Airport Commission

City of Arts & Innovation

TO: **HONORABLE COMMISSIONERS** **DATE: MARCH 11, 2021**

FROM: **AIRPORT** **WARD: 3**

SUBJECT: **CONSIDER WHETHER COMMISSIONER AL CONTRERAS ABSENCE FROM THE JANUARY 14, 2021 REGULAR MEETING SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

ISSUE:

Determine whether the absence of Commissioner Al Contreras from the January 14, 2021 regularly scheduled Airport Commission meeting, should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Airport Commission determine if the absence of Commissioner Contreras on the January 14, 2021 Airport Commission meeting should be recorded as excused or unexcused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23437, 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:

Commissioner Contreras was not present at the Commission meeting for the January 14, 2021 regularly scheduled meeting. Staff did not receive advance notification from Commissioner Contreras regarding his absence.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Kim Ellis, Airport Manager
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