

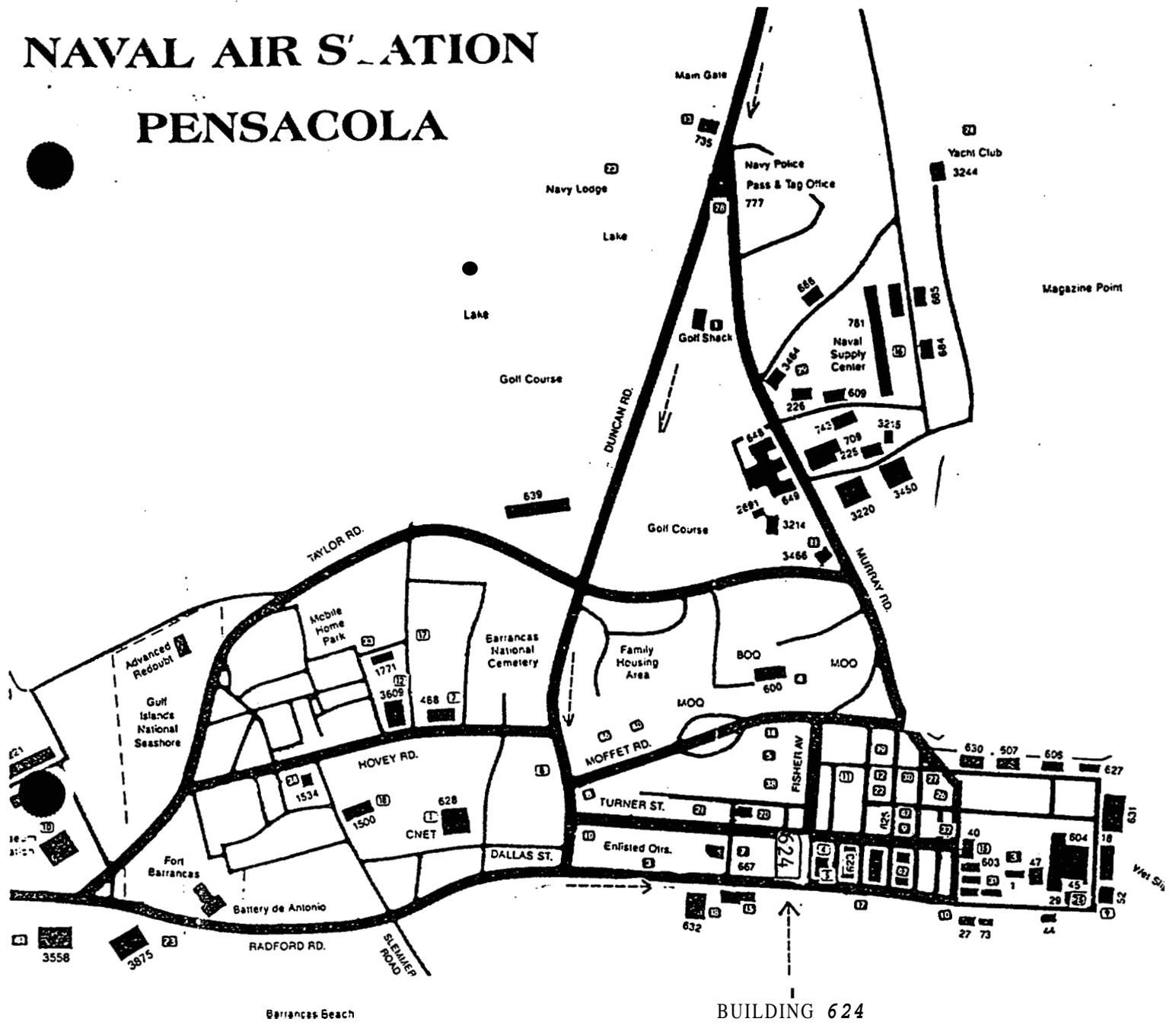
# Naval Air Station Pensacc RESTORATION ADVISORY BOARD MEETING

**Naval Air Station Pensacola, Bldg. 624 MIC  
Pensacola, Florida  
Tuesday, September 26, 1995  
5:30 p.m.**

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NAS PENSACOLA  
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- Welcome - John Early, Community Co-Chairperson
- Approve Minutes of August 22, 1995 Meeting
- Sign Charter
- Membership Investigation
- How to Getting Information Out to the Community - Members provide list of organizations they will keep informed
- Documents for Review - Bill Hill, Southern Division, Naval Facilities Engineering Command
- Training Topics
- Questions and Answers
- Site Tour -
- Date and Agenda for Next Meeting - Proposed date Oct. 24, 1995
- Any Closing Remark

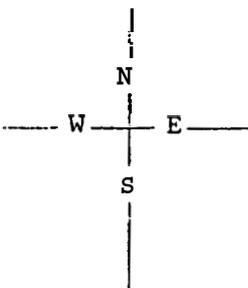
# NAVAL AIR STATION PENSACOLA



Barrancas Beach

BUILDING 624

## Pensacola Bay



**DIRECTIONS TO BLDG 624:** ENTER THROUGH MAIN GATE OFF OF NAVY BLVD STAY TO THE RIGHT, DUNCAN ROAD, AND PROCEED STRAIGHT TO RADFORD BLVD. MAKE A LEFT.

BLDG 624 IS ON RADFORD BLVD (XST FISHER AVE THE MIC ROOM IS ON THE SECOND FLOOR, LEFT SIDE. ENTER THROUGH MAIN DOORS ON RADFORD.

PARKING IS AVAILABLE DIRECTLY ACROSS FROM BLDG 624.

Naval Air Station, Pensacola  
Restoration Advisory Board Meeting Minutes  
September 26, 1995

1. Call to Order: The meeting **was** called **to** order by Co-Chairman John **Early**. Minutes of the August 22, 1995 meeting were approved with minor change.

John Mitchell, Remedial Project Manager, Federal Facilities Branch, FDEP, Tallahassee **was** introduced. John will represent FDEP with respect **to** the Installation Restoration Program

Captain Thomson, Commanding Officer, **NAS** Pensacola offered brief **welcoming** comments.

2. Attendees: See attached attendance roster.

3. Adoption of Charter: The proposed charter was amended by deleting "minutes and" from the **second** sentence of ¶ **V.D.** Thereafter, the charter **was** signed with appropriate decorum.

4. Presentation by Bill Hill: Bill Hill sponsored a **TQM** brainstorming approach **to** develop concerns that RAB members would like to have answered/addressed. The question asked was: **As** a RAB member, what are your concerns? The following **points** were developed for follow **on** work. Bill will **summarize** and categorize these issues for the next RAB meeting.

- Cost effective cleanup
- Rumor control
- Effectiveness, cost, timeliness
- Community awareness of IR program
- Community safety
- Inform outside groups
- Presentation of straightforward information to committee
- Focus **on** implementation/reality
- Give members ability to answer questions
- Simplify/summarize site problems
- Ability to affect outcome
- Community involvement in restoration planning
- Restoration of the land
- Base tour
- Protect human health and environment
- Avoid wasting time
- Foster community trust in Navy
- What technical information is needed **by** the RAB
- Site prioritization/risk

**RAB Minutes**  
**September 26, 1995**

Avoidance of significant omissions  
Funding limitation/budget cuts  
**How can I best serve as RAB member?**  
Cooperative effort **USN** and community

**Bill** Hill presented a Master Index of all documents, through November 1992, that will be in the repository. The index will be available in Michele's office. Seven binders accompany the master index. The binders include **all** correspondence that is relevant to the **final** decision, **on** both a generic (base wide) **and** site specific basis. Funding is being sought for **FY-1996** to bring the index up-to-date.

**Bill** also presented a **status** report **on** each IR site.

**Bill** proposed that we utilize the Same approach as Charleston for presentation of information **on** a monthly basis.

A base site tour is set for October 21 at **9:30** a.m., with **RAB** members to meet at McDonalds **on** base.

**5. Membership issues:**

John Early reported that Mary Radford would like to continue her involvement with the RAB, but is out of town a lot. John was unable to reach Suzanne Meade or Susan Rembert. Faye Bowers has not attended any meetings.

Michele Harrison reported that Rick Wallstead is **no** longer interested **in** membership. Michele brought applications from five other prospects who applied in the past. The Board discussed the possibility of adding new members with different talents. Suggestions included trying to get someone from base housing, someone with **a** geological background, and/or someone with a biology background. Other ideas include **RJC** and other local students. Consideration was given to involving the African American community. Letters will be sent to 100 Black Men, 100 Black Women, and **RJC** by the Cochairpersons.

Letters will be sent to Faye Bowers and Suzanne Meade removing them from the RAB for nonattendance, pursuant to terms of the charter. Mary Radford's **status** was changed to Alternate Member.

Chuck King has resigned **from** the RAB.

**6. How do we get information about the IRP out to the community?**

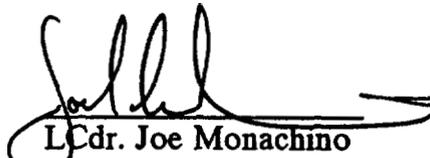
RAB Minutes  
September 26, 1995

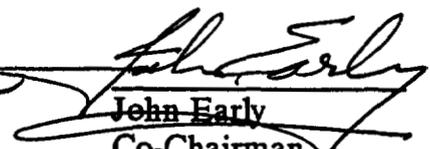
The Board discussed the means that **can** be used **to** get the **IRP** message out to the **community**. Possibilities **discussed** included "3 in the Morning," Bob Solarski's **show** on Sunday morning, and providing information **to** the **News** Journal. Other possibilities include a concerted effort to get **on** the agenda of local groups, and to get these groups **to** include inserts in their newsletters. Michele pointed out that **a** large number of persons are notified each month of the **RAB** and **IRP** public meetings. **By next meeting** each member **will** propose a list of organizations that might be appropriate for future **contact**. Jesse Rigby agreed **to** draft a cover letter and release **to** local organizations.

EPA has a \$50K grant for community outreach relating to NPL sites. **This** issue might be pursue with Jay Bassett.

**7. Adjournment:** The remainder of the agenda was deferred to the next meeting. The next meeting **will** be held **on** October 24th at 5:30 p.m., in Bldg **624**.

Minutes approved by:

  
LCdr. Joe Monachino  
Co-Chairman

  
John Early  
Co-Chairman

Attachments:  
(1) Attendance roster

**Attendance at September 26, 1995 RAE3 Meeting**

**John Early, Community Co-chair**

**Bill Hill, SOUTHDIV**

**Thomas McAlpin, Community member**

**Lisa Minshew, Alternate Community Cochair**

**John Mitchell, FDEP**

**LCDR Joe Monachina, Navy Co-chaii**

**Jesse Rigby, Community member**

**Jerry Westmoreland, Community member**

**Capt. Tim Thomson dropped by, Commanding Officer, NAS Pensacola**

**Charter of the Naval Air Station Pensacola  
Restoration Advisory Board  
September 26, 1995**

**I. Name**

This organization shall be known as the Naval Air Station Pensacola Installation Restoration Program (IR) Restoration Advisory Board (RAB). The RAB will fulfill all requirements of 10 USC Sec 2705(c) for Technical Review Committee at Department of Defense installations. The RAB will work in partnership with Naval Air Station Pensacola on environmental cleanup issues and related matters. Through the RAB, the community may review progress and participate in the decision making process.

**11. Purpose and Mission**

The purpose of the Naval Air Station Pensacola Restoration Advisory Board is to:

- Facilitate communication among the members of the RAB in relation to actions taken by the Navy under its environmental restoration program.
- Provide an opportunity for members to comment on actions and proposed actions taken by Navy under its environmental restoration program.
- Promote regulatory and public participation at the meetings in accordance with applicable laws.
- Provide recommendations on cleanup priorities and remediation options in relation to regional public concerns.
- Provide opportunities for the public to comment at appropriate agenda points during meetings, including a provision for written comments.

The RAB mission is to establish and facilitate a forum with the community, regulators, and Naval Air Station Pensacola for the input and exchange of information in an open and interactive dialogue concerning the installation's environmental restoration program.

**111. Authority**

The basis and authority for this charter is the directive from the Chief of Naval Operations dated 9 February 1994.

## IV. Membership

A. This Charter establishes the RAB. The RAB will consist of:

- Navy Co-Chair: to be designated by the Commanding Officer, Naval Air Station Pensacola;
- Community Co-Chair: to be selected from the community members;
- Alternate Community Co-Chair: to be selected from the community members to serve in the absence of the community Co-Chair;
- Representatives from the **U.S.**Environmental Protection Agency (USEPA), the Florida Department of Environmental Protection (FDEP), and the Southern Division Naval Facilities Engineering Command. State of Florida and Federal Natural Resource Trustees will be considered ex-officio members;
- Community members

B. Community members shall serve without compensation. All expenses incident to local travel and review inputs shall be borne by the respective member or their organization. The following member expectations should be considered:

- Terms - RAB members are expected to serve at least a two-year term.
- Participation - RAB members are expected to attend all RAB meetings. RAB members must notify one of the Co-Chairs if they will be unable to attend a regularly scheduled RAB meeting. Attendance at RAB meetings is critical to the success of its goals. RAB members may have three unexcused absences in one year. Members who have more than three unexcused absences will be asked to assess their commitment to the RAB and, if necessary, resign. If a member fails to notify either Co-Chair, and unexcused absence will be assessed. Members shall be dropped from membership after six absences during the two year term.
- Availability to Community - RAB members are expected to communicate with local community members and interest groups concerned with specific installation cleanup issues, and to report back to organized group **to** which they belong or represent. It is important for RAB members to serve **as** a direct and reliable conduit for information flow to and from the community. RAB members should understand that their names and phone numbers will be widely communicated to the local community to enable ready community access and communication. RAB members need to remember that it is their duty to honestly represent information that they receive. Tentative conclusions and draft recommendations should be properly identified.

- Review of Documents - RAB members may be asked to review various reports on installation cleanup activities, including draft and final technical documents, proposed and final plans, status reports, and consultants reports. RAB members will be responsible for reviewing this information and providing review comments and other input to Naval Air Station Pensacola at RAB meetings. Regular RAB meetings and special focus sessions will be conducted at which these documents will be discussed. The Navy, **FDEP** and USEPA technical support staff will be available to provide informational support to RAB members.
- Conflict of Interest - Individuals who have certain financial interest which may affect their impartiality in dealing with matters presented to the RAB for consideration may not properly be a member of the Board. Such a conflict of interest exists for any individual who may make a direct personal financial gain or who may gain an unfair business advantage resulting from the implementation of recommendations relating to the type of environmental restoration (ER), waste management (WM) methods or technologies employed for accomplishing base cleanup.

C. Chairmanship will be a jointly held responsibility between the Navy and community. This will provide the community with direct input and ownership in the RAB process from the beginning. The length of the term to be served by the Community Co-Chair shall be one year. This will allow for continuity, but also timely change if necessary. The RAB community membership should also bear the responsibility of terminating the Community Co-Chair that is either ineffective or detrimental to the progress of the RAB. The Alternate Community Co-Chair will replace the Community Co-Chair position after the one year term or if the community members terminate the Community Co-Chair prior to the completion of the full one year term. Community members shall select an Alternate Community Co-Chair whenever the position is vacant.

D. The RAB will regularly review, discuss, and provide comments on a wide variety of technical documents and plans. This documentation will simultaneously be made available for public review and comments at the local RAB information repository. Public comments will be seriously considered before these documents or plans are finalized.

E. Public participation on the RAB will be strictly voluntary. The Navy is not authorized to provide technical assistance grants of direct financial support to the public members for their services.

## V. Structure and Operating Procedures

- A. The Navy Co-Chair and the Community Co-Chair will alternate the responsibility for **running** each meeting.
- B. The RAB will be composed of a minimum of **5** and a maximum of **8** community members with three attendees constituting a **quorum**.
- C. RAB community members may form **sub-committees** to address specific issues as deemed necessary by the group as a whole.
- D. Meetings will be held as agreed upon on a monthly basis or as needed at the request of individual members. The agenda **will** be mailed to arrive **7** days prior to the RAB meeting. RAB meetings will be open to the public and notices will be provided to local newspapers of general circulation to the affected area. When time permits, meetings will be advertised to individuals on the mailing list.
- E. The Navy Co-Chair will be responsible for recording and disseminating the meeting agendas. Approval of prior meeting minutes will be **an** agenda item for each meeting. Comments **on** the minutes may be provided to the Chair.
- F. The Navy Co-Chair will make documents available for review at the RAB information repository. The members should submit written comments on the subject documents within the time frame specified (30-60 days). The Chair will ensure that written responses to comments are provided to the members in a timely manner. Members are responsible for assuring that comments reflect the position of the constituency. Members are responsible for accurately representing the status of information in **draft** or preliminary documents provided for their review.
- G. Action items will be established at each RAB meeting. Responses to comments or requests for information will be provided in writing. All action items will be listed in the minutes of the meeting at which they are assigned. Progress on each action item will be briefed at each **RAB** meeting. When an item is closed, the written response will be included in the minutes.

- H.** Final documents, members' comments reviewed by the RAB, responses to action items, and RAB meetings will become a part of the administrative record on which the selection of response action will be based. The administrative record will be available for public view.
  
- I.** The RAB, in addition to facilitating the exchange of information, will attempt to resolve, through consensus, all issues and problems that may arise during the course of IR Program activities. Recommendations of the RAB will be the result of majority of the quorum whenever possible. A quorum consist of three community members. When dissenting opinions exist, they will be noted in the meeting minutes.
  
- J.** The Naval Air Station Pensacola RAB will prepare a termination report documenting its issues and experiences upon suspension of the RAB.

## VI. Effective Date and Modification

- A. The RAB will be considered effective upon signature of two-thirds (2/3rds) majority of the members.
- B. The Charter may be amended by the mutual consent of two-thirds (2/3rds) majority of the members.

IT IS SO AGREED ON THIS DATE: 26 September 1995

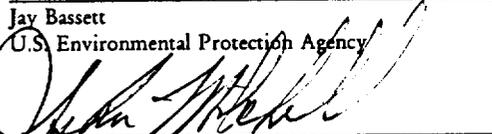
### Naval Air Station Pensacola Restoration Advisory Board Members:

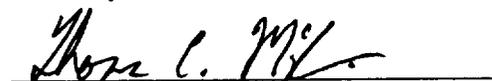
  
Lt. Cmdr. Joe Monachino, Navy Co-Chair  
Naval Air Station Pensacola

  
Bill Hill  
Southern Division Naval Facilities Engineering Command

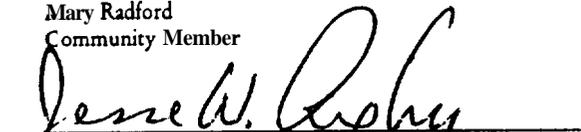
  
John Early  
Community Co-Chair

  
Lisa Minshev  
Alternate Community Co-Chair

Jay Bassett  
U.S. Environmental Protection Agency  
  
John Mitchell  
Florida Department of Environmental Protection

  
Thomas McAlpin  
Community Member

Mary Radford  
Community Member

  
Jesse W. Rigby  
Community Member

  
Jerry Westmoreland  
Community Member