



April 23, 1987

THE HONORABLE CITY COUNCIL
Palo Alto, California

Joint Community Relations Committee for Palo Alto Airport

Members of the Council:

Background

On November 10, 1986, the Council endorsed an implementation plan proposed by the Santa Clara County Director of Aviation, designed to reduce noise impacts associated with the Palo Alto Airport. Among the several components of the plan was the following:

"The membership, structure, and charge of the Good Neighbor Committee should be formalized. This would help ensure continuation of the good faith efforts of the pilots, community residents, and FAA staff..."

In the first periodic update conveyed to Council from the Airport Operations Manager (CMR:165:7, March 5, 1987), the Airports Commission's progress on restructuring the Committee was described. The County Airports Commission has since approved the goals and proposed structure for the Committee and, by means of a letter attached to this staff report, the Chairperson of the Airports Commission is asking the Palo Alto City Council to assist in the selection of members for the Committee.

The Committee

The attached letter from the Airports Commission Chairperson includes a description of the purpose, scope, and membership of the Joint Community Relations Committee for Palo Alto Airport. The twelve-member committee will be chaired by a member of the County Airports Commission and will be assisted by the County Aviation staff. It is the County's intent to have similar community relations committees at each of the three County airports. The County will bear responsibility for organizing and staffing Committee meetings and activities, but the value of the Committee will also be determined by the participation of the community members. These representatives must keep the Airports Commission and airport management informed on airport-related interests and concerns of the community.

CMR:236:7

Implementation

The Airports Commission and Aviation staff are asking the Council to select five Palo Altans to represent the community on the Committee. An additional committee member should be selected as a representative of the City Council. The Council representative would provide liaison between the City Council, City staff, and the County. It would be appropriate for this member to be a staff member designated by the City Manager. The regular term of membership will be two years, but half of the initial members will be asked to serve three years in order to facilitate Committee continuity in the future by means of overlapping terms. The County's goal is to convene the new Committee in June 1987.

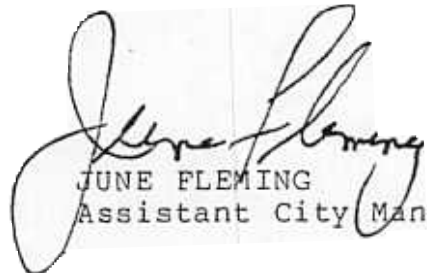
Recommendations

Staff recommends that the Council:

1. direct staff to prepare and publish advertisements notifying the public of the opportunity to apply for appointment to the Joint Community Relations Committee for Palo Alto Airport;
2. authorize the Mayor, on behalf of the City Council, to select five Palo Altans to serve on the Committee; and
3. direct the City Manager or his designee to represent the City Council on the Committee.

Respectfully submitted,


VICCI RUDIN
Assistant to the City Manager


JUNE FLEMING
Assistant City Manager

Attachment

County of Santa Clara
California

Airports Commission
County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110
(408) 299-4321

April 14, 1987

Mayor Gail C. Woolley
and Palo Alto City Council
250 Hamilton Avenue
Palo Alto, CA 94301

Honorable Mayor and Members
of the Palo Alto City Council:

As you know, the Airports Commission and Santa Clara County Department of Aviation staff have participated in a rather loosely structured "good neighbor committee" for the last two years. As a result of these meetings, the Airports Commission passed a Resolution establishing a more formalized Joint Community Relations Committee at our meeting of February 17, 1987. Included with this letter is a copy of the Statement of Goals and Structure we have suggested for this Committee.

We would like to enlist the assistance of the City Council in supporting this Committee. We particularly require your assistance in selecting the five members who are representatives of your community.

We appreciate your support and interest in this effort to improve the Palo Alto Airport and its relationship to your community.

Very truly yours,

SANTA CLARA COUNTY
AIRPORTS COMMISSION

Midge Vaughn
Midge Vaughn, Chairperson

MV:us
cc: Commission/staff/file

GOALS AND STRUCTURE

JOINT COMMUNITY RELATIONS COMMITTEE FOR PALO ALTO AIRPORT

PURPOSE: To jointly address such pertinent issues as:

1. The enhancement and promotion of safety/security standards at the Palo Alto Airport.
2. The conscientious monitoring and control of noise abatement policies and procedures.
3. The Airport's value, service and impact in regards to the Palo Alto Community.
4. Any item deemed necessary by dictating situations.

SCOPE: The Committee will meet the second Tuesday of every other month at 5:30 p.m., commencing with June of 1987. Notice of the meeting place, along with confirmation of the date and time, will be sent out at least ten days prior to the meeting.

The Committee will report findings and recommendations to the Aviation Commission, the Palo Alto City Council, the County Board of Supervisors and any other agency as deemed prudent.

MEMBERSHIP: The Committee will be comprised of the following twelve voting members as so appointed:

Five community members from the City of Palo Alto area. (These members will be selected by the Palo Alto City Council from a slate of volunteer candidates.)

One person representing the Palo Alto City Council.

Three members from the aviation community at large.

One person from the Palo Alto Air Traffic Control Tower.

One member from the Santa Clara County Aviation Commission.

One representative from the Palo Alto Airport commercial operators community.

Other interested parties may participate as required when approved by the Committee but may not act in a voting role.

ADDITIONAL CONSIDERATIONS:

1. Recommend that a Chairperson and Deputy be maintained. The Chairperson should be the member from the Santa Clara Aviation Commission. The Deputy Chairperson can be selected from the members at large by nomination and vote.
2. The term of membership can be worked out by the Committee themselves, however, we recommend that the term be not less than 2 years with half of the initial terms to be 3 years in order to provide continuity and smooth transition in the future.
3. The Committee may have to meet every month for the first few meetings as several orientation briefings will have to be presented by the Aviation Staff to indoctrinate the new members in the operations and functions of the Aviation System.
4. Administrative functions, such as the meeting agendas and scheduling of the meeting times and places, will be coordinated by the Operations Staff at Palo Alto Airport with certain clerical work assisted by the Aviation Administration Branch.

Joint Community Relations Committee for the Palo Alto Airport

BY-...

I. Name

The name of this organization shall be the Joint Community Relations Committee for the Palo Alto Airport (JCRC).

II. Purpose and Objectives

The purpose of the Joint Community Relations Committee of the Palo Alto Airport (JCRC-PAA) is to provide advice and recommendations to the Santa Clara County Airports Commission and the City of Palo Alto on the general subject of aviation issues related to the Palo Alto Airport.

III. Functions and Duties

- A. The JCRC-PAA may initiate discussions, observations, and investigations in order to make recommendations on aviation or airport matters to the County and City.
- B. The JCRC-PAA may hear comments on airport or aviation matters from the public, other agencies, or interest groups for consideration and possible recommendation to the County and City.
- C. The JCRC-PAA shall cooperate with local, state and federal or national aviation interests for the safe and orderly operation of aircraft and the airport.
- D. The JCRC-PAA shall advance and promote the interests of aviation and protect the general welfare of the people living and working near the airport.
- E. The JCRC-PAA may perform such other functions and duties as may be, from time to time, appropriate.

V. Membership and Terms

A. Membership will include

- Six members shall be appointed by the Santa Clara County Airport Commission:
 - a. One member appointed at large.
 - b. One member appointed by the County Board of Supervisors from the Santa Clara County Airports Commission.
 - c. One member from the FAA's Palo Alto Control Tower.
 - d. One member from the Palo Alto Airport Association.
 - e. One member appointed by the County as representative of Palo Alto Airport business enterprises.
 - f. One member appointed by the County as representative of the flight training industry at the Palo Alto Airport.
- 2. Members appointed by the City of Palo Alto:
 - a. Five members, all to be residents of the City of Palo Alto.
 - b. One member (as designated) from the Staff of the City of Palo Alto should attend as a non-voting, liaison.
- 3. The Deputy Director (or designee) of the Santa Clara County Transportation Agency Department of Aviation Operations shall be designated as staff support.
- 4. The airport supervisor of the Palo Alto Airport shall be invited to attend and designated as staff support (non-voting).

B. Initial appointments shall be for a one or two year term. Appointments after the initial appointment shall be for a two year term. Interim vacancies shall be appointed by the appointing jurisdiction to serve out the unexpired term of that membership. Members shall serve without compensation. Terms of appointed members begin effective March 1 of the year appointed and continue to serve until removed, resign, or their successor is appointed.

V Scheduled Meetings and Attendance Requirements

- A. Meetings will be held the second Tuesday of each month starting at 8:00 am, with adjournment not later than 9:30 am, unless otherwise ordered by the Chairperson.
- B. Regular or Special meetings may be held, canceled or relocated with advance notice to members of the Committee.
- C. Meetings shall be conducted pursuant to Roberts Rules or Order and in compliance with all applicable State and local laws.
- D. Agendas and minutes shall be published, distributed, and posted as the Committee may direct.
- E. The Airport Manager of the Palo Alto Airport shall maintain a file of the records of the Committee, which are open for inspection by the public.
- F. Attendance is required. Unexcused failure to attend three scheduled consecutive meetings or a significant pattern of absences may be considered as that member's resignation. Notice of such resignation will be given to the member and to the appointing jurisdiction for purposes of replacement.
- G. Members, for good cause, may be excused by the Chairperson from the attendance requirements.
- H. Replacement of the Committee member is only by action of the appointing jurisdiction.

VI. Officers

- A. The Committee shall elect its own Chairperson, Vice-Chair, and Secretary.
- B. Elections shall be held at the first regularly scheduled meeting in May of each year. Term of each office shall be for one calendar year, beginning June 1st after the election, or until their successors are elected. There is no limit to the number of times a member can be re-elected to the same office, or any office.

VII. Quorum

Six members shall constitute a quorum.

VIII. Reports

An annual report of the Committee shall be prepared and submitted to the City of Palo Alto, on such date to be established hereafter.

IX. Committees

Standing and/or special committees may be established by the JCRC to further the work of the JCRC. Members of such committees shall be appointed by the Chairperson.

X. Amendments to the By-Laws

Proposed amendments to these By-Laws shall be placed on the agenda and presented at regularly scheduled Committee meetings only, and may be adopted by simple majority vote of the membership present at the meeting.

[By-Laws, amended 1/12/93]

BFE
distributed
7/20/02

Joint Community Relations Committee for
The Palo Alto Airport Monthly Meeting
at the West Valley Flying Club
8:00 A.M.

City Appointments

Nicholas Petredis, Past Chair
Peter Carpenter, Chair
Glynn Falcon
Curtis Weil
William Fellman, City Staff Representative

County Appointments

Pat Meza, FAA
Pat Roy
John Stern
Robert Lenox
Larry Feldman

WINT