

## Travis Air Force Base

### Restoration Advisory Board Charter Final

The Restoration Advisory Board (RAB) is entered into by Travis AFB and the RAB community members.

#### I. Purpose and Function of the RAB

- a. The purpose of the RAB is to establish and maintain a forum with the Air Force, the regulatory agencies, and the community for the exchange of information in an open and interactive dialogue concerning the Travis AFB Installation Restoration Program. The RAB disseminates information about the Installation Restoration Program and ensures opinions regarding environmental concerns are addressed. Restoration efforts should address diverse interests within the community. The RAB serves in an advisory capacity to Travis AFB, U.S. Environmental Protection Agency (U.S. EPA), and California Environmental Protection Agency (Cal/EPA).
- b. The RAB will review issues related to cleanup, review cleanup strategies, track current and future activities and provide members' perspectives on cleanup priorities. The RAB and its members will communicate with community members and interest groups, serve as a direct and reliable conduits of information to and from the community, and review and comment on various technical reports and cleanup plans.
- c. The Air Force has developed a Community Relations Plan (CRP) that outlines the community involvement program. The RAB complements the community involvement effort. A copy of the CRP is available at the Fairfield-Suisun Community Library, the Vacaville Public Library, and the Mitchell Memorial Library at Travis AFB (also known as the information repositories). Each RAB member has also been provided with a copy of the CRP.

#### II. Basis and Authority for Charter

The basis and authority for this charter are contained in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, as amended by the Superfund Amendment and Reauthorization Act (SARA) of 1986, particularly sections 120(a), 120(f), and 121(f), and 10 U.S.C. 2705, enacted by Section 211 of SARA, and 09 September 1993 Department of Defense policy letter entitled "Fast Track Cleanup at Closing Installation."

### III. Membership

- a. All individual members or organizations must belong to the Travis AFB community. "Community" is hereby defined as encompassing a 25-mile radius with its center at Travis AFB.
- b. Members shall serve without compensation. Most expenses incident to travel and review inputs shall be borne by the respective members or their organization.
- c. Members are expected to attend all regularly scheduled RAB meetings or may send an alternate. If a member fails to attend or send an alternate to two (2) consecutive meetings, the RAB co-chairs may ask the member to resign.
- d. Members should be willing to communicate with local community members and interest groups concerned with specific cleanup issues. Members will serve as a direct and reliable conduit for information flow to and from the community. To improve communication between the public and RAB members, RAB names will be made available to the public and listed in meeting minutes.
- e. Members unable to continue to fully participate shall submit their resignation in writing to either of the RAB co-chairs.
- f. Alternates, when substituting for the primary RAB member, shall have full voting power.

### IV. RAB Structure

- a. The RAB shall be co-chaired by the head of Travis AFB Environmental Management or his alternate and a community member. The responsibility for presiding over each meeting will be that of the co-chairs.
- b. The community co-chair will be selected by a majority vote of the RAB community members. The term of office for the community co-chair shall be one year.
- c. The RAB community membership is responsible for terminating a co-chair who is ineffective or detrimental to the progress of the RAB. Co-chair removal is determined by majority vote of the RAB community members present at the meeting when removal is addressed.

- d. The RAB shall meet at least quarterly at a location agreed upon by a consensus of RAB members. That location is the Fairfield Chamber of Commerce. Additional meetings or special focus meetings may be scheduled as the need arises.
- e. Agenda items will be compiled by the co-chairs. Suggested topics should be given to the Air Force or community co-chair not later than three (3) weeks prior to the meeting. Air Force personnel shall be responsible for providing written notification to all RAB members of the upcoming agenda, date, time, and place of scheduled RAB meetings at least two (2) weeks prior to each meeting.
- f. The Air Force co-chair shall be responsible for recording and disseminating meeting minutes. Also, the Air Force co-chair shall collect a written list of attendees at each meeting which will be incorporated into meeting minutes.
- g. A copy of the RAB meeting minutes will be sent to all RAB members. Amended and adopted minutes will be available for public review in the information repositories.
- h. RAB members will be asked to review and comment on various environmental restoration documents. RAB members wishing to comment should submit written comments to the Air Force co-chair on the subject documents within the timeframe specified (usually 30 days). The Air Force co-chair will consolidate comments from the RAB community members and provide them to the community co-chair. The Air Force co-chair will ensure that a written response is provided to RAB community members in a timely manner.
- i. The RAB community co-chair will be provided one copy of draft and final documents. The documents shall also be available to RAB community members from the Air Force on request.

## V. RAB Meeting Structure

- a. All RAB meetings will be conducted according to Robert Rules of Order.
- b. All RAB meetings will begin promptly at 7:00 p.m. and will not normally exceed two (2) hours in duration.
- c. There will be time allotted at the end of each item on the agenda for public comments.

wish to speak on items not on the agenda.

**VI. Effective Date and Amendments.**

- a. This charter may be amended by a majority vote of the committee members present at a regularly scheduled meeting. Amendments must be consistent with the statutes stated in Part II of the charter (Basis and Authority for Charter).

**VII. Signatories to the RAB Charter**

IN WITNESS WHEREOF, we have set our hand this 21<sup>ST</sup> day of

July 1995.

William S. Cole, Jr.

Colonel William S. Cole, Jr.  
Chairman, Travis AFB Environmental Protection Committee

Cheryl McNabb

Cheryl McNabb  
Community Co-chair