



**SAN FRANCISCO  
INTERNATIONAL  
AIRPORT/COMMUNITY  
ROUNDTABLE**

**MEMORANDUM OF  
UNDERSTANDING  
(MOU)**

**PROVIDING FOR THE CONTINUING OPERATION OF  
THE  
SAN FRANCISCO INTERNATIONAL  
AIRPORT/COMMUNITY ROUNDTABLE**

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Working together for quieter skies 

Approved by the Roundtable: April 6, 2005  
Effective Date: October 5, 2005

# **MEMORANDUM OF UNDERSTANDING (MOU)**

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Attachment: Signature Page for Memorandum of Understanding (MOU) Signatory Agency

## PROVIDING FOR THE CONTINUING OPERATION OF THE SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE

### Preamble

San Francisco International Airport is owned and operated by the City and County of San Francisco but is located entirely within neighboring San Mateo County. Because of the shared impacts that result from airport operations, the two counties entered into a Joint Powers Agreement (JPA) in 1978 to quantify the impacts and to identify possible mitigation actions. The implementation of the mitigations noted by the Joint Powers Board, in its *Joint Action Plan*, called for the formation of a formal structure and process to oversee the implementation of the numerous mitigation actions outlined in the *Plan*.

In May 1981, the County of San Mateo, the County Airport Land Use Committee (ALUC), and the governing bodies of 11 cities/towns located in San Mateo County near the Airport<sup>1</sup> entered into a Memorandum of Understanding (MOU) with the City and County of San Francisco to create a public body known as the San Francisco International Airport/Community Roundtable (Roundtable). Under this agreement, the Roundtable became a committee formed to work cooperatively to oversee the implementation of the recommendations contained in the *Joint Action Plan* adopted by the Joint Powers Board in 1980. Those recommendations addressed various community impacts from the operation of San Francisco International Airport, including aircraft noise, vehicular ground access, and air quality. Since its first meeting on June 3, 1981, the Roundtable has focused its efforts on reducing aircraft noise impacts in affected neighborhoods and communities. Vehicular airport ground access and airport-related air quality issues have been and continue to be addressed by other Bay Area public agencies.

In October 1992, the original MOU was amended for the first time, in response to the Airport Commission's adoption and implementation of a San Francisco International Airport Master Plan. The Master Plan provided for the expansion, consolidation, and remodeling of airport landside facilities, through the year 2006. MOU Amendment No.1 also provided for the development of a Roundtable Joint Work Plan, for which the Airport Commission agreed to provide funding to the Roundtable, in the amount of \$100,000 per year, from 1993 through 2000. Under that amendment, the Airport Commission also agreed to spend up to \$120 million to fund aircraft noise insulation projects in eligible cities.

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<sup>1</sup> The original 1981 Roundtable MOU signatory cities/towns within San Mateo County included the following: City of Brisbane, City of Burlingame, Town of Colma, City of Daly City, City of Foster City, Town of Hillsborough, City of Millbrae, City of Pacifica, City of San Bruno, City of San Mateo, and the City of South San Francisco. The Town of Colma and the City of San Mateo withdrew their membership shortly after the Roundtable began meeting in 1981. Nine cities in San Mateo County remained members until additional cities joined in 1997.

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## **Preamble - continued**

In June 1997, the 1981 MOU, as amended, was amended a second time, to allow non-member cities and towns in San Mateo County to join the Roundtable. MOU Amendment No. 2 specified the procedures for joining the Roundtable and established an annual financial contribution requirement for new member jurisdictions. As a result of that amendment, the Roundtable membership increased from 13 to 23 members.

In 2004, the Roundtable Chairperson appointed a Roundtable subcommittee to review the 1981 MOU, as amended, and update the document to provide for improved operation and efficiency of the Roundtable as a public body. The following language is a consolidation of the previous MOU and Amendments Nos.1 and 2, in a more organized and comprehensive format. Also included is additional language to reflect the continuing status of the Roundtable and to provide for more efficient operation of the organization, as a whole.

## **ARTICLE I: Statement of Purpose and Objectives**

### **1. Purpose**

As a result of more than twenty-four years of cooperation between the San Francisco Airport Commission, noise-impacted communities, the federal government, and the airlines operating at San Francisco International Airport, the Roundtable has facilitated numerous aircraft noise mitigation achievements to improve the quality of life in communities near the Airport. The overall purpose of the Roundtable is to continue to foster and enhance this cooperative relationship to develop, evaluate, and implement reasonable and feasible policies, procedures, and mitigation actions that will further reduce the impacts of aircraft noise in neighborhoods and communities in San Francisco and San Mateo Counties.

### **2. Objectives**

- Objective 1: Continue to organize, administer, and operate the San Francisco International Airport/Community Roundtable as a public forum for discussion, study, analysis, and evaluation of policies, procedures and mitigation actions that will minimize aircraft noise impacts to help improve the quality of life of residents in San Mateo and San Francisco Counties.
- Objective 2: Provide a framework of understanding as to the history and operation of the San Francisco International Airport/Community Roundtable.
- Objective 3: Maintain the San Francisco International Airport/Community Roundtable as a focal point of information and discussion between local, state, and federal legislators and policy makers, as it applies to noise impacts from airport/aircraft operations in local communities.

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## **Objectives – continued**

- Objective 4: Develop and implement an annual Roundtable Work Program to analyze and evaluate the impacts of aircraft noise in affected communities and to make recommendations to appropriate agencies, regarding implementation of effective noise mitigation actions.
- Objective 5: Maintain communication and cooperation between Airport management and local governments, regarding: (1) local agency land use and zoning decisions within noise-sensitive and/or overflight areas, while recognizing local government autonomy to make those decisions and (2) decisions/actions that affect current and future on-airport development, while recognizing the Airport Commission's autonomy to make those decisions.

## **ARTICLE II: Agreement**

Signatory agencies/bodies to this Memorandum of Understanding (MOU) agree as follows:

1. Accept in concept and spirit the continuing operation of the San Francisco International Airport/Community Roundtable as described in the "Statement of Purpose and Objectives," as stated in Article I.
2. Work cooperatively to reduce the impacts of noise, from aircraft operations at San Francisco International Airport, in affected neighborhoods and communities.
3. Provide the necessary means (i.e., funding, staff support, supplies, etc.) to enable the Roundtable to achieve a reduction and mitigation of aircraft noise impacts, as addressed in this agreement.
4. Represent and inform the respective constituencies of the San Francisco International Airport/Community Roundtable members of the Roundtable's activities and actions to reduce aircraft noise impacts.
5. Support and abide by Roundtable Resolution No. 93-01, which states, in part, that the Roundtable members, as a group, will not take any action(s) that would result in the "shifting" of noise from one community to another, related to aircraft operations at San Francisco International Airport.

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**ARTICLE III: Roundtable Membership**

1. Existing voting membership – The existing Roundtable voting membership (March 2005) consists of one designated Representative and one designated Alternate from the following agencies/bodies:

City and County of San Francisco Board of Supervisors  
City and County of San Francisco Mayor's Office  
City and County of San Francisco Airport Commission  
County of San Mateo Board of Supervisors  
City/County Association of Governments of San Mateo County (CCAG)  
    Airport Land Use Committee (ALUC)  
Town of Atherton  
City of Belmont  
City of Brisbane  
City of Burlingame  
City of Daly City  
City of Foster City  
City of Half Moon Bay  
Town of Hillsborough  
City of Menlo Park  
City of Millbrae  
City of Pacifica  
Town of Portola Valley  
City of Redwood City  
City of San Bruno  
City of San Carlos  
City of San Mateo  
City of South San Francisco  
Town of Woodside

2. Elected/Appointed Membership - All Representatives and Alternates who serve on the Roundtable shall be elected officials (i.e., Council Members, Supervisors, etc.) from the agencies/bodies they represent and serve at the pleasure of their appointing agency/body, except Representatives and Alternates from the following, who shall be appointed by and serve at the pleasure of their appointing entity:

City and County of San Francisco Mayor's Office  
City and County of San Francisco Airport Commission  
C/CAG Airport Land Use Committee (ALUC)

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**ARTICLE III: Roundtable Membership - continued**

3. Non-Voting Membership - Roundtable non-voting membership shall consist of Advisory Members who represent the following:
  - a. Chief Pilots from airlines operating at San Francisco International Airport
  - b. Federal Aviation Administration (FAA) staff
  
4. Additional Voting Membership - Other incorporated towns and/or cities located within San Mateo County may request voting membership on the San Francisco International Airport/Community Roundtable by adopting a resolution:
  - a. Authorizing two members of the city/town council (a Representative and Alternate) to represent the city/town on the Roundtable.
  - b. Agreeing to comply with this Memorandum of Understanding (MOU) and all related amendments and any bylaws approved in accordance with this MOU.
  - c. Agreeing to contribute annual funding to the Roundtable in the same amount as current city/town members contribute, at the time of the membership request, or such annual funding as approved by the Roundtable for new members.
  
5. Withdrawal of a Voting Member - Any voting member may withdraw from the Roundtable by filing a written *Notice of Intent to Withdraw from the Roundtable*, with the Roundtable Chairperson, at least thirty (30) days in advance of the effective date of the withdrawal.

**ARTICLE IV: Roundtable Operations and Support**

1. Roundtable operations shall be guided by a set of comprehensive bylaws that govern the operation, administration, funding, and management of the Roundtable and its activities.
  
2. Roundtable staff support shall be provided by the San Francisco Airport Commission and the County of San Mateo. Additional technical staff support may be provided by consultant(s), as needed, in accordance with the relevant provisions in the adopted Roundtable Bylaws.

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**ARTICLE V: Amending This Memorandum of Understanding (MOU)**

1. This Memorandum of Understanding (MOU) may be amended as follows:

**Step 1:** *Roundtable consideration of a proposed MOU amendment*

Any voting member of the Roundtable may propose an amendment to this MOU. The proposal shall be made at a Roundtable Regular Meeting. Once proposed and seconded by another voting member, at least two-thirds of the voting membership must approve the proposed amendment. If the proposed amendment receives at least the necessary two-thirds votes for approval, the amendment shall then be forwarded to the respective councils/boards of the Roundtable membership agencies/bodies for consideration/action.

**Step 2:** *Roundtable member agency/body consideration of a proposed MOU amendment*

The proposed MOU amendment must be approved by at least two-thirds of the respective councils/boards of the Roundtable member agencies/bodies by a majority vote of each of those bodies. If at least two-thirds of the member agencies/bodies approve the proposed amendment, the amendment becomes effective. If less than two-thirds of the member agencies/bodies approve the proposed MOU amendment, the proposal fails.

2. This MOU may not be amended more than once in a calendar year.

**ARTICLE VI: Status of Prior Memorandums of Understanding (MOU) and Related Amendments**

Adoption of this Memorandum of Understanding (MOU) shall supercede and replace all prior MOU agreements and related amendments.

**ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date**

1. This Memorandum of Understanding (MOU) shall be deemed adopted and effective upon adoption by at least two thirds of the jurisdictions listed in Article III.
2. The effective date of this Memorandum of Understanding (MOU) shall be the date of approval by at least two-thirds of the member agencies/bodies.

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**ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date - continued**

3. This MOU shall remain in effect so long as all of the voting following membership conditions are met: (1) at least five of the following cities – Brisbane, Burlingame, Daly City, Foster City, Hillsborough, Millbrae, Pacifica, San Bruno, and South San Francisco – remain members of the Roundtable, (2) the City and County of San Francisco remains a member of the Roundtable, and (3) the County of San Mateo remains a member of the Roundtable.
  
  4. This Memorandum of Understanding (MOU) and any subsequent amendments to this document shall remain in effect indefinitely, (1) as long as the membership conditions of Item No. 3 of this Article are met, (2) until it is replaced or superceded by another Memorandum of Understanding (MOU), or (3) until the Roundtable is disbanded.
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