

RESOLUTION NO. 20-135

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF VENTURA, STATE OF CALIFORNIA,
AMENDING THE BYLAWS OF THE
VENTURA COUNTY AVIATION ADVISORY COMMISSION**

WHEREAS, the Ventura County Board of Supervisors has adopted Bylaws for the Ventura County Aviation Advisory Commission; and

WHEREAS, the Board of Supervisors wishes to amend those Bylaws;

NOW, THEREFORE, BE IT RESOLVED that the existing Bylaws of the Ventura County Aviation Advisory Commission are hereby repealed;

BE IT FURTHER RESOLVED that the following Bylaws of the Ventura County Aviation Advisory Commission are hereby adopted.

1. The following provisions shall constitute the Bylaws of the Ventura County Aviation Advisory Commission:

**ARTICLE 1
NAME**

The Commission shall be called "The Ventura County Aviation Advisory Commission" hereinafter referred to as "Commission". The Commission shall be subordinate to, and directly accountable to, the Ventura County Board of Supervisors, hereinafter referred to as "Board".

**ARTICLE 2
MEMBERSHIP**

The Commission shall be composed of ten (10) Aviation Advisory Commission members (Members). Each supervisor will nominate two candidates who reside within his supervisorial district. Approval of each candidate for membership shall be by a majority vote of the Board. Members shall possess a knowledge of aviation matters and have some experience in administrative proceedings. Members must be reasonably free to attend the regular meetings, and on occasion to serve on committees requiring additional time. In the event a Member has been absent for three consecutive meetings without an excused absence, the Chair may request the Board to remove the Member and to appoint a replacement to fill the vacancy.

Members must complete AB 1234 Ethics Training within one year from the first day of service and every two years thereafter. In addition to AB 1234 Ethics Training, Members must also educate themselves on, and must comply with, the provisions of the California Political Reform Act of 1974, as may be amended from time to time (Gov. Code, § 81000 et seq.; Title 2, California Code of Regulations, § 18110 et seq.) and Government Code section 1090, et seq. Individual Members must seek their own legal counsel on conflict-of-interest questions that arise in the conduct of their duties.

ARTICLE 3
COMPENSATION

No compensation shall be paid for serving as a member of the Commission. Commissioners may be reimbursed out-of-pocket costs for expenses incurred on Commission business when previously approved by the Commission and the Board and when funds for expense reimbursement have been approved by the Board in the operational budget or otherwise.

ARTICLE 4
TERM

Commissioners shall be appointed to serve on the Commission for a term which is concurrent with the nominating supervisor's term of office. The term of a Commissioner shall immediately terminate at the end of the nominating supervisor's term of office.

ARTICLE 5
PURPOSE

The Commission shall advise the Board on matters pertaining to the County owned airports (Airports), and on matters of promotion and advancement of the orderly development of air transportation in Ventura County.

The Commission shall advise the Director of the Department of Airports (Airports Director) or designee on technical, operational, financial, and policy matters pertaining to the Airports.

The Commission from time to time may seek and receive information from Airport users, lessees, the general public, and agencies of the federal, state, and local government, on County airport operational and administrative matters and on aeronautical concerns in general for the purpose of formulating recommendations to the Board.

It shall be the purpose of the Commission to act in an unbiased manner, representing the people of Ventura County, the users of Airports, and all those directly concerned with aviation and Airport activities.

The Commission in its deliberation shall thoughtfully consider, in all matters, the social, economic, and environmental effects of its actions, decisions, and recommendations.

ARTICLE 6
DUTIES AND RESPONSIBILITIES

The Commission's primary duty is to act in an advisory capacity to the Board.

The Commission shall not take any action or conduct any activity that is inconsistent with these Bylaws.

The Commission shall have the responsibility to review and research information and to formulate recommendations to be sent to the Board for consideration and action.

Except for urgency and emergency matters and any other matters requiring immediate action by the Board, all matters concerning the Airports or the air transportation system within Ventura County requiring Board action, shall first be referred to the Commission for its study, consideration, and recommendation or advice prior to submission to the Board for action.

Relationship to the Camarillo and Oxnard Airport Authorities (Authorities) – the Commission is not subordinate or accountable to the Authorities. When requested by the Airports Director, the Commission may make recommendations to the Board, Airports Director, or both on matters under consideration by the Authorities.

When the Commission makes a recommendation to the Board, Airports Director, or both, the Commission may also communicate that recommendation to the Authorities in writing or via an oral report to the Authorities.

Department of Airports staff shall provide assistance, including obtaining legal and other technical assistance, necessary in the development of information required by the Commission in formulating its recommendations.

On matters not requiring Board action or approval, the Airports Director may request the Commission to review and to make recommendations to the Board, Airports staff, or both, on matters under the Commission's jurisdiction, including, but not limited to the following:

- a) Airport and aviation related noise and environmental issues
- b) Airspace issues affecting the Airports and the residents of Ventura County
- c) Land use issues that impact the operation of the Airports (on & off the Airports)
- d) Issues related to the County's Airport Land Use Commission (ALUC)
- e) Issues affecting all other airports and helipads located within the county
- f) A policy, rule, or regulation, applicable to the public generally and related to the Airports and aviation proposed by the Airports Director or the Board.
- g) Initiatives and actions proposed by the Camarillo Airport Authority, the Oxnard Airport Authority, or both.
- h) Special events proposed to occur on the Airports, or in the general vicinity of the Airports, that might affect their operation or have an impact on the communities in the vicinity of the Airports
- i) Proposed initiatives and actions by the Airports staff that affect the Airports or the communities in the vicinity of the Airports.

Disputes

If Airports staff wishes to dispute a Commission recommendation Airports staff may refer the matter to the Board for consideration.

Correspondence

Correspondence containing representations and/or recommendations of the Commission being sent to the Board, individuals of the public, or other agencies of the County, shall

first be approved by a majority vote of the Commission, and such materials shall be transmitted under the signature of the Chair of the Commission or his designee.

Correspondence containing County policy or representations intended to be sent to federal, state or other non-county agencies, shall first be sent to the Board for approval and signature.

ARTICLE 7 **OFFICERS**

The Commission shall select from its membership a Chair, and a Vice-Chair. Each shall serve for one calendar year beginning on the first meeting in January. The Chair shall be the Presiding Officer responsible for conducting the Commission meeting and shall be guided by Robert's Rules of Order, as may be revised from time to time.

The Airports Director shall act as the Commission's Administrative Secretary (Secretary). The Secretary shall be directly responsible to the Chair and the Commission for the administrative and secretarial needs of the Commission.

From time to time, the Chair may assign up to four Commissioners to an ad hoc committee for purposes of special studies and pursuits. An ad hoc committee shall not be comprised of a quorum of the Commission. Each ad hoc committee will be headed by a committee chair. The committee chair shall be responsible for carrying out its assigned task. An ad hoc committee shall be dissolved after the completion of its task or achievement of its objective.

ARTICLE 8 **MEETINGS**

Ralph M. Brown Act

Commissioners must comply with the Ralph M. Brown Act (Brown Act) which governs open meetings for local government bodies. The Brown Act is contained in section 54950 et seq. of the California Government Code.

Frequency of Meetings

The Commission shall hold meetings once each month at a time and place selected by a majority vote of the Commission. Meetings shall be open to the public. Meetings may be cancelled only on approval of the Chair or in the Chair's absence, the Vice Chair.

Meeting Agenda

The Secretary shall prepare and publish the agenda for each meeting, and have it distributed to Members and all interested parties after it has been approved by the Chair or designee.

Powers and Duties of Presiding Officer

The Chair shall act as the Presiding Officer and shall preserve order at all meetings of the Commission. In the absence or unavailability of the Chair, the Vice-Chair shall assume all duties and responsibilities of the Chair. In the absence of both officers, the next most

senior Commissioner in terms of service on the Commission, shall assume the duties and responsibilities of the Chair.

Quorum Required

No action shall be taken except by a majority of a quorum of the Commission. A quorum shall exist when at least five (5) Commissioners are present.

Public Participation

The Commission shall, at all of its meetings, set aside time for public comment and input related to matters within the jurisdiction of the Commission. Persons wishing to address the Commission regarding items on the agenda must submit a Request to Speak form to the Secretary prior to public discussion of the item. Members of the public may address the Commission on matters not on the agenda by submitting a Request to Speak form to the Secretary prior to the commencement of public comment. The Commission shall allow public comment prior to acting on an agenda item. It shall allow all complaints, suggestions, and viewpoints from Airport users, lessees, and parties of interest. The Commission shall give fair, open-minded consideration to public comment and make its dispositions public in all matters on the agenda.

Voting

Voting shall normally take place by voice vote unless ballot vote is requested by any one Member. The Secretary shall poll each Member and record each Member's vote on all motions acted upon by voice vote and shall record the results of all ballot votes.

Rules of Debate

Every Commissioner desiring to speak or address the staff shall have ample opportunity to do so and shall confine himself or herself to the question or topic under debate. A Commissioner desiring to speak shall not be interrupted when speaking unless called to order by the Presiding Officer. The Presiding Officer shall determine all points of order except that the Commission members may determine any point of order by majority vote. Members of the public shall not engage in debate with Commissioners, staff or other members of the public.

Rules of Order

Except as otherwise provided herein; the Ventura County Ordinance Code; other rules adopted by the County; or applicable provisions of state law, the procedures of the Commission shall be governed by the latest revised edition of Robert's Rules of Order.

Special Meetings

Special meetings may be called by the Chair or by regular motion at any time during the open session of a meeting that has been called to order, if approved by the majority vote of a quorum.

When not in session, the Presiding Officer, with the assent of at least one other Commissioner, may call for and set a special meeting by way of a written request to staff, where said meeting shall be held not sooner than 3 business days from staff's receipt of the request. The request, which shall include the reasons for the special meeting and any

business which the Commission is to consider, shall be made available to the public along with the meeting agenda in accordance with the Brown Act.

Notice of the time, place, and purpose of any special meeting must be provided 24 hours in advance of the meeting to the general public and individually to all members of the Commission.

Notice of the meeting must be posted in a location freely accessible to the public. The Commission may only consider the business stated in the notification.

Minutes

The Secretary shall keep and publish, as required by law and County policy, an accurate record of the minutes of each regular and special meeting.

ARTICLE 9 AMENDMENTS

These Bylaws may be amended by the Board. Recommendations for amendments to these Bylaws may be made by the Commission at any time by majority vote of the full Commission. The number of Members appointed at the time shall constitute the full Commission. Amendments recommended by the Commission shall be sent to the Board for approval and enactment.

ARTICLE 10 EFFECTIVE DATE

These Bylaws shall take effect upon approval. All prior versions of these Bylaws are hereby repealed.

Upon motion of Supervisor Zaragoza, seconded by Supervisor Huber, and duly carried, the foregoing resolution was approved on November 17, 2020.

By Kelly Bong
Chair, Board of Supervisors

ATTEST:
MICHAEL POWERS
Clerk of the Board of Supervisors
County of Ventura, State of California

By Jon Key
Deputy Clerk of the Board

