

TO: Thomas Frutchey, City Manager
FROM: Dick McKinley, Public Works Director
SUBJECT: Airport Commission – Establishment and Bylaws
DATE: September 20, 2016

Needs: For the City Council to introduce an ordinance to establish an Airport Commission, and its composition and authorities for a more involved role in the governance of the Municipal Airport, dissolve the Airport Advisory Committee, and call for the establishment of bylaws by resolution.

Facts:

1. On May 7, 1973, the County of San Luis Obispo transferred ownership of the Paso Robles/San Luis Obispo County Airport to the City of El Paso de Robles. The City then adopted a series of resolutions establishing the required governing authorities for operation of the Airport, including renaming it to the Paso Robles Municipal Airport, and establishing an Airport Advisory Committee (AAC) to advise the City Council in matters of airport operation and long- term planning.
2. The AAC has served effectively in its assigned duties and functions to foster airport development.
3. In its efforts to provide for more effective and responsive governance of the airport and related matters, the committee reviewed a number of possible alternatives to the approach to governance currently in place.
4. After significant discussion, the AAC reached a consensus to recommend formation of an Airport Commission, together with a governance matrix to outline specific duties and responsibilities.
5. On May 26, 2016, the AAC met with the City Council in a joint workshop session to review the governance concept and the recommended organizational structure. On July 19, 2016, the City Council sent this item back to the Committee for further review and recommendation. The AAC met on August 11, 2016 to undertake that review, the results of which are incorporated into these documents.
6. The City Council directed that the concept be finalized and presented for formal Council action.
7. The AAC is also analyzing the appropriate membership and responsibilities for the Airport Commission. Outstanding issues include the mix of expertise and affiliations on the Commission and the appropriate role of the Commission—if any--in the review and approval of leases. These issues are of importance for the establishment of the Commission’s bylaws, which is not scheduled for Council consideration until October 4. The AAC is seeking to complete its review and recommendations regarding these issues

at its meeting on September 22. The AAC's recommendations will be brought to the Council in full on October 4.

Analysis &

Conclusion: The recommended governance concept proposes the creation of an Airport Commission. This commission would serve to more effectively streamline the routine decision-making processes of airport operations and longer-term planning and development. The expertise and technical experience of appointed commissioners would provide additional resource to further support the efforts to promote and develop the airport facility. This addition to the Municipal Code is a necessary procedure to validate and document the proposed action.

Policy

Reference: None.

Fiscal

Impact: None.

Options: A. 1) Introduce Ordinance No. _____ N.S for First Reading (by title only) establishing Section 13.02 of Title 13 of the Municipal Code; or

B. Amend, modify, or reject the above options.

Attachments:

1. Ordinance No. _____ N.S.

ORDINANCE XXXX N.S.

AN ORDINANCE OF THE CITY OF EL PASO DE ROBLES ADDING
SECTION 13.02 OF TITLE 13 OF THE MUNICIPAL CODE, TO CREATE AN
AIRPORT COMMISSION

WHEREAS, on May 7, 1973, the County of San Luis Obispo did, by Resolution, transfer the Paso Robles/San Luis Obispo County Airport (the "Airport") to the City of El Paso de Robles; and

WHEREAS, the City has continued to operate the Airport for the good and benefit of the community; and

WHEREAS, the City has maintained an Airport Advisory Committee, appointed by the City Council to provide advice and comment on all manner of airport operations issues; and

WHEREAS, the Airport Advisory Committee has considered various forms of Airport governance to further enhance and promote the Airport; and

WHEREAS, on April 28, 2016, the Airport Advisory Committee recommended the creation of an Airport Commission which would replace the Airport Advisory Committee, together with certain specific assigned functions and authority as reflected in an Airport Governance Matrix; and

WHEREAS, on May 26, 2016, the City Council met with the Airport Advisory Committee in a joint workshop session to review the proposed creation of the Airport Commission; and

WHEREAS, on July 19, 2016 the City Council directed the Airport Advisory Committee to review the draft ordinance, resolution and bylaws, and on August 11, 2016 the Airport Advisory Committee recommended some language changes and clarifications which are incorporated into this Ordinance; and

WHEREAS, the establishment of the Airport Commission is accomplished by ordinance, while the composition, functions, and authorities shall be contained in bylaws for the Airport Commission that will be adopted by resolution; and

WHEREAS, a resolution to adopt the Airport Commission bylaws will be considered by the City Council concurrently with its second reading of this Ordinance.

NOW, THEREFORE, the City Council of the City of El Paso de Robles, State of California, does ordain as follows:

SECTION 1. Section 13.02 of Title 13 is hereby added to the City of El Paso de Robles Municipal Code, to read as follows:

Chapter 13.02 – AIRPORT COMMISSION

13.02.010 Airport Commission. The Airport Commission is hereby established. It shall consist of seven members appointed by the City Council.

Effective concurrently with the creation of the Commission, the Airport Advisory Committee shall be dissolved and cease to exist.

13.02.020 Commission Bylaws. Bylaws to regulate and govern the composition, functions, operations, and authority of the Commission shall be adopted and updated from time to time by City Council resolution.

13.02.030 Commission Authority. The Commission shall have certain duties delegated to it by the City Council and shall be advisory to the City Council on certain matters, as prescribed in the Commission Bylaws.

13.02.040 Appeals; City Council Review. Except as specified in the Commission Bylaws, all Commission decisions shall be final unless appealed to the City Council or called up for review by the City Council, as set forth below. The City Council review and action shall be final and conclusive.

A. Any decision of the Airport Commission may be appealed to the City Council by any interested person. Such appeal shall be made in writing and accompanied by a fee, to be established by resolution of the City Council, and received by the City Clerk no later than 15 calendar days following the decision being appealed. The written application shall specify the person making the appeal and the decision being appealed, and shall state in clear and concise language the reasons for the appeal. The City Clerk shall schedule the appeal for City Council review at its next available regular meeting. Notice of such review shall be the same as that required for the action taken by the Airport Commission.

B. Any member of the City Council shall have the authority to request a review of any decision of the Airport Commission for final decision by the City Council, provided that such request is filed no later than 15 calendar days following the decision being called up. Such request must be made either in writing, and received by the City Clerk, or orally stated during the public portion of a regularly scheduled city council meeting. The City Clerk shall schedule the City Council's review at its next available regular meeting. Notice of such review shall be the same as that required for the action taken by the Airport Commission.

SECTION 2. Effective Date. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the 31st day after its passage.

SECTION 3. Publication. The City Clerk will certify to the passage of this Ordinance by the City Council of the City of El Paso de Robles, California and cause the same to be published once within 15 days after its passage in a newspaper of general circulation, printed, published and circulated in the City in accordance with Government Code section 36933.

Introduced at a regular meeting of the City Council held on September 20, 2016, and passed and adopted by the City Council of the City of El Paso de Robles on the ___ day of _____, 2016 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Steven W. Martin, Mayor

ATTEST:

Kristen L. Buxkemper, Deputy City Clerk