

TO: James L. App, City Manager  
FROM: Meg Williamson, Assistant City Manager  
SUBJECT: Airport Advisory Committee – Reschedule Applicant Interview Date  
DATE: December 6, 2011

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NEEDS: For the City Council to reschedule the date to conduct interviews with Airport Advisory Committee applicants.

FACTS:

1. On November 1, 2011 the City Council set an interview date of November 17, 2011 for the Citizen Airport Advisory Committee candidate interviews.
2. There were some technical difficulties with the agenda and noticing procedure for the meeting of November 17<sup>th</sup> and we had to cancel those interviews.
3. Five candidate applications have been received for three vacant committee positions. All candidates were notified and advised of the need to reschedule.
4. The City Council has set December 15, 2011 as an interview date for Planning Commissioner candidates. This date would be an opportunity to conduct a combined evening of interviews.

ANALYSIS &  
CONCLUSION: Thursday night, December 15, 2011 is set to be an adjourned special meeting of the City Council to conduct Planning Commissioner candidate interviews. It is recommended that Council conduct Airport Advisory Committee candidate interviews on the same date.

POLICY  
REFERENCE: City Council Policies and Bylaws - Advisory Bodies.

FISCAL  
IMPACT: No fiscal impact is anticipated in association with the Advisory Committee interviews.

OPTIONS:

- a. For the City Council to set Thursday, December 15, 2011 at 7:00 PM as the intended adjourned Council meeting date to conduct oral interviews for membership of the Citizen Airport Advisory Committee.
- b. Amend, modify or reject above option.