



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

AGENDA TITLE: Approval of ACAT Charter and Bylaw Amendments as Proposed by the Airport Community Advisory Team.

MEETING DATE: December 4, 2019

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

RECOMMENDED ACTION: Approved by Consent: Review and approve draft changes requested by the ACAT to the current Airport Community Advisory Team (ACAT) Charter and Bylaws.

DISCUSSION: The last Board of Director approved change to the ACAT Charter and Bylaws was the addition of **Objective 2, Safety**. ACAT periodically reviews and proposes changes to their bylaws. ACAT last reviewed their Bylaws at the Nov 12th ACAT Meeting and is recommending the outlined changes. These amendments are summarized below:

ARTICLE	SECTION	SUMMARY OF CHANGE
II	Term	Clarified <i>TERM</i> referrers to ACAT, not a member of ACAT. Added " <i>perpetuity</i> " for clarity.
IV	E	Added language for compensation based on attendance.
IV	G	Clarified member replacement.
V	H	Added language removing significant expenditure authorization from ACAT – Aligning fiduciary role with the Board of Directors.
VI	D	Removed the officer (Treasurer) and assigned this role to the

		District Director of Finance in spirit of the bylaws change area (V,H).
VI	G, b.	Clarified expenditure authorization process in spirit of the bylaws change area (V,H).
VI	J	Added section aligning ACAT funding with initiative type.

While most of these changes are general housekeeping items, ACAT is proposing to add some language requiring ratification by the Board of Directors of purchases over \$1000. This provision is recommended by legal counsel as a best practice. The Monthly ACAT Report will include a section on Purchase Ratification by Board of Directors on the months that it is applicable. It will be noticed as an Action Item when ratification is necessary.

FISCAL IMPACT: No direct fiscal impact. Some accounting staff time and minor changes to reporting may be required to fulfill requirements outlined in change areas **VI-J, VI-G,b., V-H.**

CONSENT MOTION: The Board of Directors hereby approves and adopts the amendments outlined in the Staff report as depicted on the ACAT Draft Charter and Bylaws exhibit attached to this staff report.

ATTACHMENTS:

DRAFT ACAT Charter and Bylaws November 20, 2019.