

RESOLUTION NO. 2007-123

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLLISTER
APPROVING THE HOLLISTER AIRPORT ADVISORY COMMISSION BYLAWS**

WHEREAS, on August 22, 2007, the Hollister Airport Advisory Commission discussed the Bylaws, suggested several changes and requested staff to incorporate changes; and

WHEREAS, on September 26, 2007, the Hollister Airport Advisory Commission reviewed the requested changes made to the Airport Advisory Commission Bylaws and accepted them in their final form; and

WHEREAS, the Hollister Airport Advisory Commission is recommending approval of the amended Bylaws by the City Council of the City of Hollister; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Hollister that the amended Airport Advisory Commission Bylaws dated are now adopted.

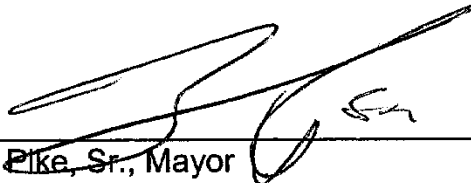
PASSED AND ADOPTED THIS at a regular meeting held on the 15th day of October 2007, by the following votes:

AYES: Council Members Sanchez, Valdivia, Emerson, Johnson and Mayor Pike.

NOES: None.

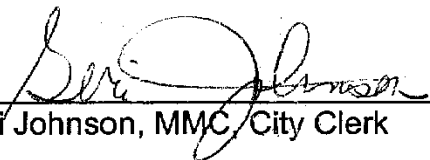
ABSENT: None.

ABSTAINED: None.



Brad Pike, Sr., Mayor

ATTEST:



Geri Johnson, MMC, City Clerk

DUPLICATE OF ORIGINAL
ON FILE IN THE
OFFICE OF THE CITY CLERK
CITY OF HOLLISTER

APPROVED AS TO FORM:



Stephanie Atigh, City Attorney

HOLLISTER AIRPORT ADVISORY COMMISSION

BYLAWS

ARTICLE I – THE COMMISSION

- Section 1. Name: The name of this body is the “Hollister Airport Advisory Commission of the City of Hollister”.
- Section 2. Composition: The Advisory Commission shall be composed of seven (7) members, five (5) of whom shall be residents of the City of Hollister. Each member of the City Council shall nominate one member of the Airport Advisory Commission, subject to the approval of the City Council. Two members of the Commission shall be residents of the County of San Benito who shall be appointed by the Mayor and ratified by the City Council, after receiving recommendation on the appointments from the Hollister Airport Advisory Commission
- Section 2.5 Residency: The five members appointed by individual Council Member must be residents of the City of Hollister. The two members appointed at large must be residents of the County of San Benito, or represent ongoing aviation enterprise located on the Hollister Municipal Airport.
- Section 3. Term of Office: The term of office of the members of the Airport Advisory Commission appointed by individual Council Members shall be the same as the term of the appointing Council Member. The term of office of the two members of the Airport Advisory Commission who are county residents shall be the same as the term of the Council Members from Districts 2 and 3. Any vacancy in the membership of the Airport Advisory Commission shall be filled for the unexpired term using the same nomination and approval process as the original appointment.

Section 3.5 Vacancy: Any vacancy by a member appointed by a council member shall be filled by the council member whose district the member represents. Applicants from another district may be appointed if there are no applicants from the Council Members district. Any vacancy by a member appointed at large shall be filled by nomination of the mayor. All nominations for appointment are subject to the approval of the City Council.

Section 3.7 Removal from Office: Each commission member serves at the pleasure of the Council Member who appointed them, and the Commission Member may be removed at any time, with or without cause.

Section 4. Duties of the Commission:

- a. Act as an advisory agency to the City Council on all aviation and airport matters; communicate written and oral recommendations directly to the Council Person who appointed them.
- b. Study and consider long range plans for the development and improvement of the Hollister Municipal Airport, giving due regard to the City General Plan, the Airport Master Plan, and the needs of the citizens of Hollister and the airport community.
- c. Study and recommend on matters relating to the present and future need for services to be rendered to the general public and aviation community.
- d. Study and recommend on matters relating to airport improvements, including methods of financing and lease arrangements.
- e. Review and recommend on special permits and proposals that deviate from the adopted Airport Master Plan.
- f. Perform other related duties as directed by the City Council.

ARTICLE II – OFFICERS

- Section 1.1 Titles: The officers of this Commission are Chairperson, Vice-Chairperson, and Executive Secretary.
- Section 1.3 Chairperson: The Chairperson will preside at meetings of the Commission.
- Section 1.5 Vice-Chairperson: In the absence of the Chairperson, the Vice-Chairperson will preside at meetings of the Commission. In the absence of both the Chairperson and the Vice-Chairperson, if enough commission members are present to constitute a quorum (4), the members present shall designate an Acting Chairperson for the meeting.
- Section 1.7 Communication with Staff: Commission members are encouraged to communicate directly with the Airport Manager regarding ideas, future plans, current activities, and problems at the airport. All requests requiring utilization of staff time must be approved by the City Manager.
- Section 1.7 Executive Secretary: The Airport Manager is the Executive Secretary of the Commission and will carry out the administrative details of the Commission, including keeping the records of Commission meetings, acting as Secretary at all meetings of the Commission, recording all votes, preparing the agenda and minutes of Commission meetings, serving as technical advisor to the Commission, and at the direction of the City Manager providing necessary research and fact finding services.

Section 2. Election of Officers: Annually, at the regularly scheduled June meeting, the Commission will elect from among its members a Chairperson and Vice-Chairperson to serve for a term of one year. These positions are limited to two consecutive terms of office.

Section 2.5 Vacancy of Chairperson or Vice Chairperson: If the office of Chairperson or Vice-Chairperson becomes vacant, the Commission will elect a successor from its membership at the next regular meeting, and such election will be for the unexpired term of the office.

ARTICLE III – MEETINGS

Section 1. Meeting Time and Place: Regular Airport Commission meetings are held at 6:30 P.M., on the fourth Wednesday of each month, in the Council Chambers of City Hall, 375 Fifth Street, Hollister, California.

Section 1.3 Alternate Meeting Times: Alternate meeting times and places are acceptable as long as public notice is given in accordance with the provisions of the Brown Act and other applicable laws.

Section 1.5 Meeting Cancellation: Meetings shall be cancelled if there is not sufficient business to discuss or if a quorum of the Commission cannot be present at the meeting.

Section 2. Special Meetings: Subject to the provisions of the Brown Act and other applicable laws, special meetings may be held. Only those matters listed in the notice of special meetings may be discussed at the meeting.

Section 3. Quorum: Four (4) Commissioners constitute a quorum for the transaction of business. Action shall require a simple majority vote of those present who are not excluded from voting.

Section 4. Order of Business: At the regular meetings of the Commission, business will be conducted in the following order:

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call
- d. Verification of Agenda Posting
- e. Approval of Minutes
- f. Public Input
- g. Reports
- h. Old Business
- i. New Business
- j. Setting of Next Regular Meeting Date
- k. Adjournment

All official actions shall be entered in the minutes of each meeting as action minutes, said minutes to be prepared by the Secretary and shall be approved by the Commission at the next regular meeting.

Section 5. Manner of Voting: Voting on matters coming before the Commission will be by voice vote unless a roll call vote is requested by a Commission Member or the Executive Secretary.

Section 6. Rules of Order: Robert's Rules of Order will govern those aspects of Commission proceedings not specifically provided by these bylaws, the Brown Act or any other applicable state or local law.

Section 7. Setting of Agenda Items: Commission Members may submit items to be placed on the agenda. Requests must be given to the Executive Secretary ten (10) business days prior to the meeting date.

Section 7.5 Public Input: Any person wishing to speak on matters within the subject matter jurisdiction of the Commission must fill out a speaker's card prior to addressing the Commission.

Section 8. Agenda: An agenda will be prepared by the Executive Secretary and will be adhered to with the exception that items may be taken out of order for the convenience of those in attendance. The agenda will be posted and distributed to interested parties at least 72 hours in advance of all regular Commission meetings.

The Hollister Airport Advisory Commission will operate its meeting pursuant to the Ralph M. Brown Act, Government Code 54950 et seq., and 54954.2 (b)(1) and (2) Agenda requirements; Regular meetings (b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item. (1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5. (2) Upon a determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

ARTICLE IV – AMENDMENTS TO BYLAWS

Section 1. Procedure: The bylaws may be amended by the Commission with such request approved by a majority of the Commission at a regular or special meeting provided that written notice of such amendment was given to Commissioners at least three (3) days prior to the meeting. A proposed bylaw amendment shall be introduced at one meeting and voted on at a subsequent meeting.



**STAFF REPORT
CITY COUNCIL OF THE CITY OF HOLLISTER OR STUDY SESSION
AGENDA**

DATE: October 2, 2007

AGENDA ITEM:

D2, #9

STUDY SESSION DATE: N/A

MEETING DATE: October 15, 2007

TITLE OF ITEM: A Resolution of the City Council of the City of Hollister modifying the Airport Advisory Commission Bylaws,

- **BRIEF DESCRIPTION:** This resolution will amend the Airport Advisory Commission Bylaws.
- **STAFF RECOMMENDATION:** City Council approve the following motion: Adopt Resolution 2007-103 approving the recommended amendments to the Airport Advisory Commission Bylaws as written in the attached AAC Bylaws (additions are in italics, deletions are shown in strikeouts).

DEPARTMENT SUMMARY: Resolution 2007-82 (attached) was adopted at the City Council meeting of July 2, 2007, at which time the Council gave direction to the Commission to discuss these bylaws, and make recommendations for changes as to the ultimate makeup of its' membership. The Commission discussed this issue at several meetings, and resolved to recommend the amendment of the bylaws. In addition, they recommend a change to Section 2, so as to increase the number of Commission members to include two additional members that has already been approved by Council(Section 2 and 2.5).

FINANCIAL IMPACT: None

DEPARTMENT: Airport

CONTACT PERSON: William Gere, Airport Manager *WPG*

DEPARTMENT HEAD: William Gere, Airport Manager

PHONE NUMBER: (831) 636-4365

THIS REPORT WAS REVIEWED BY THE CITY MANAGER AND CONCURS WITH THE STAFF RECOMMENDATION

Clint Quilter, City Manager

DUPLICATE OF ORIGINAL
ON FILE IN THE
OFFICE OF THE CITY CLERK
CITY OF HOLLISTER

RESOLUTION NO. 2007-82

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLLISTER
REVISING THE SIZE AND COMPOSITION OF THE HOLLISTER AIRPORT
ADVISORY COMMISSION AND AMENDING RESOLUTION NO. 2007-15**

WHEREAS, on February 20, 2007, the City Council adopted Resolution 2007-15 establishing the powers and duties of the Hollister Airport Advisory Commission (hereinafter "Commission"); and

WHEREAS, Resolution 2007-15 established that the Commission would consist of five members who are residents of the City of Hollister; and

WHEREAS, the Commission at its regular meeting of May 30, 2007, recommended that the City Council increase the size of the Commission to seven members and that the additional two members be residents of the County of San Benito.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOLLISTER that Section 2 and Section 3 of Resolution 2007-15 are hereby amended to read as follows:

"Section 2. The Advisory Commission shall be composed of seven (7) members, five (5) of whom shall be residents of the City of Hollister. Each member of the City Council shall nominate one member of the Airport Advisory Commission, subject to the approval of the City Council. Two members of the Commission shall be residents of the County of San Benito who shall be appointed by the Mayor, after receiving recommendation on the appointments from the Hollister Airport Advisory Commission subject to approval of the City Council.

Section 3. The term of office of the members of the Airport Advisory Commission appointed by individual Council Members shall be the same as the term of the appointing Council Member. The term of office of the two members of the Airport Advisory Commission who are county residents shall be the same as the term of the Council Members from Districts 2 and 3. Any vacancy in the membership of the Airport Advisory Commission shall be filled for the unexpired term using the same nomination and approval process as the original appointment."

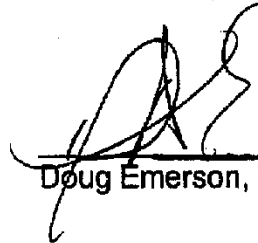
PASSED AND ADOPTED at a regular meeting of the City Council of the City of Hollister held on the 2nd day of July, 2007, by the following vote:

AYES: Council Members Sanchez, Valdivia, Johnson and Vice Mayor Emerson.

NOES: None.

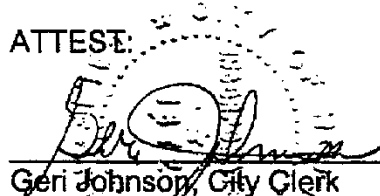
ABSENT: Mayor Pike.

ABSTAINED: None.



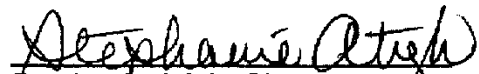
Doug Emerson, Vice Mayor

ATTEST:



Geri Johnson, City Clerk

APPROVED AS TO FORM:



Stephanie Atigh, City Attorney