

Board Meeting Agenda Balancing

PROPOSED BY DAVID DIAMOND - Dec 4 2020

The Board should agree to have two standing meetings each month, at least through the end of Q2 2021. At that time, the need for multiple meetings can be reconsidered.

Complex agenda items should be considered via special meetings (workshops). This process change should be indefinite.

Rationale for Two Monthly Meetings

Airport Board agendas are often lengthy and diverse, which causes several problems:

- The public are discouraged from participating because they might have to wait hours before their topic of interest comes up.
- Board members fatigue and rush through items that fall later in the agenda.
- Board members excuse themselves from parts of meetings due to other commitments.

Meeting Date Selection

The Board and staff should consider whether the two meetings are scheduled every two weeks or closer together. For example, one meeting could take place on the third Wednesday of the month, with the second meeting following the next day or week.

Arguments for spacing out the meetings include:

- Time-dependent decisions can be made with less wasted time awaiting monthly meetings, enabling the Board to react more quickly to developing events.

- Everyone remains “on top” of action items because delays and obstacles can be addressed before too much time passes.

Arguments for adjacent meetings include:

- Staff can continue to focus on Board meetings only for a given period of the month.
- Vacation schedules for the Board and staff are less likely to conflict with a meeting.

Considering Complex Topics in Special Meetings

Complex topics such as ADS-B, the tower or, now, flight procedures, are difficult to adequately discuss when they are presented against the backdrop of a 4-hour agenda. These topics are important and worthy of careful consideration, which they might not receive if Board members fatigue from too many other topics.

By handling these topics in special meetings, we improve a few things:

- These complex discussions can be fresh and focused. Because there is no concern for many other agenda items, Board members might be more willing to discuss details and detailed concerns.
- Board members can more adequately prepare because they are not faced with scores of documents related to other topics.
- The public could be more encouraged to participate in one-topic meetings.

Action Proposal

The Board should discuss this proposal in the January meeting. If agreed:

- The dates for the meetings should be determined.
- Staff should propose pending topics to be split into special meetings. Dates for those meetings should be agreed upon during the January meeting.

END OF PROPOSAL