

Rock Hill – York County Airport
BRYANT FIELD
550 Airport Road, Suite 205
Rock Hill SC 29732

803-329-5560
Fax 803-329-8765

eramsdell@ci.rock-hill.sc.us

September 27, 2007

Ms. Reve' Richardson
Department of Commerce
Division of Aeronautics
P. O. Box 280068
Columbia, SC 29228-0068

Re: Airport Commission Documents

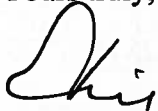
Dear Reve':

Enclosed please find the following in response to your e-mail request:

1. Excerpt from Airport History indicating adoption of Airport Commission in April, 1959
2. Airport Commission By Laws adopted December 3, 1992
3. Amendment to Airport Commission reflecting County representation dated June 8, 1992
4. By Law Amendment adopted February 6, 1995

I hope this provides the information that you need. Needless to say, it is possible that there will be amendments in the future and I'll see that you receive those as well.

Yours truly,



Eric C. Ramsdell
Airport Administrator

Enclosures/4

January 1959

First reading of an ordinance to create the Airport Commission.
Original appointees were:

Mr. Carroll, chairman, Mr. Bryant, Dr. Plemmons, J. J. Adams,
and H. Basil Munn. The City Manager was to be an ex officio member.

April 1959

The ordinance was adopted and members confirmed.

June 1959

Contract let to Roebuck Building Co. for a 60x80 foot hanger
with 16 foot clearance. The amount was \$10,632.

August 1960

A 66 foot right-of-way was granted for the Airport Road.

December 1960

F.A.A. amended grant to add \$1,674.28. New total \$127,674.28.

March 1962

City applied for 50% grant from Federal Aviation Agency for
paving taxiway at estimated total cost of \$15,480. (York County
performed grading and top soil.)

August 1962

FAA approved grant of \$7,740.

June 1963

Grant offer increased to \$10,300 for taxiway. A contract was
approved with Neal Hawkins of Gastonia for paving. Construction
under the grant was for \$17,701.85 and other work amounted to
\$4,899.70.

BY LAWS OF THE
ROCK HILL-YORK COUNTY AIRPORT COMMISSION

ARTICLE I

Name of Organization

The name of the organization shall be the Rock Hill-York County Airport Commission. The principal office of the Commission is to be located in the Rock Hill City Hall. The Commission may have offices at such other place(s) as the Commission may designate.

ARTICLE II

Purpose

This Commission, organized as a joint agency of the City of Rock Hill and the County of York, shall advise both the County and the City on policy matters including, but not limited to the following:

- a) To recommend revisions to the Airport Regulations, Airport Master Plan and Capital Improvement Plan;
- b) To advise the City on administrative matters, including contracts, leases, maintenance, safety and security, and the operating budget;
- c) To implement the Agreement on Airport between City and County dated June 8, 1992.
- d) To assist the City and the County to utilize the Airport as an important tool in the strategic growth of the region.

ARTICLE III

Membership

3.1) Members/Terms. The Commission shall consist of seven members, three to be appointed by the County and four to be appointed by the City. The term of office shall be for three years with initial terms to be staggered for two, three and four years. The respective Councils shall make appointments and shall designate initial term lengths. Reappointment shall be at the discretion of each Council.

3.2) Ex Officio Members. The City and County Managers shall be notified of each Commission meeting and may attend and participate as full voting members, but shall not be considered in determining a quorum.

ARTICLE IV

Conduct of Business

4.1) Joint Meeting. There shall be an annual joint meeting of the Commission, the City Council and the County Council.

4.2) Regular Meetings. Regular meetings of the Commission shall be held for the transacting of such business as may come before the Board. The date of each meeting shall be as designated by the Commission.

4.3) Special Meetings. A special meeting of the Commission may be called by the Chair or any two members.

4.4) Quorum. A majority of the Commission, without counting the respective Managers, shall constitute a quorum.

4.5) Notification of Meetings. The Secretary of the Commission is responsible for notifying members of the time, place and purpose of meetings, whether regular or special, in writing, at least seven (7) days before such meetings.

4.6) Procedure. Meetings shall be conducted in accordance with these By Laws. Robert's Rules of Order shall control in matters of procedure not covered by these By Laws.

4.7) Policy-making. The policy-making procedure below shall apply to the documents and matters listed in section 4 of the Agreement which include the Regulations, Master Plan, and Capital Improvement Plan. The procedures are as follows:

a) A proposed policy may be submitted to the Airport Commission by either the City or County, or developed independently by the Airport Commission.

b) The Airport Commission shall report to both the City Council and the County Council. In the case of a policy submitted to the Commission, the Commission shall have 35 days in which to present its recommendation.

c) In the event the Airport Commission fails to respond within 35 days, the City and County may proceed to act.

d) County Council shall have 35 days to act upon a recommendation of the Airport Commission or a proposal submitted to it in the absence of an Airport Commission recommendation.

CB

e) City may take final action on any proposal only after allotting both the Airport Commission and County Council opportunities to participate as described above.

ARTICLE V

Officers

5.1) Annual Election. At the January meeting each year, the Commission shall elect for a one year term a Chair and a Vice Chair.

~~Officers may serve a total of two consecutive one year terms in a single office.~~ The Airport Manager shall serve as Secretary to the Commission.

5.2) Duties of Officers .

a) The Chair shall preside at all meetings of the Commission, appoint committees as required, and perform all the usual duties of a presiding officer.

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

c) The Secretary shall see to the proper collection and preservation of the records of the Commission and its committees including meeting minutes, maintain membership and attendance records and give the notice required by these By Laws for meetings and to provide the press and the public notice and agenda of meetings as required by law.

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* Deletion approved 1.5.95 by Airport Commission, 1.23.95 by City Council, 2.6.95 by ^{- 4 -} County Council.

C. R. Holt

ARTICLE VI

Vacancies

6.1) Resignations. Resignations from the Commission should be submitted in writing to the appropriate Council at least 30 days prior to the effective date.

6.2) Unexpired Term. Vacancies on the Commission occurring prior to the term end will be filled by City or County Council, as the case may be, for the unexpired term.

6.3) Absences. If a member is absent for three consecutive regular or special meetings without cause satisfactory to the Commission, then that member's position shall be declared vacant by a majority vote of the Commission and the Chair shall notify the appropriate Council of the vacancy which is to be filled in accordance with 2), above. Such member shall be notified of the action of the Commission by letter of the Chair. In the event absences prevent the presence of a quorum for two consecutive meetings, the ranking officer present at the two meetings shall notify the respective Councils of the problem and seek the advice of the Councils as to the conduct of the business of the Commission.

ARTICLE VII

Approval of By Laws

7.1) Submission for Approval. These By Laws shall be presented for consideration by the Commission at the first meeting that they are available. Upon passage as written or amended, they shall be

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submitted to the respective Councils for approval as written or amended.

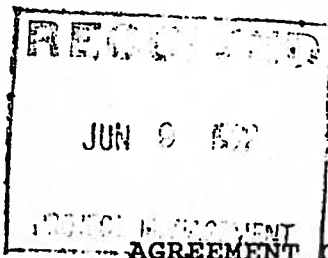
7.2) Amendments. Recommendations for amendments to these By Laws may be submitted for approval of the respective Councils by the affirmative vote of two-thirds of the Commission membership after written notice of proposed amendment sent concurrently with the meeting notice and agenda.

CERTIFICATION

This is to certify that the attached duplicate original of the By Laws of the Rock Hill-York County Airport Commission was approved by affirmative vote of a majority of the members present and voting at the organizational meeting at which a quorum was present, held on

December 3, ¹⁹⁹² 1993.


Secretary



STATE OF SOUTH CAROLINA)
COUNTY OF YORK)
CITY OF ROCK HILL)

AGREEMENT ON AIRPORT

THIS AGREEMENT, made this 8th day of June, 1992 between the City of Rock Hill ("City") and York County ("County") concerning Rock Hill Municipal Airport/Bryant Field ("Airport")

WITNESSETH:

WHEREAS the Airport was established in 1959 and has and continues to serve York County and surrounding areas; and

WHEREAS from the Airport's inception through 1977, the City spent \$214,000 and the County \$126,000 on capital costs of the Airport, and thereafter the County has not contributed further; and

WHEREAS the City has paid the local share of capital projects totaling \$608,800 over a period of time, which has a value in present value dollars of \$1,042,896, and in which the County has not participated; and

WHEREAS, the City has obtained Federal Aviation Administration ("FAA") and South Carolina Aeronautics Commission ("SCAC") grants totaling approximately \$4,400,000.00 for work currently underway, which will complete the projects called for in the current Master Plan; and

WHEREAS the City historically has been the agency identified by the FAA and the SCAC as the Sponsor for the Airport and the City has entered into numerous agreements with South Carolina and the United States for improvements to the Airport, thereby incurring significant obligations to South Carolina and the United States; and

WHEREAS the Airport is important to the continued economic development efforts and the future of both the City and the County; and

WHEREAS the FAA has designated the Airport a Primary General Aviation Airport for the region; and

WHEREAS the City's strategic plan, Empowering the Vision, considers the Airport as the "Premier General Aviation Airport in the region"; and

WHEREAS the County's plan, Forecast 2010, has as a goal to make the Airport "the best general aviation airport" and a strategy to "combine the efforts of Rock Hill and York County":

NOW THEREFORE, the City Council and the County Council covenant and agree as follows:

1. City shall remain the official sponsor of the Airport as defined by the FAA and SCAC. Nothing in this agreement shall supersede sponsorship obligations between the City and South Carolina or the United States. The City shall remain responsible for operation of the Airport and decisions associated with operation.
2. City shall amend its Airport Commission ("Commission") ordinance in accordance with this agreement. The Airport Commission shall thereafter consist of seven members, three to be appointed by the County and four to be appointed by the City. Each Council shall seek geographic and demographic distribution in making appointments to the Commission. The Chair shall be elected by the Commission from its membership. There shall be an annual joint meeting of the Commission, the City Council and the County Council.
3. The Airport will be renamed "Rock Hill-York County Airport."
4. The Commission shall advise both the County and the City on policy matters. These shall include revisions to the Airport Regulations, Airport Master Plan and Capital Improvement Plan (including a new terminal). The Commission shall advise the City on administrative matters, including contracts, leases, maintenance, safety and security, and the operating budget. The City shall provide secretarial services to the Commission.
5. The County will contribute all local funds needed to match capital grants, up to a maximum of \$250,000 per year, until the County's share equals \$750,000. Thereafter each party shall contribute equally. The County will make payments to the City according to the schedule in Appendix 1. By agreement of both Councils, implementation of specific items in the Master Plan may be delayed because of lack of matching funds without breaching this Agreement.
6. The City shall adopt revisions to its Airport Commission ordinance based on this Agreement. The City will not thereafter amend the ordinance in respect to matters

covered by this Agreement unless this Agreement is appropriately amended by the parties.

7. This Agreement shall continue unless amended by action of both the City and the County. Failure of either party to comply with the terms hereof, following 90 days' written notice by the other party, if not corrected, will terminate this Agreement, but such termination shall not diminish or adversely affect any remedy the non-breaching party may have against the breaching party, which shall continue.
8. Appendix 1 attached hereto is incorporated herein as a part of this Agreement as if fully set forth herein.
9. The effective date of this agreement shall be June 8, 1992.

IN WITNESS WHEREOF, we have hereunto set our hands.

CITY OF ROCK HILL

YORK COUNTY

Charlotte D. Gilles
Mayor
Hugh L. Warren
John D. Douglas
C. Bismace Jones
Wynona Lee
Cheryl Roddey
A. Wood
W. W. Thomas
Mark B. Sanford
City Manager

Carlwell B. Bann
Chairman
W. W. Bann
John D. Douglas
John D. Jones
Harold H. Johnson
Henry B. Bann
J. E. Knight
County Manager



CITY OF ROCK HILL
155 JOHNSTON STREET, P.O. BOX 11706
ROCK HILL, SOUTH CAROLINA 29731-1706

February 24, 1993

EXCERPT FROM THE MINUTES OF A REGULAR MEETING
OF THE ROCK HILL CITY COUNCIL HELD ON FEBRUARY 8, 1993

Council met in regular session at 6:00 p.m. on the above named date with Mayor Rhea, Mayor Pro Tem Woods, Councilmembers Harrelson, Ivey, Roddey and Searles present. Councilmember Thomas was absent due to illness.

Also present were City Manager Joe B. Lanford, Assistant City Managers J. Russell Allen and Jack L. Holeman, Municipal Clerk Gerald E. Schapiro, City Attorney William C. Spencer, Herald Reporter Doug Most and Observer Reporter Dan Huntley.


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ORDINANCE TO AMEND CHAPTER 4, AIRPORT - Adopted.

An ordinance entitled AN ORDINANCE TO AMEND CHAPTER 4, AIRPORT, OF THE CODE OF THE CITY OF ROCK HILL, BY AMENDING THE AIRPORT NAME AND BY THE ESTABLISHMENT, ORGANIZATION, AND PURPOSE OF THE AIRPORT COMMISSION was given second reading and approved on a motion by Councilmember Harrelson which was duly seconded and unanimously approved.

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I, Gerald E. Schapiro, Municipal Clerk of the City of Rock Hill, South Carolina, do hereby certify that the above is a true and correct excerpt from the minutes of a regular meeting of the Rock Hill City Council held on February 8, 1993.



Gerald E. Schapiro, Municipal Clerk

(SEAL)

Rock Hill - York County Airport
BRYANT FIELD (29J)
P. O. Box 11706
Rock Hill SC 29731

January 12, 1995

Mr. J. Clay Killian
County Manager
P. O. Box 66
York SC 29745

Subject: Bylaw amendment for Airport Commission

Dear Clay:

At its meeting on January 5, the Airport Commission unanimously approved the following change in its bylaws:

5.1) Annual Election At the January meeting each year, the Commission shall elect for a one year term a Chair and a Vice Chair. ~~Officers may serve a total of two consecutive one year terms in a single office.~~ The Airport Manager shall serve as Secretary to the Commission.

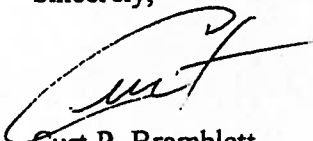
As required by the Commission's bylaws, proper notice was given that the amendment to the Bylaws was on the agenda for the January 5, 1995, meeting.

The Commission's bylaw on amendments is:

7.2) Amendments. Recommendations for amendments to these By Laws may be submitted for approval of the respective Councils by the affirmative vote of two-thirds of the Commission membership after written notice of proposed amend sent concurrently with the meeting notice and agenda.

According to the agreement between the City and County, bylaw amendments require City Council and County Council approval. Please obtain County approval of this change. I have also submitted this request to the City. If you have any questions, please call me at 329-7083. Thank you.

Sincerely,



Curt P. Bramblett

approved 2/6/95