



Contra  
Costa  
County

To: Board of Supervisors  
From: Greg Baer, Director of Airports  
Date: January 17, 2023

Subject: Aviation Advisory Committee Bylaws Amendment

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**RECOMMENDATION(S):**

APPROVE an amendment to the Aviation Advisory Committee bylaws to change meeting frequency from every month to every other month.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

Originally established in the late 1970's, the County continues to have a highly functioning Aviation Advisory Committee (AAC). As stated in its bylaws, the AAC's role is to provide advice and recommendations to the Board of Supervisors on the aviation issues related to the economic viability and security of airports in Contra Costa County. The AAC's established bylaws, as amended from time to time by the Board, currently require the Committee to meet at least once a month, with the ability to hold special meetings more frequently as needed.

The administrative support (preparation of agendas, minutes, and presentations, committee member outreach, etc.) provided by Airports staff, requires up to forty hours of staff time

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/17/2023** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Ken Carlson, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 17, 2023

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Antonia Welty, Deputy

Contact: Greg Baer,  
925-681-4200

cc:

per month. Because the AAC's scope is limited to recommendations to the Board, many meetings are informational only, with no action items on the agenda.

### BACKGROUND: (CONT'D)

However, the amount of staff time required to prepare for a meeting with, or without action items, is effectively the same. In an effort to maximize staffing resources, the Director of Airports requested that the Committee consider switching to bi-monthly meetings. As a means to ensure consistent communication with the AAC and public, Airport management would provide a written update for the non-meeting months.

During its September 8, 2022, meeting, the AAC discussed the proposed change and recommended that the bylaws be amended to require meetings to be held at least every other month, rather than every month, with the ability to hold special meetings more frequently. The attached red-line version of the bylaws reflects the proposed language change.

### CONSEQUENCE OF NEGATIVE ACTION:

Staffing efficiencies desired by Airports management would not be realized.

### ATTACHMENTS

AAC Bylaws Amendment