

*BYLAWS OF THE
LAKE ELMO AIRPORT ADVISORY COMMISSION (LEAAC)*

ARTICLE I

The name of this organization shall be the Lake Elmo 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. Members appointed to this Commission serve voluntarily and in a non-governing capacity.

ARTICLE II

PURPOSE AND GOALS

GOAL: This Commission is formed to further the general welfare of the community and the Lake Elmo Airport, a public airport in Baytown Township, County of Washington, 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 Lake Elmo 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 Lake Elmo Airport.

3. The Commission shall make its recommendations to the Metropolitan Airports Commission regarding any proposal affecting the use or operations of Lake Elmo Airport.

ARTICLE III

MEMBERSHIP

1. Officially designated representatives and their alternate representatives shall be appointed to serve for two (2) year terms. If a designated representative is unable to serve the full two-year term, a successor may be appointed for the remainder of the term.
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 – Officially recognized organizations or agencies may be called upon to advise the Commission that include: the Federal Aviation Administration (FAA), Minnesota Pollution Control Agency (MPCA), Metropolitan Airports Commission 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, Town Council or County Appointment)

- One (1) representative from City of Bayport
- One (1) representative from Baytown Township
- One (1) representative from City of Lake Elmo
- One (1) representative from City of Oak Park Heights
- One (1) representative from City of Stillwater
- One (1) representative from West Lakeland Township
- One (1) representative from Washington County

User Representatives (Airport Manager Appointment)

- Two (2) representatives from Experimental Aircraft Association Chapter 54
- Four (4) representatives from airport business or at-large airport user
- One (1) representative from airport Fixed Base Operator

Both Public and User representatives must be vested to represent on behalf of their entire constituency and vote accordingly.

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, 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 constituency. 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. 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 call special meetings of the Commission as he/she deems necessary.
3. To form a temporary committee, if needed, and appoint its members to serve within the term of the appointing Co-Chairperson.
4. 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.
5. 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.¹
3. Meetings will be held on a semi-annual basis at a minimum.
4. Membership will establish the location of meetings.
5. Robert's Rules of Order will preside on issues of disagreement.

¹ The Metropolitan Airports Commission is subject to Minnesota statutes regarding public data requests.

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.