



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

Date:	Monday, 6 November 2017
Time:	10.30am
Location:	Taupō Airport ANZAC Memorial Drive Taupō

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

1	Apologies	
2	Conflicts of Interest	
3	Confirmation of Minutes	
3.1	Taupō Airport Authority Committee Meeting - 14 September 2017	3
4	Reports	
4.1	Financial Report - September 2017	4
4.2	Request to Build a Hangar on Site 26.....	5
4.3	Strategic Plan Discussion - 'The Best Little Airport in NZ'	6
4.4	General Manager's Operations Report	7
4.5	Safety Management Systems (SMS) Update	8
4.6	Health and Safety Update	9
5	Confidential Business	
5.1	Receipt of Unconfirmed Minutes: Taupō Airport Operational & Safety Committee - 21 August 2017	10

3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 14 SEPTEMBER 2017

Author: Raeleen Rihari, Democratic Services Support Officer

Authorised by: Brian Fox, Group Manager: Corporate and Community

RECOMMENDATION(S)

That the minutes of the Taupō Airport Authority Committee meeting held on Thursday 14 September 2017 be confirmed as a true and correct record.

ATTACHMENTS

1. Taupō Airport Authority Committee Meeting Minutes - 14 September 2017 

4.1 FINANCIAL REPORT - SEPTEMBER 2017

Author: Fiona Birkbeck, Financial Accountant

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

PURPOSE

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

RECOMMENDATION(S)

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

ATTACHMENTS

1. Taupō Airport Authority Financial Report - 30 September 2017 (A2068086) 

4.2 REQUEST TO BUILD A HANGAR ON SITE 26

Author: Michael Groome, General Manager Taupō Airport

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

PURPOSE

To discuss a request to build a hangar on Site 46.

DISCUSSION

Tony Orr of Helisika Ltd currently leases Site 45. Attached to this report is a letter outlining his request to build a hangar on the adjacent site (No. 46) to house a fixed wing aircraft. This arrangement would allow the aircraft to be towed from the hangar to the airside to be started instead of doing this at the hangar.

The proposed site area is already level, and would only require a general tidy-up and removal of a small section of fence to enable construction of the hangar. If approved by the TAA, Mr Orr would be responsible for all associated costs, compliance and maintenance requirements necessary to facilitate the hangar build.

The area is currently only used by helicopter traffic. However, roading access to the site will need to be looked at as the site was surveyed prior to the airport zone changes.

CONCLUSION

Granting the request would allow an existing lessee to operate an aeroplane from an adjacent site with relatively easy access to the runways. The original master plan for the airport also included the future allowance of a variety of aircraft types in this particular area.

RECOMMENDATION(S)

That the Taupō Airport Authority Committee agrees in principle to Mr Orr's request and allows a hangar to be built on Site 46 for housing of a fixed wing aircraft subject to acceptance by the Taupō Airport Operational Safety Committee and compliance with any road requirements.

ATTACHMENTS

1. Letter request from Tony Orr including site photograph (A2069626) 

4.3 STRATEGIC PLAN DISCUSSION - 'THE BEST LITTLE AIRPORT IN NZ'

Author: Raeleen Rihari, Democratic Services Support Officer

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

PURPOSE

This item permits members to hold a general discussion on the strategic vision for the Taupō Airport.

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the information.

ATTACHMENTS

1. Draft Summary of Strategic Plan Discussions - 'The Best Little Airport in NZ' (A2070010) 

4.4 GENERAL MANAGER'S OPERATIONS REPORT

Author: Michael Groome, General Manager Taupo Airport

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

PURPOSE

To provide the Taupō Airport Authority Committee an overview of the Taupō Airport's operations year to date.

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on 6 November 2017.

ATTACHMENTS

1. General Managers Operations Report - October 2017 (A2069506) 

4.5 SAFETY MANAGEMENT SYSTEMS (SMS) UPDATE

Author: Michael Groome, General Manager Taupō Airport

Authoriser: John Ridd, Group Manager: Business and Technology

PURPOSE

This report outlines the implementation process of the Safety Management Systems (SMS) as required by the Civil Aviation Authority (CAA).

DISCUSSION

All certificated aviation organisations are now required to meet Civil Aviation Rule Part 100, Safety Management Systems (SMS). The ICAO definition of SMS is:

“A systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures”

There are 13 elements to the SMS, which are outlined in the attached plan (Attachment 1). Airports are required to have their SMS fully operational by June 2018.

In the interim, airports are required to develop a plan which includes a GAP analysis to show what stage we are currently at in relation to the SMS. Once completed, CAA approval must then be sought prior to implementation of the plan.

Taupō Airport have been well ahead for a number of years in terms of SMS planning, which our procedures demonstrate. However, we have had to hold off putting our plan together until the CAA had confirmed what was required both in the plan and in practice. CAA have held a series of roadshows to clarify plan requirements in more detail, of which I have attended three to date.



A small working group has been established to oversee the development of the SMS plan which should be completed for submission to CAA before Christmas 2017.

A copy of the TAA Safety Management Systems Manual is also attached (Attachment 2).

RECOMMENDATION(S)

That the Taupō Airport Authority Committee receives the Safety Management Systems update.

ATTACHMENTS

1. SMS Implementation Timeline (A2069807) 
2. TAA Safety Management Systems Manual (A2069507) 

4.6 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.

RECOMMENDATION(S)

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

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
Agenda Item No: 5.1 Receipt of Unconfirmed Minutes: Taupo Airport Operational & Safety Committee - 21 August 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

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]*.