



Airport Commission

City of Arts & Innovation

TO: AIRPORT COMMISSION **DATE: JUNE 8, 2023**
FROM: GENERAL SERVICES DEPARTMENT **WARDS: 3**
SUBJECT: RECORD THE ABSENCE OF COMMISSIONER CONTRERAS FROM THE MAY 11, 2023, REGULAR MEETING AS UNEXCUSED

ISSUE:

Record the absence of Commissioner Contreras from the May 11, 2023, regular meeting as unexcused.

RECOMMENDATION:

That the Airport Commission record the absence of Commissioner Contreras from the May 11, 2023, regular meeting as unexcused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, 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:

Staff was not notified in a timely manner that Commissioner Contreras was unable to attend the meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Michael Dean, Airport Operations Coordinator