

Preamble

Established by Council, the Aviation Advisory Committee is focused on providing the County guidance on the management, maintenance, and development of the Olds/Didsbury Airport and the Sundre Airport.

Scope/Purpose

The Aviation Advisory Committee shall be responsible for the following:

- Review of Long-Range Infrastructure plans associated to the airport and subsequent recommendation to Council on future capital priorities relative to County airports.
- Review of concerns and feedback received from County Airports relative to infrastructure or approved service levels to determine trends and recommendation of remedial actions for County consideration.
- Support of the Economic Development and Marketing Officer in the accomplishment of the County's Economic Development Strategy and Airport Development Plans where requested.

Applicable Legislation

N/A

Membership

Councillors – 2

Members-at-Large – 6

It is encouraged that a diverse representation of Members-at-Large be appointed whenever possible to the Committee which may include:

- Representation from both the Olds/Didsbury Airport and the Sundre Airport;
- Representation from individuals of all areas of the aviation industry.
- Preference given to Mountain View County residents.

Appointment and Term

Councillors shall serve a one (1) year term.

Members-at-Large shall serve a two (2) year term.

Chair

Chair shall be elected by the Board at their first meeting following the County's Organizational Meeting and shall serve a one (1) year term in that position.

Vice Chair shall be elected by the Board at their first meeting following the County's Organizational Meeting and shall serve a one (1) year term in that position and shall preside over Committee Meetings in the Chair's absence.

Administrative Support

- Director Legislative, Community and Agricultural Services
- Economic Development and Marketing Officer
- Administrative Assistant to the Director Legislative, Community and Agricultural Services
- Other personnel, including representation from the County's contracted Airport Manager may be invited with the approval of the Director Legislative, Community and Agricultural Services to attend meetings to discuss relevant business

Quorum

Quorum shall consist of four (4) Members.

Meeting Frequency

Aviation Advisory Committee meetings shall be held in the Spring and Fall at a minimum and shall be at the call of the Chair.

Spending/Payment Authority

Aviation Advisory Committee shall have no spending or payment authority.

Decision Making Authority

Aviation Advisory Committee shall have the authority to make recommendations to Council for further consideration.

All decisions will be made by a simple majority of the Committee.

All decisions of the Board must comply with County Bylaws and Policies.

Committee Administration (Agenda Timelines/Minutes)

Agendas will be developed by the Administrative Support to the Aviation Advisory Committee and circulated to the Committee within three (3) working days of the Committee Meeting.

Minutes of the Committee will be recorded by the Administrative Support to the Board.

General Guidelines

No further guidelines identified.

Approval Date: September 24, 2025

Last Review Date: