



*City of Arts & Innovation*

# Airport Commission

**TO: HONORABLE COMMISSIONERS** **DATE: NOVEMBER 18, 2021**

**FROM: GENERAL SERVICES DEPARTMENT** **WARDS: 3**

**SUBJECT: CONSIDER WHETHER THE ABSENCE OF COMMISSIONER AL CONTRERAS FROM THE SEPTEMBER 9, 2021 REGULAR MEETING SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

## **ISSUE:**

Determine whether the absence of Commissioner Al Contreras from the September 9, 2021 regularly scheduled Airport Commission meeting, should be recorded as an excused or unexcused absence.

## **RECOMMENDATIONS:**

That the Airport Commission determine if the absence of Commissioner Contreras from the September 9, 2021 Airport Commission meeting 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:**

Commissioner Contreras was not present at the Commission meeting for the September 9, 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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