

Peterborough Airport Noise Liaison Group Terms of Reference

Purpose of the Peterborough Airport Noise Liaison Group

The purpose of the Peterborough Airport Noise Liaison Group (PANLG) is to facilitate information sharing and education in order to identify airport noise concerns and to offer suggestions to mitigate noise related issues, to the degree possible.

Role of the PANLG

The role of the PANLG is to provide a forum for discussion among selected community members, key users, and airport management about matters relating to the identification and mitigation of aircraft noise around the Peterborough Airport. An important part of the group function is to educate on what may or may not be possible in regard to mitigation. This is accomplished by assessing aircraft operating procedures impacting aircraft noise, examining alternatives, offering ideas and providing suggestions to airport management.

PANLG suggestions to airport management are agreed upon after group discussion and a majority vote. Airport management will consider suggestions to ensure they are consistent with the Peterborough Airport mandate and Transport Canada standards and regulations.

PANLG members selected from community residents are required to actively seek the opinions of the residents in their respective area on noise related matters and to share these opinions with the PANLG.

Any suggestions provided by the PANLG must include such components as:

- Description of the problem
- Proposed solution
- Alternatives (such as alternative procedures)
- Possible implications (such as revenue impact, direct and indirect costs to the community, airport users and airport operations), when applicable
- Noise impacts of the proposed solution

PANLG Structure and Function

Composition

PANLG is comprised of nine members, one resource position and three observer positions as follows:

Peterborough Airport Noise Liaison Group Terms of Reference

- Four neighbourhood residents; one from each area noted in the attached map identified as *Figure 1*
- One person from each of the three flight schools resident at the airport
- One person from General Aviation (GA) who is also a member of the local Canadian Owners and Pilots Association (COPA) group
- One person from those dealing with larger aircraft using the airport
- One Peterborough Airport staff member participates as a resource person only
- One staff member from each; the City of Peterborough, Cavan Monaghan Township, and Otonabee South Monaghan Township who will observe the meetings if authorized by the respective Councils
- Additional technical support may be made available from Transport Canada, Nav Canada, airport management, other airport staff, and other qualified individuals at the discretion of airport management

No remuneration is provided for serving on the PANLG and any expenditure shall be preapproved by airport management.

Appointment of Members

PANLG members are selected and appointed by airport management as follows:

- Residents are selected via an application process, review, and appointment.
- Flight school members are appointed following consultations with the responsible official for each school.
- A member for the local COPA/GA group is appointed following consultations with the responsible officials.
- The person from those involved with larger aircraft resident at the Peterborough Airport is appointed following consultations with those involved with this sector of Airport use.

The term of office for representatives shall be determined by airport management with initial term being one year. Vacancies on the PANLG are filled through appointment by airport management.

Leadership

An independent facilitator is appointed by airport management. This person provides leadership to the PANLG and encourages members to consider issues from a broad perspective.

The facilitator liaises with the Airport Manager (or delegate) in the preparation of meeting schedules, agenda, and review of draft meeting minutes prior to distribution.

The PANLG may appoint time-limited ad hoc work groups to address specific issues as they arise.

Meetings

PANLG meetings are intended to be conducted as working sessions in a manner consistent with the stated role and generally are not open to the public. Appointed members are expected to attend all scheduled meetings; however, on the very rare occasion when a member is not able to participate, the previously designated alternate would be expected to participate on behalf of the absent member, failing which the meeting proceeds. The respective designated alternate for each of the four neighbourhood areas will be appointed by airport management for an initial term of one year. The designated alternates appointed for neighbourhood residents are selected from the applications received during the application process for PANLG membership.

Designated alternates may attend meetings with their respective PANLG member, however, alternates cannot vote unless the primary member is absent. They are encouraged to review minutes of the meetings and are encouraged to participate in the absence of their respective PANLG member.

The members will be the point of contact for respective residents wanting to provide input for PANLG meetings or to seek clarification on decisions from the posted minutes.

Meetings normally take place from 5:00 p.m. to 7:00 p.m. at the Peterborough Airport quarterly, on the second Thursday of the months of March, June, September, and December. If more time is required, a vote will be conducted to extend the meeting no later than 8:00 p.m. The schedule is established/ratified for the next year at the December meeting.

Meeting dates and times can be changed by providing at least two weeks notice to PANLG members and/or designated alternates. If needed, airport management may approve additional meetings.

The meeting agenda and other advance information for meetings are provided to members and/or designated alternates at least one week in advance of the meeting. Standard distribution is through e-mail except in circumstances when an alternate method is agreed upon.

Topics for discussion are generated by several means:

1. Standard business for all meetings, such as review and approval of minutes of the previous meeting, business arising from the minutes, correspondence, aircraft movements, and noise concern trends, etc.;
2. Follow-up items from previous meetings;
3. Topics suggested by members and resource persons at least 2 weeks in advance of the meeting (supported by a brief written outline of the suggested topic); and

4. Items requested by airport management.

For PANLG decisions a vote will be taken and only members will have the opportunity to vote. Items anticipated requiring a vote may be outlined on the Agenda and where possible, material will be provided to members in advance of meetings.

A quorum consists of five members and is required for voting purposes. Voting can be completed electronically when deemed appropriate by the Airport Manager or designate. Only the nine PANLG members (including any designated alternate participating on behalf of an absent member) are eligible to vote, when a vote is required.

Administrative services are provided by Peterborough Airport (staff and/or other support) to produce the minutes of the meetings which shall contain decisions made by the group and action items, and will not contain discussions. Airport staff will endeavour to provide the minutes to members and post to the Peterborough Airport website, within two weeks of the meeting.

Video and voice recording is prohibited during PANLG meetings.

Subsequent Considerations

During the course of the initial year of operation airport management will decide on the future of the PANLG, including but not limited to phasing-in change of membership of the group over subsequent years, with potential for term extensions and/or repetition (possibly for a stipulated maximum time period).

Accountability of Members and Code of Conduct

See Appendix 1 for PANLG Code of Conduct which forms an integral part of this Terms of Reference and also addresses real or perceived conflicts of interest.

Assessment of Year One

During the course of the first year of the PANLG, the Airport Manager will assess the group's initial progress towards fulfilling its purpose. This assessment may include input from PANLG members, Peterborough Airport tenants and users, the broader community, and Peterborough Airport staff. Criteria may be developed to assess progress, identifying areas for potential improvement and successes upon which to further build.