



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 2/27/2018

Agenda Placement: 10A

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors

**FROM:** Steven Lederer - Director of Public Works  
Public Works

**REPORT BY:** Liz Habkirk, Deputy Dir. of PW-Gen Services - 259-8321

**SUBJECT:** Airport Advisory Commission Bylaws

---

### **RECOMMENDATION**

Director of Public Works requests discussion and direction regarding possible amendments to the Airport Advisory Commission bylaws.

### **EXECUTIVE SUMMARY**

The Airport Advisory Commission (AAC) is a body of appointed members that advises the Board of Supervisors on all matters pertaining to County Airport operations. The AAC was established in 1969 and seats ten (10) voting Commissioners and one non-voting liaison Commissioner. At the Board's direction, staff is working on updating a number of primary management and compliance documents for the Airport, and along with these policy updates staff recommends reviewing and amending the AAC bylaws as well. The last amendment to the bylaws were in 1997. Staff is requesting direction from the Board on possible amendments to the bylaws that would strengthen the AAC's focus on providing constructive feedback to Airport Management and help to address any potential conflict of interest of AAC members on matters before their commission.

### **PROCEDURAL REQUIREMENTS**

1. Staff Reports
2. Public Comment
3. Board Direction

### **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**

Established in 1969, the Airport Advisory Commission (AAC) is a body of appointed members that advises the Board of Supervisors on all matters pertaining to County Airport operations. The bylaws include their function as making recommendations on maintaining and improving airport safety, reviewing and updating a master plan of Airport development for recommendation, reviewing and making recommendations on the annual budget, making recommendations on leases, concessions, rates and charges for all Airport facilities, providing regular reports to the active activities at the Airport, and making other recommendations pertaining to aviation as requested by the Board of Supervisors.

The AAC currently meets ten (10) times a year, and follows Brown Act requirements. There are ten (10) voting Commissioners and one non-voting liaison Commissioner. Commissioners are designated as follows: seven (7) of the voting Commissioners represent the general public, one (1) represents the Napa Airport Pilots Association, one (1) represents the Napa Chamber of Commerce and one (1) represents a commercial aviation operator located on the Airport property. The non-voting Commissioner is appointed and provides liaison with the Napa County Planning Commission. The Commissioners serve three (3) year terms. The Airport Manager serves as staff to the Commission assisting with the development of the agenda and serves as Secretary.

At the Board's direction, staff is working on updating a number of primary management and compliance documents for the Airport, and along with these policy updates staff recommends reviewing and amending the AAC bylaws as well. The last amendment to the bylaws were in 1997. Staff is requesting direction from the Board on possible amendments to the bylaws that would strengthen the AAC's focus on providing constructive feedback to Airport Management on operations and serving as a forum for receiving public input on airport-related issues, and to help address any potential conflict of interest of AAC members on matters before their commission, such as recommendations on lease rates and overall Airport development.

After receiving direction from the Board today, staff would review the AAC bylaws and research other successful Airport Commission examples for recommendations on proposed modifications.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula