

**BYLAWS OF THE COMMUNITY  
ADVISORY GROUPS FOR THE ASE  
VISION PUBLIC OUTREACH  
PROCESS**

*Adopted on January 23, 2019 via BOCC Resolution #006-2019*

**ARTICLE I**

**Name**

**Section 1.** **Name.** The name of these five (5) public bodies shall be collectively referred to as the “Airport Advisory Groups” and individually, the Airport Vision Committee, the Community Character Working Group, the Airport Experience Working Group, the Technical Working Group, and the Focus Group.

**ARTICLE II**

**Purpose and Policy**

**Section 1.** **Purpose.** The purpose of the Airport Advisory Groups is to assist the Board of County Commissioners (the “BOCC”) in implementing the ASE Vision Process, and to advise the BOCC on the modernization and renewal of the Aspen/Pitkin County Airport.

**Section 2.** **Policy.** The policy of the Airport Advisory Groups is to further the goals of the ASE Vision process by:

- (1) Providing salient stakeholder perspectives and establishing community priorities, as well as considering technical information to help inform decision-making for the ASE Vision public outreach process.
- (2) Serving as ombudsmen between the community and the Aspen/Pitkin County Airport for the ASE Vision public outreach process.
- (3) Working to develop a common understanding of Federal decisions that apply to the Aspen/Pitkin County Airport.
- (4) Determining future air service needs and the trade-offs associated with achieving it.
- (5) Considering constraining factors, such as the affordability of improvements and risks, and
- (6) Developing the Vision for the Airport that will help prioritize any improvements or investments for the next 30 years.

**Section 3.** **Additional Policies.** The BOCC may adopt priorities for the implementation of the program goals.

### **ARTICLE III Responsibilities**

**Section 1.     Functions.** The functions of the Airport

Advisory Groups are:

- (1)     The Airport Vision Committee is the overarching advisory committee focused on holistic project development, making recommendations to the BOCC. The Airport Vision Committee will receive recommendations from the topic-focused working groups and determine when the Focus Group will be convened and utilized. The Airport Vision Committee will develop an airport layout plan with a rationale for recommendations and a minority report to the BOCC.
- (2)     The Community Character Working Group represents the gateway community perspective, and the viewpoint of the airport’s neighbors, and ensures the preservation of community character and values. The Community Character Working Group will develop a rationale for findings presented to the Airport Vision Committee and a minority report.
- (3)     The Technical Working group is charged with distilling complex topics to salient project information for public consumption. The Technical Working Group will develop a rationale for findings presented to the Airport Vision Committee and a minority report.
- (4)     The Airport Experience Working Group represents marketing, tourism, and the hospitality industry perspective and the overall customer experience. The Airport Experience Working Group will develop a rationale for findings presented to the Airport Vision Committee and a minority report.
- (5)     The Focus Group will be called upon by the Airport Vision Committee, similar to the working groups, ensuring diversity in perspectives and open dialogue between the County and its public. The Focus Group will assist in refining concepts and helping to share information throughout the visioning process. The Focus Group will support the development of advisory group rationale and recommendations to the Airport Vision Committee.
- (6)     To establish relationships with community members to more effectively make recommendations to the BOCC.

## **ARTICLE IV**

### **Membership**

**Section 1.**     **Appointments.** Appointments to the Airport Advisory Groups shall be made by the Board of County Commissioners.

**Section 2.**     **Term.** Each Airport Advisory Groups member shall be appointed for a one-year term, expiring at the end of 2019.

**Section 3.**     **Qualifications.** Qualifications of members of the Airport Advisory Groups are determined by the BOCC on an appointment.

**Section 4.**     **Compensation.** Airport Advisory Groups members shall serve without pay.

**Section 5.**     **Removal.** An Airport Advisory Groups member may be removed from the Airport Advisory Groups for good cause only, by a vote of the BOCC after a recommendation concerning removal is made by the Airport Advisory Groups. Good cause for removal shall also include a violation of the conflict of interest policy contained within these Bylaws.

**Section 6.**     **Membership.** Should an appointed Airport Advisory Groups Member's residency change during their term, but the Airport Advisory Groups Member remain a resident of the Roaring Fork Valley, such member may continue to serve their term as originally appointed.

## **ARTICLE V**

### **Officers**

**Section 1.**     **Officers.** The officers of the Airport Vision Committee shall be a Chair, Vice Chair, and Secretary. These positions are also referred to as the Pilot, Co-Pilot and Navigator in ASE Vision public outreach process. The officers shall be selected by the BOCC.

**Section 2.**     **Elections and Term of Office.** The officers shall be appointed by the BOCC at the first regular board meeting of a calendar year. Subject to early termination, each officer shall hold office for one year.

**Section 3.**     **Vacancies.** Should the office of Chair, Vice Chair, or Secretary become vacant, the BOCC shall appoint a successor at its next regular or special meeting. Such appointment shall be for the unexpired portion of the previous term.

**Section 4.**     **Duties.**

- (1)     **Chair.** Referred to in ASE Vision public outreach as the "Pilot", the Chair shall preside at all meetings of the Airport Advisory Groups and shall perform all duties usually incident to the office of Chair and such other duties as may be assigned from time to time by the Airport Vision

Committee. The Chair shall execute and acknowledge, in the name of the Airport Advisory Groups, all recommendations and communications authorized by the Airport Advisory Groups. The Chair shall see to the execution of resolutions and adoption of minutes of the meetings of the Airport Advisory Groups.

- (2) Vice Chair. Referred to in ASE Vision public outreach as the “Co-Pilot,” the Vice Chair, in the absence of the Chair, shall have all powers recognized to the Chair. The Vice Chair shall perform such other duties as shall from time to time be assigned by the Airport Advisory Groups.
- (3) Secretary. Referred to in ASE Vision public outreach as the “Navigator,” the Secretary, in the Absence of the Chair and Vice Chair, shall have all powers recognized to the Chair and Vice Chair. The Secretary shall perform such other duties as shall from time to time be assigned by the Airport Advisory Groups.

## **ARTICLE VI**

### **Meetings**

**Section 1. Regular Meetings.** Regular meetings of the Working Groups and Airport Vision Committee shall be held at least seven times over the course of the year. The specific days for the conduct of Airport Advisory Group meetings shall be determined by the County in consultation with the Airport Vision Committee. A schedule of meetings shall be made available to the public through customary County procedure.

**Section 2. Special Meetings.** A special meeting may be called at any time by the Chair or upon written request of two members of the Airport Advisory Groups. All special meetings must comply with notice requirements of the Colorado Open Meetings Law.

**Section 3. Order of Business.** At regular meetings of the Airport Advisory Groups the following shall be the recommended order of business:

- (1) Roll call.
- (2) Reading and approval of minutes of last meeting.
- (3) Report of the Chair or Project Team Lead.
- (4) Old business.
- (5) New business.
- (6) Executive session discussion.
- (7) Adjournment.

**Section 4. Voting.** Voting shall either be by voice or roll call vote. Any action requiring a vote shall be decided by a simple majority.

**Section 5. Quorum.** A quorum of the Airport Advisory Groups shall be constituted by the attendance of three people of the membership of each of the Airport Advisory Groups. Once a quorum is made it cannot be broken until the meeting is adjourned.

**Section 6. Parliamentary Procedure.** The rules contained in Robert's Rules of Order shall govern the Airport Advisory Groups in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or other County laws, rules or regulations.

**Section 7. Meeting Notices and Study Materials.** The Chair or Project Team Lead shall furnish the Airport Advisory Groups members minutes of the previous meetings and copies of material to be studied or acted upon including an agenda and a monthly report at the start of each regular meeting.

**Section 8. Agenda.** The agenda shall be prepared by the Chair or Project Team Lead with copies to be distributed at each regular or special meeting.

**Section 9. Public Access.** All meetings shall be open to the public, except for executive sessions as authorized in the Colorado Open Meetings Act, C.R.S. § 24-6-402, et seq.

## **ARTICLE VII Conflict of Interest**

### **Section 1. Policy.**

- A. In order to ensure the impartiality and integrity of their local government decision makers, as provided in section 8.6.1 of the County Charter, the people of Pitkin County intend to prohibit County policy-makers from participating in matters in which they have a conflict of interest. This prohibition applies to County policy-makers serving their elected or appointed terms and those who have concluded their terms of office.
- B. A conflict of interest is a disparity between the private interest and the official responsibilities of an individual in a position of trust in government. This code is intended to prevent conflicts of interest without obstructing fair and speedy resolution of issues that come before the County.

### **Section 2. Prohibition on Conduct.**

- A. No Airport Advisory Groups member shall vote or otherwise participate in a decision-making process which affects any entity or property interest in which he/she has a financial interest or which any member of his/her family has a financial interest. Family is defined as spouse, parent,

brother, sister, grandparent, child, grandchild, step-child, step-parent, step-grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any individual who is a part of the County policy maker's immediate household. An Airport Advisory Group member otherwise barred from participating in a discussion pursuant to this section, may, if requested by the BOCC, give information about the issue or transaction in which he/she has a financial interest.

- B. If an issue arises in which an Airport Advisory Group Member believes he/she may have a conflict of interest, he/she must divulge that potential conflict of interest to the County Attorney for an opinion on the validity of the conflict and inform the Airport Advisory Groups. If determined to be in conflict regarding the issue before him/her, he/she will refrain from participation in discussion or vote on that issue.
- C. Failure to comply with the terms of this section may be deemed adequate cause for removal under Article IV Section 5.

## **ARTICLE VIII**

### **Amendment**

**Section 1.** **Amendment.** These By Laws shall be the province of the BOCC and shall be adopted and amended only by the action of the BOCC.