

Memorandum



CITY OF DALLAS

Date October 19, 2012

To **HONORABLE MAYOR & MEMBERS OF THE CITY COUNCIL**

Subject Dallas/Fort Worth International Airport Board Appointments (Places 1, 5, 11)

The City Council of the City of Dallas is authorized to appoint seven (7) members to the DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD: The terms for the following 3 of the 7 City of Dallas positions on the Dallas/Fort Worth International Airport Board will expire Thursday, January 31, 2013:

- Place 01 Forrest Smith
- Place 05 Ben Muro
- Place 11 Brenda Reyes

On November 16, 2011, the City Council adopted Resolution No. 11-3106 outlining the DFW Board appointment process. In order to stay within the guidelines of Resolution No. 11-3106:

- Beginning today, Friday, October 19, 2012, Councilmembers begin to (re)nominate individuals to fill Places 1, 5 and 11 (all are for 2-year terms).
- A Councilmember may (re)nominate no more than three (3) (re)nominees.
- The deadline to submit the nominating memo to the City Secretary's Office is Friday, November 16th no later than 5:00p.m. The nomination memo must be accompanied by one of the following: a NeoGov (online) Application, a resume or a brief biography of the individual.
- The Transportation and Environment Committee (TEC) on Monday, December 10, 2012 at its regular meeting, reviews applications (resumes and/or biographies) and selects the top six (6) candidates to be interviewed.
- TEC interviews top 6 candidates at a special called meeting on Tuesday, January 8, 2013, and selects the top 3 candidates for recommendation to the City Council for (re)appointment.
- City Secretary informs the City Council of TEC's top 3 recommend candidates on Tuesday, January 8, 2013.
- City Council will be briefed on the reappointment process/top 3 candidates at the Wednesday, January 16, 2013, Briefing Meeting. An item providing for formal appointment will also be scheduled for this briefing in the event the City Council is ready to (re)appoint these individuals.
- As a backup appointment date, an item will be placed on the agenda for the Wednesday, January 23, 2012, City Council Meeting. If (re)appointments are made on Wednesday, January 16, 2013, the item will be deleted on the addendum to the agenda.

Attached is an appointment timeline and Resolution No. 11-3106. Please contact me if you have questions.

A handwritten signature in black ink that reads "Linda Koop". The signature is written in a cursive style with a large initial "L" and "K".

Linda Koop
Chair, Transportation and Environment Council Committee
City Councilmember, District 11

Attachments

- C: Rosa A. Rios, City Secretary
- Jill Jordan, Assistant City Manager
- Barbara Martinez, Assistant City Attorney
- Jesus J. Salazar, Boards and Commissions Manager, CSO

2013 APPOINTMENT TIMELINE

Dallas/Fort Worth Airport Board (DFW)

<p>October 19, 2012 (Friday)</p>	<ul style="list-style-type: none"> • Memo to City Council requesting nomination memo, resume and brief biographies of individuals to be considered for appointment (Maximum 3 (re)nominees from each Councilmember) • Places to be filled: 1, 5, and 11 (All 2-year terms) • Deadline for nominations to be submitted to City Secretary's Office is November 16, 2012 no later than 5:00 pm
<p>October 26, 2012 November 2, 2012 November 9, 2012 (Fridays)</p>	<ul style="list-style-type: none"> • Reminder/updates sent to City Council regarding the November 16, 2012, 5:00 pm deadline to submit nominations to the City Secretary's Office
<p>November 16, 2012 (Friday)</p>	<ul style="list-style-type: none"> • Deadline for City Council nominations to be submitted to the City Secretary's Office no later than 5:00 p.m. • If biography or resume for a particular nominee is not received by the deadline date/time, the nomination will be considered incomplete and the nominee will not be considered for review by the Transportation & Environment Council Committee (TEC)
<p>December 10, 2012 (Monday)</p>	<ul style="list-style-type: none"> • TEC selects top six (6) candidates to be interviewed by TEC
<p>January 8, 2013 (Tuesday) Special Called Meeting</p>	<ul style="list-style-type: none"> • TEC meeting to interview top six (6) candidates • TEC will recommend to City Council three (3) candidates for appointment
<p>January 8, 2013 (Tuesday)</p>	<ul style="list-style-type: none"> • City Council informed of TEC's recommendations
<p>January 16, 2013 (Wednesday)</p>	<ul style="list-style-type: none"> • City Council briefed and possibly (re)appoints three (3) members • If (re)appointments are made, City Secretary will assign place numbers for new appointees (Places 1, 5, and 11) • Optional date January 23, 2013
<p>February 1, 2013 (Friday)</p>	<ul style="list-style-type: none"> • Term begins for (re)appointees

10/19/2012

DFW Airport Board

November 16, 2011

WHEREAS, the Cities of Dallas and Fort Worth by Contract and Agreement dated April 15, 1968 (the "Contract"), provided for the construction and operation of Dallas-Fort Worth Regional Airport, subsequently renamed the Dallas-Fort Worth International Airport (the "Airport"), and continued, confirmed and established the Airport Board as its operating Board of Directors (the "Board"); and

WHEREAS, pursuant to City Council Resolution No. 76-1888, the duly elected Mayor of the City of Dallas is automatically appointed to fill Place 10; and

WHEREAS, the Dallas City Council is authorized to appoint six members to the Board (Place Nos. 1, 4, 5, 6, 9 and 11), with the terms for Places 1, 5 and 11 expiring on January 31st of odd-numbered years; and the terms for Places 4, 6 and 9 expire on January 31st of even-numbered years; and

WHEREAS, the City Council has determined that it is desirable to delineate the nomination, selection and appointment process for those members; **NOW, THEREFORE**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That, for each set of Board members to be appointed for terms to commence on February 1 of a particular year, by 5 pm on the third Friday in the preceding November each Councilmember and the Mayor may submit to the City Secretary's Office a memo with the names, supplemented by the 5 pm deadline with the biographical information or resume, of up to three individuals to be nominated for appointment or re-appointment to the D/FW International Airport Board; if a biography or resume is not received for a particular nominee by the 5 pm deadline on the third Friday in the preceding November, the nomination will be considered incomplete and the nominee will not be considered for review.

SECTION 2. That the Transportation and Environment Council Committee (TEC) shall select from the complete nominations submitted by Councilmembers and the Mayor six individuals to interview and by December 1 shall direct the City Secretary's Office to conduct background checks on the six selected individuals.

SECTION 3. That prior to the first Council agenda meeting in January the TEC shall interview the six individuals (to the extent they have been cleared by the City Secretary's Office) and shall select three of those individuals to recommend to the City Council for appointment to the Board.

11-3106

SECTION 4. That upon selection of individuals to serve on the Board, the City Secretary's Office shall assign to each of those individuals one of the then-open Board places.

SECTION 5. That this resolution shall take effect immediately from and after its passage in accordance with the Charter of the City of Dallas, and it is accordingly so resolved.

APPROVED BY
CITY COUNCIL

NOV 16 2011

Paul C. Lewis
Acting City Secretary