

**CITY COUNCIL  
AIRPORT COMMITTEE**

**TERMS OF REFERENCE**

1. Name and Type of Committee

- a. Airport Committee
- b. Committee of City Council

2. Statement of Purpose

To provide oversight and guidance for the operation of the Airport with the goal of transitioning to a Commission or Airport Authority no longer than the current four year operating budget cycle (December 31, 2022). Lethbridge Airport will be a dynamic destination providing services to enhance tourism and economic development in Lethbridge and the surrounding area.

3. Composition of the Committee

Three (3) members of Lethbridge City Council, one of whom is the Mayor (appointed by City Council)

4. Chair

Chairperson is the Mayor of the City of Lethbridge

5. Outcomes and Objectives

In general to make recommendations to Lethbridge City Council regarding airport governance and operating model and to support the creation of a new, permanent governance entity for the Lethbridge Airport.

6. Duties and Responsibilities

- a. Establish a logical footprint of the future expansion of the Airport.
- b. Provide research on operating models to the new governance entity.
- c. To provide direction and guidance to the City Airport Administration Team throughout the transition period.
- d. Advocate for the Lethbridge Airport with funders, regulators, airlines and industry stakeholders.
- e. Prepare a preliminary capital improvement plan for the airport based on the recommendations of the master plan.
- f. To make recommendations to City Council regarding potential capital projects (major and minor), which would include the prioritization of capital projects and funding strategy.
- g. Provide oversight to the statutory plans that empower land use planning, servicing and development on airport and adjacent lands.
- h. To create a budget in support of the above activities and refer to City Council for consideration.
- i. Report back to Council quarterly.
- j. Champion the marketing of the airport and services.

- k. Direct communication in support of community awareness on the future of the airport and services.

7. Authority

- a. Identify and support the pursuit of grants and other funding.
- b. Manage within their assigned budget (hire consultants, travel, etc.).
- c. Provide guidance during the completion of the Master Plan currently underway and oversee its implementation.
- d. Ensure compliance/reporting requirement of funders.
- e. Generally provide direction except where City Council inherently needs to approve.

8. Meetings

- a. As necessary.
- b. A quorum of the committee is two (2) of the appointed members.
- c. Every effort will be made to reach a consensus of the Committee members, however all decisions will require approval of the majority of the committee.
- d. Agenda packages for the meeting will be emailed at least one day prior to meeting date. A hard copy will be provided at the beginning of the meeting.

9. Administrative Support

- a. City Manager, or designate.
- b. The committee will be supported by administration of the City of Lethbridge as identified by the City Manager.

10. Confidentiality

Where, in the opinion of the Committee, there are considerations of a confidential nature, members will be advised of the necessity for confidentiality.