Marin County Aviation Commission
DRAFT Minutes of April 2nd, 2015 Meeting
7pm - Board of Supervisors’ Chambers
Marin Civic Center, San Rafael, CA

Commission Chair: Humphrey Ogg

Commissioners Present at Roll Call: Richard Beach, Lou Francke, Richard Nave, Marius Nelsen

Commissioners Absent at Roll Call: Douglas Watt

Staff Present: Dan Jensen (Airport Manager), Eric Steger (DPW), Ann Hearty (recording secretary)

The Chair gaveled the meeting to order at 7:14 pm.

1. Minutes
   Chair Ogg requested that the date be changed from 2014 to 2015.
   M/S Franecke/Nelson: 4 ayes; Beach abstaining

2. Airport Manager’s Report and Comments
   a. Mr. Jensen said there had been no accidents to report, only flat tire incidents not related to the conditions of the field.

   b. The Manager stated that regarding the one informal complaint to the Federal Aviation Administration (FAA), there has been no formal response.

   c. Mr. Jensen reported that the airport hangar and insurance audit identified 31 units and 87 planes without documentation. He noted that as of February 5th, 24 units and 75 planes were now in compliance, leaving only 7 units and 12 planes on the field requiring follow up.

   d. The Manager said that on April 1st, 17 individuals (most representing consulting companies) toured the Airport in response to the RFP and RFQ. The expectation is that all proposals will be received by April 15th.
e. Mr. Jensen stated that the AWOS system was repaired on March 4th and has been fully operational since that date. He noted that the FAA has received and is processing the grant application.

A member of the public expressed appreciation for the shepherding of the AWOS repair. A member of the public asked that a webcam be installed for pilots to see field conditions in real time and requested permission to place a compass rose at Gnoss Field.

3. Aviation Commissioners' Reports and Comments
   a. Commissioner Franecke asked for an update on noise abatement signage. The Airport Manager reported that he called the Division of Aeronautics and made a second request for an inspection. Mr. Franecke asked that Mr. Jensen follow up with a letter indicating that progress on this issue is a high priority in keeping good community relations.

   b. Commissioner Beach indicated that the packet contained four items that he asked be added to the agenda, but were not. He requested timely, perhaps quarterly financial reports, performance measures of Airport operations, the status of the County response to the Grand Jury Report, and a request to amend the bylaws to address the provision regarding a limitation on the number of pilots that can be seated on the Commission at one time. He brought up a web forum that tracks neighbor complaints regarding noise and overflights frequency.

   c. Commissioner Nave responded that Mr. Beach had presented some good information and items go through the Chair, who is the Commission spokesman to the community.

   d. Commissioner Franecke said that the bylaws remedy seemed appropriate as long as the resolution passed in 1973 was still accurate.

   e. Commissioner Beach asked for clarification at what point an appointed Commissioner is considered a full member of the Commission. Mr. Ogg counseled that ratification by the Board of Supervisors did not complete the acceptance process, which concludes with being sworn in to a specific office. Mr. Beach asked what status he officially held from March 3rd until the Airport Manager swore him in on April 2nd. Chair Ogg asked staff to confirm the appointment process and report back to the
Commission. Commissioner Beach asked the Chair to explain the process of getting items on the agenda for a meeting. Mr. Ogg said he would review those procedures and report back at the next meeting.

f. Chair Ogg requested that the proposal by Ms. Royce to create a compass rose at Gnoss be studied and presented by staff at the next meeting. Commissioner Nelsen asked where it would be placed. Ms. Royce suggested in the run-up area of 31. He asked for a motion to place this item on the next agenda.

M/S Ogg/Nelsen: All Ayes

4. Unfinished Business
   None

5. New Business
   Aviation Commission Goals
   a. Chair Ogg reviewed the draft, noting that Commissioner Beach had submitted correspondence to be considered with each item and asked that Commissioners review all the information available for each goal before they make their decision on each goal.

   b. Mr. Nave said he looked forward to the Commission prioritizing what they felt as a whole should be addressed at this time.

   c. Chair Ogg asked that Commissioners propose to add, subtract, or amend each goal, including the initiatives, as presented and that the Commission only make one motion to accept all changes, if any, after all the goals are reviewed.

   d. The Commission requested that staff begin to gather and analyze information on the current status of terms of all new and renewable leases (including fiscal and legal impact) to direct the Commission in normalizing the lease policy. The Chair noted that these recommendations came from the Grand Jury report to better affect the operations of the Airport.

   e. Mr. Steger reminded the Commission that the goals will be finalized by staff and forwarded to the County Administrator’s Office to be included in a document presented to the Board of Supervisors at the time of budget approval in June.
f. A member of the public commented on the Runway Extension goal, suggested that the Airport respond to partnering overtures, provide goal measurement language, and promote business at Gnoss Field.

M/S Franecke/Nave
Ayes: Franecke Nays: Beach
    Nave
    Nelsen
    Ogg
The motion below passed 4 to 1:

Aviation Commission Goals for 2015-2016
Goal 1: Review and monitor the County’s efforts for the proposed Gnoss Field runway and taxiway extension
   All Key Initiatives as presented

Goal 2: Continue to review and monitor safety considerations of aviation activities within the County of Marin
   All Key Initiatives as presented

Goal 3: Continue to support increased community awareness of the importance of aviation and the Gnoss Field Airport in approved manners as approved by the Commission
   All Key Initiatives as presented

Goal 4: Review and monitor aviation-related business at Gnoss Field and the County of Marin
   All Key Initiatives as presented

Goal 5: Gather and analyze information on the current status of the terms of all new and renewable leases at Gnoss Field Airport to recommend and update a new leasing policy.
   No Key Initiatives were presented

6. Open Time
A member of the public commented on the goals adopted for the coming year and expressed dissatisfaction.

7. Adjourn
   M/S Franecke/Nelsen – All ayes

Meeting adjourned at 9:01 pm.
September 19, 2006

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Revised Aviation Commission By-Laws to Reflect Changes in Meeting Schedule

Dear Board Members:

RECOMMENDATION: It is recommended your Board approve the revised Aviation Commission By-Laws to establishing a new Commission meeting schedule to be the first Wednesday of the months of February, April, June, August, October, and December, unless otherwise determined by the Commission.

SUMMARY: In April of this year, your Board held a workshop regarding the many Advisory Boards & Commissions serving Marin. At that workshop your Board directed staff to work with the Aviation Commission to determine if the historic monthly meeting schedule of the Aviation Commission was the best use of staff and community resources.

At their regular scheduled September 6, 2006, meeting the Aviation Commission unanimously agreed to cut their meeting schedule in half and meet on a bimonthly basis. In the event of an emergency item the revised By-Laws provide the ability to call a special meeting should that be necessary.

FISCAL IMPACT: N/A

REVIEWED BY: [ ] Auditor-Controller [ X ] N/A
[ X ] County Counsel [ ] N/A
[ ] Human Resources [ X ] N/A

Respectfully submitted,

Jeff Rawles
Deputy Director

C: Aviation Commission
MARIN COUNTY AVIATION COMMISSION

BY-LAWS OF THE COMMISSION

ARTICLE I: NAME

This organization shall be called "The Marin County Aviation Commission" existing by virtue of Resolutions No. 69-13, 73-35, and 8776 of the Board of Supervisors of the County of Marin, and exercising the powers and authority and assuming the responsibilities delegated to it under said Resolutions.

ARTICLE II: PURPOSE

The Commission shall advise and recommend to the Board of Supervisors on matters relating to Marin County airports, regulation of private airports, cooperation with military airports, and all other aviation matters.

ARTICLE III: MEMBERSHIP

The Commission shall consist of seven (7) members. One (1) appointment is made by the Board of Supervisors from each Supervisory District; two (2) appointments representing the Greater Novato area, with one (1) to be nominated by the Novato City Council, and the other appointed by the Board of Supervisors as an at large member.

Appointed members may resign their appointment by submitting a letter of resignation to the Board of Supervisors.

ARTICLE IV: TERM OF OFFICE

Each Supervisory District member shall serve four (4) years and each Greater Novato Area member shall serve three (3) years.

ARTICLE V: MEETINGS

1. General

   All meetings of the Commission shall be open to the public and the public shall be notified in accordance with the provisions of the Brown Act.

2. Meeting Frequency

   Meetings shall be held in the months of February, April, June, August, October and December unless otherwise determined by the Commission.
3. **Meeting Time and Place**

Commission meetings are held of the first Wednesday of the month at 8:00 p.m. The location of Commission meetings is Pilot’s Lounge, 451 Airport Road, Novato, California.

4. **Special Meetings**

Special meetings of the Commission may be called by the order of the Chair or by order of the majority of the Commission by delivering written notice to each member of the Commission at least twenty-four (24) hours before time of such meeting.

5. **Quorum**

A majority of the membership of the Commission four (4) shall constitute a quorum for the transaction of business and the adoption of action items.

6. **Conduct of Meetings**

Proceedings of all meetings shall be governed by the current edition of Robert’s Rules of Order. Robert’s Rules of Order shall be the parliamentary authority for all matters of procedure, for this Commission, not specifically covered in these by-laws.

7. **Voting**

An affirmative vote of the majority of all members of the Commission present at the time shall be necessary to approve any action item before the Commission. If requested by any member, in attendance, a roll call vote must be held.

8. **Meeting Attendance**

If a Commissioner is unable to attend an Aviation Commission meeting he/she must notify the Airport Operations Manager at least twenty-four (24) hours prior to said scheduled meeting. Otherwise, the Commissioner’s absence will be unexcused. A Commissioner with three consecutive unexcused absences may be recommended by the Aviation commission to the Board of Supervisors or an appropriate agency for removal.

**ARTICLE VI: OFFICERS**

1. **Officers of the Commission**

The officers of the Commission shall be elected at the annual meeting of the Commission, and shall be as follows: Chair and Vice Chair.
2. Duties of Officers

Chair – the Chair shall preside at all meetings, appoint committees, authorize calls for any special meetings and generally perform the duties and functions of the presiding officer.

Vice-Chair – the Vice-Chair, in the event of the absence or disability of the Chair, or a vacancy in the office of the Chair, shall assume and perform the duties of the presiding officer.

3. Term of Office

The officers and members of Committees shall serve for one year or until their successors are elected.

The term of office shall begin immediately following the adjournment of the annual meeting at which they are elected.

ARTICLE VII: COMMITTEES

1. Ad Hoc Committees

Ad Hoc Committees shall be appointed by the Chair.

ARTICLE VIII: BYLAWS

1. Amendment

These bylaws may be amended by a majority vote of all Commission members.

2. Notice

Written notice of any proposed amendment shall be mailed to all members at least ten (10) calendar days prior to the meeting at which such action is proposed to be taken.

3. Effective Date of Amendment

No amendment to these bylaws shall take effect or be binding until said amendment(s) are ratified by the Board of Supervisors.
BOARD OF SUPERVISORS OF THE COUNTY OF MARIN

RESOLUTION NO. 8776

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF MARIN ESTABLISHING AN AVIATION COMMISSION

WHEREAS, this Board has determined that an Advisory Commission of citizens is necessary to assist the Board in the general field of aviation in order to promote the economic development of the County of Marin through the development of a balanced transportation system within and beyond the County of Marin;

NOW, THEREFORE, BE IT RESOLVED that the Marin County Aviation Commission is hereby established, with composition and responsibilities as follows:

1. Membership. The Commission shall consist of seven members. Five members shall be generally representative of the five supervisorial districts with each Supervisor nominating one member, not necessarily from his district, for appointment by the Board of Supervisors. The remaining two members shall be representative of the entire County and shall be nominated and appointed at large. Not more than three members shall be active pilots, aircraft owners, or connected with the aviation business; a majority shall be active in businesses or professions in Marin County.

2. Terms. Members shall serve at the pleasure of the Board and may be removed without cause. Terms of the members first appointed shall be determined by lot at the first meeting, with four to serve for three years and three for two years. Terms thereafter shall be for two years. The Commission shall elects its Chairman annually.

3. Responsibilities. The Commission shall have the following responsibilities:

A. Study, advise, and make recommendations to the Board of Supervisors and other County agencies concerning planning, acquisition, development and general operating policy of County airports.

B. Study, advise, and make recommendations to the Board
of Supervisors and other County agencies concerning relationships with, regulation of, and facilitation in the public interest of, private airports and aviation-connected enterprises.

C. Study, advise, and make recommendations to the Board of Supervisors and other County agencies concerning cooperation with military airports and possible joint arrangements therewith, including contingency plans for economic use thereof in event of reduction or phase-out of any military aviation activity.

D. Assist in the formulation and review of an airport master plan for ultimate adoption by the Board of Supervisors.

E. Study, advise, and make recommendations to the Board of Supervisors and other County agencies concerning ways and means of protecting aviation activities from infringement, as well as ways and means of protecting the community at large from undue disturbance by aircraft or aviation-connected activities.

F. Study, advise, and make recommendations to the Board of Supervisors concerning Marin County participation in regional airport planning or operating authorities.

G. As assigned by the Board of Supervisors, assist in negotiations with other levels of government concerning aviation matters, and recommend solutions to any specific problems relating directly or indirectly to aviation matters.

4. County departments concerned, through the County Administrator and as he may deem feasible, are directed to assist the Commission in carrying out its responsibilities.
5. The Airport Advisory Committee is hereby dissolved.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of Marin County held on the 21st day of December, 1965, by the following vote:

AYES: SUPERVISORS Byron W. Leydecker, Thomas T. Storer, Ernest N. Kettenhofen, Peter H. Behr

NOES: SUPERVISORS None

ABSENT: SUPERVISORS William A. Gnoss

ATTEST

GEO. H. GNOS, CLERK

CHAIRMAN OF THE BOARD OF SUPERVISORS