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
Scot Morrison, 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

Old Business

Facility Staffing: The parties are meeting at the national level to formalize the interim facility staffing targets which are comprised of a Certified Professional Controller (CPC) staffing level and the facility specific trainee (e.g.: CPC-IT, developmental) staffing level. The CPC staffing level is expected to meet facility operational/contractual/statutory requirements, including resources to develop, evaluate, and implement processes and/or initiatives affecting the National Airspace System. The trainee staffing level includes the number of trainees needed in the pipeline to maintain the number of CPCs based upon the facility’s forecasted gains and losses. The staffing target will be used as a basis for placement and release decisions. The CRWG will continue its work on refining the models, and once completed, the output of those models will supersede the interim facility staffing targets. (Gilbert/Barbarello – OPEN)

Traffic Mix Formula: The two workgroups have met and continue to work on the recommendations to the CSC. Funding has been secured to develop a new traffic counting program. (Santore – OPEN)

Staff Specialists Workgroup: The workgroup was at a standstill due to disagreement between the Parties on the scope of the workgroup’s authority. A telcon was conducted on February 27 with the team leads and expectations were reinforced. Expect the team to meet shortly. (Zilonis – OPEN)

LAX TBIT: No change from last update. We are considering legislative action to address the safety concerns. (Ghaffari – OPEN)

ERAM/ERAM CHI/System Enhancements: The known software issue involving track
control that was identified by numerous facilities including ZDC and ZNY is going to be prototyped over the next several months, as opposed to simply having a software fix engineered. The ERAM Team agreed the risk to core functionality is too great, and the possibility of regression in the new software could introduce undue risk into the NAS. NATCA continues to work with the FAA on an Enroute Automation MOU that is needed as a follow up to current ERAM MOUs. (Ullmann – OPEN)

ZMA/ZHU Update: Waiting on a decision from the Arbitrator. (Santore – OPEN)

National Employee Services Team (NEST) Issues: The NEST process has been modified to allow for more expeditious processing. CPC-ITs who are not successful in training will be reviewed on a weekly basis with decisions regarding retention and qualified facilities being put out every Monday. New hires who are not successful in training will continue to be reviewed on a monthly basis. Additionally, we are currently negotiating a change to the process for employees who have gone through the NEST process and are selecting new facilities. The new process will be timelier than the existing method. (Barbarello – OPEN)

Continued Problems with AWP RFS: Working on a detailed description of the issues that have been identified to present at the national level. (Ghaffari – OPEN)

SSRI Program: The parties have agreed to all labor relations issues surrounding the implementation of the SSRI program for ATCSs. We are waiting on Aviation Medicine to launch the program that will permit controllers who are prescribed specific SSRIs to have their medicals reinstated after completing the prescribed criteria and testing. (Barbarello – OPEN)

Alternate Funding Stream: NATCA is working with lawmakers to ensure our concerns regarding a new ANSP are voiced. (Rinaldi – OPEN)

FLRA AFN Petition: No appeals were filed. NATCA will pursue an organizing plan and be in an election with other unions for the unit. (Rinaldi – OPEN)

Day Care Facilities: NATCA responded via a letter to the agency on March 26, 2015, concerning Day Care Facilities and NATCA’s involvement in improving the CDC program. NATCA suggested a new meeting be scheduled to clarify expectations and draft a new scoping document. We also advised the agency of NATCA’s acceptance to name a representative to an internal FAA’s workgroup dealing with CDC. A meeting occurred on May 18 where the agency refused to collaborate on any future CDC activity. Paul will advise the Administrator of our disappointment with the agency’s position. We will deal with CDC matters using traditional labor relations. An update will be sent to the FacReps of the affected facilities. (Peterson – CLOSED)

Organizing ASH Employees: This issue is still under review. (Gilbert – OPEN)
Committee Review: A spreadsheet has been developed to track retirement dates and better project for losses on NATCA committees and other activities. Procedures for maintaining the spreadsheet will be discussed at the next NEB meeting. (Gilbert/Morrison – OPEN)

NTD Airspace Transfer to SBA and the reversal by Military: Paul will be visiting the facility to get a clear understanding of the airspace issues. (Ghaffari – OPEN)

Professional Standards in Region X: The program is now established and funded. (MacDonald – CLOSED)

Organizing FCTs: After the NLRB held a hearing in Dallas on February 5 concerning the runoff election for RBD the charge filed was dismissed. The NLRB then issued an order for an election, and RBD voted to become a NATCA represented facility. The NOC is continuing to research and develop other strategies for the remaining unrepresented FCTs. (Gilbert – CLOSED)

Organizing AOV Employees: The organizing committee is proceeding to organize these employees with a goal of gaining 70 percent interest. (Gilbert – OPEN)

Overtime Qualifications: There is inconsistency in the way facilities apply article 38 of the collective bargaining agreement with regard to the overtime roster. We met with the agency to discuss our concerns. Joint guidance is being developed to ensure all facilities are in compliance with the collective bargaining agreement. (Barbarello/Zilonis – OPEN)

NATCA Websites: Work is continuing with an expectation of having the public side of the web site up in August of this year. (Robicheau – OPEN)

ASISO Testing: The STARS test facilities are working well. We are just beginning with ERAM facilities. A deployment MOU will be agreed to when testing is complete. (Robicheau – OPEN)

COG Makeup: Drew MacQueen and Phil Hughes have been selected to replace two upcoming vacancies on the COG. Phil will focus on leading the Collaboration Facilitators, taking care of the IBC and CST (Collaborative Skills Training) logistics and deal with the FCM surveys to the portfolio of initiatives. Drew will chair the Right from the Start Initiative, work with the Organizational Effectiveness office, and work on fitting collaboration initiatives into the big picture of all of our other programs like ProStan, ATSAP, PFS, etc. (Smith – CLOSED)

Media Training: This year’s media training was very successful. The training will be conducted every six months. (Gilbert – CLOSED)

Flight Service Station (FSS) Name Change: The workgroup met via telcon on April 10 and came away with concerns that changing the Flight Service Station name will adversely affect early retirement provisions for our FSS members in Alaska due to the use of “Flight Service Station facility” in 5 USC §2109. Phil Barbarello, Eugene
Freedman, and Scot Morrison talked to the Director of Flight Service Operations following the workgroup’s initial telcon and we are looking further into the legalities of the name change. One idea we will pursue is to give Alaskan FSS BUEs a professional title similar to our Certified Professional Controller (CPC) title in Terminal/En Route. (Morrison – OPEN)

Service Center Organizing: The organizing committee is working this issue. (MacDonald – OPEN)

CBA Appendix B: The Agency is in agreement with NATCA that where FD may normally be combined with other operating positions, those other operating positions still qualify in the calculation of the percentage formula to move to the next developmental stage for pay-setting purposes. NATCA drafted a clarification memorandum to be finalized by the Parties and distributed to the field. (Morrison – OPEN)

New Business

NVT Vacancies: Dean Iacopelli has been designated to fill a RVP vacancy on the NVT. (Rinaldi – OPEN)

WCC Sponsorship: Trish proposed a small sponsorship for the WCC, as many members are participating. The NEB unanimously agreed. (Gilbert – CLOSED)

Untimely Voucher: The National Executive Board has authorized the payment of an untimely voucher for NATCA employee Chris Gant. (Gilbert – CLOSED)

Leadership Experience Acceleration Project (LEAP): Scott Airitam and Paul Lastrapes briefed the National Executive Board on the state of NATCA’s LEAP class. The training that began in 2007 has been very successful and is prime for being revised to reflect today’s relevant topics and meet the needs of today’s NATCA leaders. The National Executive Board has authorized the current LEAP instructors to take the lead on updating the training. Additionally, the National Executive Board added the following three instructors: Drew MacQueen, Jamaal Haltom, and Alex Navarro. (Smith – CLOSED)

Untimely Voucher: The National Executive Board has authorized the payment of an untimely voucher for ROA’s Internet reimbursement. (Gilbert – CLOSED)

PBN/Modernization: Concerns have been raised regarding the decommissioning of ground based navigation systems, approaches and navigational aids and the potential affect it will have operationally. This issue will be placed on the CSC agenda. (Gilbert/Barbarello – CLOSED)

Distractions in the Operation: There have been questions raised regarding the use of
electronic devises, like the Apple Watch, in operational areas. The Parties at the National level will jointly establish policy regarding the use of these devices. (Barbarello – CLOSED)

Tuition Reimbursement: Heather McNevin’s request for tuition reimbursement was approved in accordance with SRF-14. (Zilonis – CLOSED)

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

Platinum Lifetime Retired Member: The National Executive Board has modified the NATCA Platinum Lifetime Retired Membership as follows:

Platinum Lifetime Retired Member. Any bargaining unit member who was an Active member in good standing for 20 continuous years immediately preceding his or her retirement or was a charter member that was a continuous member up to and immediately preceding his or her retirement shall be eligible for a Lifetime retired member status at no further cost to the member. In Units certified subsequent to initial NATCA recognition, this membership type is open to any bargaining Unit member who became an Active NATCA member within 6 months of the respective Unit certification and remained so up to and immediately preceding his or her retirement.

Corporate Membership: The National Executive Board has accepted the Russ Bassett Corporation’s request for NATCA Corporate Membership. (Rinaldi – CLOSED)

Untimely Voucher: The National Executive Board has authorized the payment of an untimely voucher for TJ Tibbetts. (Zilonis – CLOSED)

NATCA Policy Regarding Electronically Stored Information: The National Executive Board has adopted a policy on Electronically Stored Information as follows: (Robicheau – CLOSED)

To protect electronically stored business-related information against loss or destruction, the NATCA National Executive Board (NEB) has determined it necessary to implement a uniform system for the storage of such information. This document constitutes the NATCA Policy Regarding Electronically Stored Information (ESI).

1. General. All electronic documents or other records governed by the NATCA Document Retention Policy, including, but not limited to, word processing documents, spreadsheets, pdf files, photos, and videos (hereinafter, “business-related ESI”), shall be stored using the NATCA Citrix ShareFile system. Electronic mail (e-mail) is not covered by this policy.
2. **Covered Individuals.** The following individuals shall comply with this policy:

   a. Members of the NEB;
   b. Employees of the National Office;
   c. Employees of the Regional Offices;
   d. Members of National Committees; and
   e. Members of National Workgroups.

3. **Previously Created ESI.** Covered individuals are required to transfer all their business-related ESI created prior to the effective date of this policy to the NATCA Citrix ShareFile system for storage.

4. **Personal Use.** Covered individuals shall be permitted to use the NATCA Citrix ShareFile system for the storage of personal records. However, individuals shall not have an expectation of privacy with respect to any personal information saved using the NATCA Citrix ShareFile system.

5. **Other Storage Devices.** All business-related ESI shall be stored using the NATCA Citrix ShareFile system. Therefore, NATCA shall not reimburse covered individuals for their purchase of Dropbox or other cloud-based storage systems, or for their purchase of external storage devices such as transponders. The purchase of flash drives and other similar portable storage devices may be approved for reimbursement on an as-needed basis.

6. **Administration.** The NEB shall administer this policy in conjunction with its administration of the NATCA Document Retention Policy. The NEB may delegate its administrative responsibilities under this Section to the Office of General Counsel. Department heads and Committee or Workgroup chairs shall be responsible for ensuring that their subordinates properly store business-related ESI in accordance with this policy.

7. **Interpretation and Amendment.** The NEB, in conjunction with the Office of General Counsel, shall be responsible for interpreting and amending this policy. The NEB must approve any amendments to this policy. Amendments approved by the NEB shall take effect immediately, and the NEB shall issue an electronic notice with the revised policy to all individuals named in Section 2, herein.

8. **Training.** The NEB shall ensure that all covered individuals are properly trained on how to store ESI using the NATCA Citrix ShareFile system.

9. **Implementation.** Implementation of this policy shall be completed by September 30, 2015. Exceptions to this implementation completion date shall be determined on a case-by-case basis.
Facility Rep On-Boarding: A NATCA workgroup has been formed to develop a Facility Rep on-boarding process. (Gilbert – OPEN)

Regional Office Closure: The New England Region will be closing their Regional NATCA Office. (Robicheau – CLOSED)

Briefings

Safety Committee: The ERC is looking to fill a vacancy in the Central Service area.

A new runway safety initiative is being deployed to the following airports:
- HNL -- Honolulu International Airport, Hawaii
- MRI -- Merrill Field Airport, Alaska
- ADQ -- Kodiak Airport, Alaska
- JNU -- Juneau International Airport, Alaska
- FAT -- Fresno Yosemite International Airport, California
- ANC -- Ted Stevens Anchorage International Airport, Alaska
- MYF -- Montgomery Field Airport, California
- LNK -- Lincoln Airport, Nebraska
- PRC -- Prescott Municipal Airport, Ernest A. Love Field, Arizona
- RHV -- Reid-Hillview Airport of Santa Clara County, California

The parties are jointly working on modifying the metrics involved with the runway safety initiative to ensure it properly reflects identified safety concerns.

The Operational Efficiency Working Group is working on a new program to establish Monitor Alert Parameters (MAP) that were originally created by a collaborative FAA-NATCA workgroup in 1995 to better understand the effects of the implementation of the National Route Program (NRP) to the en route environment. It important to note that MAP values are not intended to represent capacity, but rather a means to alert the traffic management (TM) team of potential sector loading issues.

The FCT Air Safety Action Program (ASAP) will begin with RVA towers on July 1. Midwest towers will be under an ASAP in the very near future, pending the selection of the ERC designees.

NATCA has proposed an MOU to deal with National Quality Assurance (QA) Corrective Action Requests and the development and implementation of (CARs) Corrective Action Plans (CAPs).
Safety and Tech Department: Dale Wright briefed on the activity in the Safety and Tech department. They began weekly meetings with several of the national reps dealing with Airspace, NextGen, and PBN to ensure all the initiatives are being coordinated together.

FAA has established a Remote Services Branch in the NextGen Office. Kieron Heflin from IAD has been designated as NATCA’s Article 48 rep for the Remote Towers.

CLT has been selected as the test site for the Airspace Technology Demonstration (ATD-2), which is a NASA initiative for surface metering.

NATCA currently has 11 D.C.-based representatives and 31 national representatives for a total of 42 leads. Training is being developed for all Article 48 Representatives.

Patricia Gilbert
Executive Vice President