

**BYLAWS OF THE
AIRPORT ADVISORY COMMISSION**

ARTICLE 1: NAME

The name of the Commission is the Austin Airport Advisory Commission (AAC).

ARTICLE 2: PURPOSE AND DUTIES

- A) The Austin Airport Advisory Commission (AAC) reviews, assesses, and makes recommendations to the Austin City Council concerning the Austin-Bergstrom International Airport (AUS):
- Capital improvement projects,
 - Proposed aviation grants,
 - Proposed aviation contracts,
 - Annual operating budgets, and
 - Quality of services and customer experience.
- B) In its recommendations, the AAC ensures consistency with good business practices, integrity, and the values of the City of Austin and AUS, including:
- Safety,
 - Public service and engagement,
 - Responsibility and accountability,
 - Innovation and sustainability,
 - Diversity and inclusion, and
 - Ethics and integrity.
- C) The AAC advises and offers help to solve problems and advance the mission and initiatives of AUS.
- D) The AAC brings public input to the airport leadership and engages community stakeholders as needed to promote public awareness and good decision making.
- E) The AAC facilitates and promotes communication between AUS staff and the Austin City Council.
- F) In all their work, members of the AAC advocate the interests of the airport's customers, City of Austin public, and the Austin City Council.

ARTICLE 3: MEMBERSHIP

- A) The AAC is composed of eleven members appointed by the Austin City Council.
- B) A member serves at the pleasure of the Austin City Council.
- C) Commission members serve for a term of four years beginning May 1st on the year of appointment.

- D) An individual Commission member may not act in an official capacity except through the action of the AAC.
- E) A commission member who is absent for three consecutive regular meetings or one-third of all regular meetings in a rolling twelve month timeframe automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the Commission member, an illness or injury of a Commission member's immediate family, active military service, or the birth or adoption of the Commission member's child for 90 days after the event. The Commission member must notify the Staff Liaison of the reason for the absence not later than the date of the next regular meeting of the Commission. Failure to notify the liaison before the next regular meeting of the AAC will result in an unexcused absence.
- F) At each meeting, each Commission member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- G) A Commission member who seeks to resign from the Commission shall submit a written resignation to the Chair of the AAC, the Staff Liaison, and the City Clerk's office. If possible, the resignation should allow for a thirty day notice so the City Council can appoint a replacement.

ARTICLE 4: OFFICERS

- A) The officers of the AAC shall consist of a Chair, ~~and~~ a Vice Chair, ~~and~~ a Secretary.
- B) Officers shall be elected annually by a majority vote of the AAC at the first regular meeting after April 1st. In the event a current officer becomes ineligible to serve as an officer, the AAC may hold an emergency election as needed.
- C) The term of office shall be one year, beginning May 1st and ending April 30th. An officer may continue to serve until a successor is elected. A person may not service as an officer in a designated position of a Commission for more than four consecutive one-year terms. A person who has served as an officer in a designated position of a Commission for four consecutive terms is not eligible for reelection to that designated office until the expiration of two years after the last date of the person's service in that office. The Commission may override the term limit provision for an officer by an affirmative vote of two-thirds of the authorized Commission members.
- D) A member may not hold more than one office at a time.

ARTICLE 5: DUTIES OF OFFICERS

- A) The Chair shall preside at Commission meetings, appoint all committees, represent the AAC at ceremonial functions, and approve each final meeting agenda.

- B) In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair. In the absence of the Chair and Vice Chair, the Secretary shall perform all duties of the Chair.

ARTICLE 6: AGENDAS

- A) Two or more Commission members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the Staff Liaison, the Chair shall approve each final meeting agenda.
- B) The Staff Liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.
- C) Posting of the agenda must comply with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7: MEETINGS

- A) The AAC meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- B) Commission meetings shall be governed by Robert's Rules of Order.
- C) The AAC may not conduct a closed meeting without the approval of the City Attorney.
- D) The AAC shall meet monthly. In November of each year, the AAC shall adopt a schedule of the meetings for the upcoming calendar year, including makeup meeting dates for holidays and cancelled meetings.
- E) The Chair may call a special meeting. The Chair shall call a special meeting if requested by three or more members. The AAC may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by City Council.
- F) Six members constitute a quorum.
- G) If a quorum for a meeting does not convene within one half hour of the posted time for the meeting, then the meeting may not be held.
- H) To be effective, an AAC action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- I) The Chair has the same voting privilege as any other member.
- J) The AAC shall allow members of the public to address the AAC on agenda items and during a period of time set aside for public communications. The Chair may limit a speaker to three minutes.
- K) The Staff Liaison shall prepare the Commission minutes. The minutes of each AAC meeting must include the vote of each member on each item before the AAC and indicate whether a member is absent or failed to vote on an item.
- L) The City Clerk shall retain agendas, approved minutes, internal review reports, and bylaws. The Aviation Department shall retain all other Commission documents. The

documents are public records under the Texas Local Government Code Chapter 552 (Texas Public Information Act).

- M) The Chair shall adjourn a meeting not later than 10PM, unless the AAC votes to continue the meeting.
- N) Each person and Commission member attending an AAC meeting should observe decorum pursuant to Section 2-1-48 of the City Code.
- O) A member of the public may not address the AAC at a meeting on an item posted as a briefing.

ARTICLE 8: COMMITTEES/WORKING GROUPS

Committees

- A) The AAC will have no committees.
- B) Each committee must be established by an affirmative vote of the Commission. A committee cannot meet until its creation is approved by the City Council Audit and Finance Committee. Each committee shall consist of at least three Commission members appointed by the Chair. A staff member shall be assigned to each committee by the Director of the Department of Aviation.
- C) The AAC Chair shall appoint a Commission member as the committee chair with the member's consent.
- D) A majority of the total number of appointed committee members constitutes a quorum.
- E) Each committee shall meet on a regularly scheduled basis at least quarterly.
- F) Each committee shall make an annual report to the AAC at the January Commission meeting.
- G) Committee meetings must be posted in accordance with the Texas Open Meetings Act.
- H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda or identify each agenda item on which the member has a conflict of interest.

Working Groups

- A) The AAC can determine the size of a working group, but the number of Commission members serving on the working group must be less than a quorum of the AAC.
- B) A working group may designate a Chair with the member's consent, but is not required to do so.
- C) Quorum requirements do not apply to working groups.
- D) Staff support will not be provided for working groups.
- E) Working groups are not required to post their meetings in accordance with the Texas Open Meetings Act.

ARTICLE 9: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order shall govern the AAC in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the AAC or City Council may adopt.

ARTICLE 10: AMENDMENT OF BYLAWS

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the Austin Airport Advisory Commission at their meeting held on November 10, 2020. The bylaws were revised in accordance with City Council Resolution 20220217-033 on March 8, 2022.



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