

**CITY OF CAMBRIDGE
ORDINANCE 683
AMENDING TITLE
III, CHAPTER 32
DEPARTMENTS, BOARDS,
AND COMMISSIONS
CREATING SECTION 32.60
AIRPORT ADVISORY
COMMISSION**

§ 32.60 ESTABLISHMENT.

There is hereby established an Airport Advisory Commission, hereinafter referred to as the "Commission".

§ 32.61 COMPOSITION.

(A) Membership.

(1) The Commission shall consist of members appointed by the City Council and a City Council representative for a total of seven members. The Council may also appoint an ex-officio member at their discretion. The ex-officio member is a non-voting member and is not counted in the total board members or counted for a quorum.

(2) Members other than the City Council shall be appointed from among persons in a position to represent the general aviation interest. One member may reside outside the

City limits of the Cambridge,

but shall be within Isanti County.

No person shall be appointed with private or personal interests likely to conflict with the general public interest.

(B) Terms.

Terms of

office for members, other than the

City Council representative, shall

be for three years. The City Council

representative shall be appointed

annually by the Council with eligi-

bility for reappointment. A member

may not serve more than nine con-

secutive years. After a member has

served for nine consecutive years,

they would not be eligible for ap-

pointment to the Airport Advisory

Commission for a period of one

year.

(C) Removal from office; vacan-

cies.

(1) Members of the Commission

shall serve at the will of the City

Council and any member of the

Commission may be removed from

office by majority vote of the City

Council.

(2) In addition, any member ab-

sent from three consecutive regular

meetings shall be deemed to have

forfeited their seat upon declaration

of the Mayor, and a vacancy shall

exist without formal removal pro-

ceedings.

(3) It shall be the duty of the

chairman of the Commission to no-

tify the City Council promptly of any

vacancies occurring in member-

ship, and the City Council shall fill

such vacancies within 60 days from

notification for the unexpired term

of the original appointment.

§ 32.63 ORGANIZATION.

(A) Officers. The Commission

shall elect a chairperson and vice

chairperson from among its mem-

bers. It shall provide itself with a

secretary, either by election from

among its members or by appoint-

ment of an employee of the city

who is not a member of the Com-

mission and shall not be entitled to

vote. Officer terms shall be for one

year, with eligibility for re-election.

(B) Rules. The Commission shall

be governed and operate pursuant

to the City Council & Commis-

sions Code of Conduct and Coun-

cil Bylaws as adopted by the City

Council. The staff liaison assigned

to the Commission by the City Ad-

ministrator shall keep a record of

attendance at its meetings and of

resolutions, findings and determi-

nations showing the vote of each

member on each question requiring

a vote, or if absent or abstaining

from voting, indicating such fact.

The records of the Commission

shall be a public record.

(C) Meetings. The Commission

shall hold at least two meetings

per year. Special meetings may

be called by the City Council rep-

resentative to the Commission.

Notice of the time and place of a

special meeting shall be communi-

cated to the members and publicly

noticed at least three days prior to

the meeting except in the event of

emergency. All Commission meet-

ings shall be open to the public.

All meetings must comply with the

Open Meeting Law.

(D) Advisors. The Public Works

Director, Assistant Public Works Di-

rector (Airport Manager), City Engi-

neer, consulting engineers, and the

Director of the Community Devel-

opment Department shall serve as

advisors to the Commission.

§ 32.48 DUTIES AND POWERS.

(A) The Commission shall:

1. Develop, review, and update

the Cambridge Municipal Airport

layout plan as requested by the Air-

port Manager.

2. Work with the Community De-

velopment Director as requested

to promote the public interest and

understanding of the Airport Zoning

and physical development of the

Municipal Airport.

3. Provide information to the

Airport Manager for sharing with

the Minnesota Department of Aero-

navitics and with Federal Aviation

Administration in the development,

maintenance and operation of the

Cambridge Municipal Airport and

with all other Federal and State

authorities. Attend meetings as

requested by the Airport Manager.

4. Work with the Airport Manag-

er to develop and submit to the City

Council for adoption policies per-

taining to the general management

of the Airport and the use of Airport

facilities, and to recommend var-

ious fees and rates for the use of

the Airport facilities.

(B) Powers. The Commission

is an advisory commission to the

City Council. The Commission shall

have no powers to acquire or lease

land, employ personnel, enter into

contracts or leases, seek requests

for proposals, seek requests for

bids, or any similar powers.

§ 32.49 APPROPRIATIONS AND

EXPENSES.

(A) The Commission shall make

recommendations to the City

Council for the airport's master plan

and capital improvement plan. The

City Council will set the Airport's

operational and capital budget as

it may see fit and will collect fees,

hangar rentals, or other expenses

necessary to conduct the airport's

operation.

Adopted by the Cambridge City

Council this 17th day of December,

2018 and is effective upon its pub-

lication.

Marlys A. Palmer

Mayor

ATTEST:

Lynda J. Woulfe

City Administrator

Published in the

Isanti County News

December 27, 2018

891726