

# City of El Paso de Robles

## RESOLUTION NO. 91-25

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES ADOPTING REGULATIONS GOVERNING THE CITIZENS' AIRPORT ADVISORY COMMITTEE

WHEREAS, the City of El Paso de Robles is the owner of the Paso Robles Municipal Airport and is charged with the administration of said Airport; and

WHEREAS, the City Council of the City of El Paso de Robles has appointed a Citizens' Airport Advisory Committee for the purpose of providing advice to the City Council in matters of Airport operation and Airport technical issues; and

WHEREAS, the Citizens' Airport Advisory Committee has identified the role and responsibilities of the Committee as set forth by City Council direction, and has stated that role in the form of written Regulations; and

WHEREAS, said Regulations also state the procedures and guidelines under which the Airport Advisory Committee shall operate and conduct all necessary Committee Business,

NOW THEREFORE, be it resolved that the City Council of the City of El Paso de Robles does hereby approve and adopt the Regulations governing the Citizens' Airport Advisory Committee as Exhibit "A" attached hereto as a part hereof.

PASSED AND ADOPTED this 5th day of March, 1991 on the following vote:

AYES: Russell, Picanco, Martin and Iversen

NOES: None

ABSENT: Reneau



Christian E. Iversen, Mayor

ATTEST:

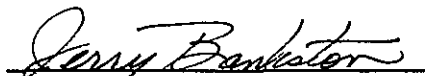
  
Jerry Bankston, City Clerk

EXHIBIT "A"  
REGULATIONS GOVERNING THE CITIZENS' AIRPORT ADVISORY COMMITTEE  
OF THE  
CITY OF EL PASO DE ROBLES

**FUNCTIONS:**

This Committee shall act in an advisory capacity to the City Council and Airport Manager in all matters pertaining to aeronautical activities, proposed uses and safety of operations of the Paso Robles Municipal Airport. Among the recognized functions of the Committee are the following:

The review and analysis of rules, regulations, procedures, ordinances, including charges and fees, governing the airport's operation. Recommendations for revisions shall be made to the City Council as deemed desirable or necessary by the Committee.

Receipt and investigation of proposals from all parties interested in utilizing the Paso Robles Airport for any aeronautical purpose. When a position is reached the chairman shall make, or cause to be made, a recommendation to the City Council.

It is the function and purpose of this Committee to offer guidance and direction in matters of aeronautical development of the Airport. Additionally, it is the responsibility of this Committee to ensure that the current Airport Master Plan, Airport Specific Plan, Airport Land Use Plan, along with the Airport Security Plan and Airport Emergency Plan, are reflective of current attitudes, directives and projections regarding aeronautical activity at the Airport. This should be accomplished by individual members and/or sub-committees designated by a majority vote of the Committee to work in close conjunction with members of the City Council, the Airport Manager and other members of City staff to maintain clearly defined directives which reflect the positive attitude of the Citizens of Paso Robles regarding our Municipal Airport.

Any requests for special grants and funding for significant airport improvements shall be presented to this Committee for advice and recommendations.

**REMUNERATION:**

The Citizens' Airport Advisory Committee shall serve without remuneration except that expenses incurred for meetings travel and incidentals shall be reimbursed to the Committee members upon submission of the proper receipts.

**ORGANIZATION:**

The Citizens' Airport Advisory Committee shall consist of five members who are to be appointed at large by the City Council.

**TERMS OF OFFICE:**

The normal term of office for members of the Citizens' Airport Advisory Committee shall be two years. Three members shall be appointed for the term expiring November 1, 1991; and each two years thereafter. Two members shall be appointed for the term expiring November 1, 1990, and two years thereafter.

**REGULAR MEETINGS:**

The Citizens' Airport Advisory Committee shall meet in regular sessions on the fourth Thursday of each month, unless it is a holiday.

**SPECIAL MEETINGS:**

Special meetings may be called at any time by the Chairman or in the absence of the Chairman, by the Vice-Chairman, or when ordered by a majority of the Committee.

**OFFICERS:**

The officers shall be elected at the first meeting in November of each year. The officers shall be Chairman and Vice-Chairman.

**QUORUM:**

Three members present at any meeting of the Committee shall constitute a quorum to conduct Committee business.

**SECRETARY:**

The person appointed as Airport Manager shall serve as secretary for the Committee. Minutes shall be mailed to all members within two weeks following a meeting. Tape recordings shall be made of all meetings and tapes shall be retained until the minutes have been adopted.

**PARLIAMENTARY PROCEDURES:**

This Citizens' Airport Advisory Committee shall conduct business using informal parliamentary procedures. The presiding officer is precluded from making a motion but can second any motion and cast a vote on all motions. The presiding officer shall serve as parliamentarian, but any ruling is subject to a challenge by any member, and a simple majority of voting members may override a decision.

**ATTENDANCE:**

If any member is unavallable to attend three regularly scheduled meetings within a period of twelve consecutive months, his or her attendance record may be brought to the attention of the City Council by the Committee. The City Council will be requested to interview the member to determine whether or not the member's continued service will be in the best interests of the Committee.

**COMMITTEE ACTIONS:**

(a) A majority vote of the persons present shall be required to carry any motion, proposal or resolution.

(b) Under no circumstances is any member to take any action or make any statements committing the Committee as a whole, unless given express authority to do so by the Committee.

**COMMUNICATION:**


All written communications to outside groups shall be sent out over the signature of the Chairman or the Airport Manager.

**AMENDMENTS:**

These policies and procedures may be amended from time to time by the Committee at any regular meeting. Any changes can only become effective 30 days after adopted. Circulation of changes must be sent to the City Manager and City Council and be subject to any contrary action by the City Council.

Dated this 5th day of March, 1991.

CITY OF EL PASO DE ROBLES

  
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CHRIS IVERSEN, MAYOR

ATTEST:

  
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JERRY BANKSTON, CITY MANAGER