

## STAFF REPORT

Subject: Election of Officers

Date: July 13, 2018

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**ISSUE:** Select a new Chair and Vice Chair

**DISCUSSION:** The Bylaws as currently proposed require that new officers be selected every other year with the Chair limited to two consecutive terms. Both Chair and Vice Chair need to be appointed.

**RECOMMENDATION:**

None

Respectfully Submitted

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Richard Tippett  
Director – Department of Transportation

RESOLUTION NO. 2014-67

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF TRINITY  
ADOPTING THE BYLAWS OF THE  
AIRPORT ADVISORY COMMITTEE**

**WHEREAS**, the Airport Advisory Committee was established in the current configuration by the Board of Supervisors at the September 4, 2012 Board Meeting to provide the Board with recommendations as to the operations and development of the Trinity County airport system; and,

**WHEREAS**, members of the Airport Advisory Committee were selected and the first meeting was May 17, 2013; and

**WHEREAS**, members discussed and provided direction as to the creation of Bylaws for the Airport Advisory Committee; and

**WHEREAS**, the intent of the Bylaws is to provide direction for function, leadership, and procedures for future meetings; and

**WHEREAS**, the Airport Advisory Committee has created this set of Bylaws and recommends the Board of Supervisors approve the Bylaws as written.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Trinity Adopts the Trinity County Airport Advisory Committee Bylaws;

**DULY PASSED AND ADOPTED** this 26th day of August, 2014 by the Board of Supervisors of the County of Trinity by motion, second (Chapman/Fisher), and the following vote:

AYES: Supervisors Fisher, Chapman, Fenley, Morris, and Pflueger  
NOES: None  
ABSENT: None  
ABSTAIN: None  
RECUSE: None

  
\_\_\_\_\_  
JUDITH N. PFLUEGER, CHAIRMAN  
Board of Supervisors  
County of Trinity, State of California

ATTEST:

WENDY G. TYLER  
Clerk of the Board of Supervisors

By:   
\_\_\_\_\_  
Deputy

The foregoing is a correct copy of the original instrument on file in this office.

Attest: WENDY G. TYLER  
Clerk of the Board of Supervisors of  
the County of Trinity, State of  
California.

By:   
\_\_\_\_\_  
Deputy

**BYLAWS  
TRINITY COUNTY  
AIRPORT ADVISORY COMMITTEE**

ADOPTED: August 26, 2014 BY RESOLUTION NO. 2014-67

**ARTICLE I. NAME**

This Committee shall be known as the Trinity County Airport Advisory Committee (hereinafter Advisory Committee) established by the Board of Supervisors in 1982.

**ARTICLE II. GENERAL**

All meetings and proceedings of the Advisory Committee shall be in accordance with applicable statutes governing public entities, including but not limited to, the Rosenberg's Rules of Order, the Maddy Act, and the Public Records Act.

**ARTICLE III. PURPOSE**

The Advisory Committee shall have no decision making authority but will provide advice and recommendations to the Board of Supervisors, through the Director, Trinity County Department of Transportation, on matters relating to:

1. The technical operation of Trinity County Airports;
2. The general vision for future development of Trinity County Airports;
3. Technical information for promotion of general aviation;
4. General improvements needed at Trinity County Airports;
5. Budget recommendations; and
6. Conditional Use Permit recommendations.

Recommendations as to administrative actions such as the setting of rates or lease conditions at the Trinity County Airports will be the domain of the Trinity County Board of Supervisors.

**ARTICLE IV. MEMBERSHIP**

Committee membership was amended September 4, 2012 by Resolution #2012-044. The Advisory Committee shall consist of seven (7) regular members.

- The Trinity County Board of Supervisors will appoint a member of the Board to serve on the Advisory Committee. This member will be reappointed every year with annual committee appointments.

Each member of the Board of Supervisors shall appoint one member of the Advisory Committee. These members shall serve as volunteers at the pleasure of the appointing Supervisor and each term shall run concurrent with that of the respective appointing Supervisor. If a newly elected Supervisor does not appoint a new member the current member will remain until such time as that Supervisor makes a new appointment.

- One member of the Advisory Committee will be a "Member at Large". This member shall be selected by the members of the Advisory Committee and shall serve a term of four (4) years.

Persons appointed to serve as members shall not be required to reside in the District represented by the appointing Supervisor, but must be a County of Trinity resident. Members shall, at a minimum, be one of the following: 1) an owner of an aircraft; 2) a pilot; 3) an aviation mechanic; or, 4) other general aviation affiliate with an active interest in Trinity County aviation.

The Advisory Committee may recommend the removal of any member for conduct contrary to the interests of the committee or for nonattendance. Vacancies shall be filled in the same manner as original appointments to the Advisory Committee.

#### **ARTICLE V. ELECTED OFFICERS**

##### **A. Officers:**

The elected officers of the Advisory Committee shall be a Chair and Vice Chair.

The Chair shall preside over all Advisory Committee meetings and coordinate the Agenda with the Executive Secretary. The Vice Chair shall assume the duties of the Chair whenever the Chair is unable to fulfill the duties of the office. In the event that both the Chair and the Vice Chair are unable to attend any meeting, those in attendance shall select a member to serve as Acting Chair for the meeting.

##### **B. Election of Officers:**

All officers shall be nominated and elected from the active membership at the first meeting of each calendar year and shall serve two year terms, but no more than two consecutive terms or until their successors have been elected. The nominee receiving the highest number of votes at that meeting shall be elected. All officers shall take office at the end of the meeting at which they are elected.

##### **C. Airport Land Use Commission:**

The committee shall appoint two members and an alternate to sit on the Trinity County Airport Land Use Commission. The ALUC meets on an as needed basis to

address changes in land use that may impact operations at Trinity County airports. The ALUC is required to review plans, regulations, and other actions of local agencies and airport operations for consistency with the airport land use plan.

## **ARTICLE VI. MEETINGS**

### **A. Frequency:**

Meetings should be held at 9:00 a.m. on the third Friday of January, April, July and October. Special meetings may be called by the Director of Transportation or the Committee Chair as needed to transact the work of the Advisory Committee.

### **B. Quorum:**

Four (4) members of the Advisory Committee in attendance at a meeting shall constitute a quorum for the purposes of transacting business of the Advisory Committee.

### **C. Agenda:**

Members may propose agenda items to the Chair. The Chair shall provide agenda topics to supporting County staff at least 2 weeks prior to a meeting.

### **D. Votes:**

Each member shall have one (1) vote on any matter before the Advisory Committee. Recommendations of the Advisory Committee shall be by a majority vote. All voted actions of the Advisory Committee shall be recorded and kept as a permanent record of the Advisory Committee and provided to the Board of Supervisors.

### **E. Conflicts of Interest:**

Neither the Advisory Committee nor any of its members shall consider, make, or participate in making any recommendation in violation of Article VIII.

### **F. Department of Transportation Staff Participation:**

The Trinity County Department of Transportation shall provide staff to attend and assist in the preparation of minutes. The Director of the Trinity County Department of Transportation will serve as the Executive Secretary to the Committee.

**ARTICLE VII. REVISIONS TO THESE BYLAWS**

Bylaws may be amended at any time by the Board of Supervisors. Committee members may recommend changes to the Bylaws to the Committee. If a majority of the Committee determines that a revision to the bylaws is in the best interest of the County, they may recommend a revision to the Board.

**ARTICLE VIII. COMPLIANCE WITH THE CALIFORNIA POLITICAL REFORM ACT**

The Advisory Committee shall operate in compliance with the Political Reform Act of California as amended September 24, 2012.