

BYLAWS

CONTRA COSTA COUNTY AVIATION ADVISORY COMMITTEE

As Amended May 5, 1992

I. Name

The name of this organization shall be the Contra Costa County Aviation Advisory Committee.

II. Membership

A. Membership of twelve (12) will include:

One member appointed by each of five (5) supervisors.

One member from and recommended by the City of Concord.

One member from and recommended by the City of Pleasant Hill.

One member from and recommended by Diablo Valley College.

One member from and recommended by the Fixed Base Operators Association.

One member from and recommended by the Airport Land Use Commission.

One member at large to represent property owners and tenants living in the near vicinity of Buchanan Field Airport, to be appointed by the Board of Supervisors from the group to be represented.

One member at large to represent the interest of the residents and businesses and users of the Byron Airport. This member must be a resident of the East County with the East County being defined as including Pittsburg and all areas east. All interested parties to be interviewed by the AAC and ranked for the Board of Supervisors who will appoint the member.

B. All members are to live in the County.

C. Initial appointments shall be for either a one or two-year term. Appointments after the initial appointment shall be for a two-year term. Interim vacancies shall be appointed by the appointing jurisdiction.

D. Members are expected to actively represent **both** their appointing/recommending body(ies) **and** to pursue the Purposes and Objectives of Section VIII below. Possible conflicts of interest not obvious should be clearly identified.

III. Term

- A. Members are appointed to a two-year term, after the initial appointments terminate.
- B. If the appointing jurisdiction has not reappointed a member on or before his specified expiration date, then that member may “hold over” on a month-to-month basis until such time as he is either reappointed or a new person has been appointed to the position.

IV. Attendance Requirements

- A. Attendance is required and failure to attend three scheduled consecutive meetings shall be considered as an automatic resignation; a significant pattern of absences may also be considered grounds for dismissal.
- B. Members may be excused by the Chairman for authorized absences.
- C. Dismissal and replacement of Committee members is only by action of the Board of Supervisors.

V. Quorum

- A. Six members shall constitute a quorum.

VI. Officers

- A. The Committee shall elect its own Chairman, Vice-Chairman, and Secretary.
- B. Elections shall take place at the regularly scheduled meeting in April. Terms of office of the officers shall be for one calendar year, beginning in May, or until their successors are elected.

VII. Scheduled Meetings

- A. Evening meetings will be held at Buchanan Field Airport or Byron Airport as appropriate on the third Tuesday of each month starting at 7:30 p.m., with adjournment not later than 10:00 p.m., unless otherwise ordered by the Chairman of the Aviation Advisory Committee.
- B. Regular or Special meetings may be held, cancelled, or relocated with advance notice to Committee members.
- C. Agendas and minutes shall be published, distributed, and posted as the Committee may direct.
- D. The Airport Manager shall establish and maintain a file of the records of the Committee and provide or arrange for appropriate levels of staff support.

VIII. Purposes and Objectives

- A. The purpose of the Aviation Advisory Committee is to provide advice and recommendations to the Board of Supervisors on the general subject of aviation issues related to the airports in Contra Costa County.
- B. The Aviation Advisory Committee may initiate discussions, observations, or investigations, in order to make recommendations on aviation or airport matters to the Board of Supervisors.
- C. The Aviation Advisory Committee may hear comments on airport and aviation matters from the public or other agencies for consideration and possible recommendations to the Board of Supervisors or their designates.
- D. The Aviation Advisory Committee shall cooperate with local, state, and national aviation interests for the safe and orderly operation of aircraft.
- E. The Aviation Advisory Committee shall advance and promote the interests of aviation and protect the general welfare of the people living and working near the airport and the County in general.
- F. In conjunction with all of the above, the Aviation Advisory Committee shall provide a forum for the Manager of Airports regarding operational and/or policy matters at and around the airport.

IX. Amendments to Bylaws

Proposed amendments to these Bylaws shall be presented at a regularly scheduled Committee meeting only, and may be adopted by a majority vote of the membership present at the following regularly scheduled meeting. Amendments shall be effective on approval by the Board of Supervisors.