

**RESOLUTION NO. RS-2013-19**

**A RESOLUTION CONCERNING THE HAGERSTOWN REGIONAL AIRPORT  
ADVISORY COMMISSION**

**Recitals**

By resolutions dated September 18, 1984, and November 25, 1986, the Board of County Commissioners of Washington County, Maryland, (the *Board*) created the Washington County Regional Airport Commission (the *Commission*).

The Board amended certain provisions of the resolutions by way of a resolution dated July 28, 1998.

By action taken by the Board on October 6, 1998, the official name of the Washington County Regional Airport was changed to Hagerstown Regional Airport - Richard A. Henson Field.

Thereafter, by resolution dated February 2, 1999, the Board renamed the Commission the Hagerstown Regional Airport Advisory Commission.

The Commission's operations have evolved pursuant to a course of conduct that are reflected in the Bylaws of the Hagerstown Regional Airport Advisory Commission (attached as Exhibit A).

Furthermore, the Board desires to increase the size of the Commission from five (5) to seven (7) members.

The Board believes it to be in the best interests of the citizens and residents of Washington County, Maryland, that this resolution and the Bylaws be adopted.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Washington County, Maryland, that all provisions of any previous resolution concerning the Commission that are inconsistent with this resolution or the Commission's Bylaws be, and hereby are, repealed.

**AND BE IT FURTHER RESOLVED**, that the Bylaws of the Hagerstown

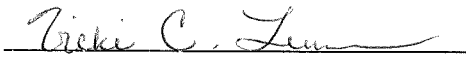
Regional Airport Advisory Commission (Exhibit A) are hereby approved.

**AND BE IT FURTHER RESOLVED**, that any amendment to the Commission's Bylaws may be approved and adopted by the Board without the need for adoption of a resolution.

Adopted this 10<sup>th</sup> day of December, 2013.

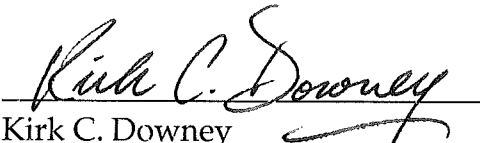
ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

  
Vicki C. Lumm, Clerk

BY:   
Terry L. Baker, President

Approved as to form  
and legal sufficiency:

  
Kirk C. Downey  
Deputy County Attorney

Mail to:  
County Attorney's Office  
100 W. Washington Street, Room 202  
Hagerstown, Maryland 21740

**BYLAWS OF THE HAGERSTOWN REGIONAL AIRPORT  
ADVISORY COMMISSION**

**Article 1. Name.**

The name of the Commission shall be "Hagerstown Regional Airport Advisory Commission."

**Article 2. Responsibilities and Duties.**

The Commission is an advisory commission. The Commission shall provide policy and operational advice to the Airport Director concerning the operation and development of the Airport. Upon the request of the Board of County Commissioners, the Commission may recommend individuals believed competent for appointment as Airport Director.

**Article 3. Principal Office.**

The principal office and meeting place of the Commission shall be the Hagerstown Regional Airport Terminal Building, 18434 Showalter Road, Hagerstown, Maryland 21742.

**Article 4. Membership.**

A. The Commission shall consist of seven (7) voting members who shall be appointed by the Board of County Commissioners of Washington County, Maryland. In addition to the seven (7) voting members, the Board of County Commissioners of Washington County, Maryland, may appoint others to serve as non-voting, ex officio members of the Commission for various terms of office and for various differing purposes. A member of the Board of County Commissioners, the Director of Business Development (or his or her designee), and the Director of Public Works (or his or her designee) shall serve as non-voting, ex officio members of the Commission.

B. A membership term is three (3) years. Members are eligible for reappointment to one (1) consecutive three-year term. A member completing an unexpired term as a result of a vacancy is eligible for subsequent appointment to two full, three-year terms.

C. Vacancies occurring in the Commission for any reason shall be filled for the unexpired term by the Board of County Commissioners. The Board of County Commissioners shall have the authority to remove any members of the Commission when in its discretion the best interests of the community shall be

served thereby. A vacancy may be declared by the Commissioners when a member has three (3) or more unexcused absences per year.

D. The members of the Commission shall elect from among their members a Chairman and a Vice-Chairman. No two of such offices may be held by one member. The officers shall have the duties and powers usually attendant upon such offices, and such other duties and powers not inconsistent herewith as may be provided by the Commission. The Airport Director shall designate a member of the airport staff to serve as Reporter for the Commission.

#### **Article 5. Meetings.**

A. **Annual Meeting.** There shall be an annual meeting of the Commission during the month of October, unless otherwise ordered by the Commission, for the election of officers, the receipt of reports, and the transaction of other business. Meetings shall be subject to the Open Meetings Law and members of the public shall be entitled to attend all meetings of the Commission. Notice of such meetings, issued by the Reporter, shall be transmitted to each member of the Commission at least one (1) week before the time appointed for the meeting.

B. **Quorum.** A majority of the active voting members of the Commission, when present at any meeting, shall constitute a quorum, and in case there is less than this number, the presiding officer may adjourn from time to time until a quorum is present.

C. **Order of Business.** The order of business at the meetings shall be as follows:

- (1) Call to order;
- (2) Closed session, if required;
- (3) Citizens participation;
- (4) Approval of minutes;
- (5) Unfinished business;
- (6) New business;
- (7) Finance report;
- (8) Director's updates;
- (9) County Commissioner updates;
- (10) Election of officers, if required; and
- (11) Adjournment.

The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as laid down in the latest edition of Robert's Rules of Order shall govern, when not in conflict

with these bylaws.

D. **Regular Meetings.** Regular meetings of the Commission will be held once per month or as established by the Commission.

E. **Special Meetings.** Special meetings of the Commission may be called at any time by the Chairman, and must be called at any time by the Chairman, or in the Chairman's absence, by the Vice-Chairman, on the written request of two (2) members of the Commission or the request of the Board of County Commissioners of Washington County, Maryland. One (1) week notice of any special meeting must be given to the members of the Commission, and the notice must state the object of the meeting.

#### **Article 6. Officers**

A. **Elective Officers.** The elective officers of the Commission shall be a Chairman and a Vice-Chairman. Other offices and officers may be established and appointed by the members of the Commission at the regular annual meeting.

B. **Terms.** The Chairman and the Vice-Chairman shall take office immediately upon their election, and shall serve for a term of one year or until their term expires. Officers are eligible for re-election. Vacancies in any office must be filled for the balance of the term of such office by the Commission at a regular or special meeting.

C. **Chairman.** The Chairman shall be the presiding officer of the Commission and shall be present at meetings of the Commission. The Chairman shall be a member ex officio of all committees. The Chairman shall communicate to the Commission such matters and make such suggestions as may in the Chairman's opinion tend to promote the welfare and increase the usefulness of the Commission, and shall perform such other duties as are necessarily incident to the office.

D. **Vice-Chairman.** The Vice-Chairman shall perform all duties of the Chairman during the absence of the Chairman. The Vice-Chairman shall be a member ex officio of all committees.

E. **Reporter.** The Reporter shall direct the activities of the Commission and perform such other duties as may be defined by the Commission. It shall be the duty of the Reporter:

- (1) To give notice of and attend all meetings of the Commission and all committees and to make provision for the keeping of a record of proceedings;
- (2) To conduct correspondence and to carry into execution all orders, votes, and resolutions not otherwise committed;

- (3) To keep a list of the members of the Commission;
- (4) To keep records of any agents retained by the Commission, and to take charge of and supervise the performance by such agents of their duties;
- (5) To prepare an annual report of the transactions and condition of the Commission, and generally to act in the best interests of the Commission.

#### **Article 7. Amendments.**

These bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote of the Commission at any duly organized meeting of the Commission; said changes to take effect upon approval by the Board of County Commissioners.


#### **Article 8. Liabilities.**

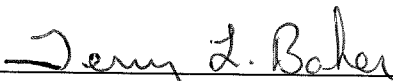
Nothing in these bylaws shall constitute members of the Commission as partners for any purpose. No member, officer, agent, or employee shall be liable for the acts or failure to act of any other member, officer, agent, or employee, or be liable for his or her acts or failure to act under these bylaws, excepting only acts or omissions arising out of his or her willful misfeasance.

Upon the recommendation of the Commission, these Bylaws are hereby approved and adopted by the Board of County Commissioners and deemed effective this 10<sup>th</sup> day of December, 2013.

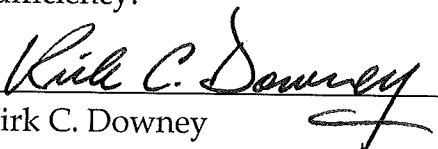
ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

  
Vicki C. Lumm, Clerk

BY:   
Terry L. Baker, President

Approved for form and legal  
sufficiency:

  
Kirk C. Downey  
Deputy County Attorney