

# Memorandum

**To:** Airspace Advisory Committee

**Date:** March 19, 2003

**From:** Kathie Jacobs

**File No:**

**Ref:** Options Regarding Annual Meetings for State Advisory Boards

**Issue:**

On January 29, 2003, the Department of Finance (DOF) issued a Budget Letter directing all State advisory bodies to limit their meetings to one annually. Based on the DOF letter, options regarding the ability to change meetings from quarterly to annually are discussed below.

**Background:**

In the early and mid 1980's, the real estate development issues requiring oversight by the commission were becoming increasingly more sophisticated. As a result, in 1986, the Commission created the Airspace Advisory Committee to serve in an advisory role to both the Commission and Caltrans in the review of proposed airspace (real estate) development leases and joint development. In October 1994, the Commission directed the Airspace Committee to also review and comment on the Department's asset management and excess land activities, and then again in 1996 the Committee was asked to review and comment on the Wireless Telecommunications Program.

**Discussion:**

When the Airspace Advisory Committee was created the number of sophisticated real estate development issues were increasing. Since September 11, 2001, the Department no longer allows development within its airspace sites. The type of issues currently being presented to the Committee, range from requests to directly negotiate leases to private parties to reviewing and commenting on business plans, etc.

In an effort to produce savings and contribute to the solutions to the budgetary shortfall, staff is recommending the following options regarding the AAC quarterly meetings:

**Option 1:** All members and Department staff have access to e-mail and the internet. When the Department has an item that would require a recommendation from the committee to the Commission the item(s) could placed on the CTC internet site with an e-mail and notice indicating the location. The committee could then review the information and send questions/comments/recommendations to Commission staff via e-mail.

Note: Caution would need to be used to ensure that the Committee doesn't break the rules set in the Bagley-Keene Open Meeting Act. (A copy of the Act is attached for your review.)

**Option 2:** Same as above but with one in-person meeting per year.

**Option 3:** Delegate more of the airspace/excess land transactions to the Department. On those transactions that may be politically sensitive, as determined by the Department and Commission staff, staff will post and e-mail information to Committee members for review, comment, and recommendation.

Staff encourages an open discussion between all the Committee members, the Department, and CTC staff to make a recommendation that will allow the continued conduction of business while still meeting the goals of the Department of Finance letter.

Attachment

# BUDGET LETTER

	NUMBER: 03-02
SUBJECT: ANNUAL MEETINGS FOR STATE ADVISORY BOARDS AND COMMISSIONS	DATE ISSUED: January 29, 2003
REFERENCES:	SUPERSEDES:

TO: Agency Secretaries  
Department Directors  
Department Budget Officers  
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

**Budget Officers are requested to forward a copy of this budget letter to Departmental advisory board and commission members.**

As directed in the 2003-04 Governor's Budget Summary (page 216), all State advisory bodies are to limit their meetings to one annually, if such limitation does not require statutory change. This practice should produce savings and contribute to the solutions to the budgetary shortfall. All advisory bodies are requested to implement this new practice as soon as possible.

Per Government Code Section 13337.3 (a) (1), "Advisory body" means every board, bureau, commission, committee, panel, task force, or similar group created by statute or executive order whose principal function is to review, advise, plan, advocate, or promote.

If you have any questions, please contact your Finance budget analyst.



BETTY T. YEE  
Chief Deputy Director