



# Anoka County-Blaine Airport ADVISORY COMMISSION

ACBAAC

## BYLAWS OF

### ANOKA COUNTY-BLAINE AIRPORT ADVISORY COMMISSION (ACBAAC)

#### ARTICLE I

The name of this organization shall be the Anoka County-Blaine Airport Advisory Commission, hereinafter referred to as the "Commission." By appointing representatives to this Commission, the appointing authorities do hereby endorse the purpose and goals as identified in these bylaws and authorize and support the Commission as an advisory body to the respective appointing bodies.

#### ARTICLE II

##### PURPOSE AND GOALS

**GOAL:** This Commission is formed to further the general welfare of the community and the Anoka County-Blaine Airport, a public airport in the City of Blaine, County of Anoka, state of Minnesota, through minimizing or resolving problems created by the aircraft operations at the airport.

**PURPOSE:**

1. The Commission shall advise the community and the Metropolitan Airports Commission with regard to all matters affecting the Anoka County Blaine Airport, the classification, rules and regulations supplied to the operation of the Airport and the development of lands adjacent to the Airport.
2. The Commission shall cooperate with the Metropolitan Airports Commission staff in reviewing matters affecting the use and control of the Anoka County Blaine Airport.
3. The Commission shall make its recommendations to the Metropolitan Airports Commission regarding any proposal affecting the use or operations of Anoka County-Blaine Airport.

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Approved April 2024

## ARTICLE III

### MEMBERSHIP

1. Representatives and alternate representatives shall be appointed to serve for a two (2) year term or until their successor is appointed. If a representative resigns prior to the completion of his or her two (2) year term, the resulting vacancy shall be filled by the appointing authority, and such successor representative will serve for the remainder of the original appointee's term. All other vacancies shall be filled by the appointing authority for a new two (2) year term commencing upon January 1<sup>st</sup> in even-numbered years.
  
2. In addition to the designated USER and PUBLIC Representatives (or their appointed alternate), non-voting membership to the Commission may include TECHNICAL ADVISORS.

TECHNICAL ADVISORS – The Manager of Anoka County-Blaine Airport shall be the Technical Advisor of the Commission. Other officially recognized organizations or agencies may be called upon to advise the ACBAAC that include: the Federal Aviation Administration (FAA), Minnesota Pollution Control Agency (MPCA), Metropolitan Airports Commission (MAC) Board Members or staff, and any other organization or agency that can provide technical assistance to matters of interest to the Commission.

3. Voting membership of the Commission is as follows:

#### **Public Representatives** (Official City Council or County Appointment)

- One (1) representative from Circle Pines
- One (1) representative from Blaine
- One (1) representative from Mounds view
- One (1) representative from Lexington
- One (1) representative from Lino Lakes
- One (1) representative from East Bethel
- One (1) representative from Anoka County

#### **User Representatives** (Airport Manager Appointment)

- Two (2) representatives from Anoka County Aviation Association
- Two (2) representatives from Experimental Aircraft Association
- Three (3) representatives from airport business or at-large airport user



## ARTICLE IV

### VOTING RIGHTS OF MEMBERSHIP

1. A quorum at all meetings of the Commission shall consist of attendance by three (3) USER REPRESENTATIVES and three (3) PUBLIC REPRESENTATIVES, or duly designated alternatives.
2. Each USER and PUBLIC REPRESENTATIVE, or a duly designated alternate, shall have one (1) vote.
3. The Bylaws may be amended by majority vote of membership provided that notice of such proposed amendments shall have been given ten (10) days prior to the Commission meeting. Voting may be conducted via email, or by members in attendance at a meeting in-person or through use of virtual collaboration tool.

## ARTICLE V

### CO-CHAIRPERSONS

The representatives shall elect by majority vote from membership present (in-person or through use of virtual collaboration tool) at the time of voting two (2) chairpersons; one (1) from the PUBLIC REPRESENTATIVE constituency and one (1) from the USER REPRESENTATIVE. The chairpersons will alternate conducting chairperson duties from one meeting to the next. The Chairpersons shall serve for a two (2) year term or until his/her representation on the Commission terminates, whichever occurs first; and until his/her successor is elected. The powers and duties of the Chairpersons are as follows:

1. To preside at all meetings of the Commission, including establishing meeting agendas.
2. To set time limits for discussion items and move the discussion along when needed during a meeting.
3. To form a temporary ad hoc committee if needed, and appoint its members, to serve within the term of the appointing Co-Chairperson.
4. To call special meetings of the Commission as he/she deems necessary, or upon request by two (2) USER or two (2) PUBLIC REPRESENTATIVES.
5. To sign as Chairpersons of this Commission, with the approval of the membership, certifications and other papers and instruments in writing that may require such signature.



6. To perform such other duties and tasks as these Bylaws or as the membership shall from time to time prescribe.

## **ARTICLE VI**

### **RULES OF ORDER**

1. All administrative support will be provided by a staff member of the Metropolitan Airports Commission.
2. All record retention will be provided by the Metropolitan Airports Commission.
3. Meetings will be held on a semi-annual basis at a minimum.
4. Membership will establish the location of meetings.
5. Roberts Rules of Order will preside on issues of disagreement.
6. Financing of the Commission initiatives relative to the respective constituencies will be provided by that constituency's appointing authority, or as other sources of funding are established.

