

TO: Thomas Frutchey, City Manager
Dick McKinley, Public Works Director

FROM: Kristen Buxkemper, Deputy City Clerk

SUBJECT: Airport Commission Candidate Interviews

DATE: September 6, 2016

Needs: For the City Council to set one or more dates to conduct interviews of candidates for filling initial vacancies on the Airport Commission.

- Facts:
1. The Airport Commission serves as an Advisory Body to the City Council with certain delegated decision-making authority as specified in the Draft Airport Commission Bylaws.
 2. 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.
 3. The Commission will consist of seven regular appointed members. No alternate members will be appointed. A member's regular term of appointment shall be three years, assigned in staggered terms.
 4. The AAC has completed its review of the draft bylaws and charter; a first and second reading of the Ordinance necessary to create the Airport Commission will be heard by Council September 6 and 20, respectively.
 5. Appointment for the Airport Commission will be advertised to the community through local media between August 23 and September 16. Deadline for receiving applications is 5:00p.m. on Friday, September 23, 2016.
 6. City Council traditionally conducts interviews at an adjourned meeting and will make Commission appointments at the conclusion of the interviews.
 7. Interviews will need to be conducted by mid-October in order for those appointed to be sworn-in and for the Airport Commission to hold their first scheduled meeting on October 27, 2016. An interview date on one of the following Thursdays at 6:30p.m. is suggested:
 - October 6, 2016
 - October 13, 2016

Analysis &

Conclusion: Upon adoption of the ordinance and approval of the resolution required to establish the Commission, approve its bylaws, and approve its charter; holding interviews and appointing the initial members will be the final steps necessary to create the Airport Commission.

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Impact: None.

Options:

- A. Set the dates of either or both of Thursday, October 6, 2016 and Thursday, October 13, 2016 at 6:30p.m. for interviewing applicants and making appointments to the Airport Commission; or
- B. Amend, modify, or reject the above option.