# BYLAWS
# OF
# THE CITY OF SAN DIEGO
# AIRPORTS ADVISORY COMMITTEE

Adopted April 9, 2019

## I. PURPOSE

### 101. Establishment and Purpose

The City of San Diego Airports Advisory Committee is formed pursuant to City of San Diego Ordinance number O-20013, dated January 18, 2011. The purpose of the City of San Diego (City) Airports Advisory Committee (Committee) is to provide the Mayor and City Council with advice on general aviation issues related to City owned and operated airports.

### 102. Duties

The Airports Advisory Committee shall:

- Serve in an advisory capacity to the Mayor and City Council on selected issues related to airport policies and development projects at Montgomery and Brown Fields.
- Provide recommendations to airport staff on selected actions that require Council approval.
- Conduct public meetings to provide a forum for, and receive input on, airport-related issues.
- Recommend methods of improving communications and relations between the member-represented communities, airport users and the City.
- Serve as liaisons between the public, airport tenants, and the City.
- Provide advice, input and support to the City Real Estate Assets Department, Airports Division, when requested.
- The Committee shall have no managerial, financial or budget authority.

## II. ORGANIZATION

### 201. Membership

Members of the Committee shall be comprised persons who are both pilots and non-pilots; persons who are sensitive to the needs of the needs of the users of Montgomery and Brown Field Airports and the surrounding communities; and persons who are sensitive to the role of general aviation in the area. Not more than four members shall be master lease holders (master leaseholder is defined as a representative from a business entity that leases directly from the city, more than 1 acre of land at a City operated airport, and who provide services or act as landlords to other airport users) at any City owned airport. Appointments to the Committee shall be made as needed by the Mayor, and confirmed by the City Council. Specifically, the Committee shall be comprised of:

a. One member who represents Serra Mesa Community
b. One member who represents Tierrasanta Community
c. One member who represents Clairmont Community
d. One member who represents Kearny Mesa Community
e. One member who represents Otay Mesa Community
f. One member who represents Montgomery Field aviation user group
g. One member who represents Brown Field aviation user group
h. One member who represents Montgomery Field aviation lessees
i. One member who represents Brown Field aviation lessees
j. Three members who have special expertise in the field of aviation, airport operations, or community relations that will benefit the Committee
k. Non-voting members such as ATC, Control Tower staff or others with local expertise may be appointed by the vote of the Committee.

### 202. Terms

Members shall serve four-year terms and shall serve until a successor is duly appointed and confirmed. No member shall serve more than two consecutive terms. Termed-out members may be reappointed in accordance with the City Charter. In the event that more than four board members need to be appointed, four members will be appointed to full four-year terms and the remaining members will be appointed to an adjusted, shorter term to ensure no more than four members terms expire in the same year. Members whose initial appointments are less than the full term of four years will be allowed to serve their partial term and then two full terms. The expiration date of all terms shall be February 28. Any vacancy shall be filled for the remainder of the unexpired term. Vacancy appointment recommendations will

come from the Mayor. Any vacancy replacements will be eligible to serve the remaining term of the vacant position and two full terms.

203. Officers

At the February meeting each year, the Committee shall elect a Chairperson and Vice Chairperson by majority vote. The Chairperson shall preside at all meetings and hearings of the Committee, decide all points of order or procedure, and perform all duties required by these rules. The Vice Chairperson shall serve in the absence of the Chairperson.

204. Candidacy for Elective Public Office

Any member, upon publicly announcing his candidacy for elective public office associated with the City of San Diego government, or upon filing petitions pursuant to becoming a candidate for elective public office associated with the City of San Diego government, shall forfeit membership prior to the next public meeting of the Committee.

205. Subcommittees, and Ad Hoc Committees

The Chairperson may, from time to time establish sub-committees, define their powers and duties, and appoint their members. The majority of sub-committee members must be members of the Committee, but the chair may appoint members of the public in order to provide diverse opinion and input. Any sub-committee may, by majority vote of its members, use as technical advisors, individuals who are not members of the Committee, for the purpose of furthering the work of the given sub-committee. All sub-committee appointments to standing committees shall be for a term of one calendar year unless the Chairperson designates a shorter time period. Ad-Hoc sub-committees are those established for a finite period of time to deal with special issues or topics. Sub-committees are not subject to the Brown Act if they include less than a quorum of the Committee. However, meetings should be open to the public in an accessible location and, at a minimum, be noticed on a website, listed on the regular group agenda or announced at a regular AAC meeting.

## III. MEETINGS

301. Regular Meetings

Regular meetings of the Committee shall be held monthly, or as scheduled by the Committee. A calendar scheduling the next 12 month's meetings shall be presented and adopted at the last meeting of each year.

302. Special Meetings

Special meetings for good cause may be held by the Committee on call of its Chairperson, which call shall be filed with the Airports Deputy Director. The manner of the call shall be noted in the minutes of the special meeting, and at least a twenty-four (24) hour notice of the meeting shall be given to each member.

303. Public Meetings and Study Sessions

All meetings and study sessions of the Committee shall be open to the public. Any action calling for a formal vote shall take place only at a public meeting.

304. Quorum

A quorum necessary for the transaction of business shall consist of a majority of the filled seats of the Committee. The business of the Committee shall be transacted by the majority vote of members present.

305. Absence of Chairperson and Vice Chairperson

In the absence of the Chairperson and Vice Chairperson, a senior Committee member, defined as the member with the most time serving on the committee, may convene the meeting if a quorum is present.

306. Member Attendance

If any member of the Committee is absent from four (4) scheduled meetings in the previous 12 months, his/her office shall be automatically vacated. Excused absences are exempted from this provision. The Mayor will be the final authority in determining whether or not an absence is excused. Should a position be vacated by this section, the Committee Chairperson, in consultation with the Airports Deputy Director, shall then determine a list of eligible candidates to recommend to the mayor, and the Mayor shall nominate and appoint a new member, contingent upon the nominee's confirmation by the City Council.

307. Agenda Items

Items will be placed on the agenda by the Airports Deputy Director and/or the Chairperson.

309. Abstention

Any member who believes participating in discussion or voting on cases coming before the Committee could give the appearance to the general public of a Conflict of Interest may voluntarily abstain from participating in discussion or voting.

## IV. OFFICIAL RECORDS

401. Definition

The official records shall include the Airports section of the San Diego Municipal Code, as amended, these bylaws and the minutes of the Committee meetings together with all findings, maps, and other official statements.

402. Recording of Vote

The minutes shall show the vote on every question on which the Committee acts. Any statement any member may wish to make regarding his vote will be recorded upon his request.

403. Retention of Files

All matters coming before the Committee shall be filed in the Airports Administration Office in accordance with that department's general file system for the period of time, as dictated the City's Municipal Code, Administrative Regulations and Council Policy.

404. Public Record

All of the records of the Committee shall be public records and shall be open for public inspection during customary working hours. Copies may be obtained for established fees.

## V. RULES AND AMENDMENTS

501. Bylaws

Bylaws shall be developed by the Committee.

502. Amendment Procedure

Amendments to the bylaws may be recommended by the Committee upon the affirmative vote of a majority of members, provided any such amendment is proposed at a preceding meeting or is submitted in writing at a prior, regular meeting of the Committee and is noted in the minutes of such meeting. Amendments recommended by the Committee shall become effective majority vote of Committee members.

503. Copy of Rules and Regulations

A certified copy of these rules and any amendments thereto shall be placed on record in the Airports Administration Office.

504. Robert's Rules of Order

If a question of parliamentary procedure arises, it shall be decided upon the basis of Robert's Rules of Parliamentary Procedure, unless otherwise specified in these bylaws of the Committee.

505. Interpretation and Conflict

In the event that any Airports Advisory Committee bylaw shall be at variance with any State Statute or any ordinance or resolution of the City, the statute, ordinance, or resolution shall prevail. These bylaws are intended only to supplement such ordinance and resolutions and may not amend, invalidate, or abrogate any ordinance or resolution of the City.

Chairperson, Airports Advisory Committee

7/9/19

DATE