



# Airport Commission

*City of Arts & Innovation*

---

**TO: HONORABLE COMMISSIONERS** **DATE: NOVEMBER 12, 2015**

**FROM: GENERAL SERVICES DEPARTMENT**

**SUBJECT: AIRPORT COMMISSION – MEETING NOTICE AND PROPOSED AMENDMENT TO STANDING RULES MEETING DATES**

**ISSUE:**

To discuss meeting notice requirements and a proposed amendment to the Standing Rules of the Airport Commission relating to the scheduled meeting dates.

**RECOMMENDATION:**

That the Airport Commission: 1) request that staff voluntarily implement the Sunshine Ordinance, a Public Meeting and Public Records policy adopted by City Council on October 6, 2015; and 2) approve an amendment to Section 6-A of the Standing Rules of the Airport Commission to change the meeting schedule from monthly to bi-monthly.

**BACKGROUND:**

On October 6, 2015, City Council adopted the “Sunshine Ordinance”, a Public Meeting and Public Records policy to improve transparency in and public access to City government. The Ordinance modifies notice requirements from 3 days to 12 days for regular meetings of the City Council, City Council Standing Committees, Planning Commission, Board of Public Utilities and Community Police Review Commission. While the Airport Commission (Commission) is not currently subject to the Sunshine Ordinance, the Commission may voluntarily comply to maximize transparency. Should the Commission request staff to implement the Sunshine Ordinance, staff recommends the Commission discuss modifying the meeting schedule from monthly to bi-monthly to maximize meeting productivity.

Section 6-A of the Standing Rules (Standing Rules) of the Airport Commission’s (Commission) states the Commission will meet the second Wednesday of each month at 3:00 p.m. Staff proposes to amend the Standing Rules to change the meeting dates to the second Wednesday of every other month. The Commission would meet during the months of January, March, May, July, September, and November.

The Chairperson of the Airport Commission or a majority of the Commission members will continue to have authority to call for special meetings to address issues related to Airport matters that may need to be approved and forwarded for City Council consideration.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action.

Prepared by: Kim Ellis, Airport Manager

Approved by: Carl Carey, Interim General Services Director

Approved by: Marianna Marysheva-Martinez, Assistant City Manager

Attachments:

- 1) Sunshine Ordinance
- 2) Standing Rules of the Airport Commission of the City of Riverside