

REPORT TO THE
Airport Commission
City of Salinas, California

DATE: December 8, 2016

FROM: Brett J. Godown, Airport Manager

SUBJECT: Airport Commission Bylaws Amendments December 2016

RECOMMENDED ACTION:

It is recommended the Airport Commission accept the Staff's recommendation to accept the Salinas Airport Commission Bylaws as amended.

BACKGROUND:

In the middle part of the year, the Salinas City Council began reviewing the all City Boards and Commission. Airport Staff was asked to provide the current Airport Bylaws, attendance records, and cancelations due to lack of quorum. The Council subcommittee (Gunter, Lutes, McShane) have been working on this for some time. The Council subcommittee has come to a consensus on several items, one of them being a uniform set of bylaws for the various commissions and boards. This report will highlight some of those changes.

Attached are two documents: (1) an ordinance updating Chapters 2 and 3 of the Municipal Code regarding Commissions, Committees, and Boards and (2) a Uniform set of bylaws for the Commissions, Committees, and Boards.

The Ordinance reorganizes parts of existing Chapter 2 and Chapter 3 of the Salinas Municipal Code and re-establishes the City Commissions, Committees, and Boards and clarifies their powers and duties. The Ordinance also establishes the requirements for appointment to and service on a City Commission, Committees, or Board. Additional advisory boards, committees, and other bodies may be established by Resolution of the City Council. The Commissions, Committees, and Boards will operate pursuant to a uniform set of bylaws, unless specified otherwise in this Ordinance. The role and powers of the Historic Resources Board remain unchanged. The Board of Appeals for building and fire-related issues has been incorporated into Chapter 3 through this Ordinance and the powers, duties, and qualifications, as well as appointment criteria have been clarified.

Here are the highlights of the attached:

Ordinance

1. The Affirmative Action Commission and the Youth Advisory Commission are going away.
2. The four standing Commissions remain, with their powers and duties unchanged: Planning, LCS, Airport, and Traffic and Transportation.
3. Each commission, committee, board (including the PCAC) will consist only of seven members.
4. No term limits, but each seat needs to be re-confirmed at each election.
5. Planning Commission and PCAC members will be appointed by District. All other commissions, committees, and boards will be at-large. HRB and Board of Appeals (and Arts Commission) can be filled with qualified residents at-large or qualified non-residents.
6. Historic Resources Board remains unchanged.
7. Board of Appeals (building and fire) has been pulled from Chapter 9 (which will be reorganized and rewritten soon) and placed into Chapter 3. Powers and duties remain unchanged, but they are appointed by the Council from among qualified residents or non-residents who own and operate a business in Salinas.
8. A Design Review Board will be established later, by Resolution, as a sub-committee of the Planning Commission.
9. A Senior Commission will be established later, by Resolution, as a sub-committee of the Library and Community Services Commission.

Uniform Bylaws

The existing Bylaws for the various commissions, committees, and boards were by City Legal and found to be generally consistent. In an effort to achieve efficiencies and consistencies among the commissions, committees, and boards standard bylaw terms have either been folded into the ordinance or into the new Uniform Bylaws. The duties for the Airport Commission have been updated and read as follows:

1. To study and make recommendations to the council on all matters relating to the technical operation, sale, lease, rental, improvement, financing, and development of the airport including all airport facilities and buildings owned or operated by the city.
2. To study and recommend ordinances and resolutions for the establishment of administrative rules and regulations governing the operation and use of airport facilities.
3. To recommend adoption of airport planning documents including but not limited to: The Airport Layout Plan, Airport Master Plan, and Narrative Report.

FISCAL IMPACT:

None

ALTERNATIVES AVAILABLE TO COMMISSION:

The Commission may:

1. Choose to accept Staff's recommendation.
2. Choose to not to accept Staff's recommendation and provide Staff with direction.

CONCLUSIONS AND RECOMMENDATIONS:

It is recommended the Airport Commission accept the Staff's recommendation to accept the Salinas Airport Commission Bylaws as amended.