

ARTICLE V: COMMITTEES

The Chairman may from time to time establish and abolish standing or special sub-committees as necessary. Sub-committee members need not necessarily be members of the Airport Committee.

ARTICLE VI: MEETINGS

- a. The Committee shall meet no less than four (4) times a year, generally once a month.
- b. A quorum shall be a majority of the members present and voting.
- c. Meetings shall be conducted in accordance with accepted parliamentary procedures.
- d. Meetings shall comply with The Virginia Freedom of Information Act.

ARTICLE VII: AMENDMENTS

- a. These bylaws may be amended at any time by a two-thirds affirmative vote of the members of the Airport Committee.
- b. Any amendment must conform to the purpose and mission of the Airport Committee.