

TO: Mayor and Councilmembers
FROM: Thomas Frutchey, City Manager
SUBJECT: Airport Commission Call for Applications
DATE: August 16, 2016

Needs: For the City Council to receive a report identifying the steps being undertaken now to initiate the process for appointing members to the upcoming Airport Commission.

- Facts:
1. At its July 19, 2016 meeting, the Council directed staff to forward the draft bylaws and charter for the proposed Airport Commission to the Airport Advisory Committee (AAC) for its review and comment.
 2. The AAC is expected to complete its review no later than August 25, 2016. If so, then the first and second reading of the ordinance necessary to create the Airport Commission can be heard by the Council on September 6 and 20. Council approval of the necessary resolution would also occur on September 20.
 3. Awaiting the completion of that process before beginning the process for recruiting and appointing the volunteer commissioners would mean that the first meeting of the Commission likely could not occur until mid-December at the earliest. Given the need to address opportunities at the Airport on an expedited basis, staff is initiating the process for recruiting volunteer applicants to the Airport Commission now.
 4. By using the same process that has been adopted for other commissions, the following schedule is achievable:

Advertise the openings in local media	August 19-September 4
Council set date for interviews of applicants	September 6
Closing date for applications	September 9
Council conduct interviews	September 12-16
Council appoint commissioners	September 20 or October 4
Commission hold first meeting	October 27 (normal 4 th Thursday of AAC)
 5. This schedule has enough flexibility to be effective even if there is a delay in the Council's adoption of the ordinance and approval of the resolution required to establish the Commission, approve its bylaws, and approve its charter.

Analysis &
Conclusion: By conducting the two processes needed for the creation of the Airport Commission simultaneously, almost two full months are saved.

Policy
Reference: Council Goals for FY2016-2017.

Fiscal
Impact: None.

- Options:
- A. Receive and file a report identifying the steps being undertaken now to initiate the process for appointing members to the upcoming Airport Commission; or
 - B. Amend, modify, or reject the above option.

Attachments:
None