



Bylaws of the County Airports Advisory Committee

Approved by the Board of Supervisors: MM/DD/YYYY

ARTICLE I – Bylaws Established

These are bylaws of the County of El Dorado Airports Advisory Committee.

ARTICLE II – Authority

The authority of this Airports Advisory Committee is established by the Board of Supervisors in the provisions of Board Resolution 052-2018.

ARTICLE III – Objectives

The Airports Advisory Committee is responsible for addressing the following:

- A. Represent airport users and act as a go-between with County Airport operations and the Board of Supervisors.
- B. Advise the Board of Supervisors on all matters pertaining to County Airport operations.
- C. Make recommendations to the Board of Supervisors with regards to maintaining and improving airport safety.
- D. Periodically prepare recommendations to update the airport master plans and airport development plans for presentation to the Board of Supervisors.
- E. Work with the El Dorado County Chamber of Commerce and the City of Placerville Chamber of Commerce to promote the use of the airports as a gateway to further improve economic development and increase revenues through increased tourism and business.
- F. Review and make recommendations to the Board of Supervisors with regards to the annual airport budgets to include: capital planning, Federal Aviation Administration grant submissions (AIP funding prioritization with the El Dorado County airport consultant/engineer), Airport Land Use Committee, and the State of California Department of Transportation, Division of Aeronautics.
- G. Review and make recommendations to the Board of Supervisors on issues regarding County airport leases, rates, and charges and work with County staff in preparing proposed leases, rates, and charges.
- H. If requested by the Board of Supervisors, submit reports on any matter pertaining to airport operations as well as aviation in general.

ARTICLE IV – Membership

A. Composition

The Airports Advisory Committee is composed of seven (7) members who are active County airport users. Appointment shall be made by the full Board of Supervisors from applicants who meet the qualification criteria recommended to the Board of Supervisors by the Committee. Non-district specific applicants, including applicants that are outside of the Placerville and Georgetown districts, may be eligible for appointment.

B. Term

All members serve at the pleasure of the Board of Supervisors. The term of each member is four (4) years. If a member wishes to continue service at the end of the term, he or she must reapply per current County and Board of Supervisors' procedures.

C. Vacancies

Any vacancy on the Airports Advisory Committee shall be reported to the office of the Clerk of the Board of Supervisors within three (3) business days after the vacancy is known. The Clerk of the Board shall cause a Notice of Vacancy to be posted for public review pursuant to Government Code section 54974. Vacancies shall be filled in accordance with these bylaws.

D. Officers

It is appropriate for the Committee to determine its officers and it is typically sufficient to have a Chair and Vice-Chair. Officer nominations must be by a member of the Committee and a vote taken to appoint. The Chair presides over all meetings and may call special meetings and the Vice-Chair shall serve in the absence of the Chair.

Article V – Meetings

- A. All meetings of the Airports Advisory Committee shall be subject to the provisions of Chapter 9, (commencing with section 54950 of Part 1 of Division 2 of Title 5 of the Government Code), relating to meetings of local agencies, known as the Ralph M. Brown Act, in addition to applicable El Dorado County ordinances and Board of Supervisors' resolutions.
- B. The Airports Advisory Committee shall meet quarterly at the time and place set for regular meetings, typically at the Placerville Airport administration building. A simple majority of all regular members of the Committee shall constitute a quorum sufficient for the Committee to conduct business.
- C. All meetings shall be open to the public in full compliance with state and local laws. The Chair or a majority of the Committee may limit the time permitted for public comment consistent with state and local laws, provided that each person wishing to speak on an item before the Committee shall be permitted to be heard once for up to three (3) minutes.
- D. The affirmative vote of a majority of the members present shall be required for approval of any matter.

- E. Any Committee member may propose agenda items. The Chair, in coordination with assigned County staff, are responsible for preparing and timely distributing the agenda to the public.
- F. Under the Ralph M. Brown Act, the Chair or a majority of the Committee have the power to call a special meeting of the Committee to hear a specific matter or matters. For a special meeting, an agenda and twenty-four (24) hours' notice to the public must be provided. No other business shall be considered at the special meeting.
- G. The minutes of meetings shall show the vote on every question on which the Committee acts.

Article VI – Subcommittees

The Airports Advisory Committee can determine the need for any sub-committee, which will be discussed and approved by a quorum of the Committee.

Article VII – Conflict of Interest

Members of the Committee shall abstain from voting on any issue in which the member has a financial interest, as defined in section 87103 of the Government Code. Notwithstanding this Article, a member may vote on recommended leases, rates, and charges for airport users, but shall disclose whether the member pays any of the leases, rates, or charges as an airport user to the Committee and in any recommendation to County staff or the Board of Supervisors.

Article VIII – Attendance

Committee members are expected to attend all regularly scheduled meetings. The Committee may recommend removal to the Board of Supervisors of any Committee member who is absent from three (3) consecutive regular or special meetings.

Article IX – Compensation

All members of the Committee shall serve without compensation.

Article X – Amendments to the Bylaws

Repeal, amendment, or changes to the bylaws must first be approved by majority vote of the full Committee and then recommended to the Board of Supervisors for their consideration and adoption.