

RESOLUTION 2017-J

**A RESOLUTION OF THE EATONVILLE TOWN COUNCIL APPROVING
AN AIRPORT COMMISSION POLICY FOR THE TOWN OF EATONVILLE**

WHEREAS, Eatonville Municipal Code section 2.35 provides for an Airport Commission; and

WHEREAS, the duties defined in EMC 2.35.020 state that the Airport Commission shall make recommendations to the council concerning the overall operation of the airport, and shall suggest rules and regulations governing the airport for consideration and adoption by the council; and

WHEREAS, the Commission Policy will strengthen the Airport Commission and provide guidance to the Committee Chair; and

WHEREAS, adopting the Airport Commission Policy will ensure regular meeting frequency, attendance, and permanent record keeping; and

WHEREAS, Commission Policies provide rules to help ensure high standards of good practice among future commissions; now, therefore,

THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

THAT: The Airport Commission Policy is approved in the form attached hereto as Exhibit A.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 13th day of March 2017.

Mike Schaub, Mayor

ATTEST:

Kathy Linnemeyer, Town Clerk

Town of Eatonville Airport Commission Policy

The Airport Commission is comprised of 3 to 5 members appointed by the Mayor and confirmed by Council.

The primary role of the Commission is to review and make recommendations to the Town Council on Airport overall operations, and shall suggest rules and regulations and to promote increased public participation.

The specific role of the Commission is as a principle reviewing body of the Town on specific airport matters referred to it by the Town Council or Town Staff. These matters may then be sent to a Council committee for further review. All decisions are advisory with final disposition made by the Town Council.

Commission members should make every effort to uphold their reputation for honesty, fairness and openness with the citizens of the community. It is important to work together to accomplish common goals.

The Chairman

1. Serves a twelve month term.
2. Presides over all committee meetings
3. Serves as official spokesman for the Commission
4. Submits recommendations through Town staff to be brought before Council or Planning Commission

The Co-Chairman

1. Presides at all Commission meetings in the absence of the Chairman
2. Will notify the Chairman as early as possible of a meeting absence
3. Performs other duties as assigned by the Chairman

Attendance

Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. Members may be removed, after public hearing, by the mayor with the approval of the town council, for inefficiency, neglect of duty or malfeasance in office. The members shall be selected without respect to political affiliations and they shall serve without compensation.

Meeting Frequency

Regular meetings of the Commission shall be held at least quarterly at a date so determined by Town Staff. Yearly meeting schedule will be posted on the Town of Eatonville website.

Agenda

It shall be the responsibility of the Town to create an agenda for each meeting. Agendas shall be entered in a book constituting the official record of the Commission.

Minutes

It shall be the responsibility of the Deputy Clerk to record and maintain minutes for all meetings. These minutes shall be "summary" and not "verbatim" and will briefly describe the meeting. Certain issues may require more detailed minutes as considered necessary by the members. Airport Commission minutes will be included in Council Packets for review.