



To: Airport Board
From: Dylan Mulfinger
Subject: Open Meetings
Date: 4/19/2023

Recently, the events at the airport have led to an increase in meeting attendance at the Airport Board meetings. It is important to remember these meetings are open to the public, but public comment is not required. According to the Iowa Public Information Board:

Government bodies are not required to allow public comment at open meetings, though many do, and they are allowed to enforce reasonable rules to ensure meetings are orderly. Members of the public are allowed to use cameras and recording devices at open meetings, so long as they aren't disruptive.

The Airport Board should decide as a board if they want to take public comment and the rules around how the board hears from the public. Then the Airport Board chair should oversee the process in accordance with the board's policy.

The board must discuss only the items on the agenda. Items listed on the agenda can be voted on by the board. Should a board member want to discuss something, they should make the request to the Airport Board chair so that they can have it placed on the agenda. Should a discussion lead to more issues or require more action from the board, a board member may request that it be listed on the next agenda.

Lastly, board members should vote on each item, and the Airport Board chair must audibly announce who voted yes and who voted no. The city relies heavily on audio recording for the board minutes. The city has gone through a change over on staff for Airport Board minutes. The new staff member does not recognize the voices as did the 30-year staff member who had retired.