



# AIRPORT ADVISORY COMMITTEE AGENDA CITY OF MERRITT

Friday, April 26, 2024

10:00 A.M.

COUNCIL CHAMBERS, CITY HALL

2185 Voght Street

Merritt, B.C

Mission Statement: *The City of Merritt is a progressive, attractive, economically viable City that is socially responsible and environmentally sustainable.*

Pages

1. CALL TO ORDER

1.1 Land Acknowledgement

*We would like to begin this meeting by acknowledging that we are gathered on the traditional, ancestral and unceded territories of the Nlaka'pamux and Syilx people.*

2. ADOPTION OF MINUTES

2.1 Airport Advisory Committee Minutes - March 19, 2024

3

**Recommendation:**

**THAT the Minutes of the Airport Advisory Committee held on March 19, 2022 be adopted.**

3. GENERAL MATTERS - Delegations and Recognitions

4. UNFINISHED BUSINESS

5. NEW BUSINESS

5.1 Airport Maintenance

*Mr. Rick Green, Director of Public Works and Engineering Services available for discussion.*

5.2 Airport Facilities

*Mr. Dave Zakall, Director of Community Services, available for discussion.*

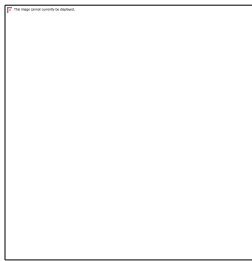
5.3 Airport Advisory Workplan

*The Committee will continue to develop the workplan.*

6. Next Meeting

*The Committee to set the next meeting date.*

7. TERMINATION OF MEETING



# **MINUTES**

## **CITY OF MERRITT**

### **AIRPORT ADVISORY COMMITTEE**

Tuesday, March 19, 2024  
10:00 A.M.  
COUNCIL CHAMBERS, CITY HALL  
2185 Voght Street  
Merritt, B.C

**PRESENT:**                **Geoff Scholtens, Chair**  
                              **Mayor M. Goetz**  
                              **Quinn Pooley**  
                              **Rae Robinson**

**REGRETS:**            **Ron Panton**  
                              **Jessie Pierce**

**IN ATTENDANCE:**    **Ms. C. White, Chief Administrative Officer**  
                              **Ms. L. Brick, Director of Corporate Services**  
                              **Ms. A. Nazaroff, Executive Administrative Assistant**

#### **1.     CALL TO ORDER**

Mayor Goetz called the meeting to order at 10:00 am.

##### **1.1    Land Acknowledgement**

*We would like to begin this meeting by acknowledging that we are gathered on the traditional, ancestral and unceded territories of the Nlaka'pamux and Syilx people.*

#### **2.     ADOPTION OF MINUTES**

##### **2.1    Airport Advisory Committee Minutes - April 21, 2022**

**THAT the Minutes of the Airport Advisory Committee held on April 21, 2022 be adopted.**

**Moved, Seconded, CARRIED**

**3. GENERAL MATTERS - Delegations and Recognitions**

Nil

**4. UNFINISHED BUSINESS**

Nil

With the consent of the Committee the Mayor added "Election of Chair" as an item to the agenda.

**Election of Chair**

**THAT Geoff Scholtens be appointed as Chair of the Airport Advisory Committee.**

**Moved, Seconded, CARRIED**

Mr. Scholtens accepted the appointment and assumed the role of Chair.

**5. NEW BUSINESS**

**5.1 Terms of Reference**

*Committee to review Airport Advisory Committee Terms of Reference.*

The Committee reviewed the Terms of Reference noting there is a need to identify Council's vision for the airport.

**5.2 Airport Advisory Workplan**

*Committee to discuss workplan.*

The Committee identified the following as topics of interest for further exploration as part of a work plan:

- Develop a proposal to attract flight schools as a source of revenue and investigate potential partnerships between NVIT or local hotels for housing flight school students.
- Develop a process for communication between the Chair and staff to address deficiencies and required maintenance at the airport.
- Develop standards and policies for storage of airplanes at the airport, use of the airport during fire season, fuel tankers, and by businesses operating out of the airport.
- Investigate the installation of runway lighting and grant opportunities. The Committee noted that Transport Canada may express concern about the lack of lighting at the airport.

- The Committee requested a fencing project update.
- Create an Airport User Agreement with a liability clause.
- Explore hiring a Part-time Airport Manager for business opportunities and Airport Management.
- Develop a marketing plan with Economic Development Manager for City owned properties at the airport and research aviation business which could be located at the airport which would attract traffic to Merritt Airport.
- Explore advertisement and development opportunities for T Hangers.
- Consider improved parking lot for tie-up clients to increase traffic.
- Inquire about bringing Pacific Coastal Airlines to Merritt.

In response to an inquiry by the Committee, staff advised that there are no current updates on paving and line painting grants, more information is expected to be available in June 2024.

The Director of Public Works and Engineering Services, Director of Community Services, and the Economic Development Manager are invited to present at the next meeting.

### **5.3 Yearly Meeting Schedule**

*Committee to set dates for yearly meeting schedule.*

The next meeting is scheduled for Friday, April 26, 2024.

## **6. TERMINATION OF MEETING**

The Chair declared the meeting ended at 11:44 am.

\_\_\_\_\_  
Corporate Officer  
Linda Brick

Certified correct in accordance with Section 124(2) (c) of the Community Charter  
Confirmed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Chair  
Geoff Scholtens