

**TAUPO DISTRICT COUNCIL  
MINUTES OF THE TAUPO AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPO AIRPORT, ANZAC MEMORIAL DRIVE, TAUPO  
ON MONDAY, 13 FEBRUARY 2017 AT 11.00AM**

**PRESENT:** Mr Chris Johnston, Mr John Funnell, Mrs Kathy Guy, Cr Rosanne Jollands, Cr Christine Rankin

**IN ATTENDANCE:** David Trewavas (Mayor), Group Manager: Business & Technology, Democracy & Community Engagement Manager, Airport Manager, Airport Operations Manager and Financial Accountant

**MEDIA AND PUBLIC:** Nil

The Group Manager Business & Technology opened the meeting and welcomed members to the first meeting of the Taupō Airport Committee for the new triennium.

Notes: i) The Group Manager Business & Technology was in the Chair for item 4.1 until the Chairman had been duly elected. The elected chair Mr C Johnson then chaired the remainder of the meeting.

ii) Cr Rosanne Jollands left the meeting at 11.56am, She was not present for resolutions TAA201702/C01-C02.

## **1 APOLOGIES**

### **TAA201702/01 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Mr Chris Johnston

That the apology received from Cr Christine Rankin be accepted.

**CARRIED**

## **2 CONFLICTS OF INTEREST**

Nil

## **3 CONFIRMATION OF MINUTES**

Nil

## **4 REPORTS**

### **4.1 ELECTION OF CHAIRPERSON**

The Democracy & Community Engagement Manager outlined the voting process for an election of a chair and recommended that members use System B.

### **TAA201702/02 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Mr Chris Johnston

That the Taupo Airport Authority Committee confirms that System B be used to determine the election process for the Chairperson.

**CARRIED**

**TAA201702/03 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Mrs Kathy Guy

That the Taupo Airport Authority Committee elects Mr Chris Johnston as the Chairperson of the Taupō Airport Authority Committee for the 2016-2019 Triennium.

**CARRIED**

**4.2 ELECTION OF DEPUTY CHAIRPERSON**

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**TAA201702/04 RESOLUTION**

Moved: Cr Rosanne Jollands  
Seconded: Mr Chris Johnston

That the Taupo Airport Authority Committee confirms that System B be used to determine the election process for the Deputy Chairperson.

**CARRIED**

**TAA201702/05 RESOLUTION**

Moved: Cr Rosanne Jollands  
Seconded: His Worship the Mayor

That the Taupo Airport Authority Committee elects Kathy Guy as the Deputy Chairperson of the Taupō Airport Authority Committee for the 2016-2019 Triennium.

**CARRIED**

**4.3 GENERAL MANAGER'S REPORT**

The General Manager – Taupō Airport spoke to his report and made the following comments:

- Passenger number for November and December were very good.
- Air New Zealand flights were working well.
- Passenger numbers for Sounds Air were light over the Xmas period. Members noted that it was difficult to book a seat at short notice as the flights were full. It was agreed that this should be discussed with Sounds Air in terms of reviewing capacity.
- International charter market had been quite quiet.
- Aircraft movements were slightly ahead.
- Rubber patches had been applied to the taxiway.
- An updated price had been requested for the expansion around the Taupo Tandem site.
- Working on the business model to the Crown which was due March/April.
- Progressing the Safety Management Plan, noting the need to consult with users.
- Airways had installed a new standby generator. Investigating the cabling to the terminal to see if still active. At the moment the generator was only for essential services.
- Security had been increased with the addition of a keypad at the gate.
- A new system had been introduced to allow access to set areas to airside.
- A new design for the baggage claim area was currently under investigation as the previous design and estimate from Taupo Plan services was considered cost prohibitive. Currently the Airport was not security designated, however there was potential for that to change within the next five years. This would mean screening of passengers and baggage. Therefore any developments needed to be

able to be future proofed.

- The Master Plan for the Airport was being updated and would be peer reviewed by Beca.
- The current owners of the café would be finishing at the end of February and EOI was being developed.

In answer to a query regarding the leases which were due to expire 30 March 2017, the Group Manager Business & Technology advised that work was underway to obtain market valuations as part of the renewal process.

HWTM advised that he had had a meeting with AirNZ the previous week and that Taupō was viewed as a major provincial player and noted the impact of RAL.

#### **TAA201702/06 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Mrs Kathy Guy

That the Taupō Airport Authority Committee receives the General Manager's report.

**CARRIED**

#### **4.4 FINANCIAL PERFORMANCE REPORT - HALF YEARLY 2016**

The Financial Accountant noted that revenue was slightly up with an increase in terminal fees. Members also noted that the KPI in relation to positive equity would not be achieved due to depreciation costs.

#### **TAA201702/07 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the 2016 Half Yearly Financial Performance report.

**CARRIED**

#### **4.5 RECEIPT OF DRAFT STATEMENT OF INTENT 2017/18**

The Financial Accountant advised that there had been a change to one of the Performance Targets, that being in respect of Health & Safety. Members agreed that planning for infrastructure redevelopment needed to be included in the draft.

#### **TAA201702/08 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Mrs Kathy Guy

That the Taupo Airport Authority Committee adopts the draft Statement of Intent of the Taupo Airport Authority [as amended] for the 2017/18 financial year.

**CARRIED**

At 11.56am, Cr Rosanne Jollands left the meeting.

#### **4.6 HEALTH AND SAFETY**

The Airport Manager advised that these had been covered in his earlier report. Members requested a report which provided information relating to reported accidents and/or near misses.

**TAA201702/09 RESOLUTION**

Moved: Mr Chris Johnston  
 Seconded: Mrs Kathy Guy

That the Taupo Airport Authority Committee receives the information relating to health and safety.

**CARRIED**

**5 CONFIDENTIAL BUSINESS****TAA201702/10 RESOLUTION**

Moved: His Worship the Mayor  
 Seconded: Mr Chris Johnston

**RESOLUTION TO EXCLUDE THE PUBLIC**

I move that the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48[1] of the local government official information and meetings act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
<b>Agenda Item No: 5.1</b> Receipt of Unconfirmed Minutes of the Taupo Airport Operational & Safety Committee - 12 October & 30 November 2016	Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public	Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7

**CARRIED**

**The Meeting closed at 12.05pm.**

**The minutes of this meeting were confirmed at the Taupo Airport Authority Committee Meeting held on 13 March 2017.**

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**CHAIRPERSON**