



Airport Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: DECEMBER 11, 2025**
FROM: GENERAL SERVICES DEPARTMENT **WARD: 3**
SUBJECT: RECORD EXCUSED COMMISSIONER CYNTHIA GIBBS ABSENCE FOR THE
NOVEMBER 13, 2025, REGULAR AIRPORT COMMISSION MEETING.

ISSUE:

Record excused Commissioner Cynthia Gibbs absences for the November 13, 2025, regular meetings of the Airport Commission.

RECOMMENDATION:

That the Airport Commission:

1. Record the absence of Commissioner Gibbs from the November 13, 2025, regular meeting as excused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, Board Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The Board is required to express in its official minutes if the absence of the Board Member is excused or unexcused.

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 received notification that Commissioner Gibbs would not attend the November 13, 2025, regular meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Michael Dean, Airport Operations Analyst