

**CITY OF KODIAK  
RESOLUTION NUMBER 2023–28**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ESTABLISHING  
AN AIRPORT ADVISORY BOARD**

WHEREAS, in alignment with Resolution No. 2022-08 (SUB), City Council Budget Goals for FY2023-24 and the City Council & Manager Strategic Priorities Sustainable Fiscal & Governance Policies the management will review advisory board functions and composition; and

WHEREAS, it is the City Council’s desire to receive public input from citizens and Kodiak Municipal Airport users; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that Resolution No. 2023-28 is hereby established as follows:

**Section 1. Purpose:** Act in an advisory capacity to the City Council on orderly development, monitor growth, protection, safety, emergency services, and efficient use of all Kodiak Municipal Airport, Trident Basin, and Lily Lake airport facilities. Work with the City Manager or their delegate to evaluate the needs for airport facilities and capital improvements.

**Section 2. Membership/Quorum:** The Airport Advisory Board shall consist of seven regular members and two nonvoting ex officio members. Membership will consist of a range of all active Airport users (general aviation and commercial). In addition, there shall be two alternate members appointed for one-year terms.

All appointments to the Board shall be made by the Mayor and confirmed by the City Council for staggered three-year terms (excluding the alternates). All appointments shall end on December 31 at the expiration of the terms.

The alternate members shall be designated as Alternate No. 1 and Alternate No. 2. In the absence of a regular member, Alternate No. 1 shall have the right to vote on issues before the board. In like manner, the absence of a second regular member confers the same right to Alternate No. 2. Alternate members may participate in meeting discussions at any time.

A USCG representative will be a nonvoting ex officio member whose appointment shall be based on the recommendation of the Commanding Officer of the USCG Air Station Kodiak. A City Councilmember will be a nonvoting ex officio member.

Four board members shall constitute a quorum. A majority of four (4) of the membership is required for the adoption of a motion.

**Section 3. Powers/Duties:** The Airport Advisory Board shall act in an advisory capacity to the

City Council and City Manager and may discuss these standing items during meetings:

- a) Develop facilities management plan
- b) Provide feedback on the Capital Improvement List related to City of Kodiak Airports and Trident Basin seaplane base
- c) Annual review and recommendation of Schedule of Fees, Charges, and Tariffs as they relate to the Kodiak Municipal Airport;
- d) Provide feedback on proposed issues and legislation as directed by City Council; and
- e) Act as a conduit to receive and evaluate formal and informal advice on municipal airport operations from Kodiak citizens and user groups.

The Board shall not have direct power to affect policy determinations but shall make recommendations to the City Council and administration affecting matters related to City Airports. The Board shall consider any specific proposal, problem, or project as directed by the City Council through the City Manager.

A Chairperson, Vice Chairperson, and Secretary shall be selected annually by and from the Airport Advisory Board regular members. The Chair shall be the presiding officer. The Vice Chair shall act as Chair in the absence of the Chair. The Secretary shall take minutes for all meetings.

**Section 4. Time Limits for Public Comments:** Public Comments will be scheduled on an agenda and a timer will be used during the meeting. Each public comment will be set for three minutes.

**Section 5. Agenda Setting/Meeting Materials:** A collaborative process that includes the City Manager or their delegate and the Chair determine and prepare items for the agenda. No business may be transacted nor any measure be considered that is not on the agenda. The Chair will send the agenda to the City Clerk's office, which will transmit the agenda and packet to the Advisory Board members. The meetings shall adhere to the Alaska Open Meetings Act and follow the general practices of the City regarding public meetings including but not limited to meeting publishing practices, locations and timeliness of posting meeting notices, and technology use.

**Section 6. Meetings and Frequency/Recordkeeping:** Advisory Board meetings shall be open to the public, and public notice shall be provided at least three days prior to each meeting. The Board will meet four times a year and/or as needed. After every meeting, the Chair shall provide a brief report to the Council via the City Clerk within ten days of the meeting. Permanent records or minutes shall be kept of the vote of each member upon every question. Advisory Board meeting minutes shall be directed to the City Clerk within 10 business days.

**Section 7. Administrative Assistance:** The City Clerk's office shall:

- a) Ensure the Advisory Board complies with Open Meetings Act (OMA) and the City's meeting practices;
- b) Furnish the Board with copies of all requested documents, meeting minutes templates, and other information necessary or reasonably related to the Advisory Board's duties and maintain City records;
- c) Provide the Board with meeting supplies, meeting space, and annual training; and
- d) Transmit all recommendations and other communications from the Board to the Council.

**Section 8. Parliamentary Authority:** The current edition of *Robert's Rules of Order, Newly Revised* shall be the Board's parliamentary authority. Any by-laws established will be confirmed by the City Council during a regular meeting.

**Section 9.** The Board shall be in effect until terminated by the City Council.



ATTEST:

Michelle Shuncoff-Hilson  
CITY CLERK

CITY OF KODIAK

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MAYOR

Adopted: November 9, 2023

