

**POTSDAM AIRPORT ADVISORY COMMITTEE
OPERATING GUIDELINES**

December 30, 1999

MEMBERSHIP

Members are appointed by the Mayor, subject to Village Board approval, for a four year term. Initial terms shall be a combination of 1, 2, 3, and 4 year terms such that term expirations are staggered. Term expiration dates shall coincide with the Village of Potsdam annual appointment year.

Committee membership shall consist of not less than four (4) and not more than eleven (11) members. A simple majority but not more than 75% will be pilots. Pursuant to Village Law, Section 3-300 (2), members are required to reside in the County of St. Lawrence.

The chairperson will be appointed by the Mayor with the recommendation of the Airport Advisory Committee and will serve a one year term.

The Airport Manager will be a committee member, but may not serve as Chairman.

The Committee shall designate a member as recording secretary. The secretary shall record minutes of all meetings. Copies of all minutes and other official paperwork shall be filed with the Village Clerk.

MEETINGS

Meetings shall be held quarterly, or more frequently if deemed necessary by the committee. A simple majority of the whole committee membership shall be necessary to conduct an official meeting. A simple majority of meeting attendees shall be required for action on resolutions in meetings.

Absence from four consecutive committee meetings by a member without an excused absence from the chairperson shall be sufficient cause for removal from the committee.

Meetings shall be held in the Village Offices and public notice shall be given.

DUTIES AND RESPONSIBILITIES

Advise the Village Board regarding the maintenance and revision of the comprehensive Airport Master Plan for growth and development of the airport.

Serve as an advisory body to the Village Board on matters related to Potsdam Airport growth, operations, and development, and on such other matters as may be requested by the Village Board.

Promote public interest in Airport planning and encourage citizen participation in formation of the Airport Master Plan.

Engage in a program of acquainting the public with the benefits of the Airport and aviation to the community.

Stay apprised of and make recommendations on all matters concerning Airport properties and adjacent areas affecting the Airport.

Provide a vehicle for resolving grievances relating to Airport operations.

Recommend changes in these committee operating guidelines for Village Board approval.