

Issue No 3	<b>City of Hot Springs – City Council</b>	Page 1 of 3
Date 2/14/2023	<b>Airport Advisory Committee (AAC) Charter</b>	Approved by: COHS Mayor

## **Purpose**

The purpose of the AAC is to provide advice on general aviation matters to the City Council so that decisions can be made by the Council that enables growth that aligns with the Airport Master Plan, current general aviation needs, trends and activities associated with the local general aviation community.

## **Membership**

### **PUBLIC**

- Fixed Wing Community (3 plus 2 associate)
- Hot Air Balloon Community (1)
- Glider Community (1)
- Sky Diving Community (1)
- Unmanned Aircraft Systems (1) [Future]
- Size and makeup of the Committee may be adjusted based on identified needs from the Committee and approved by the Mayor.

### **COHS:**

- Airport Manager
- City Administrator
- Public Works Engineer

### **COHS Elected Officials**

- Mayor
- Council representative appointed by the Mayor

## **Leadership**

- The AAC will select a chair and co-chair from the public members to preside over the monthly meetings of the AAC.
- The Airport Manager is responsible for compiling the agenda for the monthly meeting and providing a copy of the agenda to the Council representative for posting at least 24 hours prior to the meeting.
- The Council representative is responsible for compiling minutes of the meeting, posting those minutes on the City website and providing a report to the Council on Committee activities.

## **Public Membership Criteria and Terms**

- Public members are appointed by the Mayor for terms of 5 years.
- Public members of the committee should be licensed pilots of the aircraft community they represent;
- Membership preference will be given to residents of the City of Hot Springs, residents of Fall River County and lastly to others in the region, but still in the State of South Dakota.
- The Committee may accept associate non-voting members if the base membership is full. Associate members may vote on issues in the absence of a quorum of regular public members.
- Members are expected to participate in at least 50% of the regularly schedule meetings. Failure to do so may result in removal from the Committee.

## **Key Activities**

- Meet monthly, typically on the first Thursday of each month.
- Review and recommend to the Council on proposed aviation projects at the Hot Springs Municipal Airport.
- Review and comment on various documents and issues as requested by the Council.

Issue No 3	<b>City of Hot Springs – City Council</b>	Page 2 of 3
Date 2/14/2023	<b>Airport Advisory Committee (AAC) Charter</b>	Approved by: COHS Mayor

- Continue to utilize the Airport Master Plan and Capital Improvement Plan to advance value-adding projects to the Council
- Continue to work with commercial airport tenants
- Continue to strive for 100% rental space occupancy
- Continue to partner with the Chamber and other organizations to utilize the airport to promote the City of Hot Springs and general aviation

### **Deliverables**

- Meeting agenda;
- Meeting minutes;
- Monthly airport metrics
  - Fuel sales volume;
  - Flight operations
  - Hanger utilization
- Recommendations on business development opportunities;
- Recommendations regarding events, activities and opportunities to promote the growth and excellence of the Hot Springs Municipal Airport;
- Recommendations to the Council regarding Hangar Rental Rates and Private Hangar Land Lease Rates.

### **Key Interfaces**

- Admin-Finance Committee
- Development Coordinator
- City Council selected Airport Engineering Firm
- SD DOT Aeronautic Commission
- FAA
- Event organizers

### **Critical Success Factors**

- Airport issues are identified and addressed in a timely and professional manner;
- Growth opportunities are identified and communicated to the Council;
- All General Aviation community needs are appropriately represented;
- Feedback regarding Hot Springs Municipal Airport is positive;
- Growth and improvement opportunities continue to be identified and evaluated.

Issue No 3	<b>City of Hot Springs – City Council</b>	Page 3 of 3
Date 2/14/2023	<b>Airport Advisory Committee (AAC) Charter</b>	Approved by: COHS Mayor

### Change Log

Rev #	Changes	Date
1	<ul style="list-style-type: none"> <li>• Leadership: Airport Manager providing a copy of the agenda to City Hall for posting at least 24 hours prior to the meeting</li> <li>• Deliverables: Meeting Agenda</li> <li>• Deliverables: Recommendations to the Council regarding Hangar Rental Rates and Private Hangar Land Lease Rates</li> </ul>	5/27/21
2	<ul style="list-style-type: none"> <li>• Updated City employee membership</li> <li>• Updated responsibilities for developing and posting agendas and minutes of meetings.</li> </ul>	11/4/21
3	<ul style="list-style-type: none"> <li>• Added Key Activities <ul style="list-style-type: none"> <li>○ Continue to utilize the Airport Master Plan and Capital Improvement Plan to advance value-adding projects to the Council</li> <li>○ Continue to work with commercial airport tenants</li> <li>○ Continue to strive for 100% rental space occupancy</li> <li>○ Continue to partner with the Chamber and other organizations to utilize the airport to promote the City of Hot Springs and general aviation</li> </ul> </li> </ul>	2/14/23