

## TERMS OF REFERENCE FOR THE PLANNING AND DEVELOPMENT COMMITTEE

### 1. PURPOSE

The purpose of the Planning and Development Committee (the “Committee”) is to assist the Board in its deliberations and its responsibility for the final approval of major capital projects, land leases, large commercial developments, and, the Strategic, Master and Capital Plans. In addition, the Committee will assist the Board in its oversight of the Authority’s use of technology.

### 2. COMPOSITION

2.1. The Committee will be composed of not less than three Directors.

2.2. The Corporate Secretary will be secretary to the Committee.

### 3. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Committee will review and make recommendations to the Board of Directors in the following areas:

- 3.1. the continuous strategic planning process, including preparations for the June and November Board retreats;
- 3.2. plans to lease or develop land on Sea Island;
- 3.3. commercial activities beyond Sea Island;
- 3.4. consultation and engagement in the preparation of the Airport Master Plan;

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- 3.5. the final content of the Airport Master Plan and submission to the Minister of Transport for approval the proposed Land Use Plan;
- 3.6. commercial leases which under the Signing Authorities (See Tab 20) require approval by the Board of Directors;
- 3.7. Sustainability Case Documents for major projects, including giving due consideration as to whether such reports adequately address all potential options in light of our objective to be a leader in sustainability;
- 3.8. Project Definition Reports (“PDRs”) for capital projects which under the Signing Authorities (See Tab 20) require approval by the Board of Directors; the Board may delegate approval of PDRs to the Planning and Development Committee if it is satisfied that, upon a review of guidance indicators, the project is of lower strategic weight or complexity;
- 3.9. From project commencement to project completion, regular monitoring of key aspects, including safety, schedule and budget;
- 3.10. Annually, the Land Use Plan and the Land Management Guidelines;
- 3.11. Annually, those risks in the Enterprise Risk Management Program’s risk register, which have been assigned to the Planning and Development Committee, including the risk rating, trend direction, mitigation measures and impacts on applicable risk tolerances;
- 3.12. Annually, the IT and Digital Plan and key technology trends in travel, digital and other relevant areas; and
- 3.13. the coherent integration of all of the foregoing.

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**4. ACCOUNTABILITY**

- 4.1. The Committee will report its discussions to the Board by distributing a written report, posting the minutes of its meetings and, where appropriate, by oral report at the next meeting of the Board of every major matter considered since the Board's last meeting.
- 4.2. The Committee will annually review and recommend changes to its terms of reference.