

BY-LAWS OF THE
CRAWFORD COUNTY AIRPORT AUTHORITY
CRAWFORD COUNTY, ILLINOIS

May 2025

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BY-LAWS OF THE
CRAWFORD COUNTY AIRPORT AUTHORITY
CRAWFORD COUNTY, ILLINOIS

These By-Laws of the “Crawford County Airport Authority, Crawford County, Illinois”, hereafter called “CCAA” are adopted this day in June, 2025, and are intended to amend the present By-Laws, and shall supersede all previous By-Laws, Rules and Regulations of this Board. These By-Laws will be in full affect until revoked or amended.

AUTHORITY

(70 ILCS 5/2.7.2) Sec. 2.7.2. Crawford County Airport Authority.

(a) The Crawford County Airport Authority is hereby established, the territory of which shall include all of the territory within the corporate limits of Crawford County. Within 30 days after the initial appointments have been made under subsection (c) of this Section, the Authority board shall notify the office of the Secretary of State of the establishment of the Crawford County Airport Authority, and the Secretary of State shall issue a certificate of incorporation to the Authority. Upon the issuance of a certificate of incorporation, the Crawford County Airport Authority shall be deemed an organized airport authority under this Act.

(b) If all of the airport facilities of an existing airport authority are situated within Crawford County on the effective date of this amendatory Act of the 95th General Assembly, that existing airport authority shall be dissolved upon the establishment of the Crawford County Airport Authority. In such event, the rights to all property, assets, and liabilities, including bonded indebtedness, of the existing airport authority shall be assumed by the Crawford County Airport Authority.

(c) The Board of Commissioners of the Crawford County Airport Authority shall consist of 7 commissioners who shall reside within its corporate limits, and who shall be appointed as follows:

(1) Four commissioners shall be appointed by the county Chairperson of Crawford County. Of the commissioners appointed under this item, one commissioner shall be appointed for a 3-year term, one commissioner shall be appointed for a 4-year term, and 2 commissioners shall be appointed for 5-year terms, as determined by lot. Their successors shall be appointed for 5-year terms.

(2) Three commissioners shall be appointed by the mayor of the City of Robinson. Of the commissioners appointed under this item, one commissioner shall be appointed for a 3-year term, one commissioner shall be appointed for a 4-year term, and one commissioner shall be appointed for a 5-year term, as determined by lot. Their successors shall be appointed for 5-year terms. (Source: P.A. 95-365, eff. 1-1-08.)

Section 1. QUORUM

1.1 – A Quorum of the CCAA shall exist when a majority of the commissioners are present. Hence, four (4) of seven (7) Commissioners shall constitute a quorum. A majority of the assigned members shall constitute a quorum of any standing committee. All meetings of the CCAA and its sub committees shall be held in accordance with the Illinois Open Meetings Act.

Section 2. OFFICERS

Qualifications to serve as a Commissioner on the Crawford County Airport Authority

(70 ILCS 5/5) Sec. 5. Qualifications of commissioners and removal from office.

No person shall be appointed to the Board of Commissioners of any Airport Authority who has any financial interest in the establishment or continued existence thereof or who is a member of the governing body or an officer or employee of a municipality, a county, or any other unit of local government, or an elected official of State or federal government, except when the authority is wholly located within a single county with a population of less than 40,000, an individual employed by a local school district may serve as a commissioner.

Should it appear to the Department of Transportation that any member of the Board of Commissioners of an airport authority may be disqualified, or guilty of misconduct or malfeasance in office or unwilling or unable to act, it shall notify the Board of Commissioners of that fact in writing and it shall then be the duty of the Board of Commissioners to require such board member to show cause why he should not be removed from office. Any such person shall be given a hearing by the Board of Commissioners and, after such hearing, if the Board of Commissioners finds such a charge should be sustained, it shall remove the person so charged from office, and a vacancy shall thereupon exist for the unexpired term of such office.

(Source: P.A. 88-109; 89-174, eff. 7-19-95.)

2.1 - The Officers of the CCAA shall be the Chairperson, Vice-Chairperson, Treasurer, and Secretary.

2.2 - The election of the Chairperson and Vice-Chairperson shall be held at the regular board meeting in December of each even numbered year as defined in Sec 3.1, or upon the vacancy of either the position of Chairperson or Vice-Chairperson. Each Officer shall serve until the next regular December Board meeting in even years. The meeting shall be conducted according to the Constitution and laws of the State of Illinois. Re-Authorization of the CCAA By-Laws shall be an appropriate agenda and action item of CCAA Board at the bi-annual Organizational Meeting.

2.3 – The procedure for electing a Chairperson shall conform to the requirements of the Illinois Open Meetings Act as follows:

2.3.1 The prior term Secretary shall call for nominations from the floor. Nominations shall be voiced by seated Commissioners. Those nominated may decline their nomination at that point. The Secretary shall call all nominations closed after the Secretary requests nominations three (3) times and no more nominations have been voiced. A vote, by voice or show of hands, shall be taken on all nominations separately until the list of nominees is completed.

2.3.2 – If more than two (2) candidates are nominated for Chairperson, and none of the candidates receive a majority of the votes cast on the first ballot, the candidate receiving the least number of votes shall be withdrawn from candidacy for the next ballot. Ballot shall continue in such manner until one person receives a majority of the votes cast. In the event of a tie of votes cast after four (4) ballots, the decision shall be made by casting lots.

2.3.3 Position Overview:

The Chairperson leads the Airport Authority Board of Directors, guiding its efforts to ensure the airport operates effectively and meets its mission of providing safe and reliable aviation services. The Chairperson serves as the primary link between the Board and the airport's executive management.

Duties and Responsibilities:

- Preside over all Board meetings, ensuring orderly discussion of airport operations, safety, and development matters while adhering to the agenda.
- Call special meetings when urgent issues arise, such as emergency repairs, regulatory changes, or significant operational disruptions, per the authority's bylaws.
- Work with the Board and airport management to establish and approve long-term strategic plans, including infrastructure development, budget priorities, and service enhancements.

- Represent the Board in dealings with IDOT, FAA, other government agencies, and community stakeholders.
- Ensure Board-approved policies, such as safety protocols and capital projects, are implemented and monitored.
- Facilitate consensus on critical issues, such as runway expansions or federal grant applications.
- Appoint chairs for committees and oversee their alignment with airport goals.

2.4 - Subsequent to the election of the Chairperson, there shall immediately follow an election for the Vice-Chairperson, using the same elective process as that for the Chairperson.

2.5 – The Vice-Chairperson shall serve in the place of the Chairperson in case of absence, illness, accident, or the inability of the Chairperson to serve. In the case of the absence of the Chairperson and the Vice-Chairperson, at any meeting, the members present shall choose one of the elected Board members to serve as acting Chairperson for that particular meeting, and such acting Chairperson shall have the same rights and privileges as the Chairperson during such meetings.

2.5.1 Position Overview:

The Vice Chairperson supports the Chairperson in overseeing the Airport Authority and steps into the Chairperson's role when needed. This position ensures leadership continuity and assists with the Board's aviation-focused responsibilities.

Duties and Responsibilities:

- Assume the Chairperson's duties during their absence, presiding over meetings and managing Board activities related to airport operations.
- Assist the Chairperson in preparing meeting agendas, ensuring coverage of key topics like air traffic updates, facility maintenance, or regulatory compliance.
- Support the Chairperson in coordinating Board efforts, such as reviewing terminal improvement plans or emergency preparedness policies.
- Act as a secondary liaison with airport management on operational or strategic matters, as directed by the Chairperson.
- Participate actively in Board decisions, including votes on contracts
- Take on additional responsibilities as assigned, such as representing the Board at aviation industry events.

2.6 – Removal of Chairperson or Vice-Chairperson. Upon a request of a majority of members of the CCAA an agenda item called “request to re-call the Chairperson” shall be placed on the agenda for a Regular or Special meeting (section 3) of the CCAA. During board action a correctly made motion naming the officer and office will be in order and recognized by the Chairperson. Upon second and at the conclusion of regular debate a 2/3rd affirmative vote of the members present, and voting will be required to re-call an officer of the Board. If the re-call vote is successful, the process outlined in section 2 shall be followed to elect a replacement officer.

2.7 – The Chairperson shall nominate Commissioners for positions as Secretary and Treasurer which shall be approved by majority vote of all Commissioners present.

2.7.1 Secretary Position Overview:

The Secretary maintains the official records of the Airport Authority Board, ensuring accurate documentation of decisions and compliance with aviation regulations and reporting requirements. This role supports transparent communication and accountability.

Duties and Responsibilities:

- In lieu of assigned designee, record and draft minutes for all Board meetings, documenting discussions on airport safety, finances, and operational updates. If recording of minutes is handled by someone other than the Secretary then the Secretary shall monitor and edit the minutes provided by the designee prior to board approval.
- Distribute meeting minutes to Board members promptly for review and approval, ensuring a clear record of actions taken.
- Maintain the Airport Authority’s official documents, including bylaws, FAA compliance records, lease agreements, and Board resolutions.
- Issue meeting notices and agendas in compliance with the Open Meetings Act (OMA).
- Handle Board correspondence, such as letters to the FAA, local government, or airport tenants, as directed.
- Certify official documents, such as grant applications or safety certifications, when required.
- Provide administrative support, including scheduling meetings and organizing materials like air traffic reports or budget summaries.
- Confirm board members compliance with all required testing and paperwork including open meetings act testing, FOIA testing, code of ethics form, and annual conflict of interest forms as spelled out in section 3 of these bylaws

- Review annual activities required by CCAA list monthly and advise and incorporate into meeting agendas as necessary.

2.7.2 Treasurer Position Overview:

The Treasurer oversees the financial management of the Airport Authority, ensuring fiscal responsibility and the proper handling of funds, including federal grants, passenger facility charges, and operational revenues. This role supports the Board's financial decision-making and accountability under the following guidelines

Duties and responsibilities are spelled out in section 9 of these by-laws

Section 3. MEETINGS OF THE BOARD

3.1 – The meetings of the CCAA shall be as follows:

3.2 – Organization Meeting – First regular business day in December at 6:00 PM to be convened at a public location named for that purpose.

3.3 – Regular Meeting – 3rd Tuesday of each calendar month, at 6:00 PM. The meeting is to be held at a public location named for that purpose. The December Board meeting in all even numbered years which shall be held immediately following the Organizational meeting. Regular meetings of the CCAA may be rescheduled to accommodate the needs of the Commission or to ensure quorum. All meetings shall conform to the Illinois Open Meetings Act.

3.4 – Special meetings of the CCAA may be called by the Chairperson, or upon the request of three (3) or more Board members having made petition to the Board Chairperson for such meeting. Special meeting notices must be posted 48 in advance unless the meeting is for an emergency at the airport that needs immediate attention.

Section 4. ORDER OF BUSINESS

The Order of business shall be as follows:

1. Call to Order.
2. Roll Call of Board Members.
3. Public Comment (5-minute time limit).
4. Approval of Prior Meeting Minutes.
5. Committee Reports.
6. Airport Managers Report.
7. FBO report.
8. Old Business.
9. New Business.
10. Board Member comments and non-action items.
11. Closed Session. (may be moved in the agenda, but must follow Public Comment)
12. Call for Adjournment.
13. Adjourn

Section 5. RULES OF ORDER

5.1 – Every member present at the putting of a question shall vote thereon, unless there is a conflict of interest, and/or they are excused by the Chairperson.

5.2 – Every motion shall be submitted in writing if requested by the Chairperson or any member of the Board.

5.3 – Roll call of yea or nay shall be called upon any question pending when requested by the Chairperson,

5.4 – The order of calling roll for a yea or nay vote shall be as follows. Board members shall be called for vote in a random order at the Secretary's discretion. At the first meeting of the Board requiring roll call vote, beginning with the regular meeting immediately following the Organizational meeting, the Secretary shall proceed to call roll until all present Board Members have voiced their vote.

5.5 – The Chairperson of the Board, shall be entitled to vote on all matters coming before the Board for vote.

5.7 – The Chairperson, Vice-Chair, Secretary, and Treasurer shall receive a salary set by the Board every two (2) years at the November meeting prior to the organizational meeting. Salary shall be paid monthly and not to exceed the max allowable limits as set forth by the Illinois Airport Authorities Act.

5.8 – All claims for reimbursements of Board members shall be itemized and submitted with appropriate receipts No Board member may file for a reimbursement he or she spends on voluntarily. Reimbursements will only be paid for services where the member has prior approval.

5.11 – The Agenda for each CCAA meeting shall be set by the Chairperson and/or the Secretary and shall be available prior to the meeting. In compliance with the Open Meetings Act

5.12 – All resolutions or motions which call for the expending of money shall be voted by roll call of yea or nay.

5.13 – No By-law shall be altered or amended except by a two-thirds (2/3) affirmative vote of the entire Board. All resolutions to amend add or delete any By-law of this Board shall be presented in writing at a regular meeting of the Board. Such a resolution shall lay over at least one month, with action being taken at a subsequent Board meeting.

5.14 – Meetings of the Crawford County Airport Authority shall be conducted according to Robert's Rules of Order, except when Rules of Order of the Crawford County Airport Authority shall apply.

5.14.1 Adherence to the Illinois Open Meetings Act is paramount and will guide all official meetings. Robert's Rules shall guide the Authority in the conduct of business to the extent that it supports good order and civility.

5.14.2 When Robert's Rule appears to limit or frustrate the completion of county business, a motion may be made to suspend the rule. The motion must be approved by two thirds vote.

Section 6. COMMITTEE RULES

6.1 – All standing and special committees shall be appointed by the CCAA Chairperson with the approval of the majority of Commissioners present.

6.2 – The Chairperson and Vice-Chairperson may be appointed to standing committees and shall serve as ex-officio member of all committees. The Chairperson and Vice-Chairperson shall not vote at committee meetings other than at the meetings of committees to which he/she is appointed, unless his/her presence is needed to make a quorum. The Committee Chairperson must declare during the roll call of the meeting if the Chairperson and/or Vice-Chairperson are required for quorum and if they are eligible to vote on matters before the Committee.

6.3 – The first name presented on the committee shall be the chairperson of that committee.

6.4 – Before the organizational meeting of the CCAA, each member may submit to the Secretary his or her preference of committee assignments.

6.5 – The Chairperson of any standing committee, with the approval of the Airport Authority, may create sub-committees as may be necessary to more effectively accomplish the business of such standing committee. Appointments to such sub-committees shall be made by the committee Chairperson and shall be restricted to members of the standing committee. Sub-committees shall be responsible to the standing committee.

6.6 – Standing Committees shall meet once a month if necessary. However, the Chairperson of each standing committee is authorized to call together his/her committee when in their judgement the business of the Airport so requires.

6.7 – Committee reports shall include the date, time, and place of such meeting(s); the members present; all money expended by the committee, which is within the amount limited by CCAA actions; make record of all bids received, all contracts let by the committee, and all the grants and proposals to be brought before the CCAA. Such committee reports shall include such narrative detail, and attached reports if any, as to fully describe the activities and decisions of the committee.

6.8 - The actions of all committees shall have the approval of the Board as a whole, unless otherwise specifically defined or authorized.

Section 7. COMMITTEES & BOARD APPOINTMENTS

7.1 – The Standing and Special Committees of the CCAA shall be listed in this section including the Name of the committee, the Number of Committee Members, the frequency of its meeting.

7.2 – All committees shall meet at such time and place as convened by the Chairperson. Listing of such Committees are named herein.

- Contracts
- Air show
- Rules and bylaws

7.3 – The Airport Director / Airport Manager shall be employed / contracted by the CCAA and supervised by Chairperson. Copies of employment contracts shall be maintained by the CCAA Secretary.

Section 8. BUDGET AUTHORITY AND AMENDMENT

8.1 The CCAA is the final authority on operating budgets.

8.1.1 A planning committee shall prepare Fiscal Year Budget Guidelines for CCAA approval.

8.1.2 A draft budget shall be prepared for review at the June CCAA meeting and if approved, placed on public viewing for 20 days by posting a copy at the Crawford County Airport, on a CCAA website if one is available, and at the location where the CCAA meetings are conducted.

8.1.3 The draft budget may be amended during the posting period without a requirement to restart the posting period. Changes to the draft shall be called out on the motion for approval of the final budget.

8.1.4 The CCAA fiscal year budget shall be approved at the August meeting.

Section 9. OPERATING GUIDELINES

9.1 Cash Management

-Internal Control Procedures Reliability of Financial Reporting:

The recording of receipts and disbursements is provided by the contract bookkeeping service experienced in the computer accounting program utilizing monthly receipt logs and disbursement ledgers. The Board treasurer monitors these inputs on a monthly basis and supervises the monthly financial reports for the whole Board.

The organization's revenues are provided by annual property taxes of Crawford County plus facility rents and farming contracts. The Board of Directors has the responsibility of managing these projects providing planning, control and oversight. The day to day management is done by the contact airport manager and his administrative staff. Receipts and deposits are made to the operations account and reviewed by the Board treasurer. CCAA must submit an annual operating report along with the next year's budget to the funding agencies. These reports are prepared by the Board of Commissioners and external auditor.

Control and monitoring procedures are provided by the Board of Commissioners complying with separation of duties, authorization and monitoring documentation. Monthly financial reports are provided by the accounting program for comparison by the Board treasurer and the full Board of Commissioners to the general and project budgets. Cash management is monitored on a daily basis by the Board Treasurer. Monthly bank account balances are reconciled by the contract bookkeeper and acknowledged by the Board treasurer and the full Board of Commissioners.

9.2 Effectiveness and Efficiency of Operations:

The reliability of the bookkeeping procedures and recording oversight contributes to the effectiveness and efficiency of the operations. Procedures and guidelines for services provided are established by the Board of Commissioners in compliance with established government accounting practices.

The Board of Commissioners has the responsibility for the oversight and control of the airport operations. Reports are provided monthly to the Board providing continuous monitoring of on-going operations.

9.3 Compliance and Applicable Laws and Regulations:

An annual report of the over-all accomplishments of CCAA operation, as well as the audit, is provided to the funding agencies. The Board of Commissioners and airport manager are very

aware of the compliance guidelines as depicted in their applicable publications, and the guidelines and procedures depicted in the funding budgets. The annual audit testing of control and compliance documentation confirms these requirements are being satisfied.

9.4 Control Environment:

The airport manager provides hands-on control of all areas of program management, and the financial reporting is monitored by the Board treasurer, and both are very aware of the internal control responsibilities. The accounting program input documentation for receipts and disbursements provide authorization and monitoring procedures compliance. The annual audit conducts contract compliance testing as they deem necessary.

9.5 Risk Assessment:

The overall inherent risk assessment has been recognized by the Board and management. The operating receipts and disbursements will be judged at a medium level due to its inherent potential for irregularities and inaccuracies.

Because of the small management team, only three contract employees, normal separation of duties is not possible. This requires they on-going oversight by the Board of Commissioners. The control risk is assessed at the maximum level because of the oversight requirement, appropriate budget compliance along with the control procedure compliance.

9.6 Control Activities:

Control activities are outlined in the subsequent reporting system documentation. Information and Communication: The Board Treasurer prepares the program budget each year, which is then subject to approval by the Board of Commissioners. The bookkeeping service generates monthly financial reports, which the Board Treasurer reviews before presenting them to the entire Board of Commissioners.

The Board Treasurer compiles receipts and deposits, forwarding them to the bookkeeping service for recording. Approved check requests submitted by the Treasurer are used by the bookkeeping service to prepare disbursements. At the monthly meeting, the full Board of Commissioners reviews the disbursement checks, which are then cosigned. Commissioners, who are surety bonded up to \$1,000, may sign checks for that amount or less. For checks exceeding \$1,000, any Commissioner may sign, provided the current sitting Treasurer countersigns the check as that position is bonded you to one million dollars.

9.7 Monitoring:

The monitoring of the organization's activities is the responsibility of the Board of Commissioners, providing oversight for the various areas of the program activities. The airport manager and his staff provide the day to day management of operations. All cash requirements are reviewed and approved by the Board.

9.8 Financial Reporting System Documentation:

Revenues, Donations, Payroll, Program and Administrative Costs.

1. The Board of Commissioners establish an annual operating budget which provides the airport manager the cash management guidance for day to day operations. The Board Treasurer prepares the receipt logs and deposits which are then inputted into the accounting program by the contract bookkeeping service under the supervision of the Treasurer. The deposits and receipt register are monitored by the Board treasurer and submitted monthly to the full Board of Commissioners for approval and check signatures.

2. Budgeted disbursements are authorized by the Board Treasurer and submitted to the full Board of Commissioners along with backup documentation for check signature and mailing. All paid invoices/vouchers and/or check requests are documented including check number, date and authorizing initials. The recording/inputting of the disbursement accounting data into the accounting program is done by the contract bookkeeping service under the supervision of the Board Treasurer. Disbursement ledgers and all adjusting entries are monitored by the Board Treasurer.

3. Source documents involved

The receipt log with check documents, and the paid check stubs with their related invoice/ check request are kept on file. The receipt and disbursement ledgers are printed out by the accounting program each month for review by the full Board of Commissioners.

Bank reconciliation's are done each month by the bookkeeping service and monitored by the Board Treasurer and include in the monthly financial report to the Board.

4. Describe the transaction processing steps

Mail is opened by the Board Treasurer. Checks are endorsed with a deposit only stamp to the appropriate account. The deposit is made and the deposit receipt along with the log is then ready for recording by the contract bookkeeping service.

Invoices and vouchers are accumulated each week for recording and check requests are prepared by the Board Treasurer. Checks are prepared by the bookkeeping service and presented to the Board of Commissioners for approval, check signatures and mailing. The canceled invoices/check requests are then filed with a check copy.

5. Subsidiary journals / ledgers involved

Receipt, disbursement and payroll registers are printed each month along with the monthly general ledger for review by the Board Treasurer. After any required correcting entries are made the financial statements are prepared for full Board monthly meeting review.

6. Financial statement accounts affected

There is an operating account, a general obligation account and one escrow account for rental deposits. The organization operates month to month on a cash basis not recording payables/receivables. Temporarily restricted funds are accounted for separately until the time/action restrictions are satisfied. In-kind donated services and expenses are recorded at cost/fair market value. Any compliance adjustments required by Government accounting principles are done at year end by the outside auditor

7. Emergency funds procedure

In the December 21, 2010 meeting, provisions for a new emergency funds procedure were established. This procedure was created from recognition of a need for immediate expenditures of moneys for items needed before the next meeting of the entire board. In this procedure, the airport manager can identify a need for an expenditure of up to \$2,000, and report that need to the CCAA treasurer. The treasurer can then approve that expense, based upon the countersignature of one other board member on the check written for the necessary item or items. At the next meeting of the CCAA board, this expenditure is explained and approved by the quorum of the board present.

Section 10. Compliance Policies

10.1 – CODE OF ETHICS

10.1.1 Every member of the CCAA shall subscribe annually to a Code of Ethics as approved by this Commission, and as evidenced as Appendix A. The initial subscription to such Code shall be upon the approval of these By-Laws, and subsequently in December of each year.

10.2 – SEXUAL HARRASSMENT

10.2.1 It is CCAA airports policy that it will not tolerate or condone discrimination or harassment on the basis of race, color, religion, creed, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age , physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status or any other classification prohibited under federal or state law. Sexual misconduct is also prohibited. CCAA will neither tolerate nor condone discrimination, harassment or sexual misconduct by employees, managers, supervisors, elected officials, co-workers, or non-employees with whom CCAA has a business, service, or professional relationship. “Employee” for purposes of this policy includes any individual performing services for CCAA, an apprentice, an applicant for apprenticeship, or unpaid intern. Retaliation against an employee who complains about or reports any act of discrimination, harassment or misconduct in violation of this policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this policy is likewise prohibited. CCAA is committed to ensuring and providing a work place free of discrimination, harassment, sexual misconduct, and retaliation. CCAA will take disciplinary action, up to and including termination, against an employee who violates this policy.

10.3 – FOIA Training

FOIA training for a new board member must be completed within the first 30 days after being appointed to the CCAA. Upon completion of the training the board member will give a copy of the completion certificate to the Secretary for record keeping.

10.4 – Open Meetings Act Training

Open Meetings Act training for new board members must be completed within the first 30 days after being appointed to the CCAA. For current board members OMA training is to be completed annually, to be completed by February of the new year. Upon completion of the training the board member will give a copy of the completion certificate to the Secretary for record keeping.

10.5 – Illinois Conflict of Interest Form

The Illinois conflict of interest form for new board members must be completed within the first thirty days after being appointed to the CCAA. This form must be completed annually in January by all board members by May of the new year. The completed forms must be forwarded to the Secretary for record keeping and for the Secretary to file with the Crawford County Records office.

Section 11. APPROVAL AND EXECUTION

These By-Laws are approved this day in June, 2025 by the Crawford County Airport Authority of Crawford County, Illinois

By: _____
Chairperson

Vice-Chairperson

Attested to:

By: _____
Secretary-

Appendix A – Code of Ethics

The Crawford County Airport Authority is committed to the highest standards of conduct by, and among, officials in the performance of their public duties. Individual and collective adherence to high ethical standards by public officials is central to the maintenance of public trust and confidence in government.

While CCAA officials agree on the need for proper conduct, they may experience personal conflict or differing views of values or loyalties.

In such cases, the principles contained in the Code of Ethics provide valuable guidance in reaching decisions which are governed, ultimately, by the dictates of the individual conscience of the public officials and his or her commitment to the public good.

Certain of these ethical principles are best expressed as positive statements: actions which should be taken; courses which should be followed; goals which should permeate both public and private conduct. Other principles are expressed as negative statements: actions to be avoided and conduct to be condemned.

The Code of Ethics for CCAA Officials, employees and engaged contractors has been created by, and for, the CCAA. However, these principles apply to the day-to-day conduct of both officials, and to the employees of the CCAA. The CCAA recognizes that this Code of Ethics should serve as a valuable guide for all those in whom the public has placed its trust.

The Ethical County Official should:

- *Properly administer the affairs of the CCAA.*
- *Promote decisions which only benefit the public interest.*
- *Actively promotes public confidence in the CCAA.*
- *Keep safe all funds and other properties of the CCAA.*
- *Conduct and perform the duties of the office diligently and promptly dispose of the business of the CCAA.*
- *Maintain a positive image to pass constant scrutiny.*
- *Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality fiscal responsibility.*
- *Inject the prestige of the office into everyday dealings with the public, employees and associates*
- *Maintain a respectful attitude toward employees, other public officials, colleagues and associates.*
- *Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the CCAA.*
- *Faithfully comply with all laws and regulations applicable to the County and impartially apply them to everyone.*

The Ethic CCAA Official should not:

- *Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.*
- *Improperly influence or attempt to influence other officials to act in his or her benefit.*
- *Accept anything of value from any source which is offered to influence his or her action as a public official.*

The ethical CCAA Official accepts the responsibility that his or her mission is that of servant and steward to the public.

Subscribed to this _____ Day of _____, _____

By: _____

Appendix B – Powers Bestowed on the Crawford County Airport Authority by the Illinois Airport Authority Act

(70 ILCS 5/8)

Sec. 8. Nature and powers. An Airport Authority constitutes a municipal corporation and body politic separate and apart from any other municipality, the State of Illinois or any other public or governmental agency and has the powers enumerated in Sections 8.01 through 8.14, and all other powers incidental, necessary, convenient, or desirable to carry out and effectuate such express powers. (Source: P.A. 76-968.)

(70 ILCS 5/8.01)

Sec. 8.01. To locate, establish and maintain a public airport, public airports and public airport facilities within its corporate limits or within or upon any land or body of water adjacent thereto, and to construct, develop, expand, extend and improve any such airport or airport facility. (Source: P.A. 76-968.)

(70 ILCS 5/8.02)

Sec. 8.02. To acquire, within or without the corporate limits of the Authority, land in fee simple, including township roadways, rights in and over land or water, and easements upon, over or across land or water, and leasehold interests in land or water, and tangible and intangible personal property, used or useful for the location, establishment, maintenance, development, expansion, extension or improvement of any such public airport or public airport facility. Such acquisition may be by dedication, purchase, gift, agreement, lease, use or adverse possession or by condemnation. The authority may acquire for such purposes land in fee simple subject to a mortgage and as part of the purchase price may assume the payment of the indebtedness secured by the mortgage. Land may be acquired, possessed and used for such purposes by an authority under a written contract for a deed thereto conveying merchantable title and providing that the deed shall be placed in escrow and be delivered upon payment of the purchase price and containing such other terms as are reasonably incident to such a contract. Personal property may be purchased on an installment contract basis. (Source: P.A. 76-968.)

(70 ILCS 5/8.03)

Sec. 8.03. To operate, maintain, manage, lease, sublease, and to make and enter into contracts for the use, operation or management of, and to provide rules and regulations for the operation, management or use of any public airport or public airport facility. (Source: P.A. 76-968.)

(70 ILCS 5/8.04)

Sec. 8.04. To fix, charge and collect reasonable rentals, tolls, fees, and charges for the use of any public airport, or any part thereof, or any public airport facility. (Source: P.A. 76-968.)

(70 ILCS 5/8.05)

Sec. 8.05. To establish, maintain, extend and improve roadways and approaches by land, water or air to any such airport and to contract or otherwise provide, by condemnation if necessary, for the removal of any airport hazard or the removal or relocation of all private structures, railways, mains, pipes, conduits, wires, poles, and all other facilities and equipment which may interfere with the location, expansion, development, or improvement of airports or with the safe approach thereto or take off therefrom by aircraft, and to pay the cost of removal or relocation; and, subject to the "Airport Zoning Act", approved July 17, 1945, as amended, to adopt, administer and enforce airport zoning regulations for territory which is within its corporate limits or which extends not more than 2 miles beyond its corporate limits. (Source: P.A. 76-968.)

(70 ILCS 5/8.06)

Sec. 8.06. To restrict the height of any object of natural growth or structure or structures within the vicinity of any airport or within the lines of an approach to any airport and, when necessary for the reduction in the height of any such existing object or structure, to enter into an agreement for such reduction or to accomplish same by condemnation. Zoning regulations needed for the support of any such restrictions shall be adopted in a manner which conforms with the Airport Zoning Act. (Source: P.A. 76-968.)

(70 ILCS 5/8.07)

Sec. 8.07. To agree with the state or federal government or with any public agency in respect to the removal and relocation of any object of natural growth, airport hazard or any structure or building within the vicinity of any airport or within an approach and which is owned or within the control of such government or agency and to pay all or an agreed portion of the cost of such removal or relocation. (Source: P.A. 76-968.)

(70 ILCS 5/8.08)

Sec. 8.08. To borrow money and to issue bonds, notes, certificates, or other evidences of indebtedness for the purpose of accomplishing any of said corporate purposes, which obligations may be payable from taxes or other sources as provided in this Act; and to refund or advance refund any of the foregoing with bonds, notes, certificates, or other evidences of indebtedness, which refunding or advance refunding obligations may be payable from taxes or from any other source; subject, however, to a compliance with any condition or limitation set forth in this Act or otherwise provided by the constitution of the State of Illinois. (Source: P.A. 101-81, eff. 7-12-19.)

(70 ILCS 5/8.09)

Sec. 8.09. To employ or enter into contracts for the employment of any person, firm, or corporation, and for professional services, necessary or desirable for the accomplishment of the corporate objects of the Authority or the proper administration, management, protection or control of its property. (Source: P.A. 76-968.)

(70 ILCS 5/8.10)

Sec. 8.10. Regulation of aircraft.

(a) For the prevention of accidents, for the furtherance and protection of public health, safety and convenience in respect to aeronautics, for the protection of property and persons within the authority from any hazard or nuisance resulting from the flight of aircraft, for the prevention of interference between, or collision of, aircraft while in flight or upon the ground, for the prevention or abatement of nuisances in the air or upon the ground or for the extension or increase in the usefulness or safety of any public airport or public airport facility owned by the airport authority, an authority may regulate the movement of aircraft upon the surface of any public airport or in the air above the incorporated territory of the authority.

(b) Aircraft with a maximum gross take-off weight in excess of 91,000 pounds may not use any airport facilities under the jurisdiction of a Metropolitan Airport Authority located in any county with a population of more than 700,000 and less than 1,100,000 except in an emergency or in connection with an air show or exhibition or as required by the Federal Aviation Administration or to otherwise comply with federal law. (Source: P.A. 89-678, eff. 8-14-96.)

(70 ILCS 5/8.11)

Sec. 8.11. To regulate traffic, speed, movement and parking of motor vehicles upon a public airport and to employ parking meters, signs and other devices in the regulation of the same. (Source: P.A. 76-968.)

(70 ILCS 5/8.12) (from Ch. 15 1/2, par. 68.8-12)

Sec. 8.12. To police its property and to exercise police powers in respect thereto or in respect to the enforcement of any rule or regulation provided by the ordinances of the Authority and to employ and establish, maintain, and equip a security force for fire and police protection of a public airport and to provide that the personnel of the security force shall perform other tasks relating to the maintenance and operation of that airport. Such a security force shall not be deemed to be a regularly constituted police or fire department within the meaning of Sections 10-3-1 and 10-3-2 of the Illinois Municipal Code. However, members of such security force are conservators of the peace and as such have all powers possessed by policemen in cities, and sheriffs, including the power to make arrests on view or warrants of violations of federal and state statutes, city or county ordinances and rules and regulations of the Authority and governing

federal agencies; provided, that they may exercise such powers only within the area of jurisdiction of the Authority when such exercise is required for the protection of Authority properties and interests, its personnel and persons utilizing its facilities, and otherwise, within such jurisdiction, when specifically requested by appropriate federal, State or local law enforcement officials. With respect to any security force established for police protection, the members of such security force shall be persons who have successfully completed an approved training course or approved training program offered at a police training school established under the "Illinois Police Training Act", as such Act may be now or hereafter amended. The members of such security force may not serve and execute civil processes. (Source: P.A. 79-819.)

(70 ILCS 5/8.13) (from Ch. 15 1/2, par. 68.8-13)

Sec. 8.13. To establish by ordinance of its Board of Commissioners all needful rules and regulations for the execution of the foregoing powers, for the government of the authority and for the protection of any public airport and airport facility within the jurisdiction of the authority, or deemed necessary or desirable to affect its corporate objectives. Any such ordinance may provide for the revocation, cancellation or suspension of any existing privilege or franchise as a penalty for a second or subsequent violation by the holder thereof of a rule or regulation pertaining to the enjoyment, use or exercise of such privilege or franchise.

The use of any such public airport or public airport facility of an Authority shall be subject to the reasonable regulation and control of the Authority and upon such reasonable terms and conditions as shall be established by its board of commissioners.

Nothing in this Act authorizes the Authority or Board to establish or enforce any regulation or rule in respect to aviation, or the operation or maintenance of any airport or any airport facility within its jurisdiction, which is to conflict with any federal or state law or regulation applicable to the same subject matter. (Source: P.A. 76-968.)

(70 ILCS 5/8.14)

Sec. 8.14. Rules and regulations adopted under and in pursuance of the powers granted by Sections 8.10, 8.11 and 8.12 must be contained in an ordinance which shall be placed on file in the office of the Authority in typewritten or printed form for public inspection not less than 15 days before adoption. Such ordinance may prescribe such fines as the Board of Commissioners deems appropriate of not less than \$1 nor more than \$1,000 upon conviction for each offense, and may provide that, in case of continuing violation of any such rule or regulation, each calendar day that such violation continues constitutes a separate offense.

Notice of the filing of and public hearing upon any ordinance prescribing fines or penalties and of the date and time for its being publicly heard shall be published one time in a newspaper generally circulated within the Authority not more than 30 nor less than 15 days prior to the date of such hearing. Such ordinance may be amended at the public hearing and may be later amended where no new rule or regulation is adopted or existing fine or penalty modified, without

pre-filing or publication of notice prior to the adoption of the amendatory ordinance. After adoption, typewritten or printed copies of each ordinance of an authority which prescribes fines or penalties shall be made available at the office of the authority for distribution upon request.

All fines, when collected, for violations of any such ordinance of an authority shall be paid into its treasury. (Source: P.A. 100-529, eff. 6-1-18.)

(70 ILCS 5/8.14a)

Sec. 8.14a. Purchases made pursuant to this Act shall be made in compliance with the "Local Government Prompt Payment Act", approved by the Eighty-fourth General Assembly. (Source: P.A. 84-731.)

(70 ILCS 5/8.15)

Sec. 8.15. In addition to all powers conferred on any Airport Authority under this Act to acquire real or personal property for Airport Authority purposes, every Airport Authority has the power:

(a) to convey property, real or personal, to any Public Building Commission created pursuant to the provisions of the Public Building Commission Act, approved July 5, 1955, as now or hereafter amended, for the purpose of permitting such Commission to construct a building thereon for lease to such Airport Authority.

(b) to lease from any Public Building Commission created pursuant to the provisions of the Public Building Commission Act, approved July 5, 1955, as now or hereafter amended, any real or personal property for any Authority purpose, for a period of time not exceeding 20 years.

(c) to pay for the use of the lease property in accordance with the terms of the lease and with the provisions of the Public Building Commission Act, approved July 5, 1955, as now or hereafter amended.

(d) to enter into such lease without making a previous appropriation for the expense thereby incurred.

(e) to undertake, either in a lease with a Public Building Commission or separate agreement or contract with a Public Building Commission, to pay all or part of the costs of maintaining and operating the property of a Public Building Commission for any period of time not exceeding 20 years. However, if any Board of Commissioners of an Airport Authority undertakes to pay all or part of the costs of operating and maintaining the property of a Public Building Commission, such costs of operation and maintenance shall be included in the annual appropriation ordinance or annual budget of such Authority during the term of such undertaking. The rate of tax and the authority to levy taxes necessary to pay Public Building Commission lease payments shall be without limitation. (Source: P.A. 85-1440.)