



CITY OF MERRITT

Airport Advisory Committee Terms of Reference

Type:

Standing Committee

Purpose:

The Airport Advisory Committee will advise and make recommendations to Council on matters related to the Merritt airport. The committee will facilitate participation from local government, city staff, business and community interests in matters associated with the development of the Merritt Community Airport and the areas surrounding the airport.

Composition:

5-6 voting members, comprised of:

- Three (3) members of Council appointed by the Mayor
- Commercial users at the airport
- Recreational and commercial pilots
- Members at large with an interest in advancing the airport and surrounding

In a non-voting advisory capacity:

- Chief Administrative Officer
- Tourism and Economic Development Manager
- Superintendent of Public Works

The Committee will encourage the participation of:

- Emergency services that are stationed at or use the airport: Air Ambulance, Forestry and BC Wildfire Service
- A representative of owners of lands surrounding the airport

Duties:

- To inform Council on matters concerning the short and long-term of the Merritt Community Airport and surrounding areas.
- To report directly to Council as per the Council's vision for the airport
- To develop opportunities to support the financial self-sufficiency of the airport including researching ways to increase revenue and decrease expenses.
- To advise Council on issues related to the Airport as they arise.
- To set out clear goals for the Committee for the term.
- To liaise with other committees or organizations with overlapping roles and responsibilities.

- To encourage and support events that promotes the community and commercial involvement in the airport.
- To act as airport ambassadors.
- To advise and work with Council to ensure timely maintenance of existing facilities.
- To advise Council on an annual plan to prioritize capital and maintenance issues at the airport.

Term:

As per Council Committee Policy or at the pleasure of Council

Meetings and Administration:

- At the first Airport Advisory Committee meeting, members will appoint a Chair by vote.
- The Airport Advisory Committee will meet a minimum of four times per year or more frequently at the call of the Chair.