

GUIDELINES OF ASPEN/PITKIN COUNTY AIRPORT PILOT SAFETY SUB-COMMITTEE

ARTICLE I

Name

Section 1. Name. The formal name of this Pitkin County citizen sub-committee shall be the Aspen/Pitkin County Airport Pilot Safety Sub-committee. Pilot Safety Sub-committee and PSS will be an acceptable reference to this formal sub-committee.

Section 2. Definitions. The Aspen/Pitkin County Airport Pilot Safety Sub-committee is identified as the (“PSS”). The Board of County Commissioners is identified as the (“BOCC”). Airport Advisory Board and AAB will be an acceptable reference to the oversight Board for the PSS.

ARTICLE II

Purpose and Policy

Section 1. Purpose. The purpose and function of the PSS is to assist and advise the AAB in the implementation of the Safety Task Force’s initial recommendation set of 2023, and to formulate new and improved recommendations as appropriate.

Section 2. Policy. The PSS will focus solely on issues related to safety, and will not engage in other issues that are not safety concerns, such as airport operations, design, and management. Members of the PSS may still raise, discuss and work on those issues as participants in the local pilots’ group or in their individual capacities, but not in their capacity as representatives or members of the PSS.

Section 3. Additional Policies. The PSS may from time-to-time adopt additional administrative and operational policies to guide the activities of the PSS. Prior to any resolution for adopting policies related to the PSS, any policy proposal shall be presented and approved by the AAB. Upon AAB approval, and if required by Title X of the Pitkin County Code, a recommendation for approval and adoption of a resolution will be sent to the BOCC.

Section 4. Formulation of County Policy. The principal role of the PSS is to provide the AAB with opinions and recommendations based upon the unique experiences of the individual PSS members and their collective understanding and opinion of what may be in the best interest of the pilots and plane owners using the Aspen/Pitkin County Airport. The opinions and recommendations of the PSS are utilized by the AAB to develop recommendations for BOCC policy, positions, legislation, programs and other actions to benefit Pitkin County. Only the BOCC may articulate a position or policy on behalf of the County with the exception of actions specifically authorized by the terms of these Guidelines, the County’s Charter or Colorado law. In order to preserve consistent communication with other organizations, governments and individuals, communications prepared by the PSS will be vetted through a staff liaison or the County Attorney prior to publication. Individual PSS members are free to express personal

opinions in any manner as long as they are not made in a representative capacity for the PSS or the County and not made as a PSS member.

Section 5. Principal Role. The recommendations of the PSS, as approved by the AAB, will be utilized by the BOCC to develop policy, positions, legislation, programs, implement BOCC Resolution 105-2020 and other actions related to the Aspen/Pitkin County Airport based on current or future changing conditions. The PSS will schedule an annual presentation on the progress of their goals as established.

ARTICLE III Responsibilities

Section 1. Functions. The PSS's functions are: to make recommendations to the AAB and the Airport Director regarding operations, long-term planning efforts, and aviation improvements as they relate to safety issues, including but not limited to, pilot training and safety upgrades concerning pilot operations.

ARTICLE IV Membership

Section 1. Appointments. Appointments to the PSS shall be made by the AAB. There shall be up to seven (7) members and two (2) alternate members appointed to serve on the PSS. The AAB will support the PSS's need to appoint experts or special taskforce committees from time-to-time. Those appointments will be reviewed and approved by the AAB prior to seating. Alternate members may participate in all discussions and business handled by the PSS. Alternates shall vote only when a voting member is absent or otherwise unable to vote. Participation of alternates will be based upon seniority.

Section 2. Term. Each Member shall be appointed for three-year staggered terms. The seven (7) voting members plus the two non-voting alternate members will be seated as follows to begin the staggered appointments:

3 voting members will begin with a 1-year Term.

4 voting and 1 alternate member will begin with a 2-year Term.

4 voting and 1 alternate member will begin with a 3-year Term.

BOCC has the right to re-appoint all members and ex-officio members.

Section 3. Qualifications. The PSS calls for focused, unadulterated pilot expertise. Consultants, subject matter experts and the input of non-pilots can be considered as determined by the PSS to provide assistance as needed in the decision making process. Any and all pilots who fly regularly in and out of ASE will be eligible for consideration and appointment by the AAB as sub-committee members.

Section 4. Compensation. Each Member shall serve without pay.

Section 5. Removal. A Member may be removed from the PSS for violation of the Standards of Conduct or absenteeism. The Chair shall request the Commissioners to remove a Member who is absent from more than one-third of the regularly scheduled meetings within a calendar year. (In the case of extenuating circumstances, the PSS may choose to make an exception to this rule).

ARTICLE V Officers

Section 1. Officers. The officers of the PSS shall be a Chair and Vice-Chair, and may include such other officers as the PSS may from time-to-time appoint. The Chair and Vice-Chair shall be selected from the members of the PSS.

Section 2. Elections and Term of Office. Following the their initial appointment, the Chair and Vice-Chair shall be appointed by the PSS at the first regular meeting of each year. The term of office shall be one year. A member nominated for the office of Chair or Vice-Chair shall have the option of declining the office. The Chair and Vice-Chair and any other officers shall be appointed by the PSS and will serve at the pleasure of the PSS.

Section 3. Vacancies. Should the office of the Chair or Vice-Chair become vacant, the PSS shall appoint the successor at a regular or special meeting of the PSS, and such appointment shall be for the unexpired portion of the term.

Section 4. Duties.

(1) Chair. The Chair shall preside at all meetings of the PSS and shall perform all duties usually incident to the office of Chair and such other duties as may be assigned to him/her from time to time by the PSS. The Chair shall see to the execution of resolutions, procedures and policies approved by the PSS.

(2) Vice Chair. In the absence or disability of the Chair, the Vice Chair shall have all powers of and shall be subject to all restrictions upon the Chair. The Vice Chair shall perform such other duties as shall from time to time be assigned by the PSS.

ARTICLE VI Meetings

Section 1. Regular Meetings. Regular meetings shall be held once each month, every second Thursday of the month at the Airport Operation Center for two hours, from 3 to 5 p.m. The PSS may from time-to-time resolve not to hold a regular meeting or to hold the meeting on a different day or time other than the regularly scheduled day or time. Meetings shall be held no less than once a quarter.

Section 2. Special Meetings. A special meeting may be called at any time by the

Chair or by written request of two members of the PSS. A minimum notice of twenty-four hours is required.

Section 3. Order of Business. At regular meetings of the PSS, the following shall be the recommended order of business:

1. Roll call
2. Reading and approval of minutes of last meeting
3. Public comments
4. PSS comments
5. Old business
6. New business
7. Adjourn

Section 4. Voting. Voting shall be either by voice or roll call vote. A roll call vote shall be conducted upon the request of a member of the PSS or at the discretion of the presiding officer. Any action requiring a vote shall be decided by a simple majority.

Section 5. Quorum. A quorum of the PSS shall be constituted by the attendance of five voting members, which may include any alternate members who are voting in place of a regular voting member who is absent or otherwise unable to vote.

Section 6. Parliamentary Procedure. The rules contained in Robert's Rules of Order shall govern the PSS in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and the Charter. Robert's Rules will be followed to the extent the Chair feels that it is advisable. If Roberts' Rules are not strictly followed that fact shall not invalidate any action of the PSS.

Section 7. Meeting Notices and Study Materials. The Airport Director or his/her designee shall, no less than 24 hours prior to any meeting, furnish the Members advance notice of all meetings, and shall deliver, in advance, minutes of the previous meetings and copies of material to be studied or acted upon, including an agenda and a monthly report of the Director, covering items that might otherwise complicate the agenda. Such meeting notices and study materials shall also be posted on the Pitkin County website where all other public meeting packets are ordinarily found no less than 24 hours prior to the meeting.

Section 8. Agenda. The agenda shall be prepared by the Chair and the Airport Director or his/her designee and copies distributed in advance of the meeting. Other items of the agenda shall include but not be limited to disposition of minutes of the previous meeting and of intervening special meetings, committee reports, as well as old and new business. Such agenda shall be posted in the manner for public notices by the AAB at least 24 hours in advance of the PSS's scheduled meeting.

Section 9. Open to the Public. All meetings shall be open to the public, except for executive session as authorized in the Colorado Open Meetings law, C.R.S. 24 –6-402.

ARTICLE VII

Standard of Conduct and Conflicts of Interest

Section 1. Policy.

A. In order to ensure the impartiality and integrity of their local government decision makers, as provided in section 8.6.1 of the County Charter, the people of Pitkin County intend to prohibit County policy-makers from participating in matters in which they have a conflict of interest. This prohibition applies to County policy-makers, including PSS members, serving their elected or appointed terms and those who have concluded their terms of office.

B. A conflict of interest is a disparity between the private interest and the official responsibilities of an individual in a position of trust in government. This code is intended to prevent conflicts of interest without obstructing fair and speedy resolution of issues that come before the County.

Section 2. Prohibition on Conduct.

A. No PSS member shall vote or otherwise participate in a decision-making process which affects any entity or property interest in which he/she has a financial interest or which any member of his/her family has a financial interest. Family is defined as spouse, parent, brother, sister, grandparent, child, grandchild, step-child, step-parent, step-grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son in-law, daughter-in-law, or any individual who is a part of the County policy maker's immediate household. A PSS member otherwise barred from participating in a discussion pursuant to this section, may, if requested by the AAB, give information about the issue or transaction in which he/she has a financial interest.

B. If an issue arises in which a PSS Member believes he/she may have a conflict of interest, he/she must divulge that potential conflict of interest to the County Attorney for an opinion on the validity of the conflict, and inform the PSS. If determined to be in conflict regarding the issue before him/her, he/she will refrain from participation in discussion or vote on that issue.

C. Members shall abide by the County Standard of Conduct as per the Pitkin County Code Section. 2.08, or as amended, as well as the State of Colorado Standard of Conduct for Public Officials.

D. Failure to comply with the terms of this section may be deemed adequate cause for removal under Article IV Section 5.

ARTICLE VIII Amendment

Section 1. Amendment. These Guidelines shall be the province of the ABB and shall be adopted and amended only by the action of the AAB.