

OAKLAND AIRPORT-COMMUNITY NOISE MANAGEMENT FORUM

FORUM STRUCTURE

BACKGROUND

Over a several month period in 1997-98, an Airport-Community organizing committee met to establish a new noise abatement committee for Oakland International Airport (“Airport”). Communities that participated in the organizational process included Alameda, San Leandro, Hayward, Oakland, Berkeley, Union City, and the County of Alameda. Committee participation was based on Airport flight patterns, on-going citizen concerns and expressed interest. In June 2000 and January 2001 the Forum was expanded to include representatives from West Contra Costa County and Marin County.

NAME OF THE ORGANIZATION

The official name of the organization is the “Oakland Airport-Community Noise Management Forum,” or “Forum” for short.

PURPOSE

The Oakland-Airport-Community Noise Management Forum is an advisory group to the Port of Oakland Executive Director. The purpose of the Forum is to provide a public Forum to discuss, analyze and make recommendations to the Port of Oakland Executive Director about noise-related issues at Oakland International Airport. The Forum will provide a mechanism to facilitate cooperation and maintain open lines of communication between the Airport and local communities, and to include a broad representation from the affected communities, Airport users, FAA, and Port.

RESPONSIBILITIES OF FORUM MEMBERS

1. Attend Forum meetings and support its function. Forum members will be expected to attend each of the four quarterly Forum meetings, and other special meetings that the Forum may require for the conduct of its business.
2. Create a Work Plan for the Forum that may include special studies, projects, and issues to be addressed. The Port will work with the Forum to implement the Work Plan and make budgetary recommendations. The Port will review and approve additional projects that may be added during the year that would require significant staff time or hiring a consultant to perform.

POLICIES

1. No noise transference from one community to another.
2. Work Plan must be within Forum’s area of responsibility.

OPERATING PROCEDURES

Meeting Time & Location. Regular meetings are held quarterly on the third Wednesday of the month, at 6:30 p.m. at the Port of Oakland Board Room, 530 Water Street, 2nd floor, Oakland, CA.

Agendas. The Facilitator and the Airport Noise Management Office prepare meeting agendas. Items for the agenda must be submitted at least three weeks before the next regularly scheduled meeting.

A request for an item to be placed on the agenda must be made through the Forum Facilitator. If the Facilitator has any questions concerning whether or not an item should be placed on the agenda, he or she should contact the co-chairs. The co-chairs may (1) concur that the item should be placed on the agenda and direct the facilitator accordingly, (2) not concur, in which case the Facilitator will poll the Forum members individually (a simple majority of the members will be required to have an item placed on the agenda), or (3) the co-chairs may opt not to have the item posted to the agenda. In this latter case the requestor may make a direct appeal to the Forum at a regularly scheduled meeting to have the item placed on the next Forum agenda. A simple majority of Forum members present and voting will be required to have the item placed on the agenda. Items deemed by the Facilitator to be of a critical or emergency nature are exempt from this requirement.

Agendas and minutes are mailed out in accordance with Oakland's Sunshine Ordinance which requires that information be made available 10 days before the meeting. As an advisory group to the Executive Director of the Port, the Forum is not subject to the Brown Act or Sunshine Ordinance: however, every effort is made to follow the noticing requirements of the Sunshine Ordinance.

Meeting Procedures. The Forum will follow Roberts Rules of Order.

Under New Business and Member Comments, Forum members will have an opportunity to bring up non-agenda items. These items may be discussed at that time or tabled for further discussion or action at the next meeting.

Public comment periods will be at the beginning of each meeting and at the end of each agenda item. The opening Public comment period is for non-agenda items. No action may be taken on non-agenda items, but the Forum may direct the Facilitator to place the item on the agenda of the next meeting for discussion and/or action.

Speaker cards may be required at the discretion of the Forum Facilitator. They can be filled out during the meeting and turned in to the Facilitator after the individual has finished speaking. The time limit per speaker is two minutes. An individual may speak only one time during each comment period.

Work Plan. The Work Plan will be reviewed once a year. Items can be added to or deleted from the Work Plan at any time during the year, provided that the proposed action is approved by a majority of the members present and voting. Requests to have an item added to the Work Plan should be made by a Forum member jurisdiction. Work Plan items considered to be of an

“emergency” nature may be added at any time with the approval of the Executive Director of the Port of Oakland.

New Member Orientation. The October Forum meeting is set as the time for an informal orientation for new Forum members. The orientation will take place prior to the regular meeting.

Election of Officers. The Forum may elect two representatives to serve as co-chairs of the Forum, one elected official and one community representative. The term of office is for one year, and the co-chairs can be reelected individually or collectively. The election of the co-chairs shall take place at the Forum’s July meeting.

Working Groups. The South Field Group and North Field Group are working groups of the Forum. Their meetings are public meetings and anyone may participate as an observer at either group. Reports of the two working groups shall be made at each Forum meeting to keep members informed of the groups’ activities.

Because it is important for the groups’ memberships to remain consistent in order to effectively address air traffic issues and to monitor noise abatement procedures, the cities of Alameda and San Leandro shall have permanent member status with 2 citizen representatives and city staff representatives from each city. The cities shall appoint their representatives to the working groups. Other permanent representatives include the FAA, pilots, airlines and Port staff. As issues evolve that concern other communities that the Forum thinks should be addressed by the North or South Field Groups, a representative from that community may be appointed to the appropriate working group to study the issue. The working groups set their agendas and are open to suggested topics from the Forum.

Conferences. The Forum may, providing that funds are available, elect to send representatives to symposia or conferences that are related to the Forum’s Purpose. Authorization for attendance is subject to a vote of the Forum. If attendance is authorized, the Forum may reimburse the attendee(s) for all reasonable expenses, including conference registration, travel, lodging and subsistence. Attendees must submit a request for expense reimbursement (with original receipts attached) to the Forum Facilitator for processing.

The Forum will determine how many and who may be authorized to attend the conference. Priority will be given to the Co-chairs, followed by individual Forum members, followed by members of the North/South Field Working Groups. Individual Forum members are free to attend any conferences of their choosing at their own expense.

MEMBERSHIP

The following ten public agencies are members of the Forum:

- Cities of Alameda, Berkeley, Hayward, Oakland, Piedmont, San Leandro and Union City
- Counties of Alameda and Marin
- Port of Oakland

The Forum is comprised of one citizen and one elected official from each member jurisdiction and one representative from the Port. Each member jurisdiction has one vote (see below). The Airport will request non-voting participation in the Forum by representatives from Airport operators, industry associations, and the FAA and Airport staff.

Membership Criteria. The following factors should be considered in determining eligibility for Forum membership: (1) a community's location relative to the Airport's arrival and departure corridors; (2) the community's proximity to the Airport; and (3) citizen complaints. Member agencies must sign a letter of understanding relative to Forum participation that is filed with the Port of Oakland. Any city in Alameda County who wishes to become a member of the Forum in the future may do so with the approval of the existing Forum members if it agrees to abide by the Forum's Letter of understanding.

FORUM MEMBERS AND PARTICIPATION

Voting. One vote for each member city and county, and the Port of Oakland on issues requiring formal changes of policy or amendment of the Forum's structure. The authority to vote is vested in each elected representative. In the event an elected representative is absent, the authority to vote must be assigned by the elected representative to that representative's designated alternate. Without such authorization the member city or county will forfeit its right to vote at that meeting. On consensual or advisory, matters each representative present shall have one vote.

Members:

- 1 elected official representative from each participating city and county.
- 1 citizen from each participating city and county, who is selected by each jurisdiction.
- 1 Port of Oakland representative, the Director of Aviation

Designated Alternates:

Elected official representatives may either provide the Facilitator with the name of his or her permanent alternate (or alternates) for voting in the case of the representative's absence, or provide the Facilitator with written authorization designating an alternate at the time of the meeting. Non-elected citizen representatives may also designate a permanent or temporary alternate. Alternates for the non-elected representative are subject to the approval of the community that appointed the citizen representative.

Quorum:

A quorum will consist of six (6) member agencies plus the Port of Oakland. Without a quorum the Forum may not take any formal action on agenda items, but may continue the meeting as a committee-of-the-whole for informational purposes.

Participants: *(selected by the Airport or aviation organization)*

Airside Operations Manager

North Field Manager
Airport Noise Officer
OAK Passenger Airline representative
OAK Cargo Airline representative
North Field business operator
General Aviation pilot
Air Transport Association representative

Advisors:

FAA Tower
FAA TRACON
FAA Flight Standards

Term of Membership. Recommended 2-year term. Representatives can be re-appointed and are selected by the sponsoring entity.

FUNDING

Each jurisdiction (city or county) will contribute \$1,000 annually towards the costs of the Forum. The Port of Oakland will contribute the rest.

Annual budget

Up to \$50,000 for administrative costs, including Facilitator
Up to \$50,000 for technical studies

ADMINISTRATIVE RESPONSIBILITIES

Co-Chairpersons

Serve as official spokespersons for the Forum and to act as points-of-contact for coordinating with elected officials and other agencies and organizations.

Facilitator:

Chairs Forum meetings
Coordinates activities of the Forum (with assistance from the Noise Office)
Produces and distributes a meeting summary
Schedules special meetings
Prepares agendas
Mails notices to media, Forum members and interested citizens

Noise Office:

Provides technical information and support
Assists with implementation of Work Plan
Furnishes reports as needed

Ambassador-at-Large

Ex-officio (non-voting) position (need not always be filled)
Serves at the pleasure of the Forum (annual appointment in July)
At the Forum's direction works with elected officials and other agencies and organization to advance the Forum's objectives and initiatives

Reports to the Forum on activities of other noise forums/roundtables and noise interest organizations, and on regional and national noise issues
Undertakes other tasks and assignments as directed by Forum Co-Chairs

[Last Amended 10-17-07]