

TERMS OF REFERENCE

APPENDIX B

1. GROUP NAME

Joint Airport User Meeting (JAUM)

2. PURPOSE

A structured, collaborative forum that brings together the airports stakeholders to discuss operational updates and challenges, review fee structures, infrastructure projects and safety guidelines.

3. MEMBERSHIP/COMPOSITION

List members by category:

- *Sponsor: Jeff Da Silva*
- *Administrative Lead: Todd Schultz*
- *Council Members (if applicable): N/A*
- *Administration: Airport Manager, Airport Coordinator, Senior Business Manager*
- *External Stakeholders: Open invitation to airport stakeholders*

Include roles and expectations of members

4. MANDATE

To keep airport stakeholders and administration connected and up to date on operational items, challenges, opportunities, projects and safety guidelines.

5. RESOURCES

City Boardroom and IT tools

6. REPORTING

The JAUM produces minutes with action items, however, is not structured as a reporting group.

7. TERM AND REVIEW

The JAUM is continuing under the structure of the City's Collaborative Groups Policy. The JAUM's purpose, timing of meetings, etc is reviewed annually by the Airport Manager and external stakeholders.

8. CITY MANAGER APPROVAL

Signature _____

Date 09/02/26