



SCONE & UPPER HUNTER AIRPORT MANAGEMENT COMMITTEE CHARTER

PURPOSE AND OBJECTIVES

To maintain, plan and develop the Scone & Upper Hunter Airport to a standard acceptable to Council, Civil Aviation Safety Authority (CASA) and Air Services Australia. This will be achieved through the following objectives:

- Develop and implement an Airport Strategy and Masterplan, and review these documents during the term of each new Council.
- Develop policies and procedures for the operation and maintenance of the Airport.
- Receive reports and provide advice on the operations of the Airport and ensure compliance with all statutory requirements including CASA and Air Services Australia requirements.
- Formulate and maintain rules and regulations for the operation of the Airport.
- Make recommendations to Council on matters relating to:
 - The annual budget for the facility
 - Fees and charges to apply for airport facility use
 - Development projects within the Airport
 - Reviewing Airport budget and operations

MEMBERSHIP OF THE COMMITTEE

The membership of the committee is to be as follows:

- Two (2) Councillors, one being the chairperson
- Four (4) operators from the aviation industry located within the airport precinct
- One (1) community representative

The General Manager or their nominee(s) will be non-voting advisors to this committee.

TERM OF MEMBERSHIP

The term of the Committee will be the term of Council, which is until September 2016.

COORDINATION

The Committee will be coordinated by the Technical Services Support Manager. The role of the coordinator will be to prepare and distribute the agenda and business papers, ensure minutes are taken and distributed, and to facilitate discussion in consultation with the Chair.

MEETINGS AND QUORUM

The committee meets bi-monthly on a day and time to be determined by the committee.

The committee will attempt to reach consensus of decisions. In situations where it appears that a consensus cannot be reached upon a recommendation, it will be necessary for the chairperson to call a vote on the proposed recommendation. The vote shall be by a show of hands. In cases of a tied vote, the chairperson will have a casting vote. Any dissent may be recorded at the request of the dissenter(s).

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

A quorum will exist when three (3) members are present, with at least one (1) being a Councillor.

REPORTING

Agenda items and reports for the Committee will be forwarded to the Committee Coordinator two weeks before the scheduled meeting.

The Agenda will be distributed to Committee members one week before the scheduled meeting after confirmation by the Chair of the Committee.

Committee meetings shall be recorded with copies of agenda and minutes sent to Council for its approval. Recommendations from the committee shall be effective only after adoption by Council

COUNCIL RESOLUTIONS

The Airport Management Committee was established following adoption of the recommendation at the Ordinary Council meeting on 27 March 2006.