

Congress of the United States
Washington, DC 20515

June 28, 2017

Ms. Joanne Benjamin, Interim Executive Director
Cities Association of Santa Clara County
Post Office Box 1079
Los Gatos, California 95031

Dear Ms. Benjamin,

We write to request your assistance with the establishment of a long term forum for aircraft noise concerns in the South Bay. There is a critical need in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and we think it is essential that this body include all currently unrepresented cities in our Congressional Districts. Because you represent each of the 15 cities within Santa Clara County, we respectfully request your assistance with developing an intergovernmental partnership between the cities in Santa Clara and Santa Cruz Counties, Norman Y. Mineta San José International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County.

Between May and November, 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System. Among the many recommendations that received unanimous approval by the former Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

Recently, the SJC Airport Commission voted unanimously to recommend that the San José City Council approve the establishment of a roundtable forum at SJC to address the noise impacts of the Airport's South Flow operations. While we agree with the Commission that there is a significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. Although the participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

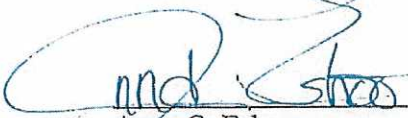
We've enclosed a copy of the SFO Airport/Community Roundtable's Purpose and Bylaws which can serve as a model in the South Bay. We would like the Cities Association to collect input from your membership, provide suggestions from each of the cities within your jurisdiction, and to work with the County of Santa Cruz and the Directors of SJC and SFO to develop an intergovernmental partnership modeled after the SFO Airport/Community Roundtable and referred to as the South Bay Airport Roundtable. This body should serve as the permanent

aircraft noise mitigation entity representing each city within each county, and with jurisdiction spanning aircraft noise issues including but not limited to those related to either SJC or SFO. We recommend that the FAA agree to provide technical assistance as needed, and that like the SFO Airport/Community Roundtable, SJC would be responsible for hosting and staffing meetings. To ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.


We understand that developing solutions to aircraft noise issues is a complicated and sensitive endeavor that requires extensive engagement with constituents living in affected communities facing sometimes separate but ultimately interrelated issues. Because of this, any proposed changes to our complex airspace should not be the burden of one single city and can only be achieved fairly and effectively with a foundation of regional consensus. The establishment of a permanent South Bay entity is the fundamental prerequisite to ensuring that there is a platform to develop regional consensus upon and thereby ensure any current and future aircraft noise concerns of our mutual constituents can be adequately addressed.

We hope you will accept our request to adopt a leadership role in helping to meet this important regional need. Thank you in advance for your attention to our request and we look forward to your timely response and assistance.

Sincerely, *and gratefully,*


Anna G. Eshoo
Member of Congress


Jimmy Panetta
Member of Congress


Ro Khanna
Member of Congress

- cc: Members, Santa Clara County Board of Supervisors
Members, Santa Cruz County Board of Supervisors
The Honorable Liz Gibbons, Mayor, City of Campbell
The Honorable Savita Vaidhyanathan, Mayor, City of Cupertino
The Honorable Roland Velasco, Mayor, City of Gilroy
The Honorable Mary Prochnow, Mayor, City of Los Altos
The Honorable Gary Waldeck, Mayor, Town of Los Altos Hills
The Honorable Marico Sayoc, Mayor, Town of Los Gatos
The Honorable Rich Tran, Mayor, City of Milpitas
The Honorable Marshall Anstandig, Mayor, City of Monte Sereno
The Honorable Steve Tate, Mayor, City of Morgan Hill
The Honorable Ken Rosenberg, Mayor, City of Mountain View
The Honorable Gregory Scharff, Mayor, City of Palo Alto
The Honorable Sam Liccardo, Mayor, City of San José
The Honorable Lisa Gillmor, Mayor, City of Santa Clara
The Honorable Emily Lo, Mayor, City of Saratoga
The Honorable Glenn Hendricks, Mayor, City of Sunnyvale
The Honorable Stephanie Harlan, Mayor, City of Capitola
The Honorable Cynthia Chase, Mayor, City of Santa Cruz

The Honorable Randy Johnson, Mayor, City of Scotts Valley
The Honorable Oscar Rios, Mayor, City of Watsonville
The Honorable Elizabeth Lewis, Chair, San Francisco International Airport/Community
Roundtable
Mr. John Aitken, Interim Director of Aviation, Norman Y. Mineta San José International
Airport
Ms. Julie Riera Matsushima, Chair, Norman Y. Mineta San José International Airport
Commission
Mr. Ivar C. Satero, Director, San Francisco International Airport
Mr. Dennis Roberts, Western Pacific Regional Administrator, Federal Aviation
Administration
Members and Alternates, Former Select Committee on South Bay Arrivals
The Honorable Jackie Speier, Member of Congress
The Honorable Zoe Lofgren, Member of Congress

Enclosure

SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE PURPOSE AND BYLAWS

Adopted on June 5, 2005 (Ver. 1)
Amended on December 2, 2009 (Ver. 2)
Amended on December 1, 2010 (Ver. 3)
Amended on April 3, 2013 (Ver. 4)
Amended on February 4, 2015 (Ver. 5)

A. PURPOSE

B. BYLAWS

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SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE PURPOSE AND BYLAWS

A. PURPOSE

The San Francisco International Airport/Community Roundtable was established in 1981 to address community concerns related to noise from aircraft operating to and from San Francisco International Airport (SFO). This voluntary committee of local elected and appointed officials provides a forum for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input. The Roundtable monitors a performance-based aircraft noise mitigation program, as implemented by airport staff, considers community concerns regarding relevant aircraft noise issues, and attempts to achieve additional noise mitigation through a cooperative sharing of authority brought forth by the airline industry, the FAA, airport management, and local elected officials.

B. BYLAWS

Article I. Organization Name

The name of the independent public body established by a 1981 Memorandum of Understanding (MOU), as amended, to carry out the purpose stated above, is the "San Francisco International Airport/Community Roundtable" and may be commonly referred to as the "Roundtable."

Article II. Current Roundtable Memorandum of Understanding (MOU)

The purpose and objectives of the Roundtable are stated in an adopted document entitled, "Memorandum of Understanding (MOU) Providing for the Continuing Operation of the San Francisco International Airport/Community Roundtable," as amended. The MOU is the Roundtable creation document and provides the foundation for its focus and activities.

Article III. Membership/Representation

1. As of the adoption date of this version of the Bylaws, the following agencies/bodies are Roundtable Regular Members:

City and County of San Francisco Board of Supervisors
City and County of San Francisco Mayor's Office
City and County of San Francisco Airport Commission
County of San Mateo Board of Supervisors
C/CAG* Airport Land Use Committee (ALUC)
Town of Atherton
City of Belmont
City of Brisbane
City of Burlingame
City of Daly City
City of Foster City
City of Half Moon Bay
Town of Hillsborough
City of Menlo Park
City of Millbrae
City of Pacifica
Town of Portola Valley
City of Redwood City
City of San Bruno
City of San Carlos
City of San Mateo
City of South San Francisco
Town of Woodside

2. Roundtable Representatives and their Alternates are voting members who serve on the Roundtable and are designated by each of the members listed in Article III. Section 1 above.
3. All Representatives and their Alternates shall be elected officials from the agencies/bodies they represent, except those from the following:

City and County of San Francisco Mayor's Office
City and County of San Francisco Airport Commission
City/County Association of Governments of San Mateo County (C/CAG) Airport Land Use Committee (ALUC)

*City/County Association of Governments of San Mateo County

4. Roundtable Advisory Members are non-voting members that provide technical expertise and information to the Roundtable and may consist of representatives from the following:

Chief pilots of airlines operating at San Francisco International Airport
Federal Aviation Administration (FAA) Staff
5. All Representatives and Alternates who serve on the Roundtable shall serve at the pleasure of their parent bodies.
6. All appointed and elected officials who serve on the Roundtable can be removed/ replaced from the Roundtable at any time by their parent bodies. However, the Roundtable encourages and recommends at least two years of service for Representatives and Alternates who serve on the Roundtable.
7. The Alternates of all Roundtable member agency/bodies shall represent their parent body at all Roundtable meetings when the designated Representative is absent.
8. If both the Representative and his/her Alternate will be absent for a Roundtable meeting, the Chair/Mayor of the member agency/body may designate a voting representative of that agency/body as a substitute for that meeting only and shall notify the Roundtable, preferably in writing, at least two days before the meeting, of that designation.
9. Any city or town in San Mateo County that is not a member of the Roundtable may request membership on the Roundtable in accordance with the membership procedure contained in the most current version of the MOU.
10. Any member may withdraw from the Roundtable by filing a written notice of *Intent to Withdraw from the Roundtable* with the Roundtable Chairperson at least thirty (30) days in advance of the effective date of the withdrawal.
11. No Representative or Alternate shall receive compensation or reimbursement from the Roundtable for expenses incurred for attending any Roundtable meeting or other Roundtable functions.
12. A former member that has withdrawn its Roundtable membership must follow the same process that a new city or town in San Mateo County must follow to request membership in the Roundtable as described in Article III, Section 9 above.

Article IV. Officers/Elections

1. The officers of the Roundtable shall consist of a Chairperson and a Vice-Chairperson.
2. The Chairperson and Vice-Chairperson shall be elected by a majority of the members present at the February Meeting or the first Regular Meeting held thereafter. The term of the Chairperson and Vice-Chairperson shall not exceed twelve (12) months from the date of the election.
3. Nominations for officers of the Roundtable shall be made from the floor.
4. The Chairperson shall preside at all Regular and Special Roundtable Meetings and may call Special Meetings when necessary.
5. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
6. A special election shall be called if the Chairperson and/or Vice-Chairperson are unable to serve a full term of office.
7. The Chairperson or Vice-Chairperson may be removed from office at any time by a majority vote of the members present at the meeting that such action is to be taken.

Article V. Staff Support

1. Roundtable staff support shall be provided by the County of San Mateo and by the San Francisco Airport Commission. Staff support provided by the County of San Mateo may include County staff and consultants.
2. The duties of the Roundtable Staff and consultants provided by the County of San Mateo shall be specified and approved as part of the Roundtable's annual budget process.

Article VI. Meetings

1. The Roundtable membership shall establish, by adopted resolution, the date, time and place for Regular Roundtable Meetings. Such resolution shall be adopted at the February Regular Meeting or at the first Regular Meeting held thereafter.
2. A majority of the voting members of the Roundtable must be present to constitute a quorum for holding a Regular or Special Roundtable Meeting. Regular or Special Meetings cannot be held if a quorum is not present.

3. If a quorum is not present at a Regular or Special Roundtable Meeting as determined by the roll call, the Chairperson may decide to:
 - a. terminate the proceedings by declaring a quorum has not been achieved and therefore an official meeting cannot be convened,

or
 - b. delay the start of the official meeting as a means to achieve a quorum, if possible,

and
 - c. if the Chairperson chooses to delay the meeting the Chair may ask for a consensus from the Representatives/Alternates present to hear the informational items only as noted on the meeting agenda.
4. All agendas and meeting notices for each Regular Meeting, Special Meeting, and certain Subcommittee Meetings, as defined in Article VII, shall be posted, as prescribed by law (Brown Act, California Government Code Section 5490 et seq.).
5. Each Roundtable Meeting Agenda packet shall be posted on the Roundtable Web site as soon as possible before a meeting.
6. A paper copy of the Meeting Agenda packet shall be provided at no charge to anyone who requests a copy.

Article VII. Subcommittees

1. Subcommittees shall either be a Standing Subcommittee or an Ad Hoc Subcommittee. The number of members appointed to a subcommittee of the Roundtable shall consist of less than a quorum of its total membership (see Article VI. Section 2, re: quorum).
 - a. Standing Subcommittees shall include, but not be limited to the following:
 1. Work Program Subcommittee
 2. Operations and Efficiency Subcommittee
 3. Legislative Subcommittee
 4. Departures Technical Working Group
 5. Arrivals Technical Working Group
 - b. Ad Hoc Subcommittee(s) may be created, as needed, to address specific issues.
2. Creation of a Standing Subcommittee or an Ad Hoc Subcommittee may be created by a majority vote of the Representative/Alternates present at a Regular Meeting. The Chairperson shall have the discretion to propose the formation of a subcommittee.

3. Standing Subcommittee or Ad Hoc Subcommittee membership and number of meetings shall be based on the following:
 - a. The Chairperson, at his or her discretion, may appoint any Roundtable Representative or Alternate to serve on a Standing Subcommittee or on an Ad Hoc Subcommittee.
 - b. The Roundtable Chairperson and Vice-Chairperson may serve on a Sub-committee or appoint a current member of the Roundtable to serve as the Subcommittee Chairperson. The Roundtable Chairperson shall serve or appoint a Chair of the Subcommittee, and the Subcommittee shall elect the Vice-Chair. When the Chair of the Subcommittee cannot attend a Subcommittee meeting, the Subcommittee Vice-Chair may serve as the Chair for that meeting.
 - c. Each Subcommittee shall meet as many times as necessary to study the issues identified by the Roundtable as a whole and develop and submit final recommendations regarding such issues to the full Roundtable for review/action.
 - d. After the date on which the Roundtable has heard and taken action on an Ad Hoc Subcommittee's final recommendation(s), the Ad Hoc Subcommittee shall cease to exist, unless the Roundtable determines that the Subcommittee must reconvene for the purposes described in this paragraph. In its action on the Ad Hoc Subcommittee recommendation(s), the Roundtable may direct the Subcommittee to reconvene, as necessary to review, refine, and/or revise all or a portion of its recommendation(s). If such action occurs, the Ad Hoc Subcommittee shall be charged with preparing and submitting a subsequent recommendation(s) to the full Roundtable for review/action. After the date on which the Roundtable has received the subsequent Ad Hoc Subcommittee recommendation(s), the Subcommittee shall cease to exist.
4. The duties of a chairperson of a Roundtable Subcommittee may include, but are not limited to, presiding over Subcommittee meetings and submitting recommendations to the full Roundtable, regarding the topics/issues addressed by the Subcommittee.

Article VIII. Funding/Budget

1. The Roundtable shall be funded by its voting member agencies. The County of San Mateo shall establish a Roundtable Trust Fund that contains the funds from the member agencies and shall be the keeper of the Trust Fund. All Roundtable expenses shall be paid from the Roundtable Trust Fund.
2. The amount of the annual funding contribution for the various categories of membership may be revised by the Roundtable at a Regular or Special Meeting by a majority vote of those members present at that meeting.

3. The Roundtable fiscal year shall be from July 1st to June 30th.
4. Roundtable Staff, in consultation with the Roundtable Chairperson, will recommend an annual funding amount for each Roundtable member at least 60 days prior to the anticipated date of adoption of the annual Roundtable Budget.
5. The Roundtable shall adopt an annual budget at a Regular Meeting or at a Special Meeting held between May 31 and October 31 of each calendar year. The budget must be approved by a majority of the Representatives/Alternates who are present at that meeting.
6. The adopted Roundtable Budget may be amended at any time during the fiscal year, as needed. Such action shall occur at a Regular Roundtable Meeting and be approved by a majority of the Roundtable Representatives present at that meeting.
7. The City and County of San Francisco shall provide an annual funding contribution for representation on the Roundtable by the representatives from the San Francisco Board of Supervisors, the San Francisco Mayor's Office, and the San Francisco Airport Commission. The Airport Commission, being a department of the City and County of San Francisco, shall provide one funding source for all three of these representatives. The amount of the annual contribution may be determined at the discretion of the Airport Director, with approval by the Airport Commission and shall be the subject of an agreement between the City and County of San Francisco and the County of San Mateo.
8. If a member withdraws from the Roundtable, per the provisions of Article III. Section 9, the remainder of that member's annual Roundtable funding contribution shall be forfeited, since the annual Roundtable Budget and Work Program are based on revenue provided by all Roundtable members.

Article IX. Conduct of Business/Voting

1. All Roundtable Regular Meetings and Special Meetings shall be conducted per the relevant provisions in the Brown Act, California Government Code Section 54950 et seq.
2. All Roundtable Standing Subcommittees, as identified in Article VII., are considered legislative bodies, per Government Code Section 54952 (b) (Brown Act) and therefore, the conduct of Standing Subcommittee meetings shall be guided by the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
3. All Ad Hoc Subcommittees are not legislative bodies, as defined by law, and therefore the conduct of those Subcommittee meetings are not subject to the relevant provisions of the Brown Act, Government Code Section 54950 et seq.

4. All action items listed on the Meeting Agenda shall be acted on by a motion and a second, followed by discussion/comments from Roundtable Representatives and the public, in accordance with *Robert's Rules of Order*. Approval of an action item shall require a majority of the membership present.
5. Except as described in Section 6 below, each agency/body represented on the Roundtable shall have one vote on all voting matters that come before the Roundtable.
6. The City and County of San Francisco has three (3) representatives on the Roundtable (Board of Supervisor's Representative, Mayor's Office Representative, and Airport Commission Representative). In the event all three are present at a Roundtable Regular or Special Meeting, only two of the three may vote on any action item on the meeting agenda.
7. To ensure efficient communications and the appropriate use of Roundtable Staff and Airport Noise Abatement Office Staff resources outside of noticed Roundtable meetings, other than those requests deemed to be minor by the Chairperson, Roundtable Members shall submit all requests for assistance/information/analysis to the Chairperson. The Chairperson will determine the appropriate course of action to respond to the request and shall, if necessary, forward the request to Roundtable and/or Airport staff for action. The Chairperson shall inform the Roundtable Member of the disposition of the request in a timely manner. For requests that are outside of the Roundtable's purview or approved Work Program, the Chairperson shall notify the Member that the request cannot be fulfilled at that time. The Vice Chairperson shall have similar authority in the Chairperson's absence.

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Article X. Amendments/Effective Date

1. The Bylaws shall be adopted at a Regular or Special Roundtable Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
2. The adopted Bylaws may be amended at any Roundtable Regular or Special Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
3. The effective date of these Bylaws and any future amended Bylaws shall be the first day after the Roundtable action to (1) adopt these Bylaws and (2) adopt all subsequent amendments to the Bylaws.

* * * * *

Signed By:



Date:

4/1/15

Cliff Lentz
Roundtable Chairperson
Councilmember
City of Brisbane



Date:

4/1/15

Elizabeth Lewis
Roundtable Vice-Chairperson
Councilmember
Town of Atherton



RESOLUTION NO. 2018-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY TO FORM THE SANTA CLARA/SANTA CRUZ COMMUNITY ROUNDTABLE

WHEREAS, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

WHEREAS, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

WHEREAS, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

WHEREAS, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

WHEREAS, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

WHEREAS, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

WHEREAS, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa

Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

WHEREAS, the [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

WHEREAS, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

WHEREAS, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

WHEREAS, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

WHEREAS, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

WHEREAS, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Cities Association of Santa Clara County does hereby support and will initiate formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties, and invite the jurisdictions, cities and counties within Santa Clara County and Santa Cruz County, to partner in the formation of the Santa Clara/Santa Cruz Roundtable.

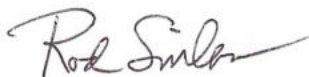
The above and foregoing resolution was passed and adopted at a regular meeting of the Cities Association of Santa Clara County Board of Directors Meeting held on the 14th day of June 2018 by the following vote:

AYES: Christina (Campbell), Sinks (Cupertino), Leroe-Muñoz (Gilroy), Pepper (Los Altos), Waldeck (Los Altos Hills), Sayoc (Los Gatos), Grilli (Milpitas), Craig (Monte Sereno), Tate (Morgan Hill), Showalter (Mountain View), Davis (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)

NOES: Jones (San José)

ABSENT: none

ABSTAIN: none



Rod Sinks, President

ATTEST:



DATE: June 14, 2018

Andi Jordan, Executive Director

SANTA CLARA/SANTA CRUZ COUNTIES COMMUNITY ROUNDTABLE FAQ

WHAT IS A ROUNDTABLE?

Roundtables function as a clearinghouse of sorts where varying interests, local through national, can be heard with the decision maker, the FAA, at the table. Per the FAA, Roundtables or advisory committees may be established by the FAA or formed by a local or state government, airport authority, or other body. Advisory committees and roundtables can bring structure to discussions of specific challenges or issues and provide a more neutral forum that can enhance the credibility and transparency of FAA's activities.

WHY IS THE CITIES ASSOCIATION OF SANTA CLARA COUNTY INVOLVED?

In July 2017, the Cities Association of Santa Clara County (CASCC) received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in forming a South Bay/South Peninsula Roundtable for Santa Clara and Santa Cruz Counties which was a recommendation from the Select Committee's work on SFO arrivals. The Board of the CASCC created an Ad Hoc Committee to consider how a new, permanent roundtable may function and operate by considering bylaws, memorandum of understandings, resolutions, and budget. CASCC Board of Directors will act on any recommendations before other jurisdictions are invited to attend.

WHY NOT JOIN THE SFO ROUNDTABLE?

SFO Roundtable is unwilling to expand their Roundtable to include members of Santa Clara and Santa Cruz Counties. Additionally, not all of the aircraft noise issues for Santa Clara and Santa Cruz Counties are related to SFO.

WHY IS THE ESTABLISHMENT OF A ROUNDTABLE IMPORTANT?

While the Select Committee and the South Flow Ad Hoc Committee have disbanded, the South Bay Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable and Minéta San José Airport.

EFFECTIVE COLLABORATION IS NEEDED TO WORK WITH THE FAA

Each jurisdiction in Santa Clara County and Santa Cruz County is just one of over 100 municipalities in the Bay Area. The ability of any single community, to influence the complex operations of a federal agency serving a region of 8 million people is limited. In addition, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

CITIES ASSOCIATION AD HOC COMMITTEE RECOMMENDATIONS

The CASCC Ad Hoc Committee is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtable to most effectively address the community impacts of aircraft operations.

WHAT DOES THE FAA SAY ABOUT LOCAL GOVERNMENTS FORMING A ROUNDTABLE?

The FAA welcomes community groups initiated by local communities or governments. And believe they may serve different functions, for example, they can provide views and advice on alternatives/issues; build consensus on controversial issues; coordinate with technical groups; review/monitor agency activities; provide independent, credible feedback; and/or build a constituency around a specific need or requirement.

SANTA CLARA/SANTA CRUZ COUNTIES COMMUNITY ROUNDTABLE FAQ

WILL THE FAA PARTICIPATE?

The FAA has stated they will participate if the region forms a roundtable.

WHAT IS THE CITIES ASSOCIATION'S AD HOC COMMITTEE'S PROPOSAL?

- Mission Statement: To Address Community noise concerns and make recommendations to the Regional Airports and FAA on noise related issues.
- MOU to form organization
- Organization is similar to SFO Roundtable
- Self-fund from member jurisdictions
- Work with both SFO & San Jose Airports
- SFO Airport and Roundtable willing to collaborate
- Hire consultant or to run the organization
- Initial staff support to be supported by Cities Association of Santa Clara County
- Each member jurisdiction receives 1 vote
- Changes to bylaws require majority of members
- Non-voting members include airport, FAA, pilots' organization
- Any member may withdraw at any time with notice of intent, but forfeit their dues
- Serves as a forum for public

WHY IS THE RECOMMENDATION TO SELF-FUND THE ROUNDTABLE?

The CASCC believes there is a critical need for the formation of the Roundtable and the complexity of the metro-plex further complicates bringing all of the players to the table. By evidence, none of the airports are willingly coming forward to help with the formation. CASCC believes that formation and self-funding is just a step in the process of bringing the players to the table. The budget will be reviewed annually, and the roundtable will be able to reevaluate revenue. It is also necessary to fund the Roundtable to hire staff to professionally support the group.

WHAT IS THE BUDGET?

The Roundtable Budget is based on SFO Roundtable budget with a part-time planner/manager of the roundtable, and various consultants. After year 1, the Roundtable will re-evaluate and establish its own annual budget.

HOW WAS THE FUNDING FORMULA CREATED?

The funding formula that was originally created was similar to the Cities Association dues structure, dues in categories of city size. An elected official in Santa Cruz County proposed a dues structure based on per capita formula which is the basis for the current formula. Note: current funding allocation is a best estimate if all 21 jurisdictions participate. The table will be adjusted accordingly if not all of the jurisdictions choose to participate.

DRAFT

RESOLUTION NO. 18-002

A RESOLUTION OF THE City/County TO JOIN THE SANTA CLARA/SANTA CRUZ COMMUNITY ROUNDTABLE

WHEREAS, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

WHEREAS, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

WHEREAS, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

WHEREAS, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

WHEREAS, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

WHEREAS, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

WHEREAS, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

DRAFT

WHEREAS, the [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

WHEREAS, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

WHEREAS, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

WHEREAS, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

WHEREAS, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

WHEREAS, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

NOW, THEREFORE BE IT RESOLVED, that the City/County of [NAME] does hereby support formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties; and directs the City Manager to enter into a Memorandum of Understanding on behalf of the [Name of City/County].

The above and foregoing resolution was passed and adopted at a regular meeting of the City Council held on the (DAY) of MONTH YEAR by the following vote:

AYES:

NOES:

ABSENT:

DRAFT

ABSTAIN:

NAME, Mayor

ATTEST:

NAME, Clerk

DATE: _____

MEMORANDUM OF UNDERSTANDING

PROVIDING FOR THE CONTINUING OPERATION OF THE SANTA
CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE

MEMORANDUM OF UNDERSTANDING (MOU)

PROVIDING FOR THE CONTINUING OPERATION OF THE SANTA CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE

Preamble

A critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

Between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

Among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

On October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

Both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

A significant demand exists for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials

in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

The [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

The FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

Each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

The impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

To ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues.

The Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtable to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

The Board of Directors of the Cities Association of Santa Clara County supports and will initiate formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties, and invite the jurisdictions, cities and counties within Santa Clara County and Santa Cruz County, to partner in the formation of the Santa Clara/Santa Cruz Roundtable.

ARTICLE I: Statement of Purpose and Objectives

Purpose

The overall purpose of the Santa Clara/Santa Cruz Counties Community Roundtable (Roundtable) is to continue to foster and enhance this cooperative relationship to develop, evaluate, and implement reasonable and feasible policies, procedures, and mitigation actions that will further reduce the impacts of aircraft noise in neighborhoods and communities in Santa Clara and Santa Cruz Counties.

Objectives

Objective 1: Continue to organize, administer, and operate the Roundtable as a public forum for discussion, study, analysis, and evaluation of policies, procedures and mitigation actions that will minimize aircraft noise impacts to help improve the quality of life of residents in Santa Clara and Santa Cruz Counties.

Objective 2: Provide a framework of understanding as to the history and operation of the Roundtable.

Objective 3: Maintain the Roundtable as a focal point of information and discussion between local, state, and federal legislators and policy makers, as it applies to noise impacts from airport/aircraft operations in local communities.

Objective 4: Develop and implement an annual Roundtable Work Program to analyze and evaluate the impacts of aircraft noise in affected communities and to make recommendations to appropriate agencies, regarding implementation of effective noise mitigation actions.

Objective 5: Maintain communication and cooperation between Airport management and local governments, regarding: (1) local agency land use and zoning decisions within noise-sensitive and/or overflight areas, while recognizing local government autonomy to make those decisions and (2) decisions/actions that affect current and future on-airport development, while recognizing the Airport's autonomy to make those decisions.

ARTICLE II: Agreement

Signatory agencies/bodies to this Memorandum of Understanding (MOU) agree as follows:

Accept the operation of the Roundtable as described in the "Statement of Purpose and Objectives," as stated in Article I.

Work cooperatively to reduce noise and environmental impacts, from aircraft operations at, but not limited to, SFO and SJC, in affected neighborhoods and communities.

Provide the necessary means (i.e., funding, staff support, supplies, etc.) to enable the Roundtable to achieve a reduction and mitigation of aircraft noise impacts, as addressed in this agreement.

Represent and inform the respective constituencies of the Roundtable members of the Roundtable’s activities and actions to reduce aircraft impacts, as addressed in this agreement. Initial funding will be shared by jurisdictions, and thereafter it is expected the airport will contribute.

The Roundtable shall establish a budget for each fiscal year. Each Roundtable voting member jurisdiction shall contribute to the budget based on a per capita formula as follows: the population of each jurisdiction (most recent available census numbers) times the following per capita fee structure:

Per Capita Fee Structure	
Large City	\$ 0.50
Small City	\$ 0.50
Medium City	\$ 0.50
XL City	\$ 0.10
County	\$ 0.50

ARTICLE III: Roundtable Membership

Voting membership – The Roundtable voting membership consists of one designated Representative and one designated Alternate from the following agencies/bodies:

- City of Campbell
- City of Capitola
- City of Cupertino
- City of Gilroy
- City of Los Altos
- Town of Los Altos Hills
- Town of Los Gatos
- City of Milpitas
- City of Monte Sereno
- City of Morgan Hill
- City of Mountain View
- City of Palo Alto
- City of San Jose
- City of Santa Clara
- City of Santa Cruz
- City of Saratoga
- City of Scotts Valley
- City of Sunnyvale
- City of Watsonville
- County of Santa Clara
- County of Santa Cruz

ARTICLE III: Roundtable Membership - continued

Non-Voting Membership - Roundtable non-voting membership shall consist of Advisory Members who represent the following:

- Relevant subject matter experts from airlines operating at SFO or SJC
- Federal Aviation Administration (FAA) staff
- Other representatives as deemed necessary

Additional Voting Membership - Other incorporated towns and/or cities located within Santa Clara or Santa Cruz Counties may request voting membership on the Roundtable by adopting a resolution:

- Authorizing two members of the city/town council (a Representative and Alternate) to represent the city/town on the Roundtable.
- Agreeing to comply with this Memorandum of Understanding (MOU) and all related amendments and any bylaws approved in accordance with this MOU.
- Agreeing to contribute annual funding to the Roundtable in the same amount as current city/town members contribute, at the time of the membership request, or such annual funding as approved by the Roundtable for new members.

Withdrawal of a Voting Member - Any voting member may withdraw from the Roundtable by filing a written Notice of Intent to Withdraw from the Roundtable, with the Roundtable Chairperson, at least thirty (30) days in advance of the effective date of the withdrawal.

ARTICLE IV: Roundtable Operations and Support

Roundtable operations shall be guided by a set of comprehensive bylaws that govern the operation, administration, funding, and management of the Roundtable and its activities.

Initial Roundtable staff support shall be provided by the Cities Association of Santa Clara County. The Roundtable is expected to hire additional technical staff support as needed.

ARTICLE V: Amending This Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) may be amended as follows:

Step 1: Roundtable consideration of a proposed MOU amendment

Any voting member of the Roundtable may propose an amendment to this MOU. The proposal shall be made at a Roundtable Regular Meeting. Once proposed and seconded by another voting member, at least two-thirds of the voting membership must approve the proposed amendment. If the proposed amendment receives at least the necessary two-thirds votes for approval, the amendment shall then be forwarded to the respective councils/boards of the Roundtable membership agencies/bodies for consideration/action.

Step 2: Roundtable member agency/body consideration of a proposed MOU amendment

The proposed MOU amendment must be approved by at least two-thirds of the respective councils/boards of the Roundtable member agencies/bodies by a majority vote of each of those bodies. If at least two-thirds of the member agencies/bodies approve the proposed amendment, the amendment becomes effective. If less than two-thirds of the member agencies/bodies approve the proposed MOU amendment, the proposal fails.

This MOU may not be amended more than once in a calendar year.

ARTICLE VI: Status of Prior Memorandums of Understanding (MOU) and Related Amendments

Adoption of this Memorandum of Understanding (MOU) shall supersede and replace all prior MOU agreements and related amendments.

ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date

This Memorandum of Understanding (MOU) shall be deemed adopted and effective upon adoption by at least two thirds of the jurisdictions listed in Article III.

The effective date of this Memorandum of Understanding (MOU) shall be the date of approval by at least two-thirds of the member agencies/bodies.

ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date

This MOU shall remain in effect so long as all of the voting following membership conditions are met:

This Memorandum of Understanding (MOU) and any subsequent amendments to this document shall remain in effect indefinitely,

1. as long as the membership conditions of Item No. 3 of this Article are met,
2. until it is replaced or superseded by another Memorandum of Understanding (MOU), or
3. until the Roundtable is disbanded.

SANTA CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE PURPOSE & BYLAWS

ESTABLISHED & APPROVED (INSERT DATE)

To address community noise concerns and make recommendations to the Regional
Airports and FAA on noise related issues.

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Santa Clara/Santa Cruz Counties Airport/Community Roundtable Purpose & Bylaws

MISSION

Mission Statement: To Address Community noise concerns and make recommendations to the Regional Airports and FAA on noise related issues.

PURPOSE

The Santa Clara/Santa Cruz Counties Airport/Community Roundtable was established in 2018 to address community concerns related to noise from aircraft operating to and from, and not limited to San Francisco International Airport (SFO) and San Jose International Airport. This voluntary committee of local elected and appointed officials provides a forum for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input. The Roundtable monitors a performance-based aircraft noise mitigation program, as implemented by airport staff, considers community concerns regarding relevant aircraft noise issues, and attempts to achieve additional noise mitigation through a cooperative sharing of authority brought forth by the airline industry, the FAA, airport management, and local elected officials.

BYLAWS

Article I. Organization Name

The name of the independent public body established by a 2018 Memorandum of Understanding (MOU), (as amended) to carry out the purpose stated above, is the “Santa Clara/Santa Cruz Counties /Community Roundtable” and may be commonly referred to as the “Roundtable.”

Article II. Current Roundtable Memorandum of Understanding (MOU)

The purpose and objectives of the Roundtable are stated in an adopted document entitled, “Memorandum of Understanding (MOU) Providing for the Continuing Operation of the Santa Clara/Santa Cruz Counties/Community Roundtable,” as amended. The MOU is the Roundtable creation document and provides the foundation for its focus and activities.

Article III. Membership/Representation

1. Any City/County in Santa Clara or Santa Cruz County is eligible to be a member of the Roundtable. The following Cities and Counties are founding members of Roundtable:

City of Campbell
City of Capitola
City of Cupertino
City of Gilroy
City of Los Altos
City of Los Altos Hills
City of Los Gatos
City of Milpitas
City of Monte Sereno
City of Morgan Hill
City of Mountain View
City of Palo Alto
City of San Jose
City of Santa Clara
City of Santa Cruz
City of Saratoga
City of Scotts Valley
City of Sunnyvale
City of Watsonville
County of Santa Clara
County of Santa Cruz

2. Roundtable Representatives and their Alternates are voting members who serve on the Roundtable and are designated by each of the members listed in Article III. above.

3. The City and County representatives shall be elected officials from the Cities and Counties. Each City and County representative shall also have one Alternative which is also an elected official. The following agencies may also have a non-voting representative and an alternate to the roundtable who shall not be an elected official:

- Minéta San Jose International Airport
- San Francisco International Airport
- Other organizations as determined

4. Roundtable Advisory Members are non-voting members that provide technical expertise and information to the Roundtable and may consist of representatives from the following:

- Knowledgeable airline representatives operating at San Francisco International Airport & Minéta San Jose International Airport,
 - Federal Aviation Administration (FAA) Staff
 - Other organizations as determined by the Roundtable
5. All Representatives and Alternates who serve on the Roundtable shall serve at the pleasure of their parent bodies.
 6. All appointed and elected officials who serve on the Roundtable can be removed/replaced from the Roundtable at any time by their parent bodies. However, the Roundtable encourages and recommends at least two years of service for Representatives and Alternates who serve on the Roundtable.
 7. The Alternates of all Roundtable member agency/bodies shall represent their parent body at all Roundtable meetings when the designated Representative is absent.
 8. If both the Representative and his/her Alternate will be absent for a Roundtable meeting, the Chair/Mayor of the member agency/body may designate a voting representative of that agency/body as a substitute for that meeting only and shall notify the Roundtable of that designation, preferably in writing, at least two days before the meeting.
 9. Any city or town in Santa Clara County or Santa Cruz County that is not a member of the Roundtable may request membership on the Roundtable in accordance with the membership procedure contained in the most current version of the MOU.
 10. Any member may withdraw from the Roundtable by filing a written notice of Intent to Withdraw from the Roundtable with the Roundtable Chairperson at least thirty (30) days in advance of the effective date of the withdrawal.
 11. No Representative or Alternate shall receive compensation or reimbursement from the Roundtable for expenses incurred for attending any Roundtable meeting or other Roundtable functions.
 12. A former member that has withdrawn its Roundtable membership must follow the same process that a new city or town in Santa Clara County or Santa Cruz County must follow to request membership in the Roundtable as described in Article III. Section 9 above.

Article IV. Officers/Elections

1. The officers of the Roundtable shall consist of a Chairperson and a Vice-Chairperson.

2. The Chairperson and Vice-Chairperson shall be elected by a majority of the members present at the February Meeting or the first Regular Meeting held thereafter. The term of the Chairperson and Vice-Chairperson shall not exceed twelve (12) months from the date of the election.
3. Nominations for officers of the Roundtable shall be made from the floor.
4. The Chairperson shall preside at all Regular and Special Roundtable Meetings and may call Special Meetings when necessary.
5. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
6. A special election shall be called if the Chairperson and/or Vice-Chairperson are unable to serve a full term of office.
7. The Chairperson or Vice-Chairperson may be removed from office at any time by a majority vote of the members.

Article V. Staff Support

1. Roundtable staff support shall be directed by the Cities Association of Santa Clara County may include staff and consultants.
2. The duties of the Roundtable Staff and consultants provided by the Cities Association of Santa Clara County shall be specified and approved as part of the Roundtable's annual budget process.

Article VI. Meetings

1. The Roundtable membership shall establish, by adopted resolution, the date, time and place for regular Roundtable meetings. Such resolution shall be adopted at the first regular meeting.
2. A majority of all voting members of the Roundtable must be present to constitute a quorum for holding a Regular or Special Roundtable Meeting.
3. If a quorum is not present at a Regular or Special Roundtable Meeting as determined by the roll call, the Chairperson may decide to:
 - a. terminate the proceedings by declaring a quorum has not been achieved and therefore an official meeting cannot be convened, or

- b. delay the start of the official meeting as a means to achieve a quorum, if possible, and
 - c. if the Chairperson chooses to delay the meeting, the Chair may ask for a consensus from the Representatives/Alternates present to hear the informational items only as noted on the meeting agenda.
4. All agendas and meeting notices for each Regular Meeting, Special Meeting, and certain Subcommittee Meetings, as defined in Article VII, shall be posted, as prescribed by law (Brown Act, California Government Code Section 5490 et seq.).
5. Each Roundtable Meeting Agenda packet shall be posted on the Roundtable Web site as soon as possible before a meeting.

Article VII. Subcommittees

1. Subcommittees shall either be a Standing Subcommittee or an Ad Hoc Subcommittee which may be created, as needed, to address specific issues. The number of members appointed to a subcommittee of the Roundtable shall consist of less than a quorum of its total membership (see Article VI. Section 2, re: quorum).
2. Creation of a Standing Subcommittee or an Ad Hoc Subcommittee may be created by a majority vote of the Representative/Alternates present at a Regular Meeting. Any Member may propose the formation of a subcommittee.
3. Standing Subcommittee or Ad Hoc Subcommittee membership and number of meetings shall be based on the following:
 - a. The Chairperson, at his or her discretion, may appoint any Roundtable Representative or Alternate to serve on a Standing Subcommittee or on an Ad Hoc Subcommittee.
 - b. The Roundtable Chairperson and Vice-Chairperson may serve on a Subcommittee or appoint a current member of the Roundtable to serve as the Subcommittee Chairperson. The Roundtable Chairperson shall serve or appoint a Chair of the Subcommittee, and the Subcommittee shall elect the Vice-Chair. When the Chair of the Subcommittee cannot attend a Subcommittee meeting, the Subcommittee Vice-Chair may serve as the Chair for that meeting.
 - c. Each Subcommittee shall meet as many times as necessary to study the issues identified by the Roundtable as a whole and develop and submit final recommendations regarding such issues to the full Roundtable for review/action.

- d. After the date on which the Roundtable has heard and taken action on an Ad Hoc Subcommittee's final recommendation(s), the Ad Hoc Subcommittee shall cease to exist, unless the Roundtable determines that the Subcommittee must reconvene for the purposes described in this paragraph.

In its action on the Ad Hoc Subcommittee recommendation(s), the Roundtable may direct the Subcommittee to reconvene, as necessary to review, refine, and/or revise all or a portion of its recommendation(s). If such action occurs, the Ad Hoc Subcommittee shall be charged with preparing and submitting a subsequent recommendation(s) to the full Roundtable for review/action. After the date on which the Roundtable has received the subsequent Ad Hoc Subcommittee recommendation(s), the Subcommittee shall cease to exist.

4. The duties of a chairperson of a Roundtable Subcommittee may include, but are not limited to, presiding over Subcommittee meetings and submitting recommendations to the full Roundtable, regarding the topics/issues addressed by the Subcommittee.

Article VIII. Funding/Budget

1. The Roundtable shall be funded by its voting member agencies. Attached to the bylaws is the initial Funding allocation for each City and County. The Cities Association of Santa Clara County shall establish a Roundtable Fund that contains the funds from the member agencies and shall be the keeper of the Roundtable Fund. All Roundtable expenses shall be paid from the Roundtable Fund.
2. The amount of the annual funding for each member shall be based on the approved per capita formula and may be increased or decreased on a percentage basis at a Regular or Special Meeting by a majority vote of those members present at that meeting.
3. The Roundtable fiscal year shall be from July 1st to June 30th.
4. Roundtable Staff, in consultation with the Roundtable Chairperson, will recommend an annual funding amount for the Roundtable at least 60 days prior to the anticipated date of adoption of the annual Roundtable Budget and inform each member of their anticipated increase or decrease in funding amount.
5. The Roundtable shall adopt an annual budget at a Regular Meeting or at a Special Meeting to be held between February - April of each calendar year. The budget must be approved by a majority of the Representatives/Alternates who are present at that meeting.
6. The adopted Roundtable Budget may be amended at any time during the fiscal year, as needed. Such action shall occur at a Regular Roundtable Meeting and be approved by a majority of the Roundtable Representatives present at that meeting.

7. If a member withdraws from the Roundtable, per the provisions of Article III. Section 9, the remainder of that member's annual Roundtable funding contribution shall be forfeited, since the annual Roundtable Budget and Work Program are based on revenue provided by all Roundtable members.

Article IX. Conduct of Business/Voting

1. All Roundtable Regular Meetings and Special Meetings shall be conducted per the relevant provisions in the Brown Act, California Government Code Section 54950 et seq.
2. All Roundtable Standing Subcommittees, as identified in Article VII., are considered legislative bodies, per Government Code Section 54952 (b) (Brown Act) and therefore, the conduct of Standing Subcommittee meetings shall be guided by the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
3. Ad Hoc Subcommittees are not legislative bodies, as defined by law, and therefore the conduct of those Subcommittee meetings are not subject to the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
4. All action items listed on the Meeting Agenda shall be acted on by a motion and a second, followed by discussion/comments from Roundtable Representatives and the public, in accordance with Robert's Rules of Order. Approval of an action item shall require a majority of the membership.
5. Each City and County represented on the Roundtable shall have one vote on all voting matters that come before the Roundtable.
6. To ensure efficient communications and the appropriate use of Roundtable Staff and Airport Noise Abatement Office Staff resources outside of noticed Roundtable meetings, other than those requests deemed to be minor by the Chairperson, Roundtable Members shall submit all requests for assistance/information/analysis to the Chairperson. The Chairperson will determine the appropriate course of action to respond to the request and shall, if necessary, forward the request to Roundtable and/or Airport staff for action. The Chairperson shall inform the Roundtable Member of the disposition of the request in a timely manner. For requests that are outside of the Roundtable's purview or approved Work Program, the Chairperson shall notify the Member that the request cannot be fulfilled at that time. The Vice Chairperson shall have similar authority in the Chairperson's absence.

Article X. Amendments/Effective Date

1. The Bylaws shall be adopted at a Regular or Special Roundtable Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.

2. The adopted Bylaws may be amended at any Roundtable Regular or Special Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.

3. The effective date of these Bylaws and any future amended Bylaws shall be the first day after the Roundtable action to (1) adopt these Bylaws and (2) adopt all subsequent amendments to the Bylaws.

Roundtable Chairperson
City/County of

Date

Roundtable Vice-Chairperson
City/County of

Date

Santa Clara/Santa Cruz Community Roundtable Funding Scenerio

City Name	Population	.5/.1	Target Budget
San Jose	1,046,079	\$ 104,607.90	\$ 37,504.95
Campbell	42,854	\$ 21,427.00	\$ 7,682.20
Cupertino	59,796	\$ 29,898.00	\$ 10,719.29
Gilroy	55,170	\$ 27,585.00	\$ 9,890.02
Milpitas	77,604	\$ 38,802.00	\$ 13,911.64
Morgan Hill	43,645	\$ 21,822.50	\$ 7,824.00
Mountain View	77,925	\$ 38,962.50	\$ 13,969.18
Palo Alto	66,932	\$ 33,466.00	\$ 11,998.53
Santa Clara	123,983	\$ 61,991.50	\$ 22,225.74
Saratoga	30,799	\$ 15,399.50	\$ 5,521.16
Sunnyvale	149,831	\$ 74,915.50	\$ 26,859.37
Unincorporated Santa Clara county	102,000	\$ 51,000.00	\$ 18,284.97
Santa Cruz	64,465	\$ 32,232.50	\$ 11,556.28
Watsonville	53,796	\$ 26,898.00	\$ 9,643.71
Los Altos	31,402	\$ 15,701.00	\$ 5,629.26
Los Gatos	30,505	\$ 15,252.50	\$ 5,468.46
Unincorporated Santa Cruz County	140,000	\$ 70,000.00	\$ 25,097.02
Los Altos Hills	8,658	\$ 4,329.00	\$ 1,552.07
Monte Sereno	3,900	\$ 1,950.00	\$ 699.13
Capitola	10,180	\$ 5,090.00	\$ 1,824.91
Scotts Valley	11,928	\$ 5,964.00	\$ 2,138.27
		\$ 697,294.40	\$ 250,000.00

	per capita fee structure	
Santa Clara, Sunnyvale, Santa Cruz, Watsonville	Large City	\$ 0.50
Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	Medium City	\$ 0.50
Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga, Scotts Valley, Capitola	Small City	\$ 0.50
San José	XL City	\$ 0.10
Santa Clara County, Santa Cruz County (unincorporated)	County	\$ 0.50

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During FY 2015-2016, allocations were established to allow the Roundtable coordinator and interested Roundtable members to attend the UC Davis Noise Symposium, of which the Roundtable Coordinator nor members attended.

Starting with the adoption of the budget for FY 2012-2013, contingency funds were allocated in order to cover unanticipated costs associated with additional work required of the technical consultants or other expenses not originally accounted for with the adoption of the budget during the course of the upcoming fiscal year. During the FY 2015-2016, no funds were utilized from either contingency allocation.

PROPOSED FY 2016-2017 BUDGET

BACKGROUND

The Roundtable is funded by its membership. The annual membership contributions are maintained in a Roundtable Trust Fund. The County of San Mateo Planning and Building Department, on behalf of the Roundtable, manage the fund. All Roundtable expenses, such as staff support, technical support consultant contracts, office supplies/equipment, mailing/photocopying costs, etc. are paid from that fund. Any monies that are not spent each year are added as revenue to the budget for the following fiscal year. All staff support and professional consultant services are provided to the Roundtable through the County of San Mateo Planning and Building Department. The amounts for these support services are shown as budgeted expenditures in the annual Roundtable budget.

BUDGET DISCUSSION

The expected funding sources for the FY 2016-2017 include the following: 1) the San Francisco Airport Commission, 2) Roundtable member cities (18 cities), 3) the County of San Mateo, and 4) the City/County Association of Governments of San Mateo County (C/CAG), for a representative of the C/CAG Airport Land Use Commission (ALUC), and 5) the estimated Roundtable fund balance from FY 2015-2016.

As discussed earlier, San Mateo County and the City and County of San Francisco (Airport) entered a new three-year contract on July 1, 2016 to provide the same services agreed upon with the prior contract. The renewed contract maintains SFO contributions not to exceed \$220,000 per year. San Mateo County will invoice the Airport based on the financial needs of the Roundtable as outlined and approved in the annual budget.

Per the Roundtable's bylaws, the contributions for member cities and C/CAG ALUC is \$1,500, and \$12,000 for San Mateo County. In FY 2011-2012, the Roundtable had agreed on a temporary reduction of dues by 50% to allow financial relief during the years of recession recovery and encourage ongoing membership. Since, the Roundtable has continued to maintain the reduced amount on a year-by-year temporary basis. To maintain such for FY

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2016-2017, the Roundtable will need to approve the budget acknowledging the 50% reduction. The amounts below reflects the reduced amounts:

San Francisco Int'l Airport:	\$220,000
Member Cities (18 cities):	\$750
County of San Mateo:	\$6,000
C/CAG:	\$750

Expected Funding Sources

A. Annual Funding from the San Francisco Airport Commission

The Commission's contribution for FY 2015-2016 is \$220,000.

B. Annual Funding from Other Roundtable Members

The annual funding amounts from the other Roundtable members (18 cities, the County of San Mateo, and C/CAG for the C/CAG Airport Land Use Committee (ALUC)) will be at the original normal fees, resulting in the following dues: Cities - \$750 each; County - \$6,000, and C/CAG - \$750.

C. Roundtable Fund Balance from the Prior Fiscal Year

The Roundtable fund balance from the previous fiscal year (FY 2015-2016) is \$42,435. This is the balance after closeout of all prior contract obligations from that fiscal year with the exception of the \$113,000 for Coordinator Services to San Mateo County (allocated and collected in FY 2016-2017), as well as contingencies funds that were not utilized.

Summary

EXPECTED FUNDING		2015-2016		2016-2017
		<u>EXPECTED</u>	<u>RECEIVED</u>	<u>EXPECTED</u>
FUND SOURCE				
1	San Francisco Airport Commission	\$175,000	\$0	\$220,000
2	Roundtable Member Cities (18 Cities)	\$13,500	\$13,500	\$13,500
3	County of San Mateo	\$6,000	\$6,000	\$6,000
4	C/CAG Airport Land Use Committee	\$750	\$750	\$750
5	Unused Fund Balance from Previous Year	\$88,809	\$88,809	\$42,435
	TOTAL:	\$276,890	\$109,059	\$282,685

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Potential Funding Allocations for FY 2016-2017

A. Staff and Consultant Support Services - \$269,000

Funding for staff support to the Roundtable will consist of the following:

1. **Roundtable Coordinator (\$113,000 per year, total \$226,000).** This amount represents a reimbursement to the County of San Mateo for both the prior FY 2015-2016 and current FY 2016-2017 to provide half-time Planner support to the Roundtable. This cost is the half-time loaded wage rate for a Planner III provided from San Mateo County that includes administrative support to the coordinator to conduct meetings and Roundtable business for one year. This amount allocated per year is unchanged from FY 2015-2016, however, as mentioned earlier in this report, the reimbursement for FY 2015-2016 was not drawn during that year, and will occur in the current FY 2016-2017. The amount reflected in the budget table is both fiscal years combined.
2. **Roundtable Aviation Consultant for Technical Support (\$42,000).** This allocation is to cover the work performed by the Roundtable's Aviation Technical Support. This amount reflects a reduction due to the end of BridgeNet's work midway through the current fiscal year, and anticipates work by a new consultant starting in spring 2017.

Summary

		2015-2016		2016-2017
STAFF/CONSULTANT SUPPORT		ALLOCATED	EXPENDED	ALLOCATED
		\$183,000	\$62,934	\$269,000
1	Count of San Mateo Coordination Services	\$113,000	\$0	\$226,000
2	Roundtable Aviation Technical Consultant	\$70,000	\$62,934	\$43,000

B. Roundtable Administration/Operations - \$6,285

1. **Postage/Photocopying (\$600).** This amount represents a reimbursement to the County of San Mateo for costs associated with reproduction of meeting materials and postage. This amount is a reduction from FY 2015-2016, as staff has continued to reducing printed materials and encouraging use of the electronic version of the meeting packets.
2. **Website (\$200).** This amount represents a reimbursement to the County of San Mateo for costs associated with paying website hosting dues and renewal of domain registration. This amount is unchanged from FY 2015-2016.

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3. **Data Storage and Conference Services (\$900).** This amount represents a reimbursement to the County of San Mateo for the cost associated with maintaining all of the Roundtable's email system, digital files and archives to Internet based storage. The Roundtable has also begin to offer online conference services at subcommittee meeting for remote members when the location logistics allow. This amount is an increase of \$100 from FY 2015-2016 to account for increased cost of services provided.

4. **Supplies/Equipment (\$1,585).** This amount represents a reimbursement to the County of San Mateo to provide supplies and equipment to the Roundtable Coordinator and administrative support staff when needed, as well as supplies used during meetings, including the FlyQuiet Awards in the spring. This amount is an increase from FY 2015-2016 to allow additional funding for potential equipment upgrade and/or dedicated Roundtable laptop/mobile equipment for Coordinator/staff for meeting use.

5. **Video Services (\$3,000).** This amount represents a reimbursement to the County of San Mateo to contract video streaming services for Roundtable meetings for the remaining two meetings of the FY 2016-2017 if the Roundtable chooses to offer such. While cost and logistics are still being investigated, it should be expected that the estimated cost to provide video at Roundtable meetings is \$1,100 to \$1,300 per meeting.

Summary

		2015-2016		2016-2017
ADMINISTRATION / OPERATIONS		<u>ALLOCATED</u>	<u>EXPENDED</u>	<u>ALLOCATED</u>
		\$3,500	\$2,171	\$6,285
1	Postage / Printing	\$1,500	\$184	\$600
2	Website	\$200	\$107	\$200
3	Data Storage & Conference Services	\$800	\$806	\$900
4	Miscellaneous Office Expenses/Equipment	\$1,000	\$1,074	\$1,585
5	Video Services			\$3,000

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C. Projects, Programs, and Additional Allocations - \$7,400

For FY 2015-2016, the Roundtable allocated additional funds to cover expenses associated with attendance at noise conferences, TRACON field trips, and subscription to aircraft noise publications. The Roundtable also allocated funds for the Roundtable's 35th Anniversary event, which is no longer needed in the current fiscal year. All other items will remain, however some of the allocations will reflect zero as its anticipated those allocations will not be required before the end of the fiscal year.

- 1. Noise Conference Attendance, Coordinator (\$1,800).** This amount represents a reimbursement to the Coordinator for attendance to Aircraft Noise related conferences such as the annual UC Davis Noise Symposium held in the spring. This amount is a reduction from FY 2015-2016 as its unlikely staff will attend additional conferences past the Noise Symposium.
- 2. Additional Noise Conferences Attendees (\$4,000).** This amount represents the cost associated with additional Roundtable member attendance to Aircraft Noise related conferences such as the annual UC Davis Noise Symposium held in the spring, National Organization to Insure a sound Control Environment (N.O.I.S.E.) legislative summit, and/or other aircraft noise related conferences that would be beneficial to the Roundtable. This amount should allow two to three members to attend one conference. This amount is unchanged from FY 2015-2016.
- 3. TRACON Field Trip (\$750).** This amount represents the estimated cost associated with providing transportation and lunch to members for a field trip to the NorCal TRACON facility, normally in conjunction with the Oakland Noise Forum. This amount is a reduction from FY 2015-2016, as past trends have shown the average cost to be below \$750.
- 4. Airport Noise Report newsletter subscription (\$850).** This amount represents the annual subscription dues for the Roundtable to receive the Airport Noise Report to help keep Roundtable staff and members informed of news related to aircraft noise. This amount is unchanged from FY 2015-2016.
- 5. LAX Roundtable Attendance, Coordinator (\$0).** This amount represents a reimbursement to the Coordinator to attend an LAX Roundtable meeting. In the past, the Roundtable has sent the Coordinator to observe their practices and exchange information with their staff. At this time, the amount allocated is zero as the Roundtable Coordinator will not be attending an LAX Roundtable event before the end of the fiscal year.

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- 6. Join National Organization to Insure A Sound Control Environment (\$0).**
 This amount represents the cost associated with membership with National Organization to Insure a sound Control Environment (N.O.I.S.E.). While funds were allocated in FY 2014-2015 to joining, allocations were not utilized to participate in that fiscal year. At this time the amount allocated is zero until the Roundtable has committed to participation with organization.

Summary

		2015-2016		2016-2017
PROJECTS, PROGRAMS, & ADDITIONAL ALLOCATION		ALLOCATED	EXPENDED	ALLOCATED
		\$10,850	\$1,518	\$7,400
1	Noise Conferences Attendance, Coordinator	\$3,000	\$0	\$1,800
2	Noise Conferences Attendance, Members	\$4,000	\$0	\$4,000
3	TRACON Field Trip(s)	\$1,000	\$0	\$750
4	Airport Noise Report subscription	\$850	\$850	\$850
5	N.O.I.S.E.	\$0	\$0	\$0
6	LAX Roundtable Attendance, Cooridnator/Staff	\$1,000	\$0	\$0
7	35th Roundtable Anniversary Event	\$1,000	\$668	

D. Contingency Funds - \$0

Starting in FY 2012-2013, the Roundtable allocated the remaining uncommitted funds to be used as a contingency reserve for unanticipated work for either Roundtable staff or the Aviation consultant. However, since that time, none of the contingencies have been used, which has resulted a surplus that has grown year over year. Since it is unanticipated that any contingency reserve will be required before the end of the year, the amount reflects zero.

Attachments:

Expense Report and Proposed FY 2016-2017 Budget Allocations