



*City of Arts & Innovation*

# Airport Commission

**TO: HONORABLE COMMISSIONERS**

**DATE: FEBRUARY 10, 2016**

**FROM: GENERAL SERVICES DEPARTMENT**

**SUBJECT: STRATEGIC PLANNING WORKSHOP UPDATE**

**ISSUES:**

The issue for the Airport Commission is to receive information on strategic planning workshops.

**RECOMMENDATIONS:**

That the Airport Commission receive this update and determine whether to proceed with a strategic planning workshop.

**BACKGROUND:**

At the January 13, 2015 Airport Commission ("Commission") meeting, members discussed the potential for a facilitated strategic planning workshop before the full Commission. A facilitated strategic planning workshop would assist the Commission in developing goals and objectives, and to identify roles and responsibilities for ongoing airport development, outreach and visioning.

At the January meeting, the Commission requested additional information on strategic planning facilitators, costs and funding sources. The following is a brief update of staff's findings:

- **Facilitators:** Staff has contacted several facilitators that specialize in guiding strategic planning workshops.
- **Estimated Cost:** Costs vary from \$800 for a one-half day session to \$1,500 for a full day session.
- **Funding:** Because the Commission does not have an independent budget, funding for a facilitated strategic planning workshop would be paid from the Airport Administration budget.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action. However, if a determination is made to proceed with a workshop, there is an estimated impact of at least \$800 to retain a facilitator.

Prepared by: Kim Ellis, Airport Manager

Approved by: Carl Carey, General Services Director

Approved by: Marianna Marysheva-Martinez, Assistant City Manager