Strategic Plan Alignment: Transportation, Economic Vitality and Thriving Families and Healthy Community

Purpose: To act in an advisory capacity to the City and the County in all matters relating to the Durango-La Plata County Airport.

Duties:

a. Prepare annual budget recommendations to the City and County for Airport operations for the ensuing budget year, and provide an annual report to the City and County relative to future growth and development of the Airport, including recommendations for short-term and long-term capital acquisitions and capital improvements at the Airport.

b. Prepare a yearly strategic plan outlining the annual goals and objectives of the Airport Commission and present and solicit input on the same from the Board of County Commissioners and the City Council.

c. Prepare and submit a monthly budget report and report of operational activity at the Airport to the City and County.

d. Consider and adopt rules, regulations, policies and procedures regarding the conduct of all tenants and others users of the Airport.

e. Assist in negotiations regarding the terms and enforcement of contracts relating to the Airport when requested by the City Manager or County Manager.

f. Provide feedback on the performance of the Director of Aviation when requested by either the City Manager or the County Manager.

g. Prepare and update a Master Plan for Airport Development and submit such plans and updates to the City and the County for final approval.

h. Implement and enforce the Master Plan for Airport Development, as well as goals and objectives communicated by the City Manager or County Manager.

i. Perform any such other and further duties and responsibilities as may be assigned by the City Manager or the County Manager, or which may become necessary to provide for the safe and efficient operation of the Airport.

The Colorado Revised Statute giving the authority to create the Durango – La Plata County Airport Commission can be found in C.R.S. § 41-4-102 & 41-4-103(2). The resolution creating the Durango – La Plata County Airport Commission can be found in the La Plata County Code: Chapter 2, Article III, Division 3, Section 2-111 through 2-119.

Qualifications:

1. Members must be residents of La Plata County;
2. Members must have reached the age of 18 years on the effective date of their appointment;
3. No commissioner nor any immediate member of the family of any such commissioner shall acquire any financial, direct or indirect in any project or any property or concession associated with the Airport, nor shall he or she have any financial interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with the Airport.

Personal Commitments:

1. To attend all meetings of the Durango – La Plata County Airport Commission unless previously excused by the Chair;
2. To follow the direction and formal guidance of the Board of County Commissioners;
3. To be well informed and prepared to discuss the proposed issues and business at scheduled meetings, including having read all materials relevant to the topic at hand prior to the meetings;

4. To fully participate in meetings of the Durango – La Plata County Airport Commission;

5. To avoid any conflicts of interest or circumstances which would create a perception of impropriety;

6. To observe local, state and federal laws, particularly open meetings and open records laws;

7. To cooperatively work with and respect the opinions of other Durango – La Plata County Airport Commission members;

8. To treat all constituents and staff members with honor, dignity and respect;

9. To avoid the acceptance of any gifts or favors related to one’s service in this position;

10. To honor and comply with the La Plata County Code of Ethics Policy (attached);

11. To attend at least one Boards and Commissions volunteer orientation during the duration of my appointment.

I understand and agree to abide by these personal commitments and understand that I serve at the pleasure of the La Plata County Board of County Commissioners.

Name: ____________________________________________ Date:___________________

Signature: ____________________________________________