

Leesburg Executive Airport Commission Bylaws

Adopted September 8, 2021

Pursuant to the Town Code of Leesburg, Virginia, Section 2-195(e), the Leesburg Executive Airport Commission hereby implements its rules and bylaws governing the conduct of its business and meetings.

Article I – Purpose

1. The Leesburg Town Council recreated and reestablished the Leesburg Executive Airport Commission (“Commission”), by ordinance on June 24, 2008. (§ 2-223(a)), amended on May 25th, 2021 by Ordinance 2021-O-012.
2. The Commission’s purpose is to make recommendations to the Town Council, Town Manager, and Airport Director to ensure effective & efficient operation, development, & administration of the Leesburg Executive Airport. (§2-223(b)) and advise the Airport Director, Town Manager and Town Council on airport requirements.
3. The Commission is governed by Town Code §§ 2-195; 2-223 & §§ 6-19 through 6-26.

Article II – Members

1. The Commission shall consist of 8 voting members, 7 of whom are appointed by the Town Council, who may be town residents, town property owners, town business owners or anyone employed in the town. The 8th member is elected by the Leesburg Executive Airport Business Association (ABA), and serves a term as described by the Association’s rules, regulations, or bylaws. An additional non-voting member shall be appointed by the Loudoun County Board of Supervisors to serve a two-year term and serve as liaison to the Loudoun County Board of Supervisors. (Town Code § 2223) and the Commission shall receive a report from that member at each regular meeting. A liaison from the Economic Development Commission (EDC) shall be appointed by the EDC, and the Commission shall receive a report from that liaison at each regular meeting.
2. The Leesburg Executive Airport Business Association (ABA) shall be comprised of 1 representative from each airport business, as defined by the ABA’s own bylaws, rules, or regulations. The ABA will be included in the Commission’s agenda and the ABA Chair or appointed representative will report on the Association’s activities during each Commission meeting. The owner of each eligible business will advise the Airport Director and Clerk of Council at the beginning of each year of the name and contact information for their representative to the ABA. The members of the ABA who are identified to Town Staff at the beginning of each year shall be included in all Commission meetings & correspondence via email. If any member of the ABA does not agree with the report being delivered by the ABA Chair, the Commission will accept their right to report separately to the Commission. The Town and the Commission will recognize only one Airport Business Association at any time.

3. The Commission recommends to Town Council Members that they nominate for membership on the Commission those individuals qualified by knowledge and experience to make decisions and/or recommendations on questions of general aviation (GA), airport management and operations, who would not otherwise be represented by the ABA. In addition, knowledge of corporate aircraft operations, FAA regulations regarding airports, airspace requirements, security requirements in and around the Nation's Capitol, and GA industry needs is very helpful. GA constitutes that sector of the aviation industry that is not military or airlines – i.e., corporate, commercial, recreational and/or business aviation, to include flight instruction and medical support.

Article III – Officers

1. There shall be two Officers of the Commission: Chair and Vice Chair, who shall serve in their capacity for one year.
2. Election of officers shall be held at the first regular Commission meeting of each calendar year, and shall be the final item on that meeting's agenda. The newly elected officers shall take office at the next (succeeding) regular meeting.
3. The Vice Chair shall preside in the absence of the Chair. In the absence of both, the members shall elect an acting Chair from among those members present, assuming there is a quorum.
4. If the Chair vacates the office prior to completing his or her term, the Vice Chair shall assume the office and serve the remainder of the term. A new Vice Chair shall then be elected at the next regular meeting to fill the remainder of the term of Vice Chair for that year. If the Vice Chair vacates the office prior to completing his or her term, a new Vice Chair shall be elected at the next regular meeting to fill out the remainder of the term for that year.
5. Any Committee Chair who vacates their position shall be replaced at the next regular meeting.

Article IV – Meetings

1. The Commission shall hold at least one regular meeting every month and may schedule one or more special meetings or work sessions each year as called for, pursuant to Town Code § 2-195(c). Notice of a special meeting shall be given in accordance with Va. Code § 2.2-3707(D). Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting or all members are present at the special meeting or file a written waiver of notice.
2. Meetings will be held in facilities that comply with access requirements under the Americans with Disabilities Act and Code of Virginia.
3. The Commission shall prepare and adopt an annual schedule of regular meetings at its first meeting following the meeting at which the Town Council adopts its annual schedule. The Commission's schedule shall be coordinated with the Town Council's schedule so referrals of reports, plans and applications can be made in a timely fashion to the Council.
4. A quorum shall be required for the Commission to hold an official meeting and to take action on any matter before it. 4 members entitled to vote shall constitute a quorum. No action of the Commission shall be valid unless authorized by a majority vote of those present and voting.
5. Remote attendance of Commission meetings (by electronic means) is permitted pursuant to the Town's Remote Electronic Participate Policy approved by Town Council in September 2016, and as may be amended.

6. In the absence of a quorum, the only business that can be transacted is to take measures to obtain a quorum, to fix the time to which to adjourn, to take a recess, or to adjourn the meeting.
7. The right of the permanent or acting Chair to vote, if he or she so desires, shall not be questioned.
8. In the case of major differences of opinion among members on any action that requires action of the Town Council, the minority shall have the right to file a separate report to Council to accompany the majority's recommendation.
9. Meeting agendas shall contain, at a minimum, the following actions:
 - a. Call to Order, Roll Call, Approval of Minutes, and Adoption of Agenda
 - b. Petitioners / Public Comment
 - c. Airport Manager Report
 - d. Old Business
 - e. New Business
 - f. Committee Reports
 - g. Full Service FBO Reports
 - h. ABA Report
 - i. Economic Development Commission Liaison Report
 - j. County Board Representative's Report
 - k. Commission Member Comments
 - l. Final Petitioners/Public Comment
 - m. Upcoming Events/Meetings
 - n. Adjournment

Article V – Committees

1. The Commission shall have 2 standing committees, the Finance Committee (FIC) and the Operations Committee (OPC).
2. The FIC shall review and advise the Commission on all leases and contractual obligations of the Airport. The FIC shall review the Airport Department's budget proposal each January and present same to the Commission at the February meeting, or as necessary in order to provide sufficient input to the Town Council for their annual budget process. The FIC shall also act as the primary entry point for all lease negotiations and shall monitor land use actions in the vicinity of the Airport.
3. The OPC shall advise the Commission on matters of airside activities, airspace regulations, and traffic pattern recommendations. The OPC shall be the primary entry point for all discussions with the FAA, Homeland Security, or the Virginia Department of Aviation. The OPC shall also be responsible for the Airport Rules and Regulations document, as well as the Minimum Standards document.
4. At the option of the Committee Chair, a committee of the Commission may draw upon one or more people who are not members of the Commission who are qualified to help with particular assignments.
5. The Chair of the Commission shall appoint committee chairs.
6. The Commission may create additional committees, as it deems necessary.
7. For matters that come before the Commission where committee jurisdiction is not obvious, the Chair shall assign these matters to the Committee of his or her choice.

8. Ad Hoc Committees may be created by the Chair or Vice Chair as required, or by the Commission as a whole upon a simple majority vote.
9. The Commission shall maintain a liaison to the Economic Development Commission and receive a report from that person at each regular meeting.

Article VI – Records

1. All meetings of the Commission and its committees are subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), State and Local Government Conflict of Interests Act (§ 2.23100 et seq.) and the Virginia Public Records Act (§ 42.1-76 et seq.).
2. A record of the transactions shall be kept of all meetings of any type. After approval by the Commission, these records shall be entered in the Commission’s Book of Minutes and placed on the Town’s website for two years as a public record.
3. When a scheduled meeting is held and a quorum is not present, the discussions shall form a report only and shall be filed with the other Commission material.
4. The votes of the members shall be recorded by name only if a ‘roll-call’ vote is requested by motion, seconded, and voted upon by the majority of the membership.
5. Any and all communications between members via electronic methods regarding business of the Commission should be conducted over Town email. Any discussions of Commission business over personal email accounts will subject those accounts to FOIA requirements.

Article VII – Conflicts of Interest

1. Commission members are subject to the State and Local Government Conflict of Interests Act (§ 2.2-3100 et seq.) and shall not vote on, make motions on, or participate in discussions regarding airport business in which members have a personal or business interest if they have a conflict of interest as defined in the Conflict of Interests Act.
2. Commission members who are Federal employees shall not vote on, make motions on, or participate in discussions regarding airport agreements or regulatory discussions with Federal agencies. Commission members who are employed by the Federal government should check with their agency’s legal office for Federal ethics requirements regarding membership in the Commission.

Article VIII – Publicity

1. No release to public media regarding Commission business shall be made unless it has the Chairman’s approval or unless the Commission has voted to authorize an appropriate release to the public.

Article IX – Amendments

1. These Rules and Bylaws may be added to, amended, or revised at any meeting of the Airport Commission by a majority of a quorum of the Airport Commission, provided that notice of any proposed amendment is given to each member in writing at the regularly scheduled meeting prior to the meeting at which a final vote is conducted on the addition/amendment/revision.

Article X – Parliamentary Authority

1. In all matters of parliamentary procedure not specifically governed by these Bylaws or otherwise required by law, the current edition of *Robert's Rules of Order (Newly Revised)* shall apply. The Chair will be the final authority on all parliamentary decisions.