



TERMS OF REFERENCE

Airport Advisory Committee

Official Name:

Airport Advisory Committee

Purpose

To act as a review body for the Prince Albert Municipal Airport relating to the business operations and strategic development of the Airport.

Members/Composition:

- 2 - Members of Council
- 3 - Representatives with aviation affiliation
- 2 - Member at Large

Member at Large selected with preference in the following areas:

- Planning/Urban Design/Development
- Transportation
- Aviation
- Visionary

Membership:

2 year term (*No members at large shall be appointed to serve more than 2 consecutive 2 year terms*)

Quorum is a majority of the members appointed to the Committee. Majority is 50% plus 1.

The Chair and Vice-Chair will be a member of Council recommended by the Mayor and approved by City Council.

The City Manager, Director of Public Works and Airport Manager will be the Advisory Officials.

The City Clerk's Office will serve as the Secretary to the Committee.

Mandate

With respect to all matters within the committee's policy areas, the mandate of the committee is:

- To review operating and capital budgets, along with rates and fees associated with the Airport;
- Work in cooperation with PREDA by providing advice and recommendations regarding economic and future development at the Airport;
- To provide advice and recommendations to Council;
- To oversee the implementation of approved policy decisions by the civic administration;
- To exercise every power delegated by Council.

Policy Areas

The policy areas for this committee include the following, unless already included within the policy area for another Board or Advisory Committee:

- Business operations;
- Land use at Airport;
- Economic and future development;
- Tourism, as it relates to air travel;
- Other Council directed initiatives.

Delegated Authority

The following powers and duties are delegated to this committee:

- Review and make recommendations to PREDA on matters of economic and future development pertaining to the Airport;
- Formulation and recommendation to Council on matters within its policy areas;
- Consideration and recommendation on all matters referred to it by Council or the Mayor; and,
- Establishment and appointment of Subcommittee(s) or Steering Committee(s) to review areas or matters within its policy areas.

Meetings

The First Committee Meeting shall be called as soon after appointments to the Committee are approved by City Council every 2 years and the regular schedule of meetings shall be considered at that meeting.

The Chair may dispense with, or alter the time of any regularly scheduled meeting.

The Committee Secretary shall call a special meeting, whenever requested to do so by the Chair or a majority of the members with at least 24 hours' notice to all Committee members and the public.

Resources/Budget

In order to meet the objectives of the Committee, budgetary allocations must be approved by City Council, through the various department budgets, unless approved by City Council.

Communications

Committee members will be forwarded meeting requests for their reply regarding all meetings that are to take place.

All Public Agendas will be available for review on eAgenda.com for the public, members of the Committee and Administration to review at a minimum of 24 hours prior to the meeting. Members will advise the Secretary at the 1st meeting whether they will utilize their own electronic device to access the Agenda at each meeting or whether they want a printed copy available when they attend the meeting.

Decisions following consideration by City Council will be brought forward to the Committee for advisement.

Related Policies/Bylaws

NAV Canada Policies and Procedures

Various internal Airport Plans (Winter Maintenance, Apron Management, etc.)