

Parlin Field Airport Advisory Board Town of Newport, New Hampshire

Purpose. The Airport Advisory Board receives reports from, and provides technical input and general advice to the Airport Manager, Town Manager and Board of Selectmen, regarding airport operations. The Airport Advisory Board may serve as a sounding board for issues presented to it. In coordination with the airport manager, the Advisory Board may investigate issues, solicit public input, prepare reports, and conduct planning activities related to airport operations.

Membership. The Airport Advisory Board consists of 7 members, four (or five) of whom are appointed by the Board of Selectmen. The remaining members comprise up to two representatives from the Board of Selectmen and the Airport Manager. Advisory Board members have knowledge of aviation issues and represent pilots, airport tenants, airport stakeholders, airport neighbors, and residents in the Town of Newport and surrounding communities. The Board of Selectmen may appoint any person, without regard to residence, who is interested in the airport and can provide adequate representation. Members serve without compensation. Individuals may apply for a position on the Airport Advisory Board by completing an application available at the Town Office and submitting the application to the Board of Selectmen.

Term of Office. Unless otherwise specified at the time of appointment, members serve a 3 year term. Any member who is absent, unexcused, from 3 or more meetings in a calendar year shall forfeit the remainder of their term. Members may serve consecutive terms, without limit, if reappointed by the Board of Selectmen. A member may resign from the Board at any time by giving written notice to the Airport Manager. The Board of Selectmen may remove a member of the Advisory Board at any time for any reason.

Organization. A member of the Airport Advisory Board serves as chairman and is responsible for convening meetings and conducting business of the Board. The Advisory Board shall identify a Chairman and may establish other officers as necessary to conduct the business of the Board, except that the Airport Manager and Selectmens' representatives may not serve as Chairman. .

Meetings. The Airport Advisory Board shall hold monthly meetings, at a time and place set by the Board, for the purpose of conducting business of the Board. The Board may define its own procedures for conducting meetings. Meetings are open to the public and the Advisory Board will notify the Town Manager's office of any meeting at least one week prior to the meeting.

Records. The Airport Advisory Board shall keep a record of its activities, including the actions, findings, and recommendations of the Board. The Board shall also keep a record of the members in attendance at each meeting. The official records prepared by the Board shall be delivered to, and maintained by, the Airport Manager.

Authority. Changes to this Airport Advisory Board Charter must be approved by the Board of Selectmen.

Airport Advisory Board Charter as approved by the Board of Selectmen on May 17, 2010.