



Airport Commission Memorandum

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: JUNE 9, 2022**
FROM: GENERAL SERVICES DEPARTMENT **WARDS: 3**
SUBJECT: CONSIDER WHETHER THE ABSENCE OF COMMISSIONER AL CONTRERAS FROM THE JANUARY 13, 2022, FEBRUARY 10, 2022, AND APRIL 14, 2022, REGULAR MEETINGS SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE

ISSUE:

Determine whether the absence of Commissioner Al Contreras from the January 13, 2022, February 10, 2022, and the April 14, 2022, regularly scheduled Airport Commission meetings should be recorded as an excused or unexcused absence.

RECOMMENDATIONS:

That the Airport Commission determine if the absence of Commissioner Contreras from the January 13, 2022, February 10, 2022, and the April 14, 2022, Airport Commission regular meetings should be recorded as excused or 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 received advanced notification from Commissioner Contreras regarding his absence from the regular January 13, 2022 meeting. Staff was notified that Commissioner Contreras was having difficulty phoning in for the regular February 10, 2022, and regular April 14, 2022 meeting(s).

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Kim Ellis, Airport Manager
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