

CERTIFICATION OF CLERK

I, Brenda K. Wolf, the duly appointed, qualified, and City Clerk of Manhattan, Kansas, do hereby certify that the foregoing Amended Bylaws was duly adopted at a meeting of the City of Manhattan, Kansas, held on the 6th day of October, 2020, and that said Bylaws is the original thereof, electronic only, record on file in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Manhattan, Kansas, this 7th day of October, 2020.



Brenda K. Wolf

Brenda K. Wolf, CMC, City Clerk

**BYLAWS
OF THE
CITY OF MANHATTAN, KANSAS, AIRPORT ADVISORY BOARD**

This Board shall exist in accordance with the Code of Ordinances of the City of Manhattan, Chapter 7, Article II.

**ARTICLE I
NAME**

The name of this Board shall be the City of Manhattan, Kansas, Airport Advisory Board.

**ARTICLE II
FUNCTIONS**

The functions of the Airport Advisory Board shall be as follows:

1. Render an annual written report to the governing body. The report will include an evaluation of the City's airport policies and practices for the previous year from a citizen's point of view. The chair shall be responsible for rendering the report;
2. Aid and advise the governing body, city manager and airport director in establishing airport policies, planning, capital improvements, negotiation of major contracts, and in any other matters that the governing body, city manager and airport director request;
3. Aid the City in developing community awareness of airport operations, policies and needs;
4. Upon request by the City, assist in the preparation of the annual budget for the airport;
5. Undertake any specific short term projects which the governing body, city manager or airport director may request.

**ARTICLE III
COMPOSITION**

SECTION 1: The Airport Advisory Board shall be composed of eleven (11) members drawn from a broad cross section of the region interested in the development of aviation in the City and surrounding area. Two (2) of the members of the Board shall be active pilots. The mayor shall consider the recommendations of:

1. The Commanding General of Fort Riley, Kansas, as to one position on the Board;

2. The President of Kansas State University as to one position on the Board; and
3. The Manhattan Chamber of Commerce as to one position on the Board.
4. The Mayor of Junction City, Kansas, as to one position on the board.
5. The Pottawatomie County Commission, as to one position on the board.

SECTION 2: The members of the Airport Advisory Board shall be appointed by the mayor with the advice and consent of the governing body.

SECTION 3: Six (6) members of the Board shall at all times constitute a quorum.

ARTICLE IV TERM OF OFFICE

SECTION 1: The term of appointment of the members of the Board shall be for a three-year period.

SECTION 2: Whenever a person is appointed to fill a position on the Board that has become vacant because of a resignation, termination or other vacation, such appointment shall be only for the unexpired portion of the term.

SECTION 3: The members of the Board, while appointed for a term for the convenience of the City, shall serve in that term at the pleasure of the governing body. Any member of the Airport Advisory Board may be removed by the governing body without notice or hearing. If a Board member is absent, without appropriate reason, from 25 percent or more of the regularly scheduled meetings within any 12-month period, the Board may make a recommendation to the governing body, by majority vote, that the governing body remove the member from the Board for his/her remaining term.

SECTION 4: The airport director shall serve as an ex officio member of the Airport Advisory Board without a vote.

ARTICLE V OFFICERS

SECTION 1: The officers of the Board shall be Chair, Vice-Chair, and other officers deemed necessary by the Board.

SECTION 2: At the regular July meeting, the officers shall be elected by majority vote of the Board to serve for a one-year term. If an officer leaves office, the first order of business at the next meeting shall be for the Board to elect a replacement officer.

SECTION 3: The duties of the officers shall be as follows:

- A. The Chairperson shall preside at the meetings, sign the documents of the Board, and have the other powers and duties set forth in these Bylaws.
- B. The Vice-Chairperson shall assume the powers and duties of the Chairperson in the event of his/her absence or inability to serve for any reason.
- C. The Ex officio will appoint a representative to run the meeting if both the Chairperson and Vice-Chairperson are absent.

ARTICLE VI MEETINGS

SECTION 1: The regular meetings of the Board shall be held monthly at a time and place specified by the Chair, with the approval of the Airport Director.

SECTION 2: The board may hold additional public meetings upon the call of the Chairperson or upon written request from three or more members of the Board. Except in cases of emergency, a notice of not less than twenty-four (24) hours shall be given.

SECTION 3: All meetings of the Board shall provide for public attendance and access as required by the Kansas Open Meetings Act (KOMA) and the Americans with Disabilities Act. The Airport Director shall notify the City Clerk's Office of the time and location of all meetings, and the City Clerk's Office shall do what is necessary to ensure proper public notice per KOMA.

SECTION 4: Minutes of the meetings of the airport advisory board shall be kept and copies of such minutes shall be promptly furnished to the governing body, city manager and airport manager.

ARTICLE VII COMMITTEES

SECTION 1: The formation of committees may be necessary to accomplish specific goals and objectives. The committee will be appointed by the Chair, and it may include ex officio members.

SECTION 2: All committees shall submit a written report to all Board members at least twenty-four (24) hours (except in cases of emergency) prior to the scheduled meeting of the next Board meeting at which discussion and action will take place.

SECTION 3: The meeting of any committee of the Board must provide for public attendance and access as required by the Kansas Open Meetings Act (KOMA) and the Americans with Disabilities Act. The Airport Director shall notify the City Clerk's Office of the time and location of all subcommittee meetings, and the City Clerk's Office shall do what is necessary to ensure proper public notice per KOMA.

ARTICLE VIII
PUBLIC PARTICIPATION AT MEETINGS

The City permits public participation at Board meetings and committee meetings, subject to the following:

SECTION 1: The Board or the committee shall establish open public comment as a separate item of business. The public shall be permitted to speak on a matter related to the Board's business that is not on that meeting's agenda, subject to the rules of decorum.

SECTION 2: Public comment on any item shall conform to the following procedural rules and rules of decorum, which shall be communicated to the public in some form, which may include printing the rules on the meeting agenda, or informing any members of the public present at the meeting.

- A. A member of the public may only speak on an item one time per meeting.
- B. A member of the public shall not speak for more than five minutes on the item. A speaker may not combine his/her time with another speaker's time. Provided that, if more than ten (10) members of the public wish to speak on any one item, the Chairperson, or a majority of the Board, may reduce the time of each citizen based upon the number of people wishing to speak and the amount of meeting time available.
- C. When called upon to speak, the speaker should state his/her name, residential address, and, if applicable, organization he/she represents. Only one speaker may be speak at a time.
- D. The speaker may not read a written document of another person; such document may instead by submitted to the City staff liaison prior to the meeting to distribute to the Board. However, this provision shall not limit the representative of any group from reading a statement of the group that represents their position(s).
- E. The speaker's comments should be directed to the body as a whole and should not be directed to individual members. No personal, slanderous, profane, obscene, or threatening remarks are permitted.
- F. The speaker may not engage in debate with audience members during his/her comments or make personal comments toward audience members.
- G. The speaker may not utilize the City computer to access the Internet or to plug in their personal flash drive into the City computer.
- H. The purpose of public comment at a Board meeting is for the Board to receive the individual's input. The Board and/or City staff may choose not to respond to the public comment or questions, and may instead take the matter under advisement, refer to City staff, or schedule the item for discussion at a future meeting.
- I. The Chairperson may warn any member of the public who is not in compliance with the public comment rules and any continued non-compliance may result in the speaker's revocation of his/her speaking privileges at the meeting.
- J. If an individual with a disability (as defined by federal law) would like to request a reasonable accommodation (as defined by federal law) from the application of any provision of the public speaker rules, the individual should contact the City staff liaison at least three (3) business days prior to the meeting.

SECTION 3: It is the general policy of the Board to follow the procedures and policies set forth in this Article. However, the procedures and policies contained herein may be temporarily altered or suspended, with the approval of a majority of the Board, if such temporary alteration or suspension is necessary or desired, and is in compliance with other applicable laws. Further, nothing in this policy shall be construed to authorize non-compliance with applicable laws; this policy is intended to supplement the requirements of other applicable laws.

ARTICLE IX
AMENDMENT OF BYLAWS

Proposed changes of the bylaws may be made at any regular meeting of the Board. Whenever the board proposes to modify, amend, revise or otherwise change the bylaws of the board, such modification, amendment, revision or change shall be submitted to the Governing Body for its approval. The Governing Body shall consider the proposal and may approve said proposal by an affirmative vote of the majority of the Governing Body. No such modification, amendment, revision or change shall be effective until it is approved by the Governing Body.

ARTICLE X
AMENDMENT OF BYLAWS

Approved by the Governing Body of the City of Manhattan, Kansas, this 6th day of October, 2020.



Usha Reddi, Mayor

ATTEST:





Brenda K. Wolf, City Clerk