



MEMO

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Date: 1/10/2006

To: Rapid City Common Council

From: Mason Short, Executive Director

RE: Airport Board Project Status Update

Ladies and Gentlemen:

The Airport Board met yesterday and as promised, here is the update of issues requested by the Council.

- 1) By-Laws Development: This is almost complete. The direction from the board was to modify by-laws that were recently drafted, incorporate the council's request to include the handling of meeting notifications and minutes, and have the City Attorney review and modify as necessary. It is anticipated that the Board will take action on the by-laws at the January 23rd meeting.
- 2) Acquisition and PA system & streaming audio: This item was continued until January 23rd to further research the ongoing costs of maintaining the system. We are also exploring the possibility of posting downloadable audio files of the minutes, in lieu of streaming on the Airport website. This would mitigate the additional costs of streaming.
- 3) Meeting Notification Policy: The board adopted a policy of meeting notification that addresses how we meet the State law regarding meeting notification, and the additional steps that will be taken to ensure that those that are interested in receiving agendas can receive them. The agendas will also be posted on the City website.

If you have any additional questions, please do not hesitate to give me a call or send me a note via email.

Thanks!

Mason

RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS MEETING NOTIFICATION POLICY

January 9, 2006

It shall be the policy of the Rapid City Regional Airport Board of Directors that the following policy be used for notification of its regular and special board meetings.

Guiding State Law on Notification of Meetings:

1-25-1.1. Notice of meetings of public bodies--Violation as misdemeanor. All public bodies shall provide public notice, with proposed agenda, at least twenty-four hours prior to any meeting, by posting a copy of the notice, visible to the public, at the principal office of the public body holding the meeting, and, for special or rescheduled meetings, delivering, in person, by mail or by telephone, the information in the notice to members of the local news media who have requested notice. For special or rescheduled meetings, all public bodies shall also comply with the public notice provisions of this section for regular meetings to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

Source: SL 1987, ch 22, § 2; SL 1990, ch 19; SL 1990, ch 30, § 2.

Policy to comply with SDCL 1-25-1.1:

Posting of Agenda:

1. The Rapid City Regional Airport shall post the agenda of a regular board meetings not less than 24 hours prior to the scheduled meeting, in view of the public, near the door of the Airport Administration offices.
2. For special meetings, the agenda shall be posted 24 hours prior to the meeting to the extent that circumstances permit.
- 3 The Agenda shall be faxed to all members of the local media.

Additional notifications:

The following additional notifications, while not required by law, shall be completed by the Airport Administration staff not less than 24 hours prior to any meeting of the Board of Directors to help ensure that individuals that wish to receive copies of the agenda are provided the opportunity to view a copy. The Agenda of the Board of Directors shall be posted on the Airport Website, under "Airport Administration"

1. Individuals that express an interest in receiving a copy of the agendas may choose to have a copy sent to them via e-mail or fax. In order to receive a copy of the agenda via these means, a request must be made to the airport

administration staff in writing. A copy of the request form is attached to this policy.

It is also noted that individuals and media that have expressed interest in receiving a copy of the Agenda's of the Board of Directors prior to the implementation of this policy shall be "grandfathered" and no additional requests shall be made.

While every effort will be made to provide these additional requested notices the failure by the staff to provide any or all of the additional notices required by this policy shall not be a basis for invalidating any action taken by the Board at any meeting that is properly noticed in accordance with state law.

This policy was adopted by the Rapid City Regional Airport Board of Directors on January 9, 2006.

Mr. Jerry Shoener, President

Mr. Jerry Mitchell, Secretary