

Airport Aviation Committee (AAC)

Meeting Minutes

Date: Wednesday, March 13, 2024

Time: 6 p.m.

Location: Pearson Field Airport - Pilot's Lounge

101 E. Reserve St.

Vancouver, WA

Commissioners/Board Members Present:

Barney Levie, Brittany Sulitzer, Kevin Lux, Kristin Reef, Michael Kelly, Peggy Keith

Commissioners/Board Members Absent:

Jose Lopez, Laura Krueger

Staff Present: Airport Manager, Guy Lennon; Support Specialist, Angie McBurney

Item 1: Call to Order and Roll Call

The March 13, 2024, Aviation Advisory Committee (AAC) meeting was called to order at 6:03 p.m. by Peggy Keith. The meeting was held at Pearson Field Airport in the Pilot's Lounge and made available online via Microsoft Teams. Attendance from Roll Call is reflected in the section above.

Item 2: Approval of Meeting Minutes – February 21, 2024

Motion by Barney Levie, seconded by Michael Kelly, and carried unanimously to approve the February 21, 2024, AAC meeting minutes with an amendment of adding Philp Gigler to the staff section as proposed by Peggy Keith.

Item 3: Bylaws Discussion and Possible Action

Following group discussion of the Bylaws draft, Article II, A and B in section 3 will be removed and new language will be added to reflect the Responsibilities and Grants information as outlined in the Vancouver Municipal Code 10.05.040. This was a unanimous vote followed by a motion from Michael Kelly and seconded by Kristin Reef. These changes and other recommended changes as discussed during the AAC meeting will be made

Members

Peggy Keith, Chair

Jose Lopez, Vice Chair

Barney Levie
Brittany Sulitzer
Kevin Lux
Kristin Reef
Laura Krueger
Michael Kelly

**Public Works
Guy Lennon**

101 E. Reserve St.
P.O. Box 1995
Vancouver, WA 98668
360-487-8619
TTY: 711
guy.lennon@cityofvancouver.us

To request accommodation or other formats, please contact:

Guy Lennon | 360-487-8619 | TTY: 711 | guy.lennon@cityofvancouver.us

by Guy Lennon. Guy will send a new draft of the Bylaws to the AAC members via email before the next AAC meeting as requested by Peggy Keith.

In addition, Guy will confirm the following:

- If there is a City of Vancouver (City) requirement prohibiting no more than three AAC members attending meetings remotely.
- If the address is required when community members submit Community Comments.
- If signed meeting minutes can be posted on the City's website in addition to draft form minutes.

Item 4: Subcommittees

The following four subcommittees were proposed: Finance, Planning, Operations and Community Outreach. Peggy asked the group to assign a Chair and Vice Chair for each subcommittee. Each subcommittee would be responsible for gleaning information and the Chairperson would disseminate it to the group during scheduled AAC meetings.

Further discussion was tabled until the next AAC meeting. Committee members were asked to bring their ideas, experience and what they are passionate about to help align them with the subcommittee(s) they choose to work on.

Item 5: Manager's Meeting Report – Guy Lennon

The technical, environmental bridge report has not been released by the state. However, it is anticipated to be released in the Spring.

The yearly increase for the airport's land lease agreement with the National Parks Service has been released at 4.1%. The increase will take effect in April and the new monthly rental amount will be \$5,204.68.

Item 6: Committee Members' Comments

No comments provided.

Item 7: Calendar

The next AAC meeting will be April 10, 2024, at 6 p.m. at Pearson Airport in the Pilot's Lounge as agreed upon by the AAC members.

Item 8: Community Communications

Vancouver community member, Paul Lawson provided a 2003 letter that the City sent to the Federal Aviation Administration regarding a pedestrian path at Pearson Airfield. He also provided an email from the City in 2004 regarding an easement and a proposed yearly fee to be paid Pearson Airfield from the City's general fund. Paul Lawson recommended that the AAC request the City conduct an audit regarding payments made to the airport for the pedestrian path.

Pearson Airport tenant, Frank Lambert opined content of the draft Bylaws and the functions of the AAC. A Community Communications form was not received.

ADJOURNMENT

Motion by Barney Levie, seconded by Michael Kelly, and carried unanimously to adjourn the meeting at 7:56 p.m.

Peggy Keith, Chair



To request other formats, please contact:
City Manager's Office
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Amanda.Delapena@cityofvancouver.us

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Company: City of Vancouver

Plan Structure: COV Plan Structure

Plan Name: COV Current 2021-22 Plan Template
COV Current 2023-24 Plan Template

Plan Status: Available

Do not include Budget Amendment Status: Canceled
Denied
Draft
In Progress

Period: FY 2024 - Feb

Fund: 481 Airport Fund

Ledger Account Type: Expenditures
Revenues

	Prior Year					Current Year						
Ledger Account	Budget	Actuals (PTD)	Actuals (Year End)	Balance	% Spent	Budget	Pre-Encumbrance	Encumbrance	Actuals	Actuals + Total Encumbrance	Balance	% Spent
Ledger Account -> Revenue Category	(1,067,500)	(124,228)	(869,196)	(198,304)	12%	(2,971,800)	0	0	(126,587)	(126,587)	(2,845,213)	4%
331000:Award/Grant - Federal Direct	(110,000)	0	(88,555)	(21,445)	0%	(1,767,600)	0	0	0	0	(1,767,600)	0%
333000:Award/Grant - Federal Indirect	0	0	0	0	0%	(350,000)	0	0	0	0	(350,000)	0%
334000:Award/Grant - State Direct	(237,500)	0	0	(237,500)	0%	(98,200)	0	0	0	0	(98,200)	0%
341400:Gen Gov - Financial Services	0	(576)	(844)	844	0%	0	0	0	0	0	0	0%
344500:Transp - Sales of Fuel	0	(780)	(6,042)	6,042	0%	0	0	0	(743)	(743)	743	0%
348000:Internal Service Funds Sales and Services	0	0	0	0	0%	0	0	0	0	0	0	0%
361110:Investment Earnings	0	(6,968)	(38,227)	38,227	0%	0	0	0	(8,931)	(8,931)	8,931	0%
361300:Gains (Losses) on Sale of Investments	0	0	(35,838)	35,838	0%	0	0	0	0	0	0	0%
362000:Rents and Leases	(720,000)	(115,904)	(699,690)	(20,310)	16%	(756,000)	0	0	(116,912)	(116,912)	(639,088)	15%
Ledger Account -> Spend Category	1,054,069	133,114	834,727	219,342	13%	3,638,455	0	68,674	81,641	150,315	3,488,140	4%
510000:Salaries & Wages	170,922	29,825	154,224	16,698	17%	171,618	0	0	24,962	24,962	146,656	15%
520000:Employee Benefits	66,828	10,320	49,468	17,360	15%	70,158	0	0	8,146	8,146	62,012	12%
530000:Supplies	12,780	505	4,876	7,904	4%	10,150	0	0	374	374	9,776	4%
540000:Services	520,559	56,557	404,320	116,240	11%	3,112,009	0	68,674	18,188	86,862	3,025,147	3%
550000:Intergovernmental Services and Payments	11,500	0	0	11,500	0%	11,500	0	0	0	0	11,500	0%
590000:Interfund Services	271,480	35,906	221,839	49,641	13%	263,020	0	0	29,971	29,971	233,049	11%
04/02/2024 10:31 AM lennong / Guy Lennon												

COV - Composite Budget vs Actuals YTD Drillable

Company City of Vancouver
Plan Structure COV Plan Structure
Plan Name COV Current 2021-22 Plan Template

COV Current 2023-24 Plan Template
Plan Status Available
Do not include Budget Amounts Canceled

Denied

Draft

In Progress

Period FY 2024 - Feb
Fund 481 Airport Fund
Ledger Account Type Expenditures

Revenues

Ledger Account	Prior Year				Current Year				
	Budget	Actuals (PTD)	Balance	% Spent	Budget	Actuals	Actuals + Total Encumbrance	Balance	% Spent
Ledger Account -> Revenue Category	(1,067,500)	(124,228)	(198,304)	12%	(2,971,800)	(126,587)	(126,587)	(2,845,213)	4%
331000:Award/Grant - Federal Direct	(110,000)	0	(21,445)	0%	(1,767,600)	0	0	(1,767,600)	0%
RC0360 Federal Direct Grant - Dept of Transportation 331201	(110,000)	0	(21,445)	0%	(1,767,600)	0	0	(1,767,600)	0%
333000:Award/Grant - Federal Indirect	0	0	0	0%	(350,000)	0	0	(350,000)	0%
RC0359 Federal indirect Grant - Dept of Interior 333159	0	0	0	0%	(350,000)	0	0	(350,000)	0%
334000:Award/Grant - State Direct	(237,500)	0	(237,500)	0%	(98,200)	0	0	(98,200)	0%
RC0446 State Grant - WA Dept of Transportation 334036	0	0	0	0%	(98,200)	0	0	(98,200)	0%
RC0451 State Grant - WA Other State Agencies 334069	(237,500)	0	(237,500)	0%	0	0	0	0	0%
341400:Gen Gov - Financial Services	0	(576)	844	0%	0	0	0	0	0%
RC0724 Audit and Consulting Services to External Governments 341440	0	(576)	844	0%	0	0	0	0	0%
344500:Transp - Sales of Fuel	0	(780)	6,042	0%	0	(743)	(743)	743	0%
RC0368 Transportation - Fuel Sales 344500	0	(780)	6,042	0%	0	(743)	(743)	743	0%
348000:Internal Service Funds Sales and Services	0	0	0	0%	0	0	0	0	0%
RC0142 Internal Service - Health Insurance EE Premium Share 348972	0	0	0	0%	0	0	0	0	0%
361110:Investment Earnings	0	(6,968)	38,227	0%	0	(8,931)	(8,931)	8,931	0%
RC0185 Misc Revenue Investment - Interest 361110	0	(6,968)	38,227	0%	0	(8,931)	(8,931)	8,931	0%
361300:Gains (Losses) on Sale of Investments	0	0	35,838	0%	0	0	0	0	0%
RC0190 Misc Revenue Investment - Unrealized Gains (Losses) 361320	0	0	35,838	0%	0	0	0	0	0%

Ledger Account	Prior Year					Current Year				
	Budget	Actuals (PTD)	Balance	% Spent	Budget	Actuals	Actuals + Total Encumbrance	Balance	% Spent	
362000:Rents and Leases	(720,000)	(115,904)	(20,310)	16%	(756,000)	(116,912)	(116,912)	(639,088)	15%	
RC0254 Misc Revenue Rents/Leases - Space & Facilities Leases (NON-TAXABLE) 362501	(720,000)	(115,904)	(20,310)	16%	(756,000)	(116,912)	(116,912)	(639,088)	15%	
Ledger Account -> Spend Category	1,054,069	133,114	219,342	13%	3,638,455	81,641	150,315	3,488,140	4%	
510000:Salaries & Wages	170,922	29,825	16,698	17%	171,618	24,962	24,962	146,656	15%	
SC0164 Salaries and Wages - Regular Salaries 511100	167,922	29,595	16,932	18%	168,618	24,962	24,962	143,656	15%	
SC0171 Salaries and Wages - Health Insurance Op Out Pay 511230	0	230	(403)	0%	0	0	0	0	0%	
SC0179 Salaries and Wages - Leave Payoffs 511410	0	0	(808)	0%	0	0	0	0	0%	
SC0181 Salaries and Wages - Extra Help Pay 511500	3,000	0	3,000	0%	3,000	0	0	3,000	0%	
SC0182 Salaries and Wages - Vacation/Sick Cash Out (Up to 80 hrs except Fire) 511600	0	0	(2,024)	0%	0	0	0	0	0%	
520000:Employee Benefits	66,828	10,320	17,360	15%	70,158	8,146	8,146	62,012	12%	
SC0012 Personnel Benefits - PERS II Pension 521200	16,129	3,099	1,041	19%	16,355	2,379	2,379	13,976	15%	
SC0016 Personnel Benefits - Social Security 521500	10,598	1,858	963	18%	10,641	1,564	1,564	9,076	15%	
SC0017 Personnel Benefits - Medicare 521510	2,480	434	226	18%	2,490	366	366	2,124	15%	
SC0018 Personnel Benefits - Med Hospital 521600	31,951	1,787	21,638	6%	34,981	1,812	1,812	33,169	5%	
SC0019 Personnel Benefits - Med Hospital Admin 521605	0	100	(504)	0%	0	82	82	(82)	0%	
SC0023 Personnel Benefits - Fringe ER 521650	456	19	451	4%	476	0	0	476	0%	
SC0024 Personnel Benefits - Self Insured Fringe ER 521655	0	1,960	(5,631)	0%	0	935	935	(935)	0%	
SC0025 Personnel Benefits - Industrial Insurance/Workers Comp 521700	3,613	602	0	17%	3,613	602	602	3,011	17%	
SC0028 Personnel Benefits - Employer Contributions 521900	0	100	(587)	0%	0	103	103	(103)	0%	
SC0029 Personnel Benefits - Deferred Compensation 522200	1,331	296	(172)	22%	1,331	250	250	1,082	19%	
SC0371 Personnel Benefits - Washington Paid Family & Medical Leave 521740	270	65	(66)	24%	271	53	53	218	19%	
530000:Supplies	12,780	505	7,904	4%	10,150	374	374	9,776	4%	
SC0034 Supplies - Office Supplies 531000	700	117	583	17%	700	0	0	700	0%	

Ledger Account	Prior Year					Current Year				
	Budget	Actuals (PTD)	Balance	% Spent		Budget	Actuals	Actuals + Total Encumbrance	Balance	% Spent
SC0035 Supplies - Repair & Maintenance Supplies 531100	2,500	388	1,096	16%		2,500	0	0	2,500	0%
SC0038 Supplies - Meeting Refreshments 531500	1,400	0	(1,518)	0%		1,400	0	0	1,400	0%
SC0039 Supplies - Other Operating Supplies 531900	2,750	0	2,440	0%		2,750	374	374	2,376	14%
SC0041 Supplies - Gasoline 532100	300	0	300	0%		300	0	0	300	0%
SC0045 Supplies - Minor Tools/Equipment < \$10,000 535000	2,500	0	2,374	0%		2,500	0	0	2,500	0%
SC0046 Supplies - Computer Equipment < \$10,000 535100, 535190	2,630	0	2,630	0%		0	0	0	0	0%
540000:Services	520,559	56,557	116,240	11%		3,112,009	18,188	86,862	3,025,147	3%
SC0053 Services - Professional & Contracted Services 541900	0	38,694	(117,128)	0%		0	358	66,849	(66,849)	0%
SC0055 Services - Phone Service/Billings 542500, 542600, 542700	1,897	248	(2,529)	13%		1,897	0	0	1,897	0%
SC0059 Services - Other Communication 542900	0	0	(15,042)	0%		0	0	0	0	0%
SC0061 Services - Travel & Subsistence 543300	3,000	0	3,000	0%		3,000	0	0	3,000	0%
SC0062 Services - Education/Training 543500	3,000	0	3,000	0%		3,000	0	0	3,000	0%
SC0063 Services - Advertising 544000	500	0	(1,588)	0%		500	0	0	500	0%
SC0064 Services - Rental - Building 545100	44,000	0	44,000	0%		66,000	0	0	66,000	0%
SC0069 Services - Other Rentals 545900	52,466	9,254	(6,766)	18%		52,466	9,996	9,996	42,470	19%
SC0071 Services - Electrical 547100	18,939	1,587	4,536	8%		18,939	1,599	1,599	17,340	8%
SC0072 Services - Water/Sewer/Drainage 547200	48,767	5,158	16,074	11%		49,217	5,507	5,507	43,710	11%
SC0074 Services - Garbage / Waste Disposal 547400	5,125	0	3,997	0%		5,125	0	0	5,125	0%
SC0075 Services - Repair & Maint - Equipment 548100	153,215	0	59,534	0%		153,215	0	2,183	151,032	1%
SC0076 Services - Repair & Maint - Buildings 548400	0	0	(61,670)	0%		0	124	124	(124)	0%
SC0077 Services - Repair & Maint - Other 548900	189,000	1,616	186,807	1%		2,758,000	0	0	2,758,000	0%
SC0078 Services - Dues & Subscriptions 549100	650	0	650	0%		650	605	605	45	93%
SC0079 Services - Fees 549200	0	0	(634)	0%		0	0	0	0	0%
550000:Intergovernmental Services and Payments	11,500	0	11,500	0%		11,500	0	0	11,500	0%

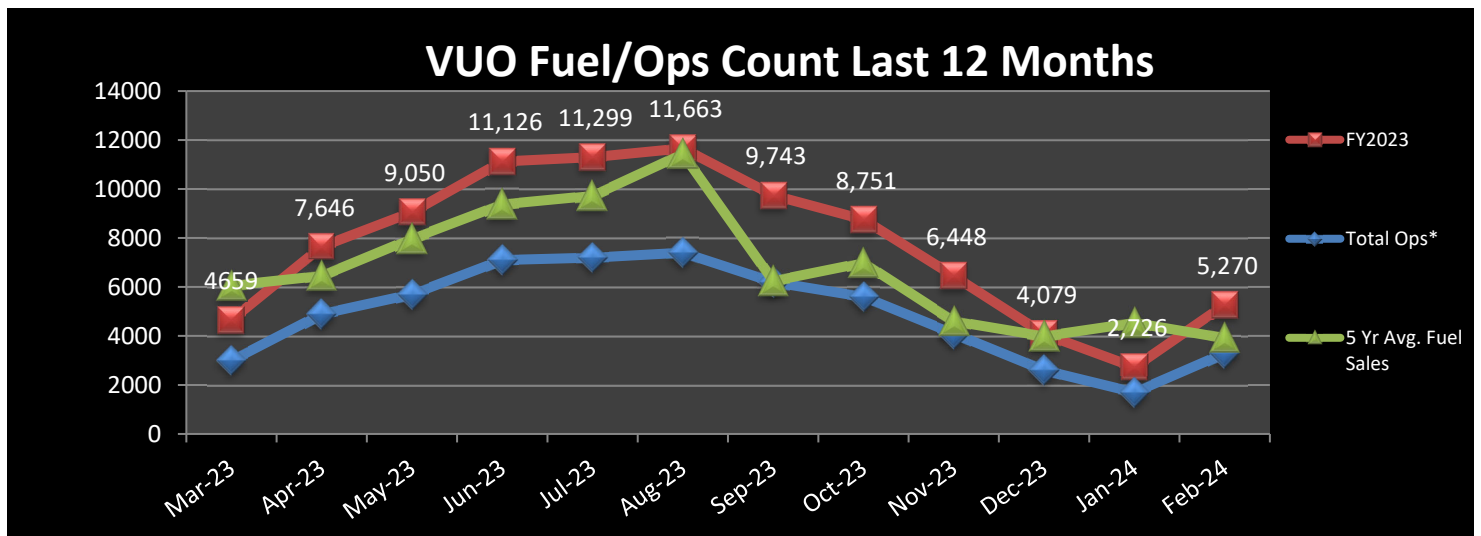
Ledger Account	Prior Year					Current Year				
	Budget	Actuals (PTD)	Balance	% Spent		Budget	Actuals	Actuals + Total Encumbrance	Balance	% Spent
SC0095 Intergovernmental Services and Payments - External Taxes/Assessment 553000	11,500	0	11,500	0%		11,500	0	0	11,500	0%
590000:Interfund Services	271,480	35,906	49,641	13%		263,020	29,971	29,971	233,049	11%
SC0307 Interfund - EQSVC Admin Fees 591100	700	145	(207)	21%		700	145	145	555	21%
SC0311 Interfund - Mailroom Postage Chgs 592400	700	1	551	0%		700	2	2	698	0%
SC0312 Interfund - EQSVC Vehicle Fuel/Oil Charges 593210	1,082	0	(80)	0%		1,082	0	0	1,082	0%
SC0314 Interfund - IT Equipment ER&R 595100	3,053	509	(0)	17%		3,053	509	509	2,544	17%
SC0315 Interfund - EQSVC Vehicle ER&R 595200	2,589	503	(454)	19%		2,589	514	514	2,075	20%
SC0318 Interfund - Equipment Rental 595450	0	0	(188)	0%		0	0	0	0	0%
SC0319 Interfund - Risk, Property & Liability 596000	53,243	8,874	(0)	17%		53,243	8,874	8,874	44,369	17%
SC0322 Interfund - EQSVC Vehicle Labor 598000	0	1,602	(2,891)	0%		0	0	0	0	0%
SC0323 Interfund - EQSVC Sale of Parts 598100	0	839	(1,263)	0%		0	475	475	(475)	0%
SC0326 Interfund - Central Services City-Wide Cost Allocation 599000	50,606	9,334	(5,399)	18%		50,688	9,334	9,334	41,354	18%
SC0328 Interfund - Utility Funds - WSD Cost Allocation 599500	4,331	722	1	17%		4,393	722	722	3,671	16%
SC0542 Interfund - City Hall O&M 598400	12,309	0	4,616	0%		12,925	0	0	12,925	0%
SC0543 Interfund - Facilities Maintenance Direct & Overhead Charges 598400	102,209	6,511	59,501	6%		92,989	8,908	8,908	84,081	10%
SC0544 Interfund - Grounds Maintenance Direct & Overhead Charges 598489	34,454	5,960	(5,196)	17%		34,454	489	489	33,965	1%
SC0545 Interfund - Operating Rentals & Leases - City Hall Rent 595400	5,443	907	0	17%		5,443	0	0	5,443	0%
SC0562 Interfund - Construction Overhead 599800	200	0	200	0%		200	0	0	200	0%
SC0609 Interfund - Operating Rentals & Leases - 415 Motor Pool 595400	561	0	449	0%		561	0	0	561	0%

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Operations Report

AAC Meeting April 10, 2024



	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Total
Fuel Sale	4659	7,646	9,050	11,126	11,299	11,663	9,743	8,751	6,448	4,079	2,726	5,270	92,459
5 Yr Avg. Fuel Sales	6060	6,450	7,972	9,374	9,729	11,434	6,244	6,989	4,606	3,991	4,529	3,916	81,293
Total Ops*	3,000	4,900	5,700	7,100	7,200	7,400	6,200	5,600	4,100	2,600	1,700	3,300	58,800
Total Local *	2,940	4,802	5,586	6,958	7,056	7,252	6,076	5,488	4,018	2,548	1,666	3,234	57,624
Total Itinerant*	60	98	114	142	144	148	124	112	82	52	34	66	1,176

*Operations numbers are an estimate base on a formula of given fuel sales



Construction Report

AAC Meeting January 10, 2024

1. Electrical Vault/Runway Lighting System Replacement
 - Design Phase
 - Construction Phase
2. HVAC for Flight School
3. Solar Project



MEMORANDUM

DATE: APRIL 10, 2024

TO: Pearson Field Aviation Advisory Committee

FROM: Guy Lennon, Airport Manage/PW

RE: **AGENDA ITEM IV. – REQUEST AVIATION ADVISORY COMMITTEE RECOMMEND CITY COUNCIL ENTER INTO A GRANT AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION TO ACCEPT AN AIRPORT IMPROVEMENT PROGRAM GRANT FOR THE AIRPORT ELECTRICAL IMPROVEMENT PROJECT**

RECOMMENDATION: Staff requests the Aviation Advisory Committee recommend City Council authorization to enter into an agreement with the Federal Aviation Administration (FAA) to accept an Airport Improvement Program (AIP) grant in an amount not to exceed \$900,000 for an Airport Electrical Improvement Project.

BACKGROUND/DISCUSSION: The City anticipates receiving a Federal AIP grant for the Airport Electrical Improvement Project. This project will replace the current runway lighting system and install three new electrical airfield regulators and a new stand-by generator. This project will also consolidate all airfield electrical components into one central location (“Electrical vault”).

The anticipated grant amount in this request is a not to exceed amount based upon project estimates and represents the Federal share of the project. Once staff identifies the responsible low bidder, the formal contract and final amount will be brought to Council for approval.

FINANCIAL IMPLICATIONS: This project is in the current 3-year Capital Improvement Program (CIP). Federal grants represent 90% of total project costs. A Washington State Department of Transportation (WSDOT) grant is anticipated for 5% of the project costs. The remaining 5% local matching share is in the Airport Operating Fund.

PROPOSED MOTION: Move to approve forwarding a recommendation to the City Council for authorization to enter into an agreement with the Federal Aviation Administration (FAA) to accept an Airport Improvement Program (AIP) grant in an amount not to exceed \$900,000 for the Airport Electrical Rehabilitation Project.

**PEARSON FIELD AIRPORT
AVIATION ADVISORY COMMITTEE
BYLAWS
(Revision Date – DRAFT)**

ARTICLE I AUTHORITY

These Bylaws for the Pearson Field Aviation Advisory Committee ("AAC") are adopted under the authority of Title 10.05.040~~35~~ of the Vancouver Municipal Code ("VMC") as amended.

ARTICLE II PURPOSE, FUNCTION AND DUTIES

Section 1 Purpose – The AAC shall provide policy advice to the City of Vancouver Mayor and Council ("Mayor and Council") on the planning and operation of the Pearson Field Airport ("Airport"); and provide a public forum for all parties interested in the Airport's planning and operations.

Section 2 Function – The AAC shall serve as an advisory body to the Mayor and Council.

Section 3 Duties – The AAC shall have the ~~following~~ duties as defined in Title 10.05.040 of the VMC.:

~~A. Responsibilities — Advise the Council in the development of the Airport in a manner that reflects the needs of the community and demonstrates its essential worth to overall community development, both economically and aesthetically. Within the parameters prescribed by Title 10.05.040 of the Code, the recommendations of the AAC should provide advice regarding:~~

- ~~i. — The physical growth and development of the Airport for the benefit of the entire community;~~
- ~~ii. — Harmonious and efficient allocation of surrounding land use;~~
- ~~iii. — Basic aviation related services, and;~~
- ~~iv. — Efficient and effective Airport operations.~~

~~B. Grants — The AAC will review and provide a recommendation for all grants pertaining to the Airport. Specifically, the AAC will:~~

- ~~i. — Vote on all Airport grants before being submitted to the Council. The exception will be if grant acceptance and Council action is required sooner than the AAC can meet.~~
- ~~ii. — Make special arrangements, if necessary, to meet and discuss grants if the AAC's schedule is insufficient to timely forward grants to Council.~~
- ~~iii. — Not hinder the flow of grants to Council if the AAC is unable to meet.~~

ARTICLE III ORGANIZATION

Section 1 Committee Members – The AAC shall consist of nine (9) members (Committee Members) as defined in Title 10.05.040 of the ~~Code~~VMC.

Section 2 Committee Attendance – Committee Members are expected to attend all AAC meetings, unless otherwise excused. Forfeiture of office and removal are subject to the provisions set forth in Title 10.05.040 of the ~~Code~~VMC.

Section 3 Officers and Staff

A. Officers – The AAC shall elect a Chairperson ("Chair") and Vice-Chairperson ("Vice-Chair") at the first meeting following the first day of May each year as defined by Title 10.05.040 of the ~~Code~~VMC.

i. The Chair and Vice-Chair will serve one-year terms. Any Committee Member serving as the Chair or the Vice-Chair shall be eligible for reelection.

ii. In the event the Chair cannot complete the full term in that position, the Vice-Chair shall assume the duties of Chair. Should the Vice-Chair be unable to complete the full term in that position, another Committee member will be elected by the AAC at the meeting immediately following notice of the Vice-Chair's inability to complete the term.

~~iii.~~ iii. The Chair or the Vice-Chair may be removed from office at any time by a majority plus one (1) vote of all of the Committee Members. Upon action to remove an officer, the AAC shall in the same meeting, elect a new Committee Member to that position. The newly elected officer will serve in that position until the next regularly scheduled election of officers.

~~iii.B.~~ iii.B. Appointment of Sub-committees - The Chair may appoint sub-committees for such purposes and for such periods of time as it deems advisable and necessary to conduct special studies or conduct special problem solving activities.

~~B.C.~~ B.C. **Staff** – The Airport Manager ("Manager"), or the Manager's designee, shall serve as staff liaison and Secretary to the AAC ("Secretary"). The City's Airport staff, under direction of the Secretary, shall furnish professional and technical advice to the Committee. Other City staff may furnish professional and technical advice as requested by the AAC or the Secretary.

ARTICLE IV MEETINGS

Section 1 Regular Meetings

A. Date and Time of Meetings – The AAC generally meets Quarterly on the second Wednesday of the meeting month, excluding legal City holidays ("Regular Meeting").

The AAC's annual Regular Meeting schedule shall be approved by motion and majority vote of the AAC at the first Regular Meeting following the first day of October. The Chair, or Vice-Chair acting in the Chair's capacity, may set the time of the Regular Meeting.

B. Cancellation – If there are no action agenda items to be heard, a Regular or Special Meeting may be cancelled by the Chair, or Vice-Chair acting in the Chair's capacity, no later than seven (7) days prior to the scheduled meeting date. In no case shall the Chair, or Vice-Chair acting in the Chair's capacity, cancel more than two consecutive Regular or Special Meetings under this Article IV.1.B.

C. Location – Regular or Special Meetings of the AAC shall be held in the Headquarters Building Pilot Lounge at the Pearson Air Museum Field Airport, unless noticed or advertised differently.

Section 2 Study Session Meetings – A Study Session Meeting may be called by the Chair, the Vice-Chair acting in the Chair's capacity, or at the request of two (2) Committee Members. Study Session Meetings may generally be held before Regular or Special Meetings. All Study Session Meetings shall be limited to the receipt of reports and information from the Manager and from other City staff, where applicable. Such reports and information shall concern matters listed in the agenda for the Study Session. Public testimony is barred. The Secretary shall cause a recording to be made of each Study Session, which shall include at a minimum such information as is required by law, and shall keep and maintain the recording as part of the AAC's records.

Section 3 Special Meetings – A Special Meeting may be called by the Chair, or the Vice-Chair acting in the Chair's capacity, or at the request of two (2) Committee Members.

Section 4 Quorum – Five (5) Committee Members shall constitute a quorum for the conduct of business at any AAC meeting. No action shall be taken at any meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date.

Section 5 Agenda

A. Preparation – An agenda shall be prepared by the Secretary with the concurrence of the Chair for each AAC meeting. The agenda shall comply with applicable laws regarding open meeting notice requirements.

B. Agenda Items – All items for action and discussion shall be submitted to the Secretary with documentation eight (8) calendar days in advance of the meeting, to be considered for action on an agenda.

Section 6 Conduct of Meetings

A. Presiding Officer – The Chair shall preside at the meeting. In the Chair's absence, the Vice-Chair shall conduct the meeting. If neither the Chair nor Vice-Chair is in attendance, then the meeting will be conducted by the Committee Member with the highest seniority. If there is more than one (1) Committee Member with the highest seniority, then these Committee Members may select the Presiding Officer between themselves. If no decision is reached within ten (10) minutes of the meeting start time, then the Secretary shall facilitate the selection using a fair and equitable method, of which the outcome will be binding.

B. Chair Authority – The Chair shall have the right to vote on all matters before the AAC and to make or second a motion.

C. Attendance ~~by Telephone Remotely~~ – Committee Members may attend a meeting ~~by telephoneremotely~~ if they are physically unavailable to attend in person. Committee Members will provide the Secretary with a minimum of three (3) hours prior notice of their intent to attend a meeting ~~by telephoneremotely~~. In no event shall more than three (3) Committee Members attend a meeting ~~by telephoneremotely~~. When a Committee Member attends a meeting ~~by telephoneremotely~~, the Chair shall state for the record the Committee Members who ~~is-are~~ attending the meeting ~~by telephoneremotely~~.

D. Agenda Order – The order of the agenda is at the discretion of the Chair whom may consider the request of any Committee Member for a change.

E. Consent Motion – The AAC, by a single consent motion, may take action on any number of matters where the AAC, staff, or general public with interest in such matters do not desire to address any of these items. If after a call and invitation by the Chair for discussion of any item(s) on the proposed consent agenda, should any Committee Member or member of the public request to address any such matter, the AAC shall withdraw the matter from the consent agenda for the purpose of conducting a full discussion and receiving of public comments prior to taking action on the matter.

F. Staff Recommendations – A motion to adopt or approve staff recommendations or simply to approve the action under consideration shall, unless otherwise particularly specified, be deemed to include adoption of all proposed findings and as stated in the staff report on file in the matter.

G. Public Comment – For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chair and stating his or her name and address and the names of any person on whose behalf the speaker is appearing. To expedite the conduct of the provision of comments, the Chair may limit the amount of time that any person(s) may

use in addressing the AAC. The Chair will announce the time limit prior to any public address on the subject and will apply the limit equally to all speakers on the matter.

H. New Items – All items submitted from the floor or presented as an adjunct to the agenda will be deferred to the next Regular or Special Meeting of the AAC.

I. Voting

i. After the conclusion of any input on a matter to be considered by the AAC, the AAC shall discuss, deliberate or otherwise take action on the matter.

ii. Each Committee Member attending shall be entitled to one (1) vote. Voting on all matters before the AAC shall be by voice vote unless otherwise directed by the Chair. In all cases where a vote is taken, the yeas, nays and abstentions shall be separately recorded, with the exception of a unanimous vote, which shall be recorded as such.

iii. Committee Members shall disqualify themselves and abstain from voting whenever they have, or may have, a conflict of interest in the case under consideration, as described and provided by the Revised Code of Washington (RCW §35A.42.050).

J. Recommendation to City Council – The Secretary shall forward in writing the recommendations and findings of the AAC to the Council through approved minutes or subsequent requests for Council action on a particular matter.

K. Procedure – Unless otherwise inconsistent with these bylaws, the conduct of all AAC meetings shall be governed by the rules contained in the latest revised version of *Robert's Rules of Orders* unless such rules are suspended by majority vote of the AAC.

Section 7 Records – Minutes of each AAC meeting shall be compiled by the Secretary, signed by the Chair, and distributed to each Committee Member before or at the next Regular or Special Meeting. Minutes may be amended by vote of the AAC at the next Regular or Special Meeting. Minutes shall be maintained in a form accessible to the public in the principal offices of the Manager.

Section 8 Retention of Files

A. Files – The official records of the AAC shall include the bylaws, minutes of all meetings, staff reports presented to the AAC, written recommendations and findings of the AAC as prepared by and forwarded to the Council by the Secretary, and any proposed resolutions or ordinances related to a matter presented to the AAC, and any written materials submitted to the Manager by any member of the public concerning a matter considered by the AAC.

B. Retention – The Secretary shall keep and maintain all such official records on file in the office of the Manager. Minutes of all AAC meetings shall also be maintained on file with the City of Vancouver. All such official records shall constitute public records and be available for public inspection during customary office hours. Original AAC documents shall be retained for not less than five (5) years. Thereafter, such matters may be microfilmed or scanned for electronic filing, along with other special matters as the Secretary deems essential, for permanent recording.

Section 9 Notice of Meetings

A. Notice – Notice of the date, time and place of any AAC meeting, and a general explanation of each matter to be considered at such meeting, and including a general description of the area affected, shall be given to the Committee Members and to the general public in accordance with Vancouver’s open meeting law requirements, and such other requirements as may exist under applicable federal, state or local law, including, without limitation, any requirements for notice by publication.

B. Public Access – All meetings of the AAC shall be open to the public. The Secretary shall keep minutes of the proceedings, showing in all cases where a vote is taken, the yeas, nays and abstentions being separately recorded, with the exception of a unanimous vote, which may be recorded as such.

ARTICLE V RESERVED

ARTICLE VI AMENDMENTS

These Bylaws may be amended by majority vote at any meeting of the AAC provided that notice of the proposed amendment is given to each Committee Member in writing at least five (5) days prior to the Regular or Special Meeting. Such amendment shall be subject to ratification by the Council and, if so approved, shall become effective at the next Regular or Special Meeting.

APPROVED AS TO FORM

City Attorney

Date