

Established pursuant to Board of Supervisors' policy dated June 24, 1969

Amended January 14, 1975

Amended October 9, 1979; Resolution 79-142

Amended January 26, 1993; Resolution 93-6

Amended August 19, 1997; Resolution 97-91

Amended February 26, 2019; Resolution XXXX

BYLAWS OF THE AIRPORT ADVISORY COMMISSION

This Board of Supervisors' policy is prepared to provide guidance to the Napa County Airport Advisory Commission in relation to the following subjects: (1) Function of the Commission; (2) Composition of Commission; (3) Officers; (4) Appointment to Commission; (5) Frequency of Meetings of Commission; and (6) Attendance of Commissioners at meetings.

1. Functions of Napa County Airport Advisory Commission:

Upon request of Airport Management, the Airport Advisory Commission shall:

~~The Functions of the Airport Advisory Commission shall be:~~

- A. Advance and promote the interest of aviation to the public.
- B. Advise and support Airport Management on selected issues related to Airport policies and operations.
- C. Provide recommendations to Airport Management on selected actions that require Board of Supervisors approval.
- D. Work collaboratively with other agencies and local economic development efforts to effectively market the Airport as a community asset and advance the Airport's business interests.
- A.E. Serve as an informational forum for community members and airport users to receive and provide input on airport and aviation related issues.
- ~~A. Advise the Board of Supervisors on all matters pertaining to County Airport operations.~~
- ~~B. Make recommendations to the Board of Supervisors regarding maintaining and improving Airport safety.~~
- ~~C. Periodically prepare and update a master plan of Airport development for~~

~~recommendation to the Board of Supervisors.~~

~~D. Review and make recommendations to the Board of Supervisors regarding the annual Airport budget.~~

~~E. Make recommendations to the Board of Supervisors regarding leases, concessions, rates and charges for all Airport facilities.~~

~~F. Submit to the Board of Supervisors regular reports relating to the active activities of the Airport.~~

~~G. Make recommendations to the Board of Supervisors, when requested, regarding other matters pertaining to aviation.~~

2. Composition of Napa County Airport Advisory Commission:

The Napa County Airport Advisory Commission shall consist of ~~ten-seven (107)~~ voting Commissioners and one non-voting liaison Commissioner. ~~Seven (7) of the voting Commissioners shall represent the general public, one (1) shall represent the Napa Airport Pilots Association, one (1) shall represent the Napa Chamber of Commerce and one (1) shall represent a commercial aviation operator located on the Airport property. The non-voting liaison Commissioner shall be appointed to represent and provide liaison with the Napa County Conservation, Development and Planning Commission.~~

- Three (3) of the voting Commissioners shall represent the general public
- One (1) shall represent a Napa County Airport pilots group or club
- One (1) shall represent a local Chamber of Commerce
- One (1) shall represent the Wine/Hospitality Industry
- One (1) shall represent the local Education Industry
- The non-voting liaison Commissioner shall be appointed to represent and provide liaison with the Napa County Planning Commission.

3. Officers:

The Commission shall annually elect a Chair~~man~~, Vice Chair~~man~~ and Secretary. The Secretary need not be a member of the Commission, but may be the Airport Manager.

4. Appointment and Term of Commissioners:

All of the voting Commissioners shall be appointed by ~~the Board of Supervisors, and and~~ shall serve at the pleasure of ~~the said~~ Board ~~of Supervisors~~.

The non-voting liaison Commissioner shall be appointed by, from among the members of, and serve at the pleasure of the Napa County ~~Conservation, Development and~~ Planning Commission.

The term of appointment of the voting Commissioners shall be three years. The term of appointment of the non-voting liaison Commissioner shall be the same as the liaison Commissioner's term on the ~~Conservation, Development and~~ Planning Commission.

Should a vacancy occur in a voting Commissioner position, the Board of Supervisors shall appoint a replacement Commissioner to fill only the unexpired term of the vacant position(s). Should vacancy occur in the liaison Commissioner position, the vacancy shall be filled by the ~~Conservation, Development and~~ Planning Commission from among its remaining members.

All voting Commissioners shall be appointed by the Board of Supervisors from a list of applicants generated by advertising by the County ~~Administrator~~ Executive Office in the manner required by Government Code Section 54970 and following.

The advertising shall indicate that the qualifications for appointment as Commissioner to represent specific organizations or industries reflect the following requirements:

- Napa County Airport – Pilot: Recommendation from the Napa Airport Pilots Association, the Napa County Experimental Aircraft Association or other club/group as recognized by the County Executive Office.
- Chamber of Commerce Representative: Recommendations from a recognized chamber of commerce operating in Napa county.
- Wine/Hospitality Industry: Recommendation from a recognized wine or hospitality industry association, such as the Napa Valley Vintners, Napa Valley Grape Growers, Visit Napa Valley, or other associations as recognized by the County Executive Office.
- Local Education: Recommendation from a Napa county school district, Napa Valley College or other local institution of higher education, or from a trades/vocational program as recognized by the County Executive Office.

Organizations may recommend more than one person for each position and the County Executive Office may accept recommendations from multiple industry associations. Representatives of specific organizations or industries will be expected to regularly report to those entities on the matters discussed at the Airport Advisory Commission. If qualified recommendations for those positions are not received, the Board of Supervisors may fill any designated Commission position with a member of the general public after a list of applicants is generated by appropriate advertising required by Government Code Section 54970.

Any Commercial Operators or employees of a Commercial Operator conducting business at the Napa County Airport are disqualified from application to the Airport Advisory Commission. Each Commission meeting agenda will have a designated item for Commercial Operator updates.

~~the Napa Airport Pilots Association include recommendation by the Napa Airport Pilots Association and for appointment a Commissioner to represent the Napa Chamber of Commerce include recommendation by the Napa Chamber of Commerce. Both organizations may recommend more than one person for each position.~~

5. Frequency of Meetings of Commission:

The Napa County Airport Advisory Commission shall meet bimonthly at the time and place set for regular meetings in bylaws adopted by the Commission. If the Commission does not adopt such a bylaw, or a meeting needs to be held at any other time, the meetings shall be held at the call of the Chair and shall be considered special meetings for purposes of the Brown Act (Government Code Section 54950 and following).

6. Attendance of Commissioners:

Commissioners must provide advance notice of an intended absence and an acceptable reason for such an absence. Failure of a Commissioner to attend ~~on~~ three consecutive ~~occasions~~ regular meetings or special meetings called by the Chair without such notice shall constitute, ~~unless the Commissioner has given advance notice of his/her intended absence and an acceptable reason thereof or,~~ tender of resignation by the Commissioner which may be accepted by the Commission without further notice after the third such meeting. The Commission shall immediately notify the ~~appointing body~~ Board of Supervisors of such acceptance and request appointment of a replacement.

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