

## **ORDINANCE 2022-2**

### **AN ORDINANCE OF THE TOWN OF EATONVILLE, WASHINGTON, CREATING AN AIRPORT COMMISSION AND ADDING A NEW CHAPTER 2.35 TO TITLE 2 OF THE EATONVILLE MUNICIPAL CODE**

**WHEREAS**, the Town of Eatonville has a vested interest in Swanson Field, the local municipal airport; and

**WHEREAS**, the Town Council will benefit from the aeronautical knowledge and expertise of local airplane pilots and aeronautical specialists; and

**WHEREAS**, an airport commission will provide guidance and recommendations to the Mayor, the council, the Planning Commission, and Town staff; and

**WHEREAS**, establishing an airport commission will ensure regular meeting frequency, attendance, and permanent record keeping to stay on track with airport-related issues until resolved; and

**WHEREAS**, the Town Council's airport committee has met and discussed the creation of an airport commission and recommends approval; now, therefore,

**BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF EATONVILLE AS FOLLOWS:**

**Section 1.** Title 2 of the Eatonville Municipal Code is hereby amended by adding a new section 2.35 Airport Commission to read as follows:

Sections:

- 2.35.010 Created – Membership – Appointment
- 2.35.020 Member Terms
- 2.35.030 Members – Removal from office – Selection – To serve without compensation.
- 2.35.040 Selection of officers
- 2.35.050 Powers, duties and purpose
- 2.35.060 Quorum – Action
- 2.35.070 Meeting Frequency
- 2.35.080 Annual Report
- 2.35.090 Specific areas of focus for the airport commission
- 2.35.100 Meeting Agendas
- 2.35.110 Meeting Notes

**2.35.010 Created – Membership – Appointment.**

Pursuant to the authority conferred by RCW 14.08.120, an Airport Commission is established, consisting of five members who shall be appointed by the Mayor and confirmed by the Town Council.

### **2.35.020 Member Terms**

There shall be five airport commission positions to be known as position 1, position 2, position 3, position 4, and position 5, respectively. The terms for each of the airport commission positions shall expire as follows:

Position	Term Expiration
Position 1	11/30/23 and every five years thereafter
Position 2	11/30/24 and every five years thereafter
Position 3	11/30/25 and every five years thereafter
Position 4	11/30/26 and every five years thereafter
Position 5	11/30/27 and every five years thereafter

Upon expiration of the terms of each position above, successors shall be appointed by the Mayor for the term of five years each, so that one member of the airport commission shall be appointed annually for five years. When an appointment by the Mayor is to fill an open position prior to the end of the term, then the person so appointed shall serve out the term of the position into which he or she has been appointed. The term for each member shall be five years, except those appointments made to fill any unexpired term shall be for the duration of said unexpired term.

### **2.35.030 Members – Removal from office – Selection – To serve without compensation**

The Mayor may remove any voting member for neglect of duty, malfeasance, or three unexcused absences in any 12-month period, subject to confirmation by the Town Council. The members shall be primarily selected from property owners adjacent to the airport that have background in flying small aircraft and they shall serve without compensation. Position #5 shall be designated as the Airport Manager, and at least three (3) members shall hold some type of aeronautical rating. One member may be at large with an interest in the airport. The airport commission cannot be dissolved without the approval of four (4) of the five (5) sitting Council members.

### **2.35.040 Selection of officers**

The airport commission shall select a chairperson, a vice chairperson and a secretary from among its members or a staff member may be selected by administration. Each officer shall serve a 12- month term.

Chair:

1. Presides over all commission meetings
2. Serves as official spokesman for the commission
3. Submits recommendations through Town staff to be brought before council or Planning Commission

Vice Chair:

1. Presides at all commission meetings in the absence of the chair
2. Will notify the chair as early as possible of a meeting absence
3. Performs other duties as assigned by the chair

Secretary:

1. The airport commission shall designate one of its members to act as secretary.

### **2.35.050 Powers, duties and purpose**

The role of the airport commission is as a principle advisory and review body for the Town on airport matters. The airport commission shall assess the conditions of the airport and the surrounding affected area and recommend to the Mayor and/or Town Council municipal code adoption or changes, capital improvements and maintenance coordination for a sustained airport with good management practices consistent with Federal, State and PSRC guidance regarding air navigation, airport surface management, airport security, and land use compatibility. The Mayor, Town Administrator, and/or Town Council may also refer subjects related to the airport to the airport commission.

### **2.35.060 Quorum – Action**

A majority of the members of the airport commission shall constitute a quorum for the transaction of business. Any action taken by the majority of those present when those present constitute a quorum at any regular or special meetings of the airport commission shall be deemed and taken as the action of the commission.

### **2.35.070 Meeting Frequency**

Regular meetings of the commission shall be held monthly or more frequently if deemed necessary by the chair to address an emergency matter. The time, place and day of the monthly meetings will be determined by the commission at their first meeting of the year. The yearly regular meeting schedule will be posted on the Town of Eatonville website.

### **2.35.080 Annual Report**

The airport commission, at or before its second regular meeting of the calendar year, shall provide the Council an annual “State of the Airport” report to include a report in writing to the Town Council of its studies, findings, recommendations, safety, airport maintenance, volunteer accomplishments, and projects completed during the prior calendar year.

### **2.35.090 Specific areas of focus for the airport commission**

The commission’s role is to provide knowledgeable and objective review and recommendations regarding all aspects of the Town’s management and operation responsibilities of Swanson Field Airport. The Mayor and Council seek objective, informed and timely recommendations for the adoption of rules and regulations that facilitate a safe operational environment, efficient management and effective budget that supports and

improves the economic well-being of the Town, aviation dependent activities, businesses and aircraft operating from Swanson Field.

The commission will undertake the following activities to encourage economic development opportunities for Swanson Field, both public and private:

- Review applications and assist in the selection of the airport manager;
- The commission will assist in all grant applications associated with Swanson Field;
- Provide recommendations for improving safety of all users of Swanson Field;
- Review and recommend the annual airport budget;
- Review land use requests sent by the Planning Commission or Town staff that have the potential of impacting the airport district and overlay zone;
- Promote the incorporation of Swanson Field and the aviation industry into the Town's multimodal transportation connections to facilitate seamless connectivity;
- Review annually and recommend updates to the airport layout plan and the Town's comprehensive plan update efforts to encourage land use compatibility
- Work with other governmental bodies regarding matters pertaining to the operation and future of Swanson Field and the airport overlay zone.
- Conduct meetings with airport users and Town citizens to encourage and solicit friendly, open and productive input and communications regarding Swanson Field and aircraft operations. Commission members should make every effort to uphold their reputation for integrity and openness with all citizens of our community.
- Monitor airport operations and development for compliance with the terms of land use permits, unauthorized access and airport layout plan implementation
- Provide representatives to work with Town economic development planning, develop an airport business plan to identify operations and development strategies to create sufficient revenues and appropriate uses to support airport operations and maintenance expenses.

### **2.35.100 Meeting Agendas**

It shall be the responsibility of the chair to provide the Town Clerk, Mayor and Council with an agenda at least one week prior to the scheduled airport commission meeting. Agendas must be included with the previous meeting notes and constitute the official record of the commission.

### **2.35.110 Meeting Notes**

The Mayor may designate a member of the Town staff to record and maintain minutes for all meetings. These minutes shall be "summary" and not "verbatim" and will briefly describe the meeting. Certain issues may require more detailed minutes as considered necessary by the members. Airport commission minutes will be included in council packets for review. The commission process for taking action shall generally be guided by the latest version of Roberts's Rules of Order. All votes shall be polled and recorded.

**Section 2.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for

any reason, or should any portion of this Ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 3.** This Ordinance shall take effect after publication of a summary, consisting of the title, pursuant to RCW 35.27.300.

1ST READING: 4/25/2022

2ND READING: 5/09/2022

**Passed** by the Town Council of the Town of Eatonville and attested by the Town Clerk in authentication of such passage this 9<sup>th</sup> day of May 2022.

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David Baublits, Mayor

ATTEST:

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Miranda Doll, Town Clerk

APPROVED AS TO FORM:

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Gregory A. Jacoby  
Town Attorney