



## SHUSWAP REGIONAL AIRPORT OPERATIONS COMMITTEE TERMS OF REFERENCE

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### **Purpose:**

The Airport Operations Committee provides airport users, hanger owners and City employees a process for impacting safety, operational efficiency and to make recommendations to Council on improving operations of the airport. The committee will make recommendations on future development on airport lands and infrastructure needs.

### **Role of Committee**

The Airport Operations Committee will represent the community's interest with respect to any future improvements and long-term vision of the Shuswap Regional Airport. The committee will also advise Council on the overall management of the facility.

### **Composition:**

5-7 voting members, comprised of:

- One (1) member of Council appointed by the Mayor
- One (1) political representative from the Regional District
- Airport users/hanger owners
- Airport flying club
- Emergency services
- BC Wildfire Service
- Members at large with an interest in advancing the airport and surrounding

In a non-voting advisory capacity:

- Director of Operations
- Airport Manager
- Public Works Manager

### **Duties:**

- To inform Council on matters concerning the short and long-term operations of the Shuswap Regional Airport
- 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
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**Duties: (con't)**

- 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 Operations Committee meeting, members will appoint a Chair by vote
- It is expected that all committee members will conduct themselves in an ethical and respectful manner
- Meeting will be held quarterly
- Agendas and Meeting minutes
- Quorum for the purpose of arriving at a recommendation to Council is three (3)