

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Board Meeting Time and Date Change

Purpose	Information:	Guidance:	X	Decision:	X
---------	--------------	-----------	----------	-----------	----------

Recommendation	<p>After review and consideration by Airport District senior staff of applicable information, comments from the public, and a review of other public agency meeting times and dates, staff does not recommend a Board Meeting time or date change. Staff has not received any direct comments or complaints from the public regarding the current Board Meeting schedule or ability to attend meetings.</p> <p>Recognizing that there may be value in a Board Meeting date and time change, staff is agreeable and ready to accommodate such a change if the Board of Director's decides the public would be better served by an evening meeting schedule.</p>
----------------	--

Last Action	<p>The Board of Directors and staff have considered an evening meeting time change on various occasions. It was last discussed during the summer of 2012 as the Airport District was completing final installation of the broadcasting system. It was decided to wait until full broadcasting capabilities were operational, with meetings broadcast regularly, and then discuss the topic again.</p>
-------------	---

Discussion	<p>The Airport District has been broadcasting its meeting as of August 2012. Meetings are available on local television as well as streamed on the internet. The public can access the District website and review meetings at any time. Through the use of our website, recorded broadcasts and local TV; public accessibility to meeting information and broadcasts is very high. Meeting broadcasting and streaming is only offered by a few other local public agencies.</p> <p>While media access to Board Meetings is high, discussions in the past have centered on the public's ability to attend meetings. As a result of our weekday morning Board Meeting schedule, some may not be able to attend due to work schedules and other commitments. While some public agencies meet during the day, it is more common for local government and public agencies to meet in the evening hours. Of the 16 local agencies surveyed all but 6 are meeting in the evenings. Generally speaking, evening meetings are regarded as the most accessible to the public if they desire to attend the meeting in person.</p> <p>If the Board were to move to an evening meeting schedule staff would suggest the following timeline:</p> <ul style="list-style-type: none">• 4:00 PM - Closed Session Items
------------	--

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

- 5:00 PM to 5:30 – Dinner and preparation for meeting
- 5:30 PM - Board Meeting begins

On months with no closed session items, the meeting would begin at 5:30.

Evening meetings present a few challenges that should be considered. The Board is limited on the time frame for the meeting. Meetings need to wrap up by 11:00 PM and earlier if possible. The regular meeting needs to be kept to less than 5 hours for effective decision making to occur. Typically meetings that run into the early morning hours are less effective and not conducive to effective decision making. If the meeting runs late, some members of the public may have to wait until late hours to have their agenda items heard. This may in turn be less convenient than meeting during the day.

If the Board of Directors decided to move to an evening meeting schedule, staff recommends the 4th Wednesday of the month. There are currently no other public meetings at this time. Other available evenings are 1st Tuesday's and 1st Thursdays along with 3rd Thursdays. Moving the Board Meeting to the first week of the month may also avoid conflicts with the Thanksgiving and Christmas Holidays.

Fiscal Impact	There is no specific fiscal impact. Staff time would have to be adjusted and office hours modified around Board Meetings to accommodate an evening meeting schedule.
Communication Strategy	Live meeting broadcasting and streaming has facilitated greater access and transparency of District decision making and business. The public now has access to all meeting recordings and agenda information at any time. Public attendance at meeting may improve if meetings are scheduled in the evening.
Attachments	Local Agency Meeting Schedule Local Agency Meeting Calendar
