



MEETING DATE: Oct. 29, 2014
TO: Board of Directors
FROM: Kevin Smith, General Manager
SUBJECT: Board Meeting Time Change Review

RECOMMENDATION: Staff suggests moving the Board Meeting start time to either 3:00 PM or 4:00 PM from the current 5:30 start time.

DISCUSSION: Staff has reviewed Board Meeting attendance numbers, length of meetings, and time requirements for closed sessions. Based on the information presented, and to assist in facilitating the schedules of our hourly employees, staff suggests starting the Board Meetings at 3:00 PM or 4:00 PM.

The Board Meeting Attendance and Time Survey presents some interesting findings. These are:

1. Our average public attendance has actually dropped since moving to evenings. This may be an anomaly in the data as we only have 3 years, or that more of the public may be watching on TV or streaming online.
2. We have reduced the length of our meetings to 3.65 hours from 5.25 in 2013 and 4.6 in 2012. That is a positive trend.
3. Our average closed session is about 45 minutes.

To summarize, fewer members of the public are attending our meetings and we have reduced the meeting length as we moved to night meetings. The meetings may be more accessible to the public as they are now after standard work hours and they can be viewed on TV or internet at home.

Staff does not propose any significant change to the meeting time. Meeting a few hours earlier in the day may assist in avoiding late evening discussions that are less effective. Moving the start time up will affect dinner. The District has typically provided Board Members and staff a meal if the meeting interrupts a standard meal time. With a 3:00 PM or 4:00 PM start, staff suggests that the District provide some refreshments but maybe not a full meal. A second option is to start the meeting at 3:00 PM with a 20 minute break at 5:30 for dinner. We obviously do not want to be eating a full meal while trying to conduct the public's business at the same time.

Staff inquired as to online or TV viewership data. New Leaders is in process of providing online viewers but it's our understanding that TV viewership numbers are not captured. Staff is checking into this and will have an update at the meeting.

Staff is open to whatever option is most convenient for the Board and provides convenient access to the public to participate in meetings.

FISCAL IMPACT:

No significant fiscal impact.

PUBLIC COMMUNICATIONS:

The public's ability to attend and participate in meetings is a high priority for both the Board and staff. The public in attendance should be encouraged to contribute to this conversation. Should the Board decide to alter or change the Board Meeting start time, staff will assure the new start time is updated and notice to the public and interested parties.

ATTACHMENTS:

Board Meeting Attendance and Time Survey

2014 TRUCKEE TAHOE AIRPORT DISTRICT BOARD MEETINGS					
<i>Meeting Date</i>	<i>Public Attendance</i>	<i>Start</i>	<i>End</i>	<i>Closed Session Hours</i>	<i>Total Hours</i>
1/22/2014 R	21	5:30 P.M.	8:24 P.M.		2.90
2/19/2014 R	9	5:30 P.M.	7:16 P.M.		1.77
3/26/14 R	19	5:41 P.M.	10:00 P.M.	0.62	4.32
4/23/14 R	9	5:30 P.M.	8:56 P.M.		3.43
5/28/14 R	7	5:30 P.M.	9:10 P.M.	0.7	3.83
6/25/14 R	1	5:30 P.M.	8:12 P.M.		2.87
7/23/14 R	4	5:31 P.M.	9:00 P.M.	0.65	3.48
8/27/14 R	18	4:00 P.M.	10:31 P.M.	0.92	5.36
9/24/14 R	16	5:30 P.M.	10:25 P.M.		4.92

Average Public Attendance	11.56
Average Closed Sessions (HRS)	0.72
Average Total Hours	3.65

2013 TRUCKEE TAHOE AIRPORT DISTRICT BOARD MEETINGS					
<i>Meeting Date</i>	<i>Public Attendance</i>	<i>Start</i>	<i>End</i>	<i>Closed Session Hours</i>	<i>Total Hours</i>
1/24/2013	18	9:00 A.M.	1:45 P.M.		4.75
2/28/2013	14	9:02 A.M.	12:10 P.M.		3.13
3/28/2013	13	9:00 A.M.	2:00 P.M.	1.87	5
4/25/2013	18	9:00 A.M.	2:08 P.M.		5.13
5/23/2013	14	9:02 A.M.	11:59 A.M.		3.9
6/27/2013	22	8:04 A.M.	4:11 P.M.	0.80	8.12
7/25/2013	13	9:02 A.M.	3:15 P.M.	1.40	6.22
8/22/2013	26	9:00 A.M.	4:13 P.M.	0.73	8.22
9/26/2013	12	9:01 A.M.	11:50 A.M.	0.17	2.82

Average Public Attendance	16.67
Average Closed Sessions (HRS)	0.99
Average Total Hours	5.25

2012 TRUCKEE TAHOE AIRPORT DISTRICT BOARD MEETINGS					
Meeting Date	Public Attendance	Start	End	Closed Session Hours	Total Hours
1/26/2012	14	9:00 A.M.	2:39 P.M.		5.65
2/23/2012	8	9:00 A.M.	12:39 P.M.	0.38	3.65
3/22/2012	8	9:00 A.M.	12:53 P.M.		3.88
4/26/2012	7	9:00 A.M.	3:20 P.M.	3.22	6.33
5/24/2012	13	9:00 A.M.	2:51 P.M.	1.32	5.85
6/28/2012	21	9:00 A.M.	3:30 P.M.	0.42	6.50
7/26/2012	11	9:00 A.M.	12:31 P.M.		3.52
8/23/2012	11	9:00 A.M.	12:42 P.M.		3.70
9/27/2012	17	9:05 A.M.	11:57 P.M.		2.87

Average Public Attendance	12.22
Average Closed Sessions (HRS)	1.335
Average Total Hours	4.66