Airport Advisory Commission Meeting Procedures for Wednesday, March 22, 2020

Joining the Meeting Remotely

- Prepare to join 10 minutes prior to start time to test equipment and address technical issue. Please mute your microphone after checking in with the Moderator.

- Mute your Webex application and video when not speaking (This creates a more streamlined look for the meeting broadcast and improves the streaming quality for all users.)

- Unless needed for the meeting, close all other applications on your device.

- Elevate your computer so your camera is at eye level. Maintaining a two-foot distance from your camera throughout the meeting will yield the best results.

- Commissioners and airport staff will click on the Webex invite link and join through videoconference. All guests and public who choose to participate remotely will join by phone - meeting (access code): 1-408-418-9388
  Meeting number (access code): 964 604 662
  Meeting password: 4wACXaVRZ72

- You may need to leave the meeting and log back in if your audio/video is not functioning properly. If issues persist, restarting the computer is recommended.

- If you choose to use headphones, connect them before joining the meeting. (Plugging and unplugging the audio jack will reset audio configurations on some devices.)

- For public comments, Chairman will follow the agenda and will ask for public comment. At that time, you may unmute your phone and seek recognition by stating name. Once called, guest will state their full name followed by the question.

Meeting Format

- There will be no change to the order of agenda items unless otherwise noted at the meeting. Chairman will conduct the meeting and read Agenda items into the record.

- When required to vote, each Commissioner will vote “yea” or “nay” as his or her name is called by the Chairman.

Requesting to Speak and Motions

- To request to speak during the meeting, the Webex chat function will be used. This will allow the Chairman to more easily follow the chat and call on Members. When selecting the chat feature, in the dropdown menu for “TO” select “John Maier” from the list. State your name and that you have a question; ex. John Smith has a question. No other discussion is not permitted via Chat. [The entire meeting, including the chat record, is a public meeting and discoverable under CORA.]