



AIRPORT COMMITTEE

Mayor C.A. Spearman, Chair
Councillor B.A. Crowson
Councillor J. H. Carlson

City Manager, City of Lethbridge

Terms of Reference: Approved May 27, 2019

Membership:	<u>Voting Members</u> <ul style="list-style-type: none">• Three (3) members of City Council, one of whom is the Mayor; <u>Non-Voting Members</u> <ul style="list-style-type: none">• City Manager, or designate• Administration as identified by City Manager
Mandate:	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.
Meetings:	As necessary
Contact:	Office of the City Clerk: committee@lethbridge.ca

AIRPORT TRANSITION COMMITTEE

Terms of Reference

PURPOSE

Provide interim governance on the operations of the Lethbridge airport during the transition period to a future governance model.

TYPE OF COMMITTEE

Ad Hoc Committee of Lethbridge City Council

KEY DUTIES AND RESPONSIBILITIES

- To make recommendations to Lethbridge City Council regarding airport governance and operating model
- Support the creation of a new, permanent governance entity for the Lethbridge Airport
- To ensure airport operations through a fee for service with Lethbridge County, continue until authority has been transferred to the new entity
- Establish a logical footprint of the future expansion of the Airport
- Provide research on operating models to the new governance entity
- To provide direction and guidance to the City Airport Administration Team throughout the transition period
- Advocate for the Lethbridge Airport with funders, regulators, airlines and industry stakeholders
- Prepare a preliminary capital improvement plan for the airport based on the recommendations of the master plan
- To make recommendations to City Council regarding potential capital projects (major and minor), which would include the prioritization of capital projects and funding strategy.
- Provide oversight to the statutory plans that empower land use planning, servicing and development on airport and adjacent lands.
- To oversee its own budget in support of the above activities
- Report back to respective Council's on progress
- Champion the marketing of the airport and services
- Direct communication in support of community awareness on the future of the airport and services

AUTHORITY

- Review and recommend to both City and County Council's the fee for service agreement for the transition period.
- Renew leases and enter into new leases
- Identify and support the pursuit of grants and other funding
- Manage within their assigned budget (hire consultants, travel, etc.)

- Provide guidance during the completion of the Master Plan currently underway and oversee its implementation.
- Ensure compliance/reporting requirement of funders.
- To spend budget allocated

Generally provide direction except where City Council inherently needs to approve

BUDGET

To Be Determined

The Committee will establish a detailed budget for expenses associated with the activities of the committee. (travel, consultants, legal, etc.)

COMPOSITION AND APPOINTMENTS

- Three (3) members of Lethbridge City Council, one of whom is the Mayor (appointed by City Council)
- One (1) members of Lethbridge County Council, who is the Reeve (appointed by Lethbridge County)

Chairperson is the Mayor of the City of Lethbridge

QUORUM

Three (3) members of the committee

ADMINISTRATIVE SUPPORT

CAO's of both the City of Lethbridge and the Lethbridge County, or their designate

The committee will be supported by administration of both the City of Lethbridge and Lethbridge County as identified by the respective CAO's.

Agenda and minutes will be managed by the City of Lethbridge.

VOTING

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.

TERM OF APPOINTMENT

The members of the Committee shall be appointed for the duration of the transition. New appointments must be ratified by Lethbridge City Council.

MEETINGS

Meetings will called by the Chairperson

October 1, 2018

Agenda packages for the meeting will be emailed one day prior to meeting date. A hard copy will be provided at the beginning of the meeting.

CONFIDENTIALITY

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