



Airport Board Meeting Procedures  
Adopted by the board: Month Day Year

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The Oelwein Airport Board is a recommendation board to the Oelwein City Council. The board's organizational structure, powers, and responsibilities are listed in Oelwein's municipal code Chapter 6 Article IV Oelwein Airport Board.

The board can by their own measure adopt procedures for their meeting. Below are the procedures that the Airport Board will uphold to ensure timely and effective meetings.

### **Meeting Format and Agenda**

#### **Call To Order**

The board chair will call the meeting to order for the board.

#### **Roll Call**

The board chair will call each member's name with each board member providing and audible here. The board chair may choose to list additional people present at the meeting to be reflected in the minutes. With minutes being created from the audio recording, it is important for members to speak clearly and make their votes heard.

#### **Public Comment**

The board chair and the board shall provide three minutes to anyone addressing the board with comments or concerns. Board members are not obligated to respond to comments but can ask questions for clarification. The board chair may use a timer to ensure that three minutes are being provided to each speaker. If the board has multiple questions, time may be extended for speakers at the request of the board. Should anyone use public comment to yell, degrade, or create hostile environment, the board may ask the member of the public to excuse themselves from the meeting. If the public speaker fails to excuse themselves from the meeting, the board can take a break until the public member leaves.

#### **Approval Of Minutes**

The board shall approve the minutes from the previous meeting. If a board member wants a change or correction, they must provide that in their motion to approve. If the board is seeking a rewrite of the minutes, they should motion to have them rewritten by city staff.

#### **Expense Review**

The board uses this time to review purchases and improvements at the airport. Typically, no action is required from the board.



## Fixed Based Operator Report

The FBO is provided time to update the airport board of the current activity at the airport. The FBO may provide this report in writing or verbally at the meeting. The FBO may use this time to ask questions to the board.

## Old Business

Any unfinished business that needs direction from the Airport Board would be listed under old business. The board may choose to vote on items in this category to move them forward or stop discussing them.

## New Business

New business allows for the chair or board members to bring items up for discussion. Any new business that requires a vote should be placed on the next agenda for a formal vote.

## Schedule Next Meeting Date

The board can set their meeting for a time that works best for all board members.

## Adjournment

Adjournment only requires two motions and no formal vote.

## Regular Meeting Conduct

- Board members should conduct themselves professionally.
- All meetings must follow Iowa law and open meeting requirements.
- Board members are not required to answer public comment questions.
- Board members that are not interested in discussing a topic can call a vote to move on in the agenda. This would require a motion, a second, and a majority vote of the board.
- The board only has power as a board, and this comes by voting on items during meetings.
- The board chair sets the agenda and communicates this agenda to City Hall so that it can be published.
- Board members that want an item on the agenda can communicate with the board chair. Should the board member be denied by the board chair, the board member may add an item to the agenda should they have support from another board member and notify City Hall 24 hours before the meeting.
- The council representative can discuss and provide guidance on all items but cannot vote.
- The Fixed Based Operator may comment and communicate on any item on the agenda.