



## MEETING AGENDA

### CHOWCHILLA AIRPORT ADVISORY COMMITTEE

Council Chambers, Chowchilla City Hall  
130 S. Second Street, Chowchilla, CA 93610

**October 16,, 2017**  
**7:00 p.m.**

Agendas for all regular Airport Advisory Committee meetings are posted at least 72 hours prior to the meeting at the Civic Center, 130 S. Second St. Agendas for all special Airport Advisory Committee meetings are posted 24 hours prior to the meeting. Written communications from the public for the agenda must be received by the Public Works Department no less than 7 days prior to the meeting date.

Any writing or documents provided to a majority of the Airport Advisory Committee regarding any item on this agenda will be made available for public inspection at the City Clerk's Counter. In addition, most documents will be posted on the city website at [www.CityofChowchilla.org](http://www.CityofChowchilla.org).

The City of Chowchilla complies with the Americans with Disabilities Act (ADA of 1990). The Council Chambers is accessible to the physically disabled. If you need special assistance, please call (559) 665-8615, ext. 305 at least 4 days prior to the meeting.

#### OPEN SESSION – 7:00 PM

##### CALL TO ORDER

##### ROLL CALL:

Chair: Steve Lawrence

Vice Chair: Joanna Botelho

Members: Jeffery Christensen, Ashley Miller, Patricia Shirley, Dwight Stephens

City staff and contract employees present at the meeting will be noted in the minutes

**PLEDGE OF ALLEGIANCE: Steve Lawrence**

#### CEREMONIAL / PRESENTATIONS – Section 1

**NONE**

#### PUBLIC ADDRESS

This time is reserved for members of the audience to address the Committee on items of interest that are **not** on the Agenda and that are within the subject matter jurisdiction of the Committee.

It is recommended that speakers limit their comments to **no more than 3 minutes** each and it is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the Committee on items on the Agenda should notify the Chair when that Agenda item is called.

The Committee is prohibited by law from taking any action on matters discussed that are not on the Agenda. No adverse conclusions should be drawn if the Committee does not respond to public comment at this time.

Speakers are asked to please **use the microphone and provide their name for the record**. Prior to addressing the Committee, any handouts are to be provided to Board Clerk who will distribute them to the Committee and the appropriate staff.

**CONSENT CALENDAR – Section 2**

**NONE**

**DEFERRED BUSINESS – Section 3**

**NONE**

**NEW BUSINESS – Section 4**

- 4.1. Discussion of Airport Advisory Committee Roles and Responsibilities – (Rogers)**
- 4.2. Update on FAA conference Director Rogers attended – (Rogers)**
- 4.3. Discussion of Airport Capital Improvement Program (ACIP) – (Rogers)**
- 4.4. Re-Schedule Airport Visits- (Rogers)**
- 4.5. Alfred Hansen has resigned from his position on the Airport Committee – (Smith)**

**NEXT AIRPORT ADVISORY COMMITTEE MEETING WILL BE JANUARY 15<sup>TH</sup>, 2018.**

OCTOBER 24 CITY COUNCIL MEETING- CIVIC CENTER, 7:00PM  
 NOVEMBER 13 CITY COUNCIL MEETING- CIVIC CENTER, 7:00PM  
 NOVEMBER 28 CITY COUNCIL MEETING- CIVIC CENTER, 7:00PM  
 NOVEMBER 23-24 THANKSGIVING - CITY OFFICES CLOSED  
 NOVEMBER 28 CITY COUNCIL MEETING- CIVIC CENTER, 7:00PM  
 DECEMBER 12 CITY COUNCIL MEETING- CIVIC CENTER, 7:00PM  
 DECEMBER 25-26 CHRISTMAS-CITY OFFICES CLOSED

**ADJOURNMENT**

I, Wendy Smith, Senior Administrative Supervisor, do hereby declare under penalty of perjury that the foregoing agenda was posted at the Chowchilla City Hall, 130 S Second Street, Chowchilla, CA and made available for public review on this 10th day of October 2017 at or before 4:00 p.m.

---

Wendy Smith  
 Senior Administrative Supervisor

## **Chapter 2.26 - AIRPORT ADVISORY COMMITTEE**

### **Sections:**

#### **2.26.010 - Created.**

The airport advisory committee exists by virtue of the Government Code of the state of California and the order of the city council of the city. The committee will follow The Brown Act of the Government Code of the state of California. Robert's Rules of Order will be utilized for general rules of procedure under the direction of the chair.

(Ord. 431-06 § 3 (part), 2006)

#### **2.26.020 - Membership, appointment and compensation.**

The airport advisory committee shall consist of seven members that are residents of the city, or within the Chowchilla Union High School District's Sphere of Influence. Those applicants demonstrating the experience, knowledge, civic-mindedness and/or community involvement deemed by the city council to be of sufficient merit, and without direct financial conflict of interest, to best serve the interests of the committee shall be given preference. The city council has determined that preference will also be given, but is not determinative, to representation from the local pilots' association and fixed-based operators (herein FBOs) with company operations sited on or adjacent to the municipal airport. No more than two FBOs shall be appointed to the airport advisory committee. Should applications be received that are insufficient to satisfy appointments meeting the preferred qualifications, the city council reserves the option to appoint members without regard to such preferred qualifications. Preferred qualifications are guidelines for the city council and not definitive or controlling as to final action on appointments by the city council.

All member of the airport advisory committee shall serve without compensation.

(Ord. 431-06 § 3 (part), 2006)

#### **2.26.030 - Terms, meetings, attendance, vacancies and removal.**

Upon appointment, members of the airport advisory committee shall serve for a term of four years calculated from January 1 of the year of appointment, or until their successors are appointed. All vacancies shall be filled for the unexpired terms of the member(s) whose office is vacant in the same manner as such member(s) received original appointment. If a vacancy occurs in a manner other than by expiration of a term, it shall be filled by the city council's appointment for the unexpired portion of the term.

The city administrator shall serve as an ex-officio ad hoc member with an unlimited term.

Each January at its first meeting, or as soon thereafter as reasonably possible, the members shall elect from its membership a chair and vice chair as officers. The officers shall hold office for the calendar year in which they are elected and/or until their successors are elected and sworn into office.

The committee shall adopt rules and regulations to govern proceedings and shall, by vote, set a time and day for regular meetings which shall be held at least once each quarter unless there is a lack of business, and shall determine the manner in which special meetings may be held and the notice given subject to the approval of city council. Meeting schedule, location, day and time shall be established and amended upon approval by the city council by resolution.

Committee members are expected to attend all scheduled meetings. The city council wants the benefit of the full committee's judgment. Members must not miss three consecutive regular meetings, or more than twenty-five percent of all meetings during the calendar year. Whenever possible, Members should notify the city staff representative within twenty-four hours of a scheduled meeting if unable to attend a meeting. If a member of the committee is absent without cause and does not meet the attendance requirements as specified, his/her position

becomes vacant automatically. The designated staff representative shall immediately notify the city clerk's office of the attendance violation, who will report this information to the city council. A committee member shall be relieved of his/her responsibilities for lack of attendance by majority vote of the city council.

At a minimum of once year calendar year, the committee shall meet jointly with the city council for the purpose of reviewing goals and visions of the city and the city council, purpose and commitment of the committee, and address any issues of concern.

(Ord. 431-06 § 3 (part), 2006)

(Ord. No. 455-10, § 2, 2-8-2010)

## **2.26.040 - Powers and duties.**

The airport advisory committee shall have the following duties:

- A. To coordinate and constructively encourage public use of the Chowchilla Municipal Airport;
- B. To act in an advisory capacity to the city council on the general operation, improvements and development of the Chowchilla Municipal Airport;
- C. To act in an advisory capacity to the city council in the development of a comprehensive program, with immediate, intermediate and long-range goals for the operation and improvement of the Chowchilla Municipal Airport;
- D. To act in an advisory capacity to the city council, in cooperation with the city planning commission, on the development of land surrounding the airport or land development which would affect the operation of the airport;
- E. To review and comment on the annual budget for the Chowchilla Municipal Airport during the process of the development of the preliminary budget and to make recommendations thereon to the city council;
- F. To review annually, in a formal manner, all fees and charges at the Chowchilla Municipal Airport; and
- G. To undertake such other duties, in relationship to the Chowchilla Municipal Airport, which may from time to time be assigned by city council.

(Ord. 431-06 § 3 (part), 2006)