
M E M O R A N D U M

DATE: June 28, 2002
TO: Council Members
FROM: Gary Mumford
RE: **AMENDMENT TO PERMIT CANCELING AIRPORT BOARD MEETINGS AND TO PROVIDE FOR ELECTRONIC MEETINGS**

Current City ordinance requires the Airport Board to meet at least monthly. The Department of Airports and the Airport Board is requesting an amendment that would allow for the canceling of Board meetings if they are not necessary. Both the Director of Airports and the Board Chair would need to concur and give 48 hours written notice of a cancellation.

The Department of Airports and the Airport Board is also requesting a modification to allow for electronic meetings. Electronic meetings will be open to the public. This would allow flexibility when vacations or work assignments of board members conflict with regularly scheduled meetings.

Matter at Issue

The 1997 legislative session authorized public bodies to hold meetings electronically. In order to hold such meetings, members of the public body must have “the ability to communicate with all of the members of a public body, either verbally or electronically so that each member of the public body can hear or see the communication.” As with any public meeting, electronic meetings must be properly noticed in compliance with the Open Meetings Act. State code (52-4-7.8) provides that interested persons can attend and monitor an electronic meeting at a location in the building where the public body would normally meet if it were not holding an electronic meeting.

There have been times in the past when the Airport Board found it difficult to obtain a quorum. The Board intends to allow board members the option to participate by telephone (speaker phone) when they are unable to be physically present. The proposed ordinance will allow the Airport Board to hold an electronic meeting without any member being physically present, although that would probably be a rare exception.

The Salt Lake City Council’s policy for electronic City Council Meetings is that at least a quorum (four City Council Members) be physically present. The policy allows Council Members the option to be connected by telephone when they are traveling outside the City on official City business.

Background

The Airport Board is a nine-member advisory board of citizen volunteers that gives advice and makes recommendations to management of the Department of Airports and to the Mayor and City Council regarding the affairs of the airport. The Mayor, each City Council Member, the Director of Airports, the City Attorney and the City Engineer, or their designees, are ex officio nonvoting board members. The Board may designate subcommittees as it desires to study, consider and make recommendations on matters that are presented to the Board.

The airport is operated and managed by the Salt Lake City Department of Airports, a department of Salt Lake City. The airfield consists of three air carrier runways and a general aviation runway. There are two terminals, five concourses and 70 aircraft gates. The department also operates Tooele Valley Airport and Airport II in West Jordan. These two airports are general aviation/reliever facilities. The Department of Airports is an enterprise fund of Salt Lake City requiring no funding from property taxes or appropriations from the City's general fund. Capital requirements are met from earned surpluses, revenue bonds, passenger facility charges and Federal Aviation Administration grants under the Airport Improvement Program.

cc: Rocky Fluhart, David Nimkin, Tim Campbell, DJ Baxter