



April 2, 2026

To: Sam Anselm, City Administrator

From: Chris Henson, Transportation Director

Re: Airport Advisory Board Code Revision

Executive Summary

The City proposes adoption of an ordinance amending Chapter 2, Article IV, Division 10 of the City Code relating to the Airport Advisory Board. The recommended revisions update the existing structure of the board to improve representation, clarify roles and responsibilities, and strengthen governance practices supporting the ongoing operation and development of the West Plains Regional Airport.

Discussion

The Airport Advisory Board was established in November 2023 by Ordinance No. 4756 and consisted of three airport patrons and one voting city council member. Since its creation, city staff and council have identified opportunities to modernize the board's composition and clarify procedural provisions to better reflect best practices for advisory boards and to support effective airport oversight.

The proposed ordinance expands the board from four to six members, adding broader community and business representation while defining the city council's role as a non-voting liaison. Specifically, the revised structure includes five voting members, three airport patrons and two representatives of businesses located within the City of West Plains, along with one non-voting city council liaison appointed annually by the mayor. This change is intended to preserve strong communication with the City Council while reinforcing the advisory nature of the board.

The revision also formalizes staggered terms for voting members to ensure continuity, clearly defines officer eligibility, incorporates public meeting requirements consistent with Missouri Sunshine Law, and establishes quorum and voting standards for official board actions. Collectively, these updates provide greater clarity, transparency, and operational consistency, while better positioning the board to offer informed recommendations regarding airport safety, development, promotion, and efficient operation.

Fiscal Impact

There is no direct fiscal impact associated with the proposed revisions to the Airport Advisory Board ordinance. The changes relate solely to board composition, governance procedures, and advisory responsibilities, and do not authorize new expenditures or staffing.

BILL NO. 4820

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WEST PLAINS, MISSOURI, AMENDING CHAPTER 2, ARTICLE IV, DIVISION 10, SECTIONS 2-400 THROUGH 2-404 OF THE CITY OF WEST PLAINS MUNICIPAL CODE RELATING TO AIRPORT ADVISORY BOARD.

WHEREAS, the city council periodically reviews its municipal code to ensure clarity, consistency, and compliance with current legal standards; and

WHEREAS, the city council previously established an airport advisory board in November 2023 with ordinance 4756; and

WHEREAS, effective governance of the airport is essential to ensure safe, efficient, and financially responsible operations; and

WHEREAS, the city council has determined that certain provisions of the existing airport advisory board structure, membership, or authority require clarification and modernization.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST PLAINS, MISSOURI AS FOLLOWS:

Section 1: Division 10- Airport Advisory Board of City of West Plains municipal code is hereby amended to read as follows:

Sec. 2-400 – Establishment; composition; appointment.

There is hereby created an Airport Advisory Board consisting of six(6) members, of which five (5) members and one (1) shall be a non-voting city council liaison. All members shall be appointed by the mayor and confirmed by the city council.

The composition of the board shall be as follows:

1. Three (3) voting members who are patrons of the West Plains Regional Airport;
2. Two (2) voting members who are representatives of businesses located within the City of West Plains;
3. One (1) non-voting city council liaison, appointed annually by the mayor.

The city council liaison shall serve in an advisory capacity, facilitating communication between the board and the city council, and shall not vote on board matters.

Sec. 2-401 – Terms

The standard term of office for all voting members shall be three (3) years.

To establish staggered terms, the initial appointments for the five voting members shall be as follows:

- One member appointed for one (1) year
- Two members appointed for two (2) years
- Two members appointed for three (3) years

Thereafter, all voting member appointments shall be for full three-year terms so that one or two voting members' terms expire each year, ensuring continuity of the board.

The city council liaison shall always serve a one (1)-year term, to be reappointed annually by the mayor.

Sec. 2-402 – Officers

The board shall annually elect from among its voting members a president and a secretary. The city council liaison shall not serve as an officer.

Sec. 2-403 – Meetings and responsibilities

The board shall meet at least quarterly, either in person, virtually, or via telephone, at a time and place determined by the board.

All meetings shall be open to the public unless closed pursuant to the Missouri Sunshine Law or other applicable law.

The board shall provide recommendations, advice, and feedback to the city administrator and city council regarding the use, safety, development, promotion, and efficient operation of the West Plains Regional Airport.

Sec. 2-404 – Quorum and official action

A quorum of the Airport Advisory Board shall consist of three (3) voting members. No official action may be taken without a quorum present. Actions of the board shall be by majority vote of the voting members present and voting at a meeting at which a quorum is established.

The non-voting city council liaison shall not count toward a quorum.

Section 2: That this ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____ 20_____.

CITY OF WEST PLAINS, MISSOURI

BY: _____
MAYOR MICHAEL TOPLIFF

(SEAL)

ATTEST:

CITY CLERK KELLIE MAYERS