

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ
ON MONDAY, 27 NOVEMBER 2017 AT 10.30AM**

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

IN ATTENDANCE: Group Manager Business & Technology, General Manager Taupō Airport, Airport Operations Manager, Democratic Services Support Officer

MEDIA AND PUBLIC: Nil

Note: Cr Christine Rankin left the meeting at the conclusion of the last public agenda item (4.6) at 11.20am and was not present for the confidential portion of the meeting.

1 APOLOGIES

TAA201711/01 RESOLUTION

Moved: Cr Rosanne Jollands
Seconded: Mr Chris Johnston

That the apology from Mayor David Trewavas be received and accepted.

CARRIED

2 CONFLICTS OF INTEREST

Nil

3 CONFIRMATION OF MINUTES

3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 14 SEPTEMBER 2017

Minutes of a meeting of the Taupō Airport Authority Committee held on Thursday, 14 September 2017 had been circulated (A2091815).

TAA201711/02 RESOLUTION

Moved: Mr Chris Johnston
Seconded: Mr John Funnell

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

CARRIED

3.2 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 6 NOVEMBER 2017

Minutes of a (cancelled) meeting of the Taupō Airport Authority Committee held on Monday, 6 November 2017 had been circulated (A2091814).

TAA201711/03 RESOLUTION

Moved: Mr John Funnell
Seconded: Cr Christine Rankin

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 6 November 2017 be confirmed as a true and correct record.

CARRIED

4 REPORTS**4.1 FINANCIAL REPORT - SEPTEMBER & OCTOBER 2017**

The Group Manager Business & Technology explained that the increase in operating expenditure was due to maintenance work undertaken on ANZAC Memorial Drive.

TAA201711/04 RESOLUTION

Moved: Cr Rosanne Jollands
Seconded: Ms Kathy Guy

That the Taupō Airport Authority Committee receives the financial reports for September and October 2017.

CARRIED

4.2 REQUEST TO BUILD A HANGAR ON LEASE SITE 26

The General Manager advised that the Safety Committee had no objections to Mr Orr's request as the hangar would not impinge on the future planned taxiway which would run adjacent to the hangar.

The following was noted during ensuing discussions:

- The Committee needed to advise councillors of their future aspirations for a taxiway and inclusion of the overall vacant surrounding airport land for operational purposes.
- Development of airport infrastructure would support the anticipated future increase in aviation activity.
- Inclusion of an additional taxiway should be incorporated in the strategic plan. A comprehensive resource consent would also be required.
- Given the various constraints of the surrounding airport land eg NZTA etc it seemed logical that the land be designated for airport use only.

Note: The Chair undertook to present the strategic vision and plans/maps showing proposed future airport developments to Council once details had been confirmed.

TAA201711/05 RESOLUTION

Moved: Mr John Funnell
Seconded: Cr Rosanne Jollands

That the Taupō Airport Authority Committee:

1. agrees 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 Taupo Airport Operational Safety Committee and compliance with any road requirements; and
2. authorises the Taupō Airport General Manager Mike Groome to finalise lease arrangements of Site 46 to Mr Orr for a term of 9 years plus 2 rights of renewal (total 27 years) at a cost per annum of approximately \$3,000.

CARRIED

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

Members decided to defer strategic plan discussions until early 2018. The proposed strategic plan should be brief and succinct as opposed to lengthy and verbose.

TAA201711/06 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the information.

CARRIED

4.4 GENERAL MANAGER'S OPERATIONS REPORT

The General Manager spoke to his report highlighting that the airport café had catered for the Catallina crew which was an added bonus. In light of recent power cuts, the purchase of a standby generator for the terminal was also being looked into.

The Group Manager: Business & Technology advised that Council had allocated \$2.5m for the airport in the draft LTP which would be going out for public consultation in early 2018.

TAA201711/07 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee receives the General Manger's Operations report as presented on 27 November 2017.

CARRIED

4.5 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE

The General Manager advised that:

- A working group had been established to oversee the SMS requirements with Steve Pedersen appointed as the Safety Manager (Mr Pedersen was previously safety manager for Eagle Air).
- CAA required the SMS to be implemented by June 2021 however, Taupō was tracking well ahead of schedule and expected to have this completed by April 2018.
- The gap analysis was 50% completed.
- The General Manager would email members a copy of the SMS Manual.

The Group Manager: Business & Technology observed that highlighting any red flags and / or incident exceptions would suffice for the update.

TAA201711/08 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

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

CARRIED

4.6 HEALTH AND SAFETY UPDATE

The General Manager tabled a copy of an IRIS report for informational purposes (A2092354).

There were no updates for the Risk Register.

TAA201711/09 RESOLUTION

Moved: Cr Christine Rankin
Seconded: Cr Rosanne Jollands

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

CARRIED

5 CONFIDENTIAL BUSINESS

TAA201711/10 RESOLUTION

Moved: Cr Rosanne Jollands
Seconded: Mr John Funnell

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 - 14 September 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 6
Agenda Item No: 5.2 Receipt of Unconfirmed Minutes: Taupō Airport Operational and Safety Committee - 2 October 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 11.24am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee Meeting held on 19 February 2018.

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CHAIRPERSON