

Introduced by: Council Member Best
and Combs
Date: May 13, 2014
Public Hearing: May 27, 2014
Action: Adopted
Vote: Unanimous

Yes:	No:
Best Erbey Carrington Combs DeVries Hanson Johnson	

CITY OF PALMER, ALASKA

Ordinance No. 14-015

An Ordinance of the Palmer City Council Amending Palmer Municipal Code 2.25 Airport Advisory Commission

THE CITY OF PALMER, ALASKA ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code Chapter 2.25 hereby amended to read as follows (new language is underlined and deleted language is stricken):

Chapter 2.25

AIRPORT ADVISORY COMMISSION

2.25.010 Purpose and duties.

The purpose of the commission includes the following:

- A. To assist in the development of plans for the airport;
- B. To recommend methods and means to implement airport plans;
- C. To assist in the promulgation of airport regulations;
- D. To work with and support city staff in the implementation of airport regulations; and
- E. To advance, promote and improve aviation development and opportunities.

2.25.020 Creation.

- A. There is created a city airport advisory commission which shall consist of seven members who shall be nominated by the mayor and confirmed by the city council.
- B. Commission Organizational Structure. The commission shall be structured as follows:
 - 1. At least two members shall be city residents;
 - 2. At least three but no more than four shall have interests in the city airport.

- C. A person who leases real property (to include a tie-down space) at the airport or who uses the airport for any aircraft-related purpose is considered to be a person who has an interest in the airport.
- D. A chair and vice chair of the commission shall be selected and appointed from and by members during the first regular November meeting of each year.

2.25.030 Membership terms.

The term of each appointed commission member shall be three years. The terms shall be staggered so that three members shall be appointed at the first regular meeting in October of the city council of every third year, and two members shall be appointed at the first October meeting of the city council of each of the other two years of every such three-year period.

2.30.040 Compensation.

- A. Each board member shall receive \$50.00 per each regular and special meeting.
- B. A commission member may decline compensation by completing the form required to decline compensation.

2.25.050 Staff assistance to commission.

- A. ~~The director of community services~~ city manager or designee shall serve as staff to the commission.
- B. ~~The director~~ manager or designee will be the regular technical adviser of the commission and may also be designated its executive secretary, but the ~~director~~ manager or designee shall not have the power to vote.

2.25.060 Quorum.

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date.

2.25.070 ~~Presiding officer~~ Commission chair.

- A. The chair shall preside at all commission meetings and may participate in the debate and vote on any matter.
- B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during the temporary absence or disability of the chair.

2.25.080 Meetings.

- A. All meetings are open to the public and shall be electronically recorded. The public shall have the reasonable opportunity to be heard.
- B. Regular commission meetings shall be held on the fourth Thursday of each month beginning at 7:00 p.m. in the city council chambers, unless otherwise designated by the commission.
- C. A special commission meeting may be held at the call of the chair, any two members of the commission, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.
- D. Attendance and participation at meetings by commission members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call.

- E. The commission shall adjourn not later than 11:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the commission the meeting may be extended for up to one hour, at which time adjournment is mandatory.
- F. Minutes shall be kept of the commission's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person.

2.25.090 Public meeting notification.

- A. All public notices must include the date, time and place of a meeting, and, if the meeting is by teleconference, the location of teleconferencing facilities that will be used.
- B. Regular Meeting. Public meeting notification shall be by means of posting ~~and/or~~ the agenda on the city's website and by publishing the agenda for a regular meeting five days prior to the meeting.
- C. Special Meeting. Public meeting notification shall be by means of posting ~~and/or~~ the agenda on the city's website and by publishing the agenda for a special meeting three days prior to the meeting.

2.25.100 Meetings – Rules of proceedings.

Meetings shall be conducted under the current edition of Robert's Rules of Order Newly Revised version, ~~and such modified or amended rules as may be adopted by the commission.~~

2.25.110 Audience participation.

All presentations to the commission shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the ~~presiding officer~~ chair may set reasonable limits.

2.25.120 Agenda and agenda packets.

- A. The agenda for each meeting shall be prepared by the ~~director of community services~~ city manager or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two commission members. The request shall be made to allow the timeframes of PMC 2.25.090.
- B. The ~~director of community services~~ manager or designee shall attempt to notify each commission member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet.
- C. ~~At every regular meeting, the order of business shall be as follows:~~
 - ~~1. Call to order;~~
 - ~~2. Roll call;~~
 - ~~3. Pledge of allegiance;~~
 - ~~4. Approval of agenda;~~
 - ~~5. Minutes of previous meetings;~~
 - ~~6. Audience participation;~~
 - ~~7. Unfinished business;~~
 - ~~8. New business;~~
 - ~~9. Commission member comments;~~
 - ~~10. Adjournment.~~

2.25.125 Order of business.

At every regular meeting, the order of business shall be as follows:

- A. Call to order;
- B. Roll call;
- C. Pledge of allegiance;
- D. Approval of agenda;
- E. Approval of the minutes of previous meetings;
- F. Reports:
 - 1. Airport Manager's Report
- G. Audience participation;
- H. Unfinished business;
- I. New business;
- J. Commission member comments;
- K. Adjournment.

2.25.130 Voting.

- A. The ~~presiding officer~~ chair shall declare all votes; but if any member doubts a vote, the chair ~~presiding officer~~, without further debate upon the question, shall request a roll call vote, and the ~~presiding officer~~ chair shall declare the result.
- B. The vote upon all matters considered by the commission shall be taken by yes or no votes which shall be entered into the record, except that when the vote is unanimous, it shall be necessary only to so state.
- C. Every member present shall vote, unless the ~~presiding officer~~ chair excuses the member because of substantial financial interest and the commission does not override the ~~presiding officer's~~ chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.
- D. The affirmative or negative vote of at least four members shall be required for official action of the commission.

2.25.140 Cause for removal.

- A. A commission seat shall become vacant upon the occurrence of any of the following:
 - 1. Expiration of the term of office;
 - 2. Death of the ~~commissioner~~ commission member;
 - 3. Resignation approved by the council;
 - 4. ~~The commissioner's~~ Ceasing to possess the required eligibility qualifications to be a commission member; at any time the qualifications of eligibility required for the office of commissioner;
 - 5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
 - 6. Judicial determination that the ~~commissioner~~ commission member is of unsound mind;
 - 7. A decision of a competent tribunal declaring the appointment of the ~~commissioner~~ commission member void;
 - 8. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the ~~commissioner~~ commission member's first commission meeting; and
 - 9. No longer physically resides in the city; and
 - 10. Other just cause for removal.

- B. In addition, a ~~commissioner~~ commission member may be removed by the council if, during any 12-month period while in office:
 1. The ~~commissioner~~ commission member is absent from three regular meetings without excuse; or
 2. The ~~commissioner~~ commission member is absent from six regular meetings.

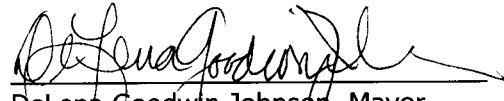
2.25.150 Conflict of interest.

A commission member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

- A. The chair shall rule on the request to be excused from discussion and vote;
- B. The decision of the chair on the request may be overridden by a majority vote.

Section 4. Effective Date. Ordinance No. 14-015 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this twenty-seventh day of May, 2014.


 DeLena Goodwin Johnson, Mayor


 Janette M. Bower, MMC, City Clerk