



## AIRPORT ADVISORY COMMITTEE CITY OF WATSONVILLE BY-LAWS

### I AUTHORITY:

The following BY-LAWS of the Airport Advisory Committee of the City of Watsonville, hereinafter referred to as "COMMITTEE", are duly adopted. The committee is an advisory body and will make recommendations to the City Manager and Airport Management on issues that fall into the list of responsibilities identified under "Jurisdiction" in this document.

### II OFFICE:

The principal office of the Committee shall be at the Watsonville Municipal Airport, 100 Aviation Way, Watsonville, California.

### III MEETINGS:

A. Regular quarterly meetings of the committee shall be held on the last Wednesday of the month at City Council Chambers, 275 Main Street, Fourth Floor, Watsonville, California, starting at 7:00 PM. With the approval of the majority of members of the committee at the meeting prior, a different time and location may, with good reason, be selected for the meeting.

B. Special meetings of the Committee may be called by the Chairperson or the Airport Director, stating the purpose, time and place of the meeting, at least 24 hours before the time set forth. The Secretary shall therefore give to each member and the media written notice of said meeting by personal service, first class mail, e-mail or FAX at least 24 hours before the time of the meeting.

C. Meetings may be adjourned to another time and place by the Chairperson. The Chairperson shall give public notice of the time and place during the meeting so adjourned.

**IV. MEMBERSHIP:**

A. Committee Membership is voluntary and advisory in nature with the goal to provide non legally binding advice and guidance in an effort to ensure transparency relative to compliance with FAA and Caltrans regulations, advisories and guidelines.

B. The Committee shall consist of seven volunteer members. The make-up of the Committee shall be a representative from: the Watsonville Pilots Association, the Experimental Aircraft Association, the Ninety Nines, an airport area resident residing in the city, an airport influence area (AIA) resident residing in the County, one member representing SASOs, and one member representing the business community. The City Manager or designate shall be the appointing authority for the City, AIA and County resident members, and for the business community members. The City Manager or designate shall appoint representatives designated by the Watsonville Pilots Association, the Experimental Aircraft Association, Chapter 119 and the Monterey Bay Chapter of the Ninety-Nines, Inc.

C. Candidates for membership must submit an application and resume of relevant experience to the Airport Director for review. The Airport Director shall forward the application/resume to the City Manager. Whenever possible, four members shall be appointed by the City Manager on an odd year and three members shall be appointed the following even year.

D. The City Manager or designate may fill vacancies with persons who fulfill the requirements of that representative in the manner set forth in paragraph B above. The designated replacement will complete the term of the vacant position.

E. Term of office will be for two years. Members representing residents of the City, the AIA, the County and the business community serve at the pleasure of the City Manager or designate. There is no limit on serving additional terms. Members desiring to serve an additional term of office may request the same by submitting a letter to the City Manager or Airport Director.

**V. OFFICERS:**

A. The officers of the Committee shall consist of a Chairperson, a Vice Chairperson and a Secretary. Officers are nominated by and from the membership and are elected by a simple majority (50% + 1) of the total membership.

B. The Chairperson and the Vice Chairperson shall be elected for a one year term from and by the voting members of the Committee at the last regular meeting of the calendar year, and may be reelected for a maximum of three consecutive terms.

- C. The Chairperson shall act as presiding officer at all meetings of the Committee and sign all correspondence approved or directed by a majority of the members.
- D. In the absence of the Chairperson, the Vice Chairperson shall preside and exercise all of the duties of the Chairperson. In the absence of both the Chairperson and Vice Chairperson, a temporary chairperson shall be elected to act as chairperson until the return of the Chairperson or Vice Chairperson.

- E. The Airport Director, a non-voting member, shall serve as the Secretary of the Committee and shall perform administrative duties as instructed by the Chairperson. The Chairperson shall request Airport Management to prepare an agenda for each regular meeting of the Committee; cause minutes of the proceeding to be kept; prepare, and deliver all correspondence, reports and other matters on behalf of the Committee. The secretary shall deliver the draft minutes to the WAAC members no later than 30 days after the conclusion of the meeting to which they pertain.

#### **VI. PROCEDURES:**

- A. Meetings shall be conducted within the rules herein set forth, and any regular adopted agenda therefore.
- B. The Committee shall comply with the applicable rules and regulations governing its meetings.
- C. Those Committee Members representing a pilot organization shall notify their constituents via email or written notification of the date, time, location, and agenda of all meetings of the Committee. The constituents of the remaining Committee Members shall receive meeting notification via the Watsonville Municipal Airport website.
- D. The WAAC Committee Members representing the pilot organizations shall inform their respective organizations of discussions and actions taken at the WAAC meetings.
- E. Each member shall have one vote and all voting shall be in person (or as provided for by law) and in a public manner. Proxy votes are not allowed.
- F. A quorum shall be required for the Committee to conduct business; two-thirds of the members shall constitute a quorum (5 members).

G. Committee action shall be approved by not less than a simple majority of the members voting. A tie vote shall result in no action taken on a motion, in which event the item shall be placed on the agenda of the next meeting of the committee. In event a second tie vote occurs, the item may not be placed on an agenda for consideration by the committee until the first meeting after 12 months has elapsed from the last vote.

H. An action by the Committee may be reconsidered upon approval of a motion for reconsideration made by a member of the majority that approved the original action. The item to be reconsidered shall then be placed on the agenda for the next regularly scheduled meeting.

## **VII. JURISDICTION:**

A. Conduct annual review of the Airport Master Plan and its implementation including, but not limited to, capital improvement planning, alternative financing sources for Airport facilities and operations, and coordination with other government agencies having jurisdiction over the Airport.

B. Conduct a biennial review of Airport rates and charges, making recommendations to the Airport Director concerning increases or decreases thereof.

C. Recommend policies to ensure the economic viability of the Airport.

D. Review all proposed development projects within the Airport Influence Area and provide recommendations to the Airport Director.

E. Review policies to ensure good neighbor relations within the Airport Influence Area. The Committee will review all citizen complaints deemed appropriate by Airport Management and make sure that Airport noise abatement procedures are adequately meeting the needs of the community and Airport users.

F. Serve as an appeals board for any decision of the Airport Director by making an appropriate recommendation.

G. Review state, federal, and regional agency regulations concerning Airport operations to make recommendations concerning compliance.

## **VIII: AMENDMENT OF THESE BY-LAWS:**

A. These BY-LAWS will be reviewed at least once every two years by this Committee which may recommend amendments.

B. Amendments must be proposed in writing to the Chairperson at least two months in advance of the next regularly scheduled meeting. The Chairperson will promptly communicate the proposed amendment to the membership.

These revised BY-LAWS of the Watsonville Airport Advisory Committee for the City of

Watsonville, as stated above, are approved on this 28<sup>th</sup> day of July in  
the year 2021.

Marjorie L. Bachman

Printed name of Chairperson

Marjorie L. Bachman

Signature of Chairperson