

Merritt Airport Advisory Committee
Saunders Field
Terms of References
December 02, 2019

Mandate:

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.

1. Role of the Merritt Airport Advisory Committee

- 1.0 To inform Council on matters concerning the short- and long-term of the Merritt Community Airport and surrounding areas.
- 1.1 To report directly to Council as per the Council's vision for the airport
- 1.2 To develop opportunities to support the financial self-sufficiency of the airport including researching ways to increase revenue and decrease expenses.
- 1.3 To advise Council on issues related to the Airport as they arise.
- 1.4 To set out clear goals for the Committee for the term.
- 1.5 To liaise with other committees or organizations with overlapping roles and responsibilities.
- 1.6 To encourage and support events that promotes the community and commercial involvement in the airport.
- 1.7 To act as airport ambassadors.
- 1.8 To advise and work with the CAO to provide timely maintenance of existing facilities.
- 1.9 To advise Council on an annual plan to prioritize capital and maintenance issues at the airport.

2. Membership

2.0 The Airport Advisory Committee will include a minimum of 5 members and a maximum of 7 members representing a range of interests in aviation and the Merritt Community Airport including, but not limited to the following:

- 2.0.1 A city councillor
- 2.0.2 Commercial users at the airport
- 2.0.3 Recreational and commercial pilots
- 2.0.4 Members at large with an interest in advancing the airport and the surrounding areas
- 2.1 The Committee should have a staff liaison:
 - 2.1.1 Chief Administration Officer
 - 2.1.2 Tourism and economic development
 - 2.1.3 Public Works
- 2.2 The Committee will encourage participation of:
 - 2.2.1 Emergency services that are stationed at or use the airport: Air Ambulance, Forestry, BC wildfires
 - 2.2.2 A representative of owners of lands surrounding the airport

3 Appointment and Term

- 3.0 Members shall be appointed by Council for a four-year term. Additional members may be appointed throughout the term.
- 3.1 The Chairperson will be appointed by vote or by Council.
- 3.2 Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.
- 3.3 Committee members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.

4 Meetings and Administration

- 4.0 The Airport Advisory Committee will meet as required at a minimum of four times a year or at the call of the Chair.
- 4.1 Meetings will have a formal agenda.
- 4.2 A majority of Council appointed Committee members will constitute quorum for the transaction of business.

5 Role of Members

- 5.0 Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of References.
- 5.1 Committee members are required to:
 - 5.1.1 Attend all regularly scheduled meetings. Members shall notify the Chair if unable to attend a meeting.
 - 5.1.2 Review all information supplied to them.
 - 5.1.3 Prepare and research information for use in the development of materials for the Committee.
 - 5.1.4 Promote the role of the Committee and its decisions made.
 - 5.1.5 Offer their best input to committee reports.
 - 5.1.6 Attend training as required to effectively perform their role as a committee member.

6 Reporting to Council

- 6.0 Recommendations of the Committee must be adopted by committee motion prior to presentation to Council.
- 6.1 The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work and funds raised.
- 6.2 The designated appointee of the Committee will report to Council on behalf of the Committee.