

**TAUPO DISTRICT COUNCIL  
MINUTES OF THE TAUPO AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPO AIRPORT, ANZAC MEMORIAL DRIVE, TAUPO  
ON MONDAY, 1 MAY 2017 AT 11.00AM**

**PRESENT:** Mr Chris Johnston, Mr John Funnell, Ms Kathy Guy, Cr Rosanne Jollands.  
**IN ATTENDANCE:** Group Manager Business and Technology, General Manager Taupō Airport, Airport Operations Manager, Financial Accountant, Democracy & Community Engagement Manager.  
**MEDIA AND PUBLIC:** Nil

**1 APOLOGIES**

**TAA201705/01 RESOLUTION**

Moved: Cr Rosanne Jollands  
Seconded: Mr John Funnell

That the apologies received from Mayor David Trewavas and Cr Christine Rankin be accepted.

**CARRIED**

Nil

**2 CONFLICTS OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES**

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

In answer to a members question, the General Manager advised that all tenants had indicated that they wished to renew their leases and that market valuations were being obtained.

**TAA201705/02 RESOLUTION**

Moved: Ms Kathy Guy  
Seconded: Mr John Funnell

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

**CARRIED**

**4 REPORTS**

**4.1 APPROVAL TO FUND INTERIM BAGGAGE HANDLING AREA**

The Group Manager Business & Technology tabled a map, which outlined the proposed site of the interim baggage handling area [A1943736].

The following points were noted:

- The current baggage area was costing \$1200 per month to rent.
- The new proposed building could be easily removed if the terminal was to be extended in future.
- There would be an opportunity to gain revenue through advertising in the new building.

- The new building would not be lined.

There was concern that the request for \$80,000 of unbudgeted expenditure was excessive and hoped that the full amount would not be required. Members requested that the quotes, once received, be emailed to them.

#### **TAA201705/03 RESOLUTION**

Moved: Ms Kathy Guy

Seconded: Mr Chris Johnston

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

**CARRIED**

#### **4.2 GENERAL MANAGER'S REPORT**

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

- Passenger numbers were good.
- RAL were hoping to attract an extra 140,000 people and if 20% of those came through the airport that would require two extra flights per day.
- The Air NZ property team were happy with the how the airport was running.
- Landing fees for the Q300 was \$250, therefore increase in passenger numbers did not necessarily equate to increased income.
- CAA has removed the charges for audits and inspection which would mean a \$3000 saving.
- Health and safety airside, comes under the Civil Aviation Rules of which the CAA administers the act for Work Safe. Its compliance to the with aviation rules to come to the H&S meeting.
- The painted lines in the carpark area had been beneficial.
- The apron extension had started and was due to be completed in June. This included painting of the zone areas.

#### **TAA201705/04 RESOLUTION**

Moved: Mr John Funnell

Seconded: Ms Kathy Guy

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

**CARRIED**

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

The General Manager – Taupō Airport advised that the Risk Register applied to landside and the terminal and not airside. There was discussion regarding the fence between the terminal and the runway in terms of correct height. The Group Manager Business & Technology undertook to follow up on this.

#### **TAA201705/05 RESOLUTION**

Moved: Ms Kathy Guy

Seconded: Mr Chris Johnston

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

**CARRIED****4.4 FINANCIAL REPORT - MARCH 2017**

The Financial Accountant made noted the following in respect to the Financial Report:

- Landing fees had dropped in February due to the wet weather.
- The expenses under equipment hire related to the baggage area.
- The interim baggage area would be funded from Airport reserves and also communicated to the Crown.

The Group Manager Business & Technology advised that staff would investigate the Infrastructure Fund to see if government funding could be secured.

**TAA201705/06 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Ms Kathy Guy

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

**CARRIED****5 CONFIDENTIAL BUSINESS****TAA201705/07 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Ms Kathy Guy

**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 March 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 - 22 March 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

**CARRIED**

**The Meeting closed at 11.59am.**

**The minutes of this meeting were confirmed at the Taupo Airport Authority Committee Meeting held on 12 June 2017.**

.....  
**CHAIRPERSON**