



Accountability - Dedication
Honesty - Integrity - Respect

MEMORANDUM

Date: May 13, 2025
To: Tara Vasicek, City Administrator
From: Shuraya Choat, City Clerk
RE: Amend the By-Laws of the Columbus Board of Airport Commissioners

Recommendation: I recommend approval of the By-Laws of the Columbus Board of Airport Commissioners.

Discussion: The By-Laws of the Columbus Board of Airport Commissioners were adopted in 2009 and have not been updated since. A review has been conducted and minor clean up adjustments were made. Per the By-Laws, the members were emailed a copy at least 15 days prior to the Airport Board meeting in order to review all of the changes and provide input. The By-Laws were presented at the Airport Board meeting on May 13, 2025, and a recommendation was made to approve the changes. The new By-laws will be presented via resolution at the May 19, 2025 City Council meeting.

Attached is the red-lined copy of the proposed changes.

Fiscal Impact: None

Alternative: Do not approve.

Signature:

By: Shuraya Choat

Approved By: [Signature]

**BY-LAWS
OF
COLUMBUS BOARD OF AIRPORT COMMISSIONERS**

The principal office of the Columbus Board of Parks Commissioners will be located at City Hall, ~~2424-2500~~ 14 Street, Columbus, Platte County, Nebraska.

**I
SEAL**

The Board shall have no seal, but in the event any document to be executed by the Board requires the affixing of a seal, the secretary may inscribe on such document the name of the Board in these words "Columbus Board of Airport Commissioners" followed by the signature of the chair.

**II
MEMBERS**

1. The Columbus Board of Airport Commissioners (CBAC) shall consist of five members. All members shall be residents of the city of Columbus, Nebraska, who shall be appointed by the mayor ~~by and~~ with the approval of the city council. Members shall take an oath of office and shall faithfully perform the duties of the office and will not be actuated or influenced therein by personal or political motives. Members shall serve for a term of three years and may serve for more than one term of office.
2. Meetings of the ~~CBAC Columbus Board of Airport Commissioners~~ will be held in the ~~Columbus Community Building, Community Room, City Council Chambers, 1369-25 Avenue, 2500 14 Street,~~ Columbus, Nebraska, unless written notice of a different location is given to each member at least one day in advance of the scheduled meeting.
3. Regular meetings of the ~~CBAC Columbus Board of Airport Commissioners~~ will be held the second Tuesday ~~of each every other~~ month and may meet as necessary to perform duties described in Article VI. Notice of any Special Meeting of the CBAC shall be given to ~~city staff to~~ the chair and each member by notifying said chair and member personally by telephone or electronic mail or leaving a verbal or written message at the members' usual place of business or residence.
4. A majority of the members (three or more) of the CBAC must be present to constitute a quorum for the transaction of business and a simple majority of the members present of the CBAC shall be necessary and sufficient to take affirmative action ~~by the CBAC~~. At all meetings, regular or special, only those members present shall be entitled to vote.

III OFFICERS

1. The officers of the CBAC shall consist of a chair, ~~and a vice chair, and a secretary, and such officers as the CBAC may.~~ The chair and vice chair shall be elected annually ~~elect~~ at ~~its~~the January meeting; ~~these officers~~ and will serve during the calendar year.
2. The chair shall be a member of the Board and shall preside at all meetings unless absent or disqualified. The chair shall have general authority to supervise, direct, and manage the business and affairs of the Board. The chair shall be responsible for carrying out the orders and resolutions of the Board.
3. The vice chair shall be a member of the Board and shall, in the absence, disability, or disqualification of the chair, perform duties and exercise the powers of the chair and shall perform other duties as the Board may prescribe from time to time.
4. The secretary shall be a city staff member who shall keep the minutes and records of the CBAC, prepare ~~with the chair~~ the agendas for regular and special meetings, provide notice of meetings to members, arrange proper and legal notices of hearings, attend to correspondence of the CBAC, and such other duties as are normally carried out by a secretary.
5. In the absence or disability of any officer of the Board, the Board may delegate duties of any officer to a member of the Board as it may deem necessary.
6. It shall be considered neglect of duty for any member of the CBAC to neglect or fail to attend two consecutive meetings without first notifying the chair or secretary prior to such absence. The CBAC may recommend to the mayor and city council that said member be removed from the Board. Any member may, after a public hearing before the city council, be removed by the mayor with the consent of the majority vote of the members elected to the city council for inefficiency, neglect of duty or malfeasance in office, or other good and sufficient cause. Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired portion of the term by the mayor.

IV COMMITTEES

Special committees may be appointed as required by the chair to serve until their purpose is fulfilled as determined by the chair. Specific duties shall be assigned and described by the chair.

V
CONDUCT

The CBAC shall conduct its meetings in accord with the Open Meetings Act, Legislative Bill 898, Ninety-Ninth Legislature of Nebraska, and shall take charge of all facilities as defined in Ordinance 08-27, passed by the Columbus City Council on November 3, 2008. CBAC has the power to ~~establish-recommend~~ rules and fees for the management, care and use of the airport facilities. It shall be the duty of the CBAC to layout, beautify, and improve all facilities to the extent funds may be provided for such purposes by the mayor and city council. CBAC is not authorized to execute any contracts or to make any expenditure that has not been budgeted.

VI
PROCEDURE

The Rules of Parliamentary Procedure, comprised in the current edition of "Robert's Rules of Order" ~~Tenth Edition~~, shall be used as a guideline for all proceedings of the CBAC; however, will not be used to govern the proceedings of the CBAC or in cases where they are inconsistent with state statutes or local ordinances.

VII
AMENDMENTS

These by-laws and any part thereof may be altered, amended, changed, repealed, or added to by a vote of the majority of the members present at a Board meeting, provided written notice of the proposed amendment shall have been provided to the members at least 15 days prior to the meeting at which action is to be taken. Such amendments will be presented to the city council for approval following an affirmative vote.

APPROVED BY THE COLUMBUS BOARD OF AIRPORT COMMISSIONERS THIS

_____ DAY OF _____, ~~2009~~2025.

CHAIR

~~APPROVED BY THE COLUMBUS CITY COUNCIL THIS _____ DAY OF~~

~~_____, 2009.~~

MAYOR

ATTEST:

CITY CLERK