

Article XI¹
Washington Island Airport Advisory Committee

By-laws

The purpose of the Washington Island Airport Advisory Committee is to serve as the management body in an advisory capacity for the Washington Island Town Board of Supervisors and to oversee the operations, improvements and development of the Washington Island Airport.

§ 12-67: Authorization

The Town of Washington shall have a committee known as the Washington Island Airport Advisory Committee, herein after referred to as WIAAC.

§ 12-68: Purpose

The WIAAC serves at the pleasure of the Washington Island Town Board of Supervisors as a means to aid the Town Board on matters relating to the Washington Island Airport.

The WIAAC is created under the Code of Ordinances of the Town of Washington; and will operate under the authority of the Town Board; report to the Town Board and; not make policy and/or implement procedures without Town board approval.

The WIAAC will provide advice and recommendations to the Washington Island Town Board of Supervisors on matters relating to the following:

- Review and recommend changes to the actual operation of the Airport with the idea of improving existing standards or establishing new standards and incorporating the same as policy.
- Review Safety and Security policy and procedure, create and coordinate standards and policy in line with FAA, BOA and WisDOT requirements and recommendations.
- The future vision for development of the airport and measures for procuring improvements and funding.
- Study applicable airport-related plan(s) and make proposals, when necessary, of methods to implement.
- Review and recommend changes to existing and future leases or drafts of leases and agreements entered into between the Town of Washington and private parties. WIAAC shall not have the authority to approve Lease Agreement with specific tenants.
- Recommend a marketing strategy to actively promote the Airport to the Aviation community and the general public. Review the Economic feasibility and impact of the Airport to the Island.

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¹ Adopted at TBM 05-21-2013 12. New Business, Item E. Ordinance 2013-03

- Advance and promote airport use for general aviation
- Maintain a liaison with the FAA, BOA and WisDOT and coordinate actions when necessary.
- Research and promote airport services to contribute to the local health, welfare and economy of the Island and its residents.
- Provide a forum for public discussion on issues related to the Washington Island Airport.

§ 12-69: Membership

- A. The voting members of WIAAC shall be five (5) individuals appointed by the Washington Island Town Board of Supervisors.
- 1.) Openings shall be posted for one (1) month prior to request and approval by the Washington Island Town Board.
 - 2.) New members shall be approved at a Regular or Special Meeting of the Town Board by a majority affirmative vote.
- B. Members of the WIAAC shall not accept pay, compensation or accept gratuities for services on the Committee.
- C. The voting members shall consist of:
- 1.) Five (5) members who are:
 - a.) pilots
 - b.) aircraft owners
 - c.) FAA certified aircraft mechanics
 - d.) Hangar owners at the Washington Island airport.
 - e.) who have an active interest in general aviation and airport administration.
- D. To be eligible for appointment on the WIAAC a person must:
- 1.) Be a property owner or occupy a residential dwelling located on Washington Island.
 - 2.) Have an active interest in, or have knowledge of general aviation or airport administration
- E. Vacancies occurring on WIAAC shall be filled for the unexpired term by an appointment by a majority vote of the Washington Island Town Board. The category where the vacancy is created shall only be filled by an eligible person in order to avoid an uneven composition of the Committee.

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- F. Members may be removed by a majority affirmative vote at a meeting of the Washington Island Town Board. Termination of Membership shall occur in the event that:
- 1.) The member is no longer a resident or property owner on Washington Island.
 - 2.) The member is no longer a member of that category from which he was appointed resulting in an uneven composition of the Committee.
 - 3.) The member has acted in violation of the meeting requirements of these by-laws.
 - 4.) Term limitations have been reached.
 - 5.) The member has not attended at least 50% of the properly scheduled, posted meetings within one calendar year. A member may be excused from a meeting if prior to a meeting the Chairperson has been notified. However, a member is entitled to only two (2) excused absences per calendar year.
- G. Members are required to attend at least 50% of all meetings in a calendar year.

§ 12-70: Officers

- A. The officers of the WIAAC shall consist of a Chairperson and a Vice-Chairperson and a Secretary. The Chair and Vice-Chair shall be chosen by the Committee at the first regularly scheduled meeting of every year. They shall serve one-year terms or until their successors have been elected. The officers shall take office at the end of the meeting at which they are elected.
- B. The Chairperson shall preside over all Advisory Committee meetings. The Chairperson may submit an agenda, recommendations and information applicable to the Advisory Committee and Washington Island Airport.
- C. The Vice-Chair shall assume the duties of the Chair whenever the Chair is unable to fulfill the duties of the office. In the event that both the Chair and Vice-Chair are unable to attend any meeting, those in attendance shall select a member to serve as Acting Chair for the meeting.
- D. The Secretary shall record the minutes for the meetings. The official minutes of the Committee and its recommendations shall be permanent records to be kept in the Office of the Town Clerk.
- E. Each member shall have one (1) vote on any matter before the Advisory Committee. Recommendations of WIAAC to the Washington Island Town Board of Supervisors shall be by a majority vote of regular members of the Advisory Committee. All voted actions of the Advisory Committee shall be recorded and kept as a permanent record of the Advisory Committee and provided to the Board of Supervisors.

§ 12-71: Meetings

- A. All meetings of WIAAC shall be held at any Town facility to include the Washington Island Airport Building.
- B. The committee shall meet no less than four (4) times per year; but may meet as often as necessary to address the business of the WIAAC.

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- C. A quorum shall be a majority of the voting members appointed.
- D. The Secretary, or other authorized officer, shall prepare an agenda of all matters to come before the Committee and properly post such agenda no later than 24 hours prior to the start of the meeting. Agendas shall be delivered to the Town Office in such a format as to support proper, timely posting on the Town of Washington Website.
- E. All meetings of the Committee shall be open to the public. So as not to interfere with the course of the meeting, audience participation in Committee meetings shall appear near the beginning of the agenda for the purpose of addressing any item on the agenda.
- F. The Secretary shall prepare the minutes of the proceedings of each regular and special meeting of the Committee. Minutes shall be delivered to the Town Clerk whereby they will be included in the next Town Board meeting and posted on the Town of Washington website.
- G. Wisconsin Open Meeting Law and Open Records are in effect for Town Committees including, but not limited to, the posting of agendas, minutes, electronic communication, etc.

§ 12-72: Recommendations to the Town Board

- A. Recommendations of the WIAAC shall be prepared in writing. Recommendations shall be presented to the Washington Island Town Board for consideration at a regular or special meeting of the Town Board.
- B. Recommendations of the WIAAC may be made to the Washington Island Town Board by the Chairperson, Vice Chairperson or a member of the Airport Advisory Committee.

§ 12-73: Revenues and Expenditures

- A. WIAAC shall not exercise control over those monies allocated in the General Town Budget for Airport expenses.
- B. All expenditures shall be authorized and approved by the Washington Island Town Board and payment of expenditures is the responsibility of the Town Clerk/Treasurer.
- C. All of the Airport Committees' monetary activities are to be part of the Town Budget. All expenditures can only be authorized by the Board.
- D. All revenues and donations collected must pass directly through the Treasurer.
 - 1.) Allocation of money is not the authority of the Washington Island Airport Advisory Committee.
 - 2.) It is not within the authority of the Committee to hold cash in any reserve type fund.
 - 3.) It is not permissible to use received cash to pay for expenses.
 - 4.) All revenues must be accounted for like other town revenue.
 - 5.) Donations will be accepted only when they are made free of any enforceable contingency.

§ 12-74: Amendment to the By-laws

The By-laws of the WIAAC may be amended, added to, or repealed, or new Laws may be adopted in lieu hereof by the affirmative vote of a majority of the Washington Island Town Board of Supervisors. If a majority of the Committee determines that a revision to the by-laws is in the best interest of the Town or the Airport, they may recommend a revision to the Board.

This ordinance shall be effective upon publication or posting by the Town Clerk as required, pursuant to s. 60.80, Wis. Stat.