The meeting was called to order by President Paul Rinaldi, and the following individuals were in attendance:

Paul Rinaldi, President  
Patricia Gilbert, Executive Vice President  
Steve Munroe, Alaska Regional Vice President  
Kevin Peterson, Central Regional Vice President  
Phil Barbarello, Eastern Regional Vice President  
Bryan Zilonis, Great Lakes Regional Vice President  
Mike Robicheau, New England Regional Vice President  
Jim Ullmann, Northwest Mountain Regional Vice President  
Victor Santore, Southern Regional Vice President  
Tim Smith, Southwest Regional Vice President  
Hamid Ghaffari, Western Pacific Regional Vice President  
Mike MacDonald, Region X Vice President  
Barry Krasner, Executive Director

Old Business

Facility Staffing: The workgroup met in November with a great deal of discussion surrounding the placement of 2014 new hires. The hiring freeze for 2013 has placed many facilities in a perilous position with regard to maintaining appropriate staffing levels, making new hire placement even more critical. We met again on January 14 & 15 where the Union proposed redefining facility staffing ranges. We also received updates and discussed hiring activities, Barrier Analysis initiatives, future Operational Assessment Program for C90/N90, the MITRE workload model validation efforts on the enroute standard and terminal progressive grading for TRACON Radar classes at the Academy.

Several members of the collaborative resource workgroup are engaged in overhauling, standardizing and centralizing the ERR process nationwide. This is part of the workgroups initiative to centralize all placements in field facilities including ERRs, new hires, training failures, placements under Article 61, and all other air traffic control specialist facility placement decisions. (Gilbert/Barbarello – OPEN)

Traffic Mix Formula: This issue is being worked by the NVT. (Santore – OPEN)

Staff Specialists Work Assignment: The CSC is forming a joint workgroup to review and amend Staff Specialist Position Descriptions if necessary. (Zilonis – OPEN)

Interest Based Communication (IBC): No new info. The COG is meeting next week, and Tim should have an update for the next NEB meeting on where this training is and the path forward. (Smith – OPEN)

Mentorship Program: Reloaded continues to work on implementation of the mentorship program. The Regional reps are working with RVP's to select mentees and mentors, and all but a few regions have made their selections. The new and improved Reloaded website is in the
finishing stages and ready for an official launch. The NATCA 101 class has been taught 2 or 3 times a month since September via Go-to meeting with a turn out of 10 or more members per class. We are utilizing the NATCA portal for the class. We have received good feedback on this class and will tweak some of the content next week to make it even better. Reloaded has been working closely with the Organizing Committee as they launch their campaign this year. The Committee will be meeting in Feb. with a full agenda. (Ullmann – OPEN)

**Performance Based Navigation (PBN):** NATCA and the FAA continue to work towards finalizing language for a MOU on non-OAPM related PBN projects. We are working on ensuring that any language associated with a Non-OAPM PBN MOU does not conflict with existing language that may be contained in other official Orders, MOU’s, Regulations, etc. (Ullmann – OPEN)

**LAX TBIT:** Taxiway T will not be completed until 2016. After that controllers will have roughly 2 years of unobstructed North and South routes while the new mid-field terminal is being constructed. After that, LAX will return to a haphazard airport flow with numerous built in conflicts. (Ghaffari – OPEN)

**ERAM:** The EAC1400 ERAM Software build has been released to the field and a majority of facilities will load this new software onto the active and backup channels over the next month. ZNY and ZDC are conducting limited operational runs over the next several months, ZFW and ZOB are currently on continuous ERAM operations, and ZJX, ZTL and ZMA are the remaining facilities yet to declare ERAM IOC. The ERAM Computer Human Interface (CHI) workgroup will solicit for a position that is being vacated due to a retirement.

Enroute CHI team is assisting the DATA COMM team this spring to demo Data Comm at the Tech Center in Atlantic City, NJ. The CHI team needs to advertise for a team member to replace a member who is retiring later this year. (Ullmann – OPEN)

**Dues Workgroup:** Working on a follow-up message to be sent out via email blast. It will address issues from the 14 emails we received in response to the original blast. In addition we will present updated tables showing real-time adjustments to our projected numbers, now that 2013 has concluded. The email will be shared with the NEB for approval and amendments prior to going out. (Smith – OPEN)

**ZMA/ZHU/ZAB Update:**

**ZAB Upgrade Arbitration** – The Parties are discussing settlement of this case.

**ZHU/ZMA Upgrade Arbitration** – Reply briefs were submitted in November, 2013. We are now awaiting the Arbitrator’s decision. (Santore – OPEN)

**PL 92-297 v. OPM MRA:** A white paper explaining the facts surrounding this issue are being drafted for use by our retirement benefits program. The fact sheet will also be posted on the NATCA website. (Gilbert - OPEN)

**Guam base privileges:** Still an emphasis on this issue at the national level, additionally the CSC established a workgroup to make recommendations on mitigating the harm. (Rinaldi - OPEN)

**C90/N90:** This issue is now being worked as part of the Collaborative Resource workgroup. (Gilbert - CLOSED)

**National Employee Services Team (NEST) Issues:** Work is still ongoing with regard to the
formula used to identify vacancies as well as establishing policy surrounding priorities for vacancies where training failures, hardships and ERRs are competing. (Barbarello – OPEN)

**Ops Assessment Notice:** Terry Biggio has requested some funds be set aside for this effort. We do not have a firm commitment from the FAA yet on the future of OAP, but the funding should at least allow us to get together and review the data. (Ghaffari – OPEN)

**Airport Surface Surveillance Capacity (ASSC):** The SFO implementation has completed factory acceptance testing and the equipment has been installed. We are currently undergoing system performance optimization with a plan to install an ASSC display in the shadow cab (area below the main cab) along side an asde-3 the first week of February. The display will be used by the test teams and SFO controllers to evaluate its operation. Operational testing and field familiarization will run concurrently and begin in September. IOC is scheduled for November.

CLE, CVG, PIT, MCI, MSY, PDX, all hope to have site engineering scheduled tentatively by June. There is no activity to report on ANC or ADW. An ASSC system will be up and running at CFS for members to view. (Munroe – OPEN)

**National Grievance re: Agency’s Decision to mandate Sleep Apnea testing:** The parties have agreed to hold the arbitration in abeyance in an attempt to resolve this matter without the need for third party intervention. During this time Rep. LoBiondo (R-NJ) introduced a bill (HR 3758) concerning the medical requirements proposed by the agency for screening airmen and air traffic controllers for sleep disorders. This bill is part of the ongoing discussion around sleep apnea and its relationship to a person’s body mass index (BMI). NATCA and the FAA have been working collaboratively to develop a plan that encourages self-initiated identification, diagnosis and treatment of sleep apnea consistent with the accepted medical practices and procedures. This bill will reinforce the collaborative approach that is already underway. As FAA employees, ATCs will not be subject to the rule making process in the bill but rather have the ability to bargain in accordance with 5 USC Chapter 71. To that end, the Parties have engaged in settlement discussions regarding our national grievance. (Barbarello – OPEN)

**Accountability Board:** In June 2013, NATCA received a briefing from the agency reference the accountability board process. Both parties agreed that issues that are accepted by the accountability board may continue to be worked collaboratively in an effort to resolve. The only outstanding issue concerning this briefing is how the accountability board and professional standards interact. Specifically, could an issue that has been sent to the accountability board be referred to professional standards for attempted resolution? This issue should be referred to the CSC for tracking. (Peterson – CLOSED)

**Wireless Intrusion Detection System (WIDS) and Internet Access Points (IAP) Waiver:** The Parties are close to signing an agreement permitting Internet access at field facilities. (Santore - OPEN)

**Furlough Days FY13:** The arbitration is scheduled for March 20 and 21. The Union’s position is that all leave and/or pay lost as a result of the furlough should be restored. (Gilbert - OPEN)

**Regional Coordinators Reengagement:** No new info. The COG is meeting next week, and decisions should be forthcoming as to reengaging the RCs. Update at the next NEB meeting. (Smith – OPEN)

**Continued Problems with AWP RFS:** Ham sent Phil and Victor yet another case out of NWP
regarding the RFS. In addition, as part of this case, the RFS informed an ATM that anyone getting a DUI would be placed on a TRP. (Ghaffari – OPEN)

Nurses Bargaining Unit: The FLRA has sent a notice to the Nurses unit requesting an explanation to show cause why they should be retained in NATCA. (Rinaldi - OPEN)

Suicides/Regional Flight Surgeons: Discussions have begun regarding the use of antidepressant medications for ATCs, more specifically, the use of Selective Serotonin Reuptake Inhibitors (SSRIs). SSRIs have been approved for use by pilots as treatment for depression, but air traffic controllers have been prohibited from using them if they want to maintain their medicals. Currently a pilot must be monitored for a period of one year before their medical can be reinstated. We are working with Aviation medicine to begin a testing program where controllers who are prescribed specific SSRIs will be monitored for a period of six months and then become eligible to have their medicals reinstated. (Barbarello - OPEN)

New Business

Tuition Reimbursement (email vote before mtg): Russ Miller’s request for tuition reimbursement was approved in accordance with SRF-14 (Smith – CLOSED)

Tuition Reimbursement: Erica Locke’s request for tuition reimbursement was approved in accordance with SRF-14 (Barbarello – CLOSED)

Tuition Reimbursement: James Keith’s request for tuition reimbursement was approved in accordance with SRF-14 (Smith – CLOSED)

Convention Subsidy: The National Executive Board authorized a Convention Subsidy for the 2014 convention equal to the amount authorized for the 2012 convention. It will be distributed in the Team update. (Gilbert – CLOSED)

Flight Data & ATA: Currently the Flight Data and ATAs are represented by NAGE. They have expressed interest in being represented NATCA. After discussion the National Executive Board (with the exception of Ghaffari) agreed that it is not in our best interest or appropriate to pursue transitioning these NAGE members into NATCA. (Gilbert – CLOSED)

Collective Bargaining Agreements: A preliminary contract team is being established to begin work on the FSS and Multi Unit collective bargaining agreements. (Rinaldi – OPEN)

Joint LR Strategy/NEB Meeting: The National Executive Board and LR strategy team will be meeting jointly in Omaha. The agenda for the meeting will include national NATCA initiatives. (Robicheau – CLOSED)

IFATCA EVP America’s Position: The National Executive Board has agreed to nominate John Carr for the IFATCA EVP America’s position. (Gilbert – CLOSED)

Alternate Funding Stream for the NAS: A NATCA workgroup has been formed to explore various funding options. The workgroup will research all aspects of the various options looking for pitfalls and positives of creating a new funding scheme for the National Airspace System. (Rinaldi – OPEN)

NATCA Internship Program: The NEB adopted the following Internship policy. (Gilbert – OPEN)
NATCA believes that it has a responsibility to mentor students who are personally and professionally interested in aviation and the labor movement. To this end, NATCA will develop and maintain a program to provide interns with a hands-on experience in the aviation industry and working for a labor organization that represents aviation-related professionals. Through the Program, NATCA endeavors to offer each intern with the opportunity to: experience the day-to-day business operations of a labor organization; experience and participate in a dynamic work environment; understand the responsibilities of being part of a team; understand the demands and interactions in a member-focused organization; contribute to the research and development of ongoing projects; and participate in various outreach programs and special events. The NATCA Internship Program will be administered under rules and regulations as promulgated by the National Executive Board.

FLRA AFN Petition: As the Agency furthers the expansion of the shared services concept and reorganizes the AIT into a subset of the newly created AFN organization, bargaining unit employees have thus far maintained the same union representation that they had in their legacy organizations (there are six representative Unions in AIT). Recently, both AFGE and AFSCME filed petitions with the Federal Labor Relations Authority (FLRA) regarding AFN representation, and in response, the FAA filed a petition with the FLRA in December. As it stands now, the FLRA has consolidated all three petitions under one jurisdictional office. The AFGE petition seeks for them to be the sole representative for the Aeronautical Center in OKC while the AFSCME petition seeks, through a claim of successorship, to be the sole representative of all currently represented AFN employees in HQ, regardless of who currently represents them. This would affect NATCA bargaining unit employees working in HQ, and possibly sets the stage for nationwide impact. NATCA is on record with respect to protecting the status of NATCA represented employees and will continue its discussions with the FLRA as this issue progresses. (Rinaldi – OPEN)

Regional Responsibilities: NATCA is going to approach ONEU requesting a collaborative workgroup be formed to identify tasks and functions being performed at the regional level by Administrative assistants and RVPs. The goal is to establish consistent practices and policies nationwide including prioritizing training opportunities. (Robicheau – OPEN)

NATCA Academy Wait List Process: This issue will worked by the NATCA/ONEU collaborative workgroup dealing with regional responsibilities. (Robicheau – OPEN)

NATCA BBS and BBS Policies: (Robicheau – CLOSED)

1) The NEB unanimously voted to modify the BBS policy to eliminate full time moderators effective March 1st 2014 and utilize random monitoring as well as add a link to the BBS for members to report SRE-2 violations.
2) The NEB voted to turn the email forwarding option on for BBS messages. The motion failed.
3) The NEB then voted to turn email forwarding option on for BBS messages directed to a specific thread which requires a response by a committee/staff/neb, etc.. The motion failed.
4) Having voted in the negative on the motion, Gilbert moved to reconsider the motion to turn the email forwarding option on for BBS messages. The motion passed with Munroe, Smith, Ullmann and Santore voting in opposition.
NNE State CISM Replacement: Nick Cassano has been selected by the National Executive Board to fill the NNE CISM position being vacated due to retirement. (Ullmann – CLOSED)

Subsidized Housing Issues: Subsidized housing being used by controllers at Grand Canyon Tower (GCN) is not being maintained appropriately. We also have subsidized housing issues at St. Thomas Tower (STT). We will identify the specific concerns and elevate them to the CSC. (Ghaffari – CLOSED)

NATCA Academy Schedule, Priorities, Cost: Ham Ghaffari is working with national office staff and class instructors to reduce costs of NATCA training classes. The goal is to reduce the class costs while maintaining a high level of training opportunities. (Ghaffari – CLOSED)

Safety Committee Mentorship Program: Jennie Sandler and Brandon Miller have been selected by the National Executive Board to participate in the Safety committee’s mentorship program. (Rinaldi – CLOSED)

Local Document Retention Policy schedule: The NEB unanimously adopted the Local Document Retention Policy schedule:

<table>
<thead>
<tr>
<th><strong>NATCA LOCAL</strong>&lt;br&gt;<strong>DOCUMENT RETENTION SCHEDULE</strong>&lt;br&gt;<strong>EFFECTIVE DATE: MARCH 2014</strong></th>
<th><strong>Record Type</strong></th>
<th><strong>Description</strong></th>
<th><strong>Retention Period</strong></th>
<th><strong>Retention Method</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Constitution</td>
<td>The current constitution for the Local Union</td>
<td>Permanent</td>
<td>Electronically (via UnionWare) and 1 hard copy backup (Old constitutions should be stored electronically on UnionWare ONLY)</td>
<td></td>
</tr>
<tr>
<td>Grievance Records</td>
<td>All documents related to local grievances</td>
<td>Permanent</td>
<td>Electronically (via GATS)</td>
<td></td>
</tr>
<tr>
<td>Tax Documents (including asset lists), Invoices and Receipts</td>
<td>Documents related to the finances of the Local Union and its officers</td>
<td>6 years</td>
<td>Hard copy with electronic backup</td>
<td></td>
</tr>
<tr>
<td>Meeting Minutes</td>
<td>---</td>
<td>6 years</td>
<td>Hard copy with electronic backup</td>
<td></td>
</tr>
<tr>
<td>Election Records</td>
<td>Everything related to local elections</td>
<td>5 years</td>
<td>Hard copy</td>
<td></td>
</tr>
<tr>
<td>Local MOUs</td>
<td>---</td>
<td>Permanent</td>
<td>Electronically</td>
<td></td>
</tr>
<tr>
<td>Bargaining Notes or other documents related to Local MOUs</td>
<td>---</td>
<td>1 year from date of MOU termination</td>
<td>Electronically OR Hard copy</td>
<td></td>
</tr>
</tbody>
</table>
NGL CISM vacancy: The National Executive Board selected Matt Ellington to fill the CISM vacancy in the Great Lakes region. (Zilonis – CLOSED)

Open Season Membership Drive: The NEB unanimously approved the organizing drive as presented by John Bratcher, NATCA’s Chair of the organizing committee. In accordance with the Constitution the NEB declared a 90 day open season beginning May 19th. The Constitution also prevents any active member that resigned from the union from rejoining without paying the initiation fee even under a declared open season period.

“The National Executive Board shall have the authority to declare open seasons, not to exceed ninety (90) days at a time, no more often than once per year, per bargaining unit. Any active member who resigns from the union or is automatically expelled because of non-payment of dues, in accordance with Article III, Section 8 of the National Constitution, shall not be allowed to rejoin the union without paying an initiation fee.”

The campaign includes timelines for activities, strategies for increasing membership, communication materials and ideas for incentives. (Gilbert – CLOSED)

Unum Disability Open Season: The NEB unanimously approved the NATCA/UNUM Long Term Disability plan for 2014 briefed by the Board of Trustees Chair, John Bratcher. Items such as timelines, marketing strategies, incentives and messaging were explained in detail.

Briefings

NEST: Andrew LeBovidge provided an update to the Board regarding the continued evolution of the NEST operating practices. Areas of concern as raised by the NEB have been broached and efforts will continue to refine the process accordingly.

National Academy of Sciences Committee on ATC Staffing: The NEB received an update on the status of the Academies’ work, as mandated under the FAA Reauthorization legislation, from Andrew LeBovidge, NATCA's representative on the Committee. The Committee is finalizing its initial draft and the report will be published by the end of May 2014. The findings and recommendations of the Committee are still subject to closed session rules, but the general areas of the review were outlined.

Quality Control Group (QCG): Mike Bates briefed the National Executive Board on the QCG profession which is comprised of multiple Evaluation (Eval) teams: Technical (Tech) Eval Organizational (Org) Eval, and Operational (Ops) Eval. The briefing focused on Ops Eval.

The Ops Eval team is a catch all for facility follow-up and oversight. They are responsible for Compliance Verification (Facility Evaluations) both internal (ICV) where we monitor facilities efforts to close items found lacking and external (ECV) where they assess items to determine if the facility is meeting standards. This process replaces the full facility evaluations that used to be conducted by ATH, and the FSAS Evaluation process.

They are responsible for the "on-call" duty. They provide 24-hour facility support to answer questions by facility management and CICs about various events in the NAS to help facilities report events as required. They are event reporting experts prepared to assist facilities in determining which events require routine reporting and which require reporting as significant. They also run the services rendered and services reviewed telcons referenced in FAA order 1030.3.
Communicating for Safety 2014: Steve Hansen briefed the National Executive Board on the progress of CFS activities. He addressed the presentations, logistical issues, panels, sponsors and speakers. He also ran through the daily agendas.

Convention 2014: Kelly Richardson briefed the National Executive Board on planning and finances for the Minneapolis Convention.

Fatigue Risk Management System (FRMS): Jeff Richards briefed the board on recent efforts by the Fatigue Risk Steering Committee. Effective March 5, 2014 new rules eliminating the "Challenge Checks" and instituting a positive acknowledgement prior to shipping an aircraft to another facility during the hours of 0000Local and 0500Local will go into effect. Additionally, the Steering Committee continues to work on Consecutive Midnight and extended midnight hour operations that will necessitate changes to the current 7210.3.

Professional Standards: Jeff Richards briefed the board on the status of backfill training for replacement PS committee members. Multi Unit Committee Member training should begin this summer. NAL FSS training needs to be spearheaded. AT/SSS PS Management Workgroup members are all being replaced this winter.

Race Across America (RAAM): Jim Marinitti briefed the National Executive Board on the history of the Race Across America event and their intent to participate in the event with a four-man NATCA team this year. In addition to the four cyclists there is a twelve-person support team. This year’s RAAM event begins on June 14th in Oceanside California and finishes in Annapolis Maryland. It is expected to traverse geographically through 60 facilities where NATCA may set up solidarity events.

Patricia C. Gilbert
Executive Vice President