



# (DOT) Airport Advisory Board Policy

Effective Date: June 10, 2008

BOC Amended: 03/23/2010; 08/13/2013; 01/27/2015; 10/23/2018

<b>Owner</b>	Board of Commissioners (BOC)
<b>Reviewer(s)</b>	DOT Airport Division Manager, DOT Director, County Attorney, County Manager
<b>Approver(s)</b>	DOT Director and BOC
<b>Related Policies</b>	N/A
<b>Related Standards</b>	N/A
<b>Storage Location</b>	Clerk's Office via Agenda Item
<b>Last Review Date</b>	10/23/2018
<b>Next Review Date</b>	N/A
<b>Review Cycle</b>	Document is updated as needed; no regular cycle established
<b>Employee Acknowledgement</b>	N/A

## 1. PURPOSE

On June 10, 2008, the Board of Commissioners adopted the Cobb County Policy for Cobb County Airport McCollum Field Airport Advisory Board ("Policy") which recites that the Airport Advisory Board's primary purpose is assisting Cobb County and the Cobb County Board of Commissioners with the future development and use of the Airport by providing vision and suggestions. The role of the Airport Advisory Board is to act in an advisory capacity to the Board of Commissioners on subjects within the scope of the Airport Advisory Board's responsibility.

## 2. SCOPE

This policy applies to all County agencies, elected offices, departments, full-time, part-time and non-employees (temporary employees, volunteers, service providers, vendors, contractors, and any other entities) that appoint members to the Airport Advisory Board or serve on the Airport Policy Board. If you have questions regarding this policy, contact the Airport Division Manager.

## 3. GOVERNING LAWS, REGULATIONS & STANDARDS

Guidance	Section
Georgia Open Records Act	O.C.G.A. 50-18-70, et Seq.
Georgia Archives as adopted by County Code	<a href="https://www.georgiaarchives.org/records/retention_schedules">https://www.georgiaarchives.org/records/retention_schedules</a>
And all other applicable laws and regulations	

## 4. DEFINITIONS

N/A

## 5. POLICY

Membership; Terms of Office; Filling of Vacancies.

Cobb County International Airport – McCollum Field (the "Airport") is a thriving enterprise with great potential for growth and development. For the primary purpose of assisting Cobb County and the Cobb County Board of Commissioners ("BOC") with the future development and use of the Airport by providing vision and suggestions, there is hereby established an airport advisory board. The board shall hereinafter be referred to in this article as the "Board." This Board shall consist of eleven members serving without compensation. Membership shall be defined as follows:



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- (1) Five (5) members shall reside in the county who have demonstrated special interest or experience in the Airport and/or aviation (“Resident Members”). The Chairman of the BOC shall appoint one (1) resident member, and each Commissioner shall appoint one (1) resident member to the Board. Each Resident Member shall demonstrate knowledge, training, and/or experience in at least one of the following areas:
  - a. Aviation
  - b. Finance
- (2) One (1) member shall represent the Fixed Based Operator on the Airport (“FBO Member”). The Fixed Based Operator’s ownership shall appoint one (1) FBO Member to the Board.
- (3) One (1) member shall be a District Commissioner who shall function as a liaison between the Board of Commissioners and the Advisory Board, and who shall not have a vote unless needed to break a tie. The Chair of the Board of Commissioners shall appoint the liaison member. The term of the liaison member shall be two years or until the end of the liaison member’s term as District Commissioner, whichever is less.
- (4) One (1) member shall be a member of the Development Authority of Cobb County, and shall be appointed by the Development Authority of Cobb County (“Development Authority Member”).
- (5) One (1) member shall represent the Town Center Community Improvement District (“CID Member”). The CID shall appoint the CID Member to the Board.
- (6) One (1) member shall represent the pilots based at the Airport (“Pilot Member”). Pilots based at the Airport shall be invited to submit a letter of interest to serve one of which shall be appointed by a Committee composed of the officers of the Board.
- (7) One (1) member shall be an elected official of the City of Kennesaw and shall represent the City of Kennesaw. The Mayor of the City of Kennesaw shall appoint the City of Kennesaw Member. The term of the City of Kennesaw member shall be two years or until the end of the member’s term as an elected official of the City of Kennesaw, whichever is less.

The term of office for each member shall be two years, expiring as set forth in Exhibit A or until successors are appointed. The members shall serve at the pleasure of the appointing entity and may be removed with or without cause. Additionally, the BOC may remove any Member for cause after such Member is provided an opportunity to be heard with regard to the reasons for the proposed removal. There shall be no limit on consecutive terms. Except for the members in Post (3) and Post (7), no person who holds a local (county or municipal) elective public office shall be eligible to serve as a member of the Board during the term of such elective office, and the position of any member shall be deemed vacant upon such member qualifying as a candidate for elective public office.

In the event of a vacancy on the Board either by resignation, death, change of residence, removal, or for any reason, the Board Chairman or his designee, within thirty (30) days after such vacancy, shall notify the entity that made the appointment and request a new appointment be made to complete the remaining term. All vacancies shall be filled in the same manner as the original appointments.

## Purpose: Responsibilities.

The purpose of the Board is to act only in an advisory capacity and to assist the BOC by advising the BOC on subjects within the scope of the Board’s responsibilities set forth below. The Board shall not have the



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power or authority to bind the County or any officer, agent, or employee thereof, or act in an agency capacity for the County or the BOC. The Board shall specifically have the duty to consider, evaluate, and offer suggestions to the BOC. All such suggestions within the scope of responsibilities as set forth below must be in writing and delivered to the Airport Manager, who will have the responsibility of providing the suggestions to the BOC.

The Board's responsibilities shall include the following:

- (1) Advise the BOC, through the Airport Manager, with regard to vision, master planning, and capital improvement program priorities at the Airport.
- (2) Advise the BOC, through the Airport Manager, with regard to aircraft noise impacts.
- (3) Advise the BOC, through the Airport Manager, with regard to the Cobb County Aviation Ordinance.
- (4) Advise the BOC, through the Airport Manager, with regard to marketing the Airport.

## Organization: Quorum: Bylaws.

The Board shall elect officers from its members: a chair, vice-chair, and secretary and such other officers as may be necessary. A quorum for the conduct of business shall consist of six (6) members. Each officer of the Board shall hold office for one year or until a successor is elected, or until such officer's earlier resignation, death, or removal. There shall be no limit on the consecutive terms of office.

## Removal of Officers.

Any officer may be removed from office by a majority vote of the entire membership of the Board whenever, in its judgment, the best interests of the Board will be served.

## Meetings.

The Board shall meet at least quarterly, but may meet more frequently as may be determined by the Board. There shall be no standing meetings between the Board and the BOC, but the BOC may request such a meeting with the Board if necessary.

## Records: Reports.

A public record shall be kept of the Board's resolutions, proceedings and actions. Upon request, the Board shall make an annual report and/or such other reports as from time to time may be requested by the BOC. The Board shall be subject to the Georgia Open Meetings and Open Records Act.

## Financial Powers Limited.

The Board shall not have the power to financially obligate the county in any manner without prior approval of the BOC. The Board shall have no authority to incur bonded indebtedness or to levy taxes for any purpose.

## Dissolution.

The Board may be abolished or dissolved by action of the BOC at any time and without regard to any unexpired term of any member of the Board.



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## 6. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance. The County may deviate from the policy when written justification is provided to the BOC by the DOT Director.

## REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	03/23/2010	Airport Division Manager	Revised to allow District Commissioner to serve as a liaison and authorizing the Mayor of the City of Kennesaw to appoint a member
	08/13/2013	Airport Division Manager	Changed FBO representation from two members to one, and added Marketing advisement as a responsibility
	01/27/2015	Airport Division Manager	To revise membership, the manner in which board members are appointed, and initial terms of office
	10/23/2018	Airport Division Manager	To approve amendments to the Cobb County Policy for Cobb County International Airport McCollum Field Airport Advisory Board to revise the selection process for the Pilot Member and Member Term expiration dates.
v.1.0-2020	12/2020		Reformat