

MEMORANDUM OF UNDERSTANDING (MOU)

CALIFORNIA PILOTS ASSOCIATION  
and  
ASSOCIATION OF CALIFORNIA AIRPORTS

Introduction. The preservation and enhancement of California's public airports is critical to the state's transportation system. A cooperative advocacy effort is needed by all persons and groups having an interest in maintaining the airport system. To this end the Association of California Airports (ACA) and the California Pilots Association (CPA) wish to coordinate their efforts to preserve and enhance California's public airports.

Advocacy Vehicle. An advocacy entity sponsored by California Pilots Association now exists under the name California Pilot Political Action Committee. This Committee is registered with the California Fair Political Practices Commission (FPPC) and has been in existence since 1982. Using funds voluntarily donated, it has engaged in election campaigns of state and local office candidates. It has supported aviation legislative bills in the Sacramento Legislature also.

Name Change by Amendment of FPPC Registration. A name change from California Pilot Political Action Committee to California Airport and Pilot Political Action Committee (CAP PAC) would be more descriptive of the common goal of both associations. This change can be accomplished by completing a Form 410 provided by the FPPC.

Sponsors. A change in FPPC records showing both CPA and ACA as a cosponsoring organization can be accomplished by filing an amended Form 410.

Anticipated Actions. Specific actions designed to preserve and enhance airports could include the support of, or opposition to legislation, support of, or opposition to certain candidates, sponsorship of educational forums for education of the public, key groups or officials as to the role of airports in California's infrastructure and economy.

Governing Body. The new cosponsored CAP PAC will be governed by a "Board of Trustees." The Board shall be composed of three appointed members selected each from ACA and CPA. The appointed members shall be the president, secretary and treasurer of the two groups respectively, or such other persons as are appointed by CPA or ACA. Each appointed trustee shall designate an alternate to serve at any meeting if the trustee is not present in person.

Conflict of Interest. To the extent there might be concern about potential conflict of interest in any proposed action by the Trustees, it should be addressed by a special voting procedure. A voting procedure should be adopted stating that any action by the Trustees would require an affirmative 2/3 vote of the members appointed by each ACA and CPA, thus allowing one member from each group to abstain on any issue. If two representatives of either group should abstain from voting no action would be taken.

Administration. The services of a reputable accounting or bookkeeping person or firm should be obtained for the purposes of filing all required local and state FPPC reports; of maintaining accurate accounts of receipts and disbursements; and providing monthly or quarterly reports to the Board of Trustees. These services would be performed under the direction of a person designated in FPPC files as the PAC Treasurer. The PAC Treasurer would be responsible for monitoring accurate reporting all income and disbursements to the FPPC.

Meetings. The Trustees shall set their own meeting schedule.

Voting. Voting shall normally be accomplished in person by a member or his/her alternate at a regular or special meeting. In the alternative, voting can be done electronically, observing proper notice and procedures as established by the Trustees. Each trustee and each alternate should have an E-mail address available to all regular and alternate members.

Fund Raising. Solicitation of voluntary donations can be done through any legal means selected by the trustees. For example, direct mailing with an explanation of what the funds would be used for, along with a return envelope, is a simple and effective means of raising funds. No CPA or ACA membership dues would be used for political purposes.

Amendments of MOU. This MOU can be amended by action of the PAC Trustees. Amendments should be dated and numbered in sequence, e.g., 3/4/04 Amendment No. 1; 4/6/04 Amendment No. 2.

\* The description of "trustee" is a person who has legal title to property (including money) and a duty to use it for the benefit of another. The PAC trustees would have a duty to use funds as generally intended by persons who donated the funds.

Dated: March 11, 2004

*Original signed by:*

*Jay White, President, California Pilots Association*  
*Mark Bautista, President, Association of California Airports*