



Snohomish County
AIRPORT COMMISSION

3220 100TH St SW, Ste A, M/S 310
Everett, WA 98204
(425) 388-5116
www.snoco.org

AIRPORT COMMISSION BYLAWS
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ARTICLE I: ESTABLISHMENT

This Commission was established under the authority of the Snohomish County Charter, sections 2.20 and 11.30 and in compliance with Snohomish County Code 15.04.020 and 15.04.030. The official title of this Commission shall be the “Snohomish County Airport Commission.”

ARTICLE II: DUTIES AND PURPOSE

The Airport Commission shall serve in an advisory role to the executive on the following matters:

- Review and recommend updates to the airport master plan;
- Review and recommend changes to the airport capital improvement program and capital facilities plan;
- Review and recommend an annual airport budget;
- Provide a community perspective on airport operations;
- Review and recommend strategies for airport noise reduction;
- Review appeals of enforcement procedures under SCC 15.08.651 and recommend outcomes;

The executive may forward any recommendation or plan proposed by the commission to council including majority and minority reports.

ARTICLE III: MEMBERS

The Airport Commission shall consist of thirteen members consisting of one person from each council district, three persons from the airport tenant community, three persons from the business community; and two persons from the county at large. The recommendation and appointment of commission members will be in accord with chapter [2.03](#)

SCC. Members shall serve for a term of four years and may be reappointed for a second term by the Council. Members shall reside, work or show special interest in Snohomish County. If a member's situation changes and they no longer meet one of these criteria, the Commission shall declare that member's position vacant and shall so notify the Council, the County Executive, and the Airport. If a member removes his or her legal residence from the district from which he or she was appointed, that member shall notify the Council in writing of the change in residence. The Council may declare a vacancy in any position held by a member whose legal residence is removed from the Council district for which he or she was appointed, but not from Snohomish County. If the Council declares a vacancy, that member may continue to serve until the vacancy is filled by the Council, or until that member's term expires, whichever occurs first. After a period of two years absence from the Commission, a person may again be appointed for up to two consecutive terms.

Notwithstanding the forgoing, to achieve board continuity, one-half (1/2) of the 2017 Members shall be appointed to two (2) year terms and the other one-half (1/2) shall be appointed to four (4) year terms. Thereafter, all terms shall be four (4) years.

ARTICLE IV: OFFICERS

The elected officers of the Commission shall be a Chairperson, Vice-Chairperson, and Secretary. The Vice-Chairperson shall serve in the absence of the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, the members present at such meeting shall elect a Chairperson Pro-Tempore.

The terms of office for shall be one year (July through June); for Chairperson Pro-Tempore, only for the meeting at which appointed. In the event of a vacancy from office, a replacement Chairperson and/or Vice-Chairperson shall be elected to serve the unexpired term of the vacant office(s). The vacancy shall be filled forthwith.

ARTICLE V: MEETINGS

The regular meetings of the Commission shall be held on the fourth Thursday of June and the fourth Thursday of January of every year at a time set in advance by the Commission so as to ensure reasonable public participation, PROVIDED:

If the regular meeting falls on a legal holiday, that meeting shall automatically be held on the next day which is not a holiday unless the Commission, by formal action, sets a special meeting day.

A quorum of the Commission may, at any regular meeting, substitute another day for the regular meeting of the following month and shall cause notice to be given thereof in the manner provided for notice of special meetings.

If, for any reason, the business to be considered at a regular or special meeting day cannot be then completed, the Commission may at such meeting recess and designate the time to reconvene to consider the uncompleted matter, provided that such action shall be publicly announced at the meeting, and notice thereof shall be immediately posted in a conspicuous place on the Airport. Provided, further, that if such reconvened meeting is not held on a regular meeting day, notice thereof shall be given in the manner provided for notice of special meetings.

Special meetings may be called at any time by the Chairperson or, in the Chairperson's absence, by the Vice-Chairperson, or by a majority of the members of the Commission, by delivering personally, electronically, or by mail, written notice to each member of the Commission; and to a local newspaper of general circulation. Such notice must be delivered personally, electronically or by mail at least twenty-four hours before the time of such meetings as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No discussions, actions or decisions shall be taken on any other matter at such meetings. Such written notice may be dispensed with as to any member who at or prior to the time and meeting convenes files with the Secretary of the Commission a written waiver of notice. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

All regular and special meetings of the Commission shall be open and the public shall be permitted to attend.

ARTICLE VI: AGENDA AND STAFF REPORTS FOR REGULAR MEETINGS

A copy of the agenda for every regular meeting of the Airport Commission shall be provided each member not less than six calendar days prior to the date of the meeting at which such agenda is to be considered.

The Secretary of the Airport Commission, in consultation with the Chairperson, shall set the agenda for any given meeting. No subject matter shall be placed on the agenda for action at any given meeting which was not formally filed with the Airport, as hereafter provided, or which was not initiated by motion of the Airport Commission. The Chairperson may, however, place housekeeping and non-action items on the agenda.

Where any matters filed with the Airport for consideration and action by the Airport Commission, which matter is deemed by the Director of the Airport to be of concern to other departments of the County and other public agencies in the County, the Airport shall notify each such interested department of the impending matter and request a report or recommendation, if any, on the matter. The notification to the other departments shall include any pertinent information, maps or other material and data as will clearly indicate the type of action under consideration. Information resulting from the departmental reports and recommendations shall be considered by the Airport Commission at the time the matter is before it.

The Airport Commission Secretary shall review the times on the agenda in consultation with the Chairperson and then distribute the agenda and pertinent staff materials to the Airport Commission.

ARTICLE VII: MINUTES AND RECORDS

The Commission meetings shall be summarized in the minutes, which constitute a portion of the public record. The minutes shall be reviewed by the Chairperson and approved by motion by the Commission at the following meeting. An electronic recording shall be made of each meeting. The recordings shall be made a part of the public record along with applications made under provisions of law and the complete files of proceedings and actions taken in connection therewith. The agenda, with a record of action taken and attendance sheet, signed by the members in attendance and the Commission Secretary, shall also be made part of the public record. A copy of public records from any meeting shall be provided by the Airport staff to anyone on request.

Formal recommendations considered by the Airport Commission shall constitute a part of the public record of the meeting at which such recommendation was considered, provided that the text of any such recommendation may be considered as being contained in the public record when properly identified as to the agenda item and/or case file number.

All actions of the Airport Commission, whether by motion or resolution, shall be considered conclusive as to general import as of the date of such action, provided that such action, as to details of phraseology, conditions, etc., shall be subject to approval by the Airport Commission Chairperson presiding over the specific action.

ARTICLE VIII: QUORUM, MAJORITY AND VOTING REQUIREMENTS

Seven members of the Airport Commission shall constitute a quorum. All actions of the Airport Commission shall require a majority vote of the confirmed Commission membership at a meeting at which a quorum is present except in the case outlined in Article VII, 1.1.0. The term "action" as used in this article means recommendations made to the county Executive.

ARTICLE IX: PUBLIC STATEMENTS

While any member has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech, statements purporting to represent the view or pronouncements of the Commission or committees thereof shall not be made in advance of the Commission's final determination of the matter, except as directed or authorized by a majority of the entire Commission at any special or regular meeting or public hearing. The Commission shall appoint one of its members to issue such statements as the Commission deems necessary. This shall not prejudice the right of any dissenting members to express their minority position.

Commission members who wish to speak to or submit written opinions to government bodies or the media on issues commonly associated with those considered by the Airport Commission but not being immediately considered by it should nonetheless identify themselves as Commission members and state that they are acting for themselves and not for the Commission, unless they are authorized by the Commission to do so.

ARTICLE X: EX-PARTE CONTACTS AND SHARING OF INFORMATION

It is in the public interest that, to the greatest extent possible, all members of the Airport Commission should have an opportunity to be aware of and act upon the information that is available to other members. Therefore, all members are individually encouraged to place upon the record of the Airport Commission the substance of all ex-parte contacts on their part that have occurred during the time that an issue has been introduced and is still before the Airport Commission for a decision. Examples of issues on which the Airport Commission deliberates and make recommendations include master plan updates, budget recommendations, noise reduction, and enforcement procedures.

ARTICLE XI: CONFLICT OF INTEREST

If it shall appear to any member at any time that a conflict of his or her interest may arise which could embarrass the integrity of the Commission, it shall be the member's duty to openly state the nature of such conflict, and shall then refrain from any subsequent Commission participation, deliberation or voting on the subject matter for which conflict arises.

ARTICLE XII: ETHICS

Airport Commission members are subject, as appointed officials, to chapter 2.50 SCC, as well as state law. SCC 2.50.080 creates a Snohomish County Ethics Commission to receive complaints of ethics violations and otherwise administer chapter 2.50 SCC. Citizen or member complaints concerning the standards of behavior or conduct of the Airport Commission or its members should be filed in accordance with chapter 2.50 SCC.

ARTICLE XIII: COMMITTEES

Committees may be created by majority vote. A committee shall be comprised of between two and five members. If more than five members wish to serve on a committee, the appointees will be decided by majority vote of the Commission. The Chairperson or Commission may appoint or recommend its members to outside committees.

ARTICLE XIV: ORDER OF BUSINESS

The order of business at regular meetings shall be:

- (a) Roll call and, at the first meeting of the calendar year, elections
- (b) Announcement of the agenda
- (c) Approval of minutes of the previous meeting
- (d) Status of past recommendations and future agenda items
- (e) Old business
- (f) New business
- (g) Adjournment

ARTICLE XV: ATTENDANCE

Each Commission member should strive to attend as many Commission meetings as possible, to hear, read and consider the briefing information provided by county Airport staff and the written and oral testimony submitted by the public, and to express his or her views as a part of full and complete discussions by the body.

Four unexcused absences in any calendar year by any member obligate the Commission to declare the position vacant and to promptly notify the Council and Executive of such vacancy.

Except in instances of sudden illness or other unforeseen hardship, members shall advise the Airport, who shall notify the Chairperson, of their intended absence prior to 4:30 p.m. on the day prior to the meeting. Excused absences will be recorded at the roll call.

ARTICLE XVI: CONDUCT OF BUSINESS

The Airport Commission will operate under Robert's Rules of Order.

The Airport Commission Chairperson shall conduct the meetings.

Members desiring to question staff, applicants or witnesses shall first ask leave of the Chairperson.

The Commission Chairperson may participate in the discussion and debate of matters before the Commission, and may vote on such matters.

The Chairperson shall neither move nor second a motion before the Commission.

ARTICLE XVII: DECISIONS OF THE COMMISSION

The Airport Commission's principal purpose is to provide recommendations to the County Executive on matters referred to the Commission for action.

Majority Recommendations and Minority Reports

A majority recommendation is reached by a majority vote of the appointed Commission. For each majority recommendation reached by the Commission and intended for transmittal to the County Executive, a separate written report shall be prepared. The report or reports shall include findings of fact and conclusion therefrom, and whether the motion was to approve, approve with amendments or deny the proposal. The report or reports shall also include any proposed amendments, if applicable, and the final vote of each member in attendance. In cases of approval with amendments, the statement shall include explanations and reasons for the amendments.

In cases where majority, but non-unanimous decisions are reached, minority reports may be prepared and forwarded to the Executive. When the minority consists of a single member, that member may give notice to the Chairperson of intent to prepare a minority report. When the minority consists of more than one member, the minority report may be prepared by the Airport staff upon request. Notice of intent to file a minority report must be provided to the Chairperson within three calendar days of the Commission decision. A minority report or reports shall be submitted within ten calendar days of the Commission decision or the right to transmit such report shall be deemed to have been waived. All minority reports shall be signed by the members who prepare or request preparation of the report and shall be transmitted by the Chairperson to the Airport at the same time as the majority recommendation.

In every case where the majority action of the Airport Commission is overruled, reversed or not adopted by the County Executive, the Director of the Airport will make available to the Airport Commission, at its next regular meeting, the findings, conclusions and decision of the Executive.

Non-Recommendation Reports

In cases where a recommendation is not reached, Airport staff shall draft a written non-recommendation report for transmittal to Executive. The Chairperson shall review this report prior to submittal. Similar in form to a majority recommendation, the non-recommendation report shall include findings of fact and conclusion therefrom, whether the motion voted upon was to recommend approval, approval with amendments, or denial of the given proposal, and the final vote made by each member in attendance. The non-recommendation report will summarize the major differences in opinion that lead to the failure to reach a majority decision. To aid in this summary, individual members wishing to provide the Chairperson with succinct statements of their principal considerations on the issue may submit these within three calendar days of the date of the vote.

Copies of all Commission transmittal letters to Executive shall be provided to all Commission members.

ARTICLE XVIII: AMENDMENTS TO BYLAWS

The Airport Commission may at any regular or special meeting amend the Commission's Bylaws. Any proposal to amend the Bylaws must be requested by a member of the Commission under New Business and must then be included as an item on a subsequent Commission agenda. Commission action to amend the Bylaws shall be made by motion and shall require a majority vote of the appointed Commissioners. Amendments to the Bylaws shall be incorporated into the text of the Bylaws and will thus constitute a formal, dated revision that that will supersede all previous versions of the Bylaws. At such times as the Bylaws are amended, all earlier Resolutions concerning Commission operating procedures, with any desired revisions therein, will be incorporated into the new Bylaw text and thus made moot as Resolutions.

Bylaws adopted the 24st day of October, 2024.