



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/26/2019

Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Airport

REPORT BY: Greg Baer, Airport Manager - x4665

SUBJECT: Adoption of a Resolution Amending the Bylaws of the Airport Advisory Commission

RECOMMENDATION

Director of Public Works requests the adoption of a resolution amending the Napa County Bylaws Manual Part II, Section 3 Airport Advisory Commission, effective February 26, 2019.

EXECUTIVE SUMMARY

Adoption of the resolution will approve revisions to the Napa County Airport Advisory Commission (AAC) Bylaws. As a part of a broader policy update process, Airport Management staff undertook a review of the Airport Advisory Commission's Bylaws. The AAC appointed an Ad-Hoc Committee to assist staff with recommendations of updates to the Bylaws which were presented to the AAC in October and November 2018 for discussion. A final version was presented to the AAC for recommendation to the Board of Supervisors on February 4, 2019. The updates make revisions to the stated function of the AAC to focus their efforts in support of Airport Management and to allow the AAC to serve as an informational forum and liaison to airport users and the community. Additionally, changes include a reduction in the total number of Commissioners and designation of specific seats representing the education and wine/hospitality disciplines. Finally, the amendments reduce the number of meetings annually from ten (10) to six (6).

Section 8 of the Napa Policy Manual relating to the establishment of County boards, commissions and committees requires that rules and regulations for the conduct of business of the various commissions must be adopted by the Board of Supervisors.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Airport Advisory Commission (AAC) was originally formed in 1969 with the mission of advising the Board of Supervisors on all matters pertaining to County Airport operations. The AAC makes recommendations to the Board of Supervisors regarding Airport safety, annual budgets, use of Airport facilities, and a variety of other issues related to the Airport. The AAC currently consists of ten (10) voting Commissioners and one non-voting Airport Land Use Commission liaison.

In fall of 2017, Business Aviation (BA) Group consulting provided an operational review of the Airport and noted the lack of updated policies, with the bylaws being a part of their review. In April of 2018, the Board of Supervisors approved an amendment to the BA Group contract and within the item's background staff discussed the need to address the outdated Primary Management and Compliance policy documents. The Board directed staff to update a variety of policy documents relating to management of the Airport as a means towards proceeding with a competitive request for proposals process for leasing portions of the Airport for fixed based operator services. As a part of that overall policy update, staff began to review the AAC bylaws which were last updated in 1997. On August 28, 2018 the Board of Supervisors heard a status report on progress for Airport policy updates, including the work to update the AAC bylaws.

Staff engaged members of the AAC through an Ad-Hoc committee to assist in significant revisions to the Bylaws which speak to the function, composition, and operation of the Commission. The members assigned to the Ad-Hoc Committee were Chair Todd Walker, Ed Shenk, Jim Lyon, and Jack Bergin.

After discussions with the Ad-Hoc Committee members, staff focused revision efforts to address potential conflict of interest issues, strengthen the AAC role as a public forum for discussion about airport activities and link the airport to broader economic efforts in the region, identify the AAC as a liaison between the County and airport users, and improve Airport management's ability to disseminate updates on aviation industry matters. The AAC would continue to be advisory in nature and would work on specific items upon the request of Airport Management in order to meet Board of Supervisors goals. The AAC does not have authority or budget to conduct independent activities.

With concurrence from the Ad-Hoc committee, recommended updates to the Bylaws were presented to the full AAC for discussion in October and November of 2018. On February 4, 2019 the AAC recommended adoption of the document by the Board of Supervisors. The recommended revisions include modifications to the stated function to better assist Airport Management in decision-making efforts, with the AAC receiving direction and requests from Airport Management for their input on activities at the Airport but with no change in their status as an Advisory Commission. The changes also include a reduction in the number of meetings from ten (10) to six (6) annually and a change in the composition of the membership. Membership is recommended to be reduced to seven (7) voting members and one non-voting Airport Land Use Commission liaison. Membership changes include the removal of the Commercial Operator assignment and a prohibition of commercial operators who are conducting business at the Airport to apply for a position on the AAC. This will help safeguard against possible conflict of interest issues that may arise from recommendations the AAC is requested to make. The newly structured membership would be as follows:

- | Three (3) of the voting Commissioners representing the general public;
- | One (1) representing a Napa County Airport pilots group or club;
- | One (1) representing a local chamber of commerce;
- | One (1) representing the Wine/Hospitality Industry with recommendations from a recognized wine or hospitality industry association;
- | One (1) representing the local Education industry with recommendations from a recognized school district, Napa Valley College, or other institution of higher education, or from a trades/vocational program; and
- | One (1) non-voting Airport Land Use Commission liaison.

In addition to decreasing the number of voting members from 10 to 7, staff is also recommending that if there are no qualified applicants for one of the designated positions, the vacancy will be advertised to and filled by a member of the general public. This will ensure that the AAC has enough members to establish a quorum at meetings and continue the commission's role in assisting airport management on an on-going basis.

Staff believes these recommended amendments to the Bylaws will improve the value the Airport Advisory Commission provides to Airport Management, as well as the Board of Supervisors, and provides Commission members with a more defined role in the decision-making process for activities at the Airport.

SUPPORTING DOCUMENTS

- A . Resolution
- B . AAC Bylaws Tracked Changes
- C . AAC Bylaws Clean
- D . AAC Bylaws Tracked Changes from Feb. 12, 2019 Version

CEO Recommendation: Approve

Reviewed By: Mary Booher