

Restructuring ACAT for Increased Reach and Value

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Proposal

This document describes how ACAT can be restructured to better meet its primary goal of being a connection between the airport and the community. The suggestions herein are intended to provide an example program to staff, so that they have a starting point to redefine the program, should it be agreed that a redefinition is in order.

Our current ACAT structure suffers from significant limitations:

- **Too Small** – With only six members, ACAT cannot adequately reflect the entirety of the Airport District. Instead, it reflects only the opinions of its members, which can be biased and limited, in terms of knowledge and representation of some neighborhoods.
- **Too Formal** – The Brown Act-limited format of ACAT prevents the group from being as productive as it could be. As community members, ACAT members should be able to discuss ideas and concerns at any time, through any platform, and with anyone they see fit to contribute to the conversation.
- **Too Isolated** – ACAT acts independently of Board concerns, but it should function in step with matters that come before the Board. Likewise, ACAT concerns should be the catalyst for Board topics and consideration. ACAT should serve as an arm to the Board, and likewise.

The goals for a restructured ACAT are:

- **Increased reach to the entire Airport District.** In addition to better community representation, a larger ACAT could serve to push information to the community, to inform and educate.
- **Stronger influence on Board agendas.** Community concerns should be known to the Board, without the expectation that concerns will be brought before the Board in public meetings.
- **Blurred lines between airport and community.** Our community needs to feel connected to the goings on at our airport. A restructured ACAT could serve as an open invitation to all concerned community members to get involved, without undue commitments of time.

If we agree that ours is a community airport that is beholden to the community that supports and tolerates it, we must have a means for staying in closer touch with that community, and responding to that community.

New Structure and Process

ACAT would become a group of individuals from neighborhoods throughout the Airport District – there would be no fixed number of members, and no requirements of piloting experience for any members.

Membership

ACAT members would join by agreement to policy and terms, not by Board appointment. In other words, if someone agrees to the terms set forth on a sign-up form, that person is admitted.

Terms for membership might include:

- You are a full-time resident of the Airport District.
- You are willing to attend at least some informational and educational virtual meetings offered by the Airport.

- You agree to monitor at least one social media platform for airport concerns and questions, and relay important information back to ACAT.
- You agree to identify yourself as an ACAT member, when speaking about Airport topics on social media or other public forums.
- You agree to not disseminate any airport-related information that is not official. Official is defined as previously published by the airport on its website or social media platforms.
- You agree to not propagate misinformation about the Airport, its staff or directors.
- You agree to work with Airport staff and directors to resolve issues you have presented.
- You understand and agree that you will in no way be compensated for your participation on ACAT.
- You agree to resign from ACAT should any of the foregoing cease to be true.
- You agree that your membership may be terminated by ACAT management, if it is determined by ACAT management that you are no longer in compliance with the foregoing terms.

By removing the Board from the member appointment process, we avoid making ACAT bound to Brown Act regulations. In addition, we prevent Board member biases in the selection of members.

Current ACAT members are encouraged to sign up to the new ACAT, though their renewed memberships will not be senior to other members in any way.

Oversight

ACAT program creation and management will be the responsibility of staff. One staff member will be chosen by Kevin Smith to act as ACAT Manager.

One Board director will be elected by the Board to serve as the Board's ACAT Liaison. This person, or at least one other Board member, must attend all ACAT meetings.

The ACAT Liaison will:

- Work with the ACAT Manager to determine ACAT agendas and meeting schedules,
- Agree to remain available and responsive via email or other channels to the entirety of the ACAT membership,
- Act as host at all ACAT meetings, and
- Provide a monthly ACAT report to the Board.

A second Board director may choose to co-host a given ACAT meeting, if that meeting contains topic items of specific concern to that director. To avoid Brown Act concerns, no more than two directors may attend any given meeting.

Meetings

Monthly Meetings

A standing monthly ACAT virtual call will be scheduled. ACAT meetings will remain virtual indefinitely, to better accommodate the anticipated larger membership, and to make the meetings accessible to those unable to travel.

The agenda of each meeting will be determined by the ACAT Manager and ACAT Liaison. Agendas will be posted to the ACAT website page no later than five (5) days before a meeting. Once posted, agendas will be emailed to the ACAT membership and all Board directors.

ACAT monthly meetings will be recorded and made available on the ACAT website page indefinitely, for public access.

ACAT meeting structure will be:

1. Dissemination of official Airport information, and

2. Member contributions and discussion.

No minutes will be taken at meetings.

The ACAT Liaison may invite Airport staff to participate as meeting presenters. Airport staff is otherwise not required to attend ACAT meetings.

Any staff member or Board director may suggest to either the ACAT manager or Liaison topics for presentation to ACAT.

ACAT members are not required to attend monthly meetings. Instead, they will be encouraged to attend only those meetings where an agenda item concerns them, or when they have ideas to present.

Educational Meetings

In addition to the monthly meeting, ACAT members will be invited to occasional educational meetings. In these meetings, Airport staff, directors or invited consultants will present to members.

Topics might include:

- Understanding Air Traffic Control Limitations
- Understanding Airport Noise
- Understanding Air Traffic Procedures Development
- Understanding Board Topic X (Used to explain complex decisions before the Board.)

ACAT educational meetings will be recorded and made available on the ACAT website page indefinitely, for public access.

Topics will be determined by the Manager and Liaison.

ACAT members will not be required to attend educational meetings, but educational meetings will be promoted to all members.

Membership Polls

Anytime the Board sees fit, the membership of ACAT will be polled for input on a specific topic. Only one poll can be open at a time.

Poll invitations will be sent to the membership via email, and polls will be conducted online.

Polls will remain open for two weeks.

Poll questions will be presented so that answers can be structured and measurable. Structured response options include:

- Menu choice (one choice)
- Checkbox array (multiple choices)
- Checkbox (yes/no)

Though structured data imposes limits, it ensures responses are measurable and reportable, without undue effort.

It is tempting to provide comment boxes, but doing so can greatly increase the effort of results reporting. Instead, an email link should be provided in the form submission response page as an option for unstructured comments. Those emails will be sent to the Manager and Liaison.

Poll results will be emailed to Board members as soon as possible after the close of the polls. Results will be shared with ACAT membership at the next scheduled ACAT meeting after the close of a poll.

Board Reports

The ACAT Liaison will offer a monthly report to the Board. If an ACAT topic warrants Board consideration, the Liaison will ask to have that topic added to the Board agenda.

Notable Differences from current ACAT

The following will make the new ACAT more flexible, functional and sustainable.

- ACAT is no longer chosen by Board appointment
- ACAT is no longer bound by Brown Act
- ACAT is no longer required to have a quorum for meetings
- ACAT no longer votes on meeting topics, chair or co-chair
- ACAT members are no longer compensated for meetings
- ACAT no longer has a pilot/non-pilot quota
- ACAT is no longer limited to six members
- ACAT memberships no longer expire
- ACAT members can now be polled

Logistics

ACAT operations will be largely driven by technology, to reduce or eliminate staff workload.

Website Page

A new ACAT website page will be created, which will explain how the program works. It will include a signup form, and provide access to meeting recording archives. Future agenda topics and materials are posted, as described elsewhere in this document.

Membership Management

Members will be kept in a database accessible to the Manager and Liaison. AirTable (free) or a comparably simple and capable system will be used.

The database will include several tables that will enable the Manager and Liaison to track ACAT topics and progress.

Example tables:

- Airport People (Name; Role[Staff|Board]; Start Date)
- Members (Name; Email; Signup Field 1.. x; Notes; Status[Pending|Active|Resigned|Terminated])
- Topics (Descriptive Name; Member Owner(s); Details, Start Date)
- Ad Hocs (Descriptive Name; Members; Airport People; Purpose; Start Date; Goal Date)

Signups

The new ACAT website page will include a form for signups. The form will include terms to which the user must agree. Each term will be presented as a checkbox that must be selected before form submission. Terms of agreement will be determined by the ACAT Manager, with Board input.

Example fields include:

- Name (text; required)
- Email (text; required)
- Neighborhood (drop down list; required)
- Reason for Interest (text, not required)
- Term 1..x (checkbox; required)

Outbound communications

Signups will be added to the email alias `acatmembers@truckeeairport.com`, which will be used to communicate to the membership. Only the Manager and Liaison will be permitted (by server permission) to send to this alias. All outbound communications must be approved by the Liaison.

Polls

Polls will be conducted using an online tool that makes easy the creation of polls, and the reporting of their results. (AirTable provides this functionality, and will add results directly to the membership database.)

A link to the poll will be included in an email, authored and sent to the ACAT membership by the Liaison.

Polls must be mobile-device friendly. Here is an example of how a poll might work:

<https://airtable.com/shr8OfUtCJrQTlrsX>

This form is functional, so it may be used. AirTable branding can be removed if a paid account is used. (This form took me five minutes to configure and launch. No programming or technical skills is required.)

ACAT member feedback

The email alias acat@truckeeairport.com will enable ACAT members to reach the Manager and Liaison directly. This alias will be redirected only to the Liaison and Manager.

Meetings

Meetings will be conducted by Zoom or a comparable service that makes it easy to attend meetings, and makes clear to attendants who else is in attendance.

Meeting links will differ between meetings, to ensure the link doesn't get distributed beyond the membership. Links will be emailed to the membership by the Liaison no later than one day before each meeting. (Note that the agenda will have already been sent, several days beforehand. This enables members to decide whether the meeting is of interest.)

Member termination

When a member no longer wishes to participate, that member will email the acat@truckeeairport.com alias. The Manager or Liaison will update that member's status in the membership database ("Resigned") and send a confirmation email.

When a member is reported for termination by the Liaison, staff, another ACAT member or a Board director, the Manager and Liaison will discuss the case and make a decision. If the termination carries, the Liaison will notify the member and update the membership database ("Terminated")

Action Proposal

Discuss the concept presented herein and determine whether to:

- Recommend to staff that it creates a program in line with the suggestions herein,
- Recommend to staff that it creates a program in line with the suggestions herein, with modifications,

- Defer a discussion until after the collection and consideration of required information.

– END OF PROPOSAL –