

CHAPTER 45
“AIRPORT ADVISORY BOARD”

CREATED: February 10, 1992 (Ordinance 1992-013)

LATEST REVISION: January 9, 2023 (Ordinance 2023-005)

SECTIONS:

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45.01 ESTABLISHMENT.

There is hereby established an Airport Advisory Board for the City of DeKalb whose members shall be appointed by the Mayor with the advice and consent of the City Council.

45.02 PURPOSE.

The purpose of the Airport Advisory Board shall be to advise the City on airport related business activities and ensure that the airport is a key economic asset to the region.

45.03 MEMBERSHIP.

- a) Membership of this Board shall be comprised of seven (7) members, all appointed by the Mayor. A minimum of four (4) members will be residents of the City of DeKalb. No more than two and no less than one shall be currently licensed pilots. The DeKalb County Administrator will have a position on the Board. The DeKalb County Economic Development Corporation Executive Director will have a position on the Board. The DeKalb Chamber of Commerce Executive Director will have a position on the Board.
- b) All seven (7) members shall serve without pay. Any vacancies in said Board that were appointed by the Mayor shall be filled by the Mayor with the advice and consent of the City Council. Where such vacancies occur, other than by expiration of term, the appointment filling such vacancy shall be for the remainder of the unexpired term. The Airport Manager, or such person designated by the City Manager, shall be an ex-officio member of said Board.
- c) Training. Each member shall be required to complete the Open Meetings Act (OMA) electronic training no later than the 90th day after initial appointment and upon reappointment.

45.04 TERMS OF OFFICE.

All Board members appointed or named shall serve for a period of four (4) years. Terms of Board members will expire December 31. Four (4) Board members' terms shall end in odd numbered years and the other three (3) Board members' terms shall end in even numbered years. Any appointment to the Board by the Mayor, whether as an initial appointment or a reappointment, may be for a period of one (1) to three (3) years as determined by the Mayor, with the term of

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appointment being established in order to facilitate even turnover of membership in following years. Any member may be reappointed for such number of terms as determined to be appropriate by the Mayor; there shall be no limit on reappointment.

Removal. The Mayor, with a three-fourths (3/4) majority vote of the City Council then holding office, may remove a member at any Regular City Council meeting.

45.05 OFFICERS.

The Chairperson shall be appointed by the Mayor with the advice of the City Council for a term of two (2) years. After the appointment by the Mayor, the Board shall meet and organize by electing from its membership a Vice-Chairperson.

- a) The Chairperson shall preside over meetings and supervise the affairs of the Board with the professional direction and assistance of the Airport Manager. The Chairperson shall appoint members of the Board to any Committee, which the Board shall create and he/she shall be an ex-officio member of all committees so appointed.
- b) In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. Upon a vacancy in the position of the Chairperson, the Vice-Chairperson shall immediately assume the position of Chairperson. Upon the vacancy in the position of Vice-Chairperson, a successor shall be elected at the next regular meeting of the Board.
- c) In the absence of the Chairperson and Vice-Chairperson, an acting temporary Chairperson may be appointed, provided that at least four (4) Board members are present at the meeting and a majority of those members present approve the acting Chairpersons temporary appointment.

45.06 MEETINGS.

The Chairperson shall call the meetings for the Board on a regular basis, on a schedule to be established by the Chairperson and published by the City staff liaison as required by law.

Persons wishing to make public comment during a meeting shall be limited to three (3) minutes.

45.07 PROCEDURES.

The Board shall adopt rules and regulations for conduct of its meetings, including the method of calling a meeting.

45.08 MISSION.

The mission of the Board shall include but is not limited to the following:

- a) To ensure the airport remains a vital piece of the regional economic infrastructure by providing input and support in the mission of running the airport as a business.

45.09 DUTIES

The duties and responsibilities of the Board shall include but are not limited to the following:

- a) The Board shall oversee and participate in the development of a five (5) year airport business plan. The business plan will integrate airport capital master planning with an airport financial plan. The plan will provide guidance for the operation and development of the airport. It will

consider airport operations, organizational development, finance, capital planning, business and revenue development and targets, property management, airport marketing, and airport services management and development. The plan shall be updated annually.

- b) The Board shall oversee and participate in the development of a regional marketing strategy that sets forth specific goals and action plans to identify target markets for increasing business, promote the airport and the services offered to target markets, educate regional stakeholders on the importance of the airport as a community-wide asset and define the current and potential future economic value of the airport. The plan shall be updated annually.
- c) The Board shall send copies of its minutes to the City Council and the City Manager and shall make reports as is necessary or as may be requested by the City Council.

45.10 STAFF LIAISON.

The Airport Manager or his/her designee, of the City of DeKalb, Illinois, is hereby designated as the City staff liaison, and shall assist the Board in carrying out its duties. The staff liaison shall help to facilitate and foster cooperation between the Board and City staff in achieving successful airport related economic development and growth.

- a) The responsibility to ensure the recording and maintaining of the permanent minutes of the Board shall be that of the staff liaison. Copies of the minutes shall be distributed to Board members, and forwarded to the Mayor and members of the City Council before the next meeting.

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TABLE OF AMENDMENTS

The following table provides for the amendments made to this Municipal Code Chapter since its original effective date of February 10, 1992 (Ordinance 1992-013).

Effective Date	Ordinance No.	Description of Amendment
2/10/1992	1992-013	Amending the Municipal Code by Inserting a New Chapter 45 "Airport Advisory Board".
5/27/1997	1997-039	Amending Chapter 45 "Airport Advisory Board", Section 45.03 "Membership".
5/26/1998	1998-072	Amending Chapter 45 "Airport Advisory Board", Section 45.04 "Terms of Office", by Changing the Member Term to Start July 1 and End June 30.
8/23/1999	1999-083	Amending Chapter 45 "Airport Advisory Board", Section 45.01 "Establishment", Section 45.03 "Membership", Section 45.04 "Terms of Office", Section 45.05 "Officers", and Section 45.10 "Staff Liaison".
6/9/2003	2003-053	Amending Chapter 45 "Airport Advisory Board", Section 45.03 "Membership".
6/27/2005	2005-038	Amending Chapter 21 "City Planning", Chapter 25 "Electrical Regulations", Chapter 26 "Plumbing Regulations", Chapter 29 "Mechanical Regulations", Chapter 44 "Landmark Commission", <u>Chapter 45 "Airport Advisory Board"</u> , Chapter 46 "DeKalb Arts Commission", Chapter 47 Cultural Affairs Commission", Chapter 58, DeKalb Commission on Disabilities", and Chapter 59 "Economic Development Committee", to Provide for Mayoral Appointment of Chairmen to Various Boards, Commissions and Committees.
7/25/2005	2005-061	Amending Chapter 45 "Airport Advisory Board", Section 45.03 "Membership".
4/24/2006	2006-031	Amending Chapter 45 "Airport Advisory Board," Section 45.10 "Staff Liaison", to Provide for Records Being Maintained in the Office of the Airport Manager.
11/14/2016	2016-040	Amending Chapter 45 "Airport Advisory Board", Section 45.02 "Purpose", Section 45.03 "Membership", Section 45.04 "Terms of Office", Section 45.05 "Officers", Section 45.06 "Meetings", Section 45.08 "Mission", Section 45.09 "Duties", and Section 45.10 "Staff Liaison".
1/9/2023	2023-005	Amending Various Chapters of the Municipal Code as it Pertains to Boards, Commissions, and Committees, Open Meetings Act Training, Public Participation, Removal of a Member, and Term Limits. (Amendments made to Chapter 2 "City Council" , Chapter 3 "City Administration" , Chapter 21 Combined Planning and Zoning Commission , Chapter 22 "Building Code Review Board" , Chapter 44 "Landmark Commission" , Chapter 45 "Airport Advisory Board" , Chapter 46 "Citizens' Environmental Commission" , Chapter 54 "Financial Administration" , Chapter 59 "Economic Development Commission" , and Chapter 65 "Citizens' Community Enhancement Commission")