



**I give notice that
a Taupo Airport Authority Committee Meeting will be held on:**

Date:	Monday, 1 May 2017
Time:	11.00am
Location:	Taupo Airport ANZAC Memorial Drive Taupo

AGENDA

MEMBERSHIP

Chairperson Mr Chris Johnston

Deputy Chairperson Ms Kathy Guy

Members Mr John Funnell
Mayor David Trewavas
Cr Rosanne Jollands
Cr Christine Rankin

Quorum 3

Gareth Green
Chief Executive Officer

Order Of Business

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3.1 TAUPO AIRPORT AUTHORITY COMMITTEE MEETING - 13 MARCH 2017

Author: Carrie Robinson, Executive Assistant

Authorised by: John Ridd, Group Manager: Business and Technology

RECOMMENDATION(S)

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

ATTACHMENTS

1. Taupo Airport Authority Committee Meeting Minutes - 13 March 2017 

4.1 APPROVAL TO FUND INTERIM BAGGAGE HANDLING AREA

Author: John Ridd, Group Manager: Business and Technology

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

The purpose of this report is to seek approval to expend up to \$80,000 excl GST on the construction of an interim baggage handling area at Taupō Airport.

EXECUTIVE SUMMARY

In the absence of any immediate terminal upgrade plans, it is proposed that an interim baggage handling area is constructed. This would take the form of a separate steel shed like structure adjacent to the terminal building to service this activity. Unbudgeted expenditure to a maximum of \$80,000 plus GST is requested.

RECOMMENDATION

That the Taupo Airport Authority Committee approves unbudgeted expenditure of a maximum of \$80,000 + GST for the purpose of the construction of an interim baggage handling area.

BACKGROUND

The proposal has not been presented previously.

By way of background, the baggage going too or from the aircraft had up until recently remained outside. Obviously with the differing weather conditions this was not a great service; as such a temporary plastic wrapped area was created. In the absence of any immediate terminal upgrade plans, it is proposed that an interim arrangement is constructed. This would take the form of a separate steel shed like structure to service this activity.

It is envisaged that this would be an interim arrangement until there is clarity around the construction of a new terminal building which would incorporate this activity.

DISCUSSION

The current method of handling the baggage does not provide a good customer experience and in addition the current covered area was only ever a short term measure. There is also a hireage cost of \$1250 plus GST per month for the current arrangement which is an operational cost.

Based on this information it is considered that there are two options.

OPTIONS

Analysis of Options

Option 1 – Construct steel building **PREFERRED OPTION**

Advantages	Disadvantages
<ul style="list-style-type: none"> • The current poor arrangement is addressed • The current financial liability is addressed • Should something more permanent be constructed then the building could be relocated for another use 	<ul style="list-style-type: none"> • It is still a temporary solution be it better than current

Option 2 – do nothing and await the outcome of discussions around a new terminal

Advantages	Disadvantages
<ul style="list-style-type: none"> • There is no requirement for a short term expense • There is a better end product 	<ul style="list-style-type: none"> • A new terminal building is not guaranteed • The current arrangement would continue so not improving the experience and still costing \$1250 plus GST per month

Analysis Conclusion:

The preferred option is to construct a new steel building adjacent to the terminal at a total cost not exceeding \$80,000.

CONSIDERATIONS

Financial Considerations

To date officers have only received an indicative costing on this item but would not expect the cost to extend beyond \$80,000. This work would be funded by the Airport and is not currently budgeted.

Long-term Plan/Annual Plan

The expenditure outlined is currently unbudgeted. It is requested that unbudgeted expenditure is approved. Unbudgeted expenditure is preferred because the work is urgent to address the issues raised above.

Legal Considerations

Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of Section 10 of the Local Government Act 2002. The matter will enable the Council to meet the current and future needs of communities for good quality local infrastructure. (i.e. efficient, effective and appropriate to present and anticipated future circumstances).

The proposal has been evaluated with regards to a range of legislation. The key legislation applicable to the proposal has been reviewed and the relevant matters for consideration are as follows:

Please explain what legislation applies and how the proposal is or is not consistent with these or any steps that may be required.

The following authorisations are required for the proposal:

- ✓ Resource Consent Building Consent

Authorisations are not required from external parties.

Policy Implications

There are no known policy implications.

Risks

There are no known risks.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

ENGAGEMENT

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to the Committee making a decision.

COMMUNICATION/MEDIA

Communication will be undertaken.

CONCLUSION

The report outlines the issues faced by the airport and the service it provides with regards to baggage handling. It is suggested that an interim proposal to construct a new steel building is the most appropriate.

ATTACHMENTS

Nil

4.2 GENERAL MANAGER'S REPORT

Author: Michael Groome, General Manager Taupo Airport

Authoriser: John Ridd, Group Manager: Business and Technology

PURPOSE

The purpose of this report is to provide the Taupo Airport Authority Committee an overview of the airports operations year to date.

RECOMMENDATION(S)

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

ATTACHMENTS

1. Taupo Airport Authority General Manager's Report - May 2017 

4.3 HEALTH AND SAFETY

Author: Tina Jakes, Democracy & Community Engagement Manager

Authoriser: Brian Fox, Group Manager: Corporate and Community

PURPOSE




This item allows for discussion on matters relating to health and safety.

Earthquake Assessment reports for both the office and terminal buildings are attached. The office building is rated B and the terminal building A+.

RECOMMENDATION(S)

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

ATTACHMENTS

1. TAA Risk Register for May 2017 
2. Earthquake Assessment Report - Management Office 
3. Earthquake Assessment Report - Terminal 

4.4 FINANCIAL REPORT - MARCH 2017

Author: Fiona Birkbeck, Financial Accountant

Authorised by: John Ridd, Group Manager: Business and Technology

PURPOSE

To receive the Taupō Airport Authority's March 2017 financial report.

RECOMMENDATION(S)

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

ATTACHMENTS

1. TAA Financials March 2017 

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 matter 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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
<p>Agenda Item No: 5.1 Confirmation of Confidential Portion of Taupo Airport Authority Committee Minutes - 13 March 2017</p>	<p>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</p>	<p>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</p>
<p>Agenda Item No: 5.2 Receipt of Unconfirmed Minutes of the Taupo Airport Operational & Safety Committee - 22 March 2017</p>	<p>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</p>	<p>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</p>

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]*.