

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ  
ON THURSDAY, 14 SEPTEMBER 2017 AT 11.00AM**

**PRESENT:** Mr Chris Johnston (in the Chair), Mr John Funnell, Ms Kathy Guy, Cr Rosanne Jollands, Cr Christine Rankin

**IN ATTENDANCE:** Group Manager: Business & Technology, General Manager Taupō Airport, Financial Accountant, Democracy & Community Engagement Manager, Democratic Services Support Officer

**MEDIA AND PUBLIC:** Nil

Note: Councillor Christine Rankin left the meeting at 11.51am however, she was present for all resolutions made.

**1 APOLOGIES**

**TAA201709/09 RESOLUTION**

Moved: Mr Chris Johnston  
Seconded: Cr Christine Rankin

That apologies from Mayor David Trewavas be received and accepted.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Councillor Roseanne Jollands recorded a conflict in relation to Item 4.4 'Request from Contact Energy to Install an EV Charging Station'

**3 CONFIRMATION OF MINUTES**

**3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 31 JULY 2017**

Minutes of a meeting of the Taupō Airport Authority Committee held on 31 July 2017 had been circulated.

**TAA201709/10 RESOLUTION**

Moved: Cr Rosanne Jollands  
Seconded: Ms Kathy Guy

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 31 July 2017 be confirmed as a true and correct record.

**CARRIED**

**4 REPORTS**

**4.1 2016-2017 AUDITED ANNUAL FINANCIAL REPORT**

The Financial Accountant advised that the final step of the audit process was for the Committee to approve and sign off the report which would then be returned to the auditors.

Improvement costs had influenced the final cashflow result however, the bank balance as at 30 June 2017 was circa \$450k.

As required by the auditors, members were then asked the question 'Are any of you aware of any fraud?' to which all unanimously replied 'no'.

#### **TAA201709/11 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Cr Rosanne Jollands

That the Taupō Airport Authority Committee adopts the audited 2016-2017 Annual Financial Report.

**CARRIED**

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

The General Manager tabled his report (A2046550) and noted the following:

- Air craft movements were tracking lower than last year
- Based on 2016 figures, passenger numbers had increased by 20%
- The carpark had become a major issue with people disregarding parking boundaries and double/triple parking. The GM Business & Technology suggested that to substantiate the information, any further contraventions be logged and/or recorded
- Currently there was five other airports trialing the IRIS programme which was a great 'close loop' system
- WOL (Who's on Location) was another great tool that provided instant notification of who was on site at all times
- Management of birds using scaring devices and regular culling was ongoing. The warm surface of the runway often attracted many birds so a few runway sweeps had also been completed

#### **TAA201709/12 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Ms Kathy Guy

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on 14 September 2017.

**CARRIED**

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

The Civil Aviation Authority (CAA) safety management system compliance deadline was June 2018 however, the General Manager advised that this would be completed well ahead of time in October 2017. The documentation would be circulated to members' prior to submission to CAA for its approval and recommendations.

The GM Business & Technology requested a report also be prepared for the next Audit & Risk Committee meeting on 30 October 2017.

#### **TAA201709/13 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mr John Funnell

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

**CARRIED**

#### **4.4 REQUEST FROM CONTACT ENERGY TO INSTALL AN EV CHARGING STATION**

##### **TAA201709/14 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee:

1. receives the information on the proposal from Contact Energy Ltd; and,
2. supports the request from Contact Energy Ltd to install an EV charging station at Taupō Airport with location to be determined by the Airport Manager.

**CARRIED**

#### **4.5 MINISTRY OF TRANSPORT JOINT VENTURE PARTNER ARRANGEMENT**

The GM Business & Technology was keen to strengthen the relationship with the Ministry of Transport (MoT) which to date had been quite disconnected.

Feedback was provided to MoT officers that MoT timelines did not align with Council timelines eg Long-Term Plan (LTP).

##### **TAA201709/15 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee notes the information attached in relation to joint venture partnership arrangements.

**CARRIED**

#### **4.6 TERMINAL PROJECT UPDATE**

The Group Manager: Business & Technology gave a verbal update on the terminal project.

##### **TAA201709/16 RESOLUTION**

Moved: Ms Kathy Guy  
Seconded: Cr Rosanne Jollands

That the Taupō Airport Authority Committee receives the update on the terminal project.

**CARRIED**

#### **5 CONFIDENTIAL BUSINESS**

##### **TAA201709/17 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Mr Chris Johnston

**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> 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]*.

**CARRIED**

**The Meeting closed at 11.53am.**

**The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 6 November 2017.**

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**CHAIRPERSON**