

Board of Aeronautic Commissioners (BOAC)  
Monthly Checklist

- 2 weeks prior to meeting, send reminder email with packet approval timeline to all packet creators and approvers (staff). All proposed ordinances, resolutions, presentations, discussion items, etc. must have a packet.
- 10 days prior to meeting (this is considered packet week), agenda items begin the packet approval process. Packets must be approved by Deputy Director of Public Works Bob Hartnett, Public Works Director Dena Mezger, a representative from the Law Department and a representative from Administration.
- While packets are in the approval process, email out a tentative agenda to staff.
- On Monday approximately a week before the meeting, send an email to Commissioners asking if they will attend the meeting to determine if there will be a quorum. When quorum has been determined, email the group.
- 5 days prior to meeting, revise the draft agenda, if necessary. Proofread the final agenda and all packets before finalizing and emailing out.
- On the Friday before the BOAC meeting, email out a final agenda to all, including sending one to the City Clerk's Office for posting at entrances to City Hall.
- Also on Friday before the meeting, post the agenda and meeting packet to InSite. This allows the agenda and packet to be viewed on the public website, also known as the Legislative Information Center. [ismo.legistar.com](http://ismo.legistar.com)