

Joint Land Use Study Policy Committee
Monday, September 18, 2006
Meeting Summary

The Joint Land Use Study (JLUS) Policy Committee met on Monday, September 18, 2006, to formalize bylaws, discuss open meetings requirements, and approve the release of the Request for Proposals (RFP).

Vice Chairman Joey Highfill provided a brief history of the Joint Land Use Study at Naval Air Station Joint Reserve Base (NAS JRB) Fort Worth. NAS JRB hosted an organizational meeting in January 2006 to introduce the JLUS concept to the local communities. Since that time an ad-hoc committee has been meeting monthly to move the study through the application process.

Rachel Wiggins provided a copy of the grant award letter and maps showing NAS JRB's noise contours in relation to city boundaries and historic development patterns.

Mike Sims presented the draft bylaws for the Policy Committee's consideration. He discussed membership, voting eligibility and protocol, open meetings requirements, quorum, and officers. He indicated that in addition to the adoption of bylaws, the committee was being asked to consider inviting Lockheed Martin and the Fort Worth Chamber of Commerce to formally participate in the study.

Chairman Chuck Silcox led the group through the draft bylaws page by page, soliciting comments. Discussion included the following:

- Are work sessions between technical staff and the selected consultant subject to open meetings requirements? It was determined that there are no open meeting requirements in such sessions.
- What is the process for delegation of a voter in your absence or when a Policy Committee position is vacant? The bylaws allow voting by proxy in either case. Proxy votes should be communicated to the JLUS Policy Committee Secretary.
- What is the appropriate length of officers' terms? It was decided to modify the bylaws to indicate that the officer positions may rotate annually, but are not required to.
- Should the committee have a set meeting day each month? The committee decided that regular monthly meetings would be held on the third Monday of the month at 1:30 p.m., hosted by the cities on a rotating basis. This regularly-scheduled meeting time is subject to change on an as-needed basis, and the committee requested that the bylaws be updated to reflect this change. Chairman Silcox requested that NCTCOG staff coordinate with each city to identify meeting dates which they would be willing to host and to share this information with the committee.
- What is the membership of the technical committee? It was decided that each city would designate appropriate professional staff to serve in a technical review capacity on an as-needed basis. This group will be referred to as the Joint Land Use Study Technical Group and will not be subject to the JLUS Policy Committee bylaws. NCTCOG staff was directed to replace all references to a "Technical Committee" with "Technical Group" and to delete references to bylaws governing the Technical Group.
- Should Lockheed Martin and the Fort Worth Chamber of Commerce be invited to participate formally in the JLUS Policy Committee? It was decided that non-voting membership would be extended to include these two entities. In addition, NCTCOG staff

was directed to update the bylaws to allow any voting entity to invite other Chambers of Commerce or Economic Development Corporations to participate.

The bylaws, with changes noted above, were adopted by acclamation.

There was a discussion about open meetings requirements and the adoption of a public involvement policy. Chairman Silcox and Vice Chairman Highfill indicated a strong interest in organizing the meeting calendar early to permit easy communication of study efforts to the media on an as-needed basis. There was agreement that each city should provide the names of local newspapers and homeowners' groups to NCTCOG for inclusion in public announcements and meeting schedules. There was further discussion regarding extending the invitation to all potentially affected property owners through direct mailings. Chairman Silcox indicated a strong desire to involve the public from the very beginning of the JLUS process. Vice Chairman Highfill suggested that public meetings should be held on a rotating basis in each city. Formal action on the adoption of a public involvement policy was deferred until the October meeting.

Mike Sims presented an updated version of the Request for Proposals (RFP) to the Policy Committee for their action. He described the standard NCTCOG consultant acquisition process that would involve a Consultant Selection Committee, comprised of designees from each voting entity, as well as the provision of contract management by NCTCOG staff. There was general discussion about the method of advertising the RFP, which John Leigh indicated could be done in conjunction with the Association of Defense Communities. Additional dialogue included the need for NCTCOG Executive Board approval and the potential need for consultant interviews. Committee member Randell Brown of White Settlement suggested that the RFP should specifically request the applicant's previous JLUS experience. It was agreed that this would be added to the RFP language. Councilman Ron Sauma (Benbrook) made a motion to approve the RFP for release. The motion was seconded by Vicki Mikel (Lake Worth) and unanimously approved.

Councilmember Ron Sauma of Benbrook, requested clarification on the RFP schedule and the dates that each item would be completed. Additional discussion regarding the study schedule focused on the need to engage local, State, and Federal elected officials as early in the process as possible. It was agreed that NCTCOG staff would bring an updated version of the study schedule to the October meeting.

The JLUS Policy Committee unanimously approved the RFP, with changes as noted above, and directed NCTCOG staff to make the appropriate administrative changes and issue the RFP as soon as possible. Chairman Silcox requested that an update on the RFP process be provided at the October meeting.

The City of Benbrook agreed to host the October meeting.

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Attendees**

Elected Officials and Military Officers Present:

Keith Bailey	Councilmember	City of Benbrook
Gene Brooks	Councilmember	City of Lake Worth
Carter Burdette	Councilmember	City of Fort Worth
Lt Keith Morris	Air Traffic Control Facility Officer	NAS JRB Fort Worth
LCDR Ray Pyle	Public Works Officer	NAS JRB Fort Worth
Ron Sauma	Councilmember	City of Benbrook
Chuck Silcox	Councilmember	City of Fort Worth

Others Present:

Randy Brown	Public Works Director	City of White Settlement
Dan Chisholm	Chief of Police	City of River Oaks
Mike Feeley	Airport Systems Director	City of Fort Worth
Dave Gattis	Assistant City Manager	City of Benbrook
Joey Highfill	City Manager	City of Lake Worth
John Leigh	DOD OEA Project Manager	DOD Office of Economic Adjustment
Vicki Mikel	Assistant City Manager	City of Lake Worth
Brian Murawski	Grants Coordinator	NCTCOG
Brinton Payne	VP Government and Urban Affairs	Fort Worth Chamber of Commerce
Gary Robinson	Administrative Coordinator	City of Westworth Village
Mike Sims	Senior Program Manager	NCTCOG
Randy Skinner	County Planner	Tarrant County
Jesse Torres	Planning Manager	City of Fort Worth
Rachel Wiggins	Senior Transportation Planner	NCTCOG