

VAN NUYS AIRPORT Citizens Advisory Council

August 20, 2024

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Araz Parseghian

Eric Robinson

Robert Rodine

Phyllis Winger

Karim Webb
Board of Airport Commissioners
1 World Way
Los Angeles, CA 90045

Dear Karim Webb:

At the August 20, 2024, Van Nuys Airport Citizens Advisory Council (CAC) meeting, the CAC made the following motion.

Notification Process

“Whereas the Van Nuys Airport Citizens Advisory Council (VNY CAC) is an advisory council intended to support the public residents & businesses outside the airport who are impacted by airport activities.

Whereas the VNY CAC as a Los Angeles City entity is to follow the Intent of the Brown Act and Robert's Rules of Order, operating with transparency and timely conduct.

Whereas the sequence of events listed below have been normal operating procedure in the long history of the VNY CAC.

It is therefore reiterated and requested that all the items in this motion below be followed so as to keep the Members of the CAC and the public informed in a timely manner so they can act and respond constructively on all matters before the VNY CAC.

Therefore, VNY CAC leadership, and VNY Los Angeles World Airports (LAWA) supporting staff are requested formally to follow the items below:

Agenda Posting and distribution procedure prior to meeting.

1. The posting of the Agenda is to include the upcoming meeting Agenda, the previous Meeting Minutes, all VNY & BOAC Staff Reports related to Van Nuys Airport (VNY) and submitted written public comment to date.
 - a. Any last-minute public comments submitted after the 72-hour time frame before a VNY CAC meeting and prior to Midnight of the day before the VNY CAC meeting shall be delivered to VNY CAC Members Council Offices, BOAC Staff and Mayor's office personnel informing them of the posting by noon of the day of the Monthly meeting.

16461 Sherman Way, Suite 300, Van Nuys, CA 91406 (818) 442-6526

- b. As per Roberts Rules of Order, Meeting Minutes are to include what was done, not what was said. (RONR (12th Ed.) 48.2 also see PP 148-149 RONR In Brief) This should also included the text of main motions, as they stood when finally voted upon.
 - c. Send Agenda to all requesting until such time that VNY CAC can become a part of the City Early Notice distribution system.
2. The Agenda & related items are to be posted at the offices of the Van Nuys Airport Staff and VNY CAC Website no later than 72 Hours prior to upcoming monthly scheduled VNY CAC meetings.
 3. The Agenda & related items are to be distributed via email to all VNY CAC Members no later than 72 hours prior to upcoming monthly scheduled VNY CAC meetings. The related items to be included are the previous Meeting Minutes pending approval, all Staff and BOAC Reports related to VNY.

Agenda Format Procedure

1. All Presentation, Discussion/Action agenda items must include a Subject Title and a 2-3 sentence short description of the items, whether for discussion/action or presentation.
2. As written Staff and BOAC Reports are to be distributed in advance of the meeting, any new items that have occurred since the posting of the Agenda can be presented verbally by staff during Staff Report agenda item along with Members further discussion on any items included in the written staff reports. Ideally, Staff reports & discussion should be limited to 15 minutes of the meeting agenda.
3. Time be allotted to adding items to the next or future Agenda items by vote of the CAC at any meeting during the Members' Comments.

Meeting Public Access Procedure

1. LAWA V NY Staff are to post all audio/video live streamed and recordings of previous meetings and approved meeting minutes within 72 hours of said meeting.
2. Posted audio/video recordings must be available for download on the VNY CAC website and an email sent to all VNY CAC Members, Council Offices, BOAC Staff and Mayor's office personnel informing them of the posting.
3. Verbal comments presented during the Public Comments section of Agenda items may be included in the public comments section of the VNY CAC Website if provided legibly in writing, by the speaker making said comments, to VNY CAC Secretary by no later than the conclusion of the meeting.

Approved Motion Distribution Procedure

All Motions passed by the VNY CAC during monthly meetings are to be sent via formal Letter, on VNY CAC Stationary, defining the Motion passed, the vote by Members (Yeah, Ney, Abstain) listed (unless by unanimous vote) to all appropriate parties (Mayor's office, City Council Offices, LAWA, BOAC, FAA Federal and State Representatives) as appropriate to the motion, and signed by the presiding Chairperson of the VNY CAC. This letter is also to be sent via email to all Members of the VNY CAC within 72 hours of its passage.

All distribution and delivery of official documents are to display who specifically received the documents via US Mail and/or cc'd via Email as stated on the official document to provide complete transparency.

August 20, 2024

The motion passed with a roll call vote of eleven "affirmative" votes, zero "no" votes and zero "abstentions". (A. Avery, E. Cohen, R. Dahl, M. Harris, K. Mattoo, T. Materna, L. Petrus, J. Price, W. Williams, Phyllis Winger); zero "no" votes and zero abstentions.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'JP', with a large loop at the end.

Jason Price
Chair
Van Nuys Airport Citizens Advisory Council

cc: Council District 6, Imelda Padilla
Council District 2, Paul Krekorian
Council District 3, Bob Blumenfield
Council District 4, Nithya Raman
Council District 5, Katy Yaroslavsky
Council District 7, Monica Rodriguez
Council District 12, John Lee
LAWA Board of Airport Commissioners
LAWA CEO, John Ackerman
VNY CAC Members