



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE: ACAT Selection Process Review and Consideration of
New Selection Concepts**

MEETING DATE: July 26, 2017

**PREPARED BY: Hardy Bullock, Director of Aviation & Community
Services**

RECOMMENDED ACTION: Annual review of ACAT Member selection process. Staff has also prepared other processes for ACAT Member selection to review with Board. Direct staff to utilize the existing selection process or potentially consider new methodology.

DISCUSSION: ACAT's mission is to reduce impact from aircraft activities on the surrounding community and enhance the benefit of the airport to the community at large. This 6 member appointed team consists of 3 pilot members and 3 community members who each serve at the will of the Board for a term of three years beginning and ending annually in September. Each September one Pilot member and one Community member complete their term. The traditional method of recruitment is outlined below:

- Staff queries each retiring member to ascertain if they wish to be reappointed.
- Staff advertises for a minimum of one month in the following media channels for new members
 - Sierra Sun News Paper
 - Lake Tahoe Bonanza
 - KTKR Truckee Tahoe Radio
 - District E-Blast
 - Word of mouth encouragement from staff, ACAT, and Board

The resultant effort usually produces one or two pilot candidates and 6-8 community candidates. The candidates write a letter of interest and provide a resume. Staff contacts them and discusses

the commitment and answers any questions. At a minimum of two weeks prior to the Board meeting staff forwards all candidate information to the Board for review and encourages each board member to interview potential candidates. A discrete poll at the September meeting completes the selection process.

Because the ACAT is an appointed body by the elected Board of Directors under the direct authorization of the District the selection process is flexible. For obvious reasons the process needs to be fair, transparent, and understandable.

It has been some time since the District has reviewed the selection process. Staff has researched and considered a few potential alternatives to the current selection process at may be of interest to the Board. These include:

1. Reappointment of a willing incumbent by a majority vote of the Board members. If this process is successful then no additional advertising is required. If the Board doesn't select the incumbent, staff may undertake the full advertising effort and produce a compliment of candidates. The benefit of this process is that the incumbent is often reappointed. This process avoids that lengthy application and advertisement effort.
2. Appointment of an ACAT member by an individual Board member. This model is used to fill Planning Commissions, Historical Advisory Committees etc. Each Board member appoints an individual for their (Board member) term. The advantage is that each Board member has an opportunity to select an ACAT member regardless of terms and appointment schedules.

These alternatives may be discussed by the Board and implemented this year by allowing staff some flexibility in application. If the process remains unchanged staffs opinion on the selection process includes the following recommendations:

1. Select members who have a desire to support the two primary objectives of ACAT - reduce annoyance and enhance the benefit of the airport to the community at large.
2. Select members who have time to attend regular meetings, respond to staff emails and guidance items, and also work in a subcommittee role.
3. Select members who bring community service experience and/or expertise related to the primary mission.
4. Select members who value a community driven public process.

WHAT'S NEXT: Discuss the selection alternatives outlined here and direct staff to keep the process the same or change it and move forward with the 2017 selection process.

FISCAL IMPACT: None, handled under routine District budget. Small savings may be gained by certain selection alternatives.

PUBLIC COMMUNICATIONS: Routine District postings and the Sierra Sun News Paper, Lake Tahoe Bonanza, KTKR Truckee Tahoe Radio, District E-Blast, and word of mouth encouragement from staff, ACAT, and Board.

SAMPLE MOTION(S): None

ATTACHMENTS:

Selection Schedule

Member	Date Appointed	Term Expires
Joe Polverari	September 2015	September 2018
Chris Gage	September 2014	September 2017
Kathryn Rohlf	September 2015	September 2018
Lisa Krueger	April 2016	September 2017
Leigh Golden	September 2016	September 2019
Dan Lutkenhouse	September 2016	September 2019