

BY-LAWS
OF THE
AIRPORT BOARD
OF THE CITY OF BROOKINGS

SECTION I.

Established

The City of Brookings, by Ordinance, created an Airport Board pursuant to the authority formerly set forth in state statute. The Airport Board shall be officially known as the “Airport Board of the City of Brookings”, and may also be referred to as the “Airport Board”.

SECTION II.

Composition

The Airport Board shall consist of five (5) members. Not less than three members of the airport board shall be duly qualified residents and electors of the city. Two members may be residents and electors of the County of Brookings, residing outside the corporate limits of the city.

SECTION III.

Qualifications of Members – Term of Office

The members of the airport board shall be appointed by the mayor with the advice and consent of the city council. The term of office of the members of the Airport Board shall be so arranged that the term of only one (1) member shall expire each year and that all terms shall expire on the first Monday in May. In the event of a vacancy, a replacement member shall be appointed in the same manner, and the replacement member shall serve the remainder of the term which was the subject of the vacancy.

SECTION IV.

Meetings, Quorum

- (a) The Airport Board may hold regular meetings as deemed necessary to conduct the affairs of the airport and as many special meetings as it may deem proper.
- (b) The meetings of the Airport Board shall be held at such place as designated and determined by the Board. Special meetings may be called at any time by the President and in his/her absence or disability, by the Vice-president, by giving twenty-four (24) hours notice to the members of said Board.
- (c) Three (3) members of the Board shall constitute a quorum.
- (d) All decisions requiring a vote shall be determined by majority vote of members of the Airport Board who are present at the meeting entitled to vote.

SECTION V.

Powers

- (a) The Airport Board is advisory to the City Manager and Council on matters concerning the city airport.
- (b) The Airport Board shall have authority to recommend from time to time, such rules and regulations as they shall deem necessary for the operation, maintenance, and control of the Brookings Regional Airport, said rules or regulations being subject to the approval of the City Manager and to become effective upon said approval.
- (c) The Airport Board shall make recommendations to the City Manager for the management, supervision, regulation, and care for the Brookings Regional Airport and the buildings and structures thereon.

SECTION VI.

Officers

The Airport Board shall annually in May of each year or as soon thereafter as a meeting can be held, elect from their number, a President and a Vice-president, each of whom shall serve for a period of one (1) year or until their successor is elected and qualified. The Vice-president shall act in the absence or disability of the President.

SECTION VII.

Duties of the President

- (a) The President of the Airport Board, and in his/her absence or disability, the Vice-president, shall chair all Board meetings and act as general executive officer of the Board.
- (b) The President of the Airport Board, and in his/her absence or disability, the Vice-president, shall have authority to sign and acknowledge in the name of the Board, all board minutes and documents of any character, required or authorized by city ordinance or state law.

SECTION VIII.

Duties of Secretary/City Staff

- (a) The secretary shall be a staff member of the Public Works Department
- (b) The Secretary shall keep a record of the acts and proceedings of the Airport Board.
- (c) In the event the Secretary is absent or unable to act, the Board may appoint a secretary pro tempore to perform the duties of the secretary.

SECTION IX.

Compensation

Members of the Airport Board shall receive no compensation for performing their duties as such.

SECTION X

Records

The records of the Airport Board, kept by its Secretary, or copies of any such records when duly certified by the Secretary shall be competent evidence of the proceedings of such Board.

SECTION XI.

Legal Advisor

The City Attorney shall be the legal advisor of the Airport Board and shall conduct proceedings in all courts on behalf of the Airport Board.

SECTION XII.

Airport Board Duties

(a) The Airport Board shall make recommendations on the fee schedule and fees associated with the Brookings Regional Airport on or before the 15th day of May of each year. Such recommendations shall be submitted to the City Manager on or before the first day of June each year.

SECTION XIII.

Special Committees

The President with the concurrence of the Airport Board may from time to time appoint special committees comprised of board members for special tasks in connection with the affairs of the Airport Board. Special committees shall have no powers except those specifically conferred by action of the Airport Board. Upon completion of the committee assignment, the President shall dissolve the committee.

SECTION XIV.

Amendments

These By-laws may be amended, in a manner consistent with state law and city ordinance, at any regular or special meeting by a vote of a majority of members of the Airport Board who are present at said meeting. No amendments to these By-laws shall be made which conflicts state law or city ordinance.

SECTION XV.

Adoption

These By-laws were approved and adopted the ____ day of _____, 2026.

President Airport Board

Secretary, Airport Board

Mayor

ATTEST:

City Clerk