



*City of Arts & Innovation*

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# Airport Commission

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**TO: HONORABLE COMMISSIONERS** **DATE: FEBRUARY 10, 2016**

**FROM: GENERAL SERVICES DEPARTMENT**

**SUBJECT: COMMITTEE UPDATES -- PROPOSAL TO COMBINE RIVERSIDE AIRPORT EVENTS AND PUBLIC OUTREACH COMMITTEES AND DISCUSS COMMITTEE FRAMEWORK AND MEETING SCHEDULES**

## **ISSUES:**

The issues for the Board of Airport Commissioners (Commission) consideration are whether to:

- 1) Dissolve the Riverside Airport Events Committee and Public Outreach Committee;
- 2) Create a new standing committee that combines the purpose of the Riverside Airport Events Committee and Public Outreach Committee;
- 3) Discuss framework and meeting schedules for newly created committees.

## **RECOMMENDATIONS:**

That the Commission:

- 1) Dissolve the Riverside Airport Events Committee and the Public Outreach Committee;
- 2) Establish a new standing committee entitled Public Outreach that combines the purpose of the recently established Riverside Airport Events Committee and the Public Outreach Committee;
- 3) Identify the framework and meeting schedules for committees.

## **BACKGROUND:**

At the December 9, 2015 meeting, the Commission discussed ways to become more engaged in Airport related events such as the upcoming annual Air Show, and how it could more effectively contribute to the Airport mission and conduct public outreach.

At the January 13, 2016 meeting, the Commission established three committees to become more involved in providing input to Airport management on establishing a vision, as well as marketing, advertising, attracting tenants, and assisting with the annual airshow and other events. Specifically, the Commission established two standing committees – 1) Riverside Airport Events; and 2) Outreach; and one ad-hoc committee: 3) Airport Vision.

Subsequent to that meeting, a proposal was presented to staff to combine the Riverside Airport Events and Public Outreach committees into a single standing committee called Public Outreach.

The Commission will be required to establish the framework for each committee. Below are considerations for the Commission's discussion.

1. Establish Committee objectives
2. How long will a Commissioner serve on a Committee
3. Committee member selection process
4. When and where will the Committee meet
5. Reporting frequency to the full Commission

**FISCAL IMPACT:**

There is no fiscal impact associated with this action.

Prepared by: Kim Ellis, Airport Manager

Approved by: Carl Carey, General Services Director

Approved by: Marianna Marysheva-Martinez, Assistant City Manager