



TRUCKEE TAHOE AIRPORT DISTRICT STAFF REPORT

AGENDA TITLE: Airport Community Advisory Team Refresh

MEETING DATE: 03/24/2021

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

RECOMMENDED ACTION: Provide direction to Staff regarding preferred course of action regarding the restructuring of the Airport Community Advisory Team (ACAT).

The Board considered various options and final outcomes for the structure of the group at the February 11, 2021 meeting. As there was no consensus as to a preferred option by a majority of the Board, the Board requested staff to analyze various options and return and present to the Board.

DISCUSSION: At the February 11, 2021 Special Board meeting the Board reviewed a compliment of potential concepts for (ACAT). ACAT's **original** mission was to employ 3 pilot and 3 non-pilot members to develop practical solutions to community noise and annoyance and enhance the benefit of the airport to the community. The design of the group focused on the interaction between pilots and the community as a method of developing acceptable solutions that are aeronautically feasible, essential an R&D group, ACAT was not designed as a proxy voice of the community at large. That is why it is important to carefully consider what the Board demands from ACAT. Is this community engagement or is this R&D solutions to airport noise and enhancement of the benefit of the airport to the community? The answer will define the best solution.

The options identified by the Board for further consideration at the February 11, 2021 meeting were as follows:

Option #1, Standing Board Committee or the Airport Community Team (ACT). A brief description of that structure is below:

Concept #1: Standing Committee of the Board, two Board members, unlimited number of public participants. All standing committees of the Board are subject to the Brown Act. Most of the difficulty associated with a formal ACAT-type body relate to requiring public participants to comply with disclosure and reporting obligations (i.e., Brown Act restrictions on communications outside of a meeting, Form 700s, etc.). It may be possible to alleviate these restrictions on community attendees while still enjoying the transparency requirements of a Brown Act body. Specifically, the Board of Directors could establish a “public outreach”, or similar standing committee composed of two Board members. This standing committee could then invite any interested public attendees to participate with the standing committee as needed or as desired. These public participants would not be Standing Committee members bound by the Brown Act but could provide advice and counsel to the Standing Committee. Only the Board members (who are already subject to these requirements) would be. Standing committees are bound by the Brown Act to post agendas and create meeting minutes. Feedback from public participants may be collected electronically and submitted to the Standing Committee and then the full Board of Directors.

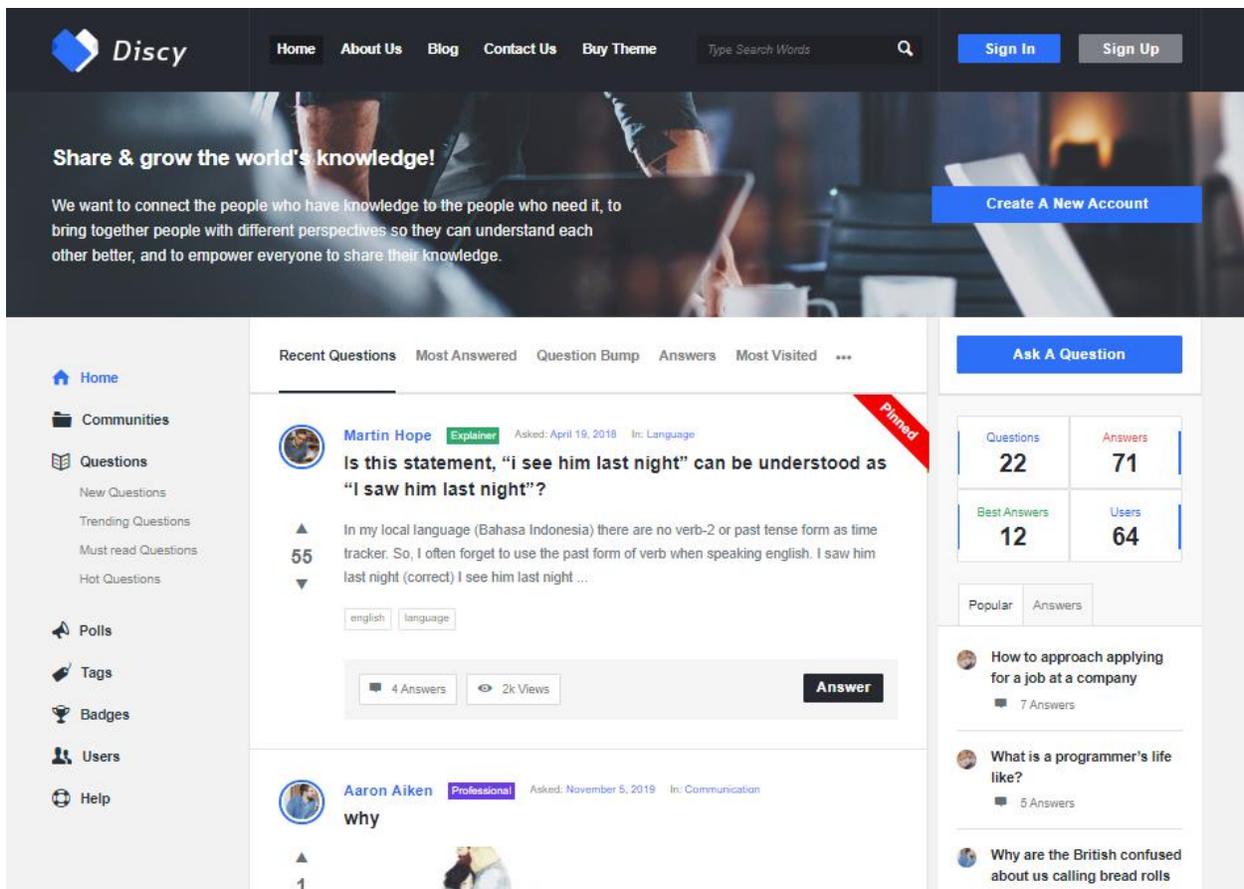
Staff has considered this option and have provided a diagram illustrating the conceptual structure is attached herein as Exhibit 1.

Staff understands the objectives of this structure as follows:

1. Use a web-based form to allow sign up by interested community members, pilots, and other participants. Little to no formal requirements for membership.
2. A decorum policy and user agreement will be constructed so members are bound to an acceptable conduct.
3. This system would then be used to flow information of interest to members allowing them to engage with the District in technical forums on specific initiatives such as land transfers, flight procedures, agency partnership policies, and community annoyance issues.
4. The two Board members would serve on the standing committee and would be subject to the Brown Act, any meeting with them would be noticed. These two appointed members would be a proxy voice for the participating members of the group and return quarterly to the Board to summarize and “roll-up” the feedback from the group on various topics.

To accomplish this staff retained Mr. Robert Bosquet with New Leaders, the District’s current web vendor. It was determined that a community forum template may be a productive solution.

This format is widely recognized as an open and transparent way to provide information, control conversations appropriately, and post group consensus. The benefit to this type of format is that it allows the group to up-vote certain conversations, comment directly or create new threads, and house and retain information that will be compiled for the Board Standing Committee. It may function like Next Door or it may function entirely differently depending on the Boards desire. The forum would require a moderator, someone who allows participant entry, directs productive conversations, and removes content that violates the Districts policy. This role is important, it should not be a Board member or a District Staff member. Staff recommends making this a seasoned community liaison and hiring a person specifically for this role then insulating them from the Board Standing Committee. This will ensure that bias related to the forum, the members, or the District has no conduit of travel in either direction. A sample is below, there are many examples of templates that may be appropriate.



The approximate cost of developing this functionality is \$15,000. Annual maintenance will range from \$2500-\$3500 per year. Wages for a potential forum moderator may be (\$35/hour X 25 hours/month = \$875/month).

Option #2, Utilize the existing (ACAT) framework with modifications. Continue forward with ACAT as currently constituted in scope and purpose with 6 community members including 3 pilots. Continue role as a Board research and development and outreach tool for the District.

Appoint a Board Liaison to ACAT that would attend all meetings. Increase the level of ACAT Board interaction by having 2 combined Board/ACAT workshops to improve alignment with District goals, activities, and emphasis areas.

Option #3, Civic Engagement is a concept not previously discussed. If the Boards intention is to garner public interest on important topics affecting our community, there may be a simplified approach without filters or bias. Connect the community, their voice and their views directly to the Board of Directors through public comment and a Zoom interface platform. Staff can develop a civic engagement plan to bring concerned constituents forward and coach them in participating via Zoom, email, or telephone. The benefit is there is no filter, no bias, and no complicated systems to dilute the voice of the community.

NEXT STEPS: Provide Direction to Staff regarding which of these options best meets the goals and objectives of the Board. Once the Board selects an option staff will return with a refined and defined Policy Instruction implementing the preferred option.

FISCAL IMPACT: Possibly zero or \$15,000 once, \$2500-\$3500 per year, \$875 per month plus Staff time for Option #1. Other options vary in cost.

ATTACHMENTS:

Sample diagram of Standing Committee Activity