

BILLINGS AIRPORT AUTHORITY APPOINTMENT PROCESS

1. City Council forms Committee
 - a. A 3-member committee of the Council formed to review Authority Board applicants – alternatively, City Council to approve a Resolution directing Council Operations Committee authority to conduct this task.
 - b. Establish a schedule for applicant review, and appointment.
2. City of Billings Notification to Public
 - a. Notify public of opportunity to serve on the Authority Board.
 - b. Provide the qualifications for and term of the Board seat to be filled.
 - c. Notification published 30 days in advance of committee review date established by Council.
3. Interested Persons to Complete Application
 - a. Airport Authority Board Application.
 - b. Copy of Resume.
 - c. Letter of Interest.
4. City Council Committee Meets to Review Applicants
 - a. Publish a public notice at least 15 business days prior to the Committee review meeting and one additional notice before the meeting date.
 - b. Review all applications.
 - c. Shortlist recommendations for Council appointment. Note that all applicants should be listed and provided to the full Council for consideration. The Committee will provide recommendations based on their review of qualifications to serve on the board.
 - d. Committee to form recommendations on the term lengths for the shortlist based on the needs of the Authority.
 - e. Identify any applicants that do not meet the qualifications to serve.
 - f. Should there be no qualified applicants (or not enough to fill open positions), report to the full Council at the next meeting to initiate additional public notification and advertisement.
5. Committee Report to Council
 - a. Committee to report recommendations for Council appointment.
 - b. Council reviews recommendations.
6. Council Appoints Authority Board Members
 - a. Following the Committee report, Council vote to appoint members to the Authority Board.