

Public Notification:

Call for Applications to the Airport Advisory Board

April 29, 2025

The City of Decatur is currently accepting applications for membership on the Airport Advisory Board. Applicants must be residents of the City of Decatur, own real property within said city, or be an owner or co-owner of a business within said city.

The Airport Advisory Board plays a vital role in shaping the future of Decatur Municipal Airport by providing guidance in tandem with staff on airport operations, development, and long-term planning. Board members serve as a critical link between the city staff, airport users, and the broader community, helping to ensure that the airport continues to meet the needs of Decatur's residents, businesses, and visitors.

We invite interested candidates who are passionate about aviation, economic development, and community service to apply. Individuals with aviation experience, business expertise, or a strong interest in supporting the growth and success of the Decatur Municipal Airport are encouraged to submit their applications for consideration.

Qualifications:

- Commitment to attending regular meetings and actively participating in discussions.
- Interest or experience in aviation, airport operations, or community development.
- Complete application process.
- Reside within the City of Decatur, own real property within said city, or be an owner or co-owner of a business within said city.

Applications are available from City Hall and must be submitted by 5pm on May 30, 2025.

For more information, please contact City Manager Nate Mara nmara@decaturtx.org or visit our website www.decaturtx.org.



Criteria, Process and Methodology

Airport Advisory Board	
Step 1:	Application is submitted on or before the deadline posted.
Step 2:	Applications are forwarded to staff.
Step 3:	Staff assign points based on their individual assessment of each candidate's skills and knowledge as stated in the candidate's application.
Step 4:	Staff schedules a meeting for candidate "interviews" allowing each an assigned time.
Step 5:	Candidates are interviewed individually. Candidates are asked to expand/clarify areas of proficiency to support their answers on their application. Additional questions may arise based on a candidate's response.
Step 6:	Upon completion of interviews, staff may meet to evaluate the candidates.
Step 7:	Candidates will be ranked based on scoring.
Step 8:	<p>City staff may take action to recommend a candidate to serve on the committee, board, etc.</p> <p>Note: The selection criteria serve as a guideline for questions. Staff may ask different questions to applicants based upon each applicant's response to the selection criteria or the applicant's comments. In an effort to gain diversity, applicants with the highest experience ranking may not be nominated as a candidate.</p>
Step 9:	Recommendation is placed on the next available City Council agenda. All candidates' application will be forwarded to City Secretary to include in the City Council's packet along with the nominated candidate's application. The score sheets will be sent to the City Secretary under separate cover to the City Council.
Step 10:	If appropriate the Chair or Vice Chair or their designee may attend the City Council meeting to respond to any questions concerning the recommendation. The City Council may move to accept or deny any recommendation.



APPLICATION
Airport Advisory Board

Name: _____ E-mail: _____

Address: _____

How Long? _____ Phone (Home): _____ (Work): _____

Registered Voter? Yes No Certificate Number: _____

Occupation, Experience/Degrees Held?

Why do you want to serve this group? _____

Do you have any potential conflicts of interest? _____

Do you have any related experience? _____

What do you feel you have to offer this group? _____

TEXAS OPEN RECORDS ACT

Notice to Applicants: Once submitted, information contained in and included with this application is considered public record and must be released if a request is made.

According to Government Code Section 552.024 each employee or official of a governmental body and former employee and official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body that relates to the person's home address, home telephone number, e-mail address.

Each employee and official and each former employee and official shall state their choice to the City Secretary's office.

Please indicate with an X your decisions.

ALLOW PUBLIC ACCESS

Home Address	Yes _____	No _____
Home Phone Number	Yes _____	No _____
E-mail Address	Yes _____	No _____

Official Signature

Official Name (Please Print)

Date Submitted

Received by



Supplemental Application
Board, Committee, Commission

Name: _____

Please fill out the supplemental application and return to the City Secretary, along with the Application.

To understand and contribute to issues faced by the Airport Advisory Board, members should have background knowledge of the governing City Ordinances and some corollary experience. The following questions are designed to help us identify skills that will be of benefit to the Committee, Commission or Board. Please note proficiency in all the areas is not required.

1) Please rank your proficiency in the following areas by placing a check mark in the column that best describes your experience level.

	No Experience	Somewhat Proficient	Moderately Proficient	Very Proficient	Expert
Familiarity with Aircraft					
Airport Land Use					
Federal Aviation Regulations					
State Aviation Regulations					
Familiarity City Ordinance					
Municipal Infrastructure					
Long Range Planning					
Airport Operations					
Airport Planning					
Map Interpretation					
Plat Interpretation					
Architectural Drawing Interpretation					
Project Evaluation					
Ordinance Interpretation (Writing & Content)					
Municipal Engineering					

2) Please tell us about your other community programs or committees that you have been involved with.

3) Please tell us about applicable experience or certifications you have relevant to municipal infrastructure and or financial planning.

Note: Once submitted, the information contained in this application is considered public record and must be released to the public if request is made.



Selection Criteria Points System

APPLICANT:

DATE:

PHASE ONE:

Skills/ Qualifications (Based on Applicant's Response to Questionnaire (Maximum of 75 points. Applicant will receive 25% of a possible 150 total points.)		≤1 Year	>1-5 Years	>5 Years
		0 Points	3 Points	5 Points
		No Proficiency	Somewhat Proficient	Proficient
1	Familiarity with Aircraft			
2	Airport Land Use			
3	Federal Aviation Regulations			
4	State Aviation Regulations			
5	Familiarity City Ordinance			
6	Municipal Infrastructure			
7	Long Range Planning			
8	Airport Operations			
9	Airport Planning			
10	Map Interpretation			
11	Plat Interpretation			
12	Architectural Drawing			
13	Interpretation			
14	Project Evaluation			
15	Ordinance Interpretation			
TOTAL				



Selection Criteria Points System

APPLICANT:

DATE:

PHASE TWO:

Additional Questions to Ask Applicant Based On Professional Background/ Training and Experience to determine diversity and compatibility with the Board/ Commission (Maximum of 75 points. Applicant will receive 75% of a possible 150 total points.)

- 16 Service on Relevant or Similar Board or Commission (BOA, P&Z, City Council, Chamber, Parks, etc.)
- 17 Other Relevant Experience: Pilot, Land Developer, Realtor, Attorney, Builder, Economic Development, Draftsman, Architect, Engineer, etc.
- 18 What other community programs or committees is applicant involved with?
- 19 How does the applicant's personal and professional background, training, experience and skills provide a benefit to the Board, Committee, Commission? What specific training and experience directly assists applicant with serving the city?
 - 1 Why do you want to serve?
 - 2 Able to say no when friends and neighbors are involved?
 - 3 What is your attendance in meetings you have served on?
 - 4 Other Service Board participation?
 - 5 Comprehensive Zoning Ordinance proficiency?
 - 6 Good at weighing things out? Coming in with an open mind?
 - 7 Willing to do homework on controversial issues?
 - 8 What do you bring to the table?
 - 9 Letter of the law vs. Intent of the Law
 - 10 Team Mindset

Revised: 4/28/2025

END

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