

The Airport Advisory Commission (Commission), whose creation and purpose, organization and membership, duties and responsibilities, authority and limitations, are set forth in Chapters 2.18 and 2.27 of the Municipal Code, City of Long Beach, does this 18th day of October 2018, adopt these standing rules and operating procedures, which may be amended modified, and/or rescinded at any time by a majority vote of the Commission members.

1. OFFICERS

- 1.1.** The Commission shall have two officers: Chairperson and Vice-chairperson.
- 1.2.** The officers of the Commission shall be elected by a majority vote of the Commission. In the event of a tie, roll shall be retaken with top two vote recipients to be appointed as Chair and Vice-Chairperson, respectively.
- 1.3.** Election of officers shall take place at each July meeting of the Commission or at the next regularly scheduled meeting in the event of a vacancy or role change due to removal, resignation or ineligibility of an existing Commission officer.

2. MEETINGS

- 2.1.** Regular monthly meetings shall be on the 3rd Thursday of each month, except for April, August and December, at a time and place appropriate to commission needs, and announced in advance by inclusion in a published and posted agenda.
- 2.2.** Notices of such regular meetings, shall include the agenda and minutes of the previous meeting, and will be mailed or emailed to Commissioners at least 72 hours in advance of the meeting date. Unless an exception is made by the Chair, all requests to have items placed on an agenda are due to the Chair by the first Friday of the month of the meeting.
- 2.3.** Confirmation of Attendance: Commissioners shall advise in advance, by phone call or email, to the Long Beach Airport Department office if they will not be attending the next scheduled meeting. Failure to advise the Airport Department in advance of a meeting shall be deemed an unexcused absence.
- 2.4.** Opening of Meeting to Business: Meetings shall be called to order (in the presence of a quorum by the Chairperson or Vice-chairperson or in their absence, the most senior Commissioner shall assume the chair for the meeting. If a quorum cannot be established within 15 minutes of the scheduled start, the meeting shall be adjourned, unless extraordinary circumstances prevail, as decided by the Chair, or in his or her absence, the Vice-chair.

- 2.5. Absentee Policy:** (Pursuant to Chapters 2.18 and 2.27 of the Municipal Code)
In the event three consecutive absences occur, for any reason, the Mayor shall be advised.

3. HEADQUARTERS AND RECORDS

- 3.1.** The official mailing address for the Commission shall be c/o Long Beach Airport Department, 4100 East Donald Douglas Drive, Floor 2, Long Beach 90808.
- 3.2.** Permanent records shall be stored in the Airport office accessible to all Commissioners, and shall include but not be limited to: minutes, agenda, incoming and outgoing letters, rosters, and publications related to Commission matters.

4. COMMITTEES

- 4.1.** Committees may be formed by the chairperson and confirmed by a vote of the Commissioners to handle matters before the Commission, whether assigned by the City Council or created by the Commission on its own initiative.
- 4.2.** Committees may be ad-hoc, or standing. Generally, ad hoc committees exist for less than one year and can meet privately without staff, whereas standing committees are ongoing and must meet publicly with staff present taking notes/minutes.
- 4.3.** Committees may render oral or written reports of activities, according to mutual consent of all concerned commissioners. Respective chairperson shall require submission of committee reports which may be outstanding during their tenure of office and prior to their retirement from office.
- 4.4.** Committees rendering reports with recommendation(s) for City Council shall specify the commission vote and whether said report is to be:
- A. "Submitted" to the City Council, which shall mean that the Commission desires that the document be sent separately to the City Council to be received and filed, or;
 - B. "Forwarded" to the City Council, which shall mean attached to and sent to City Council as an attachment to the minutes.

5. DUTIES

- 5.1.** Per Municipal Code Ord. C-5709 § 1 (part), 1981; prior code § 2370.2, the duties of the Commission shall be as follows:

5.1.1. Generally to consult with and advise the City Council in formulating City policies regarding the development and operation of the Long Beach Municipal Airport.

5.1.2. To study and analyze, for the purpose of evaluation and recommendation of policy, problems which have been referred to it by the City Council, including, but not limited to: (1) a review of the master plan for the municipal airport and possible revision or modification thereof; and (2) a review of and the preparation of recommendations with respect to, fees, rental schedules and standards of service of the municipal airport.

5.1.3. Nothing contained herein shall be construed as investing the Commission, or any member thereof, with supervisory powers over the actions or duties of City employees. Neither the Commission nor any member thereof shall be concerned with day-to-day airport operation, construction, maintenance or repair activities, or other routine matters at the Airport.

6. COMMISSIONER/CITY COUNCIL RELATIONS

6.1. In the furtherance of more effective communications and understanding between the Commission and the City Council, the chairperson of the Commission shall by mutual consent of the commissioners involved, arrange for each commissioner to be assigned the responsibility of maintaining a communications link with at least one City Councilperson and such relationship shall be for the purpose of the Commission and not personal business.

6.2. Commissioners dealing with outside interests including City government, where personal matters or opinions are involved, shall advise so as not to give the impression of speaking for the Commission.

7. COMMUNICATIONS

7.1. The Airport Department shall be instructed to without delay advise the Commission chairperson or Vice-chairperson of the receipt of any communication directed to the Commission.

7.2. All official papers involving the actions of the Commission shall be signed by the ranking Commission officer.

7.3. The Airport Department shall be instructed to deliver any airport related material included in the City Council's meeting packets to members of the Airport Advisory Commission. Such delivery shall be at the same time, or as soon as possible after receipt by the City Council.

8. MINUTES

- 8.1.** Commission meeting minutes shall be taken on an "action" basis and not "verbatim".
- 8.2.** Sufficient detail of the subject matter shall be made a part of any/all motions to clearly establish the reason and intent of the "action" motion.
- 8.3.** Reports shall be written into the minutes when they are deemed to be essential to continued evaluation of a subject matter, but shall be brief and to the point.
- 8.4.** In the event a Commissioner wishes to enter an opinion or recommendations into the minutes, for the record, it shall be accomplished by quoting the individual's statement.
- 8.5.** The content of minutes of each Commission meeting shall be approved, or corrected or amended and approved, at the next regular meeting and promptly mailed to the City Clerk.
- 8.6.** Pursuant to City Council request, the proceedings of each Commission meeting shall be recorded, and the identified recording shall be sent the city clerk without undue delay.

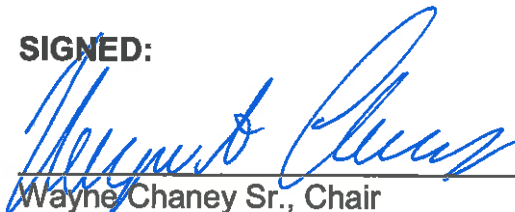
9. ORDER OF BUSINESS

- Call to order and roll call
- Introduction of visitors
- Approval of minutes
- Public input period
- Airport Department staff reports
- New business
- Commissioner's comments
- Additional public input period
- Adjournment

10. ELIGIBILITY TO ATTEND COMMISSION MEETINGS

- 10.1.** All Commission meetings, except those of ad-hoc committees, shall be open to the public.

SIGNED:



Wayne Chaney Sr., Chair