

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON MONDAY, 26 JUNE 2017 AT 11.00AM**

PRESENT: Mr Chris Johnston (in the Chair), Mr John Funnell, Ms Kathy Guy, Cr Rosanne Jollands (from 11.02am)

IN ATTENDANCE: Chief Executive, General Manager Taupō Airport, Airport Operations Manager, Financial Accountant, Business Development Manager, Democracy & Community Engagement Manger, Democratic Services Support Officer

MEDIA AND PUBLIC: Nil

Notes:

- (i) *An apology was also noted from the Group Manager Business & Technology.*
- (ii) *Councillor Jollands entered the meeting at 11.02am and was not present for resolution TAA201706/01*

1 APOLOGIES

TAA201706/01 RESOLUTION

Moved: Mr John Funnell

Seconded: Mr Chris Johnston

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

CARRIED

2 CONFLICTS OF INTEREST

Nil

3 CONFIRMATION OF MINUTES

3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 1 MAY 2017

TAA201706/02 RESOLUTION

Moved: Mr John Funnell

Seconded: Mr Chris Johnston

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

CARRIED

4 REPORTS

4.1 ASSIGNMENT OF LEASE SITE 25B

The General Manager – Taupō Airport pointed out lease site 25B on a large printed map. He had no issues with the request which, for information purposes only, would be presented at the next Safety Committee

meeting.

A ground rental assessments report from Veitch Morrison Ltd noted that current lease charges were comparable to town lease rates. Giving due regard to the available rental evidence, they had adopted ground rental rates generally in the range of \$4.75/m² to \$7/m² per annum plus GST (A1984498).

TAA201706/03 RESOLUTION

Moved: Ms Kathy Guy
Seconded: Mr John Funnell

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

CARRIED

4.2 REQUEST TO EXTEND LEASE SITE 26 HANGAR AREA

The General Manager – Taupō Airport pointed out lease site 26 hangar on a large printed map. The site extension request had been presented to the Safety Committee and no issues were noted.

Mr Munro would ensure any/all council permits required were obtained.

TAA201706/04 RESOLUTION

Moved: Cr Rosanne Jollands
Seconded: Mr Chris Johnston

That the Taupō 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.

CARRIED

4.3 GENERAL MANAGER'S OPERATIONS REPORT

The General Manager spoke to his report.

The following was noted during questions, answers and related discussion:

- Passenger numbers were well ahead.
- Aircraft movements were on par with previous years.
- The southern apron was working well.
- In relation to drones, no other zone nationwide had the same complexities like Taupō. An app that would provide drone operators with contact details for the applicable authority for permission when using drones in the Taupō area was being developed. The app was compatible with android devices; developers were now working on synchronising with Apple devices. CAA rules in relation to drone use were currently being reviewed. Some media advertising would be undertaken to educate the general public around drone use. In the interest of creating a safe operating environment, people would be encouraged to contact the relevant authority before using drones (even if not required to).
- A draft copy of the 'Taupō Region Air Travel Market' benchmarking and comparisons review of Taupō Airport passenger numbers commissioned by the General Manager had been received. The report was part of the overall strategic vision with the final version expected by mid July.
- Council's Commercial Manager was assisting an operator who wanted a site to build a hangar on.
- Three lease site enquiries had been received over the past month.

TAA201706/05 RESOLUTION

Moved: Cr Rosanne Jollands
Seconded: Mr Chris Johnston

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

CARRIED

4.4 HEALTH AND SAFETY UPDATE

Noted that CAA requirements were completed well before the due date.

TAA201706/06 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Mr Chris Johnston

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

CARRIED

4.5 FINANCIAL REPORT - MAY 2017

The Financial Accountant noted the following in relation to the Financial Report:

- Good to see that figures would have been very close to the SOI projections if recent works expenses eg baggage claim area were not deducted.
- Staff had been busy contacting several people whose accounts were in credit to arrange refunds as it was preferred that people did not maintain credits on their accounts. To date, approximately \$2,500 had been refunded with around \$2,400 remaining to be paid out.
- Unclaimed money was categorised under 'other income'.

TAA201706/07 RESOLUTION

Moved: Mr John Funnell

Seconded: Ms Kathy Guy

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

CARRIED

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

The Business Development Manager highlighted feedback and significant recommendations from NZIER. Key points noted were:

- TAA governance structure was complicated and did not align with best practice as per the Auditor General's guidelines for CCTO's. Recommended that it be reviewed.
- TAA activities met the market failure test.
- TAA was operating in an efficient and effective manner for its community.
- TAA was self funded and that should be communicated to the community.
- There was a lack of vision and strategic focus for the airport.
- Needed to consider what the implications were for activities etc.

The following was noted during questions, answers and related discussion:

- SLG had recommended that a project group be formed to start reviewing NZIER's recommendations, in particular the governance structure. It was proposed that any changes should be signalled in the next LTP.
- For transparency, maintaining effective communication between operations and the TAA was essential.

- Needed to be mindful that the airport was not a substantial financial business and stress that it was important that Rotorua did not become the main hub for the region. The General Manager noted that the report currently being finalised by Airbiz would put those matters into perspective.

TAA201706/08 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Mr John Funnell

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

CARRIED

5 CONFIDENTIAL BUSINESS**TAA201706/09 RESOLUTION**

Moved: Mr Chris Johnston

Seconded: Cr Rosanne Jollands

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:

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
Agenda Item No: 5.1 Confirmation of Confidential Portion of Taupō 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

CARRIED

The meeting closed at 11.49am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee meeting held on 31 July 2017.

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CHAIRPERSON