**BOARD OF SUPERVISORS**
**COUNTY OF NEW KENT**
**VIRGINIA**

**R-21-12**

At the regular meeting of the Board of Supervisors of the County of New Kent in the Boardroom of the Administration Building in New Kent, Virginia, on the 14th day of May, 2012:

| Present: | Vote: |
|---|---|
| Thomas W. Evelyn | Aye |
| C. Thomas Tiller | Aye |
| Ron Stiers | Aye |
| W. R. Davis, Jr. | Aye |
| James H. Burrell | Aye |

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Motion was made by Mr. Davis, which carried 5:0, to adopt the following resolution:

## A RESOLUTION CHARTERING THE NEW KENT COUNTY AIRPORT ADVISORY COMMISSION

WHEREAS, the Board of Supervisors recognizes that the New Kent County Airport (hereafter "Airport") is an important commercial center for the County; and

WHEREAS, the Board of Supervisors wishes the citizens of New Kent County (hereafter "the County") to be aware of and involved in the administration of the Airport; and

WHEREAS, the Board of Supervisors desires to incorporate the County's citizens into the County's commercial planning;

NOW THEREFORE, the Board of Supervisors charters the New Kent Airport Advisory Commission.

### *Charter*

The Commission shall be known as the "New Kent County Airport Advisory Commission" (hereafter "Commission").

Purpose. The Commission's purpose is to assist the County in the planning, organization, direction and administration of the Airport.

Public Body. The Commission is a public body for the purposes of the Virginia Freedom of Information Act.

Duration. Either the Commission shall exist until January 31, 2016, by which time the Board of Supervisors shall renew the Commission's charter or the Commission shall cease operation in an orderly fashion by that date.

Membership. Each District Supervisor shall appoint one member to the Commission.

Each district member shall serve four years in staggered terms, with two members' terms expiring in the same year and only one member's term expiring in every other year. Vacancies shall be filled by appointment by the Board of Supervisors for the unexpired term only. Members shall serve without compensation, but may be reimbursed for expenses necessarily incurred in the performance of Commission business.

Liaison. One District Supervisor shall act as liaison to the Commission.

Duties and Powers of the Commission. The Commission has the following duties and powers:

- Assist the County in the planning, organization, direction and administration of the Airport.
- Promote the Airport.
- Provide a vehicle by which residents can express their concerns about the Airport.
- Assist with various functions held at the Airport.

Officers. The Commission shall have three (3) officers: a Chairman, a Vice-Chairman, and a Secretary. The Commission shall elect the Chairman and Vice-Chairman and elect or appoint the Secretary at the first meeting of each calendar year. The Secretary need not be a member of the Commission. Each officer shall serve a one (1) year term.

Duties and Powers of Officers. The Chairman shall preside at all meetings, make committee appointments, and work closely with the County on all Airport-related business and functions. The Chairman shall also carry out other duties as may be assigned by the Commission. The Vice Chairman shall perform any of these duties in the Chairman's absence or incapacitation. The Secretary shall keep the records of the Commission.

Meetings. Regular meetings of the Commission shall be held bi-monthly on the third (3rd) Wednesday of the month at 6:00 p.m. at the Airport beginning with the Annual Meeting of the Commission which shall be on the third (3rd) Wednesday of January. The Commission shall have the power to postpone or reschedule a regular meeting as needed. The Chairman may call a special meeting. The Chairman shall give ten (10) days' notice before calling a special meeting unless a two-thirds (2/3) majority of the members present at such a special meeting agree to bypass this notice requirement.

Quorum. A majority of the members of the Commission shall constitute a quorum.

Voting. A decision on new business shall be made by a majority of all members of the Commission. All other decisions shall be made by a majority of members present and voting. All votes shall be made by voice vote with the Chairman casting the last vote.

Procedure. Except as otherwise specified, proceedings of the Commission shall be governed by the most recent Robert's Rules of Order. An appeal from a ruling of the Chairman may be taken by any member and shall be determined by a majority of those members present. The Chairman shall be permitted to make motions and vote on all questions. Meetings of the Commission shall proceed in the following order: Call to order, Roll Call, Approval of Minutes, Unfinished Business, New Business, Adjournment.

Subcommittees and Working Groups. The Chairman shall appoint a chairman of all committees established by the Commission within thirty (30) days of that committee's creation. The chairman of each committee shall then appoint the members of that committee. Before becoming members, the committee chairman's appointees will need a majority vote of the Commission.

Fiscal Year. The Fiscal Year of the Commission shall run from July 1 through June 30.

Required Reports. The Commission shall present an annual report of the Commission's activities to the Board of Supervisors at a regularly scheduled work session.

Amendments. Any amendments to the Charter shall be submitted to the Board of Supervisors for approval.

Effective Date. This Charter is effective upon passage.

Adopted this 14th day of May, 2012.

G. Cabell Lawton, IV
County Administrator

James H. Burrell
Chairman