



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

<b>Date:</b>	<b>Monday, 26 June 2017</b>
<b>Time:</b>	<b>11.00am</b>
<b>Location:</b>	<b>Taupō Airport ANZAC Memorial Drive Taupō</b>

# **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 - 1 MAY 2017**

**Author:** Raeleen Rihari, Democratic Services Support Officer

**Authorised by:** Tina Jakes, Democracy & Community Engagement Manager

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

1. Taupo Airport Authority Committee Meeting Minutes - 1 May 2017 [⇒](#) 

**4.1 ASSIGNMENT OF LEASE SITE 25B**

**Author:** Michael Groome, General Manager Taupo Airport  
**Authorised by:** John Ridd, Group Manager: Business and Technology

**PURPOSE**

For the Taupō Airport Authority to approve the assignment of lease Site 25B.

**DISCUSSION**

Site 25B is currently leased by Kate Wills of Venture 25. Ms Wills has operated a business selling skydiving equipment from this site for a number of years and is now having a change of career.

Ms Wills has entered into a sale and purchase agreement with Grant and Francis Ellery to purchase the building on the lease site however, approval of the lease assignment is required by the TAA Committee.

Grant Ellery is a Microlight instructor. His intention is to use the building as an office from which to conduct microlight training [see attached letter].

**CONCLUSION**

As the request requires a change of lessee name only, the lease should be assigned as requested.

**RECOMMENDATION(S)**

That the Taupo Airport Authority Committee approves the assignment of lease Site 25B from Venture 25 to Grant and Francis Ellery.

**ATTACHMENTS**

1. Letter from Venture 25 re Assignment of Lease [A1977239] 

**4.2 REQUEST TO EXTEND LEASE SITE 26 HANGAR AREA**

**Author:** Michael Groome, General Manager Taupo Airport

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

**PURPOSE**

To permit a 3.4 metre extension to the front of the hangar on Site 26.

**DISCUSSION**

Paul Munro of Munro Investments Limited leases Site 26. He has acquired a second aircraft which he would like to house in his hangar. The hangar could fit two aircrafts however it would be a tight fit and this would create risk of damage to either aircraft. To counteract the issue of not enough space, Mr Munro is proposing to add an extension to the front of the existing hangar.

**CONCLUSION**

The extension of the building would bring it forward however, it would still be within the lease site boundary.

**RECOMMENDATION(S)**

That the Taupo Airport Authority Committee approves the request from Mr Munro to extend the front of the hangar on Site 26 by an additional 3.4 metres.

**ATTACHMENTS**

1. Drawing of Site 26 Building Extension [A1977229] 

**4.1 GENERAL MANAGER'S OPERATIONS 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 Taupō Airport Authority Committee an overview of the airports operations year to date.

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

1. General Manager's Operations Report - June 2017 [⇒](#)



**4.4 HEALTH AND SAFETY UPDATE**

**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.

An updated copy of the TAA Risk Register is attached.

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

1. TAA Risk Register for May 2017 [A1981064]



**4.5 FINANCIAL REPORT - MAY 2017**

**Author:** Fiona Birkbeck, Financial Accountant

**Authorised by:** Alan Menhennet, Group Manager: Finance and Strategy




**PURPOSE**

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

**RECOMMENDATION(S)**

That the Taupo Airport Authority Committee receives the May 2017 financial report.

**ATTACHMENTS**

1. Profit & Loss - May 2017 [⇨](#) 
2. Profit & Loss by Month - May 2017 [⇨](#) 
3. Balance Sheet [⇨](#) 



**4.6 LOCAL GOVERNMENT ACT 2002 SECTION 17A REVIEW OF ECONOMIC DEVELOPMENT ACTIVITIES**

**Author:** Chloe Walker, Business Development Manager

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

**PURPOSE**

To brief the Taupō Airport Authority Committee [TAA] on the s17A review of economic development activities.

**DISCUSSION**

Taupō District Council has received NZIER's s17A review of Council's economic development activities which includes the Taupō Airport Authority.

Specific points in relation to the TAA are as follows:

- Its activities meet the market failure test and the TAA is operating in the right space.
- The fact that the TAA is self-funding [rather than through rates] needs to be communicated better to the community.
- The district is in need of an economic development strategy which will have application to the TAA.
- Current governance arrangements of the TAA [as a Committee of Council] is not consistent with the Auditor General's guidelines for a CCTO, although no concerns have been raised during audit process. It is however recommended that this be reviewed.
- The passenger terminal is reaching operational constraints. The terminal needs to provide a welcoming environment that matches the expectations of travellers while delivering value for money. Any development of this area needs to be aligned with TDC, DGLT, and the wider economic development strategy.

**CONCLUSION**

The report along with recommendations on next steps is being presented to a Council workshop on the 27 June 2017.

A full copy of the s17A review will be circulated separately.

**RECOMMENDATION(S)**

That the Taupo Airport Authority Committee receives Taupō District Councils s17a review of economic development activities

**ATTACHMENTS**

Nil

## 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
<b>Agenda Item No: 5.1</b> Confirmation of Confidential Portion of Taupo Airport Authority Committee Minutes - 1 May 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

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]*.