

TO: JAMES L. APP, CITY MANAGER  
FROM: MEG WILLIAMSON, ASSISTANT CITY MANAGER  
SUBJECT: BYLAWS – AIRPORT ADVISORY COMMITTEE  
DATE: September 6, 2011

Needs: For the City Council to adopt Resolution No. 11-xx approving the updated Bylaws for the Airport Advisory Committee.

Facts:

1. The City Council adopted Council Policies and Procedures on December 18, 2001. The document was subsequently revised in March 2003 and February 2007.
2. The Council's Policies and Procedures document provides general operational guidance for commissions, boards and advisory committees which serve within the city.
3. The Policies and Procedures prescribe that specific guidelines be developed for each of the advisory bodies via individual committee bylaws, which would then be approved and adopted by the City Council. In 2003 the Council adopted a bylaws template to be used for this purpose.
4. The Airport Advisory Committee has completed a final review of the Bylaws template and has included appropriate language to further define the committee's operation.
5. After review and approval of the proposed document at their August 25, 2011, meeting the committee has recommended its adoption by the City Council.

Analysis  
and

Conclusion: The Airport Advisory Committee has functioned under the direction of the City Council and at their pleasure for many years. The guidance provided by previous bylaws and regulations has generally served well, but the updated bylaws better define the advisory oversight of the committee and the intended qualifications for committee member appointment.

Policy

Reference: City Council Policies and Procedures.

Fiscal

Impact: None

Options: A. Adopt Resolution 11-xx, approving Airport Advisory Committee Bylaws  
B. Amend, modify, or reject the above option.

Attachments (2):

1. Resolution
2. Airport Advisory Committee Bylaws

RESOLUTION NO. 11-xxxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
ADOPTING BYLAWS FOR THE AIRPORT ADVISORY COMMITTEE

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WHEREAS, the City of El Paso de Robles operates the Paso Robles Municipal Airport for the service and benefit of the community; and

WHEREAS, the City Council of the City of Paso Robles is vested with the authority and responsibility to direct the affairs and operations of the airport; and

WHEREAS, the City has appointed an Airport Advisory Committee to review and advise the Council on matters of Airport operation, safety, promotion and planning; and

WHEREAS, the Committee has developed a revised bylaws document at the request of the City Council to identify and guide the function of said committee.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. That the City Council of the City of Paso Robles does hereby approve and adopt the Bylaws of the Airport Advisory Committee, attached hereto, as the guiding document for the administrative operations and functions of the committee.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 6<sup>th</sup> day of September 2011 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Duane Picanco, Mayor

ATTEST:

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Caryn Jackson, Deputy City Clerk

# BYLAWS

## AIRPORT ADVISORY COMMITTEE

### ARTICLE I- THE COMMITTEE

#### Section 1: Name of Committee

The name of the Committee shall be the "Airport Advisory Committee" (hereinafter, "AAC").

#### Section 2: Purpose

The AAC serves at the pleasure of the City Council as a means to aid the City Council in gathering public input by providing a forum through which private citizens may advise the City Council of the City of Paso Robles ("Agency") on matters relating to Paso Robles Municipal Airport (PRMA) in the City of Paso Robles. In order to accomplish that purpose, the AAC may consult with and advise the Agency on those matters which deal with:

- a. Airport Property and Facilities
- b. Area of Influence Surrounding the PRMA
- c. Airport Master Plan ; And
- d. Matters pertaining to All Airport Operations & Public Relations

The AAC shall be and remain established following the adoption of these Bylaws unless otherwise abolished by an affirmative vote of the majority of the City Council.

#### Section 3: Membership

##### a. Membership Categories and Qualifications

To be eligible for membership on the AAC, a person must be either a:

- 1) Resident: To qualify under this category, the person must either own or occupy a residential dwelling located within the City.
- 2) Business Owner: To qualify under this category, the person or the legal entity, which the person represents, must present satisfactory evidence of ownership and operation of a business within the City.
- 3) Representative of Existing Community Organization: To qualify under this category, the person must be appointed to serve as a representative member by an existing nonprofit corporation or association of persons and/or entities which has its headquarters or a site office within the City or has a substantial number of constituents who are persons and/or entities who reside or conduct business in the City formed for the purpose of serving the community and generally recognized by persons within the City as a Paso Robles community organization.
- 4) Aviation / Management Expertise: To qualify this person would have experience that the City Council deems beneficial to the task of the Committee.

b. Open Membership

Criteria and selection for membership shall not discriminate based upon sex, race, religion, creed, color, national or ethnic origin, or any other classification protected by law.

c. Total Membership & Term Of Appointment

The total membership of the AAC shall be Six (6). The Committee shall consist of Five (5) sitting Committee members and One (1) Alternate who are to be appointed at large by the City Council. A member's regular term of appointment shall be Two (2) years.

- 1) No person shall be eligible to apply for appointment for more than three consecutive terms, exclusive of prior appointment to fill an unexpired term of office, or to extend one's final term at the request of the City Council until a suitable replacement is found.
- 2) Persons who have served three full consecutive terms may be reappointed following a one-term absence.
- 3) Appointees shall serve on only one Council Advisory Body/Commission at a time.

d. Member Code of Ethics

Committee members shall adhere to the City Council's Code of Ethics (Appendix).

**Section 4: Conflict of Interest**

- a. No member shall participate in any decision which directly or indirectly affects his or her property or economic interests in a manner which is distinguishable from the effect on the City as a whole or his or her interests in common with others similarly situated.
- b. Committee members shall not engage in any ex parte\* communication with any member of the City Council, commission, board or committee regarding any quasi-judicial\*\* matter pending, or reasonably expected to come, before such a body.

*\* Ex parte communication - any oral or written communication that is intended, or is reasonably calculated, to influence decisions. \*\* Quasi-judicial matter - the appeal of any employee discipline or grievance, or a proceeding to approve or revoke any license, permit or project.*

**Section 5: Termination of Membership**

Membership in the AAC shall terminate in the event that:

- a. The member is no longer a Resident, Paso Robles Business Owner, or a representative of an existing Paso Robles Community Organization; or
- b. The member shall not be, or shall no longer be, a member of that membership category from and for which he or she was elected or appointed; or
- c. The member shall have acted in violation of Section 9 of Article III of these Bylaws.
- d. The member shall have served three consecutive full terms.

**Section 6: Removal of Members**

A member may be removed by an affirmative vote of a majority of the City Council, if, after a hearing, it is found and determined that any one of the grounds for termination specified in Section 5 of this Article I exists.

**Section 7: Resignation**

Any AAC member may resign at any time by giving written notice to the Chairperson, who shall forward such notice to the AAC and the Agency. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

**Section 8: Filling of Vacancies**

In the event of a vacancy on the AAC the City Council shall select an individual to fill such vacancy as soon as reasonably practicable. New members must meet the qualifications set forth in Section 3 of Article I.

**Section 9: Remuneration**

Members shall serve without pay except for reimbursement for travel expenses to meetings outside of the City. These reimbursements must be pre-approved by City Management.

**ARTICLE II – OFFICERS**

**Section 1: Officers**

The officers of the AAC shall consist of a Chairperson and a Vice Chairperson, who shall be elected in the manner set forth in this Article II.

**Section 2: Chairperson**

The Chairperson shall preside at all meetings of the AAC and may submit such agenda, recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the AAC. The Chairperson may sign documents necessary to carry out the business of the AAC.

**Section 3: Vice Chairperson**

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the death, resignation or removal of the Chairperson, the Vice Chairperson shall assume the Chairperson's duties until such time as the AAC shall elect a new Chairperson.

**Section 4: Additional Duties**

The officers of the shall perform such other duties and functions as may from time to time be required by the AAC, these Bylaws, or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

### **Section 5: Election**

The Chairperson and Vice Chairperson shall initially be elected from among the members of the AAC at the AAC 's first regular meeting. Thereafter, the Chairperson and Vice Chairperson shall be elected from among the members of the AAC annually. Such officers of the AAC shall hold office for one year following their election and until their successors are elected and in office. Any such officer shall not be prohibited from succeeding him or herself, but no person shall be elected as an officer for more than three consecutive terms.

### **Section 6: Removal of Officers**

Upon an affirmative vote by a majority of the members of the AAC present at a regular or special meeting of the at which a quorum is present, any officer may be removed from office, and a successor elected pursuant to Section 7 of this Article II.

### **Section 7: Vacancies**

Should the offices of the Chairperson or Vice Chairperson become vacant, the AAC shall elect a successor from among the AAC members at the next regular or special meeting, and such office shall be held for the unexpired term of said office.

## **ARTICLE III- MEETINGS**

### **Section 1: Regular Meetings**

The AAC shall meet regularly on the [3<sup>rd</sup> Thursday] of each month, at the hour of 7 p.m., at Paso Robles, California. In the event that the regular meeting date shall be a legal holiday, then any such regular meeting shall be held on the next business day thereafter ensuing that is not a legal holiday. A notice, agenda and other necessary documents shall be delivered to the members, personally or by mail1 at least seventy-two (72) hours prior to the meeting.

### **Section 2: Special Meetings**

Special meetings may be held upon call of the Chairperson, or an affirmative vote by a majority of the members of the AAC present at a regular or special meeting of the AAC at which a quorum is present, for the purpose of transacting any business designated in the call, after notification of all members of the AAC by written notice personally delivered or by mail at least twenty-four (24) hours before the time specified notice for a special meeting. At such special meeting, no business other than that designated in the call shall be considered.

### **Section 3: Adjourned Meetings**

Any meeting of the AAC may be adjourned to an adjourned meeting without the need for notice requirements of a special meeting, provided the adjournment indicates the date, time and place of the adjourned meeting. AAC members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned meeting.

#### **Section 4: All Meetings to be Open and Public**

All meetings of the AAC shall be open and public to the extent required by law. All persons shall be permitted to attend except as otherwise provided by law.

#### **Section 5: Posting Agendas/Notices**

The City Staff member assigned to the AAC, or his or her authorized representative, shall post an agenda for each regular AAC meeting or a notice for each special AAC meeting containing a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting. Agendas/notices shall be posted at the Paso Robles City Library and Police Department at least seventy-two hours in advance of each regular meeting and at least twenty-four (24) hours in advance of each special meeting. The Staff Member shall maintain a record of such posting.

#### **Section 6: Right of Public to Appear and Speak**

At every regular meeting, members of the public shall have an opportunity to address the AAC on matters within the AAC's subject matter jurisdiction. Public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, shall be made during the time set aside for public comment; provided, however, that the AAC may direct that public input and comment on matters on the agenda be heard when the matter regularly comes up on the agenda. The Chairperson may limit the total amount of time allocated for public discussion on particular issues and/or the time allocated for each individual speaker.

#### **Section 7: Non-Agenda Items**

Matters brought before the AAC at a regular meeting which were not placed on the agenda of the meeting shall not be acted upon by the AAC at that meeting unless action on such matters is permissible pursuant to the Ralph M. Brown Act (Gov. Code §54950 et seq.). Those non-agenda items brought before the AAC that the AAC determines will require AAC consideration and action and where AAC action at that meeting is not so authorized shall be placed on the agenda for a future meeting once a City staff report concerning the matter is prepared.

#### **Section 8: Quorum**

The powers of the AAC shall be vested in the members thereof in office from time to time. Three of the AAC members then in office shall constitute a quorum for the purpose of conducting the AAC's business, exercising its powers and for all other purposes, but less than that number may adjourn the meeting from time to time until a quorum is obtained. An affirmative vote by a majority of the members of the AAC present at a regular or special meeting of the AAC at which a quorum is present shall be required for approval of any questions brought before the AAC.

**Section 9: Unexcused Absences**

If a member shall be absent without the consent of the AAC from three (3) meetings, whether regular or special, within six (6) consecutive calendar months, such absence shall result in the termination of the membership of the absenting member. A member's absence shall be excused if, prior to the meeting from which said member will be absent, said member notifies the Chairperson of his or her intent to be absent and the reasons therefore; provided, however, that a member shall be entitled to only two (2) excused absences within twelve (12) consecutive calendar months. At each meeting, after the roll has been called, the Chairperson shall report to the AAC the name of any member who has so notified him or her of his or her intent to be absent and the reason for such absence.

**Section 10: Order of Business**

All business and matters before the AAC shall be transacted in conformance with the City Council's established practice.

**Section 11: Minutes (Action)**

Minutes of the AAC shall be prepared in writing by the City staff member assigned to the AAC. Copies of the minutes of each AAC meeting shall be made available to each member of the AAC and the Agency. Approved minutes shall be filed in the official book of minutes of the AAC and forwarded to the City Council for information.

**Section 12: Recommendations to City Council**

Recommendations of the AAC to the City Council shall be prepared in writing by the City staff member assigned to the AAC. Recommendations may be presented to the City Council during a public meeting once the assigned staff prepares a staff report summarizing key facts, analysis, cost/benefit consideration, fiscal impact, and policy implications and options, and the report has been reviewed by the City Manager. The official minutes of the AAC documenting the AAC recommendation(s) shall be attached to the staff report.

**ARTICLE IV- REPRESENTATION BEFORE PUBLIC BODIES**

The Chairperson, the Vice Chairperson in the Chairperson's absence or a member of the AAC, may make official representations on behalf of the AAC before the Agency and/or the City Council if so specifically designated by the AAC. The AAC may present information to other public bodies with the affirmative vote of a majority of the City Council.

**ARTICLE V- COMMITTEES**

The AAC may establish any standing and/or special committees it deems necessary consistent with, and to fulfill, its stated purpose as established in Section 2 of these Bylaws.