

TO: AIRPORT COMMISSION

FROM: James Webb, Jr.
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**SUBJECT: UPDATE OF COMMISSION
BY-LAWS**

DATE: February 16, 2017

RECOMMENDATION

Adopt the updated Commission by-laws.

BACKGROUND

On August 9, 2016, the City Council approved a revised Council Policy 0-4 providing policy guidelines and a template to standardize the by-laws for the operation of the City's boards and commissions. While the Airport Commission is exempt from operating only under the standardized by-laws because of its quasi-judicial processes, it was still required to revise and update the relevant parts of its by-laws. Once approved, the by-laws will go to the Rules and Open Government Committee for approval.

DISCUSSION

Since their adoption in May of 1986, the Commission's by-laws have been updated nine times, the last time in September 2010. In updating the by-law, staff sought to:

1. incorporate the standardized by-laws adopted by the City Council;
2. remove provisions that are duplicative or no longer applicable; and
3. revise/update language to remove as many ambiguities as possible.

The Commission's 20 pages of by-laws are considerably longer than the six pages of standardized by-laws adopted by Council in August because, as a quasi-judicial body (review of curfew violations, permit appeals, and general aviation basing agreements), the Commission occasionally needs to follow procedures that vary from the standardized by-laws adopted by Council. The great majority of the language that exceeds the standardized by-laws language relates to conducting proceedings relating to the Commission's quasi-judicial responsibilities.

COORDINATION

The updating of the by-laws was coordinated with the City Attorney's Office.