

## **7.28.070 – Airport Board**

### **A. Establishment**

There is hereby created a City Airport Board which shall serve as the advisory body to the Mayor, City Council, and Airport Manager regarding the strategic development, operation, and long-term planning of the Spanish Fork Municipal Airport.

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### **B. Composition**

The Airport Board shall consist of seven (7) members:

- Two (2) members shall be from the Spanish Fork City Council or a designee thereof.
  - In the absence of a quorum, the Public Works Director may serve as an alternate for a City Council member at board meetings.
- Five (5) members shall be airport patrons who reside within twenty-five (25) miles of the Spanish Fork Municipal Airport and either own a hangar on the field or have a significant vested interest in the Airport.

Board members may not own or operate a business on the airport that creates or could reasonably be perceived as a conflict of interest.

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### **C. Appointments and Terms**

1. Citizen members shall be appointed for a term of three (3) years and shall serve staggered terms so that no more than two (2) citizen members are appointed or replaced in any calendar year.
  2. Board members shall be recommended by the Airport Manager and current Board Chair, subject to ratification by the City Council.
  3. City Council members may be replaced at any time by action of the City Council.
  4. The Public Works Director may serve in place of an absent City Council member and retain voting rights.
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### **D. Officers and Rules**

1. The Board shall elect from among its members a Chairperson and Vice Chairperson at the first meeting with a quorum following January 1st of each even-numbered year.
  2. The Chairperson and Vice Chairperson may not be City Council members.
  3. The Chairperson shall preside over meetings of the Board but shall vote only in the event of a tie.
  4. The Vice Chairperson shall preside in the absence of the Chairperson.
  5. The Board shall adopt rules and procedures for the conduct of its meetings.
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#### **E. Meetings and Quorum**

1. The Board shall meet not fewer than four (4) times per year, at times and locations it designates.
  2. A closed-door working session may be held one hour prior to each regular meeting. Other closed-door working sessions may be held at any time as necessary and pertinent to airport matters.
  3. A quorum shall consist of four (4) members. No official action may be taken without a quorum.
  4. A minimum of four (4) affirmative votes is required to pass any measure.
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#### **F. Powers and Duties**

The Airport Board shall have the following advisory powers and responsibilities:

1. **Strategic Development**  
Review, evaluate, and recommend short-term and long-term development plans for the Airport, including infrastructure enhancements, master planning, and operational improvements.
2. **Leases and Compliance**  
Review hangar ground leases, oversee compliance through annual inspections, and make recommendations to the City Council for lease enforcement, including revocations as needed in coordination with the City Attorney.

3. **Safety and Operations**

Recommend policies that ensure compliance with local, state, and federal aviation safety regulations. A Board member shall serve on the Airport Safety Committee.

4. **Budget and Finance**

Review budget proposals, recommend resource allocation, and explore funding opportunities. A majority Board vote is required before the annual Airport budget is forwarded to the City Council.

5. **Community Engagement**

Promote airport-related events, encourage public participation, and improve awareness of airport operations within the community. A Board member shall serve on the Wings & Wheels planning committee.

6. **Other Duties**

Perform additional functions as may be delegated by the Mayor, City Council, or City Administration from time to time.

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**G. Mission Statement**

The Airport Board shall uphold the following mission statement:

*“To oversee and advise on the strategic development, safety, and operational efficiency of the Spanish Fork Municipal Airport. The Board will work to ensure that the airport meets the highest standards of service, safety, and sustainability, while also promoting economic growth and fostering user engagement.”*