



# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## STAFF REPORT

Item No.  
**8**

Meeting Date: AUGUST 4, 2011

### **Subject:**

#### **Amend and Restate Authority Policy 1.21 – Authority Advisory Committee**

### **Recommendation:**

The Executive Committee recommends that the Board adopt Resolution No. 2011-0084, amending and restating Authority Policy 1.21 – Authority Advisory Committee.

### **Background/Justification:**

The Authority's Advisory Committee ("Committee") was created pursuant to §170054 of the Public Utilities Code ("Code"). This section requires the formation of an advisory committee to assist the Authority in "performing its responsibilities related to the planning and development of all airport facilities for the County of San Diego." The Code specifies inclusion of members with knowledge of six areas of expertise (airport management; passenger and freight air transportation operations and economics; general aviation; the natural environment; regional economic development; and, business, including the technology sector of the economy), as well as, to the extent feasible, representatives from six other organizations/groups (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).

At various points in the past six years, the Board has revisited and revised Policy 1.21. In those revisions, the Committee has grown in size from approximately 30 members at its inception to approximately 50 members today. In 2010, the Board requested a review of the Committee's structure and composition to maximize its impact and usefulness to the Authority. As a consequence of that review, the Board adopted changes to Policy 1.21 in October 2010. The committee's size remained constant but its meetings were adjusted to a monthly schedule. Other changes included the addition of alternate voting and new quorum requirements.

At its March 2011 retreat, the Board again discussed the composition of the Committee and reviewed the changes from the previous year. The consensus of the Board was that the Committee's size and composition should reflect the categories listed in the Code. Board members also agreed that the Committee should be convened as needed to discuss specific topics as requested by the Authority. Staff was directed to work with Board Members Panknin and Desmond to propose changes to Policy 1.21 consistent with discussion at the retreat.

000053

The proposed revisions to the Advisory Committee policy were discussed at the July 25, 2011, Executive Committee meeting. The Executive Committee made one alteration to the policy as presented at that meeting (designating the Metropolitan Transit System as the sole nominating organization for the "local public transit authorities" seat). With that revision, the Executive Committee forwarded the draft policy to the Board for approval.

**PROPOSED REVISION TO POLICY 1.21**

This section highlights the proposed revision to Policy 1.21 (Attachment A).

**Committee Membership**

The revised policy allows for a maximum of 17 members of the Committee. The Board would continue to make all appointments to the Committee. Nominations for each of the seats would come from designated organizations or Authority staff as follows:

(Seats 1 – 6) The President/CEO would nominate individuals for six seats. A nominee would be proposed representing each of the following categories:

- (1) airport management;
- (2) passenger and freight air transportation operations and economics;
- (3) general aviation;
- (4) the natural environment;
- (5) local government; and
- (6) the campuses of the University of California and the California State Universities in the region.

(Seats 7 – 13) The Presidents of the organizations listed below would each nominate one individual. As shown below, in some cases, the nominating organization would rotate among different organizations at the conclusion of each two year term. In most cases, the nominee would be a staff member of the nominating organization.

- (7) San Diego Regional Economic Development Corporation
- (8) Rotation among:
  - a. San Diego North Economic Development Council
  - b. East County Economic Development Council
  - c. South County Economic Development Council
- (9) San Diego Regional Chamber of Commerce
- (10) Rotation among:
  - a. CleanTECH San Diego
  - b. BIOCOM
  - c. CONNECT
- (11) Metropolitan Transit System
- (12) San Diego County Taxpayers Association
- (13) San Diego Convention and Visitors Bureau

(Seats 14 – 15) Included in the list of categories in the Code are representatives from the California Department of Transportation and the United States Department of Defense. Because these two organizations are represented on the Board as *ex officio* members, the revised policy allows those two Board members or their designees to serve as Committee members.

(Seats 16 – 17) Two seats would be reserved for members of the general public. Whenever a vacancy occurs in one of these seats, a notice would be issued by the Authority (in the same manner used to announce vacancies in the Audit Committee seats reserved for public members). The Auditor and Vice President of Planning and Operations would jointly review and nominate individuals to serve in these two seats.

If a designated organization chooses not to nominate an individual to a seat, after 60 days, the President/CEO would be authorized to nominate an individual for the seat. Members would serve two year terms (except that, in order to provide for staggered terms, the Board could set the initial term of up to eight members at three years). The Board, in its sole discretion, could act to remove any member of the Committee.

#### **Meetings and Recommendations**

Committee meetings would be scheduled by the President/CEO as necessary, but no less than twice annually. A quorum of six members would be required to conduct business. Members of the Committee would elect a Chair, who would work with the President/CEO to set meeting agendas. Discussions at meetings would be recorded and a detailed summary of each meeting, including any recommendations made by Committee members, would be provided to the Board and President/CEO for review and consideration. Meetings would continue to be subject to the Ralph M. Brown Act and the California Public Records Act.

#### **Former Advisory Committee Members and Former Board Members**

In order to utilize the collective knowledge and expertise of individuals who have served as members of the Committee and Board, the revised policy establishes a "Members Emeritus Roster" (Roster) to be maintained by the President/CEO. Individuals on the Roster can serve as additional resources during Committee discussions as requested by the Authority. Those on the Roster would also be invited to an annual briefing on airport development activities and programs and a tour of San Diego International Airport. This aspect of the revised policy will allow continued connection with many members of the community and additional expertise and input during certain Committee discussions.

#### **Fiscal Impact:**

Funds for Advisory Committee meetings are included in the annual budget.

**Environmental Review:**

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act (CEQA), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act: This Board action is not a "development" as defined by the California Coastal Act, Cal. Pub. Res. Code §30106.

**Equal Opportunity Program:**

Not applicable.

**Prepared by:**

MATT HARRIS  
SENIOR DIRECTOR, EXECUTIVE OFFICE

**RESOLUTION NO. 2011-0084**

**A RESOLUTION OF THE BOARD OF THE SAN  
DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY, AMENDING AND RESTATING  
AUTHORITY POLICY 1.21 – AUTHORITY  
ADVISORY COMMITTEE**

**WHEREAS**, California Public Utilities Code §170054 requires the establishment of an Advisory Committee to assist the Authority in performing its responsibilities related to the planning and development of all airport facilities for the County of San Diego; and

**WHEREAS**, the Authority Board desires to have timely, qualitative input regarding planning and development of airport facilities from a diverse community; and

**WHEREAS**, at its July 25, 2011, meeting, the Authority Board Executive Committee reviewed and recommended revisions to Authority Policy 1.21 in order to facilitate more effective communication and interaction between the Advisory Committee and the Authority.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby AMENDS and RESTATES Authority Policy 1.21 – Authority Advisory Committee, as reflected in Attachment A.

**BE IT FURTHER RESOLVED** that this Board action is not a “project” as defined by the California Environmental Quality Act (CEQA), Pub. Res. Code Section 21065, and is not a “development” as defined by the California Coastal Act, Pub. Res. Code Section 30106.

000057

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of August, 2011, by the following vote:

AYES:      Board Members:

NOES:      Board Members:

ABSENT:      Board Members:

ATTEST:

---

TONY R. RUSSELL  
DIRECTOR, CORPORATE SERVICES/  
AUTHORITY CLERK

APPROVED AS TO FORM:

---

BRETON K. LOBNER  
GENERAL COUNSEL

000058

# **ATTACHMENT A**

POLICY SECTION NO. 1.21

DRAFT

## **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.”

# **ATTACHMENT A**

POLICY SECTION NO. 1.21

DRAFT

## **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

# **ATTACHMENT A**

POLICY SECTION NO. 1.21

DRAFT

(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:

## **ATTACHMENT A**

POLICY SECTION NO. 1.21

DRAFT

(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. BIOCOM
3. CONNECT

(iv) The president of the Metropolitan Transit System 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

(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.

## **ATTACHMENT A**

POLICY SECTION NO. 1.21

DRAFT

(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.

## **ATTACHMENT A**

POLICY SECTION NO. 1.21

DRAFT

(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]

## **ATTACHMENT A**

**POLICY SECTION NO. 1.21**

**DRAFT**

[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.]