

**SECOND STATEMENT OF AMENDED
BY-LAWS OF THE
CAMARILLO AIRPORT AUTHORITY**

The following provisions shall constitute the By-Laws of the Camarillo Airport Authority as amended:

ARTICLE I. CONSTITUTION

The Camarillo Airport Authority (Authority), was formed pursuant to a joint powers agreement on October 21, 1976, between the City of Camarillo (City) and the County of Ventura (County), entitled "Agreement Between County of Ventura and City of Camarillo Pertaining to Camarillo Airport Development and Surrounding Land Use" (Joint Powers Agreement).

ARTICLE II. PURPOSE

The purpose of the Authority is to advise the Camarillo City Council (Council) and the Ventura County Board of Supervisors (Board) on policy matters relating to Camarillo Airport operations and development, and policy matters regarding land use matters within the "Camarillo Airport Zone" as defined in the Joint Powers Agreement. "Land use matter within the Camarillo Airport Zone" means actions relating to zoning, master or general planning, use permits, and all other exercises of the police power which regulate the development of the Camarillo Airport Zone.

ARTICLE III. DUTIES AND RESPONSIBILITIES

Except as allowed by the Joint Powers Agreement, all policy matters relating to Camarillo Airport operations, Camarillo Airport development, and land use matters within the Camarillo Airport Zone requiring Board or Council action shall first be referred to the Authority for its recommendation prior to submission to the Board or Council for action.

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

The Authority shall act expeditiously and avoid unreasonable delays in formulating recommendations to the Board of Supervisors 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 matters within the Authority's subject-matter jurisdiction. The Authority shall give fair, open-minded consideration to public comment and make its deliberations and 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 chairman of the Authority or his or 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. Alternates for the members from the Board and the Council may be selected by the respective bodies, from the respective bodies. An alternate to the Public Member may be selected by a majority vote of the other four Authority members. Any such designated alternate(s) may be a voting participant at an Authority meeting at such time as a regular member(s) 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 the Public Member shall be two (2) years, with no Public Member holding office for more than six (6) consecutive years or three (3) consecutive terms, whichever period is shorter.

The term of office of the Public Member shall commence on the first of March. Prospective 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 final selection shall be made by the Authority prior to the end of the Public Member's term.

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. Vacancy in the Public Member position shall be filled by the appointment of the Alternate Public Member upon a majority vote of the other four Authority members. An Alternate Public Member appointed to the Public Member seat in this fashion shall serve the remainder of the term of the vacating Public Member. The length of service as an Alternate Public Member shall not count towards a term as the Public Member, should the Alternate Member be selected to serve as a Public Member.

ARTICLE VI. OFFICERS

The Authority shall select from its membership a chairman and a vice-chairman. Each shall serve for one (1) 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 Chairman of the Authority. The committee chairman shall be responsible to the Authority for carrying out the committee's assigned task.

ARTICLE VII. 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 or her 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. No action shall be taken except by a majority of a 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 generally take place by voice vote unless a ballot vote is requested by any one member. The secretary shall poll each member and record his or 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 VIII. AMENDMENTS

Amendments to these By-Laws 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 IX. RELATIONSHIP WITH AVIATION ADVISORY COMMISSION

The Aviation Advisory Commission was established to provide advice to the Ventura County Board of Supervisors, and to the Department of Airports on matters involving the Ventura Airports, the Airport user community and the Supervisor's constituents in matters involving the Airports and Aviation. Its establishment predates the formation of the Ventura Airport Authority. The Advisory Commission consists of two members selected by each supervisor. Historically, the Advisory Commission has served as a sounding board for Ventura County residents for aviation and airport related issues. The Aviation Advisory Commission provides feedback and recommendations to each member of Ventura County Board of Supervisor (individually), the Ventura Department of Airports and informally to the Ventura Airport Authority via a representative report to the Authority as to the Aviation Advisory Commission's recommendation on each action item on the Aviation Advisory Commission/Airport Authority's Agenda.

ARTICLE X. EFFECTIVE DATE

These By-Laws, as amended, shall take effect upon adoption by the Authority.

Upon motion of Councilmember Shawn Mulchay, seconded by Councilmember Susan Santangelo, and duly carried, the foregoing amended By-Laws were approved by the Camarillo Airport Authority on September 12, 2019.