BYLAWS
OF
THE CITY OF SAN DIEGO
AIRPORTS ADVISORY COMMITTEE

Adopted July 12, 2011

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 lease holders 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 that will benefit the Committee

202. Terms

Members shall serve for a term of four years. No member may serve more than two full four-year terms. If the initial term is less than four years, then that member may serve an additional two full four-year terms.

203. Officers

At its first meeting each calendar 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. *(Amended September 11, 2012)*

205. Subcommittees

The Committee may establish such subcommittees as it feels necessary on any subject pertinent to the matters being heard by and of concern to the Committee. The Committee shall appoint one of its members to serve as the chairperson of any such subcommittees. Members of the public, who are not serving as a member of the Committee, may serve on a subcommittee subject to the approval of the subcommittee chair.

III. MEETINGS

301. Regular Meetings

Regular meetings of the Committee shall be held monthly, or as scheduled by the Committee.

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, the senior Committee member present 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 fill the vacancy, 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 — 10/9/12 DATE

Vice-Chairperson, Airports Advisory Committee — 10/9/12 DATE