



**DEPARTMENT OF THE ARMY**  
U. S. ARMY ENGINEER DISTRICT, LOUISVILLE  
CORPS OF ENGINEERS  
P. O. BOX 59  
LOUISVILLE, KENTUCKY 40201-0059

<http://www.lrl.usace.army.mil>

Program and Project Management  
Environmental Branch

April 20, 2006

Dear Restoration Advisory Board Member,

Thank you for your interest in serving on the Restoration Advisory Board regarding the environmental investigation of the former Kincheloe Air Force Base. The Restoration Advisory Board (RAB) consists of community members, a representative from the Michigan Department of Environmental Quality and a Co-chairman from the U.S. Army Corps of Engineers.

The volunteer duties and responsibilities of the community members include reviewing and commenting on technical documents associated with the Formerly Used Defense Site Program, attending regularly scheduled meetings and serving as a liaison with individuals and community groups to convey information about the environmental cleanup process.

The first meeting of the RAB is scheduled for Monday, May 1 at 6:30 p.m. at the Kinross Township Hall. All new members will need to discuss, approve and sign the board's operating principles, mission statement, and elect a Community Co-Chair. The board will also receive an update on the environmental investigation. Several applicants have indicated an interest in serving as the Community Co-Chair. They are: Donald G. Sare, Brenda Case, Joe Paczkowski, Wesley Jourden, John Gaines, Charles Anderson and Larry Palma. Please be prepared to elect a Community Co-chair and discuss the operating principles and mission statement at the meeting.

The U.S. Army Corps of Engineers appreciates your time and input in the environmental cleanup process for the former Kincheloe Air Force Base. If you have any questions, please feel free to contact me at 502-315-6837. I look forward to seeing you on May 1.

Sincerely,

  
Wandell Carlton  
Project Manager

enclosure

*Please complete & bring to RAB meeting - thanks!*



**US Army Corps  
of Engineers**  
Louisville District

**Community Interest Form for  
Kincheloe Air Force Base  
Restoration Advisory Board**

The Restoration Advisory Board consists of no more than 20 community members who volunteer to serve as advisors to the agencies involved in the environmental restoration of the Formerly Used Defense Site. The duties and responsibilities include reviewing and commenting on technical documents and activities associated with the formerly used defense site program.

Members will be expected to attend regular meetings and convey information to community individuals and groups about the cleanup process. Community members on the RAB can expect to spend a few hours per month reading material and/or attending a meeting.

Local residents impacted by the former Kincheloe Air Force Base who are interested in membership will be given priority.

**Please return the completed form to:**

**U.S. Army Corps of Engineers  
CELRL-PM-M-E (Wandell Carlton)  
P.O. Box 59  
Louisville, KY 40201**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (daytime)(\_\_\_\_) \_\_\_\_\_ (evening)(\_\_\_\_) \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail Address \_\_\_\_\_

1) Are you willing to voluntarily serve as a member of the Restoration Advisory Board for Kincheloe Air Force Base?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2) Briefly state why you would like to participate with this Restoration Advisory Board.

\_\_\_\_\_  
\_\_\_\_\_

3) Are you affiliated with any group related to environmental restoration activities? If yes, please list the group and your position.

\_\_\_\_\_  
\_\_\_\_\_

4) Are you interested in being considered for the Community Co-chair which is selected by the RAB?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**KINCHELOE AIR FORCE BASE  
RESTORATION ADVISORY BOARD MEETING  
AGENDA  
MAY 1, 2006**

**KINROSS CHARTER TOWNSHIP HALL**

- 6:30 p.m. Open meeting with introductions
- 6:40 p.m. RAB discussion of Operating Procedures and Mission Statement
- 7:00 p.m. Election of Community Co-Chair
- 7:10 p.m. TAPP Contractor discussion
- 7:25 p.m. End meeting so members can attend Township Board Meeting at 7:30

**Mission Statement**  
**Former Kincheloe Air Force Base**  
**Restoration Advisory Board**

The mission of the Restoration Advisory Board is to represent the community by facilitating active communications and coordination between the community and the local, state and federal government agencies in the environmental investigation and ultimate cleanup of the former Kincheloe Air Force Base. The primary concern of the RAB is having safe water for the community and to see that the project is executed in an expedited manner. The Restoration Advisory Board will provide a forum for educating the public, and serve as a conduit in communicating information. As a Restoration Advisory Board, we will critically review and comment on pertinent environmental cleanup documents, make recommendations to the USACE and other appropriate governmental agencies regarding cleanup methods and priorities, and encourage public participation in accomplishing these goals.

# Operating Principles for the Former Kincheloe Air Force Base Restoration Advisory Board

## I. NAME

This organization shall be known as the Former Kincheloe Air Force Base Restoration Advisory Board (RAB). It will fulfill all the requirements of Section 2705 of Title 10, United States Code.

## II. PURPOSE

- A. The RAB is established pursuant to the Department of Defense (DoD) policy to implement the President's plan to promote and coordinate efforts for the evaluation and cleanup of environmental contamination at operating and closing DoD installations and Formerly Used Defense Sites (FUDS). The RAB will actively encourage public comment on documents and proposed activities related to the site characterization and environmental investigation at the Former Kincheloe Air Force Base in Kinross, Michigan. Specifically, the role of the RAB will be to work in partnership with the U.S. Army Corps of Engineers (USACE), the Michigan Department of Environmental Quality (MDEQ), and other agencies to provide a continuous forum through which members may provide input to the ongoing environmental restoration activities.
- B. The RAB serves as an advisory body to USACE and MDEQ on cleanup activities, consistent with both the reuse and protection of human health and the environment. The final selection and implementation of any remedial action will be in compliance with the public notice and participation requirements of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), and other federal and state environmental laws.
- C. The RAB will address important issues related to the restoration, investigative studies, work plans, cleanup alternatives, and remedial action; review and evaluate documents associated with restoration activities, such as plans and technical reports; identify restoration projects to be accomplished; and recommend priorities among these sites or projects.
- D. The RAB serves to facilitate communications and coordination among the members regarding restoration activities.

### III. MEMBERSHIP AND ORGANIZATION

- A. The membership of the RAB will include representatives of the USACE, MDEQ, and the Kinross community. The total number of RAB members shall not exceed 20 people. The RAB will be jointly chaired by the Corps of Engineers Project Manager and a member of the local community. The Community Co-Chair shall be elected at the initial organizational meeting by a majority vote of the RAB members. The member in second place shall be named the Assistant Community Co-Chair and shall serve in the absence of the Community Co-Chair.
- B. Once elected, the Community Co-Chair shall serve a term of two years, unless an emergency situation prevents the Community Co-Chair from continuing service. The Community Co-Chair can be re-elected for another two year term, provided the RAB reaches a majority vote.
- C. Membership may be expanded by interested members submitting a community interest form to the USACE Co-Chair. Membership may be expanded, if doing so would aid the RAB in meeting its stated purpose. Additional RAB members may be nominated by any member of the RAB and will be granted membership subject to the finding of the majority of the community RAB and are consistent with the goal of diverse community representation. Placement will be granted first to those who live/work in the affected area. Replacement members for those members who resign or otherwise leave the RAB will be subject to the same guidelines.
- D. Administrative support will be provided by the USACE. This includes scheduling of meetings, publishing a public notice, sending notification to all members, preparing minutes, and publishing an agenda for future meetings. Copies of the minutes will become part of the available public Information Repository located in the:  
**Rudyard Elementary School library**  
**11185 West Second Street**  
**Rudyard, MI 49780**  
**Phone: (906) 478-3771**
- E. All expenses incurred by any member/organization incident to travel and all administrative expenses incurred while preparing for or participating in meetings will be borne by the members/organization. Members and support staffs will serve without compensation.
- F. Attendance at meetings is required of members of the RAB. Except for emergencies or other compelling circumstances (as determined by the Co-Chairs), a member who misses three (3) meetings in a twelve (12) month period or three (3) consecutive meetings without prior justification shall be deemed to have resigned. Attendance ordinarily means the entire length of a meeting.
- G. Any community member may resign at any time by giving written notice to the Community Co-Chair. Acceptance of such resignation shall not be necessary to make it effective unless the notice so provides. Community

members may be removed from the RAB for "cause" by a majority vote of the remaining community members then in office. "Cause" shall mean conduct found to be ineffective or detrimental to the program of the RAB. In the event of the resignation of the Community Co-Chair an election shall be held at the next meeting following the resignation to elect a new Community Co-Chair.

- H. Conflict of Interest: Individuals who have a conflict of interest shall not participate on the board. Conflict of interest is defined as follows:
- Standing to make a direct gain from an unfair competitive edge.
  - Resulting from decisions made in the area of environmental restoration, waste management or research and development.

#### **IV. MEETINGS**

- A. All meetings shall be facilitated in an orderly manner utilizing the procedures of Roberts Rules of Order. The RAB may decide to have a facilitator serve as parliamentarian.
- B. Meetings will be held every six months or as determined by a majority vote of the RAB. During the meetings, USACE representatives will provide progress reports on FUDS activities and respond to requests for information from other members. Meetings will be held at the Kinross Township Hall. Such meetings shall be open to the public and scheduled at convenient times to provide an opportunity for public comment on actions and proposed activities taken by the USACE and other involved governmental agencies.
- C. While RAB meetings are open to the public and to the news media, visitors may not participate in meeting agendas except for scheduled question and answer segments and will not have any voting authority.
- D. USACE will be responsible for releasing public notices of meeting times and places. The USACE Project Manager will be responsible for coordinating with the Community Co-Chair and disseminating meeting agendas to the RAB members and alternates no later than five (5) days prior to the meeting. Any member may request specific items to be added to the agenda at the appropriate time during the meeting.
- E. USACE will provide meeting minutes to all RAB members at least one week prior to the next scheduled meeting. Comments on the meeting minutes may be provided to the USACE Co-Chair. The RAB members will approve the meeting minutes by a majority vote. Approved minutes will be placed in the Information Repository located at Rudyard Elementary School Library.
- F. Community members of a RAB may request technical assistance from the private sector to assist with their understanding of the scientific and engineering issues underlying eligible DoD environmental restoration activities. Technical assistance may be made available to community members of the RAB in accordance with 10 U.S.C. 2705(e) and the

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Community RAB Member

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Date

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Community RAB Member

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Date