

# Airport Advisory Commission Meeting Procedures for Wednesday, March 24, 2021

## Joining the Meeting Remotely

- Unless needed for the meeting, please close all other applications on your device.
- It is recommended that you elevate your computer so the camera is at eye level, and that you maintain a two-foot distance from your camera throughout the meeting.
- Please prepare to join the meeting 10 minutes prior to start time to test equipment and resolve any technical issues. Commissioners attending via phone can also call-in 10 minutes prior to the meeting. Please mute your microphone and turn off your video feed after check-in.
- If you choose to use headphones, please connect them before joining the meeting. The Chair will call the meeting to order and conduct a roll call of the Commissioners at the published meeting time in order to establish quorum. Please activate your audio and respond as “Present”.
- Please mute your microphone and turn off the video unless you wish to be recognized by the Chair. (This creates a more streamlined look for the meeting broadcast and improves the streaming quality for all users.)  
Video participants who wish to comment must be recognized by the Chair, and should turn on their video and wait to be recognized. Once recognized by the Chair, participants may render their comment. This procedure will prevent speaking over one another and should streamline the meeting. Once you have completed your comments, please confirm you are done and turn off your video and audio. Presenters should leave their audio and video on until their presentation is completed and all questions are answered.
- Commissioners and airport staff will click on the Teams invite link and join through video conference. All guests and public who choose to participate remotely will join by phone (Conference ID):  
**1-720-617-3426**  
**Conference ID: 704 081 159#**
- The Chairman will follow the agenda and solicit public comment during the meeting. When public comment is solicited, you may unmute your microphone and seek recognition by stating your name. Once called upon, guests will state their full name followed by the question.

## Meeting Format

- On items requiring a vote of the Commission, the Chairman will poll, and each Commissioner will vote “yea” or “nay” as his or her name is called by the Chairman.