

**AMENDED BYLAWS  
OXNARD AIRPORT AUTHORITY**

The following provisions shall constitute the Bylaws of the Oxnard Airport Authority:

**ARTICLE I. CONSTITUTION**

The Oxnard Airport Authority (Authority) was formed by joint powers agreement on December 16, 1980, between the City of Oxnard and County of Ventura, entitled "Agreement Between County of Ventura and City of Oxnard Pertaining to Oxnard Airport Development and Surrounding Land Use" (Joint Powers Agreement).

**ARTICLE II. PURPOSE**

The purpose of the Authority is to consider and recommend to the Oxnard City Council (Council) and the Ventura County Board of Supervisors (Board) appropriate standards for operations at the Oxnard Airport and development around the Oxnard Airport, so that operations and development are compatible with each other.

**ARTICLE III. DUTIES AND RESPONSIBILITIES**

The Authority shall consider and recommend to the Council and Board standards for airport operations (Operational Standards) and standards relating to development of areas adjacent to the Oxnard Airport (Development Standards). Except as allowed by the Joint Powers Agreement, before any matter related to those standards is submitted to the Council or Board, the Authority shall review and make recommendations to the Council and Board as to the application of the adopted standards to the matter.

Operational Standards shall relate to the level of general aviation and limited commercial flights, runway length for takeoffs and landings, aircraft weight limits, VFR traffic patterns, and any other reasonable standards that will promote safe and compatible airport operations with the surrounding land areas.

Development Standards shall relate to building heights, noise attenuation requirements, and any other reasonable standards to promote safe and compatible air operations at the Oxnard Airport, including maps identifying the compatible area surrounding the Oxnard Airport in which the Development Standards shall apply.

The Authority shall not take any action unless that action is expressly authorized by the Joint Powers Agreement.

The Authority shall act expeditiously and avoid unreasonable delays in formulating recommendations for the Board and the Council. Any recommendation submitted to the Authority shall be deemed to have been approved by the Authority following the expiration of sixty (60) days following submission unless a majority of the members of the Authority shall have disapproved or modified the recommendation.

The Authority shall, at all of its meetings, set aside time for public comment. It shall allow public comment on all matters within the Authority's subject-matter jurisdiction. The Authority shall give fair, open-minded consideration to public comment and make its dispositions public in all matters on the agenda. The Authority's meetings shall be open to the public. Correspondence containing representations and/or recommendations of the Authority being sent to the Board or Council shall first be approved by a majority

vote of the Authority, and such materials shall be transmitted under the signature of the chairperson or the Authority or his/her designee.

County shall, without cost to City, provide staff and secretarial support to the Authority, consisting of the taking of minutes at all Authority meetings, the preparation and distribution of agendas for Authority meetings, and coordination of Authority business with City staff.

#### **ARTICLE IV. MEMBERSHIP**

The Authority shall be composed of two members of the Board, which members shall be selected by the Board; two members of the Council, which members shall be selected by the Council; and a fifth member (Public Member) to be selected by a majority of the other four members.

Members of the Board may be selected by the Board as alternates, and members of the Council may be selected by the Council as alternates. An alternate to the Public Member may be selected by a majority vote of the other four Authority members. Such designated alternate(s) may be a voting participant(s) at an Authority meeting at such time as the regular member(s) representing his/her jurisdiction is not in attendance.

Members of the Authority are subject to the Political Reform Act (Gov. Code, § 81000, et seq.) and to Government Code section 1090, et seq.

#### **ARTICLE V. TERMS OF OFFICE**

Members from the Board and the Council shall serve at the pleasure of their respective bodies. The term of office of the Public Member shall be two (2) years unless replaced during his/her term of office by majority vote of the other four members. The term of office of the Public Member shall commence on the first of March.

Prospective Public Member candidates shall complete and return an approved application form to the Authority in compliance with the instructions provided, when so ordered by the Authority. Final selection will be by majority vote of the other four Authority members.

The term of office of the Alternate Public Member shall be the same as that of the Public Member. Prospective candidates shall complete and return an approved application form to the Authority in compliance with the instructions provided.

#### **ARTICLE VI. COMPENSATION**

Council members and the Public Member of the Authority may be compensated in an amount of not more than \$50.00 per meeting for a maximum of two meetings any given month. Such compensation shall be provided by the respective entities with the compensation for the Public Member being shared equally by both the City and the County. Board members of the Authority are not compensated.

#### **ARTICLE VII. OFFICERS**

The Authority shall select from its membership a chairman and a vice-chairman. Both shall serve for one calendar year beginning on the first meeting in January. The chairman shall be responsible for conducting the meetings and shall be guided by Robert's Rules of Order, Revised. The Director of Airports shall act as the Authority's Administrative Secretary. The Administrative Secretary shall be directly responsible to the chairman and the Authority for the administrative and secretarial needs of the Authority, as described above. From time to time the Chairman will assign members of the Authority, on a voluntary basis, to

committees for purposes of special studies and pursuits. Each committee will be headed by a committee chairman appointed by the Chair of the Authority. The committee chairman shall be responsible to the Authority for carrying out the committee's assigned task.

#### **ARTICLE VIII. MEETINGS**

The Authority shall hold meetings once each month at a time and place selected by the Authority. Meetings shall be open to the public. The Administrative Secretary shall prepare and publish the agenda for each meeting and have it distributed to Authority members and all interested parties after it has been approved by the chairman or his designee. Meetings may be cancelled only on the approval of the chairman. Special meetings may be called by the chairman, vice-chairman or any three members.

In the absence or unavailability of the chairman, the vice-chairman shall assume all duties and responsibilities of the chairman. In the absence of both officers, the next most senior member shall assume the duties and responsibilities of the chairman. No action shall be taken except by a majority of the quorum of the Authority. A quorum shall exist when at least three (3) Authority members are present and a quorum must contain one City member, one County member and the Public Member. Voting shall normally take place by voice vote unless ballot vote is requested by any one member. The secretary shall poll each member and record his/her vote on all motions acted upon by voice vote, and record the results of all ballot votes. An accurate record of each regular and special meeting shall be kept and published for all interested parties.

#### **ARTICLE IX. AMENDMENTS**

Amendments to these Bylaws may be made by the Authority at any time by a majority vote of the Authority, as long as such amendments are consistent with the Joint Powers Agreement.

#### **ARTICLE X. EFFECTIVE DATE**

These Bylaws shall take effect upon adoption by the Authority.

Upon motion of Councilmember Bert Perello, seconded by Walter Calhoun, and duly carried, the foregoing amended Bylaws were approved by the Oxnard Airport Authority on July 11, 2019.