



# Airport Commission

*City of Arts & Innovation*

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**TO: AIRPORT COMMISSION** **DATE: JANUARY 12, 2023**  
**FROM: GENERAL SERVICES DEPARTMENT** **WARD: 3**  
**SUBJECT: CONSIDER WHETHER THE ABSENCE OF COMMISSIONER CONTRERAS FROM THE NOVEMBER 10, 2022, REGULAR MEETING SHOULD BE RECORDED AS UNEXCUSED**

## **ISSUE:**

Determine whether the absence of Commissioner Al Contreras from the November 10, 2022, regular meeting should be recorded as unexcused.

## **RECOMMENDATIONS:**

That the Airport Commission determine whether the absence of Commissioner Al Contreras from the November 10, 2022, regular meeting should be recorded as unexcused.

## **BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, Board Members shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24 hours advance notice shall not preclude the board/commission from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter.

Pursuant to City Charter Section 805, if a member of a board or commission is absent from three consecutive regular meetings, unless by permission of the board or commission expressed in its official minutes, the City Council can declare the office vacant.

## **DISCUSSION:**

Staff did not receive advanced notification from Commissioner Contreras regarding his absence from the November 10, 2022, regularly scheduled meeting.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Michael Dean, Airport Operations Coordinator  
Approved by: Kris Martinez, Assistant City Manager