

Chapter 2.46
PIERCE COUNTY AIRPORT/THUN FIELD ADVISORY COMMISSION

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2.46.010 Created.

A Pierce County Airport/Thun Field Advisory Commission is hereby created and shall hereinafter be referred to as "TFAC". (Ord. 2009-68 § 1 (part), 2009; Ord. 2001-22s2 § 1 (part), 2003)

2.46.020 Purpose.

The TFAC shall serve in an advisory capacity on matters as authorized by this Chapter to the Hearing Examiner, Planning Commission, County Council and Executive on programs and policies regarding the Pierce County Airport/Thun Field. The TFAC shall not perform any final legislative or quasi-judicial decision-making role in matters related to the Pierce County Airport/Thun Field or its environs, but rather shall provide formal advice to the County regarding same. (Ord. 2001-22s2 § 1 (part), 2003)

2.46.030 Composition.

The TFAC shall consist of eight voting members, two government ex-officio members, and three Advisory Commission ex-officio members as set forth below:

- A. Four community residents, including two residents from the South Hill Community Plan area, one resident from the Frederickson Community Plan area, and one resident from the Graham Community Plan area. These representatives shall be appointed by the County Executive and confirmed by Resolution by a majority of the County Council. These members shall be voting members. Provided that until the initial appointments of residents from the Frederickson Community Plan area and Graham Community Plan area occur as set forth in PCC 2.46.040 C., the four community residents voting members shall be from the South Hill area.
- B. Four airport user representatives, including at least one pilot and one airport tenant. These representatives shall be appointed by the County Executive and confirmed by Resolution of the County Council. These members shall be voting members.

- C. An ex-officio member representing Pierce County Council District 1 or the designated alternate, not a voting member.
- D. An ex-officio member representing the Director of Planning and Public Works, not a voting member.
- E. Three ex-officio members representing Land Use Advisory Commissions for purposes of Airport discretionary land use permit review only, not voting members. The three ex-officio members shall be comprised of one member each from the South Hill Advisory Commission, Graham Advisory Commission, and Frederickson Advisory Commission.

(Ord. 2017-9s § 1 (part), 2017; Ord. 2017-12s § 2 (part), 2017; Ord. 2015-25s § 2 (part), 2015; Ord. 2009-68 § 1 (part), 2009; Ord. 2001-22s2 § 1 (part), 2003)

2.46.040 Appointment Process and Terms of Office for Voting Members.

- A. The appointment process for voting members shall be in accordance with the requirements set forth in Section 3.30 of the Pierce County Charter. Voting members shall be appointed for 4-year terms. No voting member of the TFAC shall serve more than two consecutive full terms.
- B. Voting member vacancies occurring for any reason shall be filled by appointment for the unexpired terms or, if occurring on the termination of a regular term, the successor shall be appointed for a full term.
- C. The initial appointment of residents from the Frederickson Community Plan area and Graham Community Plan area shall not occur prior to the expiration of the terms of two existing appointments from the South Hill community, or two South Hill community resident appointed members are vacated, whichever occurs first.

(Ord. 2017-9s § 1 (part), 2017; Ord. 2009-68 § 1 (part), 2009; Ord. 2001-22s2 § 1 (part), 2003)

2.46.050 Removal from Office.

The Executive may remove any appointed member of the TFAC for inefficiency, neglect of duty, malfeasance, or three unexcused absences in one year, subject to confirmation by a majority of the Council. (Ord. 2011-16s § 1 (part), 2011; Ord. 2009-68 § 1 (part), 2009; Ord. 2001-22s2 § 1 (part), 2003)

2.46.060 Officers.

- A. When the TFAC has been duly created, the members shall elect a Chair and Vice Chair. The Chair and Vice Chair shall each be elected to a 12-month term and shall alternate every 12 months between an airport user representative and a community resident representative. Provided, however, that the requirement to alternate Chair and Vice Chair positions may be suspended on a 12-month basis through a two-thirds affirmative vote of the TFAC.
- B. The TFAC members may also elect a secretary if so desired by the commission. If elected, the secretary shall serve a 12-month term.

(Ord. 2009-68 § 1 (part), 2009; Ord. 2006-64 § 1, 2006; Ord. 2001-22s2 § 1 (part), 2003)

2.46.070 Rules and Records.

The TFAC shall adopt rules of procedures before it transacts any of its business and shall keep a written summary of its transaction of business and meetings. The committee process for taking action shall generally be guided by the latest revised version of Robert's Rules of Order.

All votes shall be polled and recorded. (Ord. 2009-68 § 1 (part), 2009; Ord. 2001-22s2 § 1 (part), 2003)

2.46.080 Meetings.

The TFAC shall meet as needed, but generally not less than quarterly. A minimum of ten business days written notice of any meeting shall be provided to all members. A regularly scheduled meeting may be cancelled by the Chair upon notification by Pierce County staff or committee members that no quorum is reasonably expected or when there is no item on the agenda other than routine formalities such as the adoption of minutes, provided that appropriate notice of the cancellation is given. Special meetings may be scheduled by the Chair. Appropriate notice of a special meeting shall be given. All meetings shall be open to the public, pursuant to Chapter 42.30 RCW. (Ord. 2009-68 § 1 (part), 2009)

2.46.090 Quorum.

A quorum of the TFAC for the purpose of conducting business shall be a simple majority of the currently-appointed voting members. Meetings with less than a simple majority may be conducted; however, no official action may be taken. (Ord. 2009-68 § 1 (part), 2009; Ord. 2001-22s2 § 1 (part), 2003)

2.46.100 Voting Privileges.

Each voting member of the TFAC shall be entitled to one vote on any matter duly before the Commission. The ex-officio members shall be entitled to participate in all discussions and activities of the TFAC, but shall not be entitled to a vote. (Ord. 2001-22s2 § 1 (part), 2003)

2.46.120 Functions and Duties.

TFAC members serve in a capacity to receive information and provide formal advice to the County regarding the Pierce County Airport/Thun Field. The TFAC shall be responsible for issues related to the Airport property and to properties within two miles of the runway centerline of the Pierce County Airport – Thun Field. The TFAC shall receive information, hear suggestions and concerns from airport users and neighborhood citizens. The TFAC may recommend solutions and provide input to Pierce County regarding airport issues. The TFAC shall base any comments or recommendations on balancing the need to encourage the development and operation of the Airport with the need to protect the surrounding community and adjacent properties within two miles of the airport while complying with applicable Federal, State and local laws, including the policies contained in the South Hill, Frederickson, and Graham Community Plans and Federal Aviation Administration rules and requirements for airport ownership and operation.

The duties of the TFAC members include:

- A. Develop an understanding of the regulatory, contractual and economic issues that are involved in the airport operation, as well as an understanding of the existing character of the adjacent area and the concerns of area residents. The County shall provide information and training to the TFAC on its areas of responsibility.
- B. Review of discretionary land use permits for development activities within the boundaries of the Pierce County Airport/Thun Field and for development activities located within two miles of the centerline of the Pierce County Airport – Thun Field as follows:

1. **Development Activities within the Boundaries of the Airport Properties.** The TFAC shall be responsible for the review of development activities within the boundaries of the Airport properties. In this capacity, the TFAC shall replace the South Hill Advisory Commission and shall serve in the capacity of the land use advisory commission.
 2. **Development Activities within Two Miles of the Runway Centerline.** The TFAC shall be responsible for review of development activities within two miles of the runway centerline of the Pierce County Airport outside the boundaries of the Airport properties. The TFAC's review shall be supplementary and in addition to the review conducted by the South Hill, Frederickson, and Graham Land Use Advisory Commissions, as applicable. In the review of such development activities, the TFAC review shall be focused on airport related issues relative to the proposed use such as land use compatibility and compliance with Airport Overlay requirements. Land use compatibility review shall be based upon applicable comprehensive plan and community plan policies and airport land use compatibility guidelines published by the Washington State Department of Transportation.
- C. Review of any updates to the Pierce County Airport/Thun Field Master Plan/Airport Layout Plan.
 - D. Review any proposed amendments to the Pierce County Comprehensive Plan, South Hill, Frederickson, or Graham Community Plan that may affect the Airport.
 - E. Provide representatives to work on committees related to airport development planning as needed, including, but not limited to, work on an airport business plan to identify operation and development strategies appropriate to provide sufficient revenues and appropriate uses to support airport operations.
 - F. Monitor airport operations and development for compliance with the terms of land use permits and the Airport Master Plan/Airport Layout Plan.
 - G. Conduct meetings with airport users and neighborhood citizens to receive input regarding the airport.
 - H. Develop recommendations and forward suggested solutions regarding issues such as airport development activities, airport improvements and mitigation of off-site impacts such as noise to the appropriate officials.
- (Ord. 2017-9s § 1 (part), 2017; Ord. 2009-68 § 1 (part), 2009; Ord. 2001-22s2 § 1 (part), 2003)

2.46.130 Coordination.

The Planning and Public Works Department shall coordinate all matters relating to the Commission's performance of its duties, including administration of the meetings, providing required notice, requesting appointments and reappointments, keeping records of meetings and decisions, documenting the Commission's rules of procedure, forwarding recommendations of the Commission, and providing information needed to conduct its review and analysis. (Ord. 2017-12s § 2 (part), 2017; Ord. 2015-25s § 2 (part), 2015; Ord. 2001-22s2 § 1 (part), 2003)

2.46.140 Recommendations.

The affirmative action by a simple majority of the quorum shall constitute a formal recommendation. A tie vote or failure to vote on any motion shall be considered a failed motion. Failure to reach a formal recommendation shall not be cause to delay the County's decision on

the related legislative or quasi-judicial action being reviewed, but rather shall result in no recommendation being transmitted to the County. In the event that the TFAC conducts a public meeting regarding an issue subject to the Pierce County Hearing Examiner's review authority, any formal recommendation of the TFAC shall be forwarded to the Examiner at least five business days prior to the date of the Examiner's hearing, and shall not be cause to continue or delay the scheduled hearing. (Ord. 2009-68 § 1 (part), 2009; Ord. 2001-22s2 § 1 (part), 2003)