



Owosso Community Airport

205 Airport Drive
Owosso, MI 48867

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Shiawassee Airport Board

Richard Musson, Chair — Shiawassee County
Danny Miller, Vice — Owosso Township
Arnie Jessen, Treasurer — City of Corunna
Mike Dvorak — City of Owosso
Joe Janca — Caledonia Charter Township
Lance Little — Airport Pilot Rep.
Tim Harwood, Secretary — Airport Manager

RULES FOR ORGANIZATION AND PROCEDURE – 2008

1. At the commencement of the airport organizational meeting in February of each year, the Board shall elect by a majority vote of the Board: a Chairman of the Board, Vice-Chairman and Treasurer. Each will continue in office until their successor is elected and qualified. The responsibilities of the Secretary shall be fulfilled by the Airport Manager.
2. Regular meetings of the Board shall be held on the second (2nd) Thursday of each month at 6:00 p.m., in the Airport Terminal, Owosso, Michigan, except as other wise provided by law.
3. Special meetings and re-scheduling of regular meetings shall occur at the call of the Chairman or upon written request of a majority of the Board members. Such meetings shall be held only after posting of notice at least eighteen (18) hours before said meeting, stating the date, time and place of the meeting. This Board hereby incorporates all notice requirements in compliance with the Open Meetings Act, being Act 267 of 1976.
4. Robert's Rules of Order shall be used as a guideline to govern the Board unless in conflict with these rules, in which case these rules shall govern.
5. The Chairman of the Board shall preside at all sessions of the Airport Board. In the absence of the Chairman, the Vice-Chairman shall preside and be vested with all powers of the Chairman. In the absence of the Chairman and Vice-Chairman, there is no quorum.
6. The Chairman shall decide all questions arising under the rules of the Board and general parliamentary practice, subject to an appeal. The outcome of said appeal shall be determined by vote of a majority of the Board.
7. The Board Secretary shall be responsible for the preparation of the agenda of regular and special Airport Board meetings and all relevant supporting documents.

- 8. The Airport Manager shall be an ex officio member (Board Secretary) of the meetings of the Board with right to take part in discussions, but without a right to vote.**
- 9. No literature shall be permitted to come before the Board or placed at member's places unless signed or endorsed by or attributable to a member of the Board.**
- 10. The order of business of the Airport Board shall be:**
 - 1. Call to Order**
 - 2. Roll Call**
 - 3. Approval of the Agenda**
 - 4. Approval or Correction of the Minutes**
 - 5. Citizens Comments**
 - 6. Financial Report**
 - 7. Approval of Bills**
 - 8. Manager's report**
 - 9. Unfinished Business**
 - 10. New and Miscellaneous Business**
 - 11. Citizens Comments**
 - 12. Board Comments**
 - 13. Adjournment**
- 11. Citizens Comments is the time allocated for the public to address the Board. Citizens shall state their name and address once recognized by the Board Chairman and shall limit their comments to five (5) minutes unless said time is extended by the Board Chair. Citizens' comments shall be closed once in excess of thirty (30) minutes unless said time is extended by the Board Chair.**
- 12. Expenditures in excess of \$5,000.00 shall be competitively bid, although the Board reserves the right to reject all bids and is not obligated to accept the low bid.**
- 13. These rules are subject to modification by the Board and should be reviewed and updated at the February Organization Board Meeting.**

**Sponsor Members: Shiawassee County - City of Owosso
City of Corunna - Caledonia Charter Township - Owosso Township**