

**CHIPPEWA VALLEY REGIONAL AIRPORT
COMMISSION BYLAWS**

**ARTICLE I
NAME**

- 1.1 The name of the Commission is the Chippewa Valley Regional Airport Commission (“Commission”). Its principal office is maintained at the Chippewa Valley Regional Airport (“Airport”), 3800 Starr Avenue, Eau Claire, WI 54703.
- 1.2 The Commission may adopt such other name as it may deem appropriate to reflect the regional role of the airport.

**ARTICLE II
MANDATE**

- 2.1 The Commission will have complete and exclusive control and management of the Airport. The Commission is charged with the safe and efficient operation and with the promotion and development of the Airport in such manner as will facilitate and contribute to the economic well-being and growth of the Chippewa Valley Region. More specifically, the Commission will seek and promote the widest availability and use of scheduled air services, provide for the needs of general aviation and seek to encourage the development of aeronautical related enterprises on its available lands. Concurrently, the Commission will educate and inform the general populace of the Airport’s services and contributions and maintain the highest standards of public relations.
- 2.2 Secondary to the above objectives, the Commission will seek to minimize the tax burden on Eau Claire and Chippewa Counties by exercising fiscal prudence, maintaining fees and charges consistent with the norm of similar Wisconsin Transport Category airports, and encouraging maximum utilization of the Airport’s facilities and services consistent with its capacities.
- 2.3 These Bylaws are subject to and consistent with the *Ownership and Operation Agreement*.

**ARTICLE III
COMMISSION MEMBERSHIP**

- 3.1 Membership and Appointment. Membership in and appointment to the Commission will be as set forth in the *Ownership and Operation Agreement*.

3.2 Qualifications

In appointment of Commissioners, the following qualifications should be considered:

1. Area of Residence. Commissioners will be residents of Eau Claire or Chippewa County, to reflect the regional character of the Airport.
2. Commitment. Commissioners should be able and willing to contribute considerable energy to their duties.
3. Aeronautics. Commissioners should have a general interest in aeronautics.

3.3 Compensation

Commissioners will be reimbursed for expenses incurred in the conduct of Commission business as set forth in the *Ownership and Operation Agreement*.

3.4 Ex-Officio Membership

The Airport Manager hired by the Commission will attend meetings of the Commission as an ex-officio member.

ARTICLE IV **OFFICERS**

4.1 Officers

The officers of the Commission will be a Chair, Vice-chair and a Secretary. The signature of at least one officer or two Commission members will be required on all contracts, deeds, check registers or other instruments authorized by the Commission unless such authority is delegated to the Airport Manager, by Commission action. The Chair or in the Chair's absence, the Vice-chair, will preside at all meetings and the Secretary will keep a record of all proceedings and transactions.

4.2 Absence or Vacancy

Should any officer be absent or unavailable to continue their term, a majority of the Commissioners may appoint a replacement to act in the position during the absence or the balance of the term.

4.3 Additional Officers

The Commission may create such additional officer positions, specify their duties and appoint a Commissioner to the position as it deems appropriate for the exercise of its mandate.

ARTICLE V **MEETINGS**

5.1 Annual Meeting

The annual meeting of the Commission will be held in June. In addition to regular business, the annual meeting will:

1. Give final approval to the Commission's fiscal statement and annual report for the preceding year.
2. Give approval in principle to the draft business plan for the subsequent fiscal year.
3. Elect officers to serve until the next annual meeting.

5.2 Regular Meetings

Regular meetings of the Commission will be held monthly on days and times as determined by the Commission. Meetings will normally be held at the airport in the terminal building unless the Commission determines otherwise, as long as the location is accessible to the public.

5.3 Special Meetings

The Chair or any four Commissioners may call a special meeting to consider any item of business for which it would not be prudent to wait until the next regular meeting. This meeting will comply with all provisions of Chapter 19, Subchapter IV of the Wisconsin Statutes.

5.4 Quorum

Any four Commissioners constitute a quorum for the purpose of conducting business. The affirmative vote of a majority of a quorum is required to decide any action within the jurisdiction of the Commission. Recorded votes will be taken upon the request of any member.

5.5 Open to Public

All meetings of the Commission are open to attendance by members of the public except for closed sessions pursuant to Wis. Stat. § 19.85. All motions and votes must be held and recorded in open session except as provided by law. Any person wishing to speak at a meeting must identify themselves, their organization and the subject. It will be the Chair's discretion to hear the petitioner, defer the petition to another meeting and to specify a time limit. Action on any petition may only take place if prior notice was given pursuant to Wis. Stat. § 19.85.

5.6 Rules of Order

Meetings will be conducted consistent with Robert's Rules of Order unless suspended in any particular respect by agreement of a majority of Commissioners.

ARTICLE VI
APPROVAL REQUIRED

6.1 Control

In order that the Eau Claire County Board of Supervisors and Chippewa County Board of Supervisors retain effective control over the Airport, the following requires the approval of a majority of the Supervisors of both the Eau Claire and Chippewa County Boards of Supervisors:

1. Any purchase or sale of real property that exceeds the Commission's authority to spend money under Article 7.3.
2. Approval of any appropriation of County money for Airport purposes exceeding funding under the *Ownership and Operation Agreement* requires approval of the Eau Claire County Board of Supervisors as owner of the Airport.

6.2 Accountability

In order that the Commission be held accountable to the Eau Claire County Board of Supervisors and Chippewa County Board of Supervisors, the following mechanisms are provided:

1. Any Commission member may request the appointing County Board Chair to remove a Commission member for cause as defined in Wis. Stat. § 17.001 for inefficiency, neglect of duty, official misconduct or malfeasance in office.

ARTICLE VII **AUTHORITIES**

7.1 Ordinance

This article is a further description of the authorities delegated to the airport Commission pursuant to the ordinance of the Eau Claire County Board of Supervisors creating the Commission.

7.2 Succession

The Commission will assume all contractual obligations and rights of Eau Claire County with respect to employment, leaseholds and use agreements.

7.3 Expend Monies

The Commission may order the Eau Claire County Treasurer to pay out money to any person within the limits of its revenues and appropriations that are consistent with its approved Business Plan or within the defined limits of its contracting authority.

7.4 Fees

Annually, the Commission will set and review fees and charges for the use of airport facilities and services and incorporate current and proposed fee schedules within its Business Plan.

7.5 Representation

The Commission is authorized to represent Eau Claire County as owner of the airport in all matters with other government officials and departments, the aviation industry, users and the general public.

ARTICLE VIII **GENERAL**

8.1 Financial

The Commission will use the services of the Treasurer of Eau Claire County and its depository. Eau Claire County will keep the financial records of the Airport. Proposed subsequent year Airport budgets and Annual audits will be sent to Chippewa County upon request. Chippewa County will receive timely interim financial information from Eau Claire County upon request.

8.2 Legal

The Commission will use the Eau Claire County Corporation Counsel for legal advice, but may retain independent counsel where this service is not available or an appearance of greater neutrality is deemed desirable.

8.3 Personnel

The Commission may call upon services from the Human Resources Department of Eau Claire County and should endeavor to maintain personnel practices that are not inconsistent with the policies of Eau Claire County.

8.4 Purchasing

The Commission may call upon services from the Purchasing Department of Eau Claire County. Where it does not employ such services, the Commission will conform with the public sector purchasing practices as set forth in the Wisconsin Statutes.

8.5 Minimum Standards

The Commission will maintain and update minimum standards for the regulation and use of the airport facilities and services. Such minimum standards and amendments thereto will be approved by the Eau Claire County Board as a county ordinance.

8.6 Amendment

A majority of Commissioners may move to amend these bylaws.