



**SOLANO COUNTY BOARD OF SUPERVISORS  
ADVISORY BOARD/COMMISSION REVIEW SHEET**

**Date:** September 8, 2014

**Name of Advisory Board:** Nut Tree Airport Advisory Committee

**Name of person completing review sheet:** Dave Daly

**Name and Department of County Contact/Staff assigned to Board:** Dave Daly /  
Department of General Services

**PURPOSE**

1. What is the purpose of the advisory board?

The Nut Tree Airport Advisory Committee has been established to assist and advise the Board of Supervisors and County officials to ensure that the airport is maintained and developed in such a manner that it will continue to be a high-quality aviation facility for its users and a good neighbor in the community.

2. Does the board/commission have a mission statement? If so, please provide.

The Nut Tree Airport Advisory Committee does not have a mission statement.

3. Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors.

The current Bylaws were approved by the Board of Supervisors September 23, 2008.

4. Please reference how, why and when the board/commission was created.

The Committee was created by the Solano County Board of Supervisors on June 22, 2004 to assist and advise the Board of Supervisors and County officials to ensure the airport is maintained and developed in such a manner that it will continue to be a high-quality aviation facility for its users and a good neighbor in the community.

**MEETING SCHEDULE**

5. How often does the advisory board meet?

Quarterly

6. Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, explain why there isn't one?

The Nut Tree Airport Advisory Committee does not adopt an annual work plan.

7. Please attach membership list and attendance records for July 2013 through July 2014 or since the last reporting period.

Attached

### **BROWN ACT REQUIREMENTS**

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered “no” to any of the questions below, please explain:
  - A. Was a quorum present at each meeting? No (a quorum was present at 4 of 5 meetings)
  - B. Did each new member receive training and written guidelines on the Brown Act? N/A (*no new members*)
  - C. Did existing members receive a review of the Brown Act? Yes
  - D. Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Policies? Yes

### **OBJECTIVES AND ACCOMPLISHMENTS**

9. List primary goals and objectives from the last reporting period and note if they were met.
  - Complete review of the Airport Master Plan and Draft EIR – Met.
  - Review and provide comments on the annual update of the Airport Capital Improvement Plan (ACIP) including a Runway Threshold Shift Project– Met.
  - Review the ICON Development Project – Met.
10. List primary goals and objectives for the current reporting period.
  - Review annual update of the Airport Capital Improvement Plan (ACIP).
  - Review proposals by the Jimmy Doolittle Museum.
  - Review and comment on the Airport’s Incident Action and Response Plan
  - Review and comment on ICON project.
11. Briefly outline accomplishments for the current reporting period (July 2013 – July 2014), and how those accomplishments were shared with other agencies.

Over the course of several meetings and workshops the Committee reviewed and deliberated the Airport Master Plan and Airport Capital Improvement Plan and advised the Board of Supervisors accordingly. The Committee also reviewed and discussed the ICON development proposal are various stages.

### **ADDITIONAL INFORMATION**

12. Please add any additional comments. Comments should be 150 words or less. None.

**Nut Tree Airport Advisory Commission**  
**Attendance Record**  
**July 1, 2013 through July 31, 2014**

Nut Tree Airport Advisory Committee	Member	Term	7/24/2013	10/2/2013 - Special Meeting	1/22/2014 (No Quorum)	4/23/2014	7/23/2014											
			X	A	X	A	X											
Business Pilot	Brad Elder	30-Jun-16	X	A	X	A	X											
Pilots Assoc	Mark Zurawski	30-Jun-15	X	X	A	A	X											
Area Resident	Robert Johnstone	30-Jun-16	X	X	A	X	X											
Business Representative	Steve Mervau	30-Jun-16	X	X	A	X	X											
Recreational Pilot	Mike Hedrick	30-Jun-15	X	X	X	X	X											

Date of Last Brown Act Training	Received Copy of Principles and Policies	Date of Last AB 1234 Ethics Training
8/26/2012	Yes	10/15/2012
8/25/2013	Yes	1/22/2013
1/31/2013	Yes	10/25/2013
8/26/2012	Yes	10/9/2012
10/20/2011	Yes	11/1/2012

Minutes sent to BOS		Y	Y	N	Y	Y												
Minutes sent to CAO		Y	Y	N	Y	Y												
Quorum (3 per Bylaws) Present		Y	Y	N	Y	Y												

Agenda Posting Locations:	Lobby of 301 County Airport Rd, Vacaville CA
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X = PRESENT  
A = ABSENT  
Y = YES  
N = NO

**BYLAWS OF THE  
NUT TREE AIRPORT ADVISORY COMMITTEE**

**ARTICLE I**

**AUTHORITY**

The Nut Tree Airport Advisory Committee, hereinafter referred to as the Committee, has been established by the Solano County Board of Supervisors on June 22, 2004.

**ARTICLE II**

**PURPOSE AND INTENT**

The County of Solano operates the Nut Tree Airport for the benefit of all residents, business owners, and visitors of the County. The Solano County Board of Supervisors seeks to ensure that the Nut Tree Airport is maintained and developed in such a manner that it will continued to be a high-quality aviation facility for its users and a good neighbor in the community, recognizing that both the users and community may change as Solano County continues to grow and develop. The Nut Tree Airport Advisory Committee has been established to assist and advise the Board of Supervisors and County officials in the implementation of these objectives.

**ARTICLE III**

**POWERS AND DUTIES**

The powers and duties of the Committee are:

1. Advise the Board of Supervisors on policy matters pertaining to the operation and management of the Nut Tree Airport, the uses of property adjacent to the airport if such uses may impact operations at the Airport, and any other matters as the Board may from time to time request relating to the Nut Tree Airport.
2. Review and make recommendations regarding plans and policies for airport safety.
3. Review and assist in the preparation of the airport master plan, airport business plan, airport capital improvement plan, and other related plans and documents.

4. Submit to the Board of Supervisors an annual report relating to activities of the Airport and the Committee.

## **ARTICLE IV**

### **MEMBERSHIP**

The Committee shall consist of five (5) members and shall be appointed by the Board of Supervisors.

1. In order to include a diversity of backgrounds and perspectives on the Committee, the members of the Committee should be appointed based on the following qualifications:
  - (a) Recreational Pilot – One should be a pilot who flies primarily for recreational purposes and who is a tenant of hanger or tie-down space at the Airport.
  - (b) Business Pilot/Owner/Aircraft User – One should be a pilot, owner, or aircraft user who flies primarily for business purposes and who is a corporate or commercial tenant at the Airport.
  - © Area Resident – One should reside within the airport influence area or planning area of the Airport, as delineated in the Nut Tree Airport Land Use Compatibility Plan.
  - (d) Pilots Association Member – One should be a member of the Solano Pilots Association, the Experimental Aircraft Association 1230, or the Aircraft Owners and Pilots Association. Preference may be given to those that are members of more than one of these organizations.
  - (e) Vacaville Area Business Representative – One should be associated with a business enterprise located in the Vacaville area.
2. Members of the Committee shall reside within Solano County and be representative of the geographical diversity of the County.
3. All members of the Committee shall be appointed by the Board of Supervisors and shall serve at the pleasure of the Board. The terms of office for each Committee members shall be four (4) years, ending on June 30. The terms of the original members shall be staggered so that the terms of no more than two (2) members expired in any one year.

4. Should a vacancy occur in a Committee position, the Board of Supervisors shall appoint a replacement member to fill only the unexpired term of the vacant position(s).
5. If the Board of Supervisors does not appoint a new member, or reappoint an existing member, on or before the expiration of a member's term, that member may hold over on a month to month basis until such time as the member is either reappointed or a new person has been appointed to the position.
6. The failure of a member to attend 75% of the regular meetings of the Committee within one year (July through June), shall constitute a tender of resignation by that member, which tender can be accepted by the Committee without further notice. The Committee Clerk shall promptly notify the Board of Supervisors of such resignation and resulting vacancy.

## **ARTICLE V**

### **SUBCOMMITTEES**

The Committee may form standing or ad hoc subcommittees, as needed.

## **ARTICLE VI**

### **OFFICERS**

1. The officers of the Committee shall be the Chair and Vice Chair.
2. The Committee shall elect from its members, at its regular meeting in July of each year, a Chair and Vice Chair. The Chair and Vice Chair should not serve more than two consecutive one-year terms. The new elected officers shall take office upon election. A vacancy in either position shall be promptly filled by the Committee, and such replacement officer shall serve out the remainder of the term.
3. It shall be the duty of the Chair to preside over all meetings of the Committee, to appoint chairs of any standing or ad hoc subcommittees, and to exercise such other powers and perform such other duties as may be prescribed by the Committee.
4. It shall be the duty of the Vice Chair to assist the Chair in the execution of that office, to preside at meetings in the event of the absence of the Chair, and to

exercise such other powers and perform such other duties as may be delegated by the Chair or as may be prescribed by the Committee.

5. The Airport Manager shall serve as Clerk to the Committee, but shall not be a member of the Committee and shall be without a vote in matters of the business of the Committee. It shall be the duty of the Clerk to maintain the minutes and other records of the Committee, and to receive communications and correspondence addressed to the Committee.

## **ARTICLE VII**

### **MEETINGS OF THE COMMITTEE**

1. Regular meetings of the Committee shall be held quarterly, in January, April, July, and October, at 7:00 p.m. on the fourth Thursday of the month, unless that day is a County holiday, in which case that meeting shall be held on the Wednesday immediately preceding. Meetings shall be held in the Nut Tree Airport Conference Room.
2. The regular meeting may adjourn and reconvene at any specified time and place, within the County of Solano, upon a majority vote of the Committee.
3. Special meetings may be called at the discretion of the Chair, according to Section 54596 of the Government Code.
4. A regular meeting may be canceled by the Chair, or by the Vice Chair in the absence of the Chair, not less than forty-eight (48) hours in advance of the meeting, due to an expected lack of a quorum or lack of business. A regular or special meeting may be canceled by the Chair or Vice Chair at any time due to an emergency. The reason for cancellation shall be noted in the minutes.
5. Agendas for meetings shall be prepared by Committee staff and mailed at least five days prior to a meeting to all Committee Members and to others on the approved agenda mailing list. Public notice of all meetings shall be given pursuant to the Brown Act (Government Code sections 54950 and following) in compliance with the 72-hour posting deadline for regular meetings and the 24-hour deadline for special meetings.
6. All meetings of the Committee shall comply with the Ralph M. Brown Act.
7. Unless otherwise addressed by these Bylaws, the conduct of the affairs of the Committee and its subcommittees shall proceed in accordance with Rules of Order and Procedure as may be adopted by the Committee, or in the absence thereof, in accordance with the provisions of Robert's Rules of Order.

## **ARTICLE VIII**

### **QUORUM AND VOTING**

1. The presence of any three members of the Committee shall constitute a quorum for the transaction of all business duly presented at a meeting of the Committee, even if one or more Members must abstain from voting on a particular item of business. If the Committee has one or more unfilled vacancies, the presence of any three members of the Committee shall constitute a quorum.
2. Each member of the Committee shall have one vote, which shall be exercised by the member, if present at a meeting, unless required to abstain due to an actual or perceived conflict of interest. Voting by proxy shall not be allowed.
3. A tie vote shall be a rejection of the approval sought for the agenda item but, if less than the full Committee was present to vote on the item, the Chair may direct that the item be brought back for reconsideration at the next meeting of the Committee.

## **ARTICLE IX**

### **CONFLICT OF INTEREST**

Members of the Committee shall comply with the terms and provisions of the California Political Reform Act, and shall abstain from acting on matters as require by that Act.

## **ARTICLE X**

### **AMENDMENTS TO BYLAWS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote of the Committee Members present at any duly organized meeting of the Committee, provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each Member at least thirty days prior to the date of the meeting. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Board of Supervisors.

## **ARTICLE XI**

### **SEVERABILITY**

If any provision of these Bylaws, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of these Bylaws.