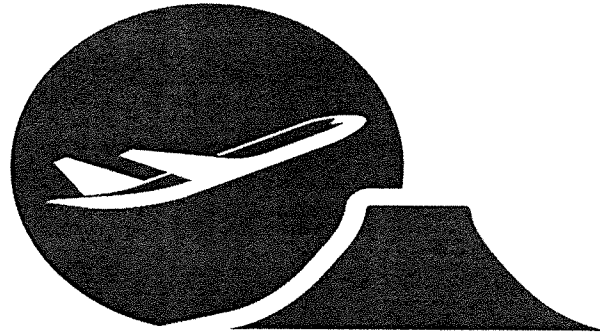


**BYLAWS
NORTHEAST WYOMING REGIONAL
AIRPORT BOARD**



**N O R T H E A S T
W Y O M I N G
R E G I O N A L A I R P O R T**

Adopted Date: *4/26/2022*

Revision Date:

BYLAWS

NORTHEAST WYOMING REGIONAL AIRPORT BOARD 2000 Airport Road, Gillette, Wyoming 82716

ARTICLE I BOARD OF DIRECTORS

Board of Directors. The powers of the Board of Directors of the Northeast Wyoming Regional Airport Board shall be vested in the Members thereof and henceforth referred to as the Board.

ARTICLE II ORGANIZATION

Organization. The airport is owned and governed by the Campbell County Commission. On January 21, 2020, the Campbell County Commissioners, through Resolution 2030, established the Northeast Wyoming Regional Airport.

ARTICLE III PURPOSE

Purpose. The Board is organized exclusively to operate the Northeast Wyoming Regional Airport (the "Airport") in Campbell County, Wyoming pursuant to Wyoming Statute §10-5-101 et seq. The function of the Board will be to provide an efficient, orderly, and economically feasible method of operating and maintaining the Airport to serve the Northeast Wyoming Regional Airport pursuant to the powers granted in W.S. §§10-5-101 – 10-5-204.

ARTICLE IV BOARD OF DIRECTORS

Membership. The Board shall be appointed by the Campbell County Board of Commissioners and consist of five (5) members, all of whom shall be qualified electors of Campbell County. Appointment, vacancies, length of terms shall be governed by the Campbell County Commissioners pursuant to W.S. 10-5-202(a). The Campbell County Commissioners, in their January meeting of each year, shall appoint a successor to the Board member whose term shall expire during the year.

Officers. The Board of Directors shall choose the officers of the Board from its membership. There shall be a President, Vice President, Secretary, and Treasurer. The offices of Secretary and Treasurer may be combined and held by one person.

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Election of Officers. Nomination and election of officers of the Board will be conducted annually at the January regular meeting. A term of office will be for one (1) year. Vacancies in unexpired terms of office shall be declared at the Board's next meeting. At the following board meeting thereafter, the vacancy shall be filled by regular election proceedings. The officers of the Board shall have the following duties:

President: The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution, the President and Secretary shall sign all contracts and other instruments. At each meeting, the President shall submit such recommendations and information as the President may consider proper concerning the Board's business, affairs, and policies.

Vice President: In the absence of the President or in the event of the President's inability or refusal to act as President, the Vice President shall perform the duties of the President. In the event of a vacancy in the position of the President, the Vice President shall complete the current term as President.

Secretary/Treasurer: The Secretary/Treasurer or designee shall keep the records of the Board, shall act as secretary of the meetings of the Board and record all votes, shall keep a record of the proceedings, and shall perform all duties incident to the office. The Secretary/Treasurer shall perform the duties of the President in the absence or incapacity of the President and Vice President.

ARTICLE V MEETINGS

Meetings. The Board may hold regular and special meetings, which shall be open to the public and shall be conducted in accordance with W.S. §16-4-401 et seq. Regular meetings of the Board will be held at such times as may be determined by the President or upon oral or written request of a majority of the Board members. In December of each year, the Board shall adopt a regular meeting schedule for the following calendar year that shall provide for meetings at least quarterly. Any regular or special meetings of the Board may be held by telephone or telecommunications so long as all directors participating may simultaneously hear each other during the meeting.

Notice. Notice of regular, special, or emergency meetings of the Board shall be provided in accordance with W.S. §16-4-404. Specifically, the notice accompanied by the proposed agenda as posted on the Northeast Wyoming Regional Airport's website address www.iflygillette.com. Notice of regular meetings shall be sent to each member of the Board by giving verbal, electronic, or written notice accompanied by the proposed agenda. Notice of special meetings shall be sent to each member of the Board and each newspaper of general circulation, radio, or television station requesting the notice by giving verbal, electronic, or written notice, accompanied by a statement of special business to come before the Board. Notification of emergency meetings shall be provided to each member of the Board by any of the above means or by telephone. A reasonable

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effort shall be made to offer public notice of emergency meetings.

Record of Proceedings. The Secretary of the Board or their designee shall record minutes of each regular, special, and emergency meeting of the Board, transcribe and distribute the minutes to the Board members, and distribute the minutes to members of the public upon request.

Order of Business. At regular meetings of the Board, the following shall be the regular order of business, unless otherwise approved by a majority of Board members in attendance at the affected meeting:

1. Roll Call
2. Approval of Minutes
3. Approval of Purchase Order Summary
4. Public Hearing – *If necessary*
5. Director's Update
6. Tabled Business
7. Old Business
8. New Business
9. Committee Reports – *If necessary*
10. Executive Session – *If necessary*
11. Adjournment

Quorum. Three (3) members shall constitute a quorum. Members are required to attend all board meetings regularly. If a Board member must be unavoidably absent, they shall notify the Airport Executive Director, President, or other designated officer as soon as possible before the meeting. After a member has been absent from fifty percent (50%) of the regular meetings during a fiscal year, the President of the Board, at the direction of the Board, may submit a written request to the appointing entity for a replacement to fill the member's unexpired term.

Voting. Votes may not be taken without a quorum of voting members present. A Board member may attend a board meeting via telephone or video conference if approved by the President and may vote so long as the member can participate in the whole discussion of the issue.

Compensation. Members of the Board shall serve without compensation but be reimbursed for travel and per diem expenses at the same rate provided to Campbell County employees.

Conflicts of Interest. Any Board member who has a financial interest in a matter pending before the Board, or who is likely to derive direct and tangible personal or professional benefit from the particular resolution of the matter, shall declare a conflict of interest and shall not vote on any issue connected with the matter. Their presence at the meeting shall be disregarded to obtain a quorum for voting. The Board member that declares a conflict shall remove themselves from the meeting room to not influence the vote with their presence.

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ARTICLE VI **PERSONNEL**

Airport Executive Director. Pursuant to W.S. 10-5-202(d) the Board may appoint and determine reasonable compensation for an Airport Executive Director. The Airport Executive Director will serve at the pleasure and discretion of the Board and will perform specific duties and responsibilities as outlined in the approved Campbell County position description and directed by the Board. The Airport Executive Director shall be responsible for employing personnel as they deem necessary to exercise its powers, duties, and functions as prescribed by 14 CFR Part 139 and as may be required to conduct the operations of the airport. Per W.S. 10-5-202(d) the Board may appoint other personnel as necessary to operate and maintain the airport and its allied facilities and pay appointees a reasonable compensation. The Board shall consult the County Compensation Range Placement Tables in determining reasonable compensation for all appointees.

ARTICLE VII **CONTRACTS, LOANS, CHECKS, AND DEPOSITS**

Contracts. The Board may authorize any officer, officers, agent, or agents to enter into any contract, execute and/or deliver any instrument in the Board's name and behalf. Such authority shall be general in nature unless otherwise limited by the Board.

Loans. No loans shall be contracted on behalf of the Board, and no evidence of indebtedness shall be issued in its name unless authorized by the Campbell County Commissioners.

Purchase Orders and Financial Reports. The Airport Executive Director shall review purchase orders and the Board officers shall approve purchase order summary at their regularly scheduled board meeting.

Gifts. The Board may accept any contribution, gift, bequest, or device for any lawful purpose on behalf of the Board.

ARTICLE VIII **FISCAL MANAGEMENT**

Fiscal Year. The Board's fiscal year shall begin on the first day of July and end on the last day of June of each year.

ARTICLE IX **CONFLICTING AGREEMENTS**

In the event of a conflict between these ByLaws and the Airport Board, the ByLaws shall prevail.

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ARTICLE X
AMENDMENTS

Amendments. The Board may amend these bylaws upon a majority vote of the board.

IN WITNESS hereof, we, the undersigned Directors of this Airport Board, known as the Northeast Wyoming Regional Airport Board, do hereby certify that the above and preceding revised By-Laws were duly adopted as the By-Laws of said Airport Board on the 20 day of April, 2022, and that same supersede and replace any previously adopted By-Laws and do now constitute the By-Laws of said Airport Board.

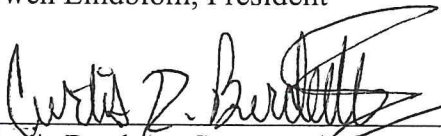
NORTHEAST WYOMING REGIONAL AIRPORT BOARD




Owen Lindblom, President



Lewis Barnum, Vice President



Curtis Burdette, Secretary/Treasurer



Adrian Gerrits



Luke Malyurek

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