

COMPARISON OF RESEARCHED AIRPORTS ON SPECIFIC ISSUES OF MEMBERSHIP, RECORDING, AND INVITED EXPERTS

**Explanation:** BAC members and other cities' airport committees identified some specific issues concerning StART deliberations. The Bylaws of each were reviewed and the comparison below is extracted from those documents.

<b>SPECIFIC ISSUES</b>	<b>CHARLOTTE-DOUGLAS AIRPORT IN NC</b>	<b>LAX AIRPORT IN CA</b>	<b>CHICAGO O'HARE</b>	<b>StART INCLUDES? Y/N</b>	<b>BAC COMMENTARY</b>
Membership by elected officials.	23 members from 14 city council districts (7 elected); 9 from local county districts (6 elected); plus alternates.	Electeds from city, county, state, or federal jurisdictions preferred, with alternates approved; +FAA, LAX & airlines; one at-large member.		No.	High priority.
Audio-visual recordings made.	Printed summaries provided.	Recordings of meetings are available to the public.		No recordings for public.	Highest priority.
Agenda-setting and motions.	Super-majority (2/3 of membership) required to adopt new recommendations directed to FAA. Officers set agendas.	LAX has a facilitator; majority rules.		No; POS determines with contracted facilitator.	No steering committee; prefer citizen co-chair.
Advanced notices and materials.	Emailed or mailed in advance without specifying how many days in advance.	Notices at least 72 hours in advance; materials as soon as possible.		Yes, POS has agreed to this condition.	High priority.
Inclusion of expert witnesses or speakers at meetings.	Public is welcome at all meetings and subcommittees and are invited to comment. Mute on the question of speakers or expert witnesses included.	Public is welcome at all meetings and subcommittees; invited to comment. Two methods of inclusion: 1) Recognized organizational representatives; 2) "Members of the public with relevant skills to advise...on possible measures" pending action.		No, POS will not agree.	High priority to have inclusion of expert witnesses.

1st draft

COMPARISON OF CHARLOTTE-DOUGLAS AIRPORT AND LOS ANGELES AIRPORT ON SPECIFIC ISSUES OF MEMBERSHIP, RECORDING, AND INVITED EXPERTS

**Explanation:** BAC members and other cities' airport committees identified some specific issues concerning StART deliberations. Sheila Brush and Steve Edmiston from City of Des Moines Airport Committee in particular reviewed several airport roundtable configurations and identified two worthy of modeling: Charlotte Douglas Airport in North Carolina and Los Angeles Airport in CA. The Bylaws of each were reviewed and the comparison below is extracted from those documents.

<b>SPECIFIC ISSUES</b>	<b>CHARLOTTE-DOUGLAS AIRPORT IN NC</b>	<b>LAX AIRPORT IN CA</b>	<b>BAC COMMENTARY</b>
Membership by elected officials.	Elected officials from both city and county jurisdictions included.	Elected officials from local jurisdictions preferred, with alternates approved.	High priority.
Audio-visual recordings made.	Printed summaries provided.	Recordings of meetings are available to the public.	Highest priority.
Agenda-setting and motions.	Super-majority (2/3 of membership) required to adopt new recommendations directed to FAA. Officers set agendas.	LAX has a facilitator; majority rules.	No steering committee; prefers citizen co-chair.
Advanced notices and materials.	Emailed or mailed in advance without specifying how many days in advance.	Notices at least 72 hours in advance; materials as soon as possible.	POS has agreed.
Inclusion of expert witnesses or speakers at meetings.	Public is welcome at all meetings and subcommittees and are invited to comment. Mute on the question of speakers or expert witnesses included.	Public is welcome at all meetings and subcommittees; invited to comment. Two methods of inclusion: 1) Recognized organizational representatives; 2) "Members of the public with relevant skills to advise...on possible measures" pending action.	High priority to have inclusion of expert witnesses.





# Airport Community Roundtable Mission Statement and Guidelines

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## Airport Community Roundtable Mission Statement:

*To provide the City of Charlotte Aviation Department (Airport) and the Federal Aviation Administration (FAA) with broad-based community input into airport-related noise impacts and to find, where possible, practical solutions and recommendations for the FAA to consider when determining aircraft operating procedures at Charlotte Douglas International Airport.*

## Information:

There are many partners involved in ensuring safe and efficient aircraft operations at Charlotte Douglas International Airport (CLT). The Airport is responsible for managing airfield, terminal and support facilities for airlines and other related businesses that provide air service to the Charlotte region. The FAA is responsible for managing the National Air Space, aircraft flight routes and for providing safe and efficient direction and procedures to aircraft crews that are arriving to or departing from CLT. At the request of the FAA, the Airport is establishing the Airport Community Roundtable (ACR) to provide neighboring communities with a forum to discuss their concerns regarding aircraft noise. The Airport will convene the ACR and serve as facilitator for the meetings. The FAA, airlines, and the Airport will serve as non-voting advisory members of the ACR, which will conduct meetings with the purpose of discussing and, possibly, proposing recommendations for aircraft operating changes at Charlotte Douglas International Airport to the FAA.

The Airport's and FAA's intent with creating the ACR is to inject broad-based community input into noise-related discussions, and to move the noise discussion beyond the airing of individual and neighborhood-specific complaints toward a cooperative effort to identify practical solutions and recommendations for FAA consideration; which must approve changes that would apply to aircraft operating procedures and to most noise abatement regulations and procedures.

Therefore, the ACR's meetings will focus on developing technical recommendations rather than providing a general public discussion forum. While conducting its work, the ACR must consider such things as air safety requirements, current operating conditions affecting air traffic patterns, existing and emerging technologies that affect aircraft movements and performance, roles and responsibilities of government and business entities related to aircraft noise, and experiences of or impact to other airport communities in addressing noise issues when developing recommendations to the FAA.

Due to the technical nature of the subject matter, the FAA, airlines, airline/aviation-related industry groups, and representatives from the Airport will join the ACR at its meetings to provide technical guidance and answer questions as needed.

The Airport will also inform elected officials and/or their staff, as well as, community business organizations of the meetings and welcomes them to attend ACR meetings.

#### ACR Membership and Governing Rules:

1. Using flight track data associated with past and current departure and arrival routes and based on the location of citizen noise complaints, the Airport has identified the primary impacted areas as those communities located within Mecklenburg County and portions of Gaston and York (South Carolina) counties. ACR membership is comprised of 23 representatives from the following areas:
  - One (1) member from each of the seven (7) City of Charlotte City Council Districts
  - One (1) member from each of the six (6) Mecklenburg County Commission Districts
  - One (1) member from each of the seven (7) Mecklenburg County cities and towns (Charlotte, Cornelius, Davidson, Huntersville, Matthews, Mint Hill and Pineville)
  - One (1) member from Mecklenburg County
  - One (1) member from Gaston County
  - One (1) member from York County, South Carolina
2. The Airport will solicit applications for each of the 23 designated seats and will only consider applicants that reside within the area they are seeking to represent; i.e. a citizen seeking to represent Charlotte City Council District 3 must reside within Charlotte City Council District 3. Where overlap exists



between districts an applicant may apply to represent any area that he/she resides within – however, each member can only represent one area.

3. The Airport will convene a selection panel to select ACR members – primary considerations for selection to the committee will be;

- Residence within a designated area
- Ability to commit time to attending/participating in the meetings
- Demonstration that the applicant represents the interests of the area
- Commitment that the member has no conflicts of interest in representing his/her designated area. Possible conflicts of interest could include, the member working for the Airport or a tenant of the Airport, the member having a directing financial interest in the Airport or a tenant of the Airport, the member having a legal claim related to aircraft noise against the Airport or a tenant of the Airport.

Selection preference will be given to residents that have previous noise complaints filed with the Airport. The selection panel will not consider technical knowledge of the aviation industry as selection criteria to the ACR.

4. The selection panel will identify (where possible) an alternate member for each of the designated areas. If the need arises to replace an existing member of the group, the Airport will recommend that the alternate serve as the replacement.
5. At the first meeting of the ACR, the ACR members will discuss and appoint a Chairperson and Vice Chairperson.
6. The ACR Chairperson will work with the ACR and Airport to schedule ongoing future meetings.
7. The ACR will implement an attendance requirement for the meetings and those members who are unable to regularly attend meetings should forfeit their seat. In the event of a member forfeiting their seat for any reason, the Airport will designate an alternate member.
8. The ACR members will have a term limit of no more than five years.

9. The ACR will utilize Robert's Rules of Order to conduct its meetings (the Airport will arrange for the ACR to receive training on Robert's Rules of Order). The Airport may suspend or cease hosting the ACR should meetings become disorderly or detrimental to conducting business.
10. The ACR will utilize a super-majority of two-thirds votes for ratifying final proposals to the FAA.
11. The Airport will staff the meetings and produce summary minutes of each meeting for ACR approval.
12. The Airport will publish all meeting dates according to North Carolina Open Meeting Laws and will post meeting notices on the City of Charlotte events calendar – the ACR will make all meetings open to the public.
13. The ACR will hold meetings at CLT Center, 5601 Wilkinson Boulevard, Charlotte, NC 28208. The meeting schedule will be determined by the ACR members with Airport and FAA staff consent.



### 2019 Meeting Recordings

- 1-16-2019 Meeting Recording
- 2-20-2019 Meeting Recording
- 3-20-2019 Meeting Recording
- 4-17-2019 Meeting Recording
- 5-15-2019 Meeting Recording
- 6-19-2019 Meeting Recording
- 7-17-2019 Meeting Recording
- 8-21-2019 Meeting Recording

### 2019 Meeting Supporting Files

- 1-16-2019 Kurt Matrix Slide
- 1-16-2019 HMMH Presentation
- 2-20-2019 HMMH Presentation
- 3-20-2019 ACR Slate
- 3-20-2019 History of the 2-mile Turn Restriction for Departures to the South
- 4-17-2019 HMMH Presentation
- 4-17-2019 GPs Discussion
- 5-15-2019 ACR downwind
- 5-15-2019 ACR Noise101
- 5-15-2019 HMMH Baseline Maps
- 6-19-2019 ACR Addition Information
- 6-19-2019 ACR Draft Guiding Principles
- 6-19-2019 DB Range Chart
- 6-19-2019 Updates on Requests-Motions
- 6-19-2019 Bob Cameron Noise Effect Evaluation Methodology
- 7-17-2019 HMMH Presentation
- 7-17-2019 Noise Improvement Combo File
- 8-21-2019 HMMH Presentation
- 8-21-2019 EA Presentation
- 8-21-2019 Half Year Complaint Report



# **LOS ANGELES INTERNATIONAL AIRPORT/COMMUNITY NOISE ROUNDTABLE**

## **BY-LAWS**

### **Article I – Purpose**

The purpose of these by-laws is to establish guidelines for the internal structure and conduct of meetings of the Los Angeles International Airport (LAX)/Community Noise Roundtable, and its interface with elected and appointed officials and the general public.

### **Article II – Mission**

The Los Angeles International Airport/Community Noise Roundtable (herein after referred to as Roundtable) is an association of local communities, Los Angeles World Airports, the Federal Aviation Administration (FAA), and airline industry representatives. These parties are interested in participating in an interactive forum to address current aircraft noise issues associated with aircraft operations to, from and at Los Angeles International Airport. It is the intent of the Roundtable to identify noise concerns in the surrounding communities and to recommend courses of action to LAWA, the FAA, or other responsible entity that could reduce noise over affected communities without shifting noise from one community to another.

### **Article III – Membership**

A city, county, state or federal jurisdiction can participate in the Roundtable by submitting a letter of interest/intent to the Chair of the Roundtable. In that letter, the jurisdiction shall formally designate the official representative (elected official preferred) of the jurisdiction



and an alternate representative (elected official preferred), or jurisdiction staff member or a person from that community who is authorized to act in the designee's absence.

There may be a total of three (3) representatives from the Los Angeles City Council. Such members of the Roundtable shall be Council members or Council staff representing Council Districts that are LAX noise impacted. At such time as district boundaries are redrawn, the Roundtable shall designate the new eligible districts. These representatives shall be voting members of the Roundtable.

The Executive Director of Los Angeles World Airports (LAWA) shall designate a representative and alternate to the Roundtable. This representative shall be a voting member of the Roundtable.

The LAX Area Advisory Committee shall designate a representative and alternate to the Roundtable. This representative shall be a voting member of the Roundtable.

|| The Chair of the Roundtable may invite at-large representatives from recognized || legitimate community groups or organizations. These community groups or organizations shall have a formal structure including by-laws, membership and regular meetings to be considered for at-large seats on the Roundtable, and designate their representative and alternate in an official letter. These at-large members shall be approved by a majority of the Roundtable quorum, and will be voting members of the Roundtable. At-large members shall serve a term of two (2) years. They may be re-appointed by the Chair, subject to approval by a majority of the Roundtable quorum.

Participation by the Federal Aviation Administration and the airline industry is essential to the success of the Roundtable. The designated representative of the FAA is an ex-officio non-voting member. A designated representative of the airline industry shall be approved by majority of the Roundtable quorum and be a voting member.

### **Jurisdiction**

A Member Jurisdiction may withdraw at any time from participation in the Roundtable by a written notice to the Chair.

A Member Jurisdiction will be considered inactive if they do not participate for a period of six (6) months. The Member Jurisdiction may return to active status by notifying the Chair of the Roundtable with reaffirmation of their official representative and alternate.

A Member Jurisdiction will be considered dropped if they are inactive for a period of twelve (12) months. The jurisdiction may return as a new member following above procedures.

### **At-Large Representative**

An At-Large Representative will be considered inactive if they do not participate for a period of six (6) months or their term ends. The At-Large Representative may return to active status by notifying the Chair of the Roundtable with reaffirmation of their official representative and alternate or their term has been voted on at the organizations regular election.

An At-Large Representative will be considered dropped if they are inactive for a period of twelve (12) months. The At-Large Representative may return as a new member following above procedures and their term has been voted on at the organizations regular election.

### **Other Entities**

The Airline Representative and LAX Area Advisory Committee shall use the Jurisdiction rules.

The Federal Aviation Administration (Ex-Officio Non-Voting Member) and Los Angeles World Airports are permanent members.

## **Article IV – Officers of the Roundtable**

The Officers of the Roundtable shall consist of a Chair, First Vice Chair, Second Vice Chair and an Executive Secretary. The Chair and Vice Chairs shall continue to hold voting rights during their term. The representative of LAWA or his/her authorized designee shall serve as the Executive Secretary of the Roundtable.

A majority of the Roundtable quorum shall elect a Chair and Vice Chairs to serve a term of two (2) years. Elections shall be held in July in even numbered years. The Chair and Vice Chairs shall have no term limits.

A Chair or Vice Chairs may withdraw from the position at any time with written notification to the Roundtable. Upon withdrawal of the Chair, and until such time as a new election



can be held, the First Vice Chair shall serve as the Chair. Upon withdrawal of a Vice Chair, the Chair shall appoint a new Vice Chair, subject to approval of the Roundtable quorum.

#### **Article V – Conduct of Meetings**

All meetings of the Roundtable shall be open to the public.

The Chair shall conduct meetings of the Roundtable in accordance with Robert's Rules of Order and the State of California's "Ralph M. Brown Act" (Brown Act). Lacking specific direction, the Chair may, at his/her discretion, rule on matters before the Roundtable.

The Roundtable meetings shall be facilitated by the Roundtable Facilitator. The Facilitator is an impartial, non-voting participant who keeps the Roundtable discussions in accord with the published meeting agenda and ensures the meetings remain on schedule.

A Quorum of the Roundtable shall consist of at least a majority (greater than 50%) of voting members. A Roundtable quorum must be present to vote on an issue, elect a Chair or Vice Chairs, or to take a position on legislation or proposed legislation.

#### **Article VI – Schedule and Location of Meetings**

Regular meetings of the Roundtable shall be held on the second Wednesday of every odd month or at other dates/times as approved to by a majority of the Roundtable quorum. Additional meetings may be scheduled if necessary. The official meeting time shall be 6:30 PM unless otherwise agreed to by a majority of the Roundtable quorum.

Meetings of the Roundtable shall be held in the Samuel Greenberg Board Room in LAWA's Administration Building at LAX, or at a location or location(s) agreed upon by a majority of the Roundtable quorum. The site(s) selected shall be easily accessible to the public, with convenient parking, with the equipment specified by the Executive Secretary and accessible to the disabled in accordance with the United States Americans with Disabilities Act. Chair and Executive Secretary may change the location of a meeting if a problem with the chosen site arises.

## **Article VII – Notice of Meetings**

In accordance with the provisions of the Brown Act, notice shall be given at least 72 hours in advance of a meeting. Notice shall include an agenda for each meeting. Said agenda shall be posted by the Executive Secretary at Los Angeles International Airport and any off site location where a Roundtable meeting is held. Notice shall also be posted on LAWA's website.

## **Article VIII – Record of Meetings and Availability of Materials**

The motions, actions and essential elements of each meeting shall be recorded and made available to members of the Roundtable and to the public. The recording shall be reviewed and accepted by the Roundtable, and may be modified by agreement of a majority of the Roundtable quorum. The Executive Secretary of the Roundtable shall be responsible for the record of the meetings.

Materials that are a significant part of the Roundtable's deliberations shall, whenever possible, be sent in advance to the members via U.S. Mail or electronic mail. A sufficient number of copies of these materials shall also be available in printed form at the Roundtable meetings for the public.

## **Article IX – Public Participation**

Specific opportunities for public comment shall be designated on each meeting agenda, including subcommittee meetings. At the discretion of the Chair, opportunities for public comment may also be offered during discussion of specific topics or during presentations. To ensure orderly conduct of the meeting, a time limit for individual public comments may be established. Unless otherwise stated, the standing time limit for individual public comments is two (2) minutes per commenter. Members of the public who exceed the specified time limit shall be asked to conclude their remarks.

## **Article X – Subcommittees**

The Chair, at his/her discretion, may appoint subcommittees to work on specific issues to come before the Roundtable. Subcommittee chairs shall be appointed by the Chair and shall be members of the Roundtable. Subcommittee membership shall include

appropriate or interested Roundtable and ex-officio members, as well as members of the public with relevant skills, to advise the Roundtable on possible measures to be taken and/or noise abatement actions to be taken. //

All recommendations of Roundtable Subcommittees shall not be considered final and official until approved by a majority of the Roundtable quorum.

### **Article XI – Amendments to the By-Laws**

Amendments to the By-Laws may be proposed by an Ad Hoc Committee or a voting member and need to be subsequently presented to the full Roundtable for consideration and approval. These by-laws may be amended by a majority vote of the Roundtable quorum at any regularly scheduled meeting of the Roundtable. Written notice of any changes shall be provided to the members at least seven (7) days in advance of consideration and action on any proposed amendment(s).

Approved by the Roundtable May 8, 2002

Amended by the Roundtable November 14, 2007

Amended by the Roundtable February 11, 2009

Amended by the Roundtable March 9, 2011

Amended by the Roundtable November 8, 2017

Amended by the Roundtable May 8, 2019