

To: Airport Advisory Committee
From: Matthew J Kulhanek, Airport Manager
Date: November 13, 2023
RE: In Person Committee Meetings

As presented at our September Airport Advisory Committee meeting, City Council approved an option for boards and commissions that meet remotely, to decide if they want to hold a limited number of in person meetings moving forward. Council authorized up to four in person meetings per year. There is no obligation to change from a fully remote meeting schedule, but the option is available to the Airport Advisory Committee if a majority of the Committee membership approves it.

The Committee can decide to remain 100% remote or approve up to four in person meetings per year. If any number of in person meetings are selected, we would need to determine which months in advance so the appropriate legal notifications can be made. If a meeting is scheduled in person, a voting member must be at the meeting if they wish to participate, they cannot participate remotely during an in person meeting. In person meetings are held at the lower level conference room of the airport terminal building.

I would request the Committee's consideration of this option as part of establishing the 2024 meeting schedule. Having this decision now allows for easier publication of the annual meeting schedule. The Committee always has the option of changing their mind during 2024, it would just require separate publication of the meeting notices.