

COUNTY OF HUMBOLDT

AGENDA ITEM NO.

For the meeting of: December 14, 2010

Date: December 3, 2010

To: BOARD OF SUPERVISORS

From:  Thomas K. Mattson, Public Works Director

Subject: Airport Advisory Committee (AAC)

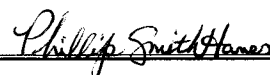
RECOMMENDATION(S): That the Board of Supervisors:

1. Receive a presentation on the AAC's review of the composition of the AAC and recommended strategies for achieving and maintaining a broad-based membership reflective of all users of County airports (Attachment 1);
2. Receive a presentation on the AAC's analysis to identify issues or questions that affect the users of the airport system which should be made part of the mission of the AAC to pursue and recommend action upon (Attachment 2);
3. Receive input from the County Administrative Officer (CAO) and Public Works Director (Director) on any recommended changes in structure that may be necessary to represent all airport users and direct the AAC on the issues or questions the AAC should be working on (Attachment 3);
4. Approve the recommendations of the AAC regarding the committee composition and issues or questions the AAC should be working on, including any additions or changes as recommended by the CAO and Director;
5. Request that qualified and interested individuals apply for the positions and terms as recommended by the AAC;
6. Direct staff to return to the Board with a resolution forming the revised committee; and
7. Extend the existing AAC committee and current appointees' terms for 30 days.

SOURCE OF FUNDING: Aviation Fund (3530 381).

Prepared by Thomas K. Mattson

CAO Approval



REVIEW:	Auditor _____	County Counsel <u>WPC</u>	Personnel _____	Risk Manager _____	Other _____
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TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor
 Seconded by Supervisor
 And unanimously carried by those members present.
 The Board hereby adopts the recommended action
 contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. G-6

Meeting of: June

Dated: _____
Kathy Hayes, Clerk of the Board

By: _____

DISCUSSION: At the Board of Supervisors June 22, 2010 meeting with Agenda Item G-6 (Attachment 4), the Board directed the AAC to provide to the CAO within 6 months input from the AAC on the composition of the AAC and the issues the AAC believes it should be working on in order to assist the County in its management of the County aviation system. Furthermore, the Board directed that the CAO present the information from the AAC to the Board with any additional recommendations from either the CAO or the Director.

The AAC, CAO, and Director have completed the activities as directed by the Board. The complete responses to the direction of the Board are in the attachments to this agenda item.

A summary combining the results of the AAC analysis with the comments by the CAO and Director, with the CAO and Director's recommendations included in track-change mode to the AAC recommendations, is included as Attachment 5.

In short, the recommendations for committee structure include changing the committee form from seven members and two alternates to nine voting members while staggering the terms of members to always provide for continuity as new members are appointed. The AAC recommends that a minimum of five of the members should be pilots with the balance of the membership made up from members of the business or traveling community. The AAC also recommends that at least one pilot member should be from Southern Humboldt. The CAO and Director believe this should be at the discretion of the appointing power so that the committee membership can be flexible based on any future issues that may need to be addressed. The background of applicants and their geographic representation should be items considered at the time of application for open positions based on the current representation of the committee at that time.

The recommendation for the responsibilities of the committee are significantly changed from the existing committee. The existing committee charter states that the AAC will work on aviation issues as directed by the Board. The proposed list of responsibilities would allow the committee to assist and provide input on virtually all aspects of the operation of the aviation division. This would include drafting annual goals and objectives in collaboration with the airport management and would require the committee to provide an annual report to the Board of Supervisors.

FINANCIAL IMPACT: The members of the AAC are volunteers. The committee meetings are attended by Aviation management and work performed for the AAC by the Aviation personnel is covered in the Aviation budget.

OTHER AGENCY INVOLVEMENT: None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

1. The Board could dissolve the committee. This is not recommended as the AAC has historically worked well with the Aviation Division to provide a forum for input from the public on Airport issues, assisted in prioritization of airport improvements, and provide information to the public on aviation issues.
2. The Board could retain the existing committee structure and items for the AAC to work on. This is not recommended as the existing committee structure and issue of work are over 10 years old and the AAC has spent a significant amount of effort

as directed by the Board in order to update the AAC to provide assistance to the aviation division.

ATTACHMENTS:

Attachment 1. AAC recommendations for a broad-based membership reflective of all users of County airports.

Attachment 2. AAC recommendations for identify issues or questions that affect the users of the airport system which should be made part of the mission of the AAC to pursue and recommend action upon.

Attachment 3. CAO and Director recommendations.

Attachment 4. Board Order G-6, June 22, 2010

Attachment 5. Combined recommendations of AAC, CAO, and Director

ATTACHMENT 1

SUGGESTED STRUCTURE FOR THE AIRPORT ADVISORY COMMITTEE

The committee is currently named the Airport Advisory Committee. We feel that the name should be changed to the Aviation Advisory Committee, as there are currently six county airports.

The current members of the Airport Advisory Committee suggest that as of January, 2011 the membership of the committee be made up as follows:

- Each of the five County Supervisors appoints one committee member
- The Supervisors as a whole appoint four additional members, for a total of nine members.
- All committee members shall be full voting members. (no alternates)

Committee members should serve staggered three year terms, with three terms expiring as of the end of 2011, 2012 and 2013. Expiring members may request to be appointed for further three year terms subject to the approval of the Board of Supervisors.

Should a committee member resign from the committee in the middle of his/her term, the Board of Supervisors shall appoint a new member to fill the remainder of the term of the member leaving the committee.

A minimum of five members of the committee shall be pilots, with the balance of the membership made up of members of the business or traveling community. One pilot member should be from southern Humboldt if at all possible.

In January of each year the committee should elect a chair, vice chair and secretary for the year from among their members.

ATTACHMENT 2

Humboldt County Aviation Advisory Committee Committee Mission, Roles and Responsibilities

Revised Mission: To provide input to the Board of Supervisors and the Department of Public Works, Division of Aviation on the strategic focus of the Humboldt County aviation system, to regularly monitor and report on progress on that strategic focus, and to provide a forum for input on operational issues, opportunities, and concerns.

Key Area of Focus: The system-wide Airports Master Plan that focuses on vision, strategies, and objectives including:

- General Aviation
 - o Facilities at the six airports in the system.
 - o Operational policies and standards
 - o Support systems and businesses
 - o Business recruitment and retention
- Commercial Aviation (scheduled service)
 - o Facilities serving the public
 - o Facilities serving commercial airlines
 - o Air services development, including improved and expanded service.
 - o Promotion/marketing of the airport.
- Leveraging the Airport Assets
 - o Finding and developing compatible and complementary uses of our airport assets.
- Public Support and Outreach
 - o Communicate with the public to Identify issues to be addressed.
 - o Assist airport staff with public outreach and education.

Functioning of the Committee:

- Monthly meetings
 - o Report on progress on projects of the adopted plan.
 - o Input from airport system customers on current issues and concerns.
 - o Report from airport management on issues and progress on specific items as determined by management, the committee, or the Board of Supervisors.
 - o Identification of short term objectives/issues requiring addressing by airport management, the committee and/or the Board of Supervisors.
 - o Creation of annual report on progress on the strategic plan and other issues in collaboration with airport management and the Board of Supervisors.
- Annual meeting with Board of Supervisors
 - o Present a report on activities/progress on previous annual goals and objectives.
 - o Create and present a draft of annual goals and objectives in collaboration with airport management for presentation and adoption by the Board of Supervisors.
 - o Provide input and comment on the draft Airports Capital Improvement Plan
 - o Provide input and comment on the annual airports budget.

ATTACHMENT 3

County Administrative Officer and Director of Public Works input on the Structure and Responsibility of the Aviation Advisory Committee

Structure

The members appointed by each individual Board Member should be presented to the full Board as an informational item by the individual Board Member making the appointment.

The staggering of terms to provide for continual expertise on the committee is supported; however, it should also be made clear that the appointments, while for a three year term, are at the pleasure of the appointing body or appointing individual.

It is recommended that the existing AAC members provide additional recommendations on how the initial terms of one, two and three years should be filled. Consideration should be given to the existing members to initially fill these appointments if agreement can be made as to who is willing to volunteer for the one and two year seats.

If a committee member resigns mid-term, the position should be filled in accordance with the position, i.e., if that position is an individual Board appointee, that Board member should have the right to appoint the person of their choosing. If that position is one of the four at-large positions, the full Board should appoint that position for the remainder of the term.

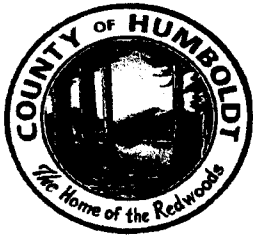
While it is important that pilots be on this committee, we question the necessity for five members to be pilots. If there are less than five pilots on the committee and all applicants for open positions are not pilots this could leave a position vacant for an unforeseen amount of time. Consideration that applicants are pilots, and the overall make-up of the committee at any time should be at the discretion of the Board as a whole or individual Board members for their specific appointees in order to ensure that a broad spectrum of aviation users is represented and one group is not over represented.

The AAC is also recommending that one pilot member be from southern Humboldt. As stated in the paragraph above, discretion should be left to the Board in order to provide for a diverse membership, however the Board can choose to have their applicants only from within their respective districts, this would ensure geographic representation on the committee, but may limit the applicant pool.

Responsibility

Only minor clarifications were made to the AAC proposed responsibility recommendations and they are shown in strikethroughs for deletions and underlining for additions in Attachment 5.

ATTACHMENT 4



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
G-6

For the meeting of: June 22, 2010

Date: June 15, 2010
To: BOARD OF SUPERVISORS
From: Thomas K. Mattson, Public Works Director
Subject: Aviation Advisory Committee

RECOMMENDATION(S): That the Board of Supervisors:

1. Appoint the persons listed in Attachment 2 as members of the Aviation Advisory Committee (AAC) for a term of six months;
2. Direct the AAC to review the composition of the AAC and recommend strategies for achieving and maintaining a broad-based membership reflective of all users of County airports;
3. Direct the AAC to identify issues or questions that affect the users of the airport system which should be made part of the mission of the AAC to pursue and recommend action upon; and
4. Direct the AAC to provide to the County Administrative Officer (CAO) within six months any recommended changes in structure that may be necessary to represent all airport users and have the CAO present with any additional recommendations by either the CAO or Director of Public Works to the Board for review and direction to the AAC on the issues or questions the AAC should be working on.

SOURCE OF FUNDING: The AAC is a volunteer committee. Staff assistance is covered under the Aviation Division budget.

DISCUSSION: The AAC, in its current form, was established under resolution 2000-17 (Attachment 1). This resolution was adopted by the Board of Supervisors during the meeting of February 8, 2000. Resolution 2000-17 states that the terms of the AAC members shall be one

Prepared by Thomas K. Mattson

CAO Approval

REVIEW:	Auditor	County Counsel <u>WAC</u>	Personnel	Risk Manager	Other
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor Duffy
 Seconded by Supervisor Smolin
 And unanimously carried by those members present,
 The Board hereby adopts the recommended action
 contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

Dated: June 22, 2010
Kathy Hayes, Clerk of the Board

By: Jikki Vermon

Certified copy of portion of proceedings, Meeting on February 8, 2000

SCANNED

RESOLUTION NO. 2000-17

**RESOLUTION RE-ESTABLISHING THE
COUNTY AIRPORT ADVISORY COMMITTEE**

WHEREAS, on February 23, 1999, the Humboldt County Board of Supervisors adopted Resolution 99-17, establishing a County Airport Advisory Committee; and

WHEREAS, Resolution 99-17 expired on December 31, 1999; and

WHEREAS, the Humboldt County Board of Supervisors desires that the County Airport Advisory Committee serve at the pleasure of the Board;

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Committee

The County Airport Advisory Committee is hereby re-established.

2. Membership

A. The Committee shall be composed of seven (7) members and two (2) alternate members as follows:

- (1) One (1) member shall be appointed by each Supervisor.
- (2) Two (2) members shall be appointed by a majority vote of the full Board.
- (3) Two (2) alternate members shall be appointed by a majority vote of the full Board. The alternate members shall:
 - a. Substitute for members who may be absent from time to time; and
 - b. Replace members who are no longer able to serve on the Committee.

3. Purpose

The purpose of the Committee is to advise the Board of Supervisors on airport issues as determined by the Board of Supervisors.

4. Terms of Office

The term of office for each member shall be one (1) year.

5. Conflict of Interest

The Committee shall comply with all applicable laws regarding conflict of interest, including the Political Reform Act (Government Code commencing with Section 81000).

6. Open Meeting Requirement

Committee meetings shall be open to the public and subject to the Ralph M. Brown Act (Government Code commencing with Section 54950). The Committee shall carry out its functions in accordance with procedures established by the Board of Supervisors, or, in the absence of such procedures, shall establish its own procedures consistent with State and local law. The Committee shall obtain input and advice from appropriate County staff in carrying out its duties.

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(HUMBOLDT COUNTY) AIRPORT ADVISORY COMMITTEE

AUTHORITY: Resolution Nos. 2000-17, 99-17, and 78-66; and Board Order from April 23, 1963

APPOINTING POWER: Board of Supervisors

MEMBERS: Seven (7) Members and Two (2) Alternates

QUALIFICATIONS: Unspecified

TERM: Pleasure of the Board

FUNCTION: To advise the Board of Supervisors on airport issues as determined by the Board of Supervisors

DISCLOSURE CATEGORIES: Three Through Seven (3-7)

<u>NAME</u>	<u>APPOINTED</u>	<u>REAPPOINTED</u>	<u>EXPIRES</u>
<u>DISTRICT 1</u> (1)			
DENNIS LICHTY P.O. Box 1845 Redway, CA 95560 923-1705	2/03/09		POB
<u>DISTRICT 2</u> (1)			
GEORGE A. JUTILA, M.D. 3655 Rohnerville Road P. O. Box 606 Fortuna, CA 95540-0606	4/13/99		POB
<u>DISTRICT 3</u> (1)			
ALISTAIR MC CRONE 3493 Buttermilk Lane Arcata, CA 95521 822-8992	4/13/99		POB
<u>DISTRICT 4</u> (1)			
DAX WILLIAMSON P.O. Box 1452 Eureka, CA 95502 443-7689	2/03/09		POB

<u>NAME</u>	<u>APPOINTED</u>	<u>REAPPOINTED</u>	<u>EXPIRES</u>
<u>DISTRICT 5 (1)</u>			
CHUCK GOODWIN 1312 Gates Eureka, CA 95501 442-1387	4/02/02	5/04/04	POB
<u>AT-LARGE (2)</u>			
RICHARD R. FENTON 4627 11th Street Fieldbrook, CA 95519 839-0894 (res.) 839-0500 (bus.) 407-7510 (cell) 839-2905 (fax) fentonconst@aol.com	4/23/02	4/05/05	POB
JACK LIMMER Sellers Realty 985 "G" Street Arcata, CA 95521 822-5971	7/18/00*	01/22/02	POB
<u>ALTERNATES (2)</u>			
KYLE GABEL 4102 Jacobs Avenue Eureka, CA 95501 839-1945 (home) 443-3179 (business)	4/02/02		POB
BILL DAVIDSON P.O. Box 823 Bayside, CA 95524 834-5600	2/03/09		POB
Contact:	Jacqueline Hulsey, Airports Manager, 839-5401		

ATTACHMENT 5

SUGGESTED STRUCTURE FOR THE AIRPORT ADVISORY COMMITTEE

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Should a committee member resign from the committee in the middle of his/her term, the Board of Supervisors shall vacant position shall be appointed in accordance with the position vacated, ie, if the position vacated is an individual Board Member appointee that Board Member shall appoint a new member, if that position was an at-large position it shall be appointed by the full Board to fill the remainder of the term of the member leaving the committee.

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Humboldt County Aviation Advisory Committee Committee Mission, Roles and Responsibilities

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