



AIRPORT COMMISSION STAFF REPORT

ITEM NO. 4.2

DATE: October 6, 2025

TO: Chairperson and Members of the Airport Commission

FROM: Benny Stuth, Airport Manager

SUBJECT: Recommendation that the City Council approve the Airport Commission revised Rules of Procedure

RECOMMENDED ACTION

Staff recommends the Airport Commission recommend that the City Council approve the attached modified Rules of Procedure.

DECISION TYPE

Administrative

SUMMARY

As part of the Citywide Strategic Plan, City staff are in the process of reviewing each advisory body's Rules of Procedure and recommending various revisions for consistency with the newly adopted City Council Values, Norms and Principles of Governance and City Council Rules of Procedure. Staff is proposing the following modifications to the current Airport Commission Rules of Procedure:

- Correction to Livermore Municipal Code sections referenced (2023);
- Creation of an Annual Work Plan (2023);
- Revision of approval and recordation of meeting minutes (2025);
- Revision of deliberation procedure (2025); and
- Minor language adjustments for consistency across advisory body Rules of Procedure (2023 and 2025).

DISCUSSION

The City of Livermore currently has nine (9) standing advisory bodies that serve at the pleasure of the City Council. Each body is guided by a Rules of Procedure document that lists duties and responsibilities, the makeup of the committee, and meeting procedures.

As part of the Citywide Strategic Plan, the Airport Commission previously considered revisions to the Rules of Procedure at its March 4, 2024 meeting (shown in red in Attachment 1) and recommended them

for City Council approval; however, Council did not ultimately review them. Staff is once again proposing the same revisions, along with some additional revisions (shown in blue in Attachment 1) for consistency with the recently adopted City Council Values, Norms and Principles of Governance and City Council Rules of Procedure.

All revised advisory body Rules of Procedure will be presented to City Council for approval in November.

ATTACHMENTS

1. Draft Airport Commission Rules of Procedure 2023 and 2025

Prepared by: Angela Hescher
Administrative Technician