

By-Laws

Nevada Department of Transportation

NEVADA AVIATION TECHNICAL ADVISORY COMMITTEE

(NATAC)

Revised December 12, 2022

STATEMENT OF PURPOSE, OBJECTIVES AND PROCEDURES

I. STATEMENT OF PURPOSE

The Nevada Aviation Technical Advisory Committee (NATAC) was formed as the forum for discussing planning and programming issues related to the Nevada Airport and Heliport System Plan 2022 Update (NAHSP), providing recommendations for the administration of the Nevada Aviation Trust Fund, (aka The Fund for Aviation), and to fulfill the public participation processes defined under Nevada's Open Meeting Law as defined under Nevada Revised Statutes (NRS) Chapter 241 and the Federal Aviation Administration (FAA) requirements per FAA Advisory Circular 150/5050-4A "Community Involvement in Airport Development".

II. OBJECTIVES

- A. Provide review, comment, and make recommendations on the statewide aviation planning process for the statewide aviation transportation system required by state statute and the Federal Aviation Administration (FAA) National Plan of Integrated Airport Systems (NPIAS).
- B. Provide review, comment, and recommendations on statewide transportation planning documents, including the Statewide Intermodal Transportation Plan, and the State Transportation Improvement Program related to Nevada's Air Transportation System and Community Air Service.
- C. Provide review, comment, and recommendations on statewide aviation transportation planning and development issues raised by the State Transportation Board and the Nevada Department of Transportation.

- D. Provide review, comment, and recommendations on issues, policies, goals, and objectives as defined in the March 2022 Nevada Airport and Heliport System Plan.
- E. Provide review, comment, and recommendations on policies, guidelines, project selection and prioritization relating to the administration of the Nevada Fund for Aviation (formerly Nevada Aviation Trust Fund).

II. PROCEDURES

A. Membership:

1. Committee Members will be made up of 20 volunteers, 5 volunteers from NPIAS airports (FAA funded), and 5 volunteers from non-NPIAS airports, and 10 members, 1 each from the listed agencies in Section A.3. Volunteers will be voted on at the last meeting of the year for the next calendar year federally funded public-use Nevada airports and one representative from the agencies identified in section A.3. Agenda items requiring action or approval during semi-annual meetings of the NATAC will be voted on by the full Committee and accepted after majority vote of the Committee is achieved. (NRS 494.048 Fund for Aviation)
 - a. Excluded from voting are those committee members who have a conflict of interest as set forth in NRS 281A.420 et. al.
2. Representatives from eleven (11) airports/entities in attendance constitute a quorum. Members may be added to the Committee by recommendation and acceptance of the Committee.
3. Committee membership will be included of representation from:
 - a. Nevada Airports, Nevada Airport employees engaged by Nevada public-use airports
 - b. Nevada Aviation Association (NvAA)
 - c. Nevada Business Aviation Association (NvBAA)
 - d. Aircraft Owners' & Pilots Association (AOPA)
 - e. National Business Aviation Association (NBAA)
 - f. Reno Air Racing Association (RARA)
 - g. Experimental Aircraft Association (EAA)

- h. Recreational Aviation Foundation (RAF)
- i. Helicopter Association International (HAI)
- j. National Association of Flight Instructors (NAFI)

4. Advisory Participants, Subject Matter Experts and Working groups may report to the Committee in any meeting. Membership in these groups shall be open to representatives of governmental entities, including but not limited to;

- a. Airport consultants, engineers, planners, or advisors who are not direct employees of a Federally Funded public-use Nevada airport. (See Attachment A, Consultant List.)
- b. Federal Aviation Administration (FAA)
- c. NDOT Planning, NDOT Aviation, or NDOT Administration
- d. Nevada Development Districts, Tax Districts, Nevada Enterprise, or Opportunity Zones
- e. U.S. Department of the Interior, Bureau of Land Management (BLM), or BLM Fire Program
- f. U.S. Forest Service
- g. Nevada Civil Air Patrol
- h. Nevada Tribes
- i. Nevada Department of Forestry
- j. National Interagency Fire Center
- k. Pilots, Aviation Interest Groups
- l. Aeronautical Educational Groups

5. Regular attendance is encouraged. Members will designate a representative and/or may designate an alternate to serve in the Member's absence. Member agencies/entities who are not represented at three (3) or more consecutive meetings will be requested to re-designate their representative to the Committee via letter.

B. Officers:

1. A Chairman and Vice-Chairman will be nominated from the membership of the Committee and be selected by majority vote of the Committee.

2. Terms of office for the Chairman and Vice-Chairman will be two-year. The Chairman will be replaced by the Vice-Chairman, with a new Vice-Chairman being selected at the meeting designated by the Committee.
3. If the Chair or Vice Chair is unavailable or unable to facilitate a meeting the most recent Chair will conduct the meeting, or if so requested, a representative from NDOT may conduct the meeting.
4. If the Chair or Vice Chair is not able to complete at least half their term, for any reason, the committee will hold a special election to nominate and elect an officer to fill the vacancy.

C. Meetings:

1. Meetings of the NATAC will normally be scheduled to meet from 9:00 A.M. till noon on the third Monday of November and the third Monday of May every year, or on a date and time approved by the NATAC. In addition, the Committee may choose to meet on an as-needed basis or to change the meeting, time, date, or location.
2. Meetings of the NATAC are subject to the requirements of the Nevada Open Meeting Law (NRS Chapter 241) and any pertinent FAA notice or public participation requirements. Meetings may be held telephonically, or electronically, so long as the membership has an opportunity to participate in the discussion and debate, as well as the vote on agenda items.
3. Draft agendas for meetings of the NATAC will be approved by the Chairman and will be mailed or otherwise distributed to the Committee members a minimum of one week prior to the scheduled Committee meeting date.
4. Members are encouraged to submit items for inclusion on the agenda. Items must be submitted to NDOT Aviation Program at least two weeks prior to the scheduled meeting date. In addition, members can recommend agenda items during discussions on future agenda items at each NATAC meeting
5. Each member of the Committee is entitled to one vote.

6. Voting may be exercised by voice, show of hands, roll call, or by electronic means, as; designated by the Chairman.
7. Votes taken on items requiring action by the Committee will only be taken if a quorum is present. A simple majority vote of those present is required to decide an issue. If a quorum is not present, no action may be taken.
8. The Committee will only act on those items on the agenda that are designated as action items.
9. Committee meetings will be conducted according to Newly Revised Robert's Rules of order.
10. Members will serve without compensation by FAA/NDOT.

D. Minutes:

1. Meetings will be recorded, and minutes will be prepared for approval by the Committee.
2. The minutes will be in conformance with NRS 241.035
3. The minutes or audiotape recordings of the meeting will be made available for inspection by the public within 30 days of the meeting.

E. Amendments

1. These Bylaws may be amended by the Director of the Nevada Department of Transportation and become effective when ratified by a majority vote of the Committee.

State of Nevada, acting by and through its
Department of Transportation

Tracy Larkin Thomason, P.E.
Director

ATTACHMENT A – LIST OF CONSULTANTS

Airport / Aviation Consultants working in Nevada

- 1) AECOM
- 2) Atkins-SNC Lavalin Group
- 3) Armstrong Consultants
- 4) The Bennett Group
- 5) Brandley Engineering
- 6) Coffman Associates
- 7) C&S Companies
- 8) Dibble Engineering
- 9) Dowl Engineering
- 10) Excel Engineering
- 11) Garver Engineers
- 12) Heliplanners
- 13) HNTB
- 14) Jacobs Engineering Group
- 15) J-U-B Engineers
- 16) Kimley-Horn
- 17) Lumos & Associates
- 18) RS&H
- 19) Stantec
- 20) Sundt Construction
- 21) T-O Engineering
- 22) Jviation, a Woolpert Company
- 23) Mead & Hunt
- 24) Vertical Aeronautics
- 25) Wood Rodgers