

TRUCKEE TAHOE AIRPORT DISTRICT STANDARD PROCEDURE INSTRUCTION

SPI NUMBER: 125

Effective: May 1, 2021

SUBJECT: AIRPORT COMMUNITY TEAM (ACT) PROGRAM AND ADMINISTRATIVE DETAILS

PURPOSE: To establish objectives and set directives for the creation, implementation, and ongoing activities of a Truckee Tahoe Airport District Airport Community Team program. ACT is a General Manager initiative supported by District staff. All District constituents and Airport stakeholders are invited to participate.

WHAT IS THE AIRPORT COMMUNITY TEAM (ACT): ACT is a monthly virtual public forum established by the General Manager to gather interested airport users and District constituents to discuss items of public interest and disseminate information regarding activities and programs of TTAD. ACT is meant to be a free flow of ideas and information between the District Staff, airport users, and the general public. ACT is intended to inform and advise on policy and is not intended to set Policy of the District. Setting District policy is reserved for the Board of Directors. ACT is a method for District Staff to convey information to stakeholders but also a means to receive, consider, and convey public comment and sentiment regarding topics of interest to the Board of Directors at their monthly Board of Director meetings. Activities and information from ACT Forums will be reported monthly to the Board of Directors.

OBJECTIVES AND DIRECTIVES FOR ACT: ACT will have the following objectives:

1. Membership in ACT will require agreement to policy and terms of participation but not require General Manager or Board appointment.
2. Membership will be a simple process with no requirement for long term commitment or attendance at forums.
3. The intent of ACT is to create a process for the free flow of ideas, information, and comments between airport management, staff, and users and constituents of the District.
4. ACT will be used as an educational and information platform to inform District stakeholders on important matters of public interest.
5. Not all topics will be of interest to all ACT members. ACT members can participate in forums of their choosing regarding matters of interest to them.
6. ACT activities and information collected in forums may be provided to the Board of Directors to assist the Board in setting policy direction for the District.
7. ACT will typically meet monthly via Zoom or other virtual formats.
8. Topics for Forums will be collected from Staff, ACT Members, general public, airport users, and suggestions from Board of Directors. The General Manager will schedule and calendar the topics to be considered in ACT forums in her or his sole discretion.
9. ACT members are free to discuss topics under the purview of the Airport District or its leadership but the group will not discuss items that are not connected to the Airport District or its activity and programs.

MEETING AGENDAS AND OVERVIEW: Forums will generally be the first Tuesday of each month at 10:00 AM for 1 to 1½ hours typically. The Agenda for the meeting should be posted the Friday before each meeting. Generally, the meeting agenda format will be as follows:

1. Welcome and introduction from the General Manager.
2. Presentation of informational topic for the month from presenter.
3. Comments and questions on monthly topic.
4. Questions and comments on other matters of interest to ACT.
5. Topics for future forums.

The above is a general overview of a sample agenda. Other agenda formats and agenda items may be utilized to manage ACT Forums most effectively. To respect ACT members time and schedules, forums will typically be 1 hour to 1½ hours in length. Forums are typically recorded for archive purposes.

MEETING TOPIC SELECTION: Topics for forums will be listed on the agenda as well as ideas for meeting topics brought forward by ACT membership, the Board of Directors, Staff, airport users, and constituents. Staff will establish a schedule for when topics will be considered in ACT forums. The topic schedule will generally be outlined 3 months in advance. Future meeting topics will be included on the agenda as well as a record of all topics listed for consideration. This record or list of ACT topics will be referred to as the “Bike Rack.” All topics will be “Racked” so they are not lost. The General Manager will take input from ACT each meeting to review the Bike Rack topic and give input as to items desired for future forums. The General Manager is ultimately responsible for the order of topics for future forums.

ACT MEMBERSHIP: Any interested member of the public is eligible for membership in ACT. The District is committed to a simple process allowing for easy access for participation. There is no requirement for appointment by the GM or Board of Directors to participate. ACT members can participate at what ever level of activity they would like. The District provides a member portal for members to sign up and join ACT. ACT members will need to provide their name, address, email, phone number, neighborhood of residence, reason for joining ACT, selection of topics of interest, and agreement to the Terms of Participation.

Staff will be diligent and thorough in inviting membership in ACT. Staff will use all media formats available and in use by the District to assist in encouraging engagement and membership in the ACT program.

ACT MEMBER DUTIES AND CODE OF CONDUCT: While ACT membership is open to all stakeholders, ACT members agree to do the following to maintain membership:

Duties:

- Work with other participants and staff to promote a high level of communication and civic engagement on the topics proposed.
- Be solution oriented.
- Have an open mind.
- Be an active listener.
- Actively participate at your level of comfort.
- Provide ideas for topics to be considered in forums as well as ways to improve ACT.

Code of Conduct:

- Be responsible for the energy you bring into the room.
- Respect each other.
- Avoid surprises.
- One person speaks at a time.
- It is OK to disagree – agreeably.
- Challenge ideas, not people.
- Avoid passing judgment.
- Refrain completely from disorderly, contemptuous, slanderous, abusive remarks or utterances toward any member of ACT or staff and/or disruption of the meeting.

Failure to adhere to the ACT Code of Conduct can result in removal from Forum and potentially removal from ACT. In addition, ACT membership create no property interest and any member may be removed from ACT for any or no reason in the sole discretion of the General Manager.

STAFF RESPONSIBILITIES: The General Manager will be responsible for implementation of this Standard Procedure instruction. The General Manager will set the agendas and decide monthly topics with the advice and counsel of the ACT and District Staff. The General Manager will facilitate ACT Forums. The Department of Aviation and Community Service (AVCOM) will be the primary Staff to ACT. AVCOM will create the monthly agenda, prepare presentations, prepare monthly report to the Board, and help meet logistical requirements to assure ACT forums operate as planned under the direction of the General Manager. AVCOM will operate and manage the membership portal and assure ACT members receive notices of monthly meetings.

BOARD OF DIRECTOR ATTENDANCE: ACT is a staff initiated and implemented program. As such ACT is not a legislative body subject to the Brown Act. Members of the TTAD Board of Directors are invited to attend ACT forums but must attend in compliance with applicable Brown Act provisions. The Board of Directors may discuss and assign Directors to attend ACT forums at their discretion typically discussed and confirmed monthly at the Board of Director Meetings.

MONTHLY REPORTING TO BOARD OF DIRECTORS: Each month staff will prepare a summary for the Board of Directors to recap activities of ACT. The Board will also be provided a recording of the meeting. The ACT Summary Brief will be included in the monthly General Manager’s Report.

SPI Approval:

_____ Date: _____
Kevin Smith A.A.E.,
General Manager