

# TRUCKEE TAHOE AIRPORT DISTRICT

## Airport Community Advisory Team

### Charter and Bylaws

#### **ARTICLE I – DEFINITIONS**

**NAME:** The name of the team is the Airport Community Advisory Team (ACAT) (herein the ACAT).

**THE BOARD:** The Board is the Truckee Tahoe Airport District Board of Directors (herein the Board).

**THE DISTRICT:** The District is the Truckee Tahoe Airport District (herein the District).

**GENERAL MANAGER:** The General Manager is the General Manager of the Truckee Tahoe Airport District (herein the General Manager).

#### **ARTICLE II – MISSION, OBJECTIVES & TERM**

**MISSION:** Armed with community input, the ACAT's mission is to make recommendations to the TTAD Board for reducing the impact of airport operations on our neighbors, and enhancing benefits to the community-at-large.

**OBJECTIVES:** (Intended to be flexible enough to allow for maximum creativity and a sense of ownership of process and results).

1. Identify noise and other impacts, both positive and negative, on the community and potential recommendations to address these impacts. Be wide-ranging in identifying potential recommendations. Include investigation of both traditional and non-traditional recommendations in an effort to foster innovative approaches to reducing impacts.
2. Identify safety improvement and enhancement opportunities. Make recommendations to implement safety ideas and concepts designed to reduce the likelihood of accidents, incidents, or losses. Be wide-ranging in identifying potential recommendations. Include investigation of both traditional and non-traditional recommendations in an effort to foster innovative approaches to enhancing and improving safety at every level within the organization.
3. Take advantage of the energy and information residing within airport users and the overall community to identify potential recommendations.
4. Provide a structured mechanism to systematically identify, analyze and evaluate potential recommendations. Include a thorough assessment of opportunities and constraints for each recommendation.

5. Evaluate costs and benefits of each solution, both tangible and intangible.
6. Actively reach out to community and airport interests to identify and enhance open-minded understanding of the full scope of the issues.
7. Develop a work plan, deliverables, timeframes and proposed budget for Board approval. (The Board recognizes that the work plan and budget may change as the work of the ACAT evolves).
8. Report monthly to the Board on the ACAT's progress. Bring recommendations and proposals to the Board as they are ready for consideration and action.
9. As appropriate, summarize findings of potential recommendations including the results of the ACAT's full analysis and recommendations for Board action.
10. The ACAT should strive for consensus as much as possible. Where consensus cannot be achieved, ACAT is to provide clear statements of majority and minority opinion.
11. Recognize the value of existing infrastructure and assets when considering recommendations to the Board.

**TERM:** The term of the ACAT, formed by a charter of the Board, shall begin upon the date of appointment of its members and serve at the pleasure of the Board, unless otherwise directed by the Board.

### **ARTICLE III – COMPOSITION**

The ACAT shall consist of six (6) members:

- A. Three (3) members are from the pilot/aviation community. For selection purposes those individuals who identify themselves as a pilots must hold a minimum of a private, sport, or recreational pilots license issued by the U.S. Federal Aviation Administration, have been legally flight current within the preceding 12 month period, and have flown into or out of the Truckee Tahoe Airport a minimum of 10 times within the preceding 36 month period.
- B. Three (3) members are from the broader community and may have a diverse background that does or does not include aviation or airport experience.

Members of the ACAT shall disclose to the Board any change in aviation/non-aviation, pilot/non-pilot status. Staff provides administrative support and recommends resources to the ACAT as needed. Other staff requirements should be identified in the work plan and coordinated with the General Manager.

### **ARTICLE IV – TERM OF OFFICE, REPLACEMENT AND COMPENSATION OF MEMBERS**

- A. Members appointed by the Board shall serve for a term of three years, beginning or ending on September 30<sup>th</sup> of the applicable year unless their term is ended as set forth herein.
- B. Members may be removed by a majority vote of the Board at any time.
- C. The term of a member will automatically terminate if:
  - a. He or she misses two consecutive meetings without approval of the ACAT chairperson.
  - b. He or she is convicted of a crime involving moral turpitude.
  - c. He or she acts upon a situation in which he or she actually has a conflict of interest pursuant to California law.
  - d. He or she fails to follow the charter and bylaws of the ACAT.
- D. The Board may extend or terminate the term of the ACAT and/or the individual members as it deems appropriate.
- E. Each member shall receive a \$100 monthly stipend.
- F. Vacancies on the ACAT shall be filled by a vote of the Board as the Board deems appropriate.

**ARTICLE V – SCOPE OF RESPONSIBILITIES AND AUTHORITIES**

The ACAT shall:

- A. Carry out the provisions of Article II.
- B. Keep the Board informed on community and public needs and desires relating to aircraft noise and operational matters.
- C. Research and recommend guidelines to the Board on all facets of aircraft noise and operations within or affecting the District.
- D. Review other matters presented to the ACAT by the Board or the General Manager and make reports or recommendations for necessary action.
- E. Provide a work plan and budget to meet the objectives of the ACAT.
- F. Utilize technical and legal assistance as outlined in the work plan and budget.
- G. The ACAT shall adopt, publish, and regularly review ground rules for its team conduct.

The ACAT shall consider the following guidelines in their process:

1. The ACAT works to identify all reasonable and feasible solutions and solicits ideas from a wide range of stakeholders.
2. The ACAT exhibits genuine interest in solving the impact issue.
3. The ACAT investigates solutions tried elsewhere as well as being willing to try new things.
4. The ACAT does not prejudice solutions without benefit of thorough analysis.
5. The ACAT exhibits respect for differing opinions.
6. The ACAT avoids creating false choices.

**ARTICLE VI – THE ACAT PROCEDURES**

- A. Meetings:

- a. Regular meeting dates shall be held on a day or days of each month to be set by the ACAT. The ACAT may, if circumstances require, move the meeting date to ensure maximum attendance. Sufficient notice to the ACAT and the media shall be made whenever a meeting date is changed.
  - b. Special meetings may be called by the Board, the District General Manager, the Chairperson of the ACAT, or at the request of any four (4) members of the ACAT.
  - c. All meetings shall be open to the public
  - d. Meetings shall be held at a variety of times and locations to permit full access and involvement by the community.
  - e. Minutes shall be prepared after each meeting and constitute the historical and public record.
- B. Quorum: A majority (4) of the members of the ACAT shall constitute a quorum.
- C. The ACAT is required to adhere to the Brown Act.
- D. Officers and Duties: A Chairperson and Vice Chairperson shall be elected by the ACAT, and shall comprise the leadership of the ACAT.
- a. The Chairperson shall serve as liaison to staff. This person is selected annually or reappointed annually at the first meeting within the calendar year as the group wishes based upon a majority vote of the members.
  - b. The Vice Chairperson will serve the duties and responsibilities of the Chairperson in his/her absence. This person is selected annually or reappointed annually at the first meeting within the calendar year as the group wishes based upon a majority vote of the members.
  - c. One Treasurer, elected by the ACAT, shall maintain and administer the ACAT's budget and expenditures. The Treasurer shall be responsible for delivering approved purchase orders and routine expenditure requests to the District's controller. The Treasurer shall provide a quarterly report of expenditure activity and the ACAT's budget status. This person is selected annually or reappointed annually at the first meeting within the calendar year as the group wishes based upon a majority vote of the members.
  - d. The District's Director of Aviation & Community Services, or a designee, shall act as Secretary, attend all meetings, and be available to represent the ACAT at monthly Board of Director's meetings.
- E. Order of Business: An agenda shall be established by agreement of both the Chairperson and Vice Chairperson and shall be adhered to unless changed by a majority vote of the ACAT. The agenda shall contain:
- a. Call to Order
  - b. Pledge of Allegiance
  - c. Roll Call

- d. Special Orders of Business
  - e. Public Comment
  - f. Consent Calendar
  - g. ACAT Committee Reports
  - h. ACAT Project Reports
  - i. Staff Report
  - j. ACAT Member Reports
  - k. Adjournment
- F. Authority of the ACAT members: Unless otherwise authorized by the ACAT, only the Chairperson (or Vice Chairperson in the Chairperson's absence) is authorized to present to the Board and speak on behalf of the ACAT.
- G. Expenditure Authorization: All purchases of materials or services shall be made according to policies set forth in the ACAT Bylaws.
- a. All purchases made for the District by the ACAT shall be in conformity with the Board approved ACAT budget.
  - b. All purchases over \$500 shall be made using purchase orders, which are signed by two authorized purchase order signers, and require a majority vote of the ACAT.
    - i. One authorized purchase order signer must be a member of the ACAT; the other a member of the District staff.
    - ii. The authorized purchase order and expenditure request signers are the Chairperson or Vice Chairperson of the ACAT, the Treasurer of the ACAT, the General Manager of the District, and the Assistant General Manager.
  - c. For routine and ongoing expenditures (under \$500), such as Team member stipends, meeting food and beverage service, items provided under contract, ongoing professional services, etc., no vote of the ACAT is required, and no purchase orders shall be written.
- H. Reimbursement of Expenses: Members of the ACAT who incur expenses on behalf of the ACAT must have the expenses approved by the Treasurer prior to reimbursement. Expenditure requests for reimbursement of approved expenses must conform to the Expenditure Authorization policies above.
- I. The ACAT recommendations: All recommendations to be presented to the Board of Directors shall be made by motion and passed by the majority of the quorum present on a recorded vote. Majority and minority opinions shall be included with the recommendation.

Commented [DG1]: We don't really have this anymore, do you want another title here?