

## **ORDINANCE NO. 851**

### **AN ORDINANCE OF THE TOWN OF SARATOGA CREATING THE SARATOGA AIRPORT ADVISORY BOARD FOR THE TOWN OF SARATOGA, CARBON COUNTY, WYOMING**

**WHEREAS, the Governing Body for the Town of Saratoga believes it is in the Town's best interest to create an advisory board to advise the Saratoga Town Council on matters concerning long term planning, land use and improvements at that airport known as Shively Field; and**

**WHEREAS, the Governing Body for the Town of Saratoga has by the following ordinance set forth the purpose, composition and other matters concerning the Town of Saratoga Airport Advisory Board.**

**NOW THEREFORE BY THE AUTHORITY VESTED IN THE GOVERNING BODY OF THE TOWN OF SARATOGA, CARBON COUNTY, WYOMING the following shall be adopted in its entirety as follows:**

#### **1. Established—Purpose.**

The Saratoga airport advisory board, referred to in this title as the board, is established for the purpose of providing recommendations to the Saratoga Town Council on matters concerning long range planning, land use, and improvements of that airport known as Shively Field, located in the town. The board shall be advisory only with those powers and duties as set forth in this chapter.

#### **2. Composition-Appointment-Vacancies and Compensation.**

A. The airport board shall be comprised of five members, at least one of whom shall be a member of the Saratoga Town Council and appointed by the mayor, at least two of whom shall be residents of the Town, a maximum of two of whom may live outside the Town of Saratoga municipal limits, and a maximum of one of whom may be a ground lessee. At the first regular meeting of the board the board shall elect one of its members to serve as chairperson, one to serve as secretary and one to serve as treasurer. All members shall serve a term of four years.

B. Vacancies shall be filled for any unexpired portion of a term by appointment to the board by the Saratoga Town Council. A term shall be considered vacated by any member who, having resided within the corporate limits of the town at the time of his or her appointment, thereafter no longer resides within the limits of the town, or by a member who submits a letter of resignation to the Saratoga airport board and the Saratoga Town Council or who, having been a member of the Saratoga Town Council at the time of his or her appointment, thereafter is no longer a member of the Saratoga Town Council. If any member misses two consecutive meetings without good cause or without prior approval of the chairperson of the board, such member may be removed at the option of the Saratoga Town Council and a vacancy declared to exist.

C. Members shall serve without compensation but may be provided reimbursement for travel and other necessary expenses incurred while attending to business or meetings of the board when authorized by the Saratoga Town Council.

### **3. Meetings.**

The airport board shall meet at least quarterly at a time and place designated by it. All meetings of the airport board shall be public. The airport board shall keep minutes of its proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other actions, all of which shall immediately be filed in the office of the town clerk and shall be a public record.

### **4. Quorum.**

A quorum shall consist of three members. In the absence of a quorum, no action shall be taken other than to adjourn.

### **5. Powers and Duties.**

The powers of the Saratoga airport advisory board shall be advisory only and the board shall have the following duties:

- A. To review and recommend, on a regular basis, a long-range master plan and financing plan for the airport known as Shively Field, Saratoga, Wyoming;
- B. To review and recommend to the Saratoga Town Council actions concerning lease rates, fees, and annual budget for the airport;
- C. To annually review and recommend to Saratoga Town Council actions concerning the master lease documents;
- D. To review and recommend to Saratoga Town Council actions concerning any proposed lease that is significantly different than the master lease documents;
- E. To review and recommend to Saratoga Town Council annual goals and objectives for operation and development of the airport;
- F. To review and recommend to Saratoga Town Council actions concerning the airport rules and revisions thereto;
- G. To review and recommend to Saratoga Town Council actions concerning the airport minimum standards and revisions thereto;
- H. To present to Saratoga Town Council an annual report concerning the status of the airport;
- I. To promote the awareness, utilization, and development of the airport pursuant to and consistent with the council-adopted goals and objectives, and airport master plan.

### **6. Annual Budget.**

The board shall each year prepare a budget for airport finances for the ensuing fiscal year. The board shall submit such budget to the town not later than May 15<sup>th</sup> of each year for action by the town council. All revenues generated by the airport shall be applied to the operation of the airport to the extent of the budget prepared by the board, and the town shall pay, in its discretion, part or the total additional

contribution requested by the board to fulfill its proposed budget. Decisions of the Saratoga Town Council as to the requested contributions shall be reported back to the board, which shall adjust the budget if necessary.

**7. Fiscal agent designated – Airport fund**

A. The town shall be the fiscal agent of the airport and shall receive all revenues and disburse payments. The town shall create a special fund to be called the airport fund. All airport revenues shall be placed in the airport fund, and all claims for various airport expenditures shall be paid by this fund.

B. All receipts belonging to the board shall be deposited in a bank account to the credit of the airport fund, and no disbursement shall be made from this account except by check or unless a verified claim for services and commodities actually rendered or delivered has been first submitted to and approved for payment by the board as authenticated by signatures of the president and secretary. The town clerk shall account for the funds and the custody of the cash, and the bank checking account shall be in the hands of the town treasurer. These officers shall make reports to the board at reasonable intervals as determined by the board. For purposes of budgeting, accounting and reporting, the fiscal year of the board and the fund shall be from July 1st to June 30th. An audit of the funds shall be made annually. Such audit may be made independently of or in conjunction with any audit that may be made of the funds of the town. Any employee of the board who handles cash in the process of collection shall furnish a surety bond in an amount to be determined by the board.

**8. Dissolution.**

The board may be dissolved and discontinued by resolution of the Saratoga Town Council in a regular and public meeting.

This Ordinance shall take effect after passage and publication.

PASSED, ADOPTED AND APPROVED this 16<sup>th</sup> day of April, 2019.

TOWN OF SARATOGA

By: JOHN ZEIGER

Mayor

ATTEST: Sergio Cox

Town Clerk

First Reading: 3/19/2019 Passed

Second Reading: 4/02/2019 Passed

Third and Final Reading: 4/16/2019 Passed