



## Former Wurtsmith AFB Restoration Advisory Board 12 August 2021 Co-Chair Meeting Final Summary

### Introduction

The co-chairs of the Former Wurtsmith AFB Restoration Advisory Board (RAB) met on Thursday, 12 August 2021 from 1000-1130 EDT. Attendees included:

- Dr. Catharine Varley, Air Force co-chair
- Mr. Mark Henry, community co-chair
- Mr. Tim Sueltenfuss, facilitator

### Discussion

#### Review Status of Current Action Items (AIs)

The co-chairs began by reviewing two AIs that emerged from the 21 July 2021 RAB meeting. They established AI 90 as indicated by the following text:

- AI: "Air Force coordinate to place portions of the Remedial Investigation (RI) Work Plan (WP) on the Administrative Record (AR) so members of the public can view them."
- Owner: "Air Force Civil Engineer Center (AFCEC)"

The co-chairs discussed the Per- and Polyfluoroalkyl Substances (PFAS) RI. Dr. Varley shared her intent to place most figures from the RI documents on the AR. Mr. Henry indicated this would be very helpful to the RAB members.

The co-chairs established AI 91 as indicated by the following text:

- AI: "Michigan Department of Environment, Great Lakes, and Energy (EGLE) to advise the RAB members when Base Realignment and Closure Cleanup Team meeting minutes will be publicly available."
- Owner: "Michigan EGLE (Beth Place)"

The co-chairs then reviewed AIs that existed prior to the 21 July 2021 RAB meeting.

- AI 66, 73, 75, 81, and 88 remain open.
- AI 72 states, "Provide exact locations of future well drilling on Oscoda Wurtsmith Airport Authority (OWAA) property." This AI remains open. Dr. Varley advised Mr. Henry that the Air Force engages with the OWAA for all efforts on the OWAA-owned land, including utilities clearance.
- AI 83 states, "Notify RAB of actual amount budgeted for environmental restoration of the Former Wurtsmith AFB. Specify actual budget amounts for PFAS investigation/remediation." This AI remains open. Dr. Varley noted the Air Force can share information about funding only after it is placed on contract.
- AI 84 states, "Provide Conceptual Site Model (CSM) from the PFAS RI to the RAB as soon as possible. Include maps." This AI remains open. Dr. Varley noted the CSM will be included in the final PFAS RI. She expressed her intent to share the CSM periodically as new information becomes available.
- AI 86 states, "Advise the RAB if the Air Force has groundwater discharge permits or a Substantive Requirements Document for discharge from LF030/LF031." This AI remains



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open. Dr. Varley stated she is waiting to receive a letter from Ms. Beth Place, which Ms. Place indicated Michigan EGLE previously drafted.

- AI 87 states, "Advise RAB of the status of removal or cleanup of fire suppression systems in hangars at the Former Wurtsmith AFB." This AI remains open. Mr. Henry described a recent article in the publication, "Groundwater" that pertains to a Department of Defense surfactant that could be used to remove PFAS from plumbing in hangars.

Discuss Solicitation and Vote for Community RAB Member and Community Co-Chair Positions

Mr. Sueltenfuss noted all primary and alternate community RAB members' terms end on 11 September 2021. The community co-chair's term (as community co-chair, not as a community RAB member) ended on 22 July 2021.

Mr. Sueltenfuss recommended actions to confirm the current community RAB members'/community co-chair's interest in continuing to serve in their roles and/or to solicit other individuals who are interested to serve in these roles (reference Attachment 1).

The co-chairs discussed whether a vote would be required if current community RAB members desired to continue serving in their role. [Note: The co-chairs and facilitator discussed this topic further via email immediately following this meeting:

- Tim Sueltenfuss advised the co-chairs that Operating Procedures Section 3.5 states "After serving all or part of a term, a community member may continue to serve additional terms if re-appointed." He noted "...if re-appointed" could suggest that a confirmatory vote would be required.
- The co-chairs decided that a confirmatory vote would not be required. If any current community RAB members desire to continue in their roles, then they will do so with no vote or further action required.]

Mr. Henry noted he had asked the other community RAB members previously if they would like to serve as community co-chair. None indicated interest in doing so.

The co-chairs asked Mr. Sueltenfuss to advise the current community RAB members of the term limits, ask if they would like to continue in their community RAB member role, and ask if any of them are interested in serving as community co-chair. Mr. Sueltenfuss stated he would provide a draft email to the co-chairs before he sends it to the community RAB members.

Discuss Agenda and Format for 1 September 2021 RAB Meeting

Dr. Varley indicated that the Air Force is considering conducting a hybrid RAB meeting on Wednesday, 1 September 2021, in which certain RAB members and other attendees would participate in-person and others would have the option to participate virtually. Mr. Henry expressed his support and noted the importance of conducting this meeting both in-person and virtually given the current number of COVID-19 cases in the area. He encouraged the Air Force



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to consider whether the Shoreline Players Community Theater has sufficient internet access. Mr. Henry remarked that previous RAB meetings had been broadcast on community access television as well.

The co-chairs discussed the agenda for the 1 September 2021 RAB meeting. Topics will include the PFAS RI and the Interim Removal Action.

Dr. Varley indicated that a public meeting for the Van Etten Lake Proposed Plan would occur on Tuesday, 31 August 2021 from 5:00 – 7:00 p.m. EDT.

Confirm Future RAB Meeting Dates

The co-chairs agreed to typically conduct RAB meetings on the second month of each quarter on the third Wednesday of those months. The RAB meeting schedule is listed below:

- Wednesday, 1 September 2021
- Wednesday, 17 November 2021
- Wednesday, 16 February 2022
- Wednesday, 18 May 2022
- Wednesday, 17 August 2022
- Wednesday, 16 November 2022

Discuss Status of Possible Revisions to RAB Operating Procedures

The co-chairs discussed the status of possible revisions to the RAB Operating Procedures. Dr. Varley stated she would propose adjustments via track changes and comments after she gathers input from Air Force public affairs and legal representatives.

The co-chairs expressed their hope to vote on possible revisions to the RAB Operating Procedures at the 1 September 2021 RAB meeting.

Additional Discussion

Mr. Henry asked if the video of the 21 July 2021 RAB meeting had been released. Dr. Varley indicated that it is available on the AFCEC website at

<https://www.afcec.af.mil/Home/BRAC/Wurtsmith/RAB.aspx>

Mr. Henry asked if the RAB members should submit their comments on the IRA in a single, combined document or, alternatively, if they should each submit their own individual comments. Dr. Varley indicated either way works, and the Air Force will consider each comment that is submitted.

**Conclusion**

Mr. Sueltenfuss noted he will provide a summary of this meeting and the resulting version of the AI tracker to the co-chairs on 12 August 2021. The meeting concluded.

### **Community RAB Member and Community Co-Chair Terms and Voting**

All primary and alternate community RAB members' terms end on 11 September 2021. The community co-chair's term (as community co-chair, not as a community RAB member) ended on 22 July 2021.

The facilitator recommends the following steps pertaining to community RAB members' terms:

1. Contact all existing primary and alternate community RAB members. Ask if they wish to continue serving in their current role.
2. For community RAB members who *do* wish to continue serving in their role, conduct a vote among only community RAB members at the 1 September 2021 RAB meeting.
  - a. Voting members include all primary community RAB members present. Alternate community RAB members vote only if their designated primary community RAB member is not present, and they are representing that primary community RAB member during the 1 September 2021 RAB meeting.
  - b. Utilize a written ballot that indicates that the voting member either "Agrees" or "Disagrees" that a member who is up for re-election should continue his or her role.
  - c. Allow community RAB members to vote for themselves if they choose to.
  - d. If a given community RAB member receives a simple majority of votes (presuming a quorum exists), then that community RAB member will continue his or her role for another two years. If not, their term will conclude on 11 September 2021.
3. For primary community RAB members who do *not* wish to continue serving in their role...
  - a. If that primary community RAB member has a designated alternate community RAB member who is willing to serve as a primary community RAB member, then the designated alternate community RAB member automatically becomes the primary community RAB member (per Operating Procedures Section 3.6, excerpted below). No vote is necessary.
  - b. If that primary community RAB member does not have a designated alternate community RAB member or does not have a designated alternate who is willing to serve as a primary community RAB member, then the procedures from Operating Procedures Section 3.7 (excerpted below) should be followed. This would occur separately from any voting process.

The facilitator recommends the following steps pertaining to the community co-chair's term:

1. Contact the community co-chair. Ask if he or she wishes to continue serving as community co-chair.
2. Contact all other primary community RAB members. Ask if they wish to serve as community co-chair.
3. Conduct a vote for community co-chair at the 1 September 2021 RAB meeting.
  - a. Candidates include any existing primary community RAB members who wish to serve as community co-chair.
  - b. Voting members include all primary community RAB members present. Alternate community RAB members vote only if their designated primary community RAB member is not present, and they are representing that primary community RAB member during the 1 September 2021 RAB meeting.
  - c. Utilize a written ballot on which voting members indicate their single preferred candidate to serve as community co-chair.
  - d. Allow voting members to vote for themselves if they choose to.
  - e. If a given candidate receives a simple majority of votes (presuming a quorum exists), then that candidate will become the community co-chair and continue in this role for 12 months.

- f. If no candidate receives a simple majority of votes, then the candidate receiving the fewest votes will be removed from the ballot and the vote will occur again. This may be done multiple times if needed until a community co-chair is selected by majority vote.

## **EXCERPTS FROM CURRENT RAB OPERATING PROCEDURES**

### **1.3. Definitions**

1. "Community RAB member" means an individual identified by community members and appointed by AFCEC/CIB to participate in the Wurtsmith RAB who lives and/or works in an affected community or is affected by the environmental restoration program for the BRAC location.

### **3.1. Board Composition and Types of Members**

The board shall consist of community RAB members and government RAB members. Community RAB members shall include individuals who live and/or work in an affected community or are affected by the BRAC location's environmental restoration program. Community RAB members also include representatives from various non-governmental stakeholder groups in the vicinity of the BRAC location. Community RAB members are appointed by AFCEC/CIB. The number of community RAB members shall not exceed nine primary community RAB members and nine alternate community RAB members.

Primary community RAB members attend and participate in RAB meetings and proceedings, to include voting. Alternate community RAB members serve as replacements for primary community RAB members. As such, they are strongly encouraged to attend and participate in RAB meetings as members of the public, but do not vote on any RAB matters unless their corresponding primary community RAB member is absent. Alternate community RAB members receive notices, agendas, presentation materials and meeting minutes to the same extent as primary RAB members....

### **3.3 Co-chairs**

The RAB has two co-chairs, one representing the Air Force and the other representing the community. Co-chairs are responsible for directing and managing the RAB operations.

The primary community RAB members select the community co-chair by majority vote. The community co-chair serves a 12-month term and is eligible to serve multiple consecutive terms....

### **3.5. Term of Service**

Community members serve for two-year terms, but may serve consecutive terms. If a member decides not to complete his/her term, he or she should notify the RAB co-chairs and AFCEC Public Affairs in writing of this intent at least 60 days prior to his or her end of service. AFCEC Public Affairs will then follow the procedure below for replacing members. After serving all or part of a term, a community member may continue to serve additional terms if re-appointed. The co-chairs and facilitator will be responsible for tracking member term limits....

### **3.6. Replacing Members**

If a primary community RAB member is no longer available or willing to serve but his or her corresponding alternate community RAB member is available and willing to serve, the alternate community RAB member shall become a primary community RAB member and no replacement is necessary. Government RAB members are replaced by the government agency they represent.

### **3.7. Adding Members**

Any RAB member can recommend in writing to the community co-chair and Air Force co-chair that a new member be added to the RAB, as long as it does not exceed nine primary community RAB members and nine alternate community RAB members. The recommendation should be discussed at a RAB meeting. RAB member comments and recommendations, pro or con, are forwarded by the RAB co-chairs to AFCEC/CIB for consideration. If AFCEC/CIB approves the recommendation, he/she may use a Selection Committee to select the new RAB members (primary and alternate) or may act on the recommendation of the stakeholder group and RAB.

### **3.10. Quorum**

In order to resolve Issues that require a vote by the RAB, to include voting to adopt or modify this set of Operating Procedures, a quorum of RAB members must be in place. A quorum consists of 51 percent of primary community RAB members and 51 percent of government RAB members. In addition, the community co-chair and the Air Force co-chair must be present for a quorum to exist. Alternate community members are not included in the voting process, unless the associated primary member is absent at the time of voting and the alternate is serving in the primary position.