

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

**PRESENT:** Mr Chris Johnston (in the Chair), Mr John Funnell, Ms Kathy Guy, Cr Christine Rankin

**IN ATTENDANCE:** Group Manager: Business & Technology, General Manager Taupō Airport, Airport Operations Manager, Executive Assistant

**MEDIA AND PUBLIC:** Nil

**1 APOLOGIES**

**TAA201703/01 RESOLUTION**

MOVED: MS KATHY GUY  
SECONDED: MR JOHN FUNNELL

THAT THE APOLOGY RECEIVED FROM MAYOR DAVID TREWAVAS AND CR JOLLANDS BE ACCEPTED.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Mr J Funnell declared a conflict of interest at the time of discussion on lease renewals in item 4.1.

**3 CONFIRMATION OF MINUTES**

**3.1 TAUPO AIRPORT AUTHORITY COMMITTEE MEETING - 13 FEBRUARY 2017**

Councillor Rankin requested a correction to attendees recorded in the present section, her apologies had been received in the meeting.

**TAA201703/02 RESOLUTION**

Moved: Ms Kathy Guy  
Seconded: Mr John Funnell

That the minutes of the Taupo Airport Authority Committee meeting held on Monday 13 February 2017 as amended be confirmed as a true and correct record.

**CARRIED**

**4 REPORTS**

**4.1 GENERAL MANAGER'S REPORT**

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

- New dashboard being developed for reporting which would give a quick overview of statistics.
- Substantial increase to baggage handling during the Ironman period.
- CAA in public consultation stage on issuing “notices”. TAA to submit as required.
- Car Park: in the short term road markings would be updated. At peak periods approximately 150-160 cars may utilise the parking area with the drop off and pick up area experiencing high usage.
- Concrete was the preferred option for Southern Apron Extension. Agreed the General Manager to engage with Crown on the matter.
- Leases were up for renewal, with two leasees having given notice to continue at this time. It was

noted that tenants were required to give notice of their intention to renew.

- Request to build a private hanger on leased site tabled [A1891771].

Members discussed the lease renewal process and having the sites assessed for market value.

#### **TAA201703/03 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mr John Funnell

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

**CARRIED**

#### **4.2 FINANCIAL REPORT - JANUARY 2017**

In discussion members noted the following:

- High monthly rental cost associated with the baggage area tent.
- Landing fees were based on plane weight; recently there had been an increase in large planes landing.
- Cash positive with reserves growing.

#### **TAA201703/04 RESOLUTION**

Moved: Mr John Funnell

Seconded: Cr Christine Rankin

That the Taupo Airport Authority Committee receives the January 2017 Financial report.

**CARRIED**

#### **4.3 HEALTH AND SAFETY**

The General Manager provided the following update:

- No incidents had been reported.
- Risk Register was tabled [A1892471]. Members requested this information be provided as part of the item going forward.
- Public domain was the committee's concern, however private areas were not.
- Safety Management System [SMS] plan was being developed, due 2018. An external party had approached the General Manager to assist with writing the SMS.
- SMS and Health & Safety were separate matters.

#### **TAA201703/05 RESOLUTION**

Moved: Ms Kathy Guy

Seconded: Mr John Funnell

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

**CARRIED**

**5 CONFIDENTIAL BUSINESS****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> Confirmation of Confidential Portion of Taupo Airport Authority Committee Minutes - 13 February 2017	Section 6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	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 6
<b>Agenda Item No: 5.2</b> Receipt of Unconfirmed Minutes of the Taupo Airport Operational & Safety Committee - 18 January 2017	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
<b>Agenda Item No: 5.3</b> Receipt of Unconfirmed minutes of the 2015/2016 AGM Taupo Airport Users Group Incorporated	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

I also move that *[name of person or persons]* be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of *[specify]*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *[specify]*.

**The Meeting closed at 12.24pm.**

**The minutes of this meeting were confirmed at the Taupo Airport Authority Committee Meeting held on 1 May 2017.**

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**CHAIRPERSON**