



BY - LAWS

OF THE

AUBURN-LEWISTON MUNICIPAL AIRPORT

BOARD OF DIRECTORS

AUBURN, MAINE

Revised and Approved
on 6/22/90.

Revised and Approved
on 12/7/00.

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BOARD OF DIRECTORS
AUBURN-LEWISTON MUNICIPAL AIRPORT
AUBURN, MAINE**

ARTICLE I PREAMBLE

Section 1. Name

The name of the board is the Auburn-Lewiston Municipal Airport Board of Directors (hereinafter referred to as Board).

Section 2. Scope

These By-Laws are intended to augment the Interlocal Agreement by addressing items not fully covered there.

Section 3. Purpose

The purpose of this Board will be to:

- ◆ Operate and maintain the Auburn-Lewiston Municipal Airport.
- ◆ Conduct strategic planning and implement projects and improvements necessary to maintain and improve the infrastructure of the airport to provide for continued access by the cities of Auburn and Lewiston as well as the surrounding communities to the national airspace system.
- ◆ Encourage the economic growth of the airport by attracting new businesses to the airport and surrounding airpark(s).
- ◆ Develop policies that encourage the economic self sufficiency of the airport.

Specifically, the purpose of this Board is to stimulate aeronautical development and expansion at the Auburn-Lewiston Municipal Airport, as appropriate to users' needs and the needs of the cities of Auburn and Lewiston as well as those of the area communities, through defining and setting into motion policies, projects, and programs that will increase airport viability and result in increased airport and community growth. To manage the existing Auburn-Lewiston Municipal Airport, its primary property being situated on the Hotel and Lewiston Junction Roads, Auburn, consisting of land and buildings, easements, fixtures, equipment and tools, and all other property both real and personal which is part of or used at the existing airport facility together with all leases, bank accounts, accounts receivable, and all other intangible property.

Section 4. Intentions

It is the intention of the Board to seek assistance from federal, state and local government as well as the private sector in the forms of grants, loans, and any other available assistance to carry out the goals of this Board. The Board will seek laws, ordinances, codes, and so forth, at local, state and national levels to further the growth and development of the Auburn-Lewiston Municipal Airport. The Board shall endeavor to assist and influence both the public and private sectors of the cities of Auburn and Lewiston as well as surrounding communities, as it may be appropriate to furthering the purposes of the Board.

Section 5. Principal Officers

The Officers shall be a Chairperson, a Vice Chairperson, and a Treasurer. The Chairperson, Vice Chairperson, and Treasurer must be Board Members and shall be elected by the Board. The Board's Secretary shall be the airport manager, unless otherwise elected by the Board.

ARTICLE II. AUBURN-LEWISTON AIRPORT BOARD OF DIRECTORS

Section 1. Membership

(See Interlocal Agreement. The structure is explained in Article III therein.)

Section 2. Officers

2a. Chairperson

The Chairperson shall have the general control and management of the Board, subject to any specific power delegated by the Board and shall preside at all meetings of the Board. The Chairperson shall be allowed to vote on all matters. S/he shall perform such other duties as may be prescribed by the Board from time to time, and shall execute all deeds, leases, bonds, mortgages, and all other contracts and papers of which this Board is a party under the seal of the Board or airport.

2b. Vice Chairperson

The Vice Chairperson shall assist the Chairperson in carrying out the latter's duties. Additionally, the Vice Chairperson shall preside at Board meetings in the Chairperson's absence and assumes the responsibilities of the Chairperson in the Chairperson's absence.

2c. Treasurer

The Treasurer shall review the financial condition of the Airport and report to the Board on a regular basis.

2d. Secretary

The Secretary shall keep a faithful record of all meetings of the Board and send proper notices of the meetings of said Board and generally perform those duties as may be required by the Chairperson and Board Members.

Section 3. Removal of Officers from Office

A two-thirds majority vote of the total Board membership shall be required for removal from office.

ARTICLE III. MEETINGS

Section 1. Regular Meetings

Regular meetings of the Board shall be held on a monthly basis at a time and public place previously designated by the Board. Voting may only be in person with no written proxy permitted. Notices of a regular meeting shall be sent by the Secretary to each Board Member at least five days before such meetings. Each member is required 66% attendance (i.e., attend 8 out of 12 concurrent meetings) unless excused by the Chair. Failure to meet required meetings may result in dismissal.

Section 2. Special Meetings

Special meetings of the Board can be called by the Chairperson or simple majority of the total Board membership upon reasonable notice to all members to administer the affairs of the Board.

Section 3. Proceedings

All meetings shall be conducted in accordance with Robert's Rules of Order and the Articles of the Maine State "Right to Know" Law Title 1, Section 401 and following.

Section 4. Quorum

A simple majority of the total Board membership of the Board shall constitute a quorum.

Section 5. Board of Directors

All motions must be passed by a simple majority of the total Board membership in order to constitute action.

ARTICLE IV. ADMINISTRATION

Section 1. Fiscal Year

The fiscal year of the Board shall begin on the first day of July in each year and end at midnight on the thirtieth day of June in the following year.

Section 2. Estimating Annual Expenses and Revenues

The Board will annually prepare a budget for its next fiscal year itemizing expenses of operations, maintenance and repairs, costs of contemplated capital improvements and payments of principal and interest on fixed indebtedness and other borrowing. The budget will also include such other details as to present assets, surplus, accounts receivable, expenses, and liabilities as the Board shall deem advisable and as the cities of Auburn and Lewiston may reasonably require. The Board will also estimate the anticipated revenues of the Board for the forthcoming fiscal year to be derived from rentals of buildings and equipment, fees charged for the use of the airport facilities, sale of surplus property, and any other source(s).

Section 3. Notice of Apportionment

In any year which the airport's anticipated expenses exceed anticipated revenues, the Board shall give notice of apportionment to the cities of Auburn and Lewiston. Such notice of apportionment will be submitted to each city in time for inclusion in their respective budgets for their next fiscal year.

ARTICLE V. COMMITTEES

The Chairperson may from time to time appoint committees composed of Board Members and other, whenever deemed necessary or desirable in carrying out the business of the Board.

ARTICLE VI. AMENDMENTS

The foregoing By-Laws may be amended at any regular or special meeting of the Board by a vote of a simple majority of the total Board membership.

END OF BY-LAWS