

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE **1** - ADMINISTRATION AND GOVERNANCE
PART **1.2** - AUTHORITY ADVISORY COMMITTEE
SECTION **1.21** - ADVISORY COMMITTEE

PURPOSE: To establish a policy for the establishment and governance of the Advisory Committee to assist the Authority in performing its responsibilities related to the planning and development of all airport facilities in the County of San Diego.

The Advisory Committee is established to facilitate input from community stakeholders and subject-matter experts regarding planning and development activities of the Authority as assigned and designated by the Board and/or President/CEO.

Cal. Pub. Util. Code §170054 of the San Diego County Regional Airport Authority Act provides:

“(a) The Authority shall form an advisory committee to assist it in performing its responsibilities related to the planning and development of all airport facilities for the County of San Diego, including the airport activities and operations of the United States Department of Defense. In selecting members for the committee, the Authority shall include persons knowledgeable about airport management, passenger and freight air transportation operations and economics, general aviation, the natural environment, regional economic development, business, including the technology sector of the economy.

(b) To the extent feasible, the advisory committee shall include representatives from the Department of Transportation, local public transit authorities, local governments, the campuses of the University of California and the California State University in the region, the United States Department of Defense and other groups and residents of San Diego County.

(c) When forming the advisory committee, the Authority shall make its selections for membership from individuals representing all elements of the County of San Diego.”

DEFINITIONS:

Advisory Committee. The “advisory committee” as defined by Cal. Pub. Util. Code §170054.

Authority. The San Diego County Regional Airport Authority.

Board. Board of Directors of the Authority.

President/CEO. The President/CEO of the Authority or his/her designee.

Members. Persons duly appointed to a seat on the Advisory Committee by the Board.

POLICY STATEMENT:

The Advisory Committee shall have Members with an interest in assisting the Authority in the planning and development of airport facilities. The Advisory Committee shall have no more than seventeen (17) Members.

(1) Membership.(A) Seats.

(i) Members shall serve in seats on the Advisory Committee reserved for persons with knowledge and experience in the following areas:

- (a) Airport management (1 Seat);
- (b) Passenger and freight air transportation operations and economics (1 Seat);
- (c) General aviation (1 Seat);
- (d) The natural environment (1 Seat);
- (e) Regional economic development (2 Seats); and
- (f) Business, including the technology sector of the economy (2 Seats);

(ii) To the extent feasible, Members shall serve in seats on the Advisory Committee reserved for persons representing the following:

- (a) The Department of Transportation (1 Seat);
- (b) Local public transit authorities (1 Seat);
- (c) Local governments (1 Seat);
- (d) The campuses of the University of California and the California State Universities in the region (1 Seat);
- (e) The United States Department of Defense (1 Seat); and
- (f) Other groups and residents of San Diego County (4 Seats).

(B) Appointments. Proposed and nominated Members of the Advisory Committee shall all be appointed by the Board in its sole discretion.

(C) Nominations. Proposed Members shall be nominated to seats on the Advisory Committee as follows:

(i) The President/CEO shall nominate individuals as proposed Members to fill the seats reserved for:

- (a) Airport management;
- (b) General aviation;
- (c) The natural environment;
- (d) Passenger and freight air transportation operations and economics;
- (e) Local governments; and
- (f) The campuses of the University of California and the California State Universities in the region.

(ii) Two (2) individuals may be nominated as proposed Members to fill the seats reserved for “Regional economic development” as follows:

(a) Seat One. The president of the San Diego Regional Economic Development Corporation (SDREDC) may nominate one (1) individual. This nominee shall be a staff member of the SDREDC.

(b) Seat Two. The president of the first organization listed below may nominate one (1) individual. This nominee shall be a staff member of the nominating organization and shall serve a single two-year term. At the conclusion of that term, the president of the next listed organization may nominate a successor in accordance with the same standards. The nominating organization shall continue to rotate in the order listed below after every two-year term:

1. San Diego North Economic Development Council
2. East County Economic Development Council
3. South County Economic Development Council.

(iii) Two (2) individuals may be nominated as proposed Members to fill the seats reserved for “Business, including the technology sector of the economy” as follows:

(a) Seat One. The president of the San Diego Regional Chamber of Commerce (SDRCC) may nominate one (1) individual. This nominee shall be a staff member of the SDRCC.

(b) Seat Two. The president of the first organization listed below may nominate one (1) individual. This nominee shall be a staff member of the nominating organization and shall serve a single two-year term. At the conclusion of that term, the president of the next listed organization may nominate a successor in accordance with the same standards. The nominating organization shall continue to rotate in the order listed below after every two-year term:

1. CleanTECH San Diego
2. BIOCUM
3. CONNECT

(iv) The president of the first organization listed below may nominate one (1) individual as a proposed Member to fill the seat reserved for “Local public transit authorities.” This nominee shall be a staff or board member of the nominating organization and shall serve a single two-year term. At the conclusion of that term, the president of the next listed organization below may nominate his/her successor in accordance with the same standards. The nominating organization shall continue to rotate between the two organizations listed below after every two-year term:

1. Metropolitan Transit System
2. North County Transit District.

(v) The District Director of the California Department of Transportation for the San Diego Region or his/her designee shall be nominated as a proposed Member to fill the seat reserved for “The Department of Transportation.”

(vi) The representative of the United States Department of Defense currently serving on the Board or his/her designee shall be nominated as a proposed Member to fill the seat reserved for “The United States Department of Defense.”

(vii) Four (4) individuals may be nominated as proposed Members to fill the “Other groups and residents of San Diego County” seats as follows:

(a) Seat One. The president of the San Diego County Taxpayers Association (SDCTA) may nominate one (1) individual. This nominee shall be a staff member of the SDCTA.

(b) **Seat Two.** The president of the San Diego Convention and Visitors Bureau (SDCVB) may nominate one (1) individual. This nominee shall be a staff member of SDCVB.

(c) **Seats Three and Four.** The Auditor and the Vice President responsible for planning may jointly nominate two (2) individuals. The President/CEO shall issue a public notice whenever a vacancy occurs in any of the seats described in this subsection. Any individual residing in San Diego County and meeting the qualifications shall have the opportunity to apply to serve by providing information as to his/her qualifications and background.

(2) **Failure to Nominate.** In the event a nominating organization/individual fails to nominate an individual for Membership on the Advisory Committee within sixty (60) days of this Policy's adoption and/or the existence of a vacant seat, the President/CEO shall be authorized to nominate a proposed Member for the remaining unexpired term of the vacant seat.

(3) **Vacancies.** Vacancies of Members on the Advisory Committee shall be filled as they occur in the same manner as initial appointments. Replacement members shall complete the remaining term of the vacating member. Any Member who is eligible for nomination/appointment to a seat on the Advisory Committee based, in whole or in part upon their status as a staff member or board member of an organization, shall forfeit their Membership on the Advisory Committee whenever that status changes such that they no longer would be eligible for nomination/appointment to the seat which they hold; and, said seat shall be considered vacant in accordance with this Policy.

(4) **Term of Members.** The term of each Member's appointment to the Advisory Committee shall be two (2) years, provided, however, that for those first appointments occurring immediately following the initial adoption of this policy, the Board, in its sole discretion, may appoint up to eight (8) Members for terms of three (3) years to provide for staggered terms.

(5) **Removal of Members.** The Board, in its sole discretion, may act to remove any Member from the Advisory Committee.

(6) **Chair.** The Members shall elect a Chair from among the Members. The Chair shall serve for the duration of his/her appointed term or until his/her removal or resignation, whichever is earlier. The Chair shall set meeting agendas in consultation with the President/CEO, conduct meetings, guide discussions and summarize meeting results. In the event that the Chair is not present at a meeting of the Advisory Committee, the President/CEO shall, with the consensus of the Members present, appoint a Member present to serve as Facilitator for that meeting.

- (7) Quorum. Six (6) Members must be physically present to constitute a quorum. A quorum shall be required for the conduct of any and all business of the Advisory Committee.
- (8) Compensation. The Authority shall not compensate Members for their participation on the Advisory Committee.
- (9) Meetings. Advisory Committee meetings shall be scheduled as necessary, but no less than twice annually. Meetings shall be called by the President/CEO. At least one (1) meeting annually shall include a briefing on airport development activities and programs and a tour of San Diego International Airport.
- (10) Committee Recommendations. Discussions at meetings of the Advisory Committee will be recorded and a detailed summary of each meeting, including any recommendations made by Members, will be provided to the Board and President/CEO for review and consideration.
- (11) Ad Hoc Subcommittees. The President/CEO may create ad hoc subcommittees of Members to consider one or more specific topics.
- (12) Former Advisory Committee Members and Former Board Members. The President/CEO shall maintain a roster of former Advisory Committee members and former Board members (“Members Emeritus Roster”) who may serve as additional resources during Advisory Committee discussions. Unless otherwise appointed as Members, these former Advisory Committee members and former Board members shall not serve as Members but may be called upon by the Authority, as it deems necessary, to participate in certain Advisory Committee discussions and provide additional expertise and input on matters before the Advisory Committee. Any former Advisory Committee member or former Board member may elect to have his/her name removed from the Members Emeritus Roster at any time. All former Advisory Committee members and former Board members on the Members Emeritus Roster shall be invited to attend the Advisory Committee’s annual briefing on airport development activities and programs and tour of San Diego International Airport.
- (12) Ralph M. Brown Act and the California Public Records Act. The Advisory Committee, including each of its Members and all of its meetings, shall be subject to the provisions of the Ralph M. Brown Act (“Public Meeting Law”) and the Public Records Act. [Cal. Gov. Code § 54950 et seq. and Cal. Gov. Code § 6254 et seq.]

[Amended by Resolution No. 2011-_____ dated August 4, 2011]
[Amended by Resolution No. 2010-0104 R dated October 10, 2010]
[Amended by Resolution No. 2009-0024 R dated March 5, 2009.]
[Amended by Resolution No. 2008-0090 R dated July 10, 2008.]

[Resolution No. 2008-0051 dated May 1, 2008 was rescinded by Resolution No. 2008-0090R.]
[Amended by Resolution No. 2007-0084 R dated July 5, 2007.]
[Adopted by Resolution No. 2005-0016 dated February 7, 2005.]