



MEMORANDUM

TO: PERSONNEL & FINANCE COMMITTEE MEMBERS

FROM: BRADLEY LIVINGSTON, AAE
AIRPORT DIRECTOR

DATE: FEBRUARY 18, 2016

SUBJECT: RELOCATION REIMBURSEMENT

A competitive national recruitment occurred for the position of Director of Operations and Public Safety at the Airport. Mr. Michael Stephens, currently employed by the FAA as an Airport Safety Inspector, has accepted our offer of employment. Mr. Stephens desires financial assistance with his relocation expenses. The Airport concurs and respectfully requests reimbursement approval in an amount not to exceed \$2,000. Sufficient funds are available in the approved 2016 Airport budget.