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VISTA FIELD ADVISORY BOARD RULES OF PROCEDURE

SECTION I : GENERAL

The Port of Kennewick acquired the Vista Field airport from the City of Kennewick in 1991. The Port has operated the airfield as a small, general aviation airfield since that time, occasionally making small to modest airfield improvements over the years. The airfield has generally operated in a negative cash flow situation, with expenditures slightly exceeding revenues. The Port does, however, recognize the importance of the airfield to the economic well being of the port district. It provides transportation opportunities to users and provides opportunities for airport-related private businesses. However, dramatic community growth since 1991 has ignited public debate regarding the compatibility between the airfield and the new urbanization adjacent to it. On March 8, 2010 the Port Commission voted to keep the airport open and operate according to the adopted 2006 JUB master plan (as hereafter may be updated).

With this in mind, the Vista Field Advisory Board (VFAB) was established by the Port Commission at the request of the public. It is anticipated that the VFAB will provide an opportunity for public participation in guiding the future of Vista Field.

SECTION II : RESPONSIBILITIES

The responsibilities of the VFAB are advisory in nature only. The board is authorized for the sole purpose of providing recommendations through its chair to the Port Commission at regularly-scheduled Commission meetings. The VFAB is not authorized to take action, make policy, enter into financial or other obligations on behalf of the Port, or in any way incur any liability or obligation on the part of the Port.

In carrying out its responsibilities, the VFAB, through its Chair, shall make recommendations to the Port Commission regarding:

- (a) the effective and efficient utilization of the current airfield;
 - (b) the economic feasibility of various land uses adjacent to the airfield and, in particular, the use of said land for industrial, commercial and recreational purposes;
 - (c) under what circumstances expansion of the airfield should be considered and;
- and
- (d) other related issues that may arise from time to time.

The VFAB Chair and his or her designees shall be the only member(s) authorized to make statements or provide reports on behalf of the VFAB.

SECTION III: VOTING MEMBERS

The VFAB shall be comprised of nine individuals who have a personal or business affiliation with the existing air field, citizens with a background in economic development and land use planning or who are representatives of local government. Each member shall reside within or work within the boundaries of the Port of Kennewick and should be a taxpayer within the district. Except as otherwise provided herein, each member shall be appointed by the Port Commission.

The following individuals shall comprise the initial membership of the VFAB:

- Scott Musser, Airport User Representative
- Carl Cadwell, Airport User Representative
- Steve Young, Kennewick Mayor
- Carl Adrian, Community Representative, Tridec
- Kris Watkins, Community Representative, Tri-Cities Visitor and Convention Bureau
- Scott Revel, Kennewick Irrigation District Representative
- Dan Cryer, Port of Kennewick Staff Representative
- Jeff Kossow, City of Kennewick Staff Representative
- One At Large Port District Resident (chosen by a majority of the membership).

SECTION IV: PRINCIPLES

All members shall:

- (a) focus efforts strategically to achieve the greatest contribution possible;
- (b) strive to achieve consensus, bringing together diverse views to yield recommendations to the Port Commission;
- (c) listen to each other;
- (d) be objective;
- (e) refrain from serving special or self interests;
- (f) take on responsibility/commitments, contributing beyond meeting attendance;
- (g) participate constructively and respectfully in meetings;
- (h) be recognized by the Chair before speaking;
- (i) be brief and clear in comments;
- (j) focus on the current agenda item;
- (k) respect others' opinions; and
- (l) observe meeting time limits.

SECTION VI: TERMS; VACANCY

- (a) Terms shall be one year;
 - (b) Vacancies shall be filled by the Port Commission for the unexpired portion of a term;
 - (c) Members shall serve without compensation (actual expenses may be reimbursed according to Port policy);
 - (d) Any member may be removed from office for any reason by the Port Commission;
- and
- (e) Any member absent from three consecutive meetings or accruing a total of five unexcused absences shall be removed from office.

SECTION VII: OFFICERS

The Port Commission shall designate a Chair and a Vice Chair. A majority of the VFAB members shall elect the Secretary.

The Chair shall preside at all meetings, prepare and distribute the agenda for each meeting and communicate with Port staff and the Port Commission.

The Vice Chair shall assume the duties of the Chair in his or her absence.

The Secretary shall take the minutes of each meeting, distribute copies of minutes to the Port Commission, to the local media and to others and retain the minutes for historical purposes.

SECTION VIII: MEETINGS; RECORDS; QUORUM

Each meeting shall follow the rules of the open meeting act (codified in chapter 42.30 RCW). Meetings shall be held at such dates and times as the VFAB may determine. The presence of five or more voting members shall constitute a quorum.

To the greatest extent possible, the VFAB shall work toward consensus for decision-making. Where consensus is not reached, the Chair shall put the matter before the voting members present for decision. Voting shall be by simple majority. The Chair shall solicit input and opinions on issues from all members and then conclude decision making with a vote by voting members.

Meetings shall be conducted in accordance with Robert's Rules of Order. Except as provided otherwise herein or by law all documents received and created shall be a matter of public record. Meetings shall provide an opportunity for members of the public to address the VFAB on any item.

SECTION IX: PORT SUPPORT

The Port shall provide necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the Open Meetings Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the Port Commission'

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports;

(d) retention of all VFAB records, providing public access to such records as provided by law and

(e) attendance at meetings as requested by the VFAB.

For Internal Review Purposes Only