



Dear Applicant:

A Committee, Commission or Advisory Board is created by the City Council to give advice and perform such other functions as prescribed by the City Council. This also includes task forces, informal committees, or working groups formed by City Council resolution for short periods of time or for specific purposes. City of Airway Heights' commissions, committees, and boards provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Council members in the decision-making process.

Effective citizen participation is an invaluable tool for local government, and City advisory bodies originate from different sources. Some are established by ordinance while others are established by resolution or motion of the City Council. It is at the discretion of the Council as to whether or not any advisory body should be established, other than those required by State law. City of Airway Heights advisory bodies bring together citizen viewpoints which might not otherwise be heard. The City welcomes persons of wide-ranging interests who want to participate in public service but not compete for public office, to become involved in governmental commissions, committees and task forces.

# Commission and Committee Appointee Description

Below you will find a description of the Committees, Commissions, and Boards.

We thank you for your interest in serving your City of Airway Heights.

## Planning Commission

- Review issues involving planning, Comprehensive Plan, zoning regulations.
- Prepare and make recommendations to the City Council on planning issues involving Development Code Administration, Building Regulations, Subdivisions, Zoning and Environment as required by Airway Heights Municipal Code.
- Attend Planning Commission monthly meetings and all special meetings.

## Civil Service Commission

- Governs the administration of the Civil Service System of the City of Airway Heights Police and Fire Departments in accordance with Washington State RCW and City of Airway Heights Civil Service Rules and Regulations.
- Attends Civil Service Commission monthly meetings and all special meetings.

## Park Advisory Board

- Reviews and makes recommendations regarding city park facilities to include land acquisition and structure needs.
- Reviews issues regarding the direction of the parks in the planning and development of facilities and programs.
- Make recommendations to City Council for direction of programs and facilities.

## Lodging Tax Advisory Committee

- Receives applications from organizations or individuals wishing to use the Lodging Tax revenue for "tourism promotion" that benefit the City of Airway Heights.
- Reviews the applications to ensure the proposed project is eligible to use the Lodging Tax
- Receives oral presentations and recommends to City council what projects to fund and at what levels.

**BACKGROUND INFORMATION**

City of Airway Heights City Council, Commission, Committee, or Board Position

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Length of Airway Heights Residency: \_\_ Years \_\_ Months Registered Voter? \_\_Yes \_\_No

What Committee or Commission are you applying for? \_\_\_\_\_

Please list any elected, appointed or volunteer positions you now or formerly held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Experience relevant to the position you are seeking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Memberships in professional/civic organizations (include offices held and dates of terms): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you served on any City of Airway Heights committees? If so, please list: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

***By acceptance of this appointment and in the fulfillment of duties, you agree to: (a) abide by the Washington State Code of Ethics for Municipal Officers (RCW Chapter 42.23), ordinances and policies of the City ; (b) act in the best interest of the City and its residents; and (c) avoid using this appointment to obtain personal financial gain or interest.***

I certify that my answers are true and complete to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail/fax this form to: City of Airway Heights, 1208 S Lundstrom St, Airway Heights WA 99001  
Fax: 509-244-3413 Rev 07/06/2011