

BYLAWS OF
DOWNTOWN AIRPORT ADVISORY COUNCIL

ARTICLE I

The name of this organization shall be the (Saint Paul) Downtown Airport Advisory Council (DAAC), hereinafter referred to as the "Council".

ARTICLE II

Purpose and Goals

GOAL: This Council is formed to further the general welfare of the community and the Saint Paul Downtown Airport - Holman Field, a public airport in the City of Saint Paul, County of Ramsey, State of Minnesota, through minimizing or resolving problems created by the operation of the airport and aircraft.

PURPOSE: 1) To advise the Metropolitan Airports Commission on future airport use and development.

2) To study and evaluate complaints and problems concerning airport and aircraft operations.

3) To propose and promote reasonable and effective methods to minimize or resolve problems arising from and connected with aircraft operations and about said airport.

4) To disseminate information to the affected communities, neighborhoods and users of the airport.

5) To bring information from the affected communities, neighborhoods and users of the airport back to MAC.

ARTICLE III

Council Powers

The Council powers and business of the Council shall be vested in and, exercised, conducted and controlled by the membership of the Council through the USER REPRESENTATIVES, PUBLIC REPRESENTATIVES and GOVERNMENT REPRESENTATIVES, all as hereinafter provided, with exercise of said powers by the membership and through its Council Officers and the operations Committee.

ARTICLE IV

Membership

- (1) The Council membership, as hereinafter set forth, shall consist of the officially designated representatives or, in the absence of designated representatives, the alternate representatives, with authority to act upon all matters within the purview of the Council's Bylaws.
- (2) Upon appointment of the officially designated representatives by the governing board or executive head of agencies, corporations and associations and neighborhood groups in respect to USER and PUBLIC representation, and by the governmental units in respect to GOVERNMENT representation, the appointing authority shall file in the office of the Council a notice of the appointment of such designated representatives and alternates to such designated representatives, setting forth their names and mailing address.
- (3) Representatives and alternate representatives shall be appointed to serve for two (2) year terms and until their successor is appointed. Vacancy Shall be filled by the appointed-authority for a new two (2) year term commencing with the date of appointment of such successor representative.
- (4) Voting membership of the Council is as follows:

USER REPRESENTATION

One representative from 3M.
One representative from H/C Inc.
One representative from the Minnesota Army National Guard.
One representative from Signature Flight Support
One representative from the Minnesota Jet.
One representative from St. Paul Flight Center/AVITAT.
Three at-large representatives to be determined by MAC.

PUBLIC REPRESENTATION

One representative from the Dayton's Bluff District 4
Community Council.
One representative from the District 1 Community Council.
One representative from District 17 CapitolRiver Council.
One representative from the Payne-Phalen District 5 Community
Council.
One representative from the West Side Citizens organization,
District 3 Planning Council.
One representative from the North End District 6 Planning
Council.

GOVERNMENT REPRESENTATION

One representative from the City of Saint Paul.
One representative from the City of South Saint Paul.
One representative from the City of West Saint Paul.

Changes in the composition of the Council or in the USER, PUBLIC and/or GOVERNMENT representation thereon, through amendment of the Bylaws, shall be entertained to permit active participation of additional members in the user, public OR government categories or as may be required to reflect material changes in the population of directly affected governmental units or change in the impact on governmental units by reason of changed flight patterns.

- (5) In addition to the designated USER, PUBLIC and GOVERNMENT representatives and their appointed alternates, non-voting membership to the Council should include representatives from the following category:

TECHNICAL ADVISOR - Officially recognized organization or agency that directly deals with aircraft operations to include: Federal Aviation Administration (FAA), Minnesota Pollution Control Agency (MPCA), Commissioner(s) and/or staff members from the Metropolitan Airports Commission (MAC), and any other organization or agency that can provide technical assistance with majority approval by the Council.

- (6) UNEXCUSED ABSENCES – If a member or member’s alternate has three unexcused absences from council meetings in the course of one year, that member or member’s alternate will be removed from the council. If a member or member’s alternate is removed from the council due to three unexcused absences from council meetings in the course of one year, the same member or member’s alternate cannot be re-appointed to the council.

ARTICLE V

Powers and Duties of Membership

Subject to the voting provisions herein set forth, the membership shall have the following powers and duties:

- (1) To appoint and remove at pleasure all officers of the Council other than representatives; to prescribe such duties for them as may be consistent with the law.
- (2) To conduct, manage and control the affairs and activities of the Council, relating to minimizing or resolving problems created by the operation of aircraft using Saint Paul Downtown Airport -

Holman Field, and as more fully set out in these Bylaws; and to make such recommendations consistent with the law or these Bylaws, as they may deem best.

- (3) To fix, from time to time, the office of this Council.
- (4) To do and perform every act and thing whatsoever that may pertain to their function as representatives; and to exercise all powers and perform all acts which this Council can legally exercise and perform under its Bylaws.

ARTICLE VI

Voting Rights of Membership

- (1) At all meetings of the Council, attendance by three (3) USER REPRESENTATIVES, two (2) PUBLIC REPRESENTATIVES and one (1) GOVERNMENT REPRESENTATIVE, or duly designated alternates, shall constitute a quorum for the conduct of business.
- (2) Each USER, PUBLIC and GOVERNMENT REPRESENTATIVE, or a duly designated alternate, shall have one (1) vote.
- (3) These Bylaws may be amended or altered by the vote of a majority of the membership present at any meeting provided that notice of such proposed amendments shall have been given ten (10) days prior to a general membership meeting.

ARTICLE VII

Operations Committee

- (1) The membership shall appoint an equal number of USER, PUBLIC and GOVERNMENT REPRESENTATIVES to serve as the Operations Committee. Each member shall serve a one (1) year term, or until successors are appointed.
- (2) The membership of the Operations Committee shall appoint its own Chairperson.
- (3) The Operations Committee shall meet two weeks prior to each regular Council meeting. Special meetings may be held at the call of the Committee Chairperson.
- (4) The Operations Committee shall advise the Council on matters pertaining to the physical development of the airport; the environmental, physical, economic and social impacts of aircraft operations and airport development; and on-site operational issues at Holman Field.

ARTICLE VIII

Chairperson of the Council

The representatives shall by majority vote of the total representation elect from amongst the constituency of the Council a Chairperson who shall serve for a two (2) year term or until his/her representation on the Council terminates, whichever occurs first; and until his/her successor is elected. The powers and duties of the chairperson are as follows:

- (1) To preside at all meetings of the Council.
- (2) To call special meetings of the Council as he/she deems necessary or upon request of any three (3) USER, two (2) PUBLIC or one (1) GOVERNMENT REPRESENTATIVE(S).
- (3) To sign as Chairperson of this Council, with the approval of the membership, certifications and other papers and instruments in writing that may require such signature.
- (4) To perform such other duties and tasks as these Bylaws or as the membership shall from time to time prescribe.

ARTICLE IX

Vice-Chairperson

The representatives shall by majority vote of the total representation elect from amongst the constituency of the Council a Vice-Chairperson who shall serve for a two (2) year term or until his/her representation on the Council terminates, whichever occurs first; and until his/her successor is elected. The powers and duties of the Vice-Chairperson in the absence of the Chairperson are as follows:

- (1) To preside-at meetings of the Council.
- (2) To call meetings.
- (3) To perform the duties and exercise the powers of the Chairperson.

ARTICLE X

Technical Coordinator

The Manager of the Saint Paul Downtown Airport shall be the technical coordinator of the Council. The Technical Coordinator's duties shall include the following:

- (1) To prepare the agenda in consultation with the Chairperson, members of the Council and technical advisors for meetings of the

Council and its committees.

- (2) To keep a full and complete record of the proceedings of the Council and of the meetings of the members.
- (3) To maintain an up-to-date roster of Council membership, including the dates of appointment and time of service of each representative.
- (4) To inform each member as to the termination of the term of service of each representative, no less than thirty days prior to such termination.
- (5) To make service and publication of all notices that may be necessary or proper.

ARTICLE XI

Council Meetings

- (1) The Council shall meet bi-monthly, [or as determined necessary by the council](#), beginning in January. Special meetings of the Council shall be held on call as heretofore provided.
- (2) The Technical Coordinator shall mail notice of general or special meetings of the Council and minutes of the previous meeting to each representative and alternate at his/her mailing address currently on file with the Council. Such notice shall set forth the agenda of the meeting. Matters requiring Council action may be considered which are not on the agenda by majority vote of representatives in attendance.
- (3) All meetings shall be held at the offices of the Council or at such other place or places as determined by a majority vote of the Council. The place and time of meeting shall be set forth in notices of the meeting.
- (4) The Council shall use Robert's Rules of Order to decide all questions of order not otherwise provided for by the Bylaws.