



UNION COUNTY AIRPORT AUTHORITY (UCAA) BYLAWS 2023

ARTICLE I

Creation

The UCAA was created by the Union County Board Commissioners on the adoption of a Resolution in the early 1970s and any amendments thereto, as empowered under Chapter 308 of the Revised Code of the State of Ohio.

ARTICLE II

Power and Authority

The UCAA shall exercise in its own name all the rights, powers, and duties vested in and conferred upon it by Sections 308.01 through 308.17, inclusive, and any amendments thereto, of the Revised Code of the State of Ohio, and subject to such reservations, limitations, and qualifications as are set forth therein; and by the adoption, amendment or repeal of bylaws it may make for the administration of its affairs and rules and regulations for the control of the administration and operation of airports and airport facilities under its jurisdiction, and for the exercise of all of its rights of ownership therein.

ARTICLE III

Board of Members

The powers, property, and affairs of the UCAA, subject to the Revised Code of the State of Ohio, and the authority of its own bylaws and regulations, shall be exercised, conducted, and controlled by a Board of seven (7) Members, who will serve without compensation.

The Board of Members shall consist of the following: seven (7) members to be appointed by the Board of County Commissioners with each member to serve for a term of three (3) years.

The beginning date of an appointment shall be concurrent with the annual meeting date prescribed in these bylaws, except for vacancies that are filled, which shall become effective as announced by the Union County Commissioners.

Each Trustee, before entering upon his official duties, shall take and subscribe to an oath as prescribed in Section 308.04 of the Revised Code of the State of Ohio.

ARTICLE IV

Principal Office

The principal office of the UCAA is located on the Union County Airport (760 Clymer Rd, Marysville, OH 43040), Union County, Ohio.

ARTICLE V

Meetings

The annual meeting of the Members shall be held at the principal office of the UCAA at the Union County Airport, unless an alternate location is otherwise designated by the President, on the second Tuesday of January of each year. Notice to the public of such regular and special meetings and/or work sessions shall be publicized in a newspaper of general circulation within Union County or on the public bulletin board at the County Commissioners Building in Marysville, Ohio or via social media sites catering to Marysville and Union County

Regular meetings shall be held at the principal office of the UCAA at the Union County Airport, unless an alternate location is otherwise designated by the President, on the second Tuesday of each month. In addition to the regular monthly meetings, special meetings and/or work sessions may be ordered by the UCAA or may be called by the President of the UCAA. Notice to the public of such regular and special meetings and/or work sessions shall be publicized in a newspaper of general circulation within Union County or on the public bulletin board at the County Commissioners Building in Marysville, Ohio or via social media sites catering to Marysville and Union County to satisfy the requirements of Section 121.22F of the Revised Code of the State of Ohio. Furthermore, notice by the President or Secretary giving the purpose of such regular or special meetings and/or work sessions shall be given to each Member at least two (2) days prior to the date of such meetings and/or work sessions. The presence of a Member at any regular or special meetings and/or work sessions shall constitute a waiver of such notice.

ARTICLE VI

Quorum

At all meetings of the Board of Members a minimum of four (4) Members shall constitute a quorum for the transaction of business.

ARTICLE VII

Officers

As prescribed in Section 308.04 of the Revised Code of the State of Ohio, the officers of the UCAA shall consist of a President, and a Vice-President, who shall hold their respective offices after organization of the UCAA until the next annual meeting of the UCAA as provided in these Bylaws. At each annual meeting thereafter, the Members shall elect from its membership a President and a Vice-President who shall hold their respective offices until the next annual meeting. There shall be no limitations upon the number of terms a member may serve as the President or Vice-President.

The UCAA shall appoint and fix the compensation of a Secretary-Treasurer, who shall not be a member of the UCAA and who shall serve at the pleasure of the UCAA.

The President or the Vice-President shall preside at all meetings and/or work sessions of the UCAA, are empowered to sign records and documents on behalf of the UCAA and to perform generally all the duties usually incidental to such offices and all duties that may be assigned by the UCAA.

The Secretary-Treasurer shall be the fiscal officer for the UCAA and the custodian of its funds and records and shall assist the Members in such matters as directed by the UCAA. All funds coming into the hands of the Secretary-Treasurer shall be deposited into the account of the UCAA in one or more such depositories as directed, and as are qualified to receive deposits of County funds. No disbursements shall be made from such funds except as authorized by a vote of the UCAA. The signatures of any two (2) members of the UCAA, having been so authorized by action of the UCAA, and/or the Secretary-Treasurer and any one (1) member of the UCAA having been so authorized, are required on checks issued by the UCAA in payment of obligations approved for payment by the UCAA, and for transfer of funds between accounts held in the name of the UCAA.

As required under Section 308.12 of the Revised Code of the State of Ohio, the Secretary-Treasurer shall furnish bond in such amount as is determined by the UCAA.

In addition to the duties of the Secretary-Treasurer as set forth herein and as required by the Ohio Revised Code, the Secretary-Treasurer also shall serve as the Records Custodian of the UCAA.

ARTICLE VIII

Contracts With Political Subdivisions

The UCAA may enter into such contracts or other arrangements with the United States government or any department thereof, with the state government of this state or other states, with counties, municipalities, townships, or other governmental agencies created by or under the authority of the laws of the State of Ohio or other states, with persons, with public corporations and private corporations as may be necessary or convenient for the making of surveys, investigations, or reports thereon, as well as for the administration, operation, and maintenance of the Union County Airport, its facilities, appurtenances and for the exercise of the powers granted by Sections 308.01 through 308.17, inclusive, of the Revised Code of the State of Ohio and amendments thereto.

ARTICLE IX

Administrative Orders and Regulations

As a supplement to these Bylaws, the UCAA may enact rules, regulations, policies, procedures and/or protocols for the administration, operation, and maintenance of the Union County Airport, its facilities, appurtenances and for the exercise and implementation of its powers granted by Sections 308.01 through 308.17, inclusive, of the Revised Code of the State of Ohio and amendments thereto, as provided under Section 308.06.

ARTICLE X

Order of Business

All meetings of the UCAA shall be conducted pursuant to the provisions of Robert's Rules of Orders, except as may be changed by the majority of the Members present at such meetings.

ARTICLE XI

Training of Members

Each Member must undergo specialized training as defined in the Ohio Revised Code and supplemental training as required by the UCAA, including the following:

- Ohio Opening Meetings Act (Ohio Attorney General)
PowerPoint Handout
- Ohio Ethics Training (Ohio Ethics Commission)
<https://ethics.ohio.gov/education/elearning/ecourses.html>
- ACAA Anti-Harassment Training (ACAA Special Consul)
Word Document
- Conflicts of Interest
<https://ethics.ohio.gov/education/elearning/SixPart/ConflictsOfInterest/index.html>

Completion of Course Certificates for the Ohio Open Meetings Training and Ohio Ethics Training must be obtained by each Member and provided to the Secretary-Treasurer in the first 90 days of the Members term.

ARTICLE XII

Statements and Acknowledgements of UCAA Members

Each Member is required to provide a signed and dated "No Conflict of Interest" statement annually to the Secretary-Treasurer.

As defined by the Ohio Revised Code, each Member is required to provide a signed and dated Acknowledgement of Receipt of the Ohio Ethics Law to the Secretary-Treasurer.

ARTICLE XIII

Amendments

These Bylaws may be repealed, amended, or changed by the assent thereto of (5) members of the UCAA, upon roll call vote at a meeting held for that purpose, except that no amendments can be made to the enabling legislation creating the UCAA, as set forth in Chapter 308 of the Revised Code of the State of Ohio, and any amendments thereto.