

OPERATING GUIDELINES Air Transportation Advisory Committee

October 2015

These guidelines are designed to assist North Central Texas Council of Governments' (NCTCOG) staff with the operation and administration of the Air Transportation Advisory Committee (ATAC). These guidelines will serve as reference for members and officers for guidance on the operation of the Committee. Operating Guidelines will become active upon ATAC approval.

These guidelines are not intended to act as official Bylaws, but rather acknowledgement of procedures for operation of the Committee by NCTCOG staff and ATAC officers.

The organization for regional aviation transportation system planning shall consist of the Air Transportation Advisory Committee (ATAC), and any subcommittees determined by the Chair and/or NCTCOG staff.

ATAC serves as technical guidance to counties, cities, the State, federal and other appropriate entities for recommendations involving the Regional Aviation System. Final decisions for implementing the Regional Aviation System Plan's outcomes will be a cooperative effort between the Committee representatives of the counties, cities, the State, federal and other appropriate entities.

Members of ATAC are selected on an as-needed basis. Committee members shall be provided for by local governments in the 19-county Regional Aviation Planning Area, (Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell,

Tarrant, and Wise counties in addition to three counties outside the traditional NCTCOG boundary – Cooke, Grayson, and Hill) either by direct membership or by representation. Voting members shall be technical or staff level, not elected officials, within the 16-county NCTCOG planning boundaries. Non-voting members may include representatives from industry groups, educational institutions, major regional aviation employers, State and federal aviation officials.

Records of attendance at ATAC meetings will be recorded through meeting summaries and sign-in sheets. Representatives are encouraged to be sent in place of a Committee member that is unable to attend. Representatives shall be able to vote on members' behalf.

The advisory committee approved membership identified above shall constitute a quorum for action of the Committee by voting members present. Business of the Committee may be accomplished by a simple majority vote of the members or representatives in attendance.

A Chair and Vice Chair for ATAC shall be designated by NCTCOG staff for a term of 12 months, beginning in June of each year. The Chair and Vice Chair are considered for reelection annually. The Chair shall preside over ATAC meetings. Under the circumstance in which the Chair is not present, the Vice Chair will enact duties for the meeting. The immediate Past Chair shall provide continuity among the officer positions in support of furthering Committee goals.

NCTCOG staff shall call meetings as the aviation system planning process dictates and shall notify all Committee members. Regularly scheduled meetings will take place quarterly.